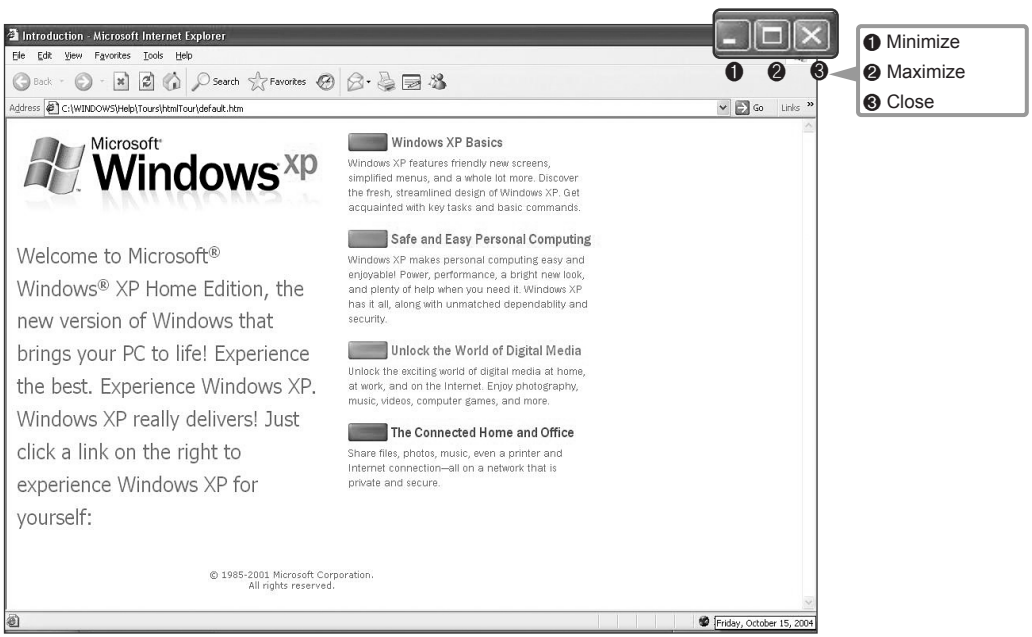
2-2.Using Windows XP

Windows XP is brilliant, fresh, and easy to use. The desktop and task bar images are simplified, and you can easily access applications through the Start menu. There are more "Desktop" options for you to customize the environment.

Windows XP Tour

Windows is an operation system of the computer. It is recommended to know basic functionality of Windows for better use of a computer.



Click the **[Start]** button and click **Windows XP Tour.**
Then, the window will appear. Select a feature of Windows XP to view detailed description.

Windows XP Desktop

❶ **[Start button**	Click the Start button to view Start menus. By clicking **[All Programs]** you can display a list of programs currently installed on the computer.
❷ **Start Menu**	Include necessary applications to start Windows.
❸ **Taskbar**	Indicates currently running programs.
❹ **Taskbar Icons and Clock**	You can set the screen resolution, color, audio, and date/time by clicking icons.
❺ **Recycle Bin**	You can delete files and folders which will be saved automatically in the **Recycle Bin.** Running Empty Recycle Bin will delete files and folders permanently from your computer.

Overview of Start Menu

Click the **[Start]** button to view menus that are most commonly used on the computer

❶ Fixed Topics
❷ Recently Used Programs
❸ All Programs
❹ Control Panel: Enables to customize computer setting.
❺ My Computer: Displays information on drives and networks, and enables you to retrieve or run files and folders

To Change Start Menu Style

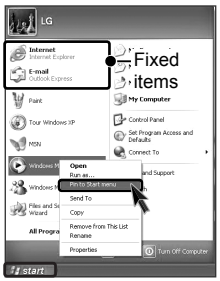
1 Right-click the **[Start]** button, and click **[Properties]**. Then, click an option under the Start menu tab.

2 To select the default start menu, click **[Start Menu]** on the **[Taskbar and Start Menu Properties]** tab.

3 To select the style in an older version of Windows, click the **Classic Start Menu.**

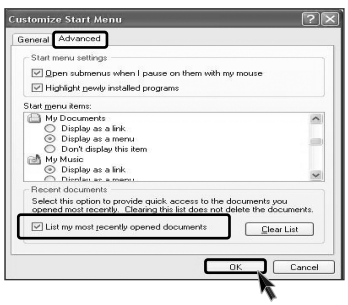
4 Click **[OK]** to apply the new settings.

