# TravelMate 620 series

## User's guide

TravelMate 620 series User's guide
Original Issue: September 2001

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Record the model number, serial number, purchase date, and place of purchase information in the space provided below.  The serial number and model number are recorded on the label affixed to your computer.  All correspondence concerning your unit should include the serial number, model number, and purchase information.

TravelMate 620 series Notebook computer

Model number : _____

Serial number: _____

Purchase date: _____

Place of purchase: _____

# FEDERAL COMMUNICATIONS COMMISSION
## DECLARATION OF CONFORMITY (DoC)

FOR THE FOLLOWING EQUIPMENT

Product Name:    Notebook Personal Computer
Model No.:       MS2103
Trade Name:      Acer

IS HEREWITH CONFIRMED AND FOUND TO COMPLY WITH THE REQUIREMENTS OF ANSI C63.4 & FCC PART 15 REGULATIONS. THE RESULTS OF ELECTROMAGNETIC EMISSION EVALUATION IS SHOWN IN THE REPORT NO.: RF89080208

THIS DEVICE COMPLIES WITH PART 15 OF THE FCC RULES. OPERATION IS SUBJECT TO THE FOLLOWING TWO CONDITIONS:
(1) THIS DEVICE MAY NOT CAUSE HARMFUL INTERFERENCE AND,
(2) THIS DEVICE MUST ACCEPT ANY INTERFERENCE RECEIVED, INCLUDING INTERFERENCE THAT MAY CAUSE UNDESIRED OPERATION.

THE FOLLOWING MANUFACTURER/IMPORTER IS RESPONSIBLE FOR THIS DECLARATION:

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(COMPANY NAME)


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(NAME)                      (TITLE)

_(signature)_               Sep. 18, 2000
SIGNATURE                   DATE

# First things first

We would like to thank you for making the TravelMate series of notebook computers your choice for your mobile computing needs. We hope you will be happy with your TravelMate as much as we enjoyed making it for you.

## Your guides

To help you use your TravelMate, we have designed a set of guides:

First off, the **Just for Starters...** poster helps you get started with setting up your computer.

This **User's guide** introduces you to the many ways your computer can help you be more productive. This guide provides clear and concise information about the computer, so read it thoroughly.

If you ever need to print out a copy, this User's guide is also available in PDF (Portable Document Format). Follow these steps:

1  Click on **Start**, **Programs**, **TravelMate**.

2  Click on **TravelMate User's guide**.

**Note:**   Viewing the file requires Adobe Acrobat Reader installed. If Adobe Acrobat Reader is not installed on your computer, clicking on TravelMate User's guide will run the Acrobat Reader setup program first. Follow the instructions on the screen to complete the installation. For instructions on how to use Adobe Acrobat Reader, access the **Help** menu.

A handy **Hot key pocket reference** card is useful for quick glances at functional key combinations.

An **Online guide** is your helping hand on-the-go, with easy to access, detailed and linked information about your computer.

To access the online guide:

1 Click on **Start**, **Programs**, **TravelMate**.

2 Click on **TravelMate Online guide**.

Lastly, there may be a **Read me first** sheet along with other documents included with your package which contain important reminders and updates. So, please read through it.

For more information about our products, services, and support information, please visit our Web site (global.acer.com).

# Basic care and tips for using your computer

## Turning your computer on and off

To turn on the computer, simply slide and then release the power switch on the right side of your TravelMate. See "Right view" on page 5 for the location of the power switch.

To turn the power off, do any of the following:

• Use the Windows shutdown command

For Windows 2000 and Windows Me: Click on **Start**, **Shut Down...**, and select **Shut down**; then click on **OK**.

- or -

For Windows XP: Click on **Start**, **Turn off Computer**; then click **Turn Off**.

• Use the power switch

**Note:** You can also use the power switch to perform power management functions. See Windows help for more information.

• Use the customized functions for power management

You can also shut down the computer by closing the display cover, or by pressing the sleep hot key (**Fn-F4**). See the online guide for

details.

**Note:** <u>If you cannot power off the computer normally, press and hold the power switch for more than four seconds to shut down the computer.</u> If you turn off the computer and want to turn it on again, wait at least two seconds before powering up.

## Taking care of your computer

Your computer will serve you well if you take care of it.

