BEGINNING GUIDE TO THE KCPR PRODUCTION ROOM

(OR HOW TO MAKE A SPOT WITHOUT GETTING DIRTY)

This guide is intended to help you make your first spot in the production room. It is very basic, and will only begin to suggest all the things you can do in there. (for further info read Ric's Easy Pie Guide to the Production Room (available soon))

Remove any patch cords plugged into the patch bay (on the wall left of the tape decks). This makes sure everything in the room is connected normally.

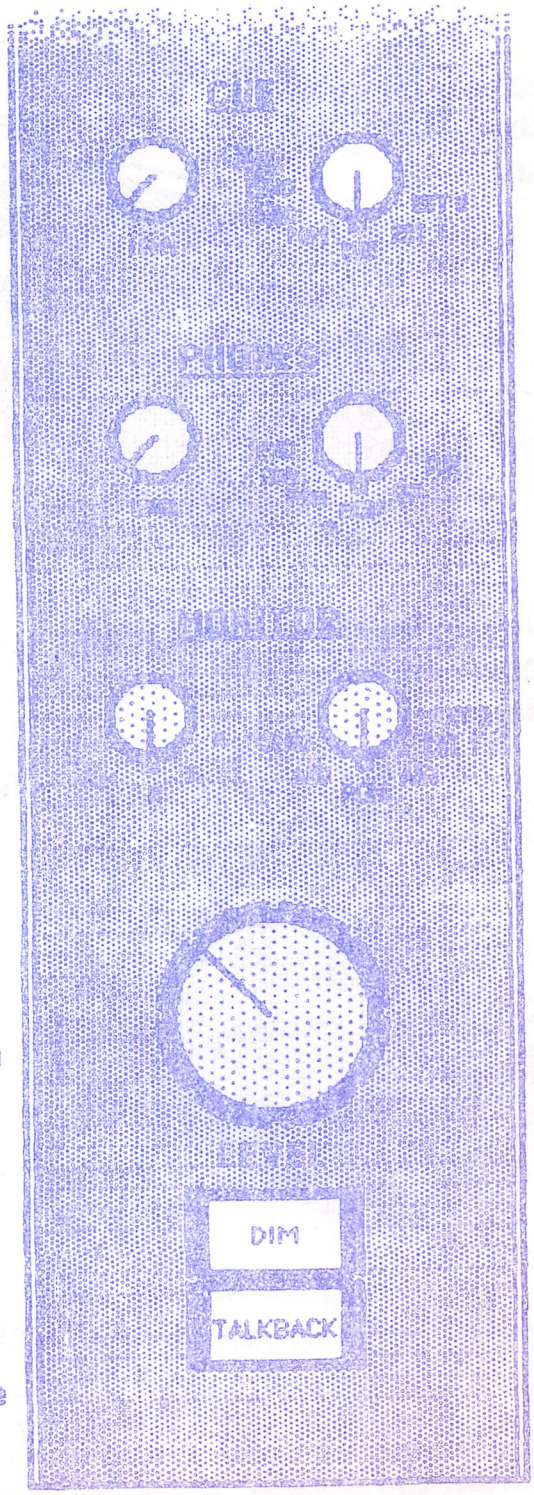
On the Mixing board, set the switches and knobs on the right side as shown here. You should be listening to program on the monitor speakers with cue and phones volume all the way down.

Make sure all the channels on the board are off (red button illuminated) and all the slides are at the bottom (but not clicked into the cue position).

All of the red program (P) buttons should be depressed and all of the green audition (A) buttons should be up. The send knobs should all be turned all the way down, (counterclockwise).

