

MOOD:MIX USER GUIDE

Welcome to Mood Mix!

We are excited that you've chosen Mood Mix as your online music solution. It's easy to get started! You can also review our Mood Mix Knowledge Base using the Help feature on the Mood Mix website or submit a request for assistance to mix@moodmedia.com.

To begin, simply log in using the credentials sent to your email address. <http://mix.moodmedia.com>

Sign In to MOOD:Mix

You need to sign in or sign up before continuing.

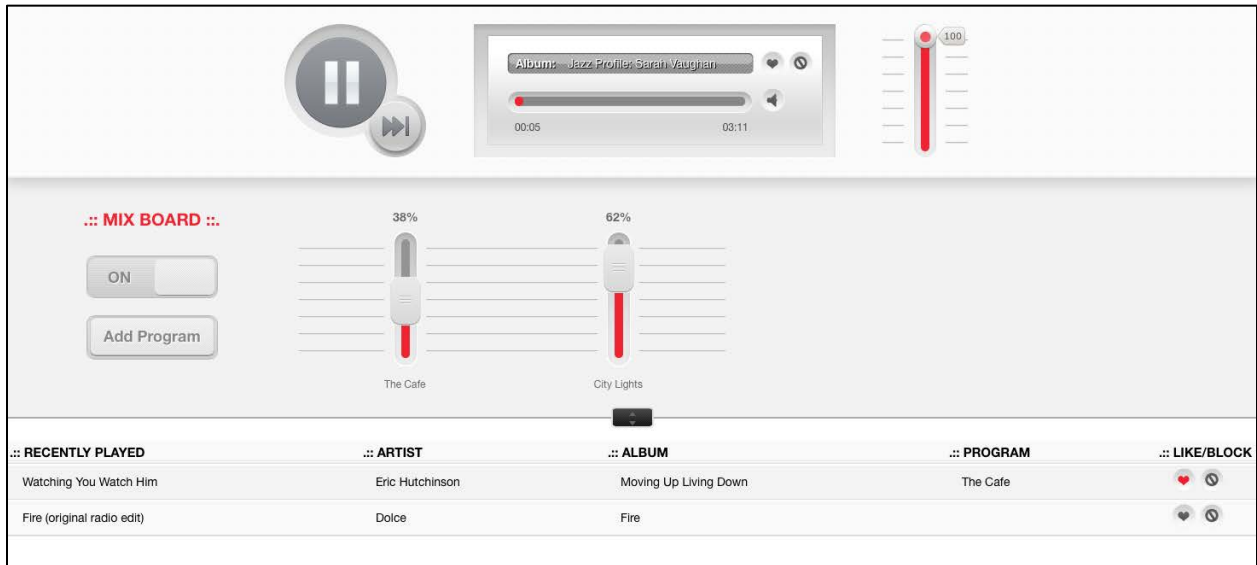
Email

Password

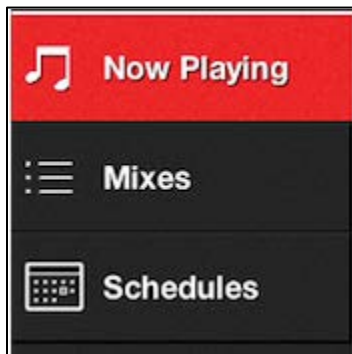
[Forgot Password?](#)

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If this is your first login, Mood Mix will show you a quick tutorial. Otherwise, you'll see the main Mix interface.



You'll notice a sidebar on the left portion of your screen. The following three main options are presented: **Now Playing**, **Mixes** and **Schedules**.



