

ONLINE PLATFORM

XENOX MANAGEMENT SYSTEM

Manual

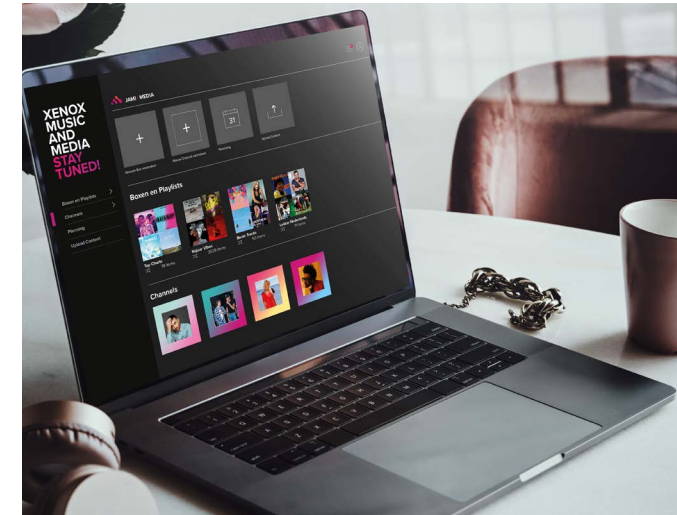


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COLLECT CREATE PLAN ENJOY!



Xenox provides an online platform to manage all your systems: the Xenox Management System (XMS). (Available depending on your subscription.)

With XMS, you get access to a large library of music and visual content, selected by our DJs and media specialists.

MANAGE YOUR OWN CONTENT

Listen to music and watch videos from the Xenox catalog. You can also upload your own content, such as photos, videos, and ads, and create your own playlists. It's also possible to

share playlists with other locations. Use the scheduling module to plan your content. For example, you can set different music for the morning, evening, or holidays.

All files and settings are safely stored in XMS and can be accessed from any computer with an internet connection.

GET STARTED

This manual will help you get started with XMS. Do you have questions? Feel free to contact Xenox. Our helpdesk is happy to help.

+ 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

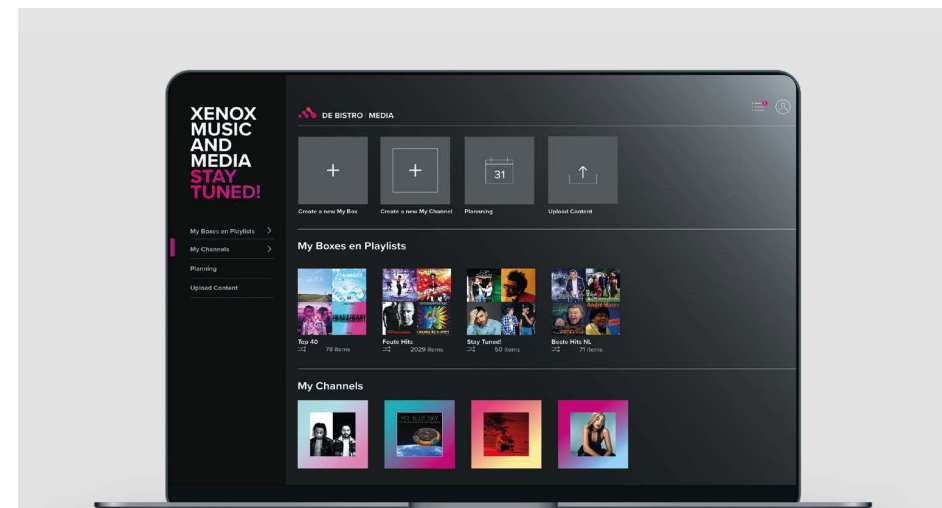
WHAT IS XMS?

The Xenox Management System

www.xenox.nl

Content Management via the Online Platform

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



XMS | [Homepage](#)

WITH XMS, YOU CAN

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

Create your own playlists, compiling your favorite audio and video content (music videos, karaoke, and mood videos).

Share personalized playlists with all your locations.

Upload personal audio, video, and photo content to expand your catalog with personalized advertisements and commercials.

Precisely schedule the playback of commercials, audio, and video content for each playback zone and location.

2

LOG IN

www.xenox.nl

Log In via a Web Browser

To use Xenox's content management system, open the online Xenox portal via the web browser on your personal device (desktop, notebook, laptop, or tablet).

GO TO:

<http://xms.xenox.nl>

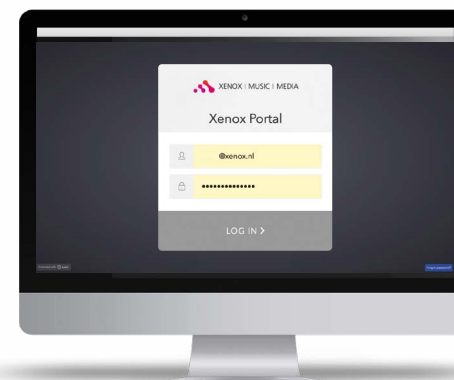
Of course, XMS can be accessed from both Windows PCs and MacOS devices. Please note that XMS works best when used with either the Firefox or Google Chrome browser.

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

LOGIN WINDOW

After pressing Enter, the following login window will appear on your screen.

In this window, enter your personal login details provided by Xenox, then click **LOG IN**.



XMS | Log in

// NOTE

If you are already using the Xenox Remote App, we recommend using the same login details for XMS. The email address registered for the Remote App (if applicable) can be found under the Remote tab on your Xenox Music System.

3

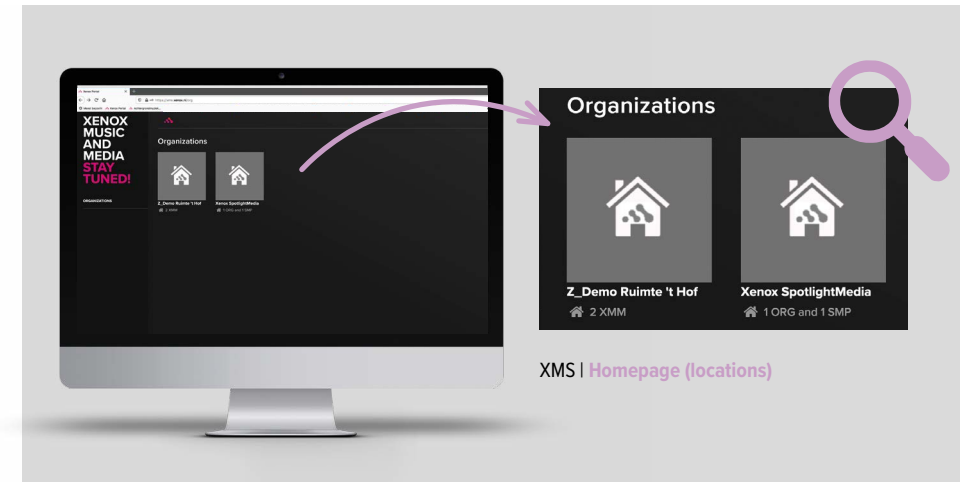
ONE OR MULTIPLE LOCATIONS

All your Xenox systems gathered in a single online overview.

Organizations

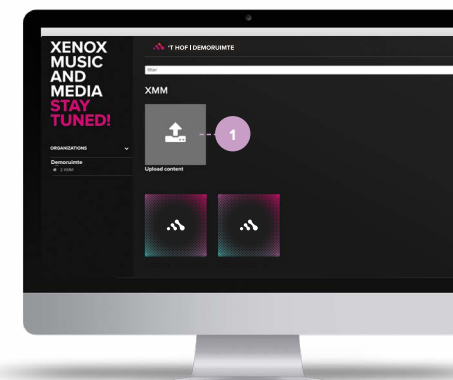
After a successful login, you will arrive at the homepage called **Organizations**.

On this page, depending on your subscription, one or multiple locations of your business will be displayed as buttons (icons of houses).



OPEN A LOCATION

Click on the location you want to access.
A new page will now open.



UPLOAD BUTTON

On this page, a gray upload button labeled Upload Content (1) will appear. Depending on the number of music systems, one or more devices will be displayed on this page as device buttons. These can include **Music (& Media) Managers, Music Stations (Pro), Spotlight Players, or X-Radios**. It may also be a combination of different systems.

UPLOADING PERSONAL CONTENT

If you want to make personal content (for example, an advertisement) available on your devices, you can use the Upload button. This functionality is explained in more detail in Chapter 4.

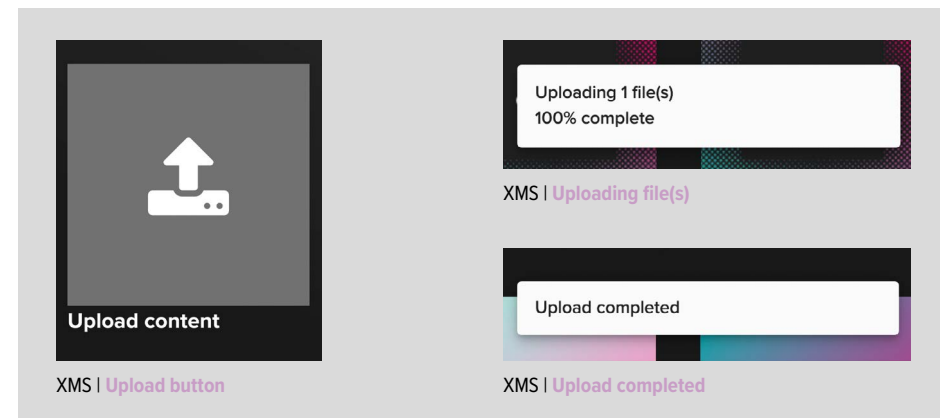
4

UPLOAD CONTENT

Easily upload your own content to XMS.

Making Personal Content Available

It is possible to make personal content (such as advertisements) available for your music systems.



UPLOAD CONTENT

When you click the Upload Content button, a new window will appear. Here, you can browse for files on your (personal) computer. Select the files you want to add and then click **Open** to start the upload process.

// NOTE

It is not possible to upload files directly from an external device (such as a USB stick or external hard drive) to XMS. Please make sure that the files you want to upload are stored on an internal hard drive.

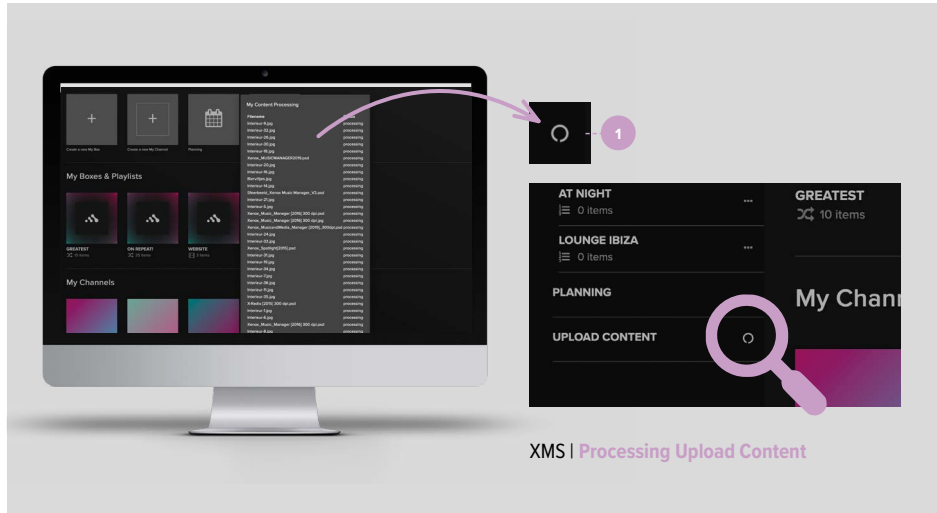
UPLOAD PROCES

The file upload to our servers will begin automatically after you click **Open**. The upload progress will be displayed at the bottom of your screen as a percentage (%). Once all your files have been

uploaded, the message '**Uploading ... file(s) 100% complete**' will appear. The uploaded files will now be automatically linked to your music system, provided that your system is turned on and connected to the internet.

