Using the keyboard

HotKeys

The HotKeys on your Notebook PC's keyboard can trigger the following commands:

F1	Turns the speaker on or off
F2	Turns the speaker volume down
F3	Turns the speaker volume up
F4	Decreases display brightness
F5	Increases display brightness
F6	Enables or disables the touchpad
F7	Adjusts brightness for the backlit keyboard
F8	Toggles the display mode

NOTE: Ensure that the second display is connected to your Notebook PC.

F9	Activates the Lock screen
F10	Turns the camera on or off
F11	Activates screen capture tool
F12	Launches MyASUS

Function keys

Press fn + esc to enable or disable the function keys feature.

When the function keys feature is enabled, you can also access HotKeys by holding down fn in combination with the top row keys.

Windows® 10 keys

There are two special Windows® keys on your Notebook PC's keyboard used as below:

	Launches the Start menu
	Displays the drop-down menu*

** On selected models*

Using the numeric keypad

NOTE: The numeric keypad layout may differ by model or territory but the usage procedures remain the same.

A numeric keypad is available on selected Notebook PC models. You can use this keypad for numeric input or as pointer direction keys.

Press Num Lk to toggle between using the keypad as number keys or as pointer direction keys.

Chapter 3:
Working with Windows® 10

Starting for the first time

When you start your Notebook PC for the first time, a series of screens appear to guide you in configuring your Windows® 10 operating system.

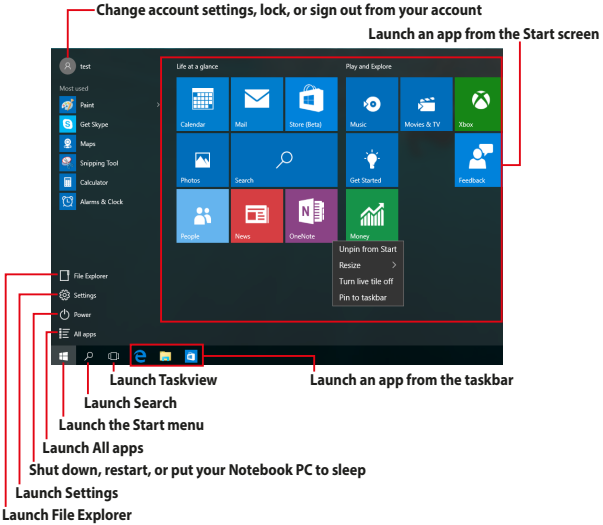
To start your Notebook PC for the first time:

1. Press the power button on your Notebook PC. Wait for a few minutes until the setup screen appears.
2. From the setup screen, pick your region and a language to use on your Notebook PC.
3. Carefully read the License Terms. Select **I accept**.
4. Follow the onscreen instructions to configure the following basic items:
   - Personalize
   - Get online
   - Settings
   - Your account
5. After configuring the basic items, Windows® 10 proceeds to install your apps and preferred settings. Ensure that your Notebook PC is kept powered on during the setup process.
6. Once the setup process is complete, the Desktop appears.

NOTE: The screenshots in this chapter are for reference only.

Start menu

The Start menu is the main gateway to your Notebook PC's programs, Windows® apps, folders, and settings.



You can use the Start menu to do these common activities:

- Start programs or Windows® apps
- Open commonly used programs or Windows® apps
- Adjust Notebook PC settings
- Get help with the Windows operating system
- Turn off your Notebook PC
- Log off from Windows or switch to a different user account

Launching the Start menu

Tap the Start button in the lower-left corner of your desktop.

Position your mouse pointer over the Start button in the lower-left corner of your desktop then click it.

Press the Windows logo key on your keyboard.

Opening programs from the Start menu

One of the most common uses of the Start menu is opening programs installed on your Notebook PC.

Tap the program to launch it.

Position your mouse pointer over the program then click to launch it.

