Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet Service Provider (ISP). If you have chosen America Online as an ISP, follow these instructions to set up and connect to your account. To establish a different ISP service, or to transfer an existing account to this computer, contact the ISP directly.

If you set up an account with America Online, an Internet e-mail address is created for you. After completing the setup you are ready to access the Internet.

HelpSpot | For more information on setting up an Internet account, double-click the **HelpSpot** icon on your desktop.

To set up an Internet account with America Online:

1 Double-click the **America Online Included** icon. If the icon is not on the Windows desktop, look for the **America Online Included** icon located in the Online Services folder on the Windows desktop.

2 Follow the on-screen instructions. After setting up your account, you can connect to the Internet and access your e-mail services.

Accessing your Internet account

HelpSpot	For more information on accessing your Internet account, double-click the **HelpSpot** icon on your desktop.

To connect to your America Online Internet account:

1 Double-click the **America Online Included** icon. The Connect dialog box opens.

2 Complete the member name and password information, then click **Connect**. The computer dials the Internet account telephone number.

If you are using a service other than America Online, check with your ISP for the correct procedure for connecting.

After connecting, the Web browser window opens. For information about the Web and the Web browser, see "Using the World Wide Web" on page 91.

To disconnect from your America Online Internet account:

■ Click **X** in the top right corner of the America Online program. Your computer disconnects from the Internet.

If you are using a service other than America Online, check with your ISP for the correct procedure for disconnecting.

Important	Make sure that your computer disconnects correctly from your Internet account. If you do not have an "unlimited hours" ISP account, you may have to pay for the time that you are connected, even if you are not at the computer.

Using the World Wide Web

The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer, which comes installed on your new computer.

Web pages can contain not only text, but animations, music, and other multimedia features.

A group of related *Web pages* is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on the Web page called *links*, or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, select **Help** in the menu bar.

Link

Web page

Linked Web page
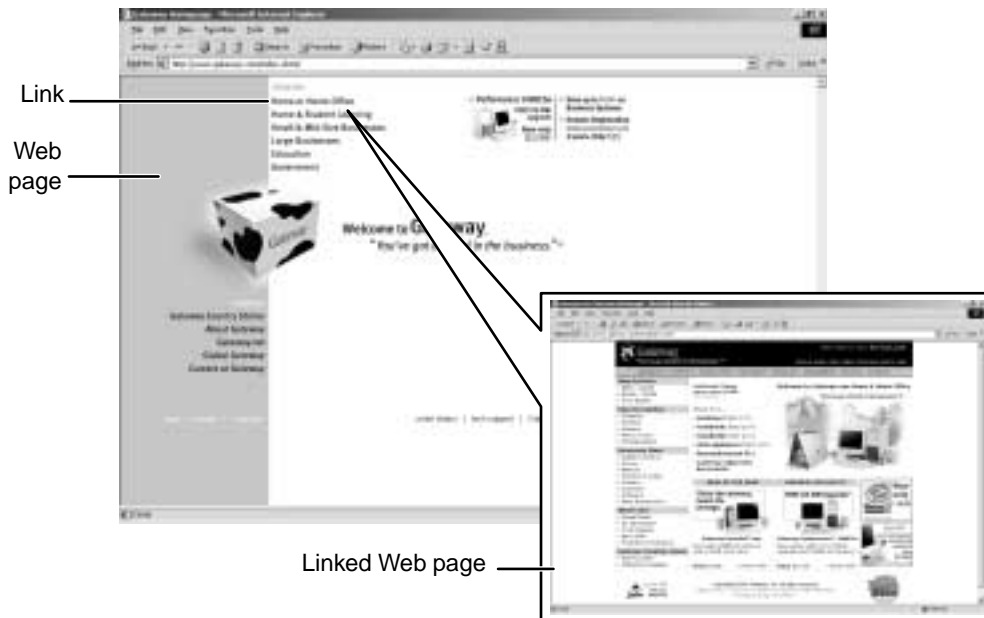
Connecting to a Web site

After you set up an account with an Internet Service Provider (ISP) such as America Online, you can access the many information sources on the World Wide Web.

HelpSpot	For more information on connecting to a Web site, double-click the **HelpSpot** icon on your desktop.

To connect to a Web site:

1 Connect to your Internet account. After the computer connects, a default opening page or welcome screen opens.

2 To go to a different Web site, type the *address* (called a *URL* for "Universal Resource Locator") in the browser address bar (for example **www.gateway.com**) then click **GO** on the browser address bar.

www.gateway.com	▼	GO

- OR -

On the current Web page, click a link to a Web site.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your computer, and displays the page on the site that you requested.

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

Downloading is the process of transferring files from a computer on the Internet to your computer.

To protect your computer against viruses, make sure that you scan the files you download. For more information, see "Protecting your computer from viruses" on page 219.

HelpSpot

For more information on downloading files, double-click the **HelpSpot** icon on your desktop.

To download files or programs from a Web site:

1 Connect to your Internet account.

2 In the address bar, type the address of the Web site that contains the file or program you want to download, then click **GO** on the browser address bar.

- OR -

Click a link on a Web page to navigate to the Web site containing the file that you want to download.

3 Create or locate the folder where you want to store the file on your computer.

4 Click the link on the Web page for the file that you want to download.

5 Follow the on-screen instructions for saving the file in the folder that you created.

A copy of the file is downloaded to your computer. The time that it takes to transfer the file to your computer depends on file size and Internet conditions.

6 Open the folder that you created.

7 Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.
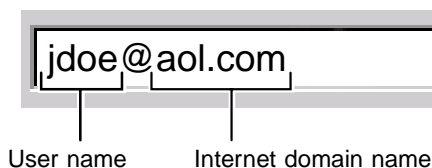
Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet Service Provider (ISP) or company that "hosts" that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with America Online might have an e-mail address that is similar to this one:

jdoe@aol.com

     User name   Internet domain name

Sending e-mail

HelpSpot

For more information on sending e-mail, double-click the **HelpSpot** icon on your desktop.