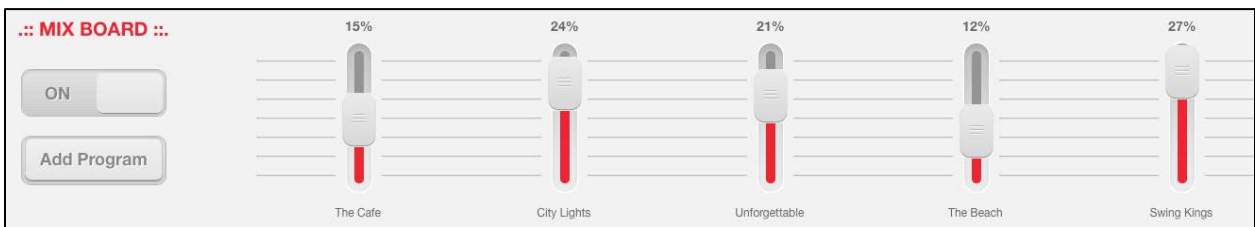
Clicking any of these options will change your view of the Mood Mix screen. The following is a short description of how each sidebar option functions.

Now Playing



The **Now Playing** view is your main view for Mood Mix. The large button is the “Play” button and will allow you to immediately play your current mix. Once the music is playing, the display bar will rotate between the Song Title, Artist and Album, and the progress bar will show you the remaining time.

The smaller button (at the right bottom of the Play button) is the “Skip” button. Using the Skip button, you may skip five songs every hour. To the right of the display bar, you will see a like/block button and to the right of the progress bar, you will see the mute button. There is also a Volume Level at the right, though we recommend you control your main volume using the volume control on your sound system.



The middle portion of the Now Playing tab features the Mix Board, which allows you to change how often a specific genre is played by moving the percentage slider up or down.

::: RECENTLY PLAYED	::: ARTIST	::: ALBUM	::: PROGRAM	::: LIKE/BLOCK
A New Day	Cindy Bradley	Unscripted	City Lights	♥ ⓧ
Watching You Watch Him	Eric Hutchinson	Moving Up Living Down	The Cafe	♥ ⓧ
Fire (original radio edit)	Dolce	Fire		♥ ⓧ

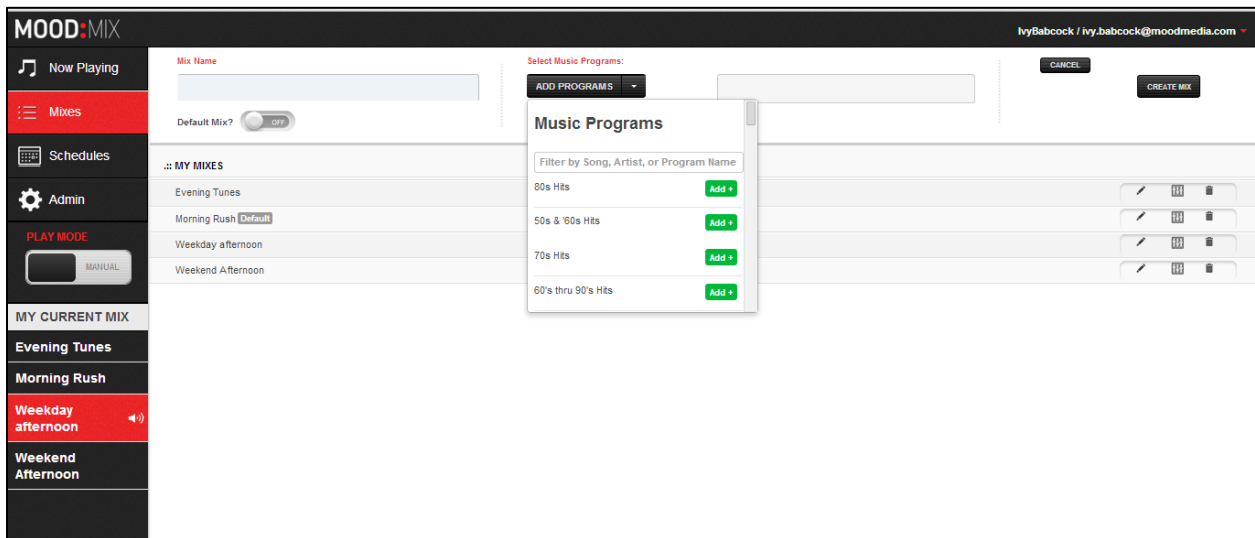
The bottom of the Now Playing tab features a list of Recently Played songs. You have the ability to click the “Like” button (the heart) or the “Block” button (the not allowed symbol). Liking a song will notify the software that similar songs should be played more often while Blocking a song will prevent it from being played again.

