

MEMOREX

Care and Handling of
Memorex Disc Cartridges

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2T-8 SECTOR

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Introduction

This booklet is a guide to proper care and handling of the Memorex® disc cartridges. The simple instructions that follow will help eliminate costly equipment damage and drive down-time as well as extend useful cartridge life.

Cartridge Inspection

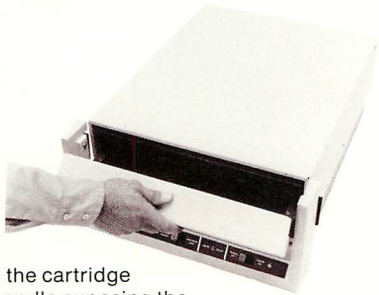
Upon receipt of your Memorex® disc cartridge we recommend that you visually inspect the cartridge for obvious damage, such as covers not locking properly, damage to cannister doors, or gross misalignment of the cartridge hub within its covers or cannister.

Acclimatization

Discs expand and contract with significant changes in temperature and humidity. If the temperature outside the computer installation is less than 60 degrees or more than 90 degrees, the cartridge must be conditioned to the computer room temperature for a mini-

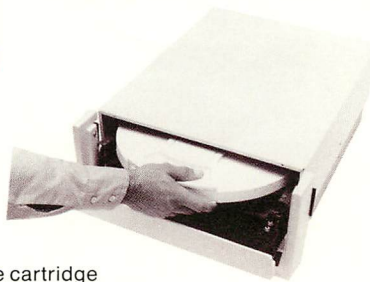
Front Cartridge Loading Sequence—Memorex Cartridge to Drive

1.



Pull down the cartridge receiver handle exposing the receiver cavity in the loading position.

2.



Insert the cartridge into the receiver making sure that it is pushed in all the way.

3.



Raise the receiver handle back to the closed position, locking the cartridge into the drive. **To unload** simply reverse steps 1, 2, and 3.

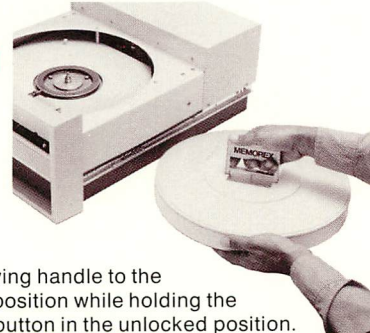
Top Cartridge Loading Sequence—Memorex Cartridge to Drive

1.



With the handle down, slide the cartridge release button to the unlocked position to release the bottom cover.

2.



Lift carrying handle to the upright position while holding the release button in the unlocked position. The release button does not have to be held once the handle has started its motion from the down position.

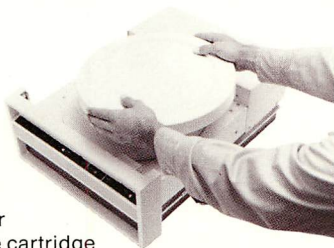
3.



Lift the cartridge clear of the bottom cover while holding bottom cover securely with the left hand. Once the bottom cover is removed, the cartridge disc is most vulnerable to damage as it is exposed at the openings in the top cover for head loading and disc cleaning brushes. The life of the cartridge will be maximized if care is exercised at any time the bottom cover is removed.

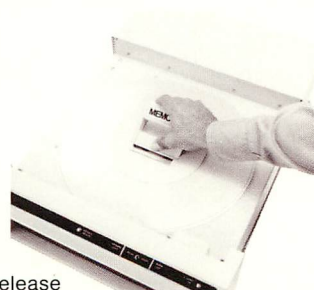
Top Cartridge Removal Sequence—Memorex Cartridge from Drive

1.



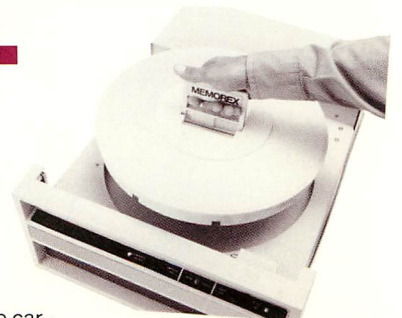
Remove the bottom cover exposing the cartridge carrying handle. Or, if the drive is equipped with securing arms, unlock the arms, then remove the inverted cover.

2.



Slide the cartridge release button to the unlocked position and lift the carrying handle to the upright position while holding the button. This releases the cartridge from the spindle magnet.

3.



Lift the cartridge clear of the spindle housing and replace the bottom cover to avoid contamination.

mum of two hours before mounting it onto the drive. To do so prevents loss of data caused by shift in track location as the cartridge becomes acclimated to environment.

Is the Loaded Drive Functioning Properly?