INTERNET CONNECTION

If your system is turned off or does not have an active internet connection during the upload process, the files will only be processed once you turn on your music system or connect it to the internet. Until this process is fully completed, a processing icon in the form of a spinning circle will be visible in the left navigation bar.



Before you start uploading your own content, we would like to point out something. Many of our clients ask about the time it takes for uploaded content to become visible on the music system. This can vary and largely depends on the server load at Xenox. Uploading personal content between Friday afternoon and Sunday evening is not recommended due to the relatively high server load.

PROCESSING CONTENT

When you click on the processing icon (1), a pop-up window called 'My Content Processing' will appear on your screen. This pop-up window shows the progress of the content processing.

Once the upload has been successfully completed, the content will be processed on the Xenox servers.

// NOTE

Content uploaded to XMS will only become available on your music system after you add it

to a My Box. When you add uploaded content to a My Box, the files will be automatically downloaded to your music system and made available for offline use (see Chapter 5 for more information on creating a My Box).

MAXIMUM STORAGE SPACE

You can upload up to 4 GB of personal content. If you need more upload space—for example, for advertisements—you can contact our helpdesk to request an increase in your upload limit.

// NOTE

Only files for which you hold the rights are allowed to be uploaded.

UPLOAD SUCCESSFUL

Once the upload is successful, these files will be available on all your devices. Chapter 6 provides further details on where you can find the uploaded files.

XENOX SYSTEM	AUDIO (mp3, m4a)	VIDEO (avi, flv, mpg, mpeg, mov, mp4)	FOTO (jpg, jpeg, png)
Music Manager	✓	—	—
Music & Media Manager	✓	✓	✓
Music Station Music Station Pro	✓	—	—
Spotlight player	—	✓	✓

XMS | You can add the following file types to your music system

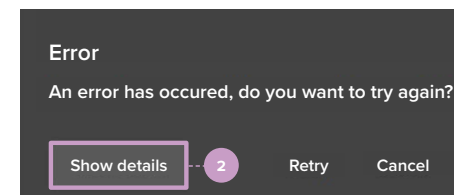
UPLOAD FAILED

If the upload is unexpectedly interrupted, first check whether your files meet the requirements set by Xenox (see the table above), and then restart the upload by clicking 'Retry'. If the upload fails again, please contact our helpdesk. Information that the helpdesk needs to assist you can be found under 'Show Details' (2).

// NOTE

• For images, Xenox supports resolutions up to **1920 x 1080 pixels**. Uploading images larger than Full HD is not recommended.

- For audio and video content, Xenox supports files with a maximum duration of **30 minutes**.
- It is not possible to add personal content to an X-Radio yourself. This functionality is not available on this device. To add personalized commercials to the music programming of your X-Radio, please contact our helpdesk. Our staff will be happy to discuss the available options and assist you with programming your advertisements. ■



5

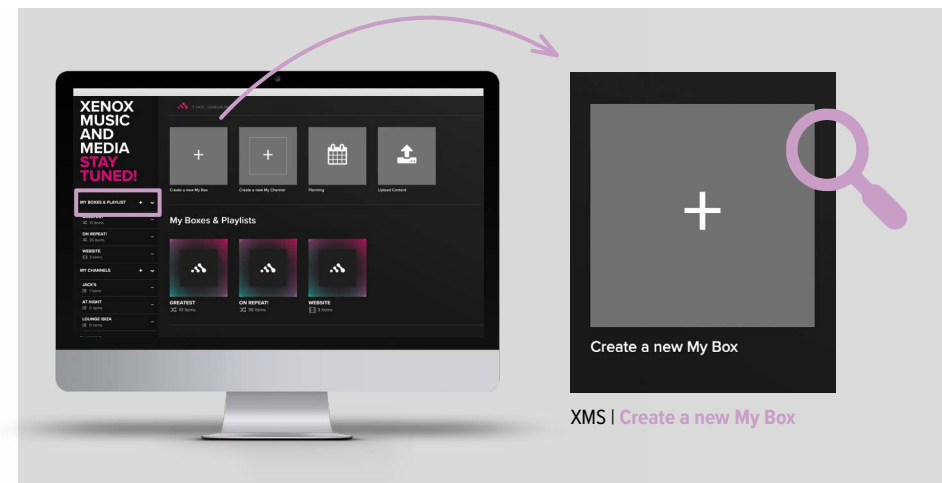
MY BOXES & PLAYLISTS

Audio Box | Media Box | Playlist

Collect your favorite tracks, videos, or images in My Boxes or Playlists, quickly and clearly organized by genre or theme.

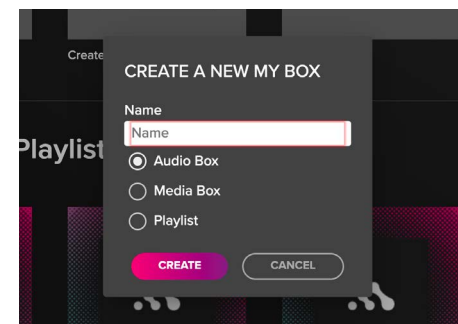
Creating a My Box

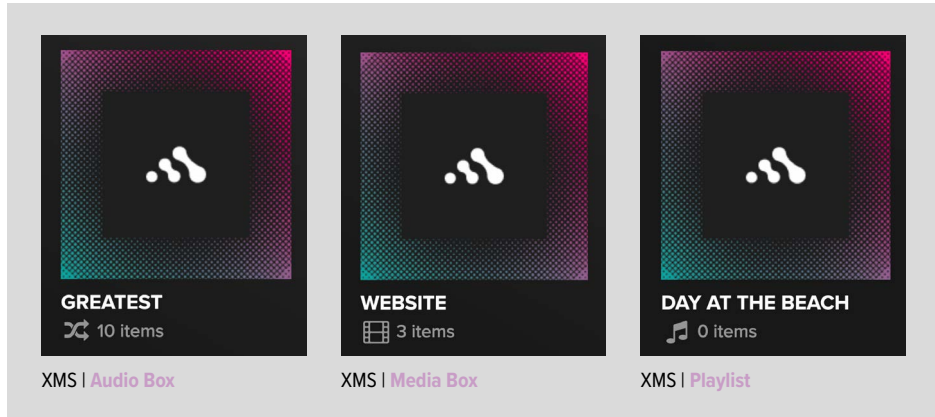
To create a My Box, first select a location (music system). Then click the **'Create a New My Box'** button at the top of the homepage, or click the plus sign next to **'My Boxes & Playlists'** in the left navigation bar.



A pop-up window will now appear where you can enter a name for the playlist you want to create. Next, choose whether you want to create an **Audio Box**, a **Media Box**, or a **Playlist**. Select the desired option and click the **'Create'** button.

Once you have created an Audio Box, Media Box, or Playlist, it will automatically appear in alphabetical order among your existing My Boxes / Playlists in XMS after you click the Create button (see Chapter 6: Searching for Content).





AUDIO BOX



You can recognize an Audio Box by the shuffle icon.

An Audio Box can only contain media files **with audio**, such as audio tracks, music videos, and karaoke clips. Audio files added to an Audio Box are always played in a random order on your music system. Once all files have been played once, the Audio Box will start again in a new random order.

MEDIA BOX

You can recognize a Media Box by the video icon.



A Media Box can only contain media files **without audio (silent content)**, such as mood videos and/or images. Once all files in the box have been displayed on your system, the Media Box will start again in a new random order.

PLAYLIST



You can recognize a Playlist by the music note icon.

A Playlist can contain both audio and video files, **with or without audio**. However, it is not possible to add images to a Playlist. Files added to a Playlist are always played on your music system in the order you set in XMS. Once the last item in the Playlist has been played, the audio/video playback will stop automatically until you manually resume it.

// TIP

The Playlist version of the My Box can be useful, for example, if you work as a spinning instructor in a gym and want to play certain tracks in a specific, fixed order during your class.

My Boxes on Your Xenox Music System

On your Xenox music system, the My Boxes (Audio Box / Media Box) you created can be found under the **My Boxes tab (1)**. Below is an overview of the different music systems and the location where you can find your My Boxes.

MUSIC (&MEDIA) MANAGER MK5

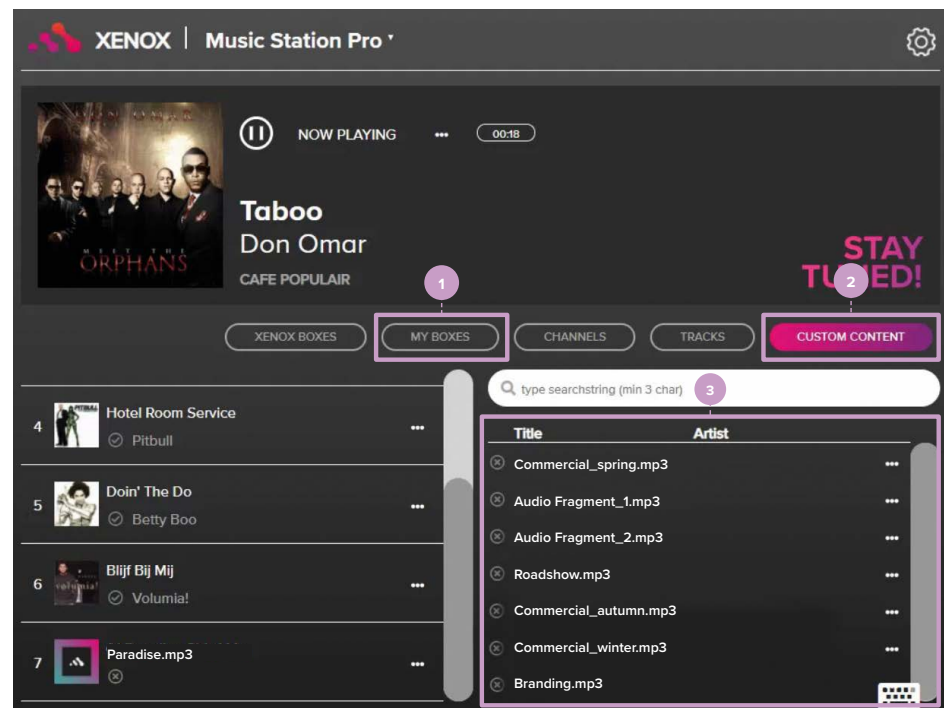


Music (&Media) Manager MK5 | My Boxes and Playlists

1. Tab My Boxes | 2. Tab Playlists

When you create a Playlist in XMS, it will appear on your music system under the Playlists tab (2).

