

# TEAC LP-R660USB USER GUIDE



**NOTICE:** Please read before using the Recorder! Don't be afraid to ask for help if you need it!

## RECORDING TO A CD-R/CD-RW

### Recording from a Cassette

- 1) Power on the recorder by pressing the **Power** button on the front panel of the device.
- 2) Set the recording source by pressing the **PHONO/TAPE/AUX** button on the front panel of the device until the display reads **TAPE** in the top-left corner.
- 3) Load a recordable **CD-R** or **CD-RW** disc into the recorder.
  - a) Open the disc tray by pressing the **Open/Close** button on the front panel of the device.
  - b) Insert a recordable disc into the disc tray.
  - c) Press the **Open/Close** button again to close the disc tray.

(Note: If **NO TOC** and **CD-R** (or **CD-RW**) do not appear at the top of the display, you will not be able to make a recording. This usually means the disc you inserted is either not recordable or has already been used to make a recording.)
- 4) Choose the tape type by flipping the **Tape** switch on the top of the device. (Note: Look at your cassette to find out what kind of tape it uses. It should be labeled with either Type I, II, or IV.)
  - a) If your cassette tape uses Type I tape, flip the switch to **Normal**.
  - b) If your cassette tape uses Type II or IV tape, flip the switch to **High**.
- 5) Load a cassette into the recorder.
- 6) Press the **Record** button on the front panel of the device to set it to recording mode. (Note: This will not start the recording yet.)

- 7) Prepare the cassette for recording by pressing the **Play** button and then immediately press the **Pause** button. (Note: This will prevent the beginning of the recording from being cut off.)
- 8) To begin recording, press the **Play/Pause** button on the front panel and then press the **Pause** button for the cassette.
- 9) To create tracks on the recording, press the **Track Increment** button on the front panel.
- 10) To pause the recording, press the **Play/Pause** button on the front panel. (Note: This will not stop the cassette from playing and will automatically create a new track on the recording.)
- 11) To manually stop the recording, press the **Stop** button on the front panel. (Note: Recording will also automatically stop when the playback of a cassette has finished.)
- 12) Once recording has finished, it is now time to **Finalize** the recordable disc. Finalizing will create a Table of Contents (**TOC**) on the disc and will prevent any further data from being recorded on the disc. (Note: You will not be able to unfinalize a **CD-R** once it has been finalized, but you can unfinalize a **CD-RW** if you wish to record more on it.)
  - a) Switch to **CD** mode by pressing **CD** button on the front panel.
  - b) Press the **Finalize/Erase** button on the front panel until you see **FINAL** appear on the display.
  - c) Press the **Enter** button on the front panel to begin finalizing the disc.
  - d) When the disc has finished finalizing, **NO TOC** will disappear at the top of the display. You can now eject your recordable disc and remove your cassette.

## Recording from a Vinyl Record

- 1) Power on the recorder by pressing the **Power** button on the front panel.
- 2) Set the recording source by pressing the **PHONO/TAPE/AUX** button on the front panel of the device until the display reads **PHONO** in the top-left corner.
- 3) Load a recordable **CD-R** or **CD-RW** disc into the recorder.
  - a. Open the disc tray by pressing the **Open/Close** button on the front panel of the device.
  - b. Insert a recordable disc into the disc tray.
  - c. Press the **Open/Close** button again to close the disc tray.

(Note: If **NO TOC** and **CD-R** (or **CD-RW**) do not appear at the top of the display, you will not be able to make a recording. This usually means the disc you inserted is either not recordable or has already been used to make a recording.)

- 4) Place a record on the turntable. (Note: if you have a 45 RPM large-hole single record, you will have to use the 45 RPM adapter.)
- 5) Select the record speed by flipping the **Speed** switch on the top of the machine to the correct RPM, either 33, 45, or 78. (Note: Check your record to find out what RPM it is supposed to be played at.)
- 6) Unclip the tone arm.
- 7) Press the **Record** button on the front panel of the device to set it to recording mode. (Note: This will not start the recording yet.)
- 8) Start playback of the record by lifting the tone arm using the tone arm lift lever (located above the speed switch on the turntable) and then placing it down on the edge of the record or at the start of a specific track. (Note: You will not be able to start recording unless the record is playing.)
- 9) To begin recording, press the **Play/Pause** button on the front panel.
- 10) To pause the recording, press the **Play/Pause** button on the front panel. (Note: This will not stop the record from playing and will automatically create a new track on the recording.)
- 11) To manually stop the recording, press the **Stop** button on the front panel. (Note: Recording will also automatically stop when the playback of a record has finished and the tone arm has returned to its holder.)
- 12) To switch to the next side of a record, simply:
  - a. Pause or Stop the recording.
  - b. Lift the tone arm off of the record using the tone arm lift lever and return it to its holder. (Note: This will stop the recording if it has not been already.)
  - c. Flip the record over.
  - d. Prepare the record for recording, by following the instructions from Step 8.
  - e. Begin the recording again.
- 13) Once recording has finished, it is now time to **Finalize** the recordable disc. Finalizing will create a Table of Contents (**TOC**) on the disc and will prevent any further data from being recorded on the disc. (Note: You will not be able to unfinalize a **CD-R** once it has been finalized, but you can unfinalize a **CD-RW** if you wish to record more on it.)
  - a. Switch to **CD** mode by pressing **CD** button on the front panel.
  - b. Press the **Finalize/Erase** button on the front panel until you see **FINAL** appear on the display.
  - c. Press the **Enter** button on the front panel to begin finalizing the disc.

