Safety Instructions

Use the following safety guidelines to help protect yourself and your computer.

When Using Your Computer

⚠ **CAUTION: Do not operate your portable computer for an extended period of time with the base resting directly on your body. With extended operation, heat can potentially build up in the base.**

Allowing sustained contact with the skin could cause discomfort or, eventually, a burn.

- Do not attempt to service the computer yourself. Always follow installation instructions closely.

- Do not carry a battery in your pocket, purse, or other container where metal objects (such as car keys) could short-circuit the battery terminals. The resulting excessive current flow can cause extremely high temperatures and may result in damage from burns.

- Be sure that nothing rests on your AC adapter's power cable and that the cable is not located where it can be tripped over or stepped on.

- Place the AC adapter in a ventilated area, such as a desktop or on the floor, when you use it to run the computer or to charge the battery. Do not cover the AC adapter with papers or other items that will reduce cooling; also, do not use the AC adapter while it is inside a carrying case.

- Do not push objects into air vents or openings of your computer. Doing so can cause fire or electric shock by shorting out interior components.

- Use only the AC adapter and batteries that are approved for use with this computer. Use of another type of battery or AC adapter may risk fire or explosion.

- Danger of explosion if battery is incorrectly replaced.

- Replace only with the same or equivalent type battery recommended by the manufacturer.

- Dispose of used batteries according to the manufacturer's instructions.

- Before you connect the computer to a power source, ensure that the voltage rating of the AC adapter matches that of the available power source.
  - 115 V/60 Hz in most of North and South America and some Far Eastern countries such as South Korea and Taiwan.
  - 100 V/50 Hz in eastern Japan and 100 V/60Hz in western Japan.
  - 230 V/50 Hz in most of Europe, the Middle East, and the Far East.
- If you use an extension cable with your AC adapter, ensure that the total ampere rating of the products plugged in to the extension cable does not exceed the ampere rating of the extension cable.

- To remove power from the computer, turn it off, remove the battery, and disconnect the AC adapter from the electrical outlet.

- To help avoid the potential hazard of electric shock, do not connect or disconnect any cables or perform maintenance or reconfiguration of this product during an electrical storm.

- Do not dispose of batteries in a fire. They may explode. Check with local authorities for disposal instructions.

- When setting up the computer for work, place it on a level surface.

- When traveling, do not check the computer as baggage. You can put your computer through an X-ray security machine, but never put your computer through a metal detector. If you have the computer checked by hand, be sure to have a charged battery available in case you are asked to turn on the computer.

- When traveling with the hard drive removed from the computer, wrap the drive in a non-conducting material, such as cloth or paper. If you have the drive checked by hand, be ready to install the drive in the computer. Your can put the hard drive through an X-ray security machine, but never put the drive through a metal detector.

- When traveling, do not place the computer in overhead storage compartments where it could slide around. Do not drop your computer or subject it to other mechanical shocks.

- Protect your computer, battery, and hard drive from environmental hazards such as dirt, dust, food, liquids, temperature extremes, and overexposure to sunlight.

- When you move your computer between environments with very different temperature and/or humidity ranges, condensation may form on or within the computer. To avoid damaging the computer, allow sufficient time for the moisture to evaporate before using the computer.

➔ **NOTICE: When taking the computer from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the computer to acclimate to room temperature before turning on power.**

- When you disconnect a cable, pull on its connector or on its strain relief loop, not on the cable itself. As you pull out the connector, keep it evenly aligned to avoid bending any connector pins. Also, before you connect a cable make sure both connectors are correctly oriented and aligned.

- Before you clean your computer, turn it off, unplug it from its power source, and remove the battery.

- Handle components with care. Hold a component such as a memory module by its edges, not its pins.

⚠ **CAUTION: When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:**

- Do not use this product near water, for example, near a bathtub, washing bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

- Do not use the telephone to report a gas leak in the vicinity of the leak.

- Use only the power cord indicated in this manual.

Regulatory Notices

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.

Any changes or modifications made to this equipment may void the user's authority to operate this equipment.

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.
- All external cables connecting to this basic unit must be shielded. For cables connecting to PCMCIA cards, see the option manual or installation instructions.

Federal Communications Commission (FCC)
PART 68 Warning

This equipment complies with Part 68 of the FCC Rules. On the bottom of the computer is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.
FCC Part 68 Registration Number: 6CTTAI - 25876 - FB – E

REN: 0.8B

The REN is useful to determine the quantity of devices you may connect to your telephone and still have those devices ring when your number is called. In most, but not all areas, the sum of the REN's of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If your MODEM causes harm to the telephone network, the local Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. However, if advanced notice isn't practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper functioning for your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

CE Notice (European Union)

Marking by the symbol CE indicates compliance of this Compal computer to the EMC Directive and the Low Voltage Directive of the European Union. Such marking indicates that this Compal system meets the following technical standards:

- EN 55022 — "Limits and Methods of Measurement of Radio Interference Characteristics of Information Technology Equipment."
- EN 55024 — "Information technology equipment - Immunity characteristics - Limits and methods of measurement."
- EN 61000-3-2 — "Electromagnetic compatibility (EMC) - Part 3: Limits - Section 2: Limits for harmonic current emissions (Equipment input current up to and including 16 A per phase)."
- EN 61000-3-3 — "Electromagnetic compatibility (EMC) - Part 3: Limits - Section 3: Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current up to and including 16 A."
- EN 60950 — "Safety of Information Technology Equipment."

