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User Guide



Audio Servers

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 AUDIOREQUEST LOADING INSTRUCTIONS FOR ROBOSTATION

These instructions will enable the user to ensure the converted music is structured and encoded correctly.

ReQuest Mode

When the software is setup for ReQuest mode, the software will show ****ReQuest Version**** (right).

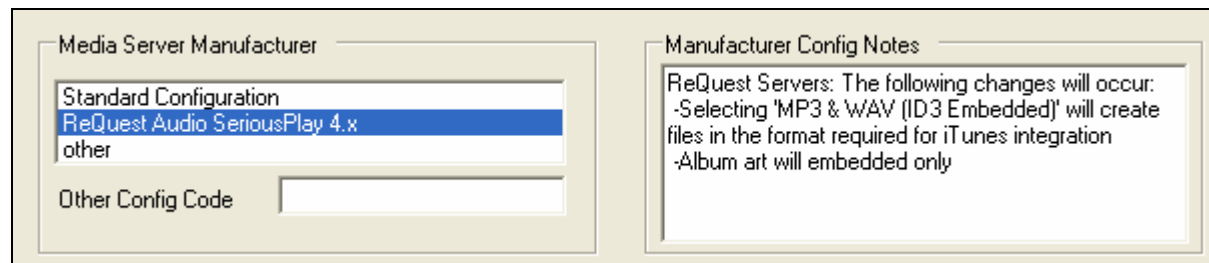
This will automatically configure the system to allow the functionality required by ReQuest SeriousPlay 4.x.



These configurations are:

- File name and folder structure
- Dual Format MP3 file naming
- Genre Conversion
- Supply embedded album art only

To put RoboStation into ReQuest Mode, select ReQuest Audio SeriousPlay 4.x from the Options Screen found under the *File | Options* menu.



Options Screen – configuring RoboStation for ReQuest Dual Format

PREPARING TO LOAD THE MUSIC

Placing AudioReQuest Hard Drive into RoboStation – Direct Rip to Hard Drive Instructions

These instructions will step you through the process of removing the AudioReQuest Hard Drive and installing it into the RoboStation PC. The hard drive can then be loaded with music directly.

Prerequisites:

1. RoboStation installation complete
2. Automation hardware attached and interfacing with RoboStation
3. External bay attached with EXT3 driver installed to access Media Drive using Windows.
 - To purchase an external bay, please call us.
 - For downloads and more information on the EXT3 driver please visit:
<http://www.request.com/support/integration.asp>
4. The hard drive's jumper must NOT be set to CABLE SELECT in the caddy.

1. Remove the faceplate from the AudioReQuest Server and power off the unit. DO NOT REMOVE THE HARD DRIVE CADDY WHILE THE UNIT IS RUNNING. THESE HARD DRIVES ARE NOT HOT-SWAPPABLE.
2. To remove the hard drive caddy unlock the bay, lift the caddy handle to unseat, and slide the caddy out.



Unlock bay with supplied key



Lift handle to unseat and pull forward

3. To load into the external bay, simply slide hard drive caddy in and lock by sliding the front switch to the left.
4. Upon turning on the external bay, Windows will recognize the hard drive with the next available drive letter.



