

Installation • Operation • Maintenance

**IP.8 Digital Message
Programmer
Instruction Manual**



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BROADCAST PROGRAMMING

Digital Message Programmer Access

Calling the Station

Programming the IP.8 can be done locally at the ALERT AM site, or you can gain access to the station remotely using your office telephone or a cell phone. To program the IP.8 on site, simply pick up the handset on the SP.55 control telephone. You can begin programming immediately. If you choose to program the IP.8 from a remote location, use the following procedure.

1. Call the telephone number assigned to the station. When the IP.8 Digital Message Programmer picks up the line, it will prompt you to enter the remote access security code by saying, "Press star, number, pound."
2. Key in the default security code, .
3. After your access code is accepted, you may start your programming session.

Terminating a Remote Programming Session

If you are programming the IP.8 on site, simply hang up the handset to terminate your programming session. If you are programming using a remote telephone, use the following command sequence.

1. Press to inform the IP.8 you wish to terminate the call.
2. Press to hang up.

The digital message programmer will drop the line, and the program changes you made will take effect immediately.

Set-up Commands

Each time the digital message programmer is brought up from an un-powered state, or if 120V AC power is lost and backup battery power has been depleted to a level where the IP.8's memory can no longer be maintained, these set-up command

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procedures must be completed for proper operation. This can be completed on site with the SP.55 control phone or from a remote telephone.

Programming List Command

In order to get more acquainted with the IP.8 Digital Message Programmer after reading the instruction manual, call and gain access to the IP.8 from your office or by taking the control telephone off-hook on site and enter the command ***0#** on the telephone keypad. The voice prompter will respond with the various general commands available. This feature is also useful should you be required to operate the system without a manual.

Message Spacing

With this command sequence you can determine the amount of time between messages. Minimum spacing between messages is desired to keep the broadcast from sounding “choppy”. The minimum spacing setting available is zero seconds. The default spacing between messages is 30 seconds, which is far to long for a coherent broadcast. Change the spacing to zero seconds by using the following sequence.

1. Press ***4#** to gain access to the “Set Spacing” command.
2. Press **0#** to set the spacing to zero seconds.

If you have a circumstance where more time is desired between messages, you may set the spacing up to 30 seconds. Use the following procedure. (We will use a 20 second spacing as an example)

1. Press ***4#** to choose the “Set Spacing” function.
2. Press **20#**

Recording Speed

Various recording “speeds” may be used when recording. The slowest speed (Speed 1) yields the maximum recording time available on your digital message programmer. The fastest speed (Speed 1011) gives you an increase in audio quality with a corresponding decrease in the quantity of recording time.

- Speed 1 yields the maximum amount of recording time.
- Speed 2 yields 56% of speed 1 recording time.
- Speed 1011 yields 31% of speed 1 recording time.

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The default speed setting is speed 2. To change the speed setting to speed 1 and to maximize the recording time available, use the following command sequence.

1. Press ***8#** to gain access to the “Set Recording Speed” command.
2. Press **1#** to set the speed to speed 1.

To choose a speed other than speed 1 use the following command sequence.

1. Press ***8#** to gain access to the “Set Recording Speed” command.
2. Choose one of the following:
 - Press **2#** to select speed 2.
 - Press **1011#** to select speed 1011.

➡ **Note: Different messages may be recorded at different speeds, however, keep in mind that recording at higher speeds will consume recording time at a much higher rate.**

Single Audio Source Command

The IP.8 Programmer is capable of incorporating background audio into the messages being broadcast. However, this feature may not be used with the ALERT AM Format and must be disabled. Use the following sequence to disable the background audio feature.

1. Press ***9#** to gain access to the “Set Background Audio Source” command.
2. Press **0#** to disable the background audio function.

Mode Setting

This command sets the IP.8 Programmer to numerically prioritize external control inputs. Other modes are available but cannot be used with the ALERT AM Format.

1. Press ***31#** to gain access to the “Set Mode” command.
2. Press **0215#** to place the IP.8 in the required mode.

Live Audio Source Selection

If you have a situation where an operator is required to broadcast messages live versus using recorded messages, you must specify to the IP.8 the input from which to take the live feed.

1. Press ***10#** to gain access to the “Live Source Input” command.
2. Choose one of the following:
 - Press **1#** to use the microphone (3 pin).
 - Press **2#** to use an auxiliary source (aux).
 - Press **3#** to use the control phone handset.

You may verify that the correct source is set by pressing ***10#** again. The IP.8 will respond with the current setting

Local Record Source Input (Optional)

At the ALERT AM site, you are able to make recordings using the SP.55 control phone, the provided microphone or an auxiliary source such as a cassette player. In order to do so, the IP.8 must know which source you intend to use.

Use the following procedure to choose an audio source.

1. Press ***7#** to gain access to the “Local Source Input” command.
2. Choose one of the following:
 - Press **1#** to record from the microphone.
 - Press **2#** to record using the auxiliary source input.
 - Press **3#** to record with the onsite control phone.

If you would like to verify that the correct source is selected, press ***7#** once more and the IP.8 will respond with the current selection.

➡ **Note: When the IP.8 receives a call from a remote telephone or cell phone, it will automatically record audio via the telephone line, despite which source has been set for local recording.**

Change the Remote Access Security Code (Optional)

Programming the IP.8 Digital Message Programmer remotely via your office telephone or cell phone is possible using the same commands used locally at the site with the control phone in the equipment enclosure. The only exception is that a remote access security code can be required to gain access when operating remotely.

Upon receiving a call, the IP.8 will answer the line and the caller will have 30 seconds to enter the correct code. The IP.8 will terminate the call if 30 seconds are exceeded without the correct security code. It will also terminate the call immediately if an incorrect code is entered.

The default security code is .

The security code can be changed and can be from one to ten digits (preceded by the symbol and followed by the symbol). Based on the value of the security code chosen (0 to 1,000,000), the IP.8 will respond to the incoming call in different manners.

