Using Your Documentation

Congratulations on your purchase of a notebook computer. Whether you are new to using a portable computer or are an experienced user, this user's manual can help you get the most from your computer.

Manual Documentation Conventions

Information Icons

Three icons and their associated messages appear in this manual:

A note informs you of special circumstances.

A caution warns you of possible damage to equipment or data.

A warning indicates the possibility of personal injury.

Keyboard Conventions

Keys that you need to press to perform certain functions are shown in the manual enclosed in angle brackets. For example,

<Ctrl>

indicates the control key (Ctrl on the keyboard).

If you need to press two keys at the same time, the key names are shown joined by a plus sign. For example,

<Alt+Pg Up>

means that you should press the Alt key and hold it and then press th e PgUp key.

Mouse/Touchpad Conventions

You may be asked to click, double click, click an hold or right click on items on the display screen.

The object that needs to be clicked upon will be displayed in *Italic* text or shown in a small figure such as the "Start Button. Start

Action	Process	Comment
Click	Depress the mouse/ touchpad left button and release	This will cause a process to begin
Double Click	Quickly click the left mouse/touchpad button two times	This will cause a process to begin
Click-Hold	Depress the mouse/ touchpad button and do not release	This is used to move/drag objects to new locations
Right Click	Depress the mouse/ touchpad right button and release	This is usually used to obtain information about an object or start a process

If you are new to using computers, see "Glossary". The "Glossary" explains general computing terms that are used in this manual and tells you about some of the differences between notebook computers and desktop computers.

Software User Documentation

Your computer is shipped from the factory with several software programs installed. The software may include its own online or printed documentation. Refer to the documentation or the Help options in the software for more information.

The figures and illustrations in this manual may not be identical to those on your system.

Introducing Your Computer

Your lightweight portable notebook computer includes many features to meet your computing needs at home and/or on the road. These features are a lightweight portable notebook computer and a docking station that contains all of the peripheral devices you may need. Your system is very powerful and can perform all of the functions of a desktop computer.

Where Everything Is

The following sections "PC Equipment Locations" and "Docking Bay Equipment Locations" will explain the details of the notebook computer and the docking station as well as other basic operations to dock and undock the computer.

You are provided with a notebook computer and its docking station (shown below) as well as many other accessories.
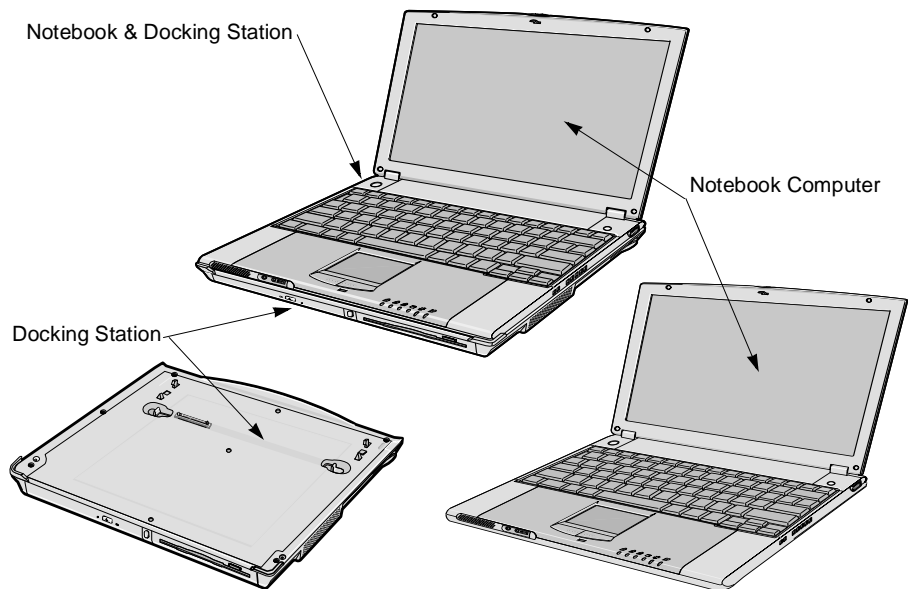

Figure 1. Basic System

PC Equipment Location

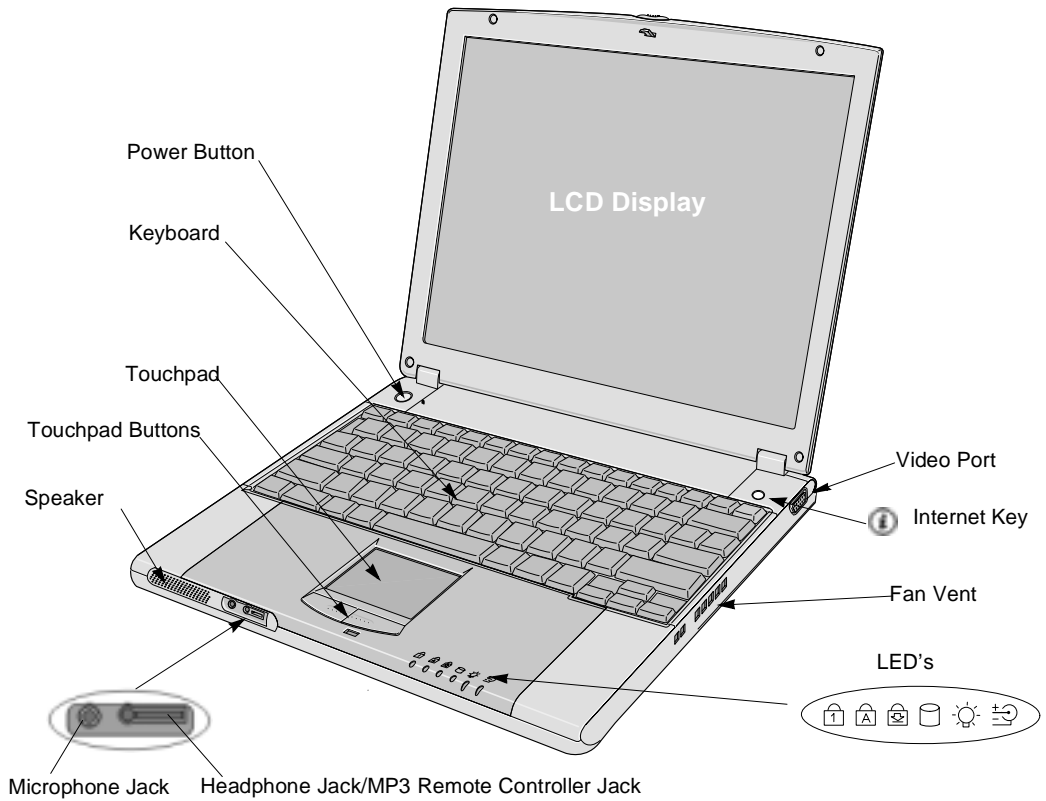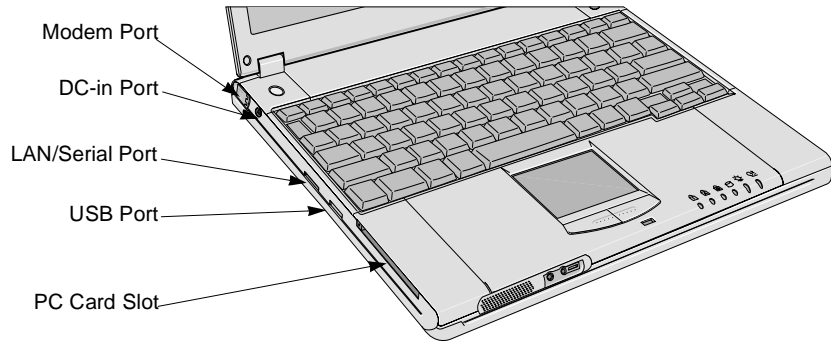The figures in this section show you the location of important items on the computer.

