

Select Bay Devices

- 5.25" 12.7mm height 24X DVD/CD-RW Combo
- 5.25" 12.7mm height 8X DVD-Super Multi devices

Options

- 512MB/1GB SO-DIMM DDR-II
- Li-Ion Battery pack
- PCI-E Wireless module

Pointing Device

- Touch Pad with two buttons
 - Left button
 - Right button

I/O Ports

- USB 2.0 ports x 3
- VGA port, 15 pins x 1
- S-Video out port x 1
- Microphone-in x 1
- Headphone-out jack x 1
- DC-in jack x 1
- RJ-11 jack for 56Kbps V.92 Modem (US/Canada/UK/Germany/French)
- RJ-45 jack x 1
- Kensington lock x 1
- ExpressCard/54 x 1
- PCMCIA slot x 1
- 3-in-1 card reader for SD/MMC/MS
- Built-in microphone

PCMCIA Card Organization

- ENE CB714 (included Card bus + Flashcard Reader controller)
- PC Card 95 supported with one type-II (No type-III support) card sockets
- No ZV-Port support
- Power switch ENE CP2211

Excellent Power Management Function

- Standby mode, Suspend to RAM or Suspend to Disk mode, by time out or by hot key
- HDD Local Stand-By mode by time out
- LCD Local Stand-By mode by time out
- Low battery alarm by beep
- Auto-backlight off when LCD cover closed
- Full ACPI 2.0 support
- LCD Auto-DIM mode by time out

AC Adapter

- Universal AC adapter. 90-264V AC, 47-63Hz
- 75W with 19V DC output
- 3 pin type for AC inlet

Chapter 1
Introducing Your Notebook

1.1 Front Side

The following picture shows the front side of the HGL31 notebook.



1	LCD Module Latch	7	Keyboard
2	Built-in Microphone	8	Touch Pad
3	Display	9	Touch Pad Buttons Keyboard
4	Power Button	10	Device Status Indicators / Power Status
5	Keyboard Status Lights	11	Multiple Digital Media Slot
6	Easy Buttons	12	Wireless Communication Switch

1.1.1 LCD Module Latch

The 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 a 14.1" COLOR TFT/WXGA.

1.1.3 Power Button

Press the button to turn your notebook on. For more on power settings, see **5.1 Power Management**.





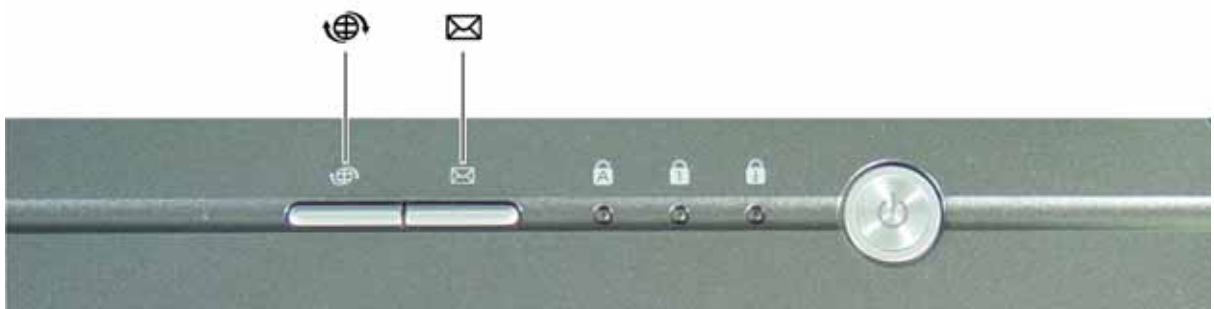
Windows Vista, which comes preinstalled, goes into the shutdown sequence automatically if you press the power button while on.

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

1.1.4 Easy Buttons

These buttons launch your favorite programs.

	Internet access button
	Email button






1.1.5 Keyboard

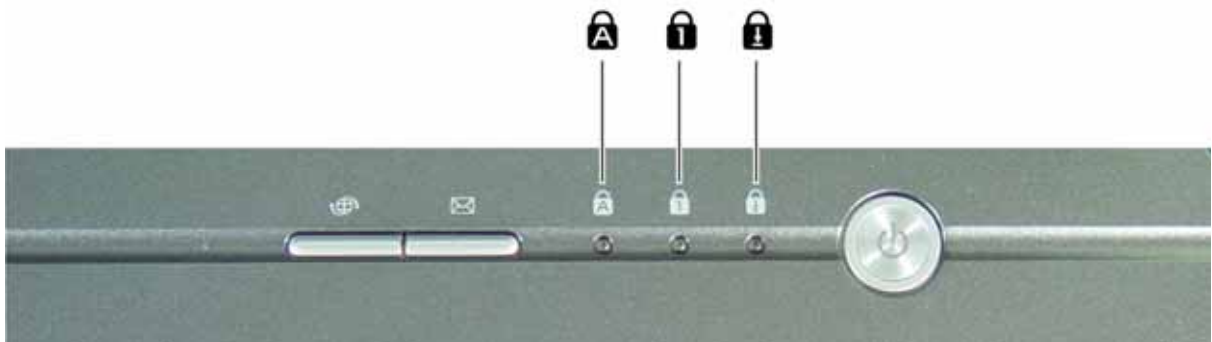
The keyboard includes a numeric keypad and the Microsoft® Windows® logo key.



See **2.3 Keyboard and Touch Pad** for details on using keyboard shortcuts.

1.1.6 Keyboard Status Lights

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



1.1.7 Touch Pad

The touch pad works as a desktop mouse. For more information, see **2.3 Keyboard and Touch Pad**.



1.1.8 Touch Pad Buttons


The left and right touch pad buttons work as the left/right buttons on a standard mouse.