To Display Programs at the top of Start Menu



1. Select and right-click a program to display at the top of Start menu.
2. Click **[Pin to Start Menu].**
3. The selected program will be displayed on the upper part of boundary as a fixed topic.

To Display Recent Documents on Start Menu



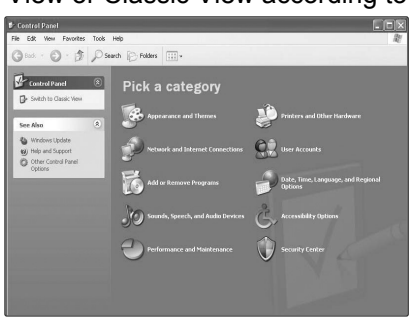
1. Right-click the **[Start]** button, and click the **[Properties].**
2. Click Start menu on the Start Menu tab, and click **[Customize].** Select **[List my most recently opened documents]** on the Advanced tab, and click **[OK].**
3. Click **[Apply]** → **[OK]** in **[Taskbar and Start Menu Properties]** window to save the new settings. Then, click the Start button to display the Recently Opened Documents folder where recent documents and files are saved will be displayed on the Start menu.

Note

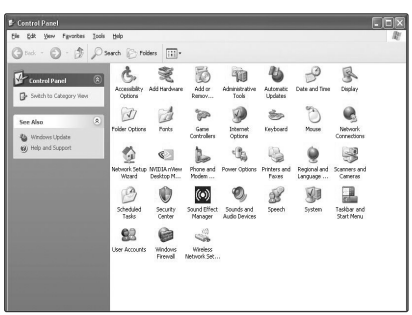
- To empty My Recent Documents folder, click the Clear List on the Advanced tab. Although the list is cleared, the documents will not be deleted in the computer.

Control Panel

Category View, a New View grouping similar topics, has been added to **Control Panel.** Classic View displays all topics individually. You can select either Category View or Classic View according to your taste.



Category View



Classic View

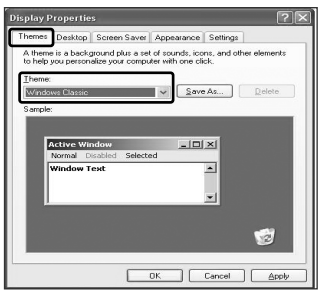
Changing Desktop Appearance and Theme

With Theme menu, you can customize the desktop including the background, the screen saver, icons, windows, the mouse pointer, and sound. If there are multiple users, each user can customize his/her own desktop using Theme menu.

To Use Windows Classic Configuration

1 Click **[Control Panel]** → **[Switch to Classic View]** → **[Display]**.

2 Click **[Windows Classic]** under Themes tab.



To Select an Other Theme

1 Click **[Control Panel]** → **[Switch to Classic View]** → **[Display]**.

2 Click **[Windows XP]** under Theme tab.

Note

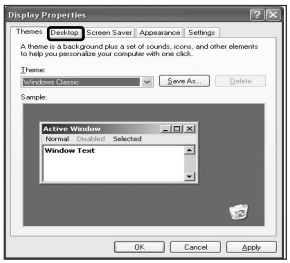
■ To view display properties, click **[Start]** → **[Control Panel]** → **[Switch to Classic View]** and double-click Display.

After selecting Windows Classic, you can customize Windows elements such as window borders, icons, and menus.

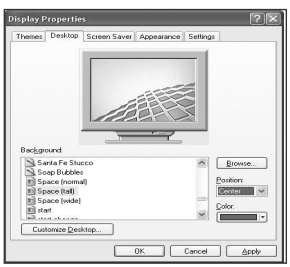
Select Appearance tab, and click Advanced.

To Change Background

1 Click **[Control Panel]** → **[Switch to Classic View]** → **[Display]**, and select the Background tab. (Or locate the mouse point on the Windows background, and right-click it. Then, a popup menu will appear. Select **[Properties]** from the popup menu.)

