



and

Dynamic Data Storage[™]
for Windows

Installation & Operation Manual

Caution: The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

For warranty information and technical support contact your reseller, or visit our website at:

www.projectlab.net

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1.Preface

Congratulations on purchasing a Century CD®unit. This product has been developed using the most advanced techniques and materials, to ensure your CDs remain organized and secure for many years to come. Please note that this manual refers to two separate items: Century CD® (the unit itself) and Dynamic Data Storage™ (the interface software that runs on your computer.) These are integral to each other's function, but are treated in this manual as different for the purpose of clarity. In this manual the name Century CD® will usually be abbreviated to CCD® and Dynamic Data Storage™ to DDSTM.

Note1: Throughout this document the term 'CD' represents any full sized (12cm / 5 ¼\in.) compact disk type media i.e. Audio or Data CD, DVD, CDR/W, CD-G.

Note2: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

2. General Maintenance and Safety



- **Never** insert foreign objects into the *Century CD*. This may damage the unit as it is designed to hold full sized (12cm / 5 1/4" X) CD-type media only.
- **Never** place your operating system CD or the *Dynamic Data Storage* CD inside your *Century CD* unit. This may impede disaster recovery.
- To keep from damaging the *Century CD* unit, avoid exposing it to moisture and extreme temperatures.
- **Do not** allow any chemicals to come into contact with the *Century CD* unit.



- **Never** disassemble or touch the inside of the *Century CD* unit. This could result in electrical shock. There are no user serviceable parts inside a *CCD* unit.
- Clean the outside of the *Century CD* unit by wiping with a clean dry cloth. Never use harsh or abrasive cleaners or organic solvents on any part of the *Century CD* unit.



- **Avoid Electrostatic Discharge.** Discharges near any of the *Century CD* unit connector ports may cause a temporary loss of communications to the unit. This may result in a communications error message being displayed, but no permanent damage to the *Century CD* unit.



- **Use only** the power supply provided with your *Century CD* unit. Use of any other power supply may cause damage to the *Century CD* unit or invalidate any approvals the unit may have been designed to meet.

3. Contents

The *Century CD* kit includes:

- A *Century CD* unit.
- A CD catcher.
- A power supply (Mains Power Adapter).
- A USB cable.
- A Serial (RS232) cable.
- A Warranty Terms and Conditions and Warranty Registration Card.
- The *Dynamic Data Storage* Installation CD, which contains the software and an on-line copy of this Installation and Operation Manual.
- This Installation and Operation Manual.

Please check the contents of your CCD kit carefully. Should you find any missing components contact your place of purchase immediately. Please refer to our standard warranty and conditions of sale.

4. Installation

4.1. Before You Begin

- Make sure you have read and understood the **General Maintenance and Safety** and **Contents** sections of this document.
- Make sure your PC meets the minimum **System Requirements**.
- Make sure your computer is turned on and operating correctly.
- **Do not attempt to insert CDs into your Century CD unit before both the Software and Physical installations have been completed.**
- The fastest way to start using your *Century CD* unit is to install the software first.

4.2. Software Installation



If installing this software on Windows NT, Windows 2000 or some versions of Windows XP, administration rights are needed for the installation to be successful. If your installation fails, see your System Administrator or your Operating System documentation for details on obtaining administrative rights.

Ensure that you have no applications running on your computer. To begin the installation, insert the provided software CD into your computer's CD-ROM drive.

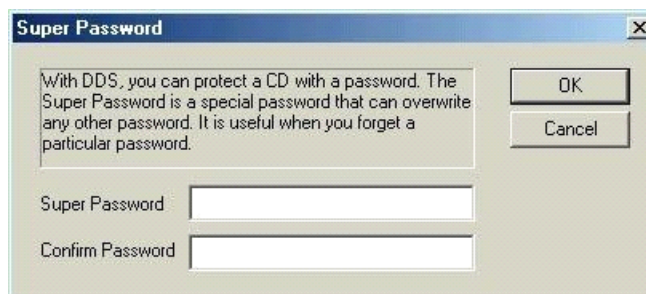
On PCs with the 'Autoplay' function enabled, the installation procedure should begin automatically, displaying a dialogue similar to the one below:





*If the procedure does not automatically initiate, you may initiate it manually by clicking the **'Start'** button on your desktop then selecting the **'Run...'** option. In the dialogue box provided, type **'D:\autorun.exe'** where **'D'** is your computer's CD-ROM drive letter.*

Follow the prompts to install the *Dynamic Data Storage* software onto your computer. During the installation process, you will encounter the following dialogue:



*Once a 'Super' password is set, some important operations cannot be performed without it. Any user with access to the 'Super' password can bypass security measures set by other users. Do not set this password until you have read the **Password Protection** section of this document.*

If you wish to set the 'Super' password at this time you may do so by typing it into the appropriate boxes and pressing **OK**. If you wish to set it at a later time, you may press the **Cancel** button.

When the installation procedure has completed, remove the *DDS* Installation CD from your CD-ROM drive and click the **Finish** button to restart your computer.

4.3. Physical Installation

Ensure that you have installed the *Dynamic Data Storage* software, and that it is running on your computer.

Plug the *Century CD* unit into your computer using *either* of the provided USB or serial (RS232) cables. **Do not connect both cables.**



The USB cable is the preferred method of connection. USB ports have superior transfer rates and reliability to serial ports (meaning quicker response times). To check if your PC is USB capable, read your computer's documentation or check at the back of your PC for a USB port. If your computer is not equipped with a USB port, using the serial connection will still allow full functionality.

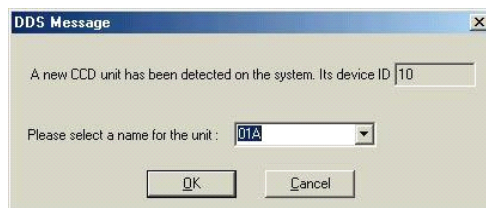
4.3.1. Using the USB Connection

Insert the square end of the provided USB cable, and the small plug of the provided power adaptor into the *CCD*'s connection panel as such:



Plug the adaptor into the wall AC power socket and turn the mains power on. Within a few seconds, you should see the following prompt:

You may select an alternate name for the unit by choosing from the drop



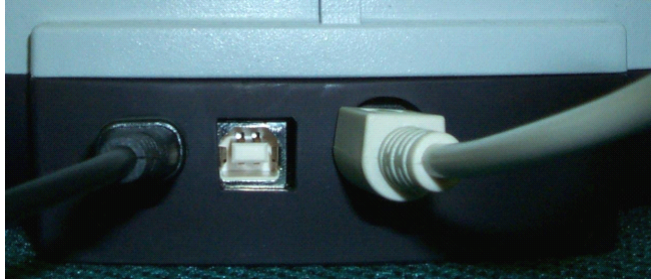
down menu, or you may type a different name in the box. Press **OK** to add the unit to the *DDS* database.

Your *CCD* unit is now installed.

4.3.2. *Using the Serial Connection*

Insert the round end of the provided serial (RS232) cable, and the small plug of the provided power adaptor into the *CCD*'s connection panel as such:

Plug the adapter into the wall AC power socket and turn the mains power on.



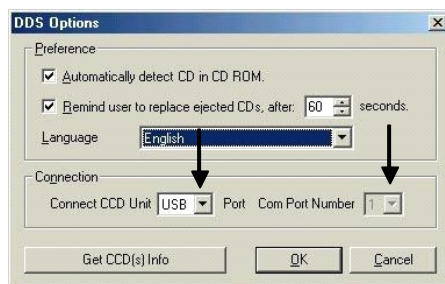
Double click on the **DDSICON** in your taskbar:



The *DDS* main dialogue screen will open. Click on the **Tools** menu:



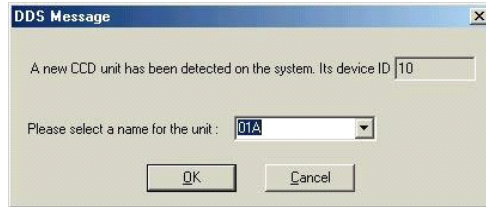
From the drop down list, choose **DDS Options**. You will see a dialogue box similar to the one below. This dialogue has options for connection type and COM port number:



Click on the **Connect CCD Unit** drop down menu and choose **COM**. The **Com Port Number** drop down menu will become available. Choose the appropriate number from the list, and click the **OK** button.

