

Section 5

USING THE ZIP DRIVE AND DISKS

This section covers the following topics:

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Using the Zip Drive
 - Operating the Zip Drive
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 - Removing Zip Disks
 - Maintaining the Read/Write Heads
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- Starting Up from a Zip Startup Disk

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- Copying Files to and from Zip Disks

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Using Zip Disks to Back up Your Hard Drive

Section 5.1 USING THE ZIP DRIVE

Section 5.1.1 through 5.1.4 present information on using the Zip drive with the Macintosh. Section 5.1.5 lists some basic rules for protecting your Zip drive and disks.

This section covers the following topics:

- Operating the Zip Drive

- Inserting Zip Disks

- Removing Zip Disks

- Maintaining the Read/Write Heads

- User Tips for Zip

Section 5.1.1 Operating the Zip Drive

The Zip drive works like any other drive on the Macintosh. When a Zip disk is inserted in the drive, an icon for the disk should appear on the Macintosh Desktop. (If you insert a Zip disk and you do not see an icon on the Macintosh screen, refer to [Solving Problems](#) for help.)

After a Zip disk icon mounts on the Desktop, you can use the Finder to copy files to or from the Zip drive following the same procedures used for other Macintosh drives. You can also install and run applications on the Zip disk. If desired, you can use a Zip disk to start your Macintosh (see instructions under [Using Zip Disks for Startup](#)).

To remove a Zip disk that has mounted on the Desktop, select the Zip disk icon and use [Put Away](#) from the File menu. You can also click and drag the Zip disk icon to the Trash icon as you would a floppy. Both methods automatically eject the disk from the Zip drive.

Always connect power to the Zip drive before starting the Macintosh. Power to all connected SCSI devices should be turned on before startup and remain on until after the Macintosh is shut down.

CAUTION: Make sure power is supplied to the Zip drive before inserting a disk. (The green power light should be ON.) If the power fails while a disk is in the drive, disconnect the power supply from the drive and push a straightened paper clip into the emergency disk eject hole on the back of the drive. Never force a Zip disk into or out of a drive.

Operating temperature for the Zip drive is 10° to 30°C (50° to 86°F). If the drive or disk has been stored at a temperature outside these limits, allow several hours for temperature adjustment before using the drive.

CAUTION: Never operate the Zip drive when condensation is evident in or around the drive or disk. Operating the drive under such conditions could cause damage to the read/write heads in the drive or to the disk.

Section 5.1.2

Inserting Zip disks

Make sure the Zip drive is on and insert a Zip disk into the drive as illustrated below. When the disk is fully inserted it will rest flush with the front of the drive case. The amber data light on the drive will blink a few times while the disk spins up. When the amber light goes out, the disk is ready to use.

DISK EJECT BUTTON: The disk eject button is disabled under normal operating conditions on Macintosh computers.

Section 5.1.3 Removing Zip disks

To remove a Zip disk that has mounted on the Desktop, select the Zip disk icon and use **Put Away** from the File menu. You can also click and drag the Zip disk icon to the Trash icon as you would a floppy. Both methods automatically eject the disk from the Zip drive.

If the disk icon has not mounted on the Desktop, you can eject the Zip disk by pushing the disk eject button.

SHUT DOWN: After shutting down your Macintosh, always remove any disks from your Zip drive. If you will not be using the drive for some time, you may want to disconnect the power supply from the drive. Do not leave Zip disks in the drive when the drive is without power. When the drive is off, dust particles can settle on the disk and cause both disk and drive head damage.

Section 5.1.4 Maintaining the Read/Write Heads

If your Zip drive produces errors that are not solved by using a different Zip disk or by reformatting the current Zip disk, you may need to clean the heads in the Zip drive. Use only an Iomega approved Zip Drive Cleaning Kit. Call 1-800-MY-STUFF to order a cleaning kit.

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

Section 5.1.5 Powering Down the Zip Drive

It is not really necessary to power down your Zip drive when it's not in use. It will not harm your Zip drive to leave it connected to power for prolonged periods, but you may occasionally need to disconnect and reconnect the power to reset the drive. (This is the first thing to do if your drive has been left powered up and suddenly is not recognized by your Macintosh.)

If you want to power down your Zip drive when it's not in use, it's generally easiest to disconnect the power supply from the side of the drive. If you prefer, you can unplug the power supply from a wall outlet, or if you are using a power strip, switch off the power strip. Both of these options eliminate the very small current draw for an idle power supply.

Section 5.1.6 User Tips for Zip

Here are some basic rules for protecting your Zip drive and disks:

- Always connect power to the drive before inserting a Zip disk.
- Use only an Iomega Zip power supply with your Zip drive.
- Always remove the disk from the drive before disconnecting power to the drive.
- When connecting the Zip drive to a Macintosh, always shut down the Mac and disconnect power from the Zip drive before connecting the data cable.

WARNING! Never use ordinary 3.5 inch floppy diskettes or floppy head

cleaning disks in the Zip drive. They could damage the read/write heads in the drive.

Section 5.2 USING ZIP DISKS

This section covers the following topics:

- Zip Tools Disk (100MB)
- Blank Zip Disks (25MB or 100MB)

Section 5.2.1 Zip Tools Disk (100MB)

The **Zip Tools** disk included with your Zip drive has a special format that allows it to contain both Macintosh and Windows/DOS Zip Tools software. When the Zip Tools disk is used to install Zip software on a Macintosh, the disk becomes a Macintosh disk, and the Windows/DOS portion of the disk is erased. If you also use your Zip drive on a PC and want to install Zip Tools for Windows/DOS, you need to purchase an additional Zip Tools disk – see your **Zip Accessory Guide** for ordering information.

