

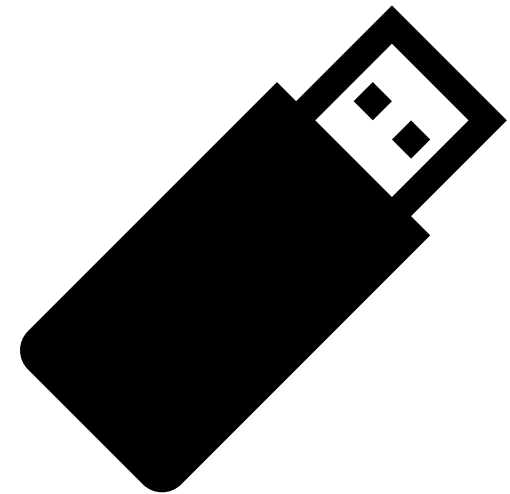
Removing a USB Drive

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USB device removal process importance

Removing a USB Flash Drive or any other device from a USB port can have serious consequences, it could cause:

- Shortage, power issues for the computer and the USB storage device
- Loss or corruption of data on the computer and / or the USB storage device
- Software problems
- System confusion over the location of a device it had been using
- Functional disruption for the computer and / or the USB storage device



Quick instructions



Find the system tray located by default at the bottom right of Windows environment



Hover over the USB drive icon, it will suggest “Safely Remove Hardware and Eject Media”



Click on the USB drive icon to safely remove the device



From the list presented, click on the chosen device to be removed



Wait to see if any messages appear telling you it's not safe



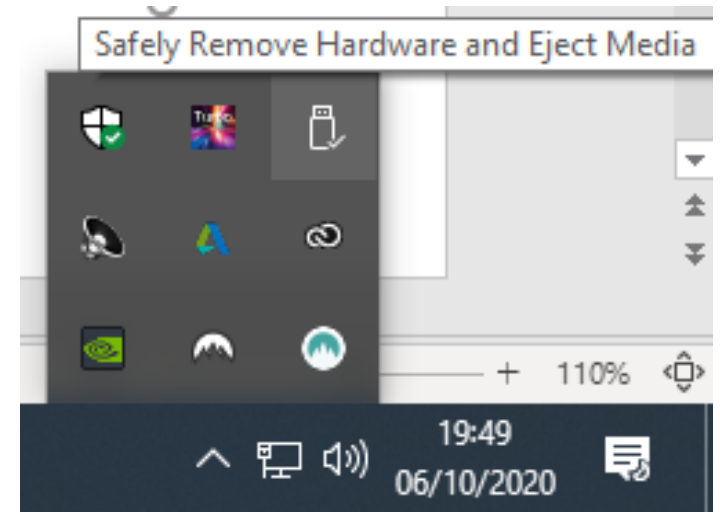
After a minute, no messages saying it is not safe or a message saying it is, REMOVE THE DEVICE

System Tray

The most efficient method to instruct a computer that you wish to safely remove a drive attached to a USB port is to use the system tray.

By default, the system tray is located at the right-hand bottom of Windows, next to the clock.

An arrow point upwards may be present, clicking the arrow will expand out the hidden icons for software running in the background, including USB ports containing any drives connected using a USB cable.



Safely removing

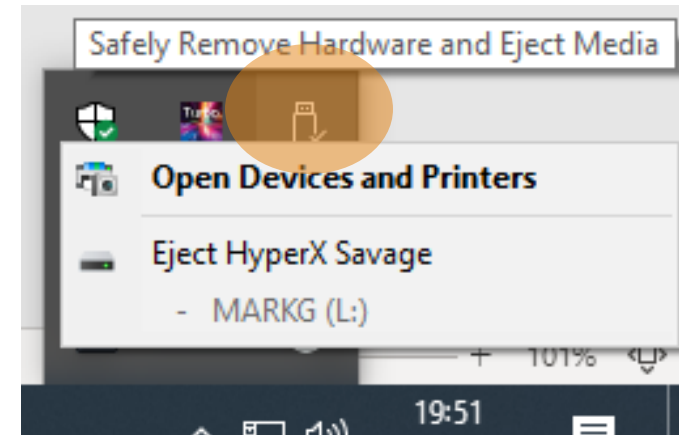
If a drive is connected to the PC or laptop, the computer system might have installed software and might have registered the drive to important system files.

