**Sound Board Quick Guide**

**Channels**

**Mic / Line:** *The light on this button should always be off*.

**Audition:** Pressing this allows you to preview this channel with the Audition button (located under Ctrl. Room. )

**Phone:** Pressing this allows the person on the phone to hear this channel

**Cue:** Similar to Audition, pressing this allows you to preview this channel with the Cue button (located under Ctrl. Room.)

**Fader:** Controls the volume for Program, Audition and Cue

**Program:** Puts the channel on the air.

|  |  |  |  |
| --- | --- | --- | --- |
| Ctr. Room.png | **Ctrl. Room Monitors****Mon:** Volume for the in studio monitors (speakers)**HPhone:** Master volume for the headphones**Program:** Allows you to hear what is on the air**Audition:** Allows you to preview in studio all channels that have Audition turned on.**Cue:** Allows you to preview in studio all channels that have Cue turned on.  | Phone.png | **Phone****Off Hook:** Answers the phone**Ring:** Lights up and buzzes when there is an incoming call**Send:** Controls the volume that the caller hears (note: the caller will only hear channels with phone turned on)**Return:** Controls the volume that the listener hears.**Program:** Puts the caller on air**Audition:** Allows you to screen the caller on the Audition channel (this will not put them on the air)**Cue:** Allows you to screen the caller on the Cue channel (this will not put them on the air) |