<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3 Creating a New User</td>
<td>35</td>
</tr>
<tr>
<td>4.3 Defining User Access Rights</td>
<td>36</td>
</tr>
<tr>
<td>4.4 Defining Media Restrictions for Users</td>
<td>37</td>
</tr>
<tr>
<td>4.5 Auto Login</td>
<td>38</td>
</tr>
<tr>
<td><strong>Settings</strong></td>
<td></td>
</tr>
<tr>
<td>5.1 Global Settings</td>
<td>40</td>
</tr>
<tr>
<td>5.2 Global Settings Window</td>
<td>41</td>
</tr>
<tr>
<td>5.3 Zone Settings</td>
<td>42</td>
</tr>
<tr>
<td><strong>Updaing the Library</strong></td>
<td></td>
</tr>
<tr>
<td>6.1 Update from CD</td>
<td>44</td>
</tr>
<tr>
<td>6.2 Online Music Catalogue</td>
<td>45</td>
</tr>
<tr>
<td>6.3 Downloaded Media</td>
<td>46</td>
</tr>
<tr>
<td><strong>mySHOW</strong></td>
<td></td>
</tr>
<tr>
<td>7.1 Creating a MYshow Schedule</td>
<td>48</td>
</tr>
<tr>
<td>7.2 Accessing Images from a Web Server</td>
<td>49</td>
</tr>
<tr>
<td>7.3 Displaying Videos in MYshow</td>
<td>50</td>
</tr>
<tr>
<td><strong>Addendum</strong></td>
<td></td>
</tr>
<tr>
<td>8.1 User Ratings and Date Added Media Columns</td>
<td>52</td>
</tr>
<tr>
<td>8.2 Auto-Playlist User Rating Rule</td>
<td>53</td>
</tr>
<tr>
<td>8.3 Auto-Playlist Date Added Rule</td>
<td>54</td>
</tr>
<tr>
<td>8.4 Smart Playback</td>
<td>55</td>
</tr>
<tr>
<td>8.5 Local Volume Adjustments</td>
<td>55</td>
</tr>
<tr>
<td>8.6 In and Out Markers</td>
<td>56</td>
</tr>
<tr>
<td>8.7 Hiding Titles</td>
<td>56</td>
</tr>
<tr>
<td>8.8 Restoring Titles</td>
<td>57</td>
</tr>
<tr>
<td>8.9 Playback Shortcut Keys</td>
<td>57</td>
</tr>
<tr>
<td>8.10 Add to Playback Queue</td>
<td>58</td>
</tr>
<tr>
<td>8.11 Web Proxy Support</td>
<td>59</td>
</tr>
<tr>
<td>8.12 Volume Schedule</td>
<td>60</td>
</tr>
<tr>
<td>8.13 Enabling Volume Schedule</td>
<td>61</td>
</tr>
<tr>
<td>8.14 Automation</td>
<td>62</td>
</tr>
</tbody>
</table>
Section 1

MUSICBOX CONTROLS
1.1 PLAYER CONTROLS

The player control buttons are: *Rewind, Play, Pause, Stop, Next Track, Shuffle* (Figure 1.1).

1.) **Progress Bar** - Shows the progress of a song, visually (Figure 1.2).
2.) **Play Counter** - Displays the progress of a song, numerically (Figure 1.2).
3.) **Volume Slider** - Adjust the volume for any zone with the **Volume Slider** (Figure 1.2).
4.) **Scroll Bar** - Displays the media information (track name, artist, and artist year) (Figure 1.2).

1.2 ZONE MENU

The **Zone Menu** allows switching between multiple **Zones** (Figure 1.3).
1.3 ADMIN MENU

The **ADMIN MENU** gives the user access to various system settings and functions. In order of appearance (Figure 1.4);

- **SCHEDULE** - Create a regular schedule (*See the Schedule section for more information).
- **PROMO SCHEDULE** - Insert titles or promotional announcements into the Now Playing list (*See the Schedule section for more information).
- **USER MANAGEMENT** - Create new users and define access to specific parts of the media player for select users (*See the User Management section for more information).
- **GLOBAL SETTINGS** - Contains station and license information, global shuffle settings and appearance settings. (*See the Global Settings section for more information*).
- **ZONE SETTINGS** - Enabling/disabling schedules and cross fade settings (*See the Zone Settings section for more information*).
- **CONNECT TO RX MUSIC** - Connects to the RX Music server and downloads all new updates and media (*See Downloaded Media for more information*).
- **RE-LOGIN** - Re-login as a different user (**NOTE**: Once selected it cannot be cancelled and a new log-in is required).
- **RUN CD/DVD UPDATE** - Manually prompts the software to run a CD/DVD media update.
1.4 NOW PLAYING AREA

The **NOW PLAYING AREA** displays information about the title currently playing. Corresponding album art and/or video preview is also displayed here (Figure 1.5).

![Figure 1.5](image)

1.5 MEDIA NAVIGATOR

The **Media Navigator** enables navigation through the media with the following search tags; **Artist, Album, Genre, Energy, Countries, Year, Labels, Playlists** and **Now Playing** (Figure 1.6).

![Figure 1.6](image)
1.6 SEARCH

Search by keywords for any title, artist or album. Type in the **Search Criteria Box** (Figure 1.7), click Search, and the results will be displayed in the **Media Results Pane**.

