

# THE CONVERSION STATION: VINYL RECORDS





VINYL RECORDS TO DIGITAL WITH ION CLASSIC LP

## BEFORE YOU START



Before you start using the Digital Conversion Station, please make sure to read through the Rules & Regulations.

It is also advised that you read through the instructions before starting.


## WHAT YOU NEED FROM US

<p><b>ION CLASSIC LP</b> – The Ion Classic LP will already be at our Digital Conversion Station.</p>	
<p><b>HEADPHONES</b> – Since you'll have to listen to the music you are converting, please put on a pair of our headphones.</p>	
<p><b>USB HUB</b> – For your convenience, there is a USB Hub located next to the computer. This is where you can plug in any USB devices.</p>	
<p><b>COMPUTER</b> – You'll need to make sure you sign into our Digital Conversion Station. You will need a pass from the Information Desk.</p>	



## PROGRAMS YOU WILL USE AT DIGITAL CONVERSION STATION

<p><b>EZ VINYL/TAPE CONVERTER</b> – This program will change your audio recordings into digital ones.</p>	
<p><b>POWER2GO</b> – You'll either save your files to a flash drive or burn them to a CD from this program.</p>	

## WHAT YOU'LL NEED FROM HOME

<p><b>VINYL RECORDS</b> – Bring yours from home. Please be advised that copying audio material that does not belong to you infringes on copyright. Digitizing the audio is intended for private use only, and copies are not to be made from it.</p>	
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## BRING FROM HOME, OR GET FROM US!

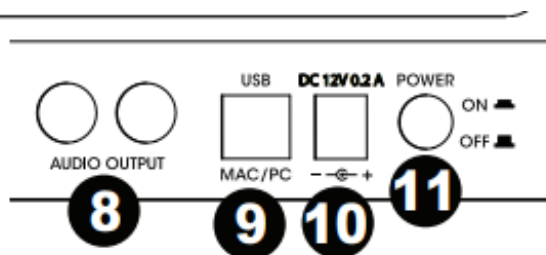
<p><b>REWRITEABLE CD</b> – If you want to copy your audio onto a CD, you'll either need to bring one from home, or purchase one from us. CD-Rs can be purchased at the Patron Service's desk for \$1.00.</p>	
<p><b>FLASH DRIVE</b> – If you want to copy your music to a USB drive, you'll either need to bring one from home, or purchase one from us. We recommend you get one at least 8GBs or higher. Flash drives can be purchased from the Patron Service's desk for \$5.00,</p>	

# CONVERTING YOUR VINYL RECORD

WITH EZ VINYL/TAPE CONVERTER

## STEP ONE

Please follow the picture below for reference.



This is the back of the **CLASSIC LP**.

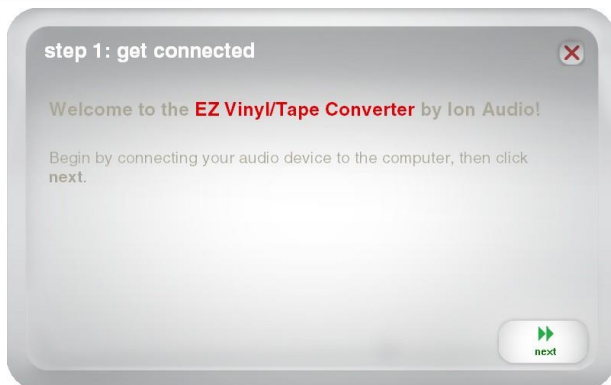
Turn **CLASSIC LP** on, by pressing the Power Button (#11). When the **CLASSIC LP** is on, the button is depressed, when **CLASSIC LP** is off, the button is elevated.

Find the cord with the **GREEN TAG** that is already plugged into the back of the computer. Plug this cord into the USB Mac/PC (#9) slot. The Power Cable Input (#10) should already be plugged in, if it is not, please plug it in. You do not need to plug anything into Audio Output (#8); it should remain empty.

When **CLASSIC LP** is on, there are no lights or other indication the device is turned on. You will only be able to tell, if the Power Button is depressed and the Power Cable Input (#10) is plugged in.

