Cassette to MP3 Converter

1) Prepare the cassette:

- Plug the cassette player into one of the USB ports on the right side of the monitor. This will connect the player to the computer and power it up.
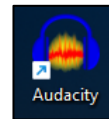

- Slide the grey switch on the side of the player to open the cassette door.

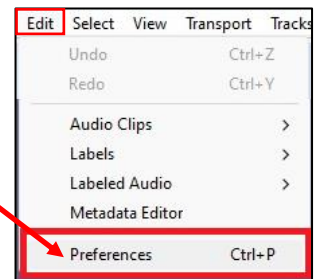- Insert your tape and then close the cassette player door.

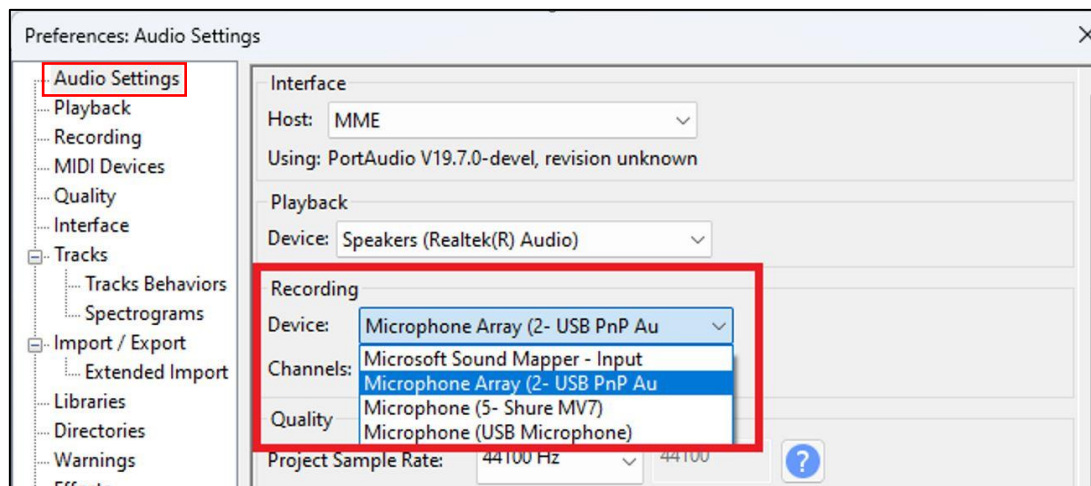## 2) Open the Audacity program and set up Preferences:

The cassette player records through **Audacity**. Click the following icon:
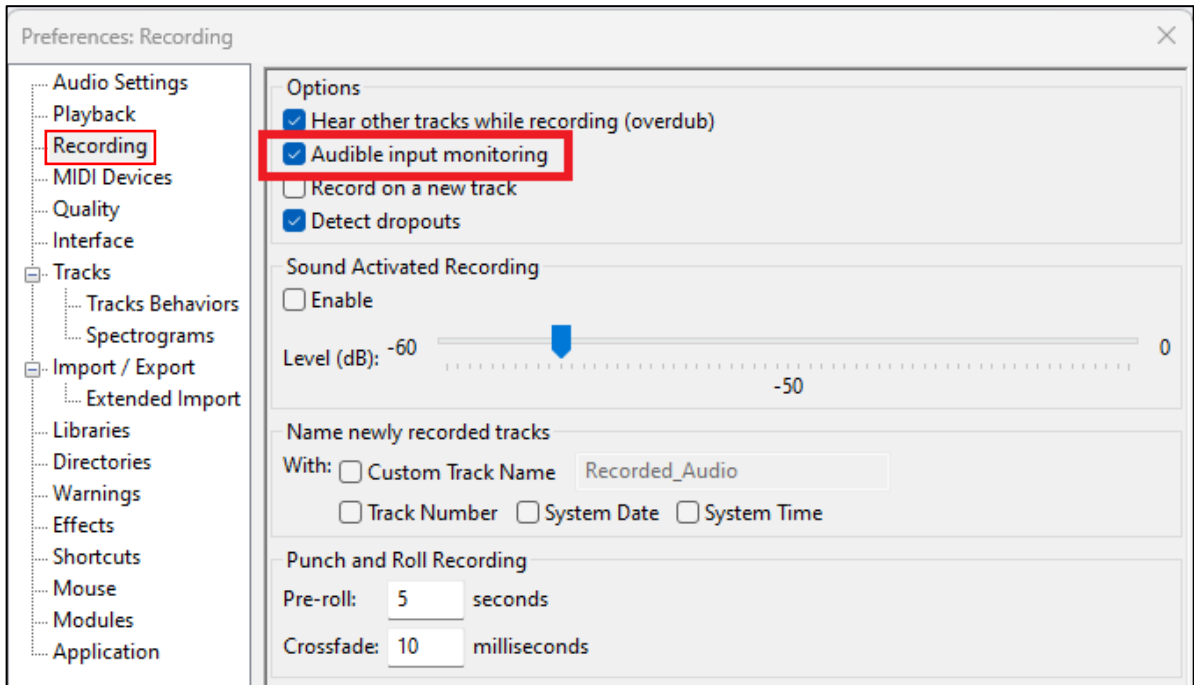

Select the correct recording preferences:

- At the top left of the **Audacity** program, click **Edit** and then select **Preferences** at the bottom of the menu.

- You need to change two settings in **Preferences**.

   A. Select "Audio Settings" on the left sidebar. Then change the Recording Device in the middle to "**Microphone Array (2 USB PnP Au…**"
   (It may take a few moments before the computer recognizes the device).