To send e-mail using America Online:

1 Connect to your America Online account.

2 Click **Write**.

3 Type the e-mail address of the recipient you want to send e-mail to in the **Send To** box.

4 Type the subject of your e-mail in the **Subject** box.

5 Type the e-mail message.

6 When finished, click **Send Now**. Your e-mail is sent over the Internet to the e-mail address you specified.

Checking your e-mail

HelpSpot

For more information on checking your e-mail, double-click the **HelpSpot** icon on your desktop.

To check your e-mail using America Online:

1 Connect to your America Online account.

2 Click **Read**.

For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

Using Multimedia

7

This chapter provides information on using the multimedia capabilities of your notebook. Read this chapter to learn how to:

- Use the diskette drive
- Use the CD/DVD drive
- Play CDs and DVDs
- Use Audio DJ (Solo 9550 only)
- Record and play audio files
- Use Windows Media Player
- Use MusicMatch
- View the display on a television
- Capture video using the IEEE 1394 (Firewire) port

Using drives

This section explains how to use the diskette, CD, and DVD drives.
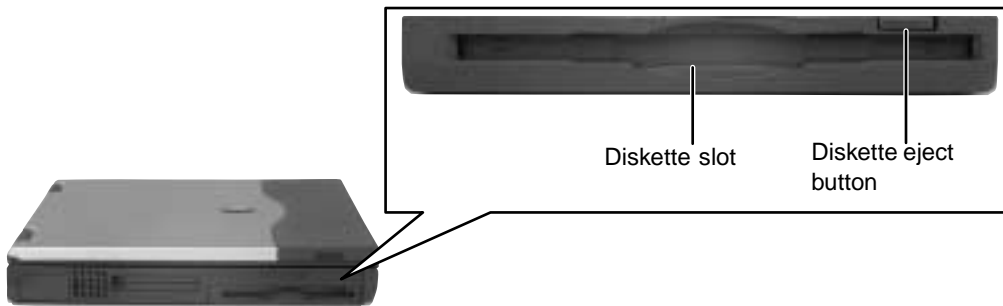
Using diskettes

The diskette drive uses 3.5-inch diskettes (sometimes called *floppy disks*). Diskettes are useful for storing files or transferring files to another computer.

Warning	Do not expose diskettes to water or magnetic fields. Exposure could damage the data on the diskette.

Diskette slot   Diskette eject button

To use a diskette:

1 Insert the diskette into the diskette drive with the label facing up.

2 To access a file on the diskette, double-click the **My Computer** icon, the drive letter, then the file.

3 To remove the diskette, make sure the drive activity light is off, then press the diskette eject button.

Using the CD/DVD drive

You can use your computer to enjoy a wide variety of multimedia features, such as making recordings, listening to audio CDs, and watching DVD movies.

| CD/DVD tray | Activity light | Eject button | Manual eject hole |
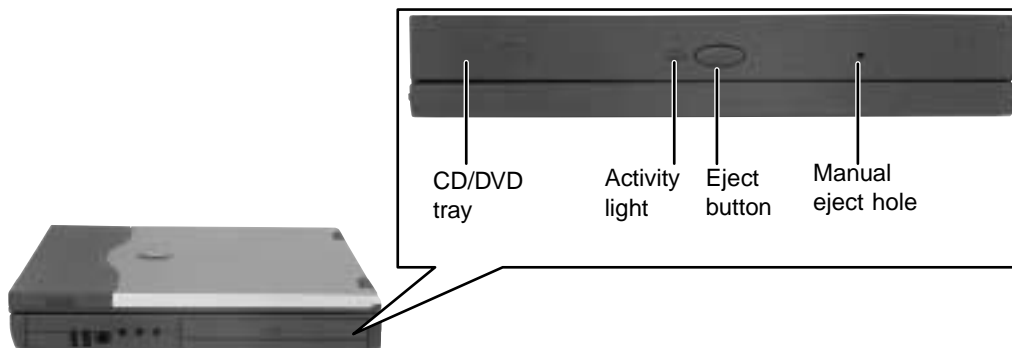
To insert a CD/DVD:

1 Press the eject button on the CD/DVD drive, then pull the disc tray completely open.

2 Place the CD or DVD in the tray with the label up, then press down carefully on the disc until it snaps into place.

| **Important** | When you place a single-sided disc in the tray, make sure that the label side is facing up. If the disc has two playable sides, place the disc so that the name of the side you want to play is facing up. |

