

Reference Guide to Studio 1

Introduction

Studio 1 is our primary production studio, used for recording, editing, and also occasionally live-to-air broadcasting. It is equipped with a computer (with Zara and Audacity), two CD players, one MiniDisc (recording and playback), one Cassette (recording and playback), two microphones, and a telephone hybrid.

This document outlines the basic functions, and can be used to refresh your memory if you need to catch up on the studio, and also for preliminary training. It can not be used to replace formal hands on training.

The Panel

The panel is where everything is interconnected. To the right is a picture of a typical channel. Here is a quick description of each button and knob:

- **PGM and AUD:** These are the outputs. PGM will allow audio to go to air (but only if the studio is selected on the switcher), and also sends it to the guest headphones jack. AUD sends the channels audio to the recording inputs of each device (computer, minidisc, and cassette).
- **The Fader:** The fader adjusts the volume between maximum (0dB) and minimum (off). When a channel is on, and up, sound from the device can flow through to the output.
- **EQ:** These two knobs adjust the high and low frequencies. We recommend that you leave these set in the centre position.
- **Trim:** This provides fine adjustments for each channel. You can add volume, or subtract audio if required. We recommend that you only adjust this is the volume is too low on the VU meters.
- **Balance:** This adjusts the balance between the left and right speakers. We ask that you leave this set at the centre position.
- **Cue / PFL:** This cue button is a "Pre Fade Listen", meaning it allows you to listen to the audio source before it reaches the fader. A channel does not need to be ON for it to be "Cued" – in fact, if the channel is ON, and also on CUE, it will still be heard on the selected output (In other words, pressing CUE does not turn the channel off, as it does in Studio 2. If you want to listen to an input without it going to air then the channel must be off and Cue / PFL must be on.)
- **ON:** This toggles the channel on and off. It's fairly self-explanatory.



The Selector Channels

We have two stereo selector channels installed, which toggle between several different sources. These operate in the same way as a regular channel, with the only difference being the addition of six push buttons on each one, to select the audio source.

Monitor & Headphone Outputs

Pictured on the right is the monitor and headphone selector controls. Here is a run-down of all of the options:

- **Source Selector:** The four buttons on the top allow you to select what audio you can hear through both the headphones and the speakers. *PGM* and *AUD* are linked to the outputs of each channel, and *EXT1* is linked to the *On Air Tuner*, so you can hear what is going live to air.
- **Monitor Volume:** This knob will adjust the volume of the studio speakers.
- **Auto CUE/PFL:** This button, when pressed, will allow you to hear what ever is on CUE. There are two of these buttons, each one corresponding to the volume control above them.
- **Mute Light:** This small LED lights up simultaneously with the On Air Lights in the room, and when the speakers are muted. It means that your have a Mic switched on in the room.
- **Phones Volume:** The phones volume, and phones jack below it, allows you to hear the selected output at a controlled volume. The headphones always operate, even when the microphones are on.



Embedded Cue Speaker

The speaker (pictured) is positioned next to the VU meters, allows you to hear what is on Cue, without interrupting the headphones or monitor speakers. The volume of this speaker can be controlled by the knob labelled "*PFL Level*". The other knob does not perform any function in our setup.



VU Meters

The audio level meters, also referred to as VU meters, allow you to visually see how *loud* a signal is. These meters display the level of audio being output by the selected source, which can be changed by pressing the *Meter Select* buttons, which are located on the panel near the monitor select speakers.





Recording to Computer

To record audio to the computer, using the program Audacity, follow the following steps:

1. Load the program Audacity, which is on the *production* computer.
2. On the panel, select all the AUD buttons which you will be requiring.
3. Press *record* on Audacity, and start talking, or using your other audio sources (CD Players, etc.)
4. When recording is completed, press *stop* on Audacity.

These steps are sufficient to get you recording in Audacity. For further information about using this software for slightly more advanced editing, take a look at [official online manual](http://audacity.sourceforge.net/manual-1.2/tutorials.html) [<http://audacity.sourceforge.net/manual-1.2/tutorials.html>].

Recording Telephone Interviews

Studio 1 now has a telephone hybrid available for you to record phone conversations. This will enable you to record interviews with artists, community leaders, and anyone else who is relevant to your show.

This hybrid is connected on a separate phone line, which means you have to issue another phone number for the interviewee to call. This number is (02) 9686 3091, and is connected to *Line 3* on our phone handsets.

For cost purposes, we ask that you don't make any outbound calls for the purpose of interviews. It is also official station policy that you do not play phone calls live to air, for insurance and defamation purposes. For this reason, all phone calls must be pre-recorded.

To record a phone call, follow these steps:

1. Notify your interviewee of the number to call, and a time to call. Ensure you have a studio booking for this time.
2. When the call comes through, it will appear on *Line 3* on the handsets. Pick up the handset, and ensure the correct person is on the line. Ensure they know you are recording the phone call, and it will be used by us on-air.
3. On the panel in Studio 1, slide up the fader on the channel labelled "*Phone*", and press the button labelled "*Line Hold*", directly under this fader.
4. You should now be able to hear the call through your headphones, and the speakers. Turn on your mic channel, and ensure the interviewee can hear you. At this point, you may hang up the handset without the interviewee being disconnected.
5. You may now start recording, and conduct your interview as planned.
6. To disconnect the call, simply press the "*Line Hold*" button again, which will make the light go out.