Based on the value of the security code you program, the following operation will result:

1. If you program the security code to be "0," no security code will be required to gain access to the programming functions. The IP.8 will answer the incoming call and immediately prompt the caller to enter his/her first programming function.
2. If the code is set in the range of 1 to 99999, the IP.8 will answer and prompt the caller to enter the security code. If the code is entered properly, the IP.8 will allow the caller access to the programming functions.
3. If the code is above 100000 (up to 1,000,000), the IP.8 will answer the line but remain silent. The caller will not be prompted to enter the remote security code. Until the correct code is entered the IP.8 will remain silent. After the code is entered properly, the IP.8 will prompt the caller and allow access to the programming functions.

To change the remote access security code, use the following procedure (we use Security Code Number 336888 as an example):

1. Press to enter the "Set Remote Record Security Code" function. The IP.8 will respond with the current security code.
2. Press .

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3. To verify the new code, press ***71#** again, the IP.8 will respond with the new code.

Your Remote Access Security Code number: _____

ⓘ IMPORTANT: Because the security code may be verified using this command, you might wish to keep this command sequence secret from operators and in the hands of supervisory personnel only.

➡ Note: If 120V AC power is lost and backup battery power has been depleted to a level where the IP.8's memory can no longer be maintained, the security code will revert to the default security code, when power is restored.

Message Creation and Editing

Recording Messages

Each message you create must be assigned a unique number (1 to 249) for easy reference and incorporation into playlists. Please refer to the ALERT AM Format Guide for proper number assignment. The message lengths may be as long as you choose as long as the total length of all of your messages combined does not exceed the total recording time available. Each message can be recorded, monitored or erased independently.

To record a message, use the following command sequence (we use Message Number 49 as an example):

1. Press ***1#** to enter the record command. The IP.8 will do the following:
 2. Tell you how much unused recording time exists (at the current speed setting).
 3. Tell you which recording source is selected.
 4. Give you recording instructions.
5. Press **49#** to assign the number 49 to your message and to initiate the recording process.
6. Read your script aloud into the control phone handset.
7. Press **#** to stop the recording process.

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If you are unhappy with the recording and would like to re-record it, repeat Steps 2 to 4. The original message will be instantly eliminated, and your new recording will take its place with the same message number.

Tip: After you have entered the record command $\boxed{*}\boxed{1}\boxed{\#}$, You may record as many messages as you like, repeating Steps 2 to 4, without pressing the record command again.

- ⓘ IMPORTANT: If programming via a remote telephone, never hang up the telephone while recording a message, *i.e.*, hanging up before pressing the $\boxed{\#}$ key to end the recording process. Should this occur, the IP.8 will record dial tone and other telephone company messages that are played to an off-the-hook receiver, until all remaining recording time is completely used. The ALERT AM may not be accessible by telephone for up to 15 minutes in this event. After it becomes accessible, the aborted message must be erased and re-recorded.**

Monitoring Messages

If you would like to listen to your recorded messages, use the following command sequence (we use Message 49 in our example):

1. Press $\boxed{*}\boxed{2}\boxed{\#}$ to enter the monitoring command.
2. Press $\boxed{4}\boxed{9}\boxed{\#}$.

You will hear the message played to you in its entirety through the telephone handset. To hear another different message, repeat Step 2.

If you would like to monitor more than one message, use the following sequence:

1. Press $\boxed{*}\boxed{2}\boxed{\#}$ to enter the monitoring command.
2. Choose one of the following:
 - Press $\boxed{9}\boxed{9}\boxed{9}\boxed{\#}$ to hear all of your recorded messages in their entirety in numerical order.
 - Press $\boxed{1}\boxed{9}\boxed{9}\boxed{9}\boxed{\#}$ to hear the first 5 seconds of all your recorded messages in numerical order.
 - Press 1000 plus the message number to hear the first 5 seconds of the selected message.
 - $1000 + 49 = \boxed{1}\boxed{0}\boxed{4}\boxed{9}\boxed{\#}$.

Erasing Messages

If a message is no longer relevant, it should be erased to free message memory for future recordings.

Use the following procedure to erase a message (we use Message Number 49 in our example):

1. Press ***3#** to gain access to the “Erase” command,
2. Press **49#** to erase Message 49.

The message will be erased, and the memory and message number will be available for immediate use.

Playlist Creation and Editing

The term “playlist” is used to denote a specific sequence of messages. You can make these playlists event specific, program and store them on the IP.8 and then bring them up to be broadcast at a moment’s notice.

Twenty playlists are available for programming, and most will consist of just a few messages. Each playlist you create will be assigned a unique number (1 to 20) for easy reference and programming. Playlists 1 to 8 are to be used as your primary playlists, which will be broadcast in concurrence with particular events. Playlists 9 to 20 should be used as “drag and drop” message groups that can be inserted into one of the eight primary playlists when needed. Please refer to the ALERT AM Planning Guide to learn how playlists are triggered for broadcast and how to program them to correspond to particular events.

Messages contained in a playlist will be broadcast in the sequence in which they are programmed. If you key Message 5, then 10 and finally message 20, they will broadcast in order, *i.e.*, 5,10 and 20. You may also program a message to play more than once in a playlist. If you key Message 5, then 10, 10 again and finally Message 20, Message 5 will broadcast once, Message 10 will be broadcast twice, then Message 20 will broadcast once.

Individual messages may reside in multiple playlists simultaneously, which helps conserve memory for other recordings.

One of the most important messages that should occur in all playlists is your station’s call-sign message. Federal Communications Commission rules require that your call sign be broadcast every 30 minutes; so as a matter of routine, you

might want to create each playlist with that message being the first in the message series, thus ensuring its broadcast.

- ➡ **Note: The combined total of messages programmed into playlists may not exceed 100.**
- ➡ **Note: If you create a playlist number but do not assign it a sequence of messages, it will simply be a blank playlist; and nothing will broadcast, if its associated control input is triggered.**

Create a Playlist

To create a playlist, use the following command sequence (we create Playlist 8 and to insert Messages 1, 4 10 and 20, in our example):

1. Press to gain access to the “Create Playlists” command. Listen for instructions. The voice prompter will ask you to number the playlist you would like to create.
2. Press to select Playlist 8.
3. Press to insert Messages 1,4,10 and 20 into the playlist.

