

NARA Quality Assurance and Quality Control Project

Maintenance and Calibration Schedules

Maintenance

This section outlines the maintenance of the Audio Video Labs' audio and video equipment. Please see the bullets below for maintenance by equipment type:

Audio Decks

- Oxide particles from the magnetic tape tend to collect on components in the tape path. These accumulations can degrade the performance of the tape deck. The heads and all other components in the tape path should be cleaned prior to placing any ¼" tape on the decks. The heads on cassette decks may be cleaned in a similar manner.
- Clean the heads and rollers thoroughly with cotton-tipped applicator dampened with isopropyl alcohol. Clean all tape-guiding components, supply tension arm, tape timer wheel, capstan, and tension arm rollers. This should be done before every playback. ***Note:** do not use alcohol on rubber rollers for this will only cause them to dry out more quickly*
- Every so often, make sure to check the rubber rollers and ensure they are not drying out. If this is the case, use rubber rejuvenator (this should be use sparingly and only if needed)
- We currently are not on a schedule of regularly demagnetizing our tape decks, but it is recommended by Ampex this be done after eight hours of operation for the ATR-100 series.
- If there are specific questions regarding maintenance of a specific deck, please see user manual for that specific audio deck for further instruction.

Video Decks

- Oxide particles from the magnetic tape tend to collect on components in the tape path. These accumulations can degrade the performance of the tape deck. The heads and all other components in the tape path should be cleaned prior to loading videotapes in decks.
- Clean the head drum and rollers thoroughly with cotton-tipped applicator dampened with isopropyl alcohol. This should be done before every playback.
- If there are specific questions regarding maintenance of a specific deck, please see user manual for that specific VTR for further instruction.

Calibration

This section outlines the calibration of the Audio Video Labs' audio and video equipment. Please see the bullets below for maintenance by equipment type:

Audio Decks

- Currently, calibration is only done when decks are sent to vendors for maintenance work
- Future calibration tasks:
 - Mike Spitz from ATR Servies will be training the A/V Lab staff within the next year
 - Learn how to use calibration discs for turntable

Video Decks

- Currently, calibration is only done when decks are sent to vendors for maintenance work
- Future calibration tasks:
 - Calibrate waveform and vectorscopes
 - Calibrate CRT monitors