

# loading and unloading disk packs is easy if you just take a little care

It is a good idea to always inspect the pack for dust or dirt **BEFORE** loading it onto the drive. When you are loading a disk pack onto a drive, just remember to turn the cover as far as you can in a clockwise direction without forcing it. This insures that the pack is fully and correctly seated on the drive.

## to load your disk pack:

1. Take the bottom cover off the disk pack by squeezing the latch to unlock it.
2. Hold the pack by the top cover handle and lower it gently onto the spindle.
3. Simply turn the cover handle clockwise until it stops turning in an easy manner (just be sure that you turn it far enough to activate the "pack on" safety switch; the drive mechanism will not operate until this switch is activated).
4. After the disk pack is in place, remove the top cover by lifting it straight up so that it does not touch the sides of the disk pack. Replace the empty top cover on the bottom cover to prevent dust or dirt from settling in the protective storage unit.

## caution: if you use too much force on the handle you can damage the disk pack.

Never use your hand to stop the pack from rotating on the drive. The drive has a controlled spin-down time which is there to minimize wear to the drive spindle bearings and also prevent too much torque from building up on the packs components.

## to unload your disk pack:

Once the disk pack stops rotating, simply reverse the loading procedure:

1. Disassemble the empty top and bottom covers

from each other, replace the top cover over the pack and turn the cover counter-clockwise three full turns.

2. Carefully lift the pack off the drive, replace the bottom cover, again squeezing the latch to lock the unit, and store the disk pack in its proper place.

## there's no trick to loading and unloading disk cartridges.

### to load a front-loading disk cartridge:

1. Pull down the interlock handle on the drive, which clears the opening for the cartridge.
2. Pick up the cartridge by the front-edge handle so that the cartridge is facing up and pointing away from your hand.
3. After you make sure that the door on the cartridge is closed, slide the cartridge into the drive and close the interlock handle on the drive.

### to unload a front-loading cartridge:

1. Pull down the access door handle (it won't open until the disk has completely stopped rotating).
2. Grab the cartridge firmly, pull out the cartridge, and close the drive door.
3. Be sure the cartridge door is closed to keep out dust and also to prevent the disk from moving inside the cartridge.

### to load a top-loading disk cartridge:

1. Open the drive drawer and swing back the holding gates.
2. Remove the bottom cover from the cartridge by lifting the handle. Place the cartridge on the drive, lower the cartridge handle, and place the bottom cover over the cartridge.
3. Swing shut the holding gates and close the drawer.

### to unload a top-loading cartridge:

1. Open the drawer and swing back the holding gates. Take the bottom cover off the top of the cartridge, grasp the cartridge handle, lift it up and pull the cartridge straight up. Swing shut the drive gates and close the drawer.
2. Replace the cover on the bottom of the cartridge.
3. Lower the handle back into place.

## MEDIA WARRANTY REGISTRATION CARD (Must be mailed within 10 days of receipt of product)

In order to maintain our no-hassle policy and to insure prompt response to any difficulty you may encounter, please fill in and return this card to insure proper registration of your new Immac media for warranty purposes.

Immac branch ordered from \_\_\_\_\_ Date Received \_\_\_\_\_

Invoice No. \_\_\_\_\_ Immac Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Name of User \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_

Make & Model of Computer	Software Operating System	Make & Model of Disc Drives
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If you would like a copy of our latest catalog, please check box

How often do you purchase disk packs or cartridges?

- \_\_\_\_\_ more than once a month
- \_\_\_\_\_ once every 1-3 months
- \_\_\_\_\_ once every 4-6 months
- \_\_\_\_\_ once every 7-12 months
- \_\_\_\_\_ less than once a year

About how many disk packs or cartridges do you purchase per year?

- \_\_\_\_\_ fewer than 5
- \_\_\_\_\_ 5-15
- \_\_\_\_\_ 16-50
- \_\_\_\_\_ more than 50

What brands of disk packs or cartridges, if any, do you use regularly?