Please note, that while the equipment is safe to use, please use caution when using older or valuable records. The library is not responsible for any damage done to cassette tapes while using the **CLASSIC LP**.

## STEP TWO



Open the **EZ VINYL/TAPE CONVERTER** program, by clicking on the icon on the desktop.

If you are prompted to select your playback device (Turntable or Tape Player), check **TURNTABLE** and click **NEXT**.

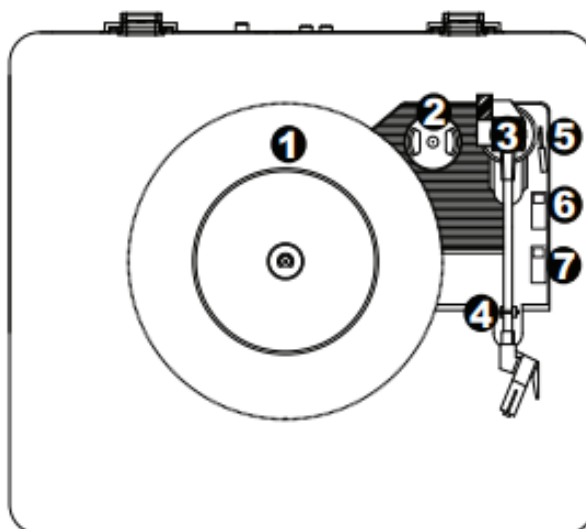
Plug the **HEADPHONES** into the left side of the computer. This is how you will hear your recordings.

## STEP THREE

Please use the diagram to your right for reference.

Remove the felt covering the turntable (#1). Carefully place your record on the **CLASSIC LP**. Choose your size by moving the lever (#6). If you are using a 45, the adaptor is labeled as #2 on the picture.

The needle (#4) has a protective covering you must remove before placing it on your record. You can remove the white covering by pulling the white cover forward, towards you. You will also need to open the latch (#4) holding the arm (#3).

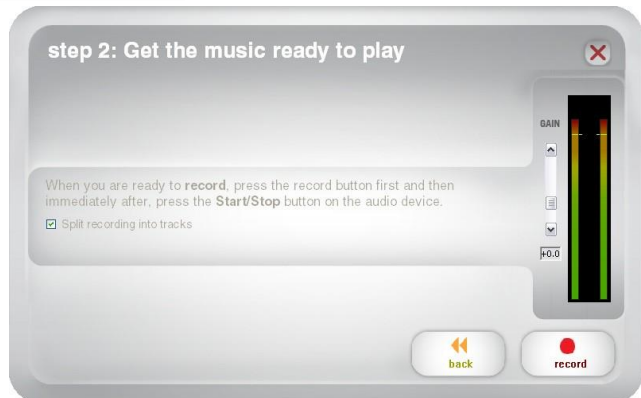


You must now switch the arm latch (#5) to elevate the arm. You will have to manually move the arm over the location on your record you wish to begin at. **CLASSIC LP** will start spinning your record once you start moving the arm.

When your needle is in the position you want, use the arm latch (#5) to lower the arm onto the record. Your record will begin playing at this point.

You will be able to hear the music coming directly from the record at this time. You will also hear your recording coming from the **HEADPHONES**. We recommend you make sure the sound level is good before you start recording.

## STEP FOUR



When you're ready to record, you may need to move the needle back into the right place. You do so by using the arm latch (#5) to lift the arm up and then manually move it to another location before using the arm latch (#5) to lower the arm again.

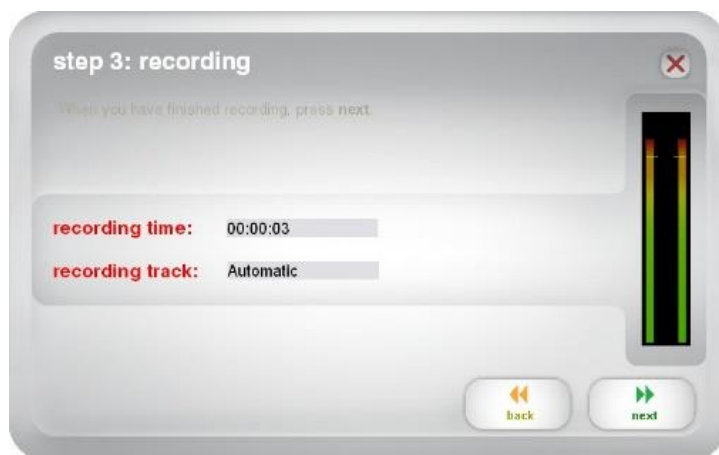
Before lowering the needle and starting the record, make sure you uncheck the box labeled **SPLIT RECORDING INTO TRACKS**.

