

## Media Conversion Station

### How to convert VHS tapes

#### What to bring to your session

- Storage device: USB or portable hard drive (8gb minimum)  
⇒ 1 hour of video = 1.2 GB of space
- VHS tape(s)



#### Tūranga's Video Cassette Recorder



Insert tape

Power

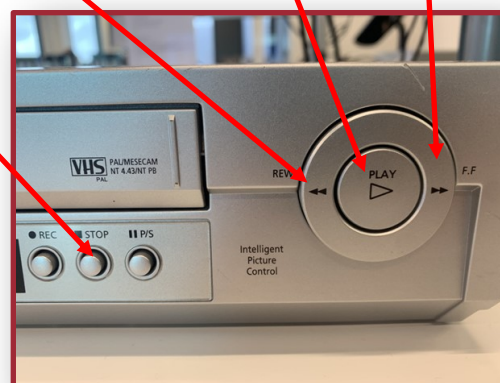
Eject

Stop

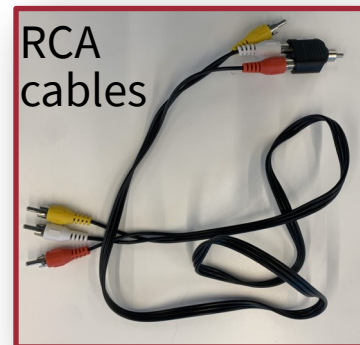
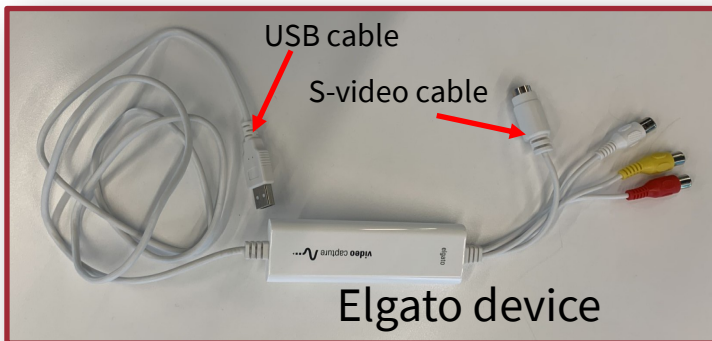
Rewind

Play

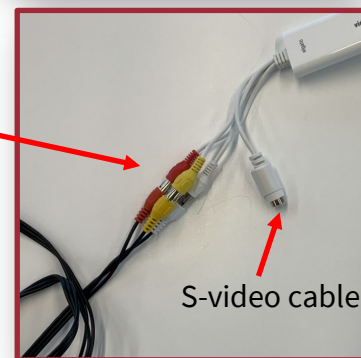
Fast Forward



# Connecting the equipment



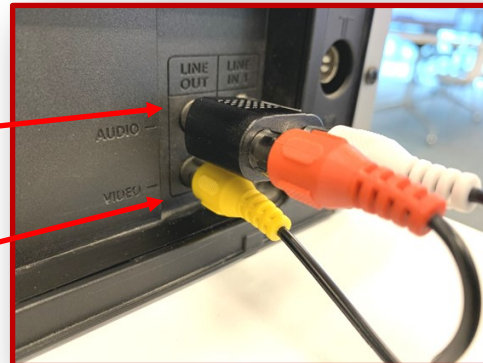
1. Connect the Elgato device to the red, yellow, and white RCA cables. Make sure the colours match. Don't connect the S-Video cable.



2. Connect the other end of the RCA cables to the VCR.

Insert the **black** plug into the **'LINE OUT—AUDIO'** port.

Insert the **yellow** plug into the **'LINE OUT—VIDEO'** port.



