

**Quick Start Guide****Windows 7****This version of the manual is for the Windows 7 version 1.10 or newer.**

Congratulations on your purchase of an ARC series console. Included with your console we provide a live assist version of our Digilink-Xtreme automation system, called the ARC Console Mode. This mode is limited and designed as a Live Assist software and only the On Air, Logs and Library screens are fully functional. Depending on your setup you may want to consider purchasing our full version of the Digilink-Xtreme automation System.

**ARC Console Mode**Features include:

- 500 event Play List for manually assembling a show
- Cue audio files while playing On Air
- Jingle (Hot Key) box supports playing any 3 of up to 300 carts at the touch of a button
- Set the fade parameters on Songs for perfect crossfades in the Play List
- Record the console Program output direct to the PC
- Phoner recorder / editor for recording callers
- Supports thousands of audio files in the Library
- Start and Stop the automation playlist with a click of a button on your console (excluding the ARC-8)
- And much more...

**Purchase the Full Version of the Digilink-Xtreme today!**

with 3 convenient ways to purchase:

**\$100 a month:** worry free cancel anytime, all you need is a standard PC. We can even provide a pre-configured PC for only \$1,295 as an option. Includes: fully functional software for the On Air and Production PC, 16 channel switcher, customer support, software updates and hardware replacement

**\$1,000 a year:** same as the \$100 a month option, but with \$200 in savings, all you need is a standard PC.

**\$6,500 buyout price:** exclusively\* sold through Broadcast Supply Worldwide ([www.bswusa.com](http://www.bswusa.com)), this option has the most value for your dollar. It includes a Dell PC Optiplex 380\*\* with 20" monitor and Bridge hardware. It pays for itself after 4 years and includes training, customer support, software updates and hardware replacement for 1 year. Software updates, and support are optional add ons after the first year.

*You can learn more by visiting our site:*

<http://www.arrakis-systems.com/automation.html>

*If you're still not convinced that you are getting a phenomenal deal, check out our customer testimonials:*

<http://www.arrakis-systems.com/xtremetestimonials.html>

*Also check out our demo video here:* <http://arrakis-systems.com/demovideo.html>

Call or email our sales department today to order the Digilink-Xtreme.  
sales@arrakis-systems.com / 970.461.0730 x309

**Full Version of the Digilink-Xtreme**Features include everything from the ARC Console Mode plus:

- Everything that you need for professional installation, training, upgrades, and support for only \$100 per month.
- Scheduler screen is fully functional, which allows you to time events and automate a full weeks schedule
- Voicetracking
- Cart Rotations
- Start and Kill Dates
- Importing Traffic and Music Files from 3rd party software
- Includes X-Sched Production studio software which allows you to schedule from a remote networked PC. Do Traffic, Production and Reconciliation from as many PC's as you would like for no extra charge
- Use RDS for your website or over the air
- Streaming Services, supports most services: Live 365, Shoutcast, Surfernetwork, Tunegenie, Ad insertion, and many more...
- Schedule Music using 26 custom music categories
- 16 channel Bridge switcher hardware with built in professional grade sound cards for Cue and Program outputs
- No contract, return at any time
- Free telephone training and support
- Free training at Loveland factory
- Free software upgrades
- Free hardware upgrades
- Arrakis supplies the software & Bridge, you supply the PC
- And a whole lot more...



16 Channel Bridge Switcher hardware with built in professional grade sound cards

Dell Optiplex PC with flat screen monitor



\*Exclusively sold through BSW within the United States. There are no exclusive dealers for orders outside the United States.

\*\*Model and specifications of the PC and monitor may change at any time without notice. Check with the Arrakis Systems sales department for the latest specs.

## Quick Start Guide (continued)

This manual is intended to be a checklist for basic training. Please go through the entire manual and check-mark each [ ] in the sections as you go through it.

### Section 1: User Resources

There are numerous resources that are available to the Digilink-Xtreme user. This section is to help familiarize the user with these resources.