**CLASSIC LP** has the ability to automatically detect tracks, but it is not always reliable.

When you are ready to start recording, press **RECORD** and then lower the needle onto the album.

You are now recording. You should be hearing the audio from the device through your **HEADPHONES** and seeing the audio meters move.

If you do not hear audio, please see the **INFORMATION DESK**.



At this time, please close the lid of the **CLASSIC LP** as to not to disturb others around you.

You must listen to the entire record that you would like to convert. Please do not leave the station unattended while your conversion is taking place.

While listening to your record, when a track has ended, hit **NEW TRACK** on the screen. You will have to do this for each new track.

If you would like to record the other side of the record, it is better to continue to finish saving your recording and then start over with the other side of the record.

When you have finished recording, click **NEXT**.

## STEP FIVE

Once you have finished recording, you will be asked to **TAG YOUR TRACK**. You do not need to worry about changing the Save Location. It will default to saving in a folder on the Desktop titled **AUDIO**.

You need to enter the Artist, Album & Track Title information at this point.

If you don't edit the information here, you will not be able to distinguish between your recordings when you save them to a **FLASH DRIVE** or burn them to a **CD**.

If you have recorded more than 10 tracks, you can access the information for tracks 11-20 by clicking **NEXT**. When you are finished labeling your recording, click **NEXT**.

## STEP SIX

Once the software has saved your recording, you will see the screen on the right.

You can convert as many records as time allows, it's best to complete burning or saving your files before you move onto the next record. If you want to burn multiple records to one CD, select **RECORD SOMETHING ELSE**.

Click **CLOSE EZ VINYL/TAPE CONVERTER** or the **X** in the upper right corner if you do not wish to record more.

# SAVING YOUR WORK

WITH POWER2GO

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You will have two different options when it comes to saving your audio recordings. You may choose both or just one option. If you choose to do all options, you will have to do each of them one at a time.

Each option may take several minutes to complete, depending on the amount of audio recordings you have.

## BURN TO A CD

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Burning your audio recordings to a **CD** allows you to play these files on most **CD PLAYERS** and computers. You will, however, not be able to further edit your audio recordings. You will also not have access to the “raw” audio recordings. If you do this option, the files will always only be available as a **CD**.

## SAVE TO A FLASH DRIVE

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Saving your audio recordings to a **FLASH DRIVE** allows you play your files on most computers. This option allows you to further edit your audio recordings if necessary. From this option you can also upload your audio recordings to iTunes, Google Music or other websites or music players. You can also save your audio recordings onto your own computer at home. This option allows you to keep the “raw” audio recordings, so you can burn them onto a **CD** if you choose so.

## BURNING TO A CD

### STEP ONE



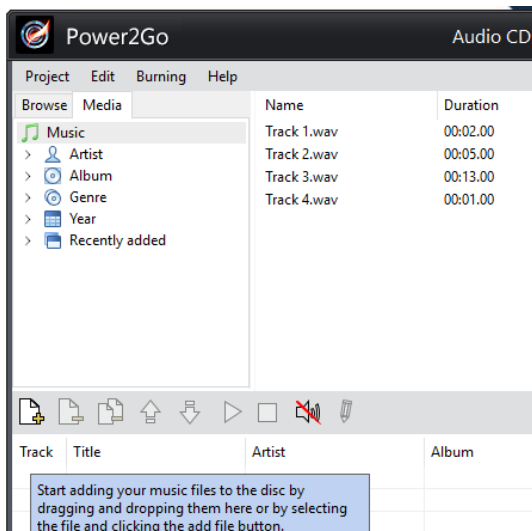
Open the **POWER2GO** program from the desktop. Navigate and click on the **MUSIC DISC** icon on the top menu.

Select **AUDIO CD**.




