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Scheduling your radio on VoxStream: playlists, time announcements and jingles

VPS & Servers

CODE

RLX-MZ-KB-2190

VERSION

v2026.10.18

COUNTRY · LANGUAGE

Mozambique · English

Interweb Mozambique

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Tax ID (NUIT) 401 191 607 · Legal entity no. (NUEL) 105 045 974 · Economic activity code (CAE) 62022

<https://www.meu.interweb.co.mz/knowledgebase/2190>



The short answer: on VoxStream your radio runs itself with the **AutoDJ**, which plays whatever is on the schedule when nobody is live. The schedule is built from four pieces: the **music library**, the **playlists**, the **scheduling** of those playlists by day and hour, and what goes between the songs: **jingles**, **commercials** and the **time announcement** (called Hora Certa in the panel), where the radio tells listeners the time. This is where VoxStream shines: putting the station on autopilot. Menu names change with the panel version: if you cannot find one, look for the closest word.

The pieces of the schedule

Piece	What it does
Music library	The files the AutoDJ plays. They use the plan's AutoDJ space : 20 GB on Streaming Pro, 50 GB on Plus and 150 GB on Ultra. The panel also has a collection of MP3s sorted by music genre.
Playlists	Lists of songs with a theme: morning, night, one genre, weekend music. The schedule plays playlists, not loose songs.
Scheduling	Says which playlist plays on each day and at each hour. It is what makes the morning sound different from the night.
Jingles and commercials	Short files (the station ID, an advert) that go between songs, as often as you set.
Time announcement (Hora Certa)	The AutoDJ tells listeners the time, between songs.
Song requests	Listeners ask for songs; a request can be approved by hand or go into the schedule on its own.
Played songs report	The list of what went on air, as Excel or PDF. Useful to check the schedule, and for anyone who asks you what was played.

Building the schedule from scratch

1

Sign in to the panel with the address, username and password you received by e-mail when the radio was created. If it is your first time, see **first steps with VoxStream**.

2

Upload your music into the library, sorted into folders (by genre, by decade, by show). Tidy folders now save hours when you build the playlists.

3

Create playlists from those folders. One large general playlist to cover any empty hour, and shorter ones for each part of the day.

4

Schedule the playlists by weekday and start time. Begin with the basics (morning, afternoon, evening, overnight) and fine-tune after listening for a few days.

5

Add jingles and commercials: upload the files and say how often (in minutes, or every so many songs) they should play.

6

Turn on the time announcement and listen when the radio says the time: check that the time it says is your local time.

7

If you want ready-made content between your songs, VoxStream has shows and short segments. Read **what they are and when they fit your radio** first: they are produced in Brazil, in Portuguese.

8

Listen through the listening link for a day, then open the played songs report to check the schedule did what you expected.

Check the clock before you schedule. Scheduling and the time announcement follow the panel's clock. If the time the panel shows is not your local time, the morning show goes out at the wrong hour and the radio announces a time that is not yours. If the time is off and you cannot find where to change it, tell us before you build the whole schedule.

Always keep a fallback playlist covering the hours you have not planned yet. Gaps in the schedule are the most common reason an automated radio keeps repeating the same songs, or goes silent.

Need a hand with your VoxStream schedule? Tell us the radio name and what should play, at what time.

[Open a support ticket](#)

SEE ALSO

VoxStream shows and short segments: what they are and when they fit your radio

First steps with VoxStream: signing in and getting your radio on air

SonicPanel or VoxStream: which streaming panel to choose for your radio

Going live on SonicPanel and VoxStream: BUTT, Mixxx or SAM with server, port and password

AAC+, MP3, FLAC or OGG: audio formats and quality on each streaming panel

Streaming Server: first steps with SonicPanel



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