

# **91.7 The Edge, WSUW-FM Training Manual**

## **Station Policies Overview** (Please see the Policy Manual for additional policies and procedures)

As a broadcast facility, we come under a number of FCC rules and regulations. As a facility licensed to the university, we are also subject to University policies and procedures. In addition, we have a few policies of our own that every member must be aware of and must follow.

### Air Shift Attendance

DJs are expected to arrive at the station early enough to properly prepare for their show (10-15 minutes early). The preceding DJ must 1) have the studio “cleaned up” for the next DJ at that time; and 2) program sufficient music to reach the top of the hour of the current hour if necessary.

If you cannot fulfill your radio shift, you must always contact the Program Director as soon as possible with a preferred 24 hour notice. The Program Director will first ask if you have tried to find a replacement by going through the station contact list. Replacement forms are available on the website or in the station office. If you cannot find a replacement, notify the Program Director.

### Operation Logs

The Federal Communications Commission requires that stations keep a “Station Log”. It is the duty of every licensed operator to fill out this log appropriately. The Federal Communications Commission requires that WSUW keep these logs on file for the term of the license which is eight years. This log requires information on transmitter adjustments.

WSUW continues to maintain an “Operating Log”. Proper logging requires: 1) Calculation of operating power which can be no more than 105% or less than 90% authorized power, 2) a notation of the time power was supplied to the transmitter, 3) notation of any deviance from operating parameters. If the operating power of the transmitter is not within the legal limits, contact the Station Manager or Program director immediately.

All entries must be made in military time. A conversion sheet is provided on the clipboard in the on-air studio. Names must be printed as well. If there is nobody after your shift, please sign AUTOMATION into the spot. Remember to sign AUTOMATION off before you begin your shift. Logs begin at 0000 and end at 2400, meaning start a new sheet after midnight.

EAS (Emergency Alert System) Tests are automated and may occur during your shift. If this is to happen, sit tight and wait for that lovely noise to cease. There is no need to record anything when the Test sounds. The Program Director or another member of the Executive Board will be responsible for the EAS Check.

Any issues or concerns with the equipment can be noted on the reverse side of the log (hopefully you will never have to use this).



## On-Air Behavior

While WSUW is a student activity, the nature of broadcasting and its powerful effects on the listener are subject to numerous rules of various degrees. Some policies are mandated and enforced by the Federal Communications Commission. Other rules are station policies because WSUW would like to maintain a professional working atmosphere.

### **Language Use**

At no time are DJs allowed to use profanity and/or obscenities over the radio (18 U.S. Code § 1464 - Broadcasting obscene language). Staff must maintain language consistent with Federal Communications Commission. Any personnel who violates this policy may be asked to leave the station and risk being banned from on-air studios.

Being on the radio means that you will have to apply a “filter” on your language and subjects of conversation. If ever you are unsure of whether or not you can say something, it is best to err on the side of caution and refrain.

### **Phone Calls**

Phone calls may not be put on the air without the express permission of the Program Director. Also, no caller may be placed on the air without letting the caller know that it is going to happen.

### **Guest Policy**

All guest must be logged on the Guest Sign-In located in the on-air studio. If the person is to be a recurring guest, this notification must also be given to the Program Director.

All staff are responsible for the actions of their guests (this includes what the guests say on-air or their actions in the studios).

## Off-Air Behavior

The WSUW staff includes a wide variety of talented people, each with a different background and level of experience. Everyone is expected to treat each other with dignity and respect. While everyone is encouraged to assist other staff members if they have a question; criticism of performance must be directed through station management or faculty. Please carefully consider whether the issue needs immediate attention, or wait to be addressed during regular business hours.

## Music Rules

WSUW maintains a professional centralized programming approach to its entire broadcast schedule. All programming decisions are coordinated by the Program Director.

- Two-hour rule: The same artist cannot be played within a 2-hour period.
- Three-hour rule: The same song cannot be played within a 3-hour period.
- The staff must maintain language consistent with the Federal Communication Commission's guidelines.
- Staff may not bring in their own music without the express permission of the Program Director and Music Director.

### Station Property

All audio equipment and material received in conjunction with station activities are the property of the State of Wisconsin. All necessary music and program material needed to do an air shift on WSUW is provided by the station (with the exception of specialty programs).

All materials sent to WSUW or intended use for WSUW becomes property of the State. Removal or misdirection of such property from WSUW is a violation of law and may result in dismissal from the station and prosecution under state law.

### Telephones

Everyone is responsible for answering the phones as quickly as possible. Each caller should be treated in a polite and courteous manner regardless of the nature of the call. It is important to record the nature of the call and messages, if any, as well as a call-back number. Personal calls are not permitted on the station's phones.

### Food and Drink Policy

Food and drink are never allowed in any of the studios. Food and beverages are permitted in the station office and may be stored in the refrigerator. Label your food and drinks and please do not store food in there for more than one day.

### Station Cleanliness

Keeping the station clean is everybody's responsibility. If you see a mess, clean it up.