Within a few seconds, you should see the following prompt:

You may select an alternate name for the unit by choosing from the drop



down menu, or you may type a different name in the box. Press **OK** to add the unit to the *DDS* database.



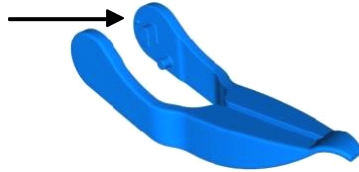
If you are unsure as to which COMport number to use, experiment with different numbers, going back and trying new ones until your unit is recognized.

Your *CCD* unit is now installed.

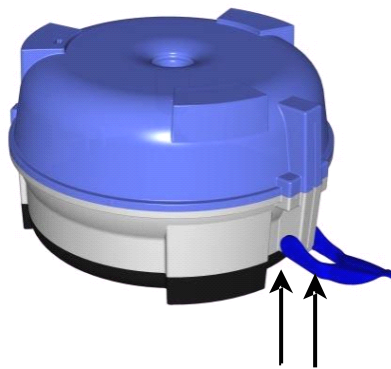
4.3.3. Installing the CD Catcher

Before proceeding to use your *CCD* unit, you should first install the CD Catcher. The CD Catcher is designed to hold ejected CDs, and to make CD insertion easier.

Take the CD Catcher out of its packaging. You should note that it has bumps at its wide end. These bumps are designed to attach it to your *CCD* unit:



Align the CD Catcher below the bottom of the *CCD*'s slot and push it upwards until it clicks into place:



4.4. Installing Additional Units



If you already have a CCD unit installed on your PC, you do NOT need to re-install the DDS software in order to enable a second or more unit(s) to function. The single copy of DDS installed on your computer is designed to work with multiple CCD units.

4.4.1. Stacking CCD Units

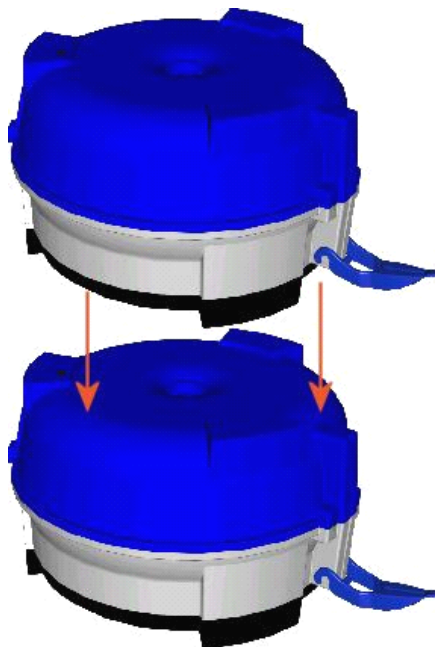
The simplest way to add more *CCD* units to your PC is to stack them in a tower. *CCD* units are designed to stack on top of each other, up to 10 units high, eliminating the need to connect each separate unit to a power source and to the computer.

To add a unit to a stack, simply align the bottom of the new *Century CD* unit with the top of the unit below it, so that the front (i.e. the CD slot) of each unit is facing in the same direction.

Gently place the new *Century CD* unit on top of the bottom unit, as demonstrated below. The units will automatically connect using the stacking ports at the top and bottom of the *CCD*.



*Place the CCD down **GENTLY**, being careful not to bend the pins in the stacking port.*





***Never** stack more than 10 units together – this may cause them damage. A stack of CCD units can be heavy, and may cause injury if it falls. Ensure that the stack is on a sturdy, level surface and out of the reach of children. **Do not** stack more than five units without securing them with a support bracket. (A support bracket will be available shortly. Check the Century CD website for details – www.projectlab.net.)*

Once you have placed the new *Century CD* unit on the one below it, *DDS* should detect that you have connected a new *CCD* device. You will be prompted to choose a name for the unit (see **Physical Installation** above for details) and once you press **OK** your new unit will be installed.

