LAPTOP PRODUCT MANUAL

Acer One 14 Z3-4105

■ Notice

The illustrations in this user's manual are for reference only. Actual product specifications may vary with territories.

The information in this user's manual is subject to change without notice.

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For more information on the Waste from Electrical and Electronics Equipment (WEEE) regulations, visit http://ec.europa.eu/environment/waste/weee/index_en.htm

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■ 1.1 Regulations Information

• CE compliance

This device is classed as a technical information equipment (ITE) in class B and is intended for use in living room and office.

• Power management

The computer has power-saving states enabled of power management at the default :

- 1. Shutting down the computer
- 2. Setting power options
- 3. Using battery power
- 4. Using external AC power

CAUTION: Any changes or modifications not expressly approved by the guarantee of this device could void the user's authority to operate the equipment.

- 1.Shutting down the computer

CAUTION: Unsaved information will be lost when the computer is shut down.

Shut down the computer under any of the following conditions:

- When you need to access components inside the computer.
- When you are connecting an external hardware device that does not connect to a USB port.
- When the computer will be unused and disconnected from external power for an extended period.

To shut down the computer, follow these steps:

NOTE: If the computer is in Sleep, turn the computer on by opening the computer or by pressing the power switch.

1. Save your work and close all open programs.

2. Briefly press the power switch.

3. Click Turn off.

If the computer is unresponsive and you are unable to use the preceding shut down procedures, please try to press and hold the power switch for at least 5 seconds.

- 2. Setting power options

If the computer has one power-saving state which is enabled at the factory: Sleep.

When Sleep is initiated, the power light blinks and the screen clears. Your work is saved to memory.

If the computer is in the Sleep state for an extended period or if the battery reaches a critical battery level while in the Sleep state, information is saved to the hard drive, and the computer shuts down.

CAUTION: To prevent possible audio and video degradation, loss of audio or video playback functionality, or loss of information, do not initiate Sleep while reading from or writing to a disc or an external media card.

NOTE: You cannot initiate any type of networking connection or perform any computer functions while the computer is in the Sleep state.

Initiating and exiting Sleep

System Sleep Mode

To switch to System Sleep mode for this computer you can press the Fn + F1 key combination. To wake the system from sleep press the power button. Note: The default power management settings selected for compliance with Energy Star have been recommended by the Energy Star program for optimal energy savings. If the system is plugged-in Sleep will be activated after no more than 30 minutes (15 minutes if the system is battery powered) of user inactivity, by default in Windows.

If the system is set at the factory to initiate Sleep after a period of inactivity when running on battery power or on external power.

Power settings can be changed using the Devices icon after entering OS “power option”.

With the computer on, you can initiate Sleep by closing the display.

You can exit Sleep in either of the following ways:

- Open the display.
- Briefly press the power switch.

When the computer exits Sleep, the power light turns on and your work returns to the screen where you stopped working.

By factory default the Energy Star setting will put the display into sleep within 15 minutes of user inactivity in order to reduce power consumption. The display will wake up upon sensing a key press or mouse movement. To adjust this setting go to Power Options in the control panel and click “Choose when to turn off the display”. Select an option from the dropdown menu and then click Save Changes to apply the changes to the setting and that changing them could make it not meet ENERGY STAR requirement of the power management.

Using power management

Power management is a collection of system settings that manages how the computer uses power.

Power management can help you conserve power or maximize performance.

You can customize power management settings.

Viewing and changing the current power management settings

1. Click the Devices icon enter OS.
2. Click power Options.
3. Choose what the power buttons do/choose what losing the lid does/choose when to turnoff the display/change when the computer sleeps.

- 3.Using battery power

When a charged battery is in the computer and the computer is not plugged into external power, the computer runs on battery power. When a charged battery is in the computer and the computer is plugged into external AC power, the computer runs on AC power.

If the computer contains a charged battery and is running on external AC power supplied through the AC adapter, the computer switches to battery power if the AC adapter is disconnected from the computer.

