

# Idea Lab Troubleshooting

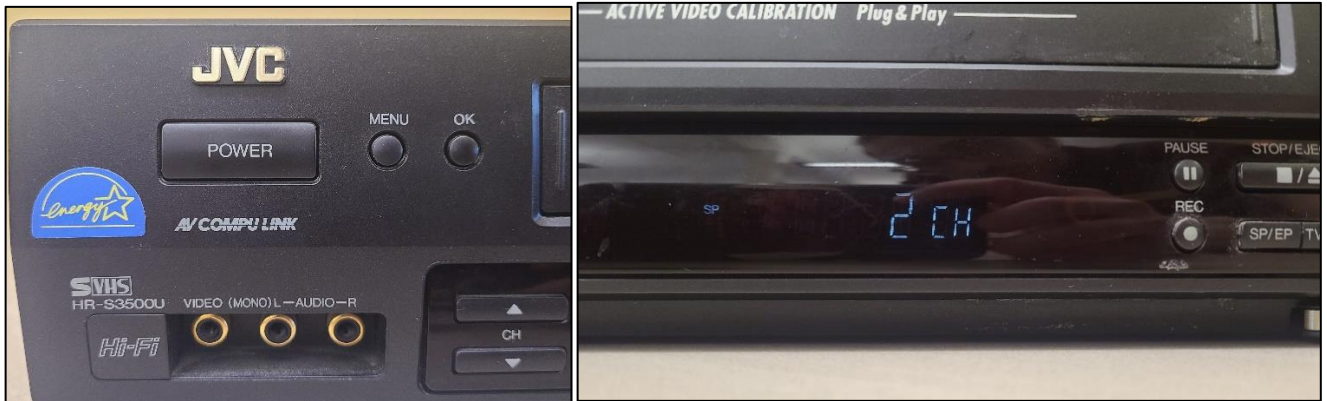
## VHS Conversion

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### Turning on the VCR

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1. Press and hold the power button for a second, “2 CH” will be visible on the lower screen.



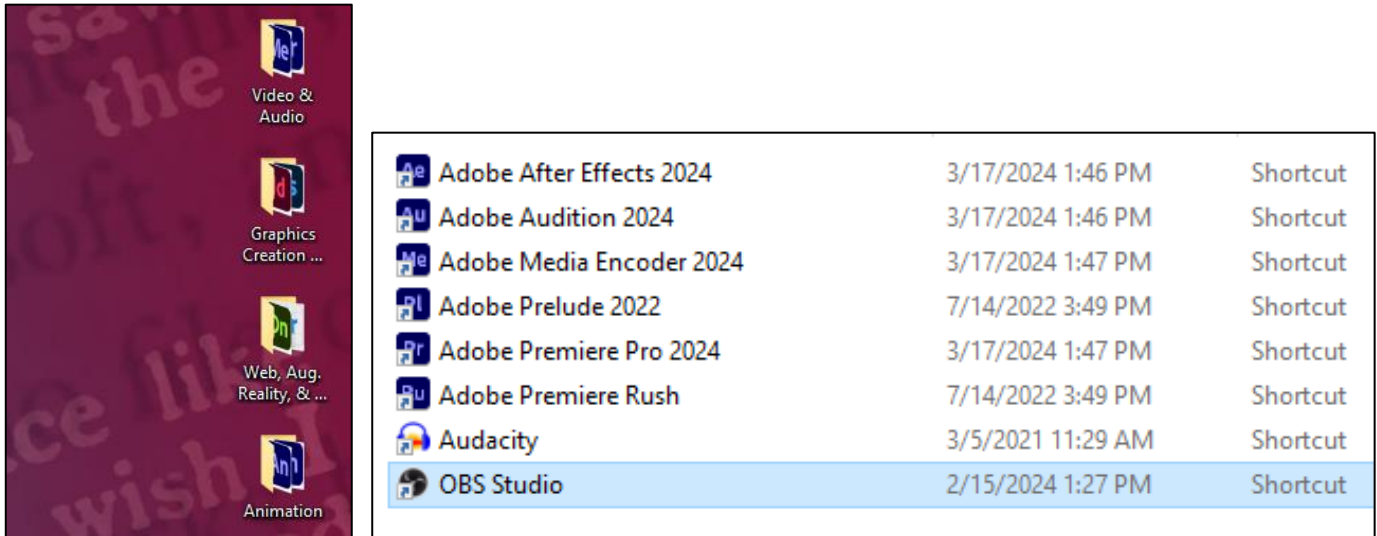
2. Insert VHS into VCR.



