# Home Audio Duplication Cassette Tape to CD or USB



The ION TAPE 2 PC device can be used to copy home audio recordings from cassette tape to CD or a USB memory stick. Allow yourself enough time to transfer your home recordings.

#### \* \* \* WARNING\* \* \*

Media is susceptible to damage. The Coquitlam Public Library is not responsible for any damage that may occur to your media by using this equipment. Do not use any tapes that are damaged (broken, ruptured, misaligned, overlapped, bent, etc.). Doing so may damage the equipment or further damage the tape.

By using the duplication equipment you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that the Coquitlam Public Library will take no responsibility for any copyright violations you may incur as a result of using the room, its' equipment and/or software.



Blank CDs and USB Memory sticks are available for purchase at the front counter of the library

# Prepare the software

1 Double-click on the EZ Tape Converter software icon located on the computer desktop



# Prepare the cassette tape

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	2 PC ETTE DECK	LEVEL METER INDICATION 首首前 DECK 8		
1				
APLAY	FWD▶	NOISE REDUCTION REC LEVEL	FWD≯	REC/PLAY
	< ▶▶ ■/≜ II	PLAY Cr02 DUBBING HISP DUB REC Cr02	• • • •	► <b>■</b> / <b>≜</b> II
POWER OF PLAY RW	VD FF STOP/ELECT PAUSE		REC PLAY RWD FI	STOP/EJECT PAUSE
1 Turn on	2 Press	3 Insert your cassette	4 Press	
the power	Eject	tape into side A	Play	

5 Let your tape play and check the volume using the volume bars in the software

If the volume bars are peaking very low (low green), move the GAIN slider upwards (note that this will also increase the volume of any background static).

6 When you are happy with the volume level, press Stop on the machine and press Rewind to prepare to record





You will always hear some static or background noise from cassette tapes. This will be worse depending on the tape age and whether it was exposed to a magnet in storage.

# Start Recording

- 1 Uncheck the Split recording into tracks option (it is not dependable)
- 2 Click the Record button



3 Press Play on the Tape 2 PC machine to start recording



# Split tracks while Recording



Tag your Tracks	step 4: tag your track	s	×
1 Type in the Album name			of each track 1-10.
(if you are recording both sides of a tape,	Artist:		Album:
type in Side 1 or Side 2 as part	Lucy Yu		Lucy plays plano 1977 - Side 1
of the Album name)	Track title:		Track title:
	1 Moonlight Sonata	6	
2 Type in the Artist name	2 Claire de Lune	7	
V	3 Nocturne in E-flat Major	8	
3 Type in the Track title(s)	4	9	
	5	10	
4 Choose the Save Location	Save Location:		(m) (m)
(the default is the Music folder)	C: Users Digitze Music		back next

# Record Side 2 or Finish Up

1 If you want to record the other side of the cassette tape, press Eject on the Tape 2 PC machine, turn the tape around and click on Record Something Else. Repeat the previous steps to record Side 2

2 If you are finished recording, click on Open Save Location

**3** You will see a folder with the Album names you specified. Double-click on the folder to open it and see the individual tracks



Tecording complete
For more information and help using EZ Vinyl/Tape Converter, please visit
<a href="http://ionaudio.com/azvc">http://ionaudio.com/azvc</a> and download the EZ Vinyl/Tape Converter Quickstart
<a href="http://ionaudio.com/azvc">Quickstart
<a href="http://ionaudio.com/azvc">Quickstart
<a href="http://ionaudio.com/azvc">Quickstart
</a>
What would you like to do now?

<a href="http://ionaudio.com/azvc">Record Something Ete
</a>
Open Save Location
Close EZ Vinyl/Tape Converter

×

## Burn your Music files to CD

\*These steps will create an audio CD that can be played in your home or car CD player.



4 Type in a Disc title, select With a CD/DVD player,



5 Click on the Manage tab and select Finish Burning File Home Share View Manage File Home Share View	✓ ✓ Burn to Disc Prepare this disc Disc title: Lucy Yu Pano Recording speed: 24c ✓ New fiels being burned to the disc will replace any fiels already on the disc if they have the same name. ✓ Close the wizard after the files have been burned
and then click Next	Net Cancel
7 Select Make an audio CD, and then click Next	🕞 🗟 Burn to Disc
8 Select Start burn	Burn an audio CD Music files can be burned to disc as data for playback on the computer, or in a format that will play on a home or car steree. Which format do you want to use? Make an audio CD (for standard audio CD players) Make a data CD (for computers and some CD players) Make a data CD (for computers and some CD players) Make a data CD (for computers and some CD players) Make a data CD (for computers and some CD players) Make a data CD (for computers and some CD players) Make a data CD (for computers and some CD players) Make a data CD (for computers and some CD players)
9 You can monitor the CD burning progress	Piry Burn Sync Piry Burn Sync Piry Burn Sync Centributing attit Control Centributing attit Centributing attit Centribut
<ul> <li>10 The CD will eject from the computer when burning is compared by clicking the X</li> <li>11 If you want to test the CD, push the CD door closed. The X will start playing the CD automatically. Use the controls to Skip to other tracks</li> </ul>	plete. /LC software o Stop and W Drive (D:) P (D:) Audio CD

**12** Push the button on the CD door to eject the CD

# Convert files to mp3 Format

\*The software has created way files which are large. You may want to convert them to smaller mn3 files before conving them to a LISB Stick

The software has created way mes which are large. Tou may want to	- 10	a		TTA
convert them to smaller mp3 files before copying them to a USB Stick.	Open Recent Files	Ctrl+N Ctrl+O	▶ •	2↔*
1 Open the Audacity program 🔿 🚑	Close Save Project Save Project As Export	Ctrl+W Ctrl+S	NO CODEC) ~ 2 (	Stereo) Recor 🗸 🖬
2 Select File, Import, Audio	Import		Audio	Ctrl+Shift+I
	Chains	>	Labels	
	Page Setup Print		Raw Data	_
	Exit	Ctrl+Q		

Audacit

File Edit Select

Transport Tracks

rate Effect An

3 Click on Libraries, double-click on Music, double-click on the sub-folder containing the files you want



6 Select 'Split files based on:' Tracks, click Export



7 You will be asked to edit track information. Make any edits (optional) and click OK for each file.

8 When the conversion comple	tes. click OK	- 0 ×	
<ul> <li>9 Click the X to close Audacity, say No to save project</li> </ul>	×	Borten Eritzen Spitter Sontenentzich Chart Spitter Bortenentzich Chart Spitter Bortenentzichung Chart Spitter Bortenentzichung Schurt Spitter Bortenentzichung	
	18-15-12 -9 -6 -3 0		
		OK	
10 Double-click on the Audacity	/ folder to view your exported files		

# Copy your Music files to USB Memory Stick

1 Insert your USB Memory stick into the computer

#### 2 Hold the Ctrl key and click on the folders you want to copy so that they



USB Drive (F:)

### Shutdown the Equipment

Remove your cassette tape from the Tape 2 PC Machine and turn it off



#### 4 Remove any USB memory sticks or CDs from the computer

**5** All your files that were saved on the computer will be automatically deleted when your sessions ends and the computer restarts.