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digitization station

DIGITIZING VINYL RECORDS

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The ION Max LP Turntable works with EZ Vinyl Tape Converter software, which records the album into digital format as it plays.

Important Copyright Note: by using the Digitization Station you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that Okanagan Regional Library will take no responsibility for any copyright violations you may incur as a result of using the station, its equipment and/or software.
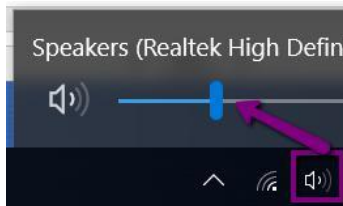
PART I: SET-UP

1. Check the power button on the back of ION Turntable.

2. Open the **EZ Vinyl Tape Converter** software program on the desktop and click **Next**.

3. Double-check to make sure that the ION Turntable is plugged into a USB port at the side of the laptop.

4. Release the clip and tilt the lever forward to raise the arm.

PART II: RECORDING

1. Get the Record Ready & Test the Volume

Place your vinyl record on the ION Turntable. Move the arm to the track you want to digitize and tilt the lever backward. If the volume is too low, check the volume level for the headphones on the computer first.

Then, if the volume bars are peaking very low (all in green) **adjust the Gain level** by using the slider on the right – keep in mind this will also bring up the volume of any background static.

Note that you are *always* going to hear some static / background noise with older cassette tapes, and it may be more pronounced depending on how old or used the tape is, or if it was exposed to any magnetism while in storage.
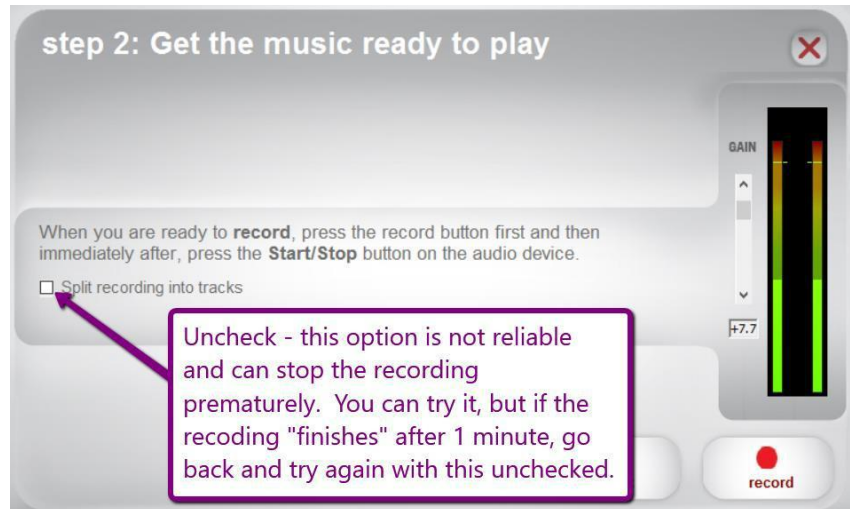
Once you've finished testing and adjusting the volume controls, take the turntable head off the record to stop playback.

2. Start Recording

Uncheck the "**split recording into tracks**" option; it's not reliable and will often stop the recording prematurely – usually after 1 minute.

Click the "**Record**" button on the EZ Converter App.

Then press the **Play** button on the Ion Tape 2 PC player.

step 2: Get the music ready to play

When you are ready to **record**, press the record button first and then immediately after, press the **Start/Stop** button on the audio device.

