- ***Charging the Battery Pack***

   The battery pack can be charged while it is installed in the Notebook PC. Please NOTE that the following with respect to charging or changing the battery pack:

   ◈   If a charged battery pack is not available, save your work and close all running programs and shut down the system or Save-to-Disk.

   ◈   Plug in an external AC/DC power source.

   ◈   You can use the system, suspend system operation or shut down and turn off the system without interrupting the charging process.

   ◈   The battery pack uses Lithium-ion battery cells that have no "memory effect." You do not need to discharge the battery pack before you begin charging. However, to optimized the life of battery, we suggest that once a month the power is consumed entirely.

   ◈   If you do not use the Notebook PC for a long time, it is suggested to remove the battery pack from your computer. This may be helpful to extend your battery life.

   ◈   The actual charging time will be determined by the applications in use.

■ *Disconnecting the AC Power*

When you disconnect the AC adapter, you should:

1. Unplug the power cord from the electrical outlet first (❶).
2. Unplug the connector from the computer (❷).
3. Disconnect the power cord and the connector of AC adapter (❸).
4. When unplugging the power cord, always hold the connector part of the cord. Never pull the cord directly!

Disconnecting the AC
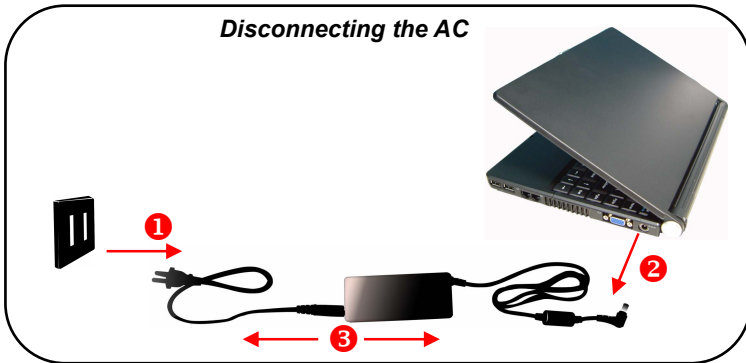
TURNING ON THE NOTEBOOK PC

Now, when the AC adapter is connected, the Notebook PC is ready for use.

● *Operating the Top Cover*

First, open the top cover by sliding the cover button on the front side of the computer, then lifting the top cover gently.   Adjust the top cover to the optimal view position.

● *Turning On the Computer*

1.   Make sure that the computer is connected to the AC power.

2.   Press the power button ( ).   Once pressed, the power button will light glittering White to indicate that the computer is turned on.

3.   When the computer is turned on, it will first perform a series of diagnostic test that is called Power-On Self Test (POST). Then, the operating system (such as Microsoft Windows XP in this manual) should start.   You can start working with your Notebook PC.

CONFIGURING WINDOWS SYSTEM

Before using your computer, you need to activate the Windows XP operating system by the following steps.

1. **Welcome to Microsoft Windows.**

    After the computer is ready for the pre-use configuration, the screen will show the Welcome to Microsoft Windows message. Click **Next** to continue.

2. **What time zone are you in?**

    The computer will request for your time zone and set your computer's clock. In the Time Zone list, click the time zone you are in. For example, select (GMT-05:00) Eastern time (US & Canada) if you live in Boston. Mark the check box if you want to automatically adjust clock for day light saving time. Click **Next**.

3. **The End User License Agreement.**

    The End User License Agreement (EULA) describes your legal rights regarding your use of Windows. Please note that you must accept this agreement to continue to use Windows. Check the **Yes, I accept** item and click **Next** to proceed to the next step.

4. **What's you computer's name?**

   Choose a name for your PC that will help you identify it on your home network, if you have one. In order for your computer to appear on a network, its name cannot be longer than 15 characters or contain any spaces or characters aside from the numbers 0-9, the letters A-Z and a-z, and hyphens. You can also give your computer a friendly description which is optional. Click **Next** to continue.

5. **How will this computer connect to the Internet?**

   Choose one of the options to connect this computer to the Internet, Click **Next**.

6. **Do you want to set up Internet access now?**

   You've finished setting up Windows and your computer is now ready to use. Click **Yes** to set up Internet connection of your PC right away or click **No** to skip it. After setting up the connection, click **Finish** to exit.

7. **Thank you!**

   Congratulations, you're ready to surf with your PC! Click **Finish** to exit.

8. The Windows Login dialog box appears on the screen, click **OK** to login.

9. That's right. You can use your Notebook PC now

TURNING OFF THE NOTEBOOK PC

In Windows operating system, always use the "**Shut Down**" command of the system to turn off the computer. This is the normal operating procedure that can prevent the system problems.