1.1.9 Multiple Digital Media Card Slot

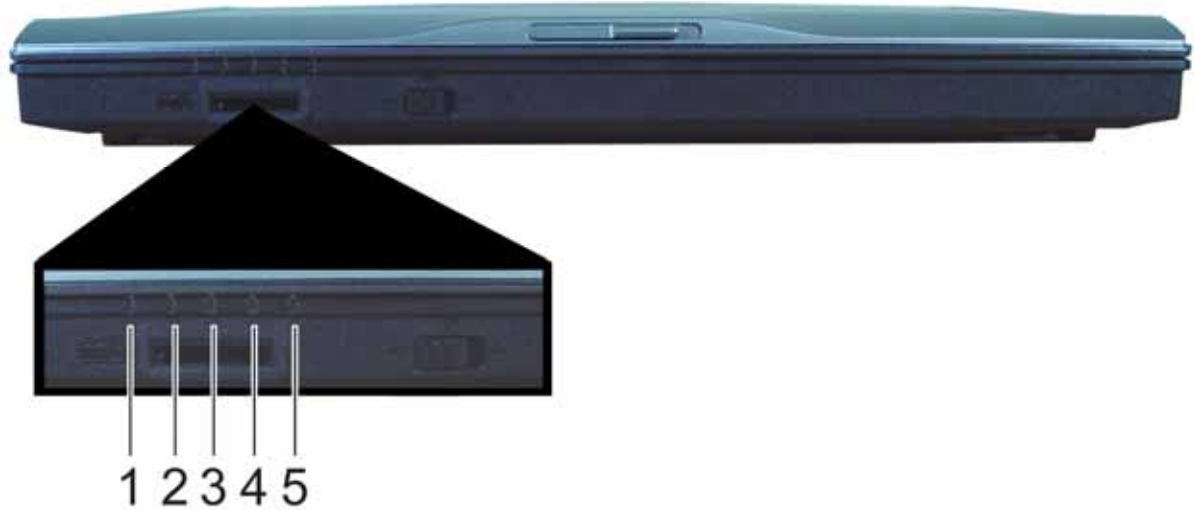
Supports one SD/MMC/MS card, which is used in digital still camera and various forms of portable information equipment.

1.1.10 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.

1.1.11 Device Status Indicators / Power Status

The LEDs on the front side of notebook indicate the device and power status.



1	Power On (Green)
2	Battery Charge (Green/Amber)
3	HDD (Green)
4	For SD/MS/MMC Card (Green)
5	Wireless (Blue)

The flashing Power On LED indicates the notebook is in standby mode.

For detailed battery status, see **5.2 Battery**.




1.2 Right Side

The following picture shows the right side of the HGL31 notebook.



1	Audio Ports
2	USB Ports
3	Optical Media Drive
4	VGA Port

1.2.1 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.



1.2.2 USB Ports



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 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".

1.2.3 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.

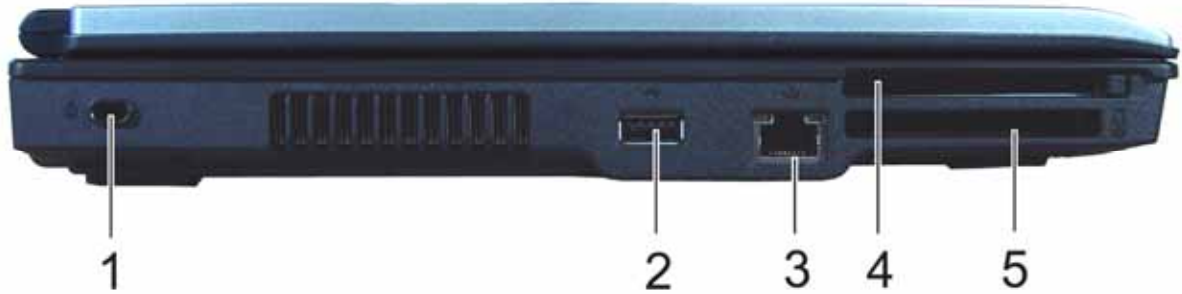
1.2.4 VGA Port



Use this port to connect an external monitor to your computer. See [1.1.3 Display](#).

1.3 Left Side

The following picture shows the left side of the HGL31 notebook.



1	K-Lock
2	USB Port
3	LAN Jack
4	PC Card Slot
5	Express Card Slot

1.3.1 USB Port



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 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 LAN Jack



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



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

1.3.3 PC Card Slot

Supports one Type II PC card. For more information, see **4.1 PC Cards and Express Cards**.

1.3.4 Express Card Slot

Supports one 54mm type PCI Express card. For more information, see **4.1 PC Cards and Express Cards**.

1.4 Back Side

The following picture shows the back side of the HGL31 notebook.



1	S-Video out Port
2	Modem Jack
3	AC Adapter Connector

1.4.1 S-Video out Port



The S-Video out port allows you to connect an external display device, like TV set or device which has S-video port, to the notebook.

1.4.2 Modem Jack



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

1.4.3 AC Adapter Connector



The AC adapter connector allows you to 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 and correctly connect the cable to the power strip or electrical outlet. Failure to do so may cause fire or damage to equipment.

1.5 Bottom Side

The following picture shows the bottom side of the HGL31 notebook.



1	Battery Pack
2	Battery Release Latch
3	Memory Module Cover
4	HDD Cover
5	Battery Lock Switch
6	Thermal Cover

1.5.1 Battery Pack

With a charged battery pack installed, you can use your notebook without connecting it to an electrical outlet. For more details, see [5.2 Battery](#).



To remove the Battery Pack:

1. Move the Battery Lock Switch to the right (Unlock position).
2. Slide the Battery Release Latch to the left and gently pry the Battery Pack from the computer chassis.

1.5.2 Battery Release Latch

The Battery Release Latch secures the battery pack. To release, slide the latch and then remove the battery pack from the bay.

Chapter 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 device. See **Chapter 6 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 Vista Premium and Vista Basic. 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 Vista 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 Vista, 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:

Save and close any open files, exit any open programs, click **Start > Log Off > Log Off**.

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 Vista 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 Vista operating system and is connected to a domain.

With Windows Vista 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 account**, enter the name of the new user. Click **Next**.
4. Under **Pick an account type**, choose one of the following options:
 - **Computer administrator**: User can change all computer settings.
 - **Standard (Windows Vista only)**: User can install some programs and hardware.
 - **Limited**: User can only change his own personal settings, such as the password. User is not able to install programs or use the Internet.
5. Click **Create Account**.

