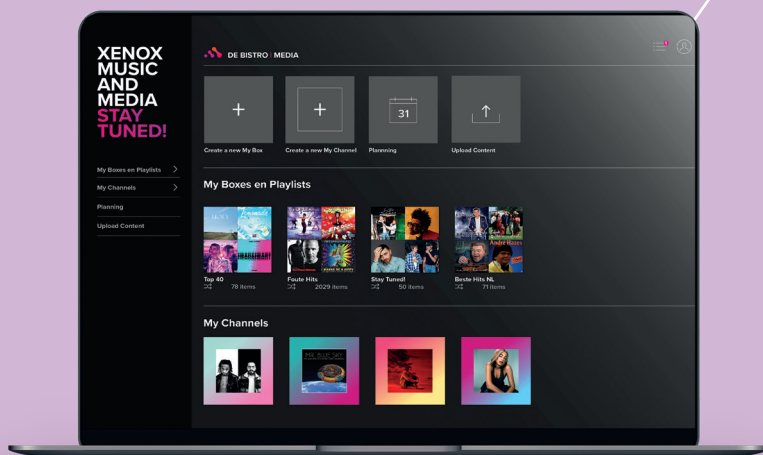


ONLINE PLATFORM

XENOX MANAGEMENT SYSTEM

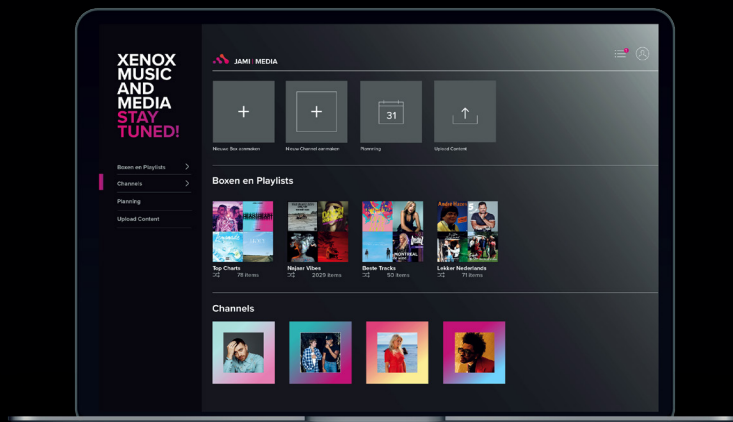
X-Radio | Schedule



CONTENT

COLLECT | CREATE | PLAN | ENJOY!

- | | | |
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COLLECT CREATE PLAN ENJOY!



Xenox provides you (depending on your subscription) with an online platform for all your systems, called Xenox Management System (XMS).

Through the XMS platform, you have access to the music database curated by our DJs.

SELF-MANAGED CONTENT

Listen to tracks from the Xenox database. Upload your own commercials and create personalized playlists. Sharing playlists with other branches is also possible. With the scheduling

module, you can create a content schedule for your business. This allows you to precisely create the right musical atmosphere in the morning, evening, or during special occasions. Files and settings are securely stored in XMS and accessible from any computer with an internet connection.

GETTING STARTED

This guide shows you how to get started with XMS. If you have any questions after reading the guide, feel free to contact Xenox. Our helpdesk is ready to assist you.

