

How to Digitize Vinyl Records, Cassette Tapes,
and CDs Using the

Vinyl Record, Cassette Tape, and CD Digitizer



Introduction

The *Vinyl Record, CD, and Cassette Tape Digitizer* is a fully automated machine for digitizing vinyl records, cassette tapes, and CDs. It can be used in the Digital Studio for a 3-hour loan period. See staff at the Digital Studio Service Desk to sign out equipment. When finished, please return all contents directly to BPL Digital Studio staff.

Please bring a SD card (FAT32 formatting preferred), USB drive, or MMC card. **Note:** Writing with a SD card will produce better quality mp3s, due to the writing speed (you may experience a few missed beats with a USB drive in comparison).

Equipment

1. LoopTone Digitizer (model TR-18CD-BB).
2. Power adapter.
3. 45 rpm adapter (under record player dust cover, near tone arm).
4. Cleaning brush.
5. Remote control.
6. Extension cord.
7. Headphones (bring your own or borrow from Digital Studio Service desk)
8. Your own SD Card (preferred), USB Drive, or MMC card

Instructions for digitizing Vinyl Records see page 2

Instructions for digitizing Cassette Tapes see page 10

Instructions for converting CDs see page 15

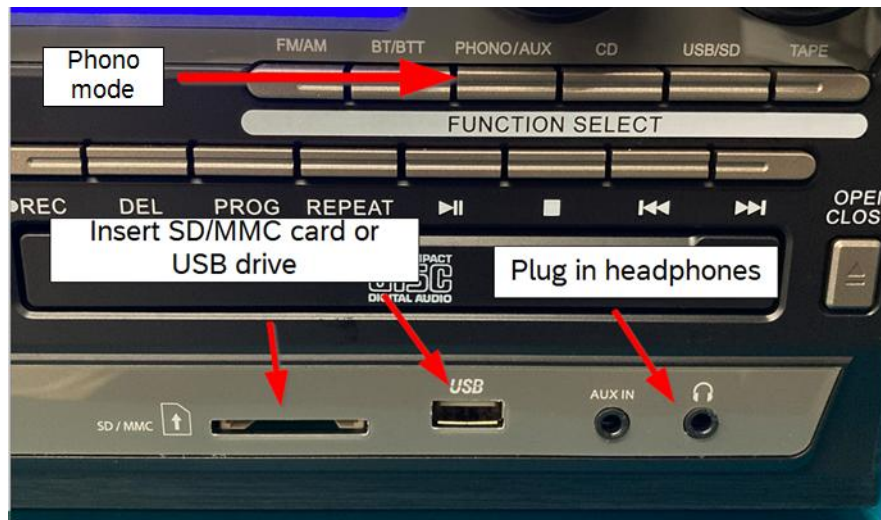
Appendix: Breaking up tracks using Audacity

How to digitize a vinyl record

- 1) To turn on the digitizer:
 - a) Plug the AC power cord into a power supply outlet.
 - b) Turn on the digitizer by adjusting the volume knob clockwise (see photo below)

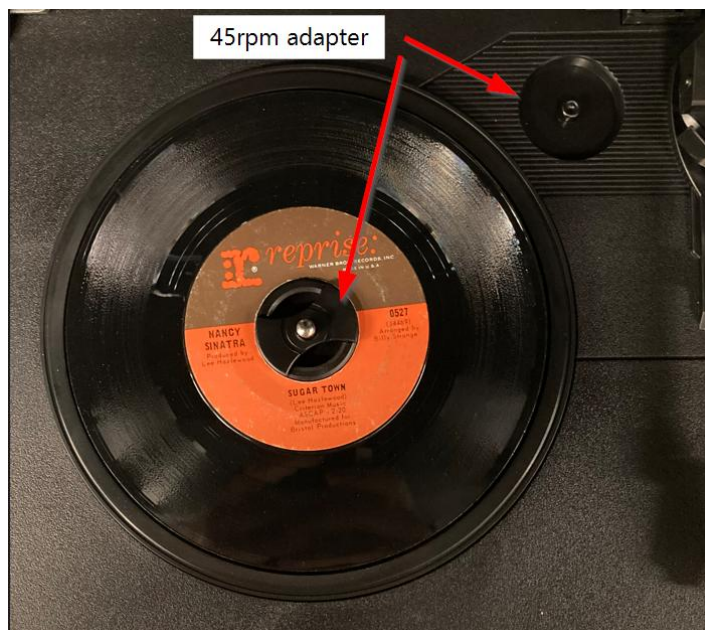


- 2) Selecting the correct function and getting your memory device ready:
 - a) Click the **PHONO/AUX** function button
 - b) Plug headphones into the front panel
 - c) Insert a memory device (SD card, USB drive, or MMC card) into the appropriate spot on the machine
 - i) **Note:** SD card will produce a higher quality mp3 due to its writing speed



3) Getting your vinyl record ready to play:

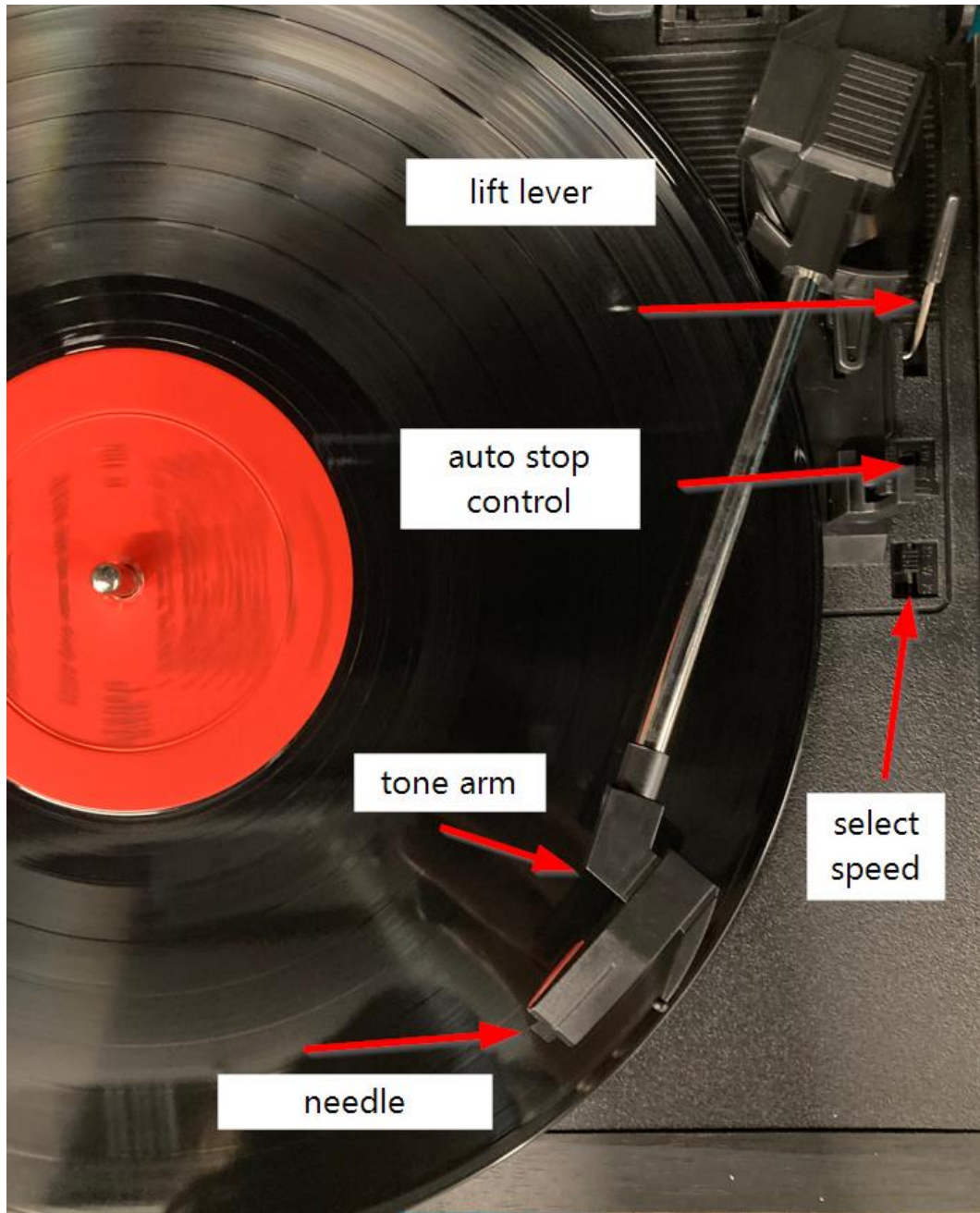
- a) Place the record on the turntable (use the 45-rpm adaptor, if required)



- b) Set the **select speed** switch to the appropriate position: 33, 45 or 78 (see photo on next page for location)
 - i) The correct speed number is usually listed on the record or album sleeve. If it doesn't say, try 33 first for a full-length album and 45 for a small single

c) Select your **auto stop control** preference

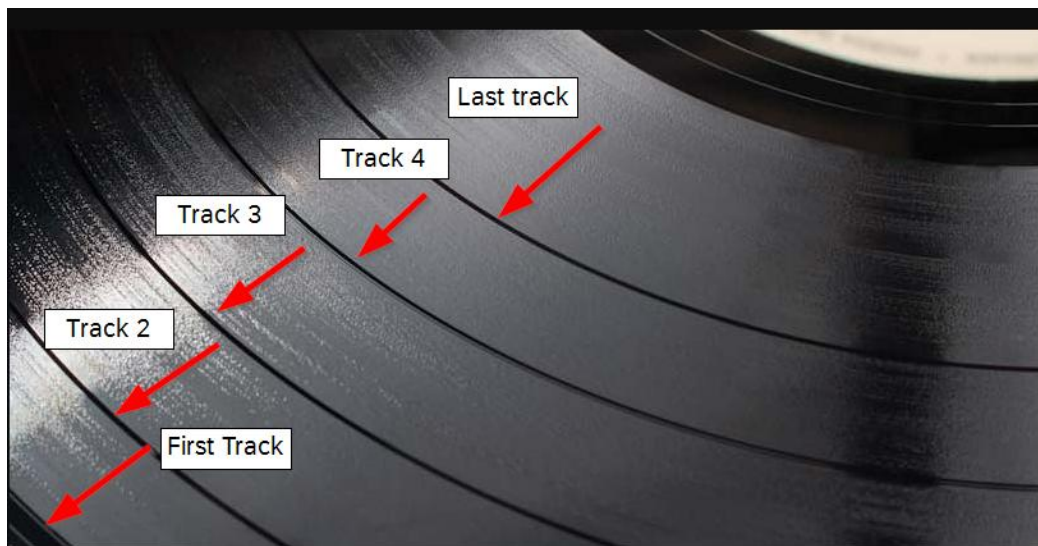
- i) If the switch is turned **ON** the turntable will stop turning at the end of the record
- ii) If the switch is set to **OFF**, the turntable will continue turning at the end of the record