3 Push the tray in until it is closed.

Using Audio DJ on the Solo 9550

You can play CDs on your Solo 9550 without turning on the notebook. You control Audio DJ by using the buttons on the front of the notebook.
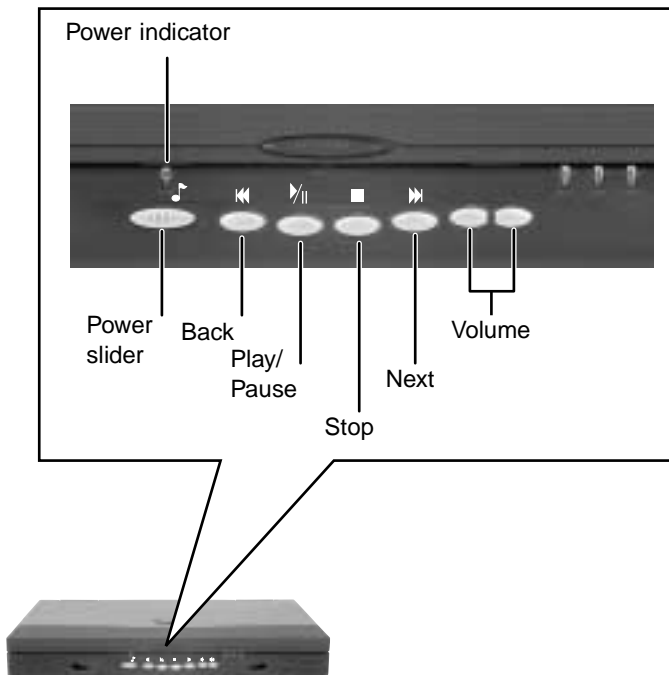
Component	Description
Power indicator	Indicates the current Audio DJ status: ▪ LED green - Audio DJ is turned on and playing. ▪ LED amber - Audio DJ is turned on and play is stopped. ▪ LED off - Audio DJ is turned off.
Power slider	Slide to the right to turn on the Audio DJ and slide to the left to turn off the Audio DJ. This switch works only when the Solo 9550 is turned off.
Back	Skip back one song.
Play/Pause	Select play to start playing your CD or pause to pause playing.
Stop	Stop playing

Component	Description
Next	Skip ahead one song.
Volume	Press the left button to increase the volume and the right button to decrease the volume.

To play a CD using Audio DJ:

1 Slide the power slider to the right.

2 Complete the steps in "Using the CD/DVD drive" on page 99.

3 Press the play button.

Adjusting the volume

You can use the volume controls to adjust the overall volume and the volume of specific sound devices in your computer.
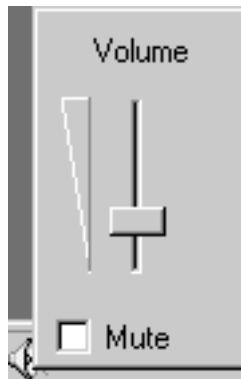
HelpSpot | For more information on adjusting volume, double-click the **HelpSpot** icon on your desktop.

To adjust overall volume level:

■ Click the **speaker** icon on the taskbar, then drag the slider to change the volume or click to select the **Mute** check box.
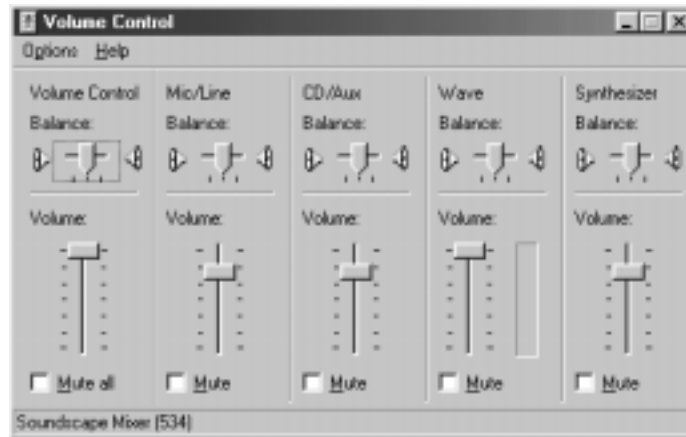
-OR-

On the keyboard, press the volume buttons to change the volume, or press the mute button to turn off all sound. See "Using the keyboard" on page 36 for the location of the volume control buttons.

To adjust specific volume levels:

1 Double-click the speaker icon on the taskbar. The Volume Control dialog box opens.

If the device you want to adjust does not appear in the Volume Control dialog box, select **Options**, then **Properties**. Select the audio device you want to adjust, then click **OK**.

2 Drag the volume level and balance sliders for the device you want to adjust, then close the window. For more information about the volume controls, select **Help** in the Volume Control dialog box.
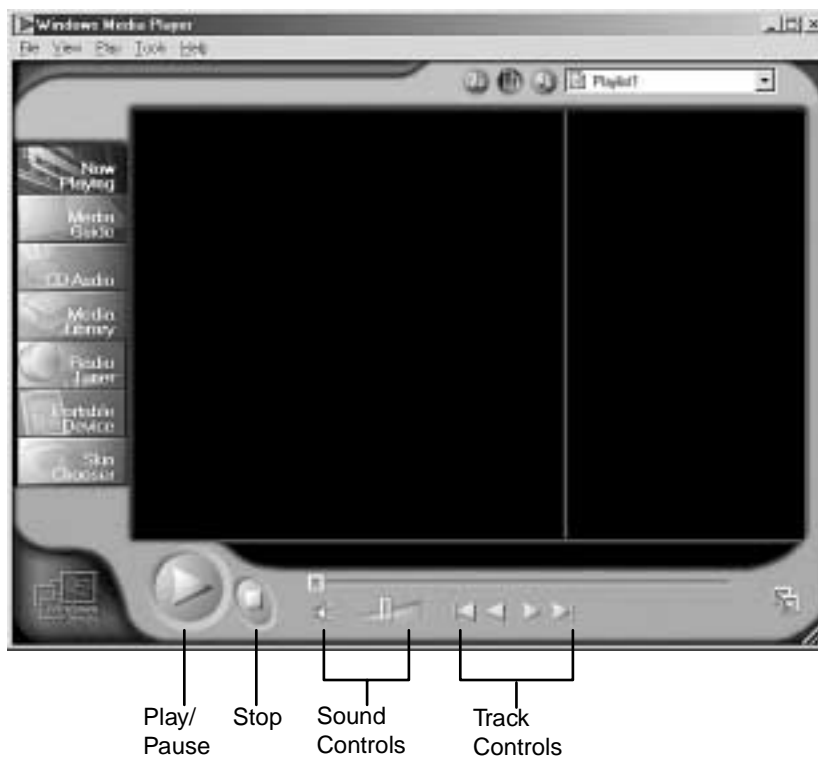
Listening to CDs in Windows Me

The Windows Media Player turns your computer into a multimedia center. Use the player to listen to Internet radio stations, play and copy your CDs, look for Internet movies, and create lists of all media on your computer. For more information about the using the Windows Media Player, select **Help**.

