

A/V DIGITIZATION EQUIPMENT -QUICK START GUIDE-

at the Beebe Digital Media Lab

GLOSSARY

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A/V DIGITIZATION EQUIPMENT

EQUIPMENT LIST

A/V Digitization Station

TechLab 2 PC - Dell Optiplex 7060 AIO/Intel i5-8500/4.1GHz/8GB RAM

AudioTechnica Turntable AT-LP60XBT-USB

Sony Boombox CFDS70

Emerson DVD & VHS Player ZV427EM5

Phono Preamplifier ART USB PhonoPlus

Elgato VideoCapture

Other

VHS-C Adapter

Headphones w/ Microphone - Sennheiser HD 400S

Headphones w/ Microphone (2) - Logitech H151

Our A/V digitization equipment can accommodate the following formats:

LP records (7", 10", and 12" vinyl records)

Cassette tapes

CD-ROMs

VHS tapes

VHS-C tapes (must use provided adapter)

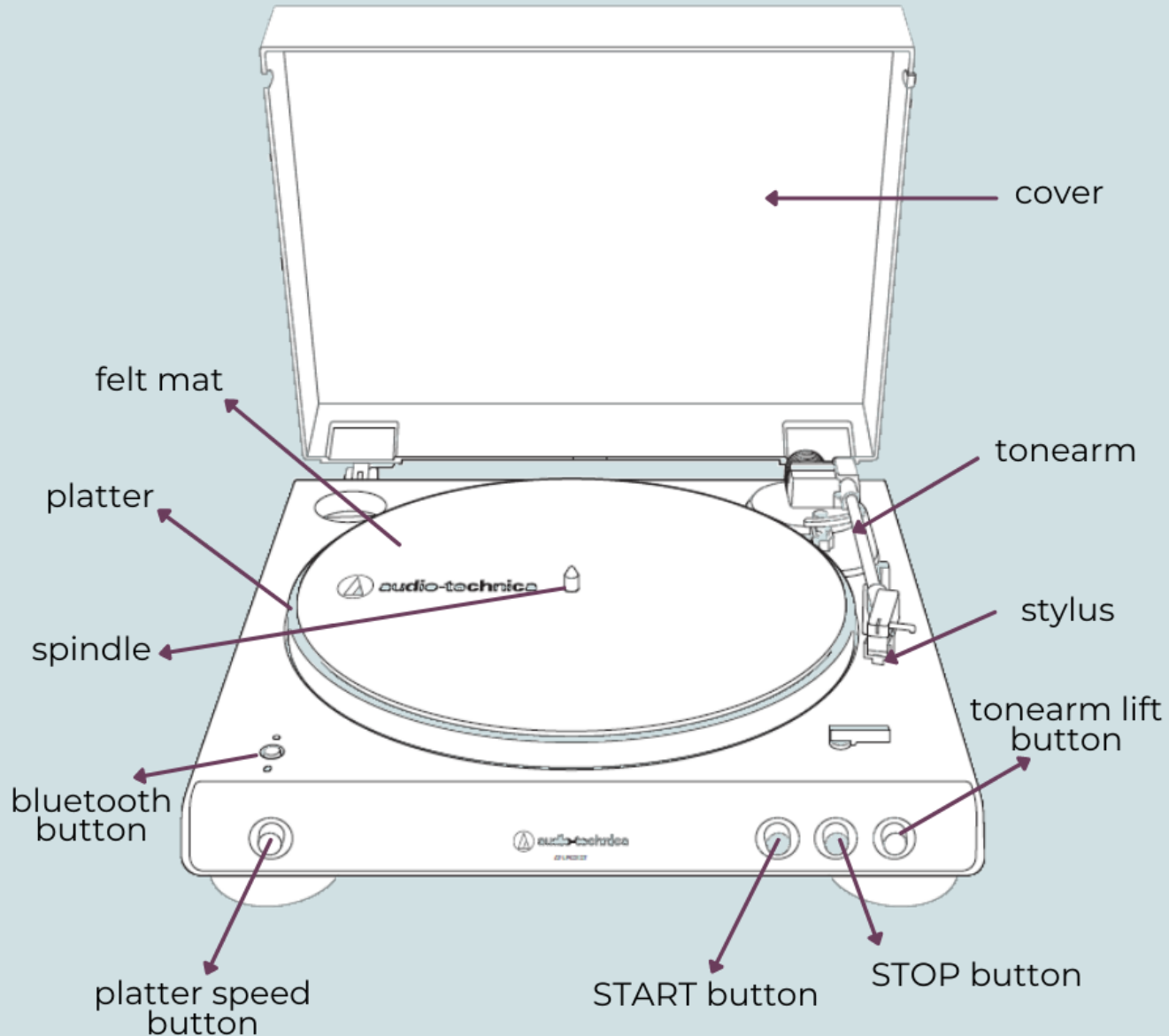
DVDs (DVD-R or DVD-RW)

