

LaCie External Drives

Checkout and Setup



Guidelines for Checkout

1. Priority is given to students working on projects for a course.
2. Fill out a LaCie FireWire Drive Agreement at the Media Services desk and use your Dartmouth ID to check out the drive. **The maximum loan period is 7 days.**
3. Drives are in-house use only and cannot leave the Center.
4. If data needs to be saved past the assigned due date, it is your responsibility to retrieve all files **by the due date**. **JMC is not responsible for projects left on drives or desktop hard drives in the Center.**
5. Patrons with overdue drives will be notified by email. After the due date, drives will be erased.
6. Drives are for media project use only: do not use drives to back up your computer. Do not reformat drives (if needed, ask at the front desk for a PC-formatted drive).

Guidelines for Setup

1. Connecting the Power Supply

Make sure the power adapter is connected to the power plug on the drive. Plug the Lacie power cord into one of the outlets on the front of the media station equipment rack.



2. Connecting the Drive

Plug one end of the 9-pin FireWire 800 cable into the FireWire 800 port of the drive and the other end into the moshi USB/FireWire hub at the JMC editing station. Make sure to you insert the FireWire connector with the proper orientation: inserting it incorrectly may damage the drive or computer.

3. Power On the Drive

the power switch on the back of the drive to ON. The drive icon will appear on the desktop.

4. Saving Your Media Project

When you start working on your project, select the LaCie drive as the save location. *Remember to SAVE frequently while you work on your project in case the program crashes. If you have already started a media project, transfer your project files to the drive.*

5. Finishing

- To end your working session, follow these steps: Save your project → Close all program(s) → Eject the drive by dragging it to the trash → Disconnect the FireWire cable from the moshi USB/FireWire hub → Turn off/unplug the drive.
 - * If you turn off or unplug your drive before ejecting it properly, your files may be corrupted
- Make sure FireWire cable(s) and power cable/adaptor are in the container when you return the drive at the Jones Media Services desk.