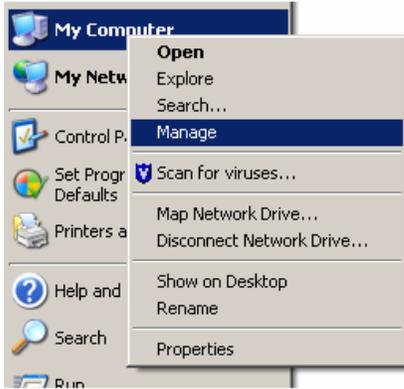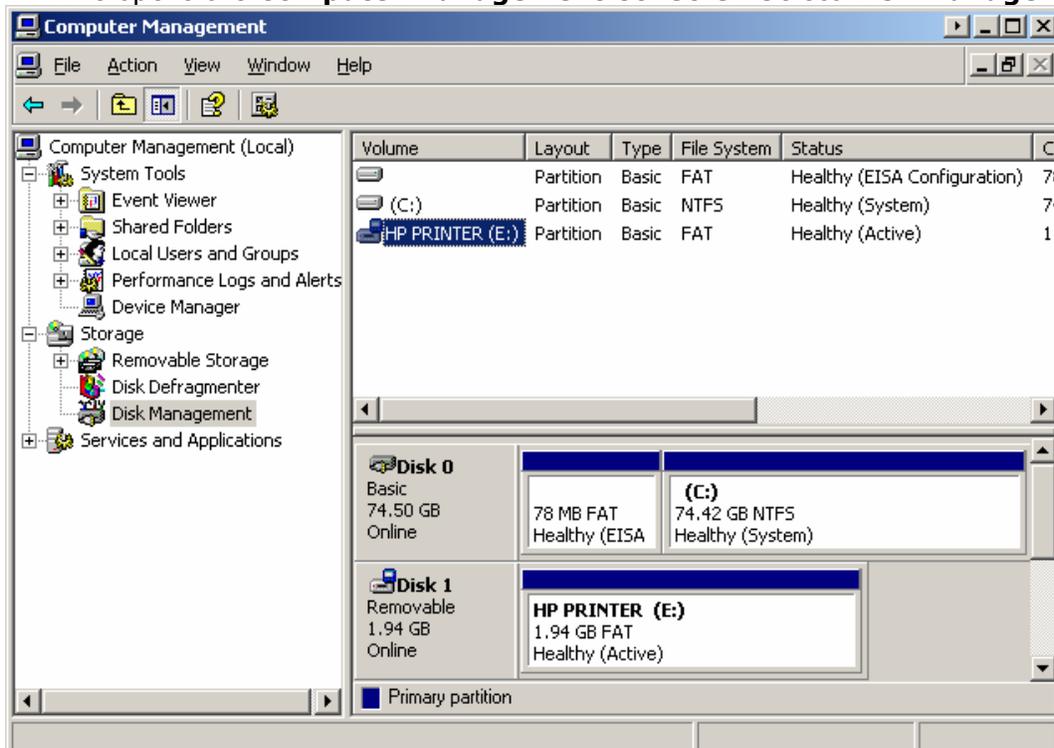## Changing USB Drive Letters

Oftentimes, an agency, in the station, will plug in their brand spankin' new USB printer that has a couple of nifty card-readers built in. Sweet stuff, except for the fact that they eat up the E: drive letter formally utilized by your USB thumb-drive! TraCS is not happy. What we need to do is permanently assign a drive letter to the printer's card-reader to leave the E: drive open. Remember, you have to be an **Administrator** to perform this process.
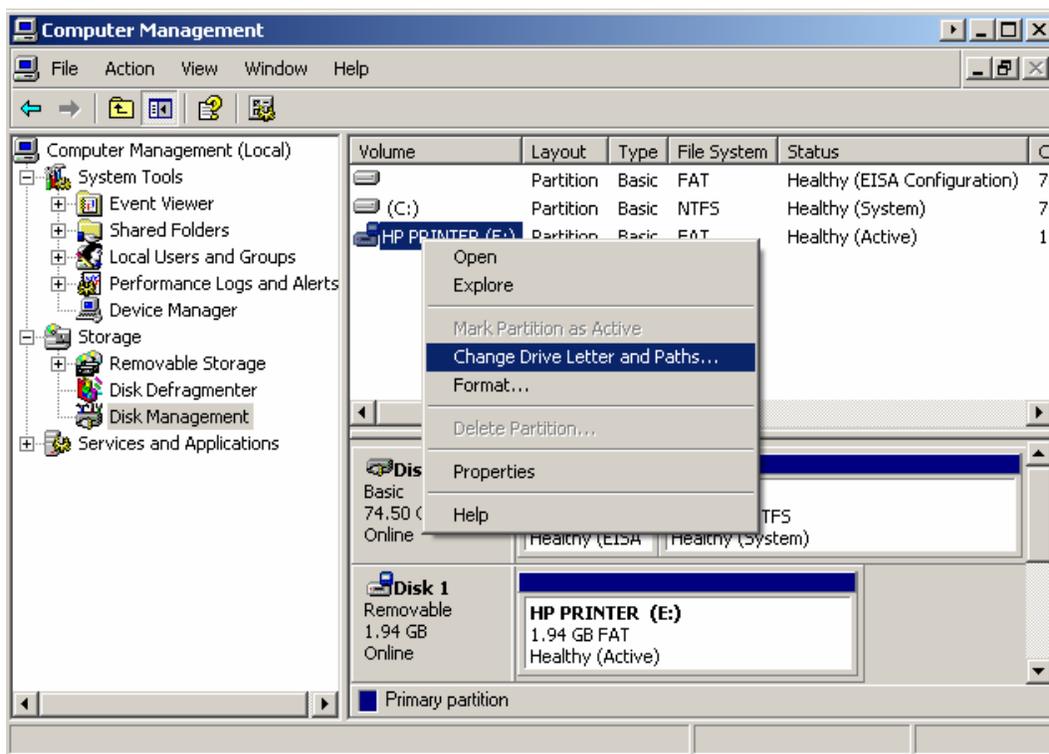
Changing Drive Letters

