- Do not remove the memory-module compartment door, or try to install a memory module when the computer is on.
  (For information on installing memory modules, see “Installing a Memory Module” on page 68.)
- Set up your computer work area to avoid physical strain. Sit with your back straight and supported by your chair. Adjust your chair or work table so that your arms and wrists can remain in a relaxed position, parallel with the floor. Avoid bending or twisting your wrists as you work. Your hands should “float” slightly above the keyboard. Refer to a book on office ergonomics for more information on setting up your work area.
- Take frequent breaks from working at the computer to rest your eyes and stretch your muscles.
- Remember to save your data files frequently and to make backup copies of your files.

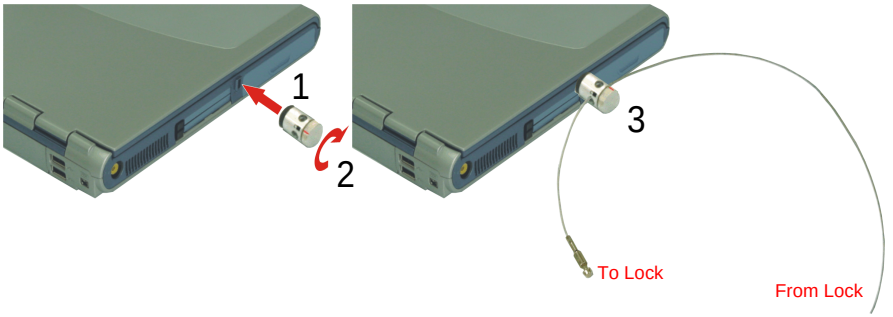
Travelling with Your Computer

If you are travelling by air, follow these tips:

- Take the computer with you as carry-on luggage. Do not check the computer with your baggage.
- Allow the computer and disks to go through the X-ray security devices. Do not hand-carry disks through the walk-through metal detectors, which can cause loss of data.
- Please collect your computer immediately after X-ray scanning, this is a high theft area for portable computers.
- Make sure that the battery is charged or the power cord is easily accessible. You may be required to turn on the computer for airport security personnel.
- Be prepared to turn off the computer during take off and landing.

Locking your Computer

As a precaution, when you are travelling or leaving your computer unattended, you should keep your computer as safe as possible. A way to do this is a *Security Lock System*. Follow the *Security Lock System* manufacturer’s instructions for specific installation and use. The figures below show generally how to use the security lock.



Make sure that the object you lock your computer to cannot be easily disassembled or broken, such as steel post or a secure part of a desk.

Handling Spills

Do not spill anything on your computer. The best way to avoid spills is to avoid eating and drinking around your computer. If you do spill something on your computer, turn off your computer, unplug it immediately, and do the following:

- If you spill liquid on the keyboard, drain as much of the liquid from the keyboard as possible. Be careful not to let the liquid drip onto the LCD panel. Allow the system to dry for several days before trying to use it.
- If you spill liquid on an external keyboard or keypad, unplug it and drain as much of the liquid as possible. Allow the keyboard to sit at room temperature for a full day before trying to use it.

Sweet liquids leave a sticky residue that may jam the keyboard despite your efforts to dry it.

- If you spill liquid on the LCD panel, clean it immediately with a soft cloth and denatured alcohol or a proprietary LCD screen cleaner. Do not use water, window cleaner, acetone, aromatic solvent, or dry, rough towels to clean it.

Some liquids damage the polarized LCD screen. If your screen is damaged, contact your authorized manufacturer's service center for a replacement.