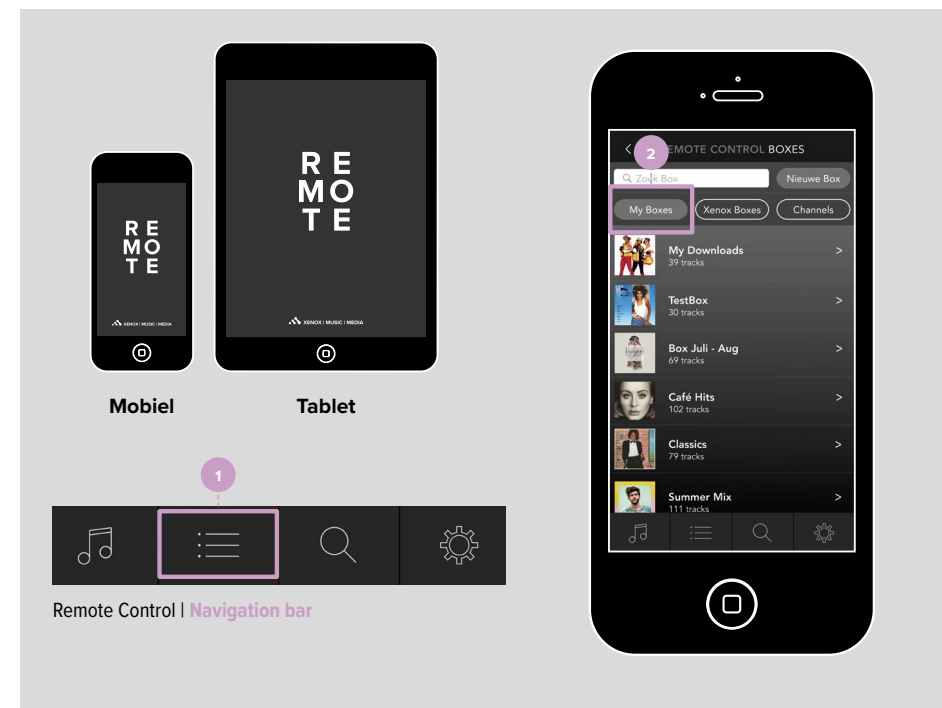
MUSIC STATION PRO



Music Station Pro | My Boxes and Custom Content

1. By clicking the **'My Boxes'** button, you can view the My Boxes you created via XMS.
2. By clicking the **'Custom Content'** button, you can access the content you uploaded via XMS.
3. The items are displayed on the right side of the screen, directly below the search bar. playing your own content works the same way as playing Xenox 'Tracks'.

MUSIC STATION | REMOTE CONTROL



Music Station | Control via the Xenox Remote App

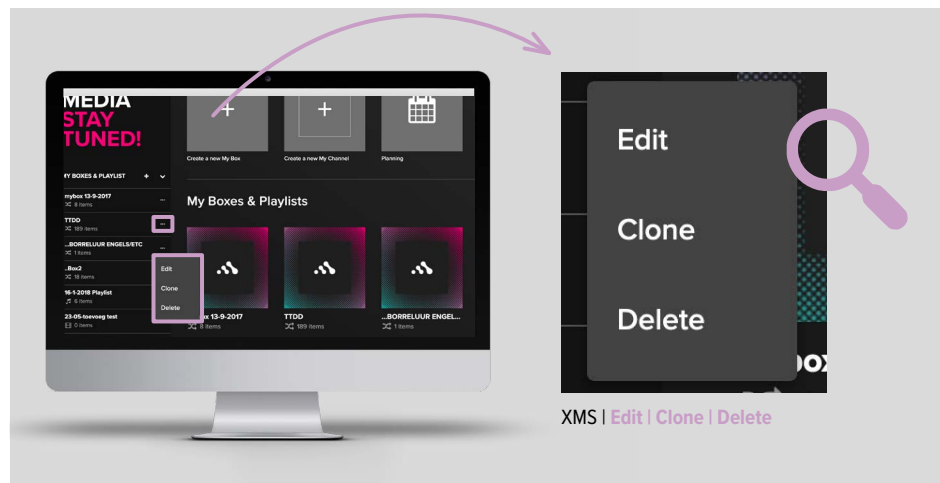
The Music Station can only be controlled using the Xenox Remote app. Once you are logged in, you will see the navigation bar at the bottom of the screen.

1. By clicking the **'Boxes & Channels'** button, you can navigate to the overview of My Boxes, Xenox Boxes, and Channels.
2. On the screen that appears, you can view the My Boxes you created via XMS by clicking the **'My Boxes'** button.

// NOTE
It is also possible to control a Music Station Pro, Music Manager, or Music & Media Manager (type MK4 and MK5) using the Xenox Remote app.

Duplicating a My Box

You can clone a My Box to another music system via XMS. This is useful if your business has multiple locations and you want to play the same My Box at all of them.

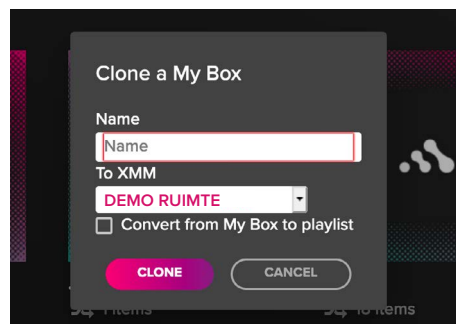


DUPLICATING A MY BOX

To duplicate a My Box, click the three dots (...) next to the My Box on the XMS homepage. A drop-down menu will appear with the options: **Edit**, **Clone**, and **Delete**. Select the '**Clone**' option.

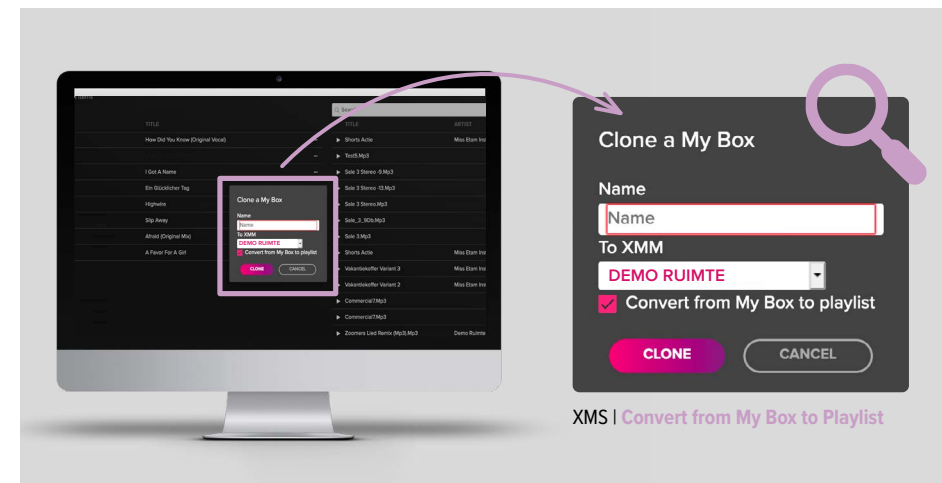
CLONE BUTTON

A pop-up window called '**Clone a My Box**' will then appear on your screen. Under '**Name**', you can enter a name for the box to be cloned. Next, under '**To XMM**', select the machine to which you want to copy the box. Confirm this action by clicking the '**Clone-button**'.



Convert a My Box to a Playlist

It is possible to convert an existing My Box into a playlist using XMS.



If you want to turn a My Box into a Playlist, click the three dots (...) next to the My Box on the XMS main screen. A drop-down menu will appear with the options: **Edit**, **Clone**, and **Delete**. Click Clone, select '**Convert from My Box to Playlist**', and confirm by clicking 'Clone'.

// NOTE

- In this manual, we choose to create a Playlist, as it can contain both audio and video content.
- When you create a My Box in XMS, it may take some time before the Audio Box, Media Box, or Playlist you created appears on your music system under the 'My Boxes' or 'Playlists' tab. This is because the My Box must first be processed on our servers and then synchronized with your music system.

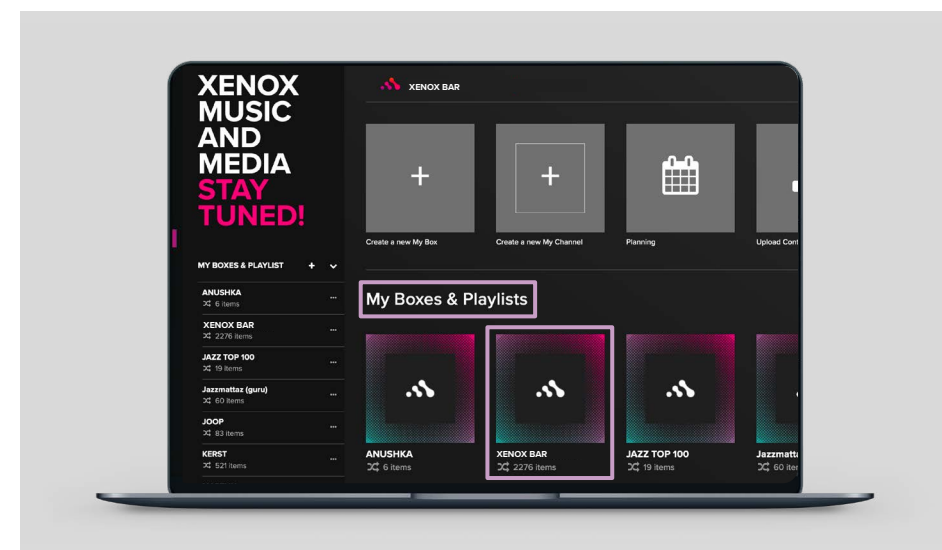
- Tracks that you place in a My Box (Audio Box, Media Box, or Playlist) on your music system will also appear in XMS, provided your system is connected to the internet and fully updated.

6

SEARCHING FOR CONTENT

Opening a My Box or Playlist

This chapter first explains how to open a My Box you have created. Next, the different search methods for finding content will be described. Finally, it explains how to add content from the search window to an existing personal playlist.



OPENING A MY BOX

A My Box can, depending on your selection, be an **Audio Box**, a **Media Box**, or a **Playlist**. When you create an Audio Box, Media Box, or Playlist, it will automatically appear in alphabetical order among your existing My Boxes after you click the Create button.

ADDING FILES

To add files to a My Box, first locate the My Box to which you want to add content under My Boxes & Playlists in XMS. Depending on the number of My Boxes you have created, more or

fewer boxes will be displayed.

Click on one of the My Boxes / Playlists of your choice. The selected My Box / Playlist will then open on a new page.



NEW MY BOX WINDOW

The left section of the My Box you opened displays the current contents of your My Box under the heading (#Artist – Title). When you have just created a new My Box, as shown in the image above, no content will yet be visible in the left section (1) of the screen.

SEARCHING FOR CONTENT | SEARCH METHODS

To add content to the My Box, first search for the content you want to add to the playlist. Use the Search window (2) on the right side of the screen for this purpose. You can search for content in different ways. If you want to search the entire Xenox database, select this option. If you want to search for similar content within specific Xenox Boxes, choose that option. Before entering a search term, first select your preferred search method in the navigation window.



XMS | Search Methods (navigation window)

SEARCH OPTION 1 | XENOX CONTENT

By selecting the Xenox Content option in the drop-down menu, you can search the entire Xenox database by artist or title. When searching the online Xenox database, you will see different file extensions (in parentheses) next to the search results. A file extension is an addition at the end of a file name that indicates the type of file. The table above provides an overview of the different types of content available in the Xenox database.

EXTENSION	MEANING
(X-Karaoke)	This search result is a karaoke video .
(X-Video)	This search result is a (music) video .
(X-Mood)	This search result is a mood/ambience video , an animation, an advertisement (with visuals), or a current affairs video featuring news and/or useful tips.

XMS | Types of Files in the Xenox Database

▶ Chiquitita	Abba
▶ Chiquitita (X-Video)	Abba
▶ Chiquitita (X-Karaoke)	Abba
▶ Movie Tips Winter 2020 (X-Mood)	Xenox Movie Tip

XMS | Audio | Video | Karaoke | Mood

// NOTE

If no file extension is shown next to a search result, it concerns an audio track.

