

# Chapter 2

---

## Using the Notebook

*This chapter explains  
the procedures that you  
should follow the first  
time that you use the  
notebook*



# Keyboard

## Keyboard Layout

The appearance of the notebook keyboard depends on the version of the system that you are using, and the language version of your system. For some languages, one or two extra keys are required, and extra keystrokes may be embedded into the keys. The illustration below shows a picture of a typical keyboard.

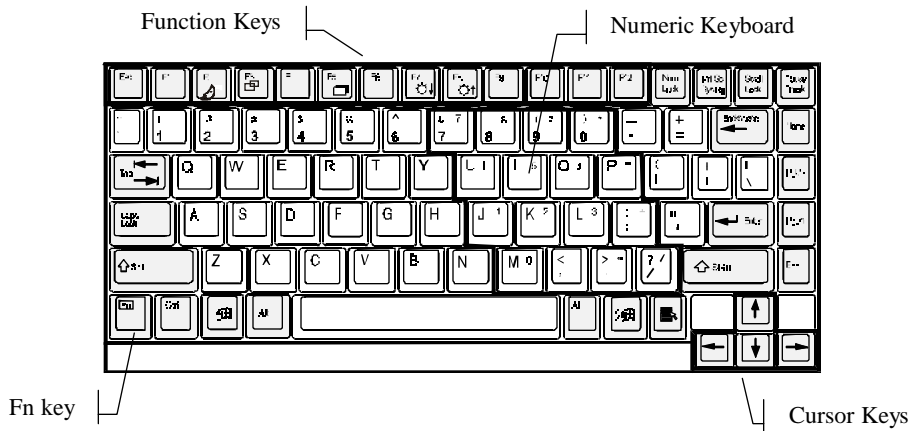


Figure 2-1: Standard Keyboard Layout

## Key Legends

In the upper left corner, each keycap carries a large legend of the normal keystroke. If there are two legends, the upper keystroke is selected by holding down the Shift key.

## Embedded Keypad

The alphabet keys on the right side have an embedded numeric keypad that can be turned on by pressing the Num Lock key. The embedded keypad legends are usually positioned in the upper right corner of the keycaps (in some language versions, the keypad legends may be positioned on the front edge of the keycap).






## Function Keys

---

The function keys are from the top row of the keyboard. The software usually determines the action of the function keys that the computer is running. Some of the function keys have a second action embedded. This action is identified as an icon on the keycap. This action is selected by holding down the FN Function key (in the lower left corner of the keyboard) while pressing the function key.

### *Function Key Reference*

The table below shows the meaning of the function key icons, and other embedded keyboard icons:

| Keystrokes | Icon  | Action  |
|------------|---|---|
| FN + F2    |    | This key combination causes your notebook to switch to suspend-to-disk mode. (See chapter 4, for information on the suspend-to-disk mode option on your notebook)   |
| FN + F3    |    | This key combination toggles the video display between the built-in screen and an external monitor. The first press switches the video to an external monitor, the second press causes a simultaneous display on the screen and monitor, and the third press returns the video to the built-in screen only. |
| FN + F5    |  | This key combination toggles the video display on the built-in screen on and off.   |
| FN + F7    |  | This key combination increases the brightness of the built-in screen.   |
| FN + F8    |  | This key combination decreases the brightness of the built-in screen.   |

## Windows Keys

---

The Windows keys are located on either side of the Space bar. They are active in Windows 95, Windows 98, or Windows NT.



This key activates the Start button Windows Task Bar.



This key opens the pull down menu of a selected icon or object. Its action is the same as right-clicking an icon or object with a mouse or touchpad.

---

## Using the Touchpad

---

The touch pad works like a standard computer mouser. Simply move your fingertip over the touch pad to control the position of the cursor.

