

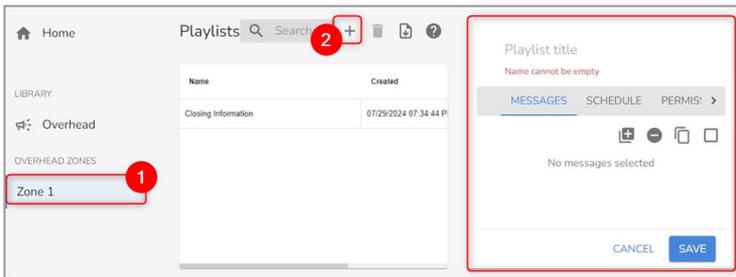
1 Create a Playlist

Create a Messaging playlist to play messages in your desired zones or devices.

A messaging playlist is a container where you add messages, set a playlist, schedule (how and when the message is played and select the locations, groups, or devices in which to play the messages).

Before creating a messaging playlist, messages must be uploaded to your library.

1. Select the **Zone** name.
 2. Select the **+** button.
- The *Properties* panel opens.



2 Add Messages

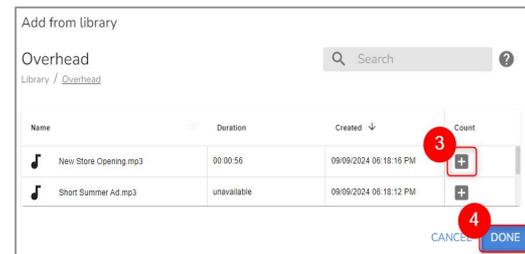
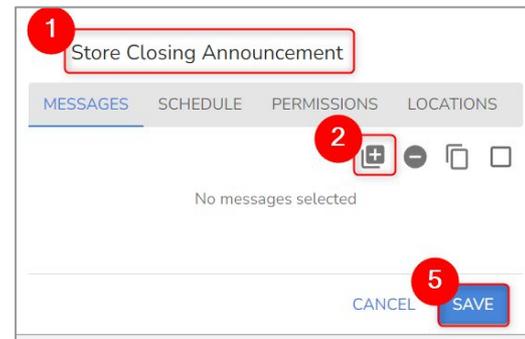
1. Provide a **Title** for the playlist.
2. Select the **+** button to add files from the library to your message playlist.

The *Add from library* window displays with a list of files.

3. Locate the file you wish to add. Select the **+** button to add a file. Add one or more files.
4. Select **Done**. Messages will appear under the Messages tab.

5. Select **Save**.

To delete message from a playlist, select the playlist and select the **-** icon to remove it.



Note: Once saved, the messaging playlist will publish to the server automatically and insert itself into the selected music zone. No additional steps are required.

1 Schedule

Select the **Schedule** tab to create a schedule for playback.

1. Date Interval

Calendar Dates: Select a **Start** and **End** date using the calendar. The **End Date** defaults to year 2099.

Select the **down arrow** next to the year and select a different year.

Days of the Week: Defaults to all days of the week selected. Deselect the days of the week you do not want the message to play.

2. Time Interval

Defaults to **All Day** checkbox selected. Uncheck the **All Day** box to edit play times. Select a **Start** and **End** time using the clock.

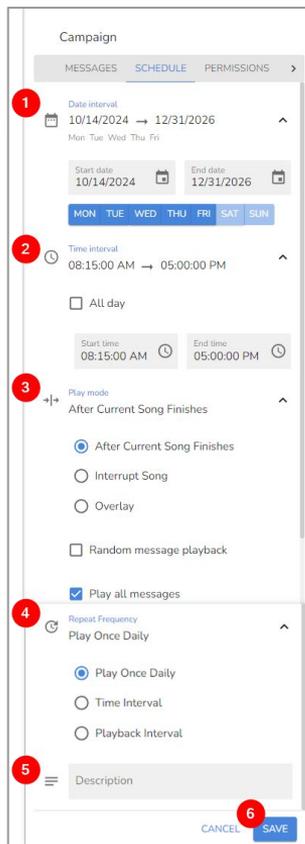
3. Play Mode

Select a play mode option to specify when and which message should play.