2.1.5 Standby Mode

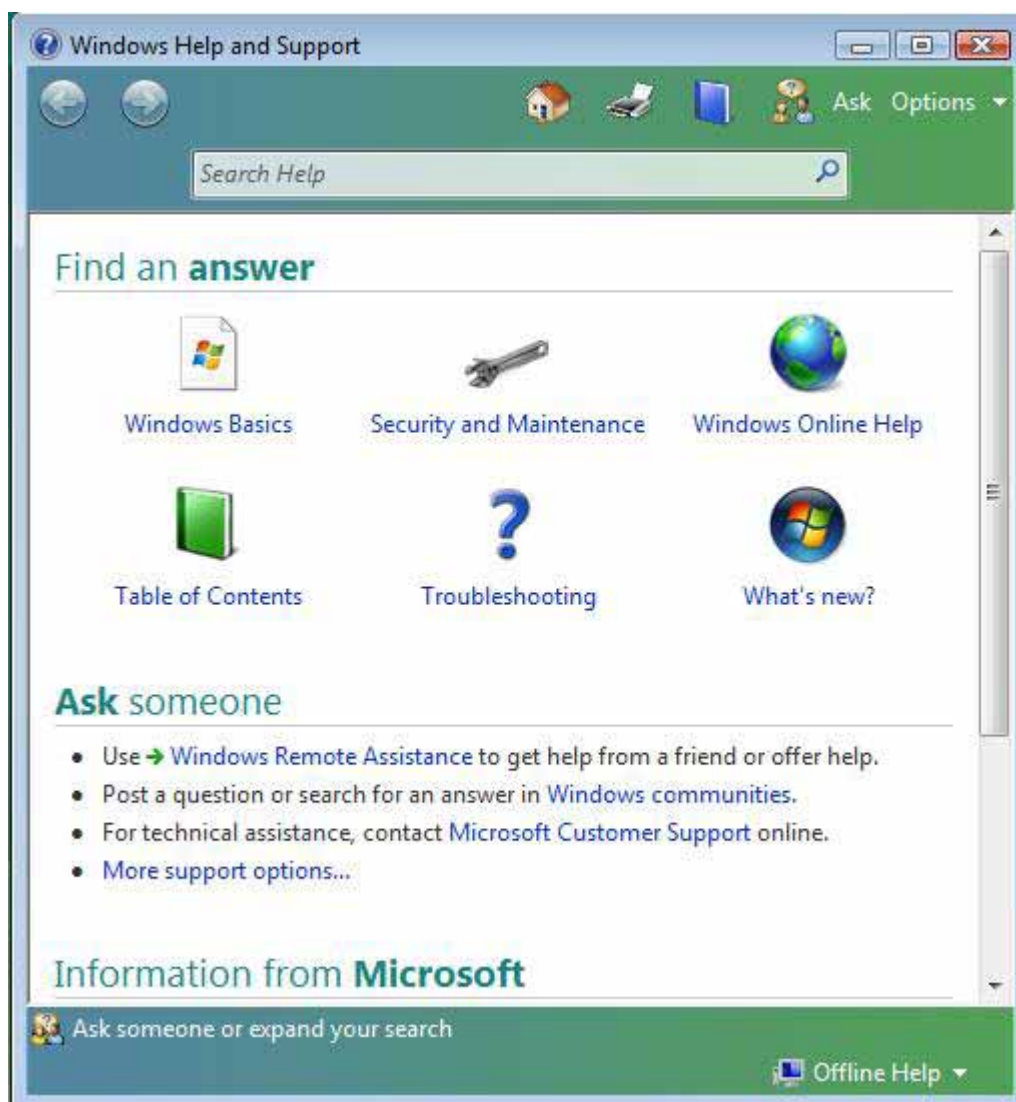
To find out how to conserve power using the Standby Mode, see *5.1 Power Management*.

2.2 Tips for Using Windows

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

2.2.1 Microsoft Windows Vista Help

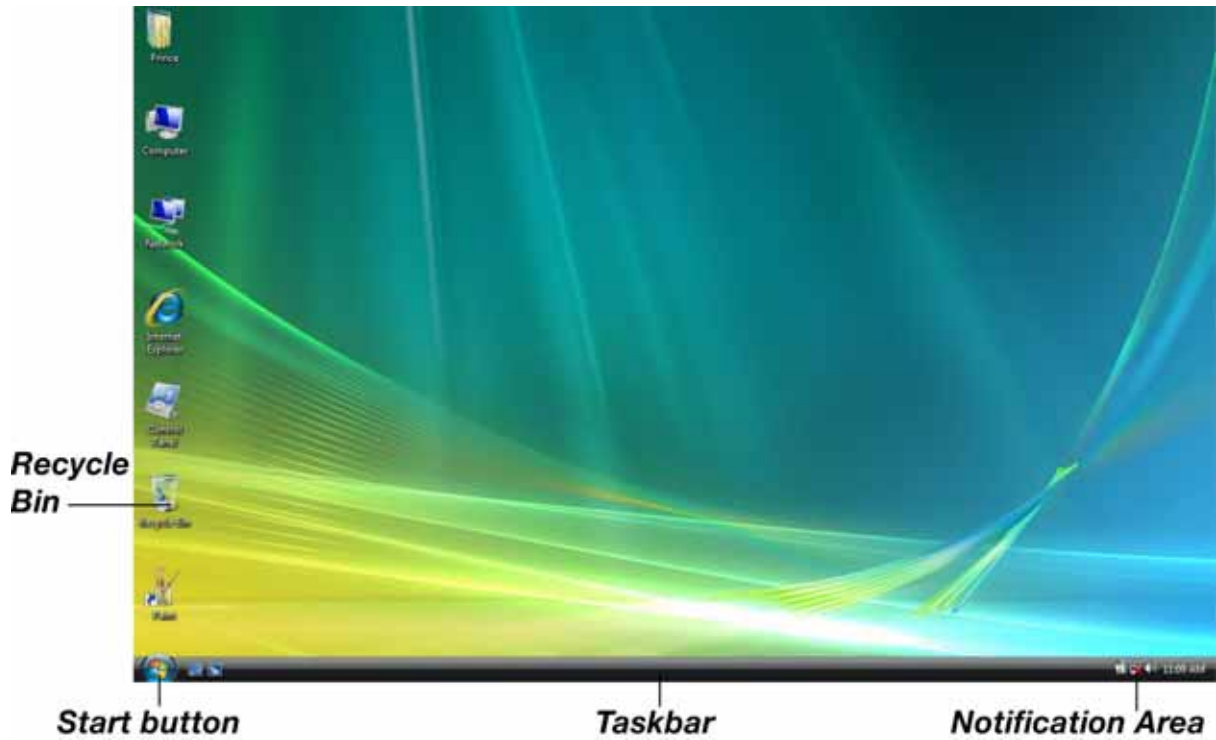
For Microsoft Windows Vista help, click the **Start** menu then click the **Help and Support** icon. The Help and Support Center dialog box opens.



2.2.2 Windows Desktop



*Depending on your notebook setup and software, your desktop may have different or additional shortcuts. See **2.4 Personalizing Your Desktop** 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.

