Lenovo IdeaPad U300/U300s/ U400

User Guide V1.0

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

ideapad

Notes

- Before using the product, be sure to read *Lenovo Safety and General Information Guide* first.
- Some instructions in this guide may assume that you are using Windows® 7. If you are using other 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 and/or your computer may include features that are not described in this user guide.

Regulatory Notice

- The *Regulatory Notice* provides information about the radio frequency and safety standards. Be sure to read it before using wireless devices on your computer.
- To refer to it, go to http://www.lenovo.com, click **Support**, and then click **User's guides and manuals**.

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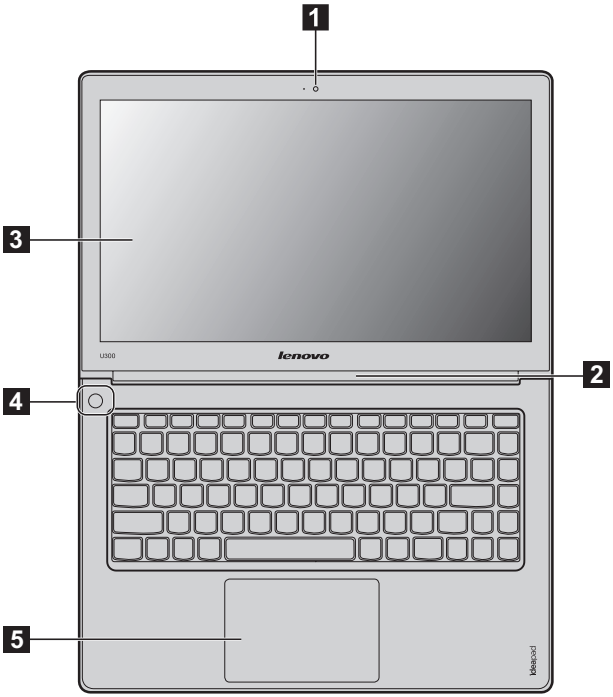
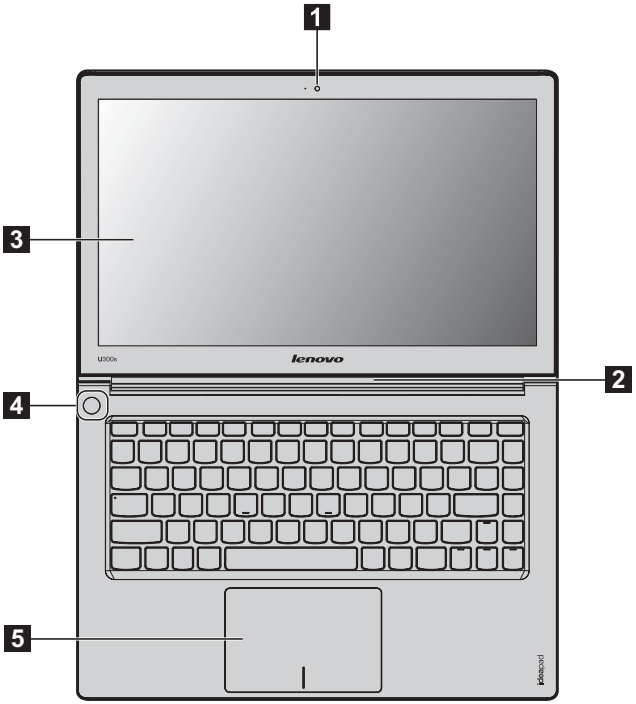
Chapter 1. Getting to know your computer

Top view

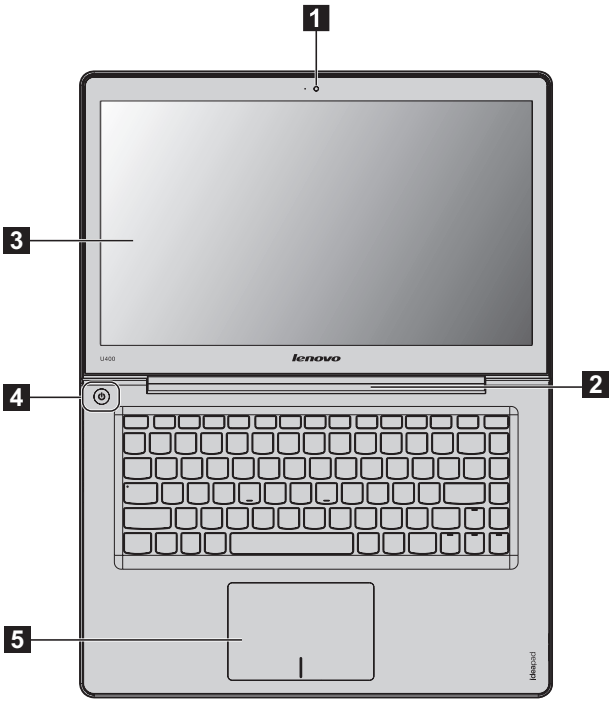
U300



U300s



U400



Note: The illustrations in this manual may differ from the actual product. Please refer to the actual product.

