



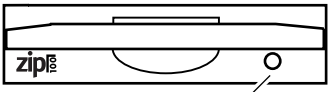
User's Guide

- *Operating Your Zip® Drive*
- *Zip® Tips*
- *Iomega® Software*
- *Using Zip® Disks*
- *Special Information for Windows NT® and Windows® 95/98*

Operating Your Zip® Drive

Use only genuine Zip 100MB* disks with your Zip drive. To access the Zip drive, insert a disk and select the Zip disk icon or drive letter on your computer. Store and copy files to and from the Zip drive using the same methods you use for other drives on your system.

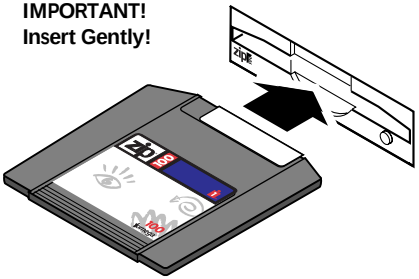
*100MB capacity where 1MB = 1 million bytes. The capacity reported by your operating system may vary.

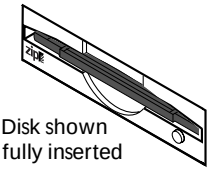


Disk Eject Button / Green Busy Light
(Flashes when drive is transferring data
or when a disk is inserted or ejected)

Inserting Zip® Disks

IMPORTANT!
Insert Gently!





Disk shown
fully inserted

Always turn on power to the computer before inserting a Zip disk. When you insert a Zip disk, the drive busy light will flash momentarily and go out. (If the light continues to blink slowly, push the disk eject button to eject the Zip disk, then reinsert it.)

CAUTION *Never put anything into your Zip drive except Zip disks with this symbol: Using disks that do not have this symbol may cause damage to your drive or loss of data.* ■

Removing and Storing Zip® Disks

- To eject the disk on Windows 95/98 systems, push the disk eject button or use the Iomega software eject command.
- To eject the disk on Windows NT systems, use the Iomega software eject command.

When you remove the Zip disk from the drive, store it in the protective case. It is not necessary to remove the Zip disk from the drive when you shut down your computer; however, if you desire to remove the Zip disk, do so before turning off power to your computer. Store all your Zip disks in the protective case when not in use.

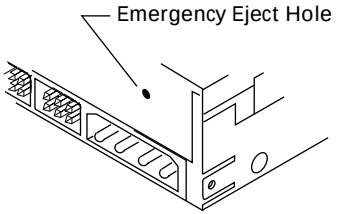
Drive Sleep

The Zip drive has an automatic sleep mode designed to reduce power consumption and prolong the life of Zip disks. Sleep mode automatically spins down a disk after 15 minutes of inactivity, and the disk automatically spins up again when accessed. You can change the sleep mode time using your Iomega Tools software.

Disk Eject in Case of Power Loss

The computer must be powered on for normal disk ejection from the Zip drive. If you must remove a Zip disk from the drive during a power failure, access the rear of the Zip drive and push a straightened paper clip into the emergency eject hole which is located just above the power connector (see illustration below).

CAUTION *Disconnect power from the computer before using the emergency disk eject hole. Do not try to forcibly remove a Zip disk from the drive. If the disk does not eject immediately, repeat the emergency disk eject procedure as described above.* ■



Zip® Tips

Here are a few tips you'll want to keep in mind to care for your Zip drive and disks!

- Always turn on power to your computer before inserting a Zip disk into the Zip drive.

  CAUTION *If a Zip disk is inserted while the computer is without power, and the computer is then turned on, it could damage the drive.* ■

- Never force a Zip disk into or out of the drive.
- Never use ordinary 3.5" floppy diskettes or floppy head-cleaning disks in your Zip drive. They will cause severe damage to the drive.

  CAUTION *Never put anything into your Zip drive except Zip disks with this symbol: Using disks that do not have this symbol may cause damage to your drive or loss of data.* ■



- It is a good idea to return the Zip disk to its case when not in use.
- Avoid exposing Zip disks to direct sunlight, high temperature, moisture, and magnetic fields (such as from monitors and some speakers).