+ 31 (0)345 57 21 22 helpdesk@xenox.nl

Monday to Wednesday: 8:30 AM - 5:30 PM

Thursday: 8:30 AM - 10:00 PM | **Friday:** 8:30 AM - 12:00 AM

Saturday: 9:00 AM - 12:00 AM | **Sunday:** 9:00 AM - 7:00 PM

1

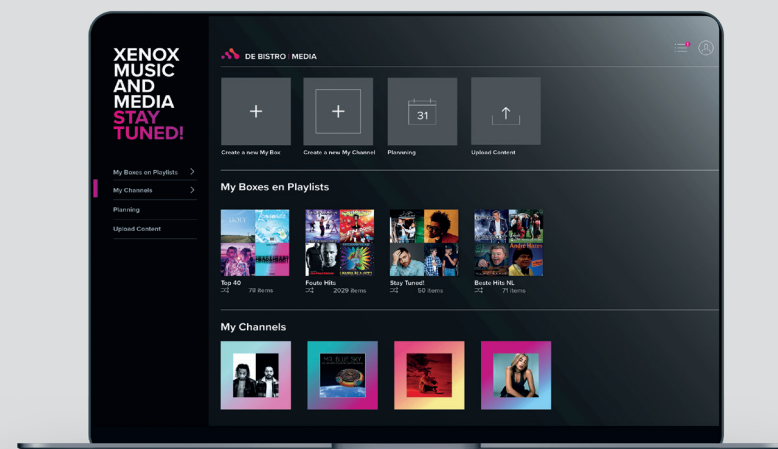
WHAT IS XMS?

The Xenox Management System

www.xenox.nl

Content management through an online platform

With the Xenox Management System, you can easily manage the audio(visual) content of your music system. XMS is accessible from any computer or mobile device with internet access.



XMS | Homepage

WITH XMS, YOU CAN

View and (pre)listen to audio content from the Xenox database.

Create your own playlists to compile your favorite audio content.

Share personalized playlists with all your store locations.

Upload audio and expand your catalog with personalized advertisements and commercials.

Schedule the display of commercial and audio content accurately for each playback zone and store location.

2

LOG IN

www.xenox.nl

Log in through a web browser

To access Xenox's content management system, use the internet browser on your personal device (desktop, notebook, laptop, tablet) to visit the online Xenox portal.

VISIT:

<http://xms.xenox.nl>

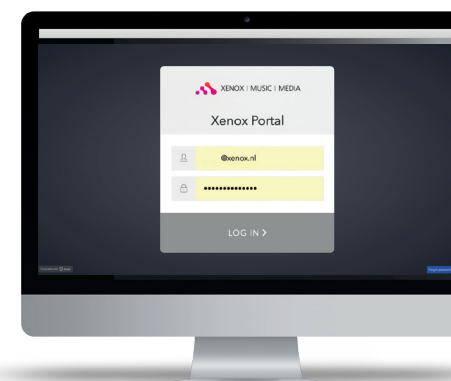
Naturally, XMS is accessible on both Windows PCs and MacOS. Please be aware that for optimal performance, we recommend using the Firefox or Google Chrome browsers.

BROWSERS WE RECOMMEND	XMS IS ALSO SUPPORTED BY
Google Chrome: 	Safari: 
Mozilla Firefox: 	Microsoft Edge: 

LOGIN WINDOW

After pressing '**Enter**,' the login window will appear on your screen. Enter the personal login

details provided by Xenox in this window, then click on **LOG IN**.



XMS | Login

// PLEASE NOTE

If you are already using the Xenox Remote App, we recommend using the same login credentials for XMS. The (optional) email address registered for the remote app can be found under the '**Remote**' tab on your Xenox Music Computer ■