Power Button

Keyboard

Touchpad

Touchpad Buttons

Speaker

LCD Display

Video Port

Internet Key

Fan Vent

LED's

Microphone Jack   Headphone Jack/MP3 Remote Controller Jack

Figure 2. Front View of PC

Modem Port

DC-in Port

LAN/Serial Port

USB Port

PC Card Slot
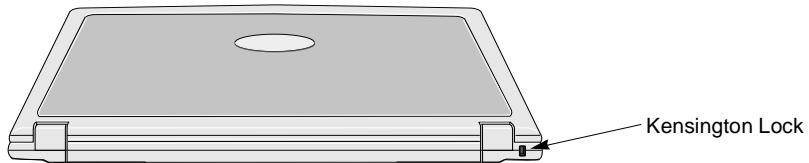
Figure 3. Left View of PC

Kensington Lock

Figure 4. Back View of PC

The figure below is the bottom view of the PC without the Docking Station attached. See "Using the Multi-Bay Docking Station" on page 30.
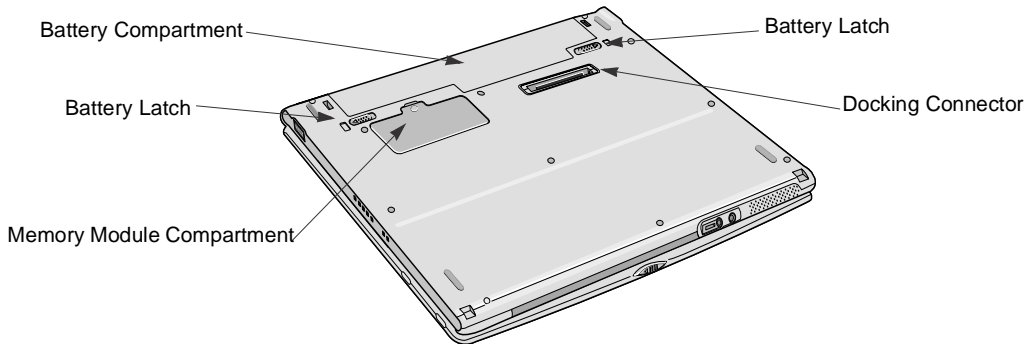
Battery Compartment

Battery Latch

Battery Latch

Docking Connector

Memory Module Compartment

Figure 5. Bottom View of PC

Docking Bay Equipment Location

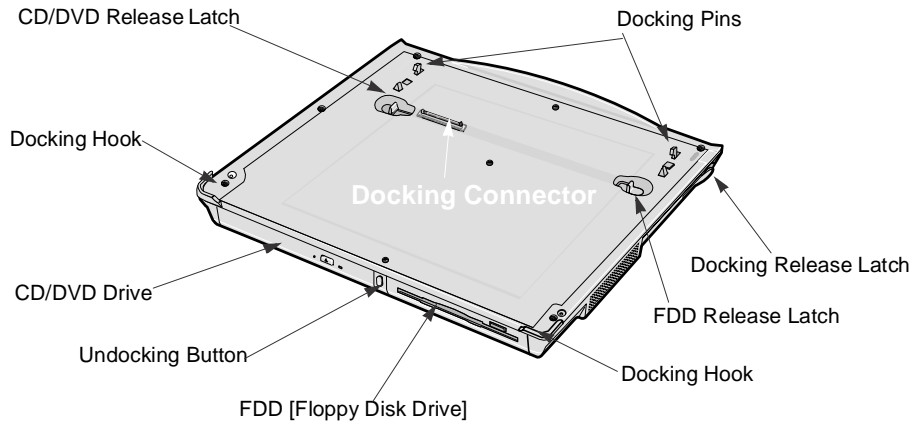The figures in this section show you the location of important items on the docking station.

CD/DVD Release Latch

Docking Pins

Docking Hook

Docking Connector

Docking Release Latch

CD/DVD Drive

FDD Release Latch

Undocking Button

Docking Hook

FDD [Floppy Disk Drive]

Figure 6. Docking Station Front/Top

Kensington Lock

TV-Out Port

PS/2 Port

Docking Release Latch

USB Port

Printer Port

Speaker

USB Port

LAN Port
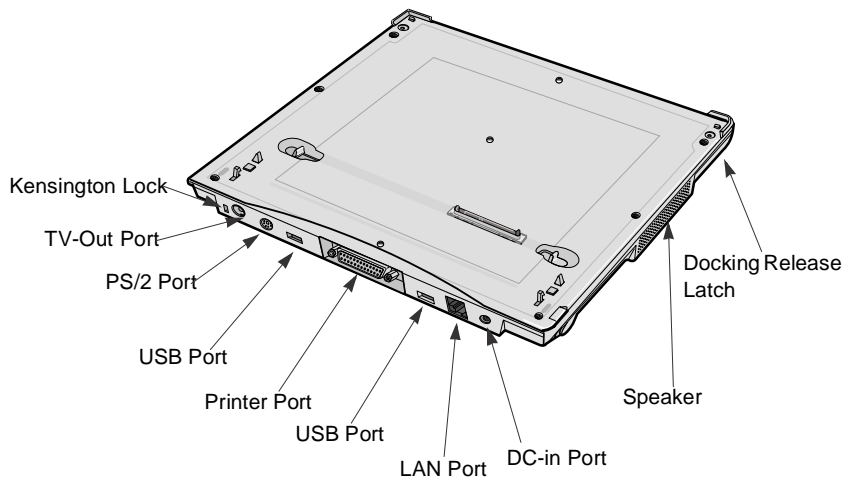
DC-in Port

Figure 7. Docking Station Back

Speaker
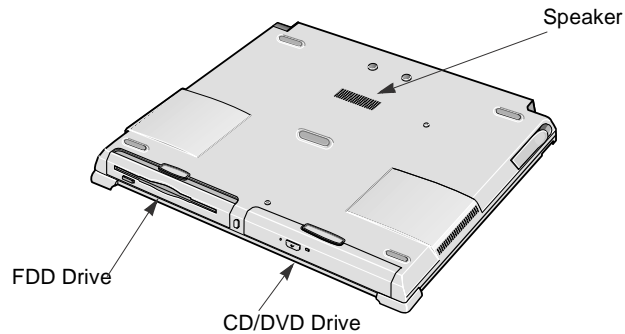
FDD Drive

CD/DVD Drive

Figure 8. Docking Station Bottom

Undocking/Docking your Computer

The docking station allows you to use this system as a desktop PC. The docking station is installed to the system at the point of purchase.

Connect the AC adapter to a docking when it is installed to a system.

Undocking your Computer

Power Off

To remove your computer from the docking station with the power off, complete the following steps.

1. Turn off the system.

2. Disconnect the AC adapter.

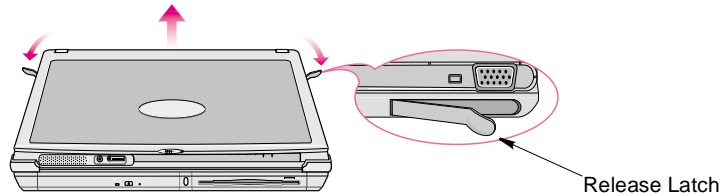**3.** Grab the two docking release latches and pull them out.

Figure 9. Release Latch

4. Tilt the system up at the back.

5. After tilting remove the system by sliding/lifting out toward the back of the docking bay.

6. Connect the AC adapter to the system.

Power On.

1. Press the PC detach button on front of the docking.

2. When [xxxx] message shows on the screen, then hold and pull two release latches.

3. Remove a system.

4. Attach the AC adapter to a system.
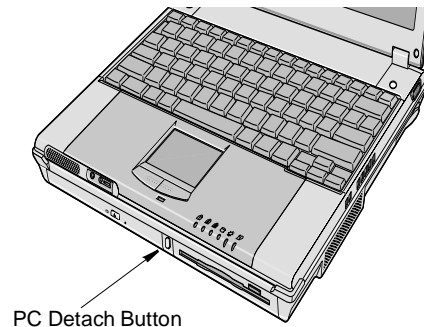
Use Start > PC detach instead of the PC detach button.

Docking your Computer

Power Off

To install your computer into the docking station with the power off complete the following steps.

1. Disconnect the AC adapter from the system.

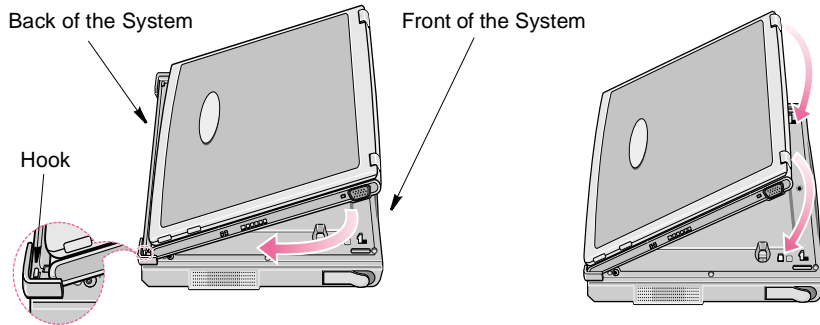**2.** Place the front part of a system on two hooks of the docking station.

