# Lenovo YOGA 720

## Lenovo YOGA 720-12IKB

# User Guide

Read the safety notices and important tips in the included manuals before using your computer.

Lenovo™

**Notes**

- Before using the product, be sure to read Lenovo *Safety and General Information Guide* first.
- The latest electronic compliance and environmental information are available from the Lenovo compliance information Web sites.
  - To view compliance information go to: http://www.lenovo.com/compliance
  - To download environmental information go to: http://www.lenovo.com/ecodeclaration
- Some instructions in this guide may assume that you are using Windows® 10. If you are using another Windows operating system, some operations may be slightly different. If you are using other operating systems, some operations may not apply to you.
- The features described in this guide are common to most models. Some features may not be available on your computer or your computer may include features that are not described in this user guide.
- The illustrations in this manual may differ from the actual product. Please refer to the actual product.

**Regulatory Notice**

- For details, refer to **Guides & Manuals** at http://support.lenovo.com.

**First Edition (June 2017)**

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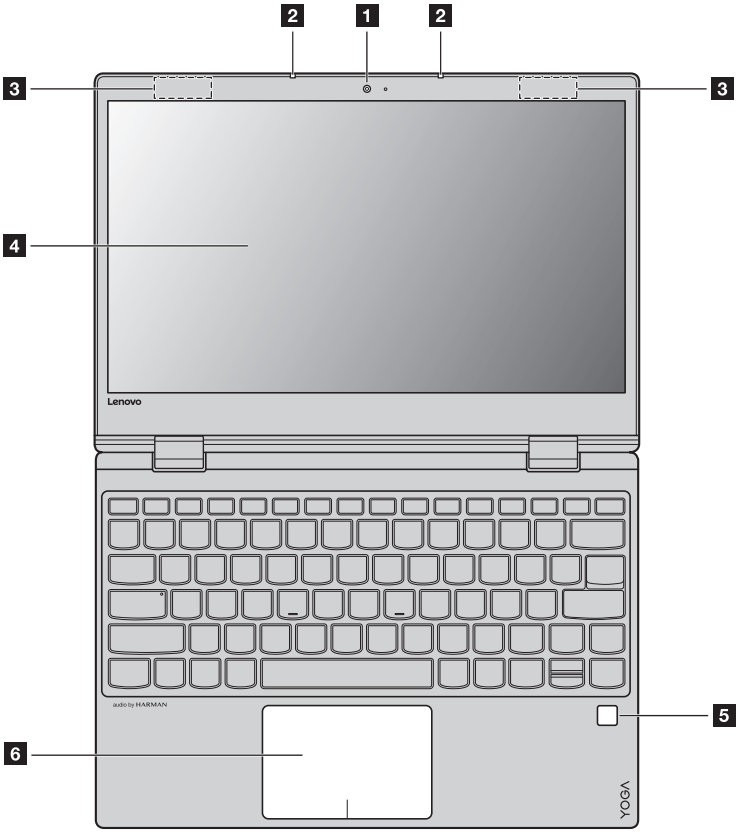
# Chapter 1. Getting to know your computer

## Top view




**Note:** The dashed areas indicate parts that are not visible externally.

**Attention:**

- When closing the display panel, be careful *not* to leave pens or any other objects in between the display panel and the keyboard. Otherwise, the display panel may be damaged.

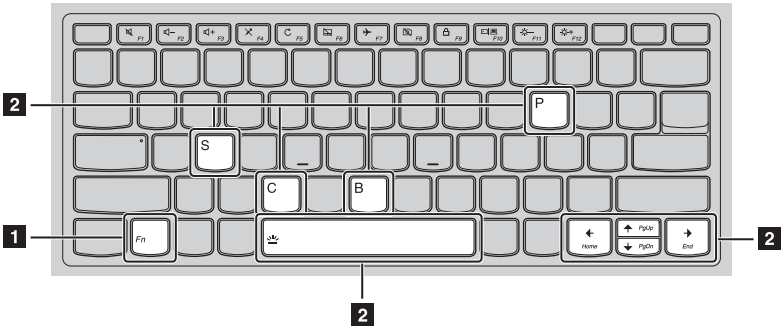
| | | |
|---|---|---|
| 1 | **Integrated camera** | Use the camera for video communication or taking photos. |
| 2 | **Built-in microphone** | Captures sound which can be used for video conferencing, voice narration, or audio recording. |
| 3 | **Wireless LAN antennas** | Connect to a wireless LAN adapter to send and receive wireless radio signals. |
| 4 | **Multi-touch screen** | The LCD display with LED backlight provides brilliant visual output. Multi-touch function is available on this display. |
| 5 | **Fingerprint reader** | Registers fingerprints that can be used as passwords to secure your computer. |
| 6 | **Touchpad** | The touchpad functions as a conventional mouse.<br>**One piece multi-touch ClickPad:** To move the pointer on the screen, slide your fingertip over the pad in the direction in which you want the pointer to move.<br>**Left-click area:** Clicking in this area corresponds to the functions of clicking the left button on a conventional mouse.<br>**Right-click area:** Clicking in this area corresponds to the functions of clicking the right button on a conventional mouse. |