☐ Split recording into tracks

Uncheck - this option is not reliable and can stop the recording prematurely. You can try it, but if the recoding "finishes" after 1 minute, go back and try again with this unchecked.
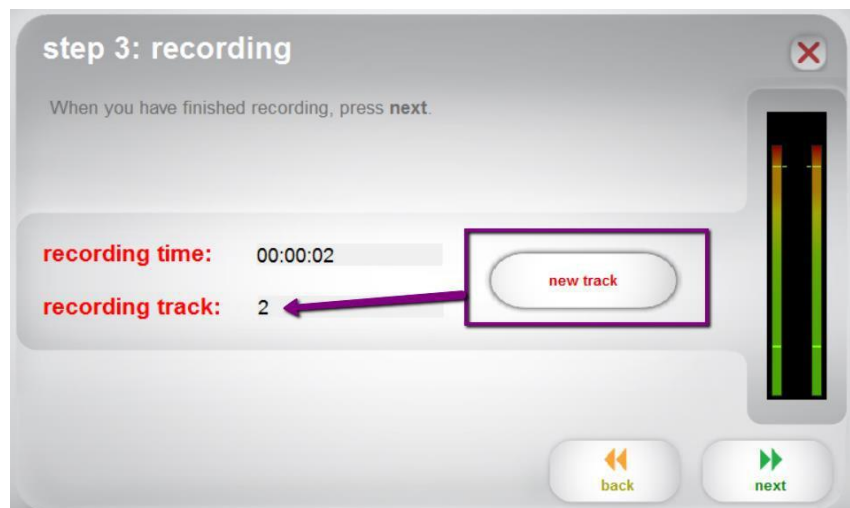
GAIN
+7.7

record

3. Split Tracks while Recording

EZ Vinyl Tape Converter will start the recording process.

As it plays through, whenever a song ends, **click the New Track** button; this will split the recording into multiple tracks (and you'll see the "**Recording Track**" counter move up).

You'll have to listen to the album all the way through and split each track while it plays.

step 3: recording

When you have finished recording, press **next**.

recording time: 00:00:02

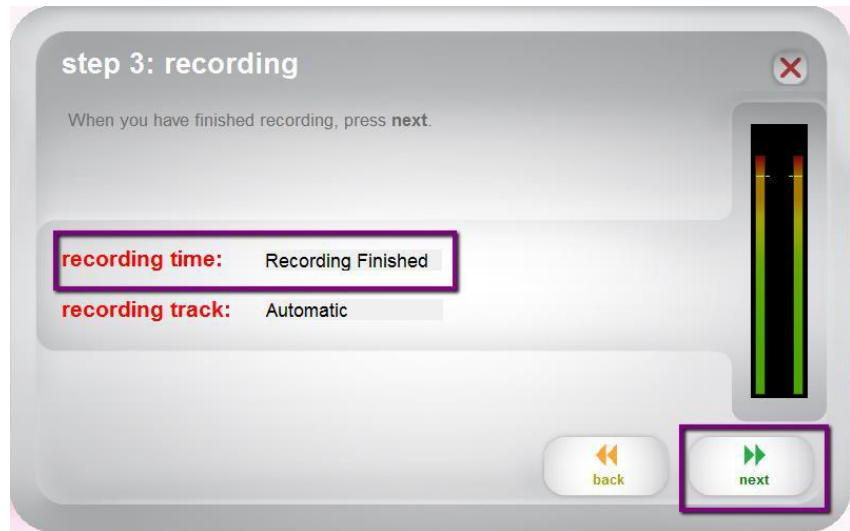recording track: 2

new track

back   next

4. Finish Recording

Tilt the lever forward to take the turntable head off the record to stop playback. EZ Converter should also stop automatically once the record ends.

When it finishes, you'll see the "**Recording Finished**" message appear on the recording screen:

Even if you still need to record Side 2 of your cassette, click **Next**.

PART III: SAVING YOUR FILES

1. Add Artist, Album, and Track Info

Next, you can type in all the Artist, Album, and Track information from your original.
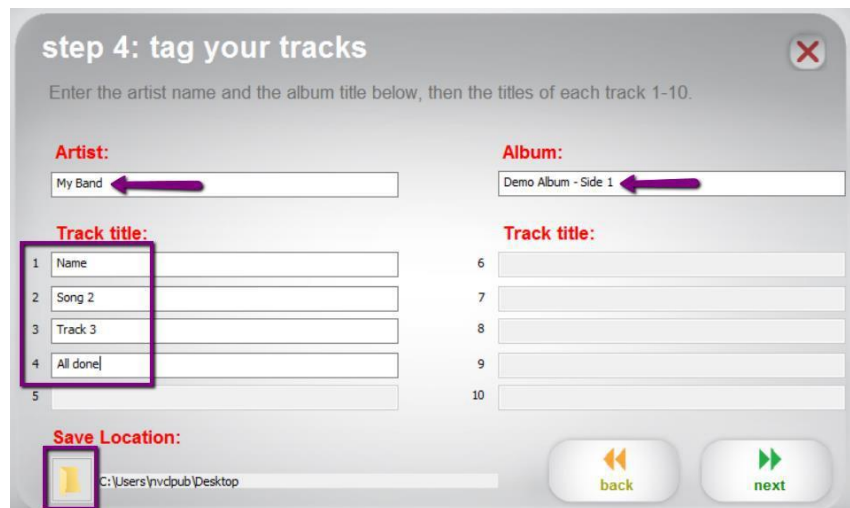
1. **Album Info:** If you are recording both sides of your album, add "**Side 1**" or "**Side 2**" next to the album title as you'll have to record the second side separately.

