# Edit Playlist Function

Add / Remove a User Mid Session

You can only Add Users between activities or before a playlist begins

Make sure the Pause screen is turned on in the Presentation Options section of Administrative Settings

A. From the Pause Screen, select the **Edit** button
   - The **Play** tab in Player opens
B. Navigate to the **Enrollment** tab
   - **Adding a User:** Choose a remote control, select the name of the person to be added, have the user press the Registration Button on the Remote
   - **Removing a User:** Select the name of the User to be removed and select the **Remove** button
C. Navigate to the **Play** tab and then select the **Play Activities** button

   Note: You can also change facilitators between courses
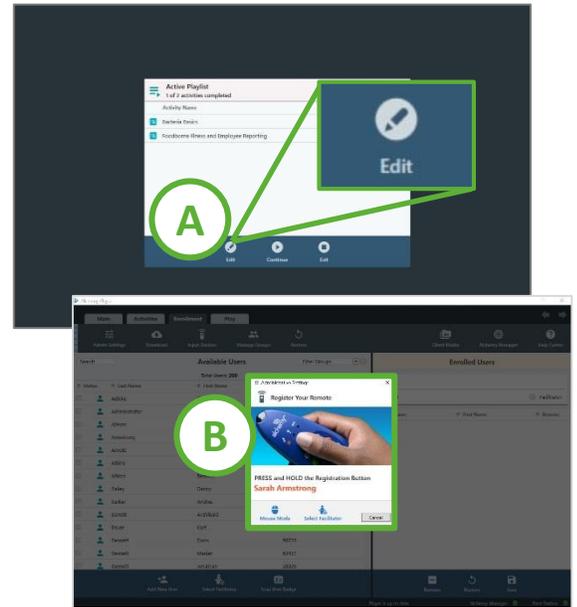
Add / Remove an Activity Mid Session

You can only add activities between scheduled activities

Make sure the Pause screen is turned on in the Presentation Option section of Administrative Settings

A. From the Pause Screen, select the **Edit** button
   - The **Play** tab in Player opens
B. Navigate to the **Activities** tab
   - **Adding an Activity:** Expand the appropriate category and select the desired activity
   - **Removing an Activity:** From the Scheduled Activities screen, select the activity to be removed, then select the **Remove** button at the bottom of the page
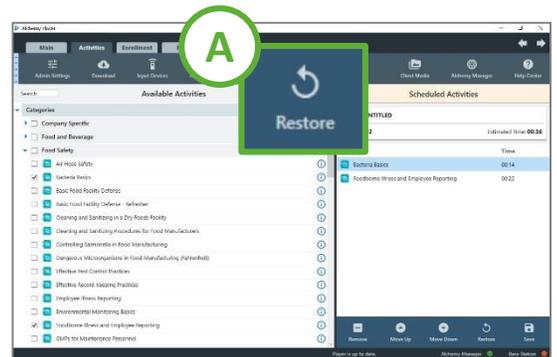C. Navigate to the **Play** tab and then select the **Play Activities** button

Restore Function
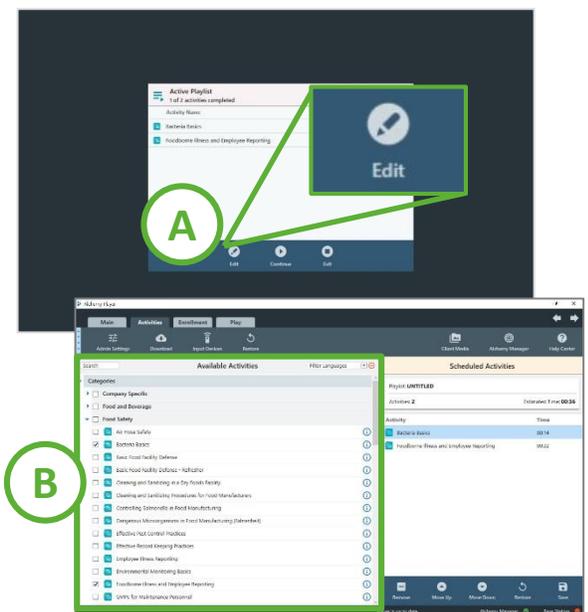
Restore Previous Playlist

This is an option in the Activities Tab

This option restores only the list of activities immediately previous to your current session

