

Using the USB Flash Drive



With your computer on and ready to use, insert the USB (universal serial bus) Flash Drive into one of the two USB ports on the laptop (either on the left side of the laptop or on the back of the laptop).

Note: There is only one way to insert the Flash Drive. Do not force the Flash Drive into the port; turn the Flash Drive over and insert it into the port.

The view below shows how to insert a Flash Drive into a laptop. Look for the USB port(s) in the back or front of a desktop computer to insert a Flash Drive.



The first time you use the Flash USB Drive you will get a message saying that new hardware is found and installed

If the USB Drive window does not open automatically, double click on the My Computer icon on the desktop to access data on the Flash Drive which is pictured below as the "Removable Disk E:".

Please note: the Drive letter may change depending on other peripherals installed.



Before removing the Flash Drive close the file you have saved to the flash Drive and close the Flash Drive window.

To remove the Flash Drive from the USB port, click the Flash Drive icon in the system tray (at the far right of the Windows taskbar), the following message will appear:



Remove the Flash Drive from the USB port.