CHAPTER **2**

Operating Your Tablet PC

This chapter provides information about the use of the computer.

If you are new to computers, reading this chapter will help you learn the operating basics. If you are already a computer user but are new to Tablet PCs, you may choose to read only the parts containing information unique to your computer.

Described in this chapter are the operating basics of these components:

- Wireless Keyboard
- Touchscreen
- Floppy disk drive
- Hard disk drive
- CD/DVD drive

And these features:

- Starting and stopping the computer
- Function keys
- Video features
- Audio features
- Communication features

Starting and Stopping the Computer

There are a number of ways to start and stop the computer.

Starting the Computer

You always start the computer using the power button ⏻.

A computer starts up with an operating system (OS) existing on the storage device such as the hard disk; or from a floppy disk or CD if you have the docking station installed. The computer will automatically load the OS after you turn it on. This process is called booting.

NOTE: An operating system is the platform for all your software application programs to run on. The most widely used operating system today is Microsoft Windows.

Stopping the Computer

When you finish a working session, you can stop the computer by turning off the power or leaving the computer in Standby or Suspend mode:

To stop in this mode…	Do this…	To start up or resume again
Off	Follow the shutdown procedure of your operating system. This can prevent loss of unsaved data or damage to your software programs.	Press the power button ⏻.
	If the system is locked up because of hardware or software problems, press the power button ⏻ to turn off the computer.	
Standby	Depending on your settings in Windows, you can put the computer in Standby mode by pressing the power button ⏻	Press any key.
Suspend	Depending on your settings in Windows, you can put the computer in Suspend mode by pressing the power button ⏻	Press the power button ⏻.

If you choose to stop in Standby or Suspend mode, you can return to where you left off the next time you start up the computer. (See "Power Management" in Chapter 3 for more information.)

Using the Wireless Keyboard (option)

Before using the wireless keyboard, see section on "Positioning the Tablet PC and Wireless Keyboard" on chapter 1. Your wireless keyboard has all the standard functions of a full-sized computer keyboard.

The standard functions of the keyboard can be further divided into five major categories:

● Mouse-control buttons

● Typewriter keys

● Cursor-control keys

● Numeric keys

● Function keys

Mouse-control Buttons

Mouse-control buttons found on both sides of the wireless keyboard are similar to the buttons on a mouse. The left button (❶) is similar to the left- and right-click mouse function. The right button (❷) allows you to slide the on-screen pointer horizontally, vertically, or diagonally.

Typewriter Keys

Typewriter keys are similar to the keys on a typewriter. Several keys are added such as the **Ctrl**, **Alt**, **Esc**, and lock keys for special purposes. The Control key is normally used in combination with other keys for program-specific functions. The Alternate key is normally used in combination with other keys for program-specific functions. The Escape key is usually used for stopping a process. Examples are exiting a program and canceling a command. The function depends on the program you are using. When the lock keys (Caps Lock, Num Lock, and Scroll Lock) are pressed, their corresponding indicators light up on the Tablet PC front panel's device indicators.
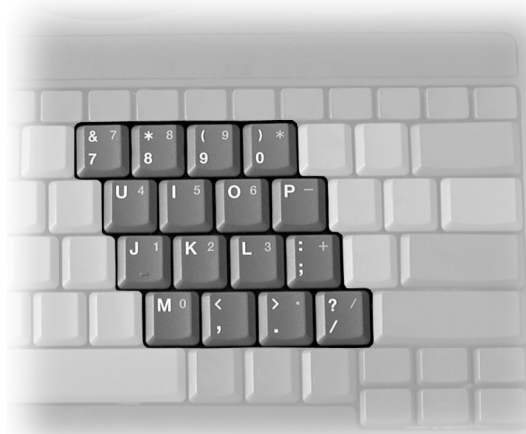
Cursor-Control Keys

NOTE: The word "cursor" refers to the indicator on the screen that lets you know exactly where on your screen anything you type will appear. It can take the form of a vertical or horizontal line, a block, or one of many other shapes.

Numeric Keypad

A 15-key numeric keypad is embedded in the typewriter keys as shown next:

Numeric keys facilitate entering of numbers and calculations. When Num Lock is on, the numeric keys are activated; meaning you can use these keys to enter numerals.

