

CFRC 'How-To':

SAM Broadcaster Pro Introduction Guide

Contents

Introduction	2
Basic Overview of Locations	3
Adding and Removing Files from the Queue	4
Using the File Explorer to add files to SAM Broadcaster	4
Using the internal database to add files to the Queue	4
Using the Search function to locate files	4
Searching Files by “Groups”; genres, release years, etc.	5
Navigating Your Playlist Queue (Play, Pause, Next, Stop)	5
DJ Modes	5
How to get the Queue to play and pause on “Play the Queue” DJ mode	6
Other Useful Functions	6
REMOVING FILES FROM THE QUEUE	6

Introduction

This PDF Guide is for all CFRC volunteers while we transition to SAM Broadcaster Pro from Megaseg.

The SAM Broadcaster Pro looks very different from Megaseg, but it contains the exact same functionality. SAM's dashboard has also been set up so that it closely resembles Megaseg. There are a few differences to make note of;

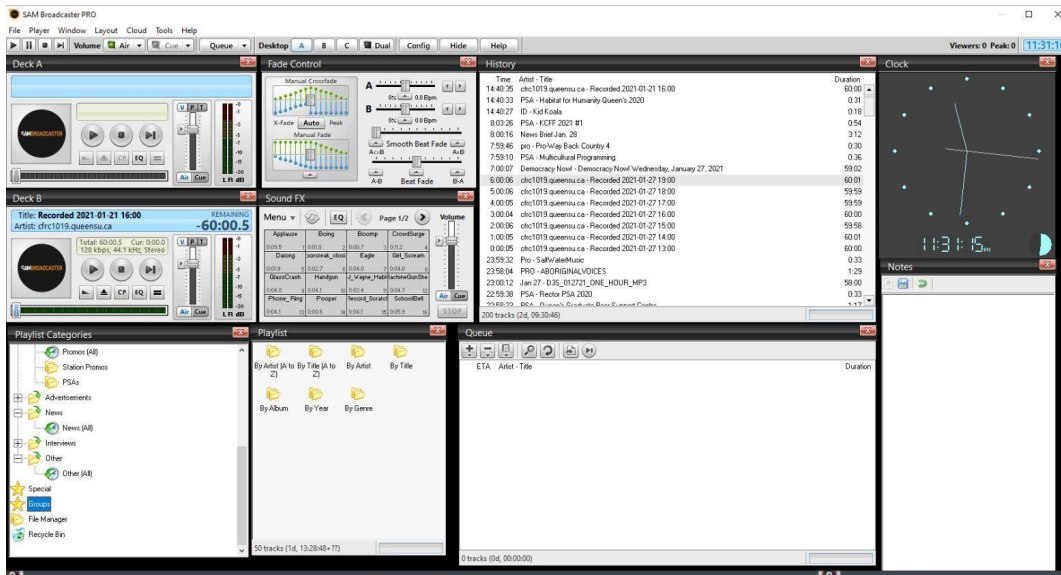
The first difference from Megaseg, obviously, is the layout and the appearance of the SAM Broadcaster. Hopefully this is a small challenge to overcome.

The other difference is the fact there is no "break" function. This means that when volunteers play files in the queue, in order to stop the queue, the volunteer must use the pause or stop functions in Deck A or B (whichever one is playing). Otherwise, files will continue to play and run through the queue until all files in the queue are played.

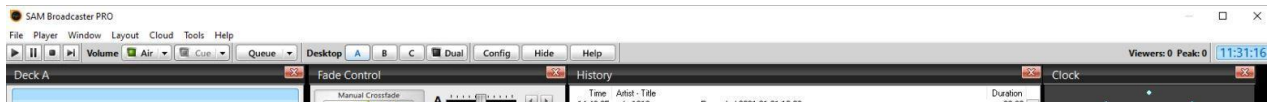
With this PDF guide and the [training video available on CFRC's YouTube page](#), our goal is to ensure volunteers feel comfortable starting to use SAM PRO Broadcaster. Staff will remain available to assist with training and guidance.

Nomenclature: Basic Overview of SAM Windows & Their Functions

This section features a basic overview of everything volunteers will see on the main dashboard of SAM Broadcaster Pro. More detail follows below.



