



West Chester University Radio

Fall Training 2024 - Week 2



Objectives

- Broadcast Equipment overview
- Terminology
- Selected Requirements (equipment related)

WCUR.org - Join Tab > Training Resources

- Classroom slides, WCUR handbook, instructional videos, and other resources available
- Log in details:
 - Username: **wcurdj**
 - Password: **wcurdj**





2:33:58

STAND CLIP ON PGM TRIGGER SOFT

HOST	MIC1	MIC2	MIC3	MIC4	MAC1	AUX1	AUX2	CD-1	AUTO	TIE	TEL
1	2	3	4	5	6	7	8	9	10	11	12
+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50	+15 +10 +5 0 -5 -10 -15 -20 -25 -30 -35 -40 -45 -50
ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON
OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF



radio
SYSTEMS
Millennium Digital

MONITOR	HEADPHONE	TIMER	SELECTOR
PGM	START	1	
AUD	STOP	2	
TEL	RESET	3	
CUE	MODE	4	
KEEP ON	AUTO	5	
EXT-2		6	
EXT-3		7	
EXT-4	TALK BACK	8	

MONITOR HEADPHONE CUE

in-station speaker volume headphone volume cue volume

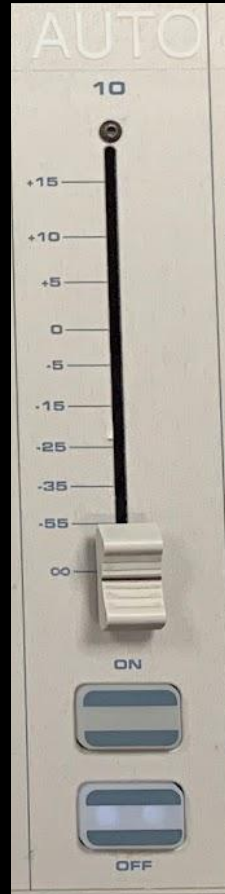
Automation

- Labeled on the board as **AUTO**
- Automation is a collection of music, liners, and PSAs that play automatically when DJs are not present in the on-air room



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Auto ➡ Air

On the board:

Turn the **AUTO** fader up, and press the **ON** button

On the tower:

Press **AIR** button

(now, the board is controlling the station)

The **MAC** fader controls audio coming from the computer.

The **HOST** fader controls your microphone

Microphones 1-3 are placed backwards. From left to right, they're placed 3, 2, 1.

Air ➡ Auto

On the board

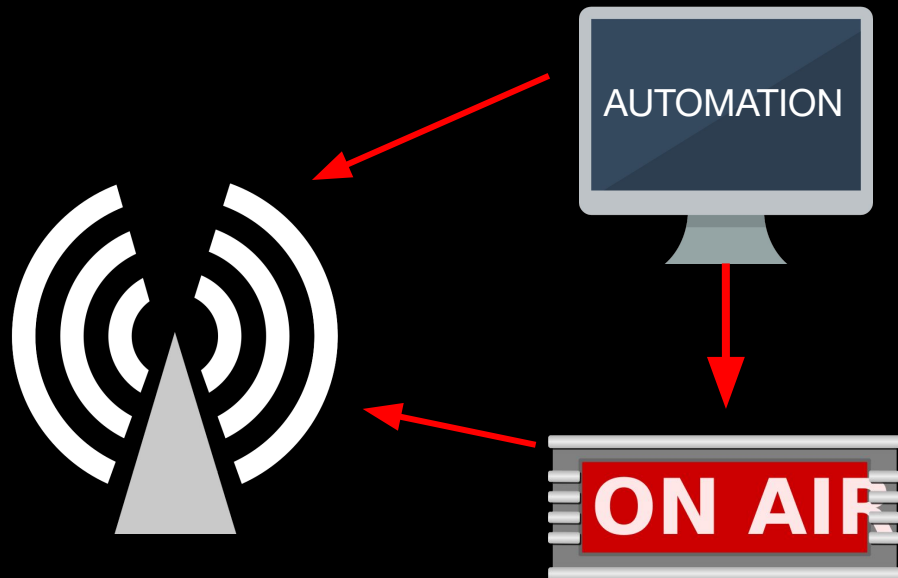
Turn **AUTO** fader **on** and **up**. At the **Same time**, turn **down** the fader where your music or voice is coming from.