At this time you can put in your **CD** into the computer's **CD DRIVE**. Located on the right hand side of the screen.

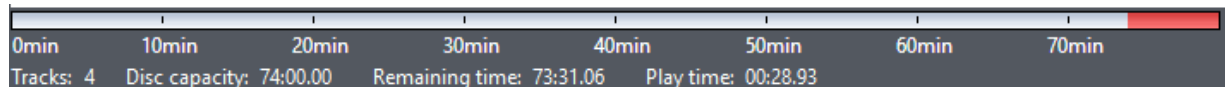
### STEP TWO



Any audio recordings you have saved should automatically appear on the right side of the screen. They will be named using the track names you had given them **EZ CONVERTER** program.

Select the files you want to burn and then drag and drop them in the content area. You can also select each title and click the **ADD TRACK**  icon.

You can add as many audio recordings as you'd like to your **CD**. At the bottom of the program it will tell you how much time (in terms of audio length) you have used and how much space you have left.





## STEP THREE

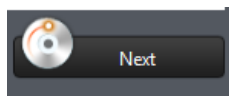
Track	Title	Artist	Album	Duration
1	TRACK 1	Unknown artist	Unknown album	00:03.00
2	TRACK 2			00:05.12
3	TRACK 3			00:13.65
4	TRACK 4			00:01.16

Due to the way the **EZ CONVERTER** program saves the files, they will not show an Artist or Album name. You may add your Artist name by right click on the track and selected **EDIT CD TEXT**. This is not required, however if you play your **CD** in a car/computer it will not display the information.

If you choose to edit the Artist information, a new dialogue screen will come up. You can change the Title Name (if you need to) and put in the Artist name, as well as other information. If you are putting in audios of the same Artist, you can select **APPLY ARTIST INFORMATION TO ALL TRACKS** and it will automatically save the information to any audio recordings.

You can fill out as little or as much information as you like. Once you are finished click **OK**. You will have to right click on each track if you want to make changes to more tracks.

## STEP FOUR



Once you have finished adding all of your audio recordings, click **NEXT** on the lower right side.

An additional screen will come up with information on burning your **CD**. You do not need to make any changes to these options.

Click **BURN**. The burning processes may take several minutes. When the burning is complete, a window telling you the burning has finished. Click **OK** to close the window.

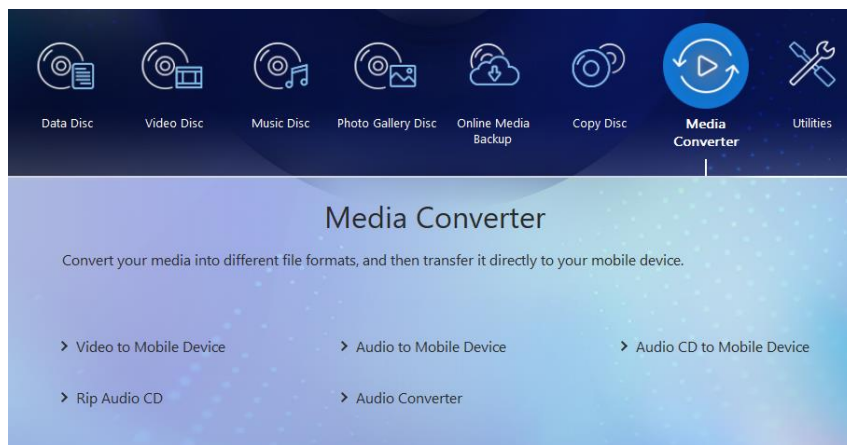
Your **CD** will automatically eject at this time.

## SAVING TO A FLASH DRIVE

### STEP ONE



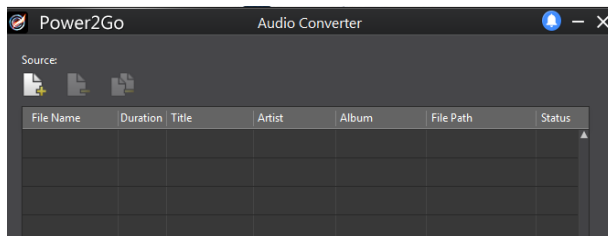
If you would like to save your audio recordings to a **FLASH DRIVE**, it is a good idea to convert them from the .WAV files they save as, to .MP3 files. MP3 files are smaller and will allow you to save more audio recordings onto your **FLASH DRIVE**. Open **CYBERLIKE POWER2GO 12** program.