SAM Broadcaster is one dashboard containing a series of small windows. SAM's dashboard on PC1 has already been set up to display only relevant windows volunteers may require for broadcasting their programs and setting up programming after completion of their own show. Volunteers are *strongly* discouraged from moving or deleting windows in the pre-set dashboard to avoid confusing other volunteers.



However, if a volunteer accidentally deletes a window or arrives in the studio to find a crucial window is missing from the SAM, Dashboard, they may re-add it to the dashboard by selecting "Window" from the top menu in the SAM Broadcaster, then select whichever window you would like to reappear.

Again, SAM is pre-set to resemble Megaseg as closely as possible.

Toolbar

The top toolbar includes the media control "Play, Pause, Next, and Stop" functions. These icons work like they do as buttons on physical CD players or as they do with any other playlist manager, such as iTunes or Spotify.

Next to the media control function icons, there is the drop down menu containing SAM's varied DJ functions including Manual DJ, Auto DJ, and Play the Queue. **IMPORTANT:** The default

should always be to ensure SAM is set to “Play the Queue”. Volunteers may not change this selection to avoid confusing other volunteers and to avoid dead air. More details follow.

In the middle of the top tool bar, there are also Desktop A, B, and C tabs. Volunteers will only use Desktop A. Staff may use B & C. Volunteers should always ensure that they click on and are working in Desktop A.



Play Decks

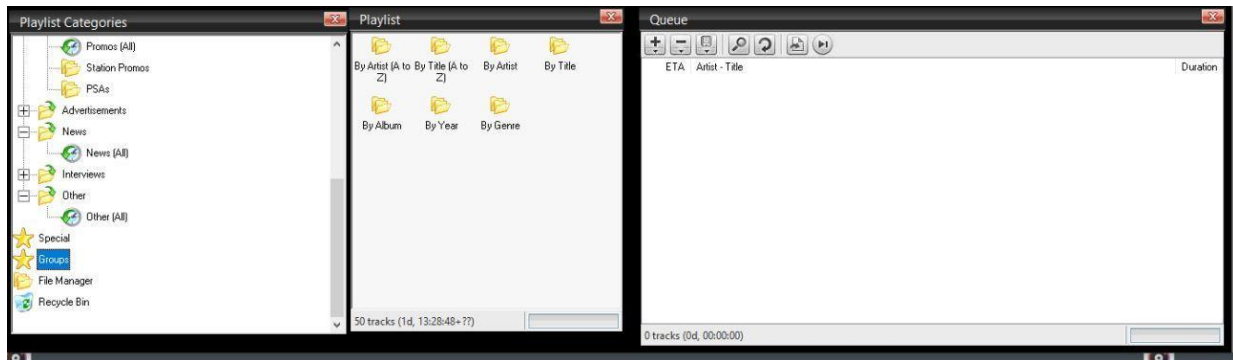
At the top left hand-side of Desktop A, there are two play Decks called DECK A and DECK B -> Unlike Megaseg which our station plays on one side only, the audio files from the Playlist Queue will switch between Deck A and Deck B. In other words, songs, psas etc. will jump back and forth as it plays between each deck.



Within each of these decks, when a queued file is playing or ready for deployment, information (metadata) on what is playing will appear including the name of the file, the artist, the duration, time remaining to play, and the time elapsed.

There are also different functions, such as volume control, crossfading, and EQ balance. These are not critical functions. If you are interested in crossfading between tracks and altering the style of the track, please speak to staff about learning how.

Playlist & Queue Windows



In the SAM Dashboard Desktop A set up, volunteers will find a Queue window, a Playlist window, and a Playlist Categories window.

The Queue window (above right) shows what audio file is going to be played next and what is in queue to play, similar to the playlist we normally set up in Megaseg to run many hours of pre-recorded, syndicated, or overnight programming. More on how to use the Queue window follows.

The Playlist (above middle) and the Playlist Categories (above left) show the file manager (folders) where you can locate pre-recorded programs, songs, PSAs, Promos, and Station IDs. More on how to set up playlists follows.

History

A screenshot of the 'History' window in SAM. It displays a list of 200 tracks with columns for 'Time', 'Artist - Title', and 'Duration'. The tracks are sorted by time, with the most recent at the top. The list includes various audio files, including recorded tracks, PSAs, and news briefs.

