

# 3 Caring For Your Notebook

## 3.1 Caring For Your Notebook

[Cleaning Your Notebook and Keyboard](#)

[Cleaning the Display](#)

[Cleaning the TouchPad](#)

[Cleaning the Diskette Drive](#)

[Cleaning the CD/DVD Drive](#)

[Precautions](#)



*Never spray cleaning products directly onto your notebook's case or display. Only use products designed for cleaning computer displays.*

### 3.1.1 Cleaning Your Notebook and Keyboard

Shut your notebook down, turn it off and disconnect it from the electrical outlet and any external devices, such as a printer.

1. Remove batteries.
2. Using the brush attachment of your vacuum cleaner, gently remove dust from your notebook's openings and keyboard.
3. Using a slightly moistened soft, lint-free cloth, wipe your notebook and keyboard. **Use only water or a recommended computer cleaner.**

### 3.1.2 Cleaning the Display

1. Shut your notebook down, turn it off and disconnect it from the electrical outlet and any external devices, such as a printer.
2. Remove batteries.
3. Using a slightly moistened soft, lint-free cloth, wipe your notebook's display. **Use only water or a recommended computer cleaner.**

### 3.1.3 Cleaning the TouchPad

1. Shut your notebook down, turn it off and disconnect from the electrical outlet and any external devices, such as a printer.
2. Remove batteries.
3. Using a slightly moistened soft, lint-free cloth, carefully wipe the TouchPad, being careful not to allow any moisture into the gaps. **Use only water or a recommended computer cleaner.**

### 3.1.4 Cleaning the CD/DVD Drive



*Never touch the lens. Use only compressed air to clean the lens.*

If you experience problems playing CDs or DVDs, including skipping, clean the unlabelled side of the disc with a soft, lint-free cloth or using a commercial product.

### 3.1.5 Precautions

- Don't spill liquids on the keyboard. If liquid is spilt on the keyboard, turn your notebook off immediately. Leave off overnight to let it completely dry out before using it again.
- Don't turn off your notebook if a drive light indicates a drive is active. Turning off your notebook while it is reading from or writing to a disk may damage the disk, the drive, or both.
- Keep your notebook and disks away from objects that generate strong magnetic fields, such as stereo speakers. Information on disks is stored magnetically. Placing a magnet too close to a disk can erase important files.
- Scan all new files for viruses. This precaution is especially important for files you receive via email, disk or download from the Internet. You will need a special program to scan for viruses. For further information, talk to your computer dealer.

## 3.2 Traveling

[Identifying Your Notebook](#)

[Packing Your Notebook](#)

[Setting a Password](#)

[Travel Tips](#)

[If Your Notebook Is Lost or Stolen](#)

### 3.2.1 Identifying Your Notebook

Attach a nametag or business card to your notebook, or use a permanent marker or stencil to write a unique identifying mark (such as your driver's license number) on the case.

Write down your service tag sequence and store it in a safe place away from the notebook or carrying case. Use the service tag sequence if you need to report a loss or theft to law enforcement officials.

Create a file on the Desktop called **if found**. Place information such as your name, address, and telephone number in this file.

Contact your credit card company, and ask if it offers coded identification tags.



### 3.2.2 Packing Your Notebook

Remove any external devices attached to the computer and store them in a safe place. Remove any cables attached to installed PC Cards, and remove any extended PC Cards.

Fully charge the main battery and any spare batteries you plan to carry with you.

Turn off the computer or put the computer into hibernate mode.

Disconnect the AC adapter.

Remove any extraneous items, such as paper clips, pens, and paper, from the keyboard and then close the display.

Pack your notebook and accessories in their carrycase.

Avoid packing the computer with items such as shaving cream, colognes, perfumes, or food.

Protect the computer, the batteries, and the hard drive from hazards such as extreme temperatures and dirt, dust, liquids, or overexposure to sunlight.

Pack the computer so that it does not slide around in the trunk of your car or in an overhead storage compartment.



*When traveling by air, never check your notebook as baggage.*

### 3.2.3 Setting a Password

To provide extra protection for your data and documents, it is advisable to set a password.

