





How Do I Access my Network, Floppy, CD-ROM, or USB drives on the Computers in the Main Lab?

The computers in the main lab are thin clients; when you log on to them, you are accessing your account remotely from the server. In order to access the drives, simply follow the instructions according to the media you want to use (i.e. haas, floppy, cd-rom, usb key). Note: Not all computers have floppy or zip drives. Please make sure you are on a terminal that has either one if you need either.

Step	Procedure	Illustrations
<p>1</p>	<p style="text-align: center;"><i>Accessing All your Drives</i></p> <p>Log on to your account normally with your Haas username and password.</p>	
<p>2</p>	<p style="text-align: center;"><i>Viewing All Your Drives</i></p> <p>To access any drive, go to My Computer</p> <p>Click on the Start icon on the bottom left of the screen and then click on My Computer.</p> <p>You will see four categories of drives, the Hard Disk Drives, Devices with Removable Storage, Network Drives, and the Other categories.</p> <p>When you are logging in to one of the Lab computer Thin Clients, you are actually logging in remotely to a server. For this reason, you will need to access your drives in a different manner. For example you will not have access to the normal local Hard Disk Drives and Removable drives – because these are the server’s drives that you are actually seeing.</p> <p>Instead your drives will be found under the Network Drives and Other categories. Please read below for specific instructions on how to access each type of drive.</p>	

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Network Drives

Your network drives are the shares that you have at Haas that come with your account. These are automatically mapped for you whenever you log on to your account.

To view them, look at the **Network Drives** category; choose the drive letter that you want to access.

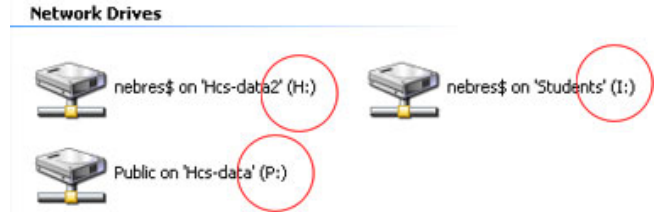
The Public drive (**P: \\HCS-Data\Public**) is accessible to everyone in the HAAS community. As the name implies, everything is public. You can temporarily save big files under the folder **Podium PC**. But the files in this folder are deleted every Sunday, so make sure you are using the space only temporarily, or that you have a backup copy somewhere else.


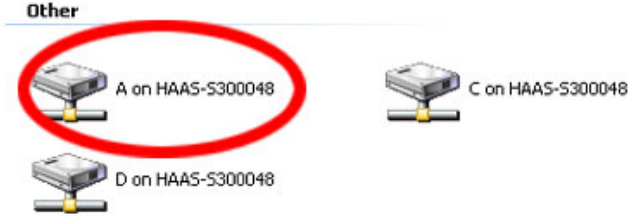

Your personal drives are the **H:** and **I:** drives:

The *H: drive* is your personal share on the Haas server. You can put personal data here and it will stay there until you remove it or until you graduate. This data is backed up every day. Your file storage capacity for this drive is **limited to 150MB**.

The *I: drive* has everything on your HAAS personal webpage. You can edit your webpage using the *index.htm* file. Your file storage for this drive is **limited to 20MB**. This drive is also backed up every day.

Note: Both these drives will have your username followed with a dollar sign. (i.e. *matthews\$*). Students who are over-quota will be notified by an automated email response once per week. If the problem is not corrected, access to the H or I drives will be denied until data is moved or deleted.

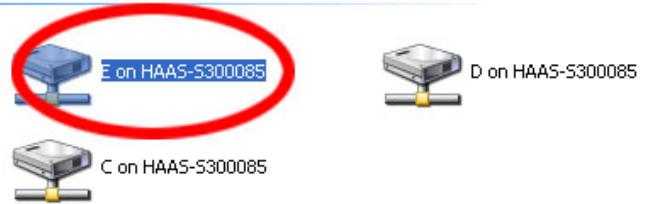


<p>4</p>	<p>To Access the Floppy or Zip Drive</p> <p>Insert the floppy/zip disk into the drive (again, make sure the computer has one)</p> <p>Open My Computer, then go to the Other Category.</p>	 <p>Floppy Drive Zip Drive</p>
<p>5</p>	<p>You will see a list of all the “Other” drives available.</p> <p>Please click the A on HAAS-S300XXX icon to access the data on your floppy disk.</p> <p>Please click on the D on HAAS-S300XXX icon to access the data on your zip drive.</p> <p>Note: XXX stands for the computer number. This can be found on a label located either on the bottom or top of the computer unit.</p>	
<p>6</p>	<p>Accessing the CD-ROM Drive</p> <p>Insert the CD in the CD-ROM Drive.</p> <p>Under My Computer, go to the Others category.</p> <p>You will see a list of drives.</p>	

Please click the **E on HAAS-S300XXX** icon. This is the drive letter the CD-ROM drive is usually assigned in the Thin Client computers.

