Copying VHS Cassettes to DVDs

1. Turn on the Toshiba deck using the remote or the On/Standby button on the front panel. Turn on the monitor by lightly pressing the button under the red light.
2. Plug headphones into the jack on the back of the monitor.
3. Flip down the front panel of the deck to access controls.
4. Insert a VHS cassette to copy into the cassette compartment. [If the cassette is copy protected or Macrovision encoded, you will not be able to copy it.] The deck should switch to VCR mode automatically, but if it doesn’t, press VCR on the remote or DVD/VCR on the front panel.
6. Press DVD, then press REC MODE repeatedly to choose the recording mode, SP, LP, EP, etc.
7. Advance to the point on the video cassette where you want to start copying using the PLAY, FF, andREW buttons. Press PAUSE when you are about five seconds before the starting point.
8. Insert a blank DVD-RW and close the tray.
11. To copy additional sections of the VHS cassette, select VCR to return to VCR mode. Advance to the next starting point on the tape, press DVD, and repeat steps 10 and 11.
12. When you have finished copying, select VCR mode, rewind the tape, and eject the cassette.
13. You must finalize the DVD to play it on another device. (See other side for finalizing instructions.)

Materials Needed:
- Headphones (can be checked out at the Circulation Desk)
- Toshiba Remote Control (can be checked out at the Circulation Desk)
- VHS Cassette to copy
- DVD-RW (please furnish your own)
Finalizing Your DVD

Finalizing your DVD will make it read-only (preventing further editing) and allow you to play it on another device.

1. Play back the DVD on the Toshiba deck to make sure it copied correctly. Press DVD on the remote to operate the DVD player and press PLAY to watch the recording.
2. Press STOP when you have finished watching the DVD.
3. When you are ready to finalize the DVD, press SETUP on the remote.
4. Select DVD Menu and press ENTER.
5. Select Finalize and press ENTER.
6. When asked “Finalize disc?” select YES and press ENTER.
7. Once finalizing is complete, eject the disc and turn off the deck and monitor.
8. Test your DVD on another player or computer to be sure it plays correctly.
9. Return any borrowed equipment to the Circulation Desk.