![Figure 1.7](image1)

1.7 NOW PLAYING

The **Now Playing** tab shows the title(s) currently in the queue. It will also highlight the title currently playing (Figure 1.8).

![Figure 1.8](image2)
Section 2

PLAYLISTS
2.1 OVERVIEW

The **Playlists** tab shows available playlists. Playlists created in MUSICbox are called **Local Playlists** and displayed with a black icon. **Static Playlists** are displayed with a Gray icon and **Auto Playlists** with a blue icon.

Playlists provided by RX Music are called **RXM Playlists** and are displayed with a grey box. To create a new **Static Playlist** click on 📀. To create a new **Auto Playlist** click on 📈. Only Local Playlists can be edited (Figure 2.1).

![Figure 2.1](image)
2.2 PLAY INFO

The **Player Info** displays information about the media results, the schedule/promo status, and the current user and the current local IP Address of the MUSICbox (Figure 2.2).

1) **Totals**
   a) **Total Items** - The total number of items displayed in the **Media Results Pane** (Figure 2.2).
   b) **Total Time** - The total cumulative time in hours, minutes and seconds of the media results (Figure 2.2).

2) **Schedule/Promo Status**
   a) **Active** - Enabled and currently playing (Figure 2.2).
   b) **On** - Enabled, but not currently playing (Figure 2.2).
   c) **Off** - Not Enabled (Figure 2.2).

3) **User**
   The name of the User, currently logged in (Figure 2.2).

4) **IP Address**
   The current local IP Address of the MUSICbox

---

**Figure 2.2**

<table>
<thead>
<tr>
<th>Total Items</th>
<th>Total Time: 2h: 02m: 27s</th>
<th>Schedule: Active</th>
<th>Promos: ON</th>
<th>User: Manager</th>
<th>IP: 192.168.56.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-a</td>
<td>1-b</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
2.3 ADDING TITLES TO A PLAYLIST

a.) To create a Static Playlist click on \( \text{Edit} \), name the playlist and press OK (Figure 2.3).

b.) Add content to the playlist by searching for titles using one of the tabs (Artists, Albums, Genres, etc.) or the Search Criteria Box (Figure 2.4 & Figure 2.5)

The title(s) matching the selected criteria will show up in the Media Results Pane on the right-hand side.

c.) Highlight the title(s) to be added to the playlist.

Hint: Select multiple titles by holding the CTRL key and clicking on different titles. Add a group of titles by clicking on the first title, then hold the Shift key while selecting the last title in the group; all titles between will be selected. Press CTRL + A to select all titles in the Media Results Pane.
d.) If necessary, select the **Playlists** tab again to view all Playlists (Figure 2.6).

![Figure 2.6](image)

e.) To add content, drag the selected title(s) from the **Media Results Pane** and drop them onto the playlist on the left side. Alternatively,

i.) Right-click on the selection and choose the **Add to a Playlist** option (Figure 2.7).

![Figure 2.7](image)

ii.) Select the playlist, from the dropdown menu, where the titles will be added (Figure 2.8).
Figure 2.8

Copy to Playlist

Please select the playlist to insert selected tracks to. To create a new playlist, please type its name.

New Auto Playlist
New Auto Playlist
New Playlist

Note: If the same title is added to a playlist multiple times, it will only show up once.
2.4 REMOVING TITLES FROM PLAYLIST

To remove a title(s) from a **Static Playlist**, select the desired title(s) for removal then right-click and select **Delete Songs from Static Playlist** (Figure 2.9).

![Figure 2.9](image)

2.4 DELETING PLAYLISTS

Under the **Playlists** tab, select the playlist to delete then right-click and select **Delete Selected Playlist** (Figure 2.10). Or click on the **Delete Playlist** button 🗑️ (Note: All of the grey coloured playlists are **RXM Playlists** and cannot be deleted).

![Figure 2.10](image)
2.6 AUTO PLAYLISTS

An Auto Playlist is a playlist that is automatically generated by a user’s specified criteria (ie. Genre, Artist, Year, Energy etc). The user will define Inclusion and Exclusion Rules to generate these playlists automatically.

2.6.1 INCLUSION RULE

An Inclusion Rule will add all relevant titles to the Auto Playlist, as defined by the criteria. To add an Inclusion Rule to an Auto Playlist, click on the button. In the example below, the Inclusion Rule will generate a playlist of all titles from the Dance genre (Figure 2.11).

2.6.2 AND/OR FUNCTIONS

a.) Using the And function combines Inclusion Rules together, creating a list with both criteria. In the example below, the Auto Playlist will generate a list of every Dance title released between 2010 and 2014 (Figure 2.12).

b.) Clicking on the And button will change the function to OR. Using the OR function will create a list with either criteria. In the example below, the Auto Playlist will generate a list of every Dance title and every title recorded between 2010 and 2014 (Figure 2.13).

c.) Both functions can also be combined. In the example below, the Auto Playlist will generate a list of Dance titles released between 2010 and 2014 and a list of Electronica titles released in 2012 (Figure 2.14).
2.6.3 EXCLUSION RULE

An *Exclusion* Rule will exclude all titles from an *Auto Playlist* that are defined by the criteria. To add an *Exclusion Rule* to an *Auto Playlist*, click on the button or toggle between the *Inclusion* and *Exclusion* functions clicking on the icons. In the example below, the *Auto Playlist* will look for Dance titles released between 2010 and 2014, Electronica titles released in 2012 and exclude any titles that are Low Energy (Figure 2.15).