You can keep a battery in the computer or in storage, depending on how you work. Keeping the battery in the computer whenever the computer is plugged into AC power charges the battery and also protects your work in case of a power outage. However, a battery in the computer slowly discharges when the computer is off and unplugged from external power.

WARNING! : To reduce potential safety issues, use only the battery provided with the computer.Computer battery life varies, depending on power management settings, programs running on the computer, display brightness, external devices connected to the computer, and other factors.

Displaying the remaining battery charge

▲ Place the mouse pointer over the battery meter icon to see how much battery charge remains, or click the Devices icon.

Charging a battery

WARNING! : Do not charge the computer battery while you are onboard aircraft.

The battery charges whenever the computer is plugged into external power through an AC adapter or an optional power adapter.

The battery charges whether the computer is off or in use, but it charges faster when the computer is off.

Charging may take longer if a battery is new, has been unused for 2 weeks or more, or is much warmer or cooler than room temperature.

To prolong battery life and optimize the accuracy of battery charge displays, follow these recommendations:

- If you are charging a new battery, charge it fully before turning on the computer.

NOTE: If the computer is on while the battery is charging, the battery meter may show 100 percent charge before the battery is fully charged.

- Allow the battery to discharge below 6 percent of a full charge through normal use before charging it.

Conserving and maximizing battery life

To conserve battery life:

- Turn off wireless and local area network (LAN) connections and exit modem applications when you are not using them.
- Disconnect unused external devices that are not plugged into an external power source.
- Stop, disable, or remove any external media cards that you are not using.
- Decrease brightness.
- Initiate Sleep or shut down the computer when you are not using the computer.

To maximize battery life:

1. Click the Devices icon after entering OS
2. Click power Options
3. Choose change when the computer sleeps.
4. Adjust the sliders for Idle and Sleep.

Managing low battery levels

The information in this section describes the alerts and system responses set at the factory.

Identifying low battery levels

When a battery that is the sole power source for the computer reaches a low or critical battery level, and the computer is on or in the Sleep state, the computer remains briefly in Sleep, and then shuts down and loses any unsaved information.

Resolving a low battery level

Resolving a low battery level when external power is available

Please connect AC adapter

Resolving a low battery level when no power source is available

• Initiate Sleep.

• Save your work and shut down the computer.

Resolving a low battery level when the computer cannot exit Sleep

When the computer lacks sufficient power to exit Sleep, follow these steps:

1. Please connect the AC adapter to the computer and to external power.
2. Exit Sleep by briefly pressing the power switch.

- 4.Using external AC power

NOTE: For information on connecting to AC power, refer to the Quick Setup poster provided in the computer box.

External AC power is supplied through an approved AC adapter or an optional docking or expansion device.

WARNING! : To reduce potential safety issues, use only the AC adapter provided with the computer,.

Connect the computer to external AC power under any of the following conditions:

WARNING! : Do not charge the battery while you are onboard air craft.

- When you are charging or calibrating a battery
- When you are installing or modifying system software
- When writing information to a CD or DVD

When you connect the computer to external AC power, the following events occur:

- The battery begins to charge
- If the computer is turned on, the battery meter icon changes appearance.

When you disconnect external AC power, the computer switches to battery power.

Testing an AC adapter

Test the AC adapter if the computer exhibits any of the following symptoms when it is connected to AC power:

- The computer does not turn on.
- The display does not turn on
- The power light is off.

To test the AC adapter:

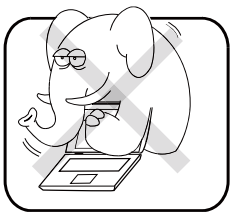
1. Shut down the computer.
2. Remove the battery from the computer.
3. Connect the AC adapter to the computer, and then plug it into an AC outlet.
4. Turn on the computer.

- If the power light turns on, the AC adapter is functioning properly.
- If the power light remains off, the AC adapter is not functioning and should be replaced.

Contact technical support for information on obtaining a replacement AC power adapter.