SEARCH OPTION 2 | XENOX BOXES OF MY BOXES

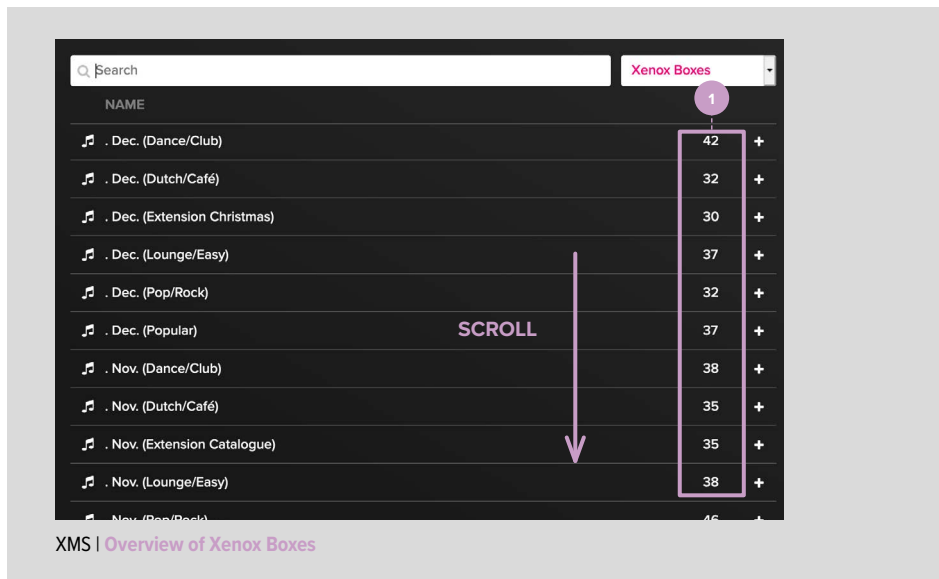
Xenox distinguishes between two types of Boxes: **Xenox Boxes** and **My Boxes**.

XENOX BOXES: By selecting 'Xenox Boxes', you can search for Boxes **compiled by our music editorial team**. These Xenox Boxes contain items grouped together based on, for example, genre or decade of release. Under Xenox Boxes, you will find boxes such as Dance 70's, Dance 80's, Easy 70's, and Easy.

MY BOXES: When you select 'My Boxes' in the drop-down menu, you can—if applicable—search for the My Boxes **you have created yourself**.

if you want to search for boxes or my boxes, you can either search by the name of the specific box or scroll through the entire list of available boxes until you find a suitable audio or video box.

XMS | Xenox Boxes



Next to the title of a (My) Box, the number of items contained in the box is always displayed in digits **(1)**.

// NOTE

- To keep the search window clear and organized, only boxes that Xenox considers relevant for all customers are displayed on your system. If you are looking for specific themes—such as a box with carnival music from your own region—please contact our music editorial team to inquire about its availability.
- It is not possible to access the content of Xenox pre-programmed Channels via XMS.

SEARCH OPTION 3 | MY CONTENT

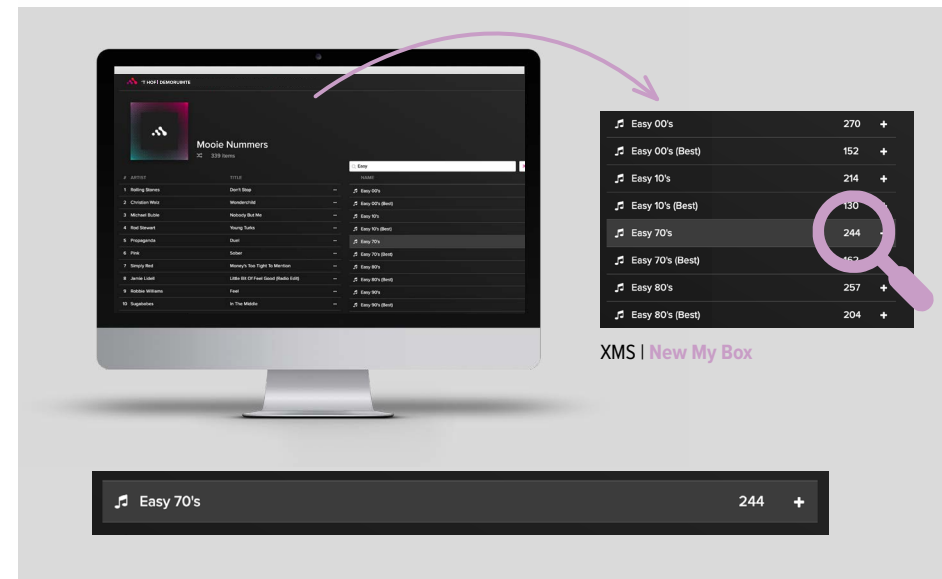
Through this selection, you can—if applicable—search the content you have uploaded yourself. (See Chapter 4 for more information on uploading personal content).

// NOTE

As described in Chapter 5 (Creating a My Box), depending on your choice to create an Audio Box, Media Box, or Playlist, either all of your personal content or only a portion of the content you uploaded yourself will be displayed in the search window.

ADDING CONTENT TO A MY BOX

It is possible to add the entire contents of one (or multiple) Xenox Box(es) or your My Box(es) to your personal playlist. You can also add individual items from a Xenox Box or My Box to your new playlist. Additionally, individual items from the Xenox database or your personal uploads can be added to your playlist. To add an entire (My) Box to your playlist, click the plus **(+)** next to the title of the box you want to add. All items from that box will then be added to your playlist.



A Channel allows you to add a (My) Box to your playlist with a single click, and, if desired, remove it from your playlist with just one press of a button.

// NOTE

- It is not possible to undo the addition of an entire (My) Box to a playlist with a single click. If you accidentally click the plus **(+)** sign, you will need to remove the added items from your playlist one by one.
- Although it is possible to add the entire contents of a Xenox Box to your My Box, we recommend creating a Channel in this case.

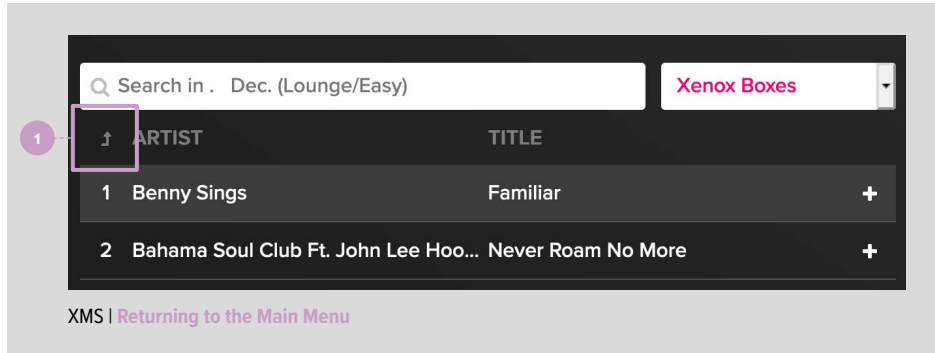
ADDING PART OF A BOX TO A PLAYLIST

If you want to add part of a Xenox Box or My Box to a playlist, click on the name of the box. You can easily add items from the selected Xenox Box (on the right) to your playlist (on the left) by clicking the plus **(+)** icon. You can also

drag and drop content to the desired position in the playlist. Clicking the plus **(+)** icon will add the content to the bottom of the list. Using the drag-and-drop option allows you to place the content exactly where you want it in the playlist. This drag-and-drop functionality is very convenient for creating playlists.

RETURNING TO THE MAIN MENU

To return to the overview of all available Xenox Boxes, click the arrow on the right **(1)** next to 'Artist'.



XMS | Returning to the Main Menu

ADDING INDIVIDUAL ITEMS TO A MY BOX

Individual items from the Xenox database or your personal uploads can be added to your playlist in exactly the same way as adding part of a Xenox Box or My Box. You can add these items by clicking the plus (+) icon or by clicking and dragging the content with the left mouse button to the desired position in the playlist.

// NOTE

When you add an item to the playlist or remove an item from the playlist, the change is automatically saved and synchronized with your music system once it is turned on and connected to the internet. Since the changes must be processed on the server, it may take some time before the updates are visible on your music system.

MAKING A MY BOX AVAILABLE FOR SELECTOR

With Selector (Xenox's jukebox functionality), you can instantly share your music collection with all your guests. The Selector app allows your guests to request their favorite tracks by voting for them within the app.

MAKING A MY BOX AVAILABLE TO USERS

To make a My Box available to your customers via XMS, click the three dots (...) in the left navigation bar. These are located to the right of the My Box you want to make available. Then select 'Edit'. A pop-up window will appear where you can enable or disable the Selector (jukebox) functionality.

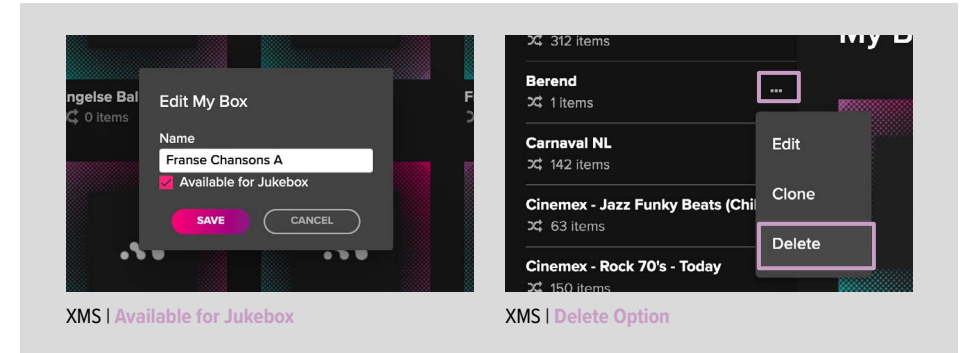
To make the contents of the My Box visible to your customers, place a checkmark in the box labeled 'Available for Jukebox' and then click the 'Save' button to confirm. To make a My Box no longer available, remove the checkmark from 'Available for Jukebox' and click 'Save'.

// TIP

More information about Selector can be found on the Xenox website. A "Selector User Manual" is also available through the helpdesk. This manual provides detailed information on the Selector settings and how to make music available to users of the app.

DELETING A MY BOX OR REMOVING CONTENT FROM A MY BOX

It is possible to delete an entire My Box or to remove individual tracks from an existing My Box.



XMS | Available for Jukebox

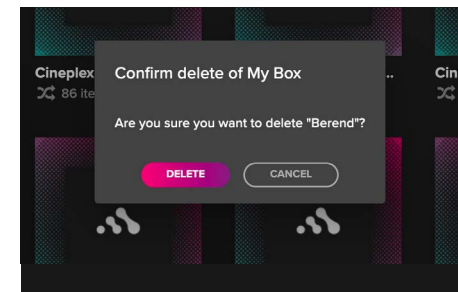
XMS | Delete Option

Deleting an Entire My Box:

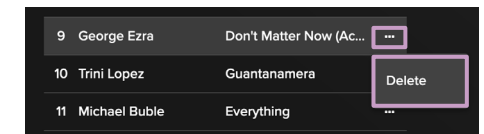
To delete an entire My Box, click the edit button (...) of the My Box in the navigation column on the left side of your screen. Then select 'Delete' in the pop-up window. Confirm your selection in the pop-up window called 'Confirm Delete of My Box' by clicking 'Delete' again.