- d) Move the **tone arm** to start your record moving:
 - i) Unlock the **lifter level** and move it upwards to raise the tone arm from the **arm park**
 - ii) Slowly move the **tone arm** towards the record. The turntable will start rotating
- e) Clean your record to remove dust from grooves before playing:
 - i) Use the provided brush by placing the brush bristle side down in one place while the record turns
 - ii) Remove the brush by gently lifting it after a few rotations. Swipe any dust off from the brush
 - iii) This step will provide better sound quality for your recording and reduce cracking noises

4) To play record:

- a) Move the **tone arm** towards the part of the record you would like to play
- b) The start of a new **track** is identifiable by a thicker, wider groove
 - i) The first track starts on the outer edge of the record, and the last track is the one closest to the label at center of the record



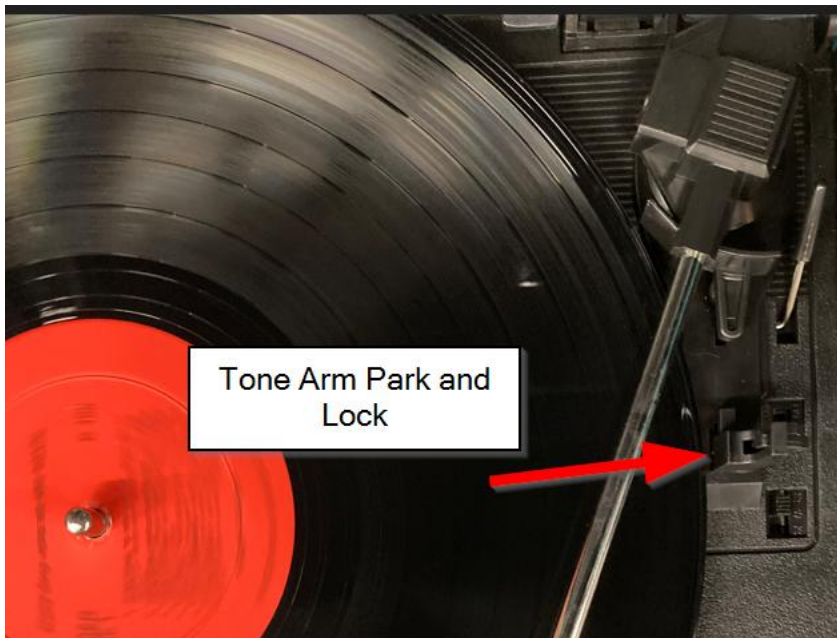
- c) Move the **lift lever** down to gently drop the **tone arm** onto the record. Playback will start
 - d) To adjust the volume level, turn the volume knob to the right or left
 - e) To stop playback, move the **lift lever** up to raise the **tone arm**
 - i) The turntable will still be rotating but the record will stop playing. To continue playback, move the **lift lever** down
- 5) To digitize the record:
- a) When you are ready, place the **tone arm** above the part of the record you would like to digitize
 - b) Press **REC** on the machine under **Function Select**



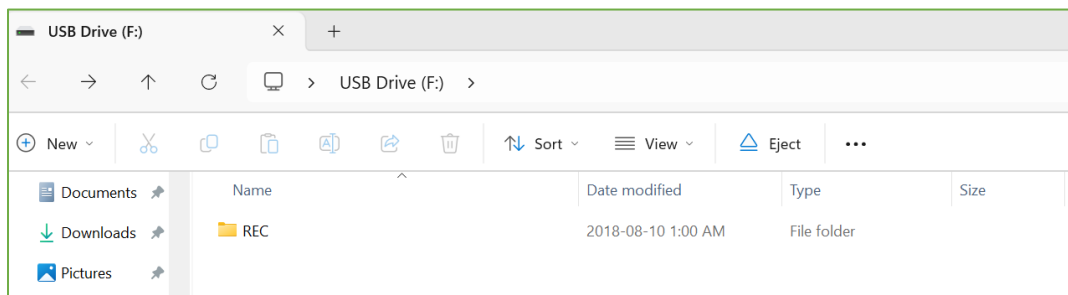
- c) It will take about 3 – 4 seconds to read the memory device, then the USB or SD icon will be flashing on the LCD display
- d) Lower the **tone arm** by moving the **lift lever** downwards
- e) The system will start **recording mode** after a few seconds and will appear on the display
 - i) Recording speed is 1:1 (real time)