Mixes

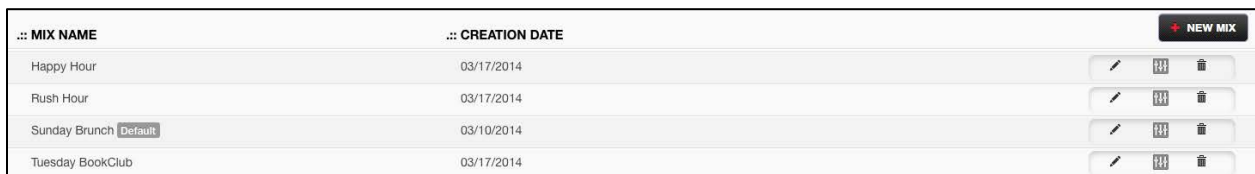
The Mix tab is where you can create, modify, or delete your current mixes.



To create a mix, click the “+ New Mix” button in the top right corner. You can then name your new playlist. You also have the option to make this playlist your default mix. (Please note: There can only be one default mix at any given time.)



As you create any new mix, you may choose up to five different music programs from a choice of more than 40 program options, all designed specifically for business by our professional Music Designers. You can also type in the name of a program to search for a specific program. To listen to samples of any program, simply visit <http://www.moodmedia.com/samples-music.asp>.

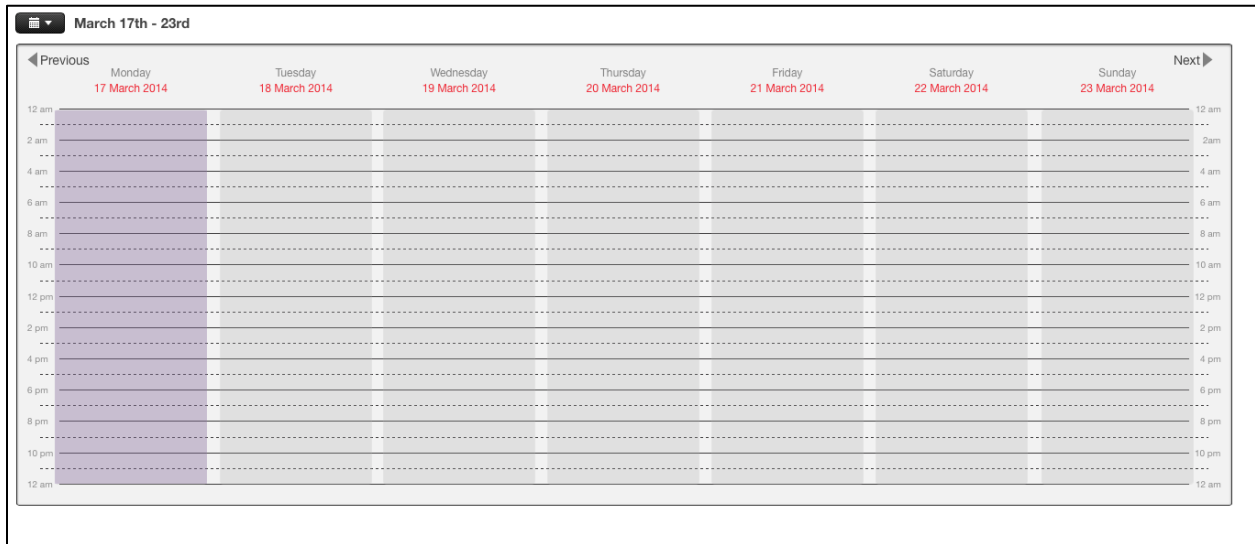


All mixes associated with your account will be listed on the Mixes page. To the right of each mix, there is a tool bar allowing you to Edit the Mix, View the Mix Board (to change the sliders) and Delete the Mix.