As your notebook is booting (starting up), press **F2** to take you to the **BIOS Setup Utility**. Use the right arrow key to highlight **Security**.

Use the down arrow key to select: **Set Supervisor Password... [Enter]**. Press **Enter**.

Type your password, press **Enter** and re-type to confirm. Press **Enter**. Your changes will be saved. Press **Enter** to continue.

To enable password protection, use the down key to select **Password Required to Boot**. Press **Enter**. To turn on password protection, use the down key to select **Enabled**; to turn password protection off, select **Disabled**. Press **Enter**.

Use the right arrow key to select **Exit**. Your notebook will now boot as normal.

### 3.2.4 Travel Tips

- If you are traveling internationally, carry proof of ownership—or of your right to use the computer if it is company-owned—to speed your passage through customs. Investigate the customs regulations of the countries you plan to visit and consider acquiring an international carnet (also known as a merchandise passport) from your government.
- Ensure that you know which electrical outlets are used in the countries you will visit, and have appropriate power adapters.
- Check with your credit card company for information about the kinds of emergency travel assistance it offers to users of portable computers.
- When traveling by air, ensure that you have a charged battery available in case you are asked to turn on the computer.
- Before you use the computer on an airplane, verify that such usage is permitted. Some airlines forbid the use of electronic devices during the flight. All airlines forbid the use of electronic devices during takeoff and landing.



*Never walk your notebook through a metal detector. Send it through an X-ray machine, or have it manually inspected.*

### **3.2.5 If Your Notebook Is Lost or Stolen**

Call a law enforcement agency to report your notebook lost or stolen. Include the service tag sequence in your description of the notebook. Ask that a case number be assigned and write down the number, along with the name, address, and telephone number of the law enforcement agency. If possible, obtain the name of the investigating officer.

If the notebook belongs to a company, notify the security office of the firm.

# 4 Peripherals

## 4.1 PC Cards

[PC Card Types](#)

[Extended PC Cards](#)

[Installing a PC Card](#)

[Removing a PC Card](#)

### 4.1.1 PC Card Types

The PC Card slot supports one Type II card. It also supports CardBus technology and extended PC Cards. "Type" refers to the card's thickness, not what it does.



*A PC Card is not a bootable device.*

### **4.1.2 Extended PC Cards**

An extended PC Card is longer than a standard PC Card. When using extended PC Cards, follow these precautions:

- Protect the exposed end of an installed card. If the end of the card is struck, the system board may be damaged.
- Always remove an extended PC Card before packing your notebook in its carry case.

### 4.1.3 Installing PC Cards

PC Cards may be 'hot-swapped', which means you can install a card while your notebook is running. The card will be detected automatically.

Usually PC Cards have a mark or symbol to show which end to insert into the slot. Cards are keyed to prevent incorrect insertion. Check the documents that came with your card if the orientation is unclear.




1. Hold the card with its orientation symbol pointing into the slot and the topside of the card facing up. The push-button latch may need to be in before inserting the card.
2. Slide the card into the slot until it clicks into the connector.
3. If you encounter too much resistance, do not force the card. Check the card orientation and try again.

Your notebook will recognize most PC Cards and automatically load the appropriate device driver. If the configuration program tells you to load the manufacturer's drivers, use the floppy disk or CD that came with the PC Card.



#### 4.1.4 Removing PC Cards

 *Before removing a PC Card, stop it running from the configuration utility on the taskbar. Failure to do so could result in data loss. Never try to remove a PC Card by pulling on its cable, if one is attached.*



1. Press the release latch.
2. Press the latch again to eject the card.
3. Remove the card.

## 4.2 Adding and Removing SD Cards



*Before removing a SD Card, stop it running from the configuration utility on the taskbar. Failure to do so could result in data loss.*

Insert the SD card into the SD Card slot. This is the tiny slot below the PC Card – the two slots are built into the same space together.

To remove the SD Card, press it in gently. It pops out automatically.

## 4.3 Printers

Check the printer documentation to check your printer has a parallel interface.

If your printer did not come with a suitable printer cable, you can purchase one from a computer or electronics store.