## Using OBS

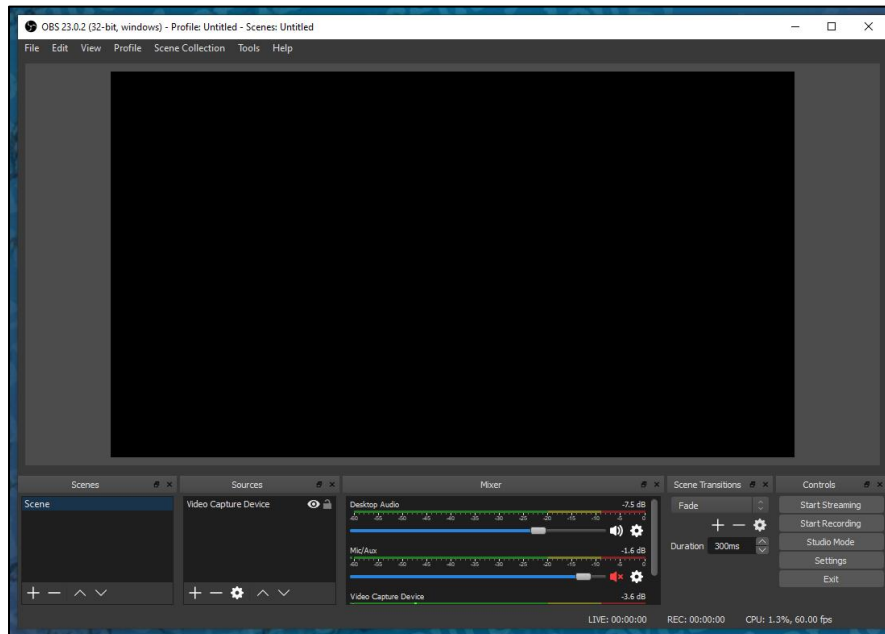
### Opening OBS

1. OBS is located in the folder at the top right of the screen called Video & Audio.

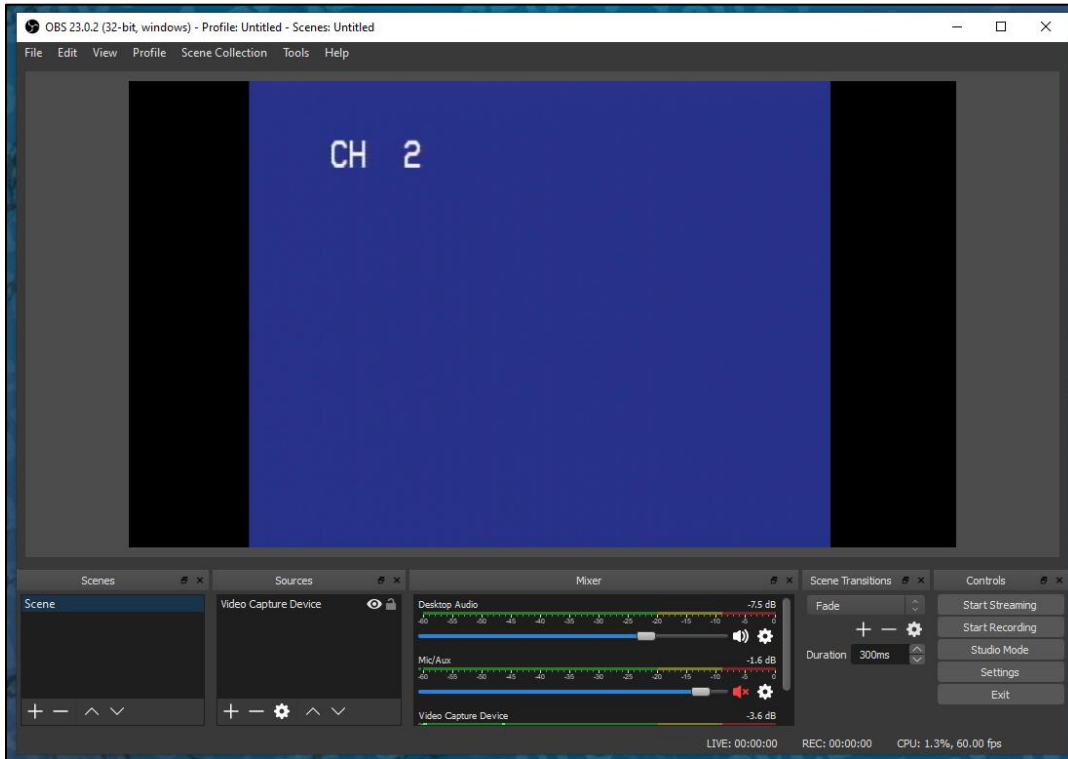