Monitoring a Playlist Message Sequence

Using this command sequence will cause the IP.8 to respond with the messages programmed into the selected playlist in the sequence they will broadcast. Use the following command sequence to monitor a playlist (we use Playlist 8 in our example):

1. Press to gain access to the “Check Playlists” command.
2. Press to hear which messages are programmed into Playlist 8.

Canceling a Playlist

Cancel a playlist when messages within it are no longer relevant. Please note: the messages in the playlist will not be erased.

To cancel a playlist or all playlists, use the following command sequence (we use Playlist 8 in our example):

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1. Press ***44#** to gain access to the “Cancel Playlist” command. The IP.8 voice prompter will ask you which playlist you wish to cancel.
2. Choose one of the following:
 - Press **8#** to cancel Playlist 8
 - Press **999#** to cancel all playlists.

Integrating EAS/Weather Radio Audio into a Playlist

EAS/Weather Radio Audio may be brought into the ALERT AM’s broadcast by scheduling it as a message, programmed into Playlists 6 and/or 8’s message sequences. Instead of using the traditional message numbers (1 to 250), the EAS/Weather Radio Audio uses Message Number 10,000, plus the number of seconds you wish the EAS/Weather Audio to be broadcast. For example, if you would like EAS/Weather Radio Audio to be played within a playlist for two minutes, the message number would be 10,120.

To create a playlist with integrated EAS/weather Radio audio, use the following command sequence (we create Playlist 8 and include Messages 1 and 2, two minutes of EAS/Weather Radio Audio and Message 3 in our example):

1. Press ***41#** to gain access to the “Create Playlists” command.
2. Press **8#** to select Playlist 8.
3. Press **1# 2# 10120# 3#** to insert Messages 1 and 2, two minutes of EAS/Weather Audio and Message 3 into the playlist.

This schedules EAS/Weather Audio to air at the specified point in the sequence of messages and for the specified number of seconds. It may be scheduled in the active as well as inactive playlists.

- ⓘ IMPORTANT: The “Music” potentiometer on the IP.8 Digital Message Programmer must be adjusted from its preset “off” position (fully counterclockwise) to a level that will cause the broadcast audio level of the EAS/Weather Radio to match that of the recorded messages.**

Using Phantom Messages in a Playlist

Using phantom messages in a playlist is an efficient way of getting new or urgent messages onto the air quickly without the necessity of first having to modify the playlist message sequence.

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A phantom message is simply a message number inserted into a playlist that does not correspond to a message presently recorded – that is, it is a blank message. If you record using the “phantom” message number, it will automatically be inserted into the broadcast in the position you designate in playlist sequences. You will see this technique used in the creation and operation of the various ALERT AM formats below.

When other departments or parties independently contribute to the broadcast, using the phantom message technique is especially useful. By calling the radio station and recording on their designated “phantom” message numbers, these parties may manage their own messages (recording and erasing them). There is no need for them know or have access to playlist construction commands. You maintain control of where and how often their messages are broadcast.

Messages 100 and 200 will often be included in playlists as phantom messages (described in the ALERT AM Broadcast Planning Guide of this manual).

Integrating a Playlist into a Playlist

Inserting a programmed playlist into the message sequence of another playlist is a useful way to quickly add a group of messages to your broadcast. For example, if you have created a group of messages that pertain to a particular public event and would like them to be broadcast along with your regular programming, simply program that group of messages into a new playlist and insert it into an existing playlist.

For integration purposes only, instead of using the traditional playlist numbers (1 to 20), use the Number 1,000 plus the number of the playlist. For example, Playlist 12’s number for integration into a playlist is 1012.

Use the following command sequence to integrate Playlist 12 into Playlist 8 (we include Messages 1, 4, 5, 10, 11,100 and Playlist 12 in our example):

1. Press to gain access to the “Create Playlists” command.
2. Press to select Playlist 8.
3. Press to insert Messages 1, 4, 5, 10, 11,100 and Playlist 12 into Playlist 8.

Special Function Commands

Emergency Override Message Activation

In the event of an unexpected critical emergency, it may be necessary to record a message with new information specific to the event and broadcast it immediately. The Emergency Override Message (EOM) playlist, utilizing the set relay command, allows you to lock your emergency message on and prevent other playlists from being activated by, for example, an alert from the National Weather Service or an activation from an integrated warning siren. During the initial programming of the IP.8, you should place the EOM on standby by using the following command sequence:

1. Press to gain access to the “Set Relay” command.
2. Press to place the EOM function on standby.

In the event of an emergency, and after you have recorded the emergency message, use the following command sequence to activate the EOM function:

1. Press to gain access to the “Set Relay” command.
2. Press to activate the EOM.

Transmitter Audio Monitor

With the IP.8, you are able to monitor the audio being broadcast by the ALERT AM system from a remote telephone. The IP.8 will play 30 seconds of the old program sequence over the telephone line. After the 30 seconds have expired, the IP.8 will switch to the new program (if you have made programming changes that affect the broadcast) for 60 more seconds. At the end of the 90-second period, the IP.8 will hang up automatically. This command is especially useful during troubleshooting.

Use the following command sequence:

1. Press to gain access to the “Set Relay” command.
2. Press to activate the transmitter audio downfeed.

➡ **Note: Monitoring the transmitter audio will typically be your last step in ALERT AM remote programming by telephone.**

Triggering Broadcasts with External Devices

Playlists 3, 4, and 5 can be triggered to broadcast via any warning system equipped with a pair of normally open, dry-relay contacts that create a closure when activated. Examples of devices capable of triggering playlists include siren systems, fire alarm systems and civil defense systems.

A simple Single-Pole-Single-Throw (SPST) toggle switch may be used in the event an automatic warning system is not present on site.

The onsite live broadcast function is to be activated by a SPST switch, located on a control panel within the Emergency Operations Center, connected to Control Input 1 on the IP.8.

To incorporate a switch or warning device to a control input on the IP.8, simply wire the two together such that the switch or warning device relay will create a closure, when triggered, between the desired control input and its associated “C” input on the terminal block at the rear of the IP.8. Control inputs available to you include Control Input 1 for live-mic operation and Control Inputs 3, 4, and 5 for warning-device integration. Consult the chart in the ALERT AM Broadcast Planning Guide for assistance in determining the control inputs to which to tie your systems. Before tying any device to the IP.8, carefully consider it to ensure that those messages with a higher level of priority cannot be overridden by lower-level playlists.