#### Instruction Manual

One of the best resources is the instruction manual. This manual contains all necessary material for learning the software and hardware. You may find the latest version of the instruction manual by going to this link: <http://www.arrakis-systems.com/ftp/pub/Automation/Documentation/Xtreme%20Manual.pdf>

[ ] check mark after reviewing the Xtreme Manual

#### Video Tutorials

Another exceptional resource is the Video Tutorials that are on our webpage. There are over 40 video tutorials that go through the basics of the software. These allow the user to train at their own pace and give visual style training for the software. These are available 24 hours a day, 7 days a week. You may find these Video Tutorials at this link: <http://www.arrakis-systems.com/videotutorials.html>

[ ] check mark after reviewing the video tutorials webpage

#### Application Notes

There are often software revisions and updates that may be added to different features of the Digilink-Xtreme. We then create application notes for whenever these changes are made. These Application Notes may be found by going to this link: <http://www.arrakis-systems.com/ftp/pub/Automation/Documentation/>

It is important to check this webpage often for updates and revisions.

[ ] check mark after reviewing the Application Notes webpage

If you are connected to your PC via USB connection, then the Arrakis Digilink-Xtreme software will recognize the ARC series console and operate in the 'free' ARC mode to provide 'Live On Air' features that are ideal for broadcast, internet, or podcast style radio applications.

## Quick Start Guide (continued)

# Section 2: Computer Configuration

### Steps to configure Windows to run optimally

The following section is to assist in configuring Windows so that the Digilink-Xtreme will run in optimal conditions. It is important to understand that the On Air computer is meant only to be used as an On Air computer. The automation is only as reliable as the computer is, and it is imperative to keep the On Air computer as clean and efficient as possible. It is recommended to follow these steps every 3 months to insure that everything remains proper. Some steps may be omitted because they are not applicable to your computer.

The following instructions are critical to the performance of your machine, and should be followed exactly:

#### (1) PC Requirements / Recommendations

For the Digilink-Xtreme to run optimally, certain specifications are required for the PC. If you chose to not meet these specifications, you will likely have problems. These requirements are:

- (A) Windows 7 Professional
- (B) RS232 port (it is an option to use an RS232 to USB adapter if necessary, but we recommend having an RS232 port built in to the computer if possible) *Only applicable for use with the Bridge Switcher*
- (C) At least 2GB of RAM (more RAM the better)
- (D) At least 80GB of Hard drive space (250GB will be more than enough for most stations)

[ ] check mark if these requirements are met for your On Air computer

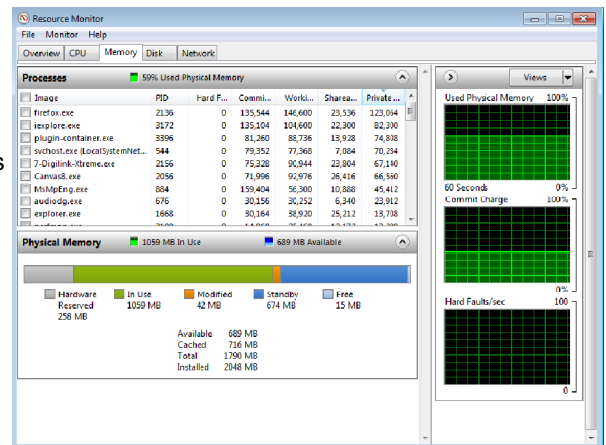
#### (2) DO NOT INSTALL SOFTWARE ONTO THE ON AIR COMPUTER

It is very common for users to install various types of software onto the On Air computer. It is a fact, the more software installed onto a computer, the more problems will occur. Do NOT install software onto the On Air computer without explicit permission from the instruction manual or Arrakis customer support personnel.

Programs will often run in the background, even if you think that only the Digilink-Xtreme software is running. To illustrate how much is really running in the background:

- 1) press Ctrl, Alt and Del on your keyboard at the same time. Select Start Task Manager. This will bring up the Task Manager
- 2) select the Performance tab and click on the Resource Monitor button
- 3) on the Resource Monitor screen there is the **Processes** screen. This screen will display all the actual programs and operations that are running in the background. The number of processes running should be around **30**, any more than this may mean that there are too many programs running for the automation run reliably.

On the bottom is the **Physical Memory** screen. This will list the amount of RAM that is being used and how much is available still. You should have only **200 to 300MB** of RAM In Use. Any more than this range and you are at risk of audio skips or other serious problems.