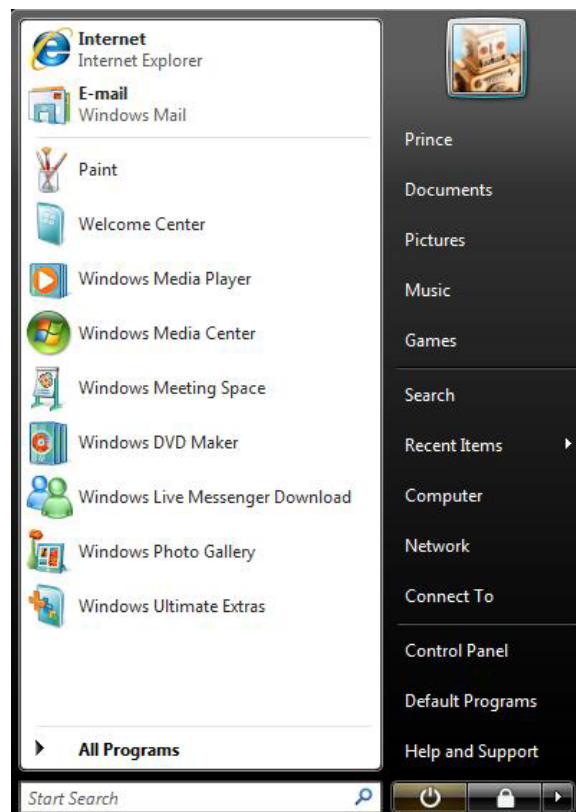
The Start menu's appearance changes as program icons are moved. To turn off the Desktop Cleanup Wizard:

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 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 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 his 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 Vista 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 toggle taskbar buttons, click the relevant button. Windows Vista 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 Vista hides icons that are not used frequently. Click  to see hidden icons.

To prevent Windows Vista 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 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.

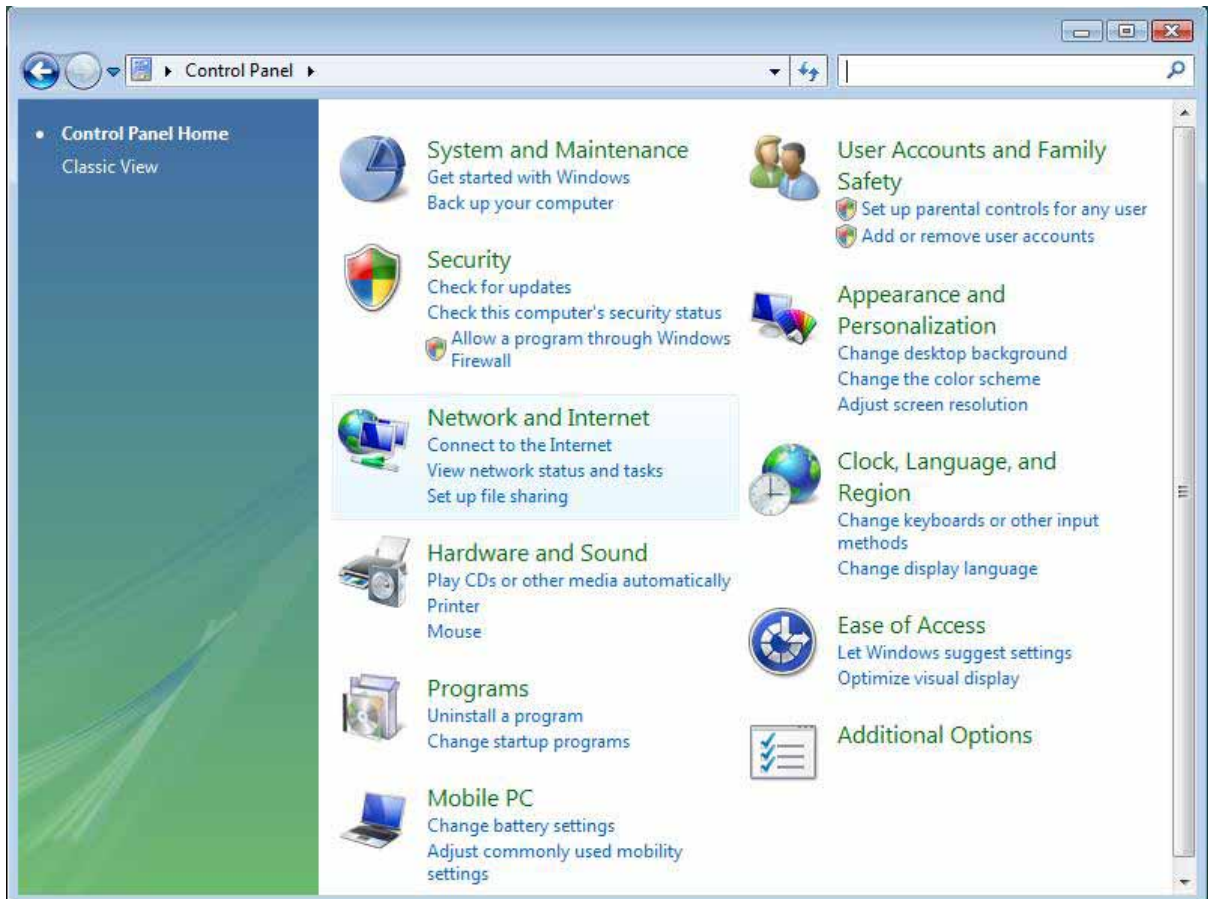
2.2.8 Control Panel

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** to find the drive or folder that you want to view. To find out more about **My Computer** and **Windows Explorer**, see **Help and Support Center**.*


2.3 Keyboard and Touch Pad

- Numeric Keypad
- Keyboard Shortcuts
- Windows Logo Key Functions
- StickyKeys
- Touch Pad
- Customizing the Touch Pad

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 .


















The  indicator will light when the numeric lock is on.


To disable the numeric keypad, press  again.

To use the primary function of a dual-function key when the numeric keypad is enabled,






press  and the desired key.

