

## **Floppy and ZipDrives**



**NOTE:** Before starting, make sure the machine is turned off

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### **REMOVING DUST**

- If the drive is external (attaches with a cord), remove any disks, unplug it from the machine, turn it so the disk opening is facing down and spray compressed air into the drive and try to work the dust out of the opening with the air.
- If the drive is internal (built into the machine), remove any disks, turn off the machine, spray the compressed air into the opening and try to work the dust out of the opening with the air.

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### **REMOVING STUCK DISKS**

- Press the eject button slowly and try to see where the disk is catching. Sometimes a tweezers may be needed to grip the end of the floppy and **ease** it out as the eject button is being pressed.
- Once the disk comes out, problem areas to check are the label for peeling and the sliding door on the floppy that goes around the front of the disk, as it can bend. These both will cause the disk to become stuck in the drive. If the label is peeling, remove it and use a new label. If the sliding door on the floppy is pulling away, throw away the disk and do not reuse it as it can damage the drive.

**NOTE:** If the disk will not come out, **DO NOT** force it. Contact a computer support person for further assistance. Forcing a disk can harm the disk, the drive, and void the warranty.

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### **CARING FOR THE DISK ITSELF**

- Don't eject the disk until the light on the front of the drive is off, and until all files on the disk have been saved and closed. Prematurely ejecting disks can cause data loss and/or damage to the drive.
- In excessive heat, floppy and zip disks have a tendency to warp and become unreadable.
- If transporting disks on a cold day, let them warm up to near room temperature before placing them in a drive. The plastic disk can become brittle if very cold and can damage the drive or disk.
- Keep disks away from magnets such as computer monitors, speakers, and televisions. Magnets cause data corruption.
- Keep floppy and zip disks away from dirt, dust and liquids.
- Don't touch the surface of the disk or zip (inside of the plastic cover) since this can destroy data.