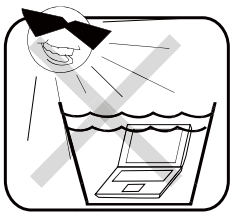
■ 1.2 Safety Instructions

The following safety precautions will increase the life of the notebook pc. Follow all Precautions and instructions.

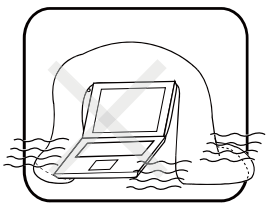


Do not place this device underneath heavy loads or in an unstable position.

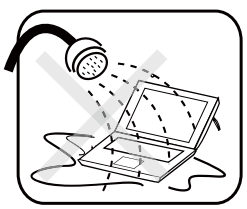
Do not use or expose this device around magnetic fields as magnetic interference may affect the performance of the device.



Do not expose this device to high levels of direct sunlight, high-humidity or wet conditions.



Do not block the air vents to this device or impede the airflow in any way.



Do not expose to or use near liquid, rain, or moisture.

Do not use the modem during electrical storms.

•CAUTION: RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.

■ 1.3 Notes for this Manual

CAUTION! Important information that must be followed for safe operation.

NOTE : Information for special situations.

■ 1.4 Release History

Version	Revision Note	Date
1.0	First Released	01.2021

Getting to know the basics

■ 2.1 Product Specification

This User's Manual provides instructions and illustrations on how to operate this notebook pc. It is recommended to read this manual carefully before using this notebook pc.

· Physical characteristic

Dimension	325*220.8*19.9mm (w/o rubber foot)
Weight	1800 G (depend upon the actually shipping product)

· CPU

Support processor	I3--1005G1 I5--1035G1 I5--1035G4 I5--1035G7 I7--1065G7

· Memory

DDR4	Expandable up to 64GB DDR4 with 2 DIMM Slots

· Power

AC adapter	3 Pin
Battery	Li-ion battery 6 cell 45Whr

· Storage

HDD	2.5" SATA HDD
Card reader	Support SD memory card

· I/O port

DC-in	x 1
USB	USB 2.0 x 1 + USB 3.0 x 2
RJ45	x 1
Phone jacks	x 1 Phone jacks for external microphone + headphone
Card reader	x 1 (SD)
HDMI 1.4	x 1
Type-C	x 1
Kensington® lock	x 1

· Audio

Audio codec	Azalia standard support
Speaker	Built-in speakers as default
MIC	Internal Microphone

· Display

LCD	14” LED Backlit Display

· Input

Keyboard	Standard
Pointing device	PS2 touch pad with 2 buttons

· Communication port

LAN controller	Supports 10/100/1000 Mb/sec.
Wireless LAN + Bluetooth	Support IEEE802.11 a/b/g/n/ac, BT 5.1

· Webcam

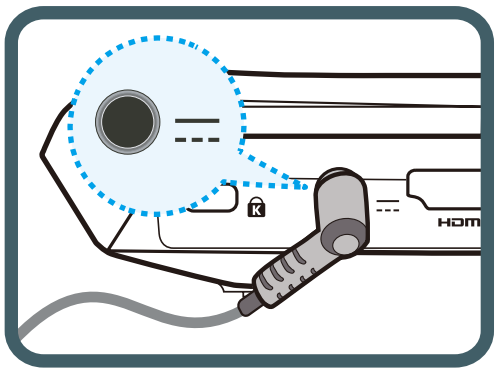
Webcam	Built-in webcam module

CAUTION: MODEL IS DESIGNED TO USE WITH THE DC INPUT: (19V/3.42A) ADAPTERS.

