

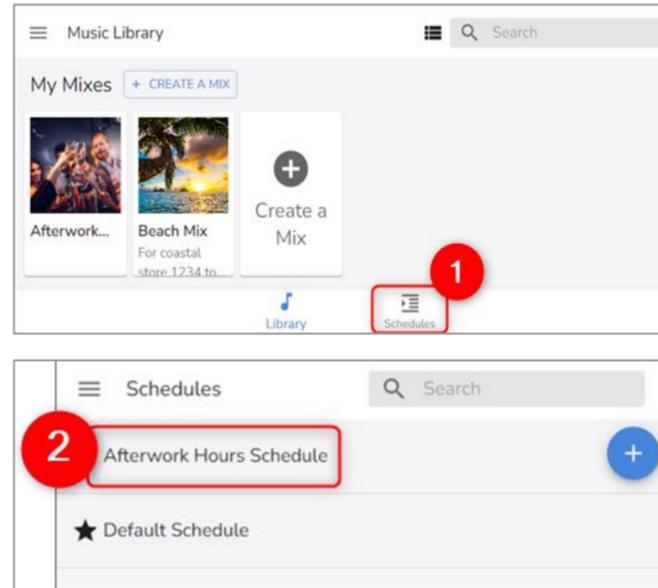


## 1 Schedules

Prior to adding a new **Music 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 items from your *Music Library*.



The Default Schedule is starred.

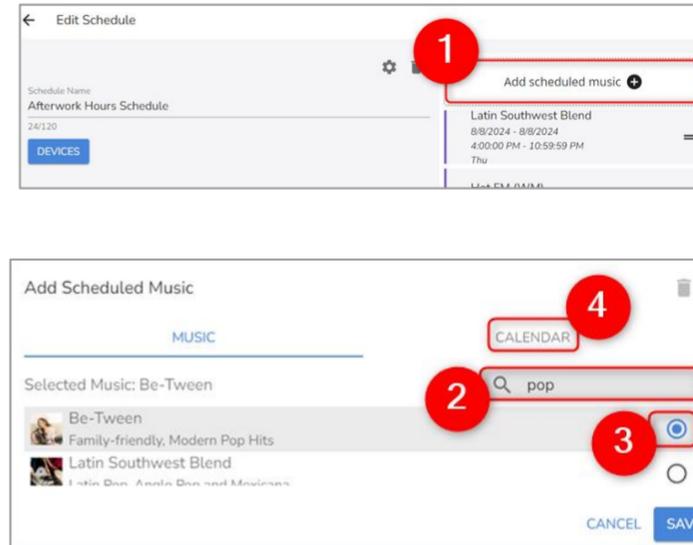
## 2 Add Scheduled Music

1. To add a new Program, Mix, or Station to a schedule, select **Add Scheduled Music +**.

2. Enter keywords to **Search** and filter music selections.

3. Select the **Radio** button next to the Program, Mix, or Station you wish to add.

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



Only 1 music selection can be added at a time.

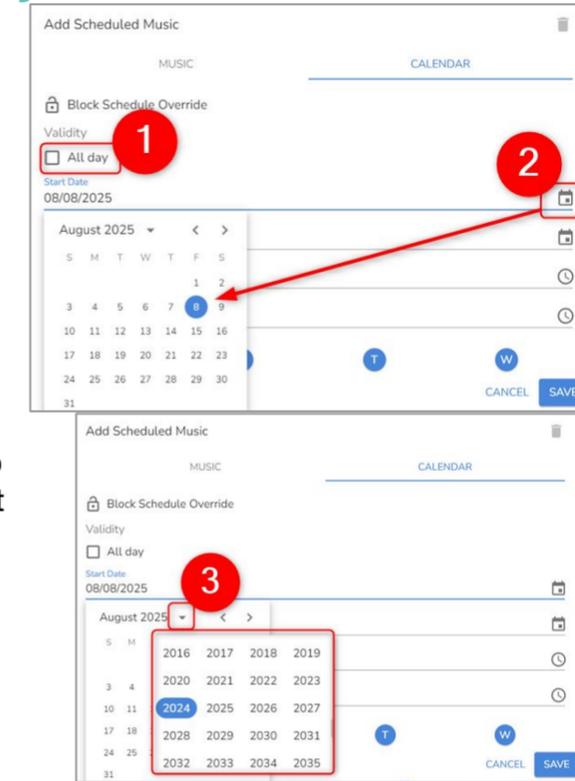
## 3 Edit Schedules - Adjust the Dates

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

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

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

3. **End Date Only.** Select the **Down Arrow** next to the default year (2099) to adjust the end year as it defaults to year 2099.



