

Shared Storage Drive User's Guide



Maxtor Shared Storage Drive - One Year Limited Warranty

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- Damage or capacity/performance/operational resetting caused by the equipment or system with which the Product is used
- Damage caused by modification or repair not made or authorized by Maxtor
- Products whose Maxtor Serial Number and/or Material Number label have/has been removed or defaced
- Damage caused by improper or improperly used packaging
- Damage caused by lack of ESD protection
- Products that are determined to be stolen

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This Statement of Limited Warranty shall be exclusively interpreted in accordance with the English language with the meaning of its terms. Should a translated version of this Limited Warranty deviate from the English language version, only the English version shall apply and be binding.

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1 Introduction

Thank you for selecting this Maxtor product.

Attaching a hard disk drive to the network in a home or small office is a simple and economical way for users to share files. Maxtor network drives offer a winning combination of capacity, simplicity of use and helpful software features that automate configuration, privacy and more.

The simple plug-and-play installation allows you to start using your drive as quickly as possible. You can also change settings on your drive at any time, and manage user access through a standard web browser.

Whether you use your drive for additional storage, to create a copy of your files, or both, this guide will get you up and running and provide helpful tips for using your drive.

The Shared Storage Drive has the following features:

- Large capacity
 - Multiple users on the network can access and store files
 - 100BaseT/10BaseT Ethernet connectivity
 - Universal Plug-and-Play using DHCP
 - User-friendly web-based administrator for shared folder and user management
 - Two USB 2.0 ports
- Easy storage expansion with the Shared Storage Drive or other FAT32-formatted USB drives
 - USB printer sharing
 - Shared folders can be either full access or limited access
 - Compatible with security locking cables
 - Drag and Sort™ feature

Shared Storage Drive Components

Before installing your new drive, review the features shown in Figure 1.

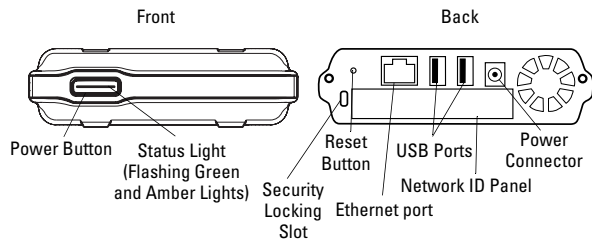


Figure 1. Shared Storage Drive Features

Included in this Kit

The Shared Storage Drive comes complete with the components shown in Figure 2.

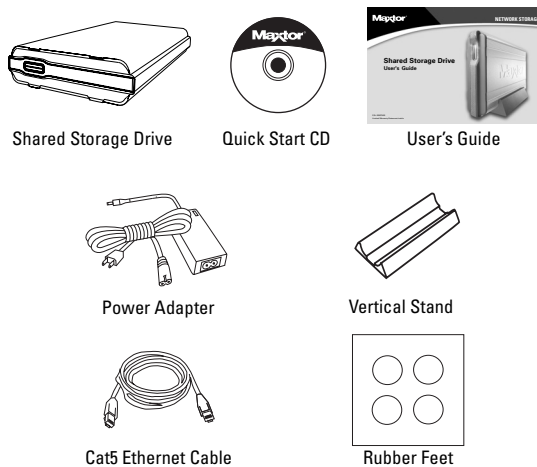


Figure 2. Included in this Kit

System Requirements

The following are the minimum system requirements.

- Pentium III, 500 Mhz equivalent processor or higher
- Windows® 98SE, Me, 2000 or XP
- System RAM as required by Windows
- Web browser (Microsoft Internet Explorer version 6.0 or higher recommended)
- 10/100 TCP/IP-compliant network with available DHCP and DNS servers
- Client for Microsoft Networks enabled over TCP/IP, and File and Print Sharing for Microsoft Networks, on each computer that will access the Shared Storage Drive
- Optional: appropriate printer driver for client computer operating system that will use the USB printer connected to the Shared Storage Drive

Handling Precautions

Handle your drive with care! Follow the precautions listed here or you could damage your drive and void your warranty. Review the Maxtor Limited Warranty, included in this guide, for more information.