Back of the System   Front of the System

Hook

Figure 10. Docking Sequence

3. Press the back part of a system until it clicks into a docking fully.

Power on

To dock your computer with the power on just reverse the directions in the power on undocking section.

When it is connected properly then [xxxxx] message shows. Press a system to make sure that a docking connector is completely connected to the system.
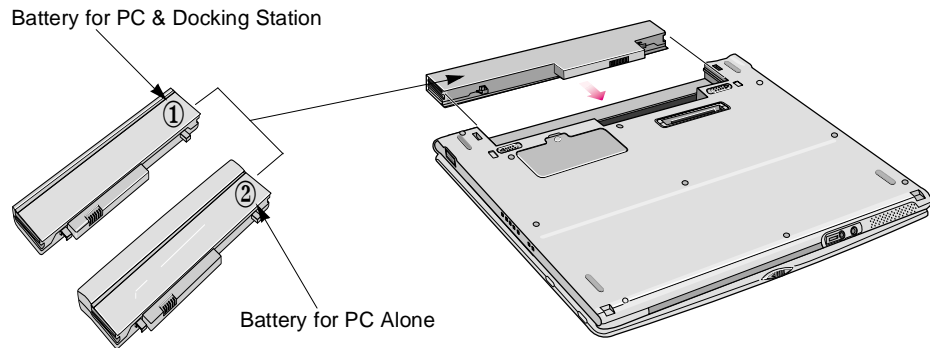
Using Your Computer for the First Time

This section gives you detailed information on using your computer for the first time.

Installing the Battery

The first step in using your notebook computer is to determine the normal use for your computer. Two batteries come with the computer and both go into the same slot. Battery ① may be used wether the computer is in the docking station or not. Battery 2 may only be used when the PC is not in the docking station.

> ✋ **Ensure that both battery latches are slid fully toward the center of the computer.**

Battery for PC & Docking Station

Battery for PC Alone

AC Adapter

Your computer runs on power from the battery in the computer or from an electrical outlet. The first time that you use your computer, fully charge the battery by attaching the power cord to the computer and to an electrical outlet.

> **All batteries lose their charge if they sit unused for an extended time period. When not used, battery can discharge fully in 2 to 3 months.**

To attach the power cord:

1. Plug the AC adapter into the power connector on the back side of the computer.

2. Connect the power cord to the AC adapter and then to an electrical outlet.

Docking Station Plug-in Port

PC Plug-in Port

Plug Power Connector into either Port

Power Cord
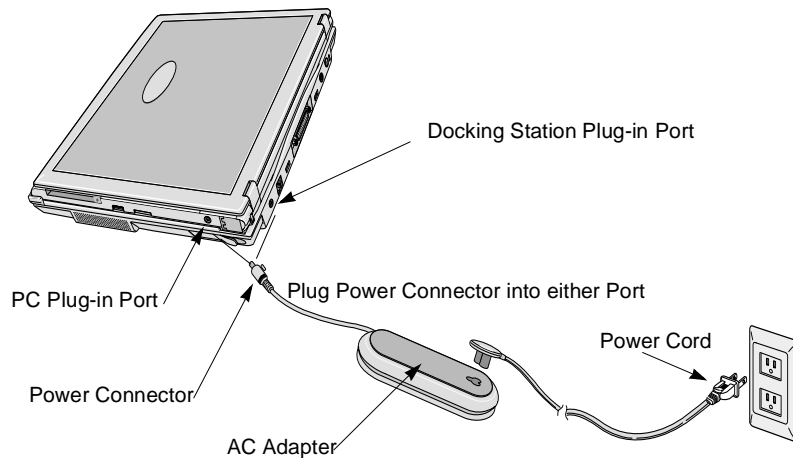
Power Connector

AC Adapter

Figure 11. Connecting the AC Adapter

The battery starts charging as soon as you plug the power cord into an electrical outlet. The battery charges faster if the computer is turned off during charging.

If the battery is fully depleted and the computer is turned off, the battery charges in about 3 hours. If the computer is turned on, the battery charges in about 5 hours. When the battery is charging, the battery charge light is amber. When the battery is fully charged, the light turns green.

See "Using the Battery" on page 44 for more information on using your computer's battery.

Turning On the Computer

To turn on the computer's power for the first time:

1. Slide the LCD display or cover latch, located on the front of the cover to the right.

2. Lift up the cover.

3. Press and then release the power button (Figure 12).

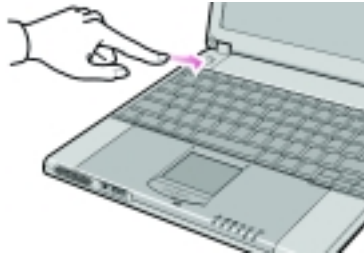   The power light is on when the computer's power is on.

Figure 12. Turning On the Computer's Power

Initial computer startup
The first time you start your computer you will see a registration screen. There are several screen in the registration process. Simply read each screen and follow the simple directions. You must complete this process in order to use your computer. A tutorial is provided if you require it.

Understanding POST

When you turn on your computer, a routine called POST (Power-On Self-Test) automatically runs to test the computer components. Several messages appear on the screen during POST.

Screen messages are built into the computer to report both normal and abnormal system conditions. If an error message appears, take any action suggested in the message. If the message identifies the error condition but does not suggest any corrective action, write down the message and contact manufacturer or an authorized service center for assistance. (See "Troubleshooting" on page 111.)

Adjusting the LCD Display

You may wish to adjust the LCD (Liquid-Crystal Display) when you begin using your computer. A TFT (Thin-Film Transistor) LCD does not require adjustment for contrast because the contrast is set to remain at maximum.
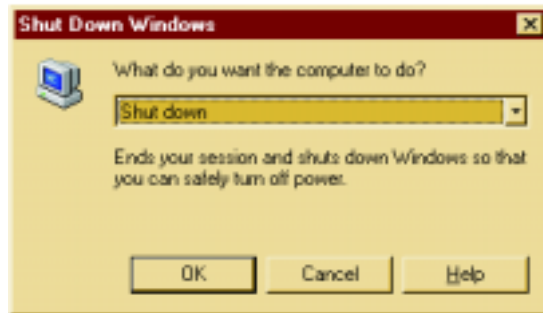
To adjust the LCD:
- Press <Fn+F10> to decrease the display brightness.
- Press <Fn+F11> to increase the display brightness.

Turning Off Your Computer

APM (Advanced Power Management) Mode

To turn off the computer:

1. Click Start on the taskbar.

2. Click *Shut Down*.

3. Select the shut down option.

4. Click OK or Yes.
   - If the operating system is Windows 98/2000/Me, the computer turns off.

ACPI (Advanced Configuration and Power Interface) Mode

Your computer supports ACPI mode. If your operating system supports ACPI and you want to shut down the computer just by pressing the power button, then follow next steps to set the menu in Power Management Properties. Also see "Using Power

Management Options @" on page 89 and the documentation accompanying your operating system.

To set the menu;

1. Select *Power Options* in *Control Panel*.

2. Select the operations of power button.

   - Standby mode: operates as Save to RAM mode. (See"Suspend Mode @" on page 90 for more information.)

   - Hibernate mode: operates as Save To Disk mode. Set Hibernate submenu to *enabled* to use Hibernate mode. (See "Suspend Mode" on page 86 for more information.)

If the system does not power off, then press and hold the power button for over 4 seconds.

Restarting Your Computer

You may need to restart (reboot) your computer when installing hardware or software or if the computer does not respond to your input. A warm (or soft) boot prompts you to save your files, turns off the computer, and then restarts the computer. A cold boot turns off the computer without saving your files.

To perform a warm (or soft) boot:

1. Click Start on the taskbar.

2. Click *Shut Down*.

3. Select the restart option.

4. Click OK or Yes.

5. Save your files if prompted. Your computer reboots.

Cold Boot:
Do not perform a cold boot unless your keyboard and touchpad have no effect and you cannot perform a warm boot.

When you perform a cold boot, you lose data unless it was saved to a storage medium.

You can also perform a soft boot by saving your files and pressing <Ctrl+Alt+Del>. You can perform a cold (or hard) boot by pressing the power button to turn the computer off, waiting five seconds, and then pressing the power button to turn the computer on.