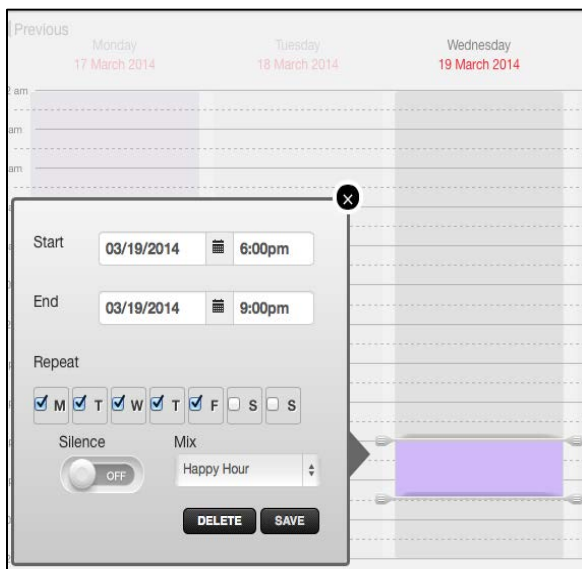
Schedules

On the Schedules tab, you have the option to change the Play Mode from Manual (choosing a specific mix) to Schedule (choosing different mixes to automatically play at different times and days of the week).

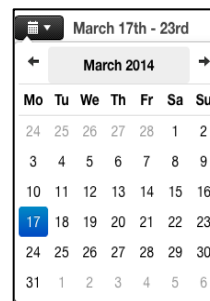
Once you have entered the Schedules area, you will see a weekly calendar view.



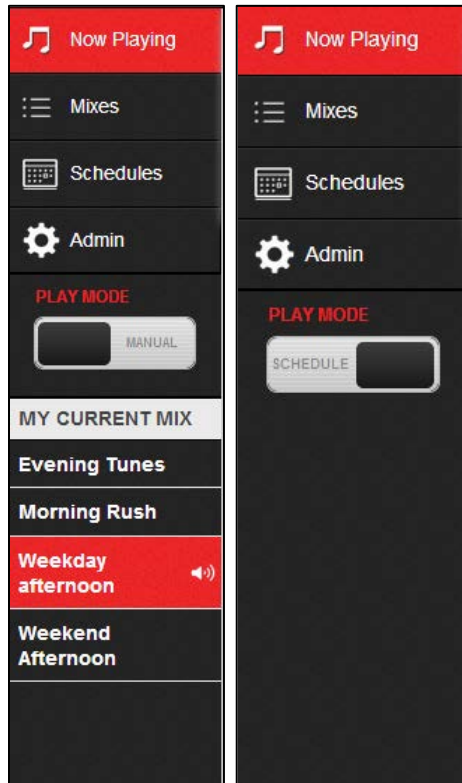
To schedule music to play during a particular time, simply click on any time during the week. A schedule box will appear. You will be able to refine/expand your day and time, choose the right mix and select any appropriate repetition frequency.



Clicking the calendar icon between the day and time brings up a monthly view so you can quickly navigate future dates as needed.