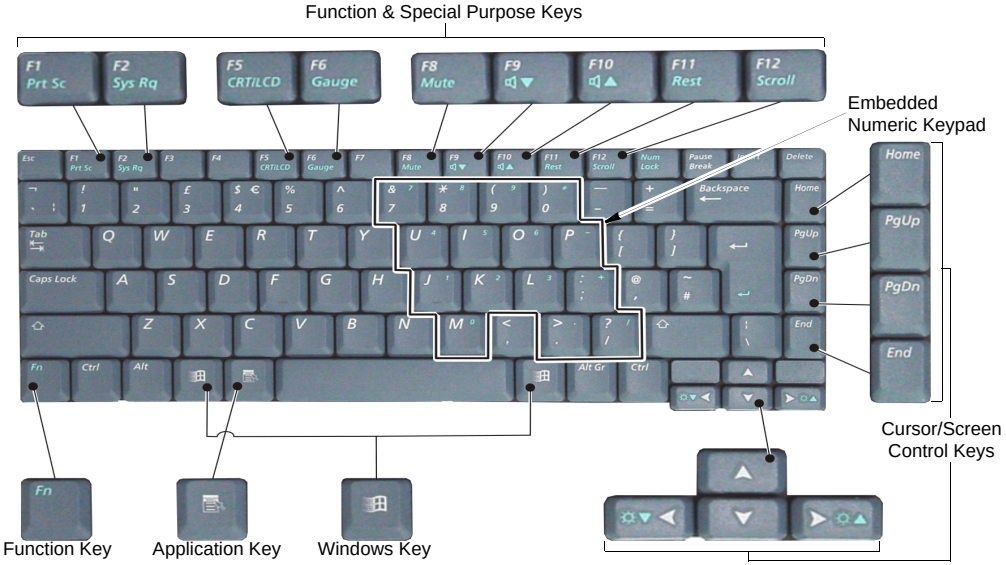
Storing the Computer for Long Periods

If possible, leave the power cord connected to the computer and an electrical outlet when the computer is not in use. This extends the life of the battery and keeps the battery fully charged.

If you will not be using the computer for a long period of time (a month or more), you should charge the battery until it is completely full. After you have done so, remove the battery from the unit.

Using the Keyboard

Your computer has an 87/88-key keyboard. By pressing designated key combinations, you can have access to all the key functions of a full-sized keyboard.



Although the layout of the keys on your computer's keyboard is different from that on a desktop computer's keyboard, the keyboard feels like a full-sized keyboard when you use it.

The keys on the keyboard can be grouped into the following categories:

- Full-sized Alphanumeric typewriter keys are arranged like a standard typewriter keyboard and are used for text entry. The Windows keys on either side of the spacebar open Windows menus and perform other special functions.
- Function keys, when pressed together with the <Fn> key, enable special functions.
- Cursor and Screen control keys move the cursor. They may perform other functions, depending on your software.

To clean the computer keyboard, use slightly damp cotton swabs. Scrub the keys and the surface around the keys.

Do not allow liquid to drip into the keyboard or you may damage the keyboard.

Using the Numeric Keypad

Your keyboard includes a numeric keypad, which is a group of keys that you can set to type numbers and mathematical symbols, such as the plus sign. A number or symbol on the right corner of each keypad key shows its numeric function.

Num Lock Key

Num Lock LED

Press Num Lock to turn on the embedded numeric keypad. The numeric functions of the keypad are enabled and the Num Lock light turns on. While the numeric functions are enabled, you can temporarily return a key to its normal function by pressing Fn and the key. For example to type the letter *m*, press Fn + M. To turn the numeric keypad off, press Num Lock again. The Num Lock light turns off.

Using Special Function Keys

The <Fn> key activates special functions when it is pressed in combination with another key.