### Alcohol and Illegal Drugs

No staff member is to be on the air or on station premises under the influence of alcohol or other drugs. Immediate termination may result if this rule is broken.

### Social Media Policy

The station accounts on Facebook and Twitter are meant to be used to promote the station and station sponsored events. At no time should internal issues (i.e. technical difficulties or other problems) be openly discussed or posted on these sites. Failure to abide by this rule could result in termination.

To address internal issues such as technical difficulties or scheduling problems; please contact the Programming Director or Station Manager. Again, at no time should social media sites be used to address these issues.

## **Before Going On-Air**

### Signing On

See the section on *Operation Log* under *Station Policies*.

### Checking Power

The station must keep its power levels between 90 and 105. Use the following steps to take power readings:

1. Pick up the phone and dial 1315
2. Enter the password located in the studio
3. Enter 01
4. System will read "Channel One" then the reading. Enter this number on the log

Example: "This is channel 1, 1-0-0-9" = 100.9%

Always make sure reading is between 90 and 105.

If not in this range, Adjust Power:

1. Dial 01 for power reading
2. Dial 66, system will say "OK"
3. Dial # to raise power
4. Dial \* to lower power      \*Adjust until power is 100\*

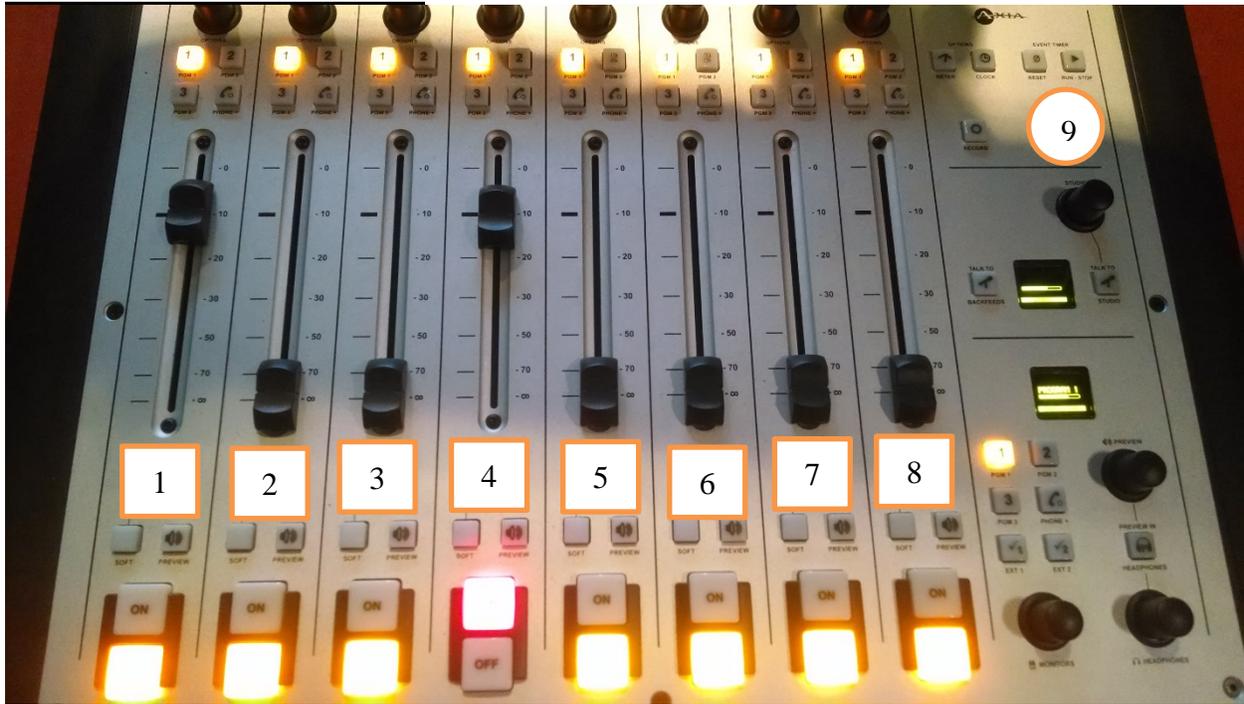
To Sign on (if system is OFF)

1. Dial 00, listen for operator to say "system off"
2. Dial 66, system will say "OK"
3. Dial #, SINE will say "Status On"

To Sign Off (only used in rare cases)

1. Dial 00,66,\*, the unit will say "status off" and shut off

## The Board in Profile 1: On Air



### 1. Host Microphone

Microphone 1 is the main microphone that you will be using. Always make sure that it is in Program (as well as any other channel that you will be using) before going on air. When you turn on the microphone, you will notice that the speakers in the studio cut out. This is to ensure that there will be no feedback when you are talking and is also the reason that you must wear headphones on the air.

Watch the VU meter on the board to make sure you are not too loud (peaking) or too quiet. (Remember: the ideal is between -30 and -15). Use the slider to adjust your levels to find the right spot.

The proper distance between you and the microphone is about six to ten inches. Closer than two inches makes your voice sound lower than usual, so if that happens, move back.