NOTE: EN 55022 emissions requirements provide for two classifications:

- Class A is for typical commercial areas.
- Class B is for typical domestic areas.

To determine which classification applies to your computer, examine the FCC registration label located on the back panel of the computer. If the label indicates a Class A rating, the following warning applies to your computer:

RF INTERFERENCE WARNING: This is a Class A product. In a domestic environment this product may cause radio frequency (RF) interference, in which case the user may be required to take adequate measures.

This Compal device is classified for use in a typical Class B domestic environment.

A "Declaration of Conformity" in accordance with the preceding directives and standards has been made and is on file at Compal Computer Corporation.

CCC Notice (China Only)

On Class A systems, the following warning will appear near the regulatory label:

Warning: This is a Class A product. In a domestic environment this product may cause radio interference, in which case the user may be required to take adequate measures.

声明

此为A级产品，在生活环境中，该产品可能会造成无线电干扰
在这种情况下，可能需要用户对其干扰采取切实可行的措施

BSMI Notice (Taiwan Only)

Most Compal computer products are classified by the Bureau of Standards, Meteorology and Inspection (BSMI) as Class B information technology equipment (ITE).

R 31199

This Compal device is classified for use in a typical Class B domestic environment.

CANADIAN DOC NOTICE

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulation of the Canadian Department of Communications.

"Le présent appareil numérique n'èmet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la class B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada"

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About this user's manual

This user's manual is designed to let you easily find the information you need to get the most from your notebook.

Chapter 1 introduces you to the features of your computer.

Chapter 2 gives you useful details on using your computer.

Chapter 3 tells you how to look after your notebook computer, whether at home or traveling.

Chapter 4 talks about PC Card peripherals and how to use them.

Chapter 5 goes into more detail about power management and explains how to conserve power while on the move.

Chapter 6 gives you tips on solving typical problems you may run up against.

Chapter 7 introduces you to BIOS, the nervous system of your computer, and how to change its fundamental settings.

There is no need to read the manual from the beginning to end. Simply find your way to the section that interests you using the index, or browse through the manual.

You will come across the following icons in the manual:

Helpful pointers and tricks to get more from your notebook

To help you note and avoid possible damage to your notebook's hardware or software, or loss of your work

Points out possible damage to property, personal injury or death

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1 Introducing Your Notebook

1.1 Front

1	LCD Module Latch	6	Device Status Lights
2	Display	7	Optical Media Drive
3	Easy Buttons	8	Keyboard
4	TouchPad	9	Power Button
5	TouchPad Buttons	10	Keyboard Status Lights

1.1.1 LCD Module Latch

Secures the display case to your notebook. To open the display, slide the latch to the right and lift the display. When you close the display the latch secures it automatically.

1.1.2 Display

Your display is either a 14.1" or 15.1” COLOR TFT/XGA or COLOR TFT/SXGA+ LCD.

1.1.3 Easy Buttons

These buttons launch your favorite programs.

	Launches a pre-configured program.
	Launches a pre-configured program.

1.1.4 TouchPad

The TouchPad works like a desktop mouse. For more information see Keyboard and TouchPad in Chapter 2.

1.1.5 TouchPad Buttons

The left and right TouchPad buttons work like the left/right buttons on a standard mouse.

1.1.6 Device Status Lights

⏻	Indicates power on; flashing indicates standby mode.
	Indicates battery status. For details, see Battery.
	Indicates wireless communication status.

1.1.7 Optical Media Drive

The optical media drive provides a means for you to import/export data and small files into/from your computer. Depending on the configuration of your computer, you may either be able to record CDs or play DVDs.

To remove the Optical Media Drive:

1. Slide the ODD Module Latch to the left.
2. Gently pull the ODD from the ODD Module Bay.

1.1.8 Keyboard

The keyboard includes a numeric keypad and the Microsoft® Windows® logo key.

See Keyboard and TouchPad in Chapter 2 for more on using keyboard shortcuts.

1.1.9 Power Button

⏻ Press to turn your notebook on. For more on power settings see Power Management.

Windows XP, which comes preinstalled, goes into the shutdown sequence automatically if you press the power button while on.

You can configure this in Control Panel: Power Options – Advanced.

1.1.10 Keyboard Status Lights

	Indicates uppercase letter function enabled
	Indicates numeric keypad enabled
	Indicates scroll lock function enabled

1.2 Right Side

1	Speaker
2	AC Adapter Connector
3	Air Fan

1.2.1 Speaker

To adjust the system speaker volume, look under the Sounds and Audio Devices Properties of the Control Panel. See Chapter 2 for more details. Many software programs, such as multimedia applications, also include their own volume controls.

1.2.2 AC Adapter Connector

⎓ Use this connector to attach the AC adapter to your notebook. You can connect an AC adapter when your notebook is switched on or off.

While the AC adapter works with electrical outlets worldwide, power connectors and power strips vary from country to country. Ensure you use compatible cable or correctly connect the cable to the power strip or electrical outlet. Failure to do so may cause fire or damage to equipment.

