



Working with tapes in the Multimedia Language Lab

The cassette deck is located on the left hand side of the master/teacher station in the topmost drawer.

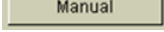

- 1) To open the cassette deck, **press the blue stop button.**
- 2) **Change the program source** in the Sanako Lab 300 interface to **Cassette 1**



To play the cassette to the **entire class** through the **class speaker**:

- Click  on the topmost toolbar
- Then **press the green play button** .

To play the cassette through the **students' headsets**:

- Click Manual .
- Followed by the green play button .

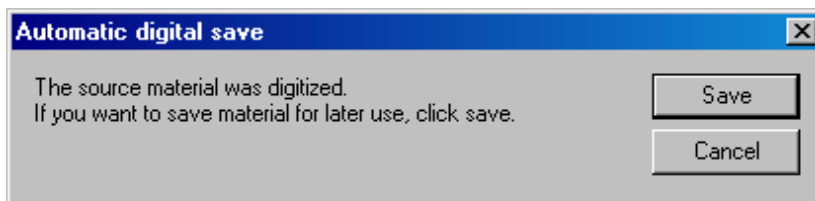
To transfer the material to the students Media Assistants, so that they can control playback:

- Again, ensure the **Program Source** is set to **Cassette 1**.
- Then **click Transfer** .

The materials will be transferred at 4 times their normal speed to the workstations of each student.

- To end the transfer, **click Transfer** once again.

At this point, you will be given the option to save the material in .mp3 format. This is sometimes advisable, especially if you use the material more than once during the year, as it will save you time the next time you want to use the materials.



If you wish to save the materials for future use, click the Save button (pictured above), then select the M:\ drive, followed by Audio, your class language, e.g. French, and the class for which you intend to use the materials, e.g. 2nd Year, ... and then **click Open**.