Select the **MEDIA CONVERTER** icon. From there select **AUDIO CONVERTER**.

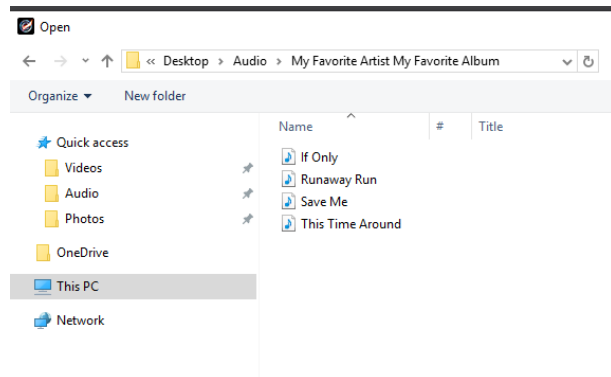
At this time you may also plug your **USB** into the **USB HUB**.

### STEP TWO



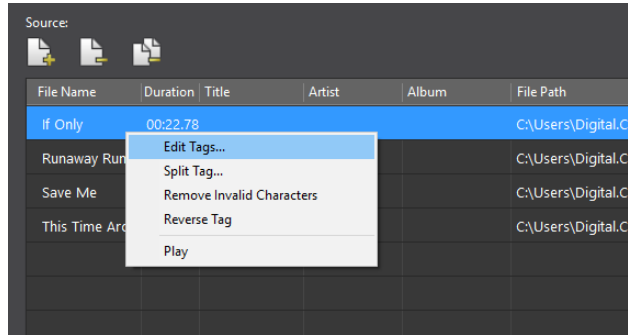
You will need to navigate to the **AUDIO** folder using the **QUICK ACCESS** options on the left hand side. From there you will see folder(s) with your Artist and Album on them. Open the one you wish to add to the **FLASH DRIVE**. You have to select each track and click **OPEN**, or highlight all tracks and click **OPEN**. You can do this for all audio recordings you wish to save to the **FLASH DRIVE**.

When the **AUDIO CONVERTER** window opens, you will need to select the **ADD TRACK** icon to add your audio.



## STEP THREE

Once all of your audio recordings are selected, they will be listed in the **AUDIO CONVERTER** window.



Due to the way **POWER2GO** reads the files, it does not save the Artist and Album info. The files will be named correctly under File Name but when they are saved to the **FLASH DRIVE**, they will not have the Artist or Album info saved. You can edit this information, or you can leave it. If you choose to edit, right click on the track and select **EDIT TAGS**.

In the **EDIT TAGS** window, you can add the track title again, the artist and album name. If you select **APPLY TAGS TO ALL TRACKS**, all files you have listed will have the album name applied. If you have more than one album, you may not want to select this option.

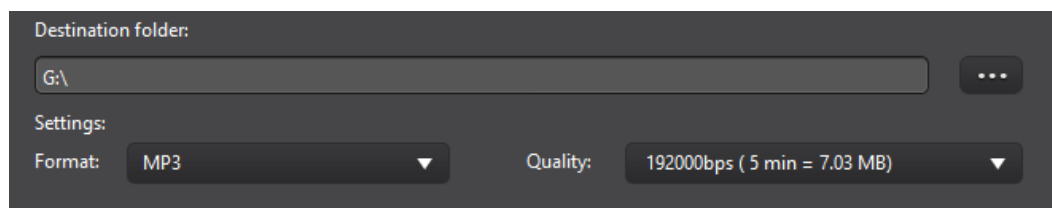
When you are finished click **OK**. You can continue to edit all the tracks in this fashion.