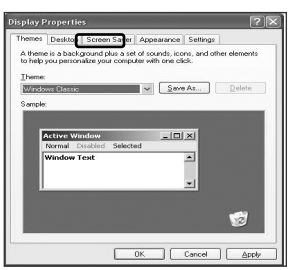


2 Click the scroll (triangle down) button, and check the image list. Select an image to use it as the background, and click **[Apply]**. Then, the background will be changed. However, if there is no image that you would like to use as the background, click **[Browse]** and select an image file.



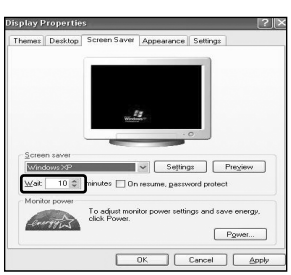
To Set Screen Saver

1 Run **[Control Panel]** → **[Switch to Classic View]** → **[Display]**. And select **[Screen Saver]** tab.



2 Select a screen saver from the list.

Click the scroll button of Wait field and set the time to wait till the screen saver is activated. Select Password Protected check box, then you will be requested to enter the password when restarting Windows while the screen saver is running. This feature is convenient for preventing others from accessing data and damaging them.



To Customize Background

1. Run **[Control Panel]** → **[Switch to Classic View]** → **[Display]**
2. Click the theme to change under **[Themes]** tab.
3. Change the theme.
4. After changing the theme, click **[Apply]** under Theme tab of Display Properties dialogue box and select **[Save As]**.
5. Input the name of the theme, and click **[OK]**.

Note

- To view display properties, click **[Start]** → **[Control Panel]** → **[Switch to Classic View]**, and double-click on display.

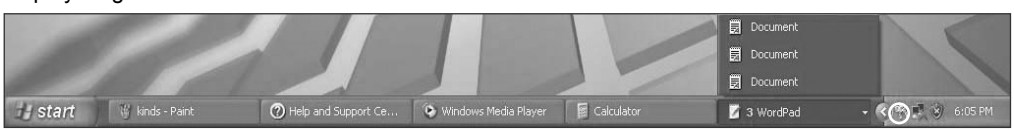
  If you change the theme without inputting the theme name, the new theme will be named **previous name (modified)**. However, if you select another theme, the changed theme will be deleted.

  The new theme will be saved under My Documents folder. To open My Documents folder, click Start and My Documents.

Taskbar

If there are multiple documents and programs are running on the computer, the taskbar will group tasks and display each group. For example, if there are three Word Pad documents are running on the computer with other seven windows, three Word Pad tasks will be grouped under one Word Pad button. To view a Word Pad document, click the Word Pad group button and select the corresponding document.

For simple display of the taskbar, icons that are not used for a long time and located next to the clock icon will be hidden. Click the arrow button to display hidden icons. Or click on the icon to display it again.



Desktop Cleanup

With Desktop Cleanup Wizard, you can delete hot icon paths that are not used on the desktop. Desktop Cleanup Wizard will be automatically executed every 60 days, or you can run this program when necessary.

To delete unused icons on the desktop, do the following

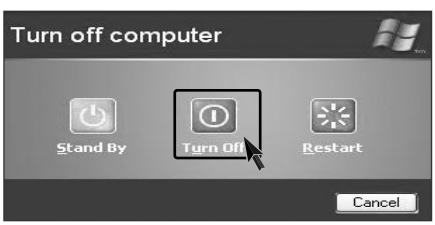
1. Open **[Control Panel]** → **[Switch to Classic View]** → **[Display].**
2. Click **[Customize Desktop]** under Background tab.
3. Click **[Clean Desktop Now]** under Desktop Cleanup tab.
4. Follow instructions of **[Desktop Cleanup Wizard]**.

2-3.Turning Off Computer

Abnormal turning-off of the computer may damage data stored in the hard disk.

1 Click the **[Start]** button and select **Turn Off Computer.**

2 When **Shutdown** screen appears, click **[Turn Off].**



3 The computer will be automatically turned off.

Warning

- You may not be able to normally turn off the computer in Windows. When this happens, press the Power button for five seconds.