2.3.2 Keyboard Shortcuts

 	Sleep
 	Wireless or Bluetooth
 	Switches Display Mode (LCD > CRT > TV > LCD + CRT Simultaneous > LCD+TV Simultaneous). Switches the video image to the next display or both displays simultaneously.
	Number Lock
 	Scroll Lock
 	Brightness Down
 	Brightness Up
 	Mute
 	Audio Volume Down

	Audio Volume Up
	Media Play/Pause
	Media Stop
	Media Play Backward
	Media Play Forward

2.3.3 Windows Logo Key Functions

	Opens Windows Explorer
	Opens the Run dialog box
	Opens the Search Results dialog box
	Opens the Search Results - Computers dialog box (when your notebook is connected to a network)
	Opens the System Properties dialog box

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

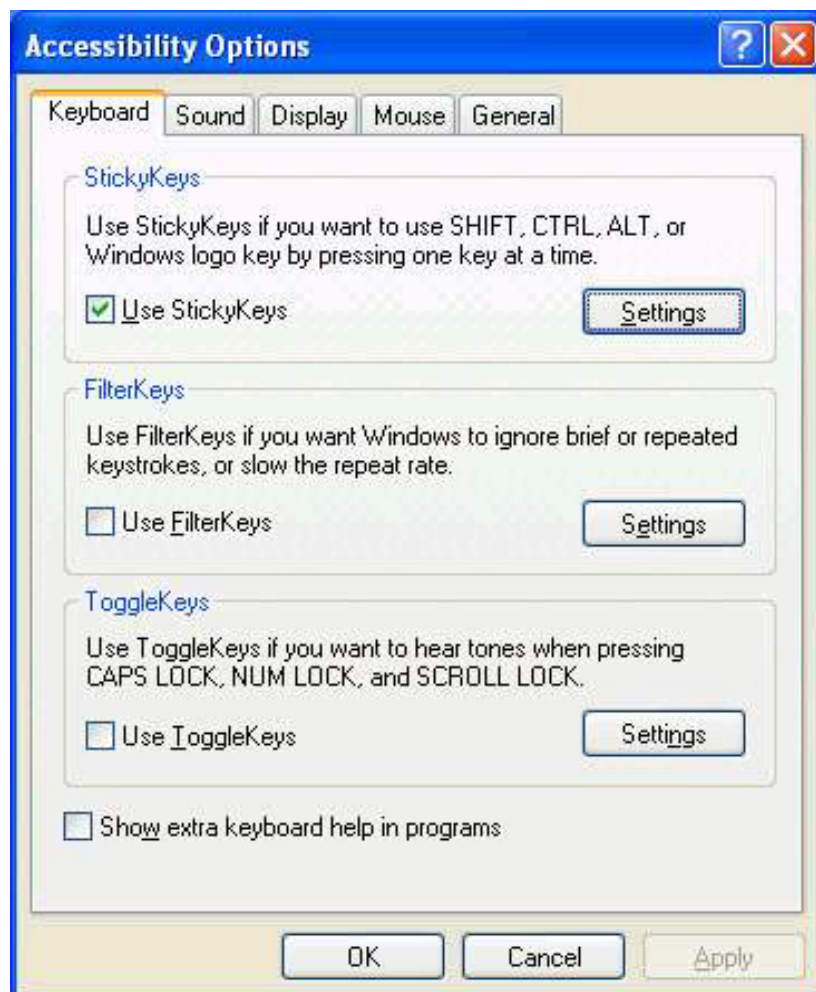
2.3.4 StickyKeys

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.

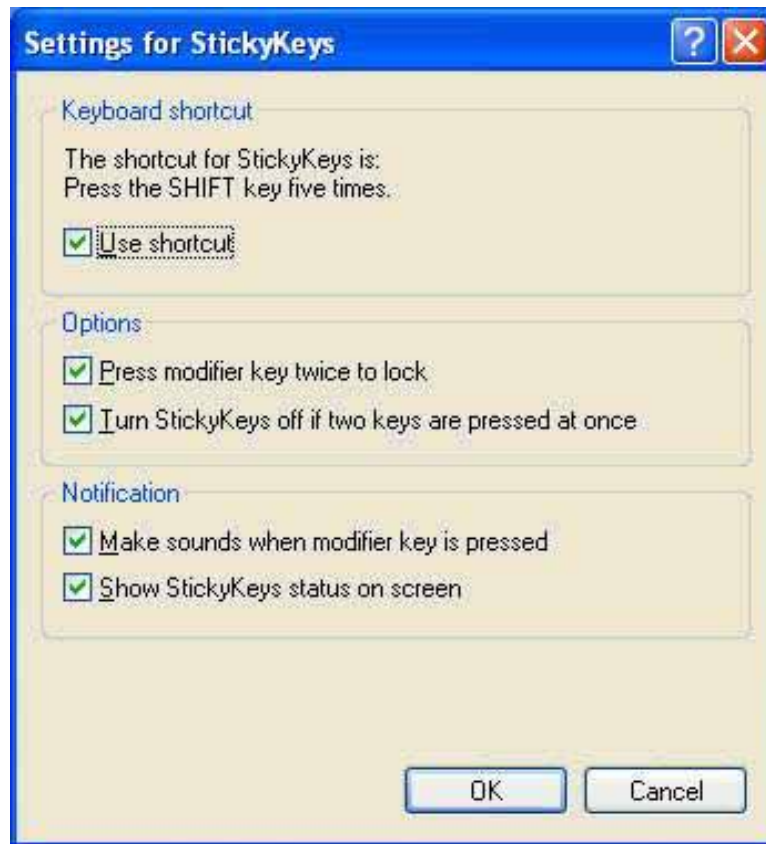
To activate StickyKeys mode, press the Shift key five times and then click **OK**.



Alternatively, you can click on **Start > Control Panel > Accessibility Options** and 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.

2.3.5 Touch Pad

The Touch Pad 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 Touch Pad by moving either your right or left thumb off the space bar and on to the Touch Pad.

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

The Touch Pad 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; instead of pressing the Touch Pad buttons, you tap the Touch Pad itself.

2.3.6 Customizing the Touch Pad

To adjust Touch Pad 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 a Wallpaper
- Choosing a Screen Saver
- Choosing a Desktop Theme
- Creating a Shortcut on the Desktop

2.4.1 Choosing a Wallpaper

To make your notebook reflect your style, you can set background colors and patterns, and 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, click **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 Touch Pad button, drag the highlighted item to the Windows desktop, and then release the right Touch Pad button to display a pop-up menu.

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

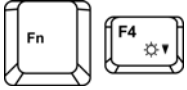
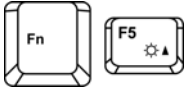
An icon appears on your desktop - double-click to activate the shortcut.

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.

	Brightness Down
	Brightness Up

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  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 the display must support the program and the necessary video drivers must be installed.

Before changing any of the original display settings, make a note of 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-E LAN.

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

If you are working at 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.

 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, 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. 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 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 external floppy drive.

