

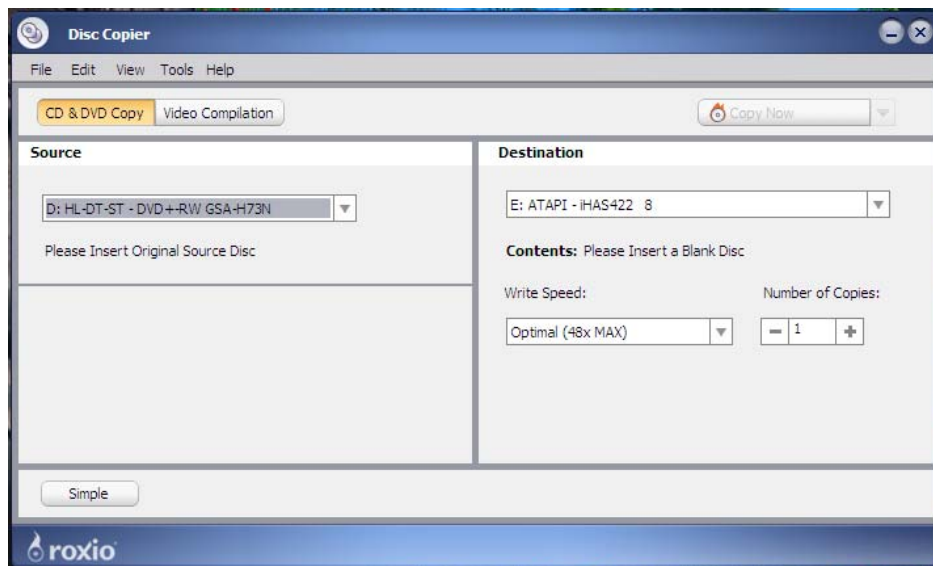
ALERATEC: DUPLICATING CD/DVDS

Editing Suite 2 allows for a member of the CNU Community to duplicate up to 8 discs at one time. The duplication machine is restricted to non-commercial material or material that has the copyright owner's obtained permission. Anyone found violating copyright laws will be reported to the Student Honor Council.

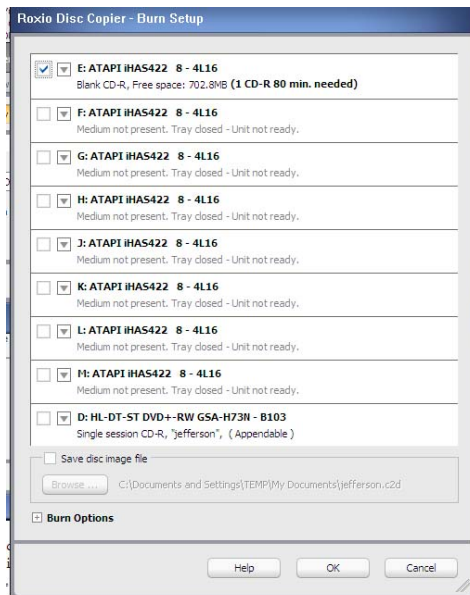
To duplicate CD/ DVDs, click Disc Copier from the Start Menu. The Roxio Disc Copier Copyright notification will pop-up. Click OK if you have permission from the Copyright owner. If you do not, please do not proceed without being advised from the Multimedia Librarian



In the Disc Copier window, ensure that the correct Source Drive is selected. In the case of the Editing Station #2 machine, the D: drive should be selected.



To copy to only one drive, place a writable medium into the top-fourth disc drive from the Aleratec disc copier machine and click **Copy Now**. However, if you want to create multiple discs, click the down arrow next to Copy Now and select **Advanced**. **The Burn Setup window will display**. Select any of the desired drives (up to M:) and place a writeable medium into the selected drives. Click **OK** to begin the burn.



After clicking OK, the Progress Information window will display and show the estimated time remaining to complete the burn. Once the progress information has Completed, click the Close button and remove the burned medium.

