

Instructions for taking a live phone call in On-Air Studio

If you are answering calls directly in the on-air studio:

- **Step #1:** Make sure Telos Rack Unit (Getner) Phone 1 & 2 main buttons are turned “Off”
- **Step #2:** Guest calls studio line 816-931-5534 or host calls guest
- **Step #3 on Studio Phone:** Host presses either Hybrid 1 (for Phone Line 1) or Hybrid 2 (for Phone Line 2) to send call to the Telos Rack Unit
- **Step #4 on Telos Rack Unit (Getner):** Host presses the “On” button for either Phone 1 or Phone 2
- **Step #5 on Mixing Console:** Pot up fader for either Phone 1 or Phone 2

For pre-screening calls in Studio B:

- **Step #1:** Make sure Telos Rack Unit (Getner) Phone 1 & 2 main buttons are turned “Off” in on-air studio
- **Step #2:** Guest calls studio line 816-931-5534 or screener calls guest
- **Step #3 on Studio Phone:** Screener sends call to Telos (Getner) by hitting either “On Air Hybrid 1” button for Phone 1 or “On Air Hybrid 2” button for Phone 2
- **On Telos Rack Unit (Getner):** Host presses the “On” button for either Phone 1 or Phone 2
- **On Mixing Console:** Pot up fader for either Phone 1 or Phone 2, whichever line you banked call on