

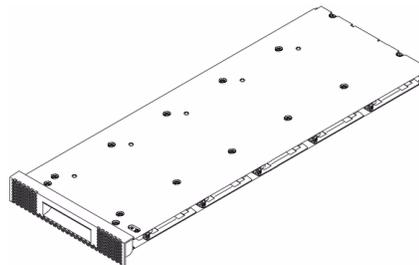
# Spare Cartridge Magazine Instructions

This document describes how to remove and replace a cartridge magazine in a NEO 100s library from Overland Storage.

**WARNING:** To reduce the risk of electric shock or damage to equipment, always remove any power cords while working with the unit.

**AVERTISSEMENT:** Pour réduire le risque de choc électrique ou endommagement de l'équipement, retirez toujours les cordons électriques en travaillant avec l'appareil.

**CAUTION:** While working with the unit, observe standard Electrostatic Discharge (ESD) precautions to prevent damage to micro-circuitry or static-sensitive devices.



## Install the Magazine

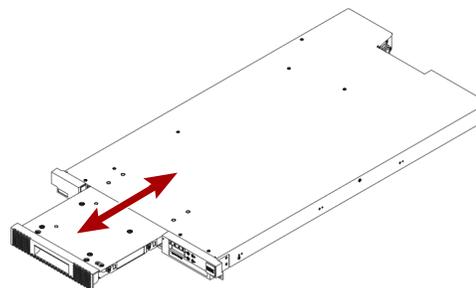
### Switch Out the Magazine

1. From the top menu screen on the Operator Control Panel, press **DOWN** to display **Unlock Magazine**, and press **SELECT**.

If this is not possible, insert a straightened paper clip or similar object, into the access hole to the left of the LEDs and gently push. If the Mail Slot is enabled, press twice.

2. Supporting the **magazine**, slide it out of the library.
3. Transfer any **tape cartridges** from the old magazine to the new one.
4. Put the **new magazine** into the library and wait for the library inventory to complete before proceeding.
5. Press **CANCEL** to return to the top level menu.

If the magazine is stuck in the library and does not eject, contact Overland Technical Support.

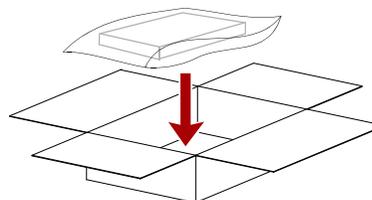


### Return Old Part to Overland

For return shipping details and RMA number, go to:

<http://docs.overlandstorage.com/return-instructions>

1. Place the **old part** in the anti-static bag and put it in the replacement part's box.
2. Use a return merchandise authorization (RMA) number to return the part to **Overland Storage**.



PN 35P1336  
Printed in Singapore