### VHS Conversion

1. To begin conversion, open OBS and insert VHS into VCR, a blue screen with “CH 2” when ready.

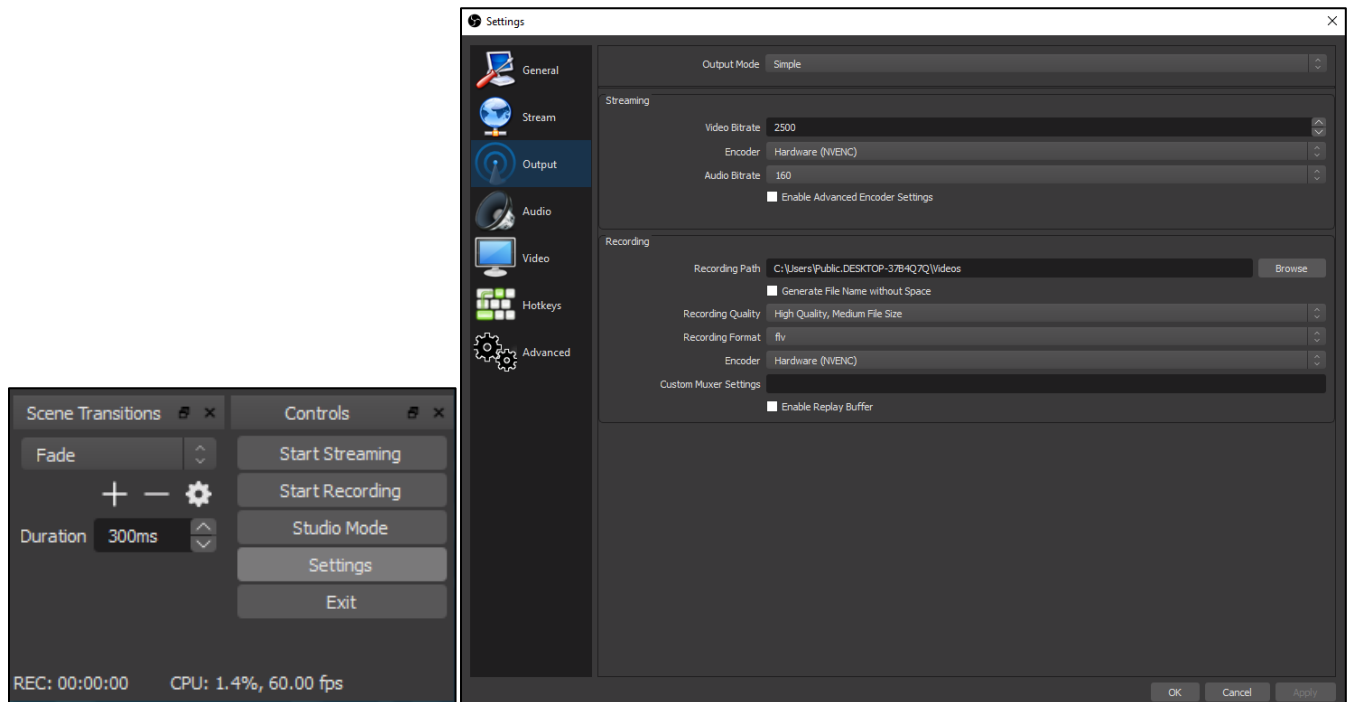


*OBS without VHS in VCR*

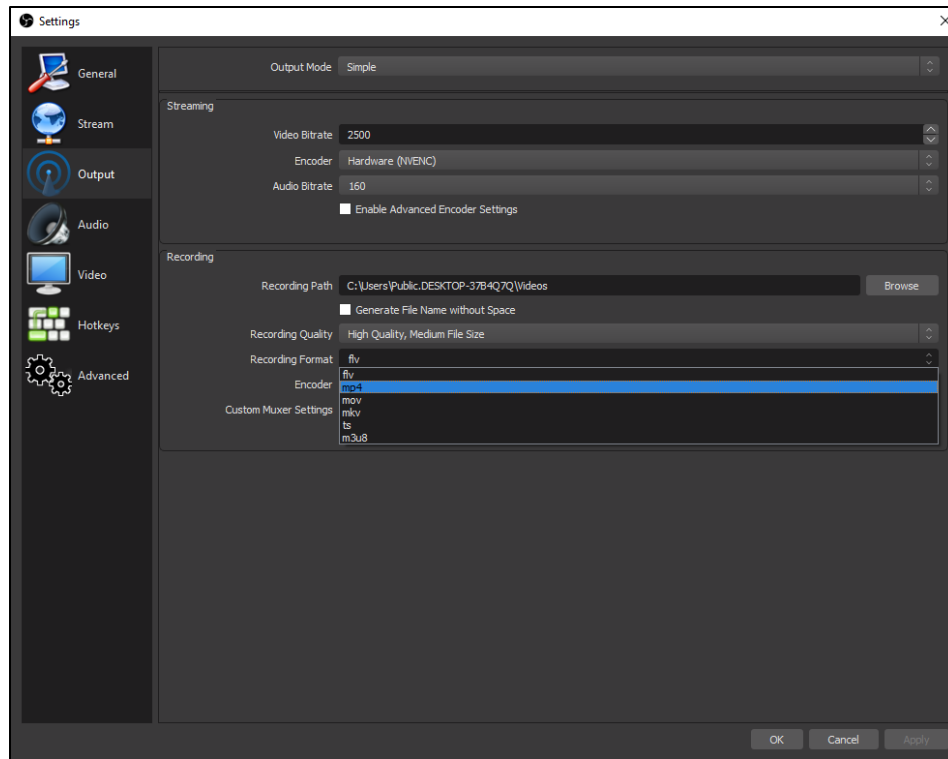


*OBS with VHS in VCR*