3. Connect these to the computer:

1) **Headphones**

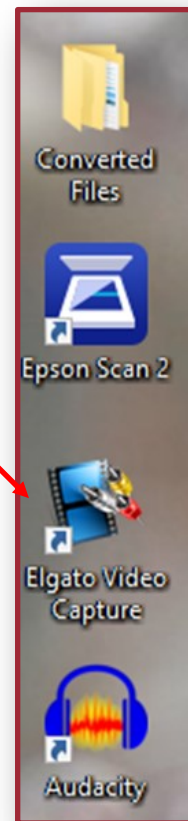
2) **Storage device**

3) **Elgato USB cable**

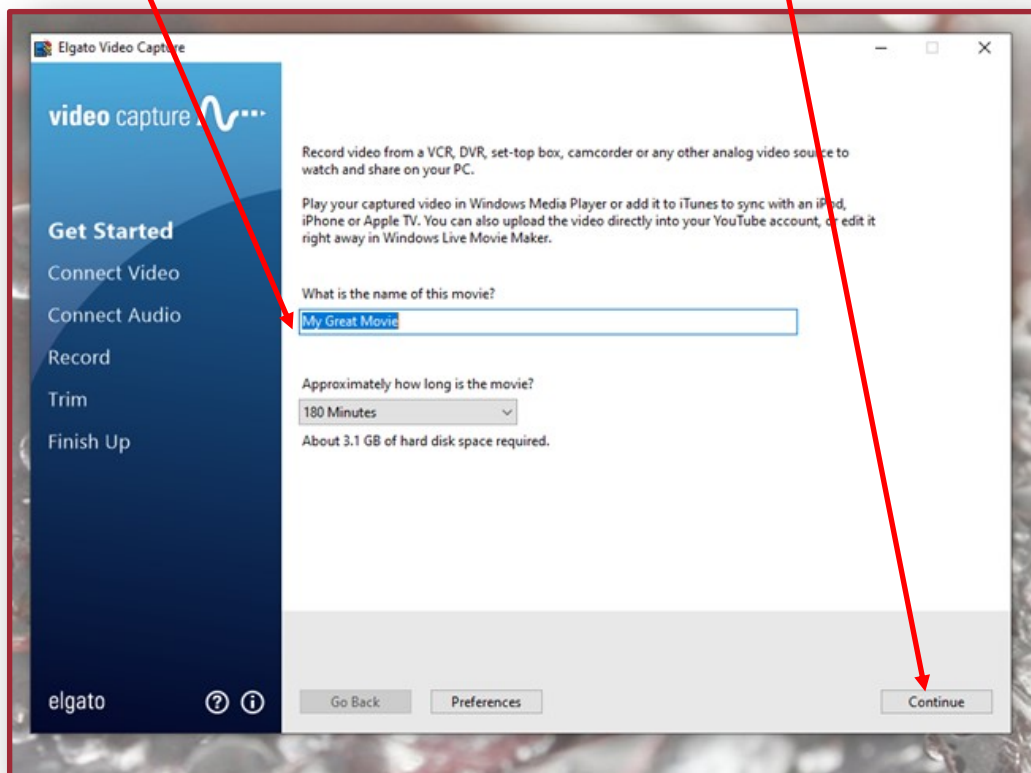


# Using the Elgato computer software

1. Double click on the '**Elgato Video Capture**' shortcut on the desktop:

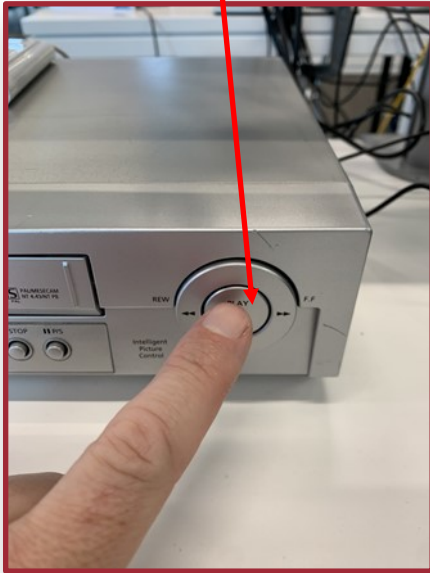


2. Name your video file and select '**Continue**'.

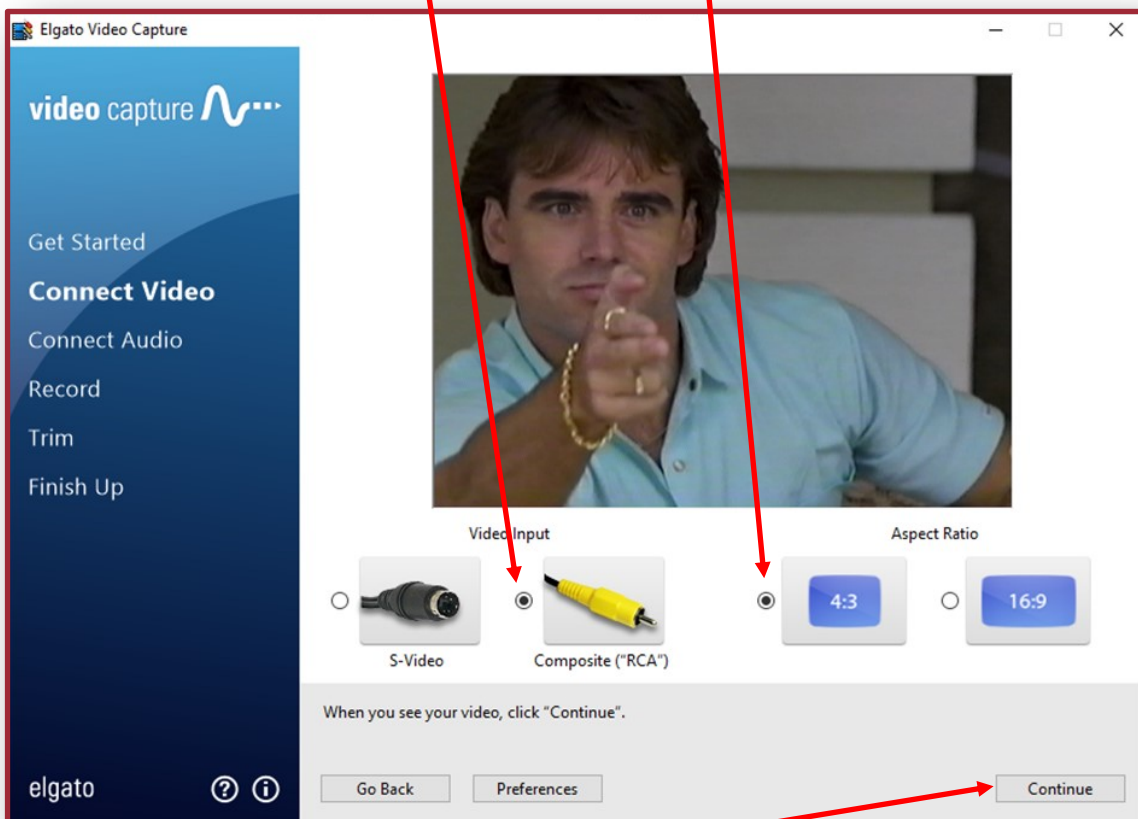


