



How to Set up CFRC's Remote Broadcasting Equipment

CFRC has two Remote Broadcasting Kits. One is dedicated for live on location sports broadcasts and the other for music broadcasts. The Sports Kit is intended for volunteers wishing to provide live colour over the airwaves for listening audiences at campus and community sporting events. The Music Kit is intended for any volunteer wishing to set up a table at a campus or community space outside of the station and undertake a live program featuring curated music.

CFRC's kits are versatile, lightweight and portable.

- The Music Kit will be packed in a small rolling suitcase
- The Sports Kit is packed in a small black shoulder bag

These kits will be issued by CFRC staff to volunteers for special events. Volunteers wishing to use this equipment must make a request to staff at least one week in advance of your anticipated live on location broadcast event.

All Remote Broadcasting equipment must be returned in good working order to CFRC within 24 hours of broadcast. Volunteers may be liable for lost or broken equipment and are required to notify staff in the instance of missing or broken equipment immediately.

The Music Kit

The Music Kit is designed for musical programming that includes spoken word mosaics, ads, promos, and your set list. The kit contains the following items:

- Zoom L-8 LiveTrak - L8 Driver can be downloaded from zoomcorp.com
- Headphone(s)
- Mic Line(s)
- Microphone(s)

- Powerbar
- Extension Cord
- ZTE Internet Hub & Charge Cord
 - The Hub domain name is “CFRC_TX”
 - Password will be issued by staff to the volunteer with the kit
- Ethernet Cable & J8 Ethernet to USB Adapter

Here is the step-by-step guide to setting up the Music Kit:

- Install the LiveTrak L8 Driver on the laptop you'll be using
- Go to the sound settings on your laptop and check if the L8 is set as your input
- Plug in your mic lines and headphones
- Set the board to “Mixer”
- Raise the Master Volume (red fader)
- Fader 7 or 8 will be your computer audio, lines 1-6 are your mic lines
- Connect to Sonobus

The Music Kit may also be paired with a speaker depending on our broadcast permissions for that area. For instance, some locations will not allow us to amplify music due to public bylaws. For the locations where we can amplify music, we will also issue a small, portable speaker with the kit.

Here is how you set up the Music Kit with speaker integration:

- Plug the speaker power cord into the powerbar
- Plug the mic line into the back of the speaker
- Connect the mic line to an open channel and adjust the fader
- Set your Master Fader (red fader) to an appropriate level
- Adjust volume accordingly - anything you play through the board is now amplified through the speaker

Now you are up and running and ready to broadcast your awesome musical radio show live on location!!

The Sports Kit

The Sports Kit is designed for spoken word broadcasts, particularly live to air coverage of sporting events. The kit contains the following items:

- Zoom P-8 PodTrak
- USB C Adapter
- SD Card
 - You can preload audio cues onto an SD Card to use with the “Sound Board” pads

- Connect the P8 to your computer via the USB C Adapter -> Click SD card -> Transfer downloaded files over to the corresponding Sound Board pads
- Audio Technica Broadcast Headset Microphone(s)
- Powerbar
- Extension Cord
- ZTE Internet Hub & Charge Cord
- Ethernet Cable & J8 Ethernet to USB Adapter

Here is how you set up the Sports Kit

The Sports Kit is remarkably easy to use and does not require a pre-installed Zoom Driver to operate. It is plug and play! Go to the sound settings on your laptop and check if the P8 is set as your input. If not, adjust your settings to ensure the P8 Podtrack is marked as your input.

- Plug in your Headset(s)
- Raise the Soundboard Fader (icon will correspond to the layout of the sound pads)
- Raise the Audio Fader
- Connect to Sonobus

SONOBUS-Your Link to Our Broadcast Studio

Sonobus is a free peer-to-peer software that CFRC's remote broadcasters use to connect their audio content from an off-site location to our broadcast computer in CR2. We use this software to create an encrypted, password protected chat room that will connect your personal computer to our playout computer, PC1 once staff admit you to the chat space from the broadcast studio you will enter using the password and chat space created for your broadcast. Staff or a designated volunteer in the studio will monitor your levels and communicate with you by using the chat function on the right-hand side of the application. These communications are helpful to avoid vocal interference during a live broadcast and ensure cues are ready for starting the broadcast and transitioning to the next program that follows yours.

Here are the ideal audio settings for Sonobus:

- Setup Audio -> Set Input and Output to L8 Board
- Options -> Default Send Quality -> 128 kbps/ch "Auto Up"
- Connect -> Group Name -> "CFRC Remote" -> Connect to Group
- Pending admission by staff, you are now patched live to PC_1 and on the air!
- You can monitor your levels by looking at the green lines in the upper right corner of the software. If they're reacting to your voice/audio inputs then you are up and running.

It is highly recommended that you review Sonobus set up and chatroom functions with staff before undertaking a live on location broadcast and allow enough time to ensure connection to the studio prior to your live program through soundcheck. Staff can review these procedures

with you and coordinate your program's start and completion time to ensure smooth transitions between programs.

If you wish to use CFRC's remote broadcasting equipment, please make a request to staff ahead of time. Don't forget to share details about your broadcast with staff so your engagement may also be promoted on CFRC social media in addition to your own.

This guide will assist you on site with your set up, but we encourage you to review procedures *well ahead of time* with CFRC staff if you have never conducted a live remote broadcast. We also encourage you to attend our learning workshops and watch our training video on this topic [HERE](#).

CFRC's Workshop Series, 2024-25 training videos, and how-to guides are made possible for our volunteers through the generous support of the Community Radio Fund of Canada Radiometres granting program.