USING THE EXTERNAL HARD DISK DRIVE

PLUGGING IN THE DRIVE:

1) Plug the power cord first into the wall socket.
2) Plug the other end of the power cord into the Hard drive's circular port on the back, making sure the pins line up (the notch in the plug should be on top).
3) Connect the firewire cord into the back or front of the computer in the firewire port. If you have any questions about which one is a firewire port, ask the Lab Assistant.
4) Plug the other side of the firewire cord into one of the two firewire ports on the back of the hard drive.

USING THE HARD DRIVE:

1) When plugged in correctly, there will be a icon on the desktop of your computer.
2) Create a folder with your full name on the external hard drive, this is the only folder you should use.
3) Remember the name of the drive you are using for future reference.

UNPLUGGING THE DRIVE:

<<<<<<<IMPORTANT>>>>>>>   <<<<<<<IMPORTANT>>>>>>>

1) **IF YOU DO NOT DO THIS CORRECTLY, THE DRIVE MAY LOSE YOUR DATA, AS WELL AS OTHER PEOPLE'S. MAKE SURE YOU EJECT THE DRIVE BEFORE YOU UNPLUG IT.**
2) When you are finished using the hard drive, Close all of the documents you saved to the drive, and close the programs used.
3) Drag the icon to the trash, or click the eject icon next to the drive's name in a finder window.
4) When the drive is no longer on the desktop, unplug the firewire cord from the computer, then from the Hard Drive.
5) Unplug the power cord from the wall, then the Hard Drive.

RETURN THE HARD DRIVE TO THE LAB ASSISTANT