



## Steps to use the “My Files” menu selection on the **ASiDrive** :

You can also store and recall your own files on the **ASiDrive** using the following steps:

- 1) Insert the **ASiDrive** into an available USB port on your computer.
- 2) When the window opens displaying the contents of the **ASiDrive**, double-click the “Open folder to view files”, or select it and press “OK”. In the list is a folder called “My Files”.
- 3) Drag and drop or copy any content you want into that “My Files” folder. You can create your own hierarchy of subfolders in that main folder as needed. Files can be any type you want to place there (e.g. DOC, PDF, EXCEL, images, videos, etc.).
- 4) To access these files, follow steps 1) and 2) on the below “Steps to use the **ASiDrive**”. Select the “My Files” button on the main page to open up this folder to see your content. Closing the “My Files” folder will return you to the **ASiDrive** main menu.

If you would like assistance with any of the above, please call Arlington Scientific Inc. at (800) 654-0146 and ask for IT Technical Support or email us at [info@arlingtonscientific.com](mailto:info@arlingtonscientific.com). ASI also welcomes your feedback, comments and suggestions. These can also be sent to [info@arlingtonscientific.com](mailto:info@arlingtonscientific.com).

## Steps to run the **ASiDrive** program:

- 1) Insert the **ASiDrive** into an available USB port on your computer.
- 2) A window will open showing the **ASiDrive** program. Double-click this link or press OK at the bottom of that window to run the program.

[NOTE: If the above window does not open on your desktop automatically, click START on the bottom of your desktop and then double-click MY COMPUTER. Under “Hard Disk Drives” you will see the **ASiDrive**. Double-click this drive. After it opens double-click the “SLCDMENU.EXE” to run the program.]