NOTE:
- When the numeric keypad is activated and you need to type the English letter in the keypad area, you can turn Num Lock off.
- Some software may not be able to use the numeric keypad on the external wireless keyboard.

Euro Symbol

If your Windows supports the Euro dollar sign €, you can press the sign on the keyboard.

- To press the Euro sign on the keyboard, hold down either of the **Alt** keys and type 0128 on the numeric keypad of your keyboard.

- To press the Euro sign on an UK keyboard, hold down the **Alt Gr** key and press 4 (which has an Euro sign on it).

Windows Keys

The keyboard has two keys that perform Windows-specific functions: Windows Logo key and Application key.

The Windows Logo key opens the Start menu and performs software-specific functions when used in combination with other keys. The Application key usually has the same effect as a right mouse click. (See your Windows manual for more information.)

Function Keys

On the top row of the keys are the function keys: **F1** to **F12**. Function keys are multi-purpose keys that perform functions defined by individual programs.

Using the Touchscreen

> **CAUTION:** Do not use a sharp object such as a ballpoint pen or pencil on the touchscreen. Doing so may damage the touchscreen surface. Use the included touchscreen pen instead, which can be stretched for better grip and handling.

The touchscreen is a touch-sensitive device that allows you to communicate with the computer by controlling the location of the pointer on the screen and making selection with the buttons.

The touchscreen needs a special device driver support called a PenMount Utility, which allows you to easily use the Tablet PC without any external pointing device.

The touchscreen pen is located at the rear of the Tablet PC (refer to "Rear Components" on chapter 1). You might need to tilt the Tablet PC after opening the touchscreen pen holder to get it. To use the touchscreen, place the touchscreen pen or your forefinger on the touchscreen. As you slide your pen or fingertip across the screen, the pointer, or cursor, on the screen moves in the same direction across the screen as your fingertip or pen moves across the screen.

Touchscreen Pen Holder

Here are some common terms that you should know when using the touchscreen:

Term	Action
Point	Move your finger or pen on the touchscreen until the cursor points to the selection on the screen.
Click	Tap gently anywhere on the touchscreen.
Double-click	Tap twice on the touchscreen rapidly.
Drag and drop	Press lightly on the touchscreen and move your finger or pen until you reach your destination (drag). Finally, release your finger or pen (drop) when you finish dragging your selection to the destination. The object will drop into the new location.
Scroll	To scroll is to move up and down or left and right in the working area on the screen.
	To move vertically, place your finger or pen on the right edge of the touchscreen and slide your finger or pen up and down along the edge. To move horizontally, place your finger or pen on the bottom edge of the touchscreen and slide your finger or pen left and right.
	This function works only after you install the touchscreen driver supplied with the computer and it may not work for all applications.

TABLE NOTE: If you swap the left and right buttons, "tapping" on the touchscreen as an alternative method of pressing the left mouse button will no longer be valid.

Configuring the Touchscreen

You may want to configure the touchscreen to suit your needs. For example, if you are a left-handed user, you can swap the two buttons function of the left mouse-control button on the wireless keyboard so that you can use the right mouse button as the left mouse button and vise versa. You can also change the size of the on-screen pointer, the speed of the pointer, and so on.

To configure the touchscreen, you can use the standard Microsoft or IBM PS/2 driver if you are using Windows. However, you can install the touchscreen driver supplied with your computer to take advantage of more powerful features. (For information on installing the driver, see "How to Use the CD" in Chapter 6.)

Using the Floppy Disk Drive (option)

Your Tablet PC comes with an USB floppy disk drive as drive A through the USB port on the right side, or port replicator on an optional expansion box, or through the USB port located on the plug of an optional CD-ROM drive module.

A floppy disk drive allows you to install new programs into your computer, or to store information on a removable floppy disk so you can transfer information from one computer to another.

