

## Introduction

The internal Zip drive in your Macintosh accepts Zip disks, each of which can hold 100 megabytes (MB) of information.

With a Zip drive and Zip disks, you can do the following:

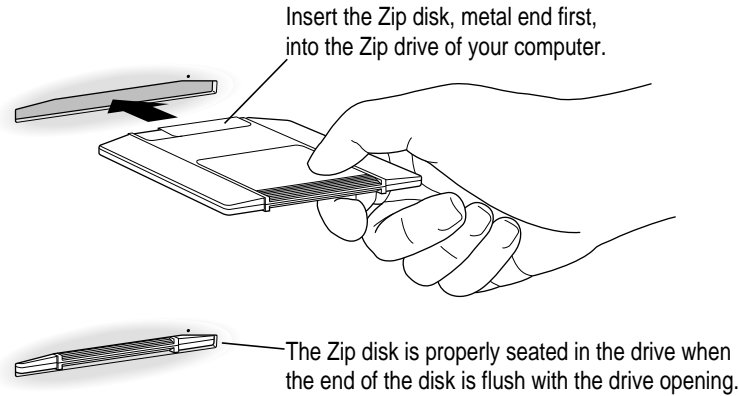
- **Extend your hard disk** Zip disks give you increased storage and easy access to information. They are good for storage-hungry image, sound, and video files that otherwise would take up space on your hard disk.
- **Move information** Zip disks offer complete mobility and can be moved and used anywhere you have another Zip drive.
- **Back up your hard disk** Zip disks provide a convenient way to back up your hard disk and archive important records.
- **Secure sensitive files** To keep sensitive or confidential information safe, you can store it on a Zip disk and use the Tools application to assign a password that must be used in order to read from or write to the disk.

This booklet contains basic information about working with Zip disks in the internal Zip drive. Additional information is also available online in the Iomega Tools folder on your hard disk or on the CD-ROM disc that came with your computer.

## Inserting a Zip disk

Follow these instructions to insert a Zip disk into the Zip drive.

- 1 Turn on your Macintosh.
- 2 Gently insert the disk into the drive.



In a moment, an icon for the Zip disk appears on your screen. You can store and copy files to and from the Zip drive using the same methods you use for other drives on your system.



**WARNING** Never force a Zip disk into or out of the drive, or use either ordinary 3.5-inch disks or floppy head-cleaning disks in your Zip drive. They will damage it.

If the icon for the Zip disk does not appear on your screen, refer to the troubleshooting information in the online manuals and online help located in the Iomega Tools folder on your hard disk or on the CD-ROM disc that came with your computer. (You may need to reinstall the Iomega Driver from the Iomega Tools folder.)

## Ejecting a Zip disk

You eject a Zip disk the same way you eject a floppy disk, as follows:

- 1 On the desktop, click the Zip disk icon to select it.**
- 2 Choose Put Away from the File menu.**

The disk ejects from the drive.

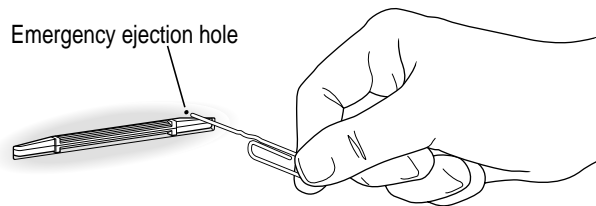
- 3 Store the Zip disk in its protective case.**

*Note:* You can also eject a Zip disk by dragging its icon to the Trash.

### Problems ejecting a Zip disk?

If you cannot eject a Zip disk as described above, try the following:

- If your system appears to be frozen, restart your computer. For instructions, see the troubleshooting information in your user's manual.
- To eject a Zip disk manually during a power failure, insert the end of a large straightened paper clip into the small hole near the disk drive's opening. Push gently until the disk is ejected. Do not use excessive force.



**WARNING** Do not use this manual disk-ejection procedure while the computer is turned on, or you may damage the Zip drive or the data on the Zip disk.

## Using the Tools application

The Tools application is located in the Iomega Tools folder on your hard disk or on the CD-ROM disc that came with your computer. You can use it to erase Zip disks, set read/write protection options for Zip disks, and set other options.



Tools

The read/write protection features in the Tools application let you do the following:

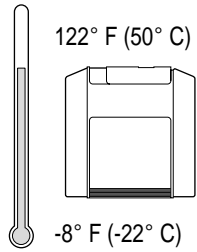
- Write-protect a Zip disk to prevent anyone from overwriting critical data. When a disk is write-protected, no one can write files to the disk.
- Write-protect a Zip disk and assign a password that must be used to remove the write protection.
- Read-protect a Zip disk so that it cannot be read from, or written to, unless the user enters the password you assign. (Use this option when you want to protect sensitive information.)

For complete information about the Tools application, refer to the files for onscreen help and onscreen manuals in the Iomega Tools folder.

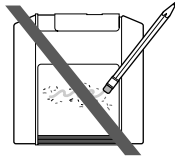
**IMPORTANT** Do not forget your password, particularly for a read-protected disk. If you forget a password for a read-protected disk, the data on the disk cannot be recovered, even by Apple or Iomega.

## Handling Zip disks

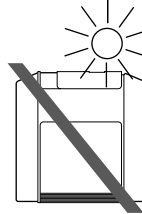
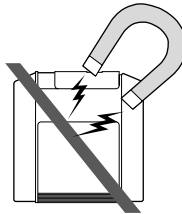
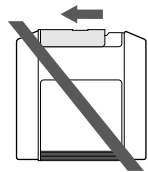
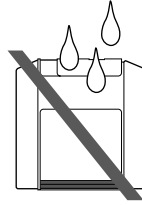
Store disks at temperatures between -8° F and 122° F.



Do not use a pencil or an eraser on a disk or disk label.



Keep disks dry.



Do not touch the exposed part of the disk behind the metal shutter.

Keep disks away from magnets.

Avoid exposing disks to extremely hot temperatures.



Macintosh

# Internal Zip Drive

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*User's Manual*

 Apple Computer, Inc.

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