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Using Your Zip® 250 USB Powered Drive

Use your Zip 250 USB Powered drive just like any other drive on your computer. To access the Zip 250 USB Powered drive, insert a 250MB or 100MB Zip disk, then select the Zip 250 USB Powered drive letter or disk icon on your computer. Store and copy files to and from the Zip 250 USB Powered drive using the same methods you use for other drives on your system. (If you need instructions on how to copy files, see [Backing Up Zip Disks](#) or refer to the help files for your operating system.)

The following topics are discussed in this section:

- [Inserting Zip Disks](#)
- [Ejecting Zip Disks](#)
- [Disk Eject in Case of Power Loss](#)
- [Compatibility with Zip 100 disks](#)
- [Disconnecting Zip 250 USB Powered drives](#)

Inserting Zip Disks



When you insert a Zip disk, the green activity light* on the Zip 250 USB Powered drive will flash momentarily then go out. (If the light continues to blink slowly, push the disk eject button to eject the Zip disk, then reinsert it.)

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Ejecting Zip Disks

Mac OS Systems: Select the Zip disk icon and use **Put Away** from the File menu, or drag the disk icon to the **Trash** icon. The disk eject button will not eject a Zip disk that is mounted on the Mac desktop.

Windows 95/98/Me Systems: Push the disk eject button or use the IomegaWare™ software eject command. This command is available when you right click the Zip drive icon in **My Computer** or **Windows Explorer**.

Windows NT 4.0 and Windows 2000/XP Systems: Use the IomegaWare software eject command. This command is available when you right click the Zip drive icon in **My Computer** or **Windows Explorer**.

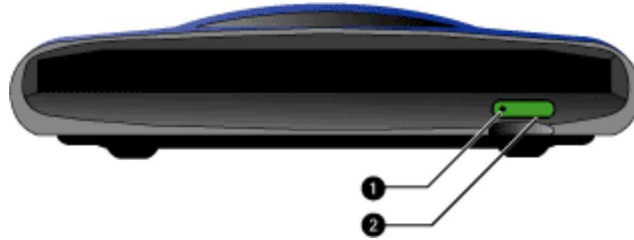
CAUTION! To avoid damage to your Zip 250 USB Powered drive or Zip disk, always remove the disk when it is not in use or before disconnecting or moving your Zip 250 USB Powered drive.

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Disk Eject in Case of Power Loss

The Zip 250 USB Powered drive must be powered on for normal disk insertion and removal. If you need to eject a disk during a power failure, disconnect the USB cable from the Zip 250 USB Powered drive and push a straightened paper clip into the emergency disk eject hole on the front of the drive.

CAUTION! Never use this disk eject procedure while the USB cable is connected to the Zip 250 USB Powered drive. Never force a disk into or out of the Zip 250 USB Powered drive as this could damage the drive.



1. Disk Eject Hole
2. Eject Button/Activity Light

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Compatibility with 100MB Zip Disks

The Zip 250 USB Powered drive features backward compatibility that allows you to read and write 100MB Zip disks. However, because of the higher capacity of the Zip 250 USB Powered drive, performance when writing to a 100MB Zip disk is significantly reduced. This means that a large file that takes 10 seconds to write to a 250MB Zip disk could take about a minute-and-a-half to write to a 100MB Zip disk (using your Zip 250 USB Powered drive to write both disks).

To maximize performance of your Zip 250 USB Powered drive, you should use 250MB Zip disks whenever you want to store new information.

Here are some important things to know about using 250MB and 100MB Zip disks and drives together:

1. If the Zip 250 USB Powered drive appears to hang when you are writing to a 100MB Zip disk, you can verify that the drive is operating correctly by checking that the green activity light is blinking irregularly. (A slow, steady blink may indicate a problem with the drive. If there is a slow, steady blink, try pushing the disk eject button to eject the disk, then reinserting it.)
2. You can use the Short Format option if you need to format a 100MB Zip disk in a Zip 250 USB Powered drive; the Long Format option is not supported for 100MB Zip disks in the Zip 250 USB Powered drive.
3. A 250MB Zip disk cannot be used in a Zip 100 drive; the Zip 100 drive will automatically reject a 250MB disk.
4. If you encounter any problems using 100MB Zip disks in your Zip 250 USB Powered drive, go to the support site at: <http://www.iomega.com/support>.

Windows 98 and Windows 2000 Users:

See [My system appears to hang...](#) in the Troubleshooting section.

Disconnecting Zip 250 USB Powered Drives

The Zip 250 USB Powered drive is powered by the computer through the USB cable. Before you disconnect the USB cable, eject any disks from the Zip 250 USB Powered drive.

Mac, Windows 95, and Windows 98 Users — You can disconnect the Zip 250 USB Powered drive while the computer is on.

Windows NT Users — Always shut down and turn off the computer to disconnect the Zip 250 USB Powered drive

from the computer.

Windows 2000 and Windows Me Users:

1. Right click the **Unplug or eject hardware** icon on the taskbar.



2. Click **Unplug or eject hardware**.
3. Select the Zip 250 USB device and click the **Stop** button.
4. Select the Zip 250 USB device and click **OK**.
5. You can then safely disconnect your Zip 250 USB Powered drive.

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