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Audio-Technica AT-LP60XBT-USB Turntable

See p. 11 for instructions on how to record digital audio using Ocenaudio

Turntable - Basic Parts of the Turntable

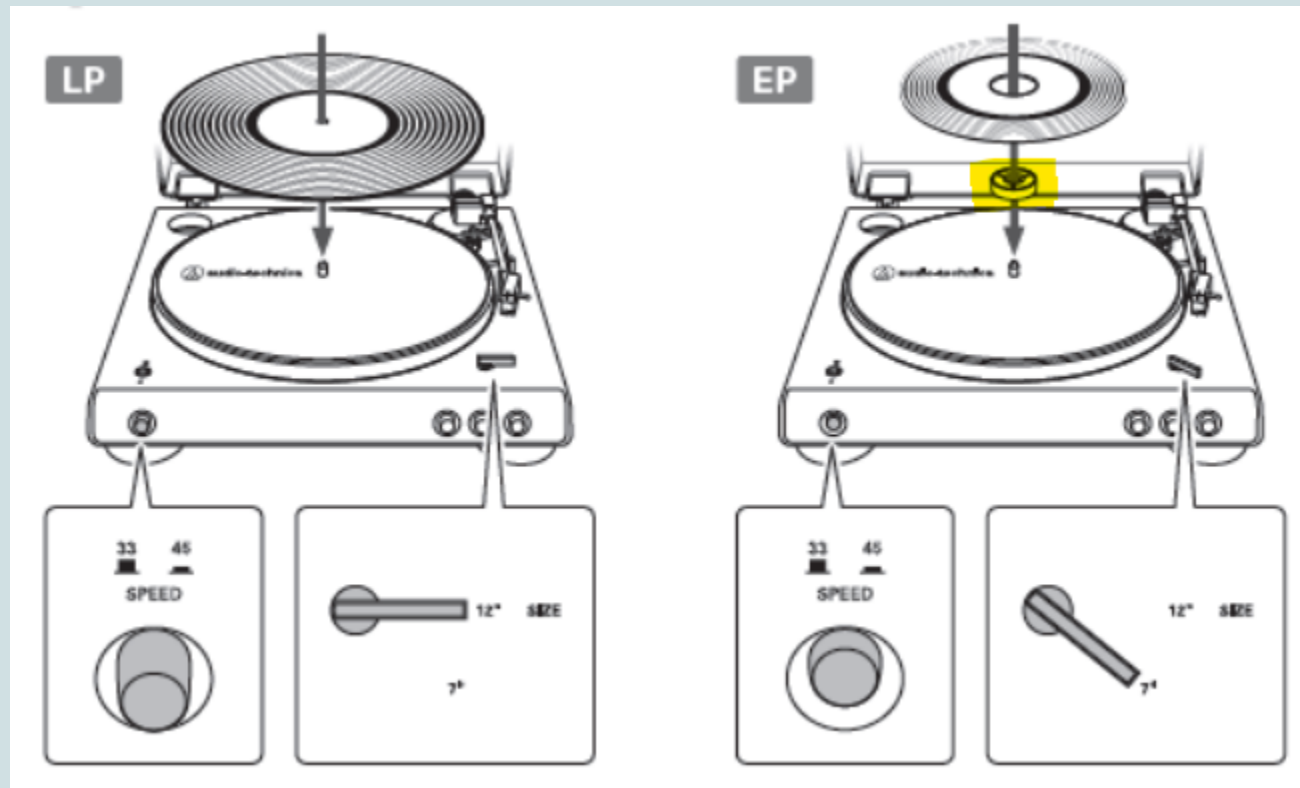


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Turntable - Loading Your Record

First, place the record on the felt mat so that the center hole aligns with the spindle. If you are loading a 12" record, make sure the speed button is set to 33 (button should not be pressed down) and the lever should point to 12". If you are loading a 7" record, make sure the speed button is set to 45 (button should be pressed down) and the lever should point to 7". 10-inch discs are common at both speeds. Check the product page, record cover, or record label to confirm what speed a specific album should be played at.