To listen to a CD in the Windows Media Player:

■ Insert a CD into the CD/DVD drive. The Windows Media Player opens and the CD plays.

If the Windows Media Player does not open automatically when you insert the CD, open it from the Start menu by clicking **Start**, then selecting **Programs**, then **Windows Media Player**. When the media player opens, click ▶ (play).

Play/Pause   Stop   Sound Controls   Track Controls

Listening to CDs in Windows 98

Use the CD/DVD drive and the Windows CD Player to play an audio CD.

To play a CD:

■ Insert a CD into the CD/DVD drive. The CD Player opens and the CD plays.

If the CD Player does not open automatically when you insert the CD, open it from the Start menu by clicking **Start**, then selecting **Programs**, **Accessories**, **Entertainment**, then **CD Player**. When the CD Player opens, click ▶ (play).
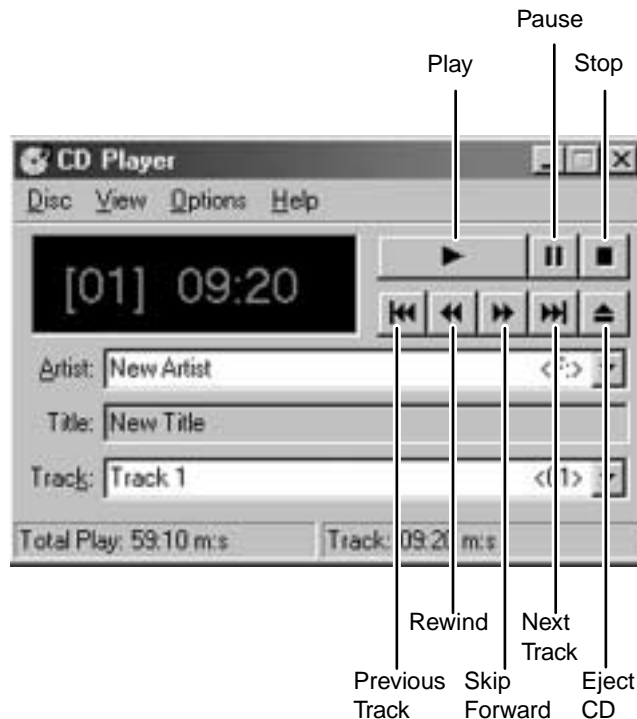
If you do not hear audio or you want to change the volume, see "Adjusting the volume" on page 102.

Recording and playing audio

Use the instructions below to make an audio recording by speaking into the microphone.

HelpSpot

❓

For more information on recording and playing audio, double-click the **HelpSpot** icon on your desktop.

⚙️ **To make an audio recording:**

1 Plug a microphone into the external Microphone jack.

- OR -

Use the built-in microphone.

2 Click **Start**, then select **Programs**, **Accessories**, **Entertainment**, then **Sound Recorder.** The Sound Recorder opens.

Rewind   Fast   Play   Stop   Record
        Forward
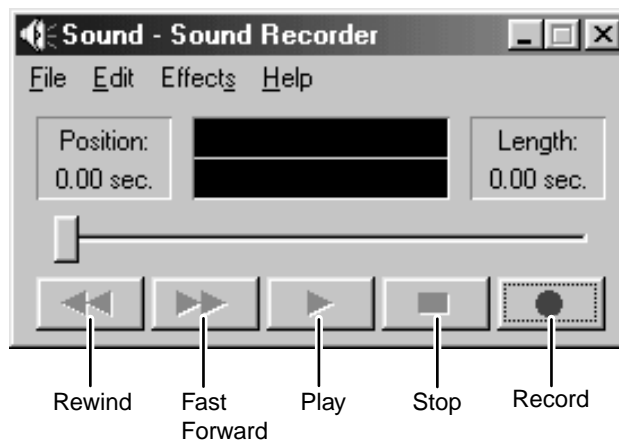
3 Click ● (record), then speak into the microphone.

4 When you finish recording, click ■ (stop).

5 Select **File**, then **Save As**. The Save As dialog box opens.

6 Name the recording, specify the path, then click **Save**. The recording is saved.

🎲

To play an audio recording in Sound Recorder:

1 Open the Sound Recorder.

2 Select **File**, then **Open**. The Open dialog box opens.

3 Select the file you want to play, then click **Open**.

4 Play the file by clicking ▶ (play), then stop playing the file by clicking ■ (stop).

Playing audio and video files with Windows Media Player

The Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using the Windows Media Player, select **Help**.

To play a file using the Windows Media Player:

1 Click **Start**, then select **Programs**, **Accessories**, **Entertainment**, then **Windows Media Player**. The Windows Media Player opens.
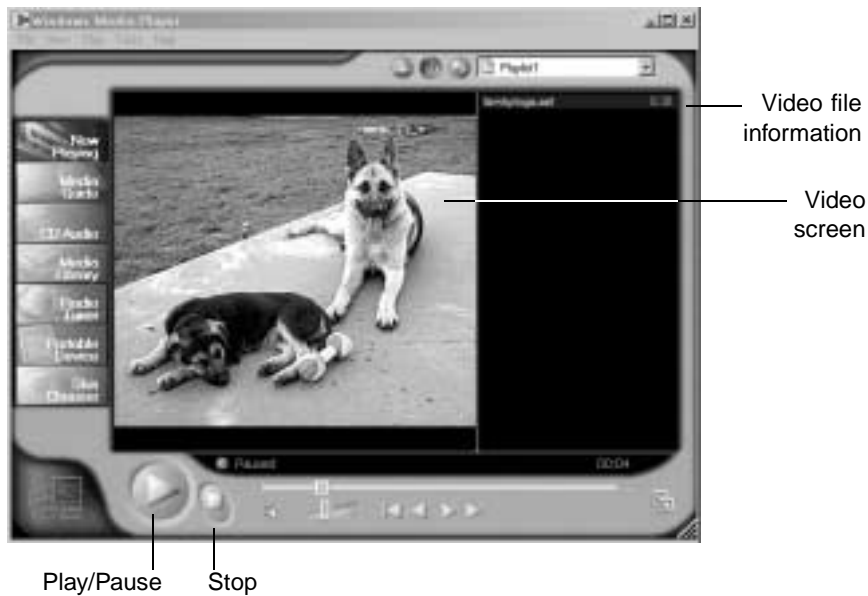
Video file information

Video screen

Play/Pause   Stop

2 Select **File**, then **Open**. The Open dialog box opens.

3 Select the file you want to play, then click **Open**.

4 Play the file by clicking ▶ (play), then stop playing the file by clicking ■ (stop).

For more information about the Windows Media Player, select **Help**.

Playing a DVD

A Digital Versatile Disc (DVD) is similar to a standard CD but has greater data capacity. Because of this increased capacity, full-length movies, several albums of music, or several gigabytes of data can fit on a single disc. If your computer has a DVD drive, you can play DVDs with the DVD Player program. See the DVD help for more information about using the DVD player.

To play a DVD:

1 Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.

2 Turn off your system screen saver and standby timers.

3 Click **Start**, then select **Programs**, **DVD Player**, then **DVD Player**. The DVD Player video screen and control panel open.

4 Insert a DVD into the DVD drive, then click ▶ (play). The DVD plays.

5 To control the DVD or adjust the volume, use the controls in the DVD player. For more information on using the DVD player, see its online help.

Using MusicMatch

Using the MusicMatch™ program, you can:

- Play music CDs
- Create MP3 music files from your music CDs
- Use your music files to build a music library
- Enter music track information
- Listen to Internet Radio

HelpSpot	For more information on using MusicMatch, double-click the **HelpSpot** icon on your desktop.

Playing CDs

You can use the MusicMatch program to play music CDs.

To play a music CD:

1 Double-click the **musicmatch JUKEBOX** icon on your desktop. MusicMatch opens.

2 Insert the music CD into the CD/DVD drive on your computer, then click the **CD** tab. The names of the music tracks appear in the playlist area.

3 Click ▶ (play).

Creating music files

Using MusicMatch, you can copy the tracks from a music CD to your computer's hard drive as MP3 files.

Here are some terms that you need to know before you get started:

- **Bit rate** is the number of bits required to store one second of music. CD quality is 128 kilobits per second. A high bit rate gives you better sound quality but the file size is also larger. For information about changing the sound quality settings, see the online help in MusicMatch.

- **MP3** (MPEG Layer 3) is a standard for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. MP3 files end in the file extension **.MP3**.

- **Ripping** is the process of copying a music track from a music CD and storing it on your computer's hard drive.

To create (rip) MP3 files:

1 Double-click the **musicmatch JUKEBOX** icon.

2 Insert a CD into the CD/DVD drive, then click ● (record). The Recorder window opens.

3 In the Recorder window, select the tracks you want to record, then click ● (record). The tracks that you selected are copied as MP3 files to your computer's hard drive.
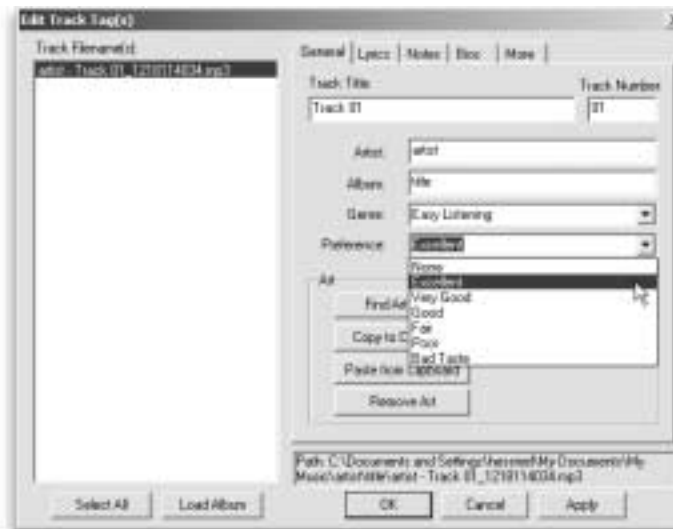
Editing track information

After you add a CD track as an MP3 file to your music library, you can edit the track's information.

To edit track information:

1 In MusicMatch, click **Music Library**. The Music Library window opens.

2 In the Music Library window, right-click the file, then select **Edit Track Tag**. The Edit Track Tag dialog box opens.

3 Enter information such as track title, lead artist, album, and genre.

4 Click **OK**. The new track information is displayed in the MusicMatch playlist, music library, and recorder.

Building a music library

Use MusicMatch to build a music library. You can organize your music tracks by categories, find a track quickly by using the sort features, and add information to a music file.

You can add music tracks to your music library by:

- **Creating MP3 files** – When you create MP3 files from the tracks on your music CD, MusicMatch automatically adds these files to your music library.

- **Dragging and Dropping** – Drag and drop files from Windows Explorer or your desktop to the music library.

- **Downloading files from the Internet** – When you are connected to the Internet, MP3 files that you download are automatically added to your music library.