1.2.3 Air Vent

An internal fan creates airflow through the vents, preventing your notebook from overheating.

When it gets hot, your notebook will switch on the fans, which may make some noise. This is normal, and does not mean there is a problem.

Never block, push objects into, or allow dust to gather in the air vents. Doing so may damage your notebook or cause a fire.

1.3 Left Side

1	USB Connector
2	Infrared Port
3	PC Card Port
4	SD Card Port
5	Audio Ports
6	Wireless Communication Switch
7	Speaker

1.3.1 USB Connector

Use this port to connect a USB device, such as a mouse, full-size external keyboard, or printer, to the computer.

USB is a peripheral expansion standard that supports a data-transfer rate of up to 480 Mbps. USB peripherals have a single standard for cables and connectors. You can install and remove USB devices while the computer is on. This is known as "hot swapping".

1.3.2 Infrared Port

Use this port to send and receive infrared (IR) signals to and from other IR-compatible devices. Supports a transfer rate of up to 4 Mbps per second.

1.3.3 PC Card Port

Supports one type II PC Cards. For more information, see PC Cards in Chapter 4.

1.3.4 SD Card Port

Supports one **Secure Digital** card, which is used in digital still camera and various forms of portable information equipment.

1.3.5 Audio Ports

You can connect a headphone or an external speaker to the 🎧 port and a microphone to the 🎤 port. The built-in speakers are disabled when a device is connected to the 🎧 port.

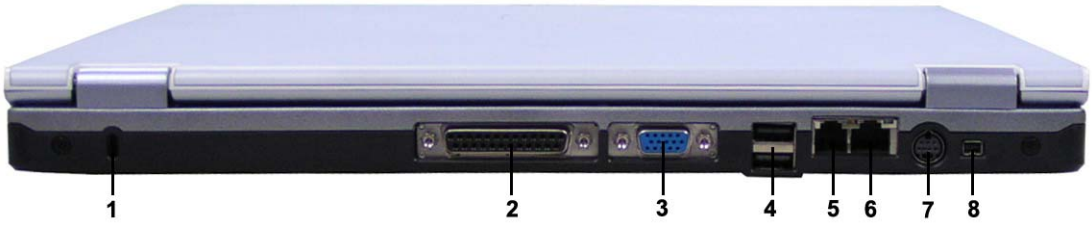
1.3.6 Wireless Communication Switch

Turns the wireless communication function on or off. The wireless communication LED on the front panel lights when the function is activated.

1.3.7 Speaker

To adjust the system speaker volume, look under the Sounds and Audio Devices Properties of the Control Panel. See Chapter 2 for more details. Many software programs, such as multimedia applications, also include their own volume controls.

1.4 Back



1	Security Cable Connector	5	Modem Jack
2	Parallel Port	6	Network Jack
3	External Monitor Port	7	TV-out Port
4	USB Ports x 2	8	IEEE 1394 Port

1.4.1 Security Cable Connector

To protect your notebook from theft, you can purchase an antitheft device. Instructions for use are included with such devices.

Before purchasing any antitheft device, check that it will work with your notebook's security cable connector.

1.4.2 Parallel Port

Use this port to connect parallel devices, such as a printer.

To protect your notebook, wait 5 seconds after turning it off before disconnecting any external device.

1.4.3 External Monitor Port

Use this port to connect an external monitor to your computer. See Display, Chapter 2-5.

1.4.4 USB Connectors

Use these ports to connect up to three USB devices, such as a mouse, full-size external keyboard, or printer.

USB is a peripheral expansion standard that supports a data-transfer rate of up to 12 Mbps. USB peripherals have a single standard for cables and connectors. You can install and remove USB devices while the computer is on. This is known as "hot swapping."

1.4.5 Modem Jack

The modem jack allows you to connect your notebook to a telephone line with a standard RJ-11 connector.

Never connect the modem jack to a digital line. The high current of a digital line could damage the modem.

1.4.6 Network Jack

The RJ-45 network jack allows you to connect your computer to a local area network (LAN).

Be careful not to plug the telephone line into the slightly larger network connector.

1.4.7 TV-out Port

Use this port to connect a television set. See Display, Chapter 2-5, for details.

1.4.8 IEEE 1394 Port

The IEEE 1394 port allows you to connect devices that utilize IEEE 1394 technology to your computer. This technology is widely used in consumer products such as digital cameras.

1.5 Bottom

1	Battery Release Latch
2	Battery Pack
3	HDD
4	Memory Module Cover
5	ODD Module Release Latch

1.5.1 Battery Release Latch

The battery release latch secures the battery pack. To release, simply slide the latch across. The battery pack will pop up.

1.5.2 Battery Pack

With a charged battery pack installed, you can use your notebook without connecting it to an electrical outlet. For more details, see Battery, Chapter 5.

To remove the battery pack:

1. Slide the Battery Pack Release Latch to the left.
2. Gently pry the Battery Pack from the computer chassis.

1.5.3 HDD

The HDD should only be removed if you need to repair or replace the installed HDD unit.

To remove the HDD:

1. Remove the screw securing the HDD to the chassis
2. Gently pull the HDD out.

Do not replace the HDD on your own! If the HDD requires replacing, take the computer to your dealer or a service technician.