The following precautions can prevent loss of data:

- Do not bump, jar, drop or move the drive while in operation.
- Do not stack drives.
- Do not set the drive on its side without using the vertical stand as it could fall over and cause damage.
- Do not remove any cables or power cords without powering down the drive, using the front panel button.
- Do not set any liquids or drinks on the drive. Liquids will damage the internal electronics.
- Do not attempt to open the drive's case. This will void your warranty.

About this Guide

The following symbols and conventions are used in this guide:

Bold Used for menu, command, and keyboard selections you make and screens you will see.



Helpful information about a particular topic.



Important information to prevent problems and ensure that you are successful in using the drive.

Where to Go for Help

For additional help with your drive, its installation and the software, contact:

Maxtor Support

Maxtor provides a comprehensive support section on its website, including the latest software, user guides and a knowledge base for answers to common questions and problems.

Maxtor support website: <http://support.maxtor.com/sharedstorage>

Support phone numbers: Check the Contact Us section on the Maxtor support website, for phone numbers in your region.

2 Installing Your Drive

In this chapter you will connect and set up your Maxtor Shared Storage Drive.

In order to install your Shared Storage Drive, you will need the following:

- Web browser (Microsoft Internet Explorer 6.0 or later is recommended).
- 10/100 compliant network with DNS and DHCP servers (Dynamic Host Control Protocol) running.
- An available Ethernet port on your network, switch or router.
- Microsoft Networks enabled over TCP/IP.
- File and Print Sharing for Microsoft Networks on each computer that will access the Shared Storage Drive.

Follow these steps to install your drive

Step 1. Connect your drive.

Step 2. Power up your drive.

Step 3. Set up your drive.

Step 1. Connect your drive

Connecting the Ethernet cable

1. Plug one end of the (supplied) Ethernet cable into your network, switch or router.
2. Plug the other end of the Ethernet cable into the Ethernet port on your Shared Storage Drive.

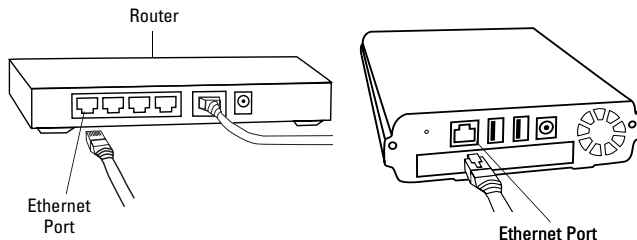


Figure 3. Connecting the Ethernet Cable

Connecting the power

1. Plug the round female connector from the power adapter into the drive's power connector.
2. Plug the two-pin female connector on the power cord into the power adapter.

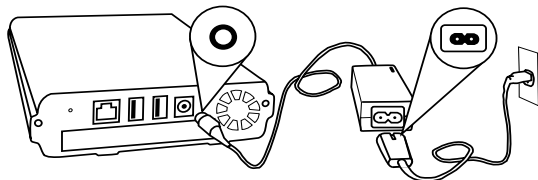


Figure 4. Connecting the Power

3. Plug the standard electrical plug from the power adapter into your power source.

Step 2. Power up your drive

Press the button on the front of your drive.

Your drive will now start up. This process requires up to one minute to complete.

- The button light will turn yellow.
- When the light **pulses** green, your drive is ready and you can move on to Step 3.



Your drive will be accessible on your network approximately 10 seconds after the light turns green.

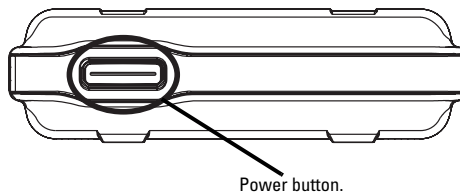


Figure 5. Pressing the Power Button

Step 3. Set up your drive

1. Insert the Maxtor Quick Start CD.

The Choose Setup Language screen will appear.



If this screen does not appear, you can access it manually, by double-clicking the Quick Start CD icon.

2. Select your language and click **OK**.

The Installshield Wizard screen will appear, followed by the Welcome screen.

3. Click **Next**.

The License agreement screen will appear.

4. Click **Yes**.

The Choose Destination Location screen will appear.



If you wish to change the location of the installation, you may do so by clicking the **Browse** button and selecting a new location.

5. Click **Next**.

The Setup Status screen will appear as the software is installed, followed by the Installshield Wizard Complete screen when the installation is complete.

Click **Finish**.

The Quick Start software will open and the Maxtor screen will appear, with the message: "Locating Shared Storage drives on the Network."

