

Follow these steps to reformat a USB flash drive for FAT32.

Note: These steps may vary by operating system version.

WARNING: Formatting the USB flash drive will delete all content on the device.

For Windows operating systems:

- 1) Connect the USB flash drive to the computer.
- 2) Click Start and then click "My Computer."
- 3) In the "My Computer" window, right-click on the drive icon in which the USB flash drive appears.
- 4) From the menu, click "Format...."
- 5) In the "FORMAT device name (drive letter)" window, under **File System**, click the drop-down arrow and select "**FAT32**", under **Volume Label** type in "**CT**" and then click the "Start" button.
- 6) At the "WARNING..." message, click "OK" to continue.
- 7) At the "Format Complete" message, click "OK".
- 8) Click the Close button to close the "FORMAT CT (drive letter)" window.
- 9) Click the X in the top-right to close the "My Computer" window.

For Mac OS:

- 1) Connect the USB flash drive to the computer.
- 2) Open Disk Utility.
- 3) Click to select the USB flash drive in the left panel.
- 4) Click to change to the Erase tab.
- 5) In the "**Format:**" selection box, click "**MS-DOS File System**".
- 6) In the "**Name:**" field, type in "**CT**".
- 7) Click "Erase..." button.
- 9) At the confirmation dialog, click the "Erase" button.
- 0) Close the Disk Utility window.

→ Your USB flash drive is now formatted for FAT32 and renamed to CT. It can be used for installing an Update and/or to download Report files from your VacSmart machine.

USB flash drive for VacSmart™



The image shows a Windows File Explorer window titled "This PC" with the "Drive Tools" ribbon selected. The "Devices and drives" section shows a USB drive labeled "CT (D:)" with 3.74 GB free of 3.74 GB. A right-click context menu is open over the drive, and the "Format..." option is highlighted. To the right, the "Format CT (D:)" dialog box is displayed, showing the following settings:

- Capacity: 3.75 GB
- File system: FAT32 (Default)
- Allocation unit size: 4096 bytes
- Volume label: CT
- Format options: Quick Format, Create an MS-DOS startup disk

The "Start" button in the dialog box is highlighted. Pink arrows indicate the sequence of actions: clicking "This PC", right-clicking the drive, selecting "Format...", choosing "FAT32 (Default)", and clicking "Start".