**Note:** You can enable/disable the touchpad by pressing **F6** ( F6 ).

## Using the keyboard

### Function key combinations

Through the use of the function keys, you can change operational features instantly. To use this function, press and hold **Fn** **1**; then press one of the function keys **2**.

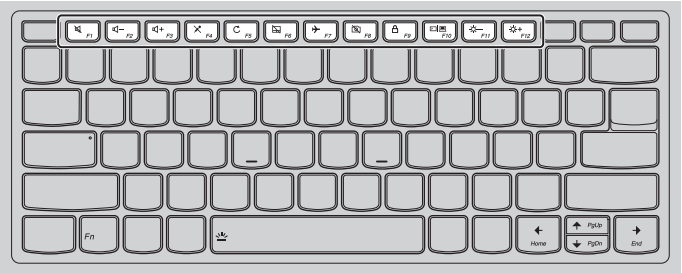



The following describes the features of each function key.

| | |
|---|---|
| **Fn + B:** | Activates the break function. |
| **Fn + P:** | Activates the pause function. |
| **Fn + C:** | Enables/disables the scroll lock. |
| **Fn + S:** | Activates the system request. |
| **Fn + ↑:** | Activates the Pgup key function. |
| **Fn + ↓:** | Activates the Pgdn key function. |
| **Fn + ←:** | Activates the home key function. |
| **Fn + →:** | Activates the end key function. |
| **Fn + Space (on select models):** | Adjusts the keyboard backlight (off → dim → bright → off). |

## Hotkeys

You can access certain system settings quickly by pressing the appropriate hotkeys.

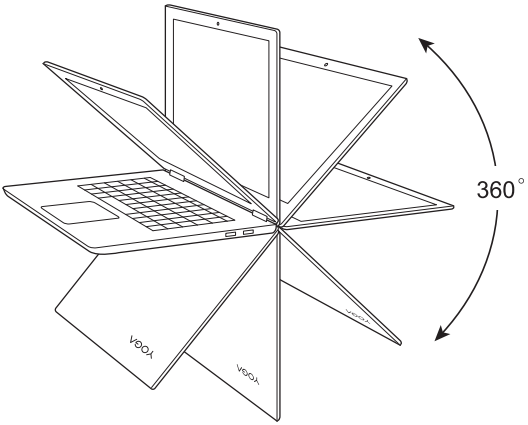



| | | | | | |
|---|---|---|---|---|---|
| F1 | : | Mutes/unmutes the sound. | F7 | : | Enables/disables Airplane mode. |
| F2 | : | Decreases the volume level. | F8 | : | Enables/disables the integrated camera. |
| F3 | : | Increases the volume level. | F9 | : | Locks the screen. |
| F4 | : | Enables/disables the microphone. | F10 | : | Toggles the display between the computer and an external display device. |
| F5 | : | Refreshes the desktop or the currently active window. | F11 | : | Decreases the display brightness. |
| F6 | : | Enables/disables the touchpad. | F12 | : | Increases the display brightness. |

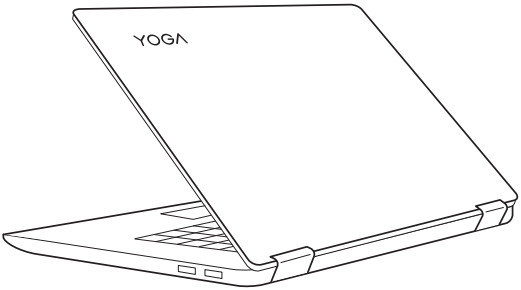
**Note:** You can use the Lenovo Setting to enable/disable the hotkey function.

## Positioning the display panel

The display panel can be opened to any angle up to 360 degrees.