Attention:

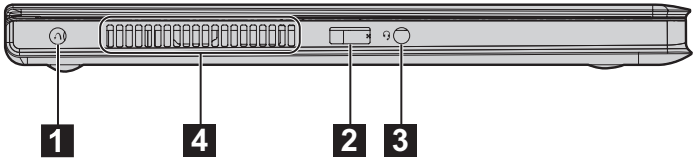
- Do NOT open the display panel beyond 130 degrees. When closing the display panel, be careful NOT to leave pens or any other objects in between the display panel and the keyboard. Otherwise, the display panel may be damaged.

1	**Integrated camera (Select models only)**	Use the camera for video communication.
2	**Wireless module antennas (Select models only)**	The built-in antennas ensure optimal reception of wireless radio.
3	**Computer display**	The LCD display provides brilliant visual output.
4	**Power button**	Press this button to turn on the computer.
5	**Touchpad**	The touchpad functions as a conventional mouse.

Note: For details, see “Using the touchpad” on page 12.

Left-side view

U300



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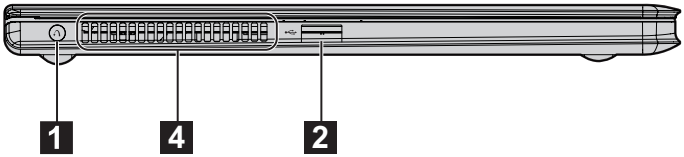

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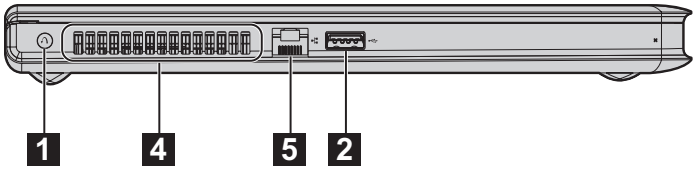


1 **OneKey Rescue system button** Press this button to open OneKey Rescue system (If OneKey Rescue system has been preinstalled) when the computer is powered off.

Note: For details, see “OneKey Rescue system” on page 18.

2 **USB port** Connects to USB devices.

Note: For details, see “Connecting a universal serial bus (USB) device” on page 15.

3 **Headphone mic combo jack** Connects to the headset.

Attention:

- Listening to music at high volume over extended periods of time may damage your hearing.

4 **Fan louvers** Dissipate internal heat.

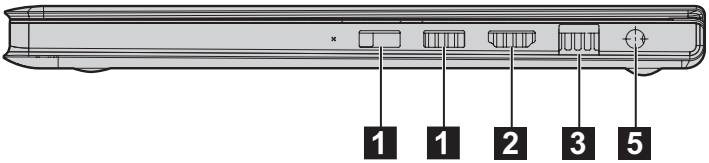
Note: Make sure that none of the fan louvers are blocked or else overheating of the computer may occur.

5 **RJ-45 port** This port connects the computer to an Ethernet network.

Note: For details, see "Wired connection" on page 16.

Right-side view

U300



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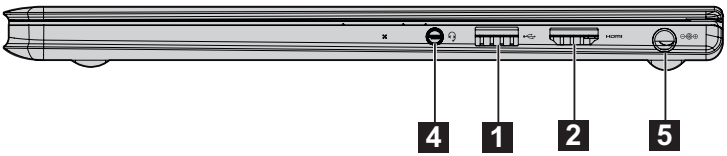

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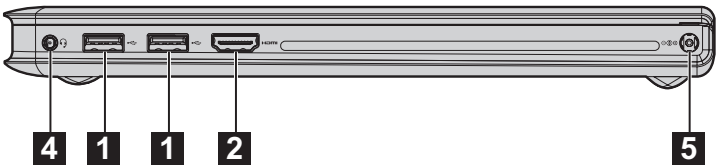


1	**USB port**	Connects to USB devices.

Note: For details, see “Connecting a universal serial bus (USB) device” on page 15.

2	**HDMI port (Select models only)**	Connects to devices with HDMI input such as a TV or a display.
3	**RJ-45 port**	This port connects the computer to an Ethernet network.

Note: For details, see “Wired connection” on page 19.

