

# Using a USB/Flash Drive on a PC

## Step 1

Insert your USB/Flash drive into the USB port on the upper-right hand corner of your keyboard.



Please allow time for the device to be recognized, approximately 30 seconds, before attempting use.

## Step 2

Open your file using your software or by clicking on **My Computer**. Scroll down to the section labeled as **Device with Removable Storage**.

To access your files, double-click on your USB drive icon, which may be listed by product name (i.e. *Lexar Media*). Your USB drive will be labeled as your (E:) drive.



## Step 3

To remove your USB/flash drive, click on the **Safely Remove Hardware** icon on the bottom of the Windows screen.



## Step 4

Select **Safely Remove USB Mass Storage Device - Drive (E:)**.



*(Directions continued on following page)*

## Using a USB/Flash Drive on a PC continued

**Please Note:** If you have a hub or more than one device connected to your computer, a different dialog box will appear.

Select **USB Mass Storage Device** and push **Stop**.



### Step 5

When prompted, select **USB Mass Storage Device**.

Click **OK**.



### Step 6

A *Safe to Remove Hardware* prompt will appear. Click on the orange "X" in the top right of the prompt to close it. It is now safe to remove your USB/flash drive from the USB port on the keyboard.

