

# Playback Lab Quick Reference Guide

## **Step One: Sign into Station Computer**

Select PRESERVATION user. Enter password: 9thStLab

## **Step Two: Connect your External Hard Drive/Flash Drive**

Find a USB-2 or USB-3 input on the Mac Studio (front or back). Once your drive appears on desktop, create a folder in your drive (i.e. "Tapes").

## **Step Three: Power ON the gear rack**

All playback decks will automatically power up inside rack. Manually turn the SWITCHER (located on top of rack) to ON.

## **Step Four: Select desired input on the Switcher**

Channel A: VHS

Channel B: Video8/Hi8

Channel C: DV

## **Step Five: Launch BlackMagic Express**

Find BlackMagic Media Express icon in menu near bottom of computer screen. Once Media Express opens, click "Log and Capture" (left of green PLAYBACK tab).

## **Step Six: Select file destination**

Navigate to PREFERENCES under the Media Express tab at top left of screen "Capture Audio and Video to" - Select your drive using the BROWSE button "Capture Still Frames to" - Select your drive using the BROWSE button.

## **Step Seven: Name your file**

Type a filename (i.e. "Tape\_01") in the field labeled DESCRIPTION. Press the + button to the right of this field - the filename will appear in NAME.

## **Step Eight: Capture your Tape!**

Insert your tape gently into the appropriate playback deck, REWIND to beginning. Press CAPTURE at bottom of Media Express. Quickly press PLAY on the correct playback deck.

## **REMEMBER TO PRESS CAPTURE AGAIN AT END OF CONTENT TO STOP CAPTURE!**

Your file ("Tape\_01") will be saved to your drive. Repeat steps for multiple tapes. When finished, you may close Media Express - you do not need to save files upon closing. Eject your drive safely by dragging the Drive icon to the trash can/eject on desktop.