Mode Selection

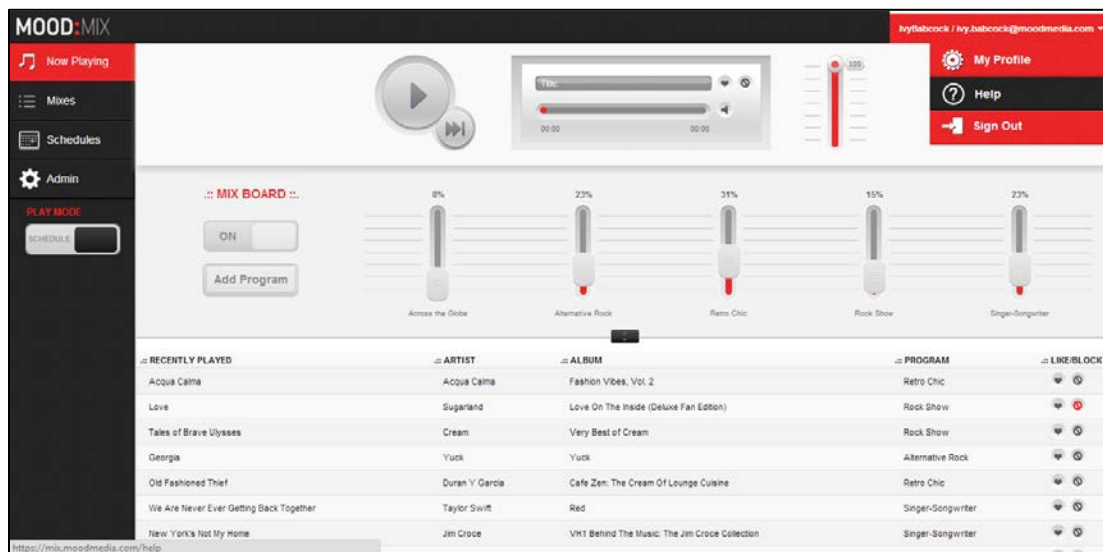


Below the three main tabs on the sidebar, you'll see a Left/Right choice button that displays "Manual" Mode (default) or "Schedule" Mode.

When Manual Mode is selected, you will see a list of your current mixes below the button. By clicking the name of the Playlist, you can switch between mixes.

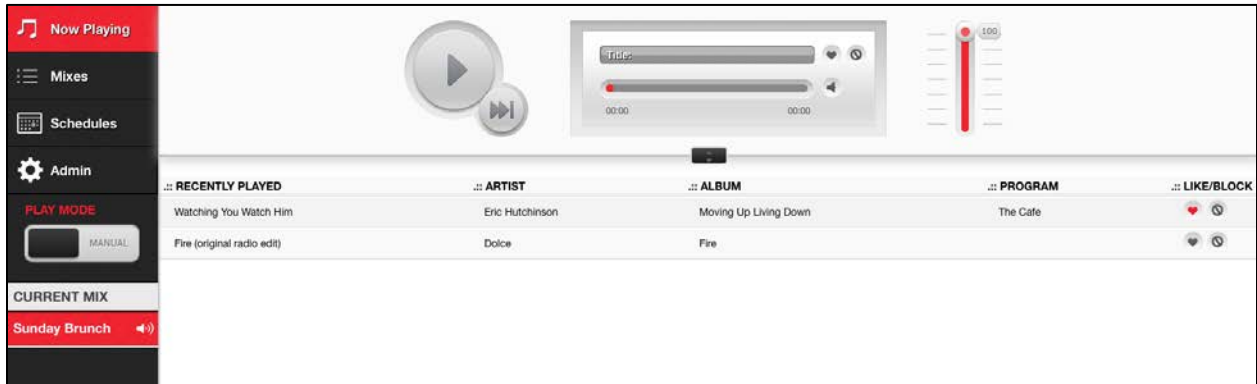
When Schedule Mode is selected, the option to select a mix from the sidebar is no longer available and Mood Mix simply runs according to the schedule(s) you have created in the Schedules tab.

Should you have any additional specific questions, please go to the top right corner of your screen, open the dropdown menu and choose "Help." You will be directed the Mood Mix Support page where you can consult our FAQs or contact the Support team directly.