  However, this is an emergency measure and taking this measure may result in errors in the system. It is recommended to click the **[Start]** button and select Turn off Computer menu on Windows desktop to shut down the computer.

  Abnormal turning-off of the computer may damage data stored in the hard disk.

- When the program suddenly stops, click [**Ctrl] + [Alt] + [Delete]** keys and terminate the program through Windows Task Manager or restart the system. If the some program files of Windows has been damaged due to abnormal turning-off of the computer, reinstall damaged programs. LG Electronics is not responsible for data loss caused by your mistakes and negligence**.**

2-4. Rebooting the Computer

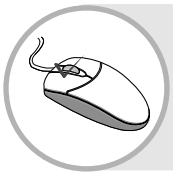
The computer needs rebooting sometimes due to abnormal operation or incorrect use. When this happens, reboot the program as described below.

1 Press **[Ctrl] + [Alt] + [Delete]** keys to terminate the program or restart the computer.

2 In case the measure described above does not work, press the Power button for five seconds to turn off the computer. Then, restart the computer after 10 seconds.

2-5 Using the Mouse

This chapter describes functions of the generally used mouse. Depending on the model, a different mouse is provided. For FK models, an optic mouse is provided.



What Is Click (Select)?

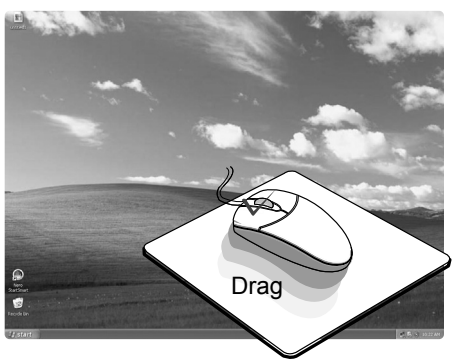
You can select a program by clicking the left button of the mouse on the program. The mouse enables you to select or run the program by clicking on it without using the keyboard

What Is Double-click (Run)?

You can run the program by clicking the left button of the mouse twice consecutively on the program icon. This is called "Double-click."

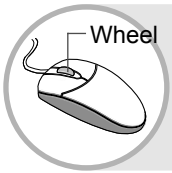
What Is Right-click (Undo/Popup Menu)?

By clicking the right button of the mouse, you can open the popup menu that includes auxiliary functions of the corresponding program such as Copy, Move, and Rename.



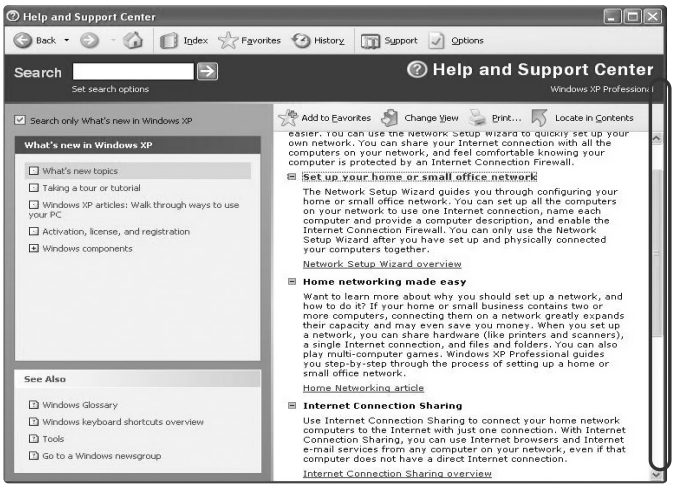
What Is Drag (Move while holding down)?

You can move an icon or a window by keeping pressing the left button and dragging the mouse pointer to the intended destination. This is called **Drag**.



What is Wheel (Move by rolling the wheel)?

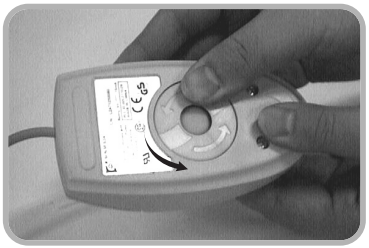
If the program is displayed with a scroll bar, you can view the upper and the lower parts of the program by rolling the wheel of the mouse.