## 4 Adjust the Playing Time/Days

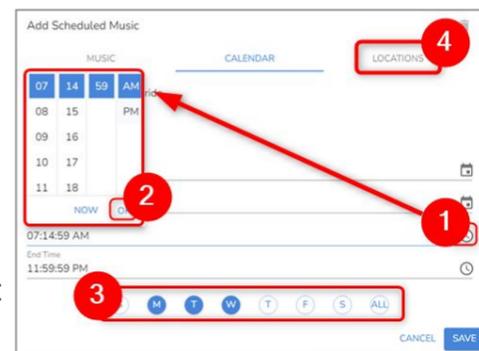
1. Click the **Clock** icon and select a **Start Time** and **End Time**. Select hours, minutes, and seconds.

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.



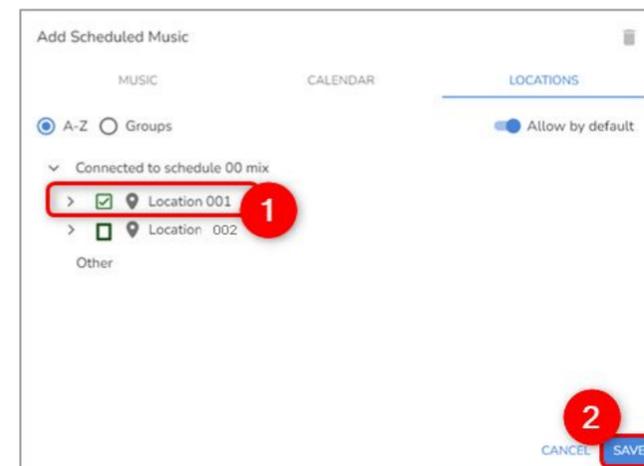
All days are selected by default.

## 5 Select Locations

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

1. Review locations. Select the **Location** where you want the schedule to play.

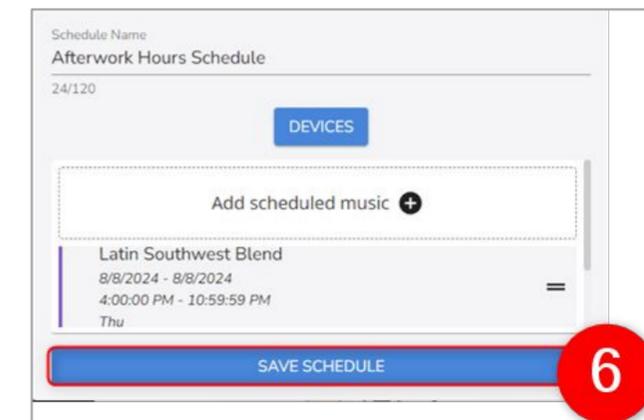
2. Select **Save**.



