

# INSTRUCTIONS

## How to format USB Flash Drive on a Windows 10 PC

### Preparing the USB Flash Drive:

- Most USB Flash Drives are compatible with the control box, though there are rare exceptions.
- In almost all cases the USB Flash Drive format is the reason for incompatibility. Always use a 2.0 USB Flash Drive ≤ 8GB Storage and format to FAT32 file format.
- We recommend that a new USB Flash Drive be obtained exclusively for this process.

### STEP 1:

1. Insert the USB Flash Drive into one of the available ports on the PC.
2. Select **This PC** icon from the taskbar at the bottom of the screen. See **Figure 1A**
3. If the **This PC** icon is not on the taskbar, click on **Windows Icon** on the bottom left of the screen and locate the icon in the **Start Window**. See **Figure 1A**
4. If **This PC** icon is not present on the **Start Window**, search for the icon by typing **This PC** on the search bar. See **Figure 1B**
5. Select **This PC** icon. See **Figure 1B**

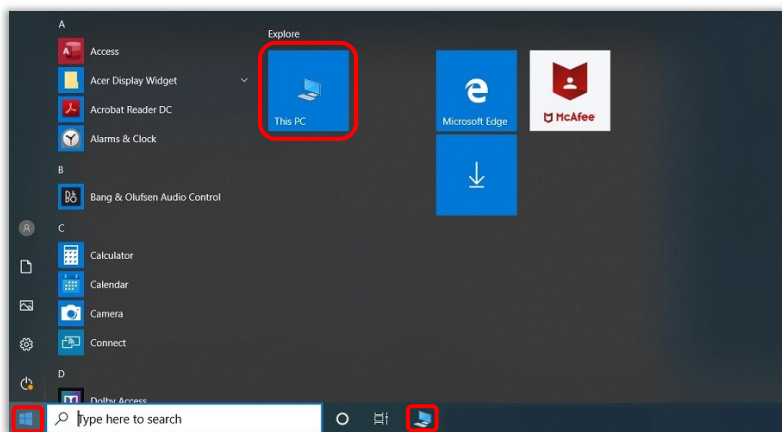


FIGURE 1A

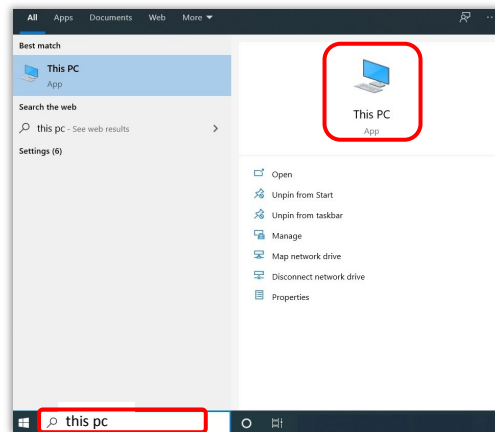


FIGURE 1B

### STEP 2:

1. Under the "Devices and drivers" section, right-click the USB drive and select the **Format** option.

**WARNING:** Format will delete all data on the USB drive, make sure to backup any important files before proceeding with this step.

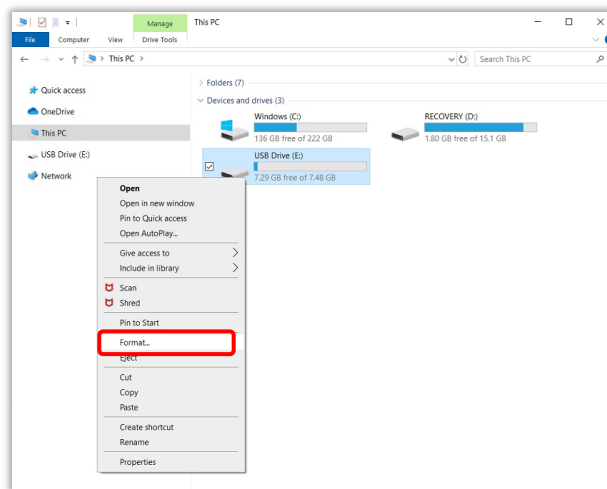
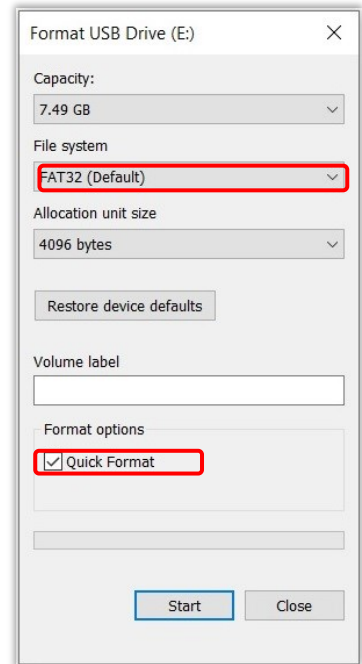


FIGURE 2

# How to format USB Flash Drive on a Windows 10 PC Cont.

## STEP 3:

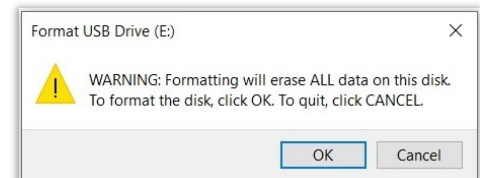
1. Use the "File system" drop-down menu and select the **FAT32 (Default)**.
2. Under the "Format options" section, select the **Quick format** option.  
**Note:** If the "Quick Format" option is not checked, the format process can take a long time depending on the size of the drive .
3. Select **Start** to initiate the process. See **Figure 3**.



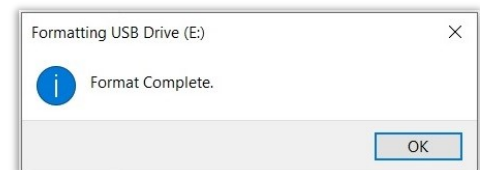
**FIGURE 3**

## STEP 4:

1. Select **OK** to continue with the format process, it should take approximate 5— 10 Seconds to complete. See **Figure 4A**
2. When the format is completed select **OK**. See **Figure 4B**
3. Select **Close** to close the "Format USB Drive" window.



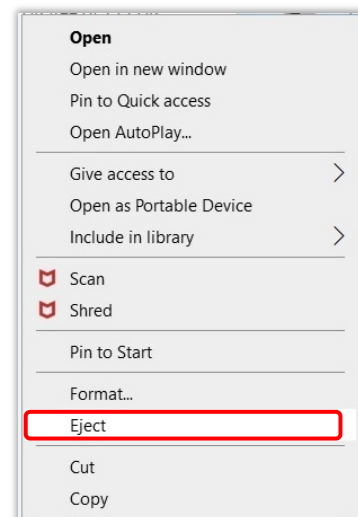
**FIGURE 4A**



**FIGURE 4B**

## STEP 5:

1. To properly remove the flash drive, right-click on the Drive and select **Eject**. See **Figure 5**
2. You will see a message pop up in the lower right-hand corner "Safe To Remove Hardware." Remove the flash drive from your computer.



**FIGURE 5**