Time	Artist - Title	Duration
14:40:35	cfc1019.queensu.ca - Recorded 2021-01-21 16:00	60:00
14:40:33	PSA - Habitat for Humanity Queen's 2020	0:31
14:40:27	ID - Kid Koala	0:18
8:03:26	PSA - KCFF 2021 #1	0:54
8:00:16	News Brief Jan, 28	3:12
7:59:46	pro - Pro-Way Back Country 4	0:30
7:59:10	PSA - Multicultural Programming	0:36
7:00:07	Democracy Now! - Democracy Now! Wednesday, January 27, 2021	59:02
6:00:06	cfc1019.queensu.ca - Recorded 2021-01-27 19:00	60:01
5:00:06	cfc1019.queensu.ca - Recorded 2021-01-27 18:00	59:59
4:00:05	cfc1019.queensu.ca - Recorded 2021-01-27 17:00	59:59
3:00:04	cfc1019.queensu.ca - Recorded 2021-01-27 16:00	60:00
2:00:06	cfc1019.queensu.ca - Recorded 2021-01-27 15:00	59:58
1:00:05	cfc1019.queensu.ca - Recorded 2021-01-27 14:00	60:01
0:00:05	cfc1019.queensu.ca - Recorded 2021-01-27 13:00	60:00
23:59:32	Pro - SaltWaterMusic	0:33
23:58:04	PRO - ABORIGINALVOICES	1:29
23:00:12	Jan 27 - D3S_012721_ONE_HOUR_MP3	58:00
22:59:38	PSA - Rector PSA 2020	0:33
22:59:22	PSA - Queen's Graduate Best Support Centre	1:17

In the top right corner of SAM's Desktop A, volunteers can also see a "History" window (shown above), which will display the most recent files that have been played since the last reboot of the computer, up to 200 tracks. This history is very helpful for live programmers seeking exact time a file was played for recording into their log sheets.

Sound Effects



In the centre of the SAM dashboard, Volunteers can also find a few pre-loaded Sound effects (FX) window with various FX they are free to use on air. It is recommended that volunteers preview sound FX off air before deployment.