Ofentimes, brand new computers will come with software already installed on it, and will conflict with the Digilink-Xtreme. For those situations, follow these steps:

- 1) check the number of processes and physical memory in the task manager. If the numbers are higher than recommended, you may need to uninstall software
- 2) click on Start and open Control Panel
- 3) in the Search box, type in Add or Remove Programs
- 4) open Add or Remove Programs
- 5) go through this list and find programs that you are certain you will not use. Do not delete programs unless you know exactly what it does and only if it is not critical to your computer

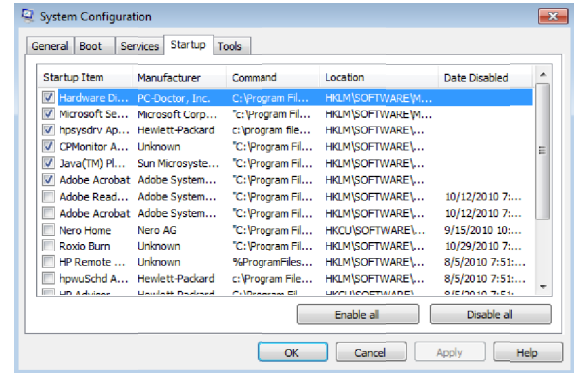
[ ] check mark if you have removed all useless programs from the On Air PC

## Quick Start Guide (continued)

Another way to prevent programs from running in the background is to not let it startup when the computer is booted. To do this:

- 1) click on Windows icon
- 2) in the Search box, type in msconfig.exe
- 3) open msconfig.exe
- 4) click on the Startup tab
- 5) go through this list and make sure that no unnecessary programs are selected to startup. Typically programs that are contained in the Windows folder are necessary, while programs contained in the Program Files folder are not necessary to have checked

[ ] check mark if all unnecessary programs have been deselected for startup

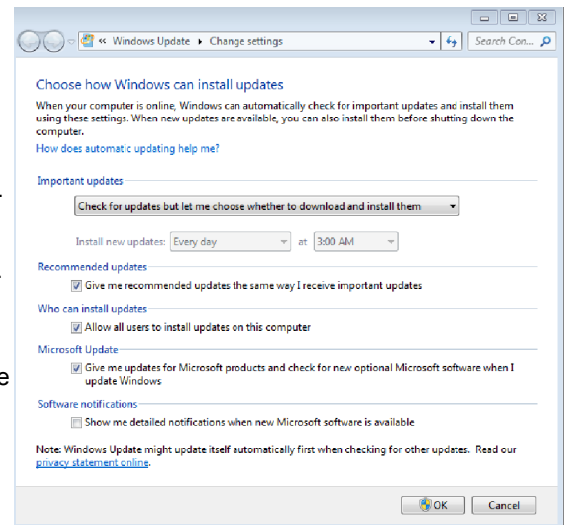


### (3) Adjust for best performance

By doing this you will use less Ram for visual effects. The computer may not be as pretty but this will increase the performance of your computer's processing. To do this:

- 1) click on Windows icon
- 2) in the Search box type in View advanced system settings and select
- 3) under Performance click on the Settings button
- 4) then select Adjust for best performance

[ ] check mark after this setting has been changed



### (4) Turn off Automatic Updates

If you have Automatic Updates turned on, it will run in the background and may install the new updates while you are on the air, which may cause audio glitches. It is important to turn off Automatic Updates and to do the updates when it won't interrupt your On Air computer. It is recommended to check for Windows Updates once a month and install them when the Xtreme isn't running on the air. To turn off Windows Automatic Updates you:

- 1) click on the Windows icon
- 2) in the search box type in Turn automatic updating on or off
- 3) under Important updates, select Check for updates but let me choose whether to download and install them

You may then chose a proper time to download and install updates to the PC at a time that the Xtreme can be turned off

[ ] check mark after Automatic Updates have been turned off

### (5) Anti-Virus Software

Do NOT use any unapproved anti-virus software on the On Air computer. There is only one anti-virus program that we recommend using, called A squared Free. This software can be found at this link: <http://www.emsisoft.com/en/software/free/> or by searching for A squared Free. Perform a scan on your computer once a week to once a month. Do these scans when you can take the On Air computer offline for 1-2 hours.