Removing Individual Items from a Playlist:

To remove individual items from your playlist, click the edit button (...) next to the item. Then select 'Delete' by clicking on it.



XMS | Confirm delete of My Box



XMS | Delete individual item

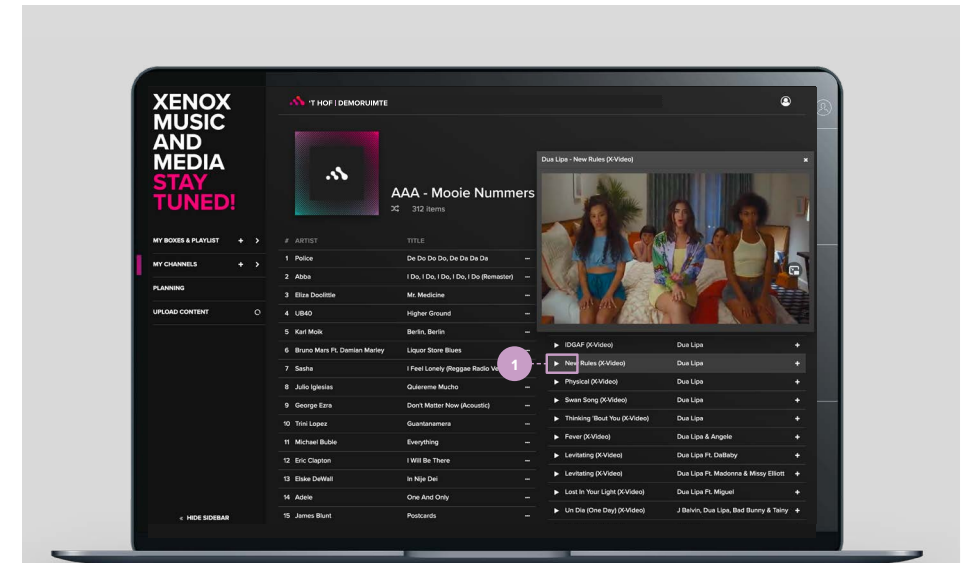
7

PREVIEW OR PLAY CONTENT

Audio | video | moods | karaoke

Preview Audio | Preview Video

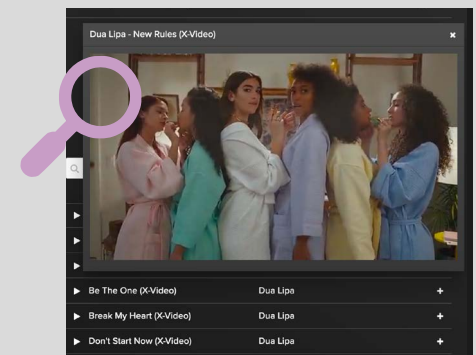
To preview an **audio clip**, **video clip**, **mood video**, or **karaoke clip** from the search window or your current playlist, select the item by clicking on it with the left mouse button. For videos, this will play a preview of the clip.



PLAY BUTTON

The item will be highlighted in gray. Then click the Play / Preview button **(1)**.

The selected content will then be played in the content player.



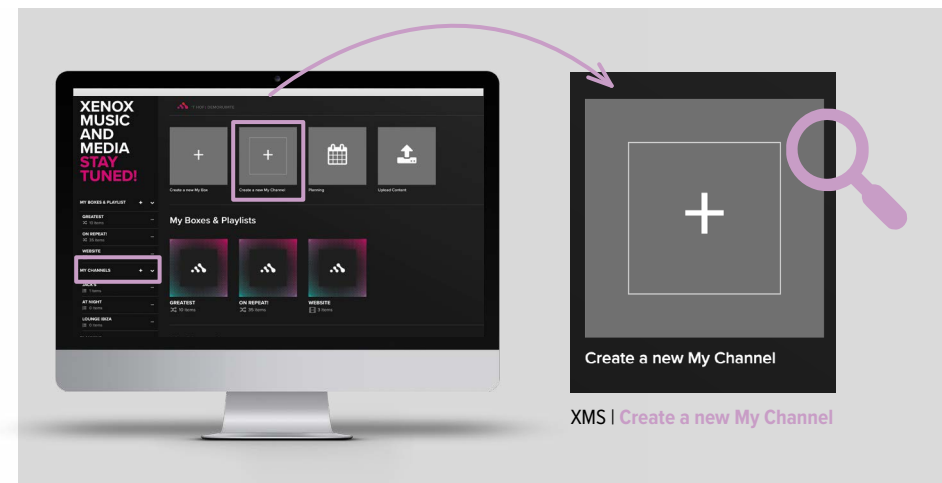
8

MY CHANNELS

Audio Channel | Media Channel

Create a new My Channel

In XMS, it is possible to create Channels by adding two or more Xenox Boxes, My Boxes, or a combination of Xenox Boxes and My Boxes to a My Channel.

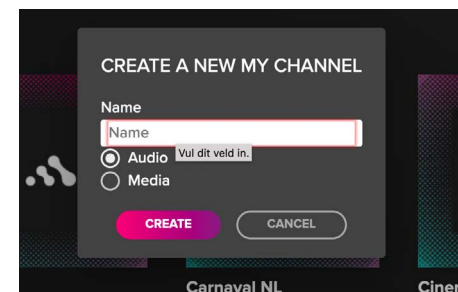


To create your own Channel, click the '**Create a New My Channel**' button or the plus (+) icon in the navigation bar on the left side of the screen.

AUDIO OR MEDIA CHANNEL

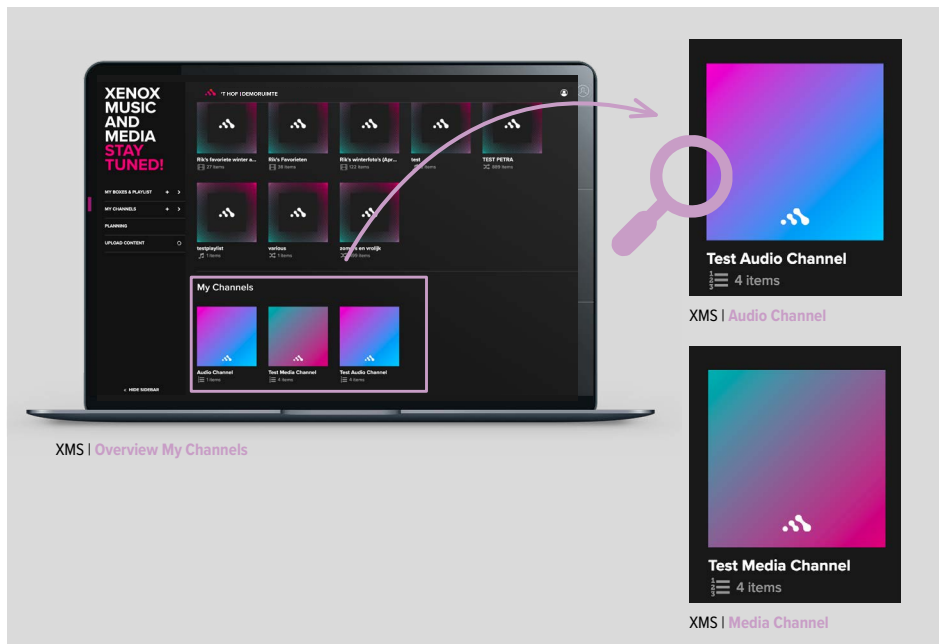
A pop-up window will automatically appear, asking you to create either an **Audio Channel** or a **Media Channel**. You will also be prompted to enter a name for the Channel you want to create.

Audio Channel: You can only add Audio and Video Boxes containing content with sound to an Audio Channel. In practice, this means you can add Xenox and My Boxes containing music videos and/or karaoke videos to an Audio Channel, but not Mood or Photo Boxes, as this



XMS | Pop-up window: Create a new My Channel

content has no sound and therefore cannot be played in the Audio Room of your music system.



Media Channel: With a Media Channel, you can combine different Xenox and/or (My) Photo & Video Boxes that **do not contain sound**. These include, for example, photos, advertising images, and (some) mood videos and video magazines.

// NOTE

It is not possible to add an Audio Box (without video) to a Media Channel, as it cannot be played in the Media Room. In that case, your screens would display a black image.

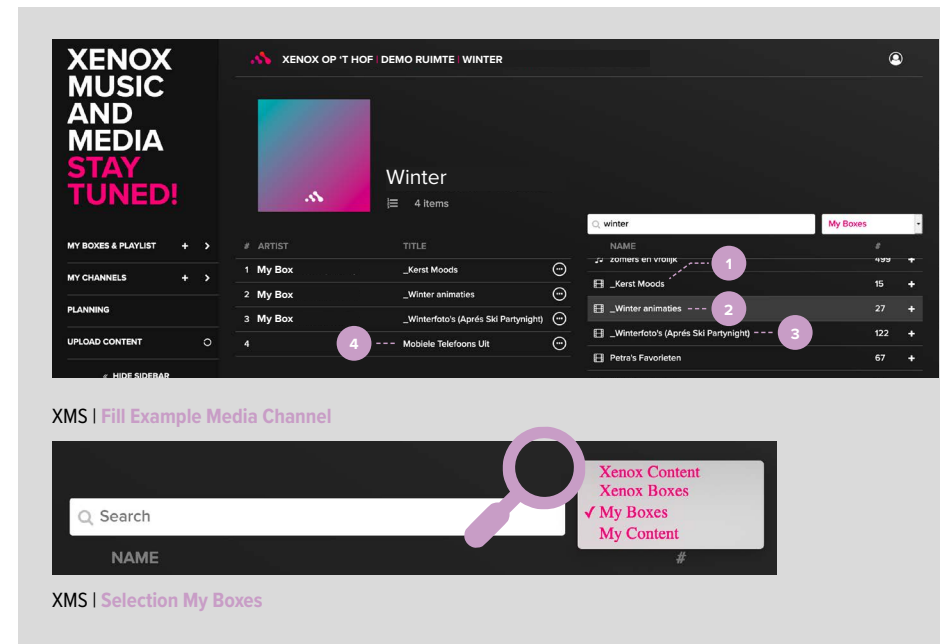
After completing your input, your newly created Audio or Media Channel will appear in alphabetical order under My Channels, alongside any previously created My Channels. (On your music system, your custom Channels will appear under the My Channels tab.)

INTERFACE AUDIO AND MEDIA CHANNEL

The interface of an Audio Channel and a Media Channel in XMS is almost identical, although there are content-related differences between the two. In this manual, we use a Media Channel to demonstrate how to add content to a Channel. The same steps apply to an Audio Channel.

When you click on a My Channel in XMS, it opens in a new window. Directly below the name of the My Channel, the number of items it contains is displayed. For a new My Channel, this will of course be '0'.

You can now fill the Channel with the desired items using the search function on the right side of the screen.



ADDING CONTENT TO A CHANNEL

To add content to a Channel, use the drop-down menu on the right side of the screen to select whether you want to add Xenox Content (individual items), Xenox Boxes, My Boxes, or My Content to your Channel. In the example above, we choose to add My Boxes to the newly created Channel.