- Do not expose the computer to direct sunlight. Do not place it near sources of heat, such as a radiator.
- Do not expose the computer to temperatures below 0ºC (32ºF) or above 50ºC (122ºF).
- Do not subject the computer to magnetic fields.
- Do not expose the computer to rain or moisture.
- Do not spill water or any liquid on the computer.
- Do not subject the computer to heavy shock and vibration.
- Do not expose the computer to dust and dirt.
- Never place objects on top of the computer to avoid damaging the computer.
- Do not slam the computer display when you close it.
- Never place the computer on uneven surfaces.

## Taking care of your AC adapter

Here are some ways to take care of your AC adapter:

- Do not connect the adapter to any other device.
- Do not step on the power cord or place heavy objects on top of it. Carefully route the power cord and any cables away from personal traffic.
- When unplugging the power cord, do not pull on the cord itself but pull on the plug.
- The total ampere ratings of the equipment plugged in should not exceed the ampere rating of the cord if you are using an extension cord. Also, the total current rating of all equipment plugged into a single wall outlet should not exceed the fuse rating.

## Taking care of your battery pack

Here are some ways to take care of your battery pack:

- Use only batteries of the same kind as replacements. Turn the power off before removing or replacing batteries.
- Do not tamper with batteries. Keep them away from children.
- Dispose of used batteries according to local regulations. Recycle if at all possible.

## Cleaning and servicing

When cleaning the computer, follow these steps:

**1** Power off the computer and remove the battery pack.

**2** Disconnect the AC adapter.

**3** Use a soft cloth moistened with water. Do not use liquid or aerosol cleaners.

**4** To clean the display screen, use an LCD cleaning kit.

If any of the following occurs:

- The computer has been dropped or the body has been damaged.
- Liquid has been spilled into the product.
- The computer does not operate normally.

Please refer to "Troubleshooting my computer" on page 57.

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# Getting to know your
# TravelMate

Your TravelMate computer combines high-performance, versatility, power management features and multimedia capabilities with a unique style and ergonomic design.  Work with unmatched productivity and reliability with your new power computing partner.

# A TravelMate tour

After setting up your computer as illustrated in the **Just for Starters...** poster, let us show you around your new TravelMate computer.

## Front view
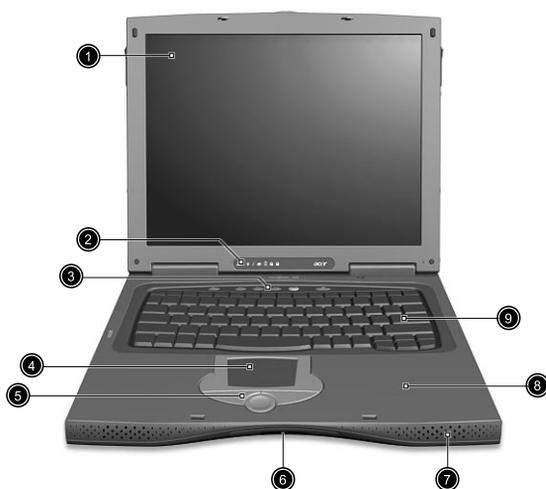


| # | Item | Description |
|---|------|-------------|
| 1 | Display screen | Also called LCD (liquid-crystal display), displays computer output. |
| 2 | Status indicators | LEDs (light-emitting diode) that turn on and off to show the status of the computer, its functions and components. |
| 3 | Launch keys | Special keys for launching internet browser, email program and frequently used programs. See "Launch Keys" on page 20 for more details. |

| # | Item | Description |
|---|------|-------------|
| 4 | Touchpad | Touch-sensitive pointing device which functions like a computer mouse. |
| 5 | Click buttons (left, center and right) | The left and right buttons function like the left and right mouse buttons; the center button serves as a 4-way scroll button. |
| 6 | Infrared port | Interfaces with infrared devices (e.g., infrared printer, IR-aware computer). |
| 7 | Speakers | Outputs sound. |
| 8 | Palmrest | Comfortable support area for your hands when you use the computer. |
| 9 | Keyboard | Inputs data into your computer. |