GMSLR switches should all be set to S (stereo)

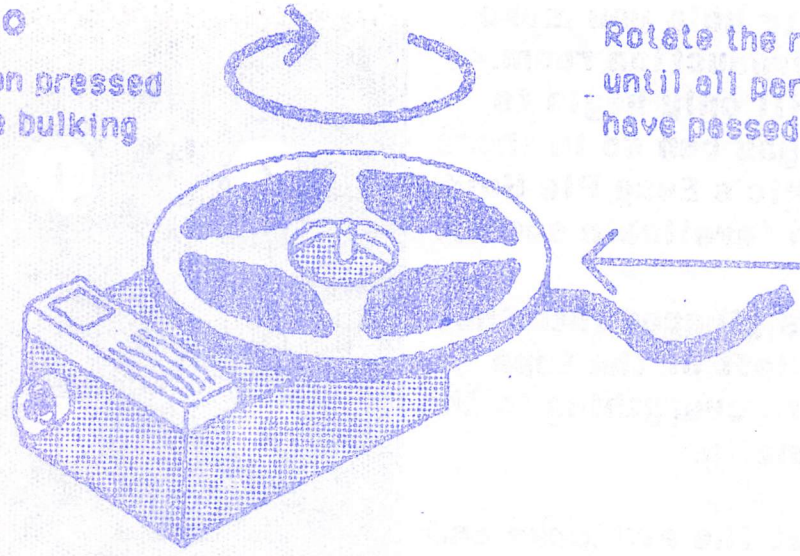
The board and the room are now set to the standard settings and you shouldn't have any problem with things not doing what you want (or expect).



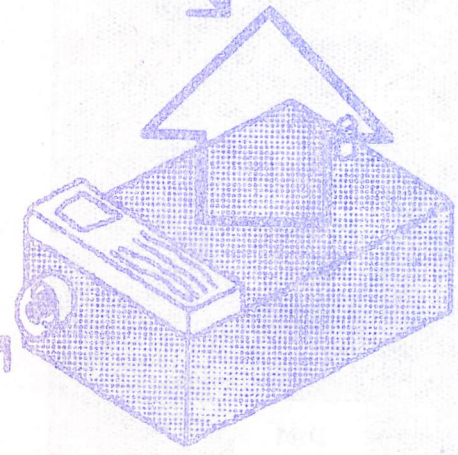
6 Find two reel-to-reel tapes and two take up reels. The reels can be any size. If there are no tapes in the prod room, yell at an exec. Bulk the tapes as shown:

1. Keep the button pressed throughout the bulking procedure.

2. Rotate the reel SLOWLY, until all parts of the tape have passed over the bulker.



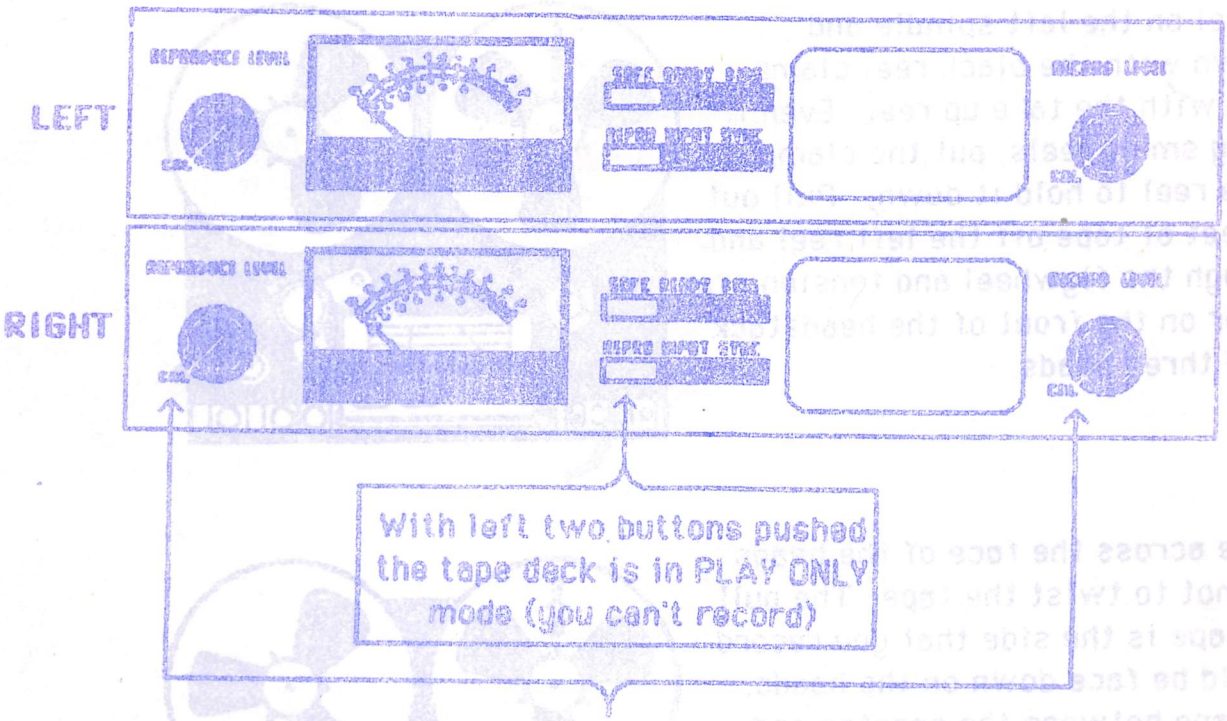
3. Keep the button depressed and SLOWLY move the tape well away from the magnetic field.