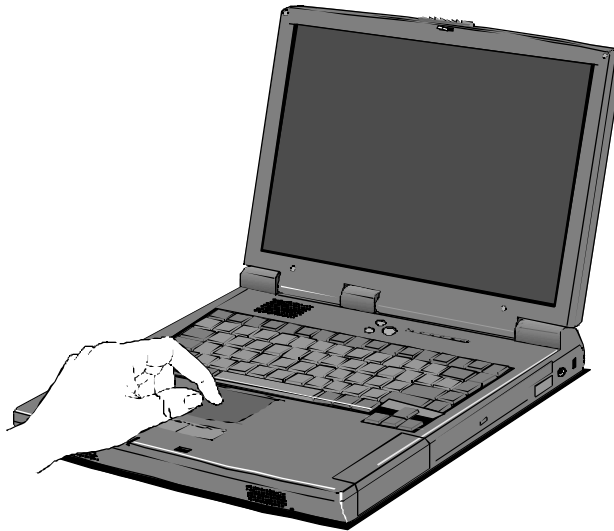


Figure 2-2: Using the Touchpad

---

### Touchpad Buttons

---

Two buttons are located below the touchpad. The button on the left acts exactly like the left button on a mouse. You can click it once to select an icon, object, or file, and click or double-click to execute an action on a selected icon, object, or file.

The button on the right acts exactly like the right button on a mouse. In the Windows environment, a right click usually displays a pull-down properties menu for whatever icon, object, or file is selected.

---

### Tapping the Touchpad Surface

---

You can operate most of the touchpad functions with a single fingertip. When you need to execute a left button mouse click, tap gently on the touchpad surface with your fingertip. Tap twice quite rapidly to execute a double click. For drag and drop operations, tap twice, but keep your fingertip in contact with the touchpad surface after the second tap, you can then drag objects around the screen. When your fingertip breaks contact with the touchpad surface, the object is dropped.

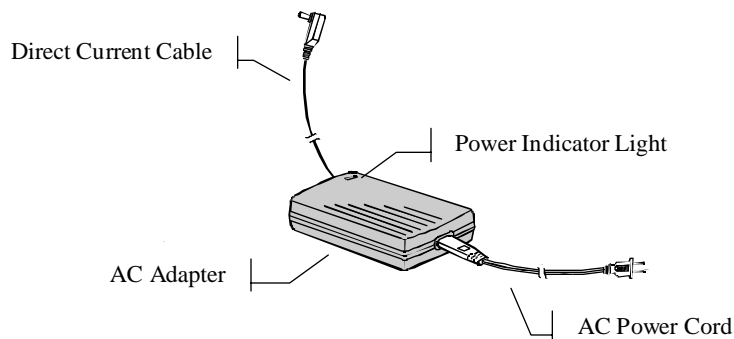
## Connecting Power to the System

---

Your notebook can operate through the AC adapter connected to a wall outlet, or it can operate from the removable, rechargeable battery installed in the left side of the unit.

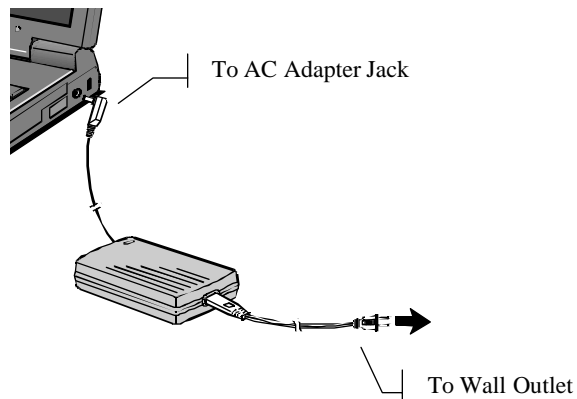
When you are using your notebook for the first time, it is essential that you use the AC adapter connected to a suitable power supply. The battery in a newly purchased system is usually fully discharged or has just a little charge remaining. When you first use the notebook, you must have sufficient power to complete the Windows initialization process without running out of power.

The AC adapter is auto-sensing so it can use any available power supply from 100 volts through to 240 volts ( $\pm 10\%$  VAC) with a frequency ranging from 50 to 60 Hertz. The AC adapter is also used to recharge the rechargeable battery.



**Figure 2-3: AC Adapter**

1. Plug the power cord into a regular AC power supply outlet.
2. The power indicator light on the AC adapter will turn on to show that it is connected to AC power.
3. Plug the direct current cable from the AC adapter into the AC adapter jack on the left side of the notebook.



**Figure 2-4: Connecting the AC Adapter**

4. The left side power indicator on the front edge of the notebook will turn on with a green light. At the same time the right power indicator will turn on or flash to indicate internal battery status.

## **First Time Start Up**

---

When you have connected the notebook to a suitable power supply, and you are familiar with the operation of the keyboard and touchpad, you are ready to begin using your computer.

**NOTE:** It is particularly important that you give your battery a full charge the first time that you use it. We recommend that you leave the system connected to the AC adapter until the battery is fully charged. The right power indicator lamp on the front edge of the notebook will turn green when the internal notebook battery is fully charged.

