

ClearClick Audio Cassette Recorder Instructions

1. **Turn on ClearClick.** Hold the power button on, until ClearClick display shows (on the right back side).
 - Using the arrows: Right side arrows go up and down ↑↓ (Volume, etc.)
Left side arrows go side to side ← → (to click Confirm Power off)
 - **Do not touch the menu** (To change the settings. They are already set.)
2. **Plug your USB stick** into the back of the ClearClick box (on the left back side).
3. **Cassette player –Power Button** Should be on **TAPE/OFF** position (gray slide-Top Right side, under SELECTOR)
4. Place the **Cassette** in the **Cassette player**. (on top, the **STOP/EJECT** button, opens the cassette door)
 - Ribbon should be facing **UP**, (the side you want to start with on the Right side)
 - Rewind the tape if necessary. (**REW/REV**)
5. Press the **RED Record button** on the ClearClick, (bottom right corner).
 - If it is recording you can see the timer in the top left corner counting up (🎵 **0 0:0 1**). If the numbers do not appear next to the 🎵 symbol, the record button needs to be pressed again. Record is off when no numbers appear (🎵).
6. **Press the Play button on the cassette player.** (It is the 2nd button on the top right side).
 - You should see lines going up and down on the screen of the ClearClick to show the volume. **The lines should stay under the words on the top of the ClearClick screen for the best quality.**
 - The **Cassette player volume** range can be adjusted on the cassette player (start by lining up the lines on the volume knob). The actual setting will depend on the tape you are recording. You will get a better recording if it is lower.
7. **Stop Cassette tape.** When you're finished recording, press the **STOP/EJECT** button on the **cassette player**.
8. **Stop recording.** (Press the **RED Record button** on the **ClearClick** to stop the recording, the timer should stop and the counting will disappear (🎵), if it doesn't press again. (Wait at least 15 sec. It is slow to stop).
9. Flip tape around and **repeat steps 4-8**.
10. **Remove the USB stick and Turn Off the ClearClick power.**
(Hold power button down until a box with "**Power Off Notice**" pops up. Using the arrows on the left press on **Confirm**. It will turn blue. Press **OK** on the right side. It will then power off.

To Edit your recording, use the Audacity App. This will give you the ability to go in and edit your recording. By removing sections that you don't want to save. For example, long blank sections or parts that didn't record well.

Audacity is installed on Computers numbered 1,2,3,4 & 6 in the Family Search Center.

Audacity is a free download that can be downloaded to your home computer
if you want to return home and do the editing at home.

Editing in Audacity

1. Insert your USB stick into the computer.
 - a. **Edit in Audacity:** Left click marks the start of where you want to delete or separate. Clicking and drag over an area to be deleted, release the mouse, area is highlighted. Right click opens a new window with edit options: Cut, Copy, Paste, Split Clip, Join Clips, etc.
 - i. To cut out a section you need to highlight it then click **Cut** and that section is deleted.
 - ii. To split into sections, left click where you want the split/separate. Right click, **Split Clip** there will now be 2 sections. To **Join Clips**, left click hold-highlight both, Right click **Join Clips**.
 - b. **To Save to USB stick:**
 - i. **Insert the USB stick** into the computer.
 - ii. Click **File** (top left corner of the Audacity Tool Bar)
 1. Click **Export Audio** (a new screen will appear – How would you like to export?)
 - a. On your computer→ Click the box in the lower right side “**Export to Computer**”
 - b. **File Name:** type in the name of the file
 - c. **Folder:** in the left side tool bar scan down to find your USB stick
 - d. **Format:** **MP3** or WAV Files (MP3 recommended)
 - e. **Export Range:** click • **Entire Project**
 - f. **Export:** Box in the lower right side of the displayed screen

If the settings have been changed.

1. Click the **Menu** button (bottom left). Check step 2 bullet points are set using the up, down arrows.

Using the arrows: Right side arrows go up and down ↑↓

Left side arrows go side to side ← →

2. Click the down arrow on ClearClick to check these 4 bulleted points, they should read as:


- **Video Source:** AV>
- **Record Audio or Video:** Audio Only>
- **Audio Type:** WAV>
- **Default Storage Device:** USB>

If any of the 4 bullet items on the left read differently, you will need to correct them. To correct a bullet item, press the OK button on the right side. A new screen will appear with two options (the blue highlight is the setting it is in). Using the arrows click to the correct setting. Then Click the OK button to return to the menu.

3. Press **Menu** to return to the main Screen it should say:

Recording Audio Only (change this setting in Device Menu)

These Items should be off with a: ☐
(an empty box with no check mark)

- Time watermark
- Signal loss Detection
- Auto Stop Recording (Off>)
-  Auto Hide Play OSD

Do Not Touch or Change these... (Leave them alone!)

- Language English>
- System Date/Time Setting
- Video Size (640 X 480)
- Schedule Recording: Off >
- Restore Factory Setting
- Formatting
- Firmware Upgrade
- Firmware Version