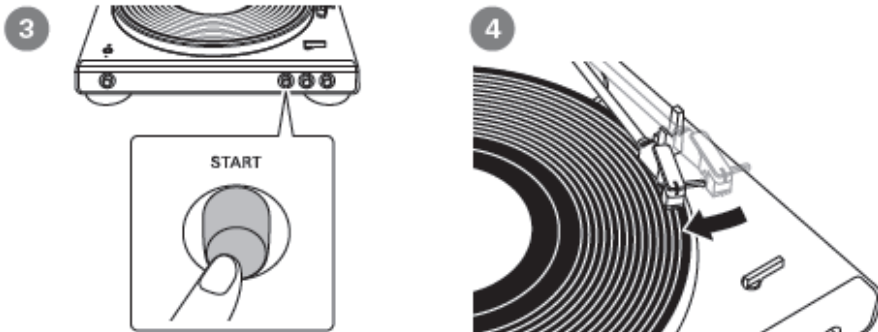
If you're loading a 45RPM record with a large center hole, attach the 45 RPM adapter, highlighted below.



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Turntable - Playing Your Record

AUTO



If you're starting the record from the first track, simply press the start button. The arm will automatically move and lower onto the album. Do not bump the turntable while the record is playing. Do not switch the record size selection while the record is playing.

MANUAL



If you'd like to listen to a specific track (instead of the first track), use the manual instructions to the left. ***If you are playing a 10-inch disc, you must use the manual instructions.**

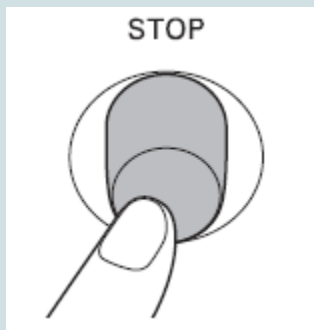
The tonearm lift button should not be pressed down and the arm should be lifted up. Move the tonearm over the desired location (groove) on the record. Press the tonearm lift button so that it is pressed down. This will lower the tonearm onto the record.

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Turntable - Stopping or Pausing Your Record

If you would like to pause the record, press the tonearm lift button to lift the tonearm. Press the tonearm button again to lower the tonearm and resume play.

Once the record has played to the end, the tonearm will automatically return to the tonearm rest. To manually stop the record, press the STOP button. The tonearm will automatically return to the tonearm rest.



Remove the record after the platter has come to a complete stop.

- When the tonearm reaches the end (center) of the record, it will automatically lift and return to the tonearm rest. Do not interfere with its motion. Doing so can cause the product to malfunction.
- If the tonearm does not lift and return to the tonearm rest, press the STOP button to complete this operation.
- If the felt mat gets dirty, it can easily scratch the record, so remove the felt mat periodically and wipe off any dust.
- Do not use a disk stabilizer.
- Do not use a platter other than the one provided.


A/V DIGITIZATION EQUIPMENT


Sony Boombox CFDS70

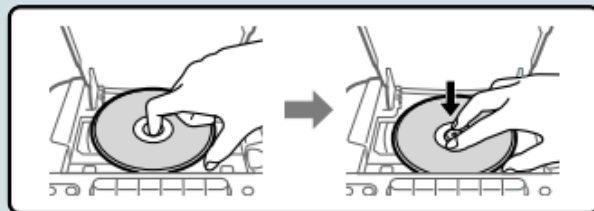
See p. 11 for instructions on how to record digital audio using Ocenaudio



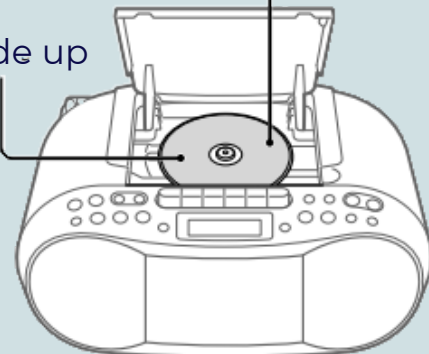
Boombox - Loading and playing a CD

The boombox should be on during your appointment, but if not, press  to turn on power to the unit. Insert the tip of your finger into the opening tab to open the CD compartment cover. Place a disc in the CD compartment, label side up, pushing down on the center of the disc until it fits into place. Close the CD compartment cover.