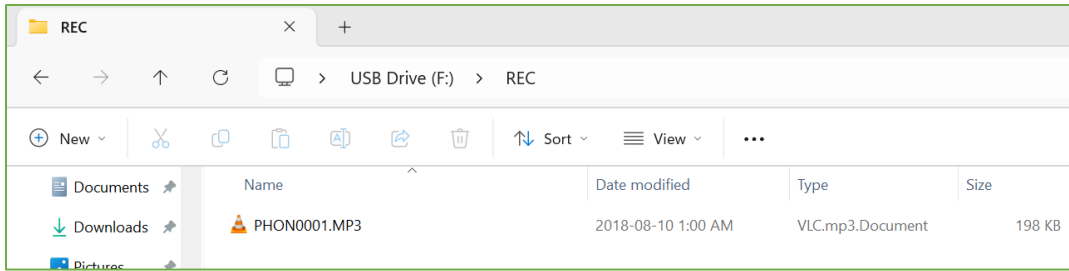


- ii) **Note:** If you digitize the record from start to end, it will be one file without individual breaks
 - (1) To break tracks, lift the lever and stop recording when one track is completed (see Step 6). Lower lever and repeat Step 5 and Step 6 for all additional tracks
 - (2) You can also break tracks afterwards using software such as Audacity on a computer. See appendix at end of instructions
- 6) To stop digitizing the record:
 - a) Press the **Stop** button on the machine under **Function Select** (see photo in Step 5 for location)
 - b) The display will show **END** and return to **PHONO** mode
- 7) To remove your record and turn off the digitizer:
 - a) Move the **lift lever** upwards to raise the **tone arm**.
 - b) Move the **tone arm** to the right and place it above the **tone arm park** (see photo on next page).
 - c) Move the **lift lever** downwards to lower the **tone arm** onto its rest.



- d) Engage the **tone arm lock** (see photo above) to protect it from accidental movement
 - e) Turn the volume knob in a counterclockwise direction to switch the unit off
 - f) Unplug it from the power supply
- 8) To playback your recording:
- a) Plug your memory card or USB into a computer
 - b) Your recordings will appear as an MP3 file in a folder called **REC**
 - i) The recording format is present at MP3 bit rate 128 kbps
 - ii) The file name will begin with **PHONO**





Preparing your cassette tape for digitization

2) To turn on the digitizer:

c) Plug the AC power cord into a power supply outlet.

d) Turn on the digitizer by adjusting the volume knob clockwise (see below photo).



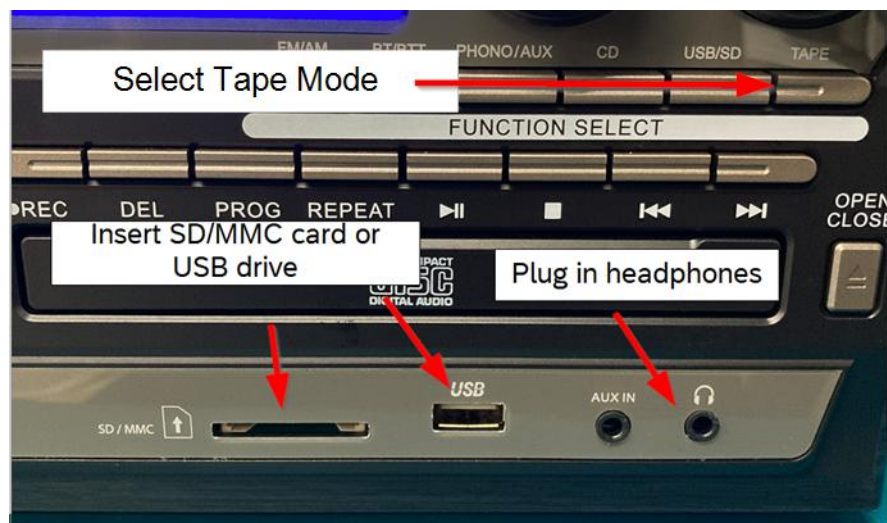
3) Selecting the correct function and getting your memory device ready:

a) Click the **TAPE** function button

b) Plug headphones into the front panel

c) Insert a memory device (SD card, USB drive, or MMC card) into the appropriate spot on the machine.

i) **Note:** SD card will produce a higher quality mp3 due to its writing speed



4) Inserting your cassette:

- a) Push the **EJECT** key under tape to open the cassette tape door
- b) Carefully put your tape into cassette dock
- c) Manually close the tape door and press the **PLAY** key to hear your cassette tape

5) Learning the different keys on the cassette deck and their functions (see photo on next page for locations):

- a) Press **PAUSE** key once to stop playing your tape. Press it again to continue playing
- b) To rewind your cassette tape, press the **REW** key and press the **STOP** key when you are done

- c) To fast forward your cassette tape, press the **F.F.** key and press the **STOP** key when you are done



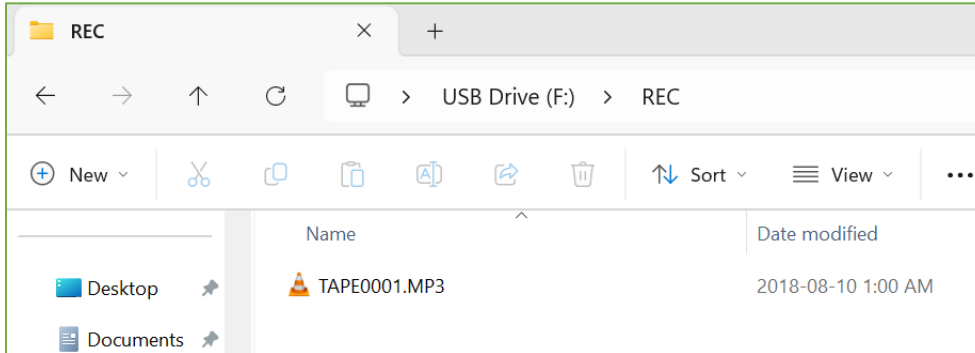
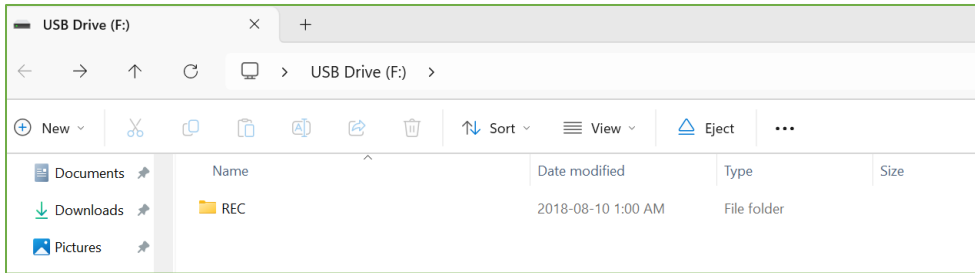
- 6) Digitizing your tape:
- Find the part of the tape you would like to digitize
 - Do not** press the **REC** key on the cassette deck (this will record over your cassette tape). Instead press **REC** on the machine under **Function Select** (see photo below)