4 **Headphone mic combo jack** Connects to the headset.

Attention:

- Listening to music at high volume over extended periods of time may damage your hearing.

5 **AC power adapter jack** Connect the AC adapter here.

Note: For details, see “Using AC adapter and battery” on page 11.

Chapter 2. Learning the basics

First use

Reading the manuals

Read the supplied manuals before using your computer.

Conncting to the power

The built-in battery pack is not fully charged at purchase.
To charge the battery and begin using your computer, connect the computer to an electrical outlet. The battery is automatically charged while the computer is running on AC power.

Connecting the computer to an electrical outlet

1. Connect the power cord to the AC adapter.
2. Connect the AC adapter to the AC power adapter jack of the computer firmly.
3. Plug the power cord into an electrical outlet.

Turning on the computer

Press the power button to turn on the computer.

Configuring the operating system

You may need to configure the operating system when it is first used. The configuration process may include the procedures below.

- Accepting the end user license agreement
- Configuring the Internet connection
- Registering the operating system
- Creating a user account

Putting your computer into sleep state or shutting it down

When you finish working with your computer, you can put it into sleep state or shut it down.

Putting your computer into sleep state

If you will be away from your computer for only a short time, put the computer into sleep state. When the computer is in sleep state, you can quickly wake it to resume use, and bypass the startup process.

To put the computer into sleep state, do one of the following.

- Click and select **Sleep** from the Start menu.
- Press **Fn + F1**.

Note: Wait until the power indicator light starts blinking (indicating that the computer is in sleep state) before you move your computer. Moving your computer while the hard disk is spinning can damage the hard disk, causing loss of data.

To wake the computer, do one of the following.

- Press the power button.
- Press any key on the keyboard.

Shutting down your computer

If you are not going to use your computer for a day or two, shut it down.

To shut down your computer, click and select **Shut down** from the Start menu.

Using AC adapter and battery

Checking battery status

You can determine the percentage of battery power remaining by checking the battery icon in the notification area.

Note: As each computer user has different habits and needs, it is difficult to predict how long a battery charge will last. There are two main factors:
- The amount of energy stored in the battery when you commence work.
- The way you use your computer: for example, how often you access the hard disk drive and how bright you make the computer display.

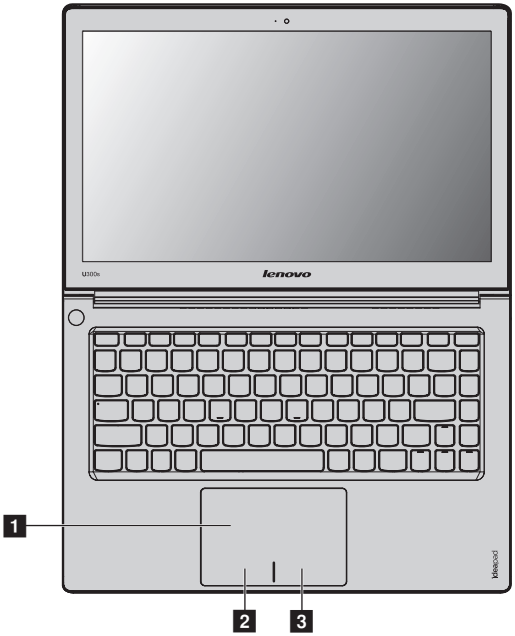
Charging the battery

If the battery power is low, you need to charge the battery.

You need to charge the battery in any of the following situations:
- When you purchase a new battery
- If the battery status indicator starts blinking
- If the battery has not been used for a long time

Notes:
- To increase the life of the battery pack, the computer does not start recharging the battery immediately after it drops from fully charged.
- Charge the battery at a temperature between 50 °F and 86 °F (10 °C-30 °C).
- Full charge or discharge is not required.

Using the touchpad



1	**Touchpad**	To move the cursor on the screen, slide your fingertip over the pad in the direction in which you want the cursor to move.
2	**Left click button**	The function corresponds to that of the left mouse button on a conventional mouse.
3	**Right click button**	The function corresponds to that of the right mouse button on a conventional mouse.

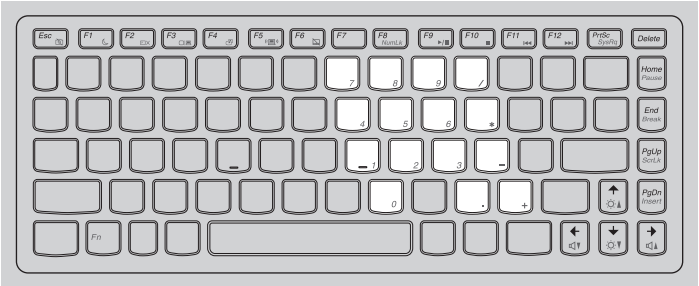
Notes:
- You can enable/disable the touchpad using **Fn+F6**.
- When the touchpad indicator is lit, the touchpad is disabled.

