

TRAVELBOOK M13 – by TRAVELTEK

Windows 10 13.3" Intel Apollo Lake N3350 Clamshell Laptop

User Manual

Introduction

Thank you for purchasing the Travelbook M13 which comes with the newest Intel Apollo Lake Celeron N3350 CPU technology, 4GB DDR RAM for quick multi-tasking, 32GB of internal storage, Expandable SSD up to 480GB, IPS FHD 13.3 inch screen, and the latest Windows 10 software.

This user manual will help you understand the features and functions of your new laptop. Please read this user manual carefully before using this device. It is recommended to charge the device for a full charge before the first use.

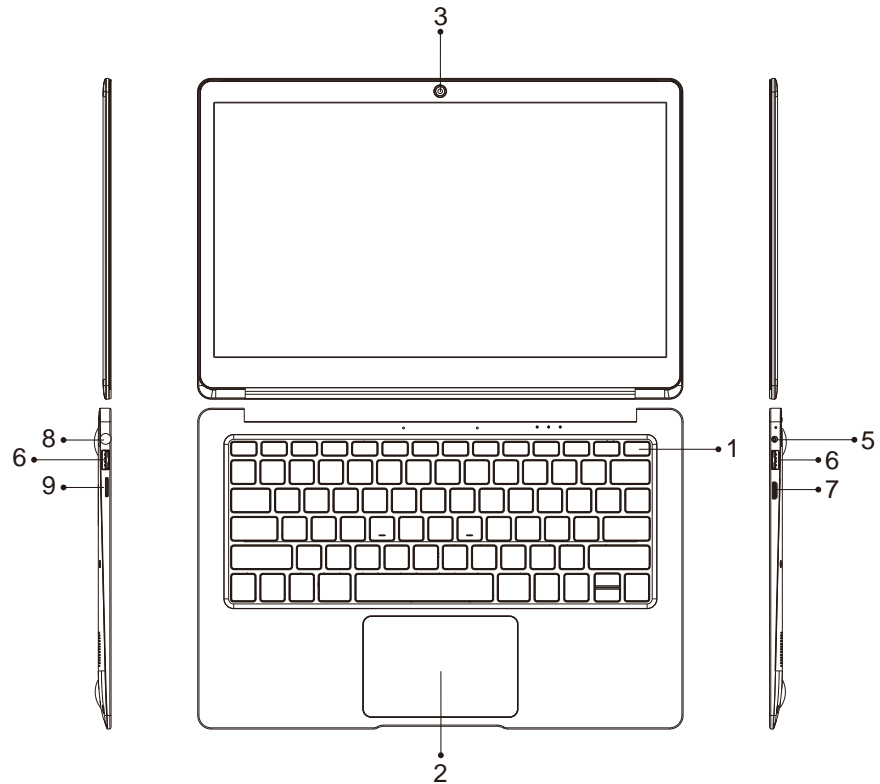
Contents

I. Safety Precautions	2
II. Buttons and Ports	3
III. Desktop	4
IV. Setting up a Microsoft Account	5-6
V. Start Menu and the Windows Store	7
VI. Action Center and OneDrive	8
VII. Task View, Start Screen and Restoring Windows	9
VIII. Tips & Tricks	10-14
IX. Specifications	16

Safety Precautions

1. This device is suitable for use in non-tropic areas below 2,000 meters.
2. Do not drop the device or apply strong force.
3. Avoid extended use in extreme cold, hot, humid or dusty environments. Avoid exposing the device to direct sunlight for extended periods of time.
4. Avoid using the device near strong magnetic fields and in static environments.
5. Keep the device away from water and other liquids. In the event that water or other liquids get on or into the device, power off the device immediately and ensure the device remains off and unplugged until fully dry.
6. Do not clean the device with any chemical or other liquid to avoid causing damage due to corrosion and moisture. Clean with a dry soft cloth only.
7. We are not responsible for loss of data due to malfunction, misuse, modification, or other accident.
8. Please back up your important data regularly to avoid loss.
9. Please do not attempt to disassemble or repair the product on your own, as it will void the warranty.
10. Do not attempt to change the battery on your own. Using an incompatible battery may cause explosion.
11. To reduce the risk of fire or electric shock, do not expose this device to rain or moisture. The device should not be exposed to dripping or splashing. Never place objects filled with liquids, such as vases, on the device.
12. Windows Software receives updates directly from Microsoft. The device will update automatically, or you may manually check to see if there are updates available from Microsoft.
13. Remember your passwords – Manufactures and resell outlets cannot assist in unlocking your device due to forgotten passwords. Setting up a Microsoft account vs. local account is best if requesting any assistance from Microsoft for any issue.
14. Handle your device with care – any misuse or abuse which causes malfunction of the unit, voids all warranty. This includes cracked display screens.
15. We reserve the right to change the contents of this manual.