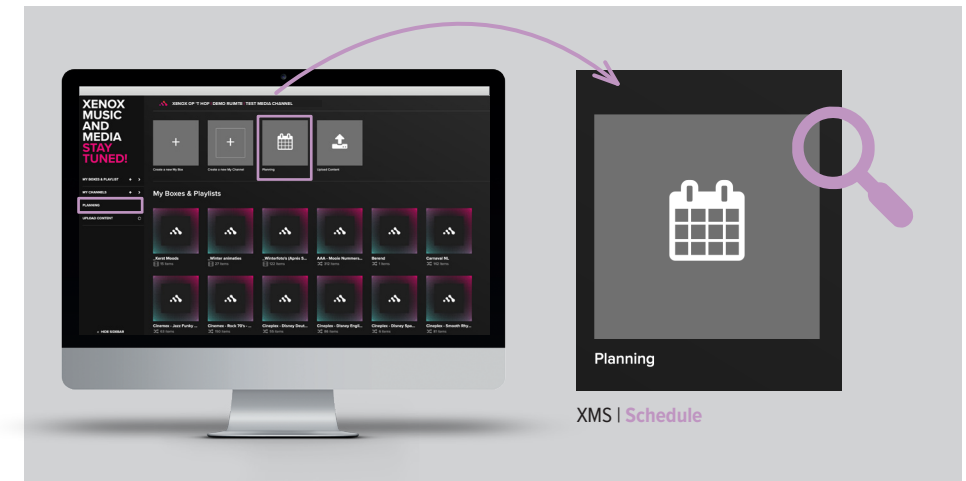
3

SCHEDULE

Gain complete control over the music by utilizing the scheduling module in XMS.

Creating a schedule

You can create a content schedule for your business, covering all moments of a day. Drag channels or boxes onto the calendar to create the right musical atmosphere in the morning, evening, or, for example, during holidays, down to the minute.



CONTENT PLANNING

To create a music schedule for specific days or times, you can use the calendar on your music system or the planning module within XMS.

This chapter provides a step-by-step explanation of how to use the online planning module within XMS to schedule your audio(visual) content playback in advance. In this guide, we have chosen to create a schedule for an Audio Room. The process for designing a content schedule for the Media Room is the same as for the Audio Room. Planning content via XMS is always specific to each music computer.

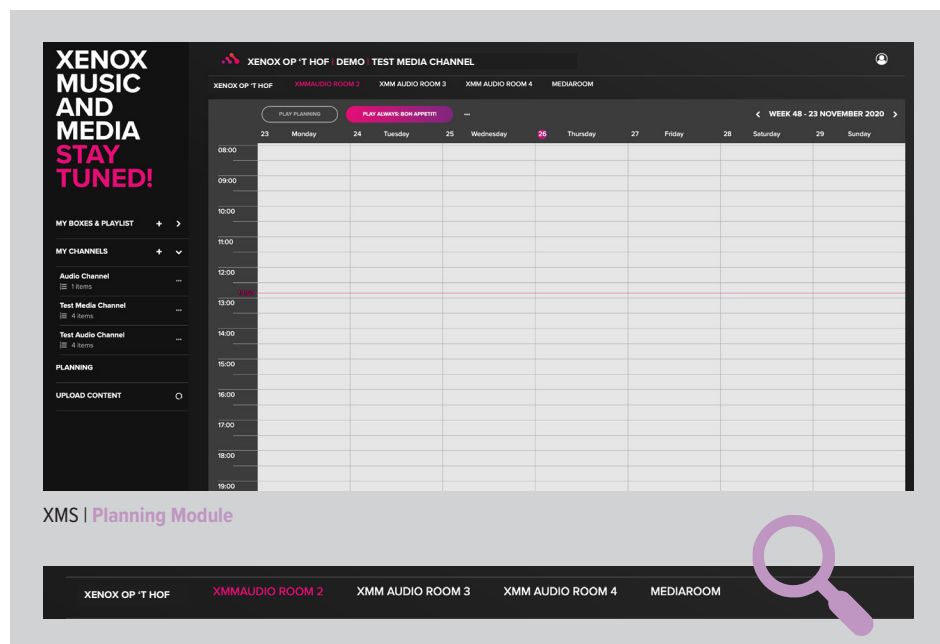
First, navigate to the relevant system for which you want to create the audio/video schedule. You can do this by using the device button on the XMS homepage.

CHOOSING MUSIC OR MEDIA SYSTEM

After clicking on the button for the respective device, you will enter the online environment of the music system.

PLANNING BUTTON

Click on the 'Planning' button in the navigation bar or at the top of your screen. The digital planning module will automatically open in a new window.



CONTENT PLANNING AUDIO- MEDIA ROOM

Scheduling audio(visual) content is always done per Audio-Media Room. Depending on the system and the number of audio zones, one to four Audio Rooms and optionally a Media Room are displayed in the planning module. The room whose schedule is visible is default colored pink in the navigation bar.