Changing the music library display settings

To change the music library display settings:

1 In MusicMatch, select **Options**, then **Settings**. The Settings window opens.

2 Click the **Music Library** tab.

3 Select the categories that you want to display in the columns, then click **OK**.

Listening to Internet radio

Use the Radio feature in MusicMatch to listen to Internet Radio stations.

To listen to an Internet radio station:

1 Connect to the Internet, then in MusicMatch, click **Radio Stations**.

The Radio window opens.

2 To select one of the MusicMatch Internet radio stations, select one of the Popular Stations. You can also choose another Internet radio station by clicking **Broadcast Radio**. A window opens that lists radio stations by music format, city, or country.

3 Select a radio station, then click **Play**. MusicMatch connects to the station.

Using advanced features

You can also use MusicMatch to create your own music CDs and to download MP3 files to your portable MP3 player. See the online help that came with MusicMatch.

Viewing the display on a television

The TV out (NTSC/PAL Composite Video) jack on your notebook, port replicator, or docking station lets you view your notebook display on a television screen using a standard RCA video cable. The S-Video out jack on your port replicator or docking station lets you view your notebook display on a television screen using a standard S-Video cable.

Important	To turn on external video by default, connect the television (or other external video device) before starting your notebook.

Important	DVD playback to a VCR will be scrambled by copyright protection technology.

To view your notebook display on a television:

1 Connect one end of a standard RCA video cable to the TV out (Composite Video) jack on your notebook, port replicator, or docking station.

-OR-

Connect one end of a standard S-Video cable to the S-Video out jack on your port replicator or docking station.

2 Connect the other end of the cable to the Video in jack on your television or VCR.

3 Click **Start**, then select **Settings**, then **Control Panel.** The Control Panel window opens.

4 Click/Double-click the **Display** icon. The Display Properties window opens.

5 Click the **Settings** tab.

6 Reset your display screen area setting to 640 × 480 with large text fonts for best viewing. For more information on customizing screen settings, see "Adjusting the screen and desktop settings" on page 152.

7 Click the **Advanced** button. The ATI Mobility M4 Properties dialog box opens.

8 Click the **Displays** tab.

Click here
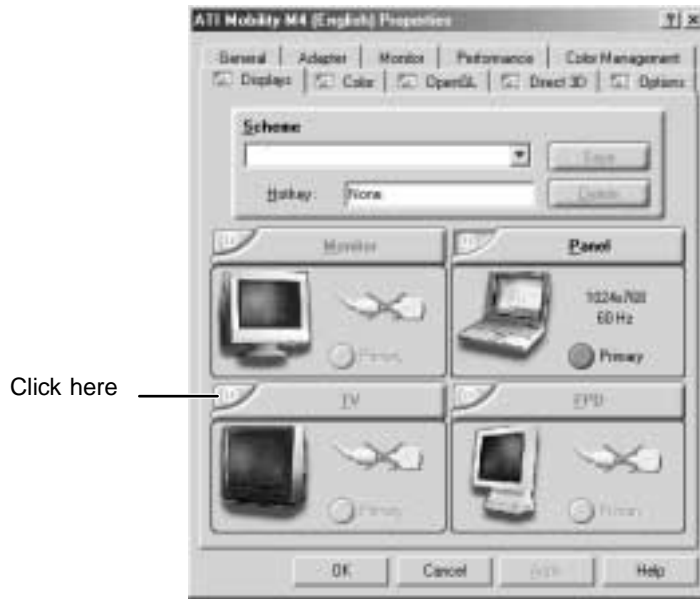
9 Click the tab in the upper left corner of the TV option. TV is now selected as your primary display.

10 Click **OK**.

Capturing video

MGI VideoWave IV is a video capture program that lets you capture and edit full-motion video, single images, and audio through the IEEE 1394 (Firewire) port. If your notebook has the IEEE 1394 port installed, MGI VideoWave IV has already been installed on your system.

To use MGI VideoWave:

1 Connect the Video out jack of your external source, such as a video camera, to the IEEE 1394 port (if available) on the side of your notebook.

2 Click **Start**, then select **Programs**, then **MGI VideoWave IV**. The program starts. For more information on using MGI VideoWave, see its online Help.

Sending and Receiving Faxes

8

PhoneTools lets you send and receive faxes using the modem.

After you have created a document using a spreadsheet, word processor, or graphics program, you can send it as a fax. You can also receive faxes on your notebook. This chapter shows you how to:

- Set up a fax cover page
- Create and send a new fax
- Fax a document you created in another program
- Receive, view, and print a fax

Setting up your cover page

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers will contain this information, which is required by law.
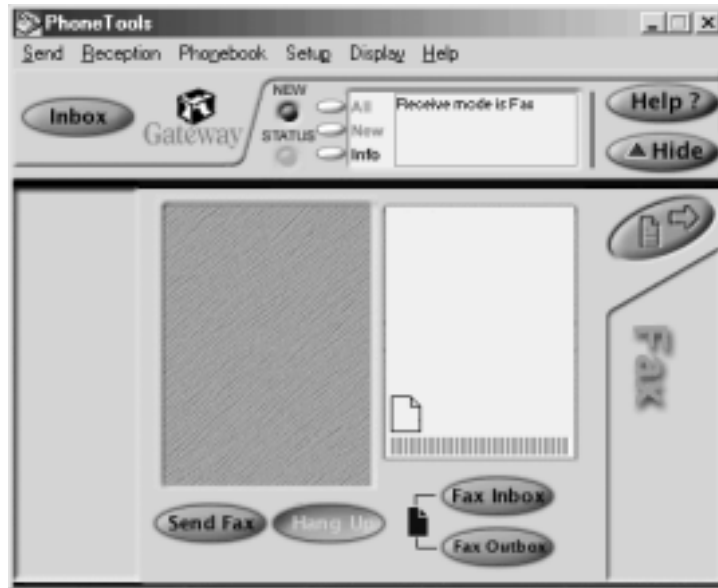
HelpSpot

For more information on setting up a fax cover page, double-click the **HelpSpot** icon on your desktop.

