OTVOC

VOCBook 16

Notebook PC User Manual

About This User's Manual

You are reading the OTVOC VOCBook 16 Notebook PC User Manual.
This User's Manual provides information regarding the various components in the OTVOC VOCBook 16 Notebook PC and how to use them.

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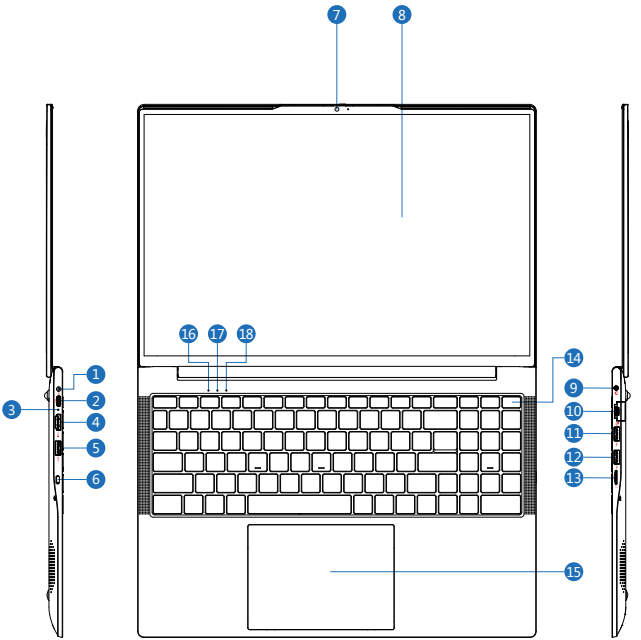
Base View



1 **Power Interface**

Indicates the computer's power status

2 **Type-C**

Connects to USB devices that adopt the USB Type-C connector.

3 **Charging Indicator**

Shows the status of a battery and the battery's state of charge.

4 **HDMI**

The High Definition Multimedia Interface, most frequently used HD signal for transferring both high definition audio and video over a single cable.

5 **USB 3.0**

Connects to USB devices

6 **Kensington Lock**

To physically secure your laptop

7 **Camera**

The built-in camera allows picture taking or video recording.
Can be used with video conferencing and other interactive applications.

8 **Screen**

The main laptop screen.

9 **Headphone jack**

The headphone port to connect your headphone to the laptop.

10 **Ethernet RJ45**

RJ-45 port allows you to connect your computer to your modem or router, so that it can access the Internet.

11 **USB 3.0**

Connects to USB devices

12 **USB 2.0**

Connects to USB devices

13 **SD Card**

The same as a Micro-SD card that is used to store data in digital form. Micro SD and TF Cards can be used in various types of devices such as smartphones, cameras, computers and other such devices for storing information like videos, pictures and so.

14 **Power Button**

Turns the laptop on and off.

15 **Touchpad**

Controls the direction of the moving upward and downward.

16 **Power Indicator**

Indicates that if the device is on.

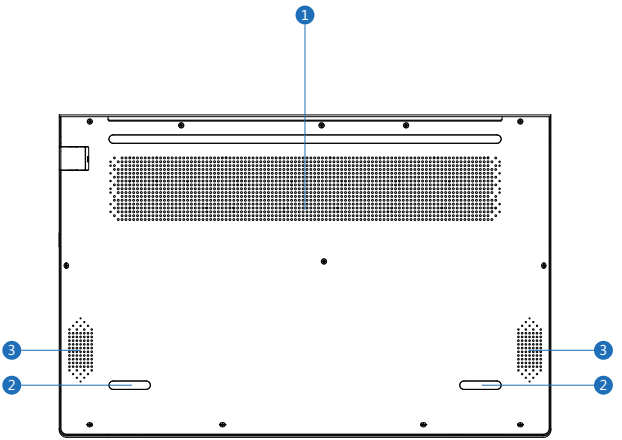
17 **Caps Lock Indicator**

Indicate that if the caps lock is turned on or off

18 **Num Lock Indicator**

Indicate that if the num lock is turned on or off

Bottom View



1 **Heat Emission**

To release heat from the laptop and to prevent overheating from the button of the laptop.