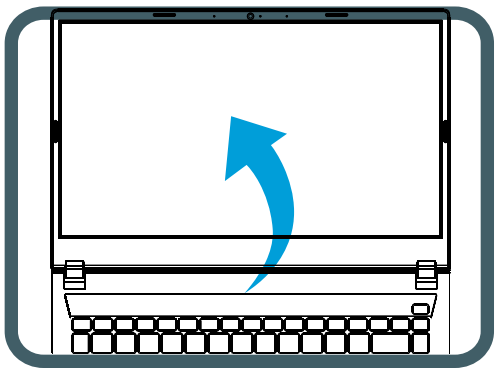
CAUTION! Adapter watt should follow default setting or refer to rating label information.

■ 2.2 Preparing your notebook pc

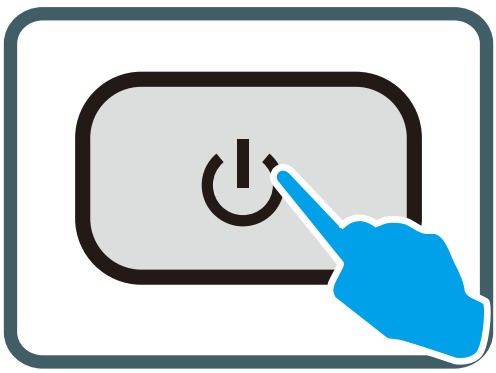
1. Plug the AC adapter cable into the DC power connector. Then connect one end of the power cable to the power adapter, and the other end to a wall outlet.



2. Lift to open the display panel.



3. Press the power button to turn on your notebook pc.



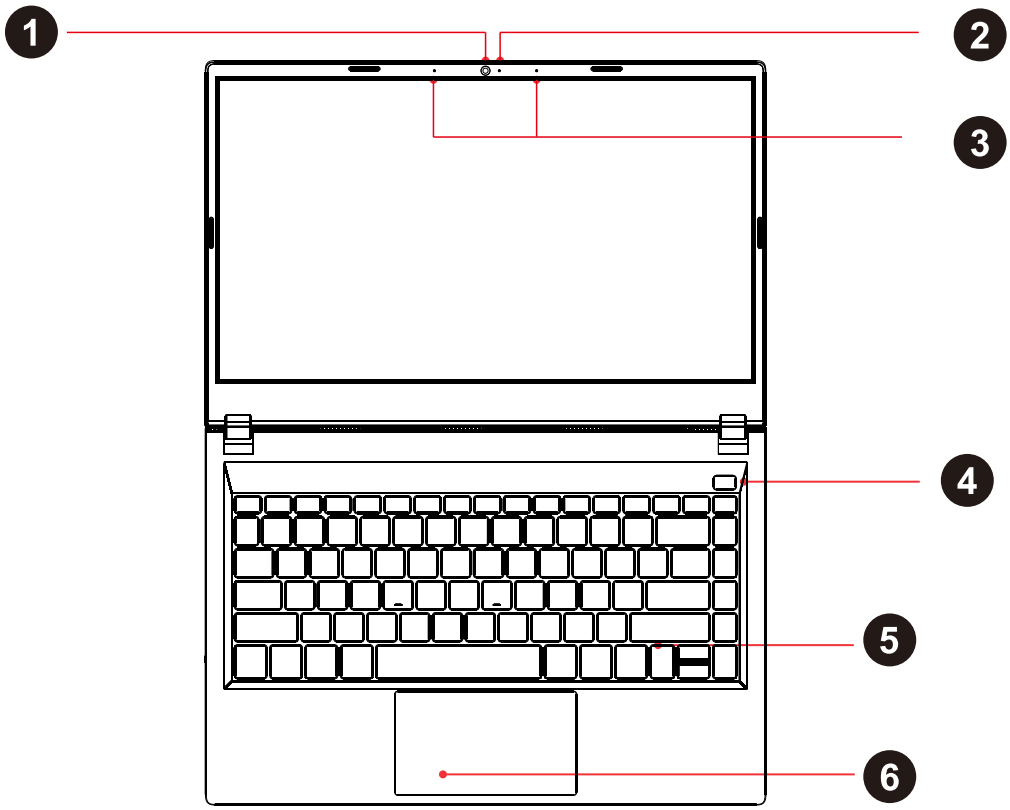
■ 2.3 Product overview

This section provides the description of basic aspects of the notebook pc.

