



### **Stopping the Myriad Logs correctly before your show**

- 1) Log in to Myriad (by putting log-in stick into mixer desk)
- 2) About a minute before the news stop the Myriad logs  
To do this, go to the Myriad “log” tab, to the left of the screen. Click on the Green Stop button on the top left hand corner of the logs. (See below)



Once you have clicked on this button it will turn red. The logs have now been successfully deactivated. (Note: whatever cart is playing whilst you deactivate the logs will continue playing until it ends or you stop it)

- 3) Place the news jingle into an available Myriad cart.
- 4) At the correct time, fade out whatever may still be playing on a cart and start the News jingle at 10 seconds to the hour.
- 5) Lift the News fader on the hour and the news will broadcast

### **Starting the Myriad Logs correctly after your show**

- 1) During the News, after your show, go to the Myriad “log” tab
- 2) Make sure you find the correct place on the logs to start from. This will be the Time and Date NOW. (Hint: each Myriad Log hour has a header with the time and date for broadcast)
- 3) Click on the first item in the hour you are about to start. This will be highlighted when you click on it. (Hint: every hour starts with a show promo. If the hour starts with anything other than a show promo you are starting the logs in the wrong place)
- 4) After highlighting where you want the logs to start click the Red Start Button on the top left hand corner of the logs. (See below)



The log item you highlighted will automatically be cued into a cart for you and the icon (above) will turn green. When the news finishes start the cart that has been cued for you. The logs have now been successfully activated and you are free to press the (blue) sustaining service button and log out from Myriad (by removing your log-in stick from the mixer).