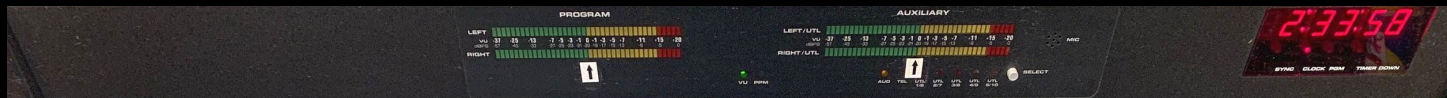
On the tower

Press **AUTO**

(Now, the automation computer is controlling the station)

Automation Flow Explained





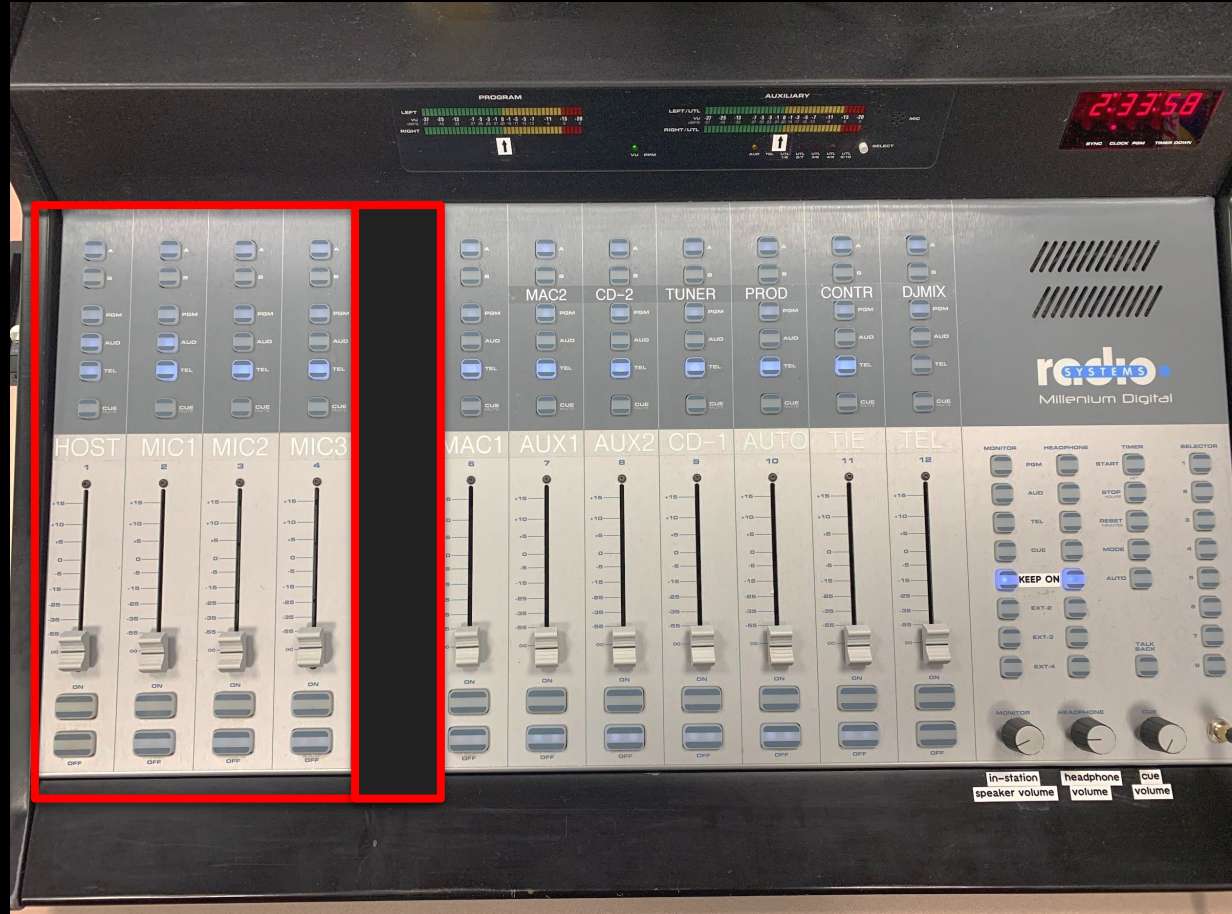
HOST	MIC1	MIC2	MIC3	MIC4	MAC1	AUX1	AUX2	CD-1	AUTO	TIE	TEL
1	2	3	4	5	6	7	8	9	10	11	12
ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON
OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

