

# Time Change Guidance

## Beginning of Daylight Savings Time

### Spring in Northern Hemisphere, Fall in Southern Hemisphere

Adherence to following instructions will ensure your system properly transitions from Standard Time to Daylight Savings Time:

1. Ensure the operating system of all AFR computers is configured for the correct Time Zone.
2. Ensure the playlist for the day of the time change adheres to all of the following rules:
  - A soft synch at **01:59:59AM**
  - A soft synch at **03:00:00AM**
  - No content scheduled between the synchs, meaning nothing appears in the 2AM hour.

If any content appears in the 2AM hour, either by being manually placed in that hour or because one or both of the synchs are missing, the Stack could stop at 3AM.

3. Ensure any Special Playlist to be broadcast on the day of the time change adheres to all of the following rules. ***These rules apply to any Special Playlist already on-air at midnight on the day of the time change or scheduled to begin any time on the day of the time change.***
  - The first entry in the Special Playlist should be scheduled at **03:00:00AM**
  - The first entry in the playlist at **03:00:00AM** should be scheduled with a Do Not Move synch.
  - Nothing should appear in the Special Playlist prior to 3AM.

If any content appears in the Special Playlist before 3AM the Stack could stop during the time change.

## End of Daylight Savings Time

### Fall in Northern Hemisphere, Spring in Southern Hemisphere

Adherence to following instructions will ensure your system properly transitions from Daylight Savings Time to Standard Time:

1. Ensure the operating system of all AFR computers is configured for the correct Time Zone.
2. Ensure the playlist for the day of the time change adheres to all of the following rules:
  - The 1AM hour's playlist must contain 120 minutes of content.
  - The 1AM hour's playlist must not contain hard or soft synchs.

- The 1AM hour's playlist must not contain any voice tracks, including inserted Voice Tracks. If any voice tracks appear in the 1AM hour, it will not be possible to record any voice tracks for the day of the time change.
- Do not put a synch in the playlist at exactly 2:00:00AM. The system will skip the 1AM hour if a synch appears at exactly 2:00:00AM leading to the system playing content two hours early until manually corrected.
- If a hard or soft synch is desired near the top of the 2AM hour, WideOrbit recommends placing this synch at 2:01:00AM.

If any voice tracks appear in the 1AM hour, it will not be possible to record any voice tracks for the day of the time change. This rule also applies to any Special Playlists already on-air at midnight on the day of the time change or scheduled to begin at any time on the day of the time change.