# Left view
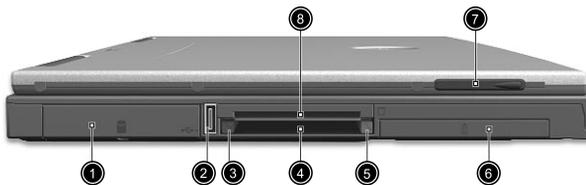


| # | Item | Description |
|---|------|-------------|
| 1 | Hard disk bay | Houses the computer's hard disk (secured by a screw). |
| 2 | USB port | Connects to Universal Serial Bus devices (e.g., USB mouse, USB camera). |
| 3 | PC Card eject button | Ejects the PC Card from the slot. |

| # | Item | Description |
|---|------|-------------|
| 4 | PC Card slot | Accepts one Type II 16-bit PC Card or 32-bit CardBus PC Card. |
| 5 | Smart Card eject button | Ejects the Smart Card from the slot. |
| 6 | Battery bay | Houses the computer's battery pack. |
| 7 | Video capture kit slot | Accepts the video capture kit option on the left side of the computer. |
| 8 | Smart Card slot | Slot for Smart Card interface with pre-boot authentication system. |

## Right view
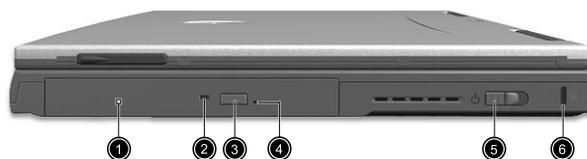


| # | Item | Description |
|---|------|-------------|
| 1 | AcerMedia drive | Houses a removable media drive module. |
| 2 | AcerMedia indicator | Lights up when the AcerMedia drive is active. |
| 3 | Eject button | Ejects the drive tray. |
| 4 | Emergency eject slot | Ejects the drive tray when the computer is turned off.   See page 60 for more details. |
| 5 | Power switch | Turns on the computer power. |

| # | Item | Description |
|---|------|-------------|
| 6 | Security keylock | Connects to a Kensington-compatible computer security lock. |

Note: The positions of the AcerMedia indicator, eject button and emergency eject hole may differ depending on the optical drive module installed.

## Rear view

| # | Item | Description |
|---|------|-------------|
| 1 | Power jack | Connects to an AC adapter. |
| 2 | USB port | Connects to Universal Serial Bus devices (e.g., USB mouse, USB camera). |
| 3 | S-video | Connects to a television or display device with S-video input. |
| 4 | External display port | Connects to a display device (e.g., external monitor, LCD projector) and displays up to 16.7 million colors and up to 1400x1050 resolution. |

| # | Item | Description |
|---|------|-------------|
| 5 | Expansion port | Connects to I/O port replicator or EasyPort expansion devices. |
| 6 | Parallel port | Connects to a parallel device (e.g., parallel printer). |
| 7 | Speaker/ Headphone-out jack | Connects to audio line-out devices (e.g., speakers, headphones). |
| 8 | Line-in jack | Accepts audio line-in devices (e.g., audio CD player, stereo walkman). |
| 9 | Modem jack | Connects to a phone line. |
| 10 | Network jack | Connects to an Ethernet 10/100-based network. |
| 11 | IEEE 1394 port | Connects to IEEE 1394 devices. |

# Bottom view
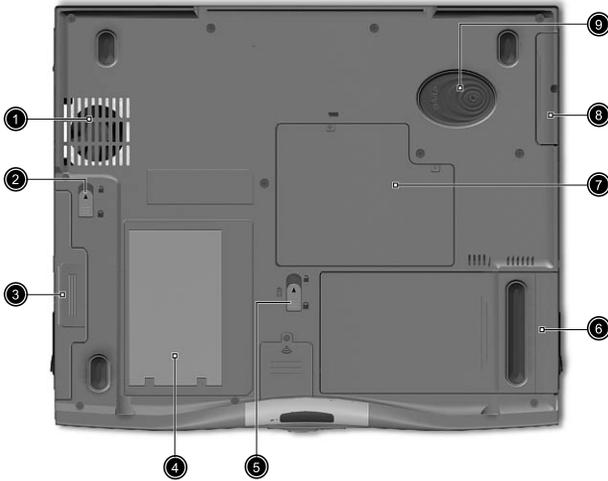


| # | Item | Description |
|---|------|-------------|
| 1 | Cooling fan | Helps keep the computer cool.<br>**Note**: Don't cover or obstruct the opening of the fan. |
| 2 | AcerMedia bay release latch | Unlatches the AcerMedia drive for removal or swapping. |
| 3 | AcerMedia bay | Houses an AcerMedia drive module. |
| 4 | Personal identification slot | Insert a business card or similar-sized identification card to personalize your computer. |
| 5 | Battery release latch | Unlatches the battery to remove the battery pack. |
| 6 | Battery bay | Houses the computer's battery pack. |
| 7 | Memory compartment | Houses the computer's main memory. |

| # | Item | Description |
|---|------|-------------|
| 8 | Hard disk bay | Houses the computer's hard disk (secured by a screw). |
| 9 | Hard disk protector | Protects the hard disk from accidental bumps and vibration. |