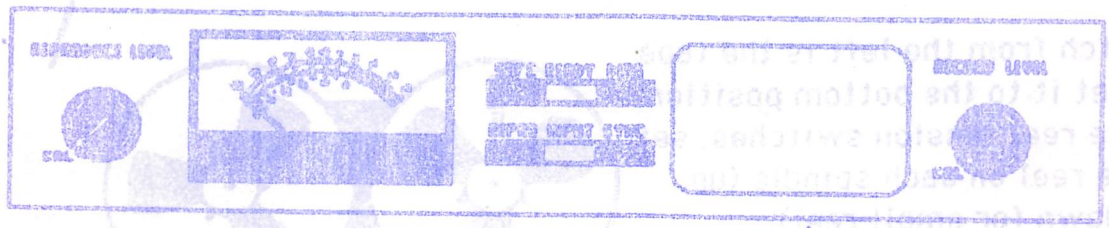
4. AFTER the tape has been moved to a safe distance, release the button.

If you move the tape too quickly, or if you turn off the bulker with the tape still on it, you will leave bulk noise on the tape. Bulk noise is the "WUMPA WUMPA" sound you hear when fast winding.

8 Set up tape deck audio switches.



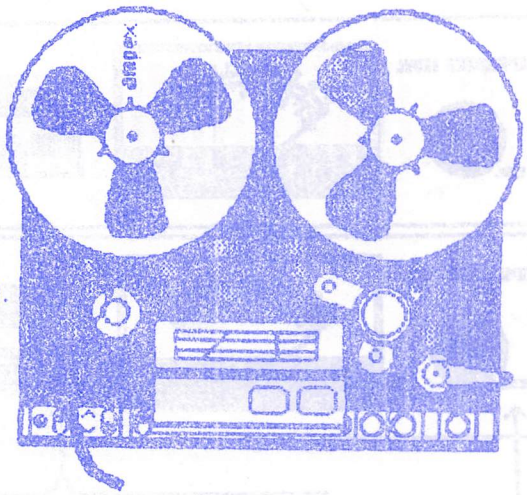
Set up the record mode selectors as shown. They are now set up in "safe" mode, pressing the record and play buttons will not record. Use this mode whenever playing a tape.



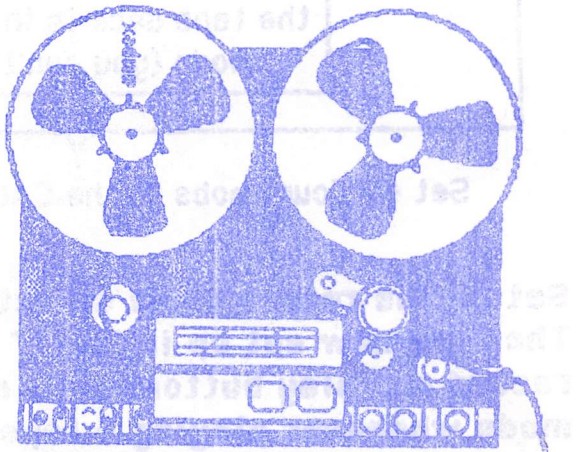
Record mode is enabled by pressing the center two buttons (ready and input). Pressing record and play on the tape deck will now start the machine recording.

