DIREKT-TEK

DTLAPY133-1

notebook

USER GUIDE

13.3" Convertible Touchscreen Laptop

Review this manual before operating your Direkt-Tek laptop and keep it for future reference.

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Introduction / Overview and Notes

1.0 INTRODUCTION

This User Guide is designed to guide you through the key functions and features of your new laptop. Please read carefully to ensure an optimal user experience and keep it handy for future reference.
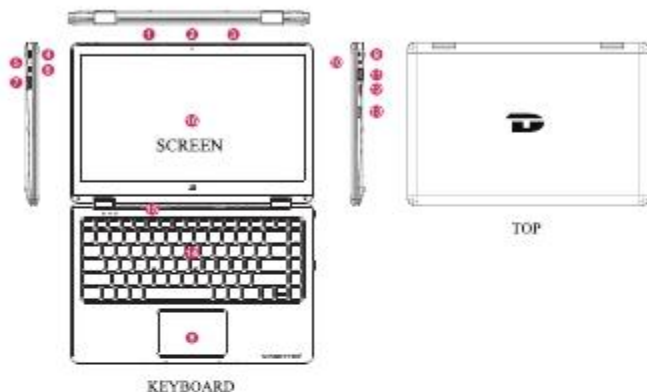
1.1 OVERVIEW

The new Direkt-Tek 13.3" Convertible Touchscreen Laptop (DTLAPY133-1) features Windows 10, HD resolution screen of 1920 x 1080 and boasts an Intel® Celeron® Processor N3350 with 2M Cache and up to 2.4 GHz. With the Convertible Touchscreen Laptop you can access the web, news, local business information and the Windows Store, where you can download your favorite apps, games, movies and more! With the built-in Bluetooth function you can seamlessly pair your Convertible Touchscreen Laptop with any Bluetooth compatible devices.

NOTES

- The Convertible Touchscreen Laptop is a high-density electronic product. DO NOT attempt to disassemble the device.
- Please do not drop or bang the device.
- Avoid using this product in the following environments: Extremely hot or cold places, high humidity, dusty areas, direct sunlight or long-term exposure to the sun.
- The product may be cleaned with a damp cotton cloth; the use of any chemical cleaning fluid is prohibited. Please keep the product away from water at all times.
- If you use headphones, DO NOT use them while crossing the street, riding a bicycle or driving a motorcycle.
- Please use approved battery, battery charger and accessories only. The use of any other type of products would be a breach of warranty and may be dangerous.
- If you have any questions regarding the use of this product, please contact your local dealer or contact Direkt-Tek customer service center directly at CustomerService@direkt-tek.com or call (888) 999-1675.
- Direkt-Tek will not be held responsible for any files lost due to product damage, repair or other causes. Please be sure to follow instructions in the User Guide and backup your files in a timely manner.

2.0 APPEARANCE AND BUTTONS

SCREEN

TOP

KEYBOARD

- ❶ Microphone
- ❷ Camera
- ❸ Microphone
- ❹ USB Type C
- ❺ Charging LED
- ❻ Micro HDMI Output
- ❼ USB Port
- ❽ Touchpad

- ❾ DC In
- ❿ Earphone
- ⓫ USB Port
- ⓬ SD Card Reader
- ⓭ Power
- ⓮ Keyboard
- ⓯ Speaker
- ⓰ Touchscreen

Introduction to Desktop

2.1 INTRODUCTION TO THE DESKTOP

You must log on to your Microsoft account before the start up application can run.

2.2 WINDOWS START MENU

Press the key ⊞ on the keyboard or click the icon ⊞ on the screen until you see the Start Menu. All applications/programs are displayed in the form of "magnets" listed on the screen. Click on any of the icons to open.

2.3 INTRODUCTION TO APP INTERFACE

If you want to pin more application programs on the Start interface, press and hold the application program for about one second, and release the magnet until the pop-up option appears and select "Pin to Start" to fix to the start screen, or just press and move to the start screen. (Screen 1).

Introduction to Desktop (Cont'd)

(Screen 1)

(Screen 2)

Conversely, if you want to cancel or delete a certain application in the Start screen, press and hold the application program magnet for about one second and click ⊙. You can also click ⊙ to check more menu options, such as resizing the magnet you want. (Screen 2) Slide it to the left from the right side of the screen to start Action Center to check the laptop status: Rotation lock, Bluetooth, Brightness, etc.