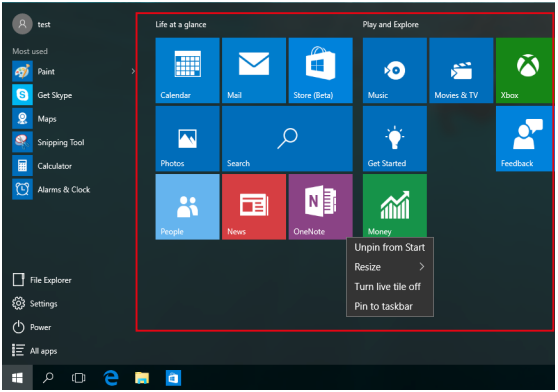
Use the arrow keys to browse through the programs. Press enter to launch it.

NOTE: Select **All apps** at the bottom of the left pane to display a full list of programs and folders on your Notebook PC in alphabetical order.

Windows® apps

These are apps pinned on the right pane of the Start menu and displayed in tiled-format for easy access.

NOTE: Some Windows® apps require signing in to your Microsoft account before they are fully launched.



Working with Windows® apps

Use your Notebook PC's touch screen, touchpad, or keyboard to launch, customize, and close apps.

Launching Windows® apps from the Start menu

Tap the app to launch it.

Position your mouse pointer over the app then click to launch it.

Use the arrow keys to browse through the apps. Press

to launch an app.

Customizing Windows® apps

You can move, resize, unpin, or pin apps to the taskbar from the Start menu using the following steps:

Moving apps

Press and hold the app, then drag and drop it to a new location.

Position your mouse pointer over the app, then drag and drop the app to a new location.

Resizing apps

Press and hold the app, then tap ··· and select an app tile size.

Position your mouse pointer over the app and right-click it, then click **Resize** and select an app tile size.

Use the arrow keys to navigate to the app.

Press [≡] or [fn] + [ctrl] (on selected models), then select **Resize** and select an app tile size.

Unpinning apps

Press and hold the app, then tap the icon.

Position your mouse pointer over the app and right-click it, then click **Unpin from Start**.

Use the arrow keys to navigate to the app.

Press [≡] or [fn] + [ctrl] (on selected models), then select **Unpin from Start**.

Pinning apps to the taskbar

Press and hold the app, then tap **Pin to taskbar**.

Position your mouse pointer over the app and right-click it, then click **Pin to taskbar**.

Use the arrow keys to navigate to the app.

Press [ ] or [fn] + [ctrl] (on selected models), then select **Pin to taskbar**.

Pinning more apps to the Start menu

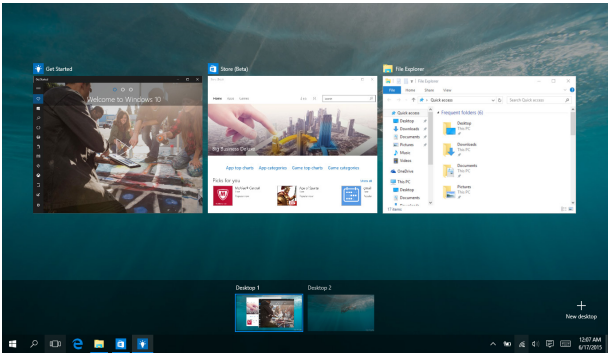
From **All apps**, press and hold the app you want to add to the Start menu, then tap **Pin to Start**.

From **All apps**, position your mouse pointer over the app you want to add to the Start menu and right-click it, then click **Pin to Start**.

From **All apps**, press [ ] or [fn] + [ctrl] (on selected models) on the app that you want to add to the Start menu, then select **Pin to Start**.

Task view

Quickly switch between opened apps and programs using the task view feature, you can also use task view to switch between desktops.



Launching task view

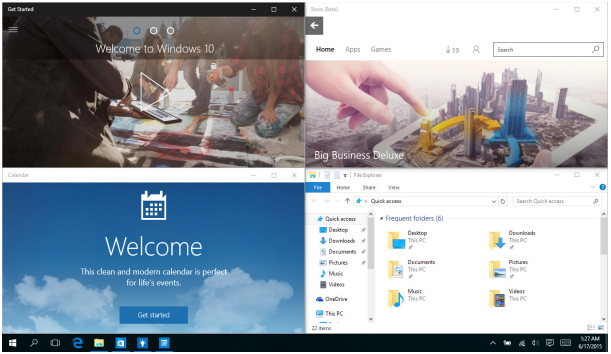
Tap the icon on the taskbar or swipe form the left edge of the screen.

