

	RESOURCE LIBRARY - TECHNICAL SERVICES Satellite TV System Management	<i>CODE:</i> 07.01.038
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Purpose:

目的

Ensure TV system in normal statement and quality of image to national standard
 保证电视系统收看正常，图像质量达到国家相关标准。

Policy:

政策

Implement relevant operation procedure and method strictly
 严格执行相关操作程序及使用方法。

1. Only professional team members can go to the TV machine room. The on duty associates should get criticism or punishment based on actual statement if there is outside people in TV machine room. All equipments, wires and tapes can't be lent or changed without department head's approval.
 电视机房属于酒店重要部位，非本专业人员禁止入内。如发现有外来人员，根据情况给予当班人员批评或处罚。机房的一切设备、路线和各类音像带（节目带、资料带）严禁私自外借、改动，如要借设备及各类音、像带必须经过部门领导同意；
2. TV signal interrupts owing to faults or external factor should be reported to Chief Engineer at once and repaired in time for for unblocked timely.
 播放的各类电视节目信号、自办节目信号，如因外界因素和设备故障等原因而引起各类节目讯号中断，必须立即报告工程总监，并及时抢修，尽快恢复畅通；
3. Implement regulations, rules and policies about TV satellite from Film and TV Ministry strictly.
 认真执行广电部有关卫星接收方面的规定、法规、政策；
4. The satellite channels or tapes can't be copied privately without approval.
 未经批准，不得私自转录卫星节目及拷贝音像制品；
5. Hotel channel should be played accurately and inspected regularly.
 自办节目要求准确播放，并定期检查；
6. Take record exactly solve the problem in time, and report to leaders if there is any fault.
 详细记录运行情况，遇到故障及时处理，修理不了的及时汇报上级领导；
7. Take record exactly if there the equipments and TV channels have any changes.
 机房设备或电视节目如有变动要作详细记录；
8. Obey handover procedure and take a record.
 认真遵守交接制度，做好交接班记录；
9. On duty associates should clean machine room everyday for keeping room and equipments cleaning.
 保持室内及设备清洁，当班人员必须每天打扫机房。
10. All equipments and facilities should be put in order and power source should be specialized source and can't be connected with large current such as welder.
 设备、器材应有序存放，该机房电源为专用电源，严禁接大电流设备，如：电焊机；
11. Inspect air-conditioner regularly and keep appropriate temperature.
 定期检查空调，保持机房环境温度。

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12. Satellite antenna should be installed normally, and have accurate receiving angle, clean surface and fixed transmission cable.
 卫星天线安装正常，接收角度准确，反射面无污物，高频头表面清洁，传输电缆安装稳固；
13. All equipments and facilities should be put in order and power source should be specialized source and can't be connected with large current such as welder.
 设备、器材应有序存放，该机房电源为专用电源，严禁接大电流设备，如：电焊机；
14. Inspect air-conditioner regularly and keep appropriate temperature.
 定期检查空调，保持机房环境温度。