

# Digitizing **Cassette Tapes** using ION Tape Express and EZ Vinyl/Tape Converter

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## I. Equipment

This digitization project requires the following equipment (borrow at CCC desk):

- ION Tape Express (includes mini-USB to USB cord)
- Headphones



## II. Getting Started

Log in to the Digitization on Demand computer. You can log in with your library card or a guest pass.

Connect the ION Tape Express to the computer by plugging the mini-USB end of the cord into the Tape Express, and the USB-end of the cord into the PC or USB hub.



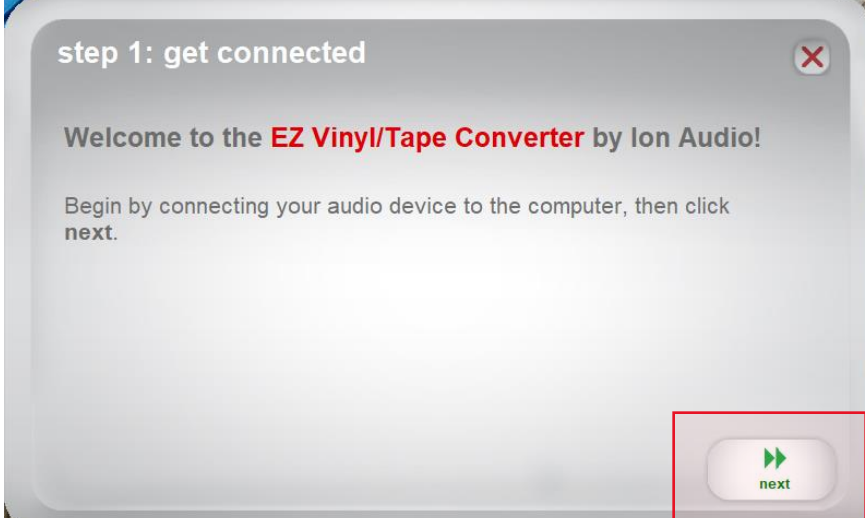
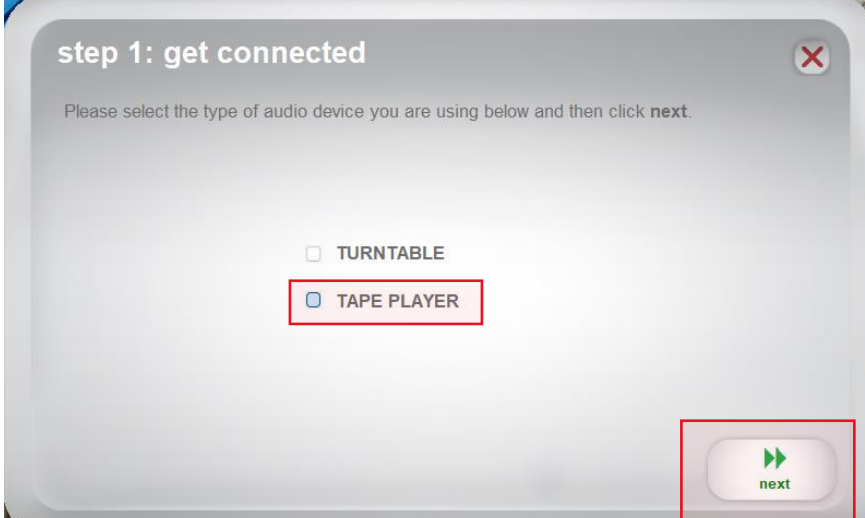
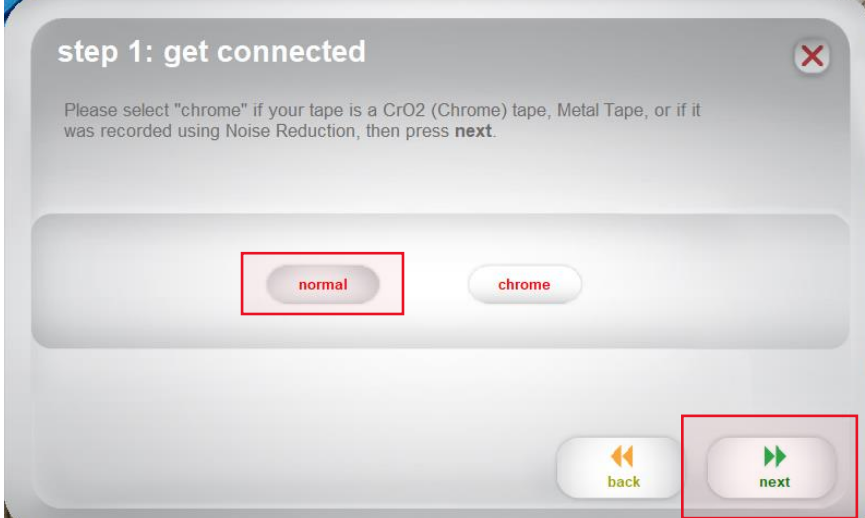
## III. EZ Vinyl/Tape Converter

