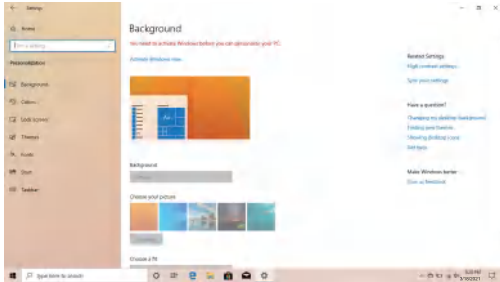


Personalizing Your Laptop

Background and color

You can also customize the Start Screen colors and background. At the Start Screen, open the Action Center and click "All Settings", then select "Personalization".



Personalize your lock screen

Open the Action Center, and click "All Settings". Select Personalization > Lock screen > Configure your options.

Personalize your desktop

To customize your desktop, go to your desktop and open the Action Center. Click "Personalization". You may now change the theme, desktop background, colors and more.

Notifications and actions

Notifications should appear in the top right corner of the screen. To hide notifications, open the Action Center > All Settings > System > Notifications and Actions.

Lock-Screen Notifications: To edit app notifications on the lock screen, open All Settings in the Action Center. Select "Personalization", then "Lock Screen".

Choose apps to show quick status.



Network

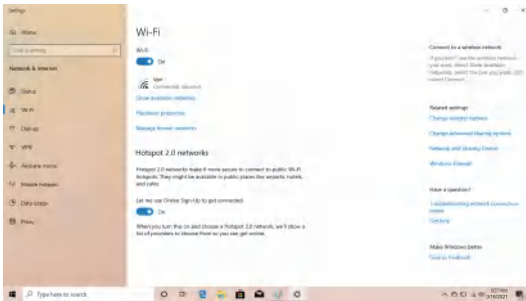
Wi-Fi® can only be used when the device connects to a Wi-Fi® Access Point (AP) or a free, unsecured Wi-Fi® hotspot.

Turn on Wi-Fi®

Within the Action Center menu, select the "Network" icon.

Under "Network & Internet Settings", switch on Wi-Fi® to scan for available networks. Your laptop will list the networks it finds. Click a network to connect.

When connected, the wireless indicator appears on the status bar. The white lines indicate connection strength.



Turn off Wi-Fi®

Under "Networks", click Wi-Fi® again. Turn off Wi-Fi® when you are not using it to extend the life of your battery between charges.

Forget a Wi-Fi® network

Click "All Settings" in the Action Center > Network and Internet > Wi-Fi® > Manage Known Networks > then select the network you wish to delete and click "Forget".

Connect to a Virtual Private Network (VPN).

This laptop has built-in support for VPN. You can also install third-party VPN Software, if available in the Windows™ Store. To connect to a VPN, open the Action Center and click "VPN". Select "Add a VPN connection" and enter a VPN to connect.

Disconnect from a VPN

Toggle the VPN switch under the Action Center. Turn off VPN when not in use to extend the life of your battery.

User Accounts

Choose whether you want to use a Microsoft™ account or a local account.

Microsoft™ account

Use this account to sign into Windows™ and shop for apps in the Windows™ Store. All your files are also saved to OneDrive™ by default, allowing you to access them from any device.

Local account

You can only use a local account on your laptop and cannot connect to the cloud.

Manage your accounts

There are two ways you can manage your accounts:

1.Action Center

- Open the Action Center and click "All Settings".
- Click Accounts > Set Access for other Accounts.

2.Sign-in Options

- You can also create a PIN password to sign in to your laptop. To access other sign-in options, go to "All Settings" in the Action Center. Click "Accounts", then select "Sign-in Options" and follow the on- screen instructions.

Change your password

- 1.Open the Action Center > Tap "All Settings".
- 2.Click "Accounts" > "Sign-in Options".
- 3.Choose "User Accounts" from the search results.
- 4.Under "Password", select "Change" and follow the on-screen instructions.

Lock or sign out

Your laptop will automatically lock when not in use for a while. You can manually lock or sign out from the Start Screen by clicking the "More Options" icon (=) on the top left.

Ease Of Access

Ease of Access settings allow you to customize your laptop's accessibility settings to cater to your needs.

For ease of access settings

1. Open the Action Center > click "All Settings"
2. Click "Ease of Access".
3. Configure your settings.

Laptop Settings

Activate Windows™: Install the latest version of Windows™ on your laptop with your product key.

Devices: Manage your laptop settings, including display, typing, power and sleep. Manage Bluetooth® and other devices. Get laptop information.

Accounts: Manage and create different user accounts.