1.5.4 Memory Module Cover

The memory module(s) is (are) housed beneath the memory module cover.

1.5.5 ODD Module Release Latch

This releases the optical media drive (ODD). Slide it to the left, then carefully pull the ODD from its bay.

2 Operating Your Notebook

2.1 Turning Your Notebook On and Off

Turning Your Notebook On

Turning Your Notebook Off

Logging Off

Adding User Accounts

Standby Mode

2.1.1 Turning Your Notebook On

You can configure the computer to start from a specific drive, such as a CD-ROM, an external floppy disk, or even an external. See Chapter 3, the BIOS Setup Program.

Press the power button ⏻ to turn on your notebook.

Do not turn off the computer until the operating system has loaded completely. Turning the computer off during its initial startup will result in an error the next time you start your notebook.

2.1.2 Turning Your Notebook Off

If your notebook is using Microsoft Windows XP Professional operating system, there are security and networking features not available in Windows XP Home Edition. You will see different options in some windows, related to security and networking.

Save and close any open files, exit any open programs. Click **Start > Turn Off Computer > Turn Off**.

Your notebook will automatically turn off after the shutdown process is finished.

*You can configure Windows XP to shut down or go into sleep mode by pressing the power button. Open the **Control Panel: Power Options – Advanced** dialog box to do this.*

2.1.3 Logging Off

With Microsoft Windows XP, multiple users can access a single computer with their own, personal settings. Using their own password, each user logs on to the computer, meaning other users cannot access their settings or files. To log off:

3. Save and close any open files, exit any open programs, click **Start > Log Off > Log Off**.
4. To switch users, click **Start > Log Off > Switch User**.

Using **Fast User Switching**, programs that previous users were running remain running in the background. This means a possible slower computer response. It may also stop multimedia programs, including games and DVD software, from running.

Fast User Switching does not work if your notebook is running Windows XP Professional and is a member of a computer domain or if the notebook has less than 128 MB of memory.

You can set up **Fast User Switching** in the Control Panel dialog box, under **User Accounts: Change the way users log on or off**.

2.1.4 Adding User Accounts

Different account options are available when a computer is running the Windows XP Professional operating system and is connected to a domain.

With Windows XP installed, the system administrator or a user with administrator rights can create additional user accounts:

1. Click **Start > Control Panel > User Accounts**.

2. Under **Pick a task**, click **Create a new account**.

3. Under **Name the new accoun**t, enter the name of the new user. Click **Next**.

4. Under **Pick an account type**, choose one of the following options:
   - **Computer administrator**: Can change all computer settings.
   - **Standard (Windows XP Professional only)**: Can install some programs and hardware.
   - **Limited**: Can only change your own personal settings, such as your password. You are not able to install programs or use the Internet.

5. Click **Create Account**.

2.1.5 Standby Mode

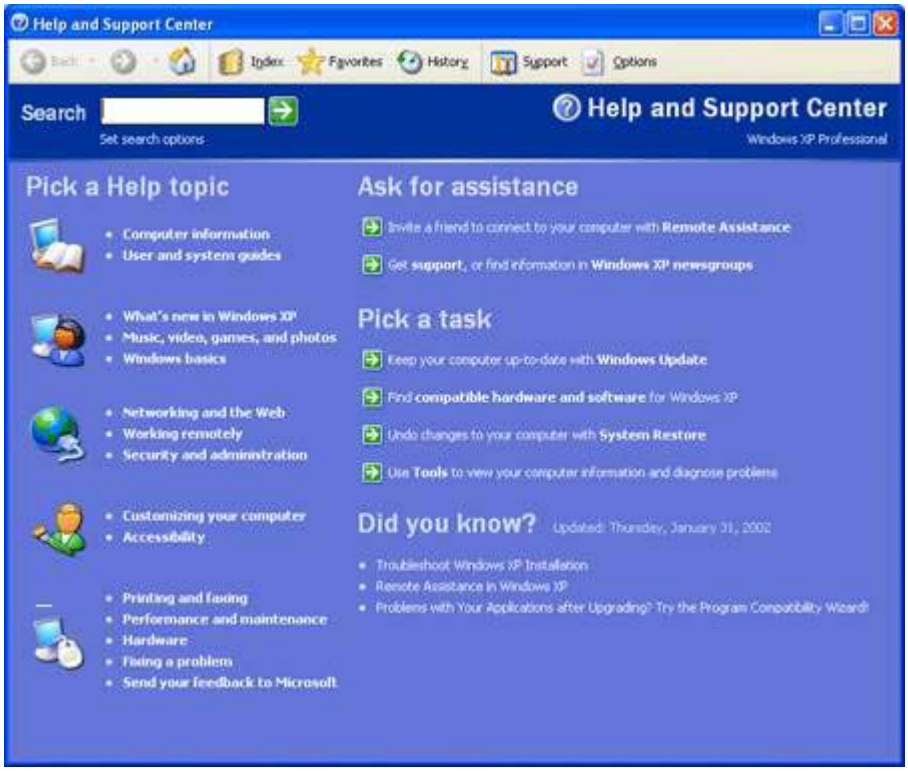
To find out how to conserve power using the Standby Mode, see Power Management, Chapter 5.