# Testing the video

1. Press **'Play'** on the VCR to test your signal.



2. Select **'Composite (RCA)'** and **'4:3'**.

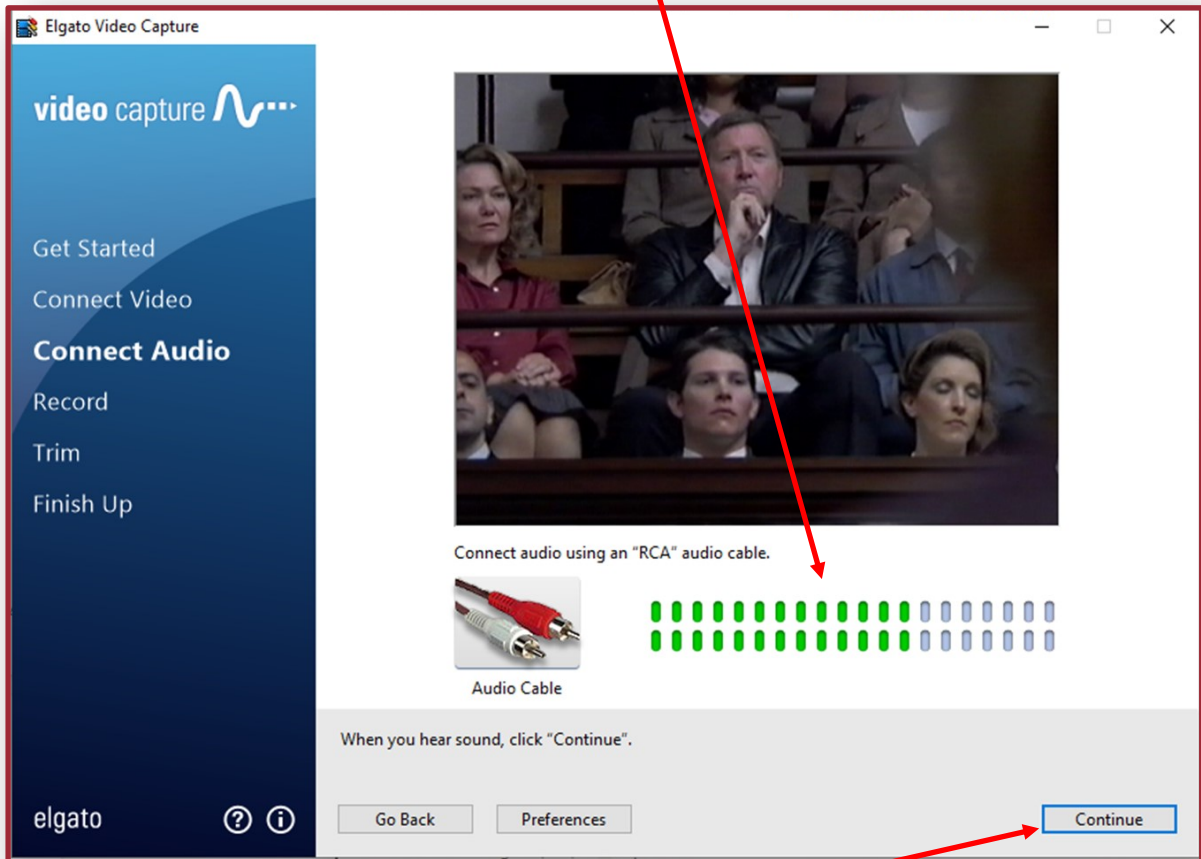


3. Select **'Continue'**.



## Testing the audio

1. While the tape is playing, put on your headphones and make sure the audio signal is transmitting.



2. Select '**Continue**'.

## Before you record, double check:

Do you have **1.2 GB** of free space on your storage device for every **1 hour** of video you wish to record?