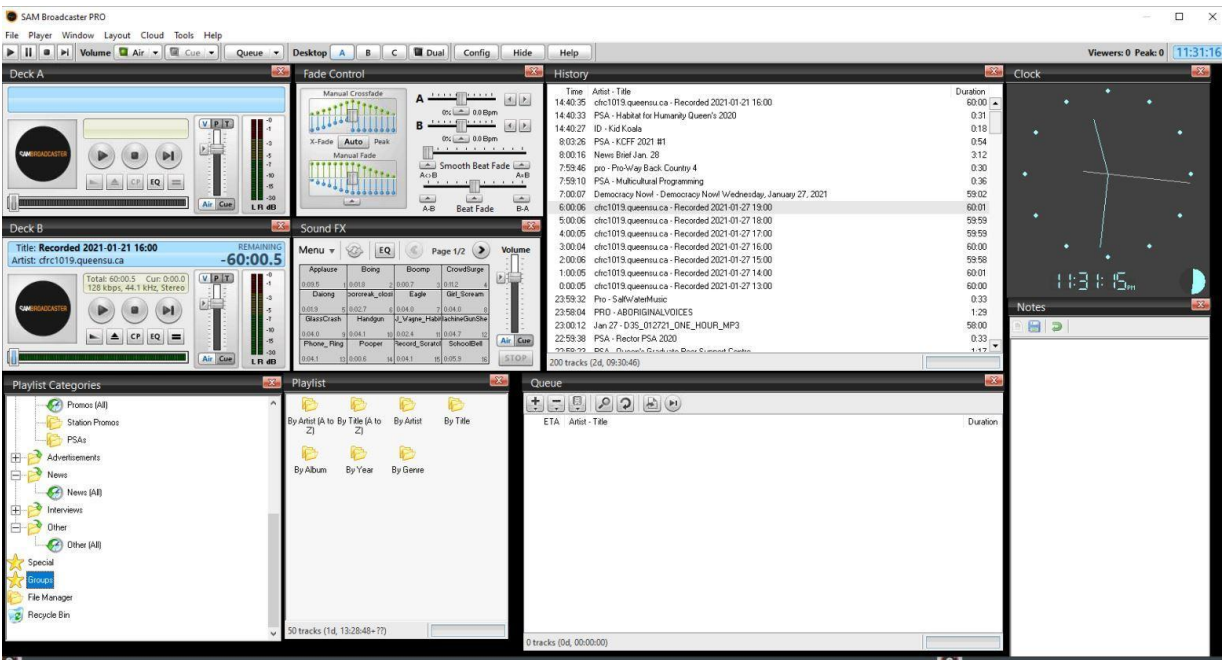
Fade Control

<insert image>

The last window that hasn't been explained yet is the Fade Control. This feature is for more advanced DJ functions. You can use it to do highly advanced cross-fading between tracks in order to do DJ dance-style sets.

If you are interested in learning more about this function, please reach out to staff for additional training. It is not a necessary function to know for the average program.

Adding and Removing Files from the Queue



The Queue window in SAM's Desktop A at the bottom left hand side will house the lineup of audio files to be played next, just like the large playlist window on the right hand side of Megaseg's dashboard.

There are two different ways to add files to this Queue:

Using the File Explorer to add files to SAM Broadcaster

First, the easiest way to add files to the Queue is to locate the file on your computer file explorer. This method follows the same methods used to retrieve and place files into Megaseg's playlist.

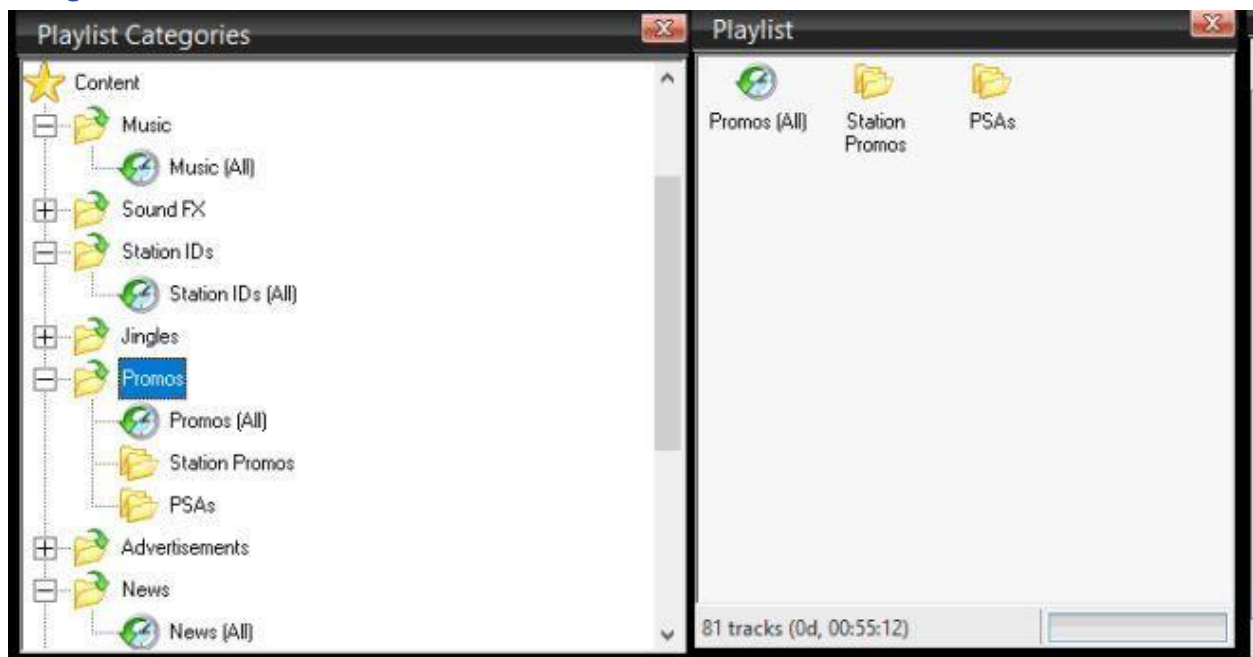
For example, volunteers may retrieve pre-recorded and syndicated programs direction from the Pre-Records folder located on PC1's desktop just as they would retrieve a file from the Pre-Records Folder located on Mac 2's desktop.