1. Click **Start** (❶) from the taskbar, and then select the **Turn Off Computer** option (❷).

2. Click **Turn Off** (❸) to turn off the system.
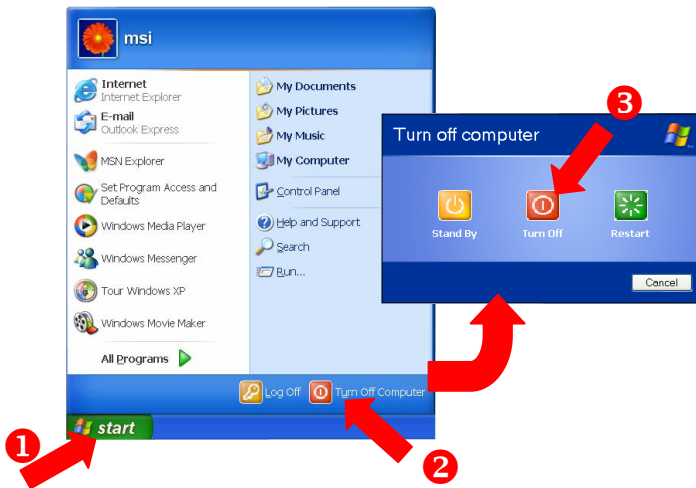
Turning Off the Computer

Notebook

Basic operation

SAFTEY AND COMFORT TIPS

If you are beginner to the Notebook PC, please read the following tips to make yourself safe and comfortable during the operations.

■ *Safety and Comfort Tips*

The Notebook PC is a portable platform that allows you to work anywhere. However, choosing a good workspace is important if you have to work with your Notebook PC for long periods of time.

◈ Your work area should have enough illumination.

◈ Choose the proper desk and chair and adjust their height to fit your posture when operating.

◈ When sitting on the chair and adjust the chair's back (if available) to support your back comfortably.

◈ Place you feet flat and naturally on the floor, so that your knees and elbows have the proper position (about 90-degree) when operating.

◈ Put your hands on the desk naturally to support your wrists.

◈ Adjust the angle/position of the LCD panel, so that you can have the optimal view.

◈ Avoid using your Notebook PC in the space where may cause your discomfort (such as on the bed).

◈ The Notebook PC is an electrical device, please treat it with great care to avoid personal injury.

◘ *Have a Good Work Habit*

Have a good work habit is important if you have to work with your Notebook PC for long periods of time; otherwise, it may cause discomfort or injury to you. Please keep the following tips in mind when operating.

- ◆ Change your posture frequently.
- ◆ Stretch and exercise you body regularly.
- ◆ Remember to take breaks after working for a period of time.

KNOWING THE KEYBOARD

The Notebook PC's keyboard provides all the functions of a full-sized 86-key keyboard and an additional [**Fn**] key for specific functions on the computer. How to use keyboard can divide into four categories: **Typewriter keys**, **Cursor keys**, **Numeric keys** and **Function keys**.
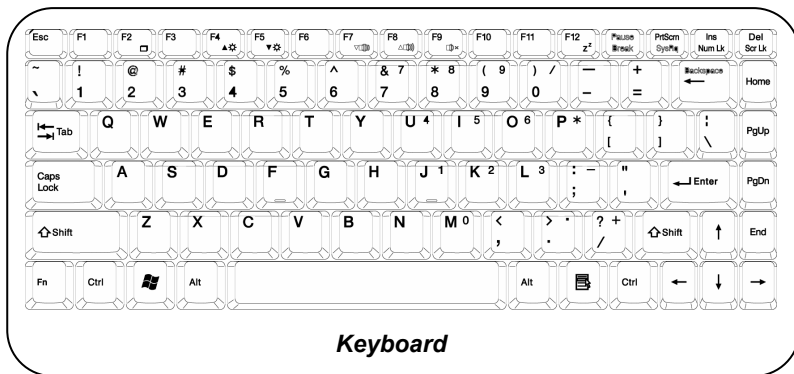
Keyboard

■ *Typewriter Keys*
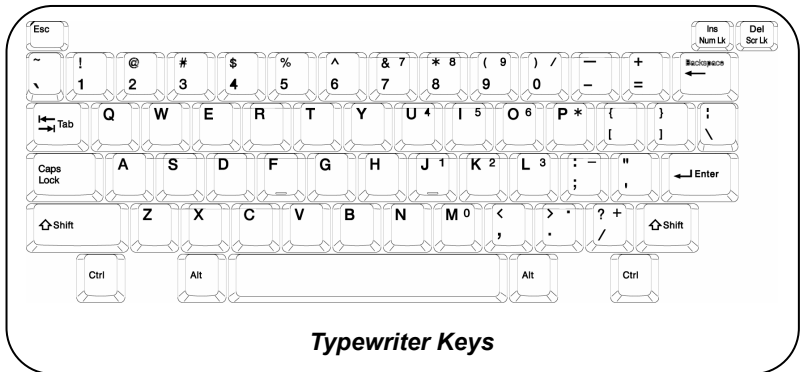
Typewriter Keys

The function of these Typewriter keys is the major function of the keyboard, which is similar to the keys on a typewriter. It also provides several keys for special purposes, such as the [**Ctrl**], [**Alt**] and [**Esc**] key.

