

DLTtape Media Care Guide



How to care for, handle, inspect
and ship your cartridges.

1

Why Media Care Is Important

DLTtape cartridges are engineered to be reliable, robust and durable.

To get the most from your DLTtape media follow the guidelines in this booklet.

The safety of your data relies on proper care and handling.

2

Get To Know Your Cartridge

- Cartridge features
- Write protect switch

3

Media Care Overview

- Protecting your cartridge
- Labeling your cartridge
- If you drop your cartridge
- Proper storage conditions

4

Visual Inspection

- When do I perform a visual inspection?
 - Performing a visual inspection
 - Spotting damaged cartridges
- DLTtape Media and Super DLTtape Media

5

Shipping and Storing Cartridges

- How do I ship cartridges?
- Packing materials
- How do I pack cartridges?

6

Quick Guide: Do's + Don'ts

A quick and easy guide to caring for your media and troubleshooting problems.

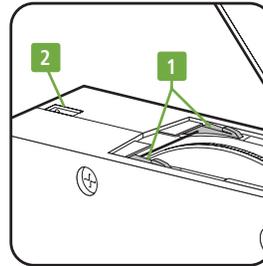
2

Get To Know Your Cartridge

Cartridge Features

1 Tape Leader

Buckles with drive leader to pull media from cartridge.
DLTtape cartridges (mylar loop)
Super DLTtape cartridges (plastic buckle with metal pin)



Super DLTtape

2 Reel Lock

Prevents media reel in the cartridge from spinning when the cartridge is not loaded in a drive. This ensures that proper media tension is maintained.

3 Cartridge Hub

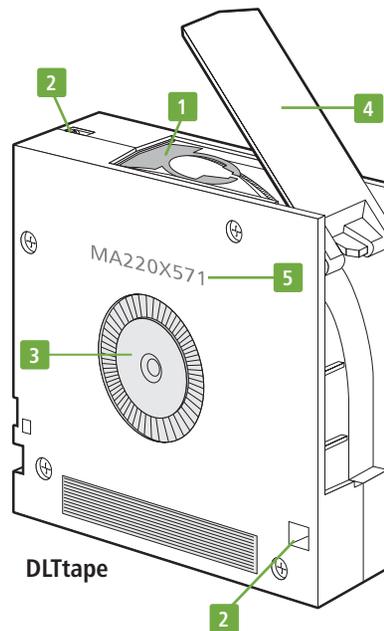
Mechanical interconnect between the cartridge and the drive reel motor.

4 Cartridge Door

Provides access to the tape leader.

5 Serial Number

Needed for identification purposes if calling for service.



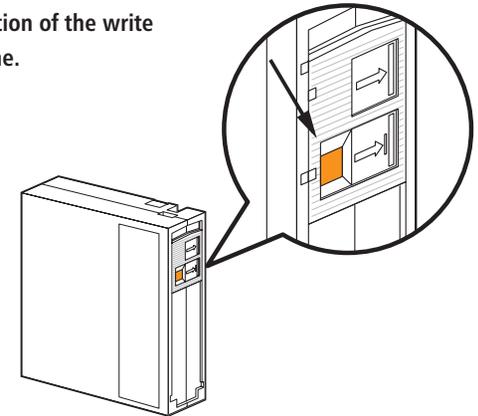
DLTtape

Write Protect Switch

Prevents overwrite or erasure of data.
 You can change the position of the write protect switch at any time.

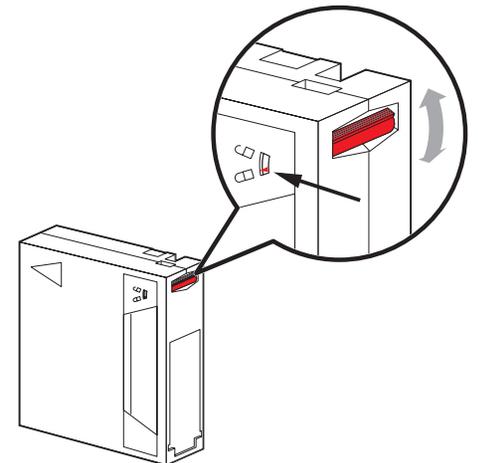
DLTtape and SUPER DLTtape

Write protected—slide down toward label. Orange indicator should be displayed.