// TIP

If you want to control more rooms than currently available on your music system, you can always contact our helpdesk. We are happy to assist you in activating or expanding the multiroom functionality.

SCHEDULING CONTENT DISPLAY

First, click on the relevant room for which you want to create a schedule. The selected room

will be highlighted in pink in the navigation bar.

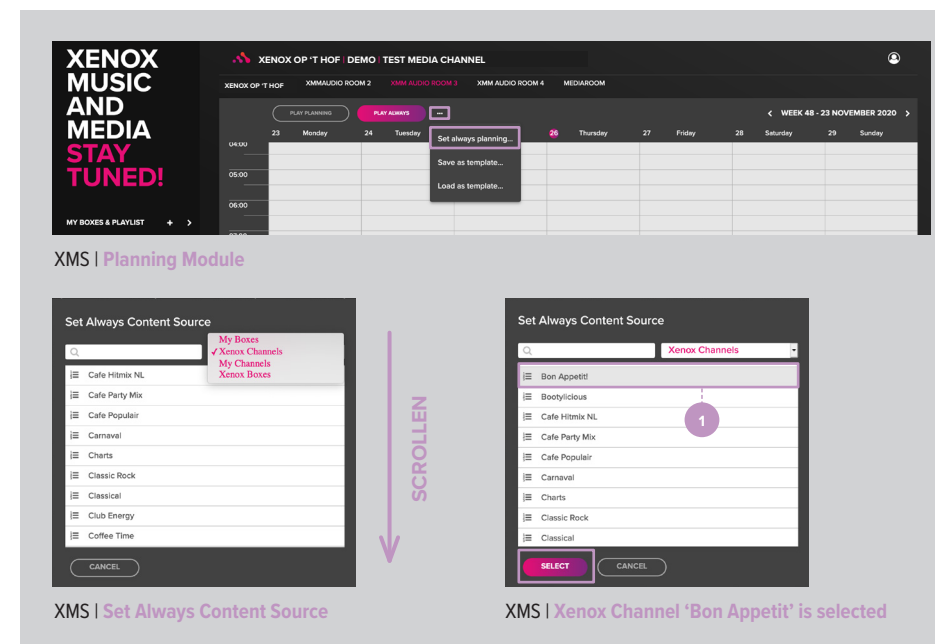
Above the days Monday and Tuesday, you'll find two buttons: **Play Planning** and **Play Always**. Select the desired option by clicking on it.

PLAY ALWAYS

Select the **'Play Always'** button if you want, upon turning on your music system – regardless of the day or time you activate your system – for it to automatically play the same specific playlist (a My Box, a My Channel, a Xenox Box, or a Xenox Channel).



XMS | Play Always



PLAY PLANNING

Select the **'Play Planning'** button if you want to create an advanced content schedule for your audio/video playback per day of the week or for specific days and times.

SET UP PLAY ALWAYS

To set which specific playlist should be played at the start of your system, click on the three dots (**...**) next to the **'Play Always'** button at the top of the screen. Then, select the option **'Set always planning...'**.

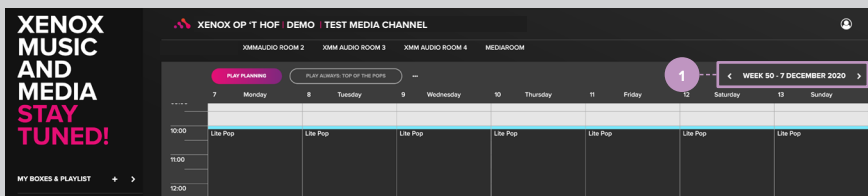
A pop-up window called **'Set Always Content Source'** will appear, where you can specify whether a My Box, a My Channel, a Xenox Box, or a Xenox Channel should be played at the start of your system.

Next, select the Box or Channel by clicking on it. The line you selected will highlight in gray. Confirm by clicking the **SELECT** button.