2. **Track Title Info:** EZ Converter will attempt to automatically detect the number of tracks and provide that number of tracks for you to name.

If the number of tracks is incorrect, just name them anyway; you'll need to listen to them after to determine where the breaks between tracks went wrong. Depending on how far out the track breaks are, you may need to edit some of the tracks or re-do the recording entirely using more advanced software.

3. **Save Location:** Click the Folder icon to change where to save your album to. EZ Converter will default to the Music folder, but if you already have your storage device plugged in then you can change the save location here.
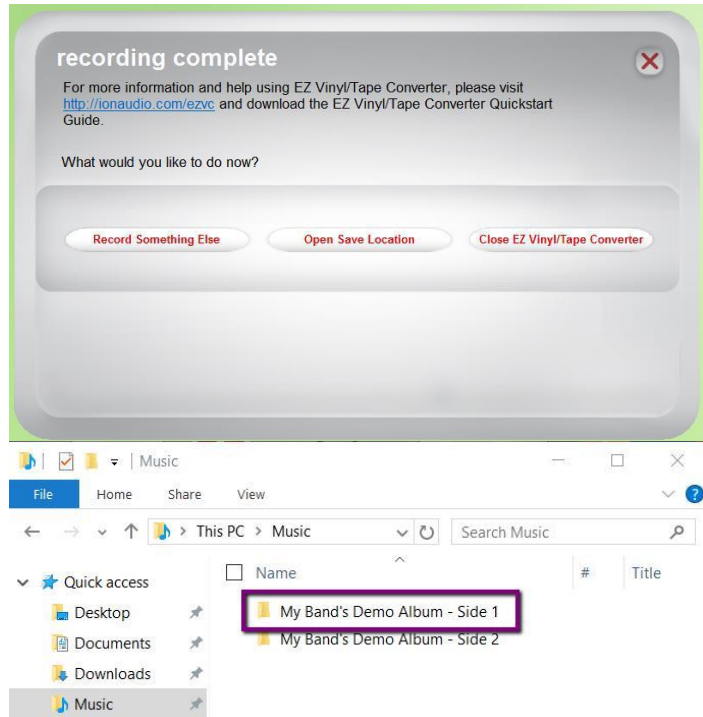
Click **Next** when you're finished.

2. Check & Save Your Files

If you need to continue recording side 2 of your record, click **Record Something Else.**

If you're finished recording, click **Open Save Location**.

You'll see the **album name** you made in the folder. **Double-click to open it:**

The folder will contain all of the tracks that EZ Converter separated, with the names you entered in the last step of recording.

PART IV: TRANSFER YOUR FILES TO PERSONAL STORAGE

The Digitization Station will not store your files once you've logged off, so you'll need to **make sure you've saved them your own storage device** or uploaded them to your cloud storage.

To transfer your files, plug in your storage drive to the USB port on the left side of the PC.

With the **File Explorer** still open and viewing your new audio files, you should see your storage device listed under **This PC** on the left menu - it may just say "**Removable Disk**".

Once you've located your storage device, click on the music **folder** you want to transfer, and hold down the button on the mouse. Then **drag and drop the album onto your Removable Disk**. Windows will begin copying the files to your disk.

When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the **Safely Remove Hardware...** icon and choose **Eject Mass Storage**.

Then remove your storage device and enjoy!