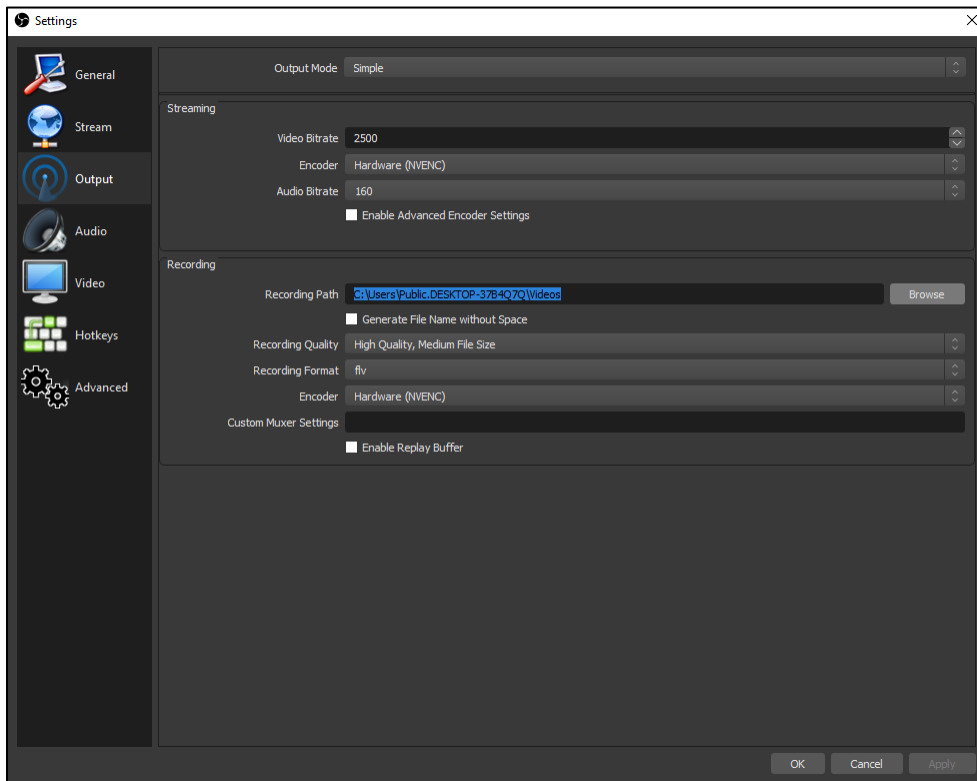
2. To change the file type for the recording and to choose a save location, select “Settings” in the bottom right menu, and select “Output” from on the left-hand menu.