When the lock keys are pressed, the corresponding LEDs will light up to indicate their status:

Num Lock: Press and hold the **[Fn]** key and press this key to toggle the Num Lock on and off.   When this function is activated, you can use the numeric keys that are embedded in the typewriter keys.

Caps Lock: Press this key to toggle the Caps Lock on and off. When this function is activated, the letters you type are kept in uppercase.

Scroll Lock: Press and hold the [**Fn**] key and press this key to toggle the Scroll Lock on and off. This function is defined by individual programs.

◻ *Cursor Keys*

The keyboard provides four cursor (arrow) keys and [**Home**], [**PgUp**], [**PgDn**], [**End**] keys at the lower right corner, which are used to control the cursor movement.

Cursor Keys
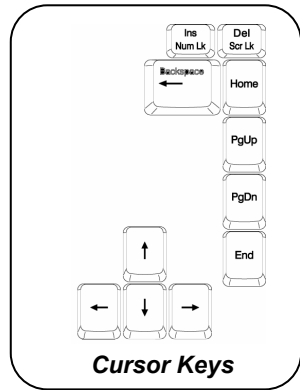
←	Move the cursor left for one space.
→	Move the cursor right for one space.
↑	Move the cursor up for one line.
↓	Move the cursor down for one line.
PgUp	Move to the previous page.
PgDn	Move to the next page.
Home	Move to the beginning of the line (or document).
End	Move to the end of the line (or document).

The Backspace key, [**Ins**] and [**Del**] keys at upper right corner are use for editing purpose.

|	
Ins Num Lk	This key is used to switch the typing mode between "insert" and "overtype" modes.
Del Scr Lk	Press this key to delete one character to the right of the cursor and move the following text left for one space.
Backspace ←	Press this key to delete one character to the left of the cursor and move the following text left for one space.

◻ *Numeric Keys*

The keyboard provides a 15-key numeric keypad, which is embedded in the typewriter keys. When the Num Lock is activated, you can use these numeric keys to enter numbers and calculations.
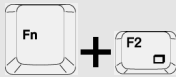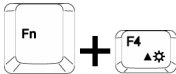

Numeric Keys
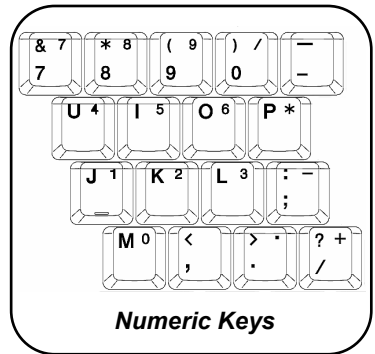
■ *Function Keys*

● *Windows Keys*

You can find the Windows Logo key ( ) and one Application Logo key ( ) on the keyboard, which are used to perform Windows-specific functions, such as opening the Start menu and launching the shortcut menu.　For more information of the two keys, please refer to your Windows manual or online help.
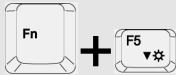
● *[Fn] Key*

Fn + **F2**	Switch the display output mode between the LCD, external monitor and Both.
Fn + **F4**	Increase the LCD brightness.
Fn + **F5**	Decrease the LCD brightness.
Fn + **F7**	Decrease the built-in speaker's volume.
Fn + **F8**	Increase the built-in speaker's volume.
Fn + **F9**	Disable the computer's audio function.
Fn + **F12**	Force the computer into suspend mode (depending on the system configuration).
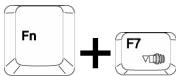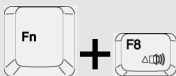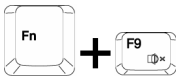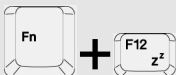
KNOWING THE TOUCHPAD

The touchpad integrated in your computer is a pointing device that compatible with standard mouse, allowing you to control the computer by pointing the location of the cursor on the screen and making selection with its two buttons.
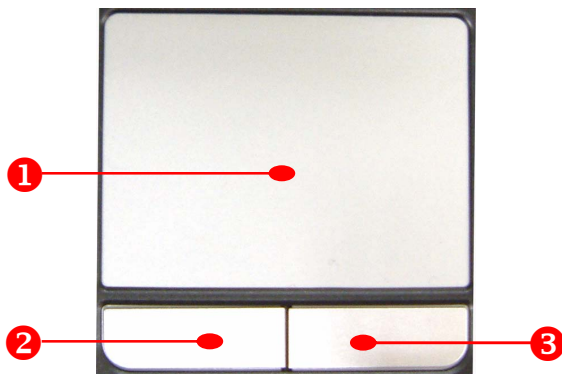
❶   **Cursor Movement Area**

This pressure-sensitive area of the touchpad, allows you to place your finger on it and control the cursor on the screen by moving your finger.