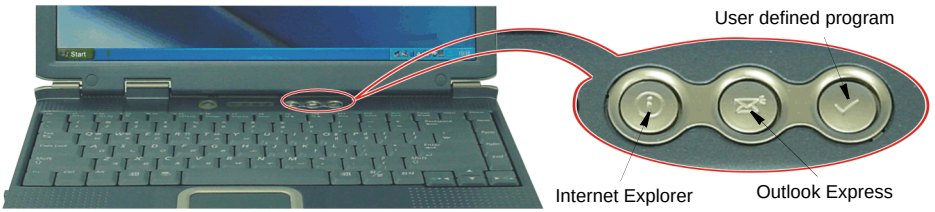
Table 2. Description of Special Function Keys

<Fn> Key Combination	**Function**
<Fn+F1>	***Print screen:*** Takes a picture of the open screen, which you can paste into the Paint program.
<Fn+F2>	***System request:*** Reserved for use in software programs.
<Fn+F5>	***CRT/LCD:*** Switches the display between the LCD, the external monitor, and simultaneous display on both the LCD and the external monitor.
<Fn+F6>	***Gauge:*** Displays the battery gauge in the upper-right corner of your screen. The gauge closes in a few seconds, or you can press <Esc> to close the gauge. (See "Monitoring the Battery Charge" on page 45 for more information on the battery gauge.)
<Fn+F8>	***Mute:*** Turns the audio output on and off.
<Fn+F9>	***Volume down:*** Decreases the audio volume.
<Fn+F10>	***Volume up:*** Increases the audio volume.
<Fn+F11>	***Rest:*** Puts the computer into Suspend mode. To resume normal operation from rest, press the power button. (See "Using Power Management Options" on page 54 for more information about the rest mode.)
<Fn+F12>	***Scroll:*** In some applications, sets the cursor-control keys to scroll the page up or down while the cursor position does not change. Pressing <Fn+F12> again turns off the scrolling function.
<Fn+Right Arrow>	***Brightness up:*** Increases the LCD brightness.
<Fn+Left Arrow>	***Brightness down:*** Decreases the LCD brightness.

When you press a function key combination, the system sound may be temporarily muted.

User Defined Buttons (SENS Keyboard)

You may program the three buttons to the left of the power button to start any program you have installed on your computer.

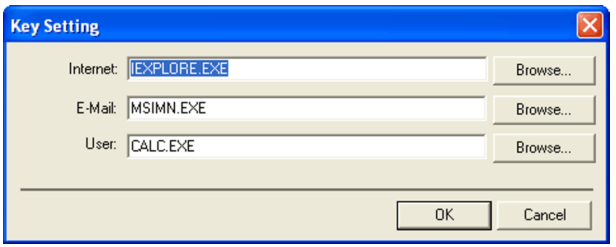


The default settings for these buttons are:

Internet **E-Mail - Outlook** **Windows Calculator**

To reprogram the Sens Keyboard, follow the steps below:

1. Double-Click icon on the Windows taskbar, the **Key Setting** window is displayed.



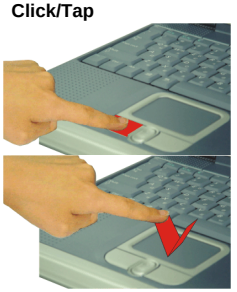
2. Select **Button** you wish to reprogram from the drop down menus in the **Key Setting** window.
3. Use the **Browse** button to locate the program you wish to assign to the **SENS Keyboard** button selected.
4. Click on your program choice to select it.
5. Click **Open**.
6. Click **OK** to close window and complete programming the **Sens Keyboard**.

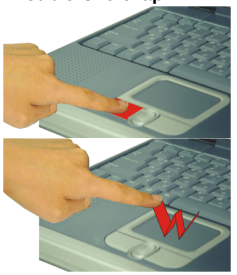
Using the Touchpad

Your computer is equipped with a touchpad, which is an integrated-pointing device that is used to perform standard mouse functions. The touchpad is an advanced and reliable pointing device that works with a touch of your finger.

Press on the touchpad gently. The touchpad responds to light pressure.

Table 3. Using the Touchpad

Action	Process and Comment
Click/Tap 	**Process** Depress the touchpad left button and release or position the pointer over the object and Quickly tap the touchpad once with your finger. This action is called *clicking*. **Comment** This will cause a process to begin or select an object on the screen.