2 **Non-Slip Mat**

To keep your OTVOC VOCBook 16 from slipping.

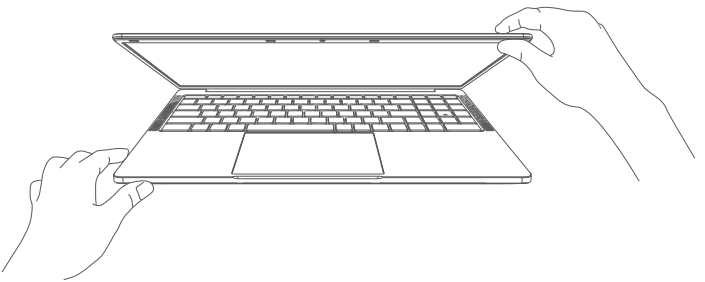
3 **Speakers**

To produce audio output that can be heard by the listener

Getting Started

Turning on the Power

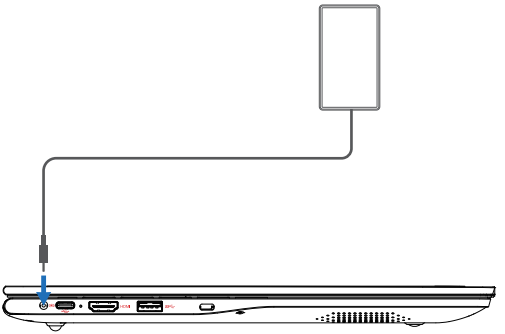
1.Push and release the power button located beneath the LCD display panel.
2.Use [Fn]+[F5] or [Fn]+[F6] to adjust the LCD brightness.



Power System

Using the AC Power

The OTVOC VOCBook 16 Notebook PC power is comprised of two parts, the power adapter and the battery power system. The power adapter converts AC power from a wall outlet to the DC power required by VOCBook 16 Notebook. Your Notebook PC comes with a universal AC-DC adapter. That means that you may connect the power cord to any 100V-120V as well as 220V-240V outlets without setting switches or using power converters. Different countries may require that an adapter be used to connect the provided US-standard AC power cord to a different standard. Most hotels will provide universal outlets to support different power cords as well as voltages. It is always best to ask an experienced traveler about AC outlet voltages when bringing power adapters to another country.



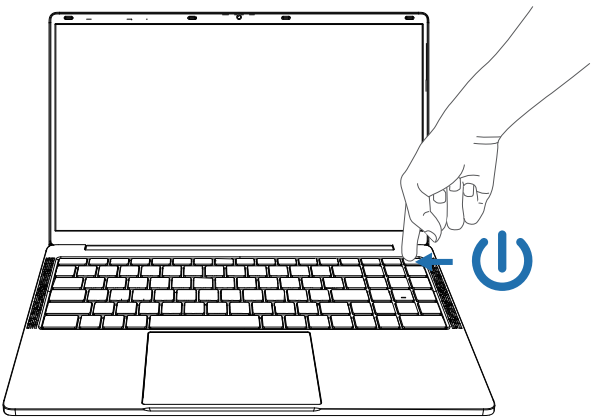
Warning: DO NOT connect the AC power cord to an AC outlet prior to connecting the DC plug to the Notebook PC. Doing so may damage the AC-DC adapter.

IMPORTANT! Damage may occur if you use a different adapter to power the VOCBook 16 Notebook PC or use the VOCBook 16 Notebook PC's adapter to power other electrical devices. If there is smoke, burning scent, or extreme heat coming from the AC-DC adapter, seek servicing. Seek servicing if you suspect a faulty AC-DC adapter. You may damage both your battery pack(s) and the VOCBook 16 Notebook PC with a faulty AC-DC adapter.

WARNING! THE POWER ADAPTER MAY BECOME WARM TO HOT WHEN IN USE. BE SURE NOT TO COVER THE ADAPTER AND KEEP IT AWAY FROM YOUR BODY.