Some popular anti-virus software that will cause major problems, and should NEVER be installed is:

- AVG antivirus -MacAfee -Symantic Norton -Avast -Bit Defender -Microsoft Defender
- Panda Antivirus -Spybot Search & Destroy -CCleaner -Registry Cleaner

[ ] check mark after it is understood that no anti-virus software should be installed

### (6) Remote Computer Access

Do NOT use any unapproved remote access software. We only recommend using GoToMyPC and can be found at [www.gotomypc.com](http://www.gotomypc.com).

DO NOT USE the software LogMeIn. This software will cause your computer to crash. E-mail customer support for a current compliant list of remote access software.

[ ] check mark after it is understood that the only approved remote access software is GoToMyPC

## Quick Start Guide (continued)

### (7) High Windows Priority

You will want to make the Digilink-Xtreme high in Windows priority list. To do this:

- 1) go into the Digilink-Xtreme software
- 2) click on Menu and click on Setup
- 3) there is a check mark box in toward the middle of this screen that says High Windows Priority. Check mark this box

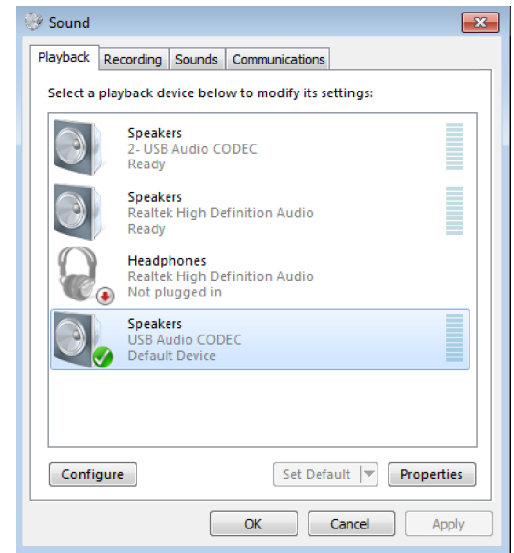
[ ] check mark after this setting has been changed

### (8) Sound Card Assignments

If your ARC series console has a USB connection, it is able to play audio from the computer onto your board, as well as record what is playing on the board onto a PC or MAC computer. To setup a PC to exchange audio with your board, follow these instructions:

- 1) connect your ARC series board via USB to your PC
- 2) click on the Windows icon
- 3) in the search box, type in: Change sound card settings
- 4) select Sounds and Audio Devices
- 5) click on the Playback tab
- 6) select your USB Audio Codec sound card and click on the Set Default button. A green check mark should now be next to the USB Audio Codec sound card
- 6) click on the Recording tab, and now do the same thing for selecting your USB Audio Codec sound card for recording
- 7) once these are set, press the button Apply at the bottom right of this screen
- 8) check that both are set to the USB Audio Codec sound card and then click OK

[ ] check mark after these settings have been changed



### (9) Power Options

It is imperative that your computer does not shut itself off or hibernate while on air. This may cause serious problems and must not be allowed to happen. To change the settings so it does not do this:

- 1) click on the Windows icon
- 2) search for: Power options
- 3) for the Power Schemes under Home/Office Desk, select Never for every option listed

[ ] check mark after these settings have been changed

### (10) Place Digilink-Xtreme in Startup

It is essential to setup the Xtreme to start every time the computer turns on. If for example the power goes out and comes back on, then the Xtreme will automatically load up and start the automation from where it should be according to the schedule. To set this up:

- 1) click on the Windows icon and highlight the All Programs option
- 2) then place your mouse cursor over Startup, right click on it and select Open. This will open the Startup folder
- 3) copy the Xtreme shortcut on the desktop and paste it in the Startup folder. This will cause the Xtreme to start up every time the computer turns on. Make sure it is a shortcut, not the actual program
- 4) this will not work if the shortcut does not work, check that the shortcut on the desktop will start the program

[ ] check mark after these steps have been followed

## Quick Start Guide (continued)

# Section 3: Adding Audio to the Digilink-Xtreme

### Audio on the Digilink-Xtreme

The Digilink-Xtreme accepts audio that is MPEG Layer 3 (.mp3), MPEG Layer 2 (.mp2), and WAV format files.

**IMPORTANT NOTE:** All mp3's and mp2's must have a bitrate of 192kbps or 256kbps. Otherwise you will have audio quality and reliability issues.

### Ripping Music/Audio to Your Computer

The following instructions are to help you rip your audio from CD to your computer into the MP3 format. Disregard these next set of instructions if you already have your music in MP3, MP2 or WAV format already.

