Instructions for Copying Station:

System Routing:

```
┌─────────────────┐
│  1. CD Player   │─────┐
│     Opt. 1      │      \
└─────────────────┘       \
┌─────────────────┐        ┌──────────────┐        ┌──────────────┐
│ 2. Tape Player  │───────→│ 4. Mini Disk │───────→│   5. iMac    │
│     Analog      │        └──────────────┘        └──────────────┘
└─────────────────┘              │  \                      ↑
┌─────────────────┐              │   To External Recorder  │
│  3. DAT Player  │─────┐        ↓                 ┌──────────────┐
│     Opt. 2      │      \                         │  6. SD Card  │
└─────────────────┘                                └──────────────┘
```
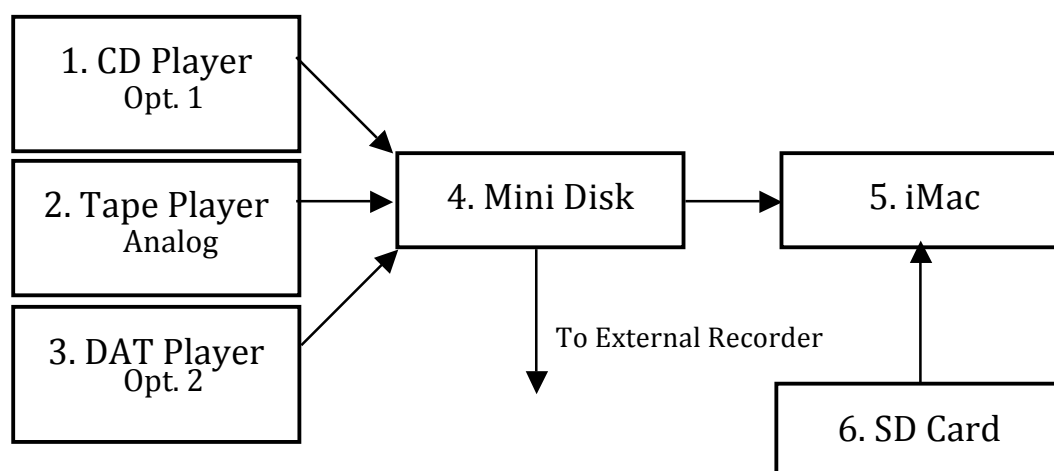
Step 1: Source Setup for Recording

First – Turn on what you want to record from and the Mini Disk Player.

Next you need to setup the correct routing for recording. To do this you need to use the Input button on the Mini Disk Player to select one of the following:

1. To record from CD Player: Set Input on Mini Disk as Digital Opt 1
2. To record from Tape Player: Set Input on Mini Disk as Analog
3. To record from DAT Player: Set Input on Mini Disk as Digital Opt 2
4. To record from Mini Disk: No Input setting needed (leave as whatever)

You will want to Monitor the audio going through the Mini Disk player. To do this press the record button on the right hand side, which will enable the Recording Monitors. Record level is adjusted using the Analog Rec Level Knob (for Tape) and the Digital Rec Knob for all other sources.

Additional Sources

With the introduction of the iMac to the Copying Station there are now a few additional sources for getting your data.

1. Digital Copies of CD/DVD's – You can use the Burn Application on the iMac to make a direct copy of a CD/DVD, follow the Instructions under Step 3.

2. SD Cards – The iMac has an SD Card slot on the right hand side. This makes it particularly useful for getting data from portable recorders, such as Zoom Q3's and Cameras. Files can be copied onto the computer and then burnt to disks or moved to USB pens. Instructions on this are also provided in Step 3.
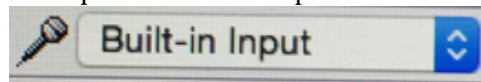
If you have any problems please contact Matt Watt on extension
0208 305 (4471)