To set up your fax cover page:

1 If PhoneTools is not open, click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.

2 Select **Setup**, then select **General Setup**. The General Setup dialog box opens.

3 Click the **Customize** tab, then type your personal information in the **User** boxes.

4 Click the **Fax** tab, then enter your name and fax number in the **Fax identifier** text box. This identifier information is required by law. You can enter up to 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.

Important

Some fax machines cannot use special characters such as hyphens. We suggest using spaces instead of hyphens in telephone and fax numbers.

5 Click **OK**.

6 If you want to change the logo that appears on the cover page, select **Setup**, then select **Logo Management**. The Logo Management dialog box opens.

7 If you do not want the PhoneTools logo on your cover page, click the picture then click the clear button.

- OR -

If you want to replace the PhoneTools logo with one of your own, click the import button then select a picture for the logo. The picture must be saved in a supported format (.BMP, .DGR, .GIF, .JPG, .PCX, .T31, or .TIF) and be small enough to fit in the logo box.

8 Click **OK**.

Sending a fax

HelpSpot

For more information on sending a fax, double-click the **HelpSpot** icon on your desktop.

To send a fax:

1 If PhoneTools is not open, click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.

2 Click **Send Fax**. The Send Fax Wizard opens.

3 Enter the recipient's name, company (if applicable), and fax number, then click **Next**.
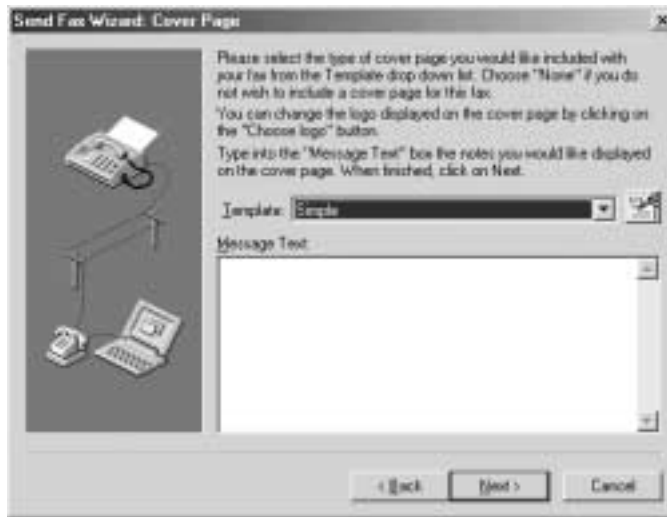
4 Type the message text in the **Message Text** area.

5 Select a cover page template from the **Template** list, then click **Next**. If you typed a message in the Message Text area, you must select a cover page.

6 If you want to attach a file, make sure the file is not open, then click (browse), select the file, then click **Open**.

7 Click **Next**, then click **Finish**. The Confirm Transmissions dialog box opens.

8 Click **Send**. PhoneTools dials the fax number and sends your fax.

Faxing from programs

HelpSpot

For more information on sending a fax directly from a program, double-click the **HelpSpot** icon on your desktop.

To fax a document directly from most programs:

1 In the program with the document open, select **File**, then select **Print**. The Print dialog box opens.

2 Select the printer **CAPTURE FAX BVRP**, then click **OK**. The Send Fax Wizard opens.

3 Complete the wizard as instructed in "Sending a fax" on page 125.

Receiving and viewing a fax

HelpSpot **?**	For more information on receiving a fax, double-click the **HelpSpot** icon on your desktop.

To receive and view a fax:

1 If PhoneTools is not open, click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.

When PhoneTools is open, it detects incoming faxes and stores them in the In Box.

Important ✓	Your notebook cannot detect incoming faxes while in the Standby power-saving mode. For information on changing power savings settings, see "Changing automatic power settings in Windows Me, Windows 98, or Windows 2000" on page 138.

2 To view a fax, click **Fax Inbox**, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.

Managing Power

9

While your notebook is running on battery power, you should manage power consumption to get the most use out of the battery. This chapter shows you how to:

- Check and recharge the battery

- Change batteries

- Extend the life of the battery by conserving battery power and using alternate power sources

- Change power-saving settings

Monitoring the battery charge

Closely monitor the battery charge. When the battery charge gets low, change the battery or connect to AC power immediately to prevent losing any unsaved work.

Monitor the battery charge by:

- Positioning the cursor over the power cord icon or battery icon in the taskbar. A battery status window opens. Move the cursor away from the icon to close the window.

- Pressing FN+STATUS to view the Status display, which opens in the upper left corner of the screen. The Status display shows the current battery charge. (Available on the Solo 9500 only.)

- Removing the main battery and optional second battery, then pressing the battery meter buttons. The battery meter lights indicate the percentage of battery charge remaining.

- Waiting for these other low battery warnings:
    - Three beeps
    - A red "X" appearing on the battery icon in the taskbar
    - A Low Battery message

If your battery charge indicators display what looks like an inaccurate charge, you may need to recalibrate the battery. For more information, see "Recalibrating the battery" on page 229.

Recharging the battery

Both the main and the optional secondary batteries recharge while they are installed and your notebook is connected to AC power. While the batteries are recharging, the battery indicator appears orange.

Changing the main battery

Your notebook must be turned off while changing the main battery.

Warning	Danger of explosion if battery is incorrectly replaced.
⚠	Replace only with the Gateway Li-Ion battery designed for your specific model. Discard used batteries according to the manufacturer's instructions.
	The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 212°F (100°C), or incinerate. Dispose of used battery promptly. Keep away from children.

