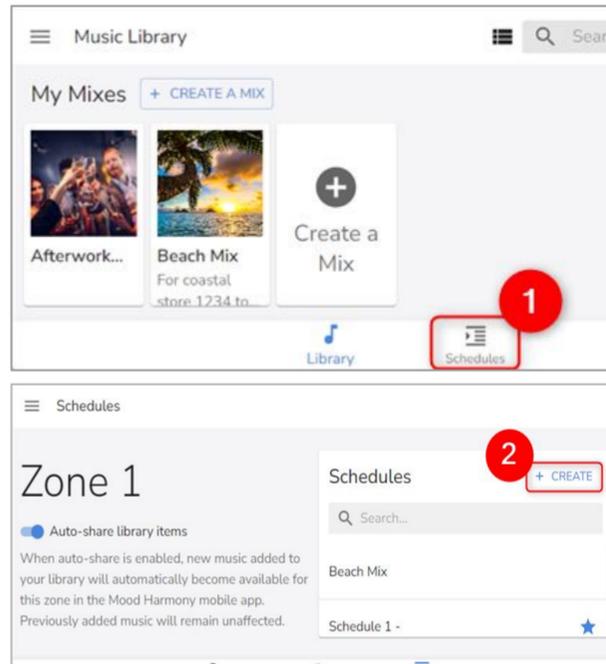


SCHEDULES - ADD TO A NEW MUSIC SCHEDULE

1 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.



2 Add Default Music

1. Provide a name for the schedule.

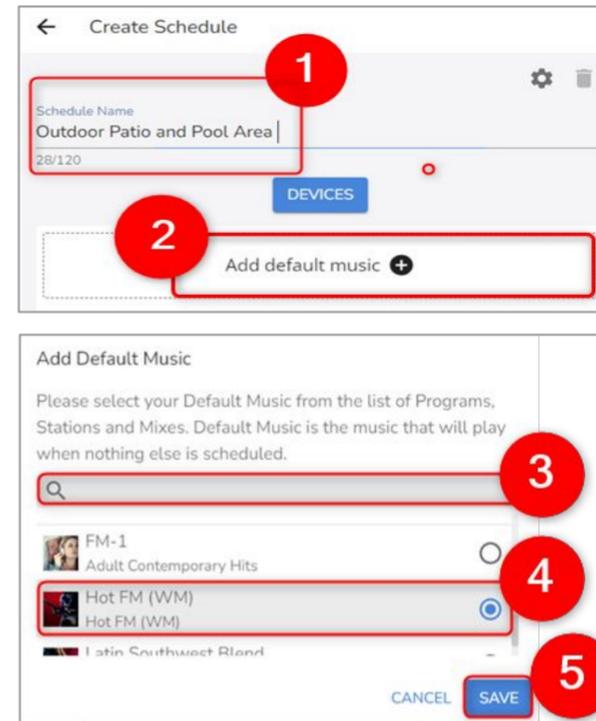
2. Select **Add Default Music +**.

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 you wish to add as the default.