If you have trouble with plosive sounds (“p” and “b”) that overload the microphone, talk across the microphone at a 45 to 70 degree angle.

### 2. and 3. Guest Microphones

Mics 2 and 3 are for guests in the studio. Mic 2 is located closest to the door and Mic 3 is located closest to the Fishbowl.

## 4. iMedia

iMedia is the part of the board that indicates what songs are being played over the air. If you look at the On-Air Computer, you will notice that the screen is divided into two halves; iMedia is on the left-hand side. It should remain in Program 1 and be ON in order for music and talk breaks to go over the air. It may be necessary to adjust the levels on this channel to assure correct VU levels (averaging -20db).

## 5. iMedia2

iMedia2 is the right hand side of the On-Air Computer and controls the volume of music beds, sound effects, and previews of songs' intros and outros.

Below is a picture of the On-Air Computer displaying iMedia1 on the left and iMedia2 on the right.



## 6. and 7. CD1 and CD2

The CD players are located to the immediate right of the board.

## 8. Aux

The Aux channel is used for playing music from external devices like an iPod or a laptop. The cord is located on the left-hand table by the guest microphone mounts.

## 9. Profile

This button controls the profile settings of the board. The board can hold four unique profiles which change the assignments of each channel. To load the profile, select the profile by scrolling and then push the button again to have it load.

## Mixer

The Mixer controls every other microphone in the studio from Microphone 2 and 3 to all three Fishbowl Microphones. The Shure Mixer (located above the CD players) must be first turned on in order to be used.

## Preview Function

The button labeled Preview gives you the chance to preview a channel without it going over the air. Instead, the audio is directed to the speakers while potting down the on-air music. This volume can be controlled by using the Preview knob on the board.

You may want to preview a song from the library, beds, and song intros and outros.

## Talk Breaks

### Inserting Talk Breaks

To insert a Talk Break, you must first select where in the playlist you would like to put it. When adding anything to the playlist, the computer will insert it before the item you have selected. When you have your spot highlighted, simply press the blue TALK button on the lower portion of IMEDIA. When you have finished your break and wish to play the next item, simply press the pink box on the left-hand side of the screen. Do not add more than one talk break at a time to the list, as you may forget that it was added which may result in dead air. All talk breaks will be erased at the top of the hour automatically by the program, so plan ahead.





include “The” in the search. Or you can use the “Contains” option and the library will search for anything containing the search terms.

### Inserting Songs into Lineup

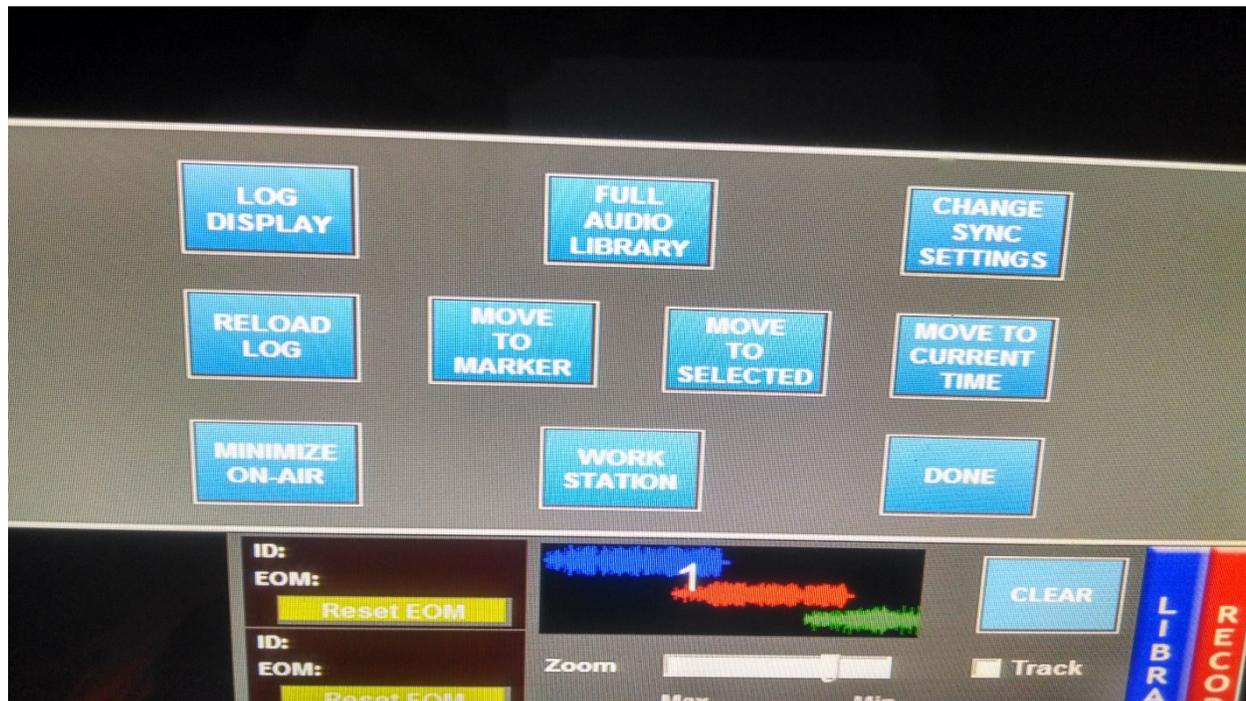
Songs are inserted in the same way Talk Breaks are; before the item highlighted in the playlist. When you find the song you want, simply select it. Just by clicking on it, it is added to the lineup.

