THE USE OF USB STICKS WITHIN EDINBURGH NAPIER UNIVERSITY

Within the University all PCs have USB ports enabling you to use USB memory sticks as an additional form of data storage. The majority of machines have USB ports located on the front of the system.

USING A USB STICK

You can plug the USB stick into the USB port any time after you log in. The E drive on the PC will automatically be mapped once you plug the USB stick into the port and any data on the stick will be visible on the E drive when you open My Computer. Please be aware, on some occasions the mapping process may take some time.

C&IT Services have tested a range of devices but cannot guarantee that all USB sticks will be compatible with the University equipment. You cannot use any device which comes with an installation disk and you MUST NOT attempt to install USB drivers on any University PC.

REMOVING THE USB STICK

You can remove the stick at any time as long as there is no data being transferred to/from the stick (the light will flash as data is being transferred). However, to avoid loss of data students are advised to wait until they’ve logged out before they remove the USB Stick.

FURTHER HELP AND SUPPORT

If you have any questions about the use of USB sticks or are having problems then please contact the C&IT Support Desk by telephoning ext 3000 or emailing c&it.support@napier.ac.uk.