To replace the main battery:

1 If your notebook is on, save all work and turn the power off.

2 Close the cover.

3 Turn your notebook over.

4 Slide the battery release latch to release the battery.

5 Lift the battery out of the bay.

6 Place a recharged battery into the bay and press down until it snaps into place.

7 Open the notebook and press the power button.

Installing a second battery

Your notebook has a modular bay that accepts a second battery. When a second battery is installed, the system uses power from the second battery when the main battery's charge is exhausted. Both batteries recharge when the notebook is connected to AC power.

| **Warning**	Danger of explosion if battery is incorrectly replaced.
	Replace only with the Gateway Li-Ion battery designed for your specific model. Discard used batteries according to the manufacturer's instructions.
	The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 100°C (212°F) or incinerate. Dispose of used battery promptly. Keep away from children.

To install a second battery:

1 If your notebook is on, save all work and turn off your computer.

2 Close the cover.

3 Turn your notebook over.

Important	On the Solo 9500, the second battery is installed in the 5.25" module bay. On the Solo 9550, the second battery is installed in the 3.5" module bay.

4 Slide the bay module latch and pull the bay module straight out.
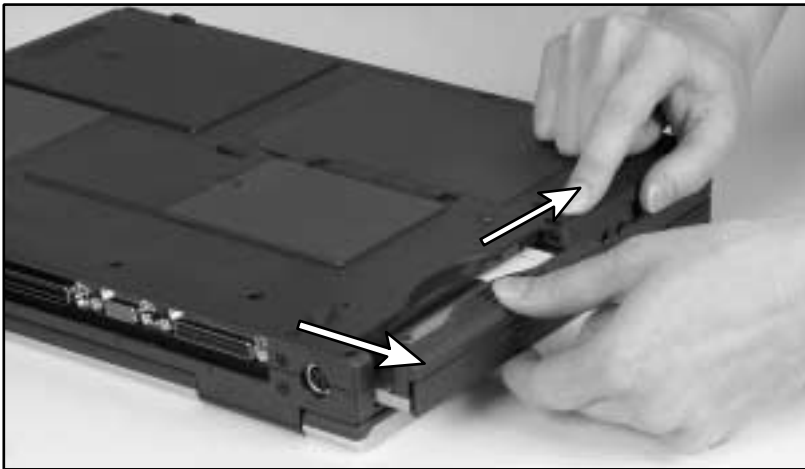
5 Firmly push the second battery straight into the bay until the latch clicks into place.

6 Open your notebook and press the power button.

Extending battery life

Conserving battery power

While using the battery to power your notebook, conserve power by:

- Dimming the display as low as is comfortable.

- Removing PC Cards when you do not need them. Many PC Cards use a small amount of power while inserted, even if they are not being used.

- Modifying the Power Management settings for maximum power savings. For more information, see "Changing automatic power settings in Windows Me, Windows 98, or Windows 2000" on page 138 or "Changing power settings in Windows NT" on page 143.

- Closing the display panel to turn off the display while you are not using your notebook. The display stays off until you open the panel again.

- Using Hibernate mode for maximum power savings while the notebook is not in use. For more information, see "To use Hibernate mode:" on page 142.

- Using the CD/DVD drive only when necessary. CD and DVD drives use a large amount of power.

- Recharge the battery often, take an extra battery, and fully recharge the batteries before traveling. For more information, see "Recharging the battery" on page 131 and "Changing the main battery" on page 132.

Using alternate power sources

To extend battery life, use alternate power sources whenever possible.

- If traveling internationally, take electrical adapters. Save the battery for times when you cannot use an AC adapter. If you plan on taking your AC adapter, also take a single-plug power surge protector.

- If you will have access to an EmPower™ in-flight power receptacle or an automobile cigarette lighter, use an airplane/automobile power adapter. Save the battery for times when you cannot use a power adapter.

- To find AC power outlets in airports, look for them next to support pillars, in large areas such as boarding gates, and under banks of telephones.

Changing power modes

You can use the following power modes to lengthen the life of your notebook's battery:

■ *Standby* - while your notebook is on standby, it switches to a low power state where devices, such as the LCD screen and drives, turn off.

■ *Hibernate* - (also called *save to disk*) writes all current memory (RAM) information to the hard drive, then turns your notebook completely off. The next time you turn on the notebook, it reads the memory information from the hard drive and opens the programs and documents that were open when you activated Hibernate. For more information on using Hibernate mode, see "To use Hibernate mode:" on page 142.

Using Standby mode

Always save your work before using the Standby mode. Once in Standby, your computer reduces or turns the power off to most devices except memory. However, the information in the memory is not saved to the hard drive. If power is interrupted, the information is lost.

The table below shows how to use Standby mode.

If your computer is…	…and you want to…	…then
Off	Start up	Press the power button.
On	Enter Standby mode	Press FN+STANDBY.
In Standby mode	Leave Standby mode	Press the power button.
On	Shut down	Click **Start**, then select **Shut Down**, **Shut down**, then click **OK**.

Changing automatic power settings in Windows Me, Windows 98, or Windows 2000

You can change the function of the power button, Standby key, and power-saving timers by changing power settings on your notebook.

You can customize power settings from the Windows Control Panel by selecting power schemes, setting power alarms, adjusting advanced power settings, and turning on Hibernate mode.

Power schemes (groups of power settings) let you change power saving options such as when the monitor or hard drive is automatically turned off. You can select one of the defined power schemes or create a custom power scheme.

Alarms can alert you when the battery charge is low.

Advanced power settings let you assign different power saving modes to the power button and Standby key. You can also select which power saving mode is activated when you close the LCD panel.

HelpSpot ?	For more information on changing power settings, double-click the **HelpSpot** icon on your desktop.