2-6.Cleaning the mouse

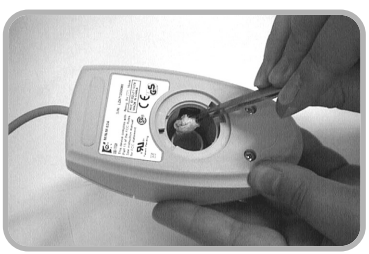
If the mouse does not work,clean up the mouse with cotton swap.
Do as follows.

1 Open up the cover in the direction of the arrow as shown on the picture and take out the ball.



2 See if inside of the mouse is filled with dust.

3 Clean with cotton swab and alcohol.



4 Close the cover in the direction of the arrow and use the mouse.

2-7. Using the Keyboard

The keyboard is a kind of communication tool between the computer and the user. You can input the data, execute commands, and perform certain types of tasks on the computer through the keyword.

❶ ESC key

Terminates or stops the program.

❷ Function Keypads

F1 ~ F12 keys are called function keys, and each function key has a unique role depending on the operating system and program.

F1 IGenerally displays Help menu of the application.

❸ Typewriter Keypad

(See page 36 of the user manual.)

❹ Other Keys (Special Control Key)

Print Screen
Prints or temporarily saves the screen.

Scroll Lock
Moves the entire screen while the cursor is not moving.

Pause/Break
Temporarily stops the operation of the computer.

❺ Cursor Keypad and Numeric Keypad

These keys are used to move the cursor on the monitor screen (up, down, right and left.) If Num Lock lamp is off on the numeric keypad, the numeric keypad functions the same as the cursor keypad.

Home
Moves the cursor to the beginning of the line.

End
Moves the cursor to the end of the line.

Page Up
Moves the cursor to the previous page.

Page Down
Moves the cursor to the next page.

❻ Multimedia/Internet Function Keys

Home
launches the Internet Explorer on your system.

Search
Functions while the Internet explorer or Windows Explorer is running. Functions as "Access Internet Search Engine" in Internet Explorer and "Find Files" in Windows Explorer.

E-mail
Runs e-mail programs installed in the system such as Outlook Express.

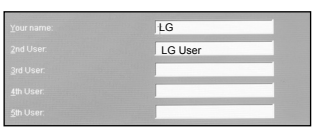
Typewriter Keypad

The typewriter keypad functions the same as keys on the typewriter. The typewriter keypad includes alphabet, numeric, and Korean characters as well as **[Shift] + [Alt] + [Backspace]** keys.

❶ Tab key

Used to input data in the data input window and to move to the next data input window.

EX



Inputting a name → Tab

→ Inputting initials of the name

❷ Caps Lock

Toggle cases.

❸ Shift key

Used to input the upper characters of keys or capital English letters.

❹,❽ Ctrl and Alt Keys

Ctrl and Alt keys are not normally used alone, but they are used with other keys in combination. They function differently for each program.

Caution

Spilling the water on the keyboard causes disfunction to the computer.

❺ Backspace

Used to move the cursor to the left place by one column and delete each character.

❻ Enter

Used to inform the computer of the completion of one command or to change the line

❼ Space

Used to make a blank space on the right.

❾ Windows

Used to select the Start menu without using the mouse.

❿ Press Shortcut menu key to view

Press Shortcut menu key to view Shortcuts for the current porgram(Shortcut menu key works the same as the right-click ing the mouse button).

⓫,⓬ This key is used in conjunction with [Fn]

key to move on to the next or previous page.

2-8.Using the CD-ROM Drive

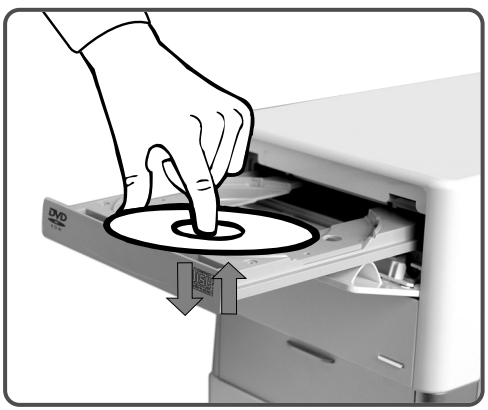
CD stands for Compact Disc, and ROM stands for Read Only Memory. Unlike other auxiliary devices, you cannot write or delete data on the CD-ROM but only can read the data. The CD-ROM drive can read the CD and play audio and video CDs

Using the CD-ROM

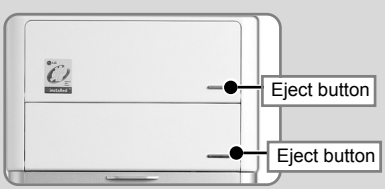
Turn on the computer, and press the Open/Eject button.

