



Stopping the Myriad Logs correctly before your show

- 1) Log in to Myriad (See separate help-sheet for instructions)
- 2) About a minute before the news stop the Myriad logs.
There are several ways to do this but by far the easiest is to simply press the green button underneath the music icon (Shown below). This icon can be found above the music logs that will be playing.



Once you have clicked on this button it will turn red.



The logs have now been successfully deactivated. (Note: whatever cart is playing when 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

Scroll down for instruction on handing back to the logs

Starting the Myriad Logs correctly after your show

- 1) During the News, after your show, go to the Myriad logs
- 2) Make sure you find the correct place. It is absolutely imperative you hand back to the correct place on the music logs, otherwise pre-recorded shows scheduled for playout could actually be broadcast at the wrong time.

08:58:44	🎵	Heat Waves Glass Animals	(:17) 3:43F	🟢
09:02:26	🎵	Rock D J Robbie Williams	(:09) 4:03F	🟢
09:00:00		09:00, Sat 18 Sep 2021 A/fade AppleFM Day	1:04:25	
09:00:00	🎧	Promo- Slip Into Sunday Jacqui Budd	0:34	🟢
09:00:33	£	PSA- Couch To 5K	0:30E	🟢
09:01:03	£	Advert- Somerset Jobs	0:28E	🟢
09:01:30	£	Advert- Easy Store South West	0:38E	🟢
09:02:08	🎧	Slogan, 97.3 Apple FM Ident	0:09E	🟢
09:02:17	🎵	Leave Before You Love Me Marshmello and Jonas Brothers	(:06) 2:33E	🟢

Note: Every hour on the logs begins with a information bar which gives the date and time in is intended to playout on (highlighted in blue on the above image). Make sure the date and time matches the date and time NOW. If it doesn't match, you have made a mistake.

- 3) When you are happy you have selected the correct log hour and date, 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 you come out of the news 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. Don't forget to log out from Myriad (see separate help-sheet for this).