
Preparation for use and operation



Please take note of the safety information in the chapter "[Important notes](#)".

Unpacking and checking the delivery

It is recommended not to throw away the original packaging material! It may be required for reshipment at some later date.

- ▶ Unpack all the individual parts.
- ▶