4. Select **Save** to continue.



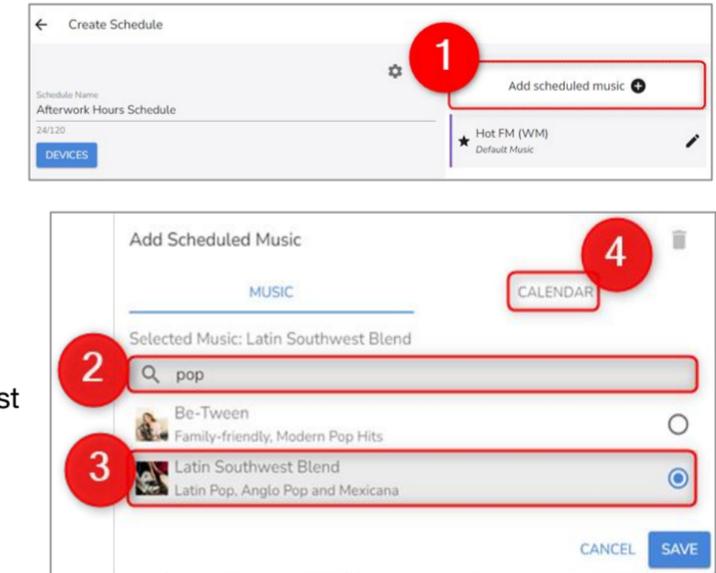
3 Add Schedule Music

1. Select **Add Scheduled Music**.

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

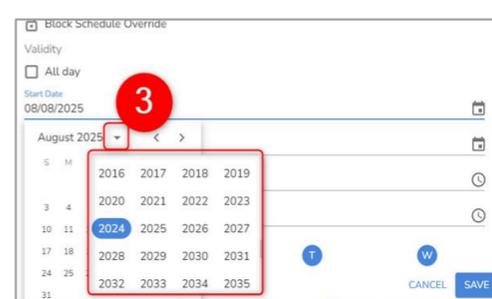
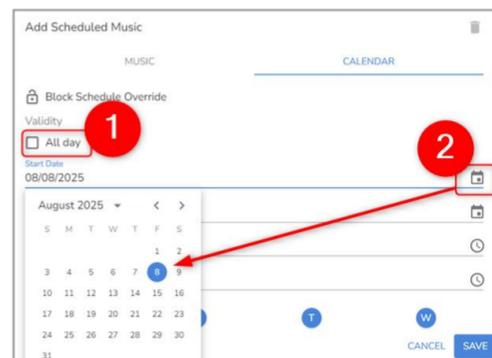
3. Select the **Radio button** next to the music selection you wish to add.

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



4 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.

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.

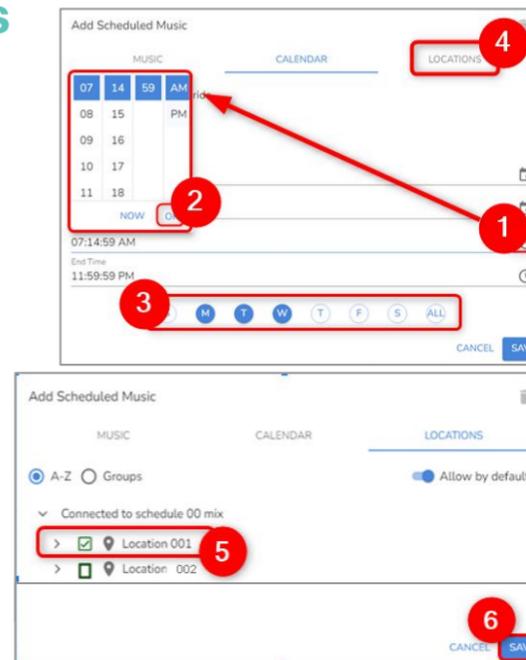
2. Select **OK**.

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.

6. Select **Save**.



6 Assign a Device/Save Schedule

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

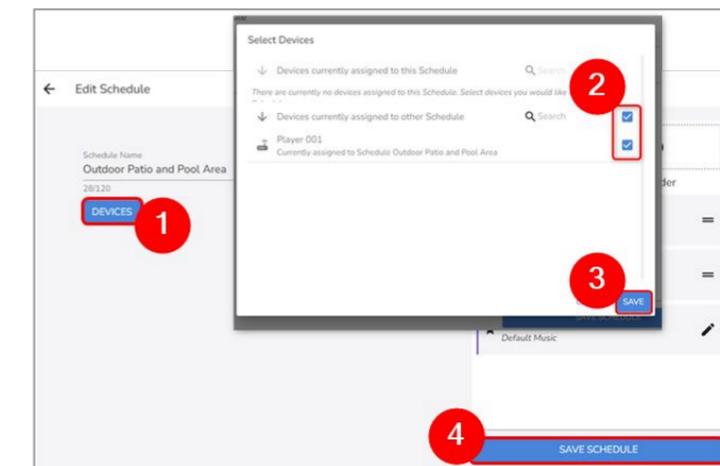
2. Check the box associated with the correct player.

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**.



