



# Digitizing Cassette Tapes & LPs

Using EZ Vinyl/Cassette Converter

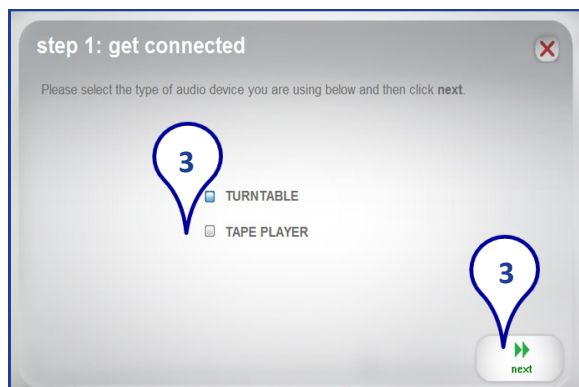
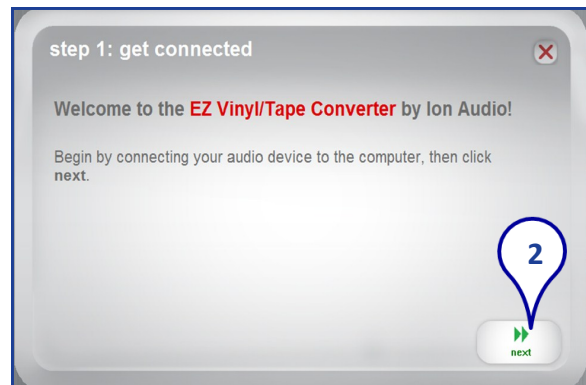
*This project converts in real time. A 30 minute tape will take 30 minutes minimum to convert. Please allow addition time for saving your project. Each Hub session is 2 hours.*

## STEP ONE: SET UP

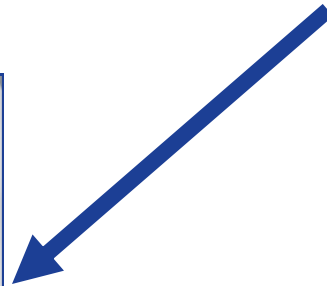
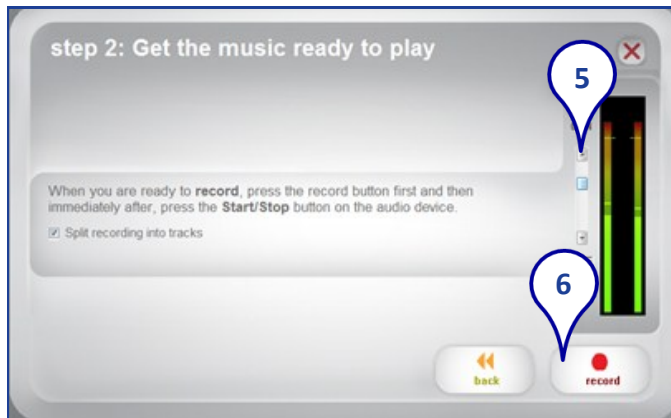
1. Plug ION cassette player or turntable's USB cable into your computer's USB port.
2. Place your cassette tape or LP in player. Make sure your tape is at the desired start, rewind if necessary. Wipe off your LP to remove any dust.
3. *Optional:* Headphones are available in the equipment closet. Plug in headphones into the cassette player (for tapes) or into the computer (for LPs) to listen while you convert.

## STEP TWO: EZ VINYL/TAPE CONVERTER

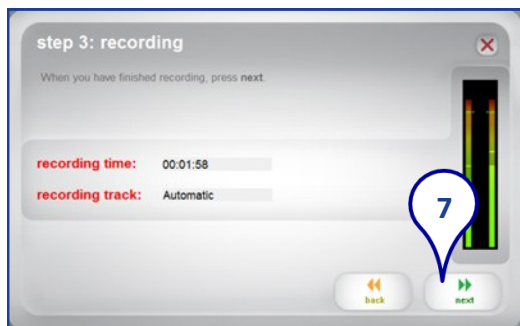
1. Click on the **EZ Vinyl/Tape Converter** icon on the Desktop/Taskbar/or Menu Bar.
2. Follow the directions, clicking the **NEXT** button.
3. Select **TAPE PLAYER** or **TURNTABLE**. Then click **NEXT**.
4. Select **NORMAL** or **CHROME** tape. If you don't know, select **NORMAL**. ignore this step if you are converting a record/LP. Then click **NEXT**.



- OPTIONAL: You may test and adjust the audio input power (also known as **gain**) by playing your tape/LP while adjusting the audio gain bar. Your optimal audio input will show as green on the meter. Red or yellow indicates too much gain.



- You are now ready to record. First click the **RECORD** button on your screen. Then start playing your tape/LP.
- When the tape/LP reaches the end, click **NEXT**.
- You will be prompted to name your converted audio files. Fill in the Artist, Album, and Track Title if it is applicable. Labeling your tracks will make it easier to identify each song if you plan to play your music on a computer or mp3 player/iPod. Then click **NEXT**.
- Congrats, your digitization is now complete! From here, you can burn your tracks onto a CD, save them to a flash drive, or upload them to a cloud storage service like Dropbox or Google Play Music.



*Have more to record?*

1. Flip your tape/LP.
2. Click here.
3. Return to **Step 6** to record again.

*Finished recording?*

1. Click here.
2. Burn to CD, save to a flash device, or upload to cloud storage.