Press CD Play/Pause () to start playback and again to pause the track. Use the back and forward arrow buttons to skip tracks and use the stop button to stop playback.



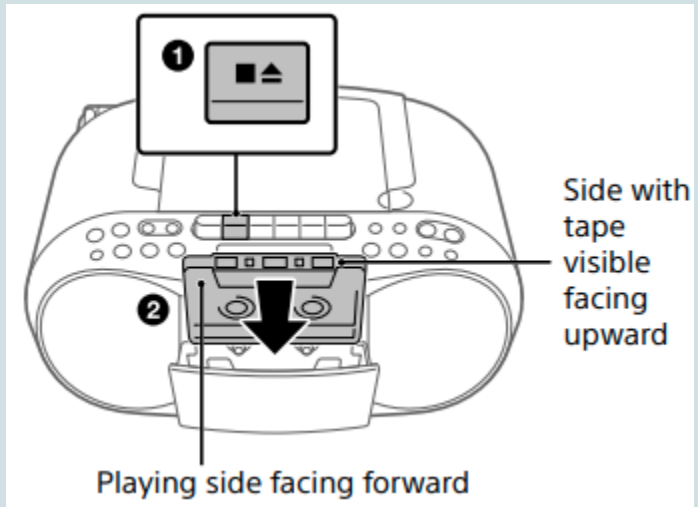
label side up










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Boombox - Loading and playing a cassette

Press (), insert a cassette tape into the cassette tape compartment and then close the compartment cover.



Next, press  to start playback.

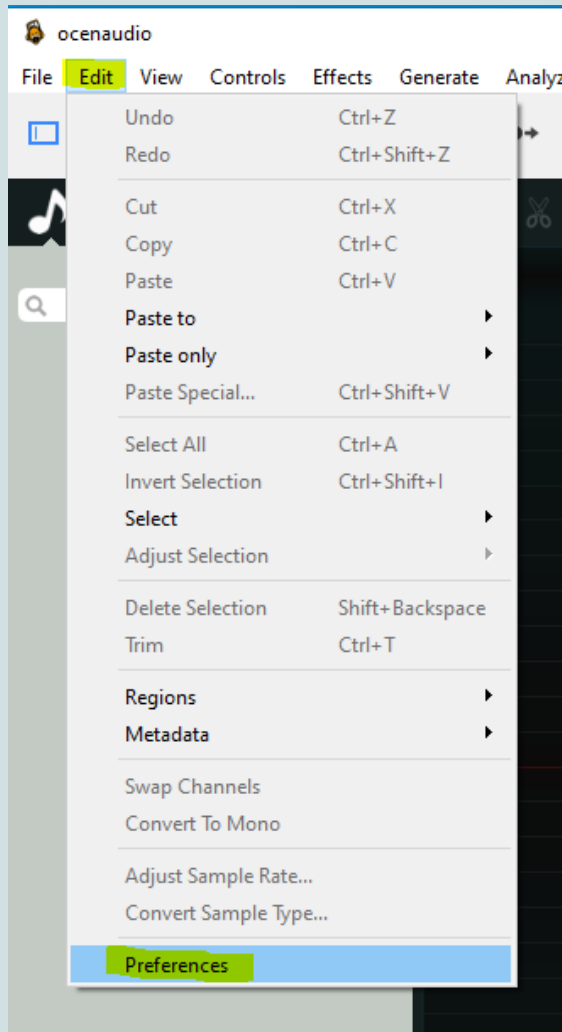
- Do not turn off the power during the tape playback. Doing so may cause malfunction. Make sure to stop playback before turning off the power.
- If the tape is wound to the beginning or end and  or  is not released, "STOP TAPE" will flash on the display. Make sure to press  to release the button. "STOP TAPE" starts flashing 8 minutes after a fast-forward  or rewind  operation. After about 10 minutes have elapsed, the unit turns off automatically.
- When "STOP TAPE" flashes, always check the  or  button and make sure to release the button.