- d. When the disc has finished finalizing, **NO TOC** will disappear at the top of the display. You can now eject your recordable disc and remove your record from the turntable.

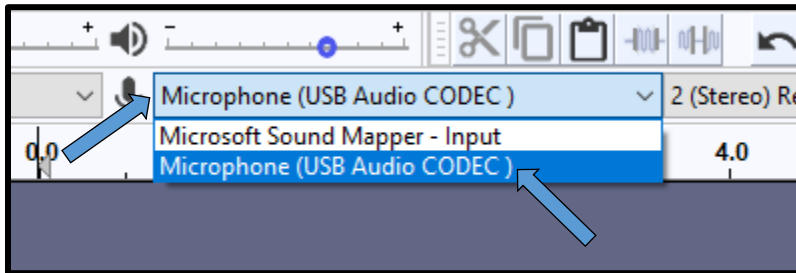
## RECORDING TO AUDACITY ON A LIBRARY COMPUTER

### Recording from a Cassette Tape

- 1) Plug the device into the computer using the provided USB cable.
- 2) Log on to the computer.
- 3) Open Audacity by clicking the Audacity icon on the desktop.



- 4) In Audacity, change the recording source by clicking the drop down menu to the right of the microphone icon on the command bar, then select **Microphone (USB Audio CODEC)**.

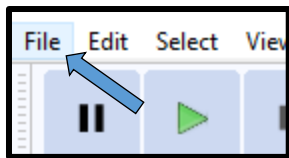


- 5) On the recorder, choose the tape type by flipping the **TAPE** switch on the top of the device. (Note: Look at your cassette to find out what kind of tape it uses. It should be labeled with either Type I, II, or IV.)
  - a. If your cassette tape uses Type I tape, flip the switch to **Normal**.
  - b. If your cassette tape uses Type II or IV tape, flip the switch to **High**.
- 6) Load a cassette into the recorder.
- 7) Press the **Record** button in Audacity, this will begin audio recording.

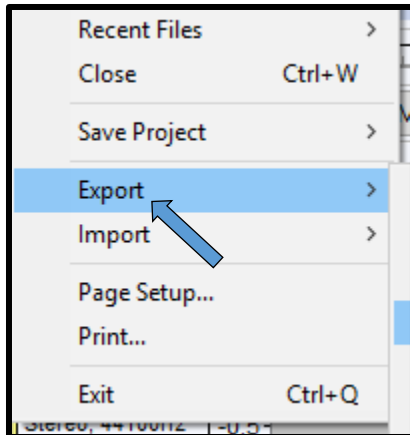


- 8) Press the **Play** button on the cassette player to start audio playback. (Note: You should now see waveform audio information being recorded in Audacity.)
- 9) To pause recording, first pause the playback of the cassette by pressing the **Pause** button on the cassette player, then press the **Pause** button in Audacity.

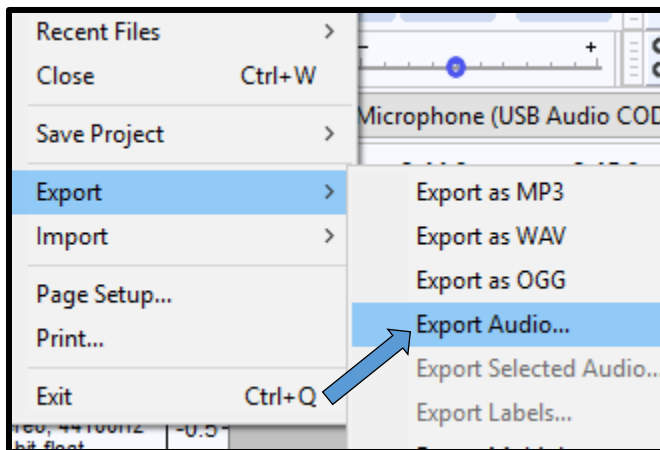
- 10) To resume recording, first resume recording in Audacity by pressing the **Pause** button again, then press the **Pause** button on the cassette player to resume playback of the cassette.
- 11) To stop recording, first (if the cassette has not finished playback already) stop the playback of the cassette by pressing the **Stop** button on the cassette player, then press the **Stop** button in Audacity. (Note: Audacity will not automatically stop recording when the cassette has finished playback, you must stop recording manually.)
- 12) If you need to record multiple cassettes in one session or if you need to record another side of a cassette, follow these steps:
- Stop playback on the cassette player (if it has not finished playback already).
  - Pause recording in Audacity.
  - Flip the cassette over or insert a new cassette.
  - Resume recording in Audacity.
  - Start playback on the cassette player.
- 13) Once you have finished recording, follow these steps to save and export your recording for use elsewhere.
- Select **File** on the navigation bar in Audacity.



