iomega®

zip™ drive
**atapi** 100

User's Guide

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User's Guide

Operating Your Zip Drive

Use your Zip drive just like any other drive on your system. To access the Zip drive, insert a disk and select the Zip disk icon or drive letter. Store and copy files to and from the Zip drive using the same methods you use for other drives on your system.
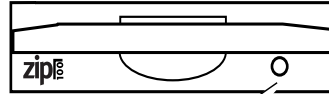
Disk Eject Button / Green Busy Light
(Flashes when drive is transferring data
or when inserting or ejecting a disk)

Inserting and Removing Zip Disks

Insert Gently!

Disk Inserted

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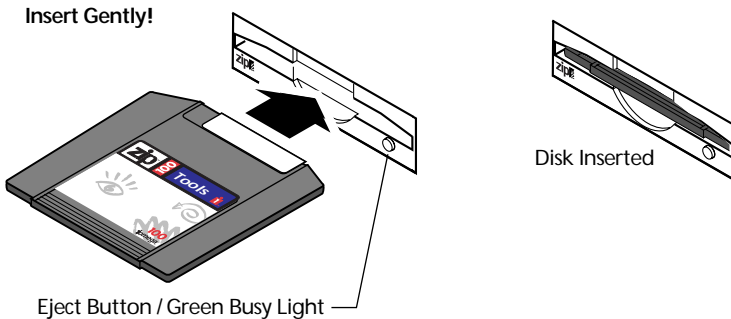
Always turn on power to the computer before inserting a Zip disk. When you insert a Zip disk, the drive busy light will flash momentarily and go out. (If the light continues to blink slowly, push the disk eject button to eject the Zip disk, then reinsert it.)

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.

CAUTION   *Never force a disk into or out of the Zip drive.* M

Handling Zip Disks

Always store Zip disks in their protective cases when they are not inserted in your Zip drive.

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.* M

Emergency Eject Hole
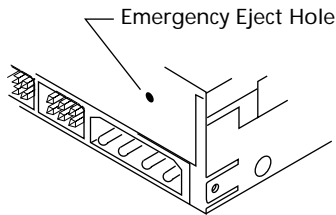
Zip Tips

- **Always turn on power to your computer before inserting a Zip disk.**
- **Never force a Zip disk into or out of the drive.**
- **Never use ordinary 3.5" diskettes or floppy head-cleaning disks in your Zip drive. They will damage your drive.**
- **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.**

WARNING *Do not use ordinary 3.5 inch floppy head cleaning diskettes or data diskettes. They will damage your Zip drive.* M

Iomega Tools Software

Iomega Tools software is a complete package of software tools to help you take advantage of all the features of your Zip drive. If your computer has Windows NT, Windows 95, Windows 3.1, Windows for Workgroups, or DOS, you will find the necessary Tools package for your system already set up on your computer. For complete information on using Tools, check the help file for your system as listed below.

Windows NT 4.0 Users

Open **ToolsNT Help** from the Iomega Tools folder on your Start Programs menu.

Windows 95 Users

Open **Iomega Tools Help** from the Iomega Tools folder on your 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.

DOS Users (Windows not Installed)

Type **REFMAN.EXE** at the DOS prompt under the IOMEGA directory on drive C, then press the Enter key.

Reinstalling Iomega Tools

If you ever need to reinstall your Tools software, you can do it easily from the Iomega Tools CD. For detailed instructions, refer to the "Special Information" section for you computer's operating system.

Read/Write Protecting Zip Disks

Your Tools software includes a special read/write protect feature that lets you:

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

For information on using read/write protect, refer to the Tools help file.

Special Information for Windows NT Users

How to Install or Reinstall Iomega Software

The **Zip ATAPI** drive shipped with your computer must be installed on your system in order for the Zip ATAPI drive to operate correctly.