Privacy: Change your privacy settings, location settings, webcam settings, microphone settings, etc.

Network: Manage your network connections.

Time and Language: Set date and time. Set region and language.

Ease of Access: Control accessibility settings: narrator, magnifier, high contrast and keyboard options can be adjusted to your needs.

Update and Security: Update Windows™, save copies of your settings and recover or reinstall your laptop. Change security settings.

Restart

Refresh device

1. In the Action Center, click "All Settings"
2. Click on "Update and Security", then click "Recovery"
3. Choose how you want to refresh the device

Restart device

1. In the Action Center, click "All Settings"
2. Click on "Update and Security", then click "Recovery"
3. Choose "Restart Now"

FEATURES AND SPECIFICATIONS

Processor	Intel Celeron® N4020 Processor
Display	• Color display with In-Plane Switching (IPS) technology • Resolution: 3000 x 2000 pixels
Memory	Capacity: 8 GB
Storage device	• Type: Solid State Drive (SSD) • Capacity: 128 GB
Connectors and slots	• Audio connector • HDMI® connector • microSD card slot • Type-C connector(Data function only) • USB 3.1 connector Gen 1
Wireless features	• Bluetooth 4.0 • IEEE 802.11 b/g/n/ac + BLE4.2
Others	• Camera • Microphone • Speakers
Size	Appr.30cm*22cm*2cm(11.8in*8.66in*0.79in)
Weight	Appr. 1.17 kg (2.58lb)
Battery pack	• Type: Built-in Li-Polymer battery • Capacity:5000mAh
AC power adapter	12V/2A
Maximum altitude	2000 m (6560 ft)
Temperature	• Operating : 5 °C – 35 °C (41 °F – 95 °F) • Storage: 5 °C – 43 °C (41 °F – 109 °F)
Relative humidity	• Operating: 8% – 95% at wet-bulb temperature 23 °C (73 °F) • Storage: 5% – 95% at wet-bulb temperature 27 °C (81 °F) If possible, place your computer in a well-ventilated and dry area without direct exposure to sunshine.

Note: Specifications might change without notice. Some specifications are model-specific and might not apply to the computer model that you purchased.

Frequently Asked Questions (FAQ)

Malfunction	Solution
I turned on the power, but the computer does not start or boot up.	Check if power is being supplied to the computer (if your computer has a power indicator, it will be off).
Nothing appears on the screen.	• The computer's power management system automatically blanks the screen to save power. Press any key to turn the display back on. • The brightness level might be too low. Use the Brightness up hotkey to adjust the brightness level. • The display device might be set to an external monitor. Press the display toggle hotkey to toggle the display back to the computer. • The computer may be in Sleep or Hibernate mode (if there is a power LED, it will flash). Press and release the power button to resume.
No audio is heard from the computer.	• The volume may be muted. Click the icon and drag the slider to the right to increase the volume. • The volume level may be too low. • If headphones, earphones or external speakers are connected to the headphone jack on the computer, the internal speakers automatically turn off.
The keyboard does not respond.	Try attaching an external keyboard to a USB port on the computer. If it works, contact your dealer or an authorized service center as the internal keyboard cable may be loose.
The printer does not work.	• Make sure that the printer is connected to a power outlet and that it is turned on. • Make sure that the printer cable is connected securely to a USB port and the corresponding port on the printer.
How do I get to Start?	Press the Windows key or select the Windows Start button on the lower left-hand corner of the screen. Selecting it will open Start where you can launch apps.
How do I see all of my apps?	Press the Windows key or select the Windows Start button to show a list of installed apps on the computer.
How do I turn off my computer?	Press the Windows key or select the Windows Start button and select the power icon > Shut down. You can also turn off the computer by right-clicking the Windows Start button > Shut down or sign out > Shut down.
Can I turn off notifications?	You can turn off notifications so that you can leave your computer running, but not be disturbed by notifications. Press the Windows key or select the Windows Start button and select Settings > System > Notifications & actions. From here you can enable/disable notifications for all of your apps or choose which apps to enable/disable.

