MOOD:

Encompass CM

Audio Update Instructions

1. Verify that LCD on the unit face is illuminated and displays text.
2. Press the "Eject" button to open the CD-ROM tray.
3. Place the update disc* with the label facing upward on the tray. Press the
1. "Eject" button again to close the tray.
4. After a few seconds, the LCD will display a "Copying" message, followed
2. by a file name.
5. After all audio files are copied from the disc, the LCD will return to
3. displaying the artist name and song title of the current selection. (As each
4. disc may include more than 100 songs, the load process may require
5. several minutes per disc.)
6. Once complete, the disc may be removed by pressing the "Eject" button.
7. Repeat these steps for all update discs. Your audio and scheduling files
8. have now been updated.

* All update discs include the most current system firmware. If the current version
is newer than the existing version, it will automatically be updated. Loading new
firmware will cause the system to restart approximately 30 seconds after the disc is
inserted. After restarting, the unit will resume the audio file load at step four
(above). This will copy any audio and scheduling files, which may also be
included on the same disc.

For support, contact MOOD: Client Support at 800.331.3340

Changing Programs

1. While playing, the encompass CM will display the Artist Name and Song Title of the selection currently playing
2. Press **ENTER** to access the on-screen menu
3. Press the ▼ or ▲ button to change the display to read Select Program
4. Press **ENTER**
5. Press the ▼ or ▲ button to view the available programs
6. Press **ENTER** to select the desired program

Changing Date & Time

In order to provide dayparting or special event programming, some discs require that the date and time be set.

1. Press the **ENTER** button on the faceplate to access the control/diagnostic menu.
2. Press the ▼ button once, then
3. Press **ENTER** to access the date and time.
4. Press the ▲ button to modify the Date, or the ▼ button to modify the time.
5. Use the ▲ & ▼ arrows to change each number.
6. When correct, press **ENTER** to move to the next number.
7. Upon completion, press **ENTER** to store the new date and/or time.

Setting a Network IP Address

1. Press the **ENTER** button on the faceplate to access the on-screen menu.
2. Use the ▲ & ▼ buttons to scroll to IP Address.
3. Press **ENTER** to display the current address.
4. Simultaneously press and hold the ▲ & ▼ buttons for two seconds.
   a. A cursor will begin blinking on the first digit of the address.
5. Use the ▲ & ▼ buttons to set each digit.
   a. Press the **ENTER** button to move to the next digit.
6. Upon completion, press the **ENTER** button to store the address in the encompass *CM1* memory.
   a. Each segment of a valid IP address ranges between 0 and 255.

Troubleshooting

Under normal operating circumstances, the LCD will display the Artist and Song title playing. When any other message is displayed, technical help may be obtained by calling **Muzak BOC** at **800-327-6549**.