Action	Process and Comment
Double-Click/Tap 	**Process** Quickly click the left touchpad button two times or position the pointer over the object and Quickly tap the touchpad twice with your finger. This action is called *Double-clicking*. **Comment** This will cause a process to begin or open a file folder.
Click-Hold	**Process** Depress the left touchpad button and do not release. **Comment** This is used to move/drag objects to new locations. See "Drag (Move)" on page 20.
Right-Click	**Process** Position the pointer over the object. Quickly press and release the right button once. This action is called *Right-clicking*. **Comment** This is usually used to obtain information about an object or access a short cut menu.
Scroll up	**Process** Place your finger on the top half of the button to scroll up the current window. **Comment** Moves the current window down**.**
Scroll down	**Process** Place your finger on the bottom half of the button to scroll up the current window. **Comment** Moves the current window up.

PS/2 Mouse Menu:

You may change the setup in **Setup** > **Advanced Menu**

Disabled : Prevents any installed PS/2 mouse from functioning, but frees up IRQ12.

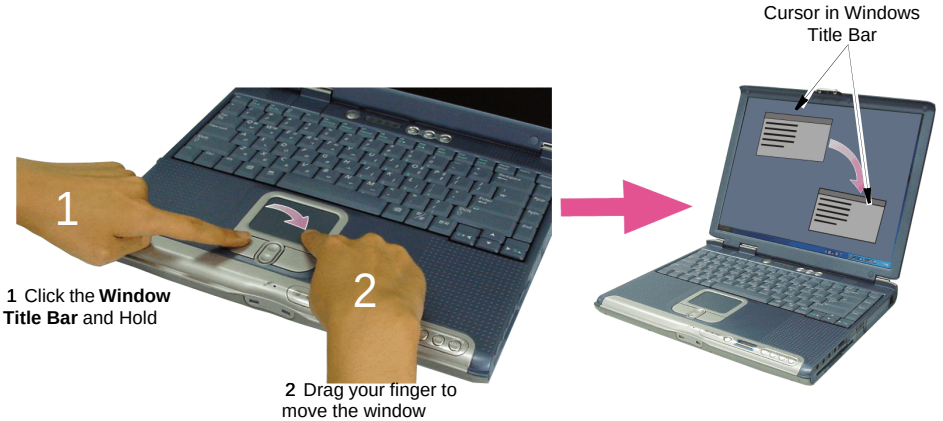
Enabled : Forces the PS/2 mouse port to be enabled regardless if there is a mouse present.

Auto Detect : Enables the PS/2 mouse only if present.

Drag (Move)

To move a window on the desktop, complete the following:

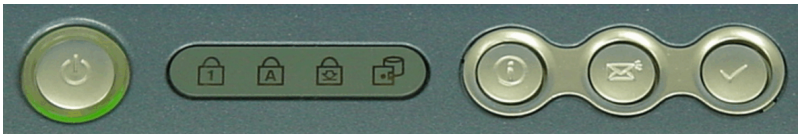
1. Click the **window title bar** or **icon** in the bottom of the window which you want to drag using the touchpad.
2. Press the left touchpad button and hold it.
3. Drag the window using the touchpad.



Area or Multiple item selection:
The drag function may be used to select an area or multiple items in an area by clicking in one area and then dragging to create a selection window. The items inside the window will be selected.

System Status Lights and Buttons

System Top



LED/Button	Name	Function
	Power Button	Turns on the computer & Restarts computer from Standby mode. Green light around the power button is energized when power is on and de-nergized when in standby or power is off
	Num Lock	Changes a portion of the keyboard to a numeric keypad. See "Using the Numeric Keypad" on page 15.
	Caps Lock	Changes all alpha or letter input into capital letters. No changes occur to numeric and special keys.
	Scroll Lock	Scroll lock in some software packages.
	Drive Access	Using the Disk Drives. Blinking Green - HDD is being accessed Blinking Amber - FDD or CD-ROM is being accessed
	Internet Button	Connects the computer to the internet. The button is programmable, see "User Defined Buttons (SENS Keyboard)" on page 17.
	E-Mail Button	Starts your E-Mail program. The button is programmable, see "User Defined Buttons (SENS Keyboard)" on page 17.
	User Button	Starts any program you have assigned to the button. The button is programmable, see "User Defined Buttons (SENS Keyboard)" on page 17

