

Converting Cassette Tapes to CD using EZ Tape Converter

Please note that recording happens in real-time. If you have a 30-minute cassette, it will take at least 30 minutes to convert it. You are welcome to use your writeable CD-R or CD-RW; we also sell them for \$1 at the Check Out Desk.

1. Insert your cassette into the left side of the tape player and close it. Make sure the power button is on (left lower corner).
2. Plug the black cable into the "Cassette" port on the panel.



3. On the computer, click on the EZ icon at the bottom screen.



of the

4. A new window will open, click "Next".

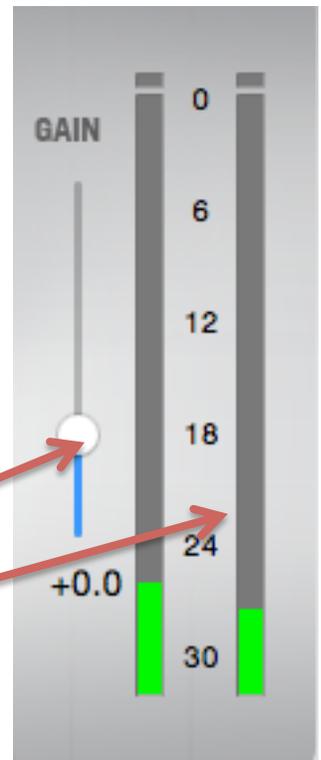


5. To check the sound levels: Press “Play” on the tape player. You should see the green bars rise and fall and hear your tape in the headphones. The volume in the headphones and the REC Level knob on the player do not affect the volume of the recording.)

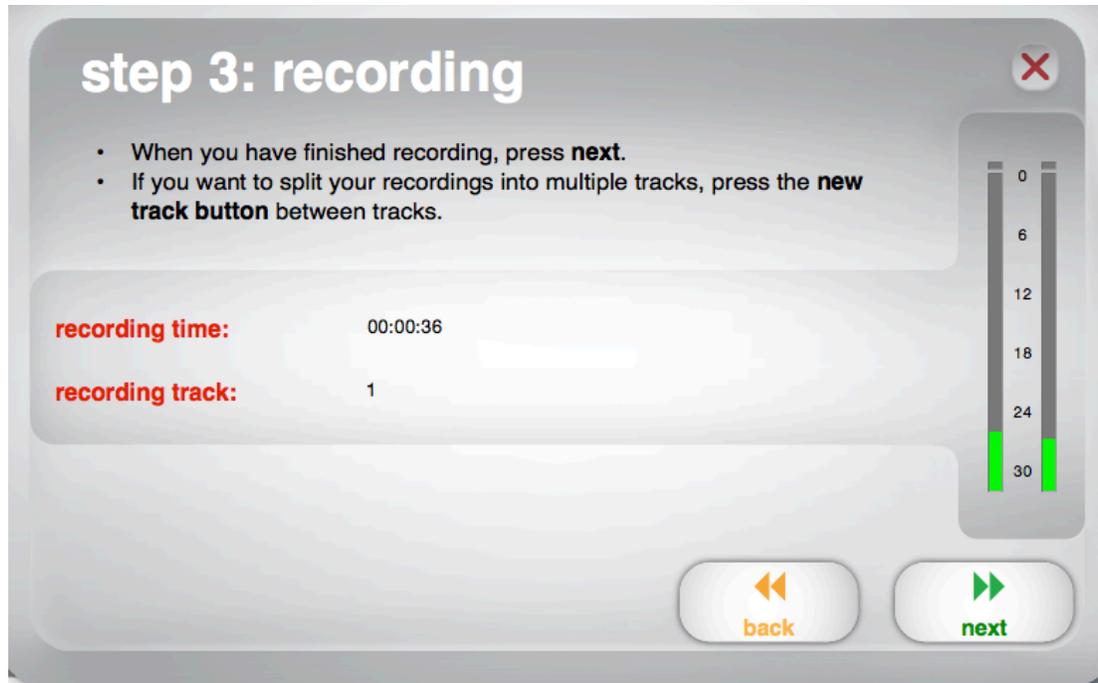
- The level should be fine at +0.0, but to make the recording volume louder or softer use the GAIN control slider. Click and drag it up to make it louder, or down to make it softer.