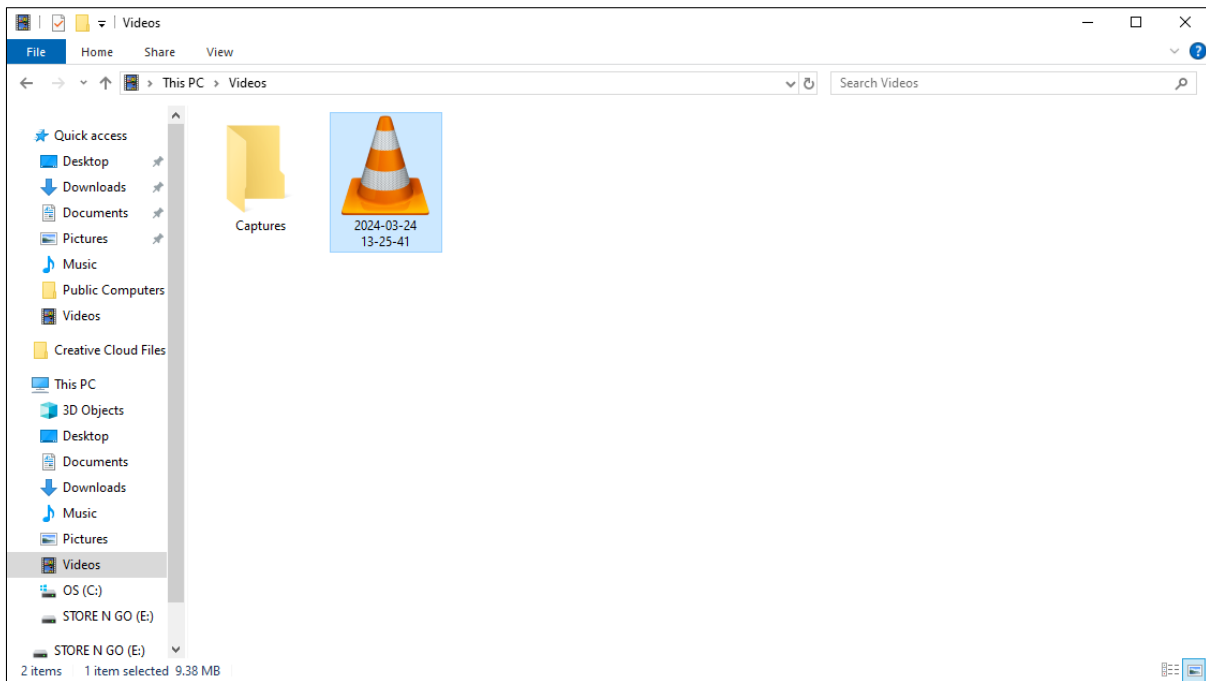
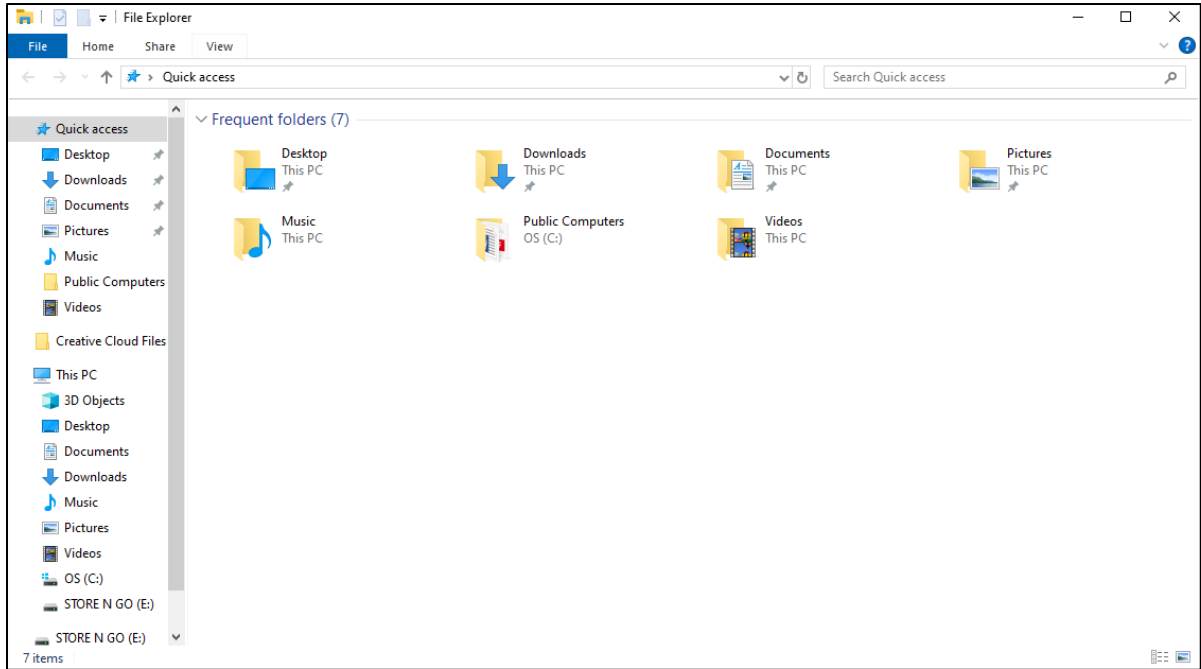
3. To change the file type, select the drop-down menu by “Recording Format” and choose from the list.



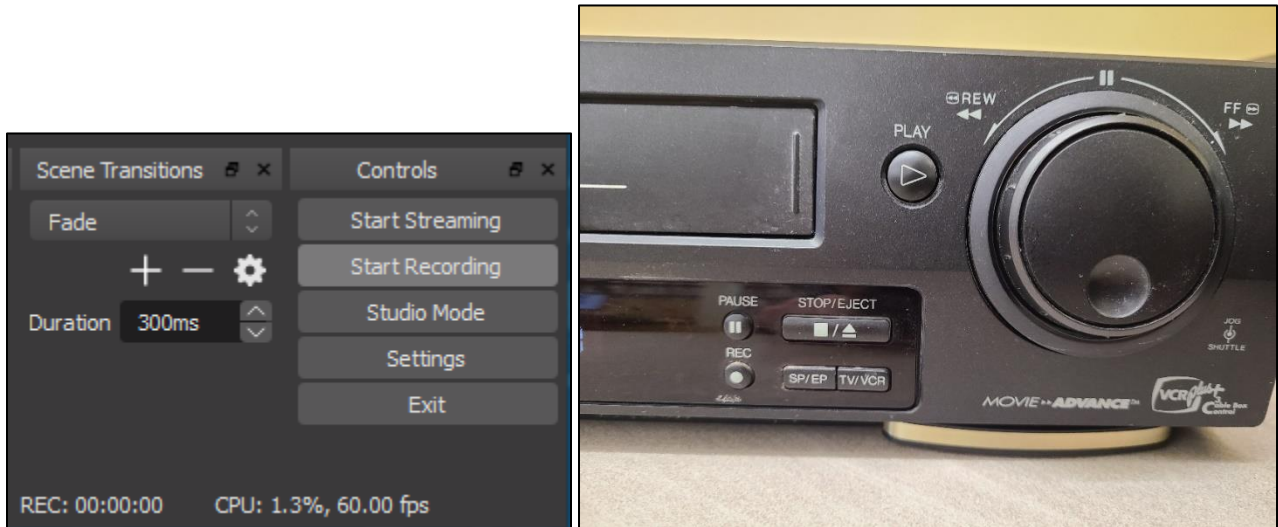
4. To choose a save location go to “Recording Path”.