System Bottom

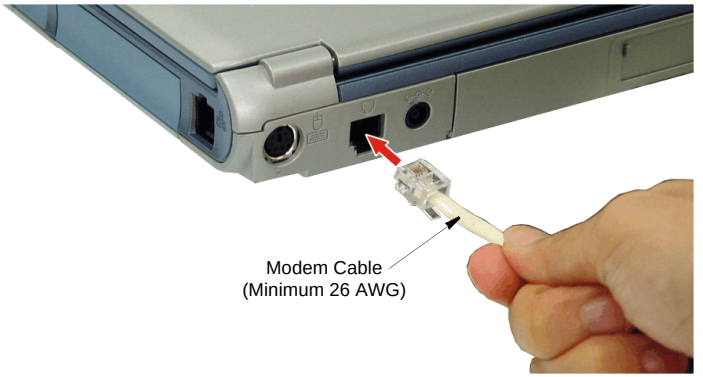
LED/Button	Name	Function
	E-mail Alert	The Light comes on when e-mail arrives. To use this function, you must register an E-mail Account in the *Register E-mail Account* window. To register an E-mail account Select: **Start** > **All Programs** > **StartUp** > **Internet Launcher**.
	Power	Green - System power on. Blinking - Standby mode.
	Battery Status	Green - No battery pack installed/battery fully charged. Amber - Charging.
	Audio DJ Power	Starts Audio DJ when computer power is off. Starts Windows Media player when power is on.
	Track Display	Indicates power on => ■ and track playing => ●. Blinks track number when paused.
	Previous Track/Song	Changes the Audio CD to the previous track/song.
	CD Play/Pause	Starts & Pauses the Audio CD.
	Stop/Eject	Stops & Ejects the Audio CD.
	Next Track/Song	Changes the Audio CD to the next track/song.

Connecting to the Internet

This section explains how to connect you to the internet. For details on how to establish the connection contact the Internet Service Provider [**ISP**] or system administrator [**SysAdmin**].

Using the Modem

Install the Modem cable by simply plugging the cable into the slot in the back of the computer.



1. Contact your Internet Service Provider to obtain information or CD required to make the connection in your area.
2. After the cable is connected create a “Dialup” connection by clicking **Start** > **Control Panel** > **Network and Internet Connections**.
3. Click **Set up or change your Internet connection** > **Setup** to start the connection wizard.
4. Follow the instructions in provided in the **Make New Connection** wizard.

Precautions Before Use

Country Selection

Country Selection:
Because your computer is very mobile you must ensure you select the *country you are calling from* is selected correctly, otherwise you may experience connection problems.

To change the country selection proceed as follows:

1. **Start** > **Control Panel** > **Network and Internet Connections**.
2. Click Phone and Modem Options.
3. Click on the connection you wish to edit in the **Locations:** box.
4. Click **Edit** in the **Dialing Rules** Tab
5. Select the **Country/region** you are calling from in the **General** tab.
6. Click **OK** to close the "Edit Locations" box.
7. Click **OK** to close “Phone and Modem Options” box.

Digital Phone Lines:
If you connect the modem to a digital phone line (such as a company 4-wire system), the modem may be damaged.

DOS support

- **Windows XP:** Does not support pure DOS mode and the modem does not support a DOS box in Windows. So you cannot use a communication application which runs under DOS.

Using the Modem on a PBX system

If you use a Windows Communication Program:

1. Click **Start** > **Control Panel** > **Network and Internet Connections**.
2. Click Phone and Modem Options.
3. Click **Properties** in the **Modems tab** section.
4. Check off "Wait for dial tone before dialing" check box in the **Modem tab** section.
5. Click **OK** to close the dialog box.
6. Click **OK** to close "Modem Properties" dialog box.

