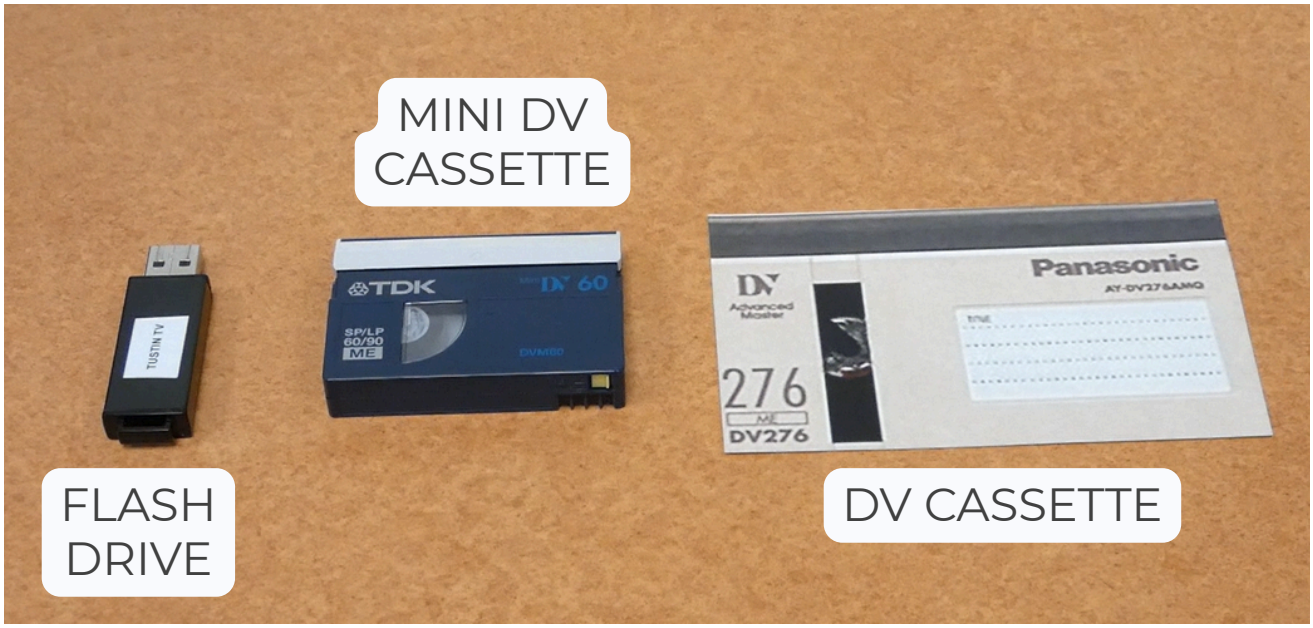
OC MEMORY LAB

Sony DVCAM - Digitizing DV Cassette Tapes

1. **What you'll need to bring with you:**
   Flash drive
   DV or Mini DV Cassette tape



- Your flash drive should have enough storage space to accommodate the amount of video you'll be digitizing.
  - The flash drive cannot be larger than 500GB.
  - You may need to bring a second hard drive to offload content if you are digitizing more than 500GB of footage.
- Digitizing happens in real time. If you want to digitize footage that is 18 minutes long, it will take 18 minutes to record that footage.