![Exclusion Rule Example]

2.6.4 CREATING AN AUTO PLAYLIST

a.) Click on and enter a playlist name (Figure 2.16).

![Create New Auto Playlist]

b.)

i. An Auto Playlist will automatically open with an Inclusion Rule to configure (Figure 2.17).

![Auto Playlist Configuration]
ii. Click on Click Here to Configure to select criteria for an Auto Playlist (Figure 2.18).

Figure 2.18

iii. Select criteria from the first dropdown menu (Figure 2.19).

Figure 2.19

iv. Select criteria from the second dropdown menu (Figure 2.20).

Figure 2.20

v. Select from the options below and click OK (Note: Up to 50 selections can be made at one time).

Hint: The buttons sort alphabetically. Enabling the Show Selected Values Only will display only the criteria selected. To delete all current selections and start again, click .

c.) Click on the Show Results button while creating an Auto Playlist to see updated content on the playlist.
d.) To add more rules to a playlist, click on either or and follow the same steps as above.
When finished, click Save & Exit.
2.6.5 INCLUDING TITLES IN AN AUTO PLAYLIST

Specific titles can be added to an Auto Playlist, outside of the rules, by following the same process described in section 2.3 “Adding Titles to a Playlist”.

To view the manually-included titles, click on the button. The manually-included titles will appear on the right (Figure 2.21).

Figure 2.21
2.6.6 EXCLUDING TITLES FROM AN AUTO PLAYLIST

To exclude specific titles from an Auto Playlist, outside of the rules:

a.) Click on the **Auto Playlist** and highlight the title(s) to exclude.

b.) Right-click on the highlighted titles and select **Exclude Songs from Auto Playlist** (Figure 2.22).
2.7 ORDER RULES

An **Order Rule** takes precedence over all other shuffling functions. For instance, if the **Artist** order rule is chosen, the playlist will be sorted to ensure that there is maximum separation between all similar artists.

a.) In the Playlist tab, right-click on the playlist and choose **Set Static Playlist Order Type** (Figure 2.23).

![Figure 2.23](image)

b.) Select the Order Rule from the dropdown menu and click **OK** (Figure 2.27).

![Figure 2.24](image)

c.) The playlist will now automatically be sorted by the selected order rule each time it is used.
Section 3

SCHEDULES
3.1 Creating a Schedule

There are 4 types of schedules that can be created: a Schedule, an *Events Schedule*, a *Promo Schedule*, and a Promo Events Schedule. Certain schedules are given higher priority than others, the *Promo Events Schedule* has the highest priority and the main *Schedule* has the lowest.

**SCHEDULE PRIORITIES**

```
Schedule – Events Schedule – Promo Schedule – Promo Events Schedule
Lowest <-----------------------------------------> Highest
```

a.) Choose the correct Zone for scheduling (Figure 3.1).

![Figure 3.1](image1)

b.) Click on the *Admin Menu* and choose *Schedule* (Figure 3.2).

![Figure 3.2](image2)
c.) A new window will display a grid pattern in the main pane (Figure 3.3).

Figure 3. 3

d.) (Optional) To change the time intervals/size of the grid, click on the **Grain** button and choose a different time set. Default is set to 1 hour (Figure 3.4).

Figure 3. 4

*Note: If changing from a smaller grid to a larger grid, the schedule will round-up the selections.*

e.) Select the playlist to schedule by clicking on its name in the left frame. In the grid frame, click on the times of day to schedule the playlist (Figure 3.5).

Figure 3. 5

f.) Repeat steps d.) and e.) until the desired scheduling is accomplished (*Note: Remove a playlist from a selected time by right-clicking on that playlist. Remove all playlists on the grid by selecting **Clear**).*

g.) Click on **Apply** to save changes.

h.) To edit other **Zones**, click on the **Zone Menu** and select the new zone to schedule.

i.) When finished, click **Save & Exit**.
3.2 CREATING AN EVENTS SCHEDULE

An events schedule will allow scheduling at specific times and dates.

a.) Follow steps a.) and b.) from section 3.1 “Creating a Schedule”.
b.) Click on the Events button in the left pane (Figure 3.6).

c.) Click on the button in the far right pane.
d.) Select the created event. It can be renamed by double-clicking on the name (Figure 3.8).

e.) (Optional) Select a grain, as described in section 3.1 d.) “Creating a Schedule”.
f.) (Optional) Select the Priority (Figure 3.8) (Note: 1 is the highest priority and 10 is the lowest priority within Events Scheduling).
g.) Select the year (Figure 3.8).

h.) Select the month(s) (Figure 3.9).
i.) Select the day(s) of the month (Figure 3.10) or the day(s) of the week (Figure 3.11).

![Figure 3.10](image)

j.) Select the Playlist to schedule and the times to play the playlist (Figure 3.12).