Tips for Using Your Computer

The following information helps you avoid potential problems as you use your computer:

Do not try to disassemble your computer. Opening the system chassis voids your warranty. Only an authorized manufacturer service center can replace or add any parts inside the chassis.

- Follow all the instructions and cautions in your computer user documentation.
- The LCD display has a polarized surface and can be damaged easily. To prevent damage, avoid touching the screen.
- Use only approved AC adapters, auto adapters, memory modules and other options.
- Because a notebook computer is small and has restricted air flow around components, it is more likely to overheat than a desktop computer. A fan inside your computer runs when needed to help eliminate heat. Make sure the fan vent on the right side of your computer is not blocked when you use the computer. (See Figure 2 on page 4 for the location of the vent.) Occasionally check the vents and remove any accumulated dust on the outside.
- Avoid using or storing the computer in extremely hot or cold areas, such as a car on a hot day. Keep the computer away from heaters and out of direct sunlight. Exposure to excessive heat may damage computer components.

  If you have left your computer in a hot place, let it cool down slowly to room temperature (with the LCD panel open) before using it.

- Do not remove the memory-module compartment door, or try to install a memory module when the computer is on. (See "Bottom View of PC" on page 5 for the location of the door.)

  (For information on installing memory modules, see "Installing a Memory Module" on page 113.)

- Set up your computer work area to avoid physical strain. Sit with your back straight and supported by your chair. Adjust your chair or work table so that your arms and wrists can remain in a relaxed position, parallel with the floor. Avoid bending or

twisting your wrists as you work. Your hands should "float" slightly above the keyboard. Refer to a book on office ergonomics for more information on setting up your work area.

- Take frequent breaks from working at the computer to rest your eyes and stretch your muscles.

- Remember to save your data files frequently and to make backup copies of your files.

Travelling with Your Computer

Air Travel

If you are travelling by air, follow these tips:

- Take the computer with you as carry-on luggage. Do not check the computer with your baggage.

- Allow the computer and disks to go through the X-ray security devices. Do not hand-carry disks through the walk-through metal detectors, which can cause loss of data.

- Make sure that the battery is charged or the power cord is easily accessible. You may be required to turn on the computer for airport security personnel.

- Be prepared to turn off the computer during take off and landing.

Locking your Computer

As a precaution when you are travelling you should keep your computer as safe as possible. An option to do this is the *Kensington Lock*. You may also lock your computer inside a briefcase but it is difficult to use. Follow the *Kensington Lock* manufacturers instructions for specific installation and use. The following figures show generally how to use the lock.
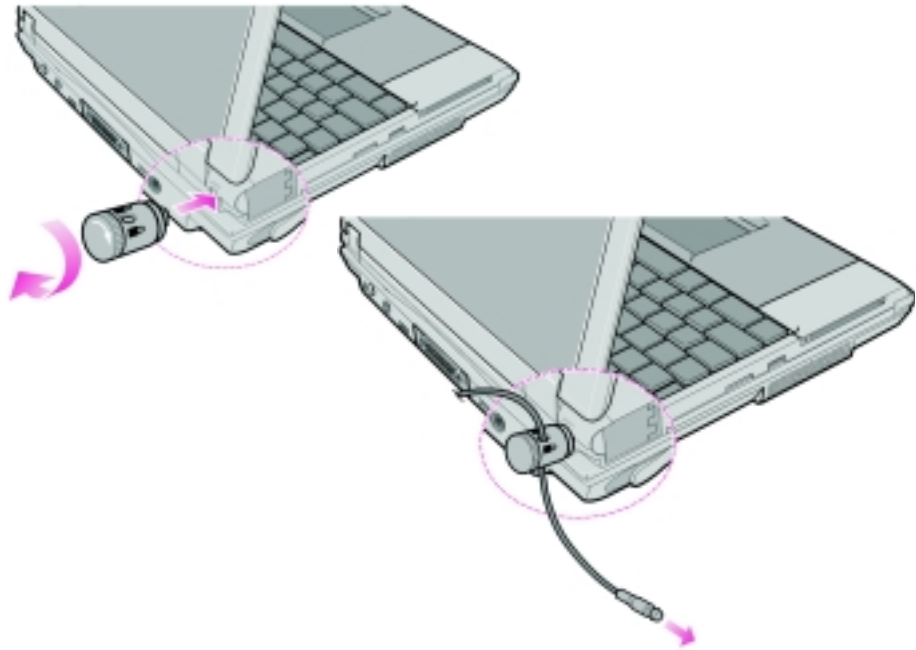
Figure 13. Kensington Lock

Handling Spills

Do not spill anything on your computer. The best way to avoid spills is to avoid eating and drinking around your computer. If you do spill something on your computer, turn off your computer, unplug it immediately, and do the following:

- If you spill liquid on the keyboard, drain as much of the liquid from the keyboard as possible. Be careful not to let the liquid drip onto the LCD panel. Allow the system to dry for several days before trying to use it.

- If you spill liquid on an external keyboard or keypad, unplug it and drain as much of the liquid as possible. Allow the keyboard to sit at room temperature for a full day before trying to use it.

Sweet liquids leave a sticky residue that may jam the keyboard despite your efforts to dry it.

• If you spill liquid on the LCD panel, clean it immediately with a soft cloth and denatured alcohol. Do not use water, window cleaner, acetone, aromatic solvent, or dry, rough towels to clean it.

Some liquids damage the polarized LCD screen. If your screen is damaged, contact your authorized manufacturer's service center for a replacement.

Storing the Computer for Long Periods

If possible, leave the power cord connected to the computer and an electrical outlet when the computer is not in use. This extends the life of the battery and keeps the battery fully charged.

If you will not be using the computer for a long period of time (a month or more), you should completely charge the battery. After you have done so, remove the battery from the unit.

Using the Keyboard

Your computer has an 87/88-key keyboard (Figure 14). By pressing designated key combinations, you can have access to all the key functions of a full-sized keyboard.
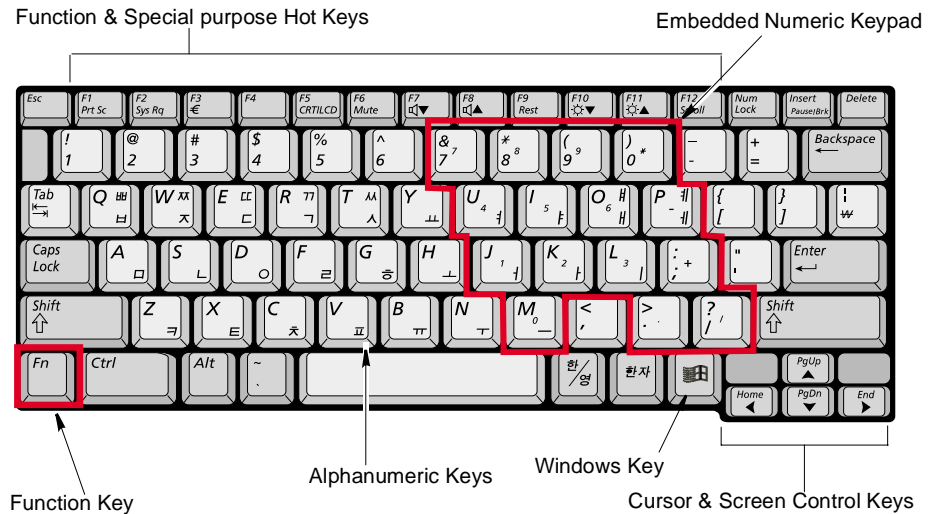

Figure 14. Keyboard

> **Although the layout of the keys on your computer's keyboard is different from that on a desktop computer's keyboard, the keyboard feels like a full-sized keyboard when you use it.**

The keys on the keyboard can be grouped into the following categories:

- Full-sized Alphanumeric typewriter keys are arranged like a standard typewriter keyboard [QWERTY] and are used for text entry. The Windows key on the right side of the spacebar open Windows menus and perform other special functions.
- Function keys, when pressed together with the <Fn> key, enable special functions.
- Cursor and Screen control keys move the cursor. They may perform other functions, depending on your software.

To clean the computer keyboard, use slightly damp cotton swabs. Scrub the keys and the surface around the keys.

