3RPC Community Radio 99.3fm

(RAZZY)

Radio Automation
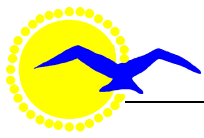
Presenters Guide

Version 1

Table of Contents

Introduction

3RPC Incorporated has received funding via a grant from the Department of Social Services to purchase and implement a Radio Automation System.

The Radio Automation System is to be called Razzy, which comprises a PC Computer, Radio Boss Software and the Stations CD music collection.

The Radio Automation System will allow an additional means to present programs to air. Razzy is expected to save $600 per annum in costs and give a better 24/7 local content to programming and presentation.

This guide has been produced to supplement training in the use of the system and should be read in conjunction with the current Presenters Handbook.

Radio Boss software has been chosen because of its simplicity of operation and its robustness.

The computer system is to be installed in Studio 1 and the existing equipment in that studio will be available for use as usual.

Training

3RPC will provide a detailed training program for users of the Razzy system and trained users will receive approval to use the system. Ongoing training is to be provided to increase skill levels and it is envisaged that some users will advance to Key User accreditation over time.

Group training with some one on one training is to be available to fit in with personal preference and availability. Approval will be given to users completing training and passing the assessment as to readiness to use the system to Air.

Presenters should not use Razzy before they have successfully completed the training module.

User Levels

There are 3 levels of users as follows:

1.   Administrators

Administrators will oversee the implementation of the Razzy system and updating of the Music Library and associated Play Lists available for overnight broadcast.

Administrators will issue approval to use the system to successfully trained users.

The Administrators are listed on the Notice Board.

The Administrators are responsible for:

- Managing the Music library in Razzy.
- Maintaining the Razzy Software.
- Maintaining the computer system.
- Providing training and accreditation of users.
- Resolving issues that arise from time to time.
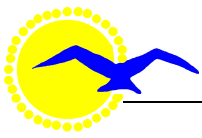
2.   Key Users

Key Users will assist in the day to day operation of Razzy, updating of the Music Library and associated Play Lists and will meet with the Administrators on a regular basis.

The Key Users are listed on the Notice Board.

The Key Users are responsible for:

- Assisting in managing the Music Library in Razzy.
- Assisting in providing training and accreditation of users.
- Assisting in resolving issues that arise from time to time.
- Providing feedback and suggestions for improvements.

3.   Users

Users can use the system to present programs, Station Messages or Sponsorships to air if they choose either on its own or in conjunction with the usual means such as using CD's, records or personal players etc.

The Users are:

- Trained and accredited Presenters.

The Users are responsible for:

- Being able to use Razzy.
- Providing feedback and suggestions for improvements.
- Assisting in resolving issues that arise from time to time.

Change Over Protocols

The changeover of presenters will require a cooperative team approach for a smooth transition and it will be expected that presenters will assist each other so that continuity of voice and music to air will be maintained.

Changeovers where existing equipment is being used by both outgoing and ingoing presenters will be as usual. No transitional issues are envisaged.

In the case where the outgoing presenter is using Razzy in Studio 1 and the incoming presenter will be using CD's, records or personal players in Studio 1 or 2 the outgoing presenter will merely follow existing practice.

The outgoing presenter would have inserted a stop in Razzy and once Razzy has reached the stop, play will cease.

Enabling Remote Activation of Razzy

On completion of hand over the computer button on the panel in Studio 1 should be left on or turned on if it's not on (green to red) and the slider returned to the "to air" setting. This is to enable remote activation of Razzy by an Administrator to allow play to air for overnight or play at any time if no presenter is in attendance.

In the case where the outgoing presenter is using Razzy in Studio 1 and the incoming presenter wants to use Razzy in Studio 1 it will be necessary that one of the following procedures be followed:

Direct Razzy changeover:

- The incoming presenter confers with the current presenter about the use of Razzy.
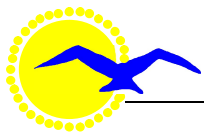
- The current presenter ensures that there is enough tracks in their playlist to go over their playtime.
- The current presenter then allows the incoming presenter to add a few tracks to the bottom of playlist.
- The incoming presenter then hands back over to the current presenter.
- The current presenter then places a stop at the appropriate place.
- Says their goodbyes and plays the first track for the incoming presenter
- The current presenter and the incoming presenter change places.
- The incoming presenter then fills the rest of the playlist as usual following the log sheet where applicable or;

Use of CD at changeover:

- Incoming presenter uses a CD in Studio 1 to play a few tracks after live to air introduction to allow some time to compile program play list in Razzy.