![Figure 3.12](image)

k.) Click **Save & Exit**. To create another event, follow steps c.) through k.), above. Up to 10 Events can be scheduled.

l.) For multiple **Zones**, click on the **Zone Menu** and select the new zone to schedule (Note: If **Zones** are switched, all programming is automatically saved).

m.) To delete an event, select the event and click on **Delete Event**.
3.3 CREATING A PROMO SCHEDULE

A Promo Schedule is similar to a regular Schedule, but adds an area called Selection Properties. Selection Properties can set a promo to play continuously for the time selected or play it intermittently (to learn more about the Selection Properties, see section 3.3-h).

a.) Choose the desired Zone to schedule.
b.) Click on the Admin Menu and choose Promo Schedule (Figure 3.13).

c.) (Optional) Select a Grain.
d.) Select the playlist to schedule.
e.) In the right frame, select the times to schedule the playlist.
f.) Repeat steps d.) and e.) as desired.
g.) Once a playlist is scheduled, it will show up in the Selection Properties pane on the right; double-click on the Selection to make modifications (Figure 3.14).

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00</td>
<td>01:00</td>
<td>02:00</td>
<td>03:00</td>
<td>04:00</td>
<td>05:00</td>
<td>06:00</td>
</tr>
<tr>
<td>07:00</td>
<td>08:00</td>
<td>09:00</td>
<td>10:00</td>
<td>11:00</td>
<td>12:00</td>
<td>13:00</td>
</tr>
<tr>
<td>14:00</td>
<td>15:00</td>
<td>16:00</td>
<td>17:00</td>
<td>18:00</td>
<td>19:00</td>
<td>20:00</td>
</tr>
<tr>
<td>21:00</td>
<td>22:00</td>
<td>23:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 3. 13

Figure 3. 14
h.) Choose to play the playlist every number of songs or every number of seconds and click OK

a. **Play Selection Every Number of Songs**

To play a promo between songs, use the *Songs* option. The player will play songs in the regular schedule and switch to a promo after the defined number of songs play. The regular schedule will resume once the promo has finished (*Figure 3.15*).

In this example (*Figure 3.15*), the schedule will play through 5 songs. Then the promo will play, followed by 5 more songs. This will be repeated through the duration of the **Promo Schedule**.

![Selection Parameters](image1)

**Figure 3.15**

---

b. **Play Selection Every Number of Songs**

To play a promo at a specific time, choose the *Seconds* option. Songs in the regular schedule will play until the number of seconds is reached. When this number is reached, the song playing will fade and the promo will play over top of the song. The schedule will resume, fading back in, when the promo finishes. In the example below (*Figure 3.16*), the promo will play every 300 seconds (or 5 minutes).

![Selection Parameters](image2)

**Figure 3.16**

---

i.) When finished creating the Schedule click **Save & Exit**.

j.) For multiple **Zones**, click on the **Zone Menu** and select the new zone to Schedule (*Note: if Zones are switched, all programming is automatically saved*).
3.4 CREATING A PROMO EVENTS SCHEDULE

A Promo Events Schedule is similar to a Promo Schedule but allows scheduling at specific times and dates.

a.) Choose the correct Zone to schedule.
b.) Click on the Admin Menu and choose Promo Schedule.
c.) Click on Events.
d.) Click on the Create New button.
e.) Select the created event. It can be renamed by double-clicking on the name.
f.) (Optional) Select a grain.
g.) (Optional) Select the Priority (Note: 1 is the highest priority and 10 is the lowest priority within Events Scheduling).
h.) Select the year.
i.) Select the month(s).
j.) Select the day(s) of the month, or the day(s) of the week.
k.) Select the playlist(s) to schedule and the time(s) to play the playlist(s).
l.) Once the playlist(s) is scheduled, it will show up in the Selection Properties section on the right. Double-click on it to play the playlist every number of songs or every number of seconds and then click OK.
m.) Click Save & Exit when finished. To create another event, follow steps d.) through m.).
n.) To delete an event, select the event and click on Delete Event.
o.) For multiple Zones, click on the Zone Menu and select the new zone to schedule (Note: if Zones are switched, all programming is automatically saved).
3.6 FADING

Choosing the **Seconds** option from the **Play Selection Every** dropdown will allow control over the way promos **Fade** in and out. In the aforementioned example (Figure 3.23), the regular schedule will fade to 50% volume, as defined by the **Fade Down To** input box, while the promo plays at 100% volume. When the promo finishes, the regular schedule will fade back to 100% volume. The **Fade**, both in and out, will occur within 2 seconds, as defined by the **Fade Down Duration**.

3.7 PRIORITIES

Different priority levels can be set for an **Events Schedule** or a **Promo Events Schedule**. Priority 1 is the highest and 10 is the lowest. When one event overlaps another, the event with the highest priority will cancel out the other event. Events are automatically assigned priority in the order they are created.

3.8 ENABLING SCHEDULES

A schedule must be enabled before it can be played. Once enabled, the schedule will not stop until it is disabled. Only Users with access to the **Zone Settings** will be able to disable a schedule once it is enabled.

a.) Open the **Admin Menu** and click on **Zone Settings**.

b.) Check off the schedules to be enabled and click **OK**.
3.9 ACTIVE SCHEDULE: MANUAL PLAYBACK

Depending on a user’s access rights, songs can be manually played while an Active Schedule is playing. To queue a song, right-click on the song title and choose Play Next. The queued song will play after the current song finishes (Figure 3.17).