Position your mouse pointer over the icon on the taskbar and click it.

Press + on your keyboard.

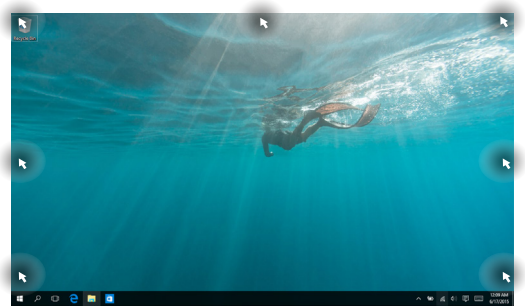
Snap feature

The Snap feature displays apps side-by-side, allowing you to work or switch between apps.



Snap hotspots

You can drag and drop apps to these hotspots to snap them into place.



Using Snap

1. Launch the app you wish to snap.
2. Drag the title bar of your app and drop the app to the edge of the screen to snap.

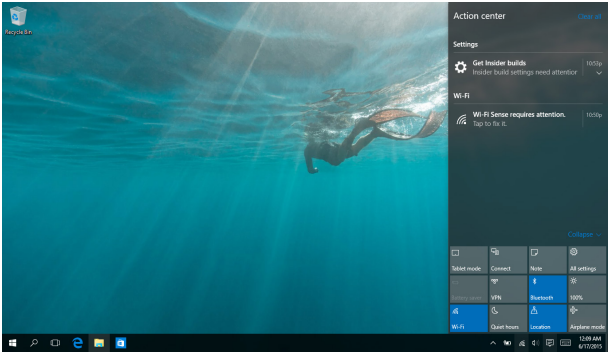
or

3. Launch another app and repeat the above steps to snap another app.

1. Launch the app you wish to snap.
2. Press and hold the ⊞ key, then use the arrow keys to snap the app.
3. Launch another app and repeat the above steps to snap another app.

Action Center

Action Center consolidates notifications from apps and presents a single place where you can interact with them. It also has a really useful Quick Actions section at the bottom.



Launching Action Center

Click the icon on the taskbar or swipe from the right edge of the screen.

Position your mouse pointer over the icon on the taskbar and click it.

Press + A on your keyboard.

MyASUS Splendid

MyASUS Splendid ensures that all ASUS display panels show identical and accurate colors. You may select Vivid, Eye Care, or Manual Mode beside Normal Mode to adjust the display settings.

- **Normal Mode:** Through Gamma and Color temperature correction, the image output from the panel is as close as possible as what your eye can naturally see. For model with OLED panel, this mode is compliant with TÜV Low Blue Light Certification.
- **Vivid Mode:** This mode allows you to adjust the saturation of the image, making it more vivid and vibrant.
- **Manual Mode:** This mode allows you to adjust the color temperature value to your personal needs, ranging from -50 to +50.
- **Eye Care Mode:** This mode reduces blue light emission by up to 30%, helping to protect your eyes.

  Level 1-5: The higher the level, the more blue light emission is reduced. For model with LCD panel, Level 5 is the optimized setting, and is compliant with TÜV Low Blue Light Certification.

Please refer to the following tips to alleviate eye strain:

- Take some time away from the display if working for long hours. It is advised to take short breaks (at least 5 minutes) after around 1 hour of continuous working at the computer. Taking short and frequent breaks is more effective than a long break.
- To minimize eye strain and eye dryness, rest your eyes periodically by focusing on objects that are far away.
- Repeat the following exercises to reduce eye strain:

  (1) Look up and down repeatedly

  (2) Slowly roll your eyes

  (3) Move your eyes diagonally

  If eye strain persists, please consult a physician.
- High energy blue light may lead to eye strain and AMD (Age-Related Macular Degeneration). Blue light Filter reduces 30% (max.) harmful blue light to avoid CVS (Computer Vision Syndrome).

