QUICKSTART GUIDE

Making **Liveline** come alive and sound locally integrated on your station is easy! Just follow this simple guide. Questions? We are always here to help. ***617-261-6000, press 3.***



STREAMBOX: Locate in a cool place with good air circulation. Do not put on top of warm equipment.

1) Plug the provided USB relay device into any USB port on the unit
2) Plug the USB audio card into any port, then run the left & right XLR connections to your automation/switcher
3) Plug the ethernet cable into the back
4) AFTER the relay device has been plugged into a USB port, turn on the Streambox.

Be sure to plug the Streambox into a backup UPS. If it loses power, it will reboot automatically and takes 45 seconds

The Streambox reboots daily at 6:30pm ET and begins playing audio until it shuts down at 7am ET. *No audio is provided other times unless you call us to test.* The unit must remain on Eastern time. On initial setup, connect the Streambox audio and relay closure to your automation. Then contact us to activate it and do a system test with you to verify relay closure and set audio levels.

AVOID ISSUES: DO NOT LOGIN, MODIFY ANY SETTINGS, OR INSTALL SOFTWARE IN THE STREAMBOX, INCLUDING REMOTE DESKTOP. If required, assign a fixed IP address in "settings" and let us know. Contact us in the unlikely event you have any issues.

RELAY CLOSURE: The only production you need to provide is the commercials; all show production including legal ID and station ID stabs originate within the Streambox. Your local spot breaks are triggered each hour by relay #2 at approximately:15 and :45. If your automation provides, we can also send the closure via UDP or TCP, so you wouldn't have to wire the USB device at all. All we need is the IP address and port number.

SPOT BREAKS: There are two local spot breaks each hour. An optional 3:05 local spot break is triggered at approximately :15 which we always fill with a song in case you have no commercials scheduled. It's a "fill all or nothing" break. A mandatory "must-fill" local 5:05 spot break is triggered at approximately :45. On Saturday/Sunday nights, the 5:05 break is only 2:05). In the fifth (final) hour of the show, that last break is moved to :55 to end the show. ***See clocks.***

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TIMING SPOT BREAKS: Local spots are rarely exact length. To make smooth, flawlessly timed rejoins, most automation systems provide a "stretch/squeeze" function to perfectly adjust your spots to precisely fit into the local spot window. Ask your automation provider for support. The last five seconds of your spot break is meant for a station rejoin jingle or imaging.

JOINING THE SHOW: The program starts precisely at 7:00:18 PM ET, 6:00:18 CT. For stations running on a two-hour delay, the program begins at 7:00:00 MT and 6:00:00 PT. If your facility has known internet problems, we are able to extend the buffer time at the beginning of the show up to 60 seconds to provide for more protection against dropouts.

MUSIC CONFLICT LIST: To be sure we don't play the same currents in the first hour of Liveline which you just played during the hour prior, each *Monday* you'll receive a "Conflict List" of the currents for you to avoid in your last hour before the show (which are conflict-free) for the following Wednesday (two days later) through Tuesday. They are not played in any specific order.

COMMERCIAL SPOTS & LOGS: New affiliates will receive a welcome letter from United-Key Networks outlining national spot access procedure for downloading.

RDS METADATA: The Streambox delivers title/artist metadata which you may connect to your RDS encoder and stream provider. Methods include UDP, TCP, serial or a web XML file. All we need is the IP address, port number and format ("Title - Artist - Length", "Title|Artist|Length", etc) you need. Ask your automation or stream provider for additional information. We can make ANYTHING work!

SHOW LAUNCH AUDIO CHECKLIST: Liveline sounds like a local show because Mason's voice and our imaging blend seamlessly with your station's branding before talk on the network and after our imaging. We do not play "liners".

1. ***Jock stab*** – 3 second reads of your station ID by Mason ("Mix 105-1", "Movin' 92 point 5", Power 98"). Adding slogans to the jock stab simply makes the break sound cluttered.

2. ***Mr. Voice*** – Just like the jock stab, but done by our voice artist and triggered before or after our imaging. Your station ID (3 seconds max).

3. ***Legal ID*** – 6 second max with your station ID/slogan read by our voice artist. These are fired in the top-of-hour production which mentions "Mason" and "Liveline," so restrict the read to call letters, city and slogan to avoid clutter.

Those three elements play directly from your Streambox and we will put them in to ensure proper levels and timing. Please send your scripts along with any other reads you'd like by email to mason@livelineradio.com.

Questions? We are always here and happy to help. **Email scott@meyersmedia.com** or **call 617 261-6000, press 3**

WELCOME ABOARD!

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