Iomega® Software

The Iomega software package* includes tools and programs designed to help you take advantage of all the features of your Zip® drive. You can use Iomega software to format, copy, and protect your Zip disks, back up your hard drive, set options for your Zip drive, and more. The Iomega software package includes:



1-Step Backup/Restore

1-Step Backup easily backs up data files from your hard drive to Zip disks. (1-Step Backup does not back up all of your operating system files or files that are in use.) When you need to restore a backup, double click the 1-Step Restore icon. For information on using 1-Step Backup/Restore, see **IomegaWare™ Quick Help** in the IomegaWare folder or click the Help button that is available when the program is running. 1-Step Backup/Restore is available for Windows 95/98 and Windows NT.



Recordit™ Software

Recordit software allows you to record audio tracks from a compact disc to a Zip disk and take those recordings anywhere you take your Zip drive. The *Audio Mic In* feature allows you to record from a microphone, making it easy and convenient to record meetings or to dictate a memo. Recordit software is available for Windows 95/98.

■ ***IMPORTANT!*** *Recordit software is intended for non-infringing use only. Digital recording of music must be done within the bounds of the personal use statute of international copyright law.* ■



Copy Machine

Copy Machine allows you to make a copy of a Zip disk using a single Zip drive. On Windows PCs, Copy Machine can also be used to copy files from one drive on your system to another (for example from the hard drive to your Zip drive). Note that Copy Machine cannot copy files that are in use. Copy Machine is available for Windows 95/98, Windows NT, and Windows 3.1.



Findit

Findit allows you to easily catalog, browse, and find files on all of your Zip disks and other removable disks. Findit is available for Windows 95/98, Windows NT, and Windows 3.1.

*Components of the Iomega software package installed on your system will vary depending on your operating system and language configuration.



Iomega Tools

Iomega Tools is a collection of disk and drive management utilities, including format, disk protection, drive startup options, and more. Under Windows 95/98 and Windows NT, the Tools are available directly from the drive shortcut menus (just right mouse click any Zip® drive icon, then choose the tool you want to use). Iomega Tools are available for Windows 95/98, Windows NT, and Windows 3.1.



Drive Shortcuts

Create Drive Shortcuts puts a Zip® drive icon directly on your Desktop and in the "Windows\SendTo" and "My Documents" folders, making it easier to use your Zip drive. You can use these icons much like you would the Zip drive icon that is available in *My Computer* – double click the icon to open a window for your Zip disk or right mouse click the icon to access Iomega Tools. *Create Drive Shortcuts* runs automatically during setup to provide easy access to your Zip drive. If you want to remove the icons, see the instructions in **IomegaWare Quick Help** in the IomegaWare folder (deleting the drive icons will not permanently remove them). Drive shortcuts are available for Windows 95/98 and Windows NT.

For information on how to use Iomega software:

After the software is installed, you can find information on using Iomega software by checking the help files for your system as described below:

Users with Windows 95/98

Open **IomegaWare Quick Help** located in the IomegaWare folder on your Start Programs menu. For additional help on any of the Iomega application programs, just open the application and click the Help button.

Users with Windows NT 4.0

Double click on the **Iomega Tools Help** icon located in the Iomega Tools folder on your Desktop or Start Programs menu.

Users with Windows 3.1 or Windows for Workgroups

Double click on the **Tools Help** icon that is located in your Iomega Tools program group.

Installing or Reinstalling Iomega® Software

If you need to install the Iomega software, follow the instructions below. Note that you should reinstall your Tools software whenever you reinstall your computer's operating system.

1. Start your computer and wait for Windows to load.

2. Insert the IomegaWare™ CD into the computer's CD-ROM drive.

3. The Iomega setup program should start automatically. If it does not, follow these steps:

   a. Open My Computer, Windows Explorer, or File Manager.

   b. Double click the CD drive letter (usually D: or E:).

   c. Double click **Setup.exe**.

4. Follow the screen instructions to install the software.

5. Reboot your computer when the software installation is complete.

■ ***IMPORTANT!*** *If your computer is running Windows NT, you must have administrator privileges for your local computer in order to install the Iomega software. If you reinstall Windows NT, you must also reinstall the Iomega software. If you do not reinstall the Iomega software, disks will not format correctly in your Zip® drive.* ■

Using Zip® Disks

Use only genuine Zip 100MB* disks with your Zip drive. This section describes just some of the things you can do with Zip disks. The help files contained in your Iomega software package include additional information on using Zip disks.

*100MB capacity where 1MB = 1 million bytes. The capacity reported by your operating system may vary.