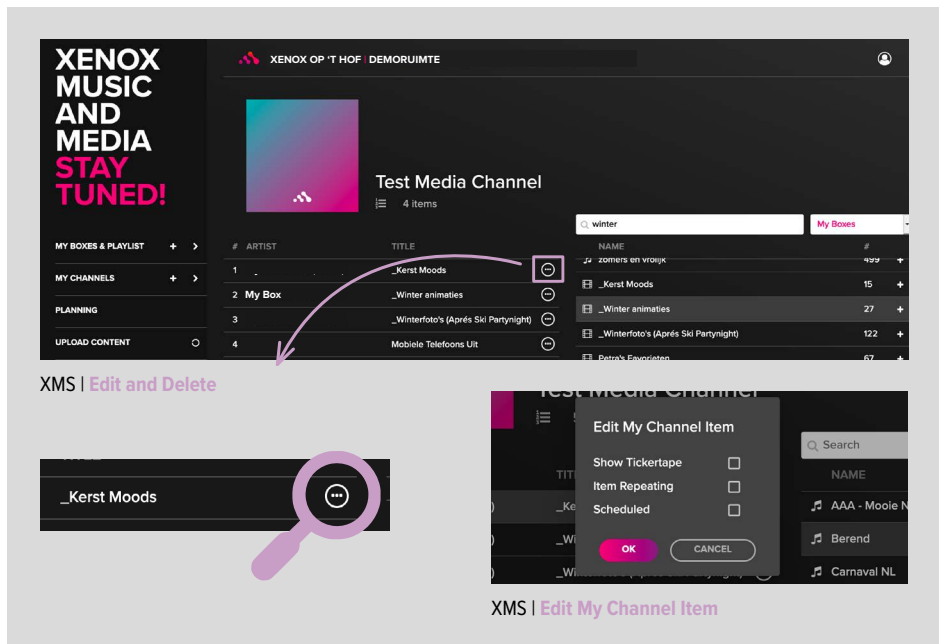
After selecting '**My Boxes**', we choose to add three complete My Boxes named **(1)** '_Kerst Moods', **(2)** '_Winter Animations', and **(3)** '_Winter Photos (Après Ski Partynight)' to the newly created Channel by clicking the plus **(+)** icon next to the name of each My Box.

In the next step (see example above), we also add an individual item called 'Mobile Phones Off' **(4)** from the '**Xenox Database**' to the

Channel. We do this by selecting Xenox Content in the drop-down menu next to the Search window and then using the Search function to find the desired content.

// NOTE

Changes made are automatically saved.



XMS | Edit and Delete

XMS | Edit My Channel Item

ADJUSTING THE PROPERTIES OF A (MY) BOX IN A CHANNEL

Next to the name of each box, you will find three dots (...). When you click on these, a drop-down menu appears with two options: 'Delete' and 'Edit'.

Using the Delete button, you can remove the selected (My) Box from the Channel. When you click 'Edit', a pop-up window called 'Edit My Channel Item' appears with three options: **Show Tickertape**, **Item Repeating**, and **Scheduled**. These options are explained below.

1. SHOW TICKETAPE

The tickertape functionality allows you to display a personalized text message as a scrolling text bar on your connected screen(s). This enables you to inform your customers through a perso-

nal message or by using RSS feeds.

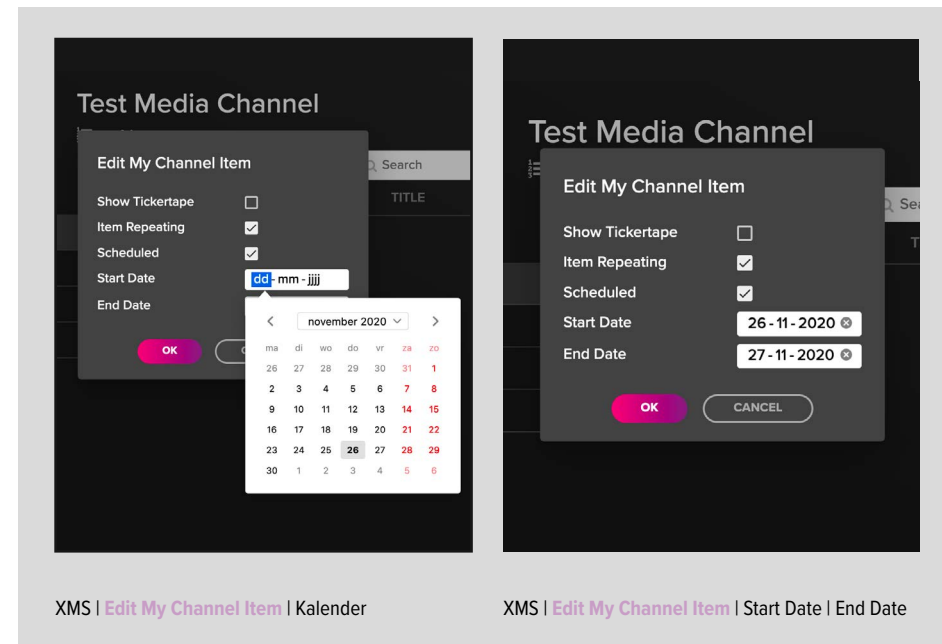
The **'Show Tickertape'** option (see example above) is disabled by default when playing Channels. When you activate 'Show Tickertape', the tickertape will be displayed over the photo or video files you have added to your Channel.

THE TICKETAPE ON YOUR MUSIC SYSTEM

Under the **'Ticker'** tab of your music system (Music & Media Manager), you can enable or disable and configure the tickertape for your device.

2. ITEM REPEATING

If you add multiple Boxes to a Channel, they will likely contain different numbers of tracks. When you activate this Channel, you can ensure that all tracks from the different Boxes are played only



XMS | Edit My Channel Item | Kalender

XMS | Edit My Channel Item | Start Date | End Date

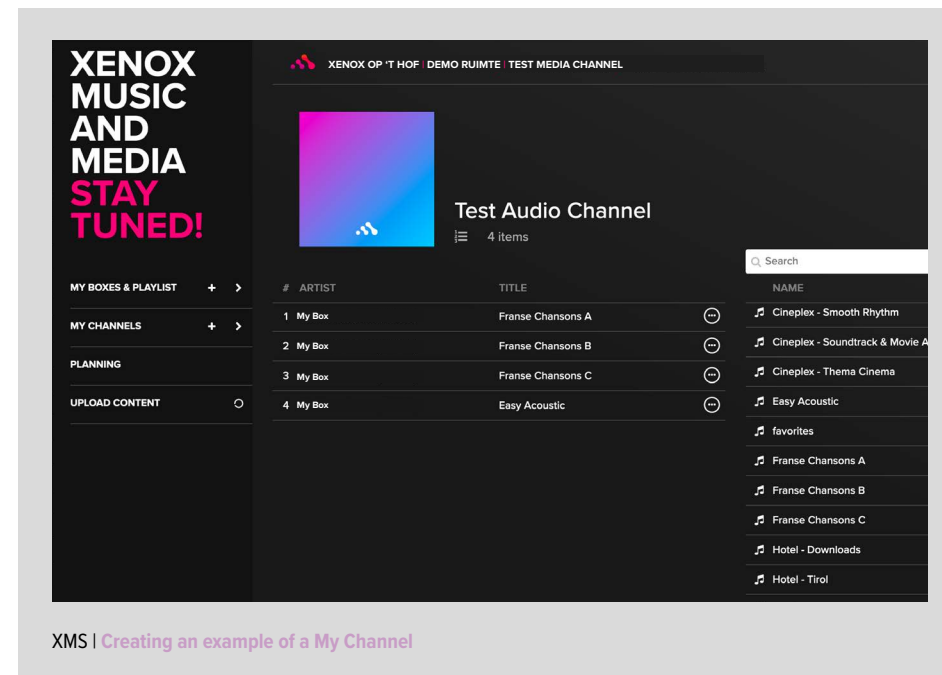
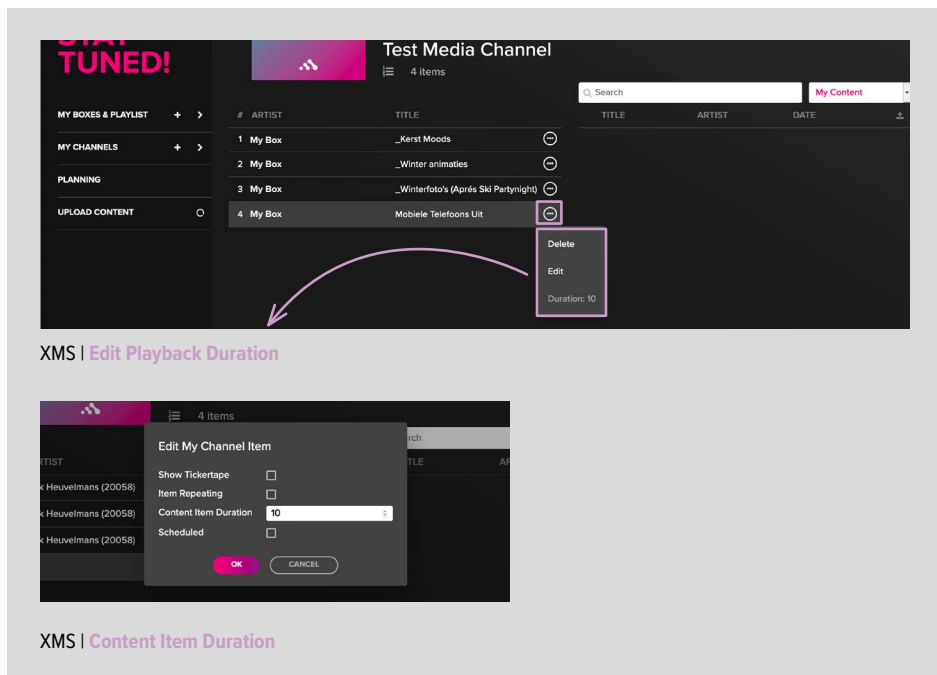
once until the Channel is restarted (manually or by schedule). To do this, uncheck the 'Item Repeating' option for, for example, Box 3. This ensures that all items in Box 3 are played only once. After all items from Box 3 have been played, only random tracks from Box 1 and Box 2 will continue to play.

3. SCHEDULED

When you activate a Channel, one random track from each Box added to the Channel will be played. With the **'Scheduled'** option, you can activate a specific Box in the Channel during a certain period or on a specific date.

For example, to schedule Box 3, place a checkmark in the **'Scheduled'** box. Two additional fields will then appear in the pop-up window: **Start Date** and **End Date**. By clicking the calen-

dar icon next to the date, a new pop-up window appears where you can select the desired start and end dates. The selected date will be highlighted in blue.



SETTING THE DISPLAY DURATION FOR IMAGES

You can also add individual images to a Channel and set the display duration as desired. Add individual images to the Channel as described under 'Adding Content to a Channel' (page 35). When you add multiple images to a Media Channel, they will be displayed one by one on your screens.

DURATION

Next to the name of an item in a My Channel, you will find three dots (...). To adjust the display duration of an image, click on these dots. You will see two options: 'Delete' and 'Edit'. In addition, the current playback duration, or Duration, is displayed in seconds.

When you click 'Edit' in the drop-down menu, a pop-up window called 'Edit My Channel Item' appears with four options: **Show Tickertape**, **Item Repeating**, **Content Item Duration**, and **Scheduled**.

CONTENT ITEM DURATION

The Content Item Duration option allows you to specify how many seconds the selected image should be displayed on your screens. By default, the display duration is set to 10 seconds. Confirm your input by clicking 'OK'.

SETTING PLAYBACK RATIOS IN YOUR PLAYLIST

Suppose you have created a Channel consisting of multiple Boxes and you want one Box to play more frequently than the others. For example,

an Audio Channel with French Chansons and Easy Acoustic in a 75%-25% ratio. To achieve this, add the French Chansons Box three times and the Easy Acoustic Box once to the Channel. Now, the Channel will play three tracks from the French Chansons Box before playing one track from Easy Acoustic.