7 set up the tape decks.

Place the reel on the left spindle and clamp it down with the black reel clamp. Do the same with the take up reel. Even if you are using small reels, put the clamp on top of the reel to hold it down. Pull out about two feet of tape off the left reel and loop it through the flywheel and tension arm. Open the door on the front of the headstack exposing the three heads.

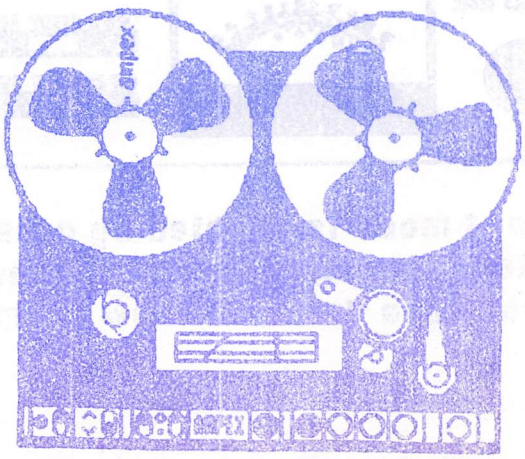


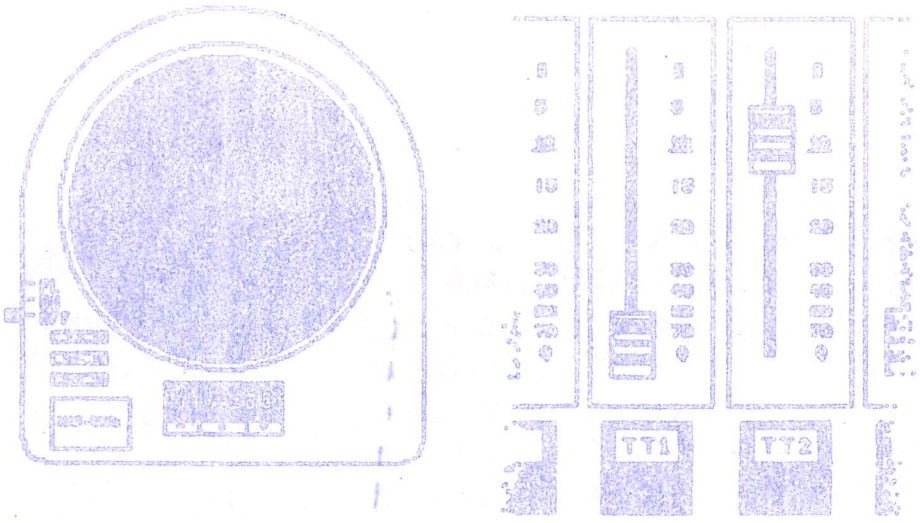
Pull the tape across the face of the heads taking care not to twist the tape. The dull side of the tape is the side that you record on, and should be face down on the heads. Thread the tape between the capstan and pinch roller. Continue through the gap on the end of the cutoff arm and up to the take-up reel. Wind some tape forward onto the reel to hold the end down. close the headstack door.



The second switch from the left is the tape speed switch, set it to the bottom position. The next two are reel tension switches, set them to the size reel on each spindle (up for large reel, down for small reel).

Do the same for the other tape deck.



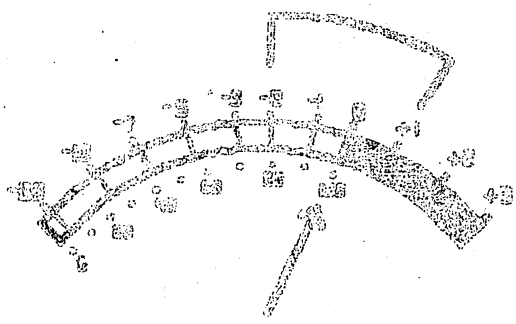


To play something through the board, (and record it), turn on the channel for that source by pressing the colored button with the source's name on it. The button will light, indicating that the channel is on. Move the slide up to the 0 position. This is a good starting point, adjustment may be required later to get a proper level.

