Safely Remove USB hardware from a Windows Workstation

Click on the icon in the task bar as shown below:



Click on "Safely remove USB Mass Storage Device"



When the information box show's its safe to remove the USB device, unplug the unit from the computer. (If it says the device is busy, close out any program that may be accessing it or the computer may be writing information to that card. If it's unplugged at this time, the card may become unusable until the card is reformatted.)



NOTE: There may be more than one USB device connected to the computer, make sure you know which drive letter assigned to the device being disconnected and click on that one only.