

Copying a VHS Tape to DVD

DVD/VHS player



Please follow the directions carefully in order to ensure that the process runs as smoothly and quickly as possible. Also, please do not dub copyrighted material for which you do not have the official permission to copy. According to the Wellesley College Copyright Policy:

It is the intent of Wellesley College that all members of the College community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq). Section 106 of the Copyright Act (90 Stat 2541) generally gives the owner of copyright the **exclusive** right to do and to authorize others to do the following:

1. **Reproduce** copies of the work.
2. **Prepare derivative works** based on the copyrighted work.
3. **Distribute** copies of the work by sale, rental, lease, or lending.
4. **Publicly display** the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work -- including the individual images of a film -- or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. Copying videotapes without the copyright owner's permission is illegal.

Important things to note:

- You will need to provide your own DVD
- Dubbing is done in real time, so the process will take as long as the duration of the video in addition to finalizing time
- Make sure that the VHS is rewound or at the point where you would like to start recording

Directions:

- 1) Go to the Knapp Desk and check-out a dubbing remote for the DVD/VHS player
- 2) Turn on the DVD/VHS player and insert the videocassette. Push the VIDEO button
- 3) Turn on the TV and press the channel buttons on the front of the DVD/VHS player until the screen says "Line 1" Do not use the channel buttons on the TV.
- 4) Insert a blank DVD. Push the DVD button on the front panel.
- 5) To begin dubbing, push the ← Video button on the player and recording will start.
- 6) Push the stop button in the front panel when the tape is finished. The screen will say INF WRITING. Once the screen displays the time again, the DVD is ready to be finalized.
- 7) Finalize the disc by pushing the "system menu" button on the remote. Using the arrows on the remote go to "Disc Settings" and press enter. Scroll to "Disc Finalize" and push enter. If prompted, choose okay and press enter when the pop up box asks again if you wish to continue. The TV screen will flash "Processing" while the DVD/VHS player will read FINALIZE. Once the TV screen goes blank and the DVD/VHS player displays the time again, the DVD is finished.
- 8) Please return the remote to the desk. Lastly, test the DVD before leaving.