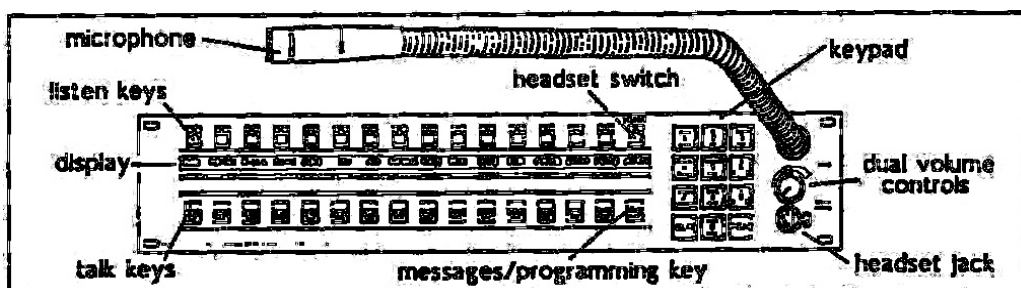


RTS Intercom System – Operator's Guide

The RTS Intercom represents a flexible system for communicating throughout our facility. A look at the figure below reveals the main controls, although the panel that you sit in front of may look different – it may have fewer talk keys, or no keypad. Recognizable features include Talk keys, Listen buttons, an easy-to-read display, microphone, keypad, dual volume controls (for intercom and auxiliary input), a headset jack, a Messages/Programming key, and headset switching with a yellow HDST pushbutton.



The Basic Operation

- *"I want to talk to somebody."*

Press the TALK key for the station you want to talk to. For brief communication, hold DOWN the key. For hands-free talk, push the key UP. In either case, a red LED will illuminate over the key, letting you know at a glance which keys you've turned on.

An important protocol point: do NOT walk into the control room, sit down at the intercom station, and immediately flip up all the talk keys on the panel! This is a sure way to cause problems. You'll be talking to people who may not want to listen to you at the moment. Quite possibly, you'll start a "feedback loop" in the system, since panel volume controls may not have been set, belt packs may not be plugged in, and/or headsets may not be on people, but lying off to the side.

Before you flip up talk keys into their “locked” position, decide who you will really want to talk to on a constant basis. Turn on those keys. Others can be contacted by pressing their key down momentarily and you’ll have far fewer difficulties trying to be heard.

- *“Somebody called me and I want to call them back.”*

The caller’s name will be in the INCOMING MESSAGES window. If your panel already has a TALK key assigned to the caller, its display will flash too for about 10 seconds. To talk back to this caller, you can press the key assigned to him or her (if one was already assigned). Otherwise, press down the INCOMING MESSAGES key. If you press the INCOMING MESSAGES key UP, you will DROP the caller from that window, and won’t be able to talk back to them. Regardless of what you do, the caller’s name will disappear from the INCOMING MESSAGES window in about two minutes.

- *“I want to hear someone who’s calling me on a beltpack.”*

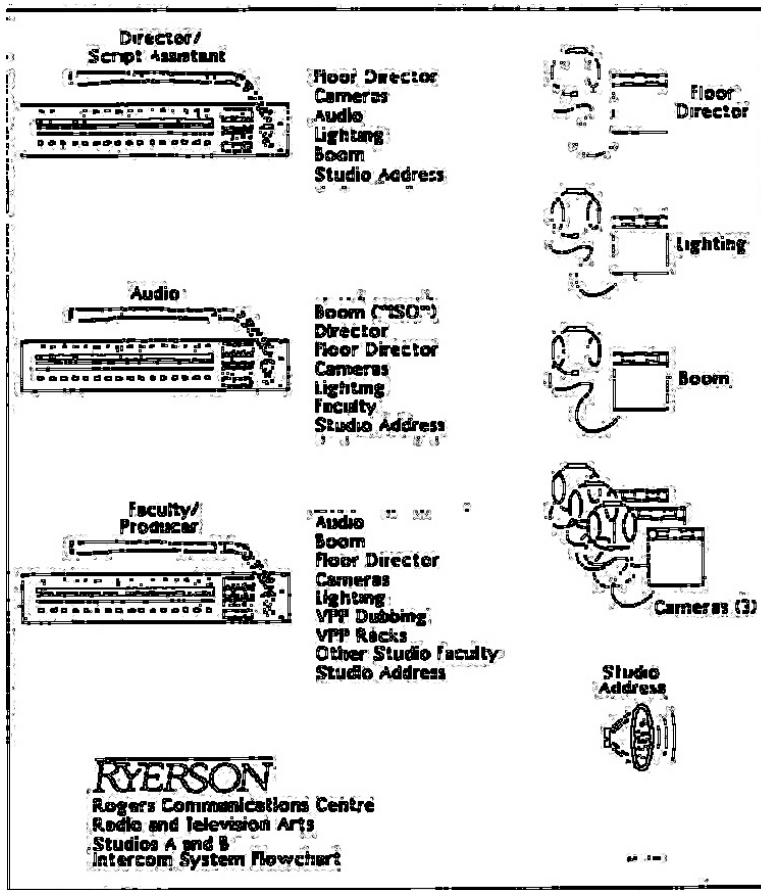
People pressing their talk button on their beltpack are not automatically heard by everyone! Those intercom panels wishing to hear a certain beltpack position must activate their “listen” button on their panel, for each beltpack. This includes floor director, lighting, boom, and cameras. This prevents beltpacks from talking to all kinds of people who don’t need to hear them, but still allows the capability of being, *if that panel station wants to.*

- *“In audio, there seems to be one special base. If I call the “boom” beltpack from there, I cut off anybody else who’s talking to that pack. What’s happening?”*

That’s called an “ISO” (isolated) intercom crosspoint. It’s been set up that way on purpose. It’s pretty important that the audio operator speak with the boom operator, and ensure that his or her message gets through to that person on the floor, without having to cut through additional chatter that the boom operator might normally be hearing.

It’s important that audio operators do NOT lock the “boom” talk key on permanently. Otherwise the boom operator will NEVER hear any other control room information. In the audio control room, use the “boom” talk key as a “momentary” key ONLY.

Studio Flowchart Overview



- Each panel has pre-programmed keys that allow it to talk and listen to certain other locations – they’re shown in the diagram.
- Beltpacks don’t have a row of keys – just a single talk button. Therefore, they must be “assigned” by the panels so that they can be heard, and in turn, talked to. All panels *can* be assigned to talk and listen to all beltpacks, but they may not *necessarily* have been activated by the person at a given intercom station.

Another point about beltpacks: if you leave the headset lying down someplace, and you’ve inadvertently left your talk button on, the headset microphone will pick up the sound from the earpiece, which will go back into the microphone again, causing a slow but steady increase in feedback. If you put down your headsets, always ensure that you “talk” is OFF.

- Studio address can be activated by the main panels only. It’s a “voice from the grid” that can be used to get people’s attention when there are no personnel on headsets. Always try to use the headset system first, though. It can be distracting (and even a little jarring) to hear a voice from the ether, while hanging a twenty pound light in the grid!