You may find you have to add songs if the counter labeled *On Hand* is below the counter labeled *This Hour*. ALWAYS make sure that there is enough music on hand for the hour.

### End of Shift

At the end of your shift, make sure that the DJ scheduled after you has arrived and sign out on the log. If there is no one scheduled after your shift, sign in Automation into the log. Also, if there is no one after you, take the power reading for that hour before you leave and record it.

Another thing to do at the end of your shift is to move the playlist to Current Time. This can be done by selecting the *iMediaTouch* logo in the upper right-hand corner and selecting the Move to Current Time button.



Your shift ends at the top of the hour and it is against policy to leave early without proper consent from the Program Director or Station Manager.

In addition to signing off, please make sure that all doors to the station are closed and locked when leaving the station unattended per FCC rules.

## **Emergency Alert System Test (EAS)**

We are required by the FCC to give a weekly and monthly EAS test. The monthly and weekly test are automated and will play randomly over the air. DO NOT PANIC.

## **The Phone**

The phone located in the On-Air Studio will trigger the light bulb on the metal pole to flash when a phone call comes in. Always identify the station when answering and be polite to listeners no matter the subject matter of the call. If the caller is requesting information that you do not know or are uncomfortable giving, contact the Station Manager or Program Director.

## **Recording Shows**

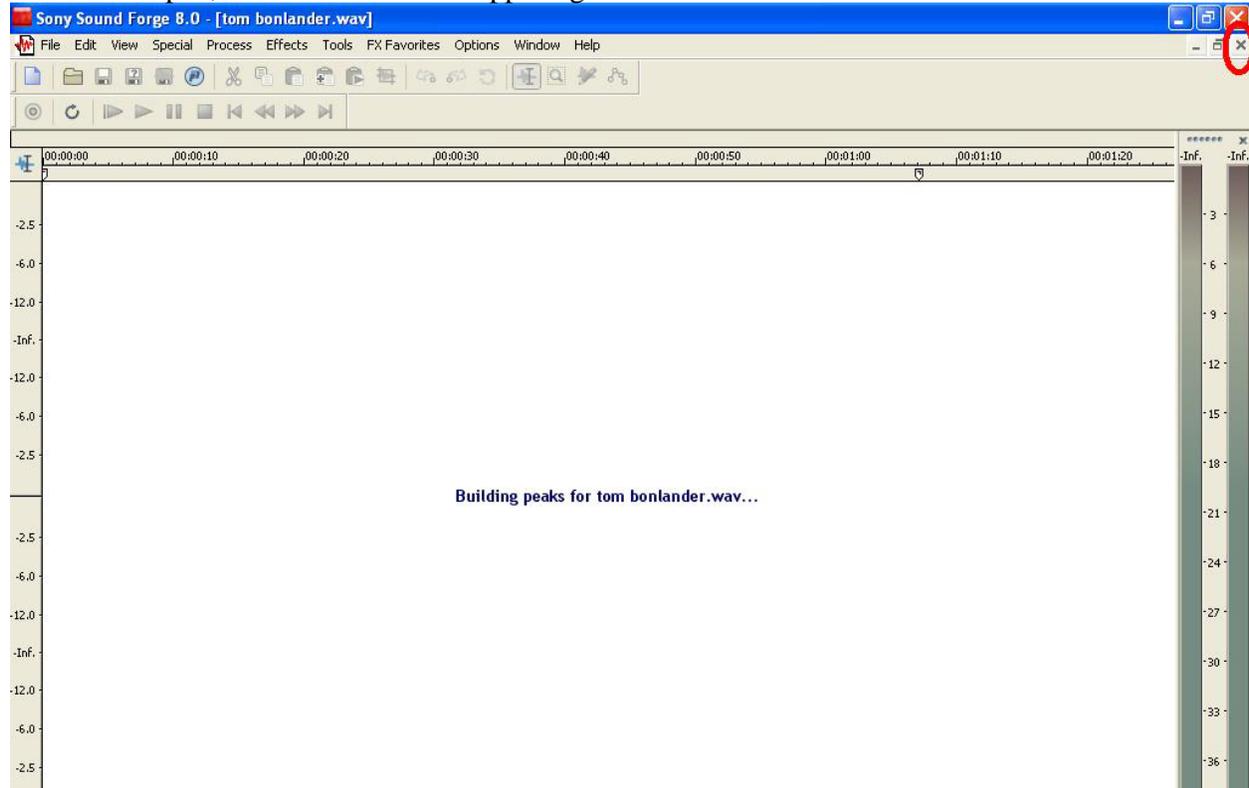
It is a good practice to record your show and critique yourself in order to improve your on-air presence. Recording of on-air material can be done in the Fishbowl by following these steps:

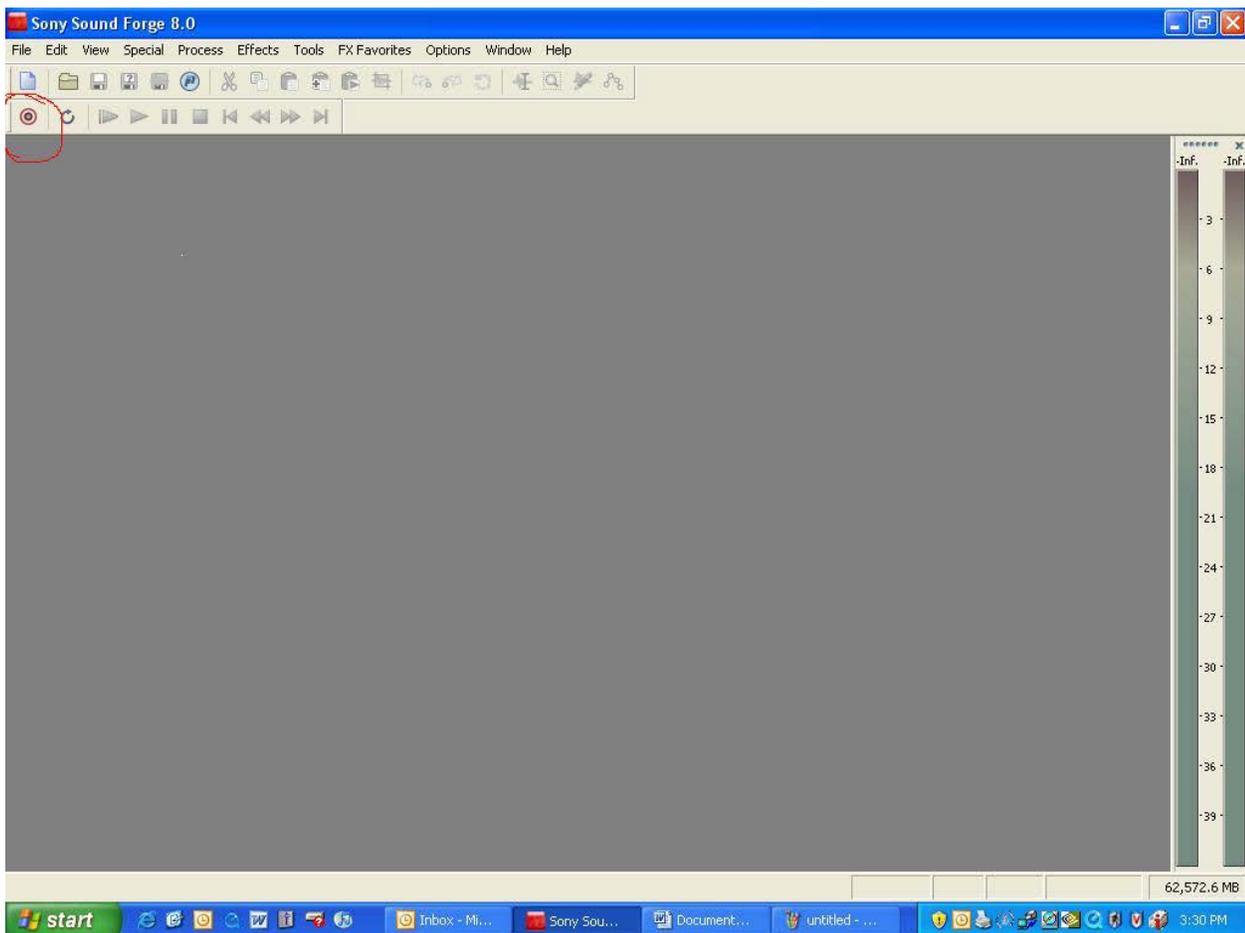
How to record your show in Sound Forge

1. Open Sound Forge

\*Click on the cancel button if you see this screen.

\*If a file is open, click on the x in the upper right hand corner.

