



Westwood One

MAX Receiver - Scheduler User Guide

Public Release Version 1.1 - JS



Welcome to the MAX Receiver Scheduling GUI. The following guide will help you through the basics of creating, editing and removing scheduled events that will change channels and/or fire relays on your MAX receiver.

General Information

The MAX Receiver Scheduler is a web page that you access via your default web browser. It uses the web standard port 80 so it can be accessed from anywhere that has internet access.

Before you access the Scheduler web page, be sure to find out your receiver's serial number. This is used to log in to the MAX Receiver Scheduling GUI.

The information for your receiver is stored at our head end in New York and transmitted via satellite to your receiver. This enables us to help troubleshoot any issues you may have with scheduling your receiver.

Currently, all times listed are in EASTERN Time. Your receiver is configured to be in the Eastern Time zone and needs to REMAIN in Eastern Time!! So, keep in mind when you create a scheduled event to create it in EASTERN Time. Your receiver's time is synced with our head end so there should never be a problem with event timing.

Initial Setup

In order to gain access to the MAX Receiver Scheduler you need to call the Westwood One Radio Network Helpdesk at 800-877-0007.

BEFORE you call the helpdesk make sure you have your receivers' serial number on hand. If you have multiple receivers you need the serial number for each receiver you want to schedule using the MAX Receiver Scheduler.

The Helpdesk will ask you for your serial number and assign you a password based on that serial number. It is HIGHLY recommended that you change your password after first logging in. Instructions on how to do that is included later in this manual.

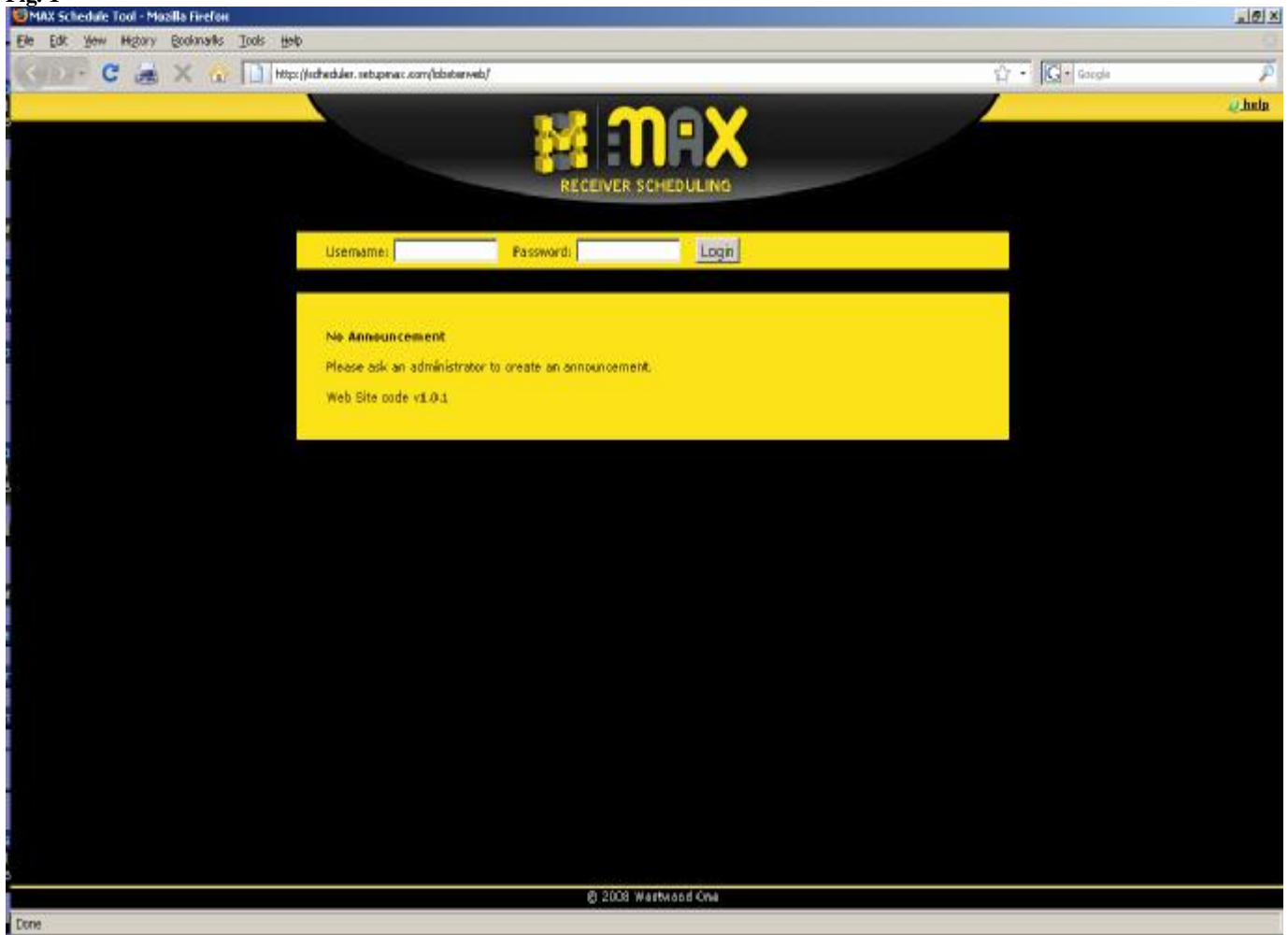
Accessing the Scheduling GUI

To access Receiver Scheduler, type the following in to your default web browser

<http://scheduler.setupmax.com>

A page should come up that looks similar to *Fig. 1* below.