Basic Operations

3.0 BASIC OPERATIONS

3.1 Sleep, Restart and Shutdown
Force Reset / Shutdown

If the laptop freezes, you can press and hold the Power button for 8~12 seconds, then the laptop will shutdown.

3.2 RECOVERY
Follow the steps below

Click the ⊞ button in the lower left corner of screen and select **"Settings"** then select **"Update & Security"**, click on **"Recovery"**. The program will walk you through simple steps necessary to recover your system.

Basic Operations (Cont'd)

3.3 BLUETOOTH

- Click the ⊞ button in the lower left corner of screen.
- Select **"Settings"**
- Select **"Devices"**, click on **"Bluetooth"**.
- a) Make sure the Bluetooth switch is set to **"On"**
  After you turn on Bluetooth, the laptop will auto-search other devices you can pair with your device.

Send or Receive Files via Bluetooth

- b) Send a File: Before sending files, you should open the window, "Select where to send your files": Click the icon 🖳 at lower right corner of desktop - 🔵 - Send a File.
- c) Receive a File: Before receiving the files, you should open the window "Waiting for a connection": Click the icon 🖳 at lower right corner of desktop - 🔵 - Receive a File.

Send or Receive Files via Bluetooth

Basic Operations (Cont'd)

3.4 SECURITY MANAGEMENT

Method for quick setup:

Click the ⊞ button in the lower left corner of screen and select **"Settings"**.
Select **"Accounts"** on the right and click **"Create local account"** in "Your account"
on the right side. After creating a user name and a password for Windows Live ID
Account, input username, password, confirm password and password prompt.
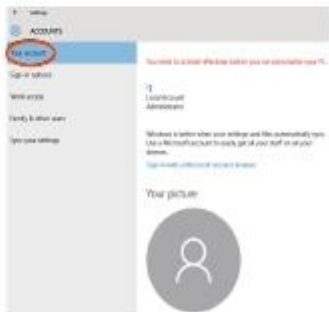
Windows Hello

Windows Hello is a faster, more secure way to log in than typing a password – because YOU are the password. Windows Hello recognizes you and greets you by name, granting you secure access with a fingerprint reader, illuminated infrared, and other specialized biometric sensors.

4.0 HOW TO SET UP FINGERPRINT

1 - Open Accounts Settings.
   (Settings> Accounts)

2 - Select Sign-in options and set a
   password to gain access to
   additional security features.

3 - After setting your password, set up a
   PIN code to gain access to
   Windows Hello.
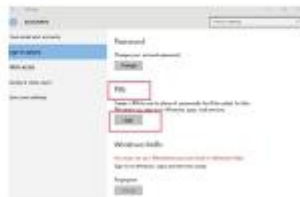
4 - After your password and PIN code are set, select Fingerprint Set up to begin Windows Hello set up.

5 - Follow the Windows Hello setup instructions to scan and register your fingerprint. NOTE: Windows Hello will use 8-10 scans. We recommend you place the same finger in different positions for thorough fingerprint registration.

6 - Scan Fingerprint

Windows Hello (Cont'd)

7 - Once the fingerprint is set, your Windows Hello fingerprint scan is complete and ready to use! You have the option of adding multiple fingerprints to the same account, or setting up fingerprints for different accounts.
NOTE: We recommend adding at least two fingerprints per account.
This ensures consistent accessibility without compromising your security.

4.1 TO REMOVE FINGERPRINT

Return to Windows Hello settings and select Remove.
(Settings > Accounts > Sign-in options)

Tip: To remove identification data, go to Settings > Accounts > Sign-in options. Under Windows Hello, select Remove.

Windows Ink

5.0 USING WINDOWS INK

Write sticky notes, make sketches, and draw on screenshots in Windows Ink Workspace.

NOTE: If you don't have a Windows Ink pen, you may also draw using a mouse or finger.

To open Windows Ink Workspace, select the application from the Windows Taskbar. Windows Ink has three distinct features: Sticky Notes, Sketchpad, and Screen Sketch.