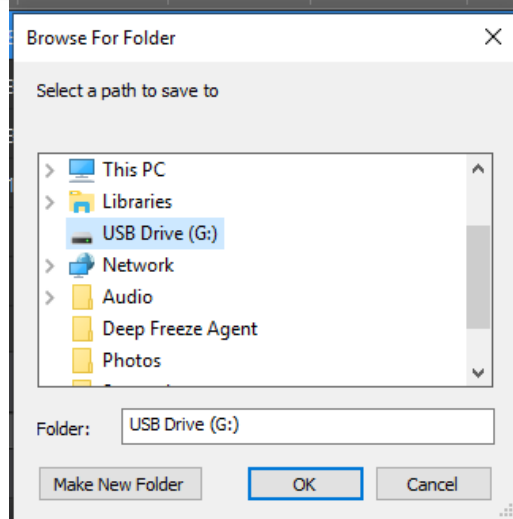


## STEP FOUR

If you did not put your **FLASH DRIVE** into the **USB HUB**, please do so at this time. It may take several seconds for your **FLASH DRIVE** to be recognized by the computer.

Towards the bottom of the window, there is an option called **DESTINATION FOLDER**. Click on the square with the three white dots located on the right side.



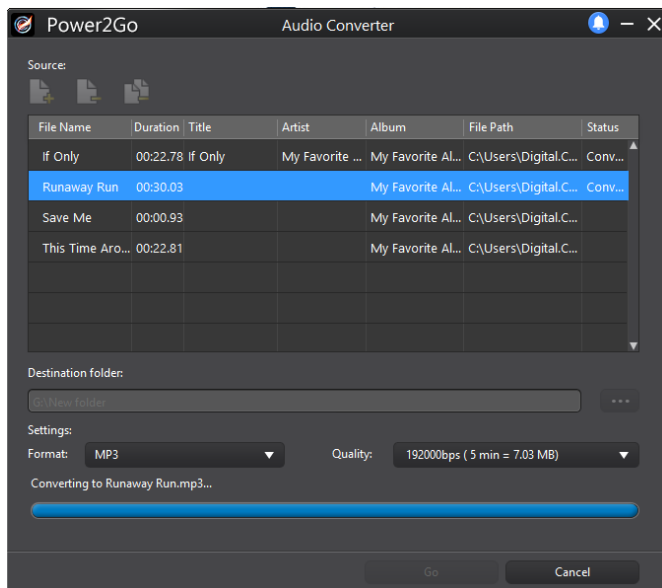


This will bring a window up that will ask you to navigate to your **FLASH DRIVE**. Most **FLASH DRIVES** will appear as a (G:) and be listed as a USB Drive or possibly the brand name of your **FLASH DRIVE**.

If you do not see your **FLASH DRIVE** listed, try unplugging the **FLASH DRIVE**, clicking cancel on the screen and then plugging the **FLASH DRIVE** back in. Wait a few minutes and then try to find it again.

When you find your **FLASH DRIVE**, click **OK**.

## STEP FIVE

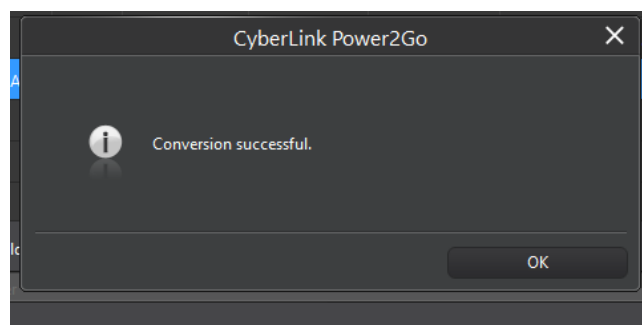


Click **GO** at the bottom of the screen and your audio recordings will begin to convert and save to your **FLASH DRIVE**. While this is happening, a blue bar will be moving across the screen as each audio recording is being done.

This may take up to several minutes depending on the amount and size of your audio recordings.

When finished a window will pop up saying **CONVERSION SUCCESSFUL**. You can click **OK** and remove your **FLASH DRIVE**.

At this time if you are finished with all your audio recordings, you can close **POWER2GO**.



## FINISHING UP

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Make sure you take your record out of **CLASSIC LP** and turn it off by hitting the button on the back.

Don't forget to take your finished **FLASH DRIVE** and/or **CD**.

When you are sure your audio files have been properly saved, you can close your session on the computer. Once the computer has restarted, any audio recordings will be deleted from the computer. If your items did not save, you will have to start the process again.