

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 Drive Agreement at the Media Services desk and use your Dartmouth ID to check out the drive. **The maximum loan period is until the end of term.**
3. 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.**
4. Patrons with overdue drives will be notified by email.
5. Drives are for media project use only: do not use drives to back up your computer. Do not reformat drives.

Guidelines for Setup

1. Connecting the Drive

Plug the standard USB plug into a USB port in your computer. Plug the other end of the chord — the micro-B plug — into the drive.

2. 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.*

3. Finishing

- To end your work session, follow these steps: Save your project → Close the program(s) → Eject the drive by dragging it to the trash or right-clicking on it and selecting “Eject” → Disconnect the USB cable from your computer or the moshi USB/FireWire hub
- *If you unplug your drive before ejecting it properly, your files may be corrupted
- Make sure the USB and FireWire cables are in the case when you return the drive at the Jones Media Services desk.