4.4.2. Adding Units Without Stacking

Sometimes it may be necessary to add units to your PC without placing them in a stack. This situation may arise, for instance, when you have already reached the limit of units allowed in a stack and must begin a new one.

In this case, the unit should simply be connected directly to the computer and power, as if it were the first unit connected (see **Physical Installation** above.) It is still not necessary to re-install the *DDS* software.

4.4.3. Adding Multiple Stacks

Some users may wish to use multiple stacks of *CCDs* on their PCs. This situation may arise, for instance, if a user needs to add more than ten units or if a user wishes to work with short stacks.

To add multiple stacks, simply add a unit as it were the first unit installed (see **Physical Installation** above.) This unit will now be ready to accept further *CCDs* on top of it. It is still not necessary to re-install the *DDS* software.



In order to use multiple stacks ALL stacks MUST be connected through USB. Only one stack can be used through the serial connection, and serial and USB may NOT be used together. If your PC is not equipped with USB ports and you wish to use multiple stacks, we recommend installing a USB expansion card.



Please note that each stack will require a separate USB port to connect to. Most PCs are only equipped with two USB ports. If you do not have enough free USB ports for the amount of stacks you require, we recommend using a USB hub.

5. Using the Century CD

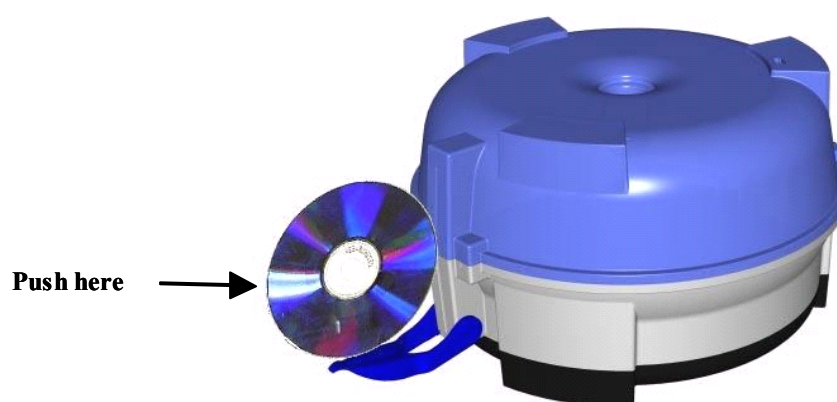
5.1. Inserting a CD



Do not insert a CD when the light at the front of the unit is flashing.

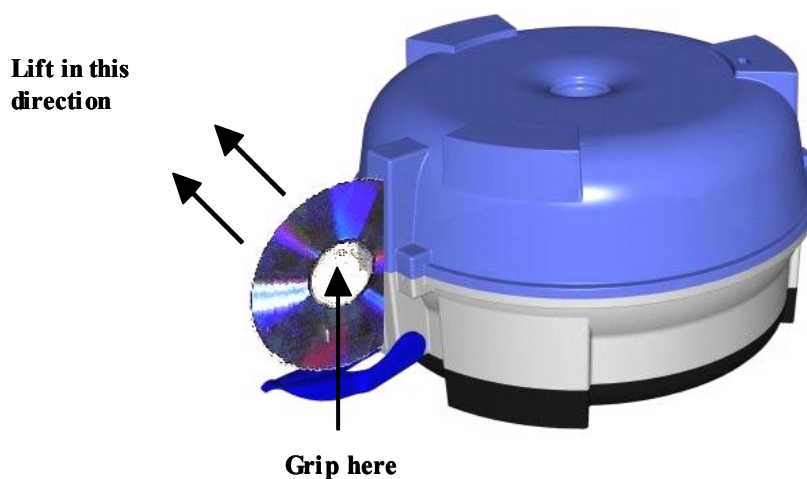
Only insert standard full sized (12cm / 5 ¼\|u8221X) CD-type media into the unit.

To insert a CD, align it with the slot at the front of your *CCD* unit and gently but firmly push its outer edge until the CD is completely inside the unit.