## 6 Save the Schedule

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

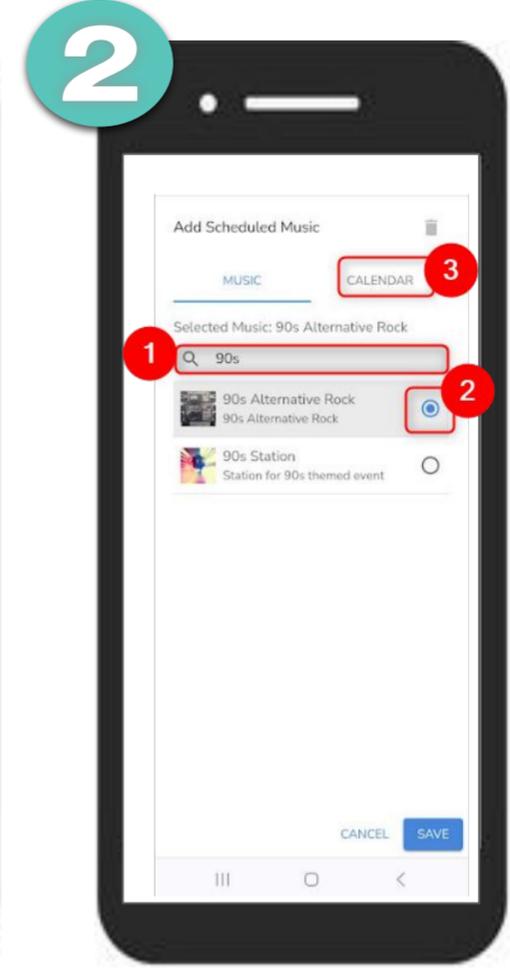
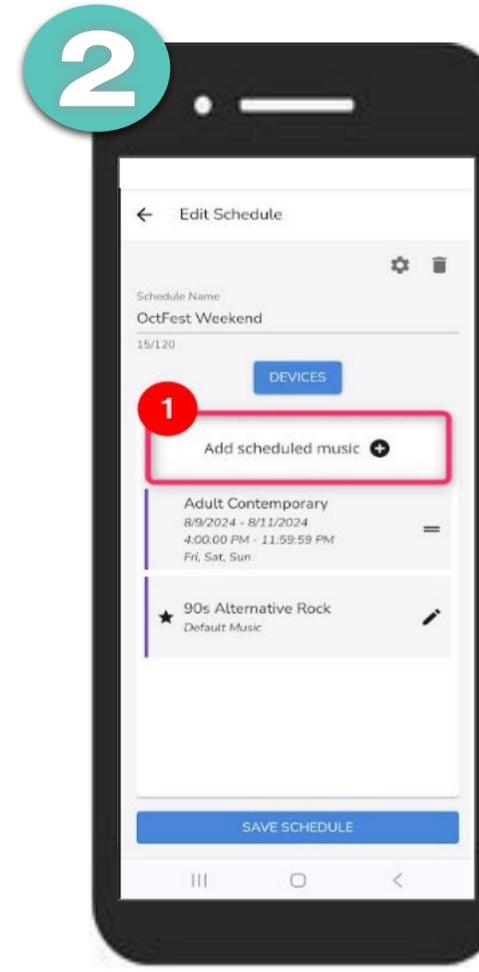
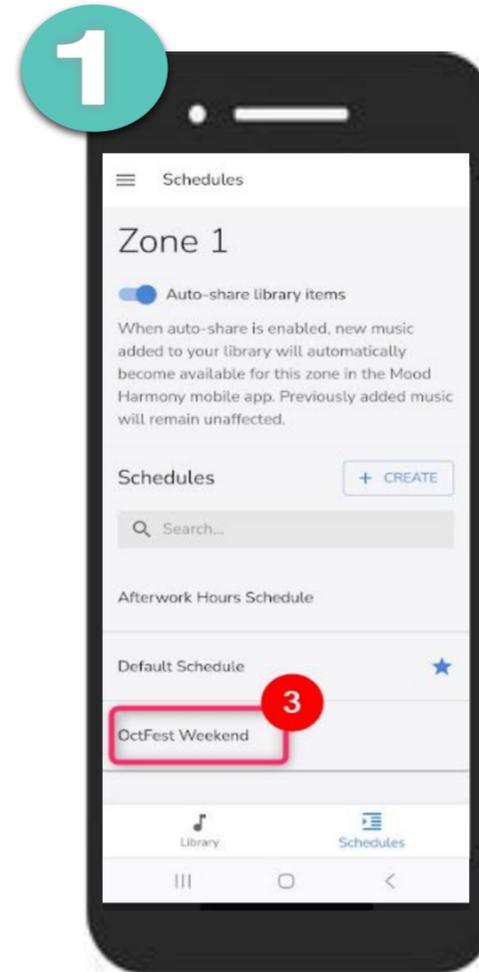
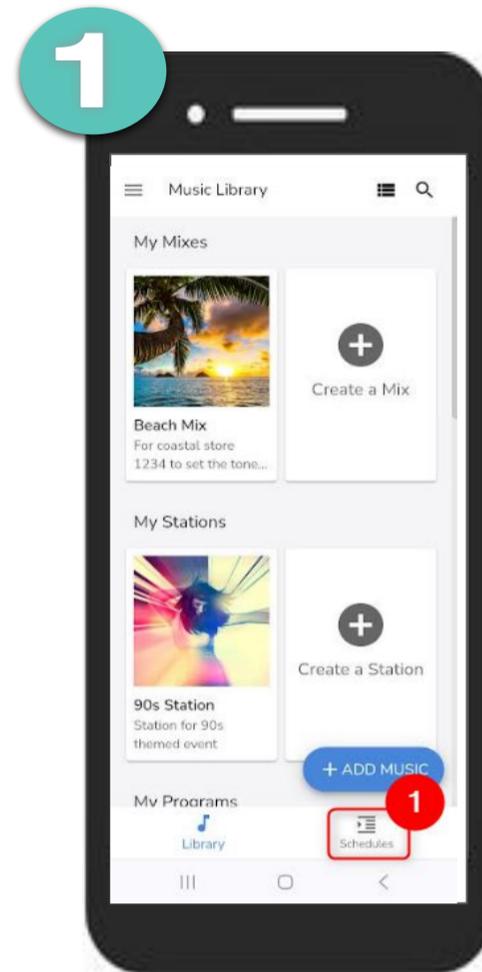
2. Select **Save Schedule**.



