VHS to Video File Converter

Digitise Video Recordings

Contents

Important Information

Storage and Data

- Please bring your own USB or external storage device to save your work.
- It is the responsibility of the user to ensure that all data is saved to an external device before the end of their two-hour session.
- All data is automatically deleted from the system at the end of each session.

Computer Skills

- Users are required to have intermediate computer skills to operate the equipment and software provided.
- If you are not confident using technology, you must bring someone to assist you.
- Please see Customer Service if you would like to borrow headphones while using this equipment.

Copyright

- Users are responsible for checking the copyright status of any material before digitising.
- For further information and guidance, please refer to the Australian Copyright Council at www.copyright.org.au.

Liability

- The City of Darwin Libraries accepts no liability for any damage or data loss incurred by users during their digital media station session. Please take your media to a professional if they are fragile or extremely precious.
- It is highly recommended to do video recordings in thirty minute or hour segments in case of any computer issues.

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Setting up VHS player

1

Receive supplies from Customer Service

- This box given to you by staff will contain extra supplies that you will need for the VHS .

2

Connect the VHS to the Adaptor

- The VHS machine cords and the adaptor from the box need to be connected together as shown.

3

Connect the Adaptor to the Computer

- The adaptor needs to be then plugged into the computer in any of the USB ports.

4

Adaptor connected

- Once you have plugged them in, it should look like the picture on the left.

Inserting Tapes & Starting up the Program

1

Insert your VHS video tape into the VHS

- If your tape is a normal VHS tape, you will be able to place it straight into the device.

2

If your video tape is a VHS-C tape

- Please use the VHS-C adapter from the Customer Service supply box.

- Slide the 'ON' button to open, insert the tape without touching internal parts, then close the lid.
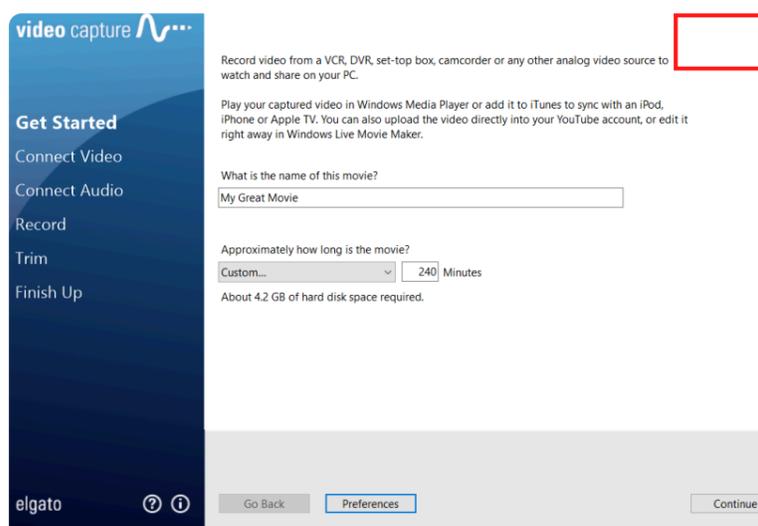
- It's ready for use in a VHS player.

3

Using the remote for the VHS machine

- Please look at the remote button and find the following buttons as you will need them in the next steps.

4

Open up "Elgato Video Capture"

- Open Elgato Video Capture from the desktop. The program will guide you through the digitizing process.

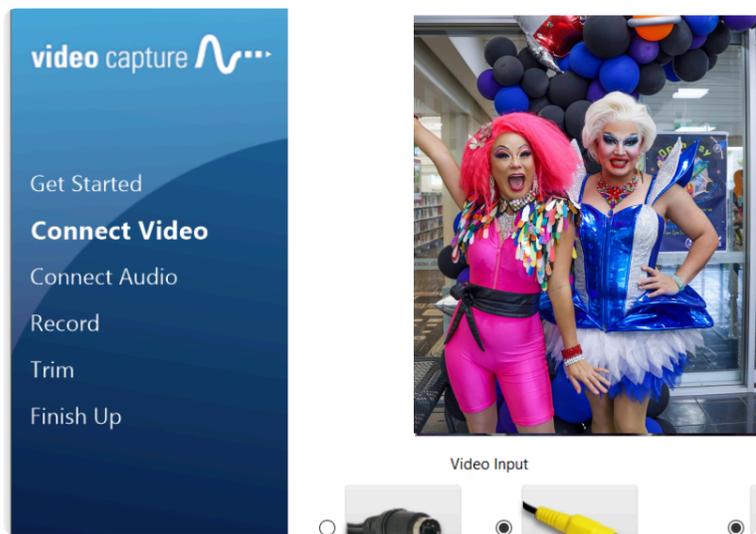- Enter a name for your video (it can be changed later), then click Continue.

