



# Tape Conversion Drop-Off Instructions

**Welcome to the CCS Tape Conversion Drop-Off Point! Follow these simple steps to ensure your tapes are safely and efficiently converted to your desired digital format.**

## **1. Prepare Your Media**

- Ensure your tapes are labeled. If they aren't, use a marker to write any identifying information on the tape or its case.
- Place tapes into the provided protective bag.

## **2. Fill Out the Form**

- Grab a 'CCS Tape Conversion Drop-Off Form.'
- Fill in all the required details. The more information you provide, the better we can serve you!
- If you have any special instructions or requests, make sure to mention them in the form.

## **3. Pack & Seal**

- Place the completed form inside the bag with your tapes.
- Seal the bag securely.

## **4. Drop & Go**

- Place the sealed bag into the drop-off container.
- Ensure the container lid closes properly after your drop-off.

## **5. What's Next?**

- CCS will collect the tapes regularly from this location.
- You'll receive a notification (via email or phone) once your media conversion is complete.
- Follow the return method you selected on the form for receiving your digital media.

## **6. Safety & Security**

- Rest assured, your media is in safe hands. CCS takes utmost care in handling and converting your cherished memories.
- The drop-off container is monitored for added security.

## **Questions or Concerns?**

Contact CCS at **1-860-970-6612** or email us at ***Josh@CentralCTScanning.com***

Thank you for choosing CCS for your media conversion needs!

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