PLAYING PREPARED MATERIAL FROM YOUR DEVICES

Introducing

THE PATCH BOX

Using your USB stick to play audio on-air.

First of all we recommend that you only use MP3 or WAV files, as other files might not be compatible.

1) Insert your USB into one of the two connection points located on the brown wooden box, The Patch Box, located to your right.

2) Once correctly connected, move over to the studio computer. With the mouse, click on the "Start" icon in the bottom left of the screen. Then click on the word, "Computer".

3) You should now see icons, one of these will be your USB. Double click on it. If it doesn't open it is likely that our Virus Scanner has detected a virus on your USB and won't allow you to proceed. As long as your USB is clean a click on the USB icon will display your files. If you then double-click on one of your audio files, this will open on the computer and start to play. Make sure you have the **PC fader** pushed up so your listeners can hear the audio.

4) When you no longer need to use your USB, simply close the audio player that opened up earlier and remove your USB from the patch box.

*Please note that portable hard drives do not always work as they sometimes require more power than is available.

Using your laptop or MP3 player to play audio on-air.

Please Note: We do not supply the cable!

1. Have your own AUX cord/RCA cable
2. Plug white and red ends into matching socket on the Patch Box. Other end into your laptop or MP3 player
3. Make sure the VOLUME ON YOUR DEVICE is on full.
4. Moving to the desk, turn on the channel marked Line In, bring up the fader, set the levels on the VU meters. Your music or interview is on-air.
5. Remember to close the channel when you're done, unpatch from the box and take your cable with you!