OC MEMORY LAB

Toshiba 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.

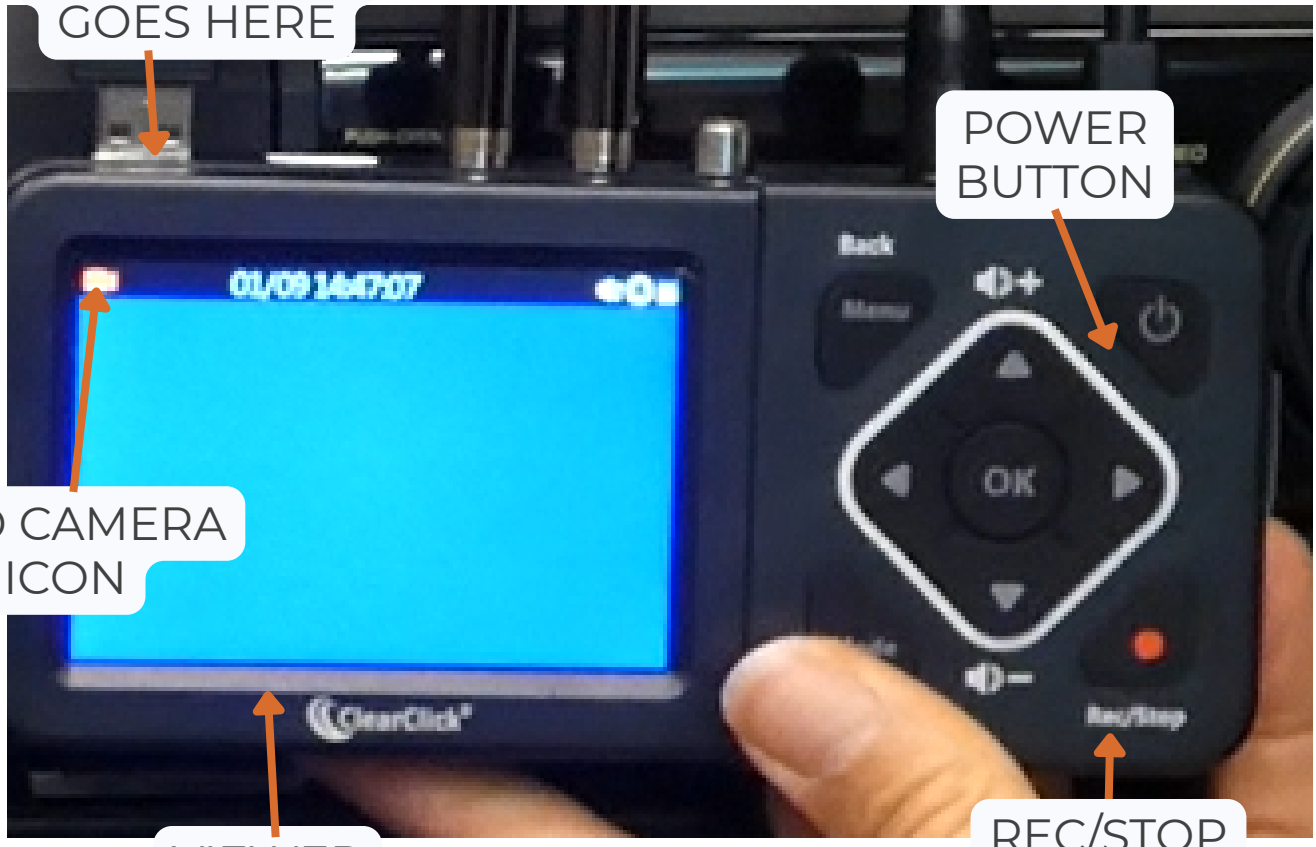
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Toshiba Player
Digitizing VHS Tapes

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” : “AV”
- “Default Storage Device” : “USB”
- Plug your flash drive into the Viewer
- Press “Menu” again to go back to the main screen. You’ll see a red camera icon in the upper left corner.