How do I unlock my computer?	Press the space bar and select a user account icon to unlock the computer. If your account has a password set, you will need to enter the password to continue.
Can I personalize the Lock screen?	Press the Windows key or select the Windows Start button and select Settings > Personalization > Lock screen. From here you can: • Select a background image for the lock screen • Turn the Slideshow on or off • Select lock screen apps.
How do I move tiles?	Select a tile and drag it to the place on Start that you want it to appear. Other tiles will be moved to accommodate the tile in its new location.
Can I arrange tiles in groups?	Yes, you can. Select an existing tile and drag the tile to arrange Start to your liking. Right-click on an app and select Pin to Start to create a new group on Start. From here, you can drag the tile to an existing group on Start. You can give the group(s) a name and arrange the tiles within the groups to suit your needs.
Can I make tiles bigger or smaller?	Yes, you can. Right-click on a tile and select Resize. Select a size from the menu that appears.
Can I change the screen resolution?	Yes, you can. Move your cursor to the lower left-hand corner of the screen and type 'Resolution' in the text box to display the results; select Change the resolution of the display. Alternatively, you can also right-click anywhere on the desktop and select Display settings > Display.
How do I set the alarm?	Your computer can act as an alarm clock. Type 'Alarms' to search for the Alarms & Clock app. 1. Select an alarm from the list, or select the + in the lower-right corner to create a new alarm. 2. Enter the Alarm name. 3. Set the time by choosing the hour and minute. 4. Choose which days the alarm should go off. 5. Select the sound notification. 6. Select the snooze time. 7. Select the Save icon in the bottom right-hand corner to save the alarm. 8. Select On or Off to activate or deactivate the alarm.
Where are my apps?	Move your cursor to the lower left-hand corner of the screen and click search box, start typing the name of the app you would like to open.
How do I make an app appear on Start?	If you're in all apps list and you want to make an app appear on Start, right-click an app and select Pin to Start.
How do I remove a tile from Start?	Right-click a tile to select it and select Unpin from Start to remove the tile from Start.
How do I make an app appear on my taskbar?	If you're in all apps list and you want to make an app appear on the taskbar, right-click an app or tile and select More > Pin to taskbar.

How do I install apps?	You will need to have a Microsoft ID to purchase and download apps from Microsoft Store.
I can't find apps like Notepad and Paint! Where are they?	Move your cursor to the lower left-hand corner of the screen and click search box. Type the name of the app you would like to open. Alternatively, open all apps list and scroll to "Windows Accessories" to see the list of legacy programs.
What is a Microsoft ID (account)?	A Microsoft account is an email address and password that you use to sign in to Windows™. You can use any email address, but it is best if you choose the one you already use to communicate with friends and sign in to your favorite websites. When you sign in to your PC with a Microsoft account, you'll connect your PC to the people, files, and devices you care about.
Do I need one?	You do not need a Microsoft ID to use Windows™ 10, but it makes life easier because you can sync data across different machines you sign in to using a Microsoft ID.
How do I get one?	If you've already installed Windows™ 10 and didn't sign in with a Microsoft account or you don't have a Microsoft account and want to get one, press the Windows key or select the Windows Start button > Settings > Accounts > Sign in with a Microsoft account instead, and follow the onscreen instructions.
How do I check for Windows updates?	Press the Windows key or select the Windows Start button > Settings > Update & Security > Windows Update. Select Advanced options to configure the settings.
Where can I get more information?	For more information please visit the following pages: • Windows™ 10 information: www.microsoft.com • Support FAQs: www.xoppox.net

LIMITED WARRANTY

XOPPOX (the “Company”) warrants the product purchased and contained in this package (the “Product”) against defects in material or workmanship for 90 Days (Parts & Labor) and 1 Year (Limited).

This warranty is void if the Company deems, in its discretion, that the Product may have been damaged through modification, improper use, end user negligence, water damage or tampering of the barcode of the Product. This warranty is a limited warranty for repair/replacement of the Product, subject to the conditions set forth herein.

The Company is not liable for consequential, indirect, incidental, special or punitive damages and the Company’s total liability hereunder shall not exceed an amount greater than the retail purchase price of the product.

90 Days Parts & Labor

The Company warrants to you as the original retail purchaser of the Product, that should the Product have any defect, under normal conditions, such defect(s) will be repaired or replaced with a new or refurbished part (at the Company’s sole discretion) without charge, if the Product is submitted to the Company within a period of ninety (90) days from the date of purchase of the Product. The customer is responsible for transportation cost and insurance charges (if applicable) to the Company. It is the customer’s responsibility to retain original packaging or provide like packaging in order to facilitate the warranty process. The Company will incur no liability whatsoever to provide packaging for warranty items. Should the product be damaged due to insufficient packaging, the warranty may be voided. This warranty only applies to manufacturer defects, and the Product must be returned to the Company in its original condition.

1 Year Limited Parts

The one (1) year limited parts warranty gives you the option to return the Product to the Company for repair or replacement. The customer will be responsible for labor charges. This warranty does not cover any incidental or indirect costs incurred as a result of a defect in the Product, including any consequential, incidental or indirect damages.