❷   **Left Button**

Acts as the mouse's left button.

❸   **Right Button**

Acts as the mouse's right button.

■ *Using the Touchpad*

● *Positioning and Moving*

Place your finger on the touchpad (usually using the forefinger), and the rectangular pad will act as a miniature duplicate of your display. When you move your fingertip across the pad, the cursor on the screen will move simultaneously in the same direction.   When your finger reaches the edge of the pad, lift your finger and replace it on a proper location of the touchpad.

● *Point and Click*

When you have moved and placed the cursor over an icon, a menu item or a command that you want to execute, simply tap slightly on the touchpad or press the left button to select.   This procedure, called as point and click is the basics of operating your Notebook PC. Unlike the traditional pointing device such as the mouse, the whole touchpad can act as a left button, so that your each tap on the touchpad is equivalent to pressing the left button.   Tapping twice more rapidly on the touchpad is to execute a double-click.

- ***Drag and Drop***

    You can move files or objects in your computer by using drag-and-drop. To do so, place the cursor on the desired item and slightly tap twice on the touchpad, and then keep your fingertip in contact with the touchpad on the second tap. Now, you can drag the selected item to the desired location by moving your finger on the touchpad, and then lift your finger from the touchpad to drop the item into place. Alternately, you can press and hold the left button when you select an item, and then move your finger to the desired location; finally, release the left button to finish the drag-and-drop operation.

Move the cursor by sliding your fingertip.

Put your wrist on the desk comfortably.

Using the Touchpad

● *Configuring the Touchpad*

You can customize the pointing device to meet your personal needs. For example, if you are a left-hand user, you may want to swap the functions of the two buttons.   In addition, you can change the size, shape, moving speed and other advanced features of the cursor on the screen.

To configure the touchpad, you can use the standard Microsoft or IBM PS/2 driver in your Windows operating system.   The **Mouse Properties** in **Control Panel** allows you to change the configuration.
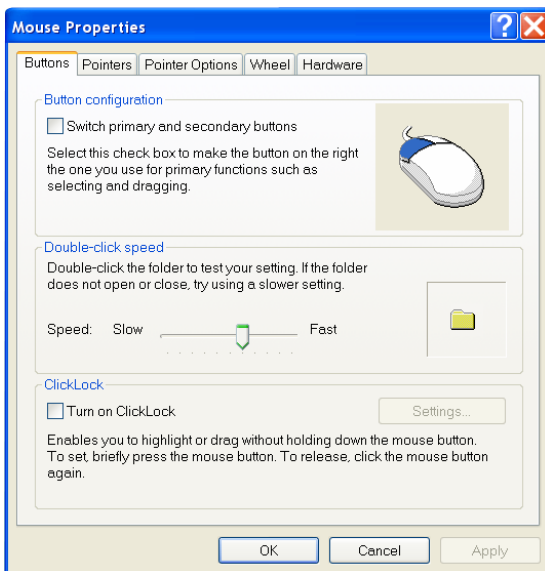
Mouse Properties Window

The Hard Disk Drive

Your computer is equipped with a 2.5-inch IDE (Integrated Drive Electronics) hard disk drive. The hard disk drive is a storage device with much higher speed and larger capacity than other storage devices, such as the floppy disk drive and optical storage devices. Therefore, it is usually used to install the operating system and software applications.

The hard disk drive is a non-removable storage device in your computer. However, you can upgrade it by replacing a lager capacity hard disk drive.

1. To avoid unexpected data loss in your system, please backup your critical files regularly.

2. Do not turn off the computer when the Hard Disk In-use LED is on.

3. Do not remove or install the hard disk drive when the computer is turned on. The replacement of hard disk drive should be done by an authorized retailer or service representative.

Things to know…

Using the Optical Storage

Your computer is equipped with an optical storage device, which is known as the CD/DVD-ROM, CD-RW, DVD Combo and DVD Dual drive. The actual device installed in your computer depends on the model you purchased.

CD-ROM Drive: Allow you to read CD disks, including audio CDs and CD-R/RW disks.

DVD-ROM Drive: Allow you to read DVD disks and CD disks, including movie DVDs, audio CDs and CD-R/RW disks.

CD-RW Drive: Allow you to create the CD-R/RW disks containing your own contents.