- 1.Power Button
- 2.Track pad
- 3.Camera
- 4.Display Screen
- 5.+12V DC
- 6.USB Port
- 7.HDMI Port
- 8.Headphone Connection
- 9.TF Card



Buttons and Ports

1. **Power Button** : To power on/off the device, long press the power button for about 2-3 seconds.
2. **Track Pad**: Translates the motion and position of a user's fingers to navigate and request functions on the device.
3. **Camera**: For taking photos or videos.
4. **Display Screen**
5. **DC port**: Used to connect the power supply and recharge the device.
6. **USB port**: Used to connect USB accessories such as a keyboard, mouse, USB drive or other portable storage.
7. **HDMI port**: HDMI out used to connect the device to a TV or other HDMI input.
8. **Headphone port**: Audio-out used to connect headphones or portable speaker using a 3.5mm connection.
9. **TF card slot**: Used to insert a Micro SD (TF) card to expand the memory. Supports Micro SD cards up to 128GB.

Desktop



1. Windows (Start) Icon
2. Search Bar
3. View all open windows
4. Browser
5. File Explorer
6. Windows Store

7. Battery
8. Wi-Fi
9. Volume
10. Action Center
11. Keyboard Settings
12. Date and Time Setting

Setting up a Microsoft Account

NOTE: We highly recommend using a Microsoft Account instead of a local account. If you use a local account and forget your password you will be locked out of the device.

Setting up a **Microsoft account** allows you to sign in and use the various features provided on your tablet, including: **OneDrive, Outlook.com, Xbox Live, Office 365, Skype** and more. Setting up a **Microsoft account** makes using your device easier. If you do not already have a **Microsoft account**, you can create one for free.

Some of the benefits include:

- You only have to sign in once. If you use a **Microsoft Account** to sign into Windows, you do not need to sign in again to use Microsoft related apps and services such as **Skype, Outlook.com, OneDrive** and more.
You are connected and synced across all your Windows-based devices you sign in under.

You will be prompted to sign into your existing Microsoft Account when accessing Windows. You can click "**Sign up**" to create one if needed.

- To create a **Microsoft Account**, select **Sign Up** on the log in page.
- You can also go to **Microsoft.com/account**

NOTE: You can use your existing email address to sign up, even if it is not a Microsoft provided address. If you do not have an existing email address, you can click "get a new email address" to sign up for one.

If you just choose a Local Account, you will not get the benefits of only having to sign in once and having your settings synced across devices. Create a Microsoft Account to use these features.

Switching from a Local Account to a Microsoft Account

If you do sign in with a local account, you can choose to switch to a Microsoft account at any time.

- Click on the **Windows (Start) Icon**
- Click on **Settings**
- Click on **Accounts**
- Click **Sign in with a Microsoft Account** instead

Start Menu

The **Start Menu** is accessed by clicking the **Windows icon** in the lower left corner of the screen.

The **Start Menu** provides access to the **Apps** you have installed, system **Settings**, and other **important features**.

You can use **All Apps** to view all installed apps in a list. You can pin frequently used apps to the **Start menu** by holding your finger on the app icon for a few seconds and then choosing "**Pin to Start**" or "**Pin to Task bar**."



The Windows Store

The **Windows Store** is where you can install new apps for your device. To access the **Windows Store**, choose **Store** from the **Start Menu** or click the **shopping bag icon** in the toolbar at the bottom.

- Search for the app you wish to download
- Click the app to view more information
- Click **Install** if it is a free app, or **Buy** to purchase the app and install it.
NOTE: You need to be signed in to your Microsoft Account to install apps from the Windows Store.

Action Center

The **Action Center** is accessed by tapping the **notification icon** on the lower right.

The Action Center provides quick access to important notifications, and allows you to change some common settings.



From the **Action Center**, you can turn **Airplane Mode** on or off. When **Airplane Mode** is on, all Wi-Fi and other connections are disabled.

One Drive

OneDrive is online cloud storage provided by **Microsoft**. When you create a Microsoft Account, you get some online storage free through **OneDrive**.

You can access **OneDrive** through the **Microsoft Edge** browser by going to <https://onedrive.com>

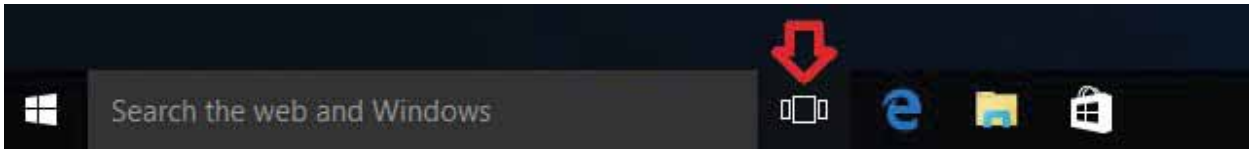
Sign in with your **Microsoft Account** if prompted.