* Denotes standard ISS programming

BROADCAST PLANNING GUIDE

This guide will help you tailor ALERT AM broadcasts to meet your community's needs. By experimenting with it, you can customize a format that makes it easy for your department to program messages, trigger emergency broadcasts and create relevant, event-specific, up-to-date messages.

Overview of Operation

Simply put, you control the broadcast by programming messages into playlists; those playlists are activated when and by the method(s) you prefer. The chart below offers examples.

So the most urgent information is broadcast, a priority level and a specific purpose have been pre-assigned to each playlist. Those playlists containing emergency information have priority over playlists containing general or less urgent information. Priority 1 is reserved for an emergency onsite, live broadcast and has the highest priority. Priority 2 is reserved for a recorded emergency message and has the second highest priority. Priority 8 is used for general information and has the lowest priority.

When a low-priority playlist is active, and a higher priority playlist is triggered, the playlist with the lower priority will pause, and the playlist with the higher priority will be broadcast until released by a control device (such as a siren system). At that time, the lower-priority playlist will resume broadcasting. For example if Playlist 8 is active, and Playlist 6 is triggered due to an EAS code being received by ALERT AM's NOAA EAS/Weather Radio receiver, Playlist 8 will pause, and Playlist 6 will broadcast.

Control of the playlists is achieved either when you or an external device trigger one of 8 different control inputs on the rear of the IP.8. When you or an external device triggers a control input, its associated playlist is broadcast. Control Input 2 triggers Playlist 2, Control Input 3 triggers Playlist 3 and so on.

Each playlist is assigned a particular group of messages to broadcast. These messages are grouped to make it simple to program the IP.8 for any given scenario. The below chart illustrates the overall scheme:

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Priority Level	Playlist Name	Playlist Number	Control Input	Activation	Message Numbers
Priority 1	Live Broadcast	No Playlist	Control Input 1	Onsite toggle switch activation	On-site live broadcast
Priority 2	Emergency Override Playlist	Playlist 2	Control Input 2	Remote or local program activation	1, 200
Priority 3	Emergency 3	Playlist 3	Control Input 3	Warning siren activation	1, 50 to 100
Priority 4	Emergency 4	Playlist 4	Control Input 4	Pager activation	1, 50 to 100
Priority 5	Emergency 5	Playlist 5	Control Input 5	Fire alarm activation	1, 50 to 100
Priority 6	EAS/Weather Alert Playlist	Playlist 6	Control Input 6	EAS/Weather Radio activation	1 to 3, 100, NOAA
Priority 7	Unused				
Priority 8	General Playlist	Playlists 8 to 20	Control Input 8	Always active	1 to 49 100 to 199 201 to 249

Priority and Playlist Assignments

If you program your IP.8's playlists in the manner shown below you will have a seamless, professional sounding broadcast. Your emergency playlists will be automatically inserted into the broadcast without interruption, contain event-specific information and, according to their level of urgency, all with minimal intervention. This format will also make the general daily playlist easy to keep current, so listeners are encouraged to tune in time after time.

Priority 1 – Live Broadcast

Triggering Priority/Control Input 1 will open a live channel to the onsite microphone, auxiliary source or local control phone, enabling your station operator to broadcast live messages concerning an emergency event. This feature should only be used when recording a message for incorporation into a playlist is not feasible due to the nature of the emergency. Selecting this function causes all other programming functions to cease, while the closure is maintained.

See the section entitled Triggering Playlists with External Devices to learn how to incorporate a toggle switch for activating the “Live Broadcast” function.

There is no programming associated with Priority/Control Input 1 except for selection of the live audio source, which should be performed during the setup procedure.

Priority 2 – Emergency Override Playlist

The Emergency Override Playlist (Playlist 2) is reserved for an emergency message (Message 200) that you need to broadcast immediately without interruption. The Emergency Override Playlist is command driven and can be activated remotely from your office telephone or from your cell phone, at the site of the emergency, by gaining access to the IP.8 and activating the EOM function. When the Emergency Override Playlist 2 is activated, all lower priority inputs are locked out and only those messages within Playlist 2 will broadcast, until the EOM function is once again placed on standby. Only a live broadcast can take precedence over Priority 2.

The procedure to record your emergency message and activate the Emergency Override Message function is provided in the Special Function Commands Section and in the sample Standard Operating Procedure section presented in this manual.

Playlist 2 should contain the following messages:

- Message 1 – Station Identification Message.
- Message 200 – Emergency Override Message.

Programming Playlist 2

The Emergency Override playlist should be programmed in such a way that Emergency Message 200 plays several times before the Station Identification message is played. This ensures that the listener just tuning in is more likely to hear the important emergency information immediately.

To create and program the EOM playlist, use the following command sequence (we include Message 1 and 4 occurrences of Message 200 in our example):

1. Press to gain access to the “Playlist Creation” command.
2. Press to select the Emergency Advisory Playlist.
3. Press .

Priorities 3, 4 and 5 – External Control Playlists

External Control Playlists 3, 4, and 5 should contain messages directly associated with events that activate the warning device(s) that trigger them to broadcast. For example, if Control Input 5 is triggered by a siren system activated during tornado warnings, the messages you program into Playlist 5 should pertain to shelter information, important telephone numbers (*i.e.*, local power company) and where to seek medical attention. You should also program Message 100 (the Advisory Message) to be included within these playlists as a phantom message in case you need to get additional information on the air immediately, during a low-level emergency.

These playlists should be programmed in advance of an incident actually taking place.

See the section entitled Triggering Playlists with External Devices to learn how to incorporate a warning system for activating these emergency playlists.

Playlists 3, 4 and 5 should contain the following messages:

- Message 1 – Station Identification Message.
- Messages 50 through 99 – Event-Specific Messages.
- Message 100 – Important Advisories.

Programming Playlists 3, 4, or 5

To create and program External Control playlists, use the following command sequence (in our example, we program Playlist 5 and include Message 1, 50, 51, 52 and 100):

1. Press to gain access to the “Create Playlist” command.
2. Press to select Playlist 5.
3. Press to insert Messages 1, 50, 51, 52 and Message 100 into the playlist.