<table>
<thead>
<tr>
<th>Track</th>
<th>Title</th>
<th>Artist</th>
<th>Genre</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nate Ruess</td>
<td>Nothing Without Love</td>
<td>Pop</td>
<td>2</td>
<td>Return</td>
</tr>
<tr>
<td>Bebe Rexha</td>
<td>The Way I Are (Dance With Somebody) (Remix)</td>
<td>Pop</td>
<td>3</td>
<td>Medium</td>
</tr>
<tr>
<td>SL橙</td>
<td>Lyrical Ayung (feat. Adam Levine)</td>
<td>Urban</td>
<td>5</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Play Next adds the selected title to the Now Playing playlist. When the schedule has finished playing all the songs in the Now Playing playlist, it will start over from the beginning and remove any manually selected titles.

To play a song immediately, double-click on the selected song or right-click and choose Play Now. The song will be added to the Now Playing playlist and will be removed when the schedule ends and refreshes.
Section 4

USER MANAGEMENT
4.1 OVERVIEW

To manage a user's access to certain settings, click on the Admin Menu and select User Management (Figure 4.1).

Figure 4.1
4.2 USER MANAGEMENT WINDOW

1.) **Users List** - Shows a list of users in the system (Figure 4.2).
2.) **User Access Rights** - Assigns the access rights for a user (Figure 4.2).
3.) **New User** - Add a new user to the Users List (Figure 4.2).
4.) **Delete Selected User** - Remove a user from the Users List (Figure 4.2).
5.) **Store User Changes** - Save changes made to a user (Figure 4.2).
6.) **Show columns in media table** - Assign which columns will be shown to the user (Figure 4.2).
7.) **Allowed Zones** - Choose which Zones a user can manage (Figure 4.2).
8.) **Apply Changes and Close** – Apply any changes made and close the window (Figure 4.2).
4.3 CREATING A NEW USER

Up to 16 unique users can be added to the system, each with their own access rights.

a.) Click on **New User** and enter a name (Figure 4.3).

![Figure 4.3](image)

b.) Select the rights that the user will have by checking the boxes (Figure 4.4).

![Figure 4.4](image)

c.) To restrict certain media from a user, click on the **Media Restriction** box and click on **Define Media Restriction** (Figure 4.4).

d.) Choose a password for the user and enter it in the Password field (Figure 4.4).

e.) Choose the columns that appear in the **Media Results Pane** (Figure 4.4).

f.) Choose the **Zones** the user is allowed to manage (Figure 4.4).

g.) Click on **Apply Changes and Close** or create another user by selecting **Store User Changes** and follow all the steps again.
4.3 DEFINING USER ACCESS RIGHTS

<table>
<thead>
<tr>
<th>User Access Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Manage Local Playlists</td>
</tr>
<tr>
<td>✔ Manage Schedules</td>
</tr>
<tr>
<td>✔ Manage Zone Settings</td>
</tr>
<tr>
<td>✔ Manual Playback while schedule is active</td>
</tr>
<tr>
<td>✔ Manual Playback of Server Playlists Only</td>
</tr>
<tr>
<td>✔ Manual Playback of Local Playlists Only</td>
</tr>
<tr>
<td>✔ Administrative Functions</td>
</tr>
<tr>
<td>✔ System Settings</td>
</tr>
<tr>
<td>✔ System Shut Down</td>
</tr>
<tr>
<td>☐ Media Restriction [Define Media Restriction]</td>
</tr>
<tr>
<td>✔ Mobile Remote Access</td>
</tr>
</tbody>
</table>

In order of appearance (Figure 4.5);

- **Manage Local Playlists** - If enabled, the user is able to make changes to any local playlist.
- **Manage Schedules** - If enabled, the user is able to make changes to any local schedule.
- **Manage Zone Settings** - If enabled, the user is able to make changes to any of the zone settings.
- **Manual Playback While Schedule is Active** - If enabled, the user is able to manually playback title(s) while the schedule is active.
- **Manual Playback of Non-Local Playlists Only** - If enabled, the user is able to play a server created playlist.
- **Manual Playback of Local Playlists Only** - If enabled, the user is able to play a locally created playlist.
- **Administrative Functions** - If enabled, the user will have access to the hidden Administrative Menu and all settings in that menu.
- **System Settings** - If enabled, the user will have access to the User Management and Global Settings Menus and all settings in those menus.
- **System Shut Down** - If enabled, the user will be able to shut down the system.
- **Media Restriction** – If enabled, allows the user to restrict media for certain users.
- **Mobile Remote Access** – If enabled, allows the user to login using IOS or Android Remote control application.
4.4 DEFINING MEDIA RESTRICTIONS FOR USERS

Defining Media Restrictions will exclude certain media from users. To restrict media from a specific user, follow these steps:

a.) Click on Define Media Restrictions.
b.) A window similar to the Auto Playlist window will open. Click on the button to create a blank rule.
c.) Configure the rule by clicking on it and selecting the criteria (Figure 4.6).
d.) Click on the Show Results button. The media shown will be the media restricted from that user.
e.) Click on Save & Exit.