These instructions are for a parallel printer, the most common type of interface.

1. Turn off your notebook.
2. Connect the printer cable to the printer and to your notebook's parallel port.
3. Plug the printer's power cable into an electrical outlet.

For further steps, refer to the documentation that came with your printer.

If you started your computer with a printer connected and turned on, it may have been detected automatically (Plug and Play). If not, then you may have to install the printer driver for your printer, either using the instructions provided with your printer, or in Windows XP via **Start > Control Panel > Pick a Category... > Printers or Other Hardware > Pick a task... > Add a Printer > Add Printer Wizard** or in the Control Panel Classic Interface, **Printers and Faxes > Add a Printer > Add Printer Wizard**.

The Add Printer Wizard interface will take you through the steps to connect your notebook and printer.

## 4.4 Memory Modules

You can add more memory modules to your computer in order to give it improved performance.



### To install a memory module:

1. Remove the two screws securing the Memory Module Cover.
2. Lift off the Memory Module Cover.
3. There are two memory module ports here. The first one is already occupied by your computer's current memory module. Place the new memory module in the second slot, matching up the notch along its connector rim with the tooth in the connection slot.
4. When the module has been securely seated, press down gently on it until it snaps into place.



*Depending on how much additional memory you require, you may need to replace the original memory module.*



### **To remove a memory module:**

1. Follow the first two steps in the previous procedure.
2. Pop out the two silver latches holding the memory module into place. The module pops up.
3. Grasp the outer edges of the memory module with thumb and forefinger, and then gently remove it.
4. Install your new memory module according steps 3 & 4 in the previous procedure.

# 5 The Power System

## 5.1 Power Management

[Managing Your Notebook's Power](#)

[Power Management Modes](#)

[Power Options Properties](#)

[SpeedStep](#)

## 5.1.1 Managing Your Notebook's Power



*See Battery for more information on getting the best performance from battery packs.*



*Use your notebook connected to an electrical outlet as often as possible, as battery life expectancy is affected by the number of times it is charged.*

Your computer comes equipped with built-in power management. You can configure it, through the **Power Options** program in the Control Panel, to sleep, hibernate, and wake according to specific pre-defined situations.

When leaving your notebook unattended for long periods, place it in standby or hibernate mode. You can exit either power management mode by pressing the power button.

## 5.1.2 Power Management Modes

### 5.1.2.1 Standby Mode

This mode conserves power by switching off the hard drive and display after a preset period of inactivity (a time-out). When standby mode is exited, your notebook will return to the same operating state it was in before entering standby.



*If your notebook loses power from both the electrical outlet and the battery while in standby mode, data may be lost.*

To enter standby mode in Windows XP:  
**Start > Turn off computer > Stand By.**

or

You can set your notebook to go to Standby Mode:

- When you close the lid of your notebook
- When you press the power button

via the Advanced tab settings in **Power Options Properties** (accessed via **Start > Control Panel > Pick a category > Performance and Maintenance > Power Options**).

To exit standby mode, press the power button. You can exit standby mode by pressing a key or touching the TouchPad. For more information on standby mode, see Turning Your Notebook On and Off, Chapter 2.



### 5.1.2.2 Hibernate Mode

In Hibernate mode, power is conserved by system data being copied to the hard drive, and your notebook completely turning off. When Hibernate mode is exited, your notebook will return to the same operating state it was in before entering hibernate mode.

Hibernate Mode can be enabled/disabled in the Power Options Properties window.

If enabled, your notebook will go into hibernate mode if the battery charge level becomes critically low.

Depending on how you set the Power Management Options on the Advanced tab in the Power Options Properties window, use one of the following methods to enter hibernate mode:

- When you close the lid of your notebook
- When you press the power button
- **Start > Turn Off Computer > Hibernate** (if the Hibernate option does not show, press **Shift**, and the Standby option will switch to Hibernate).

If the Hibernate option is not available for these methods, Hibernate mode has not been enabled. Check the **Enable Hibernation** box on the Hibernate tab of the Power Options Properties window and click **Apply** to enable Hibernation.