GAIN control

Volume meter



6. Find the place on tape that you want to start recording at using the “Rewind” or “Fast forward” buttons. Press “Stop” on the player.
7. The software defaults to “Automatically split into tracks” using the silence between tracks. (This is recommended for typical popular music but may produce varied results when used with other genres like classical music, spoken word, etc.) Unclick the box if you want to manually separate tracks and skip to step 9.
8. When you are ready to record, click “Record” on the screen and immediately press play on the player. You are now recording. The screen will show you the recording time and track progress.



9. **If you are manually separating tracks**, click “Record” and immediately press play on the player. You are now recording. The screen will show you the recording time and track progress. Click “New track” when you want to start a new track.
10. When you have finished recording, click “Next”. Enter the artist, album and track information. If you have recorded more than 10 tracks, you can access the information for tracks 11-20 by clicking “Next”. When you are finished labeling your recording, click “Next”.

step 4: tag your tracks ✕

Enter the artist name and the album title below, then titles of each track 1-10.

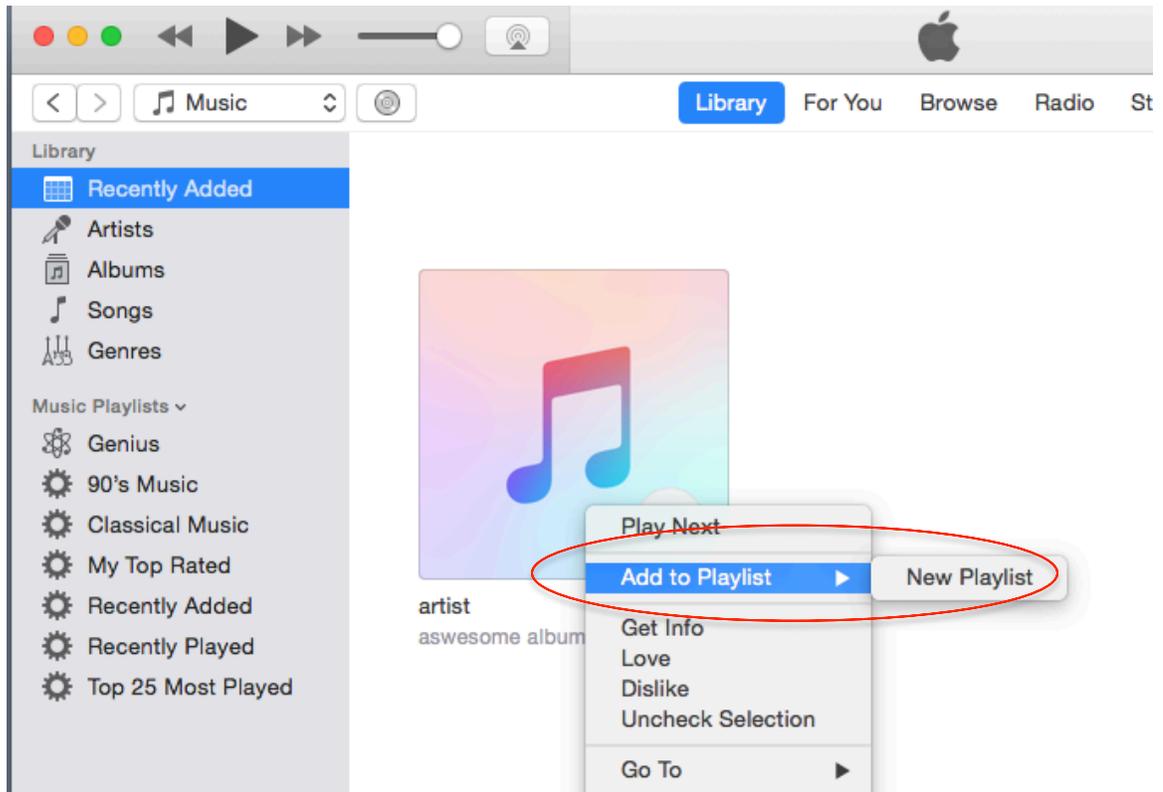
Artist:	<input type="text" value="Test"/>	Album:	<input type="text" value="Test Album"/>
Track title:		Track title:	
1	<input type="text" value="Track Test 1"/>	6	
2	<input type="text" value="Track Test 2"/>	7	
3	<input type="text" value="Track Test 3"/>	8	
4		9	
5		10	

11. A status bar will show you the export progress.
12. When the recording is complete it will ask if you want to record anything else. Click “Yes” or “No”, then “Next”. If you said yes, insert the new tape (or flip to the other side) and repeat steps 6-12.