When your Shared Storage Drive is found, you will see its **Network ID number and IP address** appear in a drop-down menu in the middle of the screen.

For example: MSS-000335 (192.168.0.5)



If you have multiple Shared Storage Drives connected to your network, each will appear in the drop-down menu.

6. Click **Next**.

The next screen will show the Network ID of your drive.

7. Click **Set up Shared Storage on this computer**.

The Set Up Your Shared and Private Folders screen will appear.

8. Enter a name and password, re-enter the password and click **Set Up**.

The Quick Start software will now create your new user account and both public and private folders.

The Set Up Completed screen will appear and a shortcut to your Shared Storage Drive will appear on the desktop of your computer.

9. You can open your private folder on your Shared Storage Drive immediately, by clicking **Open** or by using the shortcut on your desktop.

Congratulations. Your drive is now set up and ready for use!

Advanced Settings

For information about the advanced settings of your Shared Storage Drive, such as modifying user accounts, access privileges, setting the language, date, time or modifying network settings, see “Advanced Settings” on page 13 in chapter 3.

Online Help

Your Shared Storage Drive has advanced help features. To access these files, click on the **Online Help** link at the bottom of the drive file screen.



3 Using Your Drive

You can use your Maxtor Shared Storage Drive as you do any hard drive that is either built-in or directly connected to your computer.

When you install the Shared Storage Drive and create a name and a password to access your personal folder, a set of folders is automatically created to help you organize your files.

Your **Personal folder** includes:

- Private folders that only you have access to.
- A shortcut to the “Public” folder where you can share files with other users of the Shared Storage Drive.

The **Public folder** includes:

- A set of folders in which users can share their files.
- The “Printers and Faxes” folder, where you can install printers as well as printer/fax machines to be available to all users of the Shared Storage Drive. (See “Using USB Printers with your drive” on page 11 for more information).

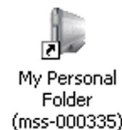


For more information about access privileges and other advanced features of your Shared Storage Drive, see “Advanced Settings” on page 13.

Accessing your drive

To access your **Personal folder** on the Shared Storage Drive:

Double-click the desktop icon for your Shared Storage Drive, that was created when you installed the drive.



If you cannot find your desktop icon, you can access your Shared Storage Drive by using the Quick Start software:

1. Open the **Quick Start** software.
2. After your Shared Storage Drive is located on the network, click **Next**.
3. Click **Set up Shared Storage on this Computer**.
4. Select the **Use an Existing Account** option.
5. Select your name, enter your password and click **Set Up**.
6. When the Setup Completed message appears, click **Open**.

Using the Drag and Sort Feature

In addition to including a set of folders to help you organize your files, your Shared Storage Drive also includes a time-saving new feature called **Drag and Sort**. With Drag and Sort, every time you drag common files to your Shared Storage Drive, each file is automatically sorted into the appropriate folder based on its file type. The Drag and Sort feature supports over 100 common file types, including .doc, .ppt, .jpg, .xls, .html and more!

Here's an Example:

1. Select a Microsoft Word document, a JPEG image file, and an MPEG video file.
2. Drag and drop the files onto the desktop icon of your Shared Storage Drive.
3. The files are automatically sorted into the appropriate folders:
 - The Microsoft Word document is placed into:
My Documents
 - The JPEG image is placed into:
My Photos
 - The MPEG video is placed into:
My Movies



By clicking and dragging files, they are copied. However, by right-clicking and dragging, you can choose to either copy or move the files.



The Drag and Sort feature is only supported on a PC on which the Quick Start software has been installed.

Using External USB drives with your drive

There are two USB ports on the back of your drive which allow you to connect USB hard drives, such as the Maxtor OneTouch™ and Personal Storage 5000 drives.



The Maxtor Shared Storage Drive is only compatible with USB drives that are formatted with the FAT32* file system.
*With the FAT32 file system, the size of a single file is limited to 4 GB on this type of partition.

Connecting a USB drive

You may connect a USB drive while your Shared Storage Drive is on. It will automatically recognize the drive.

You may also connect a USB drive while your Shared Storage Drive is off. It will be recognized the next time you turn your Shared Storage Drive on.

Accessing the external USB drive

1. Open your Shared Storage Drive by double-clicking its desktop icon.
2. Your external USB drive will appear as a folder on the Shared Storage Drive.