2.2 Tips For Using Windows

Microsoft Windows XP Help
Windows Desktop
Start Button
Taskbar
Notification Area (System Tray)
Recycle Bin
Control Panel
My Computer

2.2.1 Microsoft Windows XP Help

For Microsoft Windows XP help, click the **Start** menu then click the **Help and Support** icon. The Help and Support Center dialog box opens.



2.2.2 Windows Desktop

Depending on your notebook setup and software, your desktop may have different or additional shortcuts. See Personalizing Your Desktop, section 2-4, for more information.

2.2.3 Desktop Cleanup Wizard

The Desktop Cleanup Wizard moves icons for programs not frequently used to a folder 7 days after you first start your notebook and every 60 days after that.

The Start menu's appearance changes as program icons are moved. To turn off the Desktop Cleanup Wizard:

Right-click an empty spot on your desktop **> Properties > Desktop > Customize Desktop >** click **Run Desktop Cleanup Wizard every 60 days** to remove the check mark **> OK**.

The Desktop Cleanup Wizard can be run any time by simply clicking **Clean Desktop Now** under **Desktop Cleanup**.

2.2.4 Start Button

The **Start** button allows easy access to your notebook's programs.

The **Start** menu is designed to adapt, to show the programs you use most frequently. To always keep an item on the **Start** menu, no matter how often it's used, right-click the item and click **Pin to Start menu**.

Log Off allows the current user to log off so a new user can log on to the notebook using their personal settings.

Turn Off Computer provides options for turning off, restarting, and placing your notebook in power saving modes. If your notebook is running Windows XP Professional and is connected to a domain, different options appear in the **Shut Down** window.

2.2.5 Taskbar

The **Start** button is on the left and the notification area on the right. Each time you open a program a button for it appears on the taskbar. To move between programs, simply click the relevant button. Windows XP groups multiple instances of the same program on a single taskbar button if more space is needed.

Toolbars can be added to or removed from the taskbar:

Right-click an empty spot on the taskbar, and select **Toolbars > choose the toolbar you want to add.**

2.2.6 Notification Area (System Tray)

The icons in this area allow quick access to programs and computer functions, including the clock and printer status. Windows XP hides icons that are not used frequently. Click to see hidden icons.

To prevent Windows XP from hiding icons:

Right-click an empty spot on the **Taskbar > Properties >** ensure that **Hide inactive icons** is not checked.

2.2.7 Recycle Bin

When you delete a file, it is moved to the **Recycle Bin**. Files can be restored from the **Recycle Bin**.

Emptying the **Recycle Bin** deletes files permanently.

2.2.8 Control Panel

In the **Control Panel** you can change how Windows looks and works.

Click the **Start** button and then **Control Panel**.

There are two interfaces - you can choose either **Classic View** or **Category View**. You can switch interfaces in the upper left hand window of the **Control Panel** dialog box.

Under **Pick a Category**, choose the category of the task you wish to complete, and then choose the task in the next window.

2.2.9 My Computer

My Computer allows you to see the contents of your notebook's drives. The **My Computer** icon appears on your Desktop. To see the contents of a drive or folder, open **My Computer** then double-click the icon for the drive or folder you want to view (for example, drive C).

*You can also use **Windows Explorer** to see the contents of your notebook and find files. To open **Windows Explorer**, right-click the **Start** button and click **Explore**. Find the drive or folder that you want to view. To find out more about **My Computer** and **Windows Explorer**, see the **Help and Support Center**.*

2.3 Keyboard and TouchPad

Numeric Keypad

Keyboard Shortcuts

Easy Buttons

StickyKeys

TouchPad

Customizing the TouchPad

2.3.1 Numeric Keypad

Keypad numbers and symbols are marked in blue on the lower right edge of the keypad keys.

To enable the numeric keypad, press Fn F11 Num Lk .
The indicator will light when the numeric lock is on.

To disable the numeric keypad, press Fn F11 Num Lk again.

To use the primary function of a dual-function key when the numeric keypad is enabled, press Fn and the desired key.

2.3.2 Keyboard Shortcuts

Fn F5 CRT/LCD	Switches Display Mode (LCD > CRT > Simultaneous). Switches the video image to the next display in the following sequence: the integrated display, an external monitor, and both displays simultaneously
Fn F11 Num Lk	Number Lock
Fn F12 Scroll Lk	Scroll Lock
Fn ↑ ☼▲	Brightness Up
Fn ↓ ☼▼	Brightness Down
Fn F10 Pad Lk	Pad Lock

When using an external PS/2 keyboard, the Fn key can be simulated by using the left-Ctrl + left-Alt keys. USB keyboards do not support this function.

2.3.3 Windows Logo Key Functions

E	opens Windows Explorer
R	opens the Run dialog box
F	opens the Search Results dialog box
Ctrl F	opens the Search Results - Computers dialog box (when your notebook is connected to a network)
Pause Break	opens the System Properties dialog box

To adjust keyboard operation, including character repeat rate, in the **Control Panel** click **Printers and Other Hardware > Keyboard**.

2.3.4 Easy Buttons

The Easy Buttons are designed to give you fast access to the programs you use most often.

By default, the easy button keys are not configured for any particular program. The first time you press one of them, the Configure Buttons dialog box opens.