Priority 6 – EAS/Weather Alert Playlist

The EAS/Weather Alert Playlist warns listeners of impending weather-related dangers, child-abduction emergencies and other encoded emergencies going through ALERT AM’s EAS/Weather Radio Receiver. ISS, based on the counties you serve (which you identified for ISS, when you purchased the system), has pre-programmed a special interface (Specific Area Message Encoding or SAME) to

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rebroadcast only messages for your counties versus all the others that go through the large, multifaceted EAS/weather system that serves our nation.

Playlist 6 should contain the following messages:

- Message 1 – Station Identification Message.
- Message 2 – Weather Radio Introduction Message.
- Emergency Alert System/Weather Radio Audio.
- Message 3 – Weather Radio Outro Message.
- Message 100 – Important Advisories.

Programming Playlist 6

To create and program the EAS/Weather Alert Playlist, use the following command sequence. Refer to the Creating and Editing Playlists Section of the manual to learn how to assign a message number to the EAS/Weather Radio Message (we include Messages 1, 2, two minutes of EAS/Weather Radio Audio and Message 3 in our example):

1. Press ***41#** to gain access to the “Create Playlists” command.
2. Press **6#** to select Playlist 6.
3. Press **1# 2# 10120# 3#** to insert Messages 1, 2, two minutes of EAS/Weather Audio and Message 3 into the playlist.

Priority 7 – Unused

Priority 7 will not be used with the ALERT AM Format.

Priority 8 – General Playlist

The General Playlist is the default playlist. Its contents will be broadcast continuously so long as another higher priority control input is not triggered. Playlist 8 should be used for general information such as upcoming city events, construction, points of interest, and traffic information.

In addition to Playlist 8, The General Playlist may also contain Playlists 9 to 20. This is useful for programming special events weeks in advance.

Playlists 8 to 20 may contain any of the following messages:

- Message 1 – Station Identification Message.

PLANNING AND ORGANIZING BROADCASTS

- Message 2 – Weather Radio Introduction Message.
- Emergency Alert System/Weather Radio Audio.
- Message 3 – Weather Radio Outro Message.
- Message 4 – Mission Statement.
- Messages 5 through 9 – Department Hand-offs.
- Messages 10 through 49 – General Information Messages.
- Message 100 – Important Advisories.
- Messages 101 through 199 – General Information Messages.
- Messages 201 through 249 – General Information Messages.

Programming

To create and program the General Playlist, use the following command sequence (we include Messages 1, 4, 5, 10, 11 and Message 100 in our example):

1. Press to enter the “Playlist Creation” command.
2. Press to select Playlist 8.
3. Press

Integrating Playlists 9 to 20

To create Playlists 9 to 20, follow the instructions given in the Playlist Commands section of the manual.

For integration purposes only, instead of using the traditional playlist numbers (2 to 8), Playlists 9 to 20 use the Number 1,000, plus the number of the playlist. For example, Playlist 12’s number for inclusion into Playlist 8 is 1012.

Use the following command sequence to integrate Playlist 12 into Playlist 8 (we include Messages 1, 4, 5, 10, 11,100 and Playlist 12 in our example):

1. Press to gain access to the “Create Playlists” command.
2. Press to select Playlist 8.
3. Press to insert Messages 1, 4, 5, 10, 11,100 and Playlist 12 into Playlist 8.

Message Number Assignment

In the following section you will find examples of recommended messages, message categories, message numbering assignments and sample text for each type of message.

- ➡ **Note: You should keep a careful list of your playlists, messages therein, their topics and their lengths. Have the list at hand each time you begin a recording session for easy message selection. It will prove useful should you need to review content, time available or if you need to free recording time. A sample list format is included at the end of this manual.**

Message 1 – Station Identification

Message 1 is reserved for your station’s call sign. Keep in mind: the station’s FCC assigned call sign must broadcast at least once every half hour and, therefore, should be included in all of playlists.

Suggested Text

“This is ___(7-digit call sign)___(community name[s])__ emergency advisory radio station, broadcasting at ___kilohertz AM.”

Example

“This is KSDH566, the city of Riverton’s emergency advisory radio station, broadcasting at 1610 kilohertz AM.”

Message 2 – EAS/Weather “Intro”

For a professional sounding broadcast, use Message 2 to precede the rebroadcast of EAS/Weather Radio Audio. Message 2 should be used in any playlist where EAS/Weather Audio has been incorporated.

Example

“Now we’ll break for this weather information from the National Weather Service.”

Message 3 – EAS/Weather “Outro”

Use Message 3 to inform listeners of a break from EAS/Weather Audio and to announce the community-relevant information that will follow. Message 3 should be used in any playlist where EAS/Weather Audio has been incorporated.

Example

“We will break for more weather information from the National Weather Service in a few minutes on this emergency advisory radio station.”

Message 4 – Mission Statement

This message should be used to inform listeners what agency is responsible for the broadcast, what information is to be broadcast on a regular basis and whom they may contact concerning the broadcast.

Example

“This is ___(name of official)__. This emergency advisory radio station, provided to you by ___(agency)__, broadcasts 24 hours a day on the AM frequency ___kHz, as licensed by the Federal Communications Commission. In the event of an emergency, tune to this radio frequency for public safety information, instructions, advisories and announcements, this may affect life, property, communication and travel. (List contact addresses, telephone numbers, email or websites available to the public.)

Messages 5 to 9 – Department Hand-offs

You may give to participating departments and agencies for independent use on a case-by-case basis Messages 5 to 9, programming them into your formats as needed.

Messages 10 to 49 – General Information and Safety Messages

Commonly, these messages air in Playlist 8, the General Playlist. You might have these messages take the form of general safety messages, advisories about road construction and detours, calendars of events, historical or non-commercial visitor information.

Messages 50 to 99 – Anticipated Emergency Messages

These messages should be recorded during system setup. Their content should be relative to anticipated emergency situations, such as tornadoes, thunderstorms, *et*

cetera. Place the messages in Playlists 3, 4 and 5. Be sure their content is relevant to the triggering device tied to each playlist's control inputs.

