

Klim K7 Cassette Player

Digitize a Cassette Tape

To convert a cassette tape into a digital format:

1. Turn on the cassette player (switch is on the right side of the device). Plug headphones into the player (jack is on the right side as well).

Note: If you need headphones, ask at the Research Desk for a pair of over-the-ear headphones.

2. Open the player, insert your cassette. The film strip should be facing up and the tape side facing you is the side that will be playing. Close the player.
3. Get the take to the location needed (use **Play**, **Fast Forward**, **Rewind** buttons on top of the device).
4. Insert the SD card into the card slot on the right side of the player.
5. Press the **Play** button, then long press the **Recording** button (see image right). The "REC" light will flash while recording.
6. To stop recording, press and hold the **Recording** button again to save the recording to the card.
7. Press the **Stop** button to stop the tape.
8. To add another recording to the SD card, use **Play**/**Fast Forward**/**Rewind** to find the next recording, flip tape, put in new tape, etc. Once the next recording is ready, follow steps 5-7 until you are done recording.

To listen to what is on the SD card, press the **Play**/

Pause button  on the front of the device. Use the **Previous Song** or **Next Song** buttons to navigate recordings.



9. Remove the SD Card when finished, remove your cassette, and power down the unit. Be sure to return any borrowed headphones to the Research Desk.
10. If you want to move your recordings to the cloud, or burn them to a CD, you can plug the SD card into the computer. For burning to a CD, see **Burning SD files to CD** (on Page 2).

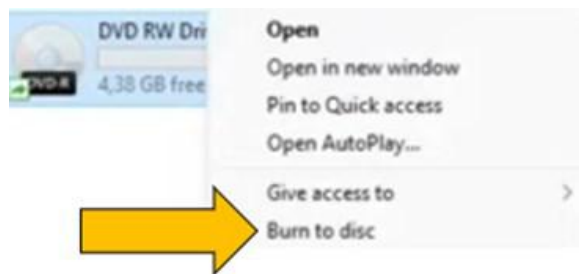
*If you need assistance with the machine, please see staff at the Research Desk.
Research staff cannot do the job for you, they are only there to troubleshoot.*

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Burning SD Files to CD

1. Insert a CD disc into the external DVD Drive.
2. Open the **File Explorer**  and *right-click the **DVD RW Drive (E:)** and select **Burn to disc** (see below).*



3. In the “Burn a Disc” window, **name the disc**, and select either:
 - **Like a USB flash drive** (Use if you want to store a lot on the disc, adding and removing files later on. Just realize that the disc will not play on CD Players.)
 - **With a CD/DVD player** (The disc will be playable on CD players, but files will not be able to be added later.)
4. Drag and drop the files you want to burn to the CD disc from the **SD card folder** to the **DVD RW Drive (E) folder**. The disc will begin to burn.
5. Wait until the process is done, then eject the disc.

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