Note: XXX stands for the computer number. This can be found on a label located either on the bottom or top of the computer unit.

Other



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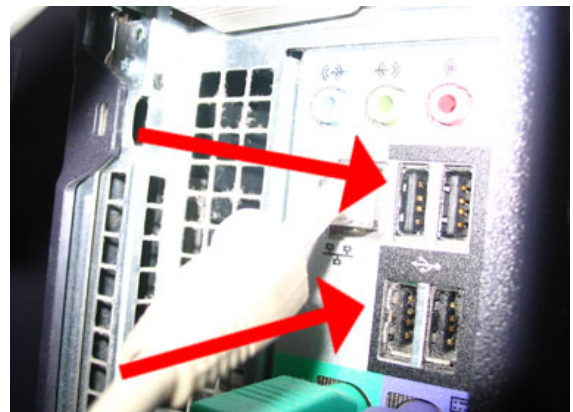
Accessing your USB Key

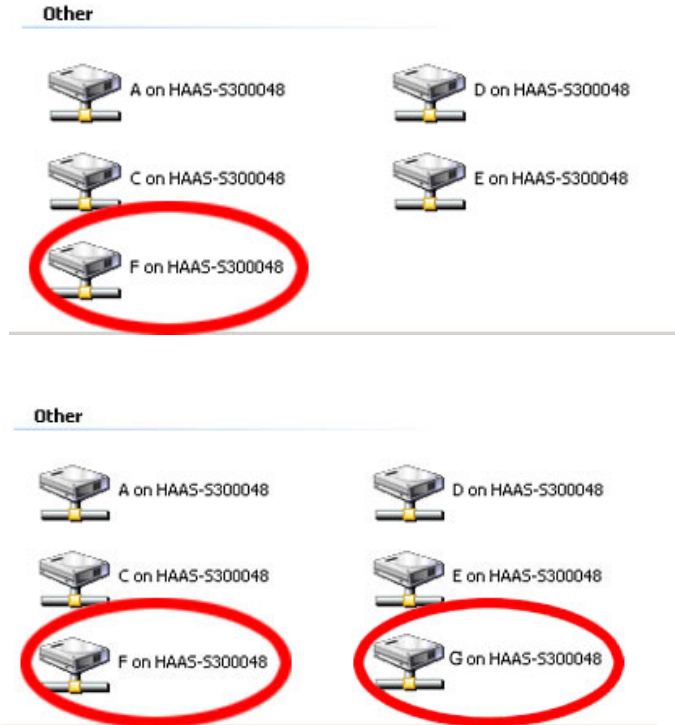
Insert your USB key. There is a grey flap with the Dell emblem on the front of the computer unit. Gently pull it down.

If you have a USB that is thick in size, it will not fit in the slot closest to the wall. Please use the bottom one instead.

If you have multiple USB keys, please do not try to jam them into the front slots of the computer.

Most USB keys are too thick to fit two. Please insert them in the back of the unit where there are four more USB ports.



<p>8</p>	<p>To access the USB drive(s) go to My Computer > Others Category.</p> <p>You will see a list of drives.</p> <p>The F drive is usually the Flash Drive. So to access it, click on the F on HAAS-S300XXX icon.</p> <p>Note: XXX stands for the computer number. This can be found on the label located either on the bottom or top of the computer unit.</p> <p>If you already have at least one USB key already inserted, and you insert a second one, click on the new drive letter that pops up under the “Other” Category.</p> <p>In this case, any new USB key that you insert, the drive letter will come in alphabetical sequence. (i.e. after F will be G, H, I... and so on).</p>	 <p>The image contains two screenshots of the Windows 'Other' drive category. Each screenshot shows a grid of drive icons labeled 'A on HAAS-5300048', 'C on HAAS-5300048', 'D on HAAS-5300048', and 'E on HAAS-5300048'. In the first screenshot, the 'F on HAAS-5300048' drive icon is circled in red. In the second screenshot, both the 'F on HAAS-5300048' and 'G on HAAS-5300048' drive icons are circled in red.</p>
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