- c) It will take about 3 – 4 seconds to read the memory device, then the USB or SD icon will be flashing on the LCD display
- d) The system will start **recording mode** after a few seconds and will appear on the display
 - i) Recording speed is 1:1 (real time)



- e) Press the **PLAY** button on the cassette deck
 - i) **Note:** If you digitize the record from start to end, it will be one file without individual breaks
 - (1) To break tracks, proceed to Step 7 and then repeat Step 6 and Step 7 for each track.
 - (1) You can also break tracks using software such as Audacity on a computer. See appendix at end of instructions
- 7) To finish digitizing:
- a) Press the **Stop** button on the machine under **Function Select** (see photo on previous page). The display will show **END** and return to **TAPE** mode.
 - b) Press the **STOP/EJ** key on the cassette deck once to stop your tape. Press the button again to open the door and remove your cassette tape.
- 8) To playback your recording:
- a) Plug your memory card or USB into a computer
 - b) Your recordings will appear as an MP3 file in a folder called **REC**
 - i) The recording format is present at MP3 bit rate 128 kbps
 - ii) The file name will begin with **TAPE**

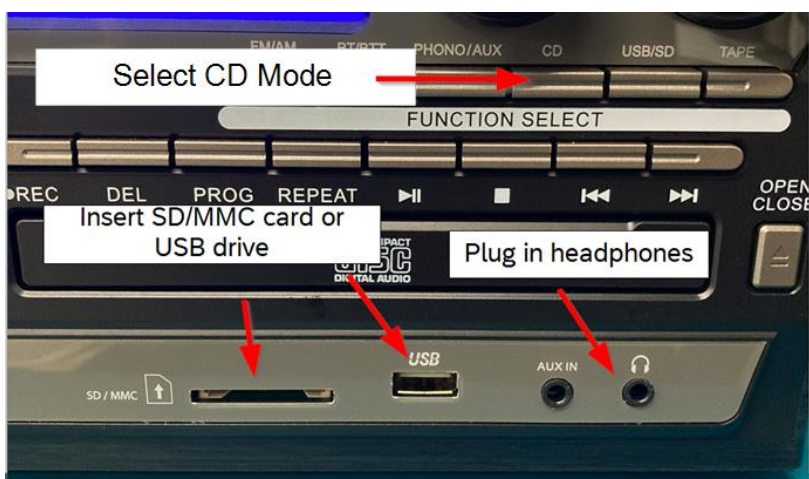


Preparing your CD (Compact Disc) for conversion

- 1) To turn on the digitizer:
 - e) Plug the AC power cord into a power supply outlet.
 - f) Turn on the digitizer by adjusting the volume knob clockwise (see below photo).

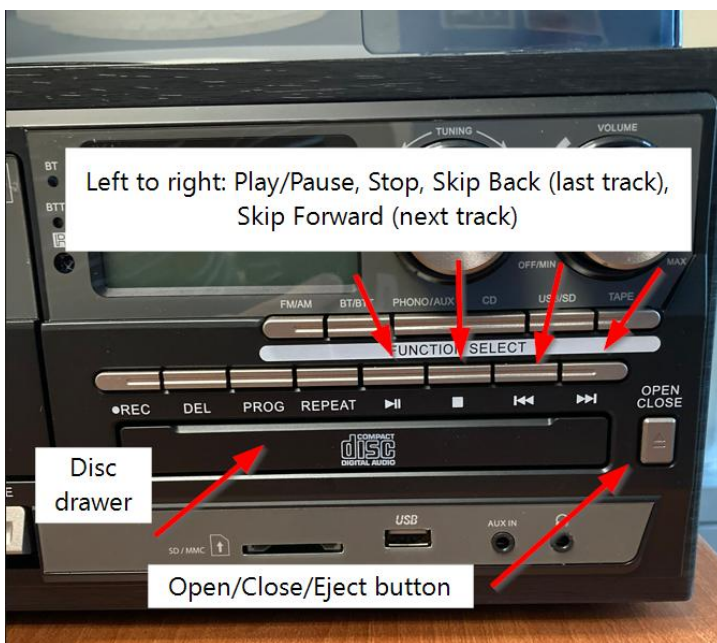


- 2) Selecting the correct function and getting your memory device ready:
 - a) Click the **CD** function button (see photo on next page)
 - b) Plug headphones into the front panel
 - c) Insert a memory device (SD card, USB drive, or MMC card) into the appropriate spot on the machine.
 - i) **Note:** SD card will produce a higher quality mp3 due to its writing speed