> **Do not allow liquid to drip into the keyboard or you may damage the keyboard.**

Using the Numeric Keypad

Your keyboard includes a numeric keypad, which is a group of keys that you can set to type numbers and mathematical symbols, such as the plus sign (Figure 15). A number or symbol on the right corner of each keypad key shows its numeric function.
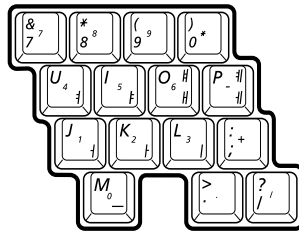

Figure 15. Numeric Keypad

Press the <Num Lock> key ⌨ to turn on the embedded numeric keypad. The numeric functions of the keypad are enabled and the Num Lock light turns on. (See "System Status Lights" on page 25 for the location of the Num Lock light.)

While the numeric functions are enabled, you can temporarily return a key to its normal function by pressing <Fn> and the key. For example to type the letter *m,* press <Fn+m>.

To turn the numeric keypad off, press <Num Lock> again. The Num Lock light turns off.

Using Special Function Keys

The <Fn> key activates special functions when it is pressed in combination with another key. Table 1 shows the special key combinations.

Table 1. Description of Special Function Keys

<Fn> Key Combination	Function
<Fn+F1>	*Print screen:* Takes a picture of the open screen, which you can paste into the Paint program.
<Fn+F2>	*System request:* Reserved for use in software programs.
<Fn+F3>	This key combination can generate Euro Mark as other Eurokey.
<Fn+F5>	*CRT/LCD:* Switches the display between the LCD, the external monitor, and simultaneous display on both the LCD and the external monitor.
<Fn+F6>	*Mute:* Turns the audio output on and off.
<Fn+F7>	*Volume down:* Decreases the audio volume.
<Fn+F8>	*Volume up:* Increases the audio volume.
<Fn+F9>	*Rest:* Puts the computer into Suspend mode. To resume normal operation from rest, press the power button. (See "Using Power Management Options @" on page 89 for more information about the rest mode.)
<Fn+F10>	*Brightness down:* Decreases the LCD brightness.
<Fn+F11>	*Brightness up:* Increases the LCD brightness.
<Fn+F12>	*Scroll:* In some applications, sets the cursor-control keys to scroll the page up or down while the cursor position does not change. Pressing <Fn+F12> again turns off the scrolling function.
<Fn+Left Arrow>	*Home:* In some applications, moves cursor to the start of the line.
<Fn+Up Arrow>	*PgUp:* In some applications, moves cursor up one screen, not necessarily a full page.
<Fn+Down Arrow>	*PgDn:* In some applications, moves cursor down one screen, not necessarily a full page.
<Fn+Right Arrow>	*End:* In some applications, moves cursor to the end of the line.

When you press a function key combination, the system sound may be temporarily muted.

Internet Explorer Quick Start Button

Use the internet quick start button to start "Internet Explorer" just by pressing one button.
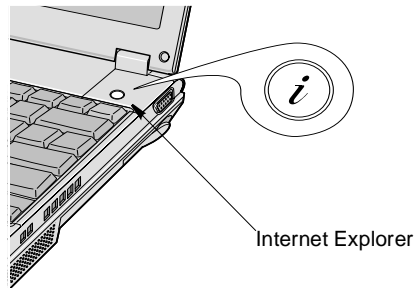

Internet Explorer

Figure 16. Internet Explorer Quick Start Button

Using the Touchpad

Your computer is equipped with a touchpad, which is an integrated-pointing device that is used to perform standard mouse functions (Figure 17). The touchpad is an advanced and reliable pointing device that works with a touch of your finger.
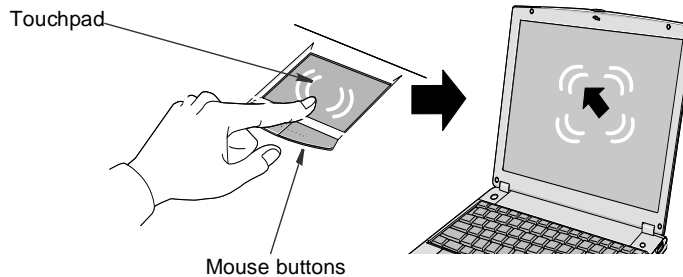

Touchpad

Mouse buttons

Figure 17. Touchpad Operation

Press on the touchpad gently. The touchpad responds to light pressure.

The following sections will basically explain how to use the touchpad.

Double Click/Tap

Select the window by tapping once on a touchpad. You can maximize the window by double tapping the touch pad quickly or you can use the touchpad buttons.

Drag (Move)

1. Click on the window which you want to drag using the touchpad,

2. Press the left touchpad button and hold it,

3. Drag the window using the touchpad.

① Click and Hold

② Click in the window title bar to move the window
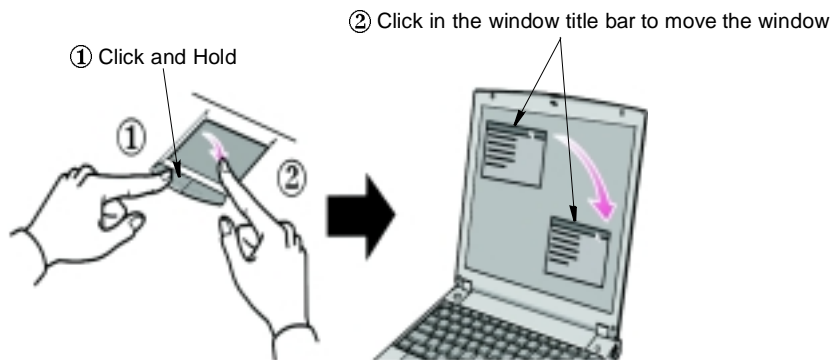
Figure 18. Dragging a window

Scroll

Touchpad has a scroll function while you are exploring internet.

Scroll along the right edge of the touchpad to scroll up and down. Scroll along the bottom edge of the touchpad to scroll right and left. However, this function may not work in certain programs.
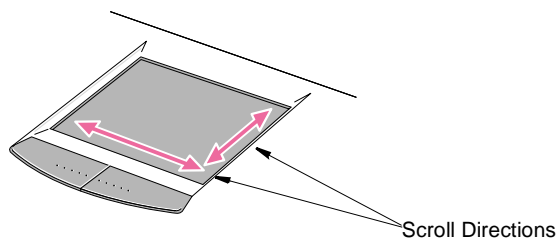

Scroll Directions

Figure 19. Scrolling using the touchpad

You can use the buttons below the touchpad in the same way you would use standard mouse buttons. For more information on these features and other features supported by your mouse driver such as button assignment, see the Mouse properties in the Control Panel.

For information on attaching and using another pointing device or keyboard with your computer, see "Connecting Peripheral Devices/Cables" on page 26.

Reading the System Status Lights

System Status lights show the status of computer functions.

LEDs
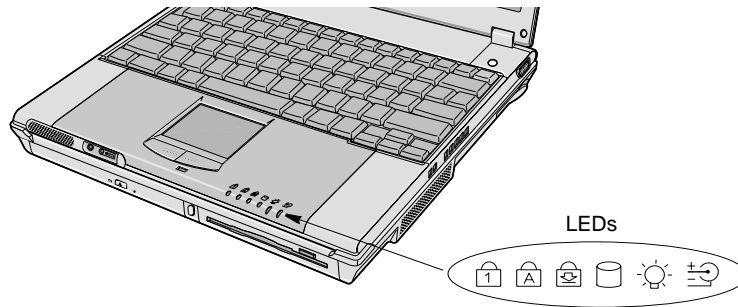
Figure 20. System Status Lights

The table below describes the meaning of each status light

LED	Name	Function
	Num Lock	Changes a portion of the keyboard to a numeric keypad. add cross reference
	Caps Lock	Changes all alpha or letter input into capital letters. No changes occur to numeric and special keys.
	Scroll Lock	Scroll lock in certain software
	Device Light	Green - Using Hard disk **Note:** There is a light inside the FDD that is on when the disk is being accessed, you must look closely.
	Power Light	Green - System power on Blinking - Low battery
	Battery Light	Green - No battery pack installed/battery fully charged Amber - Charging

Connecting Peripheral Devices/Cables

The connectors on your computer enable you to attach peripheral devices to the computer (Figure 21).

