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User Guide – CD or DVD Loading  
**Control**   
Home Controller & Media Controller

## SOFTWARE INSTALLATION AND CONFIGURATION

Please refer to the following documentation using the supplied credentials from the welcome email:

- RoboStation Installation Guide
- RoboStation User Guide

## SPECIFIC CONTROL4 LOADING INSTRUCTIONS FOR ROBOSTATION

### NOTE:

If you're loading music that has been groomed via Collectionization™, shut off Composer's "Auto update metadata" flag. It will overwrite metadata.

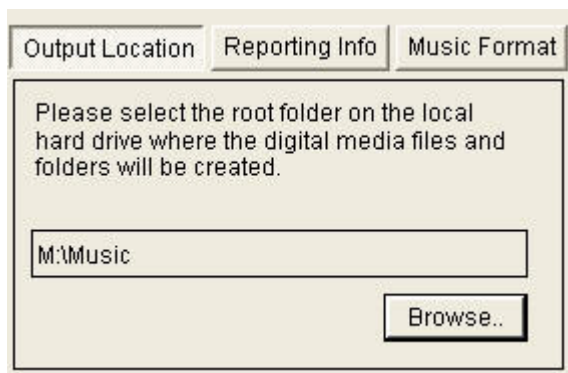
Prior to import, close Composer. Edit the ComposerPro.exe.config file in a text editor and add this line between the <web> tags

```
<add key="NoWebServiceDuringScan" value="true" />
```

### Ripping to Local Hard Drive Instructions

1. Within the RoboStation application, click the *Browse..* button located on the *Output Location* screen (below left) to access the *Browse For Folder* screen (below right).

### RoboStation Screenshots



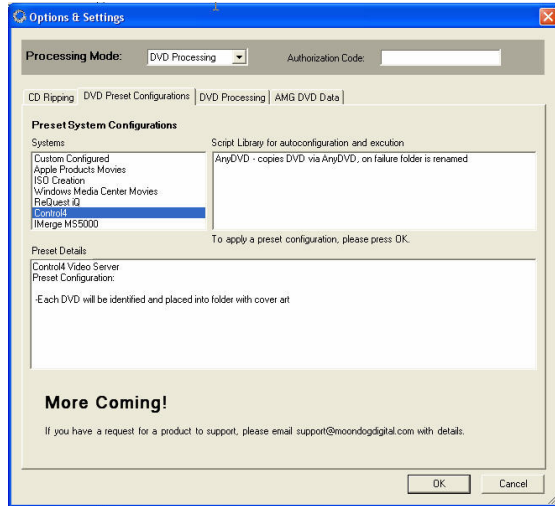
Selecting the *Music Destination* folder



After Clicking OK, the music location will be set within RoboStation

To rip DVDs, the process is the same.

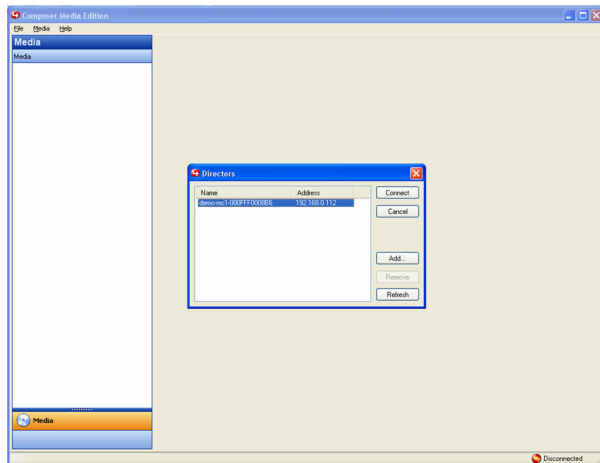
2. Either *Make New Folder* or select an existing folder which will serve as the root folder for all the music.
3. Clicking *OK* will set the destination location similar to the location seen in screenshot (above left).
4. Configure the batch by selecting the proper “Processing Mode” under the File | Options menu.
  - a. CD – select *Music Format* tab and select format.
  - b. DVD – select the proper *DVD Preset Configuration* from the Options screen



## DVD CONFIGURATION

**By selecting a script from the library on the right, RoboStation will auto-configure and provide instructions of any additional requirements.**