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

Locate the file you want to copy, and click the file to select 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 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 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 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 **2.8.10 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 dates 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 the 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.

To insert a disc, do the following:

1. Press the eject button on the front of the drive.
2. Pull the tray out.
3. With the label side up, place the disc in the center of the tray.
4. Snap the disc onto the spindle.
5. 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.

 	Audio Volume Down
 	Audio Volume Up

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.**

Chapter 3
Caring for Your Notebook

3.1 Caring for Your Notebook

- Cleaning Your Notebook and Keyboard
- Cleaning the Display
- Cleaning the Touch Pad
- Cleaning the CD/DVD Drive
- Precautions



Never spray cleaning products directly onto your notebook's case or display. Only use products designed for cleaning computer displays.

3.1.1 Cleaning Your Notebook and Keyboard

1. Shut your notebook down, turn it off and disconnect it from the electrical outlet and any external devices, such as a printer.
2. Remove the battery packs.
3. Use the brush attachment of your vacuum cleaner, gently remove dust from your notebook's openings and keyboard.
4. Use a slightly moistened soft, lint-free cloth, wipe your notebook and keyboard. *Use only water or a recommended computer cleaner.*

3.1.2 Cleaning the Display

1. Shut your notebook down, turn it off and disconnect it from the electrical outlet and any external devices, such as a printer.
2. Remove batteries.
3. Use a slightly moistened soft, lint-free cloth, wipe your notebook's display. *Use only water or a recommended computer cleaner.*

3.1.3 Cleaning the Touch Pad

1. Shut your notebook down, turn it off and disconnect from the electrical outlet and any external devices, such as a printer.
2. Remove batteries.
3. Use a slightly moistened soft, lint-free cloth, carefully wipe the Touch Pad, being careful not to allow any moisture into the gaps. *Use only water or a recommended computer cleaner.*

3.1.4 Cleaning the CD/DVD Drive



Never touch the lens. Use only compressed air to clean the lens.

If you experience problems playing CDs or DVDs, including skipping, clean the unlabelled side of the disc with a soft, lint-free cloth or using a commercial product.

3.1.5 Precautions

- Do not spill liquids on the keyboard. If liquid is spilt on the keyboard, turn your notebook off immediately. Leave off overnight to let it completely dry out before using it again.
- Do not turn off your notebook if a drive light indicates a drive is active. Turning off your notebook while it is reading from or writing to a disk may damage the disk, the drive, or both.
- Keep your notebook and disks away from objects that generate strong magnetic fields, such as stereo speakers. Information on disks is stored magnetically. Placing a magnet too close to a disk can erase important files.
- Scan all new files for viruses. This precaution is especially important for files you receive via email, disk, or download from the Internet. You will need a special program to scan for viruses. For further information, talk to your computer dealer.

3.2 Traveling

- Identifying Your Notebook
- Packing Your Notebook
- Setting a Password
- Travel Tips
- If Your Notebook Is Lost or Stolen

3.2.1 Identifying Your Notebook

Attach a nametag or business card to your notebook, or use a permanent marker or stencil to write a unique identifying mark (such as your driver's license number) on the case.

Create a file on the Desktop called **if found**. Place information such as your name, address, and telephone number in this file.

Contact your credit card company, and ask if it offers coded identification tags.

3.2.2 Packing Your Notebook

Remove any external devices attached to the computer and store them in a safe place.

Remove any cables attached to installed PC Cards, and remove any extended PC Cards.

Fully charge the main battery and any spare batteries you plan to carry with you.

Turn off the computer or put the computer into hibernate mode.

Disconnect the AC adapter.

Remove any extraneous items, such as paper clips, pens, and paper, from the keyboard and then close the display.

Pack your notebook and accessories in their carry case.

Avoid packing the computer with items such as shaving cream, colognes, perfumes, or food.

Protect the computer, the batteries, and the hard drive from hazards such as extreme temperatures, dirt, dust, liquids, or overexposure to sunlight.

Pack the computer so that it does not slide around in the trunk of your car or in an overhead storage compartment.



When traveling by air, never check in your notebook as baggage.

3.2.3 Setting a Password

To provide extra protection for your data and documents, it is advisable to set a password.

As your notebook is booting (starting up), press **F2** to take you to the **BIOS Setup Utility**. Use the right arrow key to highlight **Security**.

Use the down arrow key to select: **Set Supervisor Password**. Press **Enter**.

Type your password, press **Enter** and re-type to confirm. Press **Enter**. Your changes will be saved. Press **Enter** to continue.

Use the right arrow key to select **Exit**, use the down key to select **Exit Saving Changes**. Press **Enter** and **Yes**. Your notebook will now boot as normal.

3.2.4 Travel Tips

- If you are traveling internationally, carry proof of ownership—or of your right to use the computer if it is company-owned—to speed your passage through customs. Investigate the customs regulations of the countries you plan to visit and consider acquiring an international carnet (also known as a merchandise passport) from your government.
- Ensure that you know which electrical outlets are used in the countries you will visit, and have appropriate power adapters.
- Check with your credit card company for information about the kinds of emergency travel assistance it offers to users of portable computers.
- When traveling by air, ensure that you have a charged battery available in case you are asked to turn on the computer.
- Before you use the computer on an airplane, verify that such usage is permitted. Some airlines forbid the use of electronic devices during the flight. All airlines forbid the use of electronic devices during takeoff and landing.



Never walk your notebook through a metal detector. Send it through an X-ray machine, or have it manually inspected.

3.2.5 If Your Notebook Is Lost or Stolen

Call a law enforcement agency to report your notebook lost or stolen. Ask that a case number be assigned and write down the number, along with the name, address, and telephone number of the law enforcement agency. If possible, obtain the name of the investigating officer.

If the notebook belongs to a company, notify the security office of the firm.

Chapter 4

Peripherals

4.1 PC Cards and Express Cards

- PC Card Types
- Extended PC Cards
- Installing a PC Card
- Removing a PC Card
- Express Card Types
- Installing and Removing Express Cards

4.1.1 PC Card Types

The PC Card slot supports one Type II card. It also supports CardBus technology and extended PC Cards. "Type" refers to the card's thickness, not what it does.



A PC Card is not a bootable device.

4.1.2 Extended PC Cards

An extended PC Card is longer than a standard PC Card. When using extended PC Cards, follow these precautions:

- Protect the exposed end of an installed card. If the end of the card is struck, the system board may be damaged.
- Always remove an extended PC Card before packing your notebook in its carry case.