It is important to advise the computer system as to the wish to remove a drive to which it might be using or have software running that requires access to the drive.

To avoid disruption, damage or confusion for software or the system itself – there is a safe way to remove. Safe for the system and software.

Hovering over the USB drive icon (circled within the illustration) provides a notice stating “Safely Remove Hardware and Eject Media”

CLICKING on the USB drive icon shown in the illustration, provides a list of devices connected to the USB port. The illustration shows the Drive (L:) which is a HyperX Savage USB Flash Drive is attached.



Removal command

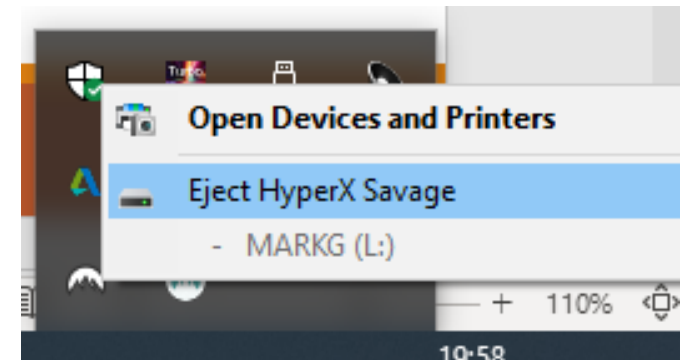
As per previous page, clicking on the USB device icon in the system tray, lists devices.

Clicking on the drive to be removed will commence the removal process.

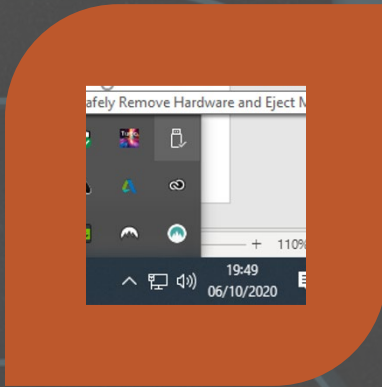
The removal command requests all use of software or instructions within the system to cease and release the drive for removal.

Older operating systems will provide a message advising when safe, newer operating systems provide an error if something is using the drive, otherwise no confirmation. The drive can be safely removed after clicking upon the chosen device in the list.

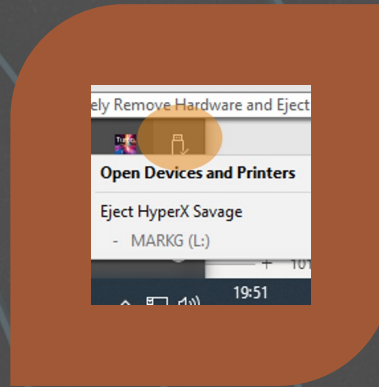
It is worth noting, a small amount of power runs through USB at times. Relatively harmless to a person but possibly fatal to the fragile workings of software or indeed hardware. Removal without system permission does not cease any power and can damage devices or sometimes data itself can be lost or corrupted.



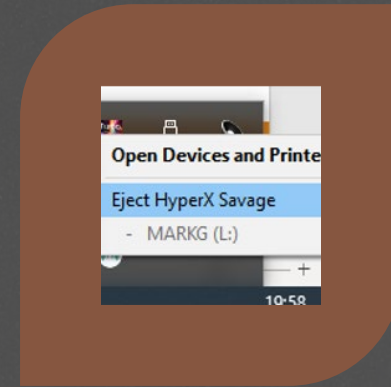
Confirmation of process



HOVER OVER THE USB DEVICE ICON
WITHIN THE SYSTEM TRAY



CLICK THE USB DEVICE ICON WITHIN
THE SYSTEM TRAY



CLICK THE CHOSEN DRIVE TO
REMOVE. WAIT A MINUTE. NOW
SAFELY REMOVE THE DRIVE