The Windows operating system is partially installed on your system. The installation is completed when you turn on the computer for the first time. At that point, Windows will run a setup program which gathers important information about you and your computer preferences, so that Windows operates the way you want it to.

Throughout the setup procedure, Windows will present dialog boxes on the screen. When you have read the dialog box and wish to proceed with the installation, use the touchpad to point to the Next button and then click it. If you wish to review a part of the installation procedure, click on the Back button.

1. Turn on your notebook by pressing the power switch down and holding it down for about two seconds. When you see activity on the power and status indicator panels, you can release the power switch.
2. When Windows starts, you may see a Safe Recovery message. This means that the notebook has been turned on at least once since the partial installation of Windows, and Windows has registered the fact that the final installation was not completed at that time. You can ignore the safe recovery message and proceed.
3. The setup program will ask for the language and layout of your keyboard. Select the appropriate items from the list provided and proceed.
4. Setup will then ask for your name and company name if applicable. Type in the information and proceed.
5. Setup will then display the Windows license agreement. This document details the terms and condition under which you are licensed to use the Windows software. You must read this information and then click on the “I accept the agreement” check box in order to proceed.
6. Setup will then ask you to type in the registration number on the Certificate of Authenticity (COA). The COA is generally pasted on the front cover of the Windows manual that is shipped with this system.
7. Setup will then begin to configure your computer. After some time, you will be required to restart the computer.
8. When the notebook has restarted, setup will ask you to select a printer for your system. You can select a printer at this time, or leave it till later if you prefer.
9. Setup will then display a Time Zone window. Use the touchpad to select the correct time zone for you location, and reset the time and date.

That completes the Windows setup program. Your notebook is now installed with your own personal copy of Windows.

## **Using the Drives**

---

You can learn a lot about your computer by using the windows My Computer utility. If you click on this icon, it will show a graphical representation of the media devices on your system. Depending on the configuration of your system, your notebook will probably have the following devices:



---

## Hard Disk Drive

---

The hard disk drive is an internal component and is identified by your system as drive C:. The Windows operating system is stored on the hard disk drive, and when you install new software applications on your system, they will usually be stored on the hard disk drive. The hard disk drive provides very fast access to your data and applications.

## Floppy Disk

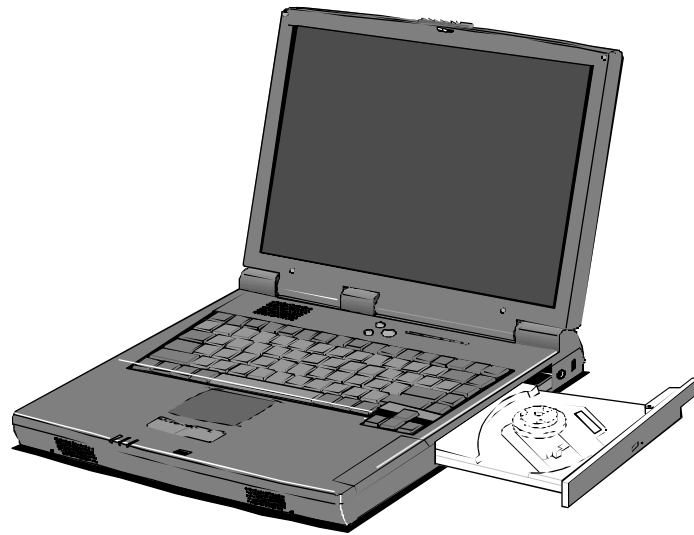
---

The drive bay on the left side of the notebook is installed with a floppy disk. The floppy disk drive uses removable 3.5", low capacity, (1.44 MB), and inexpensive diskettes. Your system identifies this disk drive as drive A:. Access to the floppy disk drive is quite slow but floppy diskettes are very useful for storing and transferring files.

## CD-ROM Drive

---

The drive bay on the right hand side is either installed with a CD-ROM drive. This option is factory installed and cannot be easily switched. CD-ROM disks can store over 600 MB of audio, video, or data. Usually your system identifies the CD-ROM drive as drive D:. Access to a CD -ROM is quite fast. CD disks are used to distribute large software applications, and audio and video files that require a lot of capacity. You can play audio and video files using the Windows media player.



**Figure 2-5: CD-ROM Drive Tray**