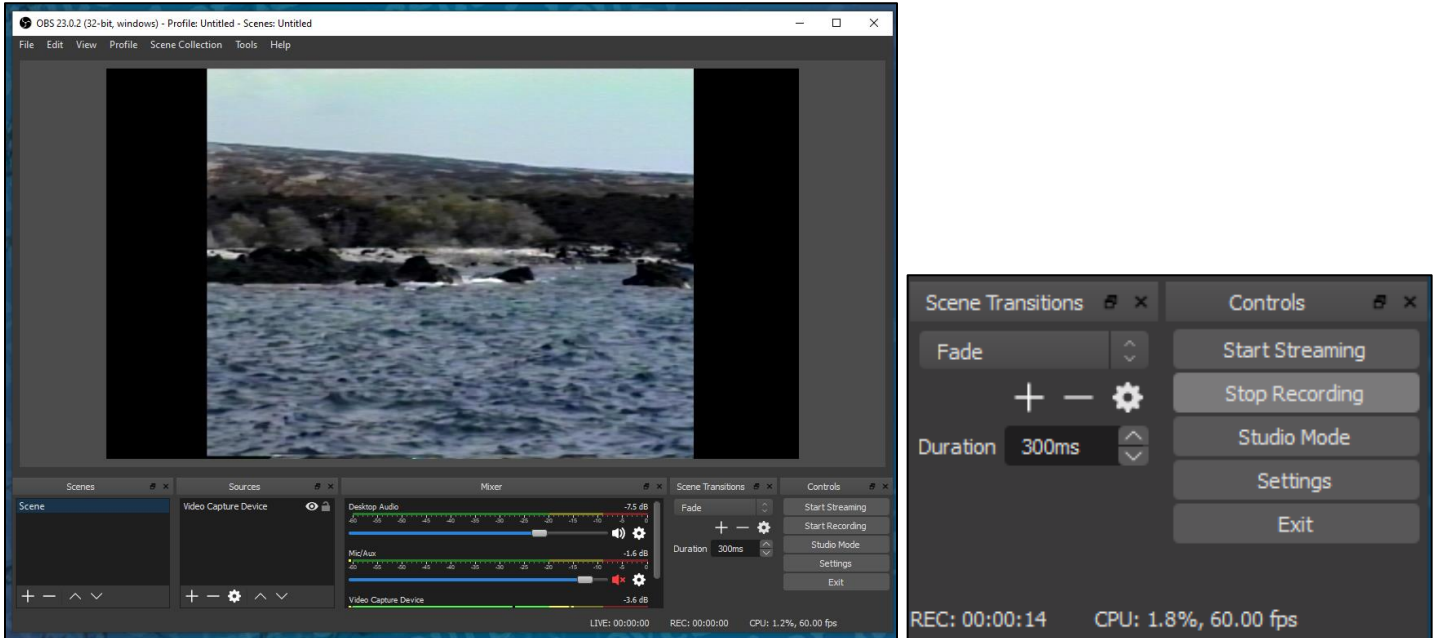
If a patron saves to OBS's default location their video will be saved to the PC's Video folder. This can be accessed by going to the Quick Access Menu on the taskbar, then to "Videos".



5. To start recording, select “Start Recording” in the lower right menu of OBS then press “Play” on the VCR.



6. OBS will start recording the VHS. Let it play the desired length of film and then press “Stop Recording” on the lower right menu.





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## Ejecting VHS and Turning Off VHS

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1. When finished, press “Stop/Eject” on the VCR to stop, then again to eject it and then press the “Power” button.



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## Rewinding and Fast-forwarding

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1. In the event a patron wishes to rewind or fast forward a VHS, they may do so from the VCR using the dial on the right of the machine. Turn dial left to rewind, right to fast-forward.

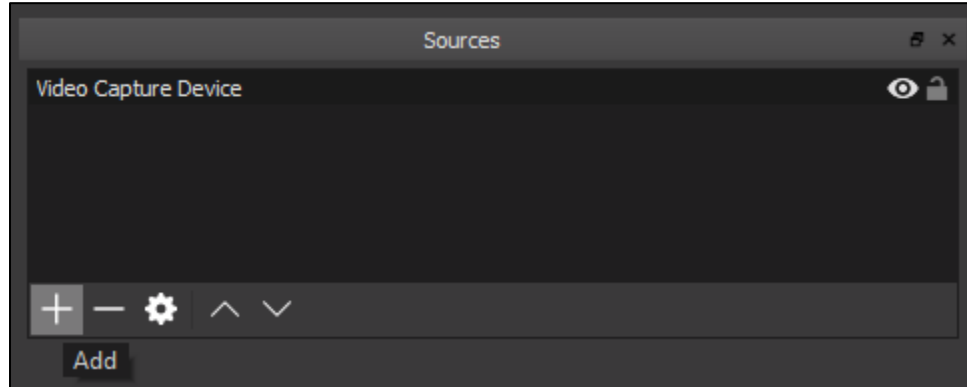


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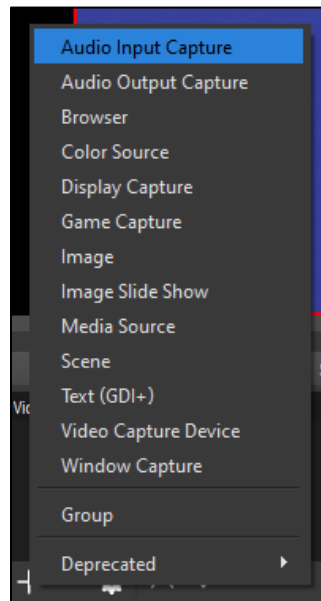
## Enabling Audio Input