Backing Up with Zip® Disks

It's important to always keep current backups of your valuable data – whether the primary data is stored on your hard drive or Zip disks! And you can use Zip disks to back up both. The easiest way to back up your hard drive to Zip disks is to use the backup program included in your Iomega software package (1-Step Backup/Restore for Windows 95/98 and Windows NT). If you want to back up important selected files and have them immediately available without having to run a restore procedure, you can use your system's standard procedures to copy files from your hard drive to your Zip drive (for example, drag-and-drop files or folders using *My Computer* in Windows 95/98). For information on how to back up one Zip disk to another, see the next section.

■ ***NOTE:*** *The 1-Step Backup program is designed to back up data files and will not back up all of the operating system files on your hard drive or any files that are in use.* ■

Copying Zip® Disks

To make a copy of a Zip disk, use Copy Machine – it can duplicate a Zip disk using a single Zip drive. To copy a disk with Copy Machine, double click the Copy Machine icon in your IomegaWare or Iomega Tools folder, insert the disk you want to copy, and follow the screen instructions. If you need information on how to set Copy Machine options, click the Help button that is available within Copy Machine.

■ ***NOTE:*** *Copy Machine cannot copy any files that are open or in use at the time the copy is made.* ■

■ ***IMPORTANT!*** *When copying Zip disks, do NOT use the Microsoft CopyDisk utility that is available when you right mouse click on the Zip drive icon under Windows 95/98 or Windows NT, or the DOS program DISKCOPY.EXE. These two utilities only work correctly with floppy drives.* ■

Installing Applications to Zip® Disks

Some applications and games will only install to, or run from, a fixed disk (such as a hard drive). In order to install these programs to a Zip disk, use the Make Nonremovable tool in your Iomega software package to make the Zip disk appear as a fixed disk to the system. After the software installation is complete, use Make Removable to restore disk removability. Note that you may need to use the Make Nonremovable tool whenever you run the program from your Zip disk.

Formatting Zip® Disks

Zip disks are available preformatted for IBM-compatible PCs. This section includes brief instructions for formatting Zip disks under Windows 95/98 or Windows NT. If you are using Windows 3.1, refer to the Iomega Tools help file for instructions. (See page 7 for information on accessing the help file for your system.)

CAUTION *Formatting a disk erases all data on the disk. Do not format any disk that contains information you want to keep!* ■

Formatting Zip® Disks under Windows 95/98 or NT

1. Insert the disk you want to format into your Zip drive.
2. Right mouse click on the Zip drive icon on your Windows Desktop. (If you have removed the drive shortcut icons from your Desktop, open *My Computer* and right mouse click on the Zip drive icon.)
3. Select Format from the drive shortcut menu.
4. Choose the format type:
   - Use Short Format if you want to quickly erase all data on a disk so you can reuse it.
   - Use Long Format with Surface Verify if you want to change the format type (from Mac to PC), if you are formatting a disk where you have forgotten the password, or if you need to repair a disk that has developed read/write errors due to bad sectors.
5. Click Start to start formatting the Zip disk.

Read/Write Protecting Zip® Disks

Iomega software includes a special read/write protect feature that allows you to:

- Write Protect a disk through software instead of with a mechanical write protect switch.
- Write Protect a disk and assign a password that must be used to remove the write protect.
- Read Protect a disk so that it cannot be read from, or written to, unless the user enters the password you assign.

Setting Disk Protection under Windows 95/98 or Windows NT

1. Insert the disk you want to protect into your Zip drive.
2. Right mouse click on the Zip drive icon on your Windows Desktop. (If you have removed the drive shortcut icons from your Desktop, open *My Computer* and right mouse click on the Zip drive icon.)
3. Select Protect from the drive shortcut menu.
4. Choose the protection option you want to use. Click the Help button if you need information on any of the options.

■ ***NOTE:*** *Although Zip disk protection options are set and removed using Iomega software, the actual protection mechanism is secured in the drive hardware. This means the disk protection cannot be by-passed using other software programs.* ■

Instructions for Users with Windows 3.1

The Tools help file in your Iomega Tools program group contains information on formatting disks, setting disk protection options, copying disks, and setting drive and disk startup options. To find easy "how to" instructions, just open the Iomega Tools program group and double click on the **Tools Help** icon.

Special Information for Windows NT Users

Microsoft Disk Copy Utilities

When copying disks in the Zip® drive, do not use Microsoft DISKCOPY.EXE or the CopyDisk utility that is available when you right mouse click on the Zip drive icon. These utilities only work correctly with floppy drives.