NOTE: The product's color, I/O port, indicator location, and specification will depend upon the actually shipping product.

■ 2.3.1 Top-Open view

The figure of top-open view and description shown below will lead you to browse the main operating area of your notebook pc.



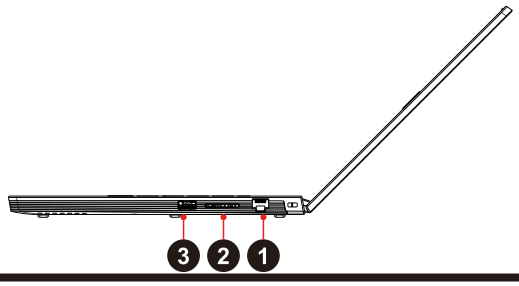
CAUTION: When you are not using the notebook pc, keep the LCD screen closed to protect it from dust. Do not put the notebook pc on your LAP or other Parts of the body to avoid injury from the heat.

Top side components

1. Front camera
2. Camera LED
3. Microphone
4. Power Indicator
5. keyboard group
6. Touchpad

■ 2.3.2 Right side view

Refer to the following illustration to identify the components on this side of the notebook pc.



Top side components

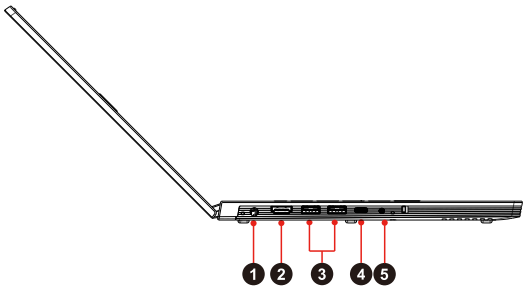
1 RJ- 45 LAN port

2 SD card

3 USB 3.0 Port

■ 2.3.3 Left side view

Refer to the following illustration to identify the components on this side of the notebook pc.

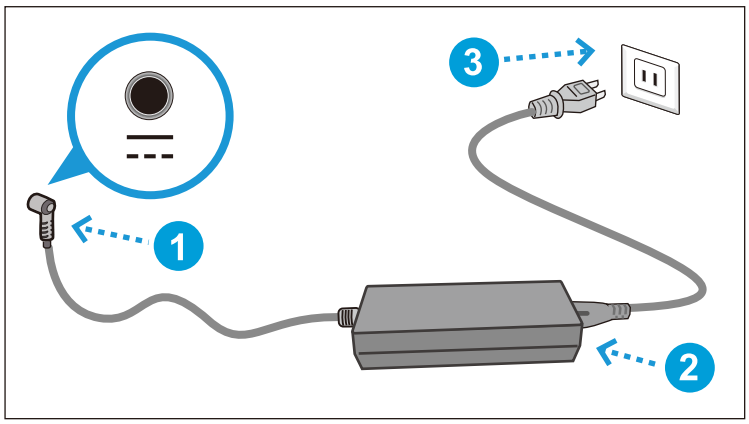


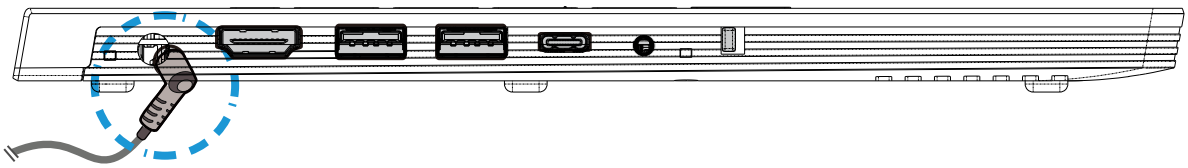
Top side components
1 DC port
2 HDMI
3 USB 2.0 Port *2
4 Type -C
5 Headphone Jack

3.1 AC adapter

Please be noted that it is strongly recommended to connect the AC adapter and use the AC power while using this notebook pc for the first time. When the AC adapter is connected, the battery is being charged immediately.