*If your PC Cards do not operate correctly after exiting Hibernate mode, remove and reinsert the card or restart your notebook.*

To exit Hibernate mode, press the power button. You cannot exit Hibernate mode by pressing a key or touching the TouchPad. For more information on Hibernate mode, see Turning Your Notebook On and Off, Chapter 2.

### 5.1.3 Power Options Properties

To access the Windows Power Options Properties window:  
**Start > Control Panel > Pick a category > Performance and Maintenance > Power Options**

### 5.1.3.1 Power Schemes Tab

The Power Schemes pull-down menu in the Power Options Properties displays the selected preset power scheme.



*To maximize battery power, use the Portable/Laptop power scheme.*

In Windows XP the processor's performance level depends on the power scheme you select. You do not need to make any further adjustments to set the performance level. Each preset power scheme has different time-out settings for entering standby mode, hibernate mode, turning off the display, and turning off the hard drive. For more information on power management options, see the Help and Support Center.

### 5.1.3.2 Alarms Tab



*Enable audible alarms by clicking each Alarm Action button and selecting Sound alarm.*

The Low battery alarm and Critical battery alarm settings alert you when the battery charge falls below a certain percentage.

When you receive your notebook, the Low battery alarm and Critical battery alarm check boxes are selected. See Battery for more information on low-battery warnings.

### **5.1.3.3 Power Meter Tab**

Displays the current power source, battery status and charge amount.

### 5.1.3.4 Advanced Tab

With the Advanced tab you can:

- Set power icon and standby mode password options.
- Depending on your operating system, program the following functions by clicking an option from the corresponding pull-down menu, and then clicking **OK**.
  - >Set the computer to Stand by/Hibernate/Do nothing when you close the laptop lid
  - >Set the computer to Ask me what to do/Stand by/Hibernate/Shut down/Do nothing when you press the power button.

### 5.1.3.5 Hibernate Tab

The Hibernate tab lets you enable hibernate mode by clicking the **Enable hibernation** check box.



### 5.1.3.6 The Bridge Battery

In the event that you are working on battery power and your battery dies, the built-in “bridge battery” gives you 3 minutes time to either plug into an AC power supply or switch to a new battery.

First, you must enter the sleep mode (this model computer does NOT support hot-swapping the battery while the computer is up and running normally; hot swapping a battery could result in an immediate shut down and the loss of data.)

Next, slide the battery pack out, then insert a fresh battery. The bridge battery ensures that you do not lose any data while your computer is in sleep mode during this time without a battery.



*The battery used in this computer may present the risk of harm or damage to you or your computer if mishandled.*

- *Do not disassemble, incinerate, or otherwise short out the external contact points.*
- *Dispose of a used battery properly.*
- *Do not put the battery in extreme heat, such as a fire.*

If you must replace the bridge battery, please contact your sales representative.