DLTtape VS1 and DLT VS160 Cleaning

Write protected - Indicator on top points to closed lock



3

Media Care Overview

Protecting Your Cartridge

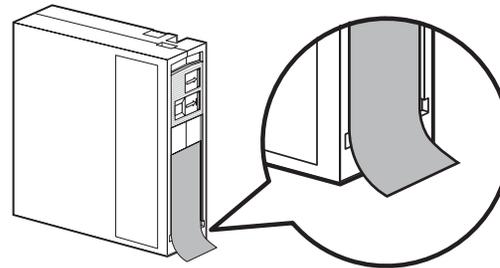


- Protect cartridges from shock, vibration, moisture and magnetic fields.
- Keep media in protective cases and store vertically when not in use
- Make sure that no loose labels in the storage container stick to the bottom of the cartridge when inserting into tape drive.
- Never touch the tape or tape leader. Dust and oils from your skin can contaminate the tape and affect performance.
- Avoid direct sunlight—can deform cartridge and /or ruin media.

Labeling Your Cartridge



- Use the sliding labels provided. Do not use adhesive labels or Post-it® notes.
- Do not write directly on the cartridge.
- Write in pen, not pencil. Using a pencil can introduce contaminants to the tape path.



Proper Storage Conditions

Media Use	Proper Conditions
Normal Storage (Non Archival)	<ul style="list-style-type: none"> • Between 61° F and 90° F (16° C and 32° C) • Between 20% and 80% relative humidity • Maximum wet bulb temperature 78° F (26° C)
Data Archival Storage (for one or more years)	<ul style="list-style-type: none"> • Between 64° F and 79° F (18° C and 26° C) • Between 40% and 60% relative humidity

4

Visual Inspection

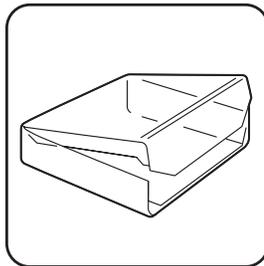
When Do I Perform a Visual Inspection?

- Best practices: Each time a tape is loaded or changed.
- When a tape cartridge is dropped or subject to a hard physical shock.
- When a shipment of tapes show any signs of shipping damage.
- If the DLT, DLT VS or SDLT drive becomes inoperable after loading a tape.
- If a drive error occurs, inspect the current and previous cartridge used in that drive.

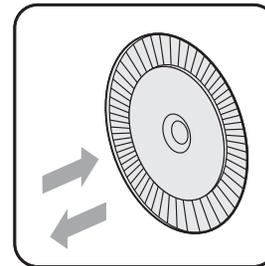
How Do I Perform a Visual Inspection?

- Go through all inspection steps in Group 1, 2 and 3 (see below).
- If issues are found in Group 1 only and no issues found in Groups 2 or 3 then use cartridge with caution.
- Monitor software log for media degradation.
- Consider copying the data onto a new cartridge and retiring the old cartridge.
- If any issues are found in Group 2 or 3 then retire the media and use a different cartridge.

Group 1: Case and Reel Inspection



Case
Inspect the case for cracks, chips, or signs of damage.



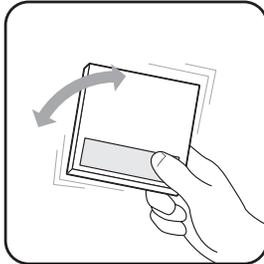
Cartridge Hub
Confirm that the spring-loaded hub on the bottom of the cartridge is centered. Press the hub. It should spring back if operating properly. Operation of the reel locks may release the hub and re-center.

4.1

Visual Inspection Cont'd

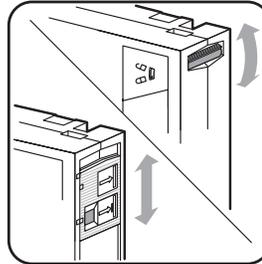
Visual Inspection

Group 2: External Cartridge Inspection



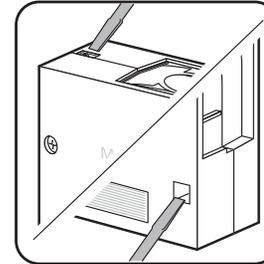
Cartridge

Inspect the exterior of the cartridge for chips, cracks, dents or missing screws. Gently shake the cartridge, listening for rattles or loose pieces.



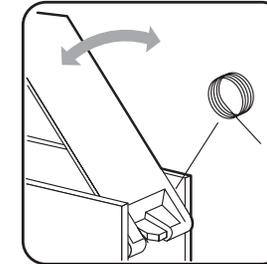
Write Protection Switch

Move the switch. It should be able to snap into write-protected mode and write-enabled mode.



Reel Locks

Check that both reel locks are visible. Verify operation using a small flat blade screwdriver. The reel locks should spring back when released.



Cartridge Door

Ensure the door is movable and that the spring is present.

