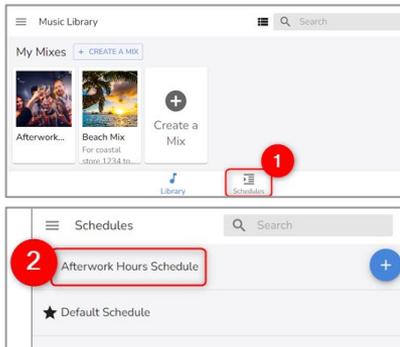


## 1 Schedules

Prior to adding **Silence**, 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 existing **Schedule Name** to add *Silence* to a schedule.

## 4 Adjust the Playing Time/Days

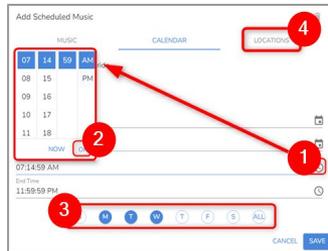
1. Click the **Clock** icon and select a **Start Time** and **End Time**. Select hours, minutes, and seconds.

2. Select **OK**.

**Adjust the Days**

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

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



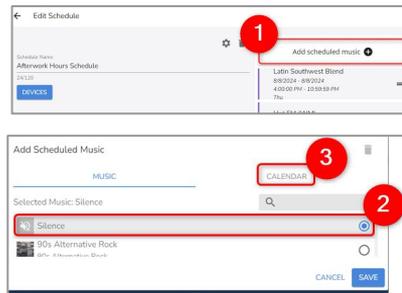
**Overnight Scheduling Tip:** If you want music to stop from 11:00 p.m. to 7:00 a.m., you will need to create two schedules; one from 11 p.m. to 11:59 p.m. and another slot for 12 a.m. to 6:59 a.m.

## 2 Add Silence

1. To add silence, select **Add Scheduled Music** +.

2. Select the **Radio** button corresponding with **Silence**.

3. Select the **Calendar** tab to adjust play times.

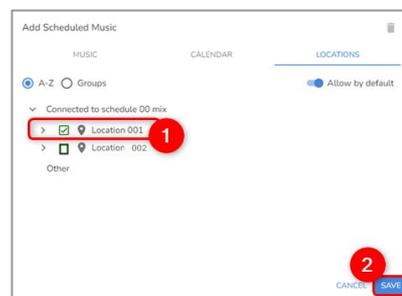


## 5 Select Locations

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

1. Review locations. Select **Locations** where you want the scheduled music to play.

2. Select **Save**.



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

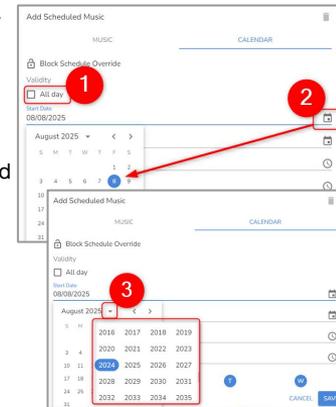
## 3 Edit Schedules - Adjust the Dates

The calendar defaults to play 24/7 (all day, every day).

1. Uncheck the **All Day** box to select dates.

2. Select a **Start Date** and **End Date** using the calendar pop-up.

3. **End Date Only.** Select the **down arrow** next the default year (2099) to change the end year. Select a year.

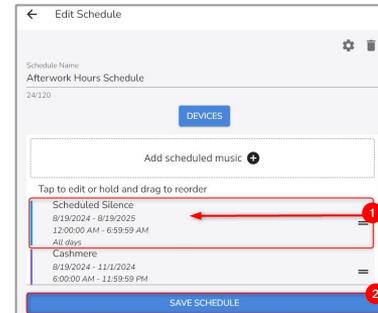


## 6 Save the Schedule

Repeat steps 2-5 to add more than one Program, Mix, or Station to the schedule.