Emergency Shutdown

Press the emergency shutdown key firmly for five seconds to shut down the laptop.



Using the Touchpad

The touchpad is an interactive device that interprets the gestures and position of your fingers to simulate the functions of a regular mouse. It is also an alternative to mouse to position cursor onscreen.

The touch-sensitive pointing device:

The touchpad and selection buttons form a single surface. Press down firmly on the touchpad surface to perform a left click. Press down firmly on the lower right corner to perform a right click.

The touchpad allows you to use one-finger and multi-finger gestures to move the pointer so you can select and click items, rotate and zoom images, scroll lists, as well as swipe and switch between windows.

Moving the pointer

You can tap or click anywhere on the touchpad to activate its pointer, then slide your finger on the touchpad to move the pointer onscreen.

Touchpad Gestures:

use the touchpad to move the cursor or select an item

Swipe On The Trackpad

One Finger Tap

Two Fingers Scroll

Two Fingers Tap

Three Fingers Scroll

Tapping:

Tapping on the touchpad allows you to select items onscreen and open files. The VOCBook 16 Notebook has multiple touchpad functions to support its touchpad.

Touchpad Gestures:

Tapping on the touchpad allows you to select items onscreen and open files. The VOCBook 16 Notebook has multiple touchpad functions to support its touchpad.

Slide Up:

Move your fingers between the top and bottom of your touchpad to scroll up and down, or move your fingers across the touchpad to scroll sideways. Be careful to space your fingers a bit apart. If your fingers are too close together, they just look like one big finger to your touchpad.

Slide Down:

Move your fingers between the top and bottom of your touchpad to scroll up and down, or move your fingers across the touchpad to scroll sideways. Be careful to space your fingers a bit apart. If your fingers are too close together, they just look like one big finger to your touchpad.

Swipe On the Trackpad:

Use one finger to swipe upward toward the right side.

One Finger Tap:

The one finger tap feature lets you move an object on the desktop using just one finger: tap twice and do not lift the finger from the touchpad, then slide to drag the object.

Two Fingers Scroll:

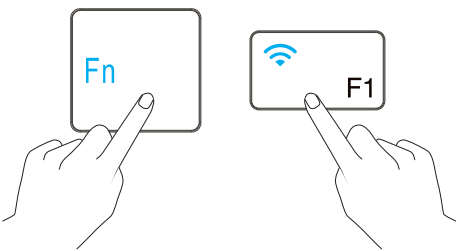
Tapping and dragging with one finger will work as normal, but if you drag two fingers across any part of the touchpad, it will scroll instead. Move your fingers between the top and bottom of your touchpad to scroll up and down, or move your fingers across the touchpad to scroll sideways.

Two Fingers Tap:

Place two fingers on the touchpad and pinch in or stretch out.

Using the Hot Keys

The computer employs hotkeys or key combinations to access most of the computer's controls like screen brightness and volume output. To activate hotkeys, press and hold the Fn key before pressing the other key in the hotkey combination.



Fn Esc Z	**Standby Mode Icons Esc:** Press FN+Esc to computer into standby mode.
Fn F1	**WiFi Icons F1:** Press FN+F1 to turn the WiFi mode ON and OFF.
Fn F2	**Crossed Speaker Icons F2:** Press FN+F2 to turn the speakers ON and OFF.
Fn F3	**Speaker Down Icon F3:** Press FN+F3 to decrease the speaker volume.
Fn F4	**Speakers Up Icon F4:** Press FN+F4 to increase the speaker volume.
Fn F5	**Sun Down Icon F5:** Press FN+F5 to decrease the display brightness.
Fn F6	**Sun Up Icon F6:** Press FN+F6 to increase the display brightness.
Fn LCD/ F7	**LCD/Monitor Icons F7:** Press Fn+F7 to switch the display settings between LCD only, LCD+Monitor, or Monitor only
Fn F8	**Restrict Icon F8:** Press Fn+F8 to turn off the screen display without sleeping

Screenshot Icon F10:

Use the keyboard shortcut: PrtScn (Print Screen) or CTRL + PrtScn. The first method is also the best known and it works in all versions of Windows: on your keyboard, press the PrtScn (Print Screen) key or CTRL+PrtScn keys. Windows creates a screenshot of the whole screen and saves it to the clipboard.