### III.I. Set Up

Open the **EZ Vinyl/Tape Converter** application on the computer.

The application will guide you through the audio digitization process. Follow the prompts on the screen.



	<p>The application will prompt you to connect the ION Tape Express to the computer.</p> <p>If you have already plugged the device into the computer using the USB cable, you can click <b>next</b>.</p>
	<p>Click the checkbox next to <b>Tape Player</b> then click <b>next</b>.</p>
	<p>Click the button showing your tape format. If you are not sure, select <b>normal</b> then click <b>next</b>.</p>



Plug your headphones into the ION Tape Express.

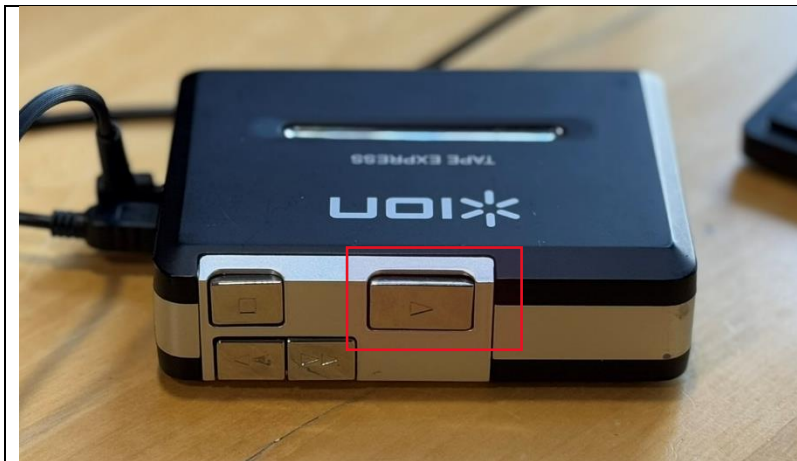


Open the ION tape express by gently pulling up on the cover door, holding the small handles on either side.

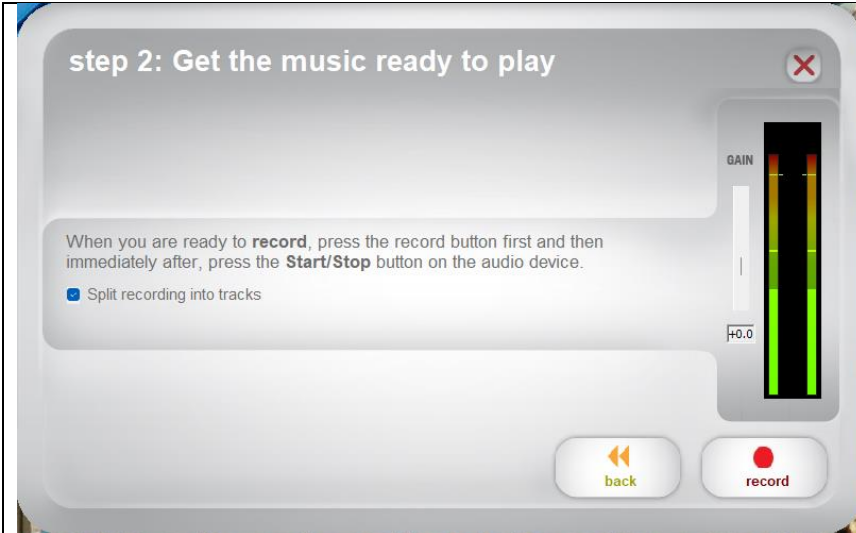


Insert your cassette into the player. Slide it into the holders attached to the door and press the door gently to close.