Turn off your computer before you connect a peripheral device.
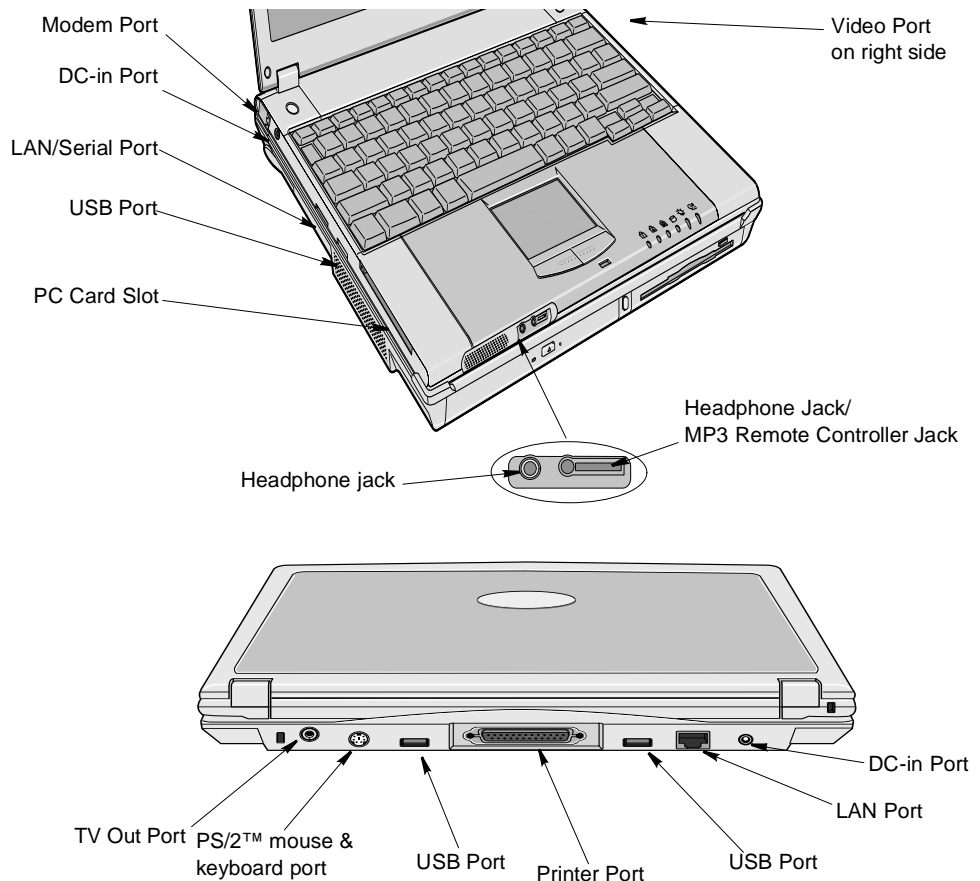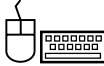Connecting a peripheral device with your computer turned on may seriously damage the device or your computer.

Modem Port

DC-in Port

LAN/Serial Port

USB Port

PC Card Slot

Video Port on right side

Headphone Jack/
MP3 Remote Controller Jack

Headphone jack

DC-in Port

LAN Port

TV Out Port   PS/2™ mouse & keyboard port

USB Port

Printer Port

USB Port

Figure 21. Peripheral Connectors

Table 2 shows the icons located near each connector and tells you the devices that you can attach to the connectors.

Table 2. Connecting Peripheral Devices

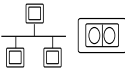| Icon	Connector
	PS/2 (IBM Personal System/2) mouse and keyboard port: Connect a PS/2-compatible mouse or external keyboard or keypad to this port. Make sure your computer is turned off when you attach peripherals to the port. You can use the computer's touchpad and a PS/2 keyboard at the same time, See "Advanced Menu" on page 76 for more information.
	LAN port: Connect a LAN cable to connect to internet.
	Parallel port: Plug a parallel device, such as a parallel printer this 25-pin port.
	Video port: Plug the interface cable of an external monitor into this 15-pin connector and then plug the monitor power cord into a grounded outlet.
	USB (universal serial bus) port: Connect USB devices to this port. USB devices include keyboards, pointing devices, and monitors.
	Modem jack: Connect a telephone line to connect to the internet or send/ receive faxes, see the modem user's manual for more information
	Headphone jack: Connect the MP3 player and headphones.
	Microphone jack: Connect an external microphone to this jack.A microphone connected to this jack overrides the internal microphone.
	LAN/Serial Port: plug a LAN or Serial adapter cable into this port. Each cable has a different function.
	TV-out port: plug a phono to scart cable into this port and the other end of the cable into an external TV. No audio is transmitted via this port.

If your computer's operating system is Windows 98/2000/Me, you can enable and use the USB port.

Installing a Modem Cable

Before you can obtain information on the Internet or send e-mail you must install the modem drivers and install the modem cable, see "Using the Modem" on page 51. To install the cable. follow the steps below:
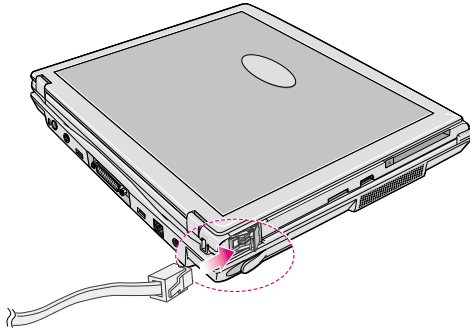
Figure 22. Modem Cable Installation

1. Open the modem cable door located in the back left portion of the computer.

2. Plug the modem cable into the slot.

Installing a LAN Cable

Before you can obtain information on the Internet, send e-mail or transfer files to or from another computer you must install the LAN drivers, see "Using the LAN" on page 66 and install the LAN cable. There are two ways to hook up to a LAN. You may plug directly into the back of the computer or use a LAN cable adapter.

To install the LAN cable to the back of the computer simply plug in the cable in the slot in the back of the computer or you may also use the LAN adapter cable to access the LAN. Simply plug the adapter cable into the LAN/Serial slot on the left side of the computer.
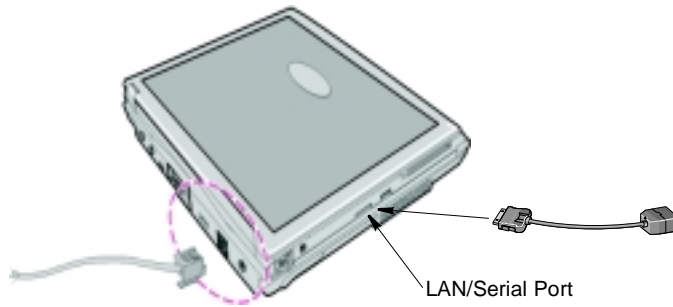
Figure 23.   LAN Cable Installation (Back/Left)

AT (Serial) Device Cable

The LAN/Serial port allow the use of serial devices such as a serial mouse. To install the Serial adapter simply plug the adapter cable into the LAN/Serial slot on the left side of the computer. See Figure 23. on page 29

Figure 24.   AT Serial Cable

Using the Multi-Bay Docking Station

Your computer includes the Multi-Bay docking station that holds a 5.25" and a 3.5" device. Below is a listing of the device types you may install in your docking bay.

5.25" Drives	CD-ROM	DVD-ROM	CD-RW
3.50" Drives	Zip drive	2nd HDD	

Changing Devices

This section will discuss changing 5.25" and 3.5" devices.