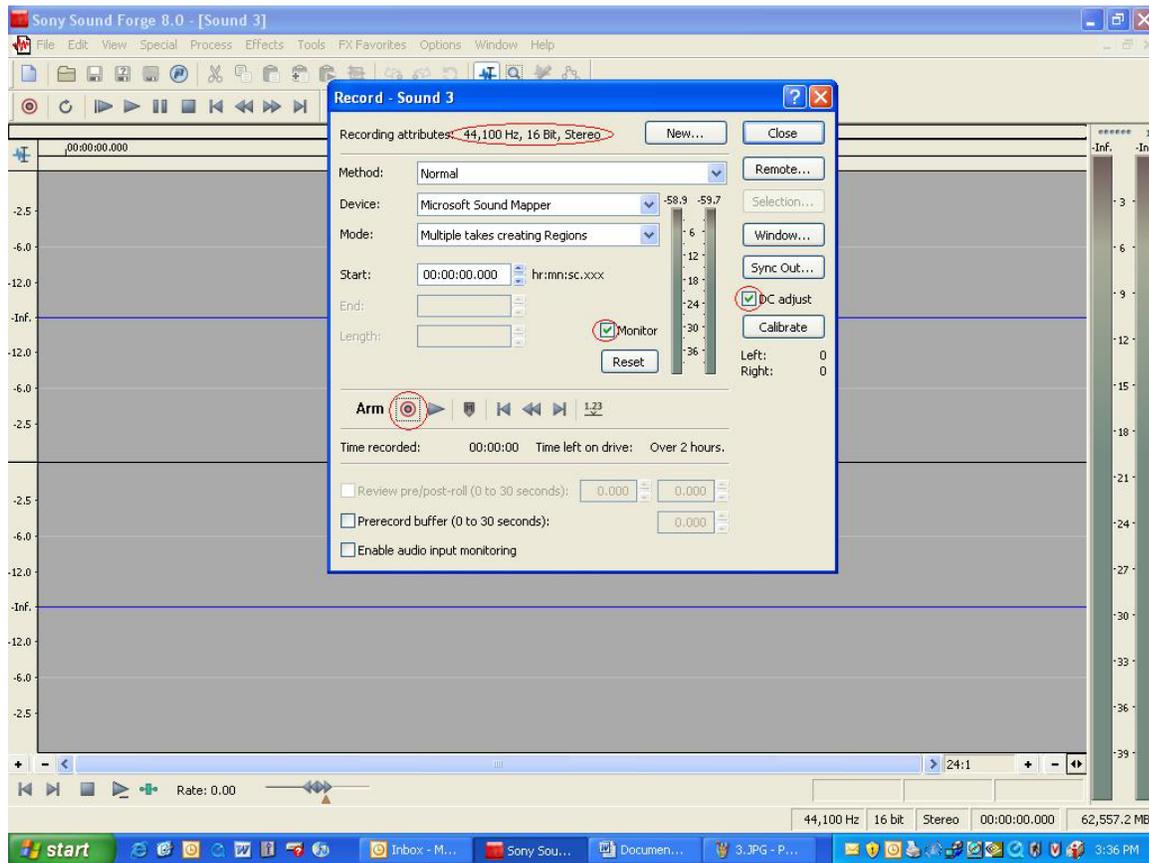




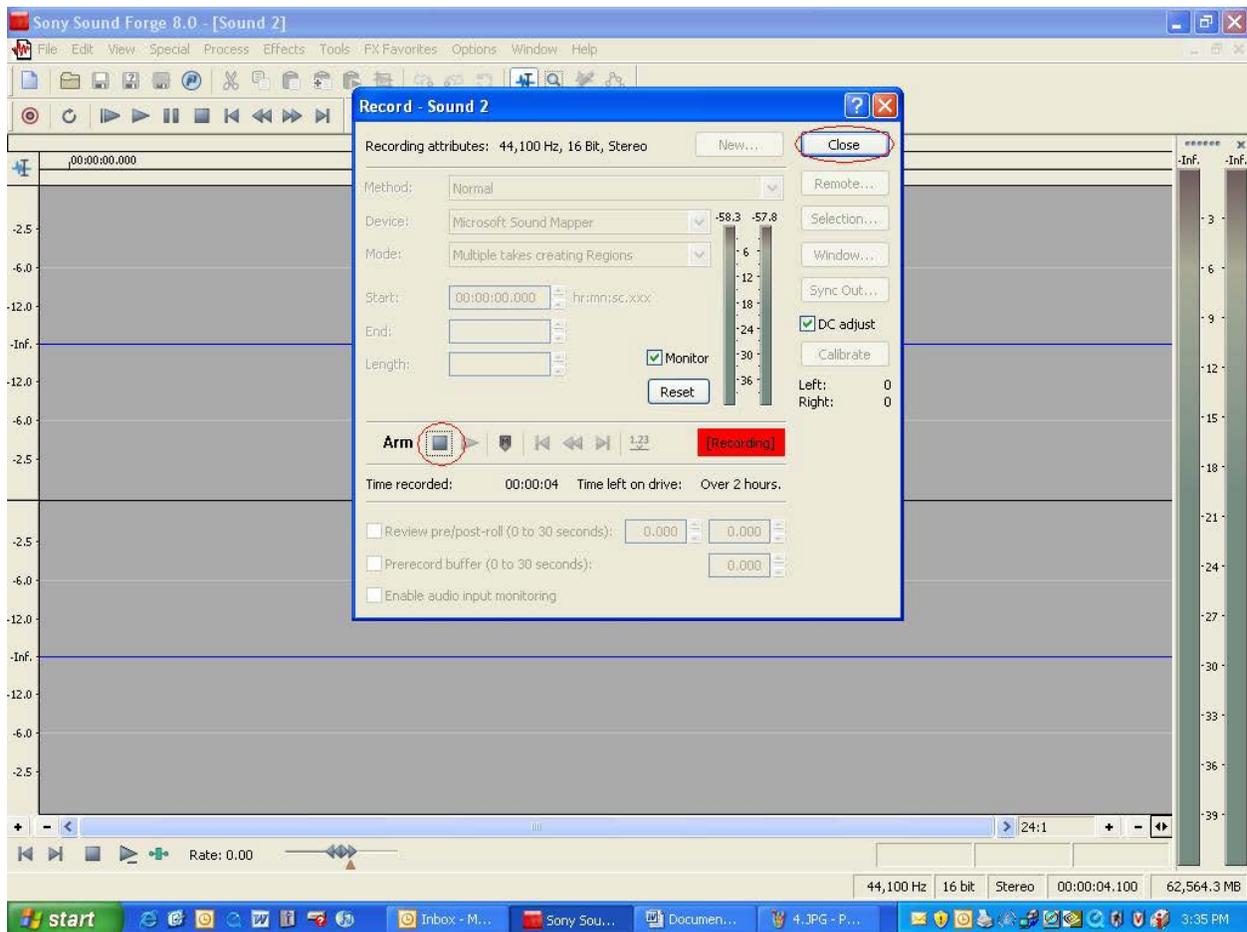
2. Hit the record button.