// TIP 1

You can control how often specific tracks are played and, consequently, how many repetitions occur in your music schedule. For example, if the three Boxes with French Chansons contain 100 tracks each, while the Easy Acoustic Box contains 300 tracks, the French Chansons will repeat more frequently than Easy Acoustic.

// TIP 2

With this functionality, you can also, for example, ensure that every 5th track played is a Christmas song, such as during the holiday season.

// NOTE

Although Boxes are always played in Shuffle Mode, it is possible that the same track may play twice in a short period if you add two (or more) identical Boxes to a single My Channel. It is therefore preferable to add, for example, three (or more) different Boxes to your My Channel, or to split an existing Box into two Boxes so that the content in each Box is different.

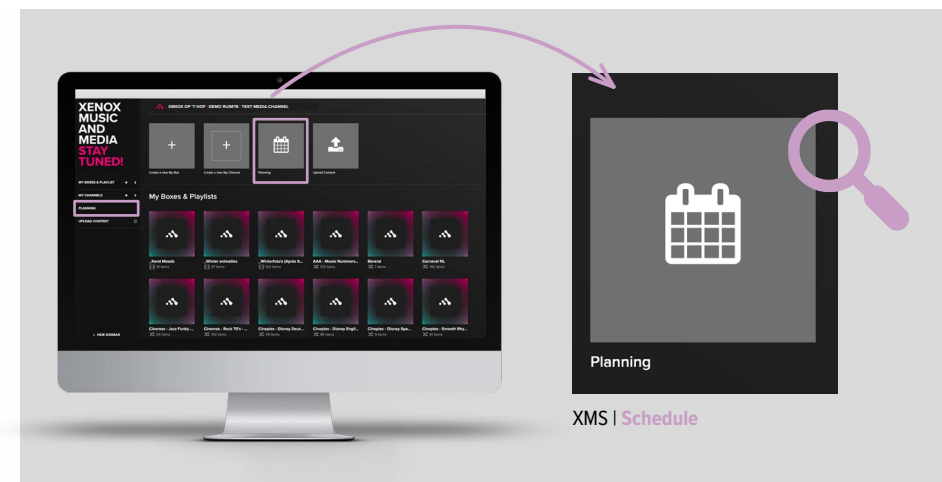
9

SCHEDULE

Full Control of Music and Visuals with the Scheduling Module in XMS.

Creating a Schedule

You can create a content schedule for your business for every moment of the day. Drag Channels or Boxes onto the calendar to set the right musical atmosphere in the morning, evening, or, for example, during holidays—down to the minute.



CONTENT SCHEDULING

To create a music schedule for specific days or time slots, you can use the digital calendar on your music system or the scheduling module within XMS.

This chapter provides step-by-step instructions on how to use the online scheduling module in XMS to plan your audio (and visual) content in advance. In this guide, we have chosen to create a schedule for an **Audio Room**. The procedure for designing a content schedule for the Media Room is the same as for the Audio Room. Scheduling content via XMS is always done per individual music system.

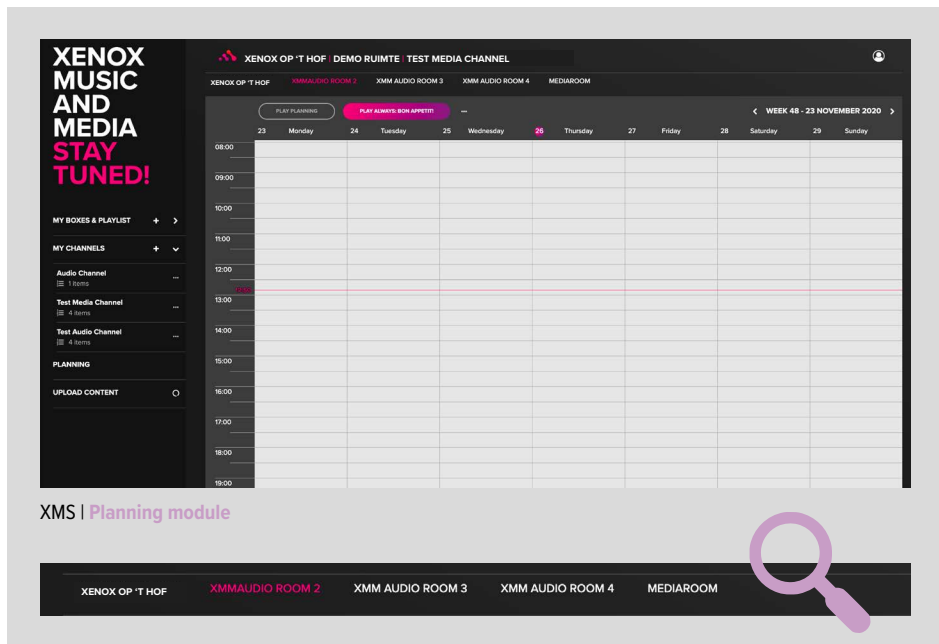
First, navigate to the system for which you want to create the audio/video schedule. You can do this by using the device button on the XMS homepage.

SELECTING A MUSIC OR MEDIA SYSTEM

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

PLANNING BUTTON

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



XMS | Planning module

CONTENT SCHEDULING

Scheduling audio (visual) content is always done per Audio/Media Room. Depending on the system and the number of audio zones included in your subscription, one to four Audio Rooms and optionally a Media Room will be displayed in the scheduling module. The room whose schedule is currently visible on your screen is highlighted in pink by default in the navigation bar.

// TIP

If you would like to control more Rooms than are currently available on your music system, please contact our helpdesk. Our team will be happy to assist you with activating or expanding the multiroom functionality.

SCHEDULE CONTENT DISPLAY

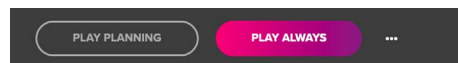
First, click on the room for which you want to

create a schedule. The selected room will be highlighted in pink in the navigation bar.

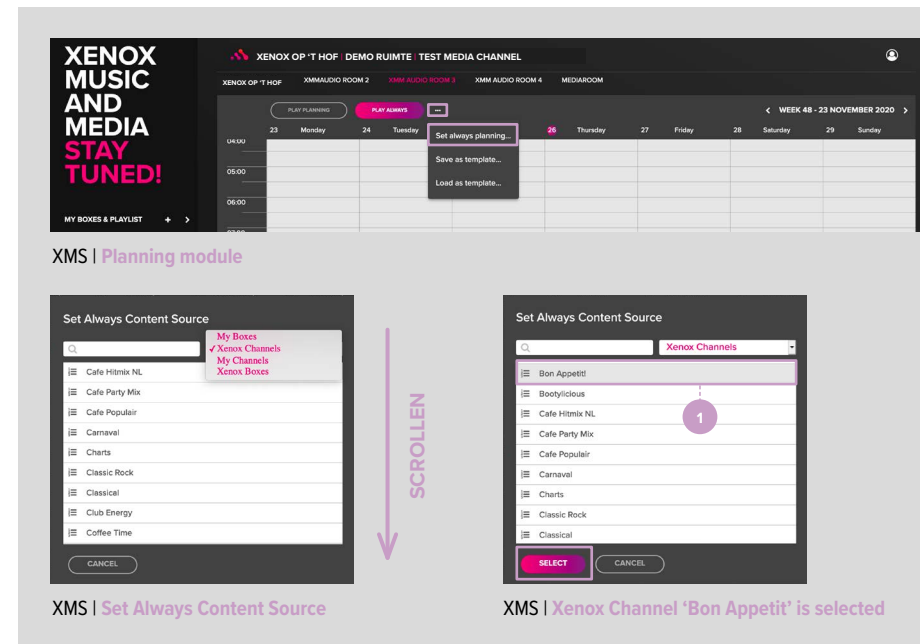
Above the days Monday and Tuesday, you will find two buttons: **Play Planning** and **Play Always**. Select the desired option by clicking it with the left mouse button.

PLAY ALWAYS

Select the **'Play Always'** button if you want the same specific playlist (a My Box, a My Channel, a Xenox Box, or a Xenox Channel) to play automatically whenever you turn on your music system—regardless of the day or time.



XMS | Play Always



XMS | Planning module

XMS | Set Always Content Source

XMS | Xenox Channel 'Bon Appetit' is selected

PLAY PLANNING

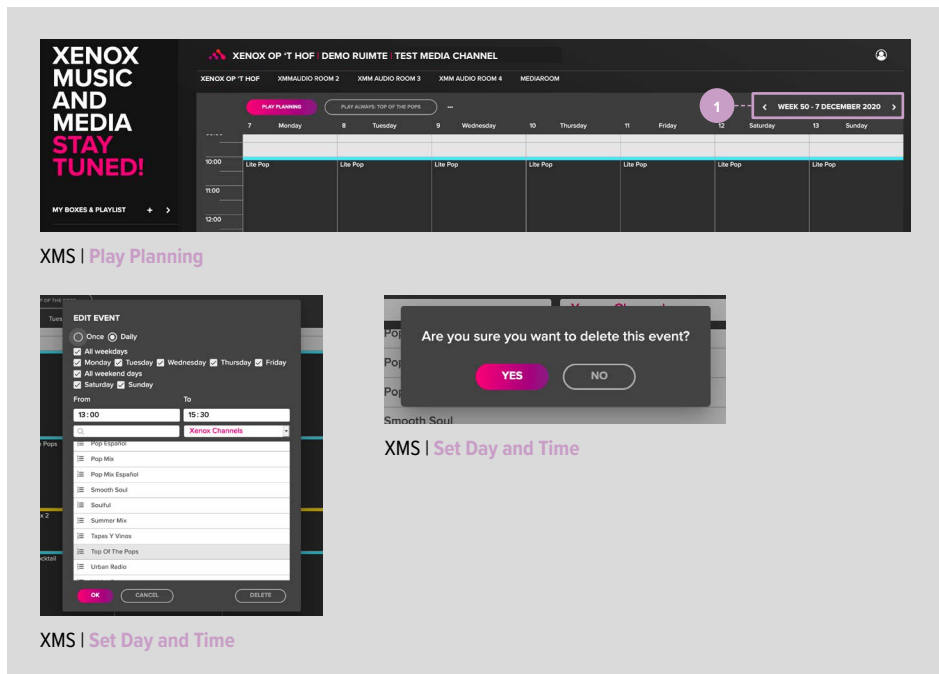
Select the **'Play Planning'** button if you want to create an advanced content schedule for your audio or video playback, either for each day of the week or for specific days and times.

SET PLAY ALWAYS

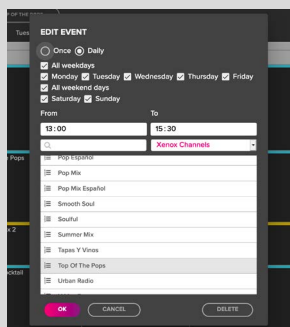
To set which specific playlist should play when your system starts, click the three dots (...) next to the **'Play Always button'** at the top of the screen. Then select **'Set Always Planning....'** A pop-up window called **'Set Always Content Source'** will appear. In this window, you can choose whether a My Box, a My Channel, a Xenox Box, or a Xenox Channel should play when your system starts.

Next, select the desired Box or Channel by clicking on it. The selected row will be highlighted

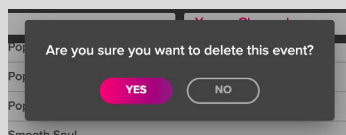
in gray. Confirm your selection by clicking the **'SELECT'** button. Once your choice is confirmed, the **'Play Always button'** will display which playlist will play by default when your music system starts. In the example above, this is the Xenox Channel **'Bon Appetit' (1)**.



