

## ON AIR TELEPHONE INSTRUCTIONS

**LINE 1** The request line. 520-2528 (520-CKCU) – When ringing,, activates the flasher on the wall.

**LINE 2** The interview line 520-2759 – When ringing, flashes on the telephone only. This line connects to The “telephone” channel on the soundboard via the telephone hybrid under the computer monitor.

**If you intend to do a live on air interview, you MUST use Line 2 (520-2759).** You can either have your guest call this extension or you can select Line 2 on the telephone and call them.

### **“What if they call the wrong number?”**

If you wish to transfer a call from Line 1 (520-2528), simply press “Flash” on the phone then dial “2759”

And answer line 2. This will redirect the call to the appropriate channel.

- 1) When Line 2 flashes, simply pick up the phone. You do not need to select the line when answering.
- 2) To bring the caller up on the board, press the huge green “on” button on the front of the black panel located under the computer monitor to the left side of the board.
- 3) Hang up the phone.
- 4) On the board, turn on the channel labelled “telephone” and bring up the fader. Your callers signal should come in at around –3db on the meters. Your mic levels must be equal to theirs, also about –3db.
- 5) If there is a difference between the caller and mic levels, it will result in issues with clarity and the constant repetition of phrases such as, “can you hear me” and “could you repeat that” or “Hello? Hello? Are you still there?”
- 6) When the interview is over, press the big green “Off” button on the same panel. If you do not, the next caller will receive a busy signal.