Maestro Time Change Instructions (Fall)

Maestro versions 3.3.2 and above have the ability to use the operating system to <u>automatically adjust</u> for the time change. The Fall time change on all other versions of Maestro will need to be handled <u>manually</u>.

Note: Ensure the W32Time Service is disabled on the Maestro units and Server if you are using a defined "Master Time Server" via the Time Tab in MConfig.

AUTOMATICALLY ADJUST FOR TIME CHANGE
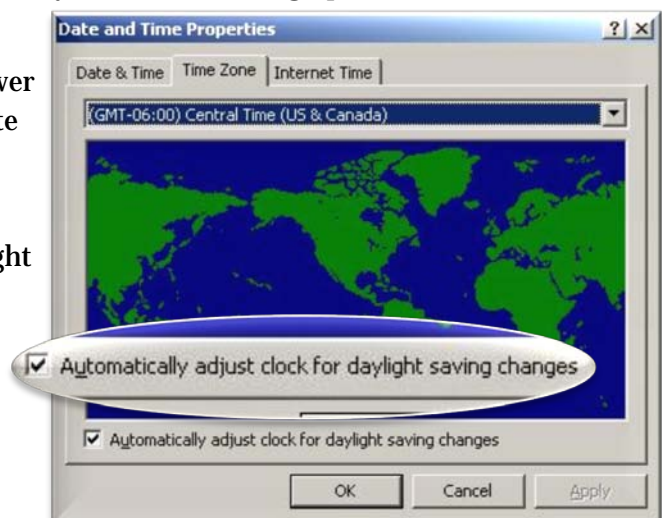
Maestro Versions 3.3.2 and above

The Windows® server and Maestro workstations must be set to automatically adjust for daylight savings changes, including the server. Users wishing to change this setting must ensure all Minv Servers and ACP software is down during the change in Windows. Distributed environments will have to delete the transaction files from the File Xfer Working Directory.

It should also be noted that those who change Windows to automatically adjust for the time change will need to adjust batch files running CMAD, CMED and Composer that may have forced those applications into "no DST". Some traffic systems may also need to be adjusted for reconciliation purposes (such as Visual Traffic).
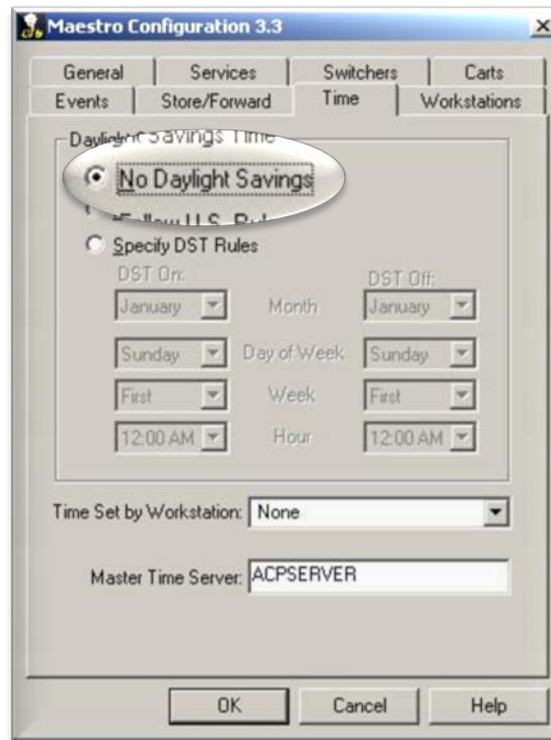
To check if the system is set to automatically adjust the time, press the Windows® Start key on the keyboard (between the left ALT and CTRL keys). This will bring up the Start menu and system tray.

Double-click on the time displayed in the lower right hand of the system tray to open the Date and Time Properties screen.

1. In the Time Zone tab, select "Automatically adjust clock for daylight savings changes".

2. Click "OK" to save and exit.

In Maestro versions 3.3.2 - 3.3.6, verify the Maestro configuration Time tab "Daylight Savings Time" is set to "No Daylight Savings". This setting is not available in Maestro version 3.3.7.

With these settings, the 01:00 hour will be seen twice in the Maestro Log Window, and Maestro will automatically repeat the 01:00 hour.

There is no need to schedule extra elements - however, stations not wishing to repeat the same music in the "second" 01:00 hour should consider disabling DST and following the instructions for manually adjusting for the time change (below).