DVD Combo Drive: A cost-effective solution that can work both as a DVD-ROM drive and a CD-RW drive.

DVD Dual Drive: A dual format recorder, allow you to record both the –R/RW and +R/RW formats.

> 1. *The optical storage devices are classified as a Class 1 Laser products. Use of controls or adjustments or performance of procedures other than those specified here in may result in hazardous radiation exposure.*
> 2. *Do not touch the lens inside the drive.*
>
> *Things to know…*

◻ *Inserting the CD*

The following instruction describes the general procedure when operating the optical storage device, including the DVD-ROM drive.

1. Confirm that the computer is turned on.
2. Press the Eject Button on the drive's panel (❶) and the CD tray will slide out partially.   Then, gently pull the tray out until fully extended.
3. Place your CD in the tray with its label facing up.   Slightly press the center of the CD to secure it into place (❷).
4. Push the tray back into the drive.

■ *Removing the CD*

1. Confirm that the computer is turned off.
2. Press the Eject Button on the drive's panel and the CD tray will slide out partially. Then, gently pull the tray out until fully extended (❶).
3. Hold the CD by its edge with your fingers and lift it up from the tray (❷).
4. Push the tray back into the drive.
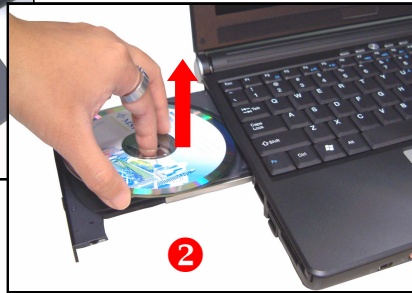
1. Confirm that the CD is placed correctly and securely in the tray before closing the tray.

2. Do not leave the CD tray open.

Things to know…

■ *Releasing the CD Manually*

If the CD tray can not be open as usual, you can release it manually.

1. Confirm that the computer is turned off.

2. Insert a pointed object (e.g. a straightened clip) into the Emergency Eject Hole (❶) and the CD tray will slide out partially.   Gently pull the tray out until fully extended (❷).

3. Remove the CD and push the tray back into the drive.

Note

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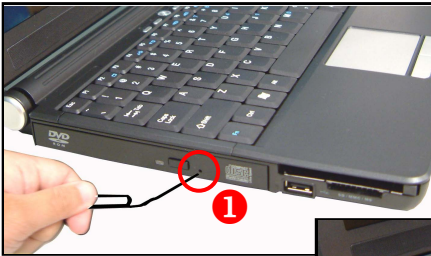
Notebook

Peripheral Device

Connecting the External Devices

The I/O (input/output) ports on the rear panel of the computer allow
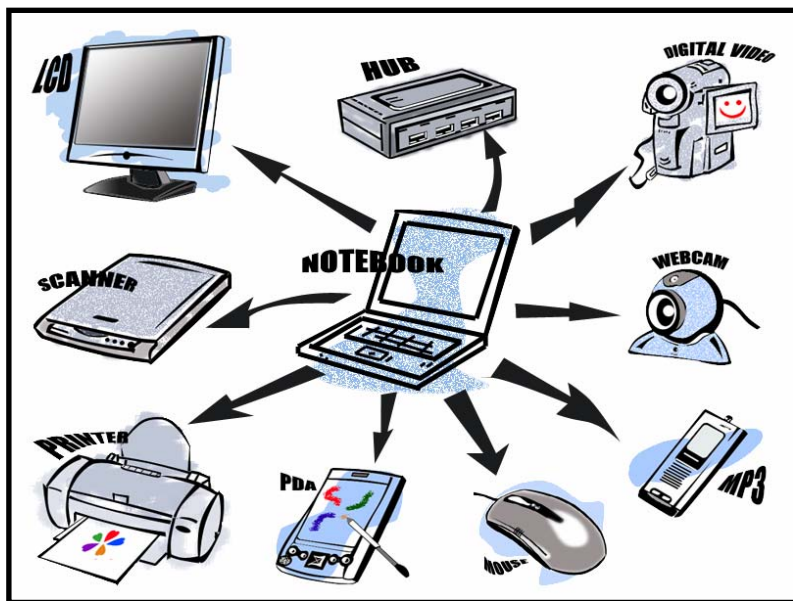you to connect peripheral devices.   For the information of these I/O
ports, please refer to *Product View*.

▣   *Connecting the Peripheral Devices*

❶ Connecting the Mouse

You can connect a mouse to your computer through the PS2 port or USB port. If there is no PS port available on your computer, but you only have mouse of PS2 connector, please purchase a USB connector first. To connect the mouse:

1. Turn on the computer and install the mouse driver.
2. Connect your mouse to the computer.
3. The computer may auto detect your mouse driver and enable the mouse function. If there is no detection of you mouse you can manually enable the mouse by going to **Start Menu → Control Panel → Add Hardware** to add the new device.

