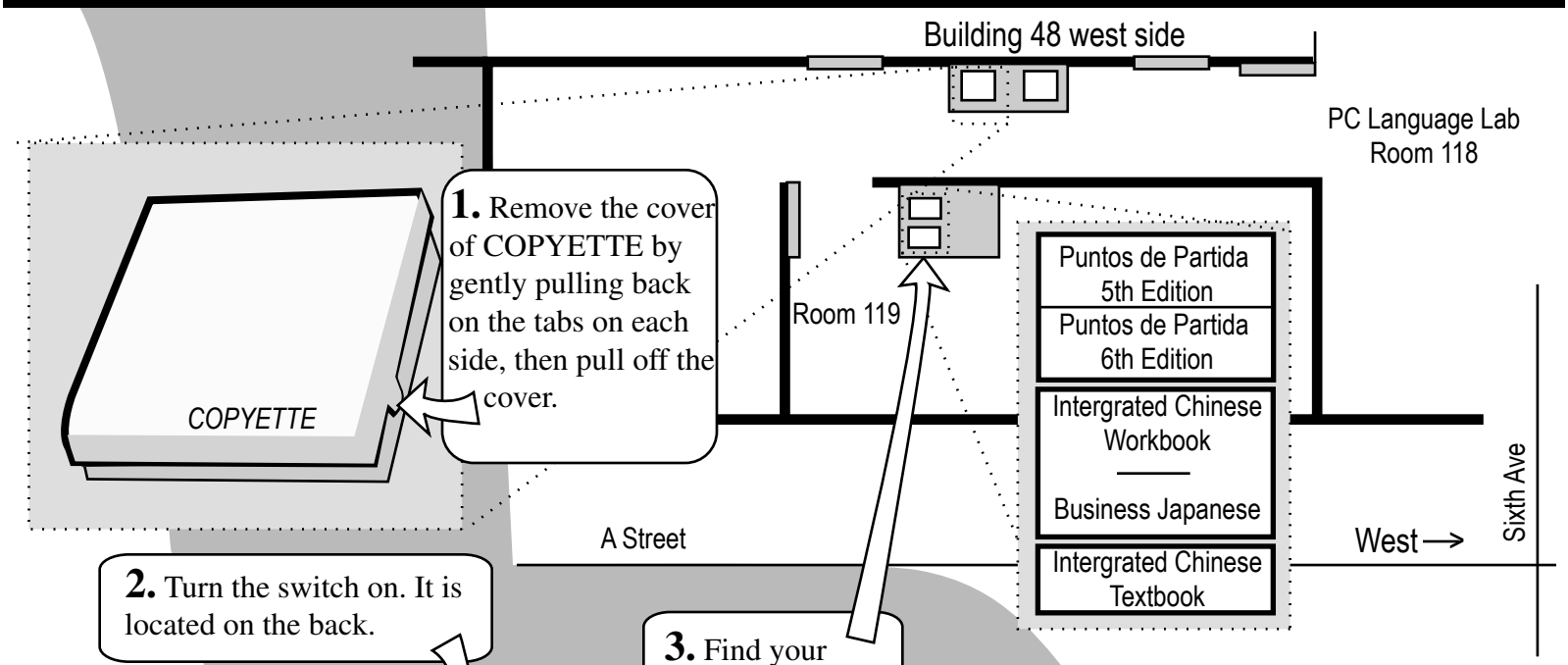
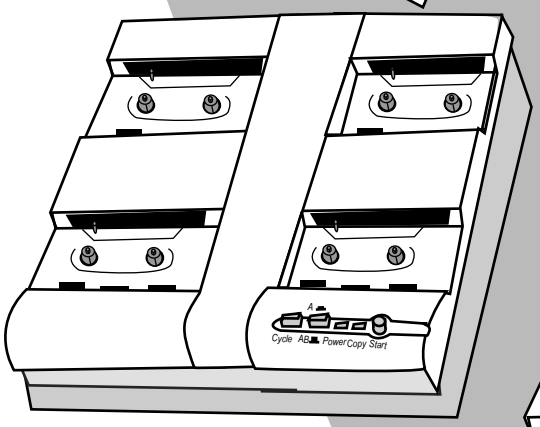
How to Copy a tape