The name of this folder will correspond to the volume name of your external USB drive.

Disconnecting a USB drive

To disconnect a USB drive from your Maxtor Shared Storage Drive:

1. Go to the Maxtor Shared Storage Drive home page.
See “To access the Shared Storage Drive home page:” on page 13.
2. Click the **Advanced Settings** button.
3. Click **Configure Your USB Devices**.
4. Click **Unplug USB devices from the Shared Storage Drive**.
5. Click the **Safely Remove** button, next to the USB drive you want to disconnect.

A message will appear informing you that your drive can be safely removed.
6. Click **Done**.
7. Disconnect your USB drive from the your Shared Storage Drive.

Using USB Printers with your drive

You may connect a USB printer to your Shared Storage Drive and share it with anyone on your network.



Although most USB printers should work, no compatibility information is available at this time. With multi-function printers, only the printing will work when connected to the Shared Storage Drive.

Connecting a USB printer

- Connect the USB printer while your Shared Storage Drive is on.
- The printer will appear in the list of shares displayed in the Printers and Faxes folder on your Shared Storage Drive.

To use the printer from a Windows PC, install the driver included with your printer on that specific Windows PC:

1. Under the Start menu, select **Control Panel** and then click **Printers and Other Hardware**.

The Printers and Other Hardware window will appear.
2. Click **View installed printers or fax printers**.

The printers or fax printers that you have installed on your computer should appear in this window.
3. Drag and drop the icon that corresponds to the printer you wish to install into the **Printers and Faxes** folder on your Windows PC.



You will need your original printer install disk to install the printer driver on your Shared Storage Drive.

4. Follow the on-screen instructions to install your printer.

Shutting down your drive

To safely shut down your Shared Storage Drive:

Press and hold the button on the front of your drive for 5 seconds.

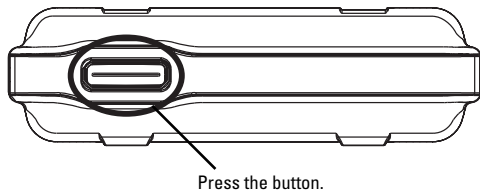


Figure 6. Shutting down your drive

The button light will change from green to yellow, indicating that the drive is shutting down.

When the light goes off, your drive is completely shut down.

Resetting your drive

If you are not able to access your drive after moving it to a different network or turning it on after it has been off for a period of time, you may need to reset it.

To reset your drive:

- With the drive **turned on**, use a small pointed object, like the tip of a pen or paperclip, **press and hold** the **reset button** on the back of your drive until the button light turns **yellow**, and then release. (See figure 2).
- After a few seconds, the drive will reboot.
- When the light changes to **green**, the reset is complete and your drive is ready for use.

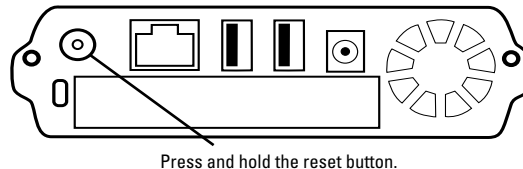


Figure 7. Resetting your drive

To access your drive after it has been reset, follow the steps in “Accessing your drive” on page 9.



After you reset your Shared Storage Drive, its name will be reset to the original name when you installed it. (Example: MSS-000335). In addition, the workgroup will be reset to MSHOME.

For more detailed information about troubleshooting your drive, see chapter 4 “Troubleshooting” on page 14.

Advanced Settings

The Shared Storage Drive Home Page

Using the Shared Storage Drive home page, you can access many advanced features for managing your drive, including:

- Setting the Language, Date, Time and Administrator account.
- Setting up or modifying User Accounts and access privileges.
- Creating or modifying Shared Folders and access privileges.
- Modifying Network Settings and using Disk Utilities.
- Status on Connected Users, USB Storage Devices, Printers attached and other settings.

To access the Shared Storage Drive home page:

1. Open the Quick Start software.
2. After your Shared Storage Drive is located on the network, click **Next**.
3. Click **Drive Management (Advanced)**.

Your web browser will open and the Shared Storage Drive home page will appear.



If a password has been setup for the administrator account, you will need to enter **admin** as the user name, and the correct password. If you do not know the password, contact the administrator for your Shared Storage Drive.