Other keyboard shortcuts

Using the keyboard, you can also use the following shortcuts to help you launch applications and navigate Windows® 10.

⊞	Launches **Start menu**
⊞ + A	Launches **Action Center**
⊞ + D	Launches the desktop
⊞ + E	Launches the **File Explorer**
⊞ + I	Launches **Settings**
⊞ + K	Launches **Connect** panel
⊞ + L	Activates the Lock screen
⊞ + M	Minimizes all currently active windows

⊞ + S	Launches **Search**
⊞ + P	Launches **Project** panel
⊞ + R	Opens the **Run** window
⊞ + U	Opens **Ease of Access Center**
⊞ + X	Opens the context menu of the Start button
⊞ + + =	Launches the magnifier icon and zooms in your screen
⊞ + – –	Zooms out your screen

Connecting to wireless networks

Wi-Fi

Access emails, surf the Internet, and share applications via social networking sites using your Notebook PC's Wi-Fi connection.

IMPORTANT! Airplane mode disables this feature. Ensure that **Airplane mode** is turned off before enabling the Wi-Fi connection of your Notebook PC.

Connecting Wi-Fi

Connect your Notebook PC to a Wi-Fi network by using the following steps:

or

1. Select the icon from the taskbar.
2. Select the icon to enable Wi-Fi.
3. Select an access point from the list of available Wi-Fi connections.
4. Select **Connect** to start the network connection.

NOTE: You may be prompted to enter a security key to activate the Wi-Fi connection.

Bluetooth

Use Bluetooth to facilitate wireless data transfers with other Bluetooth-enabled devices.

IMPORTANT! Airplane mode disables this feature. Ensure that **Airplane mode** is turned off before enabling the Bluetooth connection of your Notebook PC.

Pairing with other Bluetooth-enabled devices

You need to pair your Notebook PC with other Bluetooth-enabled devices to enable data transfers. Connect your devices by using the following steps:

or

1. Launch **Settings** from the Start menu.
2. Select **Devices**, then select **Bluetooth** to search for Bluetooth-enabled devices.
3. Select a device from the list. Compare the passcode on your Notebook PC with the passcode sent to your chosen device. If they are the same, select **Yes** to successfully pair your Notebook PC with the device.

NOTE: For some Bluetooth-enabled devices, you may be prompted to key in the passcode of your Notebook PC.

Airplane mode

Airplane mode disables wireless communication, allowing you to use your Notebook PC safely while in-flight.

NOTE: Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Notebook PC in-flight.

Turning Airplane mode on

1. Launch **Action Center** from the taskbar.
2. Select the

icon to enable Airplane mode.

or

Turning Airplane mode off

1. Launch **Action Center** from the taskbar.
2. Select the

icon to disable Airplane mode.

or

Turning your Notebook PC off

You can turn off your Notebook PC by doing either of the following procedures:

- Launch the Start menu, then select Power > **Shut down** to do a normal shutdown.
- From the log-in screen, select > **Shut down**.

or

- Press fn + alt + F4 to launch Shut down Windows. Select **Shut down** from the drop-down list then select **OK**.
- If your Notebook PC is unresponsive, press and hold the power button for at least four (4) seconds until your Notebook PC turns off.

Putting your Notebook PC to sleep

To put your Notebook PC to Sleep mode:

- Launch the Start menu, then select Power > **Sleep** to put your Notebook PC to sleep.

or

- From the log-in screen, select > **Sleep**.

Press fn + alt + F4 to launch Shut down Windows. Select **Sleep** from the drop-down list then select **OK**.

NOTE: You can also put your Notebook PC to Sleep mode by pressing the power button once.

Chapter 4:
Power-On Self-Test (POST)

The Power-On Self-Test (POST)

The POST (Power-On Self-Test) is a series of software-controlled diagnostic tests that run when you turn on or restart your Notebook PC. The software that controls the POST is installed as a permanent part of the Notebook PC's architecture.