in-station speaker volume microphone volume aux volume



Microphones

- Labeled on the board as:
 - HOST
 - MIC 1
 - MIC 2
 - MIC 3



Microphones

- Labeled on the board as:
 - HOST
 - MIC 1
 - MIC 2
 - MIC 3





HOST



MIC 1



MIC 2



MIC 3



The Mac

- Labeled on the board as **MAC1**
- The Mac is the computer in the station where DJs can play music off of Spotify, iTunes, TIDAL, etc.



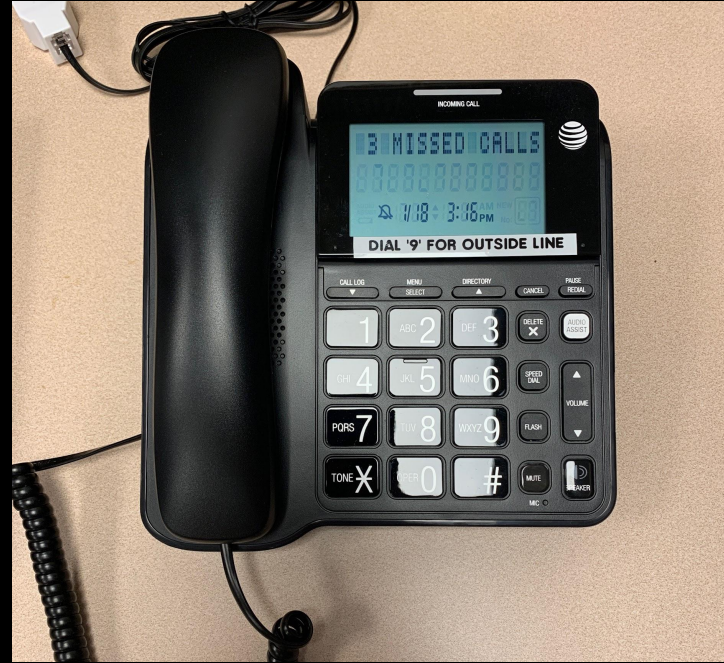
Aux input

- Labeled on the board as **AUX 1** and **AUX 2**
- We have 2 aux cords that DJs can play music off of their phones, tablets, or computers



