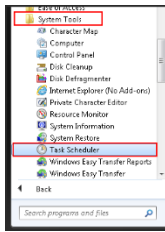
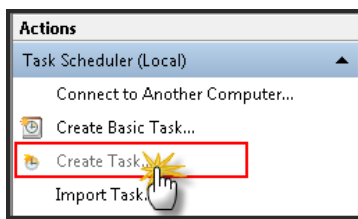


Accessing Scheduler



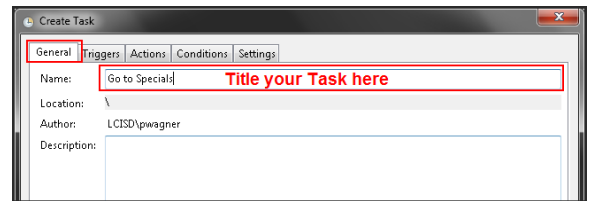
- Click the **start button**
- **All Programs**
- **Accessories**
- **System Tools**
- **Task Scheduler**

Creating New Task



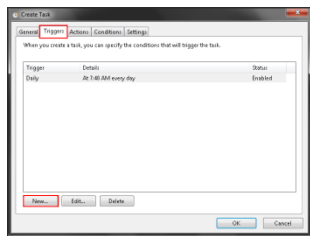
From the actions menu on the right, select **Create Task**.

The General Tab



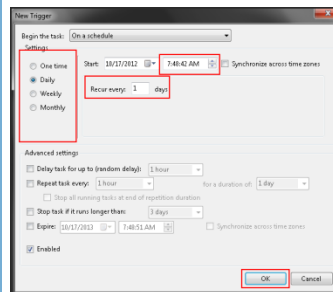
A new window will open. It defaults to the **General** tab. This is where you will **name your task**. Name it something that will help you understand what it is for. An example could be “Go to Specials”.

The Trigger Tab



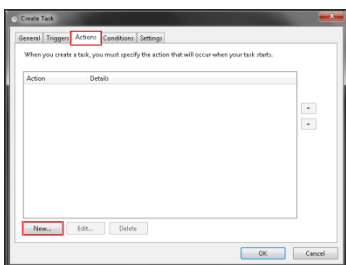
Next, click on the **Trigger** tab. This is where you will set the time and frequency of your task. Click the “**New**” button at the bottom left.

Setting Time and Frequency



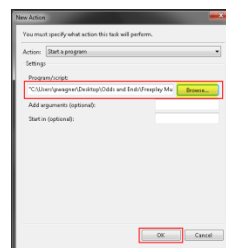
In this window choose the day and time you want the task to occur. You have options to make it daily, etc. Click “**OK**” when you are finished.

The Actions Tab



The **Actions** tab is next. This is where you will tell the task what you want it to do. Click the “**New**” button at the bottom left.

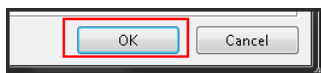
Choosing the Song File



In this window click “**Browse**” to locate the song file you want to associate with this task. Select the proper file and click “**OK**”.

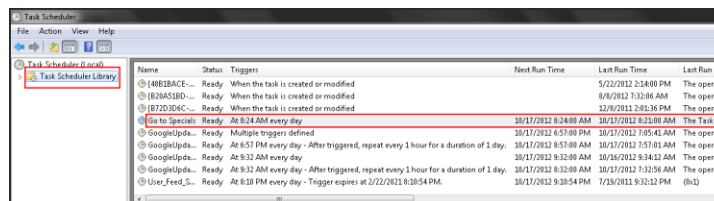
Free music can be found at <http://freeplaymusic.com>.

Completing the Task



After completing all the prior steps, remember to click “**OK**” in the bottom right of the Create task window to save your task.

Reviewing Your Scheduled Tasks



To view any existing tasks, select the “**Task Scheduler Library**” in the left-hand task pane. Browse through the tasks that have been created in the middle task pane. If you need to edit, **right-click** on the task for more options.