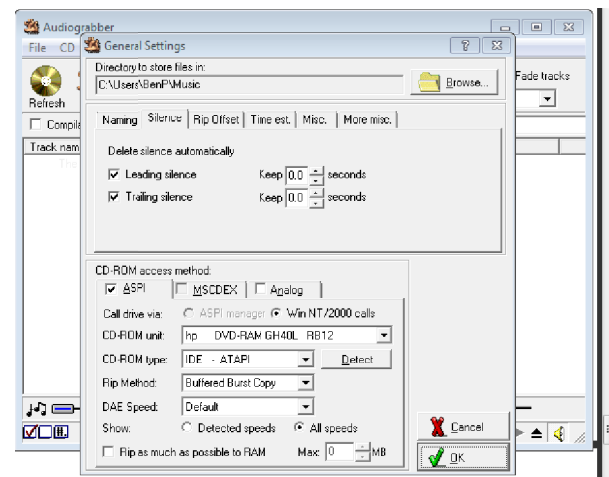
We recommend using Audiograbber as a free software program to rip your CD's to your computer.

### Install Audiograbber

- 1) using your browser, go to the web site [www.audiograbber.com-us.net/download.html](http://www.audiograbber.com-us.net/download.html)
- 2) click on link to Tucows website, and download the program agsetup.exe
- 3) run the install program

### Setup Audiograbber for use with Xtreme

- 1) startup the Audiograbber program
- 2) click on the **Settings** button located on the top of the screen
- 3) click on the **Silence** tab
- 4) check mark **Leading silence** and **Trailing silence** and set each to **Keep 0.0 seconds**
- 5) click on the **Browse** button on the top right of this screen
- 6) select a folder that you would like to save your music to. It is a good idea to make this folder easily accessible and therefore should probably be saved to a folder you create on the desktop
- 7) click on **OK** to save the settings and exit
- 8) click on the **Norm (Normalize)** icon on the top of the screen
- 9) check mark **Use normalizing...**
- 10) click on **OK** to close the Normalizing window
- 11) click on the **MP3** button on the top of the screen
- 12) check mark **Use ID3v1 Tag**
- 13) check mark **Append ID3v1 Info to wav file**
- 14) under the **Grab to:** section select **MP3 file via intermediate wave file. Delete the wav file**
- 15) under the **Internal Encoder** tab, select the drop down box on the top
- 16) select **Fraunhofer IIS MPEG Layer-3 Codec (professional)**
- 17) under **Mode**, select **256kBit/s, 44.100 Hz, Stereo** (if this is not an option you may need to contact customer support for the proper codec)
- 18) check mark the option **Encode with Highest Quality**
- 19) click on **OK** to close the **MP3** menu



### Rip a CD

Now that Audiograbber settings are setup, you may rip a CD

- 1) insert a CD into your CD drive
- 2) click on the **Freedb** button on the top of the screen. This is to allow the software to recognize the Track and Artist information. You may have to type in this information manually if the information is incorrect
- 3) check mark the tracks that you would like to rip
- 4) click on the **Grab!** button, and your CD will now rip audio onto your hard drive
- 5) to find the music you just ripped go to the folder that you have selected as the default save folder

[ ] check mark after you have reviewed this section

## Quick Start Guide (continued)

### Adding Audio to the Digilink-Xtreme

If you have your audio in MP3, MP2 or WAV format then you are ready to add Audio to the Digilink-Xtreme audio library. There are two folders that are used for adding audio to the Digilink-Xtreme, Library and !!!Import Audio. You may find these 2 folders by:

- 1) open the C: drive
  - 2) open the Arrakis folder
  - 3) open the Xtreme folder
  - 4) inside the Xtreme folder will be both the Library folder and the !!!Import Audio folder
- [ ] check mark after you have found these 2 folders

For easier access to these folders, you may want to create a short cut on the desktop.

**Note: We recommend having a backup of all your audio either on another computer or separate external hard drive.**

**IMPORTANT NOTE:** All mp3's and mp2's must have a bitrate of 192kbps or 256kbps. Otherwise you will have audio quality and reliability issues.