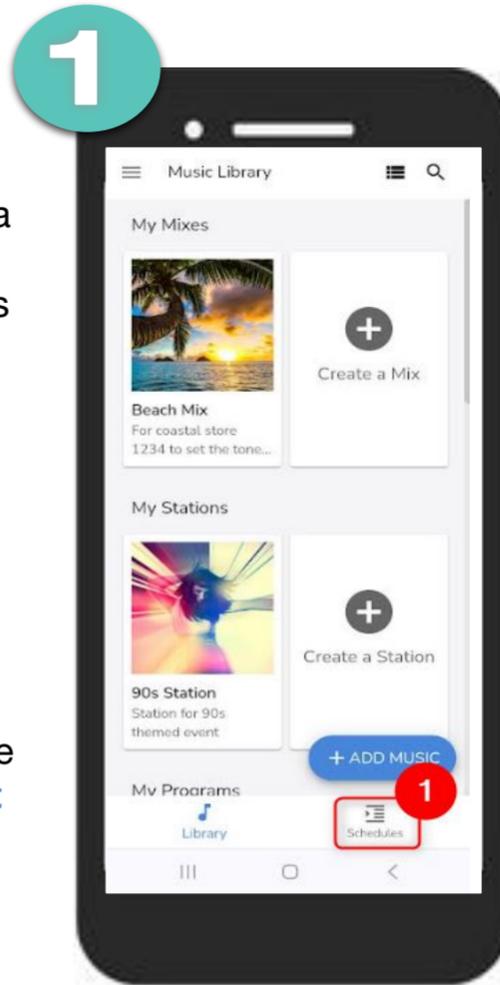
If there are multiple players, more than one option will appear.

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**.

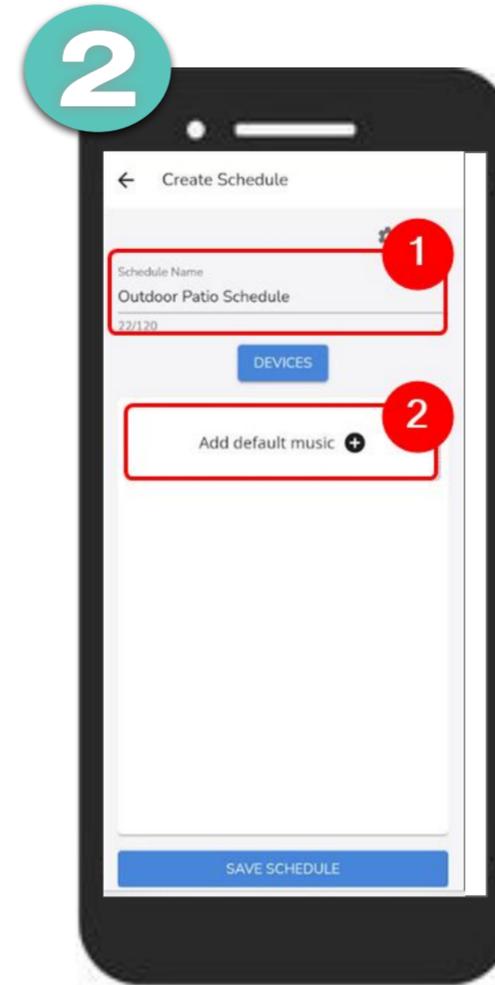
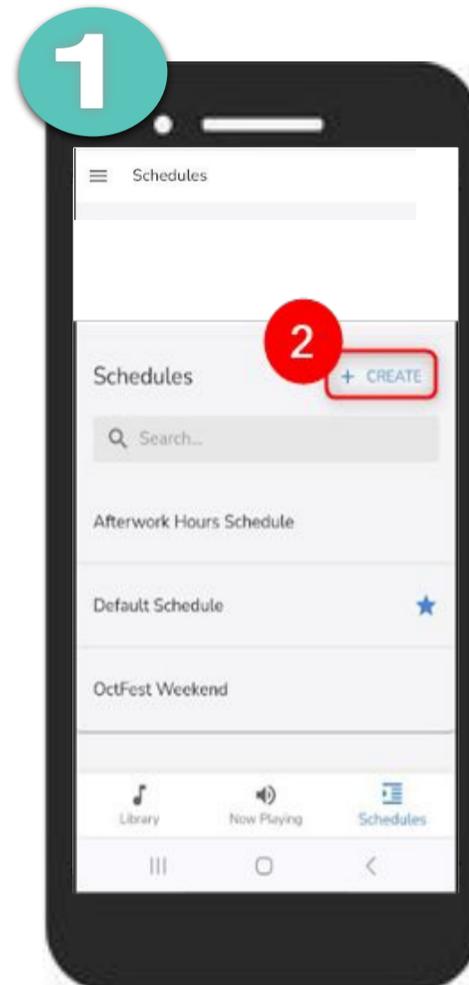
Adding Silent Time
To stop scheduled music from playing, you must schedule **Silence**. See *Schedules - Add Silence to a Music Schedule* Quick Reference Guide for steps on how to complete this task.