Check Media Restriction (Figure 4.7) and click Apply Changes and Close.
4.5 AUTO LOGIN

When enabled, the selected user will be logged in automatically. If this box is not checked, the system will ask for the login credentials each time the program starts up.

a.) Select the user for **Auto Login** (Figure 4.8).

b.) Place a check in the **Auto Login** box (Figure 4.8).

c.) Click on **Apply Changes and Close** (Figure 4.8).

d.) Re-enter the password for the user and click **OK**.
Section 5

SETTINGS
5.1 GLOBAL SETTINGS

Global Settings contain information about the license and allow modifications to the system. To access Global Settings, click on the Admin Menu and select Global Settings (Figure 5.1).

Figure 5.1
5.2 GLOBAL SETTINGS WINDOW

Figure 5.2

1) **Station Name** - The customer’s station name (Figure 5.2).
2) **License Status** - Displays the license expiration date (Figure 5.2).
3) **License Extension Code** - Enter a code to manually extend the license. This code is provided by RX Music (Figure 5.2).
4) **Clear Manual MSS on Stop** – If enabled when the stop button is pressed, playback will be halted permanently until playback is resume (default is disabled) all schedules and/or manually selected playback will resume at midnight if the stop button has been pressed and playback was not manually resumed (Figure 5.2).
5) **Auto Shuffle Media** - Automatically shuffles media in the playlists (Note: Order Rules take precedence over this setting) (Figure 5.2).
6) **Military Style Hour Format** - Changes the time format to military style (Figure 5.2).
7) **Lock Main Application Window** - Locks the application window in a desired location (Figure 5.2).
8) **Keep track of next 3 songs** - When initialized, this keeps a record of the 3 most recently played songs (Figure 5.2) (For use in conjunction with RX Music’s Cover Art application).
9) **Use Virtual Keyboard** - When initialized, MUSICbox’s virtual keyboard will be operational (Figure 5.2).
10) **Last Media Update** - The date when the system media was last updated (Figure 5.2).
11) **Restart on Update** - Specifies the date and time MUSICbox will restart after a software update (Figure 5.2).
12) **IP**: The current local IP address of the MUSICBox client (Figure 5.2).
13) **Refresh buttons** - When initialized, these buttons will prompt a refresh of playlists currently used in a schedule (Figure 5.2).
14) **GUI Style** - Select between the available Graphical User Interfaces (Figure 5.2).
15) **Total/Free Space** - The total space on the media storage drive and remaining space for new media (Figure 5.2).
5.3 ZONE SETTINGS

ZONE SETTINGS allow the user to enable or disable a schedule and access FADE settings (Figure 5.4). To access ZONE SETTINGS, select Zone Settings from the ADMIN MENU (Figure 5.3).

1) **ENABLE MAIN SCHEDULE** - When enabled, playback will follow the assigned MAIN SCHEDULE (Figure 5.4).
2) **ENABLE PROMO SCHEDULE** - When enabled, playback will follow the assigned PROMO SCHEDULE (Figure 5.4).
3) **KEEP ASPECT RATIO** - When enabled, videos will retain their aspect ratio. If disabled, videos will fill to full screen (Figure 5.4).
4) **ENABLE VOLUME SCHEDULE** - When enabled, playback will follow the assigned VOLUME SCHEDULE (Figure 5.4).
5) **RESET SCHEDULED PLAYLISTS** – When a playlist is started by a schedule it will reshuffle and start playing from the first track of the shuffled set, if disabled (default) playback will resume from the last track played on the scheduled playlist (Figure 5.4).
6) **CROSS FADING SETTINGS** - Controls the Fade of tracks into each other (Figure 5.4).
   i. **FADE IN DURATION** - Sets the amount of time (in seconds) it takes for the new title to reach full volume.
   ii. **FADE OUT DURATION** - Sets the amount of time (in seconds) it takes for a song to fade out.
Section 6

UPDATING THE LIBRARY
6.1 UPDATE FROM CD

a.) Insert Update CD into the CD Tray and close the CD Tray.
b.) CD Update will begin automatically.
c.) A screen will appear showing all the files being imported into MUSICbox.
d.) After all the files are imported, the screen will return to the MUSICbox interface.
e.) MUSICbox can be used while an update is occurring in the background
6.2 ONLINE MUSIC CATALOGUE

To add titles to MUSICbox through the Online Music Catalogue;

a.) Open an internet browser.
b.) Navigate to https://web.pcmedia.ca/OMC/Account/Register.aspx
c.) Enter the Username and Password credentials that were provided by RX Music and click LOG IN (Figure 6.1).

d.) In the Search Box, input an ARTIST NAME, SONG TITLE, ALBUM NAME or RECORD LABEL NAME, then click Go. This will search through RX Music’s extensive music and video selections and display the results below (Figure 6.2).

e.) Sort the fields by ARTIST, SONG TITLE, ALBUM or YEAR by clicking on the appropriate heading.
f.) Check the add box to the left of the title information to add the media to the Cart (Figure 6.4).

Hint: The player automatically connects and downloads new media at scheduled times. To manually download the new media, click on Connect to PCM in the Admin Menu.
6.3 DOWNLOADED MEDIA

When the **Online Music Catalogue** is used to download new media it will be added to a playlist called **Downloaded Media**. Access this **Playlist** by clicking on the Playlist tab in the **Media Navigator** (Figure 6.4).