Message 100 – Important Advisory Message

Message 100 should be used to provide the public with important advisories that are not emergencies, such as a water main breaks or other major incidents. It should be left unrecorded (except during those types of incidents) and be programmed into Playlists 3, 4, 5, 6, and 8 as a phantom message; this ensure it is included in the broadcast immediately after being recorded – no matter which playlist is active. Erasing the message, when conditions warrant, remove it from the broadcast.

Message 200 – Emergency Override Message

Message 200 is the Emergency Override Message and should be recorded only during the most critical of emergencies. When Message 200 is recorded and the EOM command is applied, it and the Station Identification Message will be the only messages broadcast. If you program Priority Playlist 2 as shown in the Priority and Playlist Assembly section, Message 200 will override all other playlists. The only other event that can take priority over Message 200 is a live broadcast.

Messages 101 to 199 and 201 to 249 – General Messages

Messages 101-199 and 201-249 should be recorded only as situations warrant. ISS recommends you use them as extra messages that can be called into service as needed during or after an emergency.

STANDARD OPERATING PROCEDURE FOR A CRITICAL EMERGENCY SITUATION

Place a Critical Emergency Message on the Air

1. Call ALERT AM by telephone/cell phone _____.
2. Key security code or custom _____ .
3. Press to gain access to the "Record" command,
4. Press to record the emergency message.
5. Press to stop the recording process.

Monitor Message 200

6. Press to gain access to the "Monitor Message" command.
7. Press . Listen to the message. Repeat Steps 3 to 5 if necessary to improve the message.

Activate the Emergency Override Playlist

8. Press to gain access to the "Set Relay" command.
9. Press to activate the "Emergency Override Message" function.

Terminate the Call

10. Press to inform the IP.8 you wish to terminate the call.
11. Press to terminate the call.

Remove the Critical Emergency Message from the Air

12. Call ALERT AM by telephone/cell phone _____.

EMERGENCY OPERATING PROCEDURES

13. Key security code or custom # _____ .
14. Press to gain access to the “Erase” command.
15. Press to erase the Emergency Message 200.

Place the Emergency Override Playlist on Standby

16. Press to enter the "Set Relay" command.
17. Press to place Emergency Override Playlist on standby.

Terminate the Call

18. Press to inform the IP.8 you wish to terminate the call,
19. Press to terminate the call.

STANDARD OPERATING PROCEDURE FOR A LOW-LEVEL ADVISORY SITUATION

Place Low-Level Advisory Message on the Air

1. Call ALERT AM by telephone/cell phone _____.
2. Key security code or custom # _____ .
3. Press to enter the "Record" command
4. Press to record the advisory message.
5. Press to stop the recording process.

Monitor Message 100

6. Press to enter the Monitor Message Command.
7. Press . Listen to the message. Repeat steps 3 – 5 if necessary to improve message.

Terminate the Call

8. Press to inform the IP.8 you wish to terminate the call,
9. Press to terminate the call.

Remove Low-Level Advisory Message from the Air

10. Call ALERT AM by telephone/cell phone _____.
11. Key security code or custom # _____ .
12. Press to gain access to the erase command.
13. Press to erase the advisory message.

Terminate the Call

14. Press to inform the IP.8 you wish to terminate the call.

LOW-LEVEL ADVISORY OPERATING PROCEDURES

15. Press to terminate the call.

SETUP STEPS

- Press **3#** to record with the onsite control phone.

Select the Proper Mode

1. Press ***31#** to select the “Set Mode” function.
2. Press **0215#** to set the IP.8 to the required mode.

Select the Live Broadcast Audio Source

1. Press ***10#** to gain access to the “Live Source Input” command.
2. Choose one of the following:
 - Press **1#** to use the microphone.
 - Press **2#** to use an auxiliary source (aux).
 - Press **3#** to use the control phone handset.

Place the Emergency Message Override on Standby

1. Press ***62#** to gain access to the “Set Relay” command.
2. Press **2008#** to place the “EOM” function on standby.

PROGRAMMING COMMAND SUMMARY

Gain Access to the System Remotely via Telephone

1. Call the telephone number assigned to the station.
2. Key the default security code, *98304#.
3. Begin your programming session.

Terminate the Programming Session

1. Press *51# to inform the IP.8 you wish to terminate the call.
2. Press 1# to hang up.

Select the Local Audio Record Source

1. Press *7# to gain access to the “Local Source Input” command.
2. Choose one of the following:
 - Press 1# to record from the microphone.
 - Press 2# to record using the auxiliary source input.
 - Press 3# to record with the onsite control phone.

Set the Message Spacing

1. Press *4# to choose the “Set Spacing” function.
2. Press 0# to set spacing to zero seconds.

Set the Recording Speed

1. Press *8# to choose the “Set Recording Speed” function.
2. Press 1# to set the speed to Speed 1.

Disable the Background Audio Function

1. Press ***9#** to select the “Single Audio Source” function.
2. Press **0#** to disable the background audio function.

Select the Proper Mode

1. Press ***31#** to select the “Set Mode” function.
2. Press **0215#** to set the IP.8 to the required mode.

Change the Security Code

1. Press ***71#** to enter the “Set Remote Record Security Code” function.
2. Press **XXXXXX#** to select any number up to 1,000,000.

Place the Emergency Message Override on Standby

1. Press ***62#** to gain access to the “Set Relay” command.
2. Press **2008#** to place the “EOM” function on standby.

Activate the Emergency Message Override Function

1. Press ***62#** to gain access to the “Set Relay” command.
2. Press **2009#** to activate the EOM.

Select the Live Broadcast Audio Source

1. Press ***10#** to gain access to the “Live Source Input” command.
2. Choose one of the following:
 - Press **1#** to use the microphone.
 - Press **2#** to use an auxiliary source (aux).
 - Press **3#** to use the control phone handset.

Monitor the Transmitter Audio

1. Press ***62#** to gain access to the “Set Relay” command.
2. Press **7900#** to activate the transmitter audio downfeed.

Record a Message

1. Press ***1#** to enter the record command.
2. Press **XX#** to assign a number to your message and initiate the recording process.
3. Read your script aloud into the control phone handset.
4. Press **#** to stop the recording process.