Both folders have the same purpose of adding audio to your Digilink-Xtreme library but have different and very important rules:

The **!!!Import Audio** folder:

- 1) Xtreme software must be turned on
- 2) can only add at most 20 files at a time
- 3) the Xtreme software will recognize the new audio files without having to restart the software

The **Library** folder:

- 1) can add as many files as you'd like
  - 2) the Xtreme software only recognizes the changes to the Library folder if you turn the Xtreme off and then back on
- [ ] check mark after you have reviewed and understand the difference between the 2 folders

### How the Digilink-Xtreme Recognizes Title and Artist Information

The Digilink-Xtreme is capable of automatically recognizing audio information such as the Title and Artist from the files that are imported into the Xtreme. This can be done 1 of 2 ways:

1) **MP3 V1 tag:** Audio files have the ability to have tagged data appended to the audio file. This allows software to automatically recognize important information such as Title and Artist. The audio file must have a MP3 version 1 tag in order for it to automatically recognize the information. If the Xtreme isn't recognizing the Title and Artist information then it may be because it did not have the proper tagging.

2) **File Name:** The Digilink-Xtreme can recognize information such as title, artist, cart # and other information based on the audio file name. The audio file name simply has to be named in the proper format. For example, if you wanted to import the Beatles song "The Yellow Submarine" with a cart number of 1000A, then you could name the audio file:

```
1000A+The Yellow Submarine+The Beatles+.mp3
cart # + Title + Artist (text) +.mp3
```

The different fields are delineated with the '+' character. Another example is if you had an ad that you wanted to have a cart number of Jack100 with the Title as "Jacks Farming" and Text with "Nighttime Ad," and you want it to be a Type S spot, then you would name the audio file as:

```
Jack100+Jacks Farming+Nighttime Ad+S+.mp3
```

You can add more information to the file by putting more information into the file name. The format is:

```
Cart# + Title + Artist (Text) + intro time + extro time + Type + Start Date + Kill Date +0+ runtime+.extension (mp3/wav/mp2)
```

```
example: 1000+The Yellow Submarine+The Beatles+10.2+04.3+M+12_31_2000+12_31_2099+0+04_18_4+.mp3
```

See the instruction manual for more information.

[ ] check mark after reviewing this section

## Quick Start Guide (continued)

# Section 4: Digilink-Xtreme On Air Screen

### On Air Screen Basics

The following instructions are to help familiarize yourself with the basics of the On Air screen and its functions. Check mark after following each of these basic steps:

[ ] startup the Digilink-Xtreme software. The first screen upon opening will be the On Air screen

The On Air screen playlist is on the left side, and the directory screen is on the right side. You will see audio listed on the directory wall if you have already added audio to the Library.

[ ] if you haven't already, add audio to the Library using the **!!! Import Audio** folder

### Playlist

With audio added to the Library you may now add audio to the playlist.

[ ] select a line in the Playlist next to one of the **LIST** columns. This will highlight the playlist line with a burgundy color

[ ] now select an audio file from the directory wall on the right side by clicking on one of them. This will add an audio file to the playlist

[ ] repeat these steps 3 more times to have 4 files in your playlist

[ ] now that we have audio in the playlist, click on the **Start Automation** button on the bottom left. This will start the automation and you should see the first file start counting down.

[ ] click on **Stop Automation** and you will notice that the current file playing will continue to play. Let the audio file finish and you will notice that the rest of your files will sit in the playlist until you click on **Start Automation** again

[ ] click on **Start Automation** again to play another file in the playlist.

[ ] click on the **Fade** button to fade out the currently playing file. This will do a 4 second fade and start the next file.

[ ] click on **Stop Automation** and this time click on **STOP** next to the currently playing file. This stops the currently playing file

### Playing files on the Directory Wall

[ ] you may play a file directly off the directory wall as well. Click on any audio file on the directory wall and a timer will count-down while the audio plays

[ ] click on another file in the directory wall and you will hear both files are overlapping each other. You are able to play 3 audio files from the directory wall at the same time

### Navigating the Playlist

[ ] add 10 more files to the playlist by selecting a line in the playlist and then clicking on an audio file on the directory wall

[ ] click on the **DOWN** button to scroll down in the playlist. If you click on **BOTTOM** it will send you to the bottom of the playlist

[ ] click on the **UP** button to scroll up. If you click on **TOP** it will send you to the top of the playlist