Using POST to access BIOS and Troubleshoot

During POST, you can access the BIOS settings or run troubleshooting options using the function keys of your Notebook PC. You may refer to the following information for more details.

BIOS

The BIOS (Basic Input and Output System) stores system hardware settings that are needed for system startup in the Notebook PC.

The default BIOS settings apply to most conditions of your Notebook PC. Do not change the default BIOS settings except in the following circumstances:

- An error message appears onscreen during system bootup and requests you to run the BIOS Setup.
- You have installed a new system component that requires further BIOS settings or updates.

WARNING! Using inappropriate BIOS settings may result to system instability or boot failure. We strongly recommend that you change the BIOS settings only with the help of a trained service personnel.

Accessing BIOS

Enter the BIOS settings by using any of the following methods:

- Restart your Notebook PC then press F2 during POST.
- Launch the Start menu, and choose **Settings** > **Update & security** > **Recovery**, then select **Restart now** under Advanced startup. When you enter the Advanced startup screen, select **Troubleshoot** > **Advanced options** > **UEFI Firmware Settings** > **Restart**.

Recovering your system

Using recovery options on your Notebook PC allows you to restore the system to its original state or simply refresh its settings to help improve performance.

IMPORTANT!

- Backup all your data files before doing any recovery option on your Notebook PC.
- Note down important customized settings such as network settings, user names, and passwords to avoid data loss.
- Ensure that your Notebook PC is plugged in to a power source before resetting your system.

Windows® 10 allows you to do any of the following recovery options:

- **Keep my files** - This option allows you refresh your Notebook PC without affecting personal files (photos, music, videos, documents).

  Using this option, you can restore your Notebook PC to its default settings and delete other installed apps.

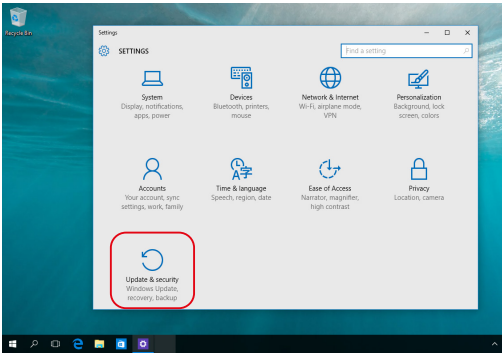
- **Remove everything** - This option resets your Notebook PC to its factory settings. You must backup your data before doing this option.

- **Go back to an earlier build** - This option allows you to go back to an earlier build. Use this option if this build is not working for you.
- **Advanced startup** - Using this option allows you to perform other advanced recovery options on your Notebook PC such as:
  - Using a USB drive, network connection or Windows recovery DVD to startup your Notebook PC.
  - Using **Troubleshoot** to enable any of these advanced recovery options: System Restore, System Image Recovery, Startup Repair, Command Prompt, UEFI Firmware Settings, and Startup Settings.

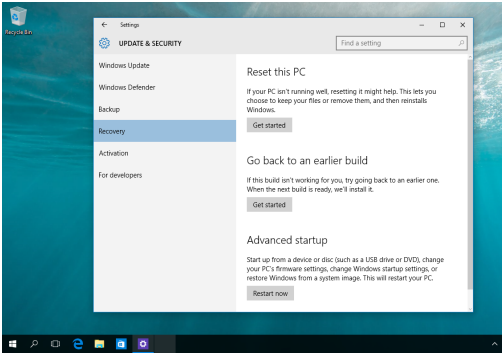
Performing a recovery option

Refer to the following steps if you want to access and use any of the available recovery options for your Notebook PC.

1. Launch **Settings** and select **Update and security**.



2. Under the **Update and security** option, select **Recovery** then select the recovery option you would like to perform.