Quick Start

The following gives an overview of the steps involved in presenting to Air with Razzy:

- Arrive at 3RPC allowing sufficient time (no earlier than 15 minutes) for a smooth change over.
- Bring along a CD to play to air using the CD player in Studio 1 in case something goes wrong or not enough time is available to put a play list together. A CD with multi artists would be ideal in case a number of tracks are required to be played.
- Introductions, time, weather etc. as usual.
- Play your CD while you compile your Play List or play the first tracks in Razzy while you finalise the play list. The outgoing presenter may have left a few tracks for you.
- Monitor the time and adjust the Play List in Razzy to match the Log Sheet.
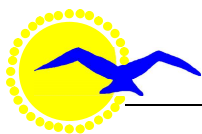- Change over to next presenter.

Overnight fill ins and start up

The following procedures apply to overnight and fill in broadcast using Razzy.

Start of the day or when Razzy has been operating when no presenter has been in attendance:

Studio 2

- Set up as normal in Studio 2.

- Go to Studio 1

- Check Razzy and find the track that finishes closest to your start time and insert a stop. Razzy will automatically stop. Example if your start time is 12noon then select the track that finishes closest to your start time.

- Return to studio 2, wait for the track to finish and start as normal

Studio 1

Using Razzy

- Create a new playlist and add tracks as desired. Do not use or change overnight playlist.

- Check the overnight play list in Razzy and find the track that finishes closest to your start time and insert a stop. See above for example.

- Wait for the track to finish and start as normal from your playlist.

Using CD's, LP's or personal player.

- Check the overnight play list in Razzy and find the track that finishes closest to your start time and insert a stop. See above for example

- Wait for the track to finish and start as normal

- End of the day or next presenter does not arrive.

Studio 2

- Note: - this may result in a few seconds of silence.

- Before the end of your program go to Studio 1 and ensure Razzy is running and the overnight playlist is selected.
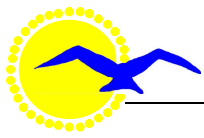
- Re-enter studio 2.

- Say your goodbyes and read the weather where applicable.

- Re-enter studio 1 and press play on the overnight playlist.

Studio 1

- Before the end of your program ensure Razzy is running and the overnight playlist is selected.

- Say your goodbyes and read the weather where applicable.

- Press play on the overnight playlist.

Reporting Issues

It is anticipated that issues will arise from time and these will be resolved by the Administrator(s). All issues should be referred to the Administrator either by writing a note and placing it in the play sheet box or if the issue is pressing by telephone to one of the Administrators.

Computer

The computer is located in Studio 1 and presenters must not turn it off. The monitor will automatically turn off after a set time of inactivity and to refresh to the on state all that is required is to move the mouse.

If Razzy is not running (check the Task Bar at the bottom of the screen) then the Razzy icon is double clicked with the left mouse button.

Opening Computer

The Computer will be on at all times as will be the Monitor. If the screen appears off all that is required is to move the mouse to awaken the Computer.
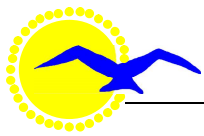
Opening Razzy

The following procedures apply to opening the Razzy:

- Double left button mouse click Razzy icon on Computer screen.

In most cases Razzy will be open already.

The following Screen will be displayed:

Library Pick List.
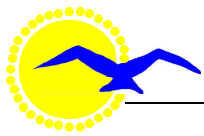
Play List.

Play and Stop Buttons.

Only use the Panel Slider to alter Volume.

Don't Use the Mic Button.

Do not use these buttons as they can result in Razzy stopping after a track is played and not moving to the next track on the play list.

Basic Rules

The following rules apply to use of the Razzy system:

- Teamwork and cooperation between presenters is a must and is expected
- Users must respect the fact that other users will have varying computer skill levels
- Presenters must not modify the screens or settings in Razzy
- If in doubt, ask a Key User or Administrator User for help

Alteration of Settings is Not Allowed

Users must not change the settings. If you find that the system has been changed or you inadvertently change a setting, please contact an Administrator to restore the settings.