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Using Ocenaudio to Digitize LPs, CDs, and Cassette Tapes

Load your audio to be digitized. *For LPs, see p. 6, and for CDs or cassette tapes, see p. 9-10.*

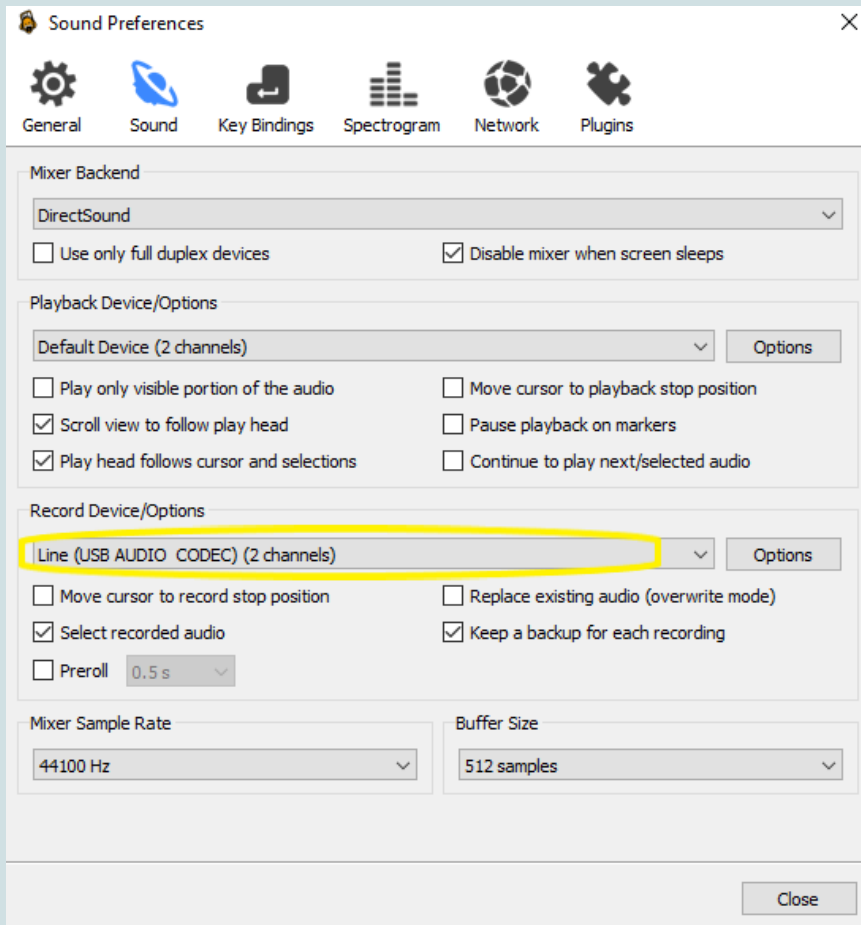
Double-click the Ocenaudio icon on the desktop.



Go to Edit on the Ocenaudio menu bar and down to Preferences at the bottom of the dropdown menu.

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Once in the Preferences window, click on the Sound icon at the top. Go down to Record Device/Options.



Choose “Line (USB AUDIO CODEC)” for a cassette tape or CD in the boombox.