3. Make sure the monitor button and DC adjust buttons are engaged. Your recording attributes should be as listed below. If they are not, click on the New... button to the right of the attributes and select the 44.1kHz, 16 bit, Stereo option.

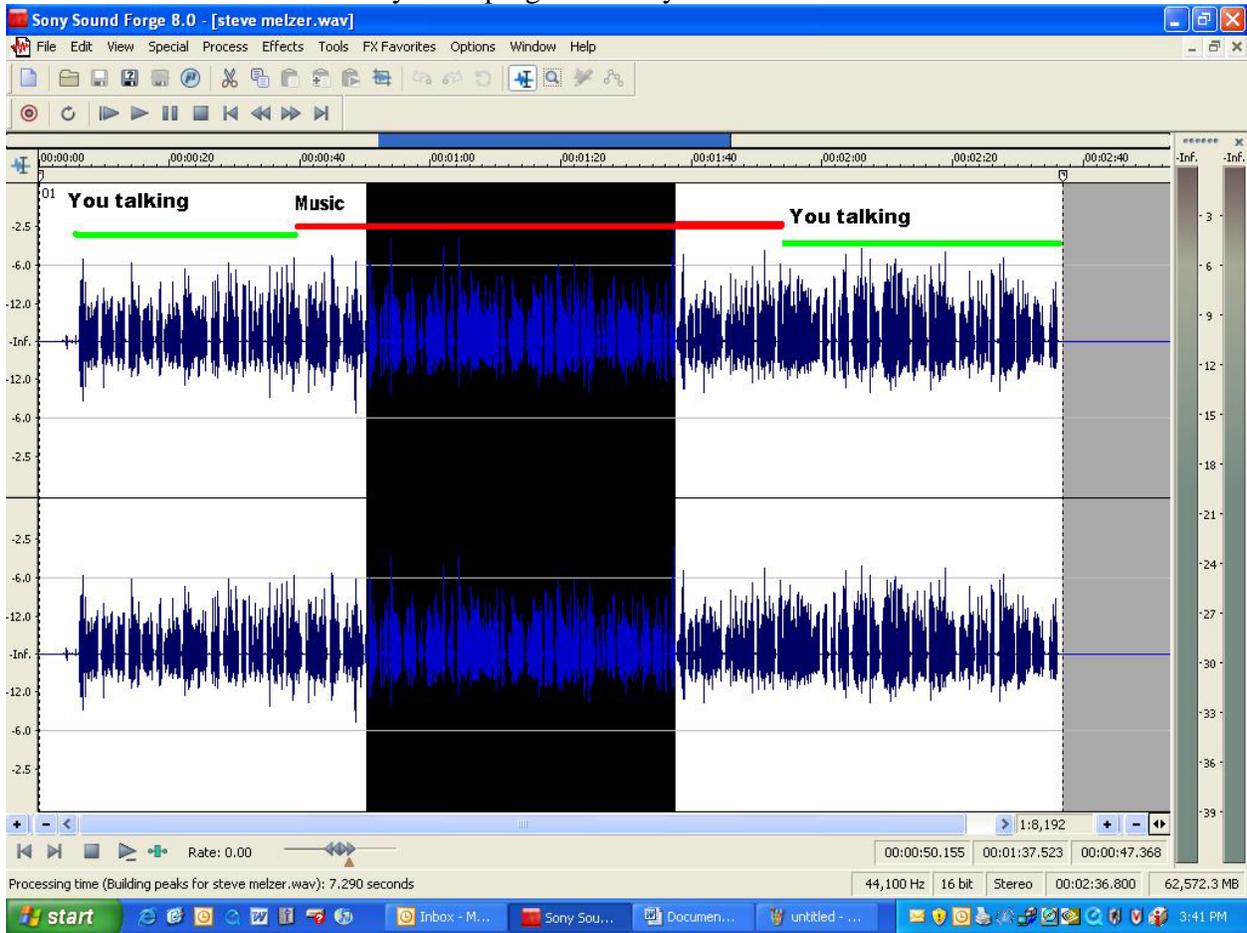
4. Click on the red record button next to the word Arm.