5.1 STICKY NOTES

Create a Sticky Note by selecting Add Note. Notes can be dragged around the screen. Select More to set change the note's size, Color, and other features. Use Sticky Note to set reminders with Cortana, doodle, or write down your next big idea.
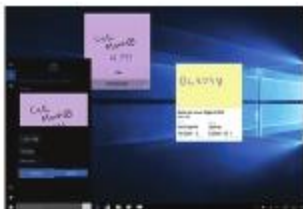
Windows Ink (Cont'd)

Cortana makes Sticky Note even more useful. With Insights, add reminders to your Sticky Note for Cortana to store and track. Whether you're checking a flight or need to call mom, Cortana will track your itinerary and keeps addresses, phone numbers, and other information on-hand. NOTE: If text does not turn blue, your Insights feature may be turned off. You will need to enable Insights on the Sticky Note settings to activate the reminder feature. (More > Settings)

5.2 SKETCHPAD

Write sticky notes, make sketches, and draw on screenshots in Windows Ink Workspace.

Sketchpad is a blank slate for you to sketch, draw, and color whatever you want. Choose your writing instrument (pencil, ballpoint pen, highlighter) and use stencils (ruler, protractor), to guide your lines. Change the size of your brush mid-stroke, and erase hiccups with a variety of sized erasers. Save, copy, and share your finished products.

Windows Ink (Cont'd) / Smart Stylus

5.3 SCREEN SKETCH

Use Screen Sketch to draw on whatever you're doing on your PC at the moment, or to sketch on a previous screen sketch capture. Screen Sketch puts all of the Sketchpad tools at your disposal when drawing on screenshots.
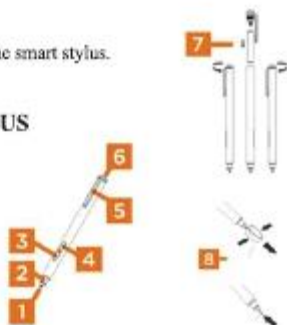

6.0 USING THE SMART STYLUS

Press the "Eraser" or "Alt" button to wake up the smart stylus.

6.1 PARTS OF THE SMART STYLUS

1. Tip
2. Smart Stylus Hood
3. Eraser Button
4. Alt Button (Mouse Right + Click)
5. Clip
6. Battery Compartment
7. AAAA Battery
8. Use Stylus Replacement Tool to remove/replace Tip

RECOMMENDED: Keep the unused tips in the foam portion of the package.

Smart Stylus

6.2 REPLACING THE TIP

The Smart Stylus comes with 2 types of tips, soft and hard. They can be
removed and replaced by using the included Tip Replacement
Tool as follows:

1. With the Tip Replacement Tool in one hand, and the stylus in another
   bring the Tool over the tip of the stylus.
2. Pinch the tool closed around the Tip, and slowly pull the Tip out of the
   body of the stylus.
3. To place a new tip, use the Tip Replacement Tool to remove a tip from the packaging.
   With the pointed end of the Tip pinched in the Tool, slide the new Tip into the stylus
   until the neck of the Tip is not visible.

WARNING: Choking Hazard
This device may contain small parts which may be a choking hazard to children
under 3. Keep small parts away from children.

6.3 PACKAGE CONTENTS

1. Smart Stylus
2. AAAA Battery
3. Soft Tips
4. Hard Tips
5. Tip Replacement Tool

Voltage:	1.5V
Current:	0.88mA
Power:	1.32mW
Working:	44kHz
Frequency:	18kHz

NOTE: One of the tips is installed in the Smart Stylus.

6.4 INSTALL THE BATTERY

1. Unscrew the top of the stylus by turning it counter-clockwise.
2. Insert one battery, positive (+) side down, into the
   battery compartment.
3. Replace the stylus top by screwing back on clockwise.

Cortana

Cortana is your personal digital assistant in Windows 10. She gets to know you and helps you get things done, letting you interact with her in a way that's easy and natural. She can search the web, find things on your PC, show you the local news and weather, and provide reminders based on time or location. Just tell Cortana what you want, and she'll be there to help you out.

7.0 CORTANA: YOUR PERSONAL DIGITAL ASSISTANT

Cortana is like a real-life personal assistant who has worked for you for years. She's always at the ready, slipping in and out of the picture to bring you exactly what you need, without disturbing the conversation. She gets to know you over time, using that information to help you get things done and becoming increasingly useful every day.

Cortana even adapts her behavior to the device you're using; when you're on your phone, interaction will generally be brief. And when you're on your PC, Cortana helps deliver steady periods of productivity. Of course, you're always in control of what she knows and what she manages on your behalf.

