SCHEDULES - ADD TO A NEW MUSIC SCHEDULE

MOOD: MEDIA

Schedules

Before creating a new schedule, Programs, Mixes or Stations must be added to the Music Library.

- 1. To access Schedules, select **Schedules** from the bottom menu in the Music Library.
- 2. Click the + Create button to add a new schedule.



Adjust Play Dates

- 1. Uncheck the All Day box to select dates. All Day is selected by default.
- 2. Select a Start Date and End Date using the calendar pop-up.
- 3. End Date Only Select the Down arrow next to the year to change the end year as it defaults to year 2099.

Overnight Scheduling Tip:

If you want schedule music to stop playing overnight (for example, from 11:00 p.m. to 7:00 a.m.), you will need to schedule Silence. See Schedules - Add Silence To A Music Schedule Quick Reference Guide for steps.





Add Default Music

- 1. Provide a name for the schedule.
- 2. Select Add Default Music +.

Default Music plays when nothing else is scheduled.

- 2. Scroll to browse Programs, Stations, and Mixes, or use the Search to filter music.
- 3. Select the Radio button next to music selection vou wish to add as the default.
- 4. Select Save to continue.



Please select your Default Music from the list of Programs. Stations and Mixes. Default Music is the music that will play when nothing else is scheduled Q FM-1 Adult Contemporary Hits Hot FM (WM) ot FM (WM) atin Southwest Bland CANCEL SAV

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Allow by default

6. Select Save.

5 Adjust Play Time/Days

1. Click the **Clock** icon and select a Start Time and End Time. Select the hours, minutes, and seconds. If Now is selected, the current time is populated.

2. Select OK.

3. Unselect days you do not want music to play.

4. Select the Locations tab if have multiple locations. If you are a single player location, select Save and skip to step 6.

5. Review Locations. Check the Location checkbox where you want the scheduled music to play.



Quick Reference Guide

Add Schedule Music

1. Select Add Scheduled Music.

2. Scroll to browse Programs, Stations and Mixes or use the Search to filter your options.

3. Select the Radio button next to the music selection you wish to add.

4. Select the Calendar tab to adjust play dates and times.





Assign a Device/Save Schedule

1. Assign a device to the schedule. Select the **Devices** button.

2. Check the box associated with the correct player.

3. Select Save.

Repeat steps 3-5 to add more than one Program, Mix. or Station to the schedule

Save the Schedule.

4. Select Save Schedule.



If there are multiple players, more than one option will appear.

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SCHEDULES - ADD A NEW MUSIC SCHEDULE

Programs, Mixes, or Stations must already be in the *Music Library* in order for you to add a new **Music Schedule** since the schedule pulls from these sources.

Default Music

guarantees that there will always be music playing at your location(s).

When adding a new music schedule, you are required to add **Default** Music.

Adding Silent Time

To stop scheduled music from playing, you must schedule **Silence**. See Schedules - Add Silence to a Music Schedule Quick Reference Guide for steps on how to complete this task.



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Schedules

Before creating a new schedule, Programs, Mixes or Stations must be added to the *Music Library*.

1. To access Schedules, select **Schedules** from the bottom menu in the *Music Library*.

2. Click the **+ Create** button to get started adding a new schedule.



2 Add Default Music

- 1. Provide a Name for the new schedule.
- 2. Select Add Default Music +.

The Add Default Music page displays.

3. Use the Search bar to filter Programs, Stations, and Mixes.

Add Default Musi

Please select your Default Music from the list of Programs, Stations and Mixes.

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4. Click Save.

Quick Reference Guide



3 Add Scheduled Music

1. Select Add Scheduled Music +

2. Scroll to browse *Programs, Stations* and *Mixes* or use the **Search** to filter your options.

3. Select the **Radio button** next to the music selection you wish to add.

4. Select the Calendar tab.

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SCHEDULES - ADD A NEW MUSIC SCHEDULE

All Day Default

The Calendar schedule defaults the All Day field to checked. This defaults the Start Date to today's date and the **End Date** to the same date with an End Year of 2099. Leverage defaults to quickly setup a new schedule.

When the **All Day** field is unchecked, you can then specify Date, Time, and Days when you would like for the scheduled music to play.



Adjust Play Date and Days

All Days is selected by default.

1. Uncheck the All Day box to select dates.

2. Select Start Date and End Date. Select a date on the calendar.

3. End Date Only. To change the default year from 2099, select the Down Arrow next to the year. Select a new End Year.

4. Select OK.



Adjust Play Times

1. Select a Start Time and End Time to open the clock. Set hour, minutes, and seconds. If Now is selected, the current time is populated.

2. Select OK.

3. Unselect days you do not want music to play.

4. Select the **Locations** tab if have multiple locations. If you are a single player location, select Save and skip to step 6.

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6 **Assign a Location**

This step is only applicable to customers who are Multi-Player Music Mode users.

The Locations tab doesn't display for Single Player Music Mode users.

1. Review locations. Select Locations where you want to schedule to play.

2. Select Save.

Quick Reference Guide

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Devices/Save Schedule

1. Assign a device to the schedule. Select the Devices button.

2. Check the box associated with the correct player.

3. Select Save

Save the new schedule

4. Select Save Schedule.

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