Razzy Screen

The following shows the Razzy screen and its various components:

1 Current Date and Time	8 Current Playlist
2 Last Track Played	9 Log (shows last few events)
3 Current Track	10 Shows total tracks and hours on playlist
4 Track Time Remaining	11 Additional Information
5 Next track	12 Volume and Microphone (DO NOT USE)
6 Library and Search area	13 Stop and Play buttons
7 Playlist List	14 Make sure all buttons are black (not grey)

Creating a Play List

The following procedures apply to creating a Play List in Razzy:

- A play list is what is to be played to air and contains music, pre-recorded information such as sponsorship etc.
- Left click mouse on the icon as below to create new play list.
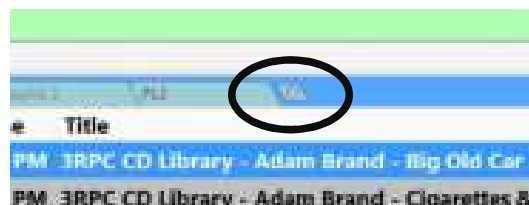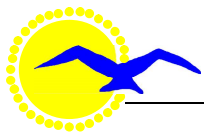
Adding Music from the Library to Playlist

3RPC has MP3'd all of the music CD's we currently own (nearly 7,000 CD's). We have transferred 4,500 – 5,000 CD's being over 60,000 tracks, to the libraries inside Razzy.

To add a music track, Sponsorship or Station message to your current playlist the following steps are involved:

- You first need to find the track you want.
- On the left hand side of the screen there is a box where you can search the libraries for the required track by different methods.

There are two main methods of searching either by Title or Duration.

To search Razzy

- Select the Magnifying Glass option.
-

- Search by name of the track or artist.
  - In "search in" field select title.
  - In the library field select which library you wish to search, (hint it is better to search "all") as some artists have music from multiple eras and styles), however if you only want to search a particular library, use the drop down arrow and select the desired library.
- In the search field start typing the name of the artist or the track title. Razzy will start searching after the first character and will narrow the search down as you type in more characters.
- When you locate the track you want, you can either:
  - Double click the track and it will be added to your playlist or;
  - Once it is in the playlist, you can left click and drag the track to the desired play spot;
  - left click the track and drag it to the desired location in your playlist;
  - Multiple tracks can be selected by holding down the Control (Ctrl) key and clicking individual tracks.

Search by duration:

- In "search in" field select Duration.
- In the library field select which library you wish to search, (hint it is better to search "all") as some artists have music from multiple eras and styles) however if you only want to search a particular library, use the drop down arrow and select the desired library.
- In the search field start typing the time required.
- Formats for searching time 00:00. For example, if you are looking for a track 3 minutes and 30 seconds long you would input 03:30, if there is not an exact match for your desired time then change the last number by a second or 2.
- Razzy will start searching after the first character and will narrow the search down as you type in more characters
- When you locate the track you want, you can either:
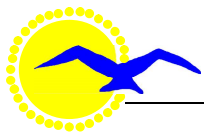
- ▪ double click the track and it will be added to your playlist or;
        - ▪ left click the track and drag it to the desired location in your playlist or;
        - ▪ Multiple tracks can be selected by holding down the Control key and clicking individual tracks.
- • Once it is in the playlist, you can left click and drag the track to the desired play spot.

If the track you want is not in the Razzy libraries then you can search the entire 3RPC music catalogue, by using the computer located in the hallway outside of Studio 1.

Search by catalogue computer:

- • The catalogue computer in the hallway allows you to search for individual tracks.
- • Every CD has at least one genre plus if it is Australian produced or by an Australian artist. EG. Slim Dusty – A pub with no beer would be indicated as being Country and Australian.
- • Once you have established that the track is on a CD, write down or remember the CD number. The CD number is the folder number then by selecting the folder icon in Razzy.
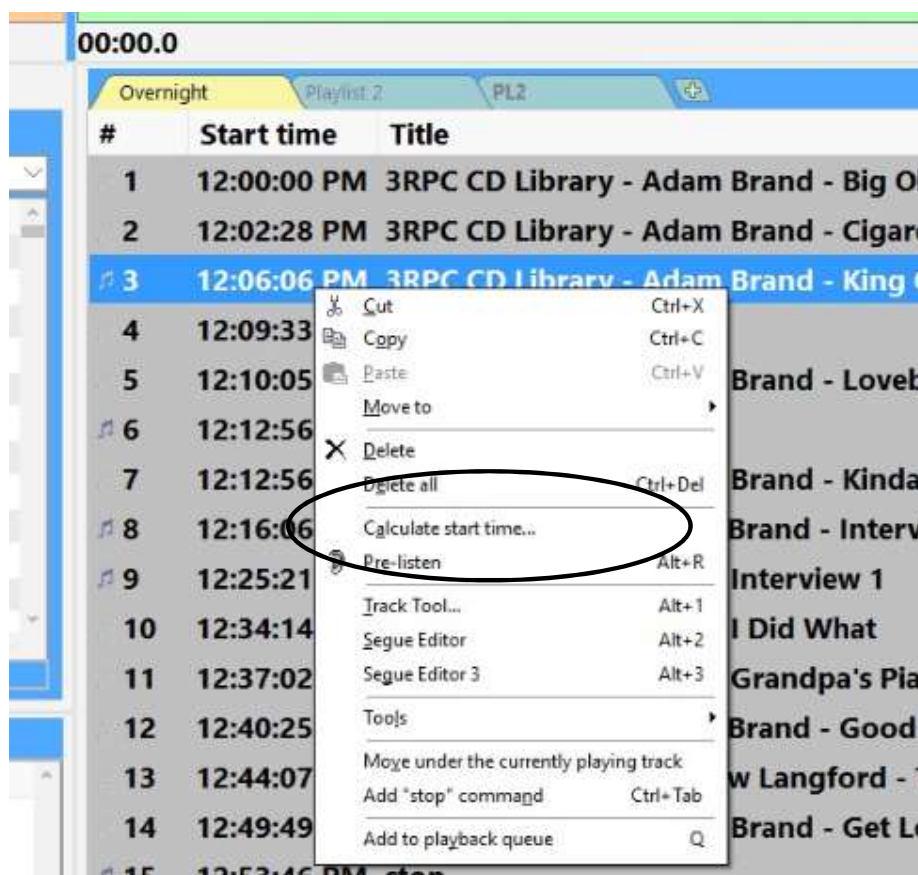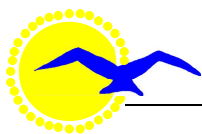

- • Scroll to the desired folder, open the folder by double clicking the folder.
- • When you locate the track you want, you can either:
        - ▪ double click the track and it will be added to your playlist or;
        - ▪ left click the track and drag it to the desired location in your playlist or;
        - ▪ Multiple tracks can be selected by holding down the Control key and clicking individual tracks.
- • Once it is in the playlist, you can left click and drag the track to the desired play spot.

Adding Sponsor or Station Messages to Playlist

The following procedures apply to inserting tracks in to a Play List including pre-recorded Station Sponsorships, Station Promo's or station ID's Razzy at a time listed in your log sheet:

Inserting within a playlist in Razzy:

- • After you have completed the loading of the playlist for your program right click on the first track of your program.
- • Select calculate start time, ensuring that the start time selected is the same as your start time.
- • Razzy will then show the approximate time when each track will start playing.

- Adjust start time to your program start time.
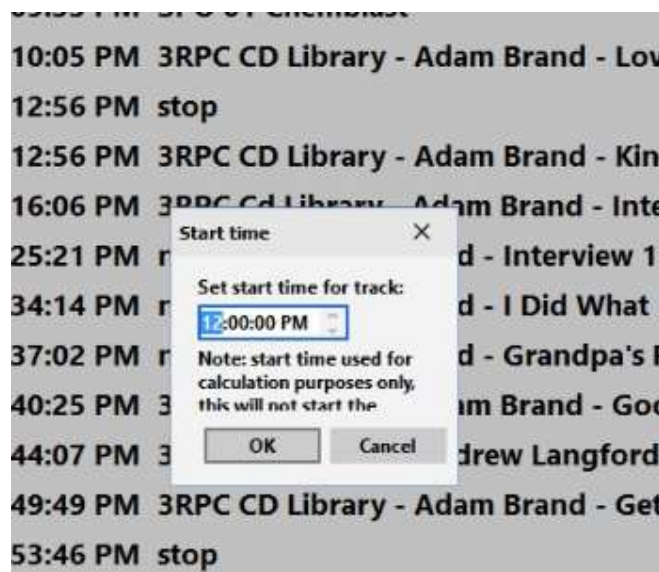
To insert Sponsorship or Station Message.