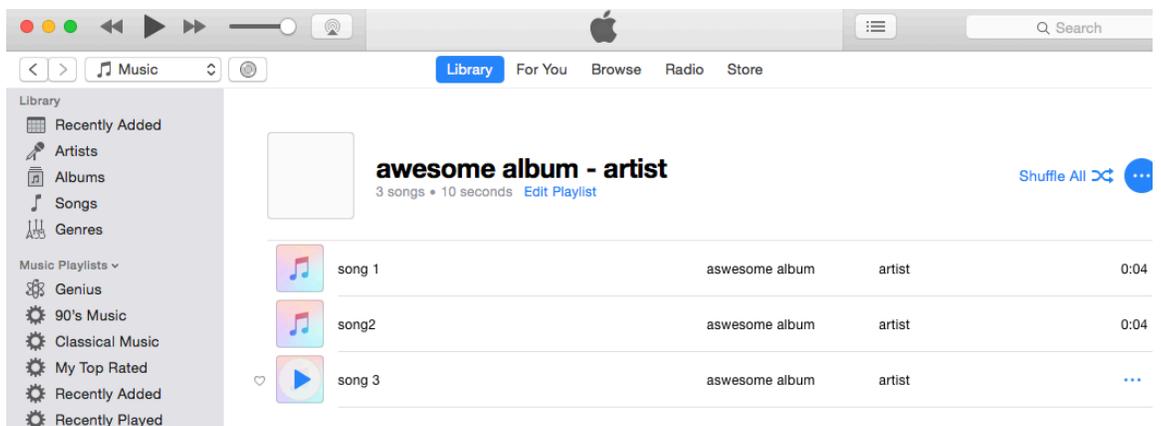


13. Click on the iTunes icon in the dock.
14. Click “Recently Added” on the left hand side. This will bring up your recording.

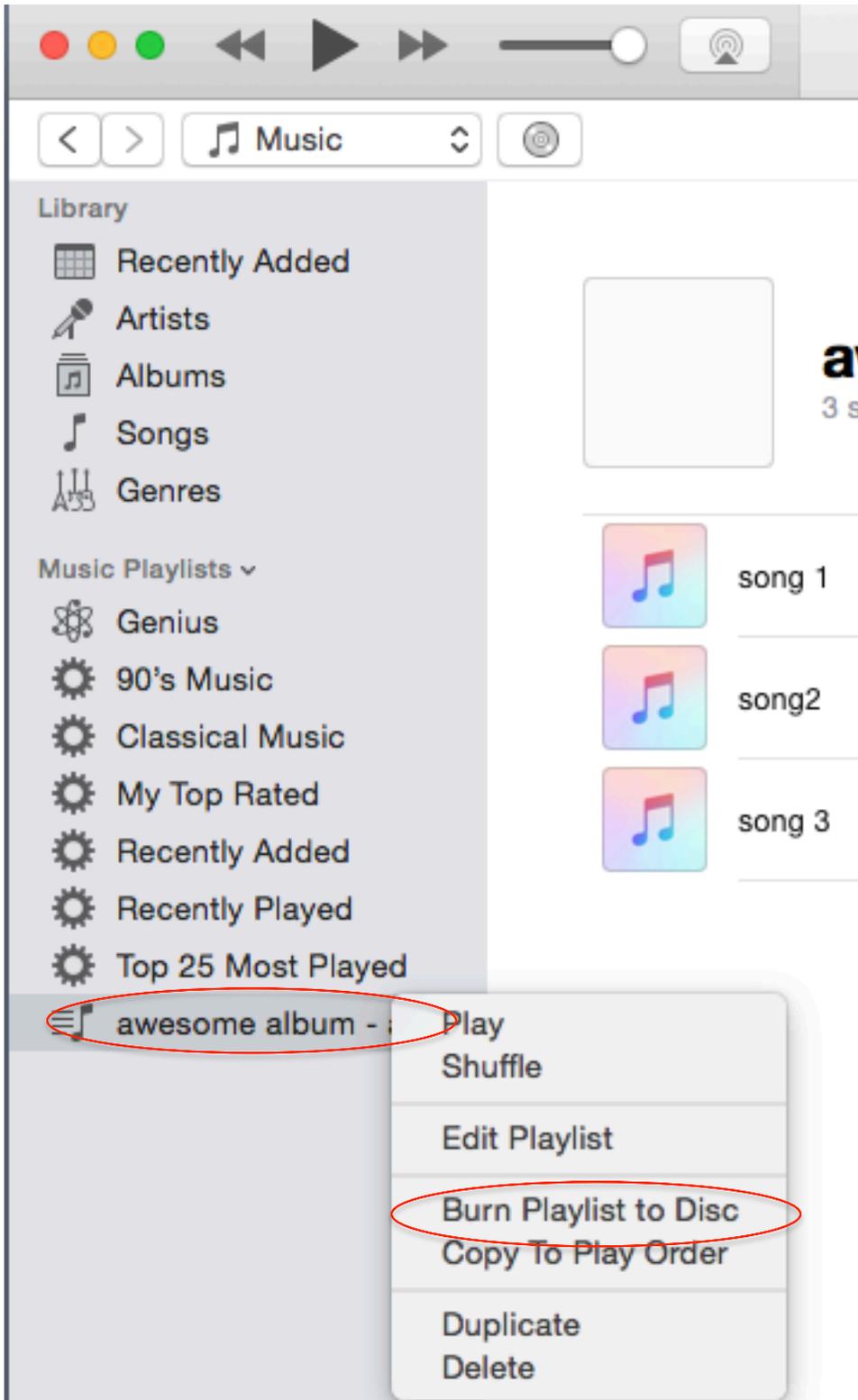
15. Right-click on your recording. From the menu that appears, hover over “Add to Playlist” then click “New Playlist”.