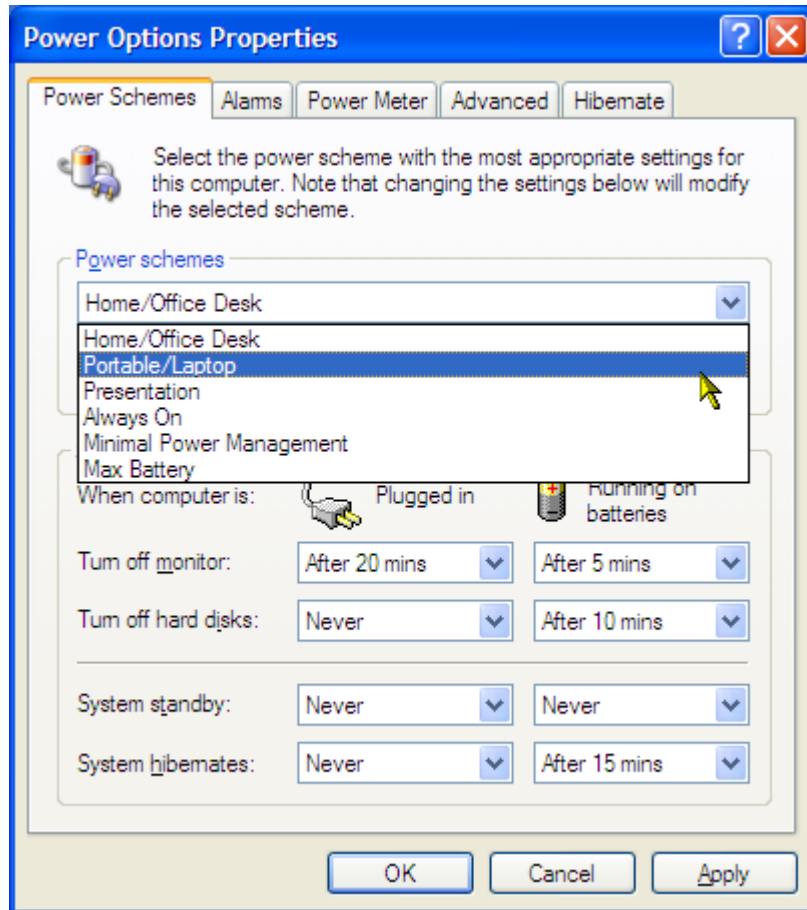
## 5.1.4 SpeedStep

Your notebook is equipped SpeedStep technology to better manage power consumption. It changes the processor speed to find the best balance between your computing performance and power consumption needs. Higher speeds enjoy better performance, while slower speeds conserve more power.

In Windows XP, the processor's performance level depends on the Power Scheme you select (see Power Options Properties). You do not need to make any further adjustments to set the performance level. Each preset power scheme has different time-out settings for entering standby mode, hibernate mode, turning off the display, and turning off the hard drive.

For example, the **Portable/Laptop mode** automatically changes SpeedStep modes depending on if you are running the computer on AC power or batteries in order to prolong battery usage while still providing optimal performance.

You can also individually alter and save each of these settings and schemes if desired.



Windows XP automatically chooses the SpeedStep mode to find the most appropriate speed for your processor according to the Power Scheme you choose and your current system demands.

## 5.2 Battery

[Battery Performance](#)

[Checking the Battery Charge](#)

[Charging the Battery](#)

[Removing a Battery](#)

[Installing a Battery](#)

[Storing a Battery](#)

[Working With Extra Battery Packs](#)

[Maximizing Battery Life](#)

## 5.2.1 Battery Performance

Using a battery lets you work with your notebook without connecting it to an electrical outlet. Your notebook comes with one 8-cell Li-Ion battery pack installed, which will give you approximately 4 hours of operating time.

The performance of the battery can vary, depending on operating conditions. Your battery may last less time if you are running power-intensive programs, playing CDs or DVDs, using PC Cards or have high display-brightness settings.

The Power Management Options can be set to alert you when the battery charge is low.



*Ensure any battery you use is compatible. Failure to do so may risk fire or explosion. For more details on purchasing compatible batteries, talk to your notebook retailer.*




*Batteries should never be disposed of with household waste. Contact your local waste disposal or environmental agency for advice on disposing of used lithium-ion batteries.*





*Only use the BATCL50L battery pack with this computer.*

## 5.2.2 Checking the Battery Charge

<b>Battery Status</b>	<b>Indicator  behavior</b>
Charging	blinks blue
Fully Charged	solid blue
Discharging	off
Battery Use	solid amber
Critical Low	blinks amber > approximately 3 minutes left; system beeps

### 5.2.3 Power Meter

The power meter  indicates the remaining battery charge. When your notebook is running on battery power, you can check the remaining battery charge, double click the  icon on the taskbar. For more details, including how to make the icon appear on the taskbar if it is not already, see Power Management.

## 5.2.4 Low-Battery Warning



*After a low-battery warning, save your work immediately, then connect your notebook to an electrical outlet. Hibernate mode will begin automatically if the battery runs completely out of power.*

You will hear the low-battery warning when the battery charge is approximately 90 percent depleted. Your notebook will beep once, indicating approximately 10 to 15 minutes of battery operating time remain. If you do not connect your notebook to alternative power source during that time, there will be a periodic beep. Your notebook will automatically enter hibernate mode if the battery charge reaches a critically low level. For more information, see Power Management.