Adding Rubber Feet to your drive

If you plan to use your Shared Storage Drive on a desk surface, your kit includes four rubber feet to protect your drive and the surface of your desk.

To apply the feet:

1. Make sure your drive is disconnected properly from your computer.
2. Make sure your drive is turned off, by pressing the button on the front of the drive.
3. Turn your drive so that the ridges are facing up. This is the bottom of the drive.
4. Place two rubber feet on each ridge on the bottom of your drive. One should be placed near the front and the other toward the back of each ridge.

Bottom of Drive

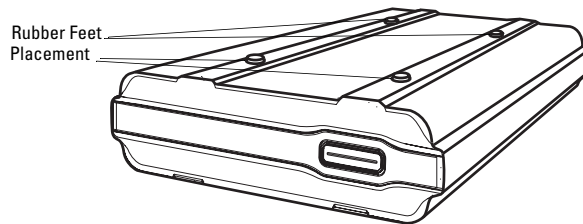


Figure 8. Adding Rubber Feet to your drive

4 Troubleshooting

This chapter provides troubleshooting tips and answers questions about installing and using your Shared Storage Drive.

You can find more information in the Maxtor knowledge base at <http://www.maxtorkb.com> or the Maxtor website at: <http://www.maxtor.com>

Chapter Contents

General Troubleshooting

1. The Quick Start software does not detect my Shared Storage Drive.
2. My Shared Storage Drive is detected but I cannot see it in Network Neighborhood.
3. I am not able to see any folders on my Shared Storage Drive.
4. When I click the Shared Storage Drive icon in Network Neighborhood, I am asked for a password.
5. What do the different-colored lights in the power button mean?
6. How do I find the workgroup my computer is in?

General Troubleshooting

1. The Quick Start software does not detect my Shared Storage Drive.

1. Check that the Shared Storage Drive is properly installed, that the network connections are secure, and that it is turned ON.
2. Make sure that the power button light of the Shared Storage Drive is green.
3. Make sure that any firewalls on your computer are disabled.



For more information about firewalls, go to the Maxtor knowledgebase at: <http://www.maxtorkb.com>.

4. Make sure that the TCP/IP protocol is installed on your computer.

TCP/IP protocol on a Windows 95/98 system:

1. Go to **Start > Setting > Control Panel**. Click the **Network** icon.
2. From the **Configuration** tab choose **Add**.
3. Click **Protocol** and then click **Add**.

If you do not see TCP/IP listed in this window, proceed to step 4 to install it.



The drive may build an information database, which may take a few minutes.

4. Under **Manufacturers**, choose **Microsoft**. Under **Network Protocols**, choose **TCP/IP** and click **OK**.



You may need to scroll down the list to find TCP/IP. It should be the last item.

5. In the Network Application window, click **OK**.
6. If your computer asks for the original operating system CD, insert it and click **OK**.
7. Once completed, Windows will ask if it can reboot your computer. Make sure you have closed all applications and programs, then click **Yes**.

TCP/IP protocol on a Windows 2000/XP system:

1. Right-click **My Network Places** and select **Properties** from the drop-down menu.
2. Right-click the **Local Area Connection** and select **Properties** from the drop-down menu.

The Local Area Connection Properties window will appear. If you do not see TCP/IP listed in this window, proceed to step 3 to install it.

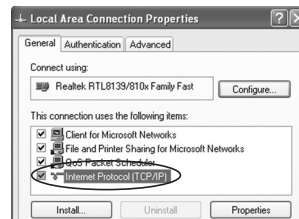


Figure 9. Local Area Connection Properties

3. Click the **Install** button.
4. In the Network Component Type window, select **Protocol** and click **Add**.
5. From the list of available protocols, select **Internet Protocol** and click **OK**.
6. Windows will ask you to insert the operating system disk to install other necessary files.
7. Follow the on-screen instructions to complete the installation process.
8. Reboot if necessary.



If you are not using a DHCP server on your network, make sure that your PC and the Shared Storage Drive are in the same IP address range (Example: 192.168.1.1 to 192.168.1.254), and that they are using the same Subnet Mask (Example: 255.255.255.0).

2. My Shared Storage Drive is detected but I cannot see it in Network Neighborhood.

Go to **Start > Search**. Choose **Computers or people**, then **A computer on the network** and then enter the name or network ID of your Shared Storage drive (Example: MSS-000335).