If you use a simple terminal program (i.e. hyper terminal):

Type the "ATX3&W" or "ATX3" command as an initialization command.

MODEM Notes:

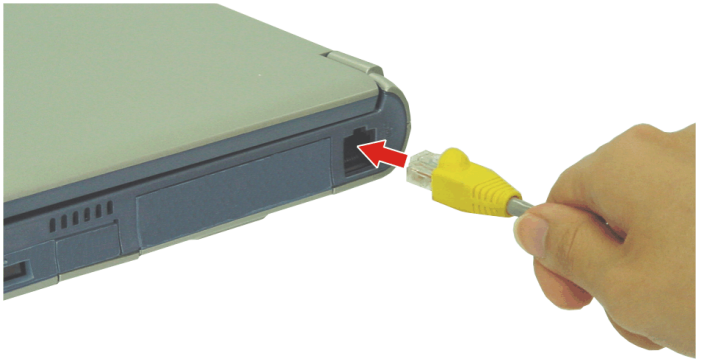
1. In order to use the 56K feature, be sure to check if the standards supported by the on-line service provider and the modem are identical.
2. If you use a PBX phone system, you can not connect using the 56K mode.
3. Internationally connected calls will be limited to 33.6K (Max.)

Using the LAN

You may connect to the network using either a LAN cable or by establishing a wireless connection if factory option is installed.

Cable Connection

Install the LAN cable by simply plugging the cable into the slot in the right side of the computer.



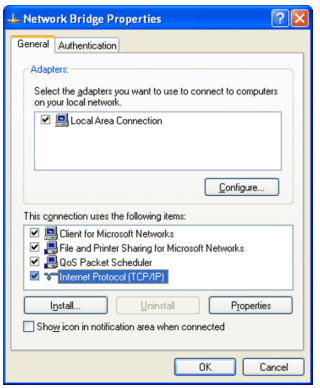
Your computer's LAN adapter is ready to use for most situations, however if your system does not have a DHCP server or you wish to personally configure your LAN connection, proceed as outlined in "Configuring Network Environment" below.

Network Protocols:
You may need to consult your SysAdmin if their network protocols and settings are required for your LAN environment.

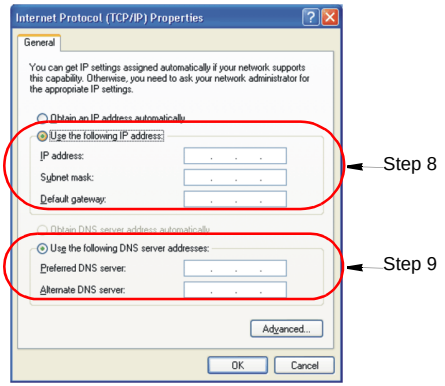
Configuring Network Environment

Configure the Network Adapter as follows:

1. Click **Start** > **Control Panel** > **Network and Internet Connections**
2. Click icon (Network Connections)
3. Double-Click the icon (Labeled Network Bridge)
4. Click **Properties**
5. Select **Internet Protocol (TCP/IP)** in the "This connection uses the following items:" box.



6. Click **Properties**. The TCP/IP Properties window opens.



7. Click “Use the following IP address” in the **General** tab
8. In the “Use the following IP address” box, enter your **IP address:, subnet mask:** and **Default Gateway:**.
9. In the “Use the following DNS server addresses” box, Enter your **Preferred DNS server:** and **Alternate DNS server:**.
10. Click **OK** when you finish the TCP/IP set-up.

If your computer is used on more than one network, enter the applicable IP setting in the “Alternate Configuration” settings window by clicking on the **Alternate Settings** tab.

Bluetooth Connection (Optional)

If this factory option is installed, you can establish wireless communication between bluetooth communication devices, such as cellular phones, desktop and other notebook computers. The Bluetooth icon on the Windows taskbar changes color to indicate if the Bluetooth connection is enabled , unavailable and actively connected .