Put the CD with its labeled side up, and insert the CD in CD-ROM tray without touching the playing part.

(※The trademark must face upward.)



Note



Eject : Used to eject the CD. After pressing Eject button, take the hand off away from the CD-ROM drive.

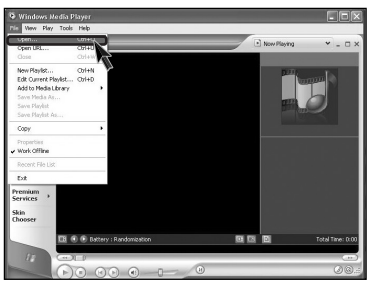
■ After inserting a CD, press the CD-ROM cover or press the Eject button again.

Using the Windows Media Player

The Windows Media Player can play various kinds of audio and video files. You can play and reproduce a CD. If the computer is equipped with a DVD driver, you can play the DVD title, listen to Internet radio programs, play movie clips, and watch music video on an Internet sites. You can also create his/her own music CD with the Windows Media Player.

1 Click the **[Start]** button on the desktop, and select **All Programs → Accessories → Entertainment → Windows Media Player.**

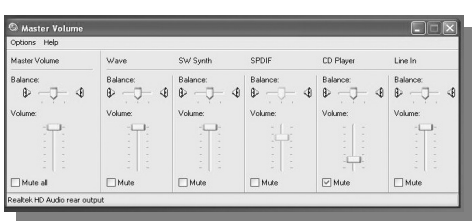
2 When the Windows Media Player is executed, click the **[Open]** button and select audio or video file to play.



Adjusting the Volume

1 Click **[Master Volume]** icon from the taskbar.

2 Drag the slide bar to adjust the sound of the corresponding device.



2-9.Using the Disk Drive

Using the Hard Disk Drive

The hard disk drive is an auxiliary memory installed in the computer. The hard disk drive reads and writes data at a fast speed and saves large amount of data. As both the disk and the disk drive are installed in the hard disk, the "hard disk" and the "hard disk drive" are used as the same terms. After installing a new hard disk, set up the system and format the hard disk while referring to the "System Setup" part

Upon Data Damage in Hard Disk.

A hard disk is sensitive to the external environments and shocks. The manufacturer is not responsible for data loss or damage of the hard disk caused by errors. Therefore, it is recommended to back up important data

Notes on Removal or Separation of the Computer

- Before removing or installing a computer, turn off the computer and correctly connect cables. In the case where cables are incorrectly linked, the hard disk may get damaged.
- When installing a hard disk, use designated nuts only. Otherwise, defects may occur on the hard disk. If you uses thicker nuts than standard ones, critical damage may be done to electronic parts.
- For stable use of the hard disk, fix the hard disk in the main body of the computer without any gap or vibration.

Notes on Operating Environment of the Computer

- The hard disk may get damaged by external shocks during transportation.
- Avoid direct sunlight and damp place because the hard disk is sensitive to high temperature and humidity.
- Cover the hard disk with a static electricity-resistant envelope.
- Put the hard disk away from appliances with strong magnets such as TV and stereo set.
- The hard disk can get damaged by an electric shock from lightning. It is recommended, therefore, not to use the computer during thunder and lightening, and disconnect the power cord when not using the computer.