All of the various types of disc drives which use Memorex cartridges utilize microswitches in their safety circuit interlocks. This avoids spindle rotation and drive operation if the cartridge is not seated properly or locking arms are not secured, or in some cases, if drawers are not shut. With repeated drive use, these microswitches can fall out of adjustment and the drive will not operate even if all of the seating, locking and closing requirements are met. If this occurs and you have double checked the cartridge installation, consult the Operation/Maintenance Manual supplied with the drive for switch adjustments or call your customer service engineer.

Cleaning

With proper handling and storage, disc cartridges rarely need cleaning. Disc cleaning should not be attempted under any circumstances because improper cleaning technique of inaccessible disc components risks permanent damage. If a dirty disc is troublesome, call your Memorex representative. Cleaning the outside of the cartridge cannister is recommended, however, and should be accomplished using a lint-free cloth or tissue and a solution of 91/9% alcohol/water. Never use medicinal isopropyl alcohols from a drug store. They often contain additives harmful to the disc cartridge and drive.

Removal of gummy residue left by old labels should be accomplished using the alcohol solution whenever labels are changed. Do not affix a new label over an old one.

Both the disc cartridge hub and drive spindle must be kept clean. Check the hub periodically and clean with the alcohol/water solution. Refer to your Drive Maintenance instructions for cleaning of drive components, which may have an effect on the cleanliness of the cartridge.

Storage

Always store the top loading cartridge with the covers intact. This will prevent contaminants from reaching the disc surfaces, eliminating damage. The cartridges may be stacked two or three high during storage with reasonable safety. NEVER stack front loading cartridges for storage or at any other time. Front loading cartridges are best stored on edge in racks specially designed for this purpose.

A computer room environment is best for cartridge storage. If, during storage, the cartridges are exposed to temperatures of less than 60 degrees or more than 90 degrees, they must be acclimated to the computer room environment for at least two hours before use.

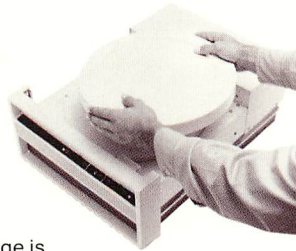
Do not store disc cartridges in areas exposed to magnetic fields from transformers, high current electric cables or similar equipment. For high-security storage, observe the same precautions used for magnetic tape or microfilm records.

4.



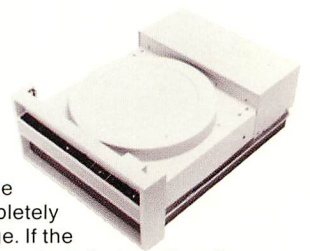
Direct the handle's Memorex logo towards the front of the drive. Then lower the cartridge onto the drive spindle. Drive and cartridge guides provide rotationally correct seating in respect to the read/write heads.

5.



When the cartridge is properly seated, lower the carrying handle into its recess in the top cover, then invert the bottom cover and place it squarely on top of the installed cartridge.

6.



The cartridge bottom cover should be firmly seated, completely sealing the cartridge. If the cartridge has not been installed rotationally correct, it will sit too high on the spindle and the bottom cover will not seat properly. If this happens, remove the bottom cover and reseat the cartridge correctly. Then reposition the bottom cover over the cartridge. Note: some drives utilize securing arms to lock the inverted bottom cover into position. If this is the case, follow the above steps, then make sure the arms are correctly locked over the inverted bottom cover. If locking is incorrect, reposition the cartridge until it is rotationally correct. Reposition the bottom cover, then lock the securing arms.

4.



Lower the carrying handle into the cartridge recess, locking cartridge to the bottom cover. The handle may then be raised to the carrying position and the cartridge moved without danger of the bottom cover falling off.

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Labeling

It is recommended that user labels for identification of recorded data be placed in the recess provided in the front of the front loading cartridge (Fig. 1), adjacent to the disc cartridge logo. Top loading cartridge labeling should be done in one of two areas, depending on the configuration of the cartridge plastics. If the cartridge top cover has a recessed area at the base of the handle, it is recommended that only this area be used for labeling (Fig. 2). If the recessed area is not present, all labeling should be done on the perimeter of the bottom cover (Fig. 3). Although other areas of both cartridges may look inviting for label placement, we have found that all but recommended areas may be knocked or scraped off with continued cartridge use and can be a source of contaminants that can seriously damage the drive and disc(s).



FIG. 1



FIG. 2



FIG.3

Compatibility

- Mark III T
Top loading single disc cartridge drive.
- Mark III F
Front loading single disc cartridge drive.
- Mark V T
Datapoint, Wango, Pertec and equivalent drives.
- Mark V F
Hewlett-Packard 7905 and equivalent drives.
- Mark II
Fujitsu M 2201 and equivalent drives.

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