### III.II. Record

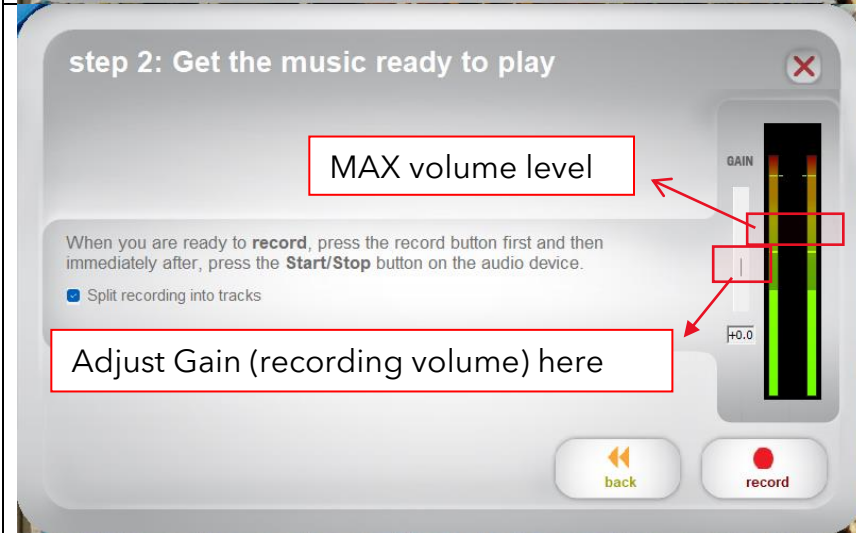


Test your tape first by pressing play on the ION Tape Express.



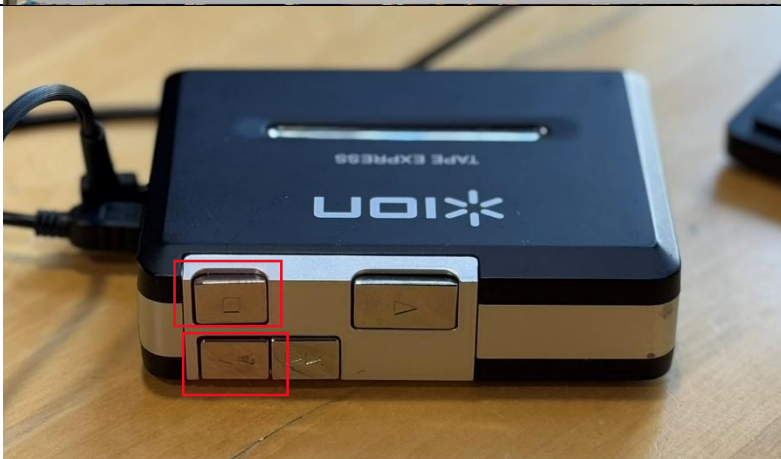
In EZ Vinyl/Tape converter, you should see green bars indicate the volume of your tape.

The green bars will bounce with each sound wave from the tape.

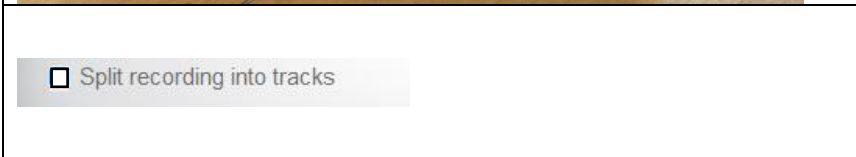


Ideally, your tape will max out in the high green level.


If it is too loud or too quiet, adjust the **Gain** slider to the left of the sound bars.



Once you are satisfied with the volume level, **Stop** ■ the tape, and **Rewind** ◀◀ to the beginning, or wherever you would like the recording to begin.