Listen to a Message

1. Press ***2#** to enter the monitoring command.
2. Choose one of the following:
 - Press **49#** to listen to Message 49 in its entirety.
 - Press **999#** to hear all of your recorded messages in their entirety in numerical order.
 - Press **1999#** to hear the first 5 seconds of all your recorded messages in numerical order.
 - Press 1000 plus the message number to hear the first 5 seconds of the selected message.
 - $1000 + 49 = 1049#$.

Erase a Message

1. Press ***3#** to gain access to the erase command.
2. Choose one of the following:
 - Press **49#** to erase Message 49.
 - Press **999#** to erase all messages.

LIST OF PROGRAMMING COMMANDS

Create a Playlist

1. Press ***41#** to gain access to the “Create Playlists” command.
2. Press **8#** to select Playlist 8.
3. Press **1# 4# 10# 20#** to insert Message 1, 4, 10 and 20 into the playlist.

Monitor a Playlist Sequence

1. Press ***42#** to gain access to the “Check Playlists” command.
2. Press **8#** to hear which messages are programmed into Playlist 8.

Cancel a Playlist

1. Press ***44#** to gain access to the “Cancel Playlist” command.
2. Choose one of the following:
 - Press **8#** to cancel Playlist 8.
 - Press **999#** to cancel all playlists.

Incorporate EAS/Weather Audio into a Playlist

1. Press ***41#** to gain access to the “Create Playlists” command.
2. Press **8#** to select Playlist 8.
3. Press **1# 2# 10120# 3#** to insert Messages 1, 2, two minutes of EAS/Weather Audio and Message 3 into the playlist.

Program Priority 2 – Emergency Override Playlist

1. Press ***41#** to enter the “Playlist Creation” command.
2. Press **2#** to select the emergency advisory playlist.
3. Press **1# 200# 200# 200# 200#**

Program Priorities 3, 4, or 5 – External Control Playlists

1. Press ***41#** to gain access to the “Create Playlist” command.
2. Press **5#** to select Playlist 5.
3. Press **1# 50# 51# 52# 100#** to insert Messages 1, 50, 51, 52 and Message 100 into the playlist.

Program Priority 6 – EAS/Weather Alert Playlist

1. Press ***41#** to gain access to the “Create Playlists” command.
2. Press **6#** to select Playlist 6.
3. Press **1# 2# 10120# 3#** to insert Messages 1, 2, two minutes of EAS/Weather Audio and Message 3 into the playlist.

Program Priority 8 – General Programming Playlist

1. Press ***41#** to enter the “Playlist Creation” command.
2. Press **8#** to select Playlist 8.
3. Press **1# 4# 5# 10# 11# 100#**

Integrate Playlists 9 to 20 into Priority/Playlist 8

1. Press ***41#** to gain access to the “Create Playlists” command.
2. Press **8#** to select Playlist 8.
3. Press **1# 4# 5# 10# 11# 100# 1012#** to insert Messages 1, 4, 5, 10, 11, 100 and Playlist 12 into the Playlist

WHAT MAY BE BROADCAST

The content of your radio broadcast is limited by the FCC to include noncommercial voice information relating to issues that bear on motorist transportation and other general information of interest to motorists. The broadcast of specific business names is not allowed without permission, as is commercial content that would direct the listener to make a specific commercial transaction.

Examples of allowed content:

- Locations of and directions to services such as lodging, commerce, communications, food, auto repair, rest stops, pharmacies and hospitals.
- Information on anything relating to travel: traffic information, road conditions, weather reports and forecasts, construction, parking, road closures or hazards and directions.
- Safety information that would be useful to the motorist as he travels.
- Information and interpretation about local area features such as parks, natural beauty, wildlife, geology, traditions, character, famous people, historic facts, and economic development.
- Schedules of events.

You may prefer to write and record your own messages for your Emergency Advisory Radio Station. Since writing broadcast, messages might be a new experience for you, the following points could prove useful, as you plan your new broadcasts.

1. By law, your station must broadcast its call sign every 30 minutes, 24 hours per day.
2. Always identify the organization or agency that is responsible for producing the broadcast.
3. Do not mention names of businesses in the broadcasts. The only exception is airline names that may be mentioned in arrival/departure messages by airports.
4. Broadcast voice information only. Music is not allowed. Sound effects are acceptable.

BROADCAST CONSIDERATIONS

5. When giving driving instructions such as "turn right" or "turn left," consider the direction(s) in which people are approaching as they listen to the broadcast. Different instructions may be required for different traffic directions. Give directions slowly and repeat them if possible. Motorists usually cannot make notes and must commit your instructions to memory. Include street names and compass directions when you can to make your instructions redundant.
6. Use visual cues that motorists can watch for. Talk about features of your area that might be of interest to them, especially those which can be seen as they hear the broadcast. This increases interest in the broadcast and a greater likelihood that it will be listened to and acted upon.
7. Interest might also be maintained by using more than one voice to read short sections of the broadcast alternately. This "two-voice" approach works especially well with male and female voices.
8. Radio listeners are accustomed to information being repeated. Do not hesitate to repeat short pieces of very important information periodically during the broadcast.
9. If your broadcast is comprised of a "general message" that seldom changes alternating with an "update message" that contains current information, remember to promote the update message within the general message one or more times. General message example: "Welcome to the Airport. Rental car return is located on your right as you enter. Stay tuned for an update on current parking lot status in 30 seconds. On your left is the Terminal A long-term parking ramp..." In this way, you can maintain the interest of listeners through the general message who may have heard the message before.
10. Remember that listeners will tune in and out of your broadcast at random places and may perceive no beginning or end to the programming because of its circular nature. Arrange broadcasts so that they make sense no matter where the listener begins listening. If one piece of information is critical to understanding the whole broadcast, repeat that information often.
11. Time the length of the broadcast cycle so that listeners are likely to hear the messages in their entirety while in the coverage area. You might need to drive the coverage area's major roads at posted speeds to determine the minimum length of time to use as a baseline for the message cycle length

FCC RULES FOR TRAVELERS INFORMATION STATIONS

PART 90--PRIVATE LAND MOBILE RADIO SERVICES--Table of Contents

Sec. 90.242 Travelers Information Stations.

(a) The frequencies 530 through 1700 kHz in 10 kHz increments may be assigned to the Public Safety Pool for the operation of Travelers' Information Stations subject to the following conditions and limitations.