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1. To enable audio, go to the “Sources” section on the bottom bar then click on the + sign on the bottom left corner.

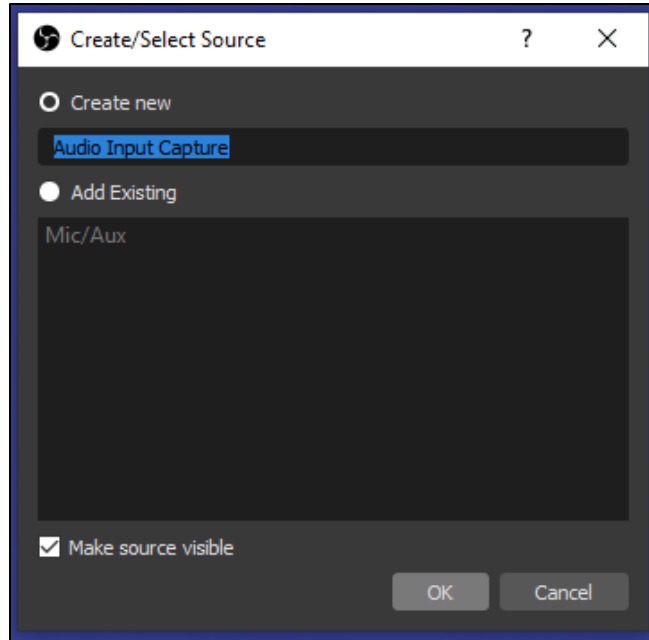


2. Select “Audio Input Capture” from the list.

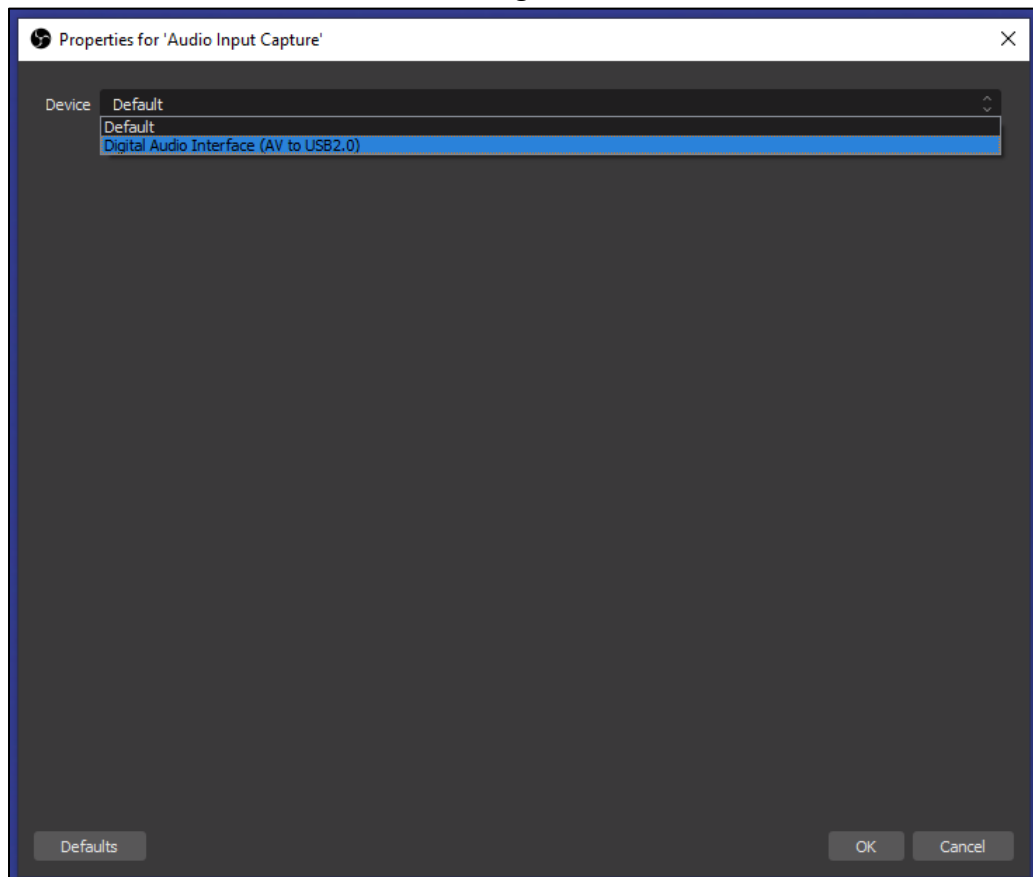




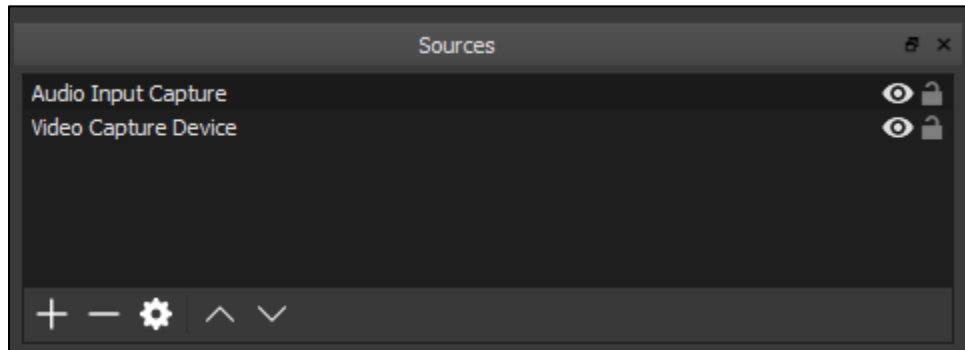
3. Ensure the circle beside “Create new” is selected and that the checkbox on the bottom beside “Make source visible” is checked, then click “OK”.



4. On the following menu, click “Default” then select “Digital Audio Interface (AV to USB2.0)” from the drop-down menu, then click “OK” on the bottom right.



5. “Audio Input Capture” should now be visible under the “Sources” section on the bottom bar.