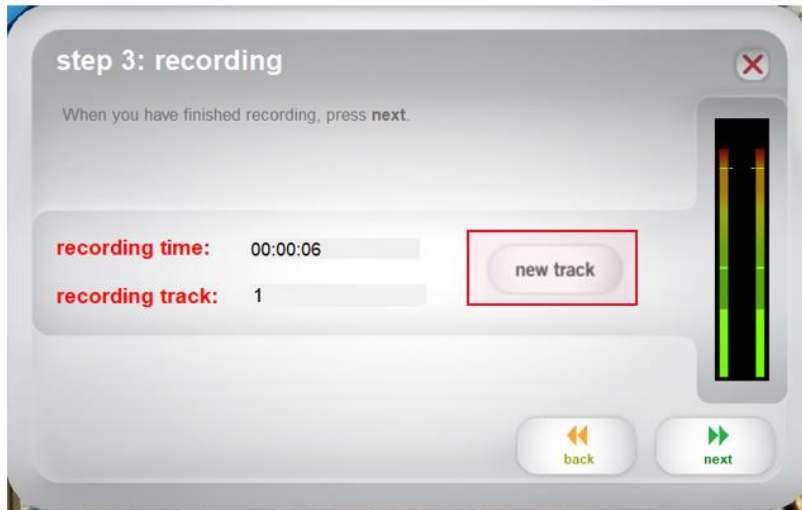


EZ Vinyl/Tape Converter can automatically split your recording into

	<p>“Tracks” (ie. Chapters in an Audiobook or Songs on an Album). However, if a tape is quiet for a moment, it might recognize the pause as the end of a track.</p> <p><b>Recommendation:</b> Uncheck <b>Split recording into tracks</b>. You will be able to divide the recording into tracks on the next step.</p>
	<p>Once you are ready, click <b>Record</b>.</p>

#### IV. Record

	<p>After clicking <b>Record</b> in EZ Vinyl/Tape Converter, press <b>Play</b> on ION Tape Express.</p>
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You should hear your tape through the headphones. Make sure the bright green bars are moving on your screen to ensure your tape is recording in EZ Vinyl/Tape Converter.

Whenever a song or chapter finishes, click **new track**.

Once your tape ends, EZ Vinyl/Tape Converter will automatically show **Recording finished**.

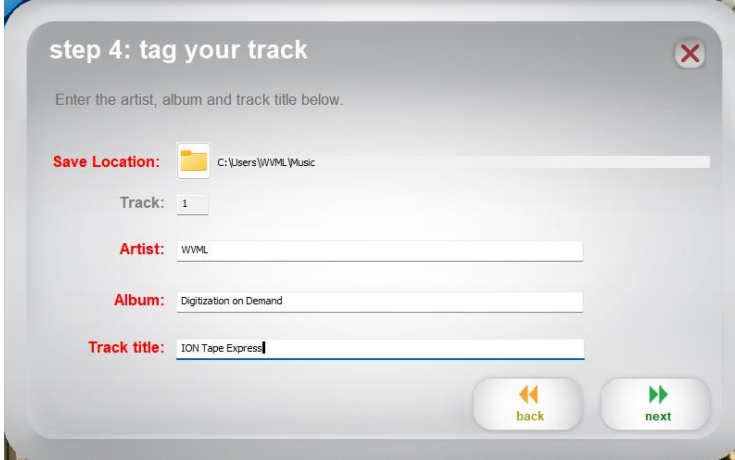
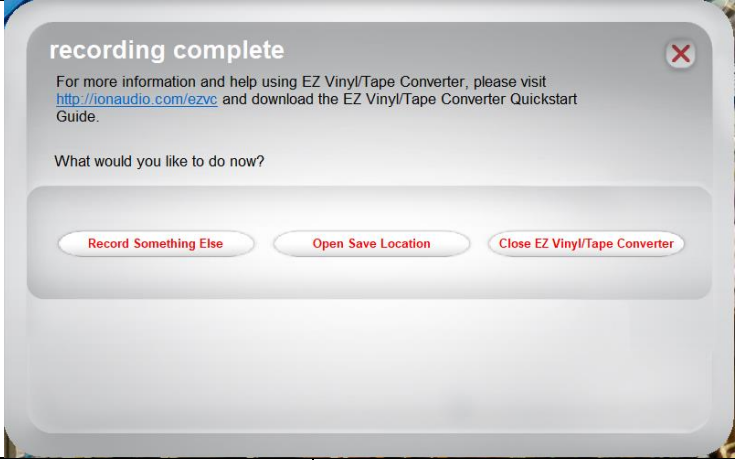
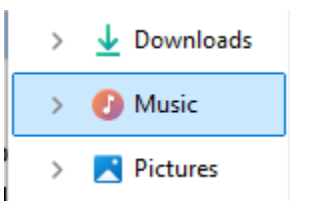

If you would like to finish your recording before the end of your tape, press **Stop** ■ on ION Tape Express.



Once you are finished recording, click **next** in EZ Vinyl/Tape Converter.