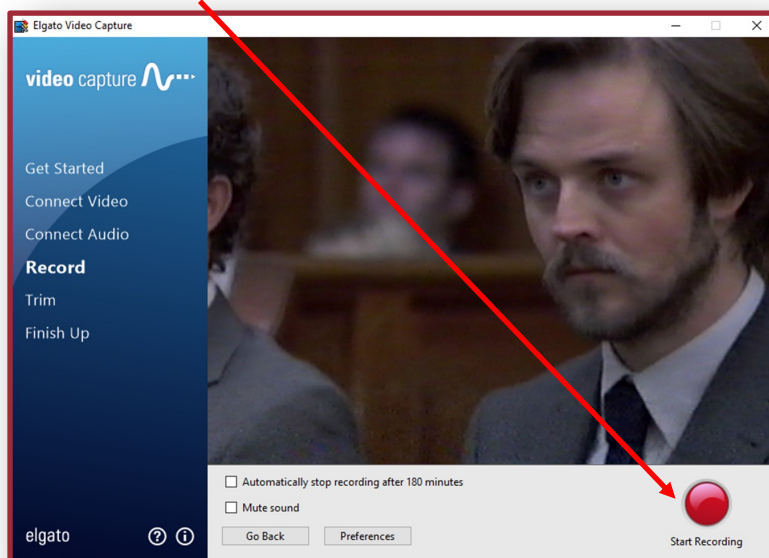


# Recording your video

1. Use the VHS player to **rewind** the tape back to the correct starting position.



2. Click **'Start Recording'** on the software.



3. Press **'PLAY'** on the VHS player.



4. When ready, click **'Stop Recording'** on the software to end the recording.

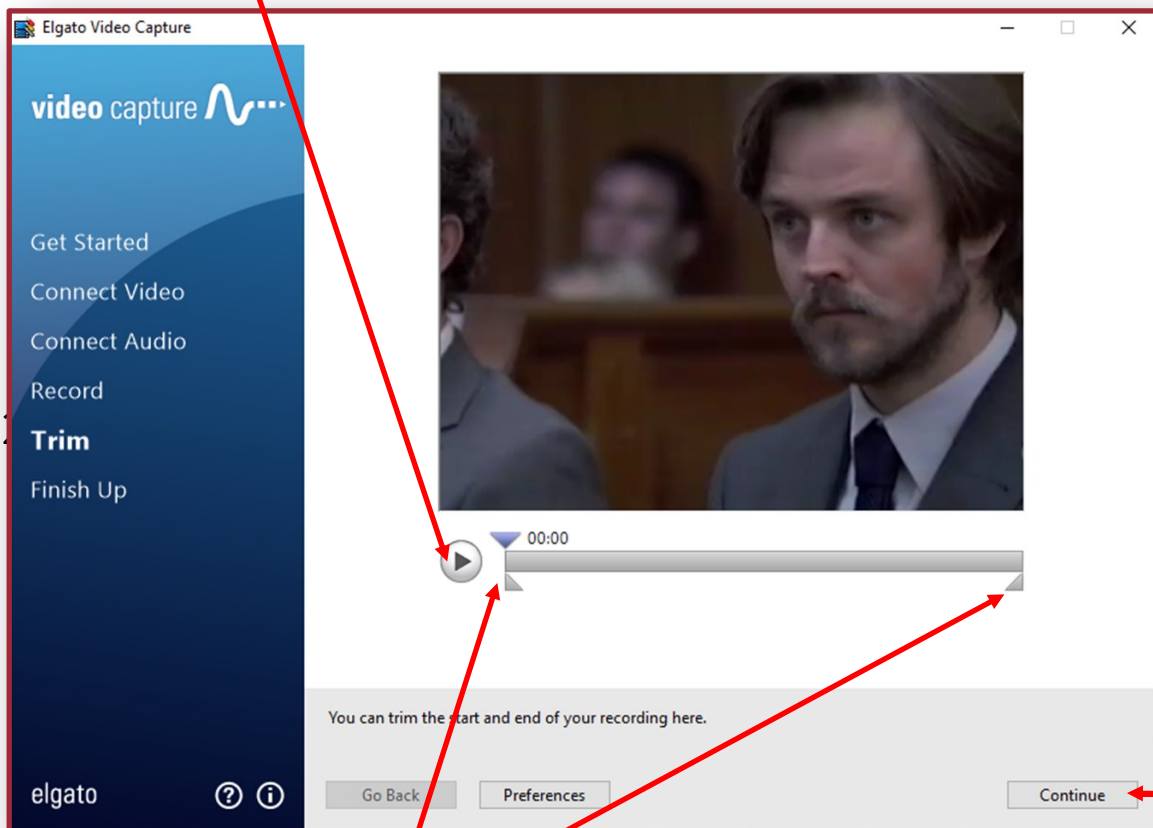


5. Press **'STOP'** on the VHS player.



# Trimming your footage

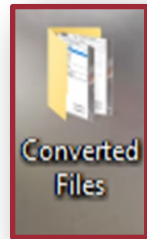
1. Click '**Play**' on the software to review your recording.



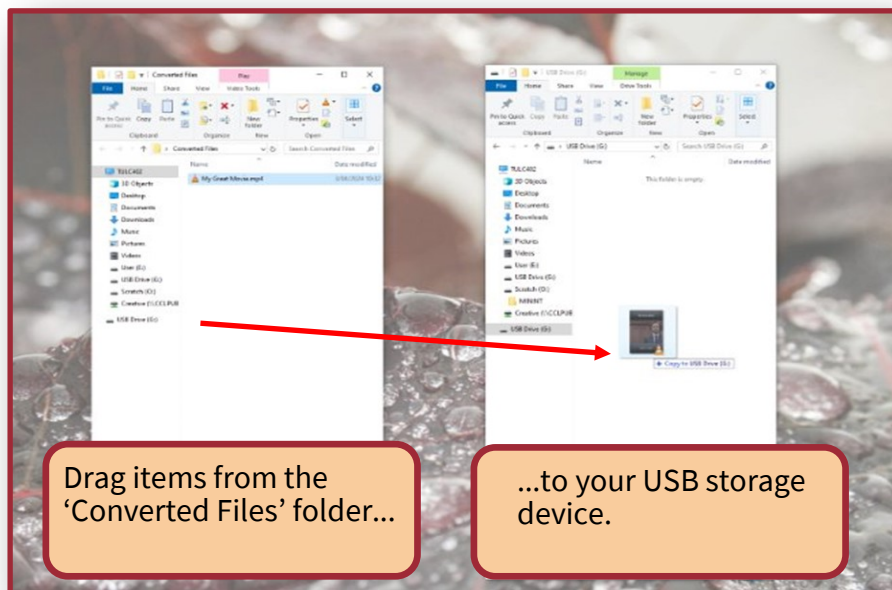
2. Drag the triangles to trim your recording (if needed).
3. Click '**Continue**' to save your file.
4. Click '**Again**' to start another recording, or '**Quit**' to finish.

# Finishing up

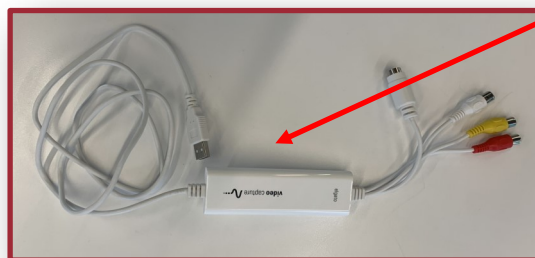
**Congratulations!** You have digitised your media!



1. Open the **'Converted Files'** folder on the desktop:
2. Drag or cut/paste your items to your USB storage device.



3. **Safely eject** your USB device (right-click, then **'Eject'**)
4. Don't forget to eject your tape from the VCR.
5. Ask a library staff member to unplug the Elgato Device.



**Enjoy viewing and sharing your memories!**