Have a long video tape?
It is recommended that you do individual video files of each event rather than one large video file as the recording is done in real time.

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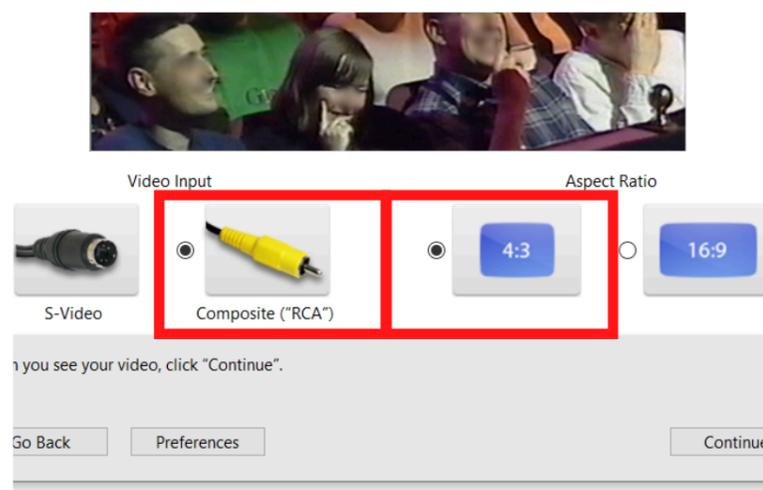# Testing Picture and Audio output before recording

1

Testing Video Output

- In order to record, we need to make sure that the video plays correctly.

- Press play and fast forward on the remote control for the VHS machine to browse through the video to find picture.
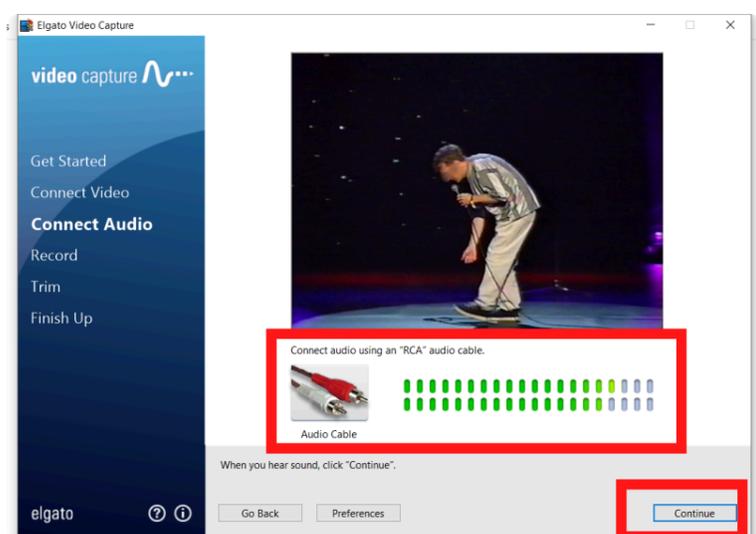
2

Recommended Settings

- **For Video Output:** Composite ("RCA")

- **For Aspect Ratio:** 4:3

- Please be aware that you can change the settings based on your preferences.
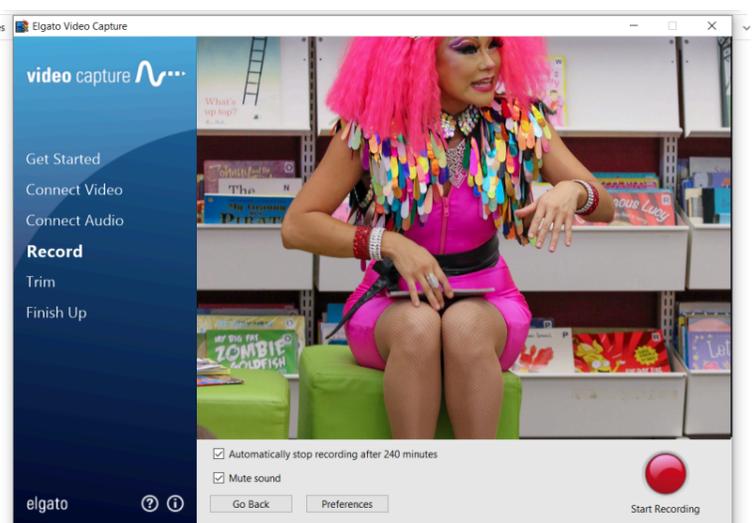
- Click "Continue" once you are done.

3

Testing Audio Output

- If you can hear audio and the green indicators are flashing (See pictured)

- Click Continue.

4

Recording

- Click the red "Start Recording" button.
- Press "Play" on the VCR/camcorder.
- When you're done, click "Stop Recording" and press "Stop" on the VCR/camcorder.