(1) For Travelers' Information Station applications only, eligibility requirements as set forth in Sec. 90.20(a) are extended to include park districts and authorities.

(2) Each application for a station or system shall be accompanied by:

(i) A statement certifying that the transmitting site of the Travelers Information Station will be located at least 15 km (9.3 miles) measured orthogonally outside the measured 0.5 mV/m daytime contour (0.1 mV/m for Class A stations) of any AM broadcast station operating on a first adjacent channel or at least 130 km (80.6 miles) outside the measured 0.5 mV/m daytime contour (0.1 mV/m for Class A stations) of any AM broadcast station operating on the same channel, or, if nighttime operation is proposed, outside the theoretical 0.5 mV/m-50% nighttime skywave contour of a U.S. Class A station. If the measured contour is not available, then the calculated 0.5 mV/m field strength contour shall be acceptable. These contours are available for inspection at the concerned AM broadcast station and FCC offices in Washington, DC.

(ii) In consideration of possible cross-modulation and inter-modulation interference effects which may result from the operation of a Travelers Information Station in the vicinity of an AM broadcast station on the second or third adjacent channel, the applicant [[Page 373]] shall certify that he has considered these possible interference effects and, to the best of his knowledge, does not foresee interference occurring to broadcast stations operating on second or third adjacent channels.

(iii) A map showing the geographical location of each transmitter site and an estimate of the signal strength at the contour of the desired coverage area. For a cable system, the contour to be shown is the estimated field strength at 60 meters (197 feet) from any point on the cable. For a conventional radiating antenna, the estimated field strength contour at 1.5 km (0.93 mile) shall be shown. A contour map comprised of actual on-the-air measurements shall be submitted to the Commission within 60 days after station authorization or completion of station construction, whichever occurs later. A sufficient number of points shall be chosen at the specified distances (extrapolated measurements are acceptable) to adequately show compliance with the field strength limits.

FCC RULES AND REGULATIONS

(iv) For each transmitter site, the transmitter's output power, the type of antenna utilized, its length (for a cable system), its height above ground, distance from transmitter to the antenna, and the elevation above sea level at the transmitting site.

(3) Travelers Information Stations will be authorized on a secondary basis to stations authorized on a primary basis in the bands 510-535 and 1605-1715 kHz.

(4) A Travelers Information Station authorization may be suspended, modified, or withdrawn by the Commission without prior notice of right to hearing if necessary to resolve interference conflicts, to implement agreements with foreign governments, or in other circumstances warranting such action.

(5) The transmitting site of each Travelers' Information Station shall be restricted to the immediate vicinity of the following specified areas: Air, train, and bus transportation terminals, public parks and historical sites, bridges, tunnels, and any intersection of a Federal Interstate Highway with any other Interstate, Federal, State, or local highway.

(6) A Travelers Information Station shall normally be authorized to use a single transmitter. However, a system of stations, with each station in the system employing a separate transmitter, may be authorized for a specified area provided the applicant demonstrates sufficient need.

(7) Travelers Information Stations shall transmit only noncommercial voice information pertaining to traffic and road conditions, traffic hazard and travel advisories, directions, availability of lodging, rest stops and service stations, and descriptions of local points of interest. It is not permissible to identify the commercial name of any business establishment whose service may be available within or outside the coverage area of a Travelers Information Station. However, to facilitate announcements concerning departures/arrivals and parking areas at air, train, and bus terminals, the trade name identification of carriers is permitted.

(b) Technical standards. (1) The use of 6K00A3E emission will be authorized, however NON emission may be used for purposes of receiver quieting, but only for a system of stations employing "leaky" cable antennas.

(2) A frequency tolerance of 100 Hz shall be maintained.

(3) For a station employing a cable antenna, the following restrictions apply:

(i) The length of the cable antenna shall not exceed 3.0 km (1.9 miles).

(ii) Transmitter RF output power shall not exceed 50 watts and shall be adjustable downward to enable the user to comply with the specified field strength limit.

(iii) The field strength of the emission on the operating frequency shall not exceed 2 mV/m when measured with a standard field strength meter at a distance of 60 meters (197 feet) from any part of the station.

(4) For a station employing a conventional radiating antenna(s) (ex. vertical monopole, directional array) the following restrictions apply:

(i) The antenna height above ground level shall not exceed 15.0 meters (49.2 feet).

(ii) Only vertical polarization of antennas shall be permitted.

(iii) Transmitter RF output power shall not exceed 10 watts to enable the user to comply with the specified field strength limit.

FCC RULES AND REGULATIONS

(iv) The field strength of the emission on the operating frequency shall not exceed 2 mV/m when measured with a standard field strength meter at a distance of 1.50 km (0.93 miles) from the transmitting antenna system.

(5) For co-channel stations operating under different licenses, the following minimum separation distances shall apply:

(i) 0.50 km (0.31 miles) for the case when both stations are using cable antennas.

(ii) 7.50 km (4.66 miles) for the case when one station is using a conventional antenna and the other is using a cable antenna.

(iii) 15.0 km (9.3 miles) for the case when both stations are using conventional antennas.

(6) For a system of co-channel transmitters operating under a single authorization utilizing either cable or conventional antennas, or both, no minimum separation distance is required.

(7) An applicant desiring to locate a station that does not comply with the separation requirements of this section shall coordinate with the affected station.

(8) Each transmitter in a Travelers Information Station shall be equipped with an audio low-pass filter. Such filter shall be installed between the modulation limiter and the modulated stage. At audio frequencies between 3 kHz and 20 kHz this filter shall have an attenuation greater than the attenuation at 1 kHz by at least: $60 \log_{10}(f/3)$ decibels. Where "f" is the audio frequency in kHz. At audio frequencies above 20 kHz, the attenuation shall be at least 50 decibels greater than the attenuation at 1 kHz.

[43 FR 54791, Nov. 22, 1978; 44 FR 67118, Nov. 23, 1979; 49 FR 48712, Dec. 14, 1984, as amended at 54 FR 39740, Sept. 28, 1989; 56 FR 64874, Dec. 12, 1991; 62 FR 18928, Apr. 17, 1997]