Select the button you'd like to configure, and then assign a program to it either from the **Application Launch** list of pre-defined defaults or by using the **Browse** button to locate a different program.

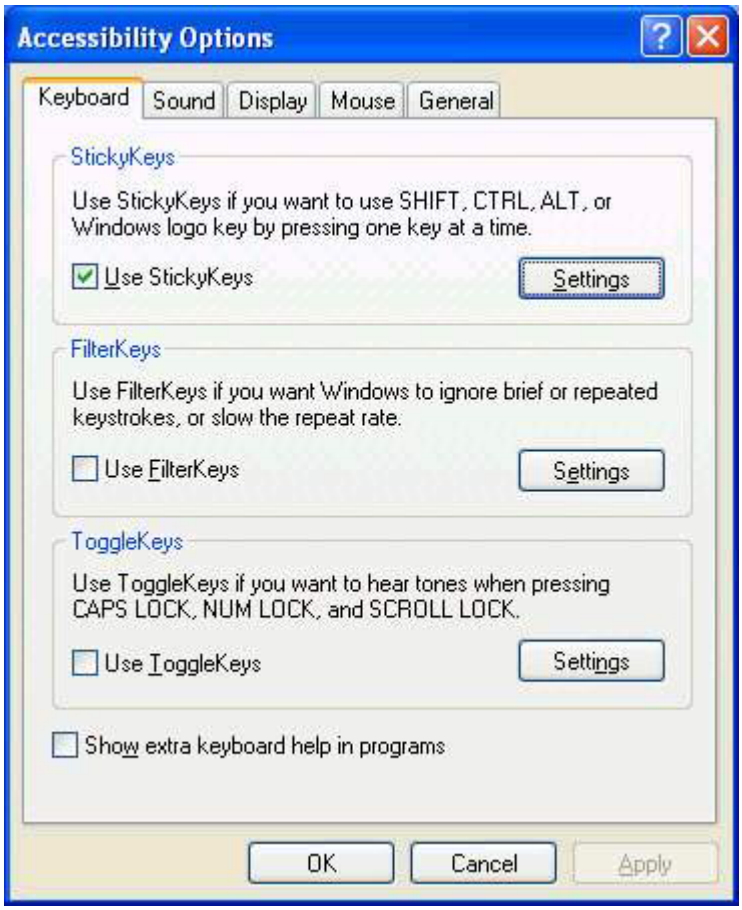
The **Caption** option lets you define the caption that appears on your screen when you press the button.

2.3.5 StickyKeys

The StickyKeys function lets you use the SHIFT, CTRL, ALT, FN keys or the Windows logo key (referred to as modifier keys) in conjunction with other keys by pressing one key at a time instead of simultaneously.

To activate StickyKeys mode, press the Shift key five times and then click OK.

Alternatively, you can click on **Start > Control Panel > Accessibility Options a**nd check **Use StickyKeys** before clicking **OK**.



To further customize **StickyKeys**, click **Settings** in either of the above dialogue boxes. The following dialogue box will appear.

Click **Use shortcut** to enable the listed shortcut to activate StickyKeys mode.

By checking **Press modifier key twice to lock**, pressing the **SHIFT, CTRL, ALT, FN** or the Windows logo key twice will 'lock' the key until it is pressed again. This allows you to perform multiple commands with these keys in succession without having to press the modifier key again each time.

Check **Turn StickyKeys off if two keys are pressed at once** to have StickyKeys automatically disable whenever any two keys are pressed simultaneously.

If **Make sounds when modifier key is pressed** is checked, a tone will be heard each time a modifier key is pressed. Different tones are heard when activating and deactivating modifier keys.

Check **Show StickyKeys status on screen** to display the StickyKeys icon in your toolbar whenever the StickyKeys mode

is activated. The icon will change to indicate which modifier key, if any, is currently active.

Click on **OK** to confirm your changes, or **Cancel** to exit the dialogue box without making any changes.

2.3.6 TouchPad

The TouchPad responds to the movements and pressure of your finger, allowing you to move the cursor around the screen, in the same way you would with a mouse.

Place your fingers on the keyboard in the normal typing position.

You can use the TouchPad by moving either your right or left thumb off the space bar and on to the TouchPad.

Gently move your thumb across the TouchPad in the direction you want the cursor to move.

The TouchPad buttons have the same function as mouse buttons. Clicking these buttons makes selections, drags objects, or performs a variety of other functions depending on the software. To select an object, first move the pointer over the object you want to select, and then press the left button one time and release it. The functionality of these buttons depends on your software.

Double-clicking is a common technique for selecting objects or launching programs.

You may also select object or execute applications from icons by double tapping. This is similar to double-clicking, but instead of pressing the TouchPad buttons, you tap the TouchPad itself.

2.3.7 Customizing the TouchPad

To adjust TouchPad settings, use the Mouse Properties window, which you can open by clicking **Control Panel** > **Printers and Other Hardware** > **Mouse**.

Select the desired settings and click **Apply**.

Click **OK** to save the settings and close the window.

2.4 Personalizing Your Desktop

Choosing Wallpaper

Choosing a Screen Saver

Choosing a Desktop Theme

Creating a Shortcut on the Desktop

2.4.1 Choosing Wallpaper

To make your notebook reflect your style, you can set background colors and patterns, the wallpaper, on the desktop.

