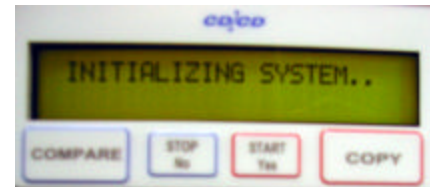


Using the CD Duplicator in the Hub

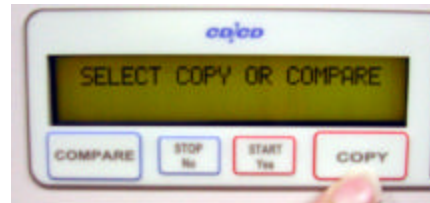
Before attempting to use the CD Duplicator, please consult with a member of the DL or IMS staff! It is a very delicate piece of equipment!

1. To begin, turn on the CD Duplicator using the Power Switch on the back on the machine. The duplicator will warm up for a few minutes and will display the message **"Initializing System"**.



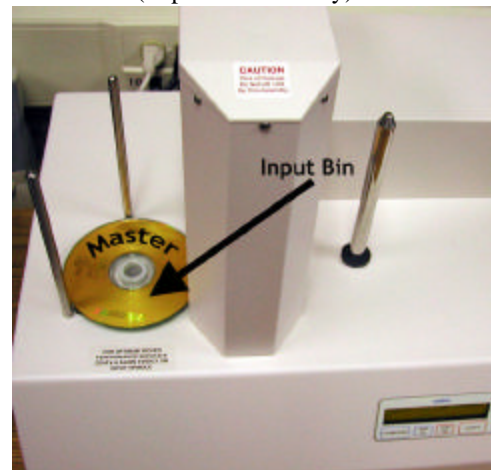
(the duplicator warming up)

Once complete and ready, it will display **"Select Copy or Compare."**

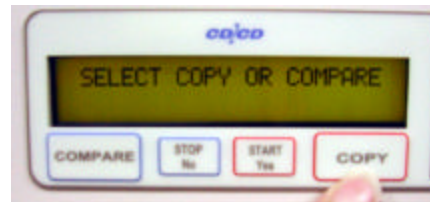


(duplicator is ready)

2. To make copies of a CD, we first need to copy the data from your original CD to the machine's hard drive. In order to do so, first place your master CD label-side-up in the input bin.



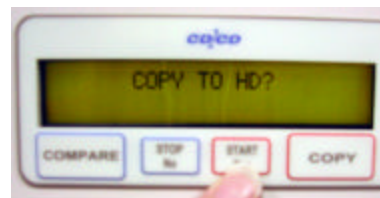
3. Next, press the "Copy" key on the keypad.



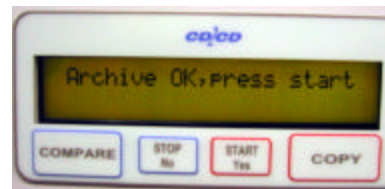
4. Then, when the screen displays **"From HD?"** press the "Stop/No" key.



5. The screen will now read “Copy to HD?” Press the “Start/Yes” key.

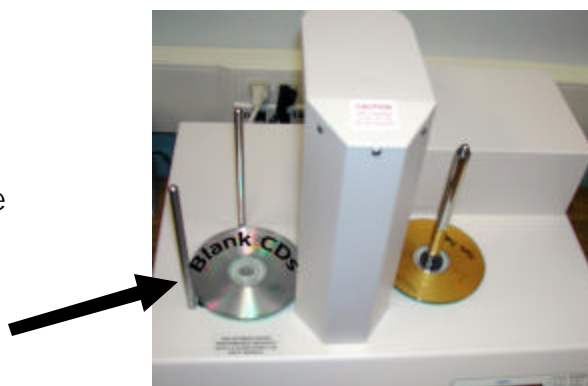


6. The screen will now read “Loading Master”. When the duplicator is finished copying the CD, it will display “Archive OK, Press Start”. Press the “Start/Yes” key to return to the main menu.

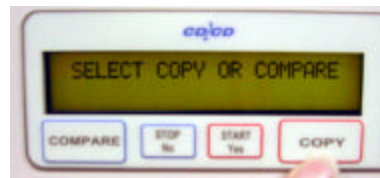


After you have copied your master CD to the machine's hard drive, you are now ready to make duplicates of your CD.

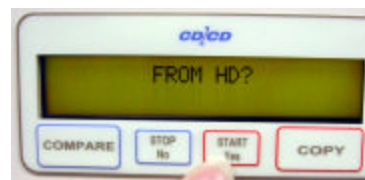
7. Place up to 100 blank CD-R's in the input bin, label side up.



8. Press the “Copy” key on the keypad.



9. The screen will read “From HD?”. Press the “Start/Yes” key.



10. The screen will then display “Enter Quantity”. Enter the quantity of disks you would like created (up to 100). The press the “Start/Yes” key.



11. Progress will be displayed on the screen; when finished the screen will display “Copy OK, Press Start”. Press the “Start/Yes” key and you will be returned to the main menu. You may now remove your copied CDs from the Out Spindle.