# Features

Below is a brief summary of the computer's many features:

## Performance

- Mobile Intel® Pentium® III Processor-M with 512 KB level 2 cache featuring the new Enhanced Intel® SpeedStep™ technology
- Memory expandable up to 1 GB
- Internal removable optical drive (AcerMedia bay)
- High-capacity, Enhanced-IDE hard disk
- Li-Ion main battery pack
- Power management system with ACPI (Advanced Configuration Power Interface)
- Smart Card interface with pre-boot authentication system for added security

## Display

- Thin-Film Transistor (TFT) liquid crystal display (LCD) displaying 16-bit high color up to 1024 x 786 eXtended Graphics Array (XGA) resolution for 13.3" and 14.1" and 1400 x 1050 Super eXtended Graphics Array + (SXGA+) resolution for 15"
- 3D capabilities
- Simultaneous LCD and CRT display support
- S-video for output to a television or display device that supports S-video input
- "Automatic LCD dim" feature that automatically decides the best settings for your display and conserves power
- Dual display capability

## Multimedia

- 16-bit high-fidelity AC'97 stereo audio with 3D sound and wavetable synthesizer
- Built-in dual speakers
- Built-in microphone
- High-speed optical drive (AcerMedia bay)

## Connectivity

- High-speed fax/data modem port
- Ethernet/Fast Ethernet port
- Fast infrared wireless communication
- USB (Universal Serial Bus) ports
- IEEE 1394 port
- Optional InviLink 802.11b wireless LAN

## Human-centric design and ergonomics

- Internet 4-way scroll button
- Sleek, smooth and stylish design
- Full-sized keyboard
- Ergonomically-centered touchpad pointing device

## Expansion

- One type II CardBus PC Card slot
- Upgradeable memory
- EasyPort port replicator

# Indicators

The computer has seven easy-to-read status icons below the display screen.



The Power and Sleep status icons are visible even when you close the display cover so you can see the status of the computer while the cover is closed.

| Icon | Function | Description |
|------|----------|-------------|
| ☌ | Wireless communication | Lights when the Wireless LAN capabilities are enabled. |
| ☼ | Power | Lights when the computer is on. |
| $Z^z$ | Sleep | Lights when the computer enters Standby mode and blinks when it enters into or resumes from hibernation mode. |
| ◈ | Media activity | Lights when the floppy drive, hard disk or AcerMedia drive is active. |
| 🔋 | Battery charge | Lights when the battery is being charged. |

| Icon | Function | Description |
|------|----------|-------------|
|  | Caps lock | Lights when Caps Lock is activated. |
|  | Num lock | Lights when Num Lock is activated. |

# Using the keyboard

The full-sized keyboard includes an embedded numeric keypad, separate cursor keys, two Windows keys and twelve function keys.

## Special keys

### Lock keys

The keyboard has three lock keys which you can toggle on and off.
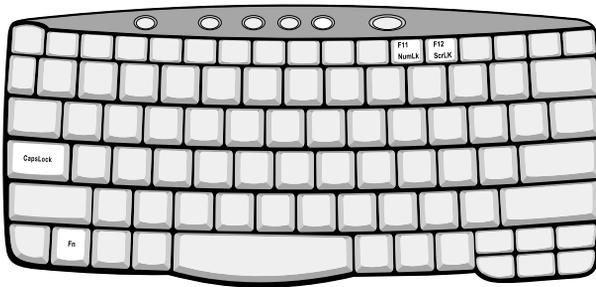


| Lock key | Description |
| --- | --- |
| Caps Lock | When Caps Lock is on, all alphabetic characters typed are in uppercase. |
| Num Lock (Fn-F11) | When Num Lock is on, the embedded keypad is in numeric mode. The keys function as a calculator (complete with the arithmetic operators +, -, *, and /). Use this mode when you need to do a lot of numeric data entry. A better solution would be to connect an external keypad. |
| Scroll Lock (Fn-F12) | When Scroll Lock is on, the screen moves one line up or down when you press the up or down arrow keys respectively. Scroll Lock does not work with some applications. |