Fig. 1



Log in using the username (serial number) and password that the helpdesk assigned to you. If you have changed the default password, use that password.

Scheduling an Event

When you successfully log in you will see *Fig. 2*. Audio Player 1 will be selected and you will see any scheduled items for that audio player. If there aren't any scheduled items you will not see the table. You can click on any of the tabs for any of the 4 audio players to see what is scheduled for that particular audio player.

Fig. 2

MAX Schedule Tool - Mozilla Firefox
 http://scheduler.setupmax.com/lobsterweb/Default.aspx

stabilities | Logout | help

Total: 13 Events

MAX RECEIVER SCHEDULING

Audio Player 1 | Audio Player 2 | Audio Player 3 | Audio Player 4

Trigger	Description	Starts	Expires	Repeats	Recurring	Relay	Action
20217	tom's test	10/16/2008 15:00:00	04/06/2011 01:00:00		MTWTF--		set chan: 11
20046		09/12/2008 16:00:00	09/12/2009 16:00:00				set chan: 9
20045		09/12/2008 15:15:00	09/12/2009 16:00:00				set chan: 9
20101	Repeat test	09/23/2008 15:00:00	09/23/2009 16:00:00	00:05:00 (3 times)	MTWTFSS		set chan: 7
20043		09/11/2008 16:46:00	09/11/2009 17:00:00				set chan: 67

1

new event | calendar

all times ET | © 2008 Westwood One | 07110215

Done

To create a new event, click on the audio player tab you want to create the event for then click on the “new event” link to the right of the audio player tabs. This will bring you to *Fig. 3*.

Fig. 3



1) Enter a “Description” (if you choose).

- This will identify this particular event in the Receiver Scheduler GUI and in your receiver’s Web GUI under “Audio -> Triggers”

2) Choose an “Effective” time and date.

- This is the first or only time and date the event will occur. You can NOT schedule an event to start at a past time and date. ****Keep in mind**** the time and date you set here will be the **FIRST** time the event occurs. If you set the effective date for a Monday but want it to recur on a Saturday then make sure to make you effective date a Saturday otherwise it will first occur on that Monday.

3) Choose an “Expire” time and date.

- This is the last time and date the event will occur. If you only want the event to occur once, the “Effective” and “Expire” time and date should be the same.

4) Select “No Relay” or a specific relay.

- If you want to just fire a relay at the “Effective” time, select “Relay Only” in the next column.
- To fire a relay at the same time as switching a channel, select “Change Channel” in the next column.

5) If you selected “Change Channel” select a channel to change TO in the drop down labeled “Select Channel”.

- 6) To have the event repeat, check the box labeled “Repeating” and change the interval value.
- To have an event repeat every hour (for instance a Top of Hour Relay to sync your clocks) the interval should be 01:00:00. Change the “Count” to have it repeat a set amount of times (for instance, every hour for 5 the next 5 hours) or check the “Recurring” box and check the days of the week you want this event to occur on.
- 7) When you are done, click “Add” on the bottom and it will bring you back to the main page (Fig. 2) or click “Add More” to add another event.

You can always click “Cancel” to exit out of the event creation page.

Deleting an Event

To delete an event, on the front page (Fig. 2), click the audio player the event is set for, double-click the event that you want to delete. This will bring up the event page (Fig. 3) and on the bottom, click “Delete”

Utilities

On the front page (Fig. 2) you can click on the upper left link, “Utilities”. This will bring up Fig. 4. Here you can change your login password and access reports to show you what audio player did which event at which time. This is a helpful troubleshooting tool but keep in mind it only reports what events Receiver Scheduler has transmitted to your receiver and NOT an active log for your MAX receiver.

Fig. 4



Frequently Asked Questions

Q: I created an event and it didn't work. What's up?

A: If you just created an event it should transmit to your receiver within minutes but it can take up to an hour depending on available bandwidth and amount of users in the system. You can check to see if the scheduled event is on receiver by going to your receivers' web GUI and go to "Audio -> Trigger List". The scheduled events are labeled as "Timed Playlist".

Q: What happens if there are two events scheduled to trigger at the same time?

A: Technically both will trigger in the order that the events are created. So if you first create an event to change audio player 1 to ch, 36 and create another event to change audio player 1 to ch. 7, both events to occur at 1pm, it will first change to 36 then right away change to 7. Overall, you'll wind up on channel 7. So try to make sure not to have two events scheduled at the same time on the same audio player

Q: I lost/forgot my password, what do I do?

A: Call the Westwood Affiliate Helpdesk at 800-877-0007. They can reset your password.

Q: I don't see any time zone information. Is it all local time?

A: No. Currently ALL times are in EASTERN time. Please adjust your schedules accordingly.

Q: How many users can be logged in using the same serial number?

A: A serial number (Username) can only be logged in ONCE.

Q: Can I schedule a recording on my MAX receiver.

A: No, you can not currently record a show using your MAX Receiver. This function may be possible with a future release.