Notes on Operation of the Computer

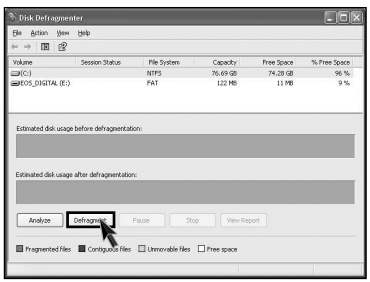
- Shocks on the hard disk during transportation may cause file damage or bad sectors.
- When the computer is abruptly reset (rebooted) due to power failure, the hard disk may get damaged.
- The hard disk may get damaged when infected with computer viruses.
- BIO setup with wrong hard disk parameter values may damage the hard disk.
- If necessary files are deleted by your mistake, the computer may not properly function.
- Abrupt turning-off of the computer can damage the computer.

Disk Defragmenter

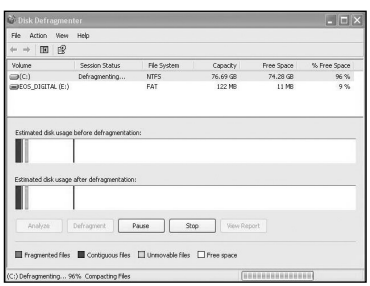
The disk defragmenter will collect fragmented volumes so that the computer can operate efficiently and fast. Finish other application programs before running the Disk Defragmenter.

1 Click the **[Start]** button on the desktop, and select **Accessories → System Tools → Disk Defragmenter.**

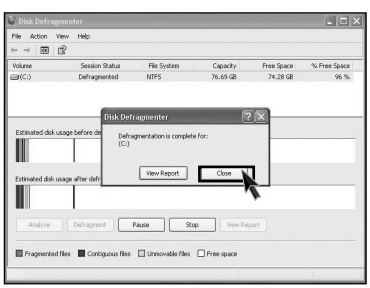
2 When the following screen appears, select the drive, and click the **[Defragment]** button.



3 The progress bar will appear.



4 After the defragmentation is finished, click the **[Close]** button.



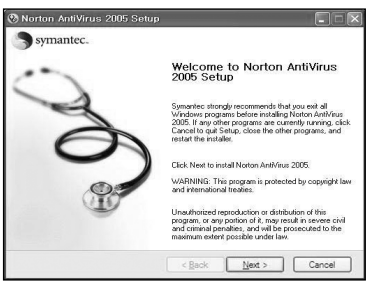
2-10.Computer virus

Computer viruses are programs that penetrate other programs and files. Computer viruses infect other files through replication, leaving the infected files and programs damaged and unusable. We provide "Norton AntiVirus," a vaccine program, to fight viruses. Services and automatic upgrades of Norton AntiVirus through LiveUpdate are available for one year after initial installation.

Installing Norton Antivirus

1 Click the **Norton Antivirus** icon on the desktop.

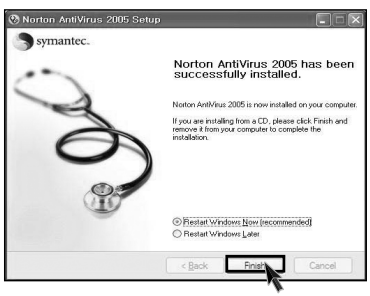
2 Following windows appears. Click **[Next]**.



3 Click **[Next]** to install Norton Antivirus.

4 Following window appears.

5 **Norton Antivirus installation is complete** message appears. Click **[Finish]**.



Norton Antivirus update

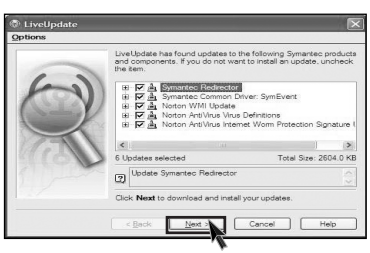
You should have an internet access to process Norton Antivirus update.

1 Click **[Start]** and **[All programs]→[Norton Antivirus]→[LiveUpdate]→[Norton AntiVirus]**.

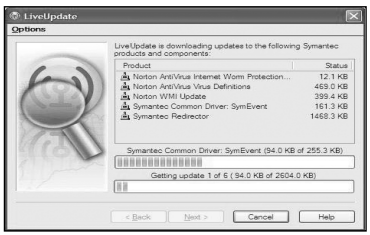
2 Click **[Next]**.

3 Following window appears.

4 Click **[Next]**.



5 Downloading update-items online.



6 Click **[Finish]** . Norton Antivirus Update is complete.