Control Panel > Appearance and Themes > Pick a task > Change the desktop background.

The **Display Properties** window offers a choice of wallpapers. Choose the name of the wallpaper you want to display, or click (None) if you prefer not to use a wallpaper image.

You can also choose your own images by choosing Browse, and specifying images in a directory.

The Position pull-down menu lets you either **Tile** your selected image, **Center** (places one copy of the image in the center of the screen) or **Stretch** (enlarges it to fit the screen).

To accept the settings, click **OK** and close the **Display Properties** window.

2.4.2 Choosing a Screen Saver

Control Panel > Appearance and Themes > Pick a task > Choose a screen saver.
Select a screen saver from the **Screen Saver pull-down menu**, or click (None) if you prefer not to activate a screen saver.
You can customize your screen saver by choosing **Settings**. To check your selections, choose **Preview**.
To accept the settings, click **OK** and close the **Display Properties** window.

2.4.3 Choosing a Desktop Theme

Desktop themes change the appearance of your desktop and add sound effects:
Control Panel > Appearance and Themes > Pick a task > Change the computer's theme.
Select a theme from the Theme pull-down menu in the Display Properties Window, and then click **OK**.

2.4.4 Creating a Shortcut on the Desktop

A shortcut is an icon that is placed on the desktop let you quickly access programs, files, folders, and drivers. To create a shortcut:

Open **My Computer** or **Windows Explorer**, and highlight the file or program you want to create a shortcut to.

Click and hold down the right TouchPad button, drag the highlighted item to the Windows desktop, and then release the right TouchPad button to display a pop-up menu.

Click **Create Shortcut(s) Here**.

An icon appears on your desktop - double-click to activate the shortcut.

2.5 Display

Adjusting Brightness
Using an External Monitor or Television
Setting Display Resolution

2.5.1 Adjusting Brightness

To conserve power when running your notebook from the battery, set the brightness to the lowest comfortable setting using the keyboard shortcuts.

2.5.2 Using an External Monitor or Television

When you start your notebook with an external display device such as an external monitor or television attached and turned on, the image may appear on either the display or the external device. Alternatively, you can

Press Fn F5 CRT/LCD to switch the video image to the display only, the display and the external device simultaneously, or the external device only.

2.5.3 Setting Display Resolution

To view a program at a specific resolution, both the video controller and display must support the program and the necessary video drivers must be installed.

Before changing any of the original display settings, note the original settings for future reference.

Start > Control Panel > Pick a category > Appearance and Themes.

Under **Pick a task...,** click the area you want to change, or under or **pick a Control Panel icon**, click **Display.**

You can try different settings for Color quality and Screen resolution.

If you choose a resolution or color palette that is higher than the display supports, the settings will automatically adjust to the closest possible setting.

2.6 Networks

To access a network:
At the office, you can access a network via the built-in PCI LAN.

For specific information about connecting to the LAN or WAN, consult your systems administrator.

If you are working from home or while traveling, you need a dial-up connection. Ask your system administrator for the telephone number of the network.

To set up the connection, go to **Start > Control Panel > Network and Internet Connections** (in Classic Interface, **Network Connections**).

Enter the details for your connection and click **OK**.

2.7 Managing Programs

Running Programs

Adding Software

Removing Software

2.7.1 Running Programs

Programs are any software that process data - like a word processing program or an email program. They require an operating system - like Windows XP - to run on.
To run a program, click **Start > Programs**.

Click the program you want to run.

On the right side of the title bar in the window of any open program, there are three icons:

minimizes the program. That is, it is removed from the screen, but is still running. It will appear as a button on your bottom taskbar. To restore the program, simply click the button.

enlarges (maximizes) the window to fill your entire screen. When the window is maximized, the button switches to , which will reduce the size of the window when clicked.

closes the program or document.

2.7.2 Adding Software

To check what software is already installed on your computer, click **Start > All Programs**. If a program is listed in the **All Programs** menu or the **Start** menu, the software is already installed.

Before installing software, check the software's technical requirements to ensure that it is compatible with your notebook and that there is enough memory and hard drive space for installation and operation.

Temporarily disable your notebook's antivirus software before installing software. See the documentation that came with the antivirus software for detailed procedure.

Be sure to enable your antivirus software once you have installed any new software.

Insert the software installation CD into the CD drive and follow the instructions that came with the software to help you respond to the prompts on the screen.

If the software installation CD does not automatically run, click **Start > Run.** In the dialogue box, type x:\setup.exe (where x is the letter of your CD drive [usually D or E]). Then click **OK** and follow the prompts on your screen.

2.7.3 Removing Software

Once you've begun removing software, do not interrupt the process. To do so may result in data loss and corruption of your operating system.

Start > Control Panel > Add or Remove Programs > Change or Remove Programs.

Select the program that you want to remove and click the **Change/Remove** button. Instructions for removing programs will appear on the screen.

Some programs may not be listed and cannot be removed via this window. In this case, check the documentation that came with the specific program.