1 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.

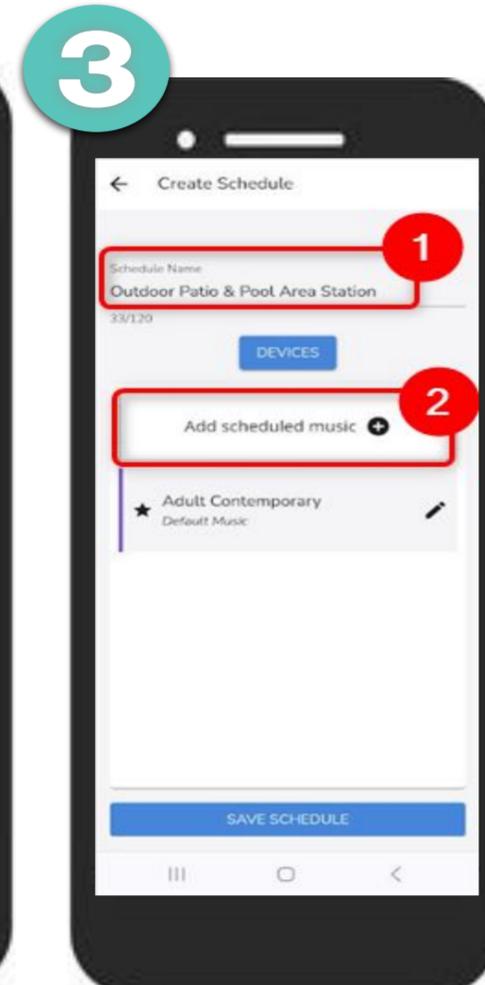
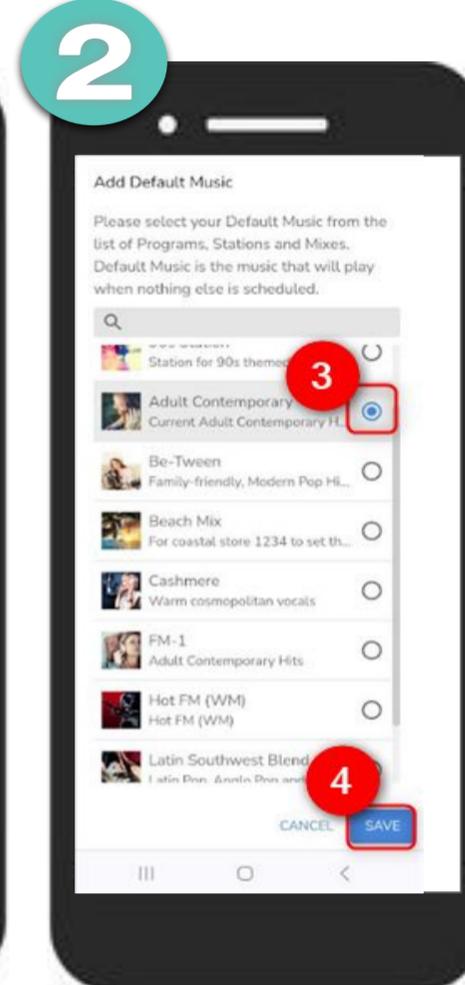


