

USING THE EXTERNAL HARD DISK DRIVE

*****THESE INSTRUCTIONS ARE FOR "MORBO" HARD DRIVE #2 ONLY!!**

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 port on the back, making sure the pins line up.
- 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.
- 5) Turn on the drive with the switch on the back.

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:

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- 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, Turn OFF the drive, then 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