The Network ID is located on the back of your Shared Storage Drive.

In Windows 2000, go to Files and Folders and use the "Search for a Computer" option.

If that does not work, choose the Network option of the Control Panel to check that a TCP/IP protocol is installed. If it isn't installed, use Add - Protocol - Microsoft - TCP/IP to install it. In Windows 2000, click Install, not Add.

Check the network bindings. First, make sure that the TCP/IP protocol is bound to your network card (NIC). Then, in the **Control Panel**, select your network card and click **Properties**, and select the **Bindings** tab. Make sure **TCP/IP** is bound (checked).

If you don't have a router on your network, make sure that your PC and the Shared Storage Drive are in the same IP address range (Example: 192.168.1.1 to 192.168.1.254), and that they are using the same Subnet Mask (Example: 255.255.255.0).

If you do have a router running DHCP, check that your Gateway IP Address is set correctly. Ask your network administrator for the correct value.

3. I am not able to see any folders on my Shared Storage Drive.

Make sure that you have File and Print sharing enabled in your operating system.

To Enable File and Print Sharing on a Windows 95/98 system:

1. Right-click **Network Neighborhood** and select **Properties**.
2. From the Network window, click the **File and Print Sharing** button.

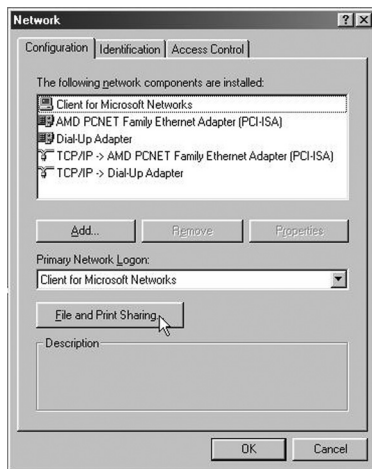


Figure 10. Windows95/98 - Network window

3. Make sure that “**I want to be able to give others access to my files**” and “**I want to be able to allow others to print to my printer(s)**” are checked.
4. Click **OK**, to save your changes, and click **OK** once more to close the Network window.
5. Windows will ask you to insert your operating system disk to install other necessary files.
6. Reboot your system for changes to take effect.



Windows 2000/XP have file and print sharing enabled by default.

4. When I click the Shared Storage Drive icon in Network Neighborhood, I’m asked for a password.

This can happen in the following situations:

- **Your Windows Logon name is recognized by the Shared Storage Drive, but your password is not.** If you have a different password for your Shared Storage Drive and you don’t remember it, you will need to change your password. If you are not the administrator of your Shared Storage Drive, ask your administrator to change your password for you.
- **Your Windows Logon name is not recognized by the Shared Storage Drive, thus only providing you guest access rights.** If you are not the administrator of your Shared Storage Drive, ask your administrator to create a user account for you. To make your Shared Storage Drive logon name easy to remember, use the same name and password as your Windows Logon.

- **You do not have access permissions for a share.** If you are not the administrator of your Shared Storage Drive, ask your administrator to provide you access.



For information on accessing the Shared Storage Drive home page, to change permission settings, see chapter 3 “Using Your Drive” on page 9.

5. What do the different-colored lights in the power button mean?

The power button light gives you a visual indication of how your Shared Storage Drive is operating. The chart below provides you basic information on the light colors, behaviors and their meaning:

Table 1: Shared Storage Drive Lights

Light	Description
Pulsing Green	Drive is functioning properly
Solid Yellow	Drive is booting up / shutting down
Alternating Green / Yellow	Drive has a problem with the Ethernet connection. (Disconnected or no network connection)
No light	Drive is off



If the light is solid yellow for more than five minutes, please contact Maxtor Technical Support.

6. How do I find the workgroup my computer is in?

To Find your workgroup on a Windows 95/98 system:

1. Right- click **Network Neighborhood**.
A pop-up menu will appear.
2. Select **Properties**.
3. In the next screen, select the **Identification** tab.

Your current workgroup will appear in the box labeled Workgroup.

To find your workgroup/domain on a Windows 2000/XP system:

1. Right-click **My Computer**.
A pop-up menu will appear.
2. Select **Properties**.
3. In the next screen, select the **Computer Name** tab.

Your current workgroup/domain will appear next to the field labeled workgroup/domain.

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This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received including interference that may cause undesired operation.