❷ Connecting the WebCam

You can connect a WebCam to your computer through the USB port. To connect the WebCam:

1. Turn on the computer and install the WebCam driver.
2. Connect your WebCam to the computer.
3. The computer may auto detect your WebCam driver and enable the WebCam function. If there is no detection of you WebCam you can manually enable the WebCam by going to Start Menu → Control Panel → Add Hardware to add the new device.

❸　**Connecting the Keyboard**

You can connect a mouse to your computer through the PS2 port or USB port. If there is no PS port available on your computer, but you only have mouse of PS2 connector, please purchase a USB connector first.   To connect the mouse:

1. Turn on the computer and install the mouse driver.
2. Connect your mouse to the computer.
3. The computer may auto detect your mouse driver and enable the mouse function. If there is no detection of you mouse you can manually enable the mouse by going to Start Menu → Control Panel → Add Hardware to add the new device.

❹　**Connecting the Printer**

If your printer has a USB interface, you can then use the USB port on the computer to connect the printer. The following instruction describes the general procedure to connect a printer:

1. Turn off the computer.
2. Connect one end of the printer cable to the computer's USB port and the other end to the printer.
3. Connect the power cord and turn on the printer.
4. Turn on the computer and the system will detect a new device.   Install the required driver.

For further instructions, please refer to your printer's manual.

❺ **Connecting the External Monitor**

You can connect an external monitor to your computer through the VGA port for a larger view with higher resolution. To connect the monitor:

1. Make sure that the computer is turned off.
2. Plug the monitor's D-type connector into the computer's VGA port.
3. Connect the monitor's power cord and turn on the monitor.
4. Turn on the computer and the monitor should respond by default. If not, you can switch the display mode by pressing [**Fn**]+[**F2**]. Alternately, you can change the display mode by configuring the settings in **Display Properties** of Windows operating system.

❻ **Connecting the IEEE 1394**

The IEEE 1394 port of your computer is a next-generation serial bus that features a high-speed transfer rate and the connection of up to 63 devices, allowing you to connect many high-end peripheral devices and consumer electronic appliances, such as the DV (digital video camera). The IEEE 1394 standard interface supports "**plug-and-play**" technology, so that you can connect and remove the IEEE 1394 devices without turning off the computer.

To connect the IEEE 1394 device, simply connect the cable of the device to the IEEE 1394 port of your computer.

■ *Connecting the Communication Devices*
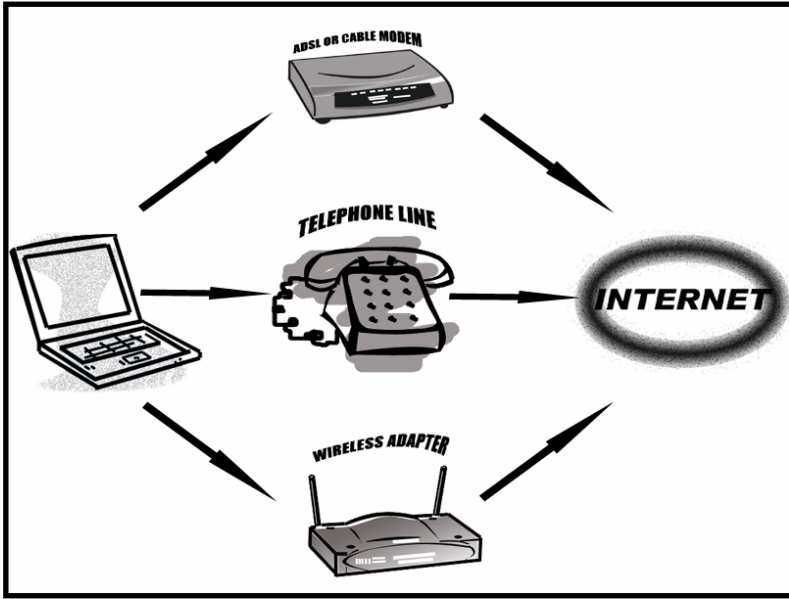
● *Using the LAN*

The RJ-45 connector of the computer allows you to connect the LAN (local area network) devices, such as a hub, switch and gateway, to build a network connection.   This built-in 10/100 Base-T LAN module supports data transfer rate up to 100Mbps.

The following diagram describes the basic connection in a network environment.   For more instructions or detailed steps on connecting to the LAN, please ask your MIS staff or network manager for help.

- *Using the Modem*

  The built-in 56Kbps fax/data modem allows you to use a telephone line to communicate with others or to dial-up to connect the Internet. The following diagram provides the basic connection of modem. For more instructions or detailed steps on dialing-up through the modem, please ask your MIS staff or Internet service provider (ISP) for help.

