

PRESERVATION STATION: Digitising audio cassettes

Cassette to MP3 converter

USB powered (no batteries)

WHAT YOU NEED TO KNOW

What you need to bring to your session:

- Storage device - USB 8 GB minimum (1 minute of audio = 1 MB of space).
Note this equipment will not support an external hard drive
- Headphones - bring your own to listen to cassette playback
- Cassette tape for transfer

NOTE: Please allow enough time to complete the recording. Recording time will be the normal playback time of the tape, e.g. a 1 hour recording will take 1 hour to convert. Ensure you have enough time booked to complete the conversion.

Before you begin, check the condition of your tape - mouldy, crinkled or delicate tapes should be digitised by a professional service. Kiama Library takes no responsibility for any loss or damage arising from use of this equipment.

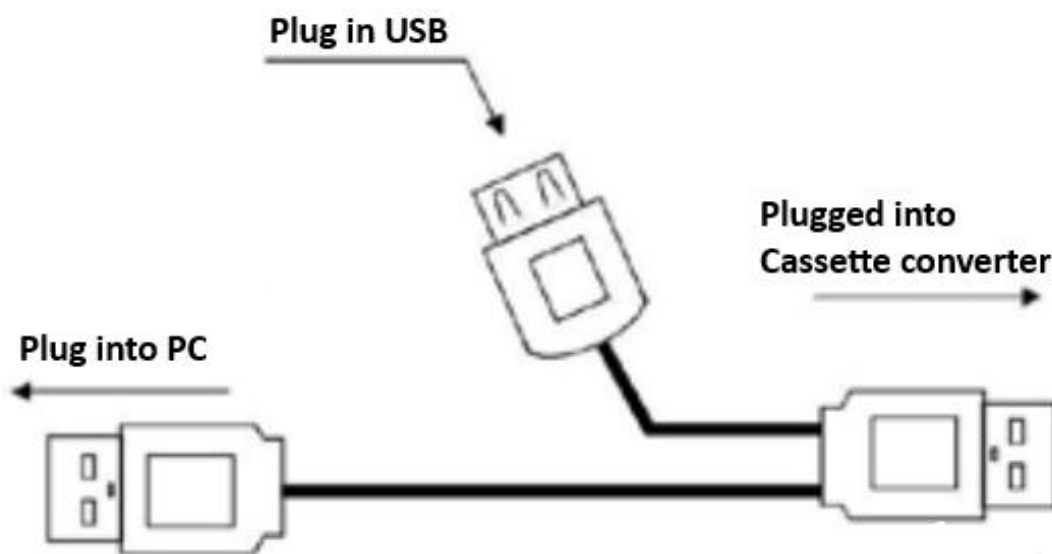


INSTRUCTION GUIDE

1. Connect the equipment

Attached to the cassette converter is a USB cable that splits into two cords. Plug the longer USB cord into the PC.

Connect your USB flash drive to the converter through the shorter cord.



Note: This equipment does not support external hard drives.

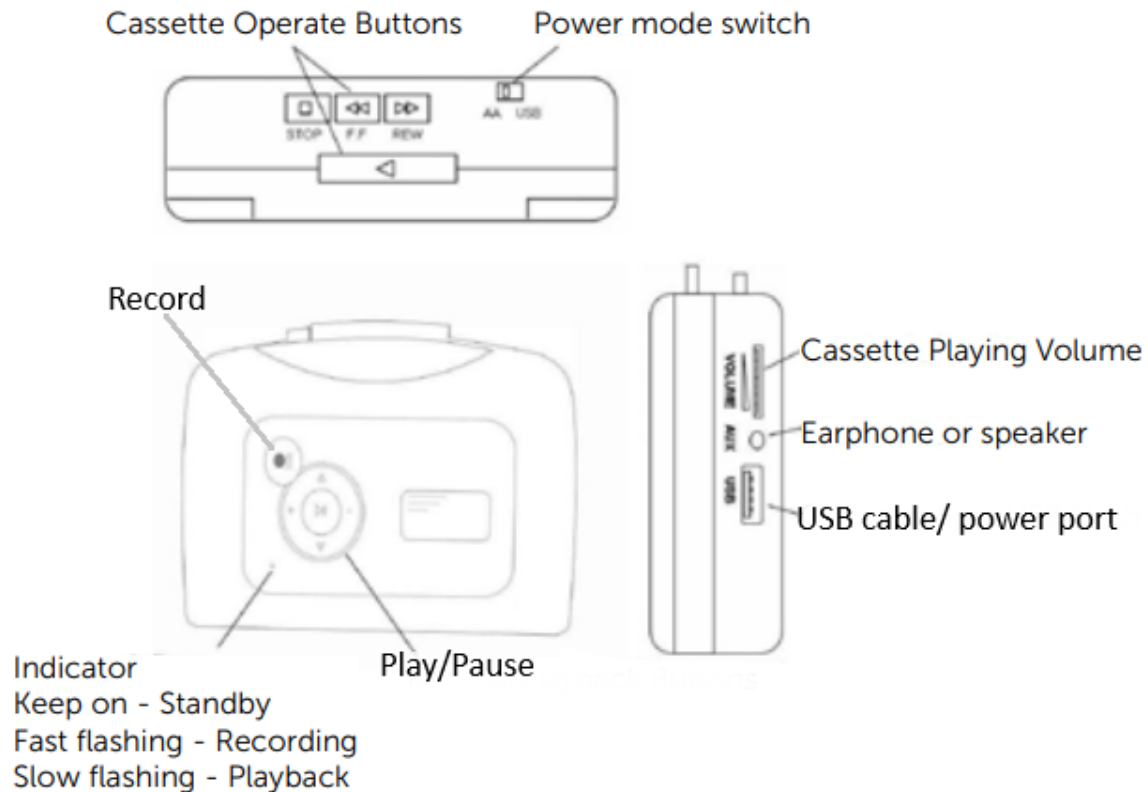
2. Prepare for recording

Insert your cassette tape and close the lid fully.

Plug in headphones to listen while recording.

Turn the volume up high - the output volume is the volume the recording will be saved at.

Keep the audio cassette converter upright while recording. Problems may occur if the device is lying flat.



3. Start recording

Press the Play button on top of the cassette converter, then press the Record button on the front of the device.

The green indicator light should start fast flashing. This means the converter is recording correctly.

4. Splitting the recording (optional)

If you want to split the recording into separate files, press the Down button to save a new file.

5. If something goes wrong

If the green light starts slow flashing, the converter has gone into playback mode.

Press the Record button to stop recording and press the Stop button to stop the cassette.

To resume, press Play and then Record again.

6. Recording the other side

When side one of the cassette ends, press the Record button to stop recording.

Open the converter and flip the cassette to side two.

Press Play and then Record to resume recording.

7. Finish up

When the cassette has finished playing, press the Record button to stop recording and the Stop button to stop the tape.

The MP3 files will be saved automatically onto your USB flash drive.

Rewind and eject your cassette if required and remove your USB flash drive.

Important reminders

- Do not unplug the USB flash drive or power source while recording.
- Files are saved automatically to a folder called TAPEMP3.
- If the indicator light does not flash during recording, please ask staff for assistance.