In this example, turntable two has been selected and turned up. A record can now be played and recorded on the tape deck. Record the music bed for your spot in this manner on one of the tape decks. Watch the timer on the board to make sure your bed is long enough. Do not use music with vocals, instrumental sections only.

After you have the bed recorded, push the safe and repro buttons on the tape deck, to put it in play mode. Then turn the channel for the tape deck on on the mixer board. BE SURE NEVER TO TURN ON THE CHANNEL ON THE BOARD WITH THE TAPE DECK IN RECORD MODE! Doing so will cause a loud noise signalling to everyone in the station that you just turned the channel on with the tape deck in record mode.

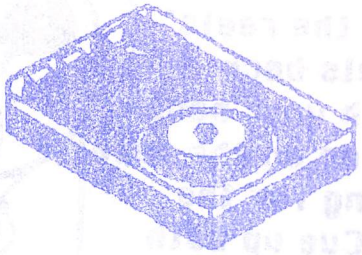
Practice reading your script over the music bed you've recorded until you're comfortable with it. Also, you may have to make slight changes to the script in order to make it exactly 30, 45 or 60 seconds long. Watch the timer on the board. hitting any of the yellow, blue or green channel-on buttons will reset the timer. When you're ready to record your voice, set the other tape deck up to record and turn on channel one (MIC 1). The speakers will mute whenever either of the mic channels are on. (This prevents feedback) Check to see that when you speak into the mic, the levels on the board are in the acceptable range:



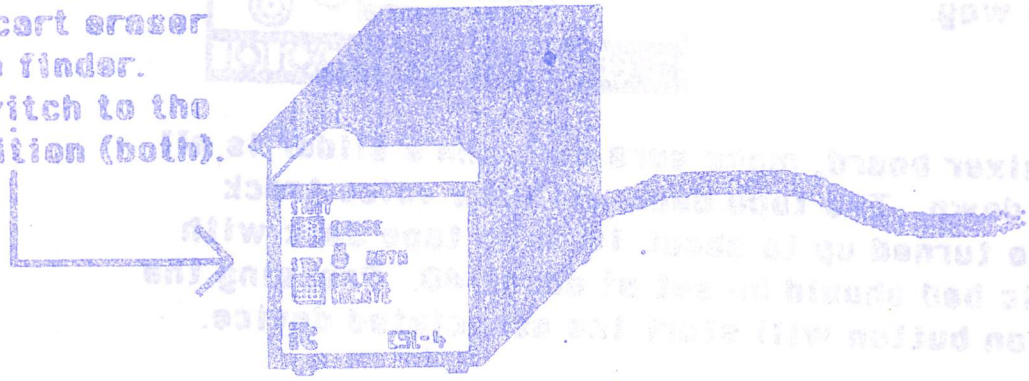
The meter should average in this range, and should not deflect all the way to the right (peg), nor should it stay below this range all the time.

Start the tape deck recording (the red light should come on) and read your script. keep trying until you've got one that you're happy with. Stop the tape and press the safe and repro buttons (both channels). Turn the Mic channel (one) off, and turn the tape deck channel on. Rewind the tape a bit and find your good take. Listen to it, and make sure that it's the right length.

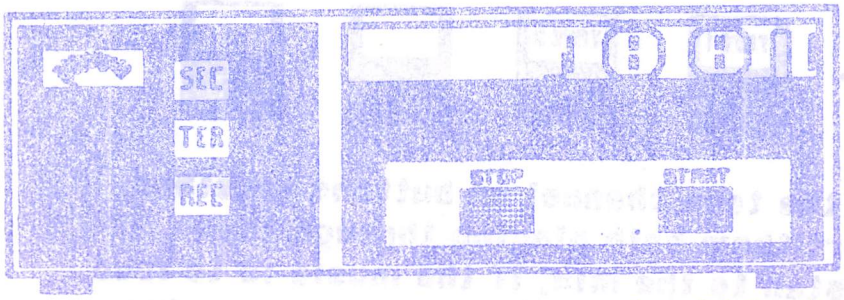
Get a cart from the rack on the production cabinet (by door), 70 seconds long (they're labeled) first choice blue, second choice black.



Bulk erase the cart using the cart eraser /splice finder.
set the switch to the middle position (both).

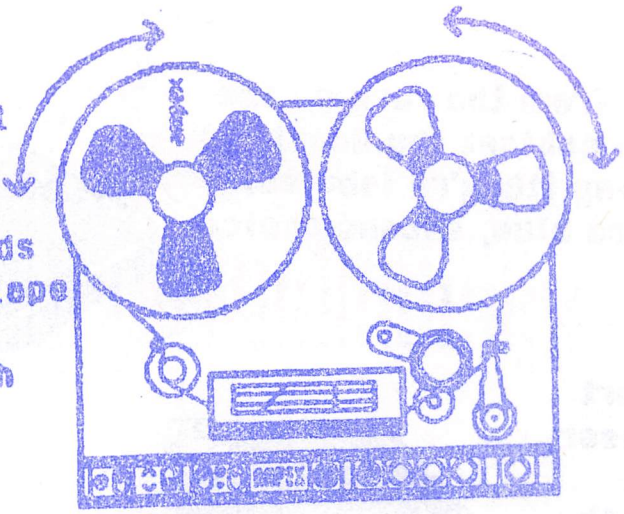


1. Set the switch to BOTH.
2. Insert the cart until the yellow stop light comes on.
3. Press the start button.
4. Wait for the Yellow light to come back on and the cart to stop.
5. Remove the cart.
6. Put the erased cart into the bottom cart deck (the recorder) and press the RECORD (REC) button

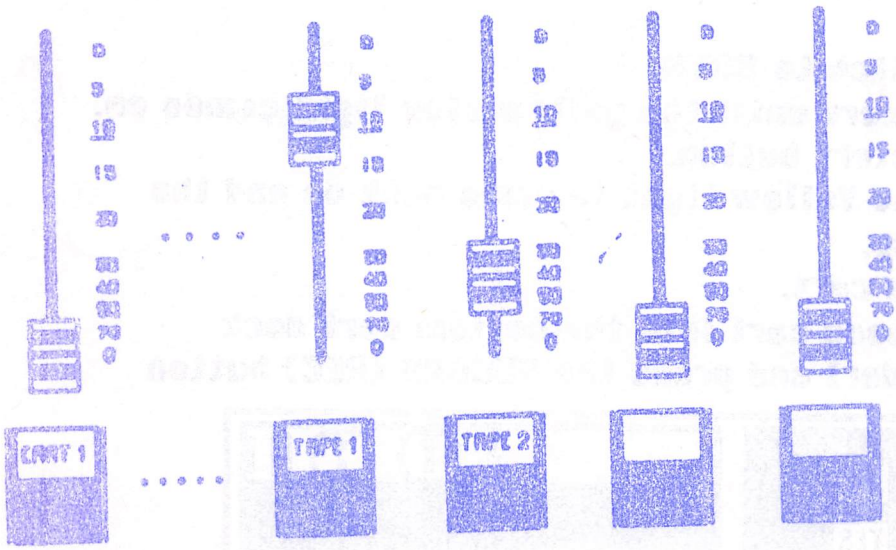


The REC button and the stop button should both now be illuminated. The cart recorder is now in record mode and will start recording as soon as you push the start button.

Cue up both tapes by fastwinding to the start then "rocking the reels" (move the reels back and forth with your hands keeping tension on the tape while listening for the first sound. Cue up both tapes this way.



On the mixer board, make sure cart one's slider is all the way down. The tape deck with the voice track should be turned up to about 10. The tape deck with the music bed should be set at about 40. Pressing the channel on button will start the associated device.



Push both of the tape channel on buttons together, this will start them both playing through the speakers. Listen to the mix, if the music is to loud, turn it down. You should be able to hear the voice clearly over the music. Also adjust the sliders so that the levels on the board are in the acceptable range, (see page 6).