Fn+F11:

When reading a document, the Scroll lock key makes it very convenient to roll over the page. When a user edits Excel, pressing the up and down keys or scrolling with the page turning keys (such as Page Up and Page Down), the cursor will be locked and the page will be scrolled; If you let go of this key, pressing the up and down keys or using page turning keys such as Page Up and Page Down rolls the cursor to lock the page.

Fn+F12:

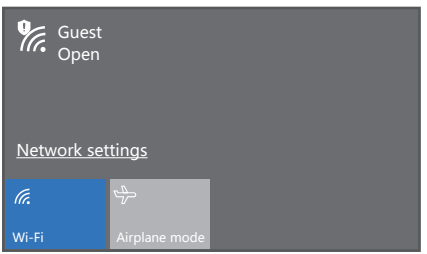
Turn on or off the Num Lock function, when the Num Lock key locks the embedded keypad will be in number mode, all keys are equivalent to the calculator key function, if you want to enter a lot of digital information This mode will be very suitable for you

Insert Icon Delete:

Press FN+Delete to insert text. The Insert key is a key on most computer keyboards near or next to the backspace key. The Insert key toggles how text is inserted by inserting text in front of other text or overwriting text after the cursor as you type.

How to Connect to Wireless Network

A wireless LAN (or WLAN) is a wireless local area network, which can link two or more computers without using wires. Once connected to WLAN, you can access the internet. You can also share files, other devices, and even your internet connection itself. Your computer's wireless connection is turned on by default and Windows will detect and display a list of available networks during setup. Select your network and enter the password if required.



How to Connect to an External SD Card Reader

SD (Secure Digital) cards are used in a wide selection of digital cameras, tablets, media players and cellular phones.

Inserting an SD card

1.Align the card so that the connector points towards the port, with the connectors facing down.
2.Carefully slide the card into the port. If you find you need to use any force to insert the card, try re-orientating the card slightly.
3.Push the card until it clicks into place. A few millimeters of the card will extend

If the card contains some files, the Windows AutoPlay window may appear (this depends on the contents of the card) and ask you if you wish to use a program to access the contents of the card.

How to Restore Your Laptop?

Recovery Management allows you to quickly and easily restore your computer back to its default status. You can choose to keep your files or remove them before reinstalling Windows.

1.From Start, select system reset.
2.Select the Restore tab and click Get started to Choose an option.
3.Select Keep my files to refresh your PC and reinstall your operating system without removing your personal files. Click Next to continue.
4.Resetting the PC will reinstall Windows, change settings back to their factory defaults and remove all preinstalled apps and programs without removing your personal files. Click Reset to continue.
5.You will be shown the reset progress on the screen. The screen will turn off during the reset process.
6.The screen will turn back on when it is installing Windows. Your PC will restart several times during the reset process.
7.Follow the process until it completes.
8.When your PC has completed the reset process, Windows will have been reset back to its factory default settings without removing your personal files.

Safety Precautions

The following safety precautions will increase the life of the OTVOC VOCBook 16 Notebook PC. Follow all precautions and instructions. Except as described in this manual, refer all servicing to qualified personnel.

Disconnect the AC power and remove the battery pack(s) before cleaning. Wipe the OTVOC VOCBook 16 Notebook PC using a clean cellulose sponge or chamois cloth dampened with a solution of nonabrasive detergent and a few drops of warm water and remove any extra moisture with a dry cloth.

DO NOT place on uneven or unstable work surfaces. Seek servicing if the casing has been damaged.

DO NOT expose to dirty or dusty environments. DO NOT operate during a gas leak.

DO NOT press or touch the display panel. Do not place together with small items that may scratch or enter the OTVOC VOCBook 16 Notebook PC.