The docking bay is the portion of the docking station where you change devices.,

5.25" Device
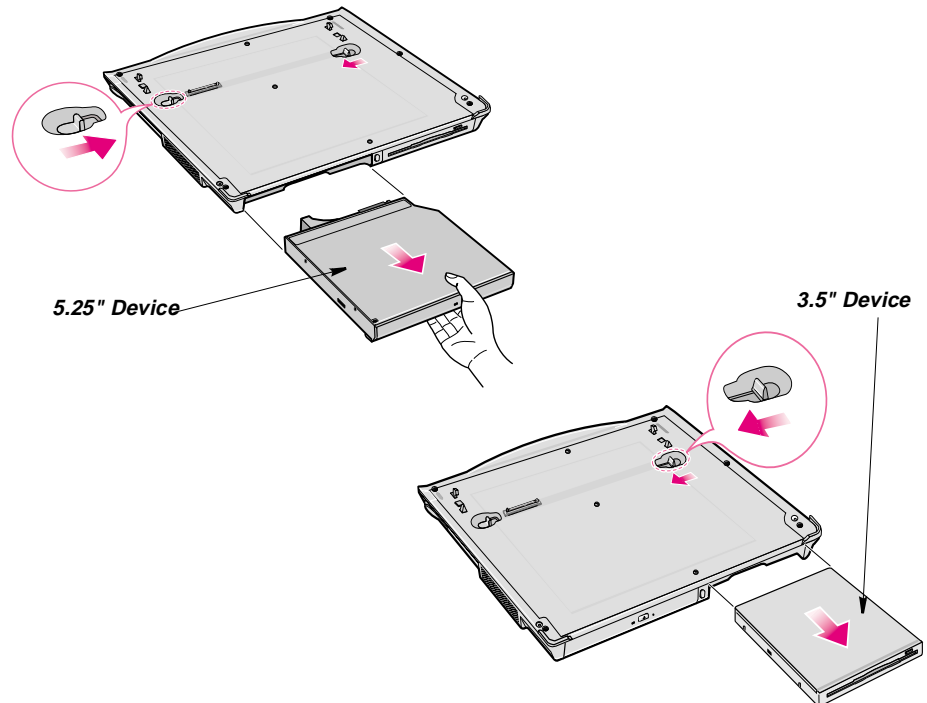
3.5" Device

Figure 25. Changing Devices

Changing a 5.25" Device

To change from one 5.25" device to another simply follow the steps below (Figure 25).

1. Turn off the system,

2. Detach the system from the docking station,

3. Slide the 5.25" bay latch toward the middle of the docking bay,

4. The device will pop out about an inch,

5. Remove the device,

6. Insert the new 5.25" device into the docking bay until the bay latch clicks.

Changing a 3.5" Device

The method of changing a 3.5" device is same as changing a 5.25" device except you have to use 3.5" bay latch instead of 5.25"s (Figure 25).

Using the Disk Drives

Using the Floppy Drive (FDD)

Your computer comes with a 1.44 MB, 3.5-inch, high-density floppy drive, which can read, write to, and format the following disks:

- A high-density, 3.5-inch disk, which stores 1.44 MB (megabytes) of data.
- A double-density, 3.5-inch disk, which stores 720 KB (kilobytes) of data.

> **The floppy drive in your notebook computer is smaller, but more power-efficient, than a floppy drive in a desktop computer. To get the best performance from your floppy drive use high-quality floppy disks.**

To use a floppy disk in your computer, insert it into the floppy drive (Figure 26).
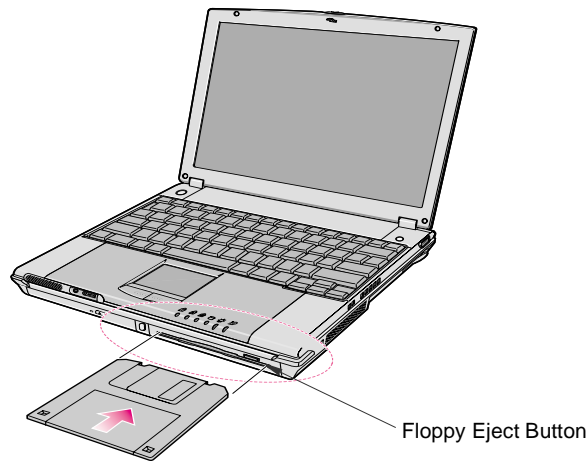
Floppy Eject Button

Figure 26. Inserting a Floppy Disk

To remove a floppy disk, press the eject button on the floppy drive.

The floppy drive light on the computer is on when the computer writes to or reads from a floppy disk. Do not remove a disk when this light is on.

To protect the data on your floppy disks, follow the manufacturers guidelines.

Using the CD/DVD-ROM Drive

Compact discs are designed so that you can easily insert one into the computer when you need it, and then remove it.

1. Press the button on the CD-ROM drive, and the tray slides out. (Do not lean on the tray; it does not support much weight.)

CD tray fails to slide out.

The tray may be stuck, in which case straighten out a paper clip, insert it into the small hole in the front of the CD-ROM and push it until the tray ejects.

2. Insert a CD (compact disc), label side up (or remove a disc, if you have finished using it).

3. Push the tray in gently to close the drive tray (Figure 27).

A light on the drive tray is on when the computer is reading from a CD. Do not remove a disc when this light is on.

Eject Button

Emergency Eject Device

Emergency Eject Button

CD/DVD-ROM Light
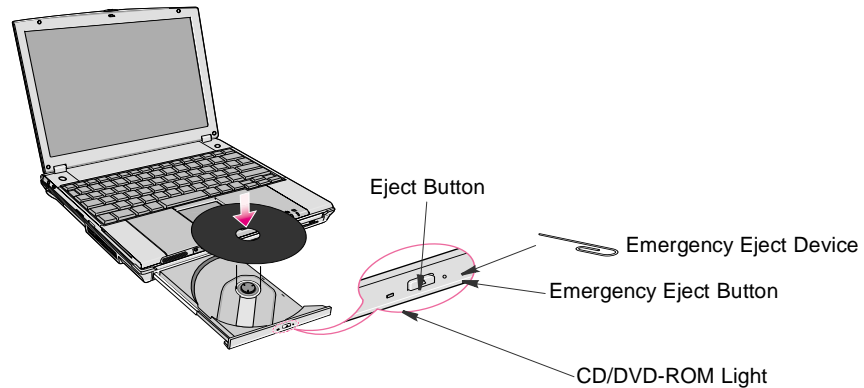
Figure 27. Using the CD/DVD-ROM Drive

Install and start a CD-based program as you would run a program on a floppy disk. See your operating system documentation for more information on running programs.

The name of the CD/DVD-ROM drive is the letter following the letter assigned to your last hard drive. For instance, if you have one hard drive with two hard drive partitions, the hard drive is drives C: and D: and the CD-ROM drive is drive E.

Proper CD Handling Techniques.

To clean a CD, wipe from the center outwards with clean and dry cloth.

Remove a CD when CD-ROM drive activity light is off.

CD/DVD drive precautions.

Do not place reflective objects in the disc slot because of possible hazardous laser emissions.

The laser beam used in this CD/DVD-ROM drive is harmful to the eyes. Do not attempt to disassemble the CD-ROM drive. Refer servicing to your authorized service center.

The on-board audio hardware and software of your computer enable the computer to play audio compact discs. If you wish to do so, you can attach external speakers to the Headphone jack.

To play an audio compact disc:

1. Insert a compact disc into your CD-ROM drive:

    a. Press the button on the CD-ROM drive, and its tray slides out.

    b. Insert a CD, label side up.

    c. Push the tray in to close the drive tray. The Windows Media Player button appears on the taskbar.

    The disc begins to play.

    A light on the drive tray is on when the computer plays a CD. Do not remove a disc when this light is on.

2. To adjust the sound, press the following key combinations: <Fn+F7> decreases volume, <Fn+F8> increases volume.

To remove the CD:

1. Click the Windows Media Player button on the Windows taskbar to open the Windows Media Player window.

2. Click the Stop button in the Windows Media Player window.

3. Click the Eject button on the Windows Media Player window or press the button on your CD-ROM drive. The drive tray opens and you can remove the disc from the CD-ROM drive.

4. For more information on playing compact discs, see the Help menu in the Windows Media Player window.

Using the DVD-ROM Drive

 See "Using the Multi-Bay Docking Station" on page 30 for information on installing the DVD-ROM drive into the computer.

The DVD-ROM drive operates the same as the CD-ROM drive. The DVD-ROM drive and the DVD Player is supported by Windows 98/2000/Me. Your DVD-ROM drive will play DVD-ROM and CD-ROM discs.

Installing the DVD Player MPEG-2 Software

The DVD software CD containing the DVD Player MPEG-2 software is optional with DVD-ROM drives.

1. Start Windows and insert the CD Labelled *DVD Player* into the DVD ROM Drive.

2. The Installation application will start automatically, so follow the on-screen instructions to complete the installation.

3. Reboot the system.

4. Make sure that DMA access is enabled for the DVD Drive:

   a. From "Control Panel" open the "System" icon.
   b. Select the "Device Manager" tab.
   c. Click the "Plus sign" beside the CD-ROM entry and select the DVD-ROM drive.
   d. Click the "Properties" button and select the "Settings" tab.
   e. Check the "DMA" check box.
   f. Click "OK" and restart the system.

For more information on playing MPEG-2 movies and discs, see the Help menu in the DVD Player window.

Using the Hard Drive

Your computer includes a IDE (integrated drive electronics) hard drive. The IDE hard drive can store the data and programs your computer uses. The drive plugs into a connector on the system board.