From the Activities tab:

A. Select the **Restore** button

Restore Previous Users

Access this option in the Enrollment tab

This option restores only the user(s) enrolled in the previous session, using the **SAME REMOTE CONTROL NUMBER**

From the Enrollment tab:

A. Select the Restore icon
B. A window opens with a list of all previous Users and their associated Remotes
C. Instruct users to verify that the number next to their names in the restore list matches the number on their remote control
D. Once verified, instruct the users to press and hold the registration button on their remotes
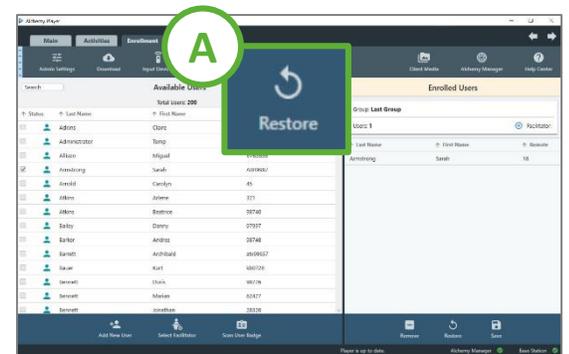
This is a great option to use if your computer shuts down or loses power mid-session. Verify that your Users have the same remote from the previous session.

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Stuck on a Question and Answer screen? When in doubt switch it out!
More information on troubleshooting remote controls can be found in your Reference Guide.

Switch Out a Remote on the Question Screen:

A. Choose another remote (not already in use)
B. Select the **Manage Remotes** icon
   - The Manage Remotes window opens
C. Select the name of the user whose remote is not working, then select the **Change** button
D. Have the user pick up the new remote, then press and hold the registration button
E. Wait for the screen to indicate that the remote has been assigned
F. Close registered remotes windows to continue with the activity
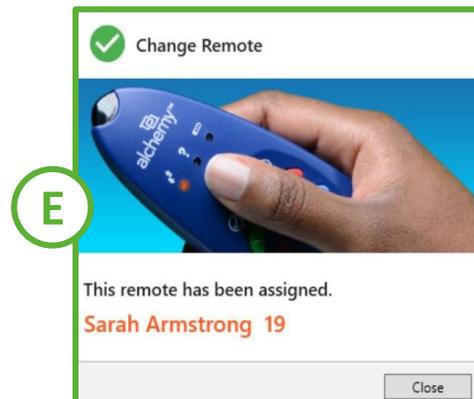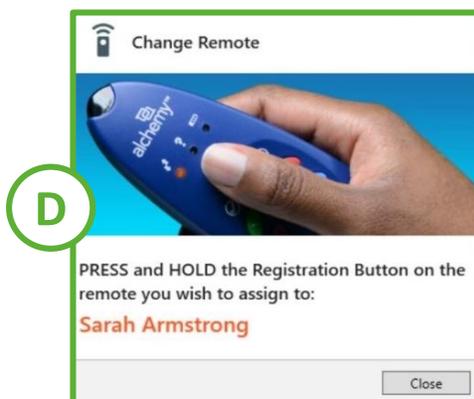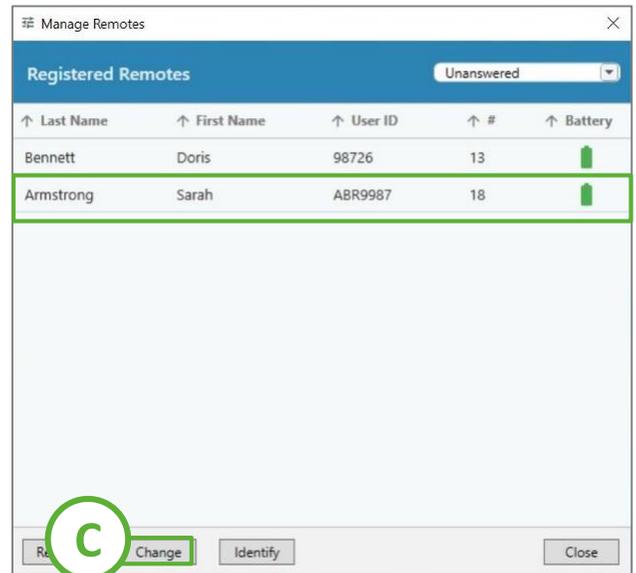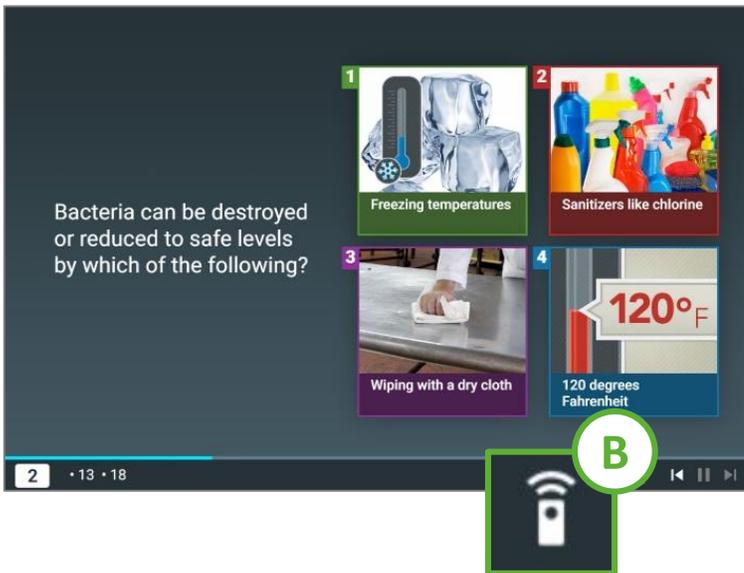
Note: You can only switch out a remote control on the Question and Answer screen