![Figure 6.4](image)

The player checks for new media to download every 24 hours. If a song has been added to the **Downloaded Media** playlist or if RX Music has made changes to its playlists, new media will be downloaded at that time. Manually download new media anytime by clicking on **Connect to PCMUSIC** in the **Admin Menu** (Figure 6.5).

![Figure 6.5](image)

Downloading Media will not interrupt the schedule(s) or any song currently playing. All downloading happens in the background and gets added to MUSICbox automatically. To view recently downloaded media, select the **Downloaded Media** Playlist and its contents will be displayed in the **Media Results Pane**, with new media added to the bottom of the list.

**Note**: Downloading times may vary, depending on how much content is being downloaded and internet connection speed.
Section 7

MYSHOW
7.1 CREATING A MYSHOW SCHEDULE

MYshow displays images or videos on a secondary screen while audio content is being played in the same zone.

a.) Add Images to the Images folder: \START\PROGRAMS\IMAGES
   i. This is the default folder set in MYshow and can be changed in the IMAGE PRESENTATION PARAMETERS.

b.) Click Admin and then MYshow Schedule (Figure 7.1).

c.) Select IMAGES from the list of PLAYLISTS (Figure 7.2).

d.) Schedule the playlist by dragging or clicking on the desired time and day.

e.) To adjust an image’s duration on the secondary screen, DOUBLE-CLICK on the IMAGES playlist and change the value of “Delay (seconds)” (Figure 7.3).

f.) Click OK.

g.) Click SAVE AND EXIT to activate the MYshow schedule.
### 7.2 ACCESSING IMAGES FROM A WEB SERVER

In addition to accessing images in a local folder, MYshow can also access images stored in an external Web Server.

MUSICbox will connect to the Web Server to download images locally, while continually checking the server for updates. Web image folders must be configured with the Directory Browse option Enabled.

**Optimal Image Specifications**

**MODE:** RGB (CMYK is not supported)

**BIT DEPTH:** 24 bit

**FORMAT:** JPEG

**RESOLUTION:** 1024 x 768

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a.) Open MYshow and double-click on the **IMAGE PRESENTATION** playlist.

b.) Fill in the following information

   I. **PATH:** Name of the Image Folder on the Web Server.

   II. **WEB SERVER:** Web Server address.

   III. **USER NAME:** User name to access the Web Server when authentication is required.

   IV. **PASSWORD:** Password used to access the Web Server when authentication is required.

c.) Click **OK**.

d.) Click **SAVE AND EXIT**.
7.3 DISPLAYING VIDEOS IN MYSHOW

Creating a MYshow Video schedule will display video content on a secondary screen while audio playback is active. If the video file includes an audio track, MYshow will not play it to avoid conflict. Follow the steps below to create a MYshow Video schedule.

a.) Create a video playlist.
b.) Add video content and ensure only video files are added.
c.) Click **ADMIN** and select **MYSHOW SCHEDULE**.
d.) Schedule the playlist by dragging or clicking on the desired time and day (Figure 7.4).

e.) Click **OK**.
f.) Click **SAVE AND EXIT**.
Section 8

ADDENDUM
8.1 USER RATINGS AND DATE ADDED
MEDIA COLUMNS

There are two columns that can be displayed in the media table – User Rating and Date Added. Enable these columns from the User Management menu.

a.) Click the Admin button and select User Management.
b.) Select the user from the User List.
c.) Select Date Added and/or User Rating checkboxes in Show Columns in Media Table menu (Figure 8.1).

d.) Click Apply Changes and Close button to save the changes.

Figure 8.1
8.2 AUTO-PLAYLIST USER RATING RULE

With USER RATINGS, rate each track with a 1-5 star rating. To rate a track, simply click on the desired number of stars.

To build an auto-playlist on based on saved USER RATINGS;

a.) Create a new AUTO PLAYLIST or edit an existing AUTO PLAYLIST by double-clicking on it.
b.) Click on the CLICK HERE TO CONFIGURE button.
c.) Select USER RATING from the drop down menu in the CONFIGURE RULE form (Figure 8.2).

d.) Select the application rule condition and the desired values for this playlist (Figure 8.3).

e.) Click OK.
f.) Click SAVE AND EXIT.
8.3 AUTO-PLAYLIST DATE ADDED RULE

MUSICbox keeps track of every song downloaded onto the system. To enable the DATE ADDED column, select DATE ADDED in SHOW COLUMNS IN MEDIA TABLE menu.

To build an AUTO PLAYLIST with a DATE ADDED rule, simply;

a.) Create a new AUTO PLAYLIST or edit an existing AUTO PLAYLIST by double-clicking on it.
b.) Click on the CLICK HERE TO CONFIGURE button.
c.) Select DATE ADDED from the drop down menu in the CONFIGURE RULE form (Figure 8.4).

d.) Select the application rule condition and the desired values for this playlist (Figure 8.5).

e.) Click OK.
f.) Click SAVE AND EXIT to save the changes.
8.4 SMART PLAYBACK

The MUSICbox player will keep a record of the last 10 songs played to ensure these songs do not appear at the top of the re-shuffle list. **SMART PLAYBACK** will only work on lists that do not already have an ordering rule attached.