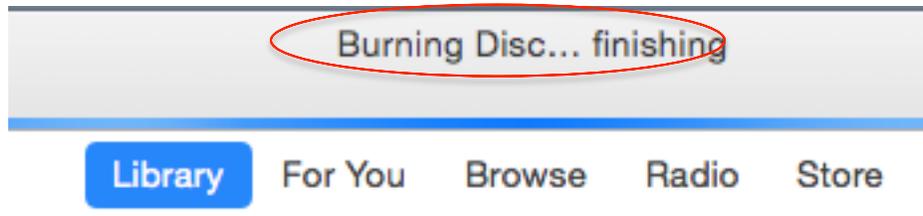
16. A new playlist with a list of your songs will appear. Here you can edit, rename, or rearrange your playlist.



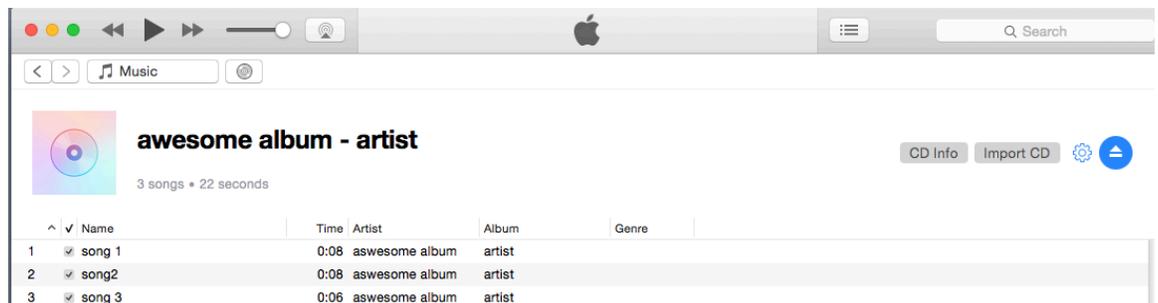
17. From the list on the left hand side, right-click on your playlist. It should be the last one listed. Then click “Burn Playlist to Disc”.



18. A Burn Settings window will open. Click “Burn”.
19. The CD burner tray will open. Insert a blank writeable CD-R or CD-RW and push the tray in.
20. Burning will begin and a status bar will appear at the top of the iTunes window. It will go through a series of steps.



21. When your disc has finished burning you can play it or eject it.



22. Remove your tape from the player, label your disc, close all open programs, and log out of the computer.