## Embedded numeric keypad

The embedded numeric keypad functions like a desktop numeric keypad. It is indicated by small characters located on the upper right corner of the keycaps. To simplify the keyboard legend, cursor-control key symbols are not printed on the keys.
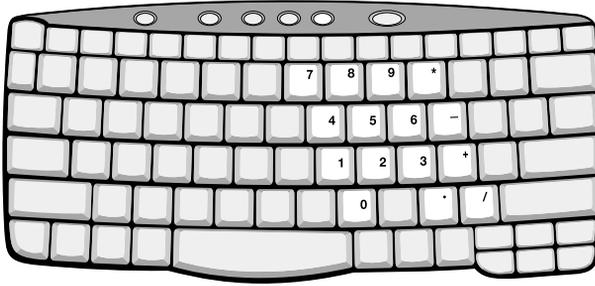


| Desired access | Num lock on | Num lock off |
|---|---|---|
| Number keys on embedded keypad | Type numbers in a normal manner. | |
| Cursor-control keys on embedded keypad | Hold Shift while using cursor-control keys. | Hold Fn while using cursor-control keys. |
| Main keyboard keys | Hold Fn while typing letters on embedded keypad. | Type the letters in a normal manner. |

**Note:** If an external keyboard or keypad is connected to the computer, the Num Lock feature automatically shifts from the internal keyboard to the external keyboard or keypad.

## Windows keys

The keyboard has two keys that perform Windows-specific functions.



| Key | Description |
| --- | --- |
| Windows logo key ⊞ | Start button.  Combinations with this key perform shortcut functions.  Below are a few examples: <br> ⊞ + Tab (Activates next taskbar button) <br> ⊞ + E (Explores My Computer) <br> ⊞ + F (Finds Document) <br> ⊞ + M (Minimizes All) <br> Shift + ⊞ + M (Undoes Minimize All) <br> ⊞ + R (Displays the Run... dialog box) |
| Application key ▤ | Opens a context menu (same as a right-click). |

## Hot keys

The computer employs hot keys or key combinations to access most of the computer's controls like screen brightness, volume output and the BIOS Utility.

To activate hot keys, press and hold the **Fn** key before pressing the other key in the hot key combination.



| Hot key | Icon | Function | Description |
|---------|------|----------|-------------|
| Fn-F1 | ? | Hot key help | Displays help on hot keys. |
| Fn-F2 | | Setup | Accesses the computer's configuration utility. |
| Fn-F3 | | Power management scheme toggle | Switches the power management scheme used by the computer (function available if supported by operating system). See "Power management" on page 28. |
| Fn-F4 | Z$^z$ | Sleep | Puts the computer in Sleep mode. See "Power management" on page 28. |
| Fn-F5 | | Display toggle | Switches display output between the display screen, external monitor (if connected) and both the display screen and external monitor. |
| Fn-F6 | | Screen blank | Turns the display screen backlight off to save power. Press any key to return. |

| Hot key | Icon | Function | Description |
|---------|------|----------|-------------|
| Fn-F7 | | Touchpad toggle | Turns the internal touchpad on and off. |
| Fn-F8 | ◁/◀» | Speaker toggle | Turns the speakers on and off. |
| Fn-↑ | ◀» | Volume up | Increases the speaker volume. |
| Fn-↓ | ◀» | Volume down | Decreases the speaker volume. |
| Fn-→ | ☼ | Brightness up | Increases the screen brightness. |
| Fn-← | ☀ | Brightness down | Decreases the screen brightness. |

The Euro symbol

If your keyboard layout is set to United States-International or United Kingdom or if you have a keyboard with a European layout, you can type the Euro symbol on your keyboard.
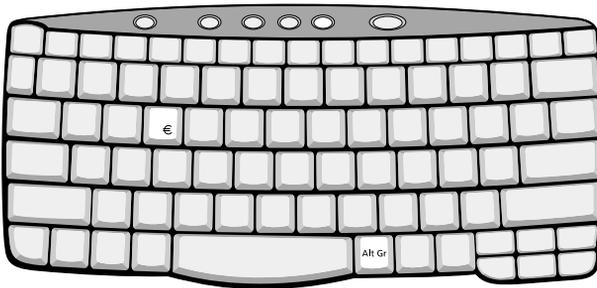


**Note for US keyboard users:** The keyboard layout is set when you first set up Windows.  For the Euro symbol to work, the keyboard layout has to be set to United States-International.