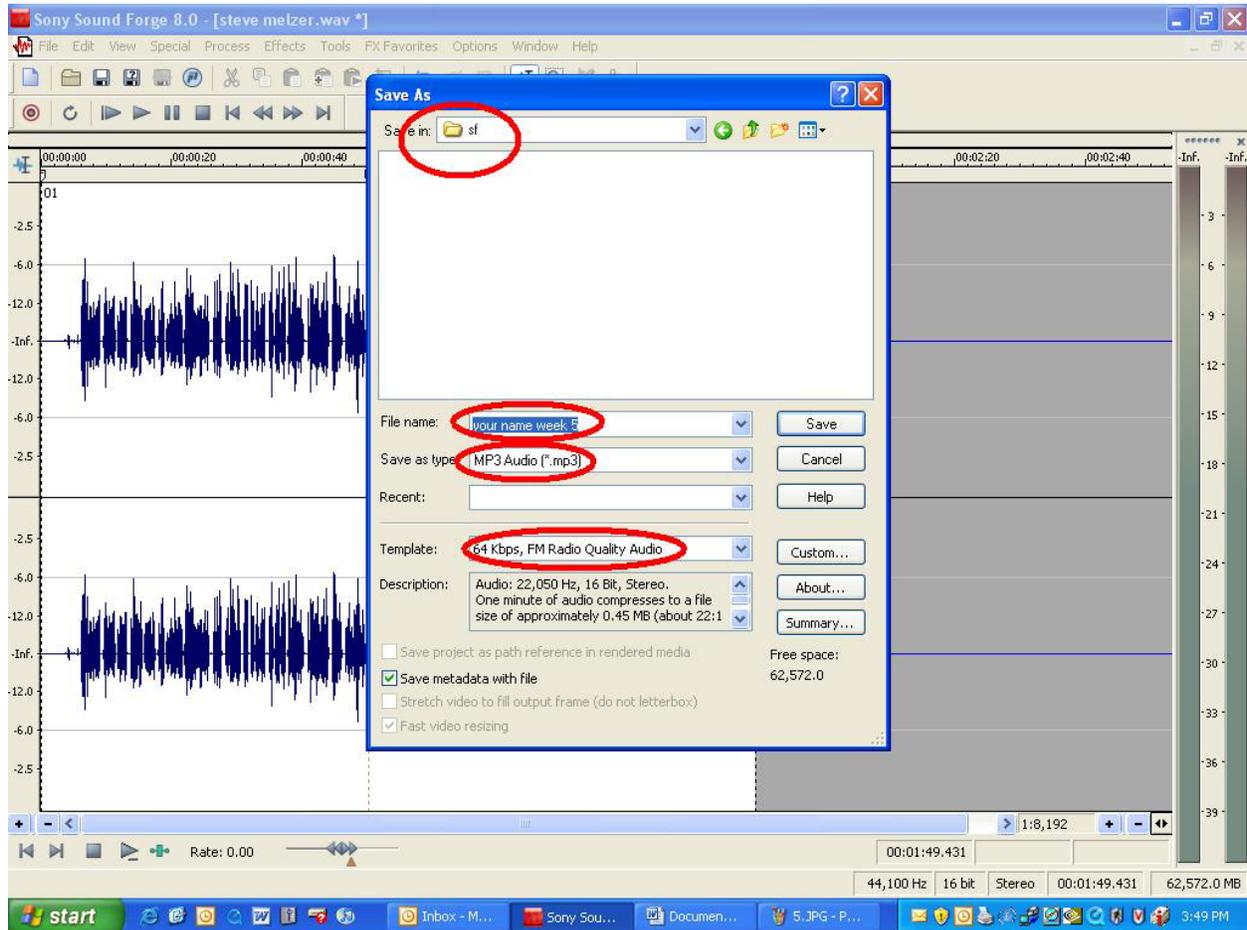
5. Once you are finished recording, you may hit the stop button next to the word Arm. Now click on the close button.



6. You are ready to edit. (If you want a copy of your complete show I suggest you save that as a separate file and then edit a new file for submission.) You only need 5 sec of music before and after you take your break. To edit something out of your recording you first highlight what you want to delete and then hit the delete key. This program is very similar to Microsoft Word.



7. When you have completed your editing you will want to save your file as an MP3. I recommend saving the 64kbps sampling rate. Please save in your folder under the students folder located on the desktop. Use your name when saving as we often delete files to save space for others to record. If you want a copy for yourself, save it to student storage or a USB drive or burn a copy to CD.



## **Bulletin Board**

The bulletin board in the studio will be posted with announcements as well as contact information for E-Board members and other DJs. The weekly schedule of shifts and Program Schedule are both posted on the board as well for reference.

Updated: January 2015