Once the file in question has been retrieved, it can be dragged and dropped directly into the Queue window.

Files **MUST** be added to the Queue in order to line the file up correctly for broadcast. Do not place the file in any other window, or it will not be played. This can lead to dead air or put the station off schedule if a whole program is not played.

The same actions apply for any audio files including music from the Digital Music Library, archived files for overnight broadcast and emergency rebroadcast, any files you import to your own pre-record folder, as well as promos, psas, and station IDs.

Using the internal database to add files to the Queue



Another method volunteers may elect to use is to select files from the "Playlist" window which contains any new releases from the Digital Music Library, PSAs, Promos, and Station IDs.

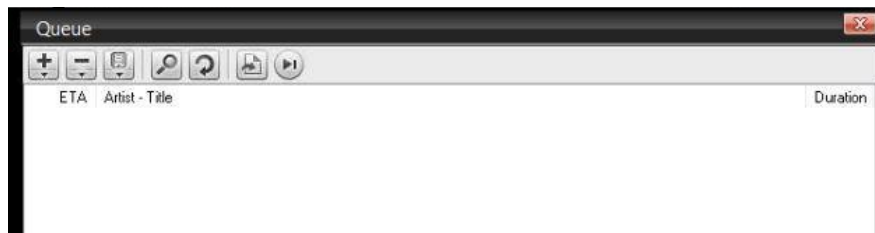
To do this, navigate through the Playlist Categories and Playlist windows to search for promos, psas, station ids, and digital music files in a manner similar to locating files on a computer desktop.

Once the desired file is retrieved, drag and drop the file from the Playlist into the Queue.

Note that all of the PSAs and Promos are located in the Playlist Category window in a nested folder titled “Promos” – this is due to the pre-existing category system in the SAM Broadcaster that can’t be changed. Be sure to open ‘Promos’ in order to access PSAs as well.

Using the Search function to locate files

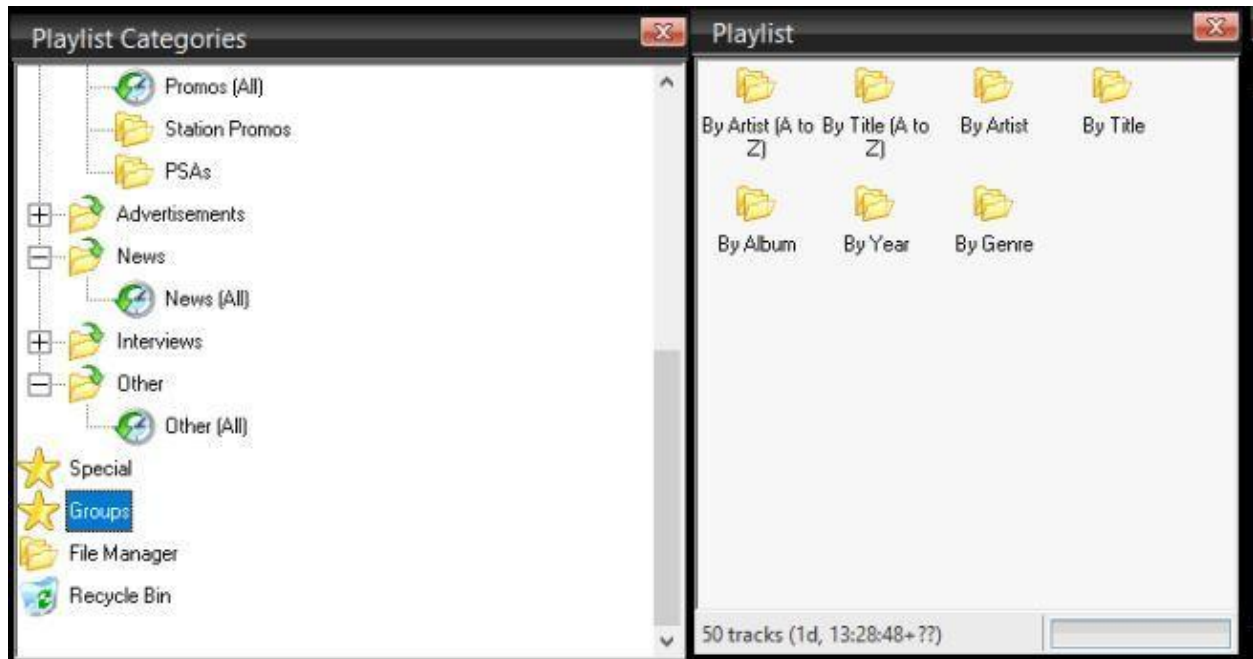
Another means to retrieve files quickly and precisely is to use SAM Broadcaster’s search function.