By default, a local folder is also created for **OneDrive**.

You can find the **OneDrive** folder under **C:\Users\[ACCOUNT_NAME]\OneDrive** (where [ACCOUNT_NAME] is your username).

Task View

Task View allows you to quickly switch between and close open apps. To launch **Task View**, click the icon shown below on the bottom toolbar.



Start Screen

If you prefer using the full **Windows Start Screen** instead of the **Desktop View**, you can switch by using the steps below:

- Click on the **Windows (Start) Icon**.
- Click **Settings**
- Click **Personalization**
- Choose **Start** on the left
- To the right, turn the setting that says "**Use Start full screen**" to on.

You can also switch back the full **Windows Start Screen** to **Desktop View** by turning the option off. NOTE: You may need to sign out and back in for these changes to take effect.

Restoring Windows

If your device is encountering errors which you have been unable to resolve, you can restore Windows to the original state.

- Click on the **Windows (Start) Icon**.
- Click **Settings**
- Click **Update and Security**
- **Click Recovery**
- **Under Reset this PC, click Get Started**

NOTE: If you want to keep any files, select Keep my files. If you do not wish to keep your files, or you have backed them using an external method, click Remove Everything.

Tips and Tricks

1. **Creating a Recovery Drive**

It is recommended you create a recovery drive when you first get your tablet. A recovery drive can help you troubleshoot and fix problems with your PC, even if it won't start. To create one, all you need is a USB drive.

- From the task bar, search for **Create a recovery drive** and then select it. You might be asked to enter an admin password or confirm your choice.
- When the tool opens, make sure **Back up system files to the recovery drive** is selected and then select **Next**.
- Connect a USB drive to your PC, select it, and then select **Next > Create**. A lot of files need to be copied to the recovery drive, so this might take a while.
- When it's done, you might see a **Delete the recovery partition from your PC** link on the final screen. If you want to free up drive space on your PC, select the link and then select **Delete**. If not, select **Finish**.

2. **Using Bluetooth to Send and Receive files:**

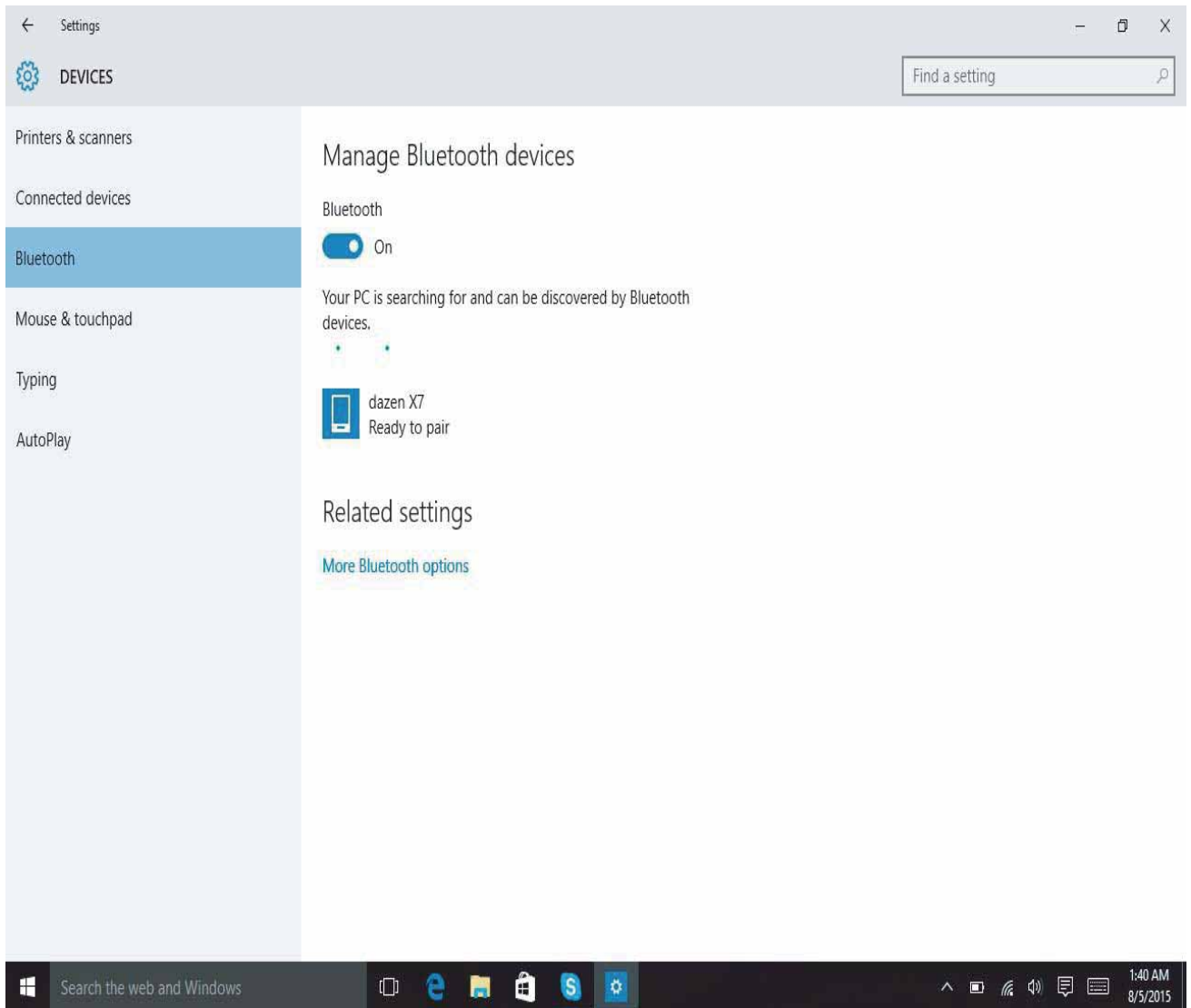
- Click on the **Windows (Start) Icon**
- Click on **Settings**
- Click on **Devices**
- Click on **Bluetooth** and turn **Bluetooth ON**

