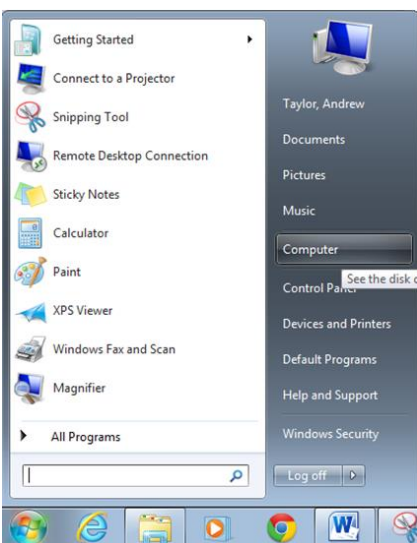


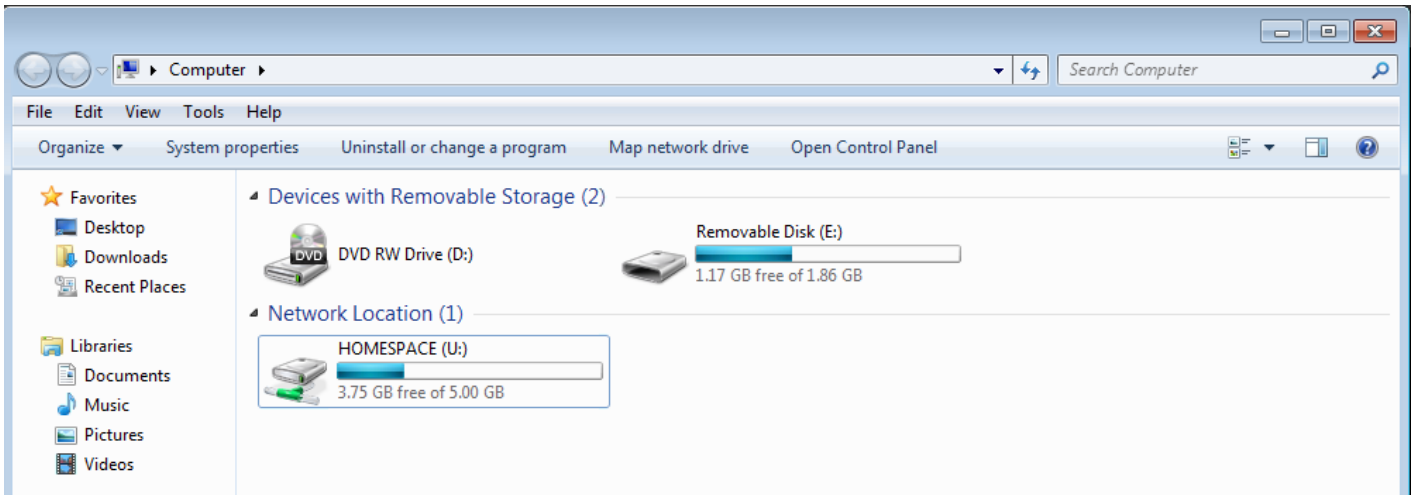
How do I use USB Devices e.g. Memory Sticks, Camera Memory Cards & external hard drives

Insert your memory stick or other device into a USB port on your computer. This may be on the front or rear of your system unit. If it is on the rear ... use an extension lead (usually supplied with your memory stick).



The PC may take a few moments to recognise the device for the first time. When it is recognised, then you should be able to view this in Computer.

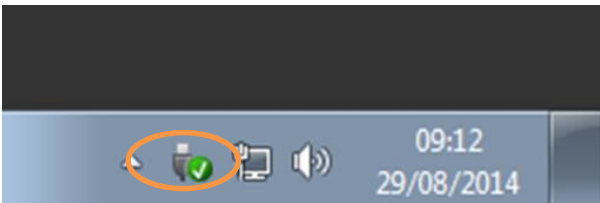




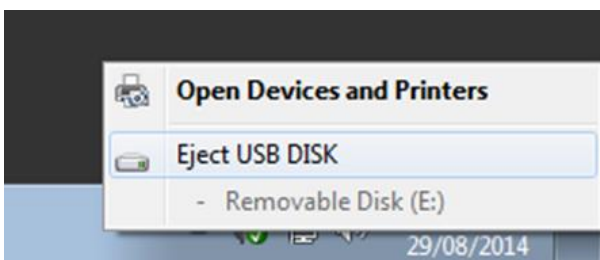
When you wish to remove the device, it is stated that if you are using Windows then you can simply unplug it. **THIS IS NOT RECOMMENDED** as the PC may not have completed the transfer of files and you could lose your work.

To remove USB devices:

Move your mouse pointer over the icon at the bottom right of your screen and right click.



You should see "Eject USB DISK"



Click on the "Eject USB DISK" message and you should see



IF YOU DO NOT SEE THIS MESSAGE after a short while, it will display a different message.



This means that it is **NOT SAFE** to remove your device ... so don't remove it.

It may be necessary to log off, shut down and restart in order for the system to permit you remove your memory stick. This only happens on rare occasions, but if the PC advises that it is not safe then do not ignore the warning.