Note that the AC adapter included in the package is approved for your notebook pc; using other adapter model may damage either the notebook pc or other devices attached to it.





CAUTION: Do not use inferior extension cords as this may result in damage to your notebook pc. The notebook pc comes with its own AC adapter. Do not use a different adapter to power the notebook pc and other electrical devices.

NOTE: The power adapter may become warm to hot when in use. Be sure not to cover the adapter and keep it away from your body.

■ 3.2 Knowing the keyboard

The following defines the colored hot keys on the Keyboard.

The colored commands can only be accessed by first pressing and holding the function key while pressing a key with a colored command.

• Keyboard for windows 10 :

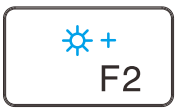
NOTE: The keyboard differs for each territory.

CAUTION: Operation system support based on product specification.

■ 3.2.1 Windows 10 for keyboard users

To activate these functions, press and hold down <Fn> together with the keys described below:

■ Function keys

Keypad	
	Press this key combination (FN + F1) to decrease the brightness of the display
	Press this key combination (FN + F2) to increase the brightness of the display
	Press this key combination(FN+F3) to Select the projection mode
	Press this key combination (FN + F4) to MUTE audio
	Press this key combination (FN + F5) to turn the audio Volume Down
	Press this key combination (FN + F6) to turn the audio Volume Up