> 1. *To reduce the risk of fire, use only No. 26 AWG or larger telecommunication lone cord.*
> 2. *You are strongly recommended to install the modem driver included in the software CD of your computer to take full advantage of the modem feature.*

Things to know…

◘ *Installing the PC Card*

The PC card slot of your computer allows you to install comprehensive Type-II PC cards that support various functions for your necessary, including the LAN/WLAN card, modem card and memory card.

The following instruction provides you with a basic installation for the PC card, including how to install and remove it. For more information, please refer to the manual of your PC card.

● *Installing the PC card*

1. Locate the PC card slot on your notebook computer. If there is the dummy card in the slot, remove it first.

2. Insert the PC card into the slot (usually with its label facing up) and push it until it is firmly seated.
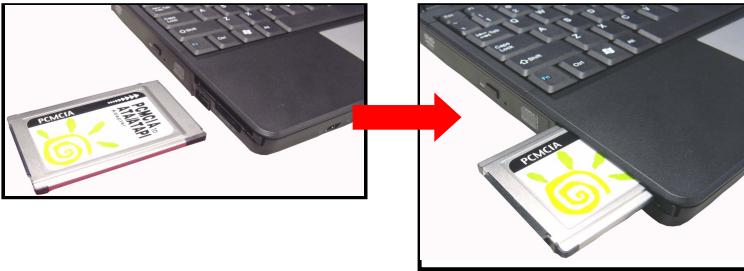
- ● *Removing the PC card*

  1. Press the Eject Button to make it stretch out.

  2. Push the Eject Button (❶) and the PC card will slide out.　Pull it out of the slot (❷).

> 1. *Do not hold the "golden finger" when installing the PC card; otherwise, it may cause interference or damage to the PC card.*
>
> 2. *Before removing the PC card, you should stop the device in Windows operating system.*
>
> # *Things to know…*

Safely Remove Hardware

If you connect any peripheral device to your system, the **Safely Remove** Hardware icon ( ) will appear on the taskbar. Duble-click the icon to bring up the Safely Remove Hardware dialog box. You can see all connected peripheral devices here. If you want to remove any of the devices, move the cursor to the device and click **Stop**.
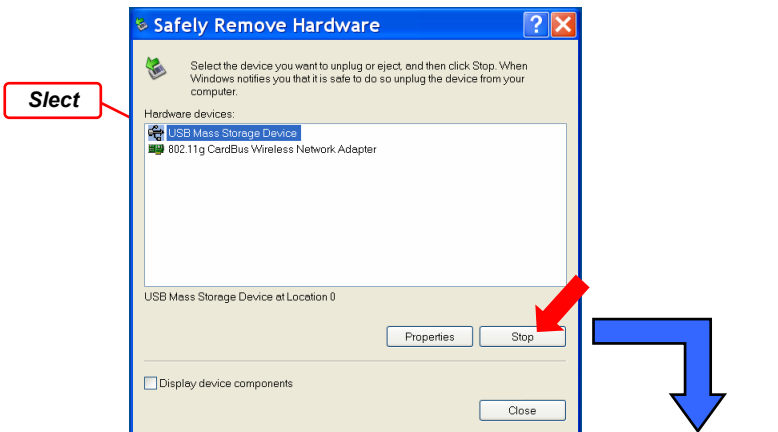
The following dialog box is to confirm the device to be removed. Click **OK** to continue.
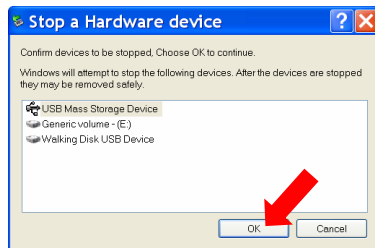
You have successfully removed the device. Click **Close** to exit.

Notebook

BIOS Setup

BIOS SETUP UTILITY

■ When to Use BIOS Setup?

You may need to run the BIOS Setup when:

◆ An error message appears on the screen during the system booting up and requests you to run SETUP.

◆ You want to change the default settings for customized features.

◆ You want to reload the default BIOS settings.

■ How to Run BIOS Setup?

To run the BIOS Setup Utility, turn on the computer and press the [Del] key during the POST procedure.

If the message disappears before you respond and you still wish to enter Setup, restart the system by turning it OFF and ON, or simultaneously pressing [Ctrl]+[Alt]+[Delete] keys to restart.

> *The screen snaps and setting options in this chapter are for your references only. The actual setting screens and options on your computer may be different because of BIOS update.*
>
> ## *Things to know…*

■ *Control Keys*

You can use only the keyboard to control the cursor in the BIOS Setup Utility.