After **Bluetooth** is turned **ON**, your tablet will begin to search for nearby **Bluetooth devices**.

NOTE: You will need to ensure that the device you wish to pair also has Bluetooth enabled and is visible to nearby devices.

Once the search is complete, it will display available nearby devices. You can pair your tablet with another device by selecting it from the list.

NOTE: You may need to confirm a pass key on both devices to finish pairing.



- After pairing the devices click on the **Bluetooth icon** on the task bar, at the bottom-right.
- To transfer a file to your tablet, click on "**receive a file.**" You will see a "**waiting for connection**" window.
- Go to your other device, select the file you wish to send and use the option to share or send via Bluetooth.
- Select the tablet from the list of paired devices to send.
- The tablet will begin downloading the file and will provide an option to save.

NOTE: The same process can be used to send files from tablet to other device.

3. **Resizing Icons and Fonts in Desktop View:**

- Click on the **Windows (Start) Icon**
- Click on **Settings**
- Click on **System**
- Choose **Display**
- Here you can choose from 100%, 125%, 150% or click "custom sizing options".

NOTE: If you go over 150%, some menu options may no longer be accessible. It is recommended you use the magnifier tool instead if you need the font to be larger.

4. **Shutting Down and Powering On:**

When you shut down the PC, allow the PC to shut down completely. It is recommended to wait five minutes before turning it back on to ensure all internal hardware has completed the shutdown cycle.

5. **Power Saver:**

This device has a built-in rechargeable battery. We recommend you keep the screen brightness on medium and only turn it up when needed to conserve battery power.

To access the Power Saving options:

- Click the **battery icon** in the task bar on the lower right
- Select "**Additional Power Settings**"
- Here you can "**Choose or Customize a Power Plan**"

6. **Changing the Language and Keyboard Input Method:**

- Click on the **Windows (Start) Icon**
- Click on **Settings**
- Click on **Time & Language**
- Choose **Region & Language**
- Choose **Add a language and select the language you want to use.**

After this, you will see the selected language in the list. Choose options to download the language pack if needed and to assign it as an input method for the keyboard.

7. **Date and Time:**

The correct date and time is required for many applications to function properly. Generally the date and time is set automatically when connected to the Internet. However, if this is not working properly or you are offline, you can set the time and date manually.

- Click on the **Windows (Start) Icon**
- Click on **Settings**
- Choose **Time and Language**

Here you can choose your time zone and, if needed, turn off automatic time and manually set it by clicking "change."

Specifications	
Product	13.3" Intel Apollo Lake CPU Metal Clamshell Laptop with Windows 10 OS
Processor	Intel Processor Apollo Lake N3350 1.1Ghz
Operating System	Windows 10 OS
Memory	32 GB Built-in Memory (eMMC Fast Memory)
Expansion	micro SD card slot (supports up to 128GB max)
Resolution / Screen	1920*1080 FHD IPS
RAM Memory	4 GB DDR3 Built-in
Bluetooth	Built-in Bluetooth V4.0 EDR
Camera	Front: 0.3 MP
Power Adapter	Input AC100 – 240V 50-60Hz, Output DC 12V/2A
Battery	Rechargeable Li-ion Polymer battery 4600mAh 7.4V

FCC Caution.

§ 15.19 Labelling requirements.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. For indoor use only in bands 5150-5250MHz.

§ 15.21 Information to user.

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

§ 15.105 Information to the user.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

*