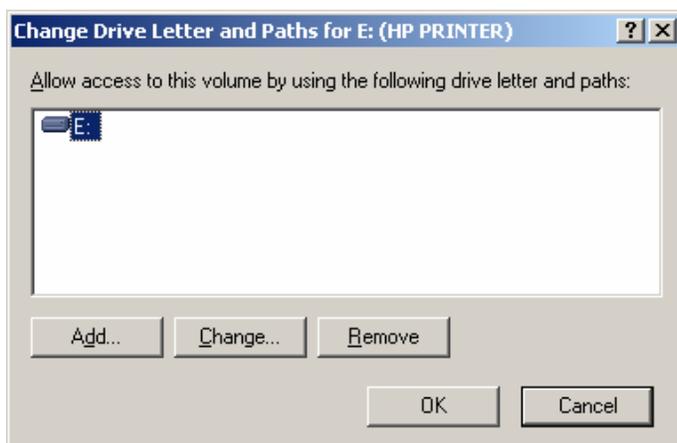1. Right-click **My Computer** and select **Manage**.

2. This opens the **Computer Management Console**. Select **Disk Management**.
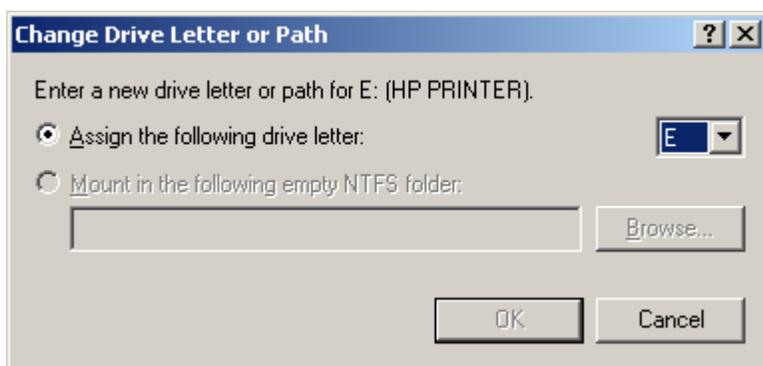
3. In the right-hand pane, select the drive on which you wish to change the drive letter. In this case I have an HP Printer drive that is hogging E:. Right-click on that drive and select Change **Drive Letter and Paths**.
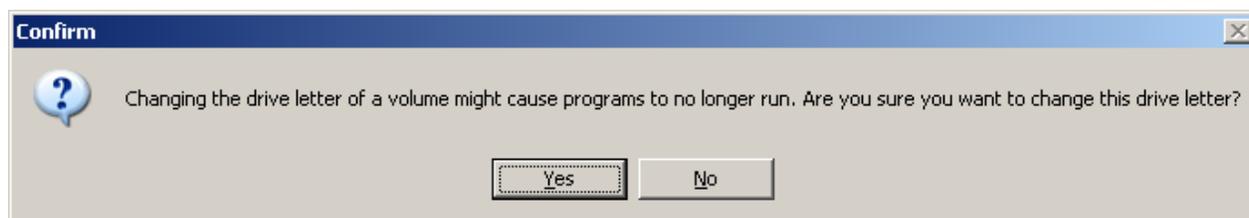

4. On the next screen, click the **Change** button.

5. Then, in the drop-down box, select the new letter you wish to assign this drive.

6. Click **OK** (you know what an OK button looks like, so no screen-shot for you this time!).
7. Are you sure you want to change the drive letter? Well then, click **Yes** for cryin' out loud!

8. There you have it! You can close the Computer Management Console at this point and rebooting would be a good idea. That way Windows will free up the unused drive letter for your USB drive. Now, if you have already plugged in your USB drive and found out that it was assigned something else, it may still come up with that drive letter. If this is the case, follow the above steps and change the letter of your thumb-drive to E: (or whatever you need to assign it to). Good luck!

I have no USB printer with a card-reader on this computer, but my E: drive is a network share! What do I do?
Don't panic! After you've fired your IT person for mapping a drive letter below the Microsoft suggested minimum (which is F:) you have two options:

1. Remap your network drive to something other than E:, or
2. Use the above steps to remap your thumb-drive to an open drive letter. The problem with this, however, is you have to plug-in EACH thumb-drive in your agency and change its drive letter. You have a 50/50 chance that it will pick up the change each time you plug it in, but more often than not, that works. Also, make sure the Start/End-Shift tab in TraCS is referring to that new drive letter.