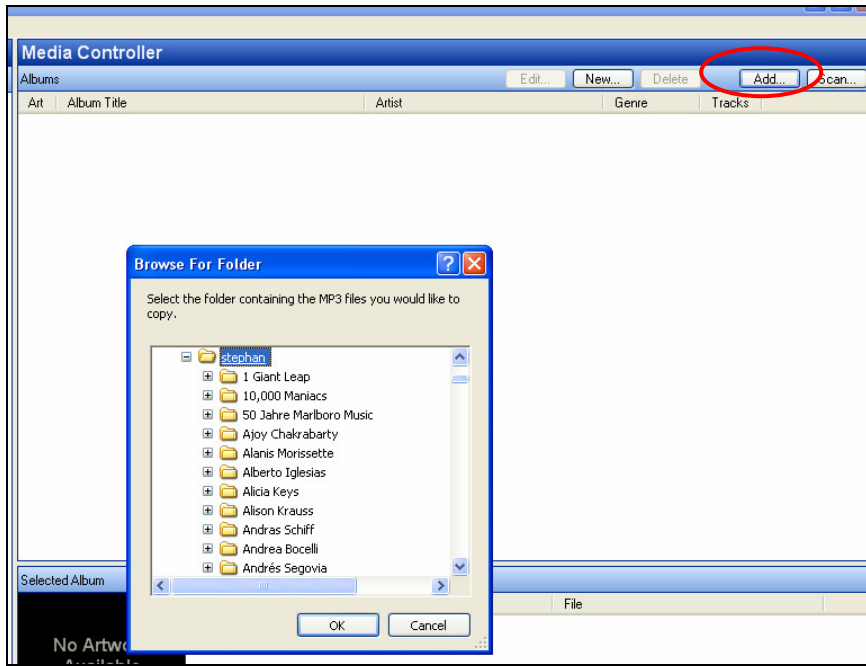
5. Begin the conversion process by clicking *Encode*.
6. Once complete, close all applications.
7. Open Control4 Composer or Composer Media Edition. (We'll be using *Media Edition*.)



**Start Composer Media Edition and connect to Home Controller to be loaded**

Composer Media Edition is a free tool that can be downloaded free from [control4.com](http://control4.com).

8. The music will need to be moved to the Home Controller. By using the *Add* button, the software will copy and scan the music in one step.
9. If the music was place on a USB hard drive and attached to a Home Controller, utilize the *Scan* button.



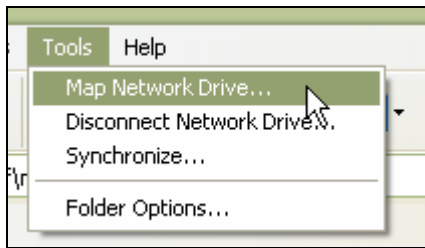
By leveraging the Add... functionality, the music will be copied and indexed by the system automatically.

10. Click *OK* to start the process. This process can be lengthy based on network speed and the number of CDs to be moved.
11. The unit will continue album art lookups over the next several hours. Leave the Control4 Home Controller and Composer software running and attached to the internet.

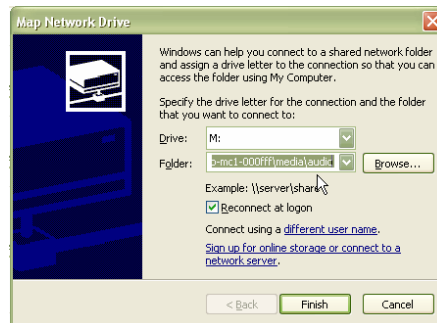
### Direct Rip to Home Controller

Notes: Moondog Digital does not recommend ripping directly to the Home Controller due to the decrease in speed, issues arising from troublesome networks, and fact that this option does not create a backup copy. Additionally, if you decide to rip the music directly, please take the time to map a network drive (see below).

1. Begin to map a network drive from *Windows Explorer* or *My Computer* by selecting ‘Map Network Drive’ from the *Tools* menu (below left).



Creating a Drive Letter for the AUDIO folder on the Home Controller



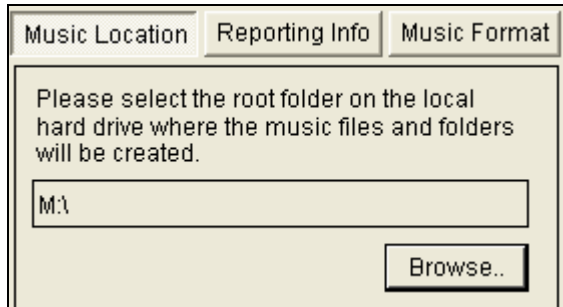
Selecting the AUDIO folder by typing or Browsing (see right)



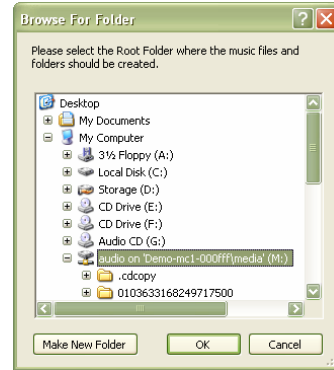
Browsing for the AUDIO folder

2. Now the PC will have an “M:\” to represent the Home Controller’s hard drive.
3. Simply select the Home Controller’s M:\ drive by clicking RoboStation’s *Browse..* button (below left).

## RoboStation Screenshots



Selecting the *Music Destination* folder



After Clicking OK, the music location will be set within RoboStation

4. Follow the steps above to configure and start the batch.