

VHS or DVD to Digital Conversion

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Disclaimer: The passage of time and the challenges associated with aging technology makes it difficult to guarantee the quality of digitized audio-visual materials. **If you have concerns about the compatibility or durability of your tape, please consult an audio-visual restoration or preservation professional.**

PREPARE

1. Attach the power cord to the conversion device and plug the DVD Video Player/Video Cassette Recorder and the conversion device in to power outlets.
2. Connect the RCA cables to the slots labeled "DVD/VCR" on the back of the DVD Video Player/Video Cassette Recorder (1) and the conversion device and insert your flash drive (2) into the conversion device as shown in the photo.
3. **DVD Recording Only.** Click the Open/Close button on the DVD Video Player/Video Cassette Recorder and insert your DVD into the disc drawer. Click the Open/Close button on the DVD Video Player/Video Cassette Recorder to close the drawer.

VHS Recording Only. Insert your VHS tape into the DVD Video Player/Video Cassette Recorder.

The media will begin playing and you should see the video playing on the conversion device. If the conversion device does not display the video, make sure that the conversion device is in video mode (3) and that the correct player is chosen on the front of the DVD Video Player/Video Cassette Recorder (circled in bottom photo).

RECORD

4. When the conversion device begins to play the section of the media that you want to record, press the button with the red dot (4) on the conversion device to start recording. When the video ends, press the red button again to stop recording.

REMOVE

5. Wait a moment to be sure that the video was saved to the flash drive. Remove the flash drive from the conversion device and remove the media from the DVD Video Player/Video Cassette Recorder.



Questions? Contact Technology Services at 630-423-6664.