4.1.3 Installing PC Cards

PC Cards may be 'hot-swapped', which means you can install a card while your notebook is running. The card will be detected automatically.

Usually PC Cards have a mark or symbol to show which end to insert into the slot. Cards are keyed to prevent incorrect insertion. Check the documents that came with your card if the orientation is unclear.

1. Hold the card with its orientation symbol pointing into the slot and the top side of the card facing up. The push-button latch may need to be pushed in before inserting the card.
2. Slide the card into the slot until it clicks into the connector.
3. If you encounter too much resistance, do not force the card. Check the card orientation and try again.

Your notebook will recognize most PC Cards and automatically load the appropriate device driver. If the configuration program tells you to load the manufacturer's drivers, use the floppy disk or CD that came with the PC Card.

4.1.4 Removing PC Cards



Before removing a PC Card, stop it running from the configuration utility on the taskbar. Failure to do so could result in data loss. Never try to remove a PC Card by pulling on its cable, if one is attached.



1. Press the release latch.
2. Press the latch again to eject the card.
3. Remove the card.

4.1.5 Express Card Types

The Express Card slot supports one 54mm type PCI-Express card. It supports both USB 2.0 and PCI Express technology, which improves bus speed in data transfer and requires less power than PC Cards.

4.1.6 Installing and Removing Express Cards

Express Cards, with hot-plug feature, allow you to install and remove cards when your notebook is running. The card will be detected automatically when installed.

Usually Express Cards have a mark or symbol to show which end to insert into the slot. Insert the card according to the orientation symbol, and slide the card into the slot.

To remove it, pull it out gently.

4.2 Adding and Removing SD/MMC/MS Cards



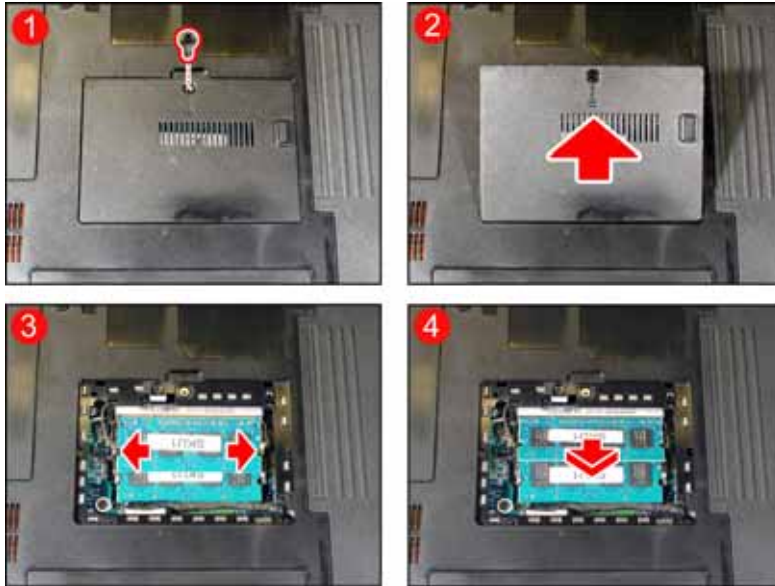
Before removing a SD/MMC/MS card, stop it running from the configuration utility on the taskbar. Failure to do so could result in data loss.

Insert the SD/MMC/MS card into the Card reader slot.

To remove the SD/MMC/MS Card, push it in gently and it ejects automatically.

4.3 Memory Modules

You can add more memory modules to your computer in order to give it improved performance.



To remove a memory module:

1. Remove the two screws securing the memory module cover.
2. Lift off the memory module cover.
3. Pop out the two silver latches holding the memory module into place. The module pops up.
4. Grasp the outer edges of the memory module with thumb and forefinger, and then gently remove it.

To install a memory module:

1. Remove the two screws securing the memory module cover.
2. Lift off the memory module cover.
3. There are two memory module ports here. The first one is already occupied by your computer's current memory module. Place the new memory module in the second slot, matching up the notch along its connector rim with the tooth in the connection slot.
4. When the module has been securely seated, press down gently on it until it snaps into place.



Depending on how much additional memory you require, you may need to replace the original memory module.

Chapter 5

The Power System

5.1 Power Management

- Power Management Modes
- Power Options Properties
- SpeedStep

Your computer comes with built-in power management. You can configure it, through the **Power Options** program in the Control Panel, to sleep, hibernate, and wake according to specific pre-defined situations.

When leaving your notebook unattended for long periods, place it in standby or hibernate mode. You can exit either power management mode by pressing the power button.



*See 5.2 **Battery** for more information on getting the best performance from battery packs.*



Use your notebook connected to an electrical outlet as often as possible, as battery life expectancy is affected by the number of times it is charged.

5.1.1 Power Management Modes

5.1.1.1 Standby Mode

This mode conserves power by switching off the hard drive and display after a preset period of inactivity (a time-out). When standby mode is exited, your notebook will return to the same operating state it was before entering standby.



If your notebook loses power from both the electrical outlet and the battery while in standby mode, data may be lost.

To enter standby mode in Windows XP: **Start > Turn off computer > Stand By.**

Or set your notebook to go to Standby mode:

- When you close the lid of your notebook
- When you press the power button
- When you press the sleep hot key

The settings can be accessed via the **Advanced tab** in Power Options Properties (**Start > Control Panel > Pick a category > Performance and Maintenance > Power Options**).

To exit standby mode, press the power button. You can not exit standby mode by pressing a key or touching the Touch Pad.

5.1.1.2 Hibernate Mode

In Hibernate mode, power is conserved by system data being copied to the hard drive, and your notebook is completely shut down. When Hibernate mode is exited, your notebook will return to the same operating state it was in before entering Hibernate mode.

Hibernate mode can be enabled/disabled in the Power Options Properties window.

If enabled, your notebook will go into Hibernate mode if the battery charge level becomes critically low.

Depending on how you set the Power Management Options on the **Advanced tab** in the Power Options Properties window, use one of the following methods to enter hibernate mode:

- When you close the lid of your notebook
- When you press the power button
- When you press the sleep hot key
- **Start > Turn Off Computer > Hibernate** (if the Hibernate option does not show, press **Shift**, and the Standby option will switch to Hibernate).

If the Hibernate option is not available for these methods, Hibernate mode has not been enabled. Check the **Enable hibernation** box on the **Hibernate tab** of the Power Options Properties window and click **Apply** to enable Hibernation.



If your PC Cards do not operate correctly after exiting Hibernate mode, remove and reinsert the card or restart your notebook.