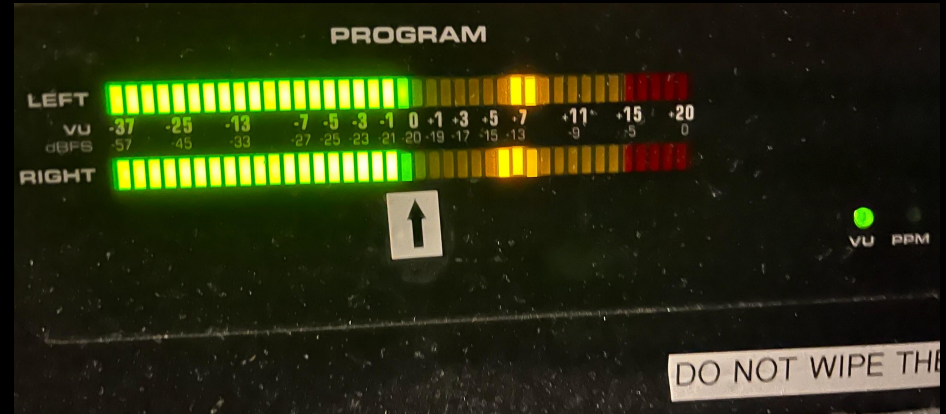
Phone

- Labeled on the board as **TEL**
- Screening calls
- Look at for directions on answering the phone posted in the on-air room



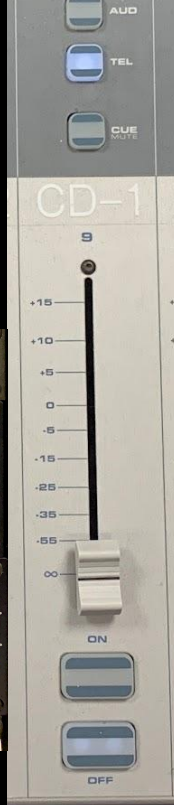
Audio levels

- We are required to maintain volume levels between 70% - 100% modulation
 - Use the arrow on the soundboard as a guide



CDs

- Labeled on the board as **CD-1**
- There is a CD player located on the tower with 2 CD trays



Playlist software

- Every DJ is required to log their show playlist using the software on our website
 - Fill in the artist, song title, album name
- Found on WCUR.org under “DJ login”

The screenshot shows the 'Office Hours' form in the WCUR Training Director. The interface includes a sidebar with navigation options like Dashboard, Site Kit, Posts, Schedules, and All Items. The main form is titled 'Office Hours' and contains several sections: a 'Schedule' section with dropdowns for 'Schedule Type' (Weekly) and 'Day Of The Week' (Tuesday), and input fields for 'Start Time' (5:00 pm) and 'End Time' (6:00 pm); a 'Genre' text input field; a 'DJ Images' section with a large empty box; and a 'DJs' section with a text input field containing 'Noah Smith'. At the bottom of the form are 'Add to gallery' and 'Bulk actions' buttons. On the right side, there is a 'Publish' panel showing the status as 'Published', visibility as 'Public', and the publish date as 'Aug 29, 2023 at 19:42'. It also includes 'Move to Trash' and 'Update' buttons.

Logging Songs

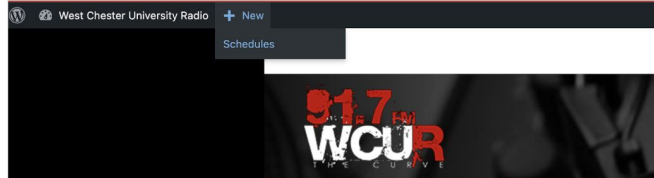
- On **WCUR.org**, scroll to the very bottom of the website and click “DJ LOGIN”

Username: wcurdj

Password: wcurdj

DJ LOGIN

- Once you’re logged in, at the top right of the page, click “new” and “schedules”



- Find your show from the list of WCUR shows
- Click the “add playlist” button
- Add the song titles and artist names of each song you play on your show.
- Set the date of your show under the “program date” drop down calendar.
- If you use a spotify playlist, add the link of the playlist in the “link” field.
- Finally, click the “update” button to publish your songs to the website.

Add Playlist

Update

Basic Station Terminology: Transmitter Log

Transmitter log

- The transmitter log must be filled out every time a DJ broadcasts a show
- Follow the instructions on the log to fill it out
- The log is located near the phone in the studio