After a Zip Tools disk has been used for installation on a Macintosh, it can be used for storing data like any other Mac-formatted disk. It can also be used to reinstall Zip Tools software on your Mac as long as the original Zip Tools files are unchanged. Make sure you do not delete any of the original files in case you ever need to reinstall your Zip software.

NOTE: You cannot write to the Zip Tools disk until it has been used to install Zip software.

Section 5.2.2 Blank Zip Disks (25MB or 100MB)

New, blank Zip disks come preformatted for Macintosh or for IBM-compatible PCs. If you are using PC Exchange™, you can use PC-formatted Zip disks to transfer files between a PC and your Macintosh. Use PC-formatted Zip disks for file transfer only. If you are storing data for use only on Macintosh computers, it is best to use Mac-formatted Zip disks.

If you want to reformat a Zip disk you can use the **Erase Disk** command in the Finder, or **Erase Disk** in Iomega Tools. (See Section 4.3.2 for instructions on using Erase Disk in Iomega Tools.) To reformat a Zip disk using the Finder, insert the disk and select **Erase Disk** from the **Special** menu. Reformatting a Zip disk using Erase Disk in either the Finder or Iomega Tools takes less than a minute.

If you are reformatting a disk that has read/write problems, use the **Erase Disk with Surface Verify** option in Iomega Tools. You can also use Erase Disk with Surface Verify from the Finder by holding down the Option key when you start the format. Make sure you hold down the Option key until the disk starts to erase. Using Erase Disk with Surface Verify from either the Finder or Iomega Tools takes about 10 minutes.

NOTE: If you are using PCExchange and you want to change a PC-formatted disk to a Macintosh format, you must use **Erase Disk** in Iomega Tools. Due to an Apple bug, the Finder will not allow the format to be changed.

Section 5.3

USING ZIP DISKS FOR STARTUP

You can use a Zip disk to startup a Macintosh. Even if you normally start your Macintosh from the hard disk, you may find it convenient to be able to occasionally start from a Zip disk, for example, if your hard drive has been damaged, or if you are working on a Macintosh other than your own and want to use your own Desktop environment. If desired, you can routinely start from a Zip disk. If you share your Macintosh, each user could have a personal startup disk set up with his or her own Desktop environment, applications, and files.

This section explains how to set up and use your Zip drive as the startup device for the Macintosh. The following topics are covered:

- Setting Up a Zip Disk for Startup

- Starting Up from a Zip Startup Disk

- Restarting with a Zip Startup Disk

NOTE: If you are using a Zip disk for startup, you will not be able to remove the Zip startup disk without first shutting down the Macintosh.

Section 5.3.1 Setting Up a Zip Disk for Startup

Use the following procedure to create a Zip startup disk:

Step 1

Install the Iomega Driver on your current startup disk as described in the section on [Installing the Software](#).

Step 2

Erase the Zip disk you plan to use for startup using either the Finder or Iomega Tools. (You can omit this step if you are using your Zip Tools disk or if you are sure the disk was formatted using the current version of the Iomega Driver.)

Step 3

Use the Macintosh System Software Installer diskettes to install a System Folder on the Zip disk you plan to use for startup. (Refer to your Macintosh Owner's Manual if you need more information on creating startup disks.)

Step 4

Select [Control Panels](#) from the Apple menu and open the [Startup Disk](#) icon. Click on the Zip disk icon to select it as the startup device.

Step 5

Hold down the Option key and select [Restart](#) from the Special menu. Make sure you hold down the Option key until you hear the Mac startup sound. This keeps the Zip disk from ejecting while the system restarts.

Section 5.3.2 Starting Up from a Zip Startup Disk

Use the following procedure whenever you want to start your Mac from the Zip startup disk:

Step 1

Make sure no disks are in the Macintosh floppy drive.

Step 2

Connect power to the Zip drive and insert your Zip startup disk.

Step 3

Start your Macintosh.

Section 5.3.3

Restarting with a Zip Startup Disk

To keep the Zip startup disk from ejecting while the computer restarts, hold down the Option key while you select **Restart**. Make sure you hold down the Option key until you hear the Mac startup sound.

Section 5.4

COPYING ZIP DISKS

Your Zip Tools software package includes a starter version of **DiskDup Pro™** which can be used to quickly and easily make one or more copies of a Zip disk.

You can use DiskDup Pro to make a backup copy of a Zip disk that is as accessible as the original, or to make multiple copies of a disk you need to distribute (for example to clients or co-workers).

To use DiskDup Pro, open the Iomega Zip Tools folder and double click on the DiskDup Pro icon. Insert the disk you want to copy. DiskDup Pro will inform you when to insert a blank disk for the copy.

If you need more information on DiskDup Pro, use the on-line help. If you have a problem you can't solve from the on-line help, call Continuum Software at (503) 848-7112.

Section 5.5

BACKING UP WITH ZIP DISKS

The best way to prevent catastrophic data loss is to keep backup copies of all valuable data. When using a Zip disk for primary data storage, it is wise to regularly copy the data to a second Zip disk for backup.

lomega Zip Tools includes a convenient backup program called **Personal Backup™** which allows you to backup Zip disks, your hard drive, and even floppy disks. Personal Backup is a Control Panel which lets you quickly and easily backup your data, even while other programs are running on your Macintosh. All backup copies are in Finder format, so they can be accessed just like the original files.

For complete information on using Personal Backup, refer to the electronic **Personal Backup Manual**, which is located under **Manuals and Help** in the lomega Zip Tools folder. If you encounter problems while using Personal Backup that you can't solve using the manual or the on-line help, call SunStar Software at (203) 785-8111.