Programs, Mixes, or Stations must be added to the *Music Library* before they can be added to an existing schedule.

Use new Scheduling Defaults like the **All Day** default in the Calendar you to quickly add to an existing schedule. By deselecting the **All Day** default, you can tailor your scheduled music experience to fit precisely into your music schedule.

If you want to add several new additions (Programs, Mixes, or Stations) to an existing schedule, you will repeat steps until you have built out the schedule.



## 1 Schedules

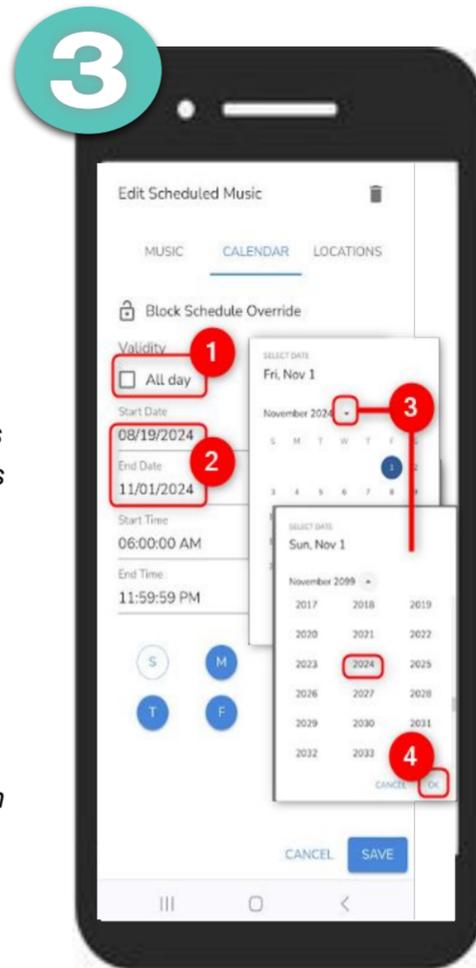
Before creating a new schedule, Programs, Mixes or Stations must be added to the *Music Library*.

1. To access Schedules, select **Schedules** from the bottom menu in the *Music Library*.
2. Click the **Schedule Name** to add more music selections.

## 2 Add Scheduled Music

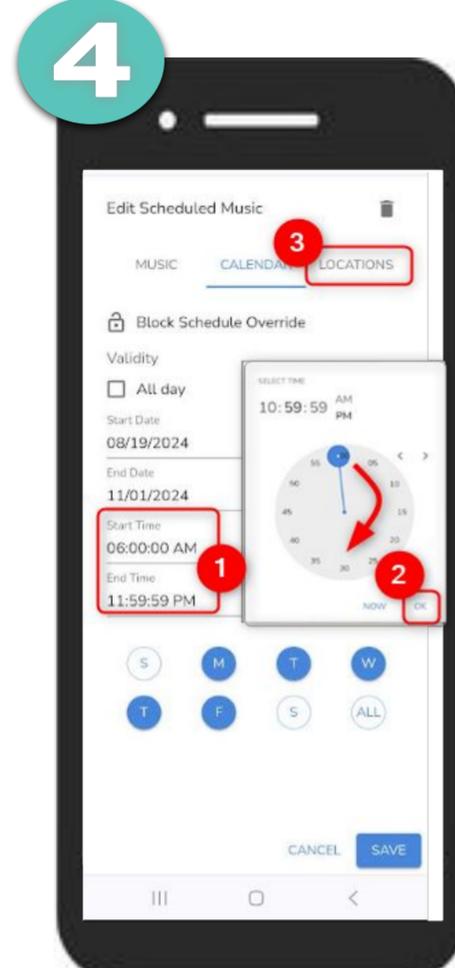
1. To add a new program, mix, or station to an existing schedule, select **Add Scheduled Music +**.
2. Under the *Music* tab, scroll to locate music selections.
3. Select the **Radio** button next to Program, Mix, or Station.
4. Select the **Calendar** tab to adjust play dates and times.