8.5 LOCAL VOLUME ADJUSTMENTS

**LOCAL VOLUME ADJUSTMENTS** The MUSICbox intelligently adjusts volume based on EBU R128 standards to a target of -21 (db), this limits fluctuation of volume between tracks, the **DEFAULT VOLUME ADJUSTMENT (DB)** is set by the RX Music Support and is applied system wide raising or lower the target volume of all tracks. The **ADDITIONAL VOLUME ADJUSTMENT** is unique to each song in the database. Each time the adjusted track is played, it will be played at the modified volume level. To make a **LOCAL VOLUME ADJUSTMENT**;

a.) Right-click on a track
b.) Select **TRACK INFORMATION** from the context menu (**Figure 8.4**).

c.) Set the desired volume level from the **VOLUME ADJUSTMENT** within a limit of +/- 5(db) (**Figure 8.7**).

d.) Click **OK**.
8.6 IN AND OUT MARKERS

Use Custom In and Out markers for each track to achieve the perfect CROSS FADE for each track. RX Music has already pre-calculated the optimal IN and OUT points for each track, however they can be adjusted manually. The IN parameter will instruct the player to fade a track in at a certain point. Alternatively, the OUT parameter will CROSS FADE the track at the end, defined by the desired amount of seconds.

a.) Right-click the track to be adjusted.
   b.) Select TRACK INFORMATION from the context menu.
   c.) Enter the desired values in the IN MARKER and/or OUT MARKER boxes (Figure 8.8).
   d.) Click OK.

8.7 HIDING TITLES

Titles in the database can be removed and restored. This function will ensure unwanted tracks are excluded from a local media set and will also free up space on the hard drive. To hide titles;

a.) RIGHT-CCLICK on a title.
   b.) Select HIDE TITLES from the context menu (Figure 8.9).
8.8 RESTORING TITLES

a.) Click the **ADMIN** button and select **HIDDEN TITLES** (Figure 8.10).

![Figure 8.10](image)

b.) Select a song to restore and click the **RESTORE** button (Figure 8.11).

![Figure 8.11](image)

c.) Connect to PCMusic
d.) A media update must be run to restore hidden tracks. If the track was deleted from the hard drive, it will be download again during this update.

8.9 PLAYBACK SHORTCUT KEYS

The following keyboard shortcuts can be used to control playback:

- CTRL + Right Arrow – Jump 20% forward.
- CTRL + Left Arrow – Jump 20% backward.
- CTRL + Arrow Up – Switch to the previous song in the list.
- CTRL + Arrow Down – Switch to the next song in the list.
8.10 ADD TO PLAYBACK QUEUE

The **ADD TO PLAYBACK QUEUE** function adds the content of the selected list to the **PLAYBACK QUEUE**. It can be used to queue the contents of an entire playlist as well as the contents of a tag (**ARTIST**, **GENRE**, etc.)

a.) Right click on **PLAYLIST**, **ARTIST**, or **GENRE**.

b.) Select **ADD TO PLAYBACK QUEUE** (Figure 8.12).

![Figure 8.12](image-url)
8.11 WEB PROXY SUPPORT

WEB PROXY SUPPORT allows proxy information to be input if the network traffic is managed through a web proxy.

a.) Hold CTRL and click on the ADMIN button.
b.) Select CONNECTION SETTINGS.
c.) The MUSIC STATION CONNECTION SETTINGS dialog box will open up (Figure 8.13).

Figure 8. 13

![Music Station Connection Settings dialog box]

d.) Check the USE PROXY checkbox.
e.) Enter the proxy server ADDRESS and PORT number.
f.) Enter the USER and PASSWORD.
g.) Enter the DOMAIN NAME, if required.
h.) Click OK.
8.12 VOLUME SCHEDULE

A VOLUME SCHEDULE allows for the volume level of a particular zone, at a particular time of day to be automated.

a.) Click on the ZONE MENU.
b.) Select the desired ZONE for scheduling.
c.) Click on the Admin Menu and select VOLUME SCHEDULE.
d.) Select the volume percentage of the schedule (Figure 8.14).

Figure 8. 14

![Figure 8.14](image)

e.) Left-click in the frames to select the desired times for the specified volume (Figure 8.15).

Figure 8. 15

![Figure 8.15](image)

f.) Repeat steps d.) and e.) to create the volume schedule as needed.
g.) Click APPLY to save changes.
h.) When finished, click SAVE & EXIT.
8.13 ENABLING VOLUME SCHEDULE

a.) Click on the **Admin Menu**.
b.) Select **Zone Settings** from the dropdown menu.
c.) Enable the Volume Schedule by clicking in the box beside **Enable Volume Schedule** (Figure 8.16).

d.) Click **OK**.

Figure 8.16
8.14 AUTOMATION

MUSICbox can be connected to independent control systems via an RS-232. The actions available with this feature can be customized to suit any need, but please ensure to consult a RX Music sales representative. To access these features;

- a.) Hold CTRL on the keyboard while clicking on the ADMIN MENU.
- b.) Select AUTOMATION.
- c.) Enter the COM PORT parameters as needed by your control system (Figure 8.17).

![Figure 8.17](image)

- d.) Select one of the ACTIONS listed.
- e.) Click Assign.
- f.) Enter the SERIAL COMMAND string in the dialog box.
- g.) Select the applicable ZONE(S) number.
- h.) Click OK.
- i.) Test the command by clicking the SEND SELECTED button.
- j.) Click OK.