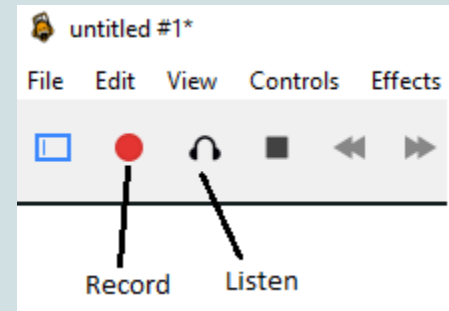
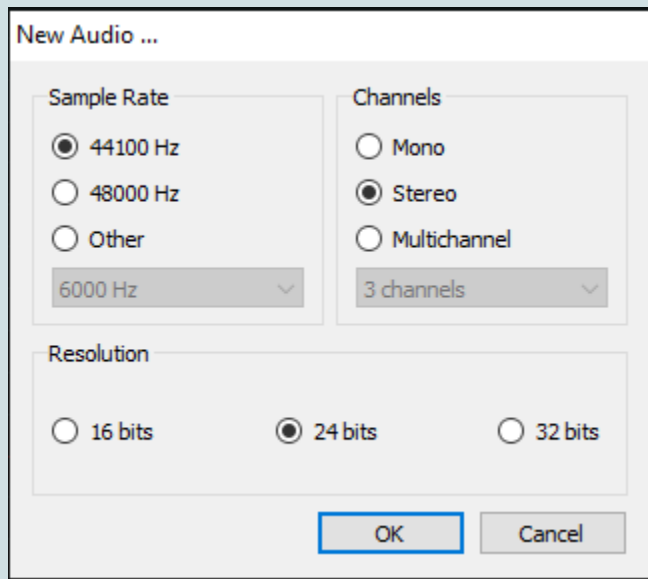
Choose “Line (2-USB AUDIO CODEC)” for an LP on the turntable.

Select “Close” at the bottom of the window and return to the main screen.

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Hit the record button (the red circle under the menu bar).

Another window will appear. We recommend sticking to the default settings (below):



If you'd like to hear your audio while you record, click the headphones icon that appears next to the record button. If you choose to listen to the audio, please keep the computer volume at a maximum of 20 or use a pair of headphones.

Next, play your audio. *To play an LP, see p. 7. To play a CD or cassette, see p. 9-10.*

Making Audio Tracks

To separate your audio into tracks, go to "File" above the record button and select "New." You'll see a new "untitled" track beneath the original one on the left. Create as many new tracks as you need. To rename them, double-click on a track so that the yellow bar appears to the left of the track. Right click on the track and select Audio Properties. Next, click on "Details" and fill in as many details as you'd like.


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Making Audio Tracks cont.

During recording, use the following steps after each track:

- 1) Pause your audio at the end of each track, either on the boombox or the turntable
- 2) Press the stop button (shown on p. 12) in Ocenaudio
- 3) Double-click the next track in Ocenaudio, so that the yellow bar is to the left of the upcoming track
- 4) Hit record (shown on p. 12) in Ocenaudio
- 5) Resume play using the boombox or turntable

Repeat steps 1-5 after each track.

When your audio material is finished, click the stop button () next to the record and headphone buttons (shown on p. 12).

Saving Your Audio Tracks

If you have just one track, go to “File” on the menu bar, and down to “Save.” A new window will open and you can choose where to save your file and give it a name. By default, the files save to the Music folder of this PC as mp3 files.

If you’ve recorded multiple tracks, you can either:

- 1) Save them each separately, using the small, yellow save icon: **NEED PICTURE**
- 2) Close Ocenaudio and a window will prompt you to save each track in numerical order.

When you’re done, close the Ocenaudio window and eject your original audio from the boombox or remove your LP from the turntable.

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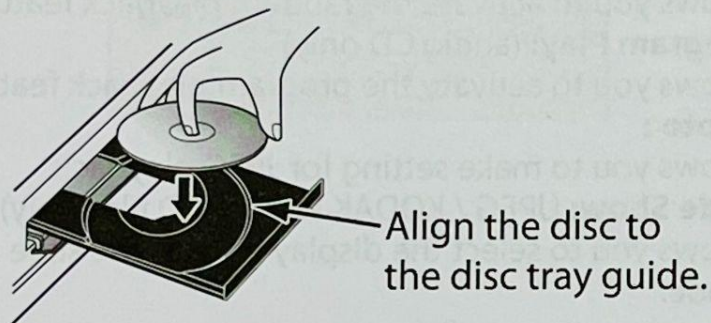
Emerson DVD & VHS Player ZV427EM5

See p. 15 for instructions on how to record digital video using Elgato Video Capture. Please note: we are unable to accommodate VHS-to-DVD recording at this time.

DVD/VHS Player - How to insert a disc / cassette tape

How to Insert a Disc

- 1) Press [DVD].
- 2) Press [▲] to open the disc tray.
- 3) Place the disc on the disc tray with its label side facing up.