- Check your log sheet to establish which track is required.
- Using the library on the left select either Sponsor or the station library
- When you locate the track you want, you can either:
  - double click the track and it will be added to your playlist or;
  - left click the track and drag it to the desired location in your playlist.
- Once it is in the playlist, you can left click and drag the track to the desired play spot.
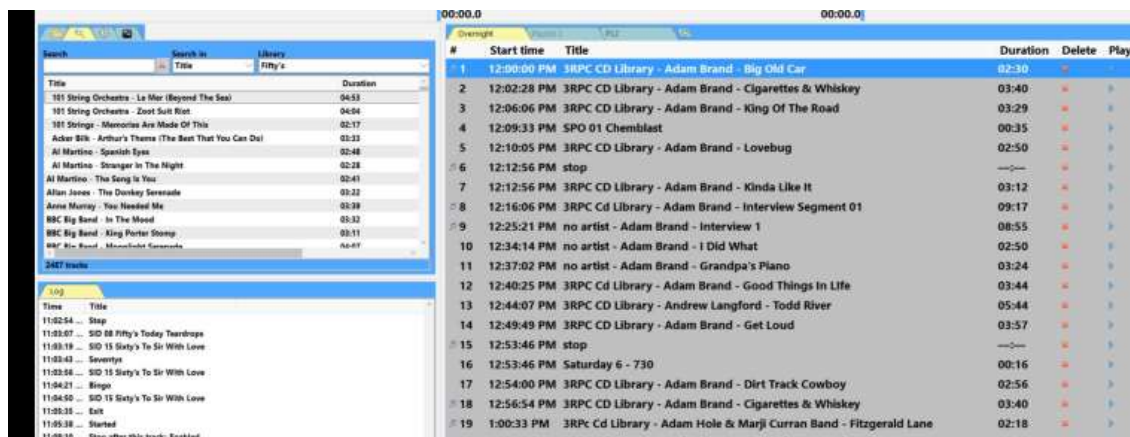
Library folder listing:

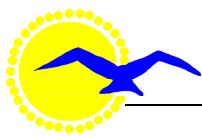The library folder listings are by genre, type etc.
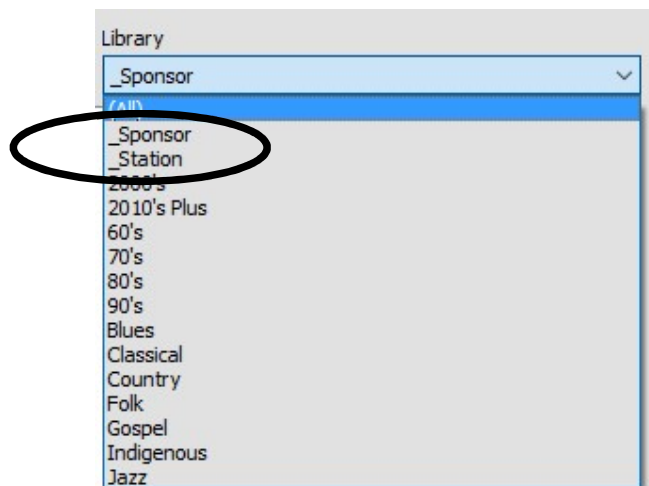
If you left click the mouse the folder will open to show the contents.
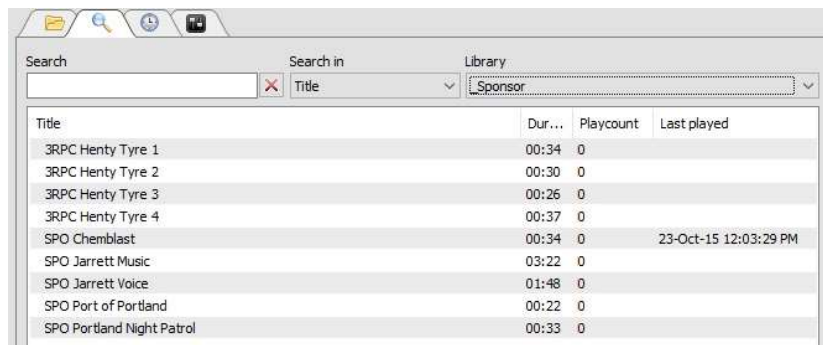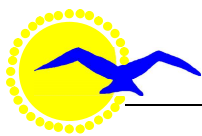
Using the library on the left select either Sponsor or the station library.