3) Inserting your CD and selecting a track:

- a) Push the **Open/Close/EJECT** button next to the disc drawer
- b) Put your CD face up into drawer and push the **EJECT** button to close it
- c) Your CD will automatically start playing. Press the square **STOP** button to stop it
- d) To play a different track on the CD, press the **SKIP FORWARD** or **SKIP BACK** button to select the desired track



4) Converting your CD:

- a) When you are ready to record, press the **REC** button on the machine under **Function Select** (see photo on below)
- b) It will take 3 – 4 second to read the memory device
- c) Flashing on the screen will be **REC – ONE**. Press the **Rec** button on **Function Select** to convert just that track.
- d) Press the **SKIP FORWARD** button on **Function Select** to record all tracks. Confirm by pressing the **REC** button on Function Select



- c) It will take about 3 – 4 seconds to read the memory device, then the USB or SD icon will be flashing on the LCD display
- d) The system will start **Recording Mode** after a few seconds and will appear on the display
 - i) Recording speed is 1:1 (real time)

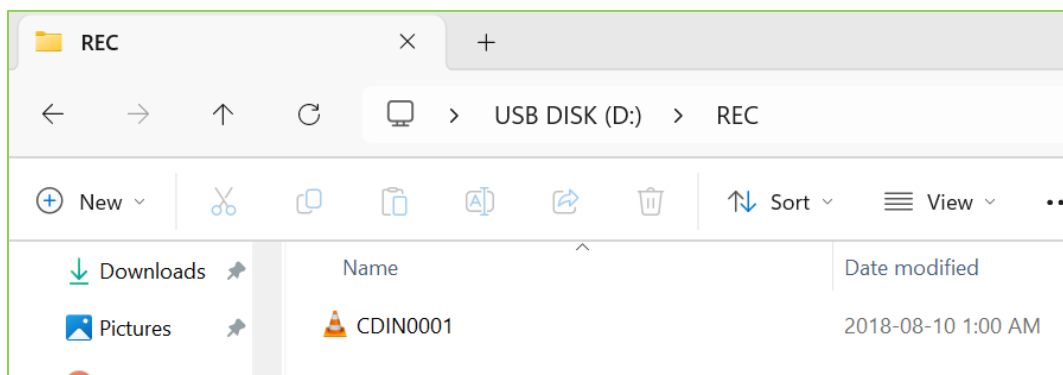
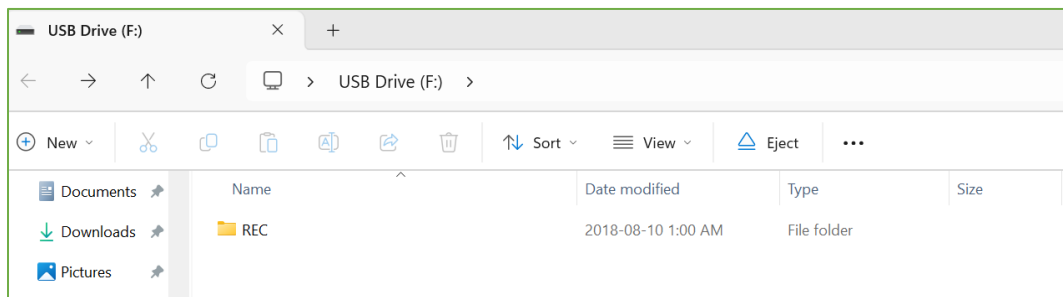


5) To finish converting:

- a) Press the **STOP** button on the machine under **Function Select** (see photo on previous page)
- b) The display will show **END** and stop playing the track
- c) Press the **OPEN/CLOSE** button once to eject your CD. Remove your CD. Press the button again to close the drawer.

6) To playback your recording:

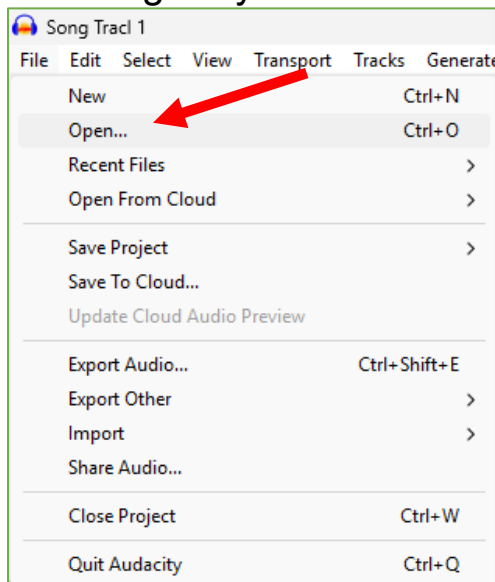
- a) Plug your memory card or USB into a computer
- b) Your recordings will appear as an MP3 file in a folder called **REC**
 - i) The recording format is present at MP3 bit rate 128 kbps
 - ii) The file name will begin with **CD**