7.1 WHAT CAN CORTANA DO?

Cortana can help you do all sorts of things, from reminding you to pick up your dry cleaning to letting you know that your flight is on time—or that you'll need more time to get to the airport due to traffic. She'll even chat with you.

Some things that you can say to Cortana include:
- When is the next Seahawks game?
- What is the weather forecast for Portland on Friday?
- What is the current Microsoft stock price?
- Remind me to go for a walk in 30 minutes.
- Tell me a joke.
- Sing me a song.

Of course, because Cortana is powered by Bing, she can also help you search and find content on your devices, your One Drive, and the web.
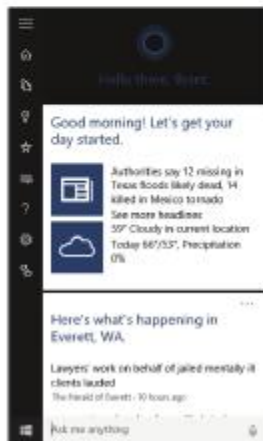
Cortana (Cont'd)

7.2 ONE EXPERIENCE ACROSS ALL YOUR WINDOWS 10 DEVICES

Cortana uses your Microsoft account to help you out across all your Windows 10 devices. For example, you can tell her to "Remind me to get milk at the grocery store" when you're working on your PC, and the next time you're at the store, she'll deliver that reminder on your phone. Similarly, you can tell Cortana to "Remind me to leave work at 4pm tomorrow" while you're out and about, carrying only your phone, and she'll do so at that time regardless of which Windows 10 device you're using.

7.3 INTERACTING WITH CORTANA

You can speak to Cortana naturally, as you would with a real person. Or, if you prefer, you can interact with her using your keyboard—the choice is yours. You can even tell Cortana to continually listen and jump into action when she hears you say "Hey Cortana…."

7.4 SETUP

If you've already set up Cortana on your PC or tablet running Windows 10, you can skip these steps and move on to the "Cortana Home" section below. If not, here's what you'll need to do.

Turn Cortana on

1. On your Windows 10 PC or tablet, go to the search box it's in the Windows Taskbar, just to the right of the Start button.
2. When prompted to get started with Cortana, select I'm in.
3. When prompted to let Microsoft use your info, select I agree.
4. When prompted to turn on speech, inking, and typing personalization, select Yes.
5. When Cortana asks what she should call you, enter your name or nickname, and then select Use that.
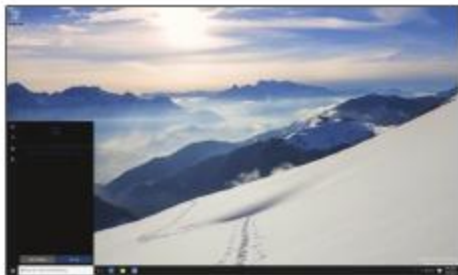
Cortana (Cont'd)

Sign in to your PC or tablet using a Microsoft account

If you're signed in to your PC or tablet locally, you'll need to sign in to it using a Microsoft account. If you're already signed in to your PC or tablet using a Microsoft account, you can skip these instructions.

1. When prompted to confirm your current password, enter the password for your local account on your PC or tablet, and then select Next.
2. When prompted to sign in to your Microsoft account, enter your Microsoft account credentials, and then select Next.
3. Choose the preferred option for receiving your security code (via alternate email address or text message), enter the required information, and then select Next.
4. Retrieve your security code using the method you selected, enter it, and then select Next.
5. On the One Drive is your cloud storage page, select Next.
6. When prompted with Switch to a Microsoft account on this PC, select Switch.
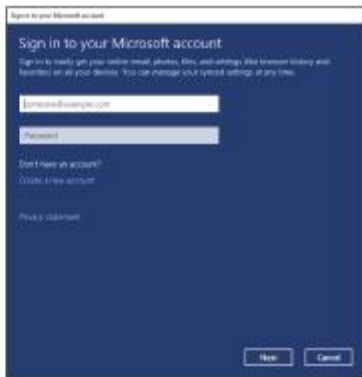
Cortana Home

By learning more about you over time, Cortana becomes increasingly useful every day. She can even learn your preferences and make personalized recommendations. By default, the Cortana Home screen shows the following:

- Local news
- Recommended news

Cortana (Cont'd)

Add a new place

Adding new locations to Cortana's places list is easy. (A great way to start is by letting her know where you live and work.)