The Bluetooth option allows several levels of connectivity between Bluetooth devices as shown using the icons in the table below.

Icon	Name	Description
	Send	This level allows you to send data only. You may NOT receive data or access another computer.
	Serial Port Hyperterminal	This level allows you to send and receive data. You may NOT access another computer. You may be the Host or the Guest.
	Serial Port Direct Cable - Host	This level is basically full duplex mode and allows transfer and retrieval of files/folders if they are set to shared. Any files/folders NOT set to shared CANNOT be accessed.
	Serial Port Direct Cable - Client	

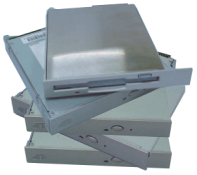
To use the bluetooth option, please follow the help menu provided with the installed software. To access the program, double click on the bluetooth icon in the Windows taskbar.

Wireless Connection (Optional)

If this factory option is installed, see the users manual included with the option to setup and establish your connection. You should also consult your system administrator for any questions you may have. The table below shows the Windows taskbar icons for the wireless LAN.

Icon	Name	Description
	Connection Established	Displays if connection is available.
	Connection Unavailable	Displays if connection is unavailable.
	Signal Strength	Displays the relative signal strength of the connection.

Using the Flex-Bay



The Flex-Bay provides an impressive array of secondary storage devices listed below:

CD-ROM drive:
Shipped with some computers is also an available option.

CD-ROM R/W drive:
Shipped with some computers is also an available option.

DVD-ROM drive:
Shipped with some computers is also an available option.

DVD/CD-RW Combo drive:
Shipped with some computers is also an available option.

Optional secondary hard drive:
Available as an option for your computer.

Superdisk LS-120:
Available as an option for your computer.

Second Battery:
Available as an option for your computer.

If your operating system is Windows, you can use the SwapBay Utility to hot-swap the devices. If you do not use Windows, make sure that the computer's power is off before you remove or install any devices.

Swap a Flex-Bay Device - Power On

You can use the Softex Bay Manager utility to hot-swap your devices in the flex-bay.

To start the Softex Bay Manager utility:

1. Click **Start** > **Control Panel** > **Other Control Panel Options** > **Softex Bay Manager**.

   - or -

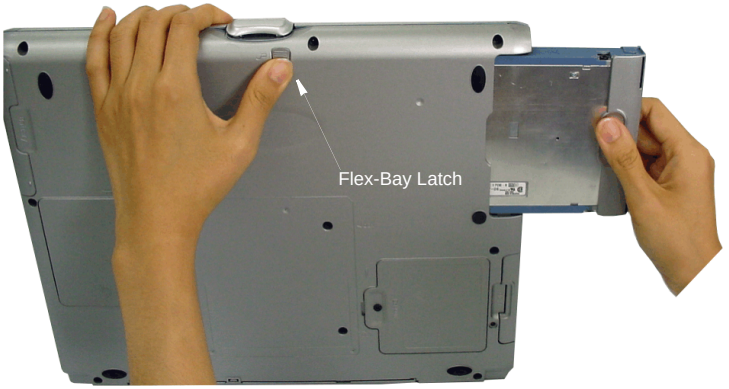
2. Double-Click the SwapBay icon in the Windows taskbar.

Device Swap

To swap a device with the power on proceed as follows:

1. Start the *Softex Bay Manager Utility*.

   You do not have to turn the computer over or tip it on its side to change devices. Simply tilt the computer up at the front about 10 cm and locate the Flex-Bay latch. See Figure below for the location of the Flex-Bay latch. The computer in the figure is tilted on its side for clarity.



2. Click *Remove / Swap*. A Device Change popup window stating, “Please wait until the system processes the device change” appears then another popup window appears and says, “Please remove or swap your bay device(s) now and press OK.”
3. Tilt the computer up & locate the smart bay latch.