2 Add Default Music

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

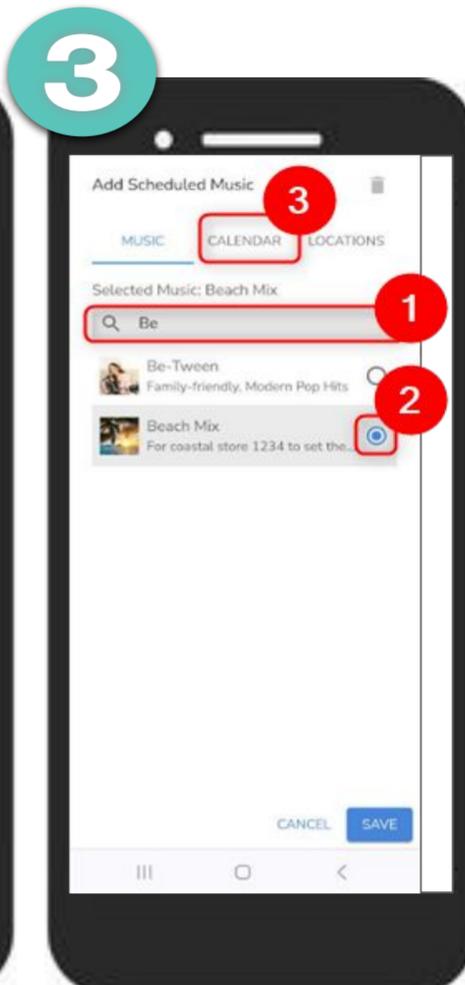
The *Add Default Music* page displays.

3. Use the **Search** bar to filter Programs, Stations, and Mixes.
4. Click **Save**.



3 Add Scheduled Music

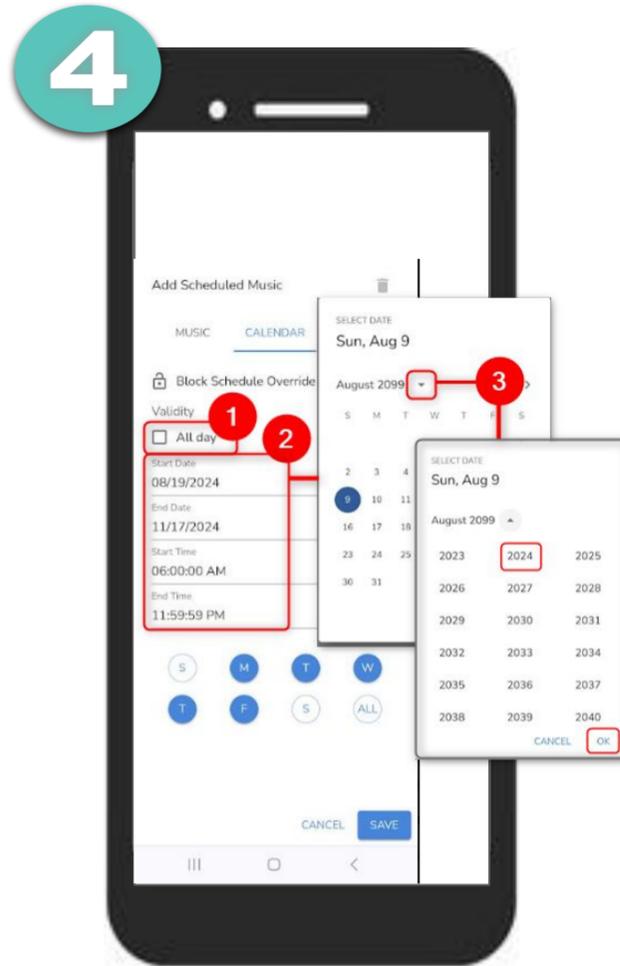
1. Select **Add Scheduled Music +**
2. Scroll to browse *Programs, Stations and Mixes* or use the **Search** to filter your options.
3. Select the **Radio button** next to the music selection you wish to add.
4. Select the **Calendar** tab.



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.