M **IMPORTANT!** *You must have administrator privileges for your local computer in order to install software drivers under Windows NT. You must also have administrator privileges for your computer to run the ToolsNT utilities.* M

M **Reinstalling Windows NT:** *If you reinstall Windows NT, you must also reinstall the Iomega ATAPI driver and ToolsNT software. If you do not reinstall the Iomega software, disks will not format correctly in your Zip drive and/or the Zip drive will appear as a floppy drive (b:).* M

Installing Iomega Software under Windows NT 4.0

1. Insert the Iomega Tools CD into the computer's CD-ROM drive and run **install.exe** from the root directory.

2. Select the language you want to use and follow the screen instructions to install ToolsNT software.

3. After the ToolsNT software installation is complete, reboot the system to load the ToolsNT software.

Installing Iomega Software under Windows NT 3.51

1. From the Windows NT Main program group, double-click on the Windows NT Setup icon.

2. From the Setup window, choose the Options pull-down menu and select "Add/Remove SCSI adapters."

   M **NOTE:** *Windows NT installs drives or adapters that use the ATAPI or parallel port interface as SCSI adapters.* M

3. When the list of adapters appears, click "Add," then click "OK" in the message box.

4. Click the down arrow next to the window for "Select SCSI Adapter Option" to open the adapter list.

5. Scroll down to the bottom of the adapter list box and click on "Other."

6. Insert the Iomega Toolbox CD into the computer's CD-ROM drive.

7. Type the following command in the dialog box:

d:\english\wntstuff\ide

(replace **d**: with the drive letter for your CD-ROM drive), then click "OK."

8. When the list of Iomega adapters appears, select the Iomega Zip IDE drive and click "OK."

9. Click the "Install" button. Windows NT will automatically copy the driver files and add the driver to the list of adapters found by the operating system.

10. Make sure that the drive letter listed in the message box matches the drive letter for your CD-ROM drive, and click "Continue."

11. Click the "Close" button and exit Windows NT Setup.

12. Click "OK" at the message box. Do not reboot the system as you will reboot after installing the ToolsNT software.

13. Open the Iomega Tools CD and double-click on **INSTALL.EXE**.

14. Follow the screen instructions to install ToolsNT software.

15. After the ToolsNT software installation is complete, reboot the system to load the Zip IDE/ATAPI driver and ToolsNT software.

Technical Notes for Zip ATAPI under Windows NT

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 Iomega Tools 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 drove, 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, one of the following suggestions should solve the problem:

- Close any windows listing the disk contents (such as *My Computer* or *Windows Explorer*).

- The Iomega Zip ATAPI driver may not have loaded correctly. Try reinstalling the driver following the instructions on page 6 or page 7.

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 Users

How to Install or Reinstall Iomega Software

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

1. Insert the Iomega Tools CD into the computer's CD-ROM drive.

2. Follow the screen instructions to install the Iomega Tools software.

3. When the software installation is complete, restart Windows 95.

Technical Notes for Zip ATAPI under Windows 95

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.

BIOS / CMOS Support

Your computer should ship with BIOS support for the Zip ATAPI drive disabled in the CMOS Setup. If your system includes autodetection, it should be turned off for the Zip ATAPI drive. If BIOS support or autodetection is active for the Zip ATAPI drive, the system may hang or the Zip drive might not appear in *My Computer* or *Windows Explorer*.

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

To assign a specific drive letter to the Zip ATAPI drive under Windows 95, use the following procedure:

1. Right mouse click on the icon for **My Computer** and select "Properties."

2. Click on the "Device Manager" tab.

3. Click the plus sign (+) next to "Disk drives," then click on the icon for the Zip ATAPI drive to select it.

4. Click on the "Properties" button located at the lower left of the Device Manager window.

5. Click on the "Settings" tab.

6. The Settings windows will tell you the current drive letter for the Zip ATAPI drive. To set a specific drive letter for the Zip drive, select the desired drive letter in the dialog box for "Start drive letter." Note that the same drive letter should appear in the dialog box for "End drive letter."