- When you locate the track you want, you can either:
  - double click the track and it will be added to your playlist or;
  - left click the track and drag it to the desired location in your playlist
- Once it is in the playlist, you can left click and drag the track to the desired play spot.
- Place a stop where you wish to go live to air.

Razzy will automatically play the track(s) and stop once a stop is reached.

- If you need to go live to air place a stop after the track (right click on the track and select stop) or by clicking on the track and clicking the stop button at the bottom of the screen.
- After you have finished speaking press play and Razzy will commence playing music from your playlist.
- If using CD's, LP's or personal electronic devices press play on that device.
- Check you log sheet to establish which track(s) are required.

To play select the Sponsorship announcement or station message.

- Ensure the computer button on the panel is on.
- Push slide up to the desired level.
- Press play button at the bottom of the screen.
- Only the track(s) preceding the stop will play.
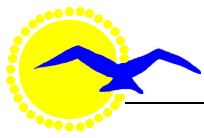- You can now speak or return to music.

Inserting Stops

Stops are inserted into the play list to enable the presenter to go live to air.

The following procedure applies to inserting stops in a Play List in Razzy:

- Insert stop where desired in Razzy by left mouse click on stop button in play list.

Computer Use

A presenter will need to understand basic computer use such as using the keyboard and mouse as follows:

Keyboard

Used to search Music Library in Razzy.

Mouse

The mouse button commands as follows should be understood:

"Left one Click"   place cursor in desired location and select.

"Left double Click"   execute selected command. Example play track in playlist.

"Right one Click"   Drop down menu. Example find start time menu.

"Drag and drop"   Move selection to desired location. Example move track to playlist.

"Scroll Wheel"   Navigation up and down. Example move from part of playlist to another spot.

Live to Air with Razzy

The following procedures apply to presenting live to air with Razzy:

- Insert stop where desired in Razzy.
- Live to air as usual then start Razzy on next track.

Playing CD's, Records, USB's or Devices with Razzy

The following procedures apply to using existing equipment with Razzy:

- Insert CD or CD's, record in player as usual and paused.
- Insert stop where desired in Razzy.
- Play CD or other media and when finished either Live to air as usual or start Razzy on next track.

Razzy supports the use of tracks saved to a USB device. Allowance has been made for the use of 2 USB devices at the same time.

The following procedures apply to using your USB device with Razzy:

- Create a new Playlist.
- Plug in USB device (dual plug located on the right hand side of the panel).
- Leave USB device plugged in for the duration of your program.
- Go to folder list.

- Scroll down until you find your USB device.
- Transfer your tracks to your playlist.
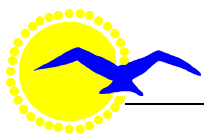
- Arrange the tracks in your desired order.
- Click on your first track.
- Right click and select calculate time.
- Insert message(s) as per your log sheet.
- Press play when you are ready to start your program.
- Remove your USB device before leaving the station.

Previewing Tracks

Razzy supports the previewing of tracks while your current music goes to air via Razzy.

The following procedures apply to previewing tracks with Razzy:

- Insert the track you wish to pre-listen to into your playlist (allowing time to listen).
- Ensure the speaker on the right hand side is turned on.
- Check volume on speaker.
- Turn down the studio speaker's volume.
- Right click on track and select pre listen.
  - It may take a second or two before track starts.
  - Stop the track when you have finished listening.
- Turn the studio speaker's volume back up.
- You can either:
  - Move the track to your desired play time or;
  - Delete the track.

Radio Boss Software

Radio Boss software can be purchased by presenters to install on personal computers and laptops if desired.

A trial edition is available to download from the djsoft web site but this has limited use time. A trial edition is handy for practice and can be used to present programs of short duration.

The Radio Boss Website can be found at: *https://www.djsoft.net/*

Do's and Don'ts

The following gives an overview of the do's and don'ts in presenting to Air with Razzy:

Do's

- Arrive at the Radio Station leaving enough time for a smooth changeover.
- Cooperate with the outgoing presenter at changeover time.
- Use a multi artist CD to give yourself time to arrange your play list.
- Have a multi artist CD as a backup in case something goes wrong.
- Monitor progress of the playlist and rearrange the tracks to match the log sheet.
- Discuss ideas for improvements with other presenters and notify one of the Administrators or leave a note in the Play Box of any issues that may arise or any good ideas for improvements.
- Leave the Razzy system as you found it and ready for the next user. Leave a stop at final track.
- Turn the Panel computer button "to air off" (green) and slider down if the following Presenter is not going to use Razzy.
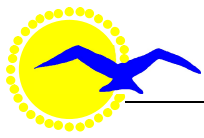
- Enjoy the challenge of the Razzy experience.

Don'ts

- Don't change the settings of the computer or the Razzy software.
- Don't attempt to copy or interfere with data on the computer.
- Don't turn the computer or monitor off.
- Don't use the overnight playlist to make playlists.
- Don't alter or delete the overnight playlist.

Frequently Asked Questions

1.   Who are the Administrators?

The Administrators are listed on the Notice Board.

2.   Can I have a Library added?

- Yes, by contacting one of the Administrators by leaving a note in the play sheet box. Our office volunteers will pass it on.
- The criteria for adding a library is a minimum of two users playing that style of music or a minimum of 30 CD's in that genre.

3.   Can I make a suggestion to change the screen layout?

- Yes, by contacting one of the Administrators by leaving a note in the play sheet box. Our office volunteers will pass it on.
- All suggestions will be followed up and the initiator advised of the outcome.

4.   I have noticed some of the music is in the incorrect category, what do I do?

- Contact one of the Administrators by leaving a note in the play sheet box. Our office volunteers will pass it on.

5.   How often is the Computer library updated?

- Every 3 months.

6.   What happens if I accidently alter the screen?

- Notify one of the Administrators immediately.

7.   Can a presenter's music be loaded onto Razzy?
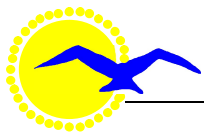
Short answer No.

Any music that goes to air needs to be:

- Owned by the station or;

- Owned by the presenter or;

- Legally entitled to use (in other words the artist has given permission for the music to be used) and;

- Reasonable Quality.

8.   By loading presenters' music any one or more of the following could occur:

- Duplication of existing tracks.

- Pirated (leaves 3RPC open to prosecution).

- Poor Quality.

- Other presenters may use it and then it would not meet the criteria listed at seven (7) above.

- If they were to leave 3RPC, then each track would need to be removed from the data base.

9.   **Do presenters have to use Razzy?**

Short answer No.

Presenters have the choice of:

- Continuing to present using existing equipment.
- Using existing equipment in conjunction with Razzy.
- Using Razzy.

10.   **Can a presenter upgrade to a Key User?**

Short answer Yes.

Presenters will be assisted in:

- Upgrading their skills through training.
- Using Razzy.

Dictionary of Terms

User

Means a presenter that has received training and accreditation to use the Razzy system.

Key User

Means a presenter that has received more advanced training and accreditation to use the Razzy system.

Administrators

Means a person that administers the Razzy system.

Razzy

Means the Razzy system used at 3RPC.

Teamwork

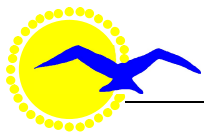Means a spirit of cooperation where presenters help each other to achieve a common goal.

Computer

Means the desk top computer located in Studio 1.

Library

Means the listing of music in Razzy.

Personal Player

Means a Tablet device, Laptop Computer, USB Device, IPad, Android device, Phone or the like owned by the Presenter and used to play music owned by the presenter.

Program

Means a live to Air presentation comprising Music, Announcements, Commentary and the like broadcast by 3RPC fm.

Station Message

Means a promotion, station ID, CSA or the like.

Version Dates

Version 1   25 June2016