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Issue: Remote stops working mid-session

Solution: Switch out a remote on the Question Screen

A. Choose another remote (not already in use)
B. Select the **Manage Remotes** icon
   - The Manage Remotes window opens
C. Select the name of the user whose remote is not working, then select the **Change** button
D. Have the user pick up the new remote, then press and hold the registration button
E. Wait for the screen to indicate that the remote has been assigned
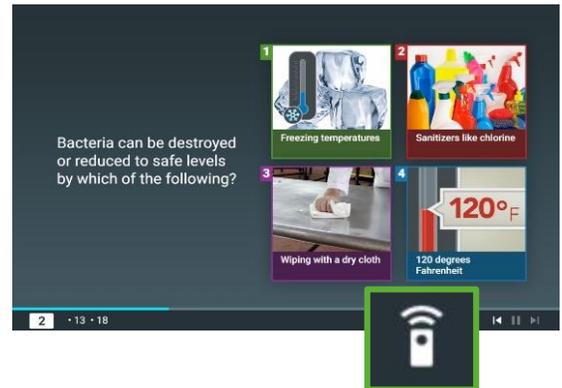F. Close registered remotes windows to continue with the activity

Issue: User needs to leave mid-session

Solution: Remove the user from the session

A. From the Q&A screen, select the **Manage Remotes** icon
   - The Registered Remotes window opens
B. Select the name of the person leaving the session, then select the Remove icon
C. Verify this action by selecting **OK**, then select **Close**
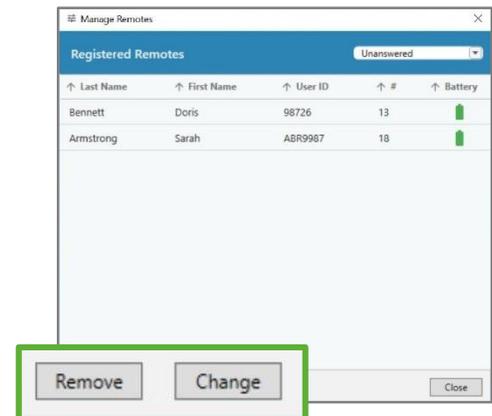
Issue: Remote not working during Enrollment

Single Remote Solution: Manually reset the Remote

A. Hold down buttons 1 & 5 simultaneously for 3-5 seconds
   - Wait until all three lights blink three times

Issue: Remote does not have a red light

Solution: Wait for the Base Station to ping the Remote

A. If there isn't a red light on the remote, do not press any of the buttons
B. Wait until responses from all enrolled users have been received by the Base Station, then wait 12 seconds to see if the red light appears
C. If there still is no red light, then switch out the remote

If you repeatedly have remotes without red lights during your courses, try changing the RF channel on your base station