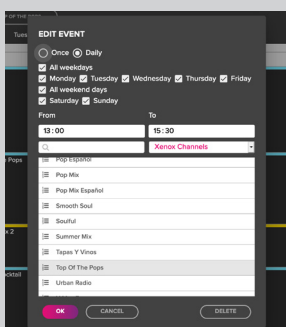
After your choice is confirmed, your **'Play Always Button'** will display which list will be played by default when starting your music system. In the example above, it is the Xenox Channel **'Bon Appetit!'** (1).

PLAY PLANNING

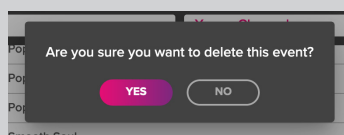
After activating **'Play Planning'**, use the arrow keys at the top right of the screen **< > (1)** to select for which week you want to create an audio/video schedule. Once you have selected the correct week, you can shape the schedule according to your preferences. Click on the **day** and **time** for which you want to schedule content.



XMS | Play Planning



XMS | Set day and time



XMS | Set day and time

A pop-up window named **'Create Event'** will appear on the screen, displaying various tools for adjusting your schedule. The functionalities of these tools will be explained step by step.

DELETE A (PART OF THE) SCHEDULE

When you have scheduled a Box or a Channel, the name of the Box or Channel will appear on the chosen day and time in the schedule. If you want to remove a scheduled item from the schedule, you can click on it. A pop-up window called **'Edit Event'** will automatically appear on your screen. You can now remove the scheduled item from the schedule by using the Delete button at the bottom right of the pop-up window.

DELETE ITEM

After clicking the Delete button, you will see a

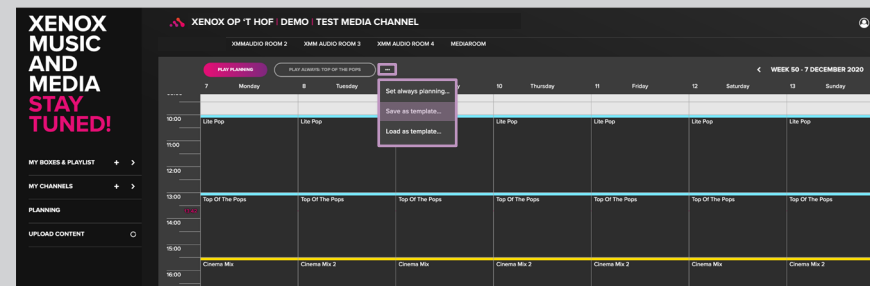
notification asking if you are sure you want to delete this scheduled item. Click **'YES'** to confirm this action or **'NO'** to cancel the action.

// PLEASE NOTE

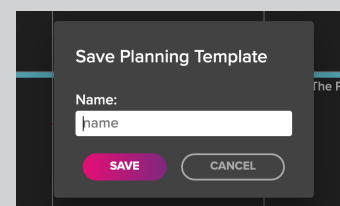
If you have scheduled a playlist on multiple days at a fixed time, clicking **'Delete'** will automatically remove this item on all these days. If you have scheduled a playlist on multiple days (at the same fixed time) but did not do it all at once by checking multiple days simultaneously, you will need to delete each of these events one by one, as desired.

SAVE A SCHEDULE AS A TEMPLATE

When you have created a content schedule for an Audio/Media Room, you can use the **'Save as template'** option. With this functionality, you can



XMS | Play Planning | Save as template



XMS | Set Day and Time

save the created schedule. This can be useful if you want to reuse the template later or if you want to duplicate it in another Audio/Media Room from a different music system.

Click on the three dots (**...**) next to the **'Play always-button'** at the top of the screen to save or duplicate a template. Then, select the **'Save as template'** option from the drop-down menu. A pop-up window called **'Save Planning Template'** will now appear on your screen.

Under the heading **'Name,'** you can enter a name for the content schedule you have created (for example: Music Schedule December). Confirm this by clicking on **'Save.'**

STAY TUNED!

WWW.XENOX.NL



NEED SUPPORT?

Call **0345 57 21 22** or email **helpdesk@xenox.nl**