### Clearing the Playlist

[ ] now select a line in the playlist and then click on the **Clear** button. This will clear out the specific file from the playlist

[ ] click on **Start Automation**

[ ] right click on the **Clear** button. It will ask you if you want to clear the entire playlist, select yes. You will see that the rest of the playlist has been cleared and the top 2 files in **PLAY 1** and **PLAY 2** are still there. This allows you time to add more files to the playlist

### Refreshing the Playlist

The best way to refresh the playlist with the schedule from the Scheduler screen is to:

[ ] click on **Stop Automation**, the audio file currently playing will continue to play

[ ] right click on **Clear**

[ ] click on **Start Automation**. Refreshing the playlist will only work if you have items scheduled in the Scheduler screen

You may also save and load a playlist by clicking on the **Save Playlist** and **Load Playlist** buttons on the bottom.





## Quick Start Guide (continued)

### Searching the Directory Wall

You may sort and search in the Directory Wall by cart #, title, text (artist), as well as time (length of file).

[ ] click on the **CART #** button on the bottom right of the directory wall. This will bring up the options of sorting/searching

[ ] select **TITLE**. This will sort the directory wall alphabetically by the title of the audio file

[ ] type into the search box for a file you know to be in the directory. For example, Yellow Submarine

[ ] now select a different sort/search by; select **TIME**. This will now sort your directory by the length of the audio file

[ ] if you type in a time using min:sec then it will pull up the closest times. For example, type in 00:30. This will pull up files near 30 seconds in length



Sort/Search by Search Box

### Using the Jingles (Hot Keys)

The Digilink-Xtreme allows you to create up to 10 customizable hot key pages with 30 audio file buttons on each page. This is an excellent resource for live shows or even games.

[ ] click on the **Jingles** tab on the top right. This will bring up the Jingles (Hot Keys) page on the right side. It will initially show page 1 of the 10 jingle pages

[ ] click on the **JINGLES 1** button. This will move the Jingles page to the Left side and you will see the Directory wall on the right side

[ ] click on **Forward** button on the Jingles page on the left side. This will scroll you through the 10 different Jingles pages

[ ] now go back to Jingles page 1

[ ] click on any spot on the left side. This will highlight the designated spot

[ ] now click on any audio file on the directory wall. This will add the audio file to the specific jingle spot

[ ] add a couple more audio files to your jingles page by repeating the last couple steps

[ ] once you are done, exit out of the edit jingles screen by click on the X in the top middle of the screen



Now when you see the Jingles page 1, you will see those files that you have added. Follow the same steps to edit the Jingles pages.

**Quick Start Guide (continued)**

**Section 5: Library Screen**

**Editing Audio File Information**

The Library screen allows you to edit file information for your audio. You are able to change the Title, Artist, intro time, extro time, ect. You may do this for individual files or you can do it in mass. More information can be found in the manual.

- [ ] go to the Library screen
  - [ ] double click on any music file listed. This will bring up the **Edit Audio File Data** screen
- From this screen you are able to change the Cart # Title, Artist, Album title, intro time, extro time as well as start and kill dates.