DO NOT leave the OTVOC VOCBook 16 Notebook PC on your lap or any part of the body to prevent discomfort or injury from heat exposure.

DO NOT place or drop objects on top and do not shove any foreign objects into the OTVOC VOCBook 16 Notebook PC.

DO NOT expose to strong magnetic or electrical fields.

DO NOT expose to or use near liquids, rain, or moisture. DO NOT use the modem during electrical storms.

Battery safety warning: DO NOT throw the battery in fire. DO NOT short circuit the contacts. DO NOT disassemble the battery.

SAFE TEMP: This OTVOC VOCBook 16 Notebook PC should only be used in environments with ambient temperatures between 5°C (41°F) and 35°C (95°F).

INPUT RATING: Refer to the rating label on the bottom of the OTVOC VOCBook 16 Notebook PC and be sure that your power adapter complies with the rating.

DO NOT carry or cover a OTVOC VOCBook 16 Notebook PC that is powered ON with any materials that will reduct air circulation such as carrying bag.

DO NOT use strong solvents such as thinners, benzene, or other chemicals on or near the surface.

DO NOT use damaged power cords, accessories, or other peripherals. Incorrect installation of battery may cause explosion and damage the OTVOC VOCBook 16 Notebook PC.

DO NOT throw the OTVOC VOCBook 16 Notebook PC in municipal waste. This product has been designed to enable proper reuse of parts and recycling. The symbol of the crossed out wheeled bin indicates that the product (electrical, electronic equipment and mercury-containg button cell battery) should not be placed in municipal waste. Check local regulations for disposal of electronic products.

DO NOT throw the battery in municipal waste. The symbol of the crossed out wheeled bin indicates that the battery should not be placed in municipal waste.

Sound Pressure warning

Excessive sound pressure from earphones or headphones can cause hearing damage or loss. Adjustment of the volume control as well as the equalizer to settings other than the center position may increase the earphones or headphones output voltage and the sound pressure level.

DC Fan warning

Please note that the DC fan is a moving part that may cause DANGER. Ensure to keep your body from the moving fan blades.

Adapter Information

Input voltage:100-240Vac

Transportation Precautions

To prepare the OTVOC VOCBook 16 Notebook PC for transport, you should turn it OFF and **disconnect all external peripherals to prevent damage to the connectors.** The hard disk drive's head retracts when the power is turned OFF to prevent starching of the hard disk surface during transport. Therefore, you should not transport the OTVOC VOCBook 16 Notebook PC while the power is still ON. Close the display panel and check that it is latched securely in the closed position to protect the keyboard and display panel.

CAUTION! The OTVOC VOCBook 16 Notebook PC's surface is easily dulled if not properly cared for. Be careful not to rub or scrape the OTVOC VOCBook 16 Notebook PC surfaces.

Cover Your OTVOC VOCBook 16 Notebook PC

Purchase a carrying bag to protect the OTVOC VOCBook 16 Notebook PC from dirt, water, shock, and scratches.

Charge Your Batteries

If you intend to use battery power, be sure to fully charge your battery pack and any optional battery packs before going on long trips. Remember that the power adapter charges the battery pack as long as it is plugged into the computer and an AC power source. Be aware that it takes much longer to charge the battery pack when the OTVOC VOCBook 16 Notebook PC is in use.

Airplane Precautions

Contact your airline if you want to use the OTVOC VOCBook 16 Notebook PC on the airplane. Most airlines will have restrictions for using electronic devices. Most airlines will allow electronic use only between and not during takeoffs and landings.

Warning:

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: 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

NOTE: This device and its antenna(s) must not be co-located or operation in conjunction with any other antenna or transmitter.

RF exposure:

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

ISED Canada Statement:

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation,
Science and Economic Development Canada 's licence exempt RSS(s). Operation is subject to the following two conditions:
1)this device may not cause interference and
2)this device must accept any interference, including interference that may cause undesired operation of the device.

