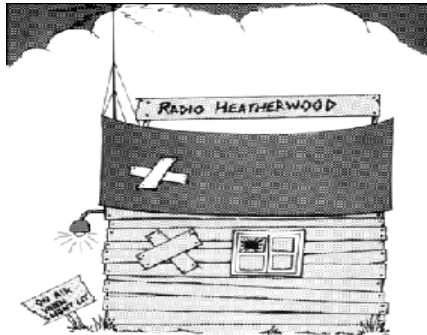


Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 15/02/2003, 06:33
To: Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

Background Story to Email:-

News 15.02.2003 & Training etc Addendum

PJ Davidson-Smith Former Secretary

Subject: Training etc Addendum
From: "Secretary" <Secretary@radioheatherwood >
Date: 15/02/2003, 06:33
To: Radio Staff
Hi Guys
Some items for you.

Saturday Cover

We are looking for some Saturday assistance for the next 4 Saturdays full presenters how about signing up for one.

Wavecart extra's

Some additional pointers which have cropped up today. Stan mentioned about listening to another song on pfl whilst one is playing out.

I have arranged in studio 1 for the option to play any item in the category list by right clicking the item and then select play. It will let you listen on the blue speakers either side of the monitor. We don't have the capacity on the Chilton to feed it through to your headphones.

Notes:-

Don't have the volume right up, remember the walkway/ward 10 is outside.

Be aware the song will play but for no apparent reason will suddenly stop.

If you need to stop the item playing, either select a different song or right click again and select stop

You cannot have the main stacks playing out of those speakers, they operate from a different soundcard.

If this proves useful I'll put it in studio 2 **Feedback Please**

As we have made this change the top mixer unit in the rack does not display any station output/mike output during normal playback operations. (I will demonstrate the changes on this equipment when we do the recording session).

F8 Hot Key

This key wasn't working Thursday night I have corrected that, and adverts are now available.

Mini-disc 2 (Studio 1 & 2)

When we were playing Thursday night we said the mini-disc would remain on line. However I hadn't remembered my early experiences of being able to select two items on the same fader.

Fundamentally as from today we don't have the use of the mini-disc for playback.

Reason:-

You have to select each input by pressing L1 or L2 at the top of the module if you have them both down with unbalanced signals one is so low you have trouble hearing it. As the module is covered by the keypad and people would have to remember lift the shelf to switch between the two options. it's safer if we say no mini-disc always for the computer input. We will be labelling this soon so there is no confusion. The mini-disc will remain so that recording options are maintained.

I apologise in advance if this is a bit heavy; technical wise but I need to be concise on the items to avoid confusion.

Wavecart Shutdown

Further to the previous notes You shut the program down by clicking on the " X " top right hand corner of screen or select file from the top menu and at the bottom of the dialog box is "Exit "click on, this will also shut the program down.

CD Library

The CD library has now expanded to 1072 cd's bringing the library to 52,000 songs. Dave has been busy putting in all the cd's which have been on store.

Virtual Jukebox

In it's simplest form, we just have to think of the computer on the console allows us instant access to 8000 recorded items without the need to leave our seat. God help us when Roger's gags are recorded ?????.

Addendum email sent same day

Hi Guys

Two items I forgot to include in the previous email.

Monitors/Screensavers

The screen saver option on the computers is not activated because they would interfere with the playout from the programs. The monitor will however go into standby if you have not used the computer for more than an hour. Don't forget at the end of the evening to push the off button during your shutdown sequence.

Keyboards

Just a reminder to you all, these small keyboards are very expensive £50 a time so be careful not to drop anything on them and also there is no need to bash the buttons hard. They have a very light touch just like some of our women presenters, but that's another story. So Tender loving care at all times. (TLC)

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

www.lof-heatherwood.org.uk

www.radioheatherwood.org.uk

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