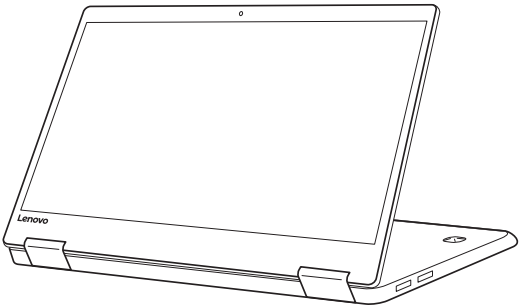



### Notebook Mode



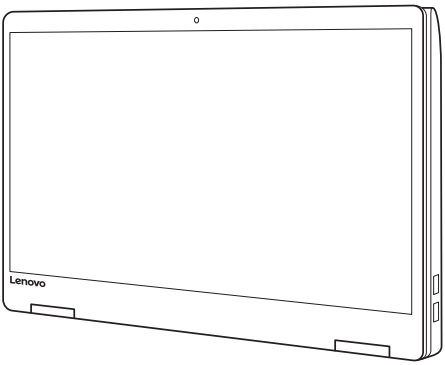
Suitable for tasks that require a keyboard and mouse (such as creating documents, writing e-mails, and so on).

### Stand Mode (Theater Mode)



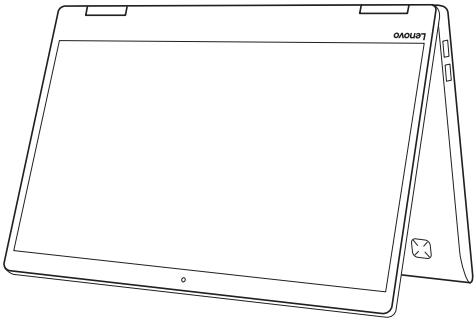

Suitable for tasks that require little or no touch (such as viewing photos or playing videos).

### Tablet Mode




Suitable for tasks that require touching the screen often (such as surfing the Web, playing games, and so on).

### Tent Mode (Presentation Mode)




Suitable for tasks that require limited interaction with the touch screen (such as displaying graphs or PowerPoint presentations).

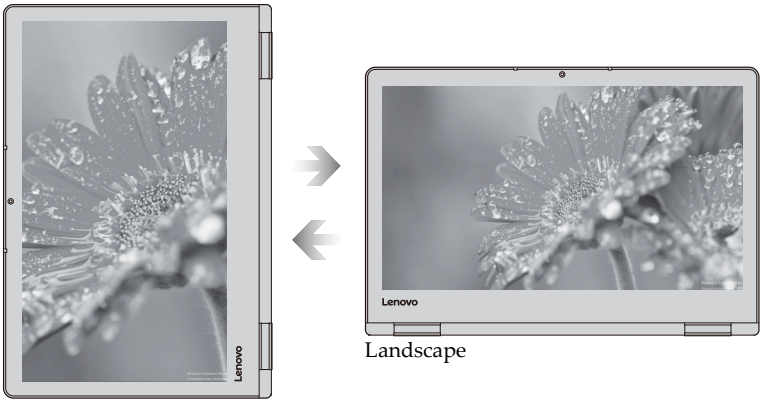
**Attention:**

- Do *not* open the display with too much force, otherwise the panel or hinges may be damaged.

**Note:** The keyboard and touchpad are automatically locked when the screen is opened beyond 190 degrees (approximately).

## Screen orientation

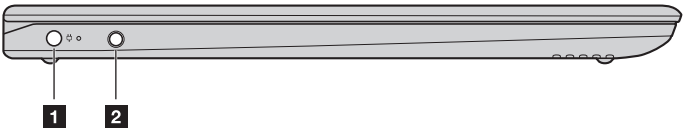
You can rotate the display panel to your preferred orientation.
The orientation of the display automatically changes (alternating between portrait and landscape modes) depending on how you hold it.




Landscape

Portrait

## Left-side view



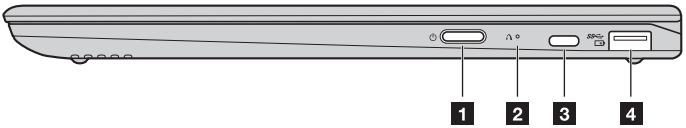

**1 AC power adapter jack** Connects to the AC power adapter.

| Indicator | Indicator status | Charge status | Meaning |
|---|---|---|---|
| **Battery status indicator** | On (solid white) | Charging | The battery has more than 80% charge. |
| | On (solid amber) | Discharging | The battery has between 5% and 20% charge. |
| | Blinking slowly (white) | Charging | The battery has between 20% and 80% charge. When the battery reaches 80% charge, the light will stop blinking. However, charging will continue until the battery is fully charged. |
| | Blinking slowly (amber) | Charging | The battery has less than 20% charge. When the battery charge reaches 20%, the blinking color will change to white. |
| | Blinking quickly (amber) | Discharging | The battery has less than 5% charge. |
| | Off | Discharging | The battery has more than 20% charge. |

**2 Combo audio jack** Connects to headsets.

**Notes:**
- The combo audio jack does not support conventional microphones.
- The recording function might not be supported if third-party headphones or headsets are connected, due to different industry standards.