M ***NOTE:*** *If "Reserved drive letters" is grayed out, it is probably because your Zip drive is being detected in BIOS. Run your computer's CMOS setup and disable BIOS support for the Zip drive, then follow the instructions for changing the Zip drive letter.* M

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 DOS Mode

Operation of the Zip ATAPI drive under Windows 95 DOS mode is not fully supported at this time. Until full support is available, you must perform a clean reboot when switching to or from DOS mode in order for the Zip drive to operate properly.

To switch to DOS mode: (1) Restart the computer and press F8 at the prompt "Starting Windows 95." (2) When the menu appears, select "Command Prompt Only." (3) After the system boots into DOS mode, insert a Zip disk in the Zip ATAPI drive. (4) Run GUEST.EXE from the "Tools_95" folder on drive C.

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

To return to the Windows 95 graphical interface, restart the computer. Do **not** type "WIN" at the DOS prompt after running GUEST.EXE as this will cause drive letter ghosting.

Special Information for Windows/DOS Users

How to Install or Reinstall Iomega Tools Software

You can easily install or reinstall Iomega Tools software for your system using the Iomega Tools CD.

Windows 3.1 Users:

1. Start Windows.

2. Insert the Iomega Tools CD into the computer's CD-ROM drive.

3. Use File Manager to open the Iomega Tools CD, then double-click **INSTALL.EXE**

4. Follow the screen instructions to install the Iomega Tools software.

DOS Users (Windows not installed):

1. Insert the Iomega Tools CD into the computer's CD-ROM drive.

2. At the DOS prompt type: **d:\english\dosstuff\install** (use the CD-ROM drive letter in place of d:).

3. Press Enter and follow the screen instructions to install Iomega software.

4. After the software installation is complete, reboot the computer.

Technical Notes for Zip ATAPI under Windows/DOS

Using Copy Machine under Windows

When using Copy Machine in Windows 3.11 or Windows for Workgroups, turn off 32-bit disk and/or file access. (This option is available when changing virtual memory options under **386 Enhanced** in the Windows Control Panel). If 32-bit access is not turned off, your hard drive will not appear for selection in the Copy Machine window.

Microsoft Backup

Microsoft Backup does not support removable disk drives other than floppy drives. Copy Machine can be used to backup files on the hard disk to the Zip drive, or you can use Windows drag-and-drop to copy files.

Microsoft DISKCOPY

When copying disks in the Zip drive, do **not** use Microsoft DISKCOPY.EXE. This utility only works correctly with floppy drives.

Windows Format Utility

Do not use the format utility available in the Windows File Manager to format Zip disks. Open the Tools program available in the Iomega Tools group and use the Iomega format utility (either short or long format).

Installing Applications to the Zip Drive

Certain applications and games will install only to a fixed disk. To install these programs to the Zip drive, use the Iomega Tools "Make Nonremovable" or "Lock" utility to make the Zip drive appear as a hard drive to the system. After the software installation is complete, use "Make Removable" or "Unlock" to restore disk removability.

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.

BIOS/CMOS Support

Your computer should ship with BIOS support for the Zip ATAPI drive disabled in the CMOS Setup. If your system includes autodetection, it should be turned off for the Zip ATAPI drive.

Iomega Worldwide Automated Support

Internet Home Page: .... http://www.iomega.com

America Online™ .... Keyword: Iomega

Microsoft Network .... GoWord: Iomega

European Customer Support

Automated FAX Help (24 hours) .... ++353-1-8075-060

Automated E-Mail .... eurosupport@iomega.com
   (Please type "introduction" in the subject header when sending
      your E-Mail)

Iomega Bulletin Board .... ++353-1-8075-080, or
                                                         ++49-2957-792990
      8,N,1; 9600 baud and above; ANSI (24 hrs - Download only)

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