Write Protect Tab   *High Density Notch*
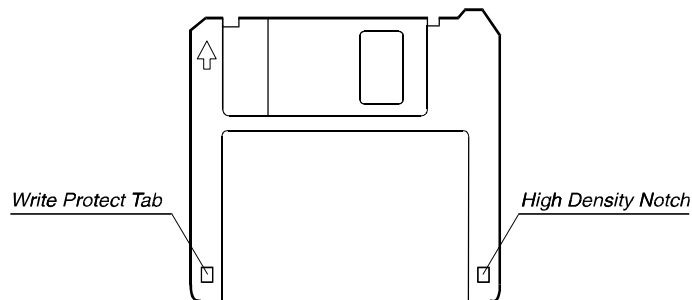
The floppy disk drive is a high-density 3.5-inch one, which can read and write to either double-density (2DD) 720-KB floppy disks or high-density (2HD) 1.44-MB floppy disks. Notice that both types of floppy disk have an arrow imprinted on the front upper left corner, and a sliding write-protect tab on the bottom left corner, as illustrated above. When opened, the write-protect tab prevents data from being written to, or erased from the floppy disk.

Connecting the Floppy Disk Drive

Connect the floppy disk drive through any of the following methods:

● **Through the Tablet PC's USB Port** –
  Insert the USB plug of floppy disk drive into the USB port located on the right side of the Tablet PC.

- **Through the Expansion Port Plug of the CD-ROM Drive Module –**
  Insert the USB plug of floppy disk drive into the USB port located on the expansion port plug of the CD-ROM drive module.

Inserting and Ejecting Floppy Disks

To insert a floppy disk, hold it with the arrow facing up and towards the drive. Slide the disk into the drive until it clicks into place.

To eject a floppy disk, first ensure that the floppy disk drive in-use indicator is off, and then press the eject button on the drive. When the floppy disk pops out of the drive, remove the floppy disk and store it properly.

CAUTION:
- Never turn off or reset the computer while the floppy disk drive in-use indicator is on.
- Always store your floppy disks in a safe, clean container, to protect them from the environment and magnetic fields.
- A floppy disk must be formatted before you can use it. (To know how to format a floppy disk, see your operating system manual.)

Using the Hard Disk Drive

Your computer comes with a hard disk drive as drive C.

A hard disk drive is a storage device with non-removable, rotating, magnetic storage platters inside it. It is where your operating system and application software programs are stored.

Your hard disk drive is a 2.5-inch IDE (Integrated Drive Electronics) hard disk drive. This type of drive embodies the latest in fast, reliable mass storage by integrating all the control circuitry necessary for operation directly onto the drive itself. This allows the drive manufacturer to carefully optimize drive performance.

CAUTION:
- Make regular backups of your data files from your hard disk drive to floppy disks or other storage media.
- Never try to remove or install the hard disk drive while the computer is powered on. Doing so can result in loss of data, and can damage the computer and the hard disk drive's sensitive circuitry.
- Never turn off or reset the computer while the hard disk drive in-use indicator is on.

Using the CD/DVD Drive (option)

Depending on the model, your computer comes with a CD-ROM drive or
DVD-ROM drive module. This drive is usually configured as drive D and
is connected to the expansion port located on the right side of the Tablet
PC.

The drive uses removable 5.25-inch silver CD-ROM discs, which look
like standard music CDs. It is an ideal medium to use for distributing
multimedia because of the huge amount of data that a disc can store.

A CD-ROM drive can read CD-ROMs, audio CDs, and CD-R disk. A
DVD-ROM drive can read DVD (Digital Versatile Disc) discs in addition
to the above discs.

NOTE: If the DVD-ROM drive would be operating for more than half an hour (such as
showing a DVD title), use the AC or car power source instead of the battery. If not, the
battery may run out of power before the operation is complete.

CAUTION:
1. When inserting a CD, do not use force.
2. Make sure the CD is correctly inserted into the tray, and then close the tray.
3. Do not leave the CD tray open. Also, avoid touching the lens in the tray with your
    hand. If the lens becomes dirty, the CD-ROM may malfunction.
4. Do not wipe the lens using materials with rough surface (such as paper towel).
    Instead, use a cotton swab to gently wipe the lens.

FDA regulations require the following statement for all laser-based devices:
"Caution, Use of controls or adjustments or performance of procedures other than
those specified herein may result in hazardous radiation exposure."

Connecting the CD/DVD Drive

Insert the expansion plug of CD/DVD drive into the expansion port
located on the right side of the Tablet PC.

Inserting and Removing a CD

Follow this procedure to insert or remove a CD.