## Right-side view




**1 Power button**

Press this button to turn on the computer.

| Symbol | Indicator | Indicator status | Meaning |
|---|---|---|---|
| ⏻ | Power status indicator | On (solid white) | The computer is powered on. |
| | | Blinking | The computer is in sleep mode. |
| | | Off | The computer is powered off. |

**2 Novo button**

When the computer is off, press this button to start the recovery system or the BIOS setup utility, or to enter the boot menu.

**Notes:**
- You can use the tip of an unfolded paper clip (or similar object without a sharp tip) to gently press the Novo button.
- For details, see “Recovery system” on page 26.

**3 Type-C port**

Type-C port is compatible with:
- USB 3.0
- DisplayPort output

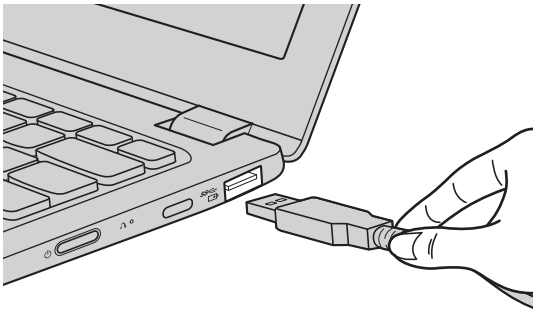
**4 USB 3.0 port**

Connects to USB devices.

**Note:** For details, see “Connecting USB device” on page 11.

## Connecting USB device

You can connect a USB device to your computer by inserting its USB plug (Type A/Type C) into the USB port on your computer.



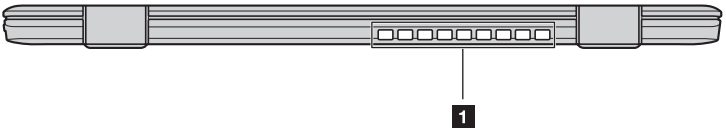
The first time you plug a USB device into a particular USB port on your computer, Windows automatically installs a driver for that device. After the driver has been installed, you can disconnect and reconnect the device without performing any additional steps.

**Note:** Typically, Windows detects a new device after it has been connected, and then installs the driver automatically. However, some devices may require you to install the driver before connecting. Check the documentation provided by the device's manufacturer before connecting the device.

Before disconnecting a USB storage device, make sure your computer has finished transferring data to that device. Click the **Safely Remove Hardware and Eject Media** icon in the Windows notification area to remove the device before disconnecting.

**Note:** If your USB device uses a power cord, connect the device to a power source before connecting it. Otherwise, the device may not be recognized.