To search, select the “magnifying glass” icon in the Queue window’s toolbar. It will open up a second window where volunteers may search through all of the files – including PSAs, Promos, Music and Station IDs.

Once the desired file is retrieved, it too can be dragged and dropped from the search window directly into the Queue.

Searching Files by “Groups”; genres, release years, etc.



Volunteers may also opt to retrieve tagged music files based on “Groups”. This function includes filtering artist names alphabetically, searching by genres, album title, year of release or other categories that can be created.

The Groups playlist and nested folders can be found in the bottom left Playlist Categories window in SAM’s Desktop A. Each category will first appear like a folder, and then appear like a category-based database.

Note that music contained in Groups does not represent ALL music in our Digital Music Library. Volunteers are encouraged to use Groups for a quick search of the latest releases, local releases and Canadian music as we add these. However, volunteers should continue to use the Digital Music Library and its massive selection of music.

Navigating Your Playlist Queue (Play, Pause, Next, Stop)

DJ Modes



There are three DJ modes that will help you navigate the queue in Megaseg.

The default setting to use SAM Broadcaster is “Play the Queue” which will appear as as “Queue” when the menu is minimized (see above). Volunteers are reminded that they must **NEVER EVER leave SAM on Manual DJ when they leave the station after their show or the station will go to dead air.**

Manual DJ can be used by volunteers when they are live on air. This mode allows single play of one track which will then stop once that track is complete. This is beneficial for volunteers who prefer to load a full playlist of music in the Queue but avoid the need to manually pause or stop when it is time to switch to another format of music or get on the mic.

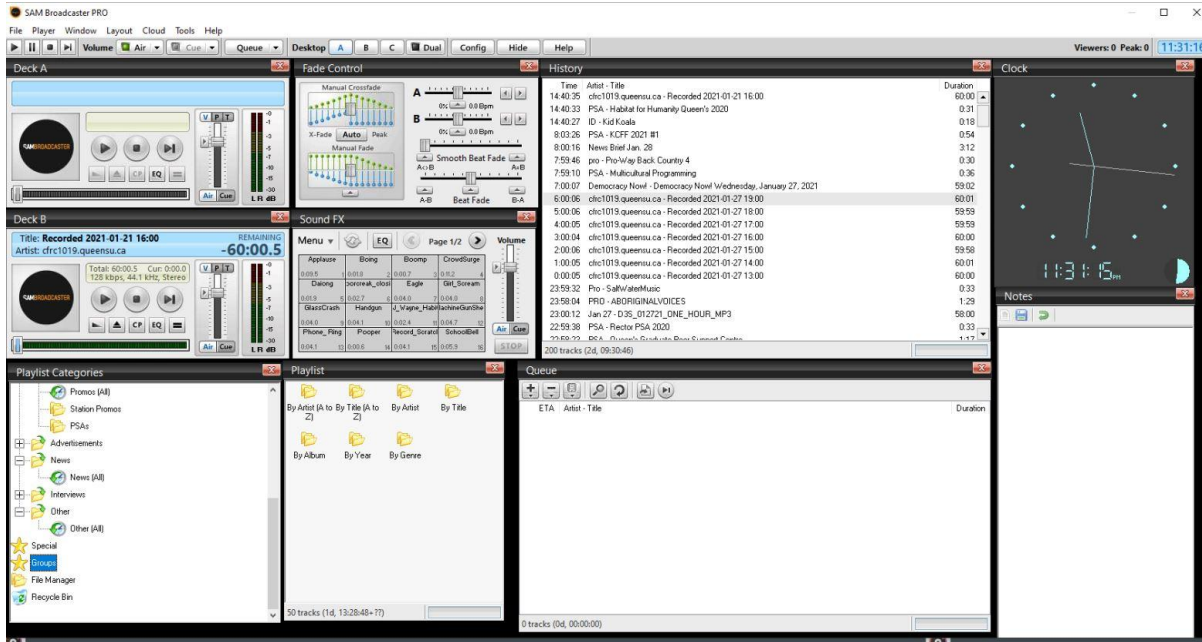
Auto DJ will play everything in the Queue, and once the Queue is empty it will start automatically playing random files from the file database. Although AutoDJ is fine to use – Volunteers may not leave this mode on when they leave the station or it may select random pre-recorded programs still in the system played earlier that day.