■ Function keys

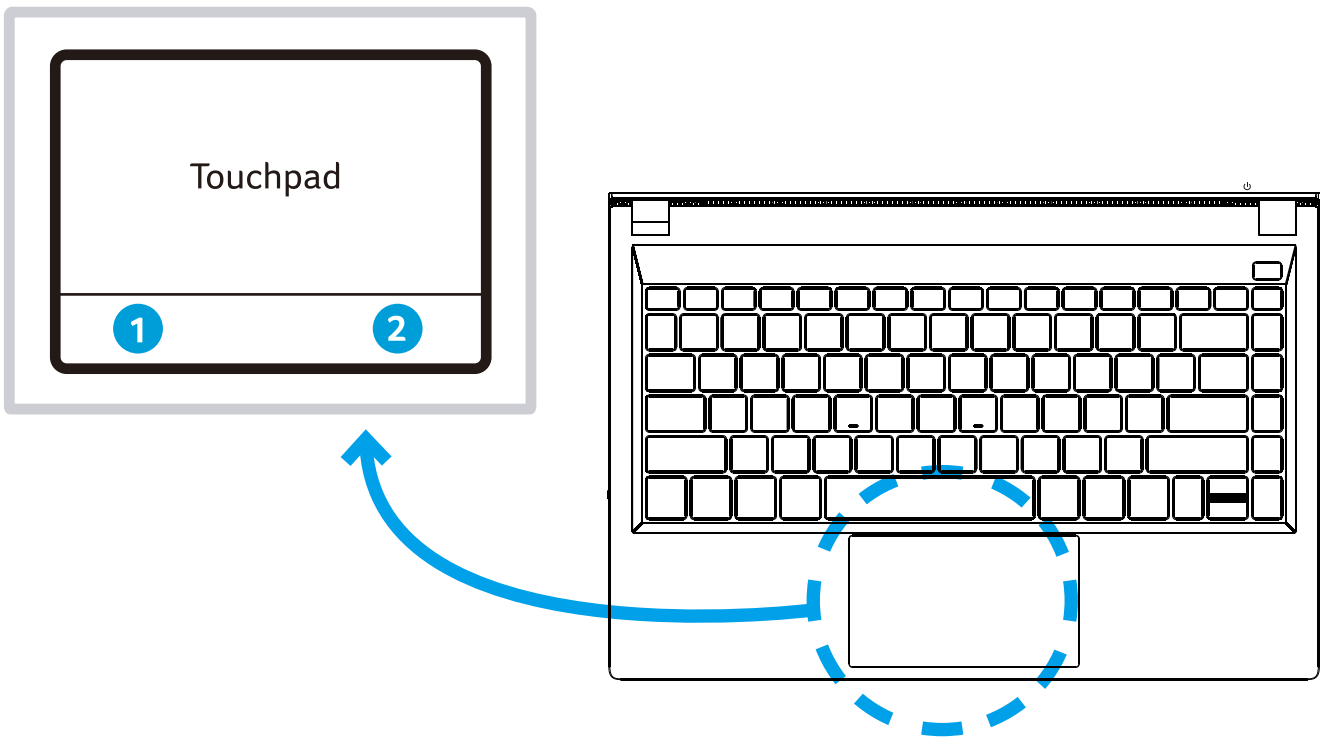
Keypad

F7	Press this key combination(FN+F7) to sleep
F8	
Pause F9	Press this key combination(FN+F9) to Suspend the execution of a program or order
Scr LK F10	Press this key combination(FN+F10) to Screen scroll lock
Insert F11	Press this key combination(FN+F11) to Switch input mode
PrtSc F12	Press this key combination(FN+F12) to Capture screen image

■ 3.3 Using the touchpad

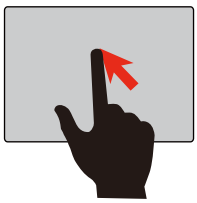
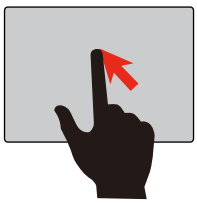
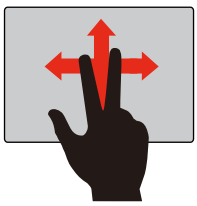
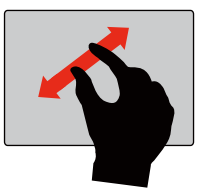
The touchpad is a rectangular electronic panel located just below your keyboard. You can use the static-sensitive panel of the touchpad and slide it to move the cursor. You can use the buttons below the touchpad as left and right mouse buttons.

Press the left 1 and right 2 buttons located on the edge of the touchpad to make selections and run functions. These two buttons are similar to the left and right buttons on a mouse. Tapping on the touchpad produces similar results.



CAUTION: Keep your fingers dry and clean while using the touchpad. Also keep the touchpad dry and clean. The touchpad is sensitive to finger movements. Therefore, the lighter the touch, better the response. Tapping too hard will not increase the touchpad's responsiveness.

■ 3.3.1 Windows 10 touchpad usage

Finger gesture		Function description
Single-finger slides		Mouse cursor manipulation
Single/two-finger tap, double tap		Primary button click, double click at cursor location
Two-finger slides		Horizontal or vertical scroll (mouse wheel)
Two-finger pinch		Zoom (Ctrl + mouse wheel)

BIOS SETUP

4.1 About BIOS Setup

The default BIOS (Basic Input/Output System) is already properly configured and optimized, there is normally no need to run this utility.

4.1.1 When to Use BIOS Setup ?

You may need to run the BIOS Setup when:

- An error message appears on the screen during the system booting up and is requested to run SETUP.
- You want to change the default settings for customized features.
- You want to reload the default BIOS settings.

CAUTION! We strongly recommend that you change the BIOS settings only with the help of a trained service personnel.

4.1.2 How to Run BIOS Setup ?

To run the BIOS Setup Utility, turn on the notebook pc and press the [Del] or [ESC] key during the POST procedure.

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

The setup function only can be invoked by pressing [Del] or [ESC] key during POST that provide an approach to change some setting and configuration the user prefer, and the changed values will save in the NVRAM and will take effect after the system rebooted.

Press [F12] key for Boot Menu.

NOTE : The drivers, BIOS and utilities bundled in the support DVD may vary by models and are subject to change without notice.