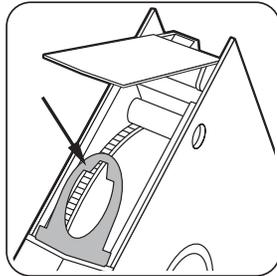
4.2

Visual Inspection: Spotting Damaged DLTtape Media

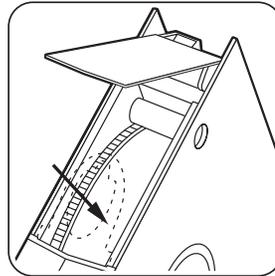


Visual Inspection

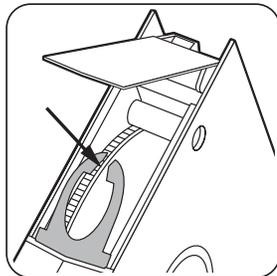
Group 3: Inspecting the Leader: DLTtape Cartridges



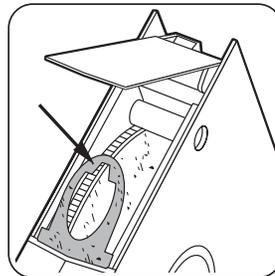
Normal
Normal DLTtape leader.



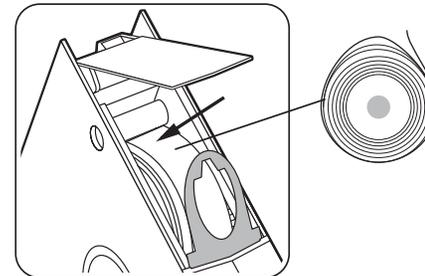
Tape Leader Missing
Swallowed cartridge leader or broken tape.



Broken Tape Leader
Not always this obvious.



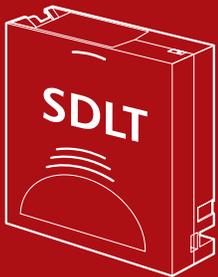
Excessive Debris
Stuck to tape leader and to tape.



Media Wrapped too Loosely
Excessive slack apparant.
(Note: OK to use cartridge if small amount of slack at the tape leader is present, but inspect cartridge again after use.)

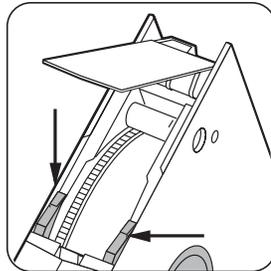
4.3

Visual Inspection: Spotting Damaged Super DLTtape Media

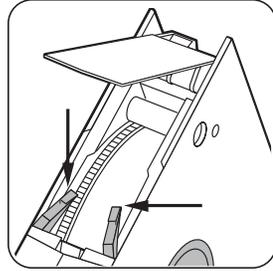


Visual Inspection

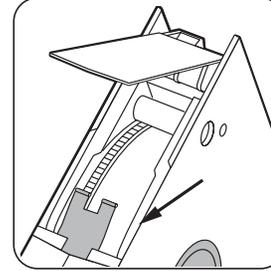
Group 3: Inspecting the Leader: Super DLTtape Cartridges



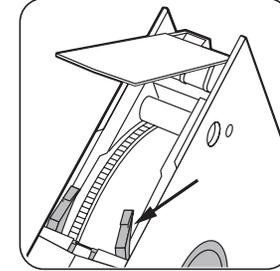
Normal
Normal SDLT tape leader.



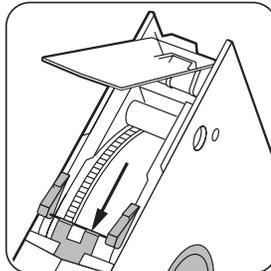
Toed-In Buckle
Buckle ends clearly extend past edge of reel.



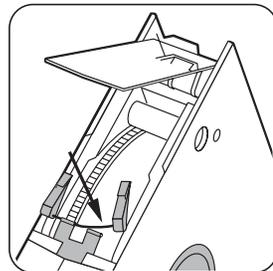
Buckle Missing
No buckle present.



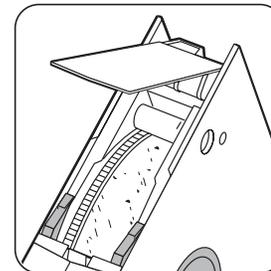
Buckle Bent
One buckle end is bent and buckle is not symmetrical.



Gap from Tape Leader Slack
Tape Leader is clearly visible.



Buckle Separated from Tape Leader
Buckle has broken through tape leader on one side.



Excessive Debris
Stuck to tape.

5

Shipping and Storing Media

How Do I Pack Cartridges for Shipping?