## Step 2: Destination Setup for Recording

You have two options here, you can either record to your own device or record to the iMac workstation (which you can then burn to disk/transfer to a stick).
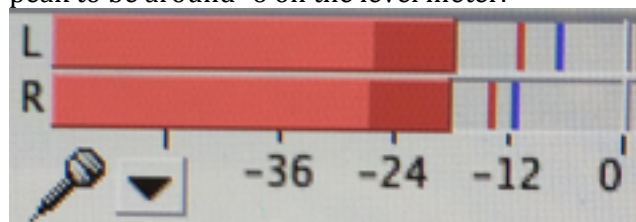
Option 1: iMac

1. Turn on iMac
2. Open Audacity Application
   a. Set Input to 'Built-in Input'

   b. Begin playing source and check Input level with the level meter (enable by using the arrow to select 'Start Monitoring' in the dropdown)
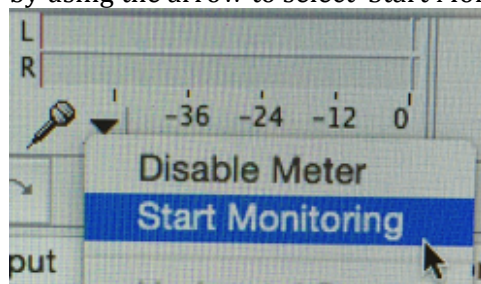
   c. Check the 'peak' level of the piece (i.e. the loudest part), you want the peak to be around -6 on the level meter.

   d. Prepare your source audio for playback (rewind tape, set CD to beginning etc)
   e. Press record in Audacity
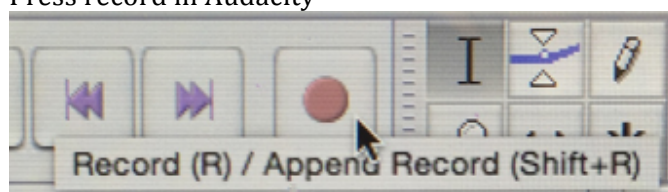
   f. Press play on Source Device and wait for music to finish
   g. Once finished press Stop, you can now save/export your audio as a file using 'File/Export Audio' then choosing a Location (Scratch Drive), Name and File Format.

Option 2: Other Devices

1. Turn on Device
2. Follow step 2 from Option 1 (but with relevant changed for your own software)
3. Connect the External Output Cable (Marked with Blue Tape) to your devices audio in 2.g. mic in for laptops

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Step 3: Final Destination

If all of the steps above have been followed correctly you should now have your audio file on the computer saved on the Scratch Drive. So the final step is to move that data to your own repository (CD, DVD, USB or SD Card). The following steps outline the best way to do this:

Option 1: Copy to USB Stick/SD Card

1. Connect your USB Stick to a USB port on the rear of the machine OR plug your SD Card into the SD Card slot on the right hand side of the machine
2. You Stick/Card will appear on the desktop as a drive. Double click the drives icon to open it. You can now drag or Copy/Paste your files to the drive.
3. Once copying has finished Right Click/ctrl+Click the drive icon and select Eject. You may now remove your USB Stick/SD Card.

Option 2: Burn to CD/DVD

1. Insert a blank CD/DVD into the iMacs CD Drive (right hand side)
2. Open the Burn Application
3. Select the format of disk you want from the tabs
   a. Data burns the file as just data. This is good for transferring between machines/sharing.
   b. Audio. This burns the file as an Audio CD, playable in CD Players
   c. Video. This setting is used for burning video files to a DVD Playable format (files need to be in MPEG format, which Burn will offer to convert to if needed).
   d. Copy. This is the easiest way to copy an Audio CD or DVD. Burn will first take a copy of the disk, then eject it and ask for you to insert a blank disk for the copy to be burned to.
4. Once you have selected a disk type you need to drag across your files/the CD/DVD being copied. Then click the Burn button and follow the steps.
5. Once burning/copying has finished your new disk will be loaded on the machine. To eject you need to right click/ctrl + click the drive icon and select eject (or use the eject button on the keyboard).

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