

**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 17/07/2005, 07:58  
**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:-**

Mike Arms And Pop Filters + Ward Rounds Question

*PJ Davidson-Smith Former Secretary*

**Subject:** Mike Arms And Pop Filters + Ward Rounds Question  
**From:** "Secretary" <Secretary@radioheatherwood>  
**Date:** 17/07/2005, 07:58  
**To:** Radio Staff

Hi Guys

I need to brief this out to you before we have an accident and someone breaks the fittings.

I have noticed in recent weeks there is problems in positioning the mike arms with the pop filter attached. The fittings on the pop filters are slack and keep losing their position. In addition people are over tightening the white wing nut or the other adjustments.

Today I have changed the pop filter position to clamp directly to the mike. This is secured in place with a black cable tie. This has the effect that wherever the mike position is the pop filter is exactly in the right position i.e. distance from mike. This means you should not need to keep adjusting the pop filter.

### **Mike Adjustment**

#### **White wing nut**

Don't lock this down, otherwise the arm will not move freely.

#### **Black wing nut**

This is the one you will use the most, having adjusted your sitting position if you need to pull the mike closer you can release the black wing nut and change the horizontal/vertical position. This only needs to be finger tight.

#### **Caution**

Do not grab the body of the mike to make any adjustments, always use the brackets to change positions

I hope this makes sense

## Ward Rounds

A question we should always ask the patient when we are collecting requests. If you notice the terminal still has the headphones in the plastic bag Take the request and then ask " Do you know how to listen into us " if the response is not sure or don't know make sure you take time to set the terminal up. This you may already be doing but it's worth a mention.

Also a reminder wards 1G and ward 16 cannot listen to us on an am radio there are no aerials in these wards.

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

[www.lof-heatherwood.org.uk](http://www.lof-heatherwood.org.uk)

[www.radioheatherwood.org.uk](http://www.radioheatherwood.org.uk)

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