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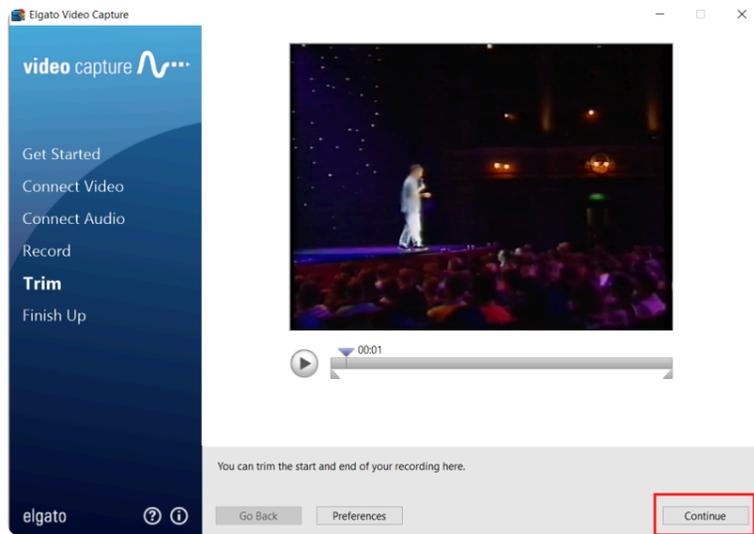**No picture and/or sound?**
Make sure the cables are firmly in place with matching colours. Please restart the program and begin again.
If problems persist, request staff assistance.

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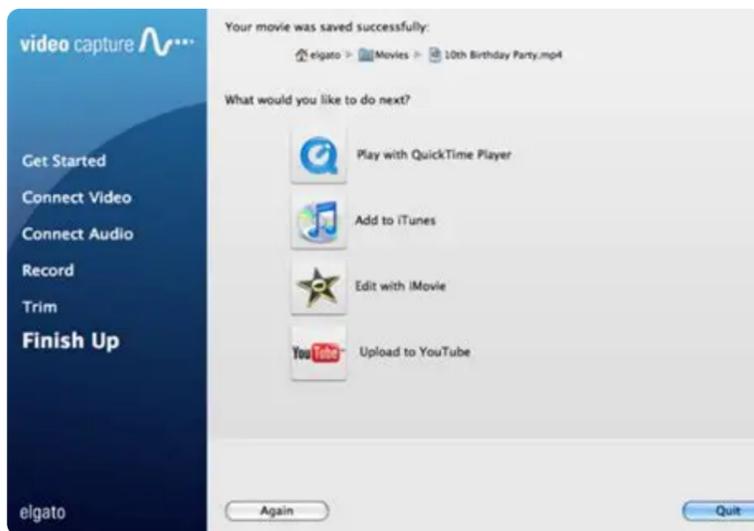
Final Viewing & Transferring to USB

1

Final Screen before digitising

- This final screen is used to check the final version of the video.

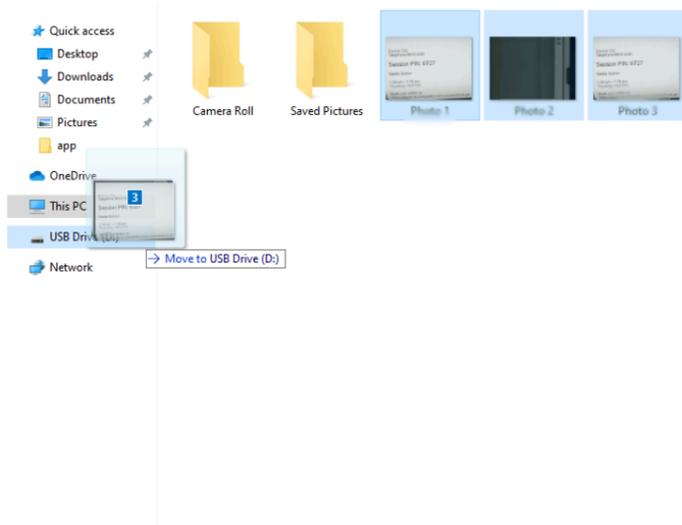- Afterwards please press "Continue" to begin the digitising process.

2

Finished recording

- Once your recording is complete, you'll have the option to either exit the program or start a new recording.

- If you'd like to record again, simply click the 'Again' button to begin a new session.

3

Transferring to USB

- The file will be saved to the location: **"This PC > Videos"**

- Open up the folder in order to move your files your USB device.

4

Please return all supplies

- Remove your tapes from the VHS and place them, along with the video adapter and any other supplies, back into the box.

- Return the box to Customer Service.

- Don't forget to log out of the computer before you leave.

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Once the computer is logged out, all files are removed so please make sure you save everything beforehand.

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