2.8 Managing Files

Updating Antivirus Software
Backing Up Files
Finding Files
Copying a File on the Hard Drive
Copying a File to a Floppy Disk
Moving Files
Renaming Files
Deleting Files
Emptying the Recycle Bin
Retrieving Files From the Recycle Bin

2.8.1 Updating Antivirus Software

There are thousands of known viruses, and more appear all the time. Installing antivirus software is the only way to protect your data, software and hardware. Regular updates are necessary to ensure protection.

Your computer dealer can advise you regarding purchasing antivirus software.

⚠ *Before installing any software from unlicensed sources, scan for viruses. Regularly backup your data to safeguard against loss if your notebook is infected.*

2.8.2 Backing Up Files

Regularly backing up your files will protect you from losing data from accidental file deletion, viruses or hard drive failure.

Programs can be reinstalled, but unless you have backed up your work, you will lose your data files.

The most convenient way to back up your files is to a CD-RW drive, although for smaller files, you can use a floppy disk.

2.8.3 Finding Files

Right click on **Start > Search**.

In the search window, type either **All or part of the file name** or **A word or phrase in the file**.

Specify where you want the system to look by specifying a drive or folder in the **Look in** pull-down menu.

Windows will search the entire hard drive (or drive C partition) if the default setting of C: is unchanged.

Click **Search** to begin searching.

Files found that match your search criteria are listed in the **Search Results** window.

2.8.4 Copying a File on the Hard Drive

From the **Desktop**, select **My Computer**.

Locate the file you want to copy, and click the file to select (highlight) it.

Under **File and Folder Tasks > Copy this file**.

In the **Copy Items** window, select the location where you want to copy the file.

Click **Copy**.

2.8.5 Copying a File to a Floppy Disk

Insert a floppy disk into the floppy drive.

From the **Desktop**, select **My Computer**.

Locate the file you want to copy, and click the file to select (highlight) it.

Under **File and Folder Tasks > Copy this file > Copy Items** > **3½ Floppy (A:)**.

Click **Copy**.

2.8.6 Moving Files

Never move files that are part of an installed program. Doing so may make the program unusable.

From the **Desktop**, select **My Computer**.

Locate the file you want to move, and click the file to select (highlight) it.

Click **Move this file**.

In the **Move Items** window, click the location where you want to move the file.

Click **Move**.

2.8.7 Renaming Files

Use **Windows Explorer** or **My Computer** to locate the file you want to rename, and click the file to select (highlight) it.
Click the **File** menu and click **Rename**.

Never change a file's extension (the last three characters after the period). Doing so may render the file unusable.

Type the new filename and press **Enter**.

2.8.8 Deleting Files

Never delete files that are part of an installed program. Doing so may render the file unusable.

Use **Windows Explorer** or **My Computer** to locate the file you want to delete, and click the file to select (highlight) it.

Click the **File** menu and click **Delete**.

Click **Yes** to send the file to the **Recycle Bin**.

If you accidentally delete a file, see **Retrieving Files From the Recycle Bin**.

2.8.9 Emptying the Recycle Bin

Files remain in the **Recycle Bin** and take up space on the hard drive until you empty them from the **Recycle Bin**.

Files deleted from a floppy disk or from a network are permanently erased. You cannot recover them from the Recycle Bin.

Double-click the **Recycle Bin** icon.

The **Recycle Bin** window appears and lists all deleted files, their previous locations, and the date you deleted them.

Click the **File** menu, and click **Empty Recycle Bin**.

When the confirmation dialog box appears, click **Yes** to delete all file(s).

All files disappear from the **Recycle Bin** and are removed from your notebook.

2.8.10 Retrieving Files From the Recycle Bin

Deleted files are moved to the **Recycle Bin** and remain there until you empty the Recycle Bin. If you delete a file in error, you can retrieve it from the **Recycle Bin**:

Double-click the **Recycle Bin** icon .

The **Recycle Bin** window will appear, listing all deleted files, their previous locations, and the dates you deleted them.

Select the file you want to retrieve, click the **File** menu, and then click **Restore**.

The file disappears from the **Recycle Bin** and is moved to its original location.

2.9 Playing CDs and Movies

Inserting Discs

Adjusting Volume

Adjusting Picture

2.9.1 Inserting Discs

Be careful not to press down on the drive tray when opening or closing it. When the drive is not in use, keep the tray closed.

Do not move the computer when playing CDs or DVDs.

Press the eject button on the front of the drive.

Pull the tray out.

With the label side up, place the disc in the center of the tray.

Snap the disc onto the spindle.

Gently push the tray back into the drive.

If your notebook has a CD-RW/DVD or DVD, you can watch movies.

For more information on playing CDs or watching movies, click **Help** on the CD player software or DVD player software.

2.9.2 Adjusting Volume

If you do not hear anything when playing a CD or DVD, check that the speakers are not muted.

Start > All Programs > Accessories > Entertainment > Volume Control.

In the Volume Control window, click and drag the bar in the Volume Control column and slide it up or down to increase or decrease the volume.

2.9.3 Adjusting the Picture

If you receive an error message that the current resolution and color depth are using too much memory and preventing DVD playback, adjust the display properties:

Start > Control Panel > Pick a category > Appearance and Themes > Pick a task... > Change the screen resolution.
In the **Display Properties** window, click and drag the bar in **Screen resolution** to change the setting to 1024 x 768 pixels. Click the pull-down menu under **Color quality > Medium (16 bit) > OK**.