*** Pure DOS DCS environments typically have the automatic adjust for time change enabled and will react the same as above.***
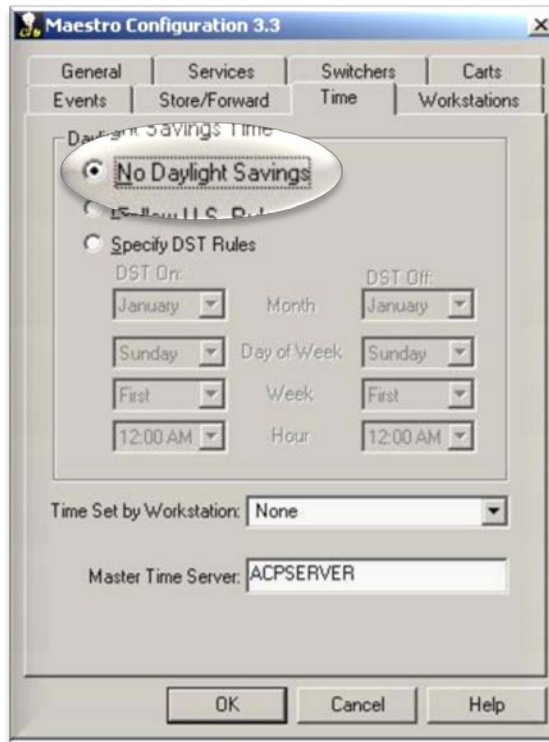
MANUALLY ADJUST FOR TIME CHANGE

Maestro Versions Prior to 3.3.2, and DOS DCS/Maestro Environments

Alternative for Maestro Versions 3.3.2 and above

The Windows® and Maestro settings to automatically adjust for daylight savings should be **disabled** throughout the system.

The user will need manually change the system clock back at any hour of their choosing on Sunday after 02:00. With this configuration, Logs will have an extra hour of content in the 01:00 hour, or the hour the user chose to change the time (see additional notes below).

***Do **not** use a music schedulers' ability to schedule a 25th hour. LogServer and LogMerge do not understand a 25-hour music log. Simply schedule an extra 60 minutes of material at the end of the hour of change.

Notes on Music Schedulers and Merging Logs:

The following information assumes you have followed the pre-3.3.2 recommendation of "disabling" DST on Maestro systems. If you have not, please call Maestro support for further details.

There are different options that music scheduling systems use when creating a log for the Fall Time Change:

- PowerGold has the ability to schedule the 01:00 hour twice.
- Some versions of Selector schedule a 120-minute long 02:00 hour with two sets of breaknotes.

Both of the above options will result in a music file that will not merge in LogMerge or LogServer. The merge process will be confused by the attempt to call a traffic merge that it has already processed.

In order for LogMerge or LogServer to process the log for time change, disable the option in the music scheduler and manually schedule an additional 60 minutes of material after the last Traffic Merge in the hour planned for setting the time back.

- PowerGold - When scheduling that day, the user is prompted on whether to schedule as a 25-hour day or not. Simply answer "NO."
- Selector - Disable Daylight Savings Time in the Daily Scheduler Menu.

Log Structure:

If Maestro is running in Live Assist or Cruise Control you can put the 120-minute "hour" in any hour on Sunday.

If Maestro is running in Local Automation or Satellite mode, put the 120-minute "hour" in the hour planned for manually setting the time back.

Satellite Mode Music on Hard Drive – Determine the hour in which to set the clock back (for example, at 02:15 the user sets the time back to 01:15). Have one Load Directive at the top of that hour (02:00) with 120 minutes of material to play back. When Maestro loads the 02:00 hour into queue, it will set the Next Up pointer to the 03:00 load directive. At 02:15, when the time is changed back to 01:15, Maestro still has one hour and forty-five minutes of material in the queue window to play back. The Next Up directive is still 03:00 - therefore Maestro doesn't do anything with the 02:00 the second time the clock hits 02:00.

Satellite Mode for Satellite Automation – There is no need to change the log structure. After manually changing the time, bring up the Maestro log window and reset the Next Up pointer to the directive to be "next." There won't be any commercials played back the second half of the 120-minute hour since the breaks have already played. Any LR directives will fill.

Local Automation – Determine the hour in which to set the clock back (for example, at 02:15 the user sets the time back to 01:15). Have one LR Load Directive at the top of that hour (02:00) with NO Automation Rule Set Command, and 120 minutes of material to play back. When Maestro loads the 02:00 hour into queue, it will set the Next Up pointer to the 03:00 LR load directive. At 02:15, when the time is changed back to 01:15, Maestro still has one hour and forty-five minutes of material in the queue window to play back. The Next Up directive is still 03:00 - therefore Maestro doesn't do anything with the 02:00 the second time the clock hits 02:00.

Cruise Control – Determine the hour in which to set the clock back and make sure there is 120 minutes of audio scheduled in that hour.