B. Select "Recording" from the sidebar on the left. Next check the box next to "**Audible Input Monitoring**." Then click **OK** in the lower right when you're done.
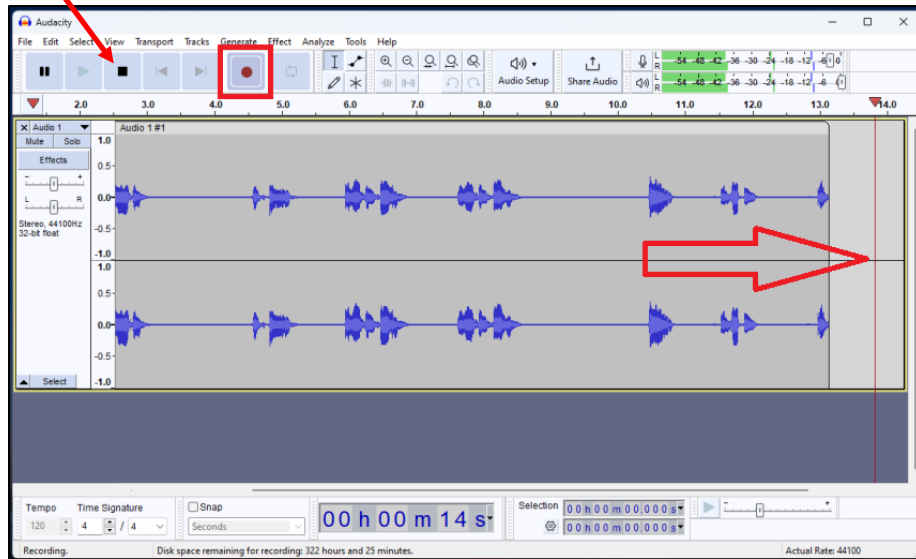
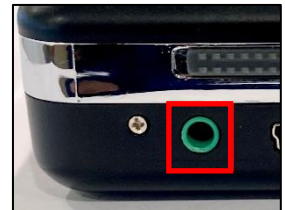

3) Overview of buttons on the cassette player:

1. **Play**
2. **Stop**
3. **Rewind**
4. **Fast Forward**
5. **Automatic Reverse Switch**: Slide this switch over when the tape reaches the end of the first side. The next side will begin to play automatically so you don't have to remove the tape in to change sides.

4) Convert your cassette to MP3:

- Make sure your tape is rewound. Then click the **Record** button (red circle). A grey "recording lane" will appear below.
- Press **Play** on the cassette player. Your cassette will begin to record in real-time.
- You will see an audio waveform moving from left to right as it records.
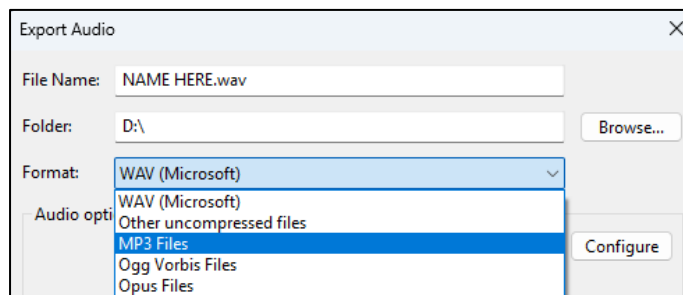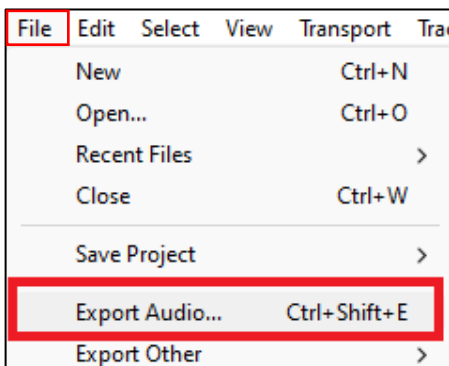- Press the **Stop** button (black square) when your recording finishes.

- If you wish to listen to your cassette before you record, plug in headphones in the green headphone jack on the player and press play.
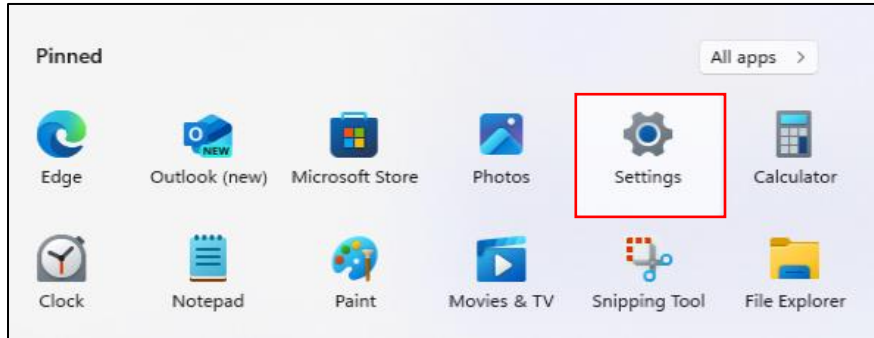- (If you need headphones, earbuds are available at the reference desk).

5) Save your recording:

- Select **File** and then click **Export Audio.**
- Another box will pop up: Here you can name your recording in the **File Name** box.
- Under **Folder**, select "Browse" to direct your project to your flash drive.
- Under **Format** we recommend selecting MP3. Then click save in the lower right corner to save to your flash drive.

* If you are unable to hear your cassette as it records, try this:

- Click the **Windows** icon on the bottom middle of the screen. A menu of pinned icons will appear.
- Click the **Settings** icon.

- Click **System** from the menu on the left. "Sound" and "Volume" settings will show on the right. Under Sound **Output,** check the box next to "Speakers" (Realtek [R] Audio). If you need to change the volume, you can do so in the lower right.