To add a place:

1. Select the **Places** ⊞ button.
2. In the lower right corner of the **Places** screen, select **Add**.
3. In the search box, enter an address or a description of the location (such as "Bellevue Towers"), and then press **Enter** to search for that location.
4. In the list of search results provided, choose the place you want to add.
5. Enter a nickname for the place (this is optional).
6. If applicable, select **Set as home** or **Set as work.**
7. Select **Save**.

7.7 REMINDERS

To-do lists on your phone or PC are great, but reminders work best if you get them exactly when you need them. To help you out, Cortana can provide three types of reminders:

- **Time-based,** such as a reminder to leave work at 4 P.M. on Thursday because you have a doctor appointment that day.
- **Place-based,** such as a reminder to get milk the next time you're at the grocery store.
- **Person-based,** such as a reminder to let your spouse know that you need to work late when he or she calls.

As always, when telling Cortana to provide a reminder, you can type or use your voice.

Cortana (Cont'd)

Adding new items to Cortana's Notebook

Cortana respects your privacy and preferences, so she never adds anything to the Notebook without your explicit consent. To add new items to the Notebook:

1. When viewing the Notebook, select the **Add (+)** button in the lower right corner.
2. Select the category you want, and then select the subcategory you want.

Depending on the type of item you're trying to add, Cortana may require additional information—for example, the specific city for which you'd like to see the weather. Just enter enough to get Cortana started, and then follow her lead.


7.6 PLACES

Cortana can keep track of the places that are important to you, such as your home address, where you work, the location of your child's daycare center, and the location of your favorite bakery. She can also use that information to help you out, such as by showing you the traffic for your commute or reminding you to water the plants when you get home.

Cortana (Cont'd)

Display Cortana's Notebook

To display Cortana's Notebook, do one of the following:
- Select theNotebook 🗒 button.
    – OR –
- Select the Menu ▮ button, and then select Notebook 🗒 .
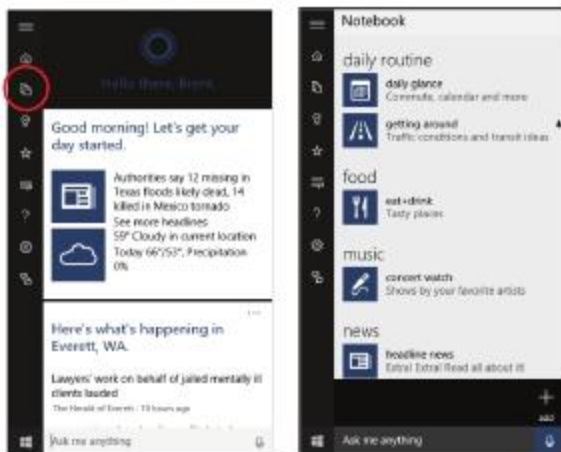
Customize or delete items in Cortana's Notebook

When viewing Cortana's Notebook, select the item you want to customize—your options will vary based on the specific topic or type of information.

- To delete the item from the Notebook, select **Delete**.
    – OR –
- You can change your preferences for that item, and then select **Save**. (For example, you can turn a topic off on Cortana Home and still keep it in the Notebook.)

Cortana (Cont'd)

Customize the topics on Cortana Home

Many of the topics displayed on Cortana Home can be customized. To remove or customize an existing topic, just select the Settings (…) button to the right of the topic you want to customize.

You can add new topics to Cortana Home through Cortana's Notebook, which is where she tracks information about you. The Notebook is covered in the next section of this guide.
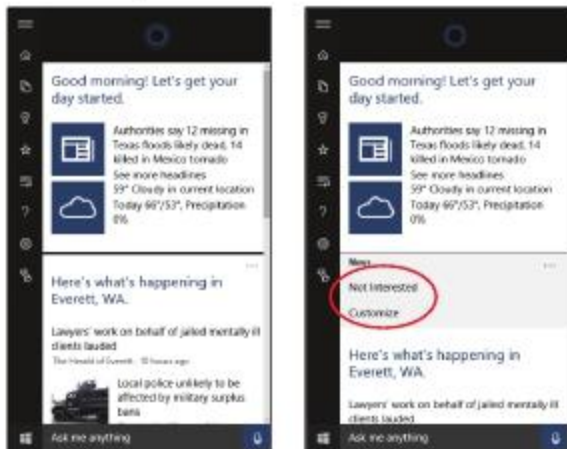
7.5 CORTANA'S NOTEBOOK

Cortana's Notebook is where she keeps track of everything she knows about you—including what you like and what you want her to do. You can use it to tell Cortana about your interests, favorite places, investments, the types of food you like, and more.