Appendix: Breaking up tracks using Audacity

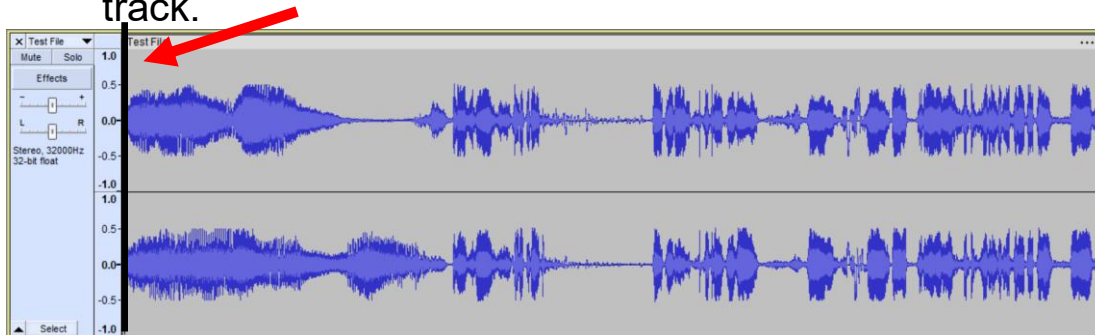
1) Getting Started:

- On a Studio Station computer, open **Audacity** 🎧.
- If you are using headphones, plug them into the front of the Alienware tower
- Open your MP3 file in Audacity by going to **File > Open** and then browsing for your file

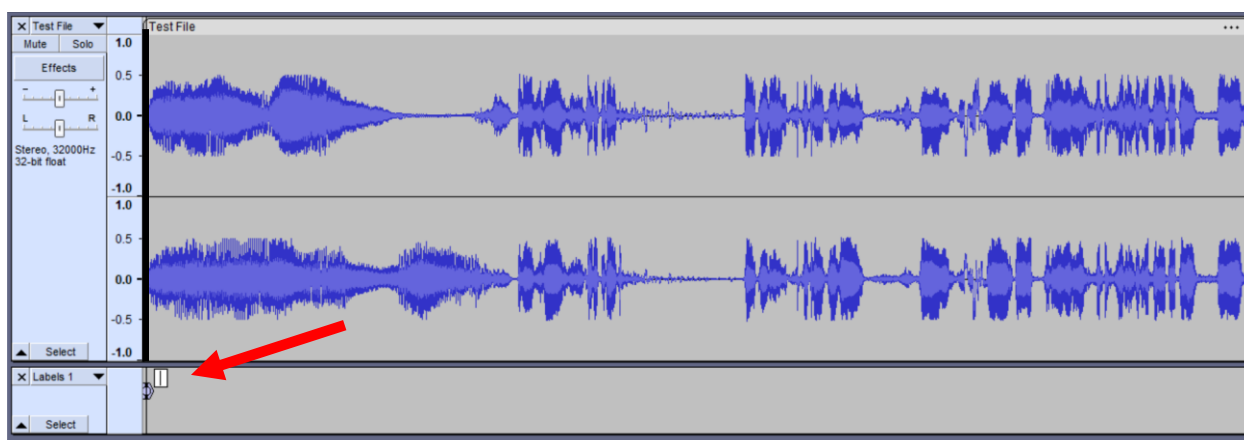


2) To break tracks:

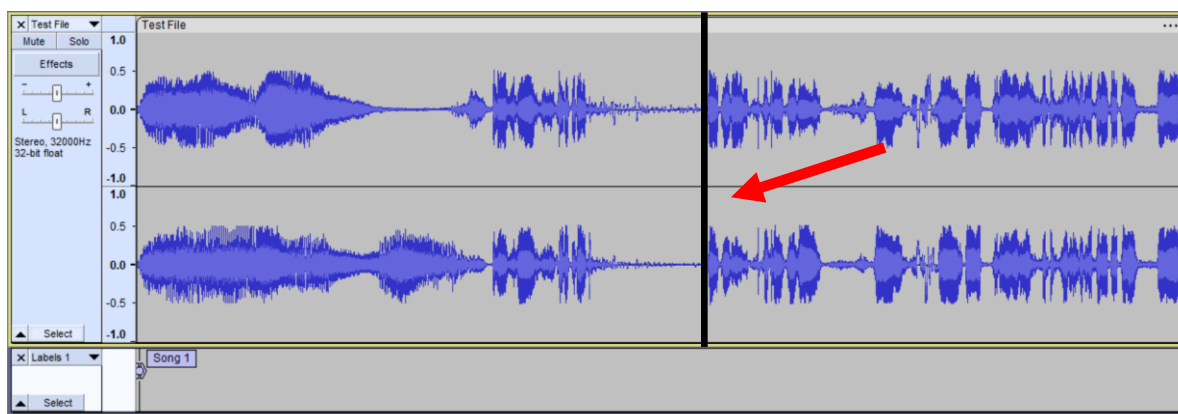
- Click on the track where you want the first break (this should be at the start of your recording). A thin black line will appear on the track.



- Enter **CTRL + B** to create a break. This will open a dialogue box where you can enter the song's title.