## 5.2.5 Charging the Battery





*When connected to an electrical outlet, a completely discharged battery will charge in 3 to 5 hours (depending on whether your notebook is on or off and what programs, if any, are running). You can leave the battery in your notebook as long as you like. The battery's internal circuitry prevents the battery from overcharging.*

Before using the battery for the first time it must be charged. Connect the computer to an electrical outlet and allow the battery to fully charge, indicated by the battery indicator light on the front panel of the notebook.



*Once a battery pack is fully charged for the first time, use your notebook on battery power until the battery discharges completely. This will extend battery life, and helps ensure accurate monitoring of battery capacity.*

If necessary, the battery will be charged whenever your notebook is connected to an electrical outlet.

The battery will not be charged if it or your notebook is too hot, either from use or being in a hot environment. If this occurs the battery indicator  will light red. Disconnect your notebook from any electrical outlet, and allow it and the battery to cool to room temperature. You can then reconnect your notebook to the electrical outlet and charge the battery. The battery indicator  will also light red if the battery is bad and needs replacing.

## 5.2.6 Removing the Battery

Before removing the battery, ensure your notebook is turned off.

1. Slide and hold the battery release latch
2. Remove the battery

## **5.2.7 Installing a Battery**

1. Slide the battery into the bay
2. Press it into place gently but firmly until the latch locks it into place

## **5.2.8 Storing a Battery**

If storing your notebook for an extended period of time, remove the battery. Fully charge the battery before using your notebook again.

## **5.2.9 Working With Extra Battery Packs**

If you spend a lot of time traveling, working without connecting your notebook to an electrical outlet, it may be a good idea to carry additional battery packs so you can quickly replace a discharged battery and continue working.

### **5.2.10 Maximizing Battery Life**

A battery can be recharged many times, but over time it will lose its ability to hold a charge. To maximize battery life:

- If you will not be using your notebook for a long period, remove the battery.
- If you have a spare battery pack, alternate the batteries.
- Ensure your notebook is off when replacing the battery.
- Store spare battery packs in a cool, dry place, out of direct sunlight.

# 6 Troubleshooting

## 6.1 Troubleshooting

### 6.1.1 Your Notebook Does Not Respond

If your notebook 'locks' and does not respond to your pressing keys or touching the TouchPad, hold the **power button** until the notebook turns off (this may take at least four seconds). Press the **power button** again to restart your notebook.

## 6.1.2 A Program Stops Responding

Press and hold the **Ctrl, Shift, Esc** keys or **Ctrl, Alt, Delete** keys.

When the **Windows Task Manager** dialog box appears, select the program that is not responding.

Click the **End Task** button.



*If you need to restart your notebook, you can do so from the Windows Task Manager window. First close all programs to ensure you do not lose unsaved work, then click Shut Down to reveal a drop-down menu.*



## 6.2 Finding Additional Help

[Updates](#)

[Microsoft Windows Help](#)

[Microsoft Windows Guide](#)

[Devices and Programs](#)

[Using the Drivers CD](#)

[CD-ROM, DVD, CD-RW or CD-RW/DVD HELP](#)

## 6.2.1 Updates

Documentation updates may be included with your notebook. These describe changes to your notebook or software. **Always** read these updates before consulting any other documentation, as they contain the most up-to-date information.

Readme files, which may be installed on your hard drive or found on CDs, provide last-minute updates about technical changes to your notebook, or advanced technical material intended for experienced users or technicians.

## 6.2.2 Microsoft Windows Help

Click **Start > Help and Support** or, if that option is not available, right click **Start > Search > Information in Help and Support**.

### **6.2.3 Microsoft Windows Guide**

For more information on using the Windows operating system, see the Microsoft Windows documentation that came with your computer.

## **6.2.4 Devices and Programs**

For help on using your computer's devices (such as a modem) and options you purchase separately from your notebook, refer to the accompanying documentation.

## **6.2.5 CD/DVD HELP**

Depending on the Optical Media Drive installed on your computer, you will be supplied with accompanying software (for example, Easy CD Creator, for writing CDs; WinDVD for playing movies). Refer to the separate documentation appropriate to your configuration.