OC MEMORY LAB

Panasonic Player - Digitizing VHS Tapes

1. **What you'll need to bring with you:**
   Flash drive
   VHS Tape: VHS, VHS-C, or S-VHS



- If you have a VHS-C tape, you'll use the provided adapter in order to digitize footage. (see Appendix A)
- 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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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.

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3. Equipment:
Panasonic VHS Player



- On the Panasonic VHS Player, pull down the panel on the left to reveal the tape slot and function buttons.
- Press the power button and insert your tape into the slot next to the power button.
  - Test your tape by pressing play. You should see video playing on the ClearClick viewer.
- Prepare your tape for digitizing by rewinding or fast forward to the start of the footage you want to digitize.

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4. Digitize:
Time to convert your tape

- Press the REC/STOP button on the CC Viewer and then press PLAY on the Panasonic VHS 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 VHS Player, press the STOP button

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 VHS Player by pressing the EJECT button.

6. Before you leave:
Please leave the room the way it was when you entered.

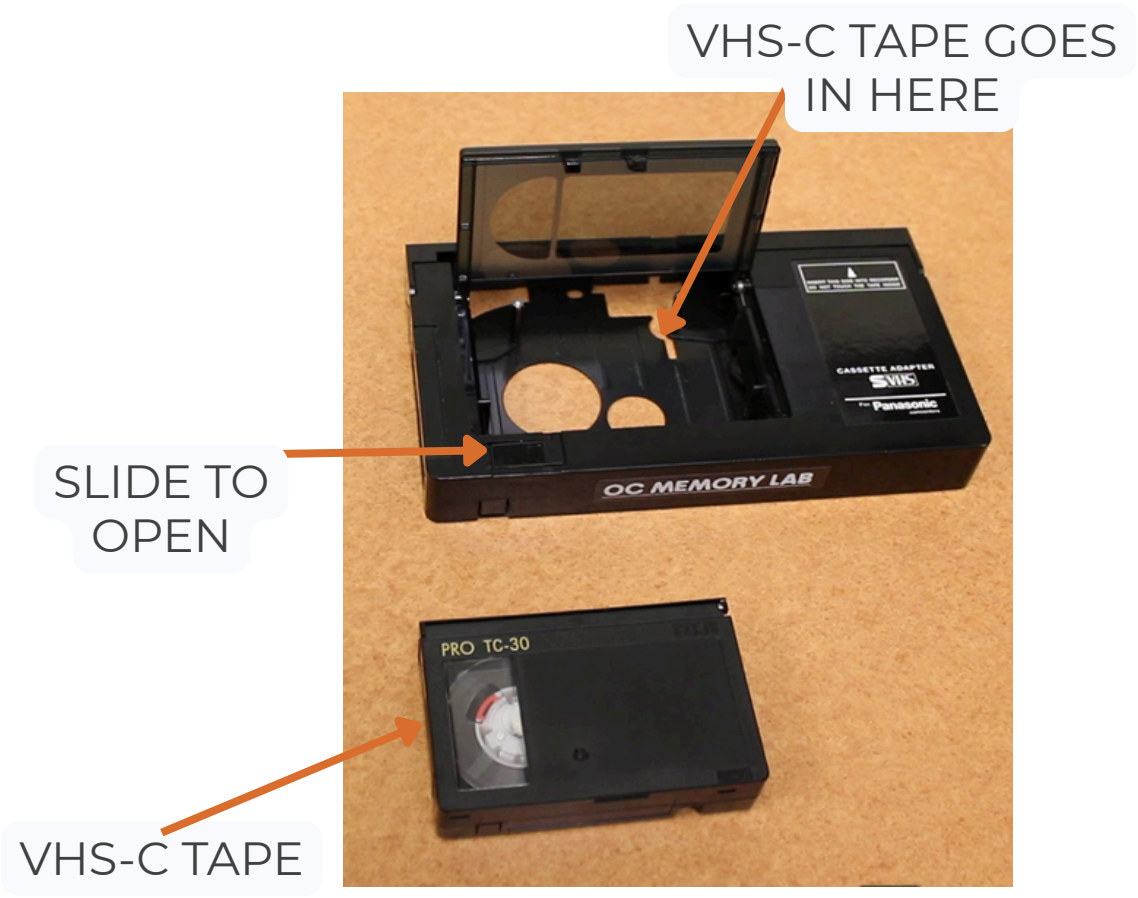
- Before you leave, close all your files and eject your drives for proper removal, if you used the computer
- Remember to remove your tape & flash drive.
- Turn off all equipment (VHS Player, CC Viewer)
- Return items back to where you found them
- Double-check that you have all your belongings.

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Panasonic Player Digitizing VHS Tapes Appendix

A. Equipment:

VHS-C Adapter



- Slide the grooved tab to open the adapter.
- The door of the adapter will open and you can insert the VHS-C tape.
- Gently close the door of the adapter. It should click and lock in place.
- To remove your VHS-C tape, slide the grooved tab to open the door of the adapter.
- Remove your tape and close the door of the adapter before storing it away.