Radiation Exposure: This equipment complies with Canada radiation Exposure limits set forth for an uncontrolled environment to maintain compliance with IC's RF Exposure guidelines. This device and its antenna(s) must not be co-located or operation in conjunction with any other antenna or transmitter.

Déclaration du Canada:
Ce dispositif contient un (S) émetteur (S)/ récepteur (S) exempté (S) de licence qui respecte l'innovation,
Science et développement économique Canada a exempté le ou les RSS de licence.
L'exploitation est soumise aux deux conditions suivantes:
1) cet appareil ne doit pas causer d'interférences et
2) ce dispositif doit accepter toute interférence, y compris toute interférence pouvant entraîner un fonctionnement indésirable du dispositif.
Exposition au rayonnement: cet équipement est conforme au rayonnement Canada Les limites d'exposition fixées pour un environnement non contrôlé afin de maintenir la conformité avec les lignes directrices d'exposition aux RF d'IC. Ce dispositif et ses antennes ne doivent pas être co-localisés ni fonctionner en conjonction avec une autre antenne ou un autre émetteur.

Specifications

Display	16" 1920 x 1080 pixels FHD IPS screen
CPU	Intel® Processor N95 (Max Turbo Frequency 3.4GHz)
RAM	16GB LPDDR5
SSD	1TB PCIe-based SSD
GPU	Intel® UHD Graphics
WiFi	WiFi 2.4G
Battery	Li-ion battery 9000mAh 7.7V
Camera	Front Facing 2.0MP
Speaker	Speakers(Box) x 2
Ports	Type C, HDMI, USB 2.0*1, USB 3.0*2, Headphone Jack, RJ45, Kensington Lock
Memory card socket	Micro SD Card Extendable to 512GB
Power adapter	ϕ 3.5mm power connector 12V/3A
Operating system	Windows 11 home
Product Dimensions	357.4 x 245.2 x 18.3 mm

FAQs

Q: What if the computer doesn't respond at turn-on?

A: Connect the AC adapter and press the blue power button to try turning on the unit. If you get no response, remove the AC adapter, remove any PC cards, and undock the computer—then plug in the AC adapter and try resetting. If you still get no response, contact OTVOC customer support for assistance.

Q: What if the computer stops responding?

A: Press CTRL+ALT+DEL to end the application that is not responding. Press the blue power button for at least 4 seconds to turn off the computer. Then press the blue button again to turn the computer back on.

Q: What if the battery doesn't charge?

A: Make sure the AC adapter is plugged into the power source and that the light on the adapter is on. If you're using a power strip, remove the AC adapter from the power strip and plug it directly into a wall outlet. Move the computer away from any nearby heat source. Unplug the AC adapter and allow the battery to cool down. An elevated battery temperature prevents charging.

Q: What if the computer turns off immediately after it turns on?

Battery power is probably extremely low. Plug in the AC adapter to charge and make sure the operating temperature is within the acceptable range.

Q: What if the computer pauses or runs sluggishly?

A: Press CTRL+ALT+DEL to see if an application is not responding. Reboot the computer. Delete temporary and unneeded files. Certain background operations (such as VirusScan) can affect performance while they're running.

Q: What if the touch pad is difficult to control

A: Customize the touch pad by using the Mouse applet in Control Panel (Start, Settings, Control Panel).

Warranty

OTVOC offers one-year warranty after purchase.

Please email: service@otvoc.net , click contact us on www.otvoc.net or leave a message on our official Facebook page. http://www.facebook.com/otvocer

To receive warranty repair service: contact the appropriate OTVOC Customer Care Center. The support technician will help qualify your unit for warranty repair, based on the warranty applicable to your unit and original purchase date, and will provide you with repair processes. If the OTVOC notebook product is not normally sold by OTVOC in the country of use, it must be returned to a supported country for services. Warranty service may include the cost of shipping, handling, duties, taxes, freight, or fees to or from the service location.

To repair your computer outside the warranty period If your PC is no longer in the warranty period, contact the appropriate Customer Care Center. The OTVOC support person will let you know about repair charges and processes.