Finally the *Play the Queue* mode will play everything in the playlist unless it is stopped manually. This is similar to Auto DJ except once the Queue is empty, SAM broadcaster will simply stop and there will be silence.

Volunteers are **strongly discouraged** from changing the DJ mode as this increases the likelihood that Play the Queue will not be engaged and the station may go to dead air as a result.

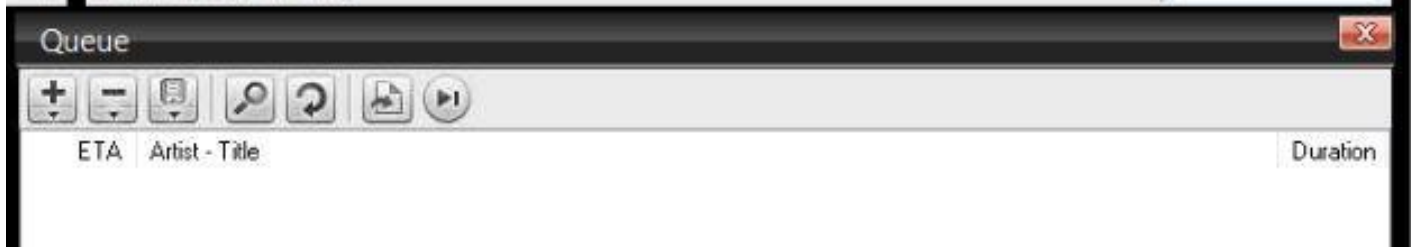
How to get the Queue to play and pause on “Play the Queue” DJ mode

In Megaseg, there is the option to add a “break” in the playlist when you wish to go live or utilize other options in the station (i.e. CD players, Vinyl, external inputs, etc.). In the SAM Broadcaster, there is no “break” option - you simply have to navigate the playlist like you do in any other media player using the Play, Pause, Stop, and Next buttons.



Once an audio file is in the Queue, if another track was already playing (i.e. a pre-recorded program or a PSA) then the Queue will move the next track to either Deck A or Deck B automatically and the track will start playing. Queue will continue to send files for play in Deck A and Deck B as long as there are files in Queue to play.

If there is nothing currently loaded and playing in a deck, click "NEXT" on the deck, in the top left corner (as highlighted in the image above), on the play decks themselves, or on the "next" button in the queue window (as highlighted in the image below).



The pause and stop functions are useful if you would like the music or other file to stop playing completely. Pause will pause the track wherever it currently is, stop will stop the track entirely. Use pause if you are hoping to restart the track at the current location. Use stop if you are hoping to just stop the song/other item and you will move onto the next track after.

Crossfading between tracks

Other useful functions to know about are the crossfading options.