XMS | Play Planning



XMS | Set Day and Time



XMS | Set Day and Time

PLAY PLANNING

After activating 'Play Planning', use the arrow keys at the top right of the screen <> (1) to select the week for which you want to create an audio/video schedule.

Once you have selected the desired week, you can create your schedule as needed. Click on the **day** and **time** slot where you want to schedule content. A pop-up window called 'Create Event' will appear. This window provides various tools that allow you to customize your schedule. The functions of these tools are 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 in

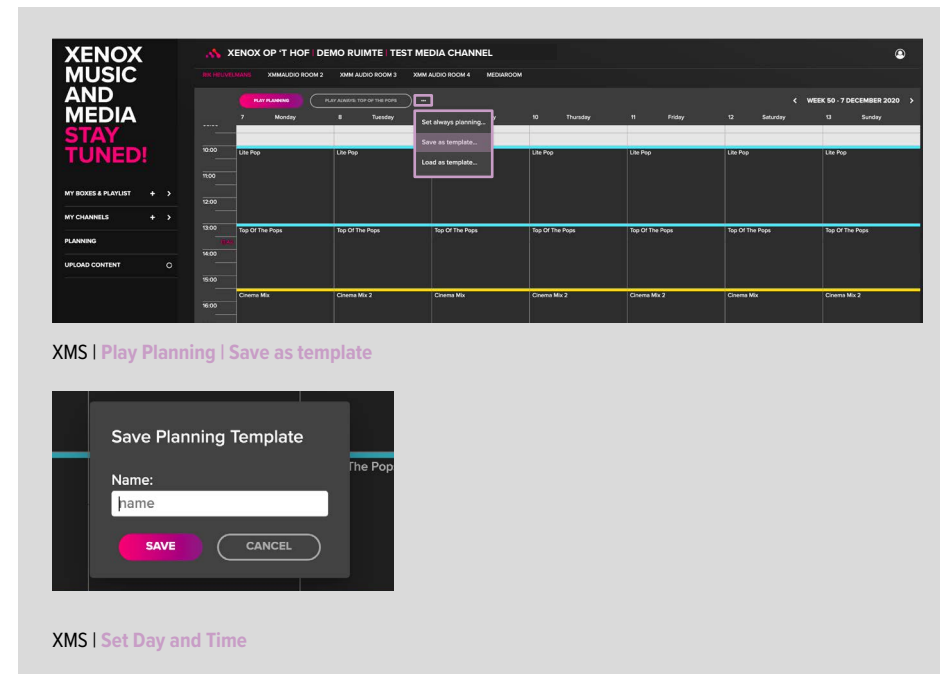
the calendar on the selected day and time. To remove a scheduled item from the calendar, click on it. A pop-up window called 'Edit Event' will automatically appear. You can now delete the scheduled item from the calendar by clicking the Delete button in the bottom right corner of the pop-up window.

DELETE ITEM

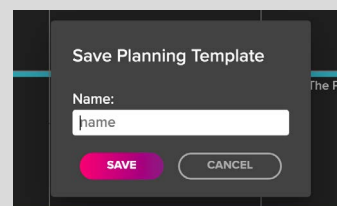
After clicking the Delete button, a confirmation message will appear asking if you are sure you want to delete the scheduled item. Click 'YES' to confirm the action or 'NO' to cancel it.

// NOTE

If you have scheduled a playlist on multiple days at the same fixed time in a single action, clicking Delete will automatically remove it from all of



XMS | Play Planning | Save as template



XMS | Set Day and Time

these days. However, if you have scheduled a playlist on multiple days at the same fixed time without selecting all days at once, you will need to delete each event individually, as needed.

SAVE SCHEDULE AS TEMPLATE

Once you have created a content schedule for an Audio/Media Room, you can use the 'Save as Template' option. This feature allows you to save the schedule you created. It can be useful if you want to reuse the template later or duplicate it in another Audio/Media Room on a different music system.

Click the three dots (...) next to the 'Play Always button' at the top of the screen to save or duplicate a template. Then select 'Save as Template' from the drop-down menu. A pop-up

window called 'Save Planning Template' will appear.

Under the 'Name' field, enter a name for your content schedule (for example: Music Schedule December). Confirm by clicking 'Save'.

10

XENOX HELPDESK

We have compiled answers to the questions most frequently asked to our helpdesk. Our helpdesk is available 7 days a week to assist you with any inquiries.

+ 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

www.xenox.nl

Frequently Asked Questions and Answers

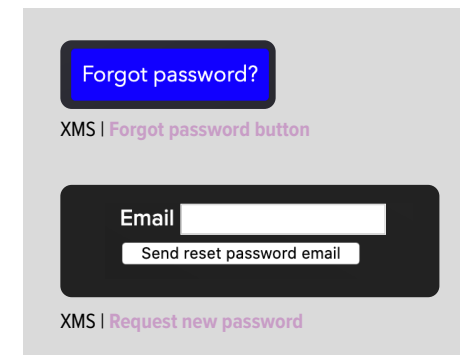
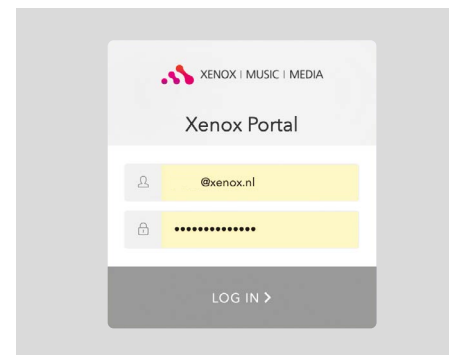
1. WHAT CAN I DO IF I HAVE FORGOTTEN MY PASSWORD?

Open your computer's web browser and go to the following web address:

<http://xms.xenox.nl>

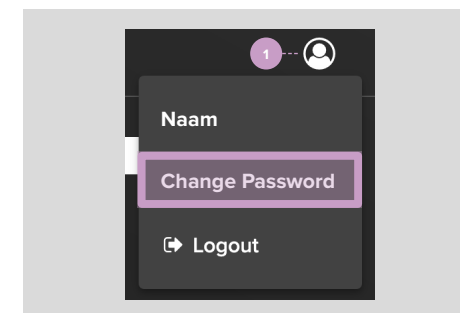
The login window shown below will appear on your screen. Instead of logging in, click the **Forgot Password button** located at the bottom right of the window. You can then reset your password. After clicking the Forgot Password button, a new page will open.

Enter the email address registered with Xenox in the Email field and then click **Send Reset Password Email**. A temporary password will be sent to your email within a few seconds. If you do not receive the email, please check your spam folder before contacting the helpdesk.



2. HOW CAN I CHANGE MY PASSWORD?

Click the profile icon (1) in the top right corner of the screen. When you click 'Change Password', a pop-up window will appear where you can change your password.



Frequently Asked Questions

3. X-VIDEOS, X-MOODS, AND/OR X-KARAOKE CLIPS ARE NOT DISPLAYED IN THE SEARCH WINDOW.

If no visual content (video clips, mood videos, karaoke clips, and/or images) is displayed in the search window, this may have several causes.

SUBSCRIPTION TYPES

It is possible that, when purchasing your system, you subscribed to an **Audio-only plan** instead of a **Music & Media subscription**.

KARAOKE AVAILABILITY

If you can see music videos but no karaoke clips in the Xenox database, you may have a **Video subscription** but have **not** purchased the **Karaoke add-on** for your subscription.

4. THE CHANGES YOU MAKE IN XMS ARE NOT PROCESSED IN YOUR SYSTEM.

To apply the changes you made in XMS to your system, your music system must have an active internet connection.

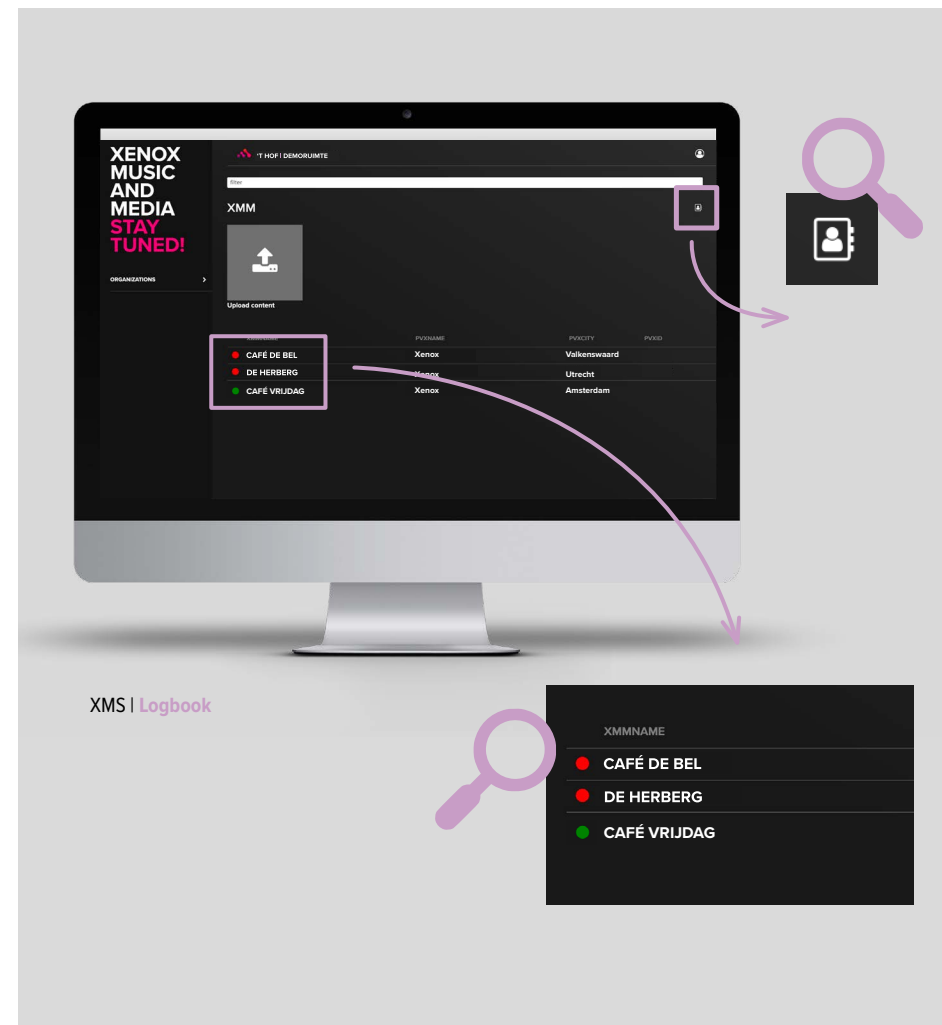
Depending on the level of activity on the Xenox server, it may take some time for all changes made in XMS to be applied to your system. Click on the location where the changes have not been applied, and then click the logbook icon. Your various systems will now be listed in alphabetical order and marked with either a green or a red dot.

If a green dot (●) appears next to your system's name, this indicates that the device has been online within the last three days. If, however, a red dot (●) is displayed, this means that your system has not been able to connect to the internet/Xenox server for more than three days.

In this case, check the functionality of your system's internet connection. If the internet connection is working properly, verify whether any internet ports on your router may be locked.

// NOTE

If your Xenox system has Livesync, a 1GB switch is required to ensure stable data transfer.



XENOX

MUSIC / MEDIA



NEED SUPPORT?

Call **+31 345 57 21 22** or email helpdesk@xenox.nl



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