! Do Not Use the following shipping materials:
Air pillows, Peanut packaging, Oversized boxes,
Standard Flat boxes, Fed Ex boxes for example

Wrap Each Cartridge Properly

2' x 2' sheets of bubble wrap, 1" thick

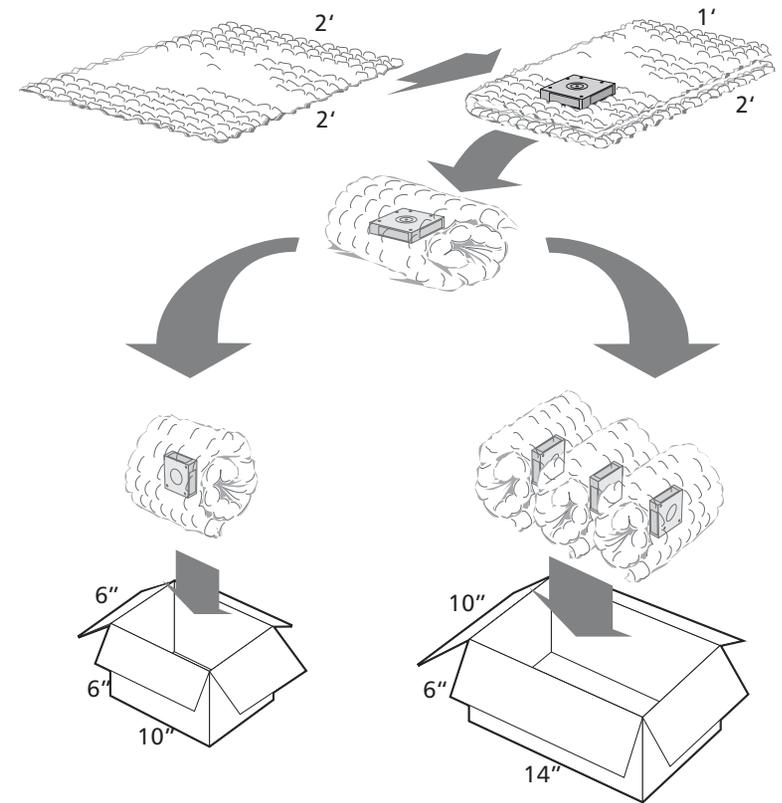
Use the Correct Shipping Box

Small box: 10" x 6" x 6" (Holds one cartridge ONLY)

Large box: 14" x 10" x 6" / Multiple Cartridge Box with bubble wrap

Packing Single or Multiple Cartridges

# of Cartridges	Bubble Wrap	# of Boxes
1	1 sheet	1 small box
2	2 sheets	2 small boxes
3	3 sheets	1 large box
4	4 sheets	1 large box, 1 small box
5	5 sheets	1 large box, 2 small boxes
6+	Ship in multiple boxes in combination following the above guidelines.	



! Orient tapes vertically in the shipping box
Fill in all air space with bubble wrap.

6

Media Do's and Don'ts

Media Care Do's

Storage

- Store cartridges in their protective cases.
- Align cartridges so grooves in cases interlock.

Handling

- Handle cartridges with great care.
- Don't touch the tape or tape leader with bare fingers.

Usage

- Inspect cartridges prior to each use.
- Unload cartridges prior to powering down the drive
- Before using a new or stored cartridge, allow the cartridge 24 hours to adjust to the present operating temperature and humidity.

Media Care Don'ts

Storage + Shipping

- Don't store near magnetic fields.
- Don't ship cartridges in drive.
- Don't stack cartridges horizontally.

Handling

- Don't touch the media or leader with bare fingers.
- Don't use pens or pencils during cartridge inspection.
- Don't use adhesive labels.
- Don't disassemble cartridges.

Usage

- Don't drop cartridge or use a dropped cartridge.

Quantum

For more information,
visit quantum.com

United States of America
Quantum Corporation
141 Innovation Drive
Irvine, CA 92617
U.S.A.
phone 949.856.7800
fax 949.856.7799

European Headquarters
Quantum Corporaton
3 Bracknell Beeches
Old Bracknell Lane West
Bracknell
Berkshire RG12 7BW
United Kingdom
phone +44 1344 353500
fax +44 1344 353510

Asia Pacific
Quantum Corporaton
9 Temasek Boulevard, #08-03
Suntec Tower Two
Singapore 038989

phone +61 7 3839 0950
fax +61 7 3839 0955

©2006 Quantum Corporation. Quantum, the Quantum logo, and the DLTtape logo are all registered trademarks of Quantum Corporation. SDLT and Super DLTtape are trademarks of Quantum Corporation. Other trademarks may be mentioned herein which belong to other companies.

81-81564-01 A01 February 2006