- b. Select the **Export** tab in the **File** drop down menu.



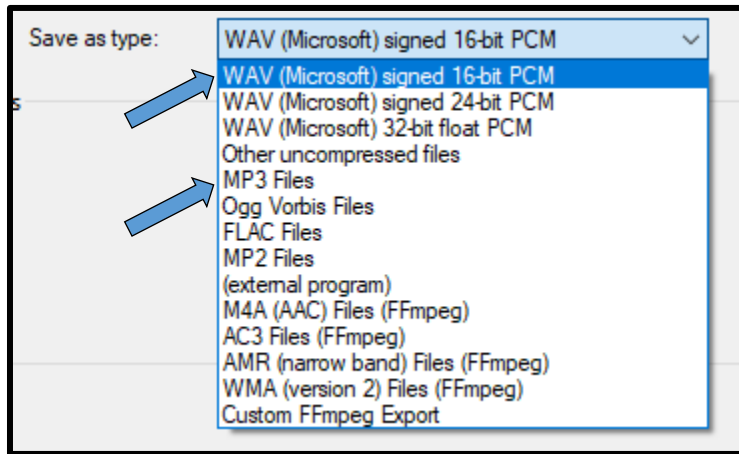
- c. In the **Export** tab, select **Export Audio...**



(Note: You should see a new window pop up called **Export Audio**.)

- d. In the **Export Audio** window, choose a save destination for your recording.
- e. Under **File Name**, enter a name for your recording.

- f. In the **Save As Type** drop down menu, select an audio standard that you would like to save your recording as. (Note: Ask for help if you have questions.)



- g. Select **Save**.

(Note: You will see a new window pop up called **Edit Metadata Tags**.)

- h. In **Edit Metadata Tags** window, you can create metadata for your recording if you like, including artist name, track title, year, and/or other information. Otherwise, select **OK**.

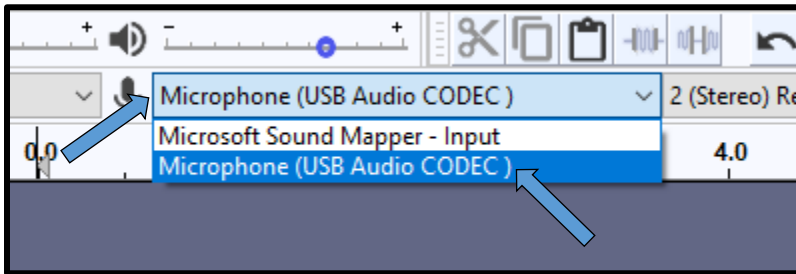
(Note: Audacity will now begin exporting your audio recording. This may take a while depending on the length of your recording. Once completed, you should see the export window disappear.)

## Recording from a Vinyl Record

- 1) Plug the device into the computer using the provided USB cable.
- 2) Log on to the computer.
- 3) Open Audacity by clicking the Audacity icon on the desktop.



- 4) In Audacity, change the recording source by clicking the drop down menu to the right of the microphone icon on the command bar, then select **Microphone (USB Audio CODEC)**.



- 5) Place a record on the turntable. (Note: if you have a 45 RPM large-hole single record, you will have to use the 45 RPM adapter.)
- 6) Select the record speed by flipping the **SPEED** switch on the top of the machine to the correct RPM, either 33, 45, or 78. (Note: Check your record to find out what RPM it is supposed to be played at.)
- 7) Unclip the tone arm.
- 8) Press the **Record** button in Audacity, this will begin audio recording.