Tips and FAQs

Useful tips for your Notebook PC

To help you maximize the use of your Notebook PC, maintain its system performance, and ensure all your data are kept secured, here are some useful tips that you can follow:

- Update Windows® periodically to ensure that your applications have the latest security settings.
- Update MyASUS to ensure that you have the latest settings for ASUS exclusive applications, drivers, and utilities.
- Use an anti-virus software to protect your data and keep this updated too.
- Unless absolutely necessary, refrain from using force shutdown to turn off your Notebook PC.
- Always backup your data and make it a point to create a backup data in an external storage drive.
- If you are not using your Notebook PC for a long period of time, ensure to charge the battery power to 50% then power off your Notebook PC and disconnect the AC power adapter.
- If you are constantly using AC power for your Notebook PC, set the Battery Health Charging to Balanced mode in MyASUS.

- Disconnect all external devices and ensure you have the following items prior to resetting your Notebook PC:
  - Product key for your operating systems and other installed applications
  - Backup data
  - Log in ID and password
  - Internet connection information
- Visit our support site for troubleshooting and view some of the most frequently asked questions at https://www.asus.com/support.

Hardware FAQs

1. **A black dot, or sometimes a colored dot, appears onscreen when I turn on the Notebook PC. What should I do?**

   Although these dots normally appear onscreen, they will not affect your system. If the incident continues and subsequently affects system performance, consult an authorized ASUS service center.

2. **My display panel has an uneven color and brightness. How can I fix this?**

   The color and brightness of your display panel may be affected by the angle and current position of your Notebook PC. The brightness and color tone of your Notebook PC may also vary per model. You may use the function keys or the display settings in your operating system to adjust the appearance of your display panel.

3. **How can I maximize my Notebook PC's battery life?**

   You can try doing any of the following suggestions:

   - Use the function keys to adjust the display brightness.
   - If you are not using any Wi-Fi connection, switch your system into **Airplane mode**.
   - Disconnect unused USB devices.
   - Close unused applications, especially those that take up too much system memory.

4. My battery charge indicator does not light up. What's wrong?

- Check whether the power adapter or battery pack is attached correctly. You may also disconnect the power adapter or battery pack, wait for a minute, then reconnect them again to the power outlet and Notebook PC.
- If the problem still exists, contact your local ASUS service center for assistance.

5. Why is my touchpad not working?

Press F6 to enable your touchpad.

6. When I play audio and video files, why can't I hear any sound from my Notebook PC's audio speakers?

You can try doing any of the following suggestions:

- Press F3 to turn up the speaker volume.
- Check if your speakers were set to mute.
- Check if a headphone jack is connected to your Notebook PC and remove it.

7. **What should I do if my Notebook PC's power adapter gets lost or my battery stops working?**

   Contact your local ASUS service center for assistance.

8. **My Notebook PC cannot do keystrokes correctly because my cursor keeps on moving. What should I do?**

   Make sure that nothing accidentally touches or presses on your touchpad while you type on the keyboard. You can also disable your touchpad by pressing F6 .

Software FAQs

1. **When I turn on my Notebook PC, the power indicator lights up but nothing appears on my screen. What can I do to fix this?**

   You can try doing any of the following suggestions:

   - Force shutdown your Notebook PC by pressing the power button for at least four (4) seconds. Check if the power adapter and battery pack are inserted correctly then turn on your Notebook PC.
   - If the problem still exists, contact your local ASUS service center for assistance.

2. **What should I do when my screen displays this message: "Remove disks or other media. Press any key to restart."?**

   You can try doing any of the following suggestions:

   - Remove all connected USB devices then restart your Notebook PC.
   - Remove any optical discs that are left inside the optical drive then restart.
   - If the problem still exists, your Notebook PC might have a memory storage problem. Contact your local ASUS service center for assistance.

3. **My Notebook PC boots slower than usual and my operating system lags. How can I fix this?**

   Delete the applications you recently installed or were not included with your operating system package then restart your system.

4. **My Notebook PC does not boot up. How can I fix this?**

   You can try doing any of the following suggestions:

   - Remove all connected devices to your Notebook PC then restart your system.
   - If the problem still exists, contact your local ASUS service center for assistance.

5. **Why can't my Notebook PC wake up from sleep mode?**

   - You need to press the power button to resume your last working state.
   - Your system might have completely used up its battery power. Connect the power adapter to your Notebook PC and connect to a power outlet then press the power button.

Appendices