←	Press left arrow to select one menu title.
→	Press right arrow to select one menu title.
↑	Press up arrow to select one item under the menu title.
↓	Press down arrow to select one item under the menu title.
⇧ Shift **+** + =	Increase the setting value or make changes.
−	Decrease the setting value or make changes.
← Enter	1) Open the selected item to change setting options. 2) Bring up a sub-menu when available.
⇤ Tab	In some items, press this key to change setting field.
F1	Bring up help screen providing the information of control keys.
Esc	1) Exit the BIOS Setup Utility. 2) Return to the previous screen in a sub-menu.
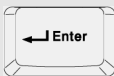
BIOS SETUP MENU

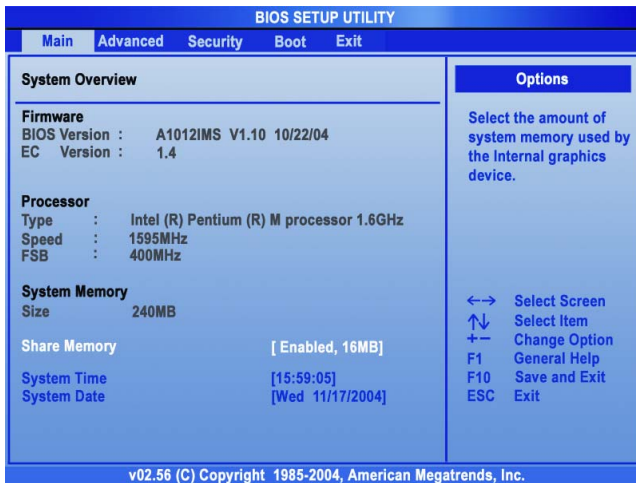Once you enter the BIOS Setup Utility, the Main menu will appear on the screen. The Main menu displays the system information, including the basic configuration.

Main menu

Show System Overview information about BIOS version, CPU features, Memory size and setting of System Time and Date.

Advanced menu

Configure IDE and USB settings.

Security menu
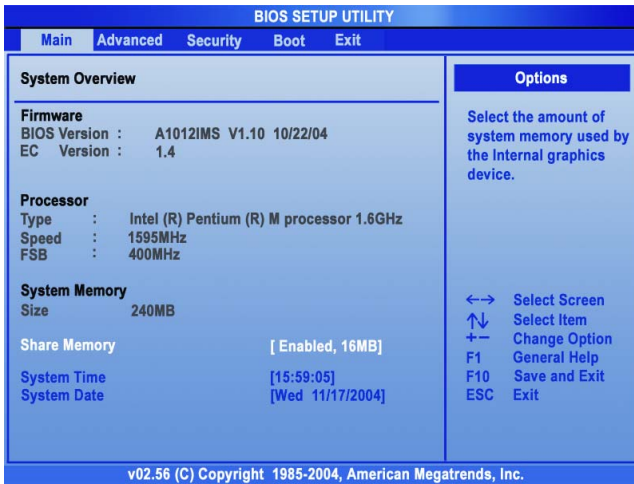
Install or clear Supervisor's and User's Password settings.

Boot menu

Set up Boot Type and Boot Sequence.

Exit menu

Choose decided status before leaving the BIOS menu.

▪ *MAIN MENU*

BIOS SETUP UTILITY

| Main | Advanced | Security | Boot | Exit |

System Overview

Firmware
BIOS Version :   A1012IMS V1.10 10/22/04
EC   Version :   1.4

Processor
Type   :   Intel (R) Pentium (R) M processor 1.6GHz
Speed   :   1595MHz
FSB   :   400MHz

System Memory
Size   240MB

Share Memory   [Enabled, 16MB]

System Time   [15:59:05]
System Date   [Wed 11/17/2004]

Options

Select the amount of system memory used by the Internal graphics device.

←→   Select Screen
↑↓   Select Item
+−   Change Option
F1   General Help
F10   Save and Exit
ESC   Exit

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● *System Overview*

System Overview will show you BIOS version and other information about its build date and update notes. Following is CPU's information about its Type and Speed.

The variable settings in Main menu are Share Memory, System Time and System Date.

● *Share Memory*

Some devices need to share with PC's memory to accelerate their performance. Select an available and acceptable value from the menu. There are modes of 1MB, 4MB, 8MB, 16MB, 32MB provided to select.

- ***System Time***

  This item allows you to set the system time. The system clock will go on no matter you shut down the PC or get into sleep mode. The set format is [hour:minute:second].

- ***System Date***

  This item allows you to set the system date. The date format is [day:month:date:year].

Day	Day of the week, from Sun to Sat, which is determined by BIOS (read-only).
Month	The month from 01 (January) to 12 (December).
Date	The date from 01 to 31.
Year	The year can be adjusted by users.