VHS to DVD Converter

**EQUIPMENT**  VHS to DVD Converter, Television, Remotes

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**Make Sure You Have the Time**

This will take a little longer than your VHS tape is. If you have a two-hour video, you will be at the library for a little over two hours.

You can stop in the middle of your video and return later to continue. We’ll note how to do that below.

**Make Sure You Have the Correct Disc**

Blank DVD: Your disc should be a DVD, not a CD. Not sure? Buy one from the Library for 25¢.

There are lots of variants: DVD-R, DVD+R, DVD-RW are common. We use DVD-R at the library, but other types can be used.

**Power On**

- Make sure the cart is plugged in to the wall outlet.
- Turn the television and VHS to DVD Converter on via their remotes or power buttons.
- Make sure the plastic cover on the Converter (the Flap, seen right, along its bottom of the converter) is open.

**Get Familiar with the Remotes**

The Toshiba remote is for the DVD/VHS player (see back of page for a photograph).

The simpler remotes with larger buttons are for the television. You won’t need to use the television remote for anything but power and volume. If you need to turn the volume up or down while you are converting, you can use the TV remotes. This will not have an effect on your DVD.

**Switching Between the VHS Tape & the DVD**

There is a “Select” button that will switch between VHS and DVD. A green light will show which side you are watching. This is how you can view your VHS tape, or see what’s on your DVD. On the remote, the VHS and DVD select buttons are orange and green (see next page).

**Loading Your Blank DVD**

- Press the “Open/Close” button next to the disc tray.
- Insert your empty DVD disc with the label facing up.
- Close the disc tray.

You will see a “Loading...” bar on the TV screen, which will format your disc. Once loaded, it will disappear and the screen will blue. It may be blank or have an “R” on it.

**Check the Recording Mode**

- Let’s make sure your tape will fit onto your DVD. First, make sure your “Select” button light on the converter is on “DVD.”
- Look at the front of the converter where the blue numbers are. They show you what video length can fit on your DVD. We like to leave it at LP (4:04:00), which gives you a standard video quality and can hold just over 4 hours.

If this time needs to be changed, press [DVD], then press [REC MODE] repeatedly to scroll through your recording mode options. Try it out, or see the manual for details.
Preparing to Record

- Insert your VHS tape into the player. Make sure the green “Select” button light is on “VHS.”
- Rewind or fast-forward to the part of the movie where you want to begin recording.
- Press [PLAY], then immediately press [DUBBING].

Conversion will start, and you’ll be able to watch your movie while it plays.

Did you see a red “no” symbol? Your movie is copy-protected. If your home movie’s erase-protection tab is missing, Scotch or black electrical tape might help.

Stopping Your Tape

Press [STOP]. You will see a “Writing to Disc...” percentage bar. Let it go to 100%.

Do you need to leave in the middle of your movie? Stop your tape, let it write to disc, and do not Finalize. Don’t rewind your tape. When you come back, start right where you left off. (However, you will not be able to watch your DVD until you come back and Finalize.)

Customizing Your Titles (Optional)

We recommend having a Digital Media Lab staff member show you this process the first time. It can be a little tricky.

- Press [SETUP].
- Go to “Title List,” and press [ENTER].
- Select the video that you want to title, and press [ENTER].
- You will see character options in the top right; ALL CAPS in on by default. The default title, usually “VCR LP,” is on the bottom of the screen.
- Navigate to the bottom of the screen, and press the [CLEAR] button until the default title is deleted.
- Use the remote’s Number Keys to punch in the title that you want.
- When you’re done, press [ENTER].
- To get back to the Setup Menu, press [RETURN] until you get there.

Finalizing Your DVD

- Press [SETUP].

If you just customized your titles, you will not need to press this button.

- Select “DVD Menu,” the press [ENTER].
- Select “Finalize,” then press [ENTER]. Choose “Yes” to finalize the DVD when prompted.

This will take a few minutes (or more), depending on the length of your recording. When complete, the percentage bar will disappear. Press [OPEN/CLOSE] to remove your DVD. Change your Select button to VHS, rewind your tape if you want, and then press the Stop/Eject button on the converter to eject your VHS tape.