5.2. Removing a CD

When a CD has been ejected, it will rest on the CD catcher. To remove it, place a finger inside its center hole and lift the CD upwards and away from the unit:



6. The *DDS* Interface

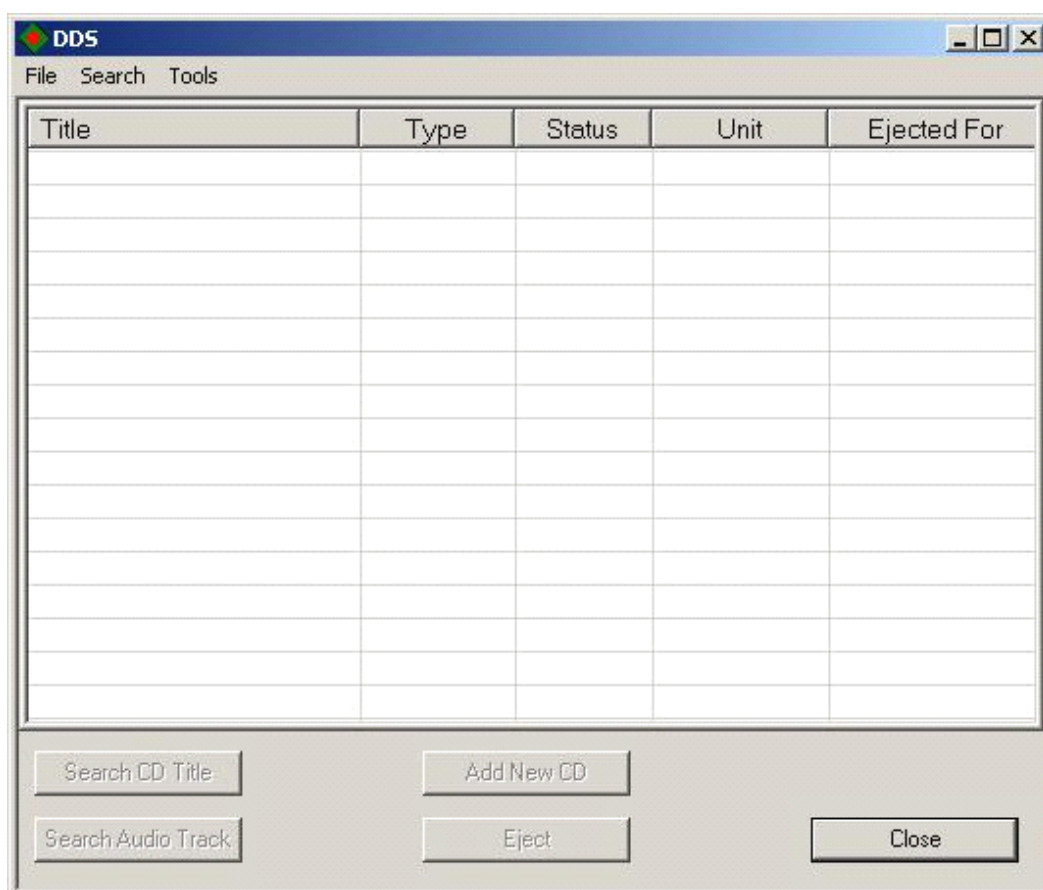
6.1. Opening the Dialogue Screen

Once you have installed the *DDS* software and restarted the computer, a new icon (the '**DDSICON**') appears on the right hand side of the start menu bar in the system tray as such:



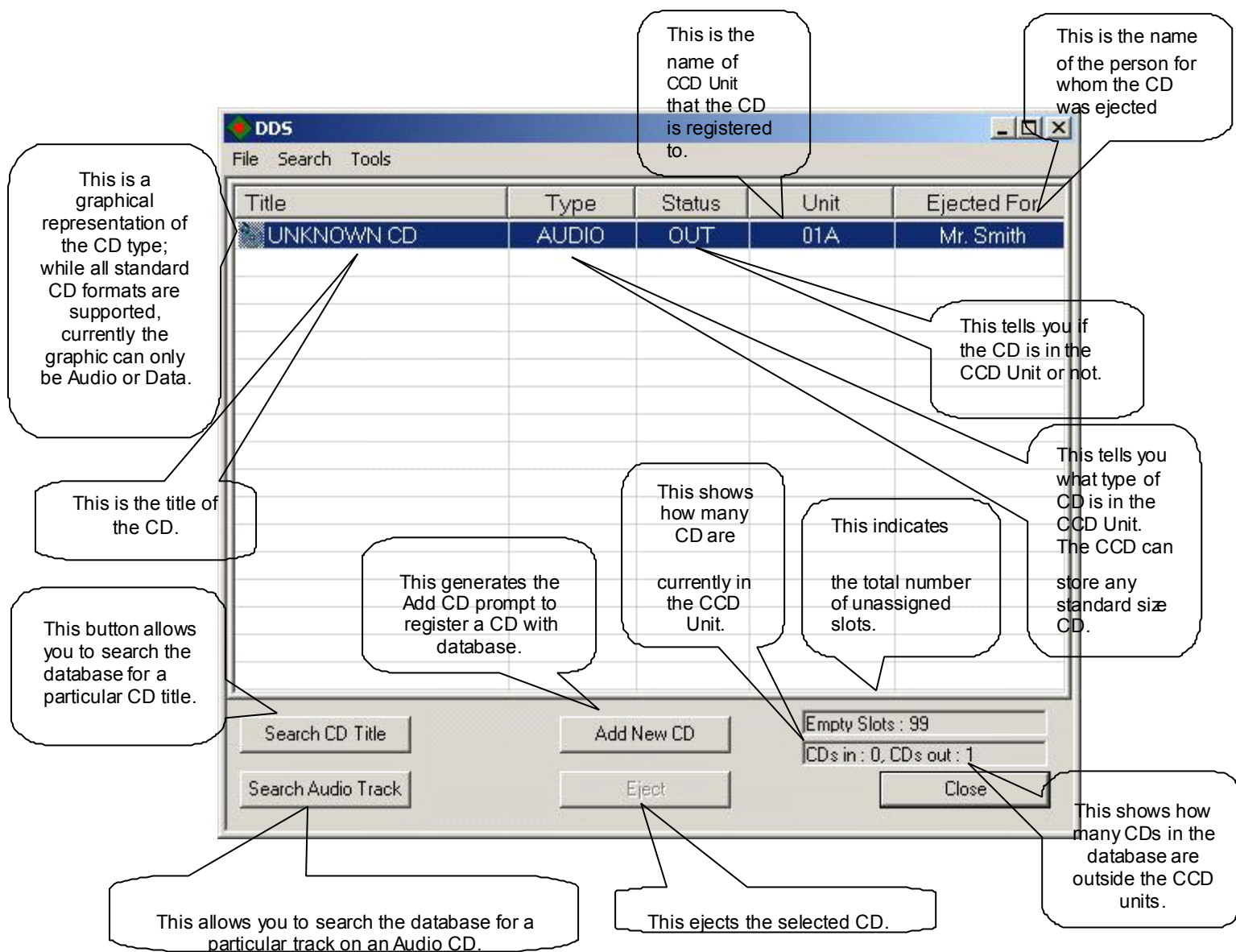
To open *DDS* double click the **DDSICON** in the system tray or select it from the start menu.

The following dialogue screen appears:



6.2. Understanding the Interface

At a glance, these are the functions of the main dialogue screen. For more information, see the relevant sections of this document:



6.3. Closing the Dialogue Screen

To close the dialogue screen simply click on the '**Close**' button on the lower right-hand side of the box. This will cause the software's interface screen to disappear, but the software itself will still be active on your system.

7. Using the Software

7.1. Adding a CD

There are three methods to add a CD to your CCD unit. **Automatic Recognition** uses your PC's CD-ROM drive to detect CDs that have not previously been added to the database. Alternately, CDs can be added using the 'Add New CD' button, or by simply **Inserting a CD** into the unit.

Adding a CD manually is faster as it does not require the CD to go through your PC's CD-ROM drive. However, for CDs that will be used with your PC, the automatic recognition allows *DDS* to track your CDs more accurately and remind you to replace them in the *CCD* unit.



Once a CD is inside your CCD unit, you are dependant upon your PC being functional in order to access that disk. Therefore, CDs necessary for disaster recovery – such as your Operating System and DDS installation CDs – should NEVER be placed inside a CCD.