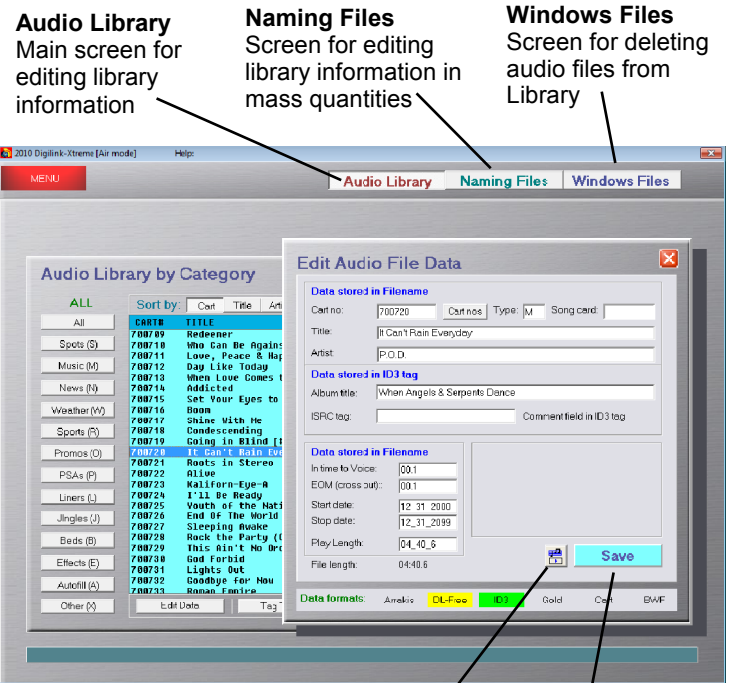
**Adding Intro & Extro to Music Files**

- [ ] click on the Music Note button on the bottom right of the **Edit Audio File Data** screen. This will open the **Intro-Extro Editor**. Audio for the **Intro-Extro Editor** will play out the Cue output on the Bridge
- [ ] click on the >>> button to send the audio back to 00:00.0
- [ ] when you hear the vocals, click on the **Voice** button to set the in time to voice
- [ ] click on the <<< button to send the audio file to the last 10 seconds of the audio file
- [ ] click on the **EOM** button when you hear the audio begin to fade out. Usually at about half way on the meters
- [ ] click on the **Save** button on the **Edit Audio File Data** screen to save the changes
- [ ] click on the down arrow key on the keyboard to send it to the next audio file

**Deleting an Audio File**

It is important to note that you cannot delete audio files directly from the Library folder in the C: drive. You must delete files from the program so that the Xtreme knows that the file has been deleted. To delete an audio file:

- [ ] go to the Library screen
- [ ] click on **Windows Files**. From this screen you can delete any audio file. Simply select the desired file and then click on the **Delete File** button



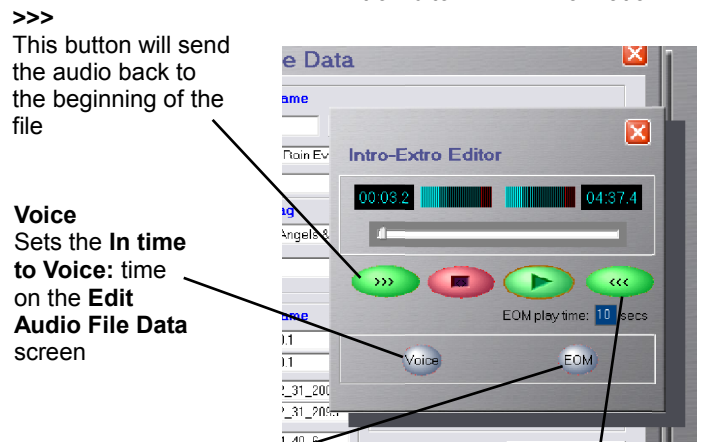
**Audio Library**  
Main screen for editing library information

**Naming Files**  
Screen for editing library information in mass quantities

**Windows Files**  
Screen for deleting audio files from Library

**Music Note**  
Opens the Intro-Extro Editor

**Save**  
Saves changed information



>>>  
This button will send the audio back to the beginning of the file

**Voice**  
Sets the In time to Voice: time on the **Edit Audio File Data** screen

**EOM**  
Sets the **EOM cross out:** time on the **Edit Audio File Data** screen

<<<  
Sends audio to the last 10 seconds of the audio file

## Quick Start Guide (continued)

### Section 6: Logs Screen

#### How to use the Logs Screen

The purpose of this section is to familiarize yourself with the Logs screen. Please see the instruction manual for more information.

#### Spot Log

To create a spot log:

- [ ] go to the Logs screen
- [ ] click on the Spot Log tab
- [ ] highlight the desired section from the Spot Log and click on the **View Selection** button
- [ ] click on **Export Selection**
- [ ] enter a **File name:** and save the text file to a desired location. This text file will be used to reconcile with your traffic software.

#### Create BMI Report

To create a BMI report:

- [ ] click on the **Create BMI Report** button at the bottom of the Log screen
- [ ] select a **Start date** and an **End date**
- [ ] click on **Save Report to File**, enter a **File name:** and save the text file to a desired location. This will create a text file to send to BMI

### Section 7: Scheduler & Recorder Screen

The ARC Console mode is intended as a Live assist software and has limited ability. The Scheduler and Recorder screens are both screens that you may access, but they do not function in the ARC Console Mode. Please see page 1 of this manual for more details.