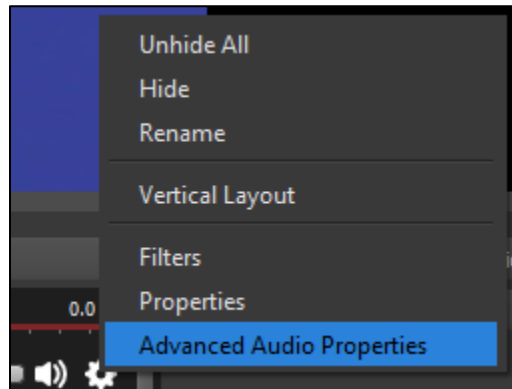
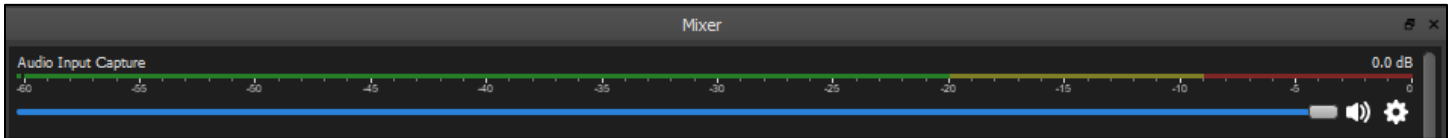


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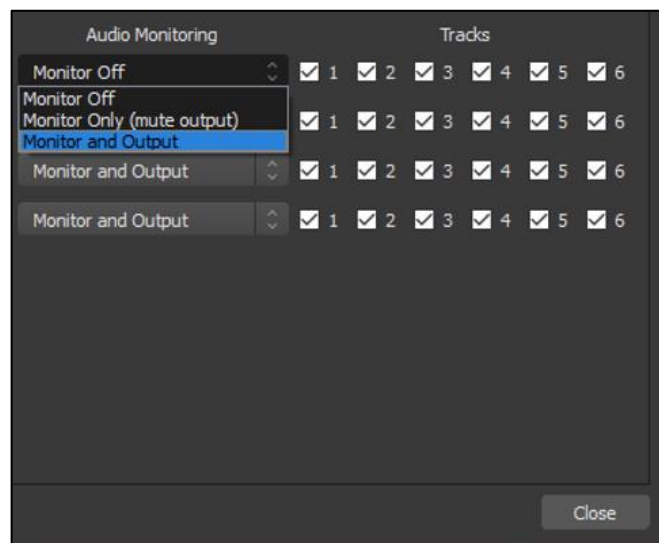
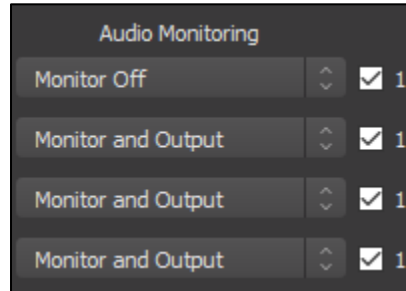
## Enabling Headphones (Please note - Bluetooth is not available at this time)

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1. To enable headphones, go under the “Mixer” section and click on the gear on the right of the screen, then select “Advanced Audio Properties” from the drop-down menu.



2. On the following screen, under “Audio Monitoring”, click “Monitor Off” then select “Monitor and Output” from the drop-down menu. Click “Close” on the bottom right.



3. Plug headphones into the headphone jack on the tower behind the monitor.