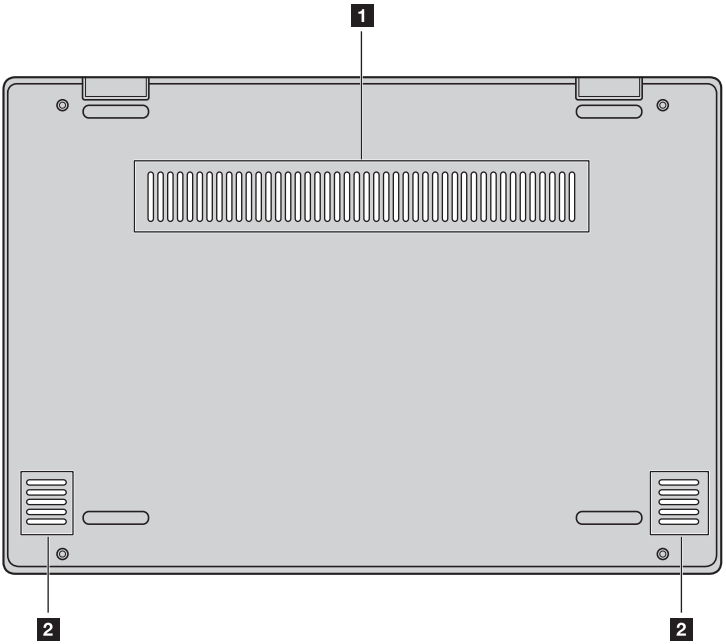
## Rear view




| | | |
|---|---|---|
| 1 | **Ventilation slots** | Dissipate internal heat. |

**Note:** Make sure that the ventilation slots are not blocked or else the computer may overheat.

## Bottom view



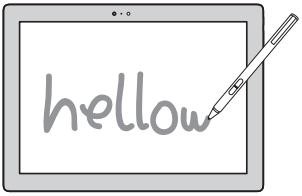

| | | |
|---|---|---|
| 1 | **Louvers** | Allow air to enter the computer for cooling. |
| 2 | **Speakers** | Provide audio output. |

## To use the Lenovo Active Pen (on select models)

Select model is equipped with the Lenovo Active Pen, to use it, refer to the following illustrations.

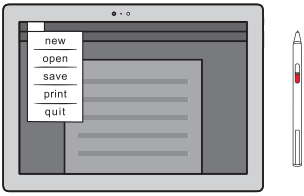
### Functions

**Writing**



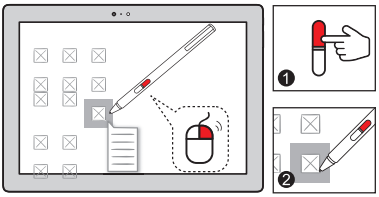

**Displaying the function menu**

Press and hold the upper button of the active pen when it approaches the display screen and the cursor appears.



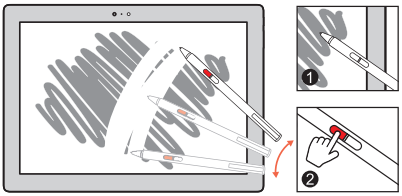

**Right-clicking function**

Press the upper button, then click on the touch screen.

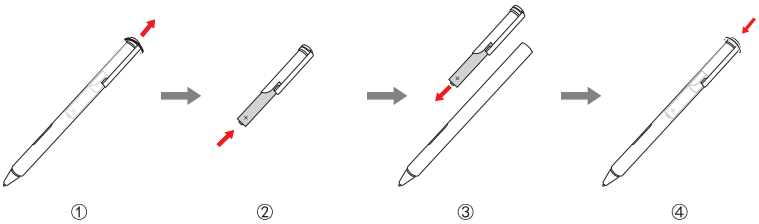



**Erasing**

Press the lower button when writing.




**To replace the battery**



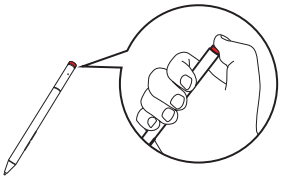

**Note:** Insert the battery by matching the + and – terminals on the battery to the + and – terminals in the battery compartment.

## To use the Lenovo Active Pen2 (on select models)

Select model is equipped with the Lenovo Active Pen2, it can be used as a Lenovo Active Pen. About the function of the Lenovo Active Pen, see page 14. Besides, more functions can be used after successful pairing.

### Pairing

**Press and hold the Bluetooth button for more than three seconds to enter pairing mode.**



**Note:** Make sure to set the Bluetooth switch of your computer to On before pairing.

### Functions

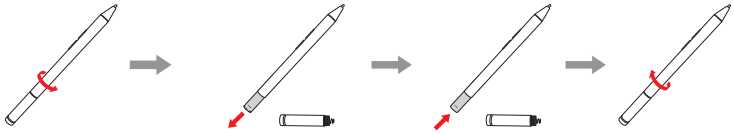
**One-click function of the Bluetooth button**

Depends on the app preinstalled.

**Double-click function of the Bluetooth button**

Depends on the app preinstalled.

## To replace the battery



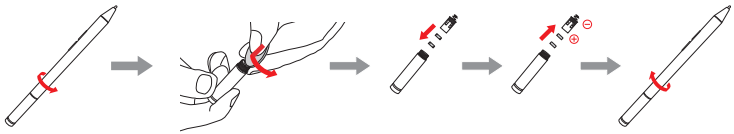
① ② ③ ④

**Note:** Insert the battery by matching the + and – terminals on the battery to the + and – terminals in the battery compartment.

## To replace the rear Bluetooth module battery

When the battery is low, the red LED indicator will flash.

To replace the rear Bluetooth module battery:



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**Note:** Select the appropriate coin or screwdriver for removal.