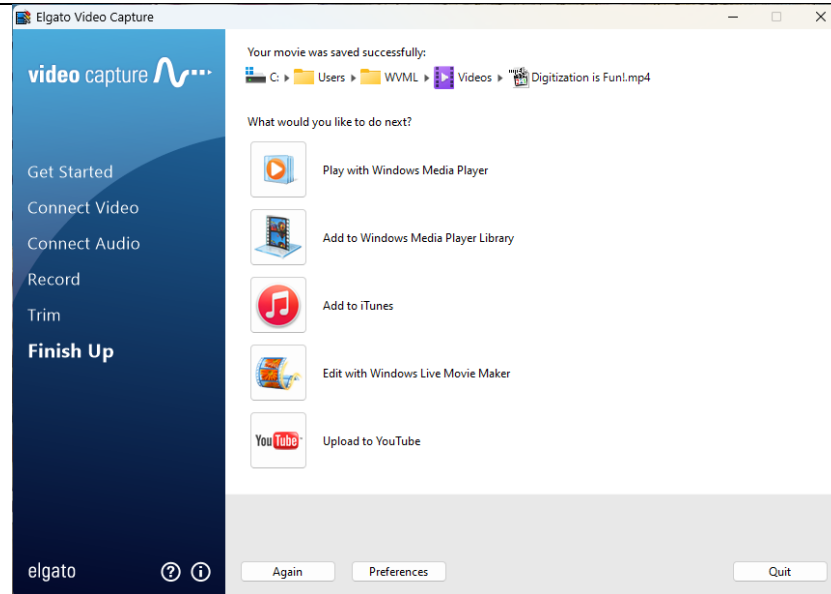


## V. Save

	<p>EZ Vinyl/Tape Converter will prompt you to save your work.</p> <p>Enter the name of the Artist, Album name, and Track Title (optional) of your tape.</p> <p>Click <b>next</b>.</p>
	<p>Once your recording is complete, you can choose to <b>Record Something Else</b> (repeat instructions above), <b>Open Save Location</b> (the folder where your files were saved), or <b>Close EZ Vinyl/Tape Converter</b>.</p>
	<p>By default, your audio recordings will be saved to the <b>Music</b> folder in <b>File Explorer</b>  .</p> <p>Remember to copy the file(s) to a USB or to your Cloud storage account before ending your session.</p>

## VI. Finish Up

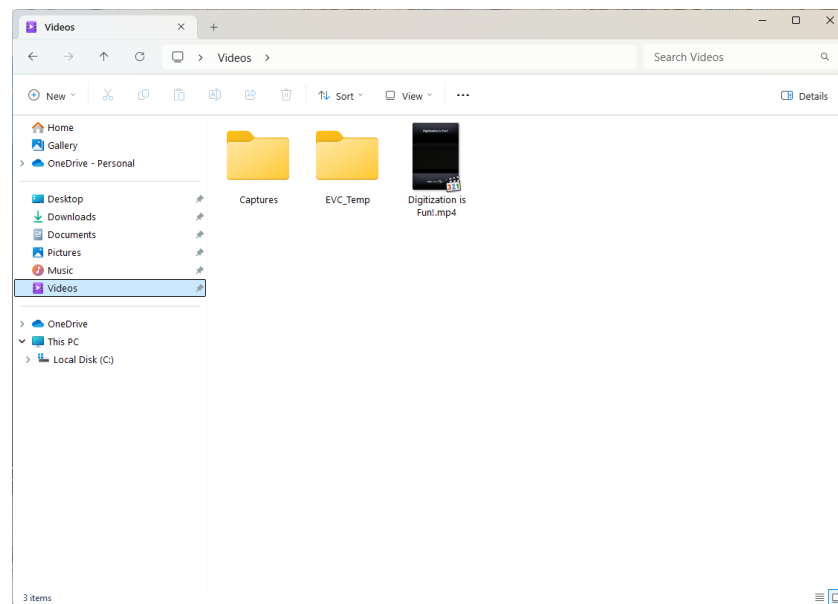
Your movie will automatically save in the file location you chose in **Preferences**. By default, this is the **Videos** folder on the PC.



Elgato will give you a few default options for what to do with your digitized movie.

If you would like to create a new recording, click **Again** and the application will restart from the beginning.

If you are finished recording, click **Quit**.



in **Preferences**.

If you did not choose a folder, it will be in **Videos**.

Copy it to your USB storage device or save it to a cloud storage service.