Although the storage capacity of hard drives varies according to model, any hard drive holds much more than a floppy disk does. Also, the computer reads and works with a hard drive more rapidly than with a floppy disk.

Once information is saved on a hard drive, it remains there until it is overwritten. Hard drive heads park automatically when you turn off your computer.

Hard Disk Precautions

The hard drive that comes with your computer has already been formatted. Do not format the hard drive. Doing so destroys all data contained on the drive. If you need to format a new drive, or want to erase all data on your existing hard drive, refer to the manual for your operating system.

The drive in your computer maybe divided into partitions. The file allocation table enables the partitions to locate files and directories.Your computer recognizes each partition as a separate drive, for example, if a hard drive has two partitions, they could be recognized as drive C and drive D.

Although Windows 98 can work with FAT-16 or FAT-32 (a32-bit file allocation table), your computer has been supplied with FAT-32. Older software that you may have (16-bit software) may require FAT-16 to run.

Windows 2000/Me can use FAT16, FAT32 and NTFS.

It is not possible to convert from FAT-32 or NTFS to FAT-16 without reformatting your hard drive.

Multi Media Functions/Equipment

Media Player

You can play video and audio CD files with the Windows Media Player, as well as watching TV, video and listening to the radio through internet. The on-board audio hardware and software of your computer enable the computer to play audio compact discs. If you wish to do so, you can attach external speakers to the Headphone jack.

To play an audio compact disc:

1. Insert a compact disc into your CD-ROM drive:

   a. Press the button on the CD-ROM drive, and its tray slides out.

   b. Insert a CD, label side up.

   c. Push the tray in to close the drive tray. The Windows Media Player button appears on the taskbar, the disc begins to play. If the disk does not play click on the windows media player icon ▶ on the Windows task bar then navigate to the CD drive using the file open menu.

   A light on the drive tray is on when the computer plays a CD. Do not remove a disc when this light is on.

2. To adjust the sound, press the following key combinations: <Fn+F7> decreases volume, <Fn+F8> increases volume or you may use the volume slidebar on the Windows Media Player.

To remove the CD:

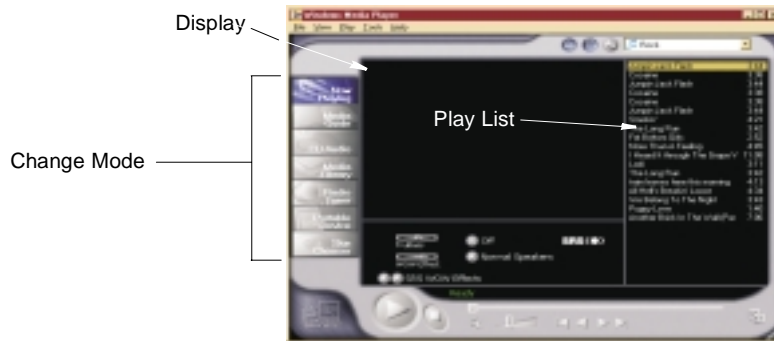1. Click the Windows Media Player button on the Windows taskbar to open the Windows Media Player window.

Display

Play List

Change Mode

Figure 28. Windows Media Player

2. Click the Stop button in the Windows Media Player window.

3. Press the button on your CD-ROM drive. The drive tray opens and you can remove the disc from the CD-ROM drive.

4. For more information on playing compact discs, see the Help menu in the Windows Media Player window.

Double click Windows Media Player icon on the LCD display window.

Volume Control

Using the Keyboard

Changing the volume with your keyboard

Use <Fn> + <F7> to decrease the volume or <Fn> + <F8> to increase the volume.

Using the Volume Control Icon

Double click the volume control icon on a tray bar on down side of the LCD screen and control volume in [Volume Control] as following window.

Using Windows Media Player

The Windows Media Player has a slidebar to adjust the volume, click and hold the pointer on the slidebar and adjust the volume.

Movie Maker

You can edit audio and video data using this Movie Maker that is included with WindowsMe. It is also possible to make a slide show with each frame or picture.

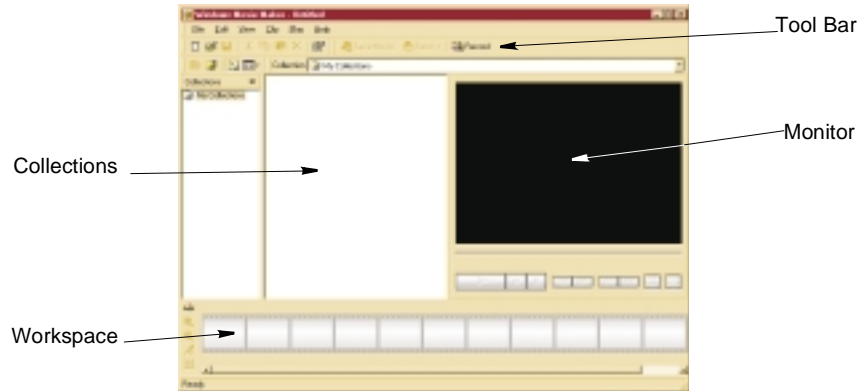To start the program: Click Start > Programs > Accessories > Windows Movie Maker.

Figure 29.   Windows Movie Maker

MP3 Player/Voice Recorder

Your system has MP3 player integrated inside the computer chassis. You can download songs from internet and save them on your system flash memory, then you can listen to the music even while the system is powered off.

> **The flash memory size of the MP3 Player is 32 MB, but the memory size could be different from system to system.**
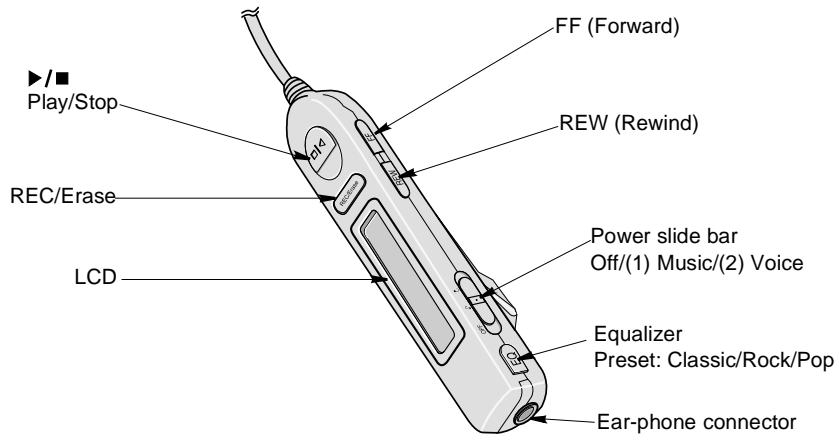
FF (Forward)

▶/■
Play/Stop

REW (Rewind)

REC/Erase

Power slide bar
Off/(1) Music/(2) Voice

LCD

Equalizer
Preset: Classic/Rock/Pop

Ear-phone connector

Figure 30. MP3 Player Top View

REP (Repeat)
Repeat: repeat one MP3 file
All: repeat every MP3 file
Shuffle: mix the order of the file

VOL (Volume)

HOLD
Lock the MP3 remote controller
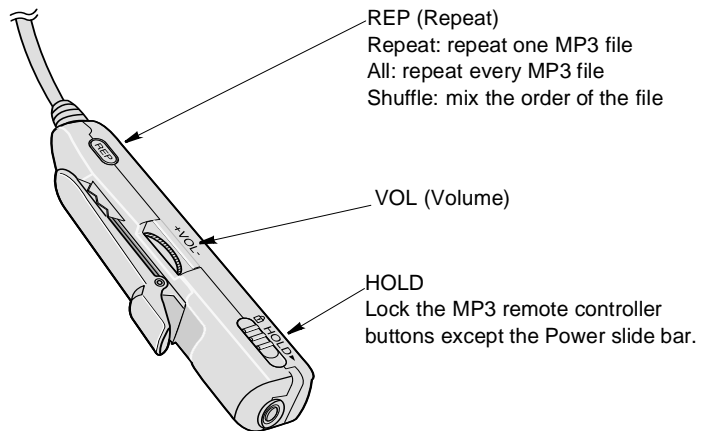buttons except the Power slide bar.

Figure 31. MP3 Player Bottom View

Listening MP3 file

To listen to your MP3 files simply follow the steps below.

1. Make a new folder on your system hard drive to store your MP3 files.