Copy Machine

When using Copy Machine, the estimated amount of data to be copied is only a rough estimate. Depending on the size of the swap file available and the number of programs in use that Copy Machine cannot access, this estimate can differ significantly from the exact amount of data actually copied.

Additional Drivers on the Iomega Tools CD

The IomegaWare™ CD contains several drivers to support Iomega SCSI and parallel port adapters. You do not need to install these drivers on your system.

Office 95 – Find Fast Indexer

The Office 95 Find Fast Indexer does not recognize that the Zip ATAPI drive is removable under Windows NT. As a result, an error window will appear stating that the ATAPI drive is not ready. You can choose the Ignore option in the error window to skip the Zip drive and continue using Find Fast Indexer with other drives on your system. In order for Find Fast Indexer to work with the Zip drive, a disk must be present in the Zip drive when the system boots.

Zip® ATAPI Disk Eject

If a disk does not eject from the Zip ATAPI drive, close any windows listing the disk contents (such as *My Computer* or *Windows Explorer*).

If the disk still does not eject immediately, it may be due to the way Windows NT handles disk caching. Eventually, NT will allow the disk to eject.

Special Information for Windows 95/98 Users

Microsoft Disk Copy Utilities

When copying disks in the Zip® drive, do not use Microsoft DISKCOPY.EXE or the CopyDisk utility that is available when you right mouse click on the Zip drive icon. These utilities only work correctly with floppy drives.

Copy Machine

When using Copy Machine, the estimated amount of data to be copied is only a rough estimate. Depending on the size of the swap file available and the number of programs in use that Copy Machine cannot access, this estimate can differ significantly from the exact amount of data actually copied.

Installing Applications to the Zip® Drive

Certain applications and games will install only to a fixed disk. In order to install these programs to the Zip drive, first right mouse click on the Zip drive icon in either *My Computer* or *Windows Explorer* and select "Make Nonremovable." This enables the software to install by making the Zip drive appear as a hard drive to the system. After the software installation is complete, again right mouse click on the Zip drive icon and select "Make Removable" to restore disk removability.

Changing Drive Letters under Windows 95/98

If your computer is running Windows 95/98, you can change drive letters as desired for any of your removable drives (including your Zip drive and CD-ROM drive) by running the Guest program (guest9x.exe). Use the instructions below:



a. Open the IomegaWare folder on your Desktop.

b. Double click the Guest icon.

c. Guest will display the current drive letter assignments on your system.

d. To change the drive letter for any removable drive, click the drop-down arrow next to the current drive letter and select the drive letter you want to use.

Installing Third Party Software

Some software install programs must have a disk present in every drive connected to the system (including the Zip® ATAPI drive) in order to run properly. If a disk is not inserted in the Zip ATAPI drive during such an installation, you will see a "System Error" blue screen reading the Zip drive letter. Simply insert a disk in the Zip drive to continue the installation.

Windows 95/98 DOS Mode

■ ***NOTE:*** *This section describes how to switch in and out of the MS-DOS mode which is a start option for Windows 95/98. It does not apply to the DOS box (or window) that opens when you double click the MS-DOS Prompt icon within Windows 95/98. Use of the DOS box with the Zip drive works the same as it does with any other drive under Windows 95/98.* ■

In order for the Zip drive to operate properly in Windows 95/98 DOS mode, you must perform a clean reboot when switching to or from DOS mode. Do not use the option from the Windows 95/98 Shut Down menu that reads: "Restart the computer in MS-DOS mode." This option does not fully support the Zip drive.

To switch to DOS mode:

(1) Restart the computer and press F8 as soon as the text line "Starting Windows 95" (or "Starting Windows 98") appears on the screen. (This prompt appears just before the full-color Windows logo screen loads.)

(2) When the menu appears, select "Command Prompt Only."

(3) After the system boots into DOS mode, run **guest.exe*** from the directory containing your Iomega software. If you have used the default directory for a new software installation, the command line is:

c:\progra~1\iomega\tools\guest.exe

This procedure will provide access to any Iomega drives on the system.

To return to the Windows 95/98 graphical interface, again restart the computer.

■ ***IMPORTANT!*** *Do NOT type "WIN" at the DOS prompt after running GUEST.EXE as this will cause drive letter ghosting (duplicate drive letters).* ■

■ ****NOTE:*** *When operating in DOS mode, make sure a Zip disk is inserted into the Notebook Zip drive before running any DOS command (including GUEST.EXE).* ■



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