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Toshiba Player
Digitizing VHS Tapes

3. Equipment:
Toshiba VHS Player



- Press the power button and insert your tape into the slot next to the power button. Gently push your tape so that it goes all the way in and the door closes.
  - 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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Toshiba Player
Digitizing VHS Tapes

4. Digitize:
Time to convert your tape

- Press the REC/STOP button on the CC Viewer and then press PLAY on the Toshiba 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 Memory Lab the way it was when you entered.

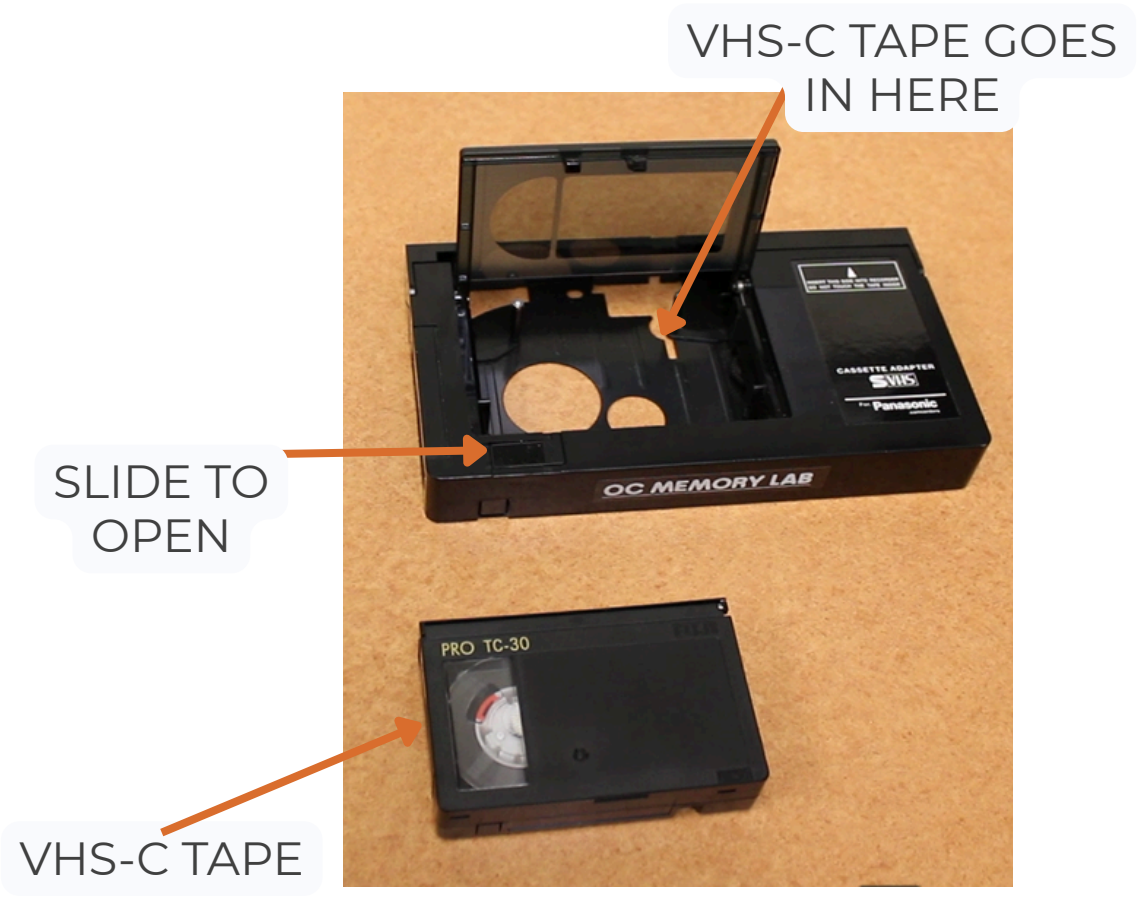
- Before you leave, close all your files and eject your drives for proper removal, if you used the computer
- Remember to remove your tape & flash drive.
- Turn off all equipment (VHS Player, CC Viewer)
- Return items back to where you found them
- Double-check that you have all your belongings.

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Toshiba Player Digitizing VHS Tapes Appendix

A. Additional 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.