To verify the keyboard type in Windows Millennium Edition and Windows 2000, follow the steps below:

1   Click on **Start**, **Settings**, **Control Panel**.

2   Double-click on **Keyboard**.

3   Click on the **Language** tab.

4   Verify that the keyboard layout used for "En English (United States)" is set to United States-International.

    If not, select and click on **Properties**; then select **United States-International** and click on **OK**.

5   Click on **OK**.

To verify the keyboard type in Windows XP, follow the steps below:

1   Click on **Start**, **Control Panel**.

2   Double-click on **Regional and Language Options**.

3   Click on the **Language** tab and click on **Details**.

4   Verify that the keyboard layout used for "En English (United States)" is set to United States-International.

    If not, select and click on **ADD**; then select **United States-International** and click on **OK**.

5   Click on **OK**.

To type the Euro symbol:

1   Locate the Euro symbol on your keyboard.

2   Open a text editor or word processor.

3   Hold **Alt Gr** and press the Euro symbol.

**Note**: Some fonts and software do not support the Euro symbol. Please refer to www.microsoft.com/typography/faq/faq12.htm for more information.

## Launch Keys

Located at the top of the keyboard are five buttons.  These buttons are called launch keys.  They are designated as P1, P2, P3, mail button and Web browser button.



**Note**: To the left of these five launch keys is the wireless communication button.  For more information on this feature, please refer to the wireless communication manual.

| Launch key | Default application |
|------------|---------------------|
| P1 | User-programmable |
| P2 | User-programmable |
| P3 | Multimedia application |
| Mail | Email application.  The LED of the mail button will flash when the user has incoming email. |
| Web browser | Internet browser application |

Email checking function

When you first start up your system, a Mail Checking dialog box will be displayed.  In this dialog box, you have the option to launch the program at startup or not, set the time for mail checking, etc.  If you already have an email account, you can fill in the Mail Properties in the dialog box.
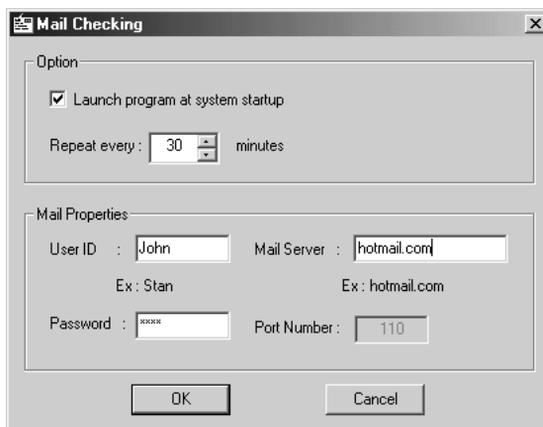


The Mail Server is the server name where you get your email, for example: JohnSmith@hotmail.com, the Mail Server is **hotmail.com**.

Aside from the email checking function, there is a mail button that is used to launch the email application.  It is located above the keyboard right below the LCD.  The LED of the mail button will flash when the user has received an incoming email.

You can also access the Mail Checking dialog box by clicking on **Start**, **Programs**, **Launch Manager**, then click on **E-Mail checking setting**.

# Touchpad

The built-in touchpad is a pointing device that senses movement on its surface. This means the cursor responds as you move your finger on the surface of the touchpad. The central location on the palmrest provides optimum comfort and support.

**Note:** When using an external USB mouse, you can press **Fn-F7** to disable the touchpad.

## Touchpad basics

The following items teach you how to use the touchpad:
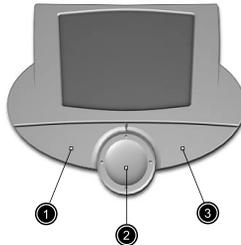
- Move your finger across the touchpad to move the cursor.
- Press the left (1) and right (3) buttons located on the edge of the touchpad to do selection and execution functions. These two buttons are similar to the left and right buttons on a mouse. Tapping on the touchpad produces similar results.
- Use the 4-way scroll (2) button (top/bottom/left and right) to scroll