

How To Use Instant Carts

Instant Carts is a feature on Myriad that each presenter can use to save their personal favourite jingles or music tracks on. This allows a quick an easy access shortcut to these carts without having to search for them on the Myriad audio wall each time you want to use them.

If the Instant Carts feature is not showing on Myriad for you, to set it up click on 'View' at the top of the Myriad screen and make sure 'Display Instant Carts' is ticked. (Note: You can only do this after you have logged into Myriad)

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	Live Read Scripts	
	Show Schedule	
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How to add your favourite carts to Instant Carts and play them

- 1) Find the cart you want to save on the Myriad audio wall
- 2) Left click on the chosen cart and then drag it into an empty instant cart of your choice
- 3) To play an instant cart you can either drag the cart from your instant cart set into a playout channel or you can just hover the mouse over the desired cart and then left-click on the cart for Myriad to instantly play it

How to delete an Instant Cart

1) Click on the number of the instant cart you want to delete. The number is in the top right-hand corner of the Instant Cart



2) A pop-up box will ask if you are sure you want to delete the Instant Cart. Click yes and the cart will be removed from your set.

Are you sure you want to remove	this Instant Cart fr	om this Set?
	Yes	No