- 4) Press [▲] to close the disc tray.

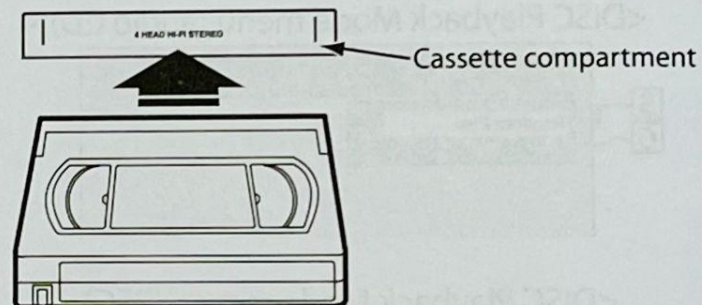
It may take a while to load the disc.

To eject the disc:

Press [▲] to open the disc tray, then remove the disc before turning the unit to the standby mode.

How to Insert a Cassette Tape

- 1) Press [VCR].
- 2) Insert a cassette tape as illustrated below.



- Insert from the flap side first with the window side facing up.

To eject the cassette tape:

Press [■ ▲] on the front panel or press [▲] on the remote control.

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Using Elgato Video Capture to Record from VHS or DVD



After inserting your disc or tape (p. 13), double-click on the Elgato icon on the desktop.

Give your digital file a name and choose an approximate length of the movie. It's alright if you're not sure. You may click Preferences at the bottom of the window to change a number of settings:

- File save location (defaults to the Videos folder of the PC)
- Video settings (*suggested to skip until later*)
- Audio Gain setting (*suggested to skip until later*)

Hit continue to go to the next page. **Do not edit the Video Input option. Composite ("RCA") should always remain selected.** Press play on the VHS/DVD player and you should see your video begin to play on the screen. If you need to, adjust the aspect ratio under the video, either 4:3 for a more square recording, or 16:9 for a more rectangular recording.

Optional: Click Preferences at the bottom of the page and go to the Video tab to adjust the video's brightness, contrast, saturation, and hue. Click continue when satisfied to go to the next page.

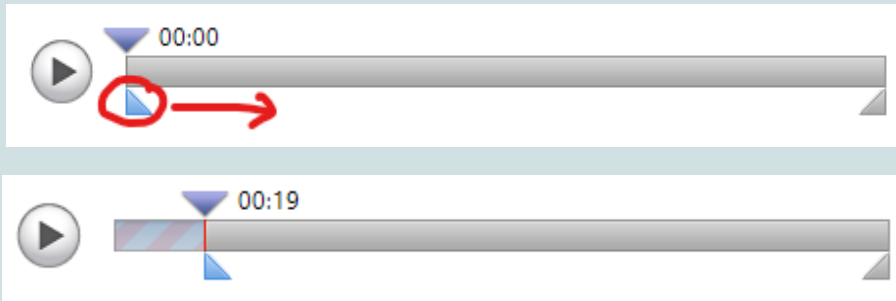
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On the next page, you should hear the audio of your video. To adjust this, go to Preferences at the bottom of the page and go to the Audio tab to adjust the audio gain.

*Gain controls how loud your video is **before** it gets recorded (not the playback volume). If the gain is too high, your audio may be distorted.*

Click Continue to go to the recording page. Press play on the VHS/DVD player. *(If digitizing a VHS tape, you might need to rewind your tape to the beginning again.)* Next, click the Record button on the computer screen. You may choose to click the checkbox next to Mute Sound, since the video will play through in real-time. *If you choose to listen to the audio, please keep the computer volume at a maximum of 20 or use a pair of headphones.*

Wait until your video plays all the way through and hit “Stop Recording.” If you need to trim your video, you may do so on the next page.



Drag the bottom triangle at the front of the recording to trim the beginning. Drag the bottom triangle at the end of the recording to trim the end.

Hit Continue to save the finished product. The next screen will remind you where your video is saved. By default, your video is saved in C:/Users/MediaLab2/Videos. You'll find a shortcut to this folder on the desktop.

To immediately record another video, hit “Again” at the bottom of the screen or close the application if you're done.

To eject your VHS tape, press eject on the front panel (■▲). *Press twice to stop and eject.* To eject your DVD, press ▲