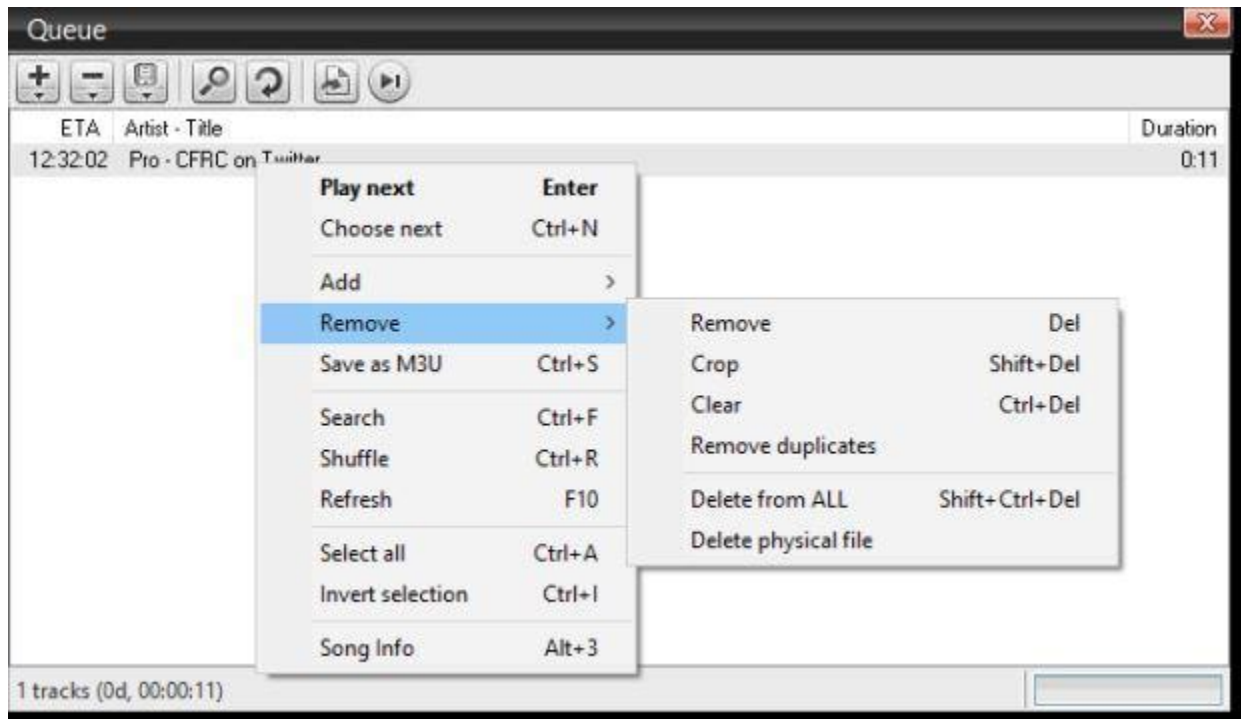
If a song is playing and you want to fade out early and then fade into the next track, or next program in order to start on time, volunteers should as always, do it manually by using the fader on the main soundboard.

However, volunteers may elect to fade out/in using SAM Broadcaster Pro by clicking the small triangle icon on Deck A or B underneath the play button. SAM will then automatically fade to the next track so long as there is a file in the Queue.



REMOVING FILES FROM THE QUEUE

Sometimes, the wrong file might be added to the Queue. In instances where a file needs to be removed, click on the file in the Queue and press delete on the keyboard or right click on the mouse and then select 'remove'. Clicking 'clear' will remove all items in the Queue. Note, files cannot be dragged and dropped out of the Queue as they can in Megaseg.



ARRANGING FILES IN THE QUEUE

Files in the Queue register the precise time they will be deployed with a real time display. This is very useful for setting up programs and ensuring those programs will start on schedule. However, as with Megaseg, it is very easy to add tracks (ie: overnight rebroadcasts) out of their correct order. Please ensure programs are set to play at their scheduled time by referencing the [Program Schedule on CFRC's website](#). If files are not in the correct order, or you accidentally place a file in the wrong order, click on the relevant file(s) and drag them up or down the Queue until the arrangement is correct. Ensure PSAs, promos and station ids are placed to fill any voids to ensure each show begins at its scheduled time. Double check final arrangement.

Autoloaded Ads, Promos & PSAs

As with Megaseg, Staff will schedule ADS, promos, and PSAs for airplay in SAM Broadcaster. Volunteers must allow these spots to play as CFRC has external obligations to play them and we must honor agreements with community partners. Volunteers should review scheduled events before their live program. They may do so by WINDOW in the top toolbar of the SAM Dashboard, then click 'Event Scheduler.' A small window will appear indicating the name of the file and the next date/time of scheduled deployment. If the file is scheduled when a volunteer is on the air, the volunteer is obliged to let it play as per CFRC policy.