To exit Hibernate mode, press the power button. You cannot exit Hibernate mode by pressing a key or touching the Touch Pad.

5.1.2 Power Options Properties

To access the Windows Power Options Properties window:

Start > Control Panel > Pick a category > Performance and Maintenance > Power Options

5.1.2.1 Power Schemes Tab

The Power schemes pull-down menu in the Power Options Properties displays the selected preset power scheme.



To maximize battery power, use the Portable/Laptop power scheme.

In Windows XP the processor's performance level depends on the power scheme you select. You do not need to make any further adjustments to set the performance level. Each preset power scheme has different time-out settings for entering standby mode, hibernate mode, turning off the display, and turning off the hard drive. For more information on power management options, see the **Help and Support Center**.

5.1.2.2 Alarms Tab



Enable audible alarms by clicking each Alarm Action button and selecting Sound alarm.

The Low battery alarm and Critical battery alarm settings alert you when the battery charge falls below a certain percentage.

When you receive your notebook, the Low battery alarm and Critical battery alarm check boxes are selected. See **5.2 Battery** for more information on low-battery warnings.

5.1.2.3 Power Meter Tab

Displays the current power source, battery status, and charge amount.

5.1.2.4 Advanced Tab

With the Advanced tab you can:

- Set power icon and standby mode password options.
- Depending on your operating system, program the following functions by clicking an option from the corresponding pull-down menu, and then clicking **OK**.
 - > Set the computer to **Stand by/Hibernate/Do nothing** when you close the laptop lid
 - > Set the computer to **Ask me what to do/Stand by/Hibernate/Shut down/Do nothing** when you press the power button.
 - > Set the computer to **Ask me what to do/Stand by/Hibernate/Shut down/Do nothing** when you press the sleep hot key.

5.1.2.5 Hibernate Tab

The Hibernate tab lets you enable Hibernate mode by clicking the **Enable hibernation** check box.

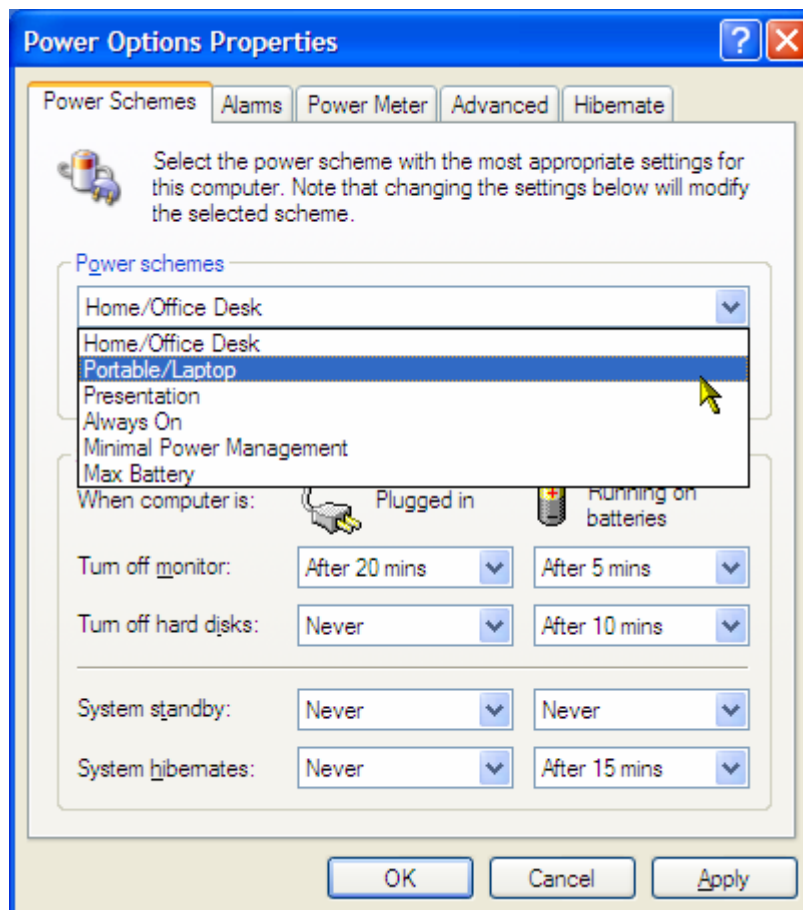
5.1.3 SpeedStep

Your notebook is equipped with SpeedStep technology to better manage power consumption. It changes the processor speed to find the best balance between your computing performance and power consumption needs. Higher speeds enjoy better performance, while slower speeds conserve more power.

In Windows XP, the processor's performance level depends on the Power Scheme you select (see *5.1.2 Power Options Properties*). You do not need to make any further adjustments to set the performance level. Each preset power scheme has different time-out settings for entering standby mode, hibernate mode, turning off the display, and turning off the hard drive.

For example, the **Portable/Laptop mode** automatically changes SpeedStep modes depending on if you are running the computer on AC power or batteries in order to prolong battery usage while still providing optimal performance.

You can also individually alter and save each of these settings and schemes if desired.



Windows XP automatically chooses the SpeedStep mode to find the most appropriate speed for your processor according to the Power Scheme you choose and your current system demands.

5.2 Battery

- Battery Performance
- Checking the Battery Charge
- Power Meter
- Low-Battery Warning
- Charging the Battery
- Removing a Battery
- Installing a Battery
- Storing a Battery
- Working With Extra Battery Packs
- Maximizing Battery Life

5.2.1 Battery Performance

The performance of the battery can vary, depending on operating conditions. Your battery may last less time if you are running power-intensive programs, playing CDs or DVDs, using PC Cards or have high display-brightness settings.

The Power Management Options can be set to alert you when the battery charge is low.



Ensure any battery you use is compatible. Failure to do so may risk fire or explosion. For more details on purchasing compatible batteries, contact your notebook retailer.



Batteries should never be disposed of with household waste. Contact your local waste disposal or environmental agency for advice on disposing of used lithium-ion batteries.





Only use the 908C3500F, ID6 or 90NITLILD4SUX battery pack with this computer.

5.2.2 Checking the Battery Charge

Battery Status	Indicator behavior
Charging	Solid amber
Fully Charged	Solid green
Discharging	Off
Critical Low	Blinks amber > approximately 3 minutes left; system beeps

5.2.3 Power Meter

The power meter  indicates the remaining battery charge. When your notebook is running on battery power, you can check the remaining battery charge, double click

the  icon on the taskbar. For more details, including how to make the icon appear on the taskbar if it is not already, see **5.1 Power Management**.