1. Review the **Scheduled Silence**.

2. Select **Save Schedule**.

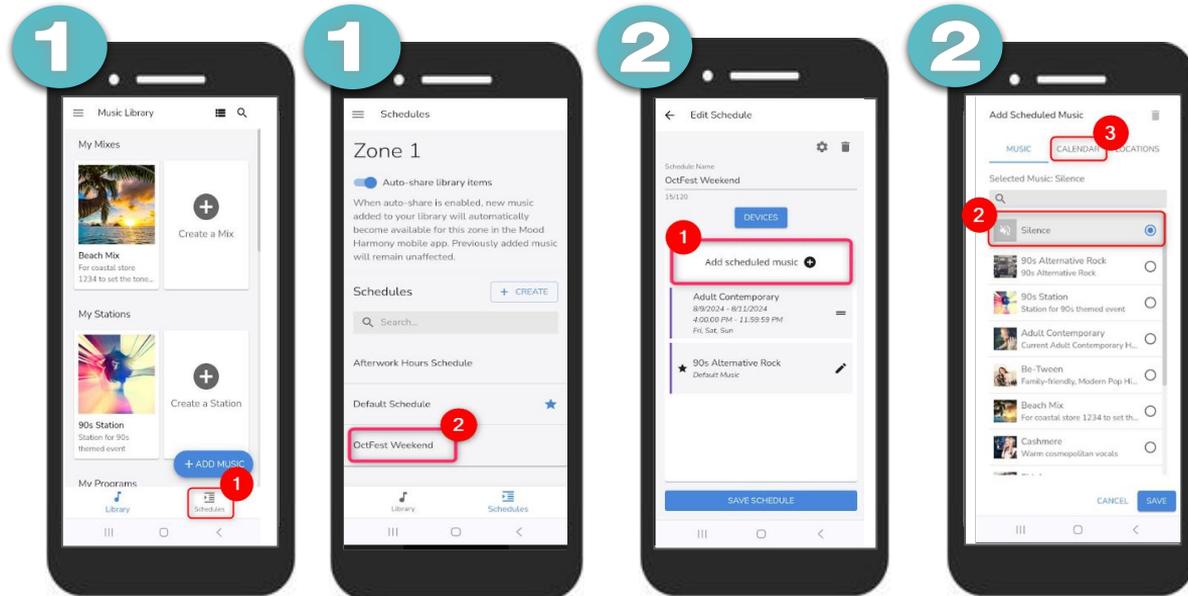


**Silence** can be added to an existing schedule or created as stand alone new schedule.

By adding silence to your music schedule, you are scheduling dates and times when nothing will play.

### Overnight Silence Tip:

If you are scheduling overnight **Silence** and you want music to stop from 11:00 p.m. to 7:00 a.m., you will need to create two Silence Schedules; one from 11 p.m. to 11:59 p.m. and another schedule for 12 a.m. to 6:59 a.m.



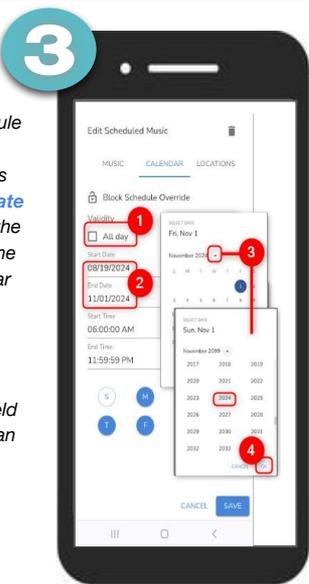
## 1 Schedules

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 existing **Schedule Name** to add *Silence* to a schedule.

## 2 Add Scheduled Music

1. To add a new program, mix, or station to an existing schedule, select **Add Scheduled Music +**.
2. Select the **Silence Radio** button.
3. Select the **Calendar** tab to open the calendar and adjust play dates and times.

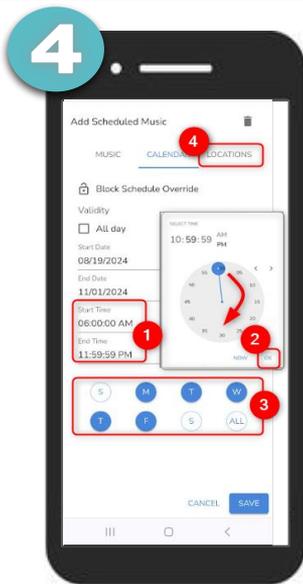


The Calendar schedule defaults the **All Day** field to checked. This defaults the **Start Date** to today's date and the **End Date** to the same date with an **End Year** of 2099. Use the defaults to quickly setup a schedule.

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

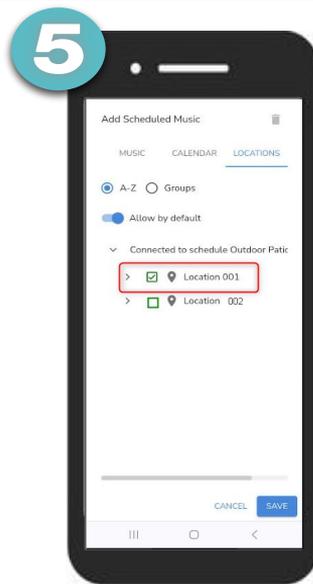
### 3 Edit - Select Dates

1. Uncheck the **All Day** box to select dates.
2. Select a **Start Date** and select **OK**.
3. Select an **End Date** using the calendar pop-up. Select the **down arrow** next the default year (2099) to change the year.
4. Select **OK**.



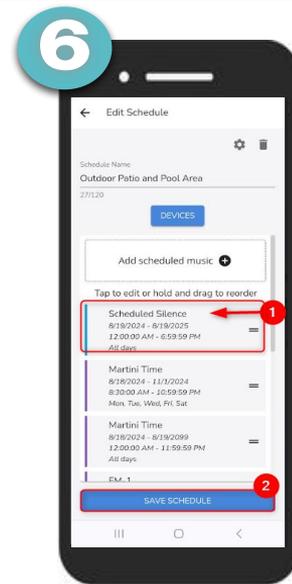
### 4 Select Play Time/Days

1. Click the **Clock** icon and select a **Start Time** and **End Time**.
  2. Select **OK**.
- Adjust the Days**
3. **Unselect** the days you do not want music to play.
  4. Select **Locations** tab if have multiple locations. If you are a single player location, select **SAVE** and skip to step 6.



### 5 Set the 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**.
1. Review locations. Select **Locations** where you want the schedule to play.
  2. Select **Save**.



### 6 Save Schedule

- Repeat 2-5 steps to add more than one Program, Mix, or Station to the schedule.
1. Review the **Scheduled Silence**.
  2. Select **Save Schedule**.