

Starting a Program Feed from Sam Kopper

Testing the Connection

Sam will call you between 10 and 15 minutes before Feed, to test the connection. To test, you will put the Access 1 channel in CUE, (press the CUE button), be sure CUE volume is up and that the Access channel is NOT turned on to air (the on/off buttons). You'll confirm the signal with Sam. Then turn CUE off.

You and Sam will agree on the handover: *your out-cue words*, ie: "Let's go now to Sam Kopper, live from East Greenwich," OR anything other wording you like.

The Hand-over to Sam

When ready to hand over, turn ON the Access 1 channel and have the slider up. Do your sign-off with your outro cue wording...Sam picks up from there.

Of course, leave the Access 1 slider on and up.

BUT...NOW... ALSO MAKE SURE...

Once Sam is feeding, after the exact top of the hour (or exact half hour like 12:30:00) Listen in CUE to Station Platlist/Automation Computer, you should hear nothing as there is purposefully a "silence" file running at this time. Once you confirmed you hear nothing there, now turn off Cue and TURN ON that channel and bring the slider up to its normal volume level position.

Ending East Greenwich Feed

If you are picking up a shift coming out of a Sam Kopper East Greenwich feed, please call him when he is not on mic, at 781-820-0909. This is to coordinate his hand-over to you. But, very simply, you will have agreed on the words Sam will use as the cue for you to start your programming. He will end precisely (or damned close to) on time, exact top of the hour, or half hour as the case may be.

IF the Automation channel is on and up, be sure to bring it down and off before the exact top of the hour, or the half-hour, before you start your show.

You hear the cue words, you start your show, and you pull down and turn off the Access 1 channel. Done

SUMMARY:

ENDING YOUR SHOW PREVIOUS PRIOR TO SAM

TESTING THE FEED

1. Sam Kopper will call to test the setup around 10-15 minutes ahead of the hour.
2. Put the "Access 1" channel in CUE by pressing the CUE button.
[Make sure the channel is OFF]
3. Confirm that you're hearing Sam.
4. Turn off CUE.
5. Tell Sam how you plan to end your show, YOUR HAND-OVER CUE wording so he knows when to start.

THE HANDOVER TO SAM

1. Make sure "Access 1" channel is ON & slider is up to the normal volume level.
2. End your show the way you told Sam you were going to, your Cue wording.
3. As Sam starts, make sure the volume on the "Access 1" channel is correct.
4. Put the "Station Playlist" channel in CUE. [Make sure the channel is OFF]
5. You should hear silence. If you do hear silence, take the "Station Playlist" channel out of CUE and turn it ON with the slider at the usual volume level.

FOLLOWING SHOW

1. Optionally call Sam, when he is not on the mic, at 781-820-0909 so he can tell you how he plans to end his show so you know when to start.
2. Turn the "Station Playlist" channel OFF.
3. Listen for the end of Sam's program. When it ends, start your program.
4. Turn the "Access 1" channel OFF.