- BASF \_\_\_\_\_ CDC \_\_\_\_\_
- DEC \_\_\_\_\_ Dysan \_\_\_\_\_
- Immac \_\_\_\_\_ Nashua \_\_\_\_\_
- Other (Please Specify) \_\_\_\_\_

Where do you regularly purchase media products?

- \_\_\_\_\_ local distributor
- \_\_\_\_\_ catalog/mail order
- \_\_\_\_\_ (OEM) Original Equipment Manufacturer
- \_\_\_\_\_ other (specify) \_\_\_\_\_

How many drives do you have at your facility? \_\_\_\_\_

## troubleshooting hints

In the event you do encounter a technical problem, Inmac Branch Personnel are ready to assist you. **Please answer the following questions before you call.** It will save you valuable time and make it easier for us to help you.

**1 If you have a front load or top load disk cartridge, do the number of sectors correspond with your drive?** Check the Inmac catalog for information on how to count sectors.

**2 If your disk pack or disk cartridge is not preformatted, did you format it?** Your system requires every new disk pack and disk cartridge to be formatted before it can be used.

All disk packs and cartridges MUST be formatted prior to initialization. If you attempt to initialize the disk pack or disk cartridge without formatting, either the attempt to initialize will abort or you will start logging sequential errors at location 000 on the disk and continue running logging errors until you run out of allocatable space.

**3 Did the disk initialize?** All disks will initialize with one of three results.

- a) Non-correctable (hard) errors
- b) Correctable (soft) errors
- c) Totally error-free

If your disk displayed any type of errors, are these within acceptable limits as defined by your personal requirements or acceptable as defined by your Hardware Manufacturer?

**4 If your disk has displayed an unacceptable number of errors, have you tried initializing it on more than one drive? THIS IS IMPORTANT!**

Disk packs and cartridges are totally static devices. There are no transistors, integrated circuits, motors, pulleys, belts, pumps or other components inside your pack or cartridge. They do not even possess the power to rotate by themselves. They are totally dependent on the disk drive for all functions associated with reading and writing information.

**5 After attempting initialization on more than one drive, compare your error counts and locations. Are they identical?**

If they are, contact your local Inmac Branch and request replacement. If they are not identical, contact your local disk drive service representative. You may have a hardware malfunction that requires repair.

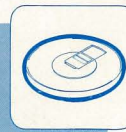
## WARRANTY

### INMAC WARRANTY ON DISK PACKS AND DISK CARTRIDGES

All Inmac disk packs and disk cartridges are guaranteed to read/write and be free from defects in material and workmanship for a full year, providing the product is used and maintained according to standard industry practice as outlined in this booklet. Understandably, we cannot warrant damage or errors resulting from misuse or contaminated drive environments.

## inmac important warranty information

Inmac wants to give you the best service possible. But we need your help. . . Please take a few minutes to read this pamphlet **BEFORE** using your disk packs or cartridges; it could save you from costly reruns, data losses and downtime.



Acclimatize your new disk pack or cartridge in your computer room for 24 hours before use.



Keep hands and other objects off recording surfaces.



Don't eat and drink around disk packs, cartridges and drives.



Smoking can be hazardous to the health of disk packs, cartridges, and drives.



Always keep disk pack top and bottom covers assembled to prevent airborne contamination.



Never stack the disk packs or cartridges. Store on a flat surface so they won't slide off.



Carry and handle with care. Be sure you carry disk packs by the handle; it is designed to support the pack so that there is no strain on the disks or hardware. For the heavier packs put one hand on the bottom for support.



Format your disk pack or cartridge before use.

**BUSINESS REPLY MAIL**

FIRST CLASS PERMIT NO. 1053, SANTA CLARA, CA 95054

POSTAGE WILL BE PAID BY ADDRESSEE

**Inmac**  
Media Warranty Dept.  
2800 Campus Drive, Suite 150  
San Mateo, CA 94403-9971

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED  
STATES