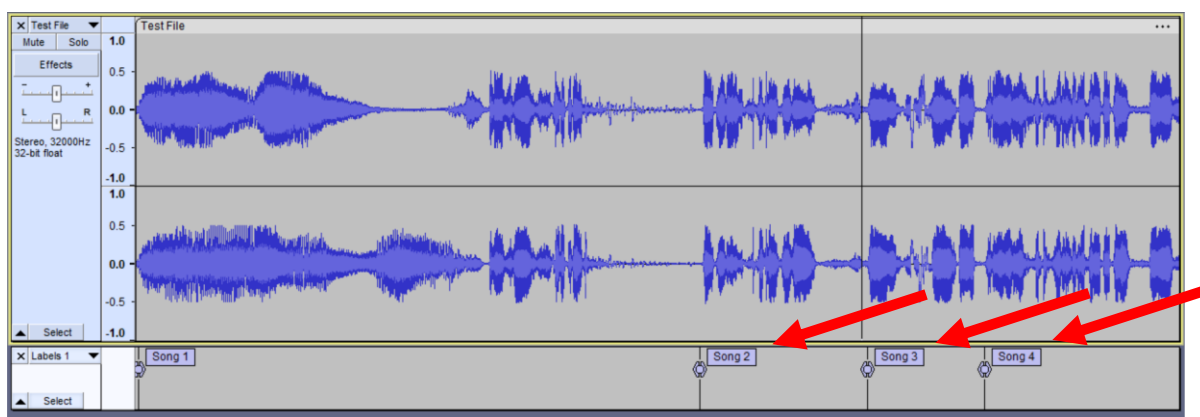
2. Click on the track where you want the second break (you may have to listen to find where to place the break).



3. Follow step 5 for the next track.

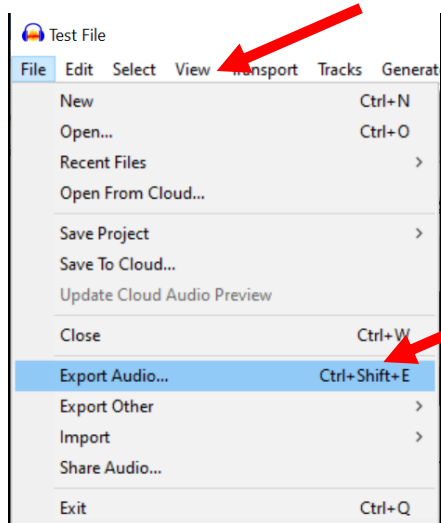


4. Repeat for the remainder of the songs.

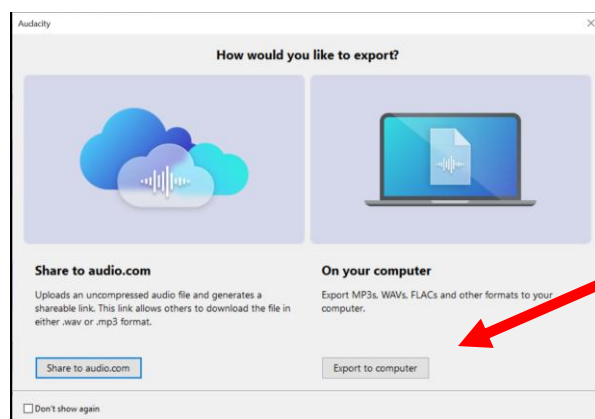


3) To save your audio files as Individual songs:

a) Select **File > Export Audio...**

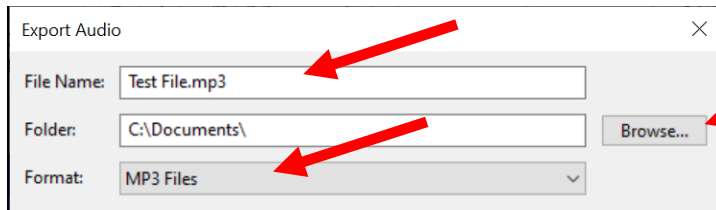


b) Choose **Export to computer**

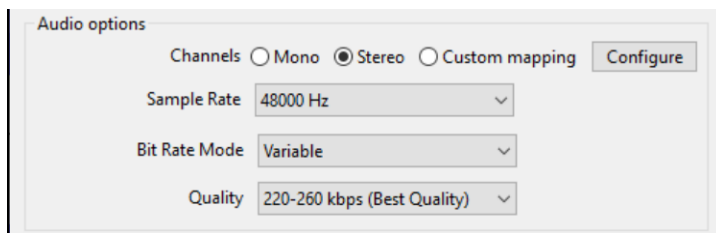


5. Selecting Export Audio Menu Settings:

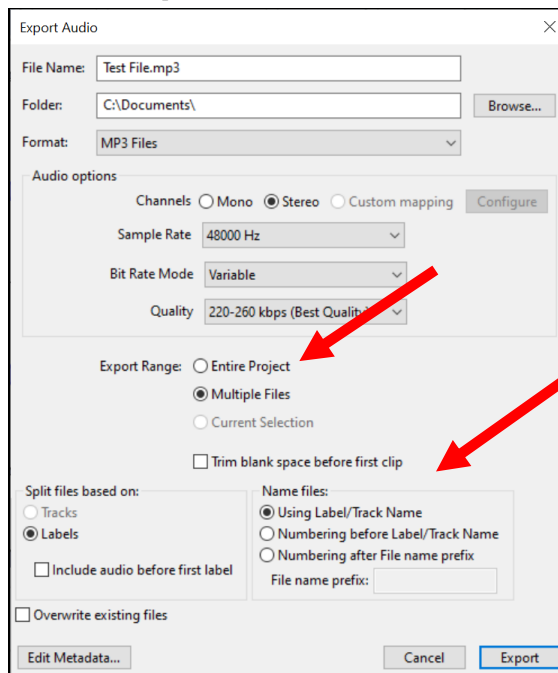
- a) **File Name**: What you want the file to be called.
- b) **Browse...**: Where you want the file saved.
- c) **Format**: change to **MP3 Files**



- d) Change the Audio Options to what you see below:



- a. Under **Export Range** select **Multiple Files**.
- b. Then **Export**



Last updated May 14, 2026 by JKM