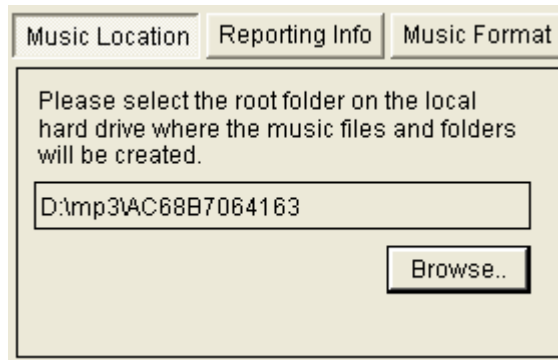
Slide caddy into external bay



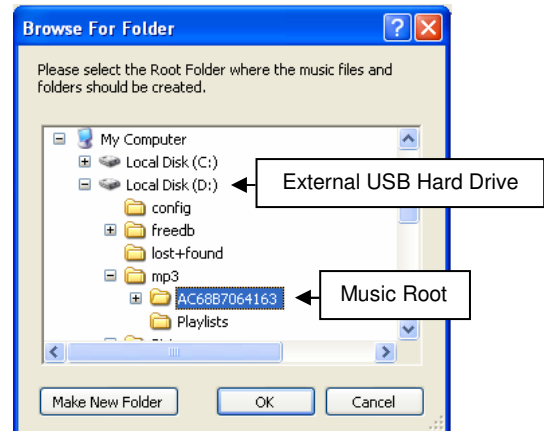
Lock caddy by sliding power switch on

5. Within the RoboStation application, click the *Browse..* button located on the *Music 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

6. Traverse *My Computer* to locate the AudioReQuest Hard Drive (above right).
7. Select the alphanumeric folder found under *mp3*.
8. Clicking *OK* will set the destination location similar to the location seen in screenshot (above left).
9. Begin the conversion process by clicking *Encode*.
10. Once complete, close all applications.
11. Prepare to eject the hard drive caddy by first clicking the Remove Hardware system icon (below).



Preparing to pull the hard drive caddy from the external bay by first stopping the device in Windows

12. Then select *Safely remove USB Mass Storage Device – Drive(?:)*.
13. Do not power off or remove the hard drive caddy until the device is successfully stopped.
14. Replace the hard drive caddy into the AudioReQuest Server, lock bay with the supplied key, and power on the unit.
15. The unit will perform hard drive tests, data consistency check, and album art lookups over the next several hours. Leave the AudioReQuest Server running and attached to the internet.

Loading Variation – Ripping to a PC's Hard Drive then moving to external hard drive

If you are utilizing multiple machines, you can rip the music to each computer's internal hard drive, then copy the music to the alphanumeric folder found under *mp3* after each computer finishes.

Utilizing Upload Folder – Copy & Paste Instructions

These instructions will show you the easiest way to move the digital music from the local PC to the AudioReQuest Server:

1. On the local PC, open *My Computer* or *Windows Explorer*.
2. Locate the root folder (*music_mp3_ripping*) specified as the *Music Destination* within RoboStation (below left).

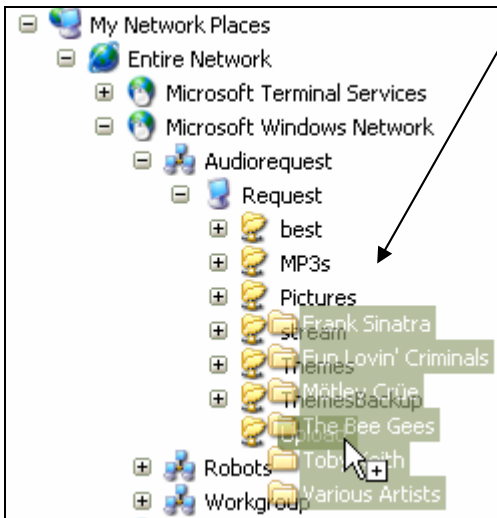


Selecting the Music Destination folder



Selecting music folders

3. Click on any music folder (*Frank Sinatra*) on the right side of the window (above right).
4. By holding **CTRL** and pressing **A**, you can easily select all the music folders.
5. Click any Artist folder and drag the group (below left) to the *Upload* folder found on the AudioReQuest server.
6. To find the AudioReQuest Server you can:
 - a. Locate the AudioReQuest Server's name under *System Information – Name* and search for the computer using *Find Computer* search within Windows
 - b. Select the unit from the “My Network Places” entry under the Audiorequest group (below).



Dragging the music to “Upload” folder on the AudioReQuest Server

Notes:

- Do not use the *Upload* folder for Dual Encoding Conversions. Please purchase external bay and load the *MP3s* folder directly.
- Do not rip directly to the *Upload* folder across your network as a Mapped Drive. Partially encoded files can be corrupted.

7. Copy time will vary based on network speed and other similar factors.
8. The AudioReQuest Server will import the music and extract/lookup cover art over the next several hours. Leave the AudioReQuest Server running and attached to the internet.