Using the keyboard

Your computer has a numeric keypad and function keys incorporated in its standard keyboard.

Numeric keypad

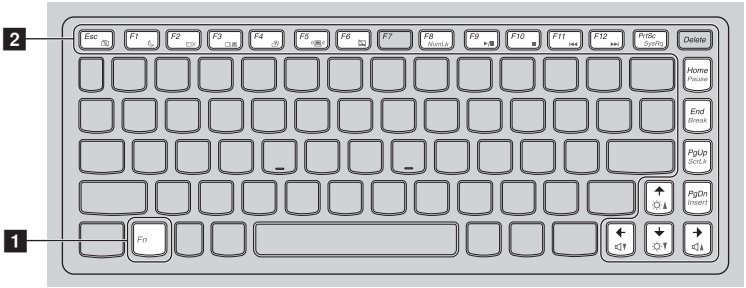
The keyboard has keys that, when enabled, work as a 10-key numeric keypad. To enable or disable the numeric keypad, press **Fn+F8**.



Note: The Num lock indicator will light on if the numeric keypad is enabled.

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 + Esc:	Turn on/off the integrated camera.
Fn + F1:	Enter sleep mode.
Fn + F2:	Turn on/off the backlight of the LCD screen.
Fn + F3:	Open the interface for the display device switch to select this notebook or an external display.
Fn + F4:	Open the interface for display resolution settings.
Fn + F5:	Open the interface for integrated wireless devices settings (on/off).
Fn + F6:	Enable/Disable the touchpad.
Fn + F8:	Enable/Disable the numeric keypad.
Fn + F9:	Start/Pause playback of Windows Media Player.
Fn + F10:	Stop playback of Windows Media Player.
Fn + F11:	Skip to the previous track.
Fn + F12:	Skip to the next track.
Fn + PrtSc:	Activate the system request.
Fn + Home:	Activate the pause function.
Fn + End:	Activate the break function.
Fn + PgUp:	Enable/Disable the scroll lock.
Fn + PgDn:	Activate the insert function.
Fn + ↑ / ↓:	Increase/Decrease display brightness.
Fn + → / ←:	Increase/Decrease sound volume.

Connecting external devices

Your computer has a wide range of built-in features and connection capabilities.

Connecting a universal serial bus (USB) device

Your computer comes with two USB ports compatible with USB devices.

Note: When using a high power consumption USB device such as USB ODD, use the external device's power adapter. Otherwise, the device may not be recognized, and system shut down may result.

Connecting a *Bluetooth* device (Select models only)

If your computer has an integrated *Bluetooth* adapter card, it can connect to and transfer data wirelessly to other *Bluetooth* enabled devices, such as notebook computers, PDAs and cell phones. You can transfer data between these devices without cables and up to 10 meters range in open space.

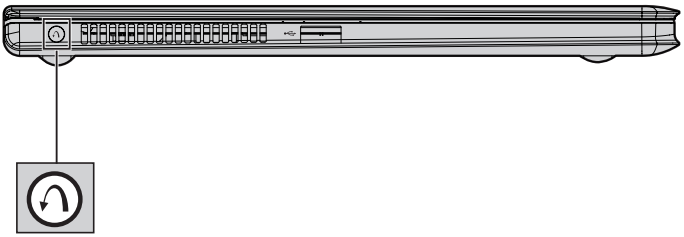
Note: The actual maximum range may vary due to interference and transmission barriers. To get the best possible connection speed, place the device as near your computer as possible.

Enabling *Bluetooth* communications on your computer

1. Slide the integrated wireless device switch from to .
2. Press **Fn** + **F5** to make configuration.

Notes:
- When you do not need to use the *Bluetooth* function, turn it off to save battery power.
- You need to pair the *Bluetooth* enabled device with your computer before you can transfer data between them. Read the documentation supplied with the *Bluetooth* enabled device for details on how to pair the device with your computer.

Special keys and buttons



OneKey Rescue system button

- When the computer is powered-off, press this button to enter the OneKey Rescue system if Lenovo OneKey Rescue system has been preinstalled.
- In Windows operating system, press this button to start Lenovo OneKey Recovery.

Notes:
- A narrow, pointed object is required to press the OneKey Rescue system button.
- For details, see “OneKey Rescue system” on page 21.