*Only 1 music selection can be added at a time.*



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 music to play.

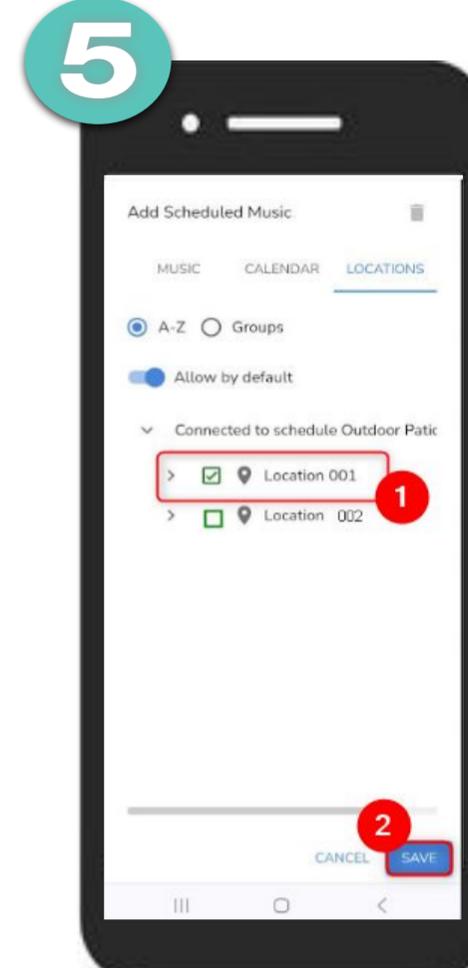


### 3 Edit Schedule/Adjust the Dates

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 to the year to change the end year as it defaults to year 2099.
4. Select **OK**.

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

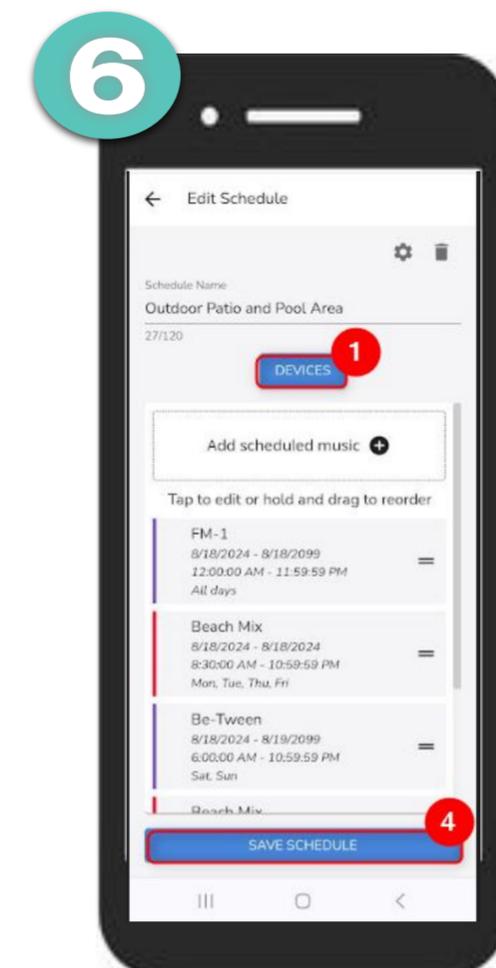


### 5 Set the Location

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 to schedule to play.
2. Select **Save**.



### 6 Save Schedule

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