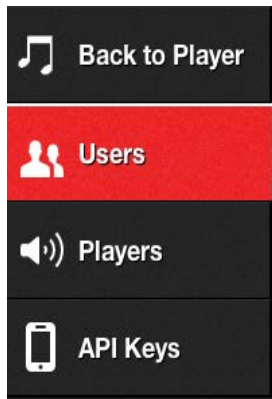


Administrator Options

Mood Mix also offers an Admin function that allows the Manager/Administrator of your account to create users and manage players. To enter Admin mode, the Account Administrator should simply click on the "Admin" tab below the three main navigation tabs on the left sidebar menu.



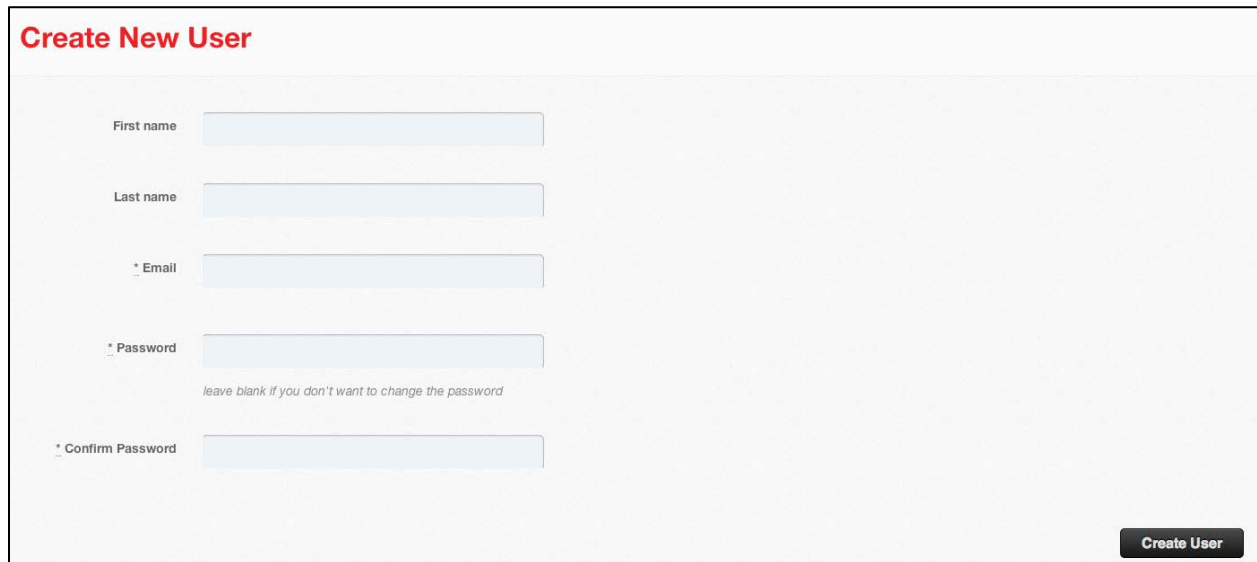
To create or manage users, simply click on the "Users" tab on the following screen.



Then + Add New User from the top right.



Add a first name, last name, email address, and create a password. Then Create User.



This new user account will now appear on the Users list. Should you need to edit or delete this user, simply click on the “Edit” or “Delete” button that will be visible to the right of the user’s listing.

If you have purchased Mood Mix for multiple locations, you will also be able to manage and update your locations using the Admin mode. To begin, select the “Players” tab on the left sidebar. One player will be listed for each purchased location with default names, Player 1, 2, 3...etc. To edit the name, assign a user or change the time zone for any player, click on the “Edit” box to the right of the player. You may update the name of the player or select an active user to manage the player or update the time zone. When your edits are complete, click on “Update Device.”



You can add, edit, or remove users at any time. You can also re-assign users to different locations at any time.

To add new players, please contact your Account Executive, or contact us at 800 345-5000 or mix@moodmedia.com.

Again, thank you for choosing Mood Mix!