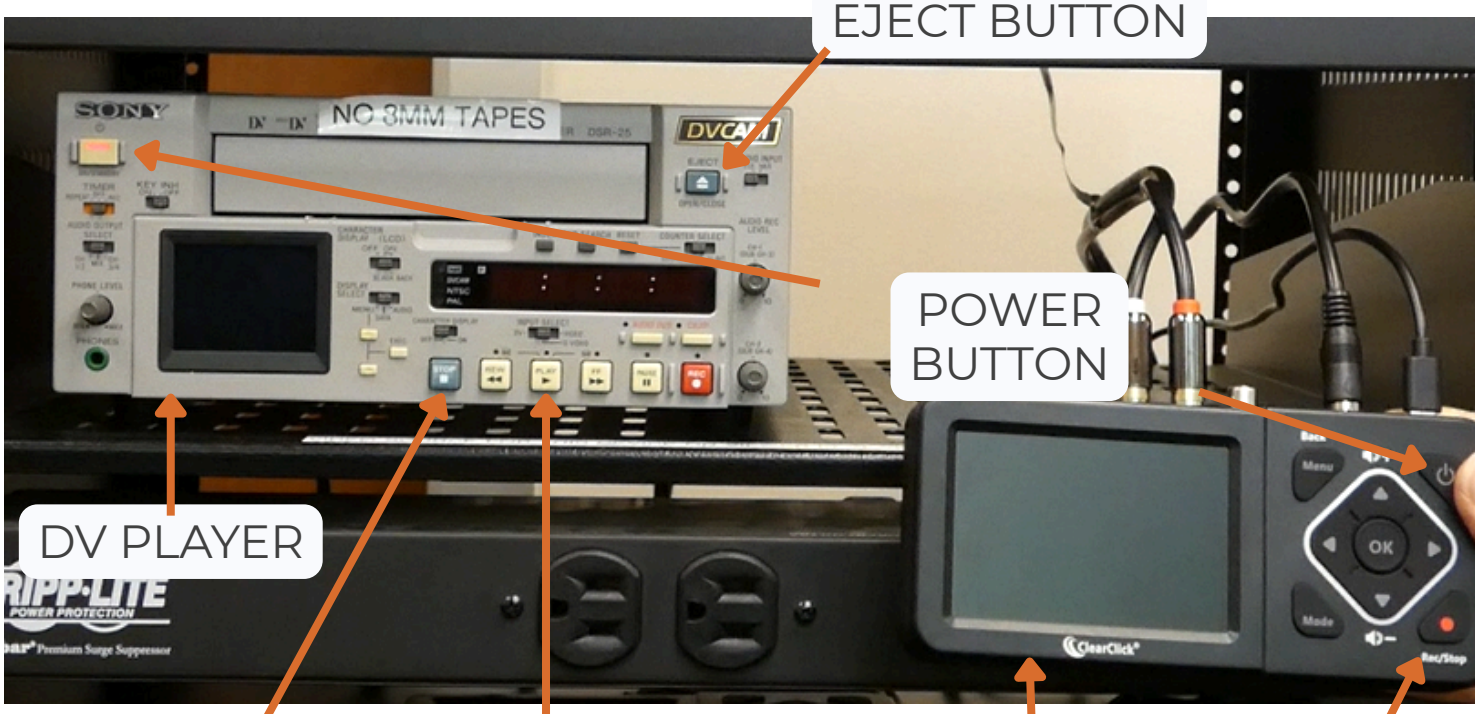
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Digitizing DV Cassette Tapes

2. Equipment:
ClearClick Viewer (CC viewer)

- To start, turn on the viewer which is located next to the Sony DV Player.
- Press “Menu” on the Viewer to check the settings. Use the arrow keys to scroll down and check these settings:
  - “Video Source” : “S-Video”
  - “Default Storage Device” : “USB”
  - Plug your flash drive into the Viewer
- Press “Menu” again to go back to the main screen. You should see a red camera icon in the upper left corner.



3. Equipment:

Sony DVCAM Player

- Turn on the DV Player. The power button is located in the upper left corner of the device. The light turns green.
- Press the grey Eject button to open door and gently insert your tape into the deck.
  - Mini DV Cassettes should be inserted between the two red lines on the deck.
  - The Player is not compatible with 8mm tapes.
- Press PLAY on the DV Player - you should see your video footage on the DV Player's viewer as well as the CC Viewer.

4. Digitizing:

Time to record from your tape to your flash drive

- When you're ready to record, prepare the cassette tape to the start time (you may have to fast forward or rewind to get to your start time). Press the REC/STOP button on the CC Viewer and then press PLAY on the DV Player.
- You will need to let the tape run the entire length that you want to record.
- Once you have finished recording, you can press the REC/STOP button again to stop the recording.
- On the DV Player, press the STOP button to stop your cassette tape.

5. Wrapping up:

Review what you've recorded.

- If you wish to check your footage, unplug your flash drive from the CC Viewer and plug it into the computer.
  - Locate your flash drive's file folder on the desktop and check to see that your files play properly.
- Once you are done recording, eject your tape from the DV Player by pressing the gray EJECT button.

6. Before you leave:

Please leave the Memory Lab the way it was when you entered.

- Before you leave the Memory Lab, close all your files and eject your drives for proper removal.
- Please turn off any equipment and device that you turned on.
- Remember to remove your disk/tape/whatever from the device.
- Return the Memory Lab's items back to where you found them
- Double-check that you have all your belongings.