・ When OS support is Windows 10 :

1. Click the Start menu and select Settings.
2. Select Update and Security.
3. Click Recovery
4. Under Advanced startup, click Restart now.
   The system will restart and show the Windows 10 boot menu.
5. Select Troubleshoot.
6. Choose Advanced options.
7. Select UEFI Firmware Settings.
8. Click Restart to restart the system and enter UEFI (BIOS).

DO's

1. First work in Battery mode till it indicates low battery, then switch on the AC power to charge as well as to work. At least once in a day work in battery mode so as to improve the battery life.
2. Disconnect all the peripherals which are connected when the Laptop is not in use. When the Laptop is in Battery mode, connect the external USB device which are essential and remove them immediately after use, otherwise these devices will draw power from Laptop.
3. Always remove Charger/adapter from Mains when the Laptop is not in use.
4. Delete unwanted files then and there otherwise it may occupy more space.
5. Whenever external storage device is required to be used, please scan before use.
6. Clean the Laptop monitor every day using soft cloth and not by fingers. Clean the key board using paint brush.
7. Always lift or hold the Laptop with both the hands. Handle carefully.
8. Keep the Laptop in the bag provided when not in use.
9. Keep the Laptop with proper ventilation.
10. Place the Laptop in plain and smooth surface while using.
11. Insert the External devices gently in the proper port.
12. Open and close the Laptop gently, otherwise the hinges may break.
13. In case of any problem with the Laptop, register your complaint and approach the nearest service center.

Don’ts

1. Do not place the Laptop closer or on to any electrical device such as Microwave Oven, TV etc. and directly under sunlight.

2. Do not keep any liquid such as water, beverages near Laptop so as to avoid spill over on keyboard.

3. Do not keep any book or heavy weight items on the Laptop.

4. Never keep the Laptop in "ON" condition in the bed while sleeping. Always ensure that the Laptop is switched off and kept away from the bed before going to sleep.

5. Do not keep more applications / shortcuts on the esktop(Screen), it may slow down the speed of the process. Keep mostly working files / applications alone in the Laptop.

6. Do not open too many files at a time.

7. Do not shut down forcibly by using power button. Turn off the Laptop by proper shut down method.

8. Do not place your finger on the screen.

9. Do not hard press the keys. Use the keyboard gently.

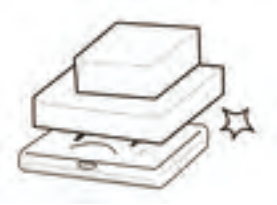
10. Do not use the Power adapter of others Laptops.

11. Never put stapler pin or paper clips into the keyboard.

12. Do not open the Laptop chassis during warranty period. If it is noticed that the Laptop has been opened or serviced by others, the warranty conditions may not be applicable.

13. Do not drop the Laptop forcibly.

Warnings and precautions



Warning:

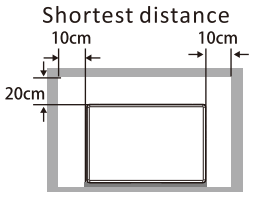
Do not place any heavy objects on your laptop;
Do not scratch, twist or hit the surface of the LCD screen.

Warning:

In order to prevent the risk from fire and electric shocks, please do not expose the main parts of this product to rain or moisture.

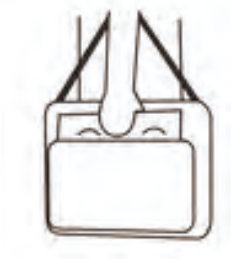
Warning:

Do not put in a place too cold, too hot (<35 ° C) or too humid.
Long-term use in a dusty environment, don't exposure the computer to the sun.



Warning:

If you put this product in a relatively crowded space, it must be kept at least at a distance as small as the left picture. Overheating will shorten the life of the computer and it can also be dangerous.



Note:

Do not randomly disassemble. Do not apply the adapter of the computer to other computers to avoid electrical shocks in case of burning or damage to the device.

FCC Statement:

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.

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

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.

RF Exposure Information

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.