4. **Repeat Frequency:** Select a frequency option to specify how often the playlist should play.

5. **Description:** Add a description (optional).

6. Select **Save**.



The screenshot shows the 'Campaign' scheduling interface. At the top, there are tabs for 'MESSAGES', 'SCHEDULE', and 'PERMISSIONS'. The 'SCHEDULE' tab is active. Below the tabs, there are sections for 'Date interval' (with a calendar icon and a date range of 10/14/2024 to 12/31/2026), 'Time interval' (with a clock icon and a time range of 08:15:00 AM to 05:00:00 PM), 'Play mode' (with radio buttons for 'After Current Song Finishes', 'Interrupt Song', and 'Overlay'), and 'Repeat Frequency' (with radio buttons for 'Play Once Daily', 'Time Interval', and 'Playback Interval'). There is also a 'Description' field at the bottom. Red callout numbers 1 through 6 are placed over the interface to correspond with the instructions: 1 points to the Date interval section, 2 to the Time interval section, 3 to the Play mode section, 4 to the Repeat Frequency section, 5 to the Description field, and 6 to the SAVE button.

2 Playback Permissions

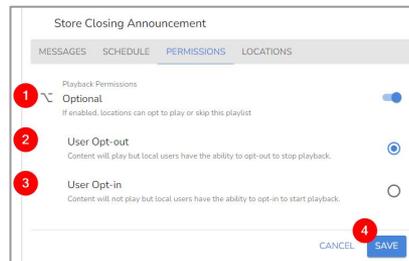
Select the **Permissions** tab to enable locations to play or not play the messaging playlist.

1. **Optional:** Toggle on/off. If the **Playback Permission** is enabled, locations can choose to play or skip this playlist. *The next two radio button options become available when toggled on, and you will need to select one of them.*

2. **User Opt-out:** Select if you want the content to play and want to provide local users with the ability to opt-out to stop playback.

3. **User Opt-in:** Select if you want the content not to play and want to provide local users with the ability to opt-in to start playback.

4. Click **Save**.



The screenshot shows the 'Campaign' playback permissions interface. At the top, there are tabs for 'MESSAGES', 'SCHEDULE', 'PERMISSIONS', and 'LOCATIONS'. The 'PERMISSIONS' tab is active. Below the tabs, there are sections for 'Optional' (with a toggle switch), 'User Opt-out' (with a radio button), and 'User Opt-in' (with a radio button). There is also a 'SAVE' button at the bottom right. Red callout numbers 1 through 4 are placed over the interface: 1 points to the Optional toggle, 2 to the User Opt-out radio button, 3 to the User Opt-in radio button, and 4 to the SAVE button.

3 Locations

Select **Locations** tab to specify where the messaging playlist is played.

1. A-Z radio button:

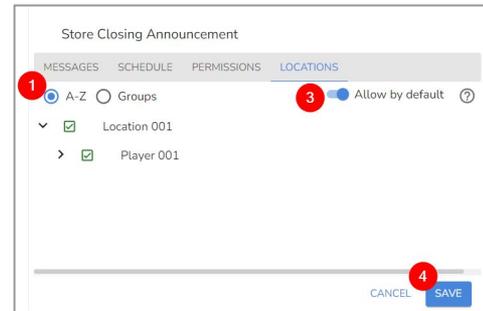
Select to view locations alphabetically.

2. Groups button:

Select to view locations by groups.

3. **Allow by Default toggle:** Toggle on/off. By Default, the toggle is **Off**. Playlist are prevented from playing at every location. Toggle **On** if you want to change the default behavior and allow playlist at locations.

4. Click **Save**.



The screenshot shows the 'Campaign' locations interface. At the top, there are tabs for 'MESSAGES', 'SCHEDULE', 'PERMISSIONS', and 'LOCATIONS'. The 'LOCATIONS' tab is active. Below the tabs, there are radio buttons for 'A-Z' and 'Groups', and a toggle switch for 'Allow by default'. Below these, there are expandable sections for 'Location 001' and 'Player 001'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. Red callout numbers 1 through 4 are placed over the interface: 1 points to the A-Z radio button, 2 to the Groups radio button, 3 to the Allow by default toggle, and 4 to the SAVE button.