Cortana (Cont'd)

Set a new reminder

You can tell Cortana to provide a reminder from Cortana home—just launch Cortana and start typing or speaking. For example, you can tell Cortana to:

- "Remind me to leave work at 4pm today."
- "Remind me to buy milk at the grocery store."
- "Remind me to congratulate John on his new job when I talk to him next."

Cortana will attempt to discern whether the reminder should be time-based, place-based, or person-based. If she can't initially determine that, she'll ask for more information—just follow her lead and provide the necessary details.

View or edit your reminders

You can view and edit the reminders you've told Cortana to provide at any time. From Cortana Home, select the **Reminders** 🔔 button.
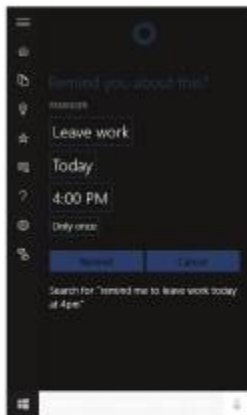
7.8 MUSIC

If you hear a catchy tune that you don't recognize, you can ask Cortana to identify the song. Just select the **Music** 🎵 button and, after listening to the song for a few seconds, Cortana will show you who sings it, which album it's on, and where to get it.

Cortana (Cont'd)

7.9 SETTINGS

It's easy to turn Cortana on or off, and to
customize how she works on your behalf. To do
so, select the **Settings** ⚙ button.

From the **Settings** screen, you can:

1. Turn Cortana on or off—don't worry, turning
   her off won't delete the information she's
   learned about you, such as your reminders
   and places.
2. Change whether you want Cortana to call you
   by name—and, if applicable, the name she
   calls you.
3. Indicate whether to detect tracking
   information—such as for flights or
   packages—in the email you receive on
   your device.
4. Indicate whether Cortana should listen for
   you to say "Hey Cortana" and reply when
   you do so.

At the bottom of the **Settings** screen, you'll find links for managing your Bing search
history, managing your Microsoft advertising and other personalization information,
and more.

Specifications

System Standard Configuration		
Product Form	Form Factor	Convertible 2-in-1
	Dimensions	319.2*210.42*14.5mm
	Weight	1.52KG
LCD	Screen Size	13.3''
	Screen Resolution	1920*1080 IPS
TP	Touch Module	Capacitive panel, multi-point touch, G+G
Battery	Type	Lithium-ion polymer battery 7.4V
	Capacity	5000mAh
	Working Time	6-8 hours
System Hardware Configuration		
CPU	Type	APOLLO LAKE N3350
	Speed	1.1Ghz-2.4GHz
GPU	Type	Intel HD Graphics 500
Memory	Capacity	LPDDR3 4GB
Storage	Capacity	eMMC 32GB
Camera	Front	2.0M
	Rear	N/A
Speaker	Built-in	Built-in stereo speakers 6R/0.8W*4
G-Sensor	Built-in	G-sensor 3 axsi
Network Connections		
WIFI	WIFI Module	WIFI 802.11 ac3165
Bluetooth	BT Module	Bluetooth4.0
Ethernet Network	External Dongle	Supportive
Interface		
Memory Card Slot	External Memory	1x Micro SD card up to 64GB+1*SSD up to 512GB
SIM Card Slot	Data Storage	N/A
USB Interface	Support Data Transfer	Support USB 3.0*2+USB Type C*1
Headphone Jack	Music Output	3.5mm standard headphone jack
HDMI Interface	Video Output	Micro HDMI
Keyboard	Input Device	Hard Keyboard
Main Accessories		
Adapter	Standard Configuration	USB Type C or DC 12V/2A
Main Accessories		
OS	Windows	Windows 10 Home

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception,

which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.

-- Increase the separation between the equipment and receiver.

-- Connect the equipment into an outlet on a circuit different
   from that to which the receiver is connected.

-- Consult the dealer or an experienced radio/TV technician for help.

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

FCC ID: 2ACPR-DTLAPY133-1