1. Remove the cover of COPYETTE by gently pulling back on the tabs on each side, then pull off the cover.

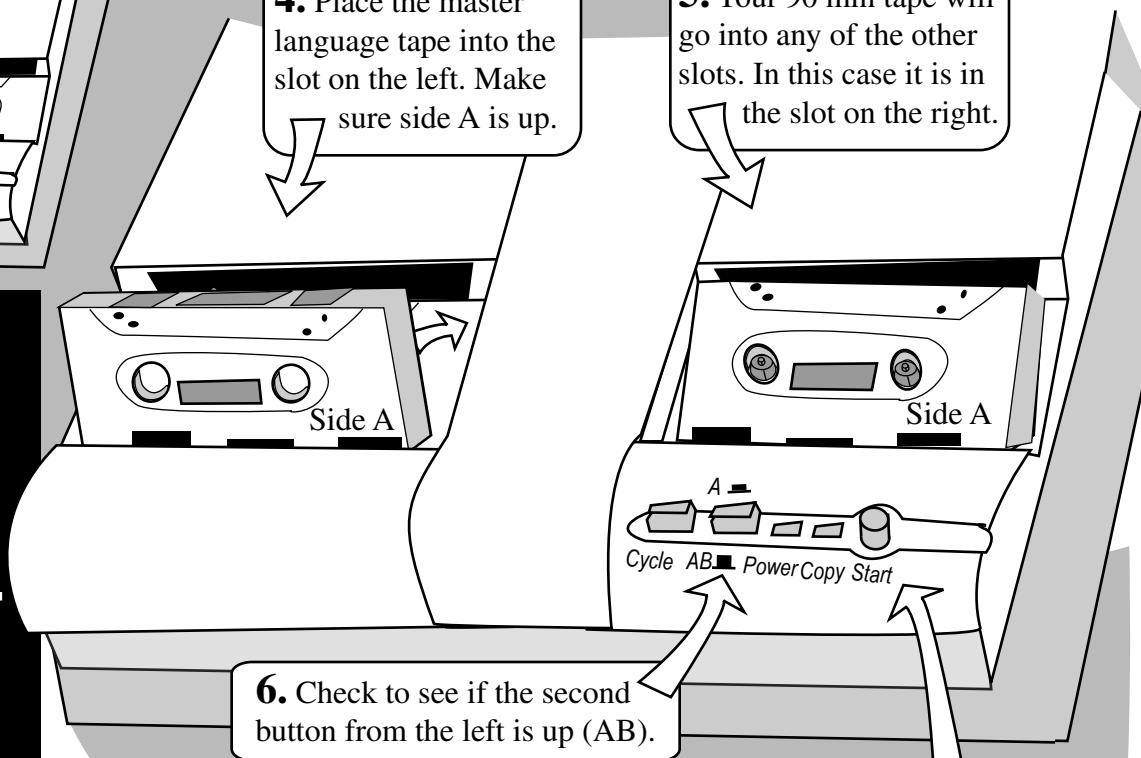
2. Turn the switch on. It is located on the back.



3. Find your language tape in room 119.

4. Place the master language tape into the slot on the left. Make sure side A is up.

5. Your 90 min tape will go into any of the other slots. In this case it is in the slot on the right.



6. Check to see if the second button from the left is up (AB).

7. Press the Start button.
Wait till the machine stops on its own. It will automatically tape both sides and rewind the tape for you. When it stops, take out both tapes, turn the power switch off, and place the cover back on the COPYETTE. Put the master copy back where you found it.

You need to bring:
A blank
90 minute tape.

Institute for World Languages & Cultures