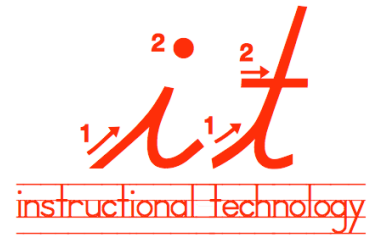


# **MEDIA DUPLICATION IN 10 STEPS**



## **VHS DUPLICATION**

Dubbing station is in Taylor 211

1. Turn On
2. Make Sure Both Tapes are ReWound
3. Insert Master into Left Deck
4. Insert Blank into Right Deck
5. Push “Copy” Button

\*Copy is in real time (1 hr video = 1 hr copying)

## **CASSETTE TAPE DUPLICATION**

Cassette player is in the Sound Booth

1. Turn On
2. Insert Master Tape into Left Deck
3. Insert Blank Tape into Right Deck
4. Check Direction Arrows (both pointing right)
5. Push the “Dubbing” Button
6. Select Dubbing Speed
7. Push “Pause” Button

## **CD DUPLICATION**

For use with Alera Technologies CD Copy Cruiser 48 CD Duplicator

1. Turn On
2. Press “OK” When “Copy Disc” Appears
3. Press “OK” When “Write Speed” Option Appears
4. Insert Master Disc Into Top Tray When “Master Disc” Option Appears
5. Insert Blank Disc Into Lower Tray When “Blank Disc” Option Appears
6. Wait for Trays to Open, Copying Complete.
7. For Multiple Copies, Insert New Blank Disc Without Removing Master.