7.1.1. Inserting a CD

Inserting a CD into a unit that has no CDs registered, or has all its registered CDs inside, will cause the following prompt to appear:



Click **Yes**.



If the unit has CDs registered in its database, and one or more are not in the unit, then you will first be asked whether the inserted CD is one of the missing registered CDs:

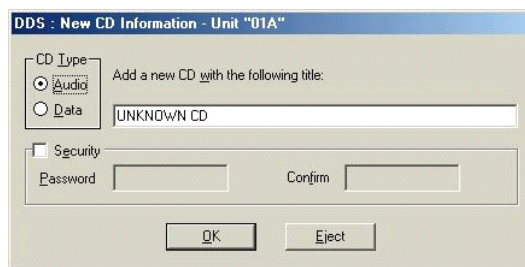


*If you are adding a new CD, you should choose **No**. You will then be asked if you are adding a new CD:*



*Click **Yes**.*

You will see the following dialogue:



You may now choose a name for the CD, and type it in the field provided. You should also tick the appropriate field to mark the CD as an 'Audio' or a 'Data' disk.

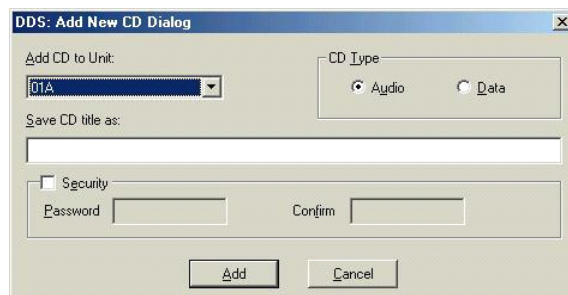
You may also password protect the disk at this time by ticking the 'Security' box and typing the password in the appropriate areas.



*Once a CD is password protected, access to it is severely limited. Please read the **Password Protection** section of this document before setting a password.*

7.1.2. The 'Add New CD' Button

Clicking the **Add New CD** button causes the following prompt to appear:



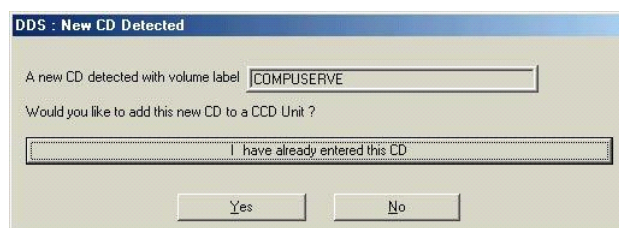
Fill this dialogue as per the 'New CD Information' dialogue in the section above. You must also choose which unit to add the CD to from the 'Add CD to Unit' drop down menu.

7.1.3. Automatic Recognition

By default *DDS* will read from your CD-ROM drive every time a new CD is inserted. If it finds a CD which it does not recognize it will prompt you to add the disk to its database:



At this stage you may choose to add the CD to the database by clicking '**Yes**,' or to continue without adding it click '**No**.' If you have previously added a CD manually you will see an alternate prompt to the one above:



You will be given the additional option of identifying the new CD as a disk already entered manually.

If you already entered this CD manually then you should select the button '**I have already entered this CD**'. If you have entered more than one CD manually you will be given a list of disks to choose from.

If you press the **Yes** button then *DDS* will proceed as if you had pressed the **Add New CD** button, but will use the CD's volume label as the default name for the disk. You may change this to a more descriptive name if necessary.



Once a manually entered CD is recognized in this way, its details will be permanently stored and this process will not need to be repeated.



*Some users may not wish to undergo this process for every CD placed into their CD-ROM drive. In this case the 'Auto-detect' feature may be turned off. For further information see under **DDS Options**.*

7.2. Ejecting a CD

To eject a CD from the unit, simply select it from the main *DDS* dialogue screen and press the '**Eject**' button.

The '**Eject**' button is enabled only if the currently selected CD is present in the *CCD* unit.

You may also eject a CD by selecting it on the *DDS* list and double-clicking.



If the selected CD is password protected, the password will be required to perform this operation.

7.3. Searching for a CD

7.3.1. Search CD Title

Clicking this button brings up a prompt asking for a CD title:

