

PUTTING A CALL TO AIR IN STUDIO 1

STEP 1 STUDIO 1 PHONE (desk)



- Call out (local and STD calls using Line 4,5,6)*
- Explain to guest that you'll be putting them on hold and will bring them on air for the interview shortly
- Put on HOLD (press orange hold button)
- Hang up the handset

* Calls to mobile phone need to be made from the phone in Studio 2 on the bench next to the computer messaging unit – use lines 4,5,6.

STEP 2 TALKBACK PHONE (wall)



- Press red flashing Line button (it will turn a steady green)
- Your guest is ready to go to air

STEP 3 Talkback Control Box (underneath Talkback Phone)



- To put your guest ON AIR, press the 'Ph To Air' button
- The green MUTED light will switch off and the red ON AIR light will flash
- Once you've finished with your guest, press the 'Ph To Air' button to take them OFF AIR
- To take the call out of the system, press the HOLD button on the wall phone
- Then, on the desk phone, press the flashing line, pick up the handset and hang up the handset.