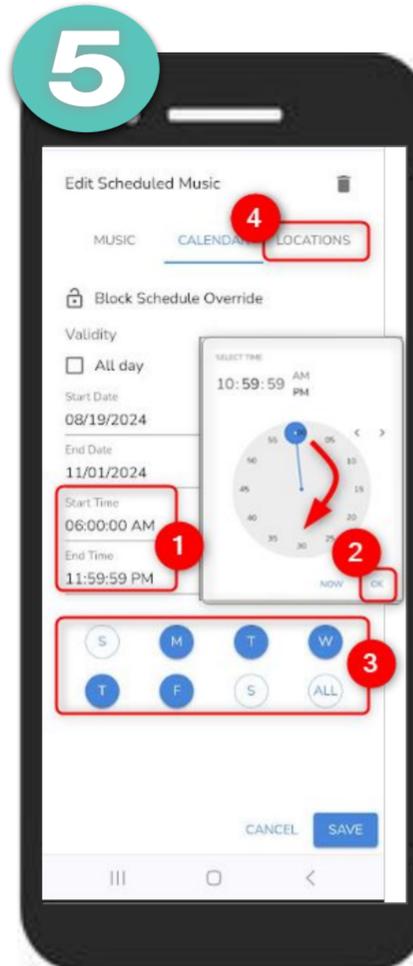
When the **All Day** field is unchecked, you can then specify Date, Time, and Days when you would like for the scheduled music to play.



4 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**.



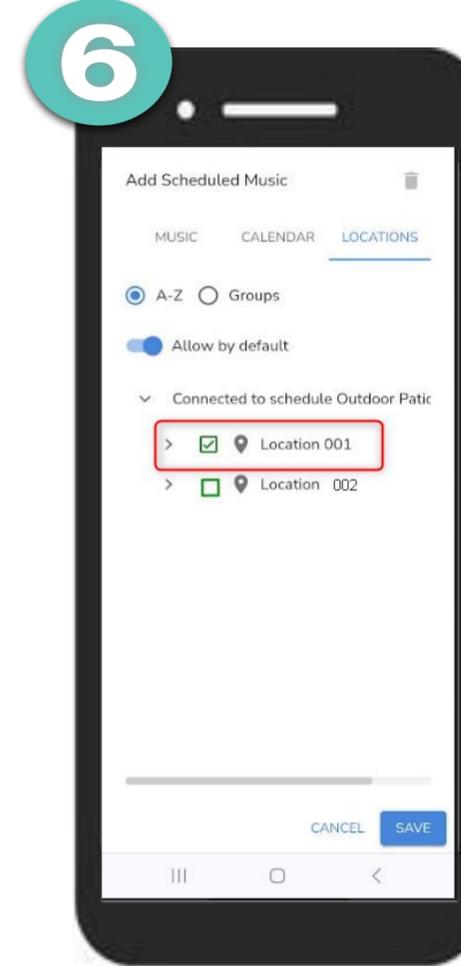
5 Adjust Play Times

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.

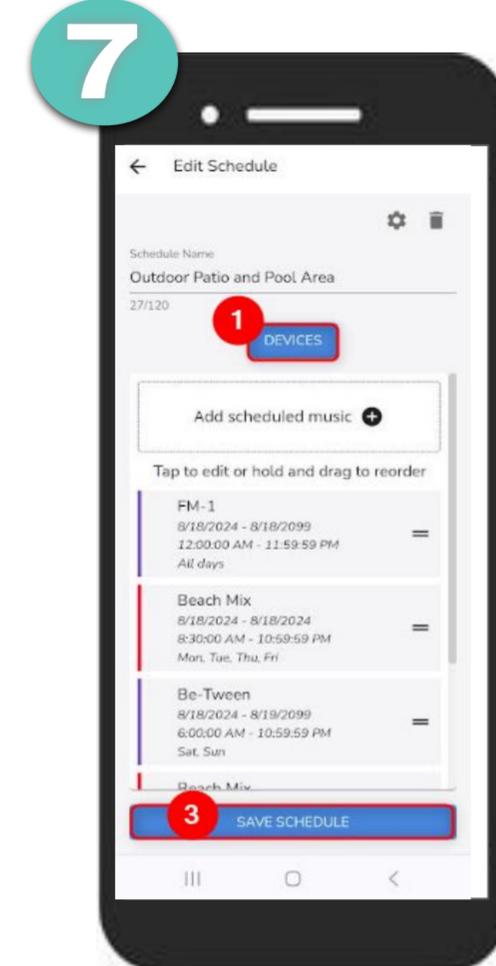


6 Assign a Location

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**.



7 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**.