1. Turn on the computer.

2. Press the eject button and the CD tray will slide out partially. Gently pull on it until it is fully extended.

3. To insert a CD, place down the CD in the tray with its label facing up. Slightly press the center of the CD until it clicks into place.

To remove a CD, hold the CD by its outer edge and lift it up from the tray.

4. Gently push the tray back into the drive.

NOTE: In the unlikely event that you are unable to release the CD tray by pressing the eject button, you can manually release the CD. (See "CD/DVD Drive Problems" in Chapter 8.)

Using the Video Features

The video subsystem of your computer features:

- 10.4-inch TFT (Thin-Film Transistor) 18-bit color LCD display with 1024x768 XVGA (Extended Video Graphics Array) resolution.

- Simultaneous display on LCD and external monitor, which is useful when you have a presentation as you can control the screen from your computer and face the audience at the same time.

- Multi-display capability, which allows you to expand your desktop on the screen to another display device so that you have more desktop space to work on.

- Power Management.

Configuring the Display Modes

> **NOTE:** To take advantage of the enhanced video capabilities, the video driver supplied with your computer must be installed.

Your computer has been set to a default resolution and number of colors before shipment. You can view and change display settings through your operating system. See your operating system documentation or online help for specific information.

For displaying in higher resolutions, you can connect an external CRT monitor that supports higher resolutions. (See "Connecting a Monitor" in Chapter 4 for more information.)

The following table lists the display modes supported by your computer.

Display Mode		LCD Only	CRT Only	Simultaneous Display
Resolution	**Colors**			
640x480	8-bit	√	√	√
	16-bit	√	√	√
	24-bit	√	√	√
	32-bit	√	√	√
720x480	8-bit	√	√	√
	16-bit	√	√	√
	24-bit	√	√	√
	32-bit	√	√	√
800x600	8-bit	√	√	√
	16-bit	√	√	√
	24-bit	√	√	√
	32-bit	√	√	√
848x480	8-bit	√	√	√
	16-bit	√	√	√
	24-bit	√	√	√
	32-bit	√	√	√
1024x768	8-bit	√	√	√
	16-bit	√	√	√
	24-bit	√	√	√
	32-bit	√	√	√
1152x864	8-bit		√	
	16-bit		√	
	24-bit		√	
	32-bit		√	

Display Mode		LCD Only	CRT Only	Simultaneous Display
1280x1024	8-bit		√	
	16-bit		√	
	24-bit		√	
1600x1200	8-bit		√	
	16-bit		√	

TABLE NOTE: 8-bit = 256 colors; 16-bit = High Color or 65,536 (64 K) colors; 24 and 32-bit = True Color 16,770,000 (16 M) colors.

Using the Audio Features

The audio subsystem of your computer features:

- Digital audio and analog mixing functions required for recording and playing sound on your computer

- SoundBlaster Pro, Adlib, and Microsoft Windows Sound System support

- Volume control select (❶)

- Volume adjust (increase or decrease) (❷)

- Speaker (❸)

- External audio connectors (❹)

Ways of playing and recording sound vary with the operating system used. See your operating system documentation or online help for specific information.

Connecting Audio Devices

For higher audio quality, you can send or receive sound through external audio devices.

- **Microphone Connector** ($\mathscr{P}^{\!\!\backslash}$) can be connected to an external microphone for recording voice or sound.

- **Audio Output Connector** ($((\!\cdot\!)\!\!\succ$) can be connected to the line-in connector of powered speakers with built-in amplifiers, headphones, or earphone set. This connector is compliant with S/PDIF (Sony/Philips Digital Interface). You can connect audio equipment with S/PDIF to the computer.

Using the Communication Features

Using the Modem

> **NOTE:** To take advantage of the modem feature, the modem driver supplied with your computer must be installed.

The internal 56 K fax/data modem allows you to use the telephone line to communicate with others by fax, email, or connect to an online service or bulletin board.

To connect the telephone line to the modem, connect the end nearest the core on the modem cable to the computer's RJ-11 connector and the other end to the telephone line.

NOTE:
- When using communication software, you may have to disable power management.
- Set the COM port of the modem to COM2.
- Set parameters such as modem speed (baud rate) and line type (pulse dialing or tone dialing).
- Do not enter Standby when using communication software.