- 9) Start playback of the record by lifting the tone arm using the tone arm lift lever (located above the speed switch on the turntable) and then placing it down on the edge of the record or at the start of a specific track. (Note: Once the record has begun playing, you should see waveform audio information being recorded in Audacity.)
- 10) To pause recording, first lift the tone arm off of the record using the tone arm lift lever and then press the **Pause** button in Audacity.
- 11) To resume recording, first resume recording in Audacity by pressing the **Pause** button again, and then lower the tone arm back down onto the record using the tone arm lift lever to resume playback.
- 12) To stop recording, first (if the record has not finished playback already) lift the tone arm off of the record using the tone arm lift lever and return it to its holder, then press the **Stop** button in Audacity. (Note: Audacity will not automatically stop recording when the record has finished playback, you must stop recording manually.)

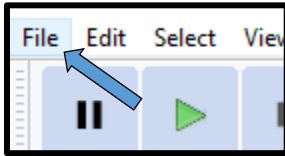


13) If you need to record multiple records in one session or if you need to record another side of a record, follow these steps:

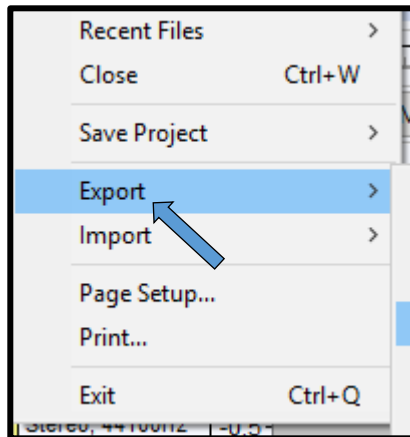
- a. Stop playback of the record (if it has not finished playback already).
- b. Pause recording in Audacity.
- c. Flip the record over or place a new record on the turntable.
- d. Resume recording in Audacity.
- e. Start playback of the record.

14) Once you have finished recording, follow these steps to save and export your recording for use elsewhere.

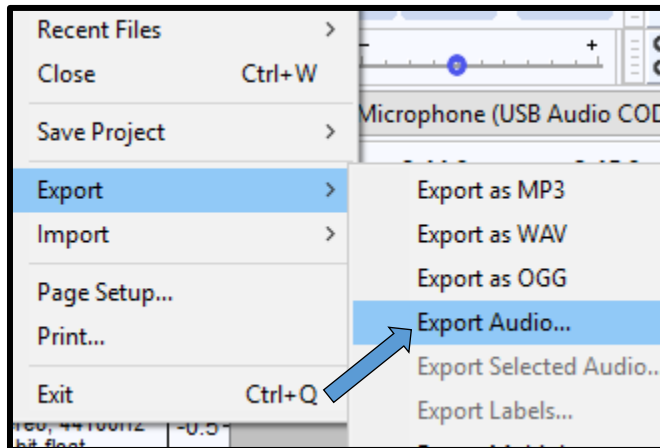
- a. Select **File** on the navigation bar in Audacity.



- b. Select the **Export** tab in the **File** drop down menu.

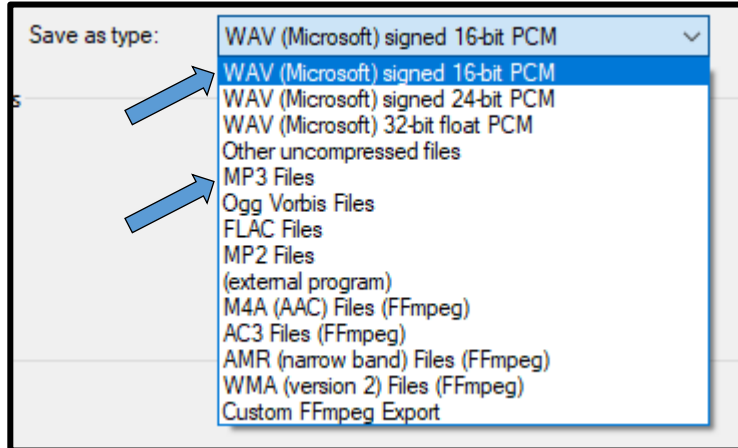


- c. In the **Export** tab, select **Export Audio...**



(Note: You should see a new window pop up called **Export Audio**.)

- d. In the **Export Audio** window, choose a save destination for your recording.
- e. Under **File Name**, enter a name for your recording.
- f. In the **Save As Type** drop down menu, select an audio standard that you would like to save your recording as. (Note: Ask for help if you have questions.)



- g. Select **Save**.

(Note: You will see a new window pop up called **Edit Metadata Tags**.)

- h. In **Edit Metadata Tags** window, you can create metadata for your recording if you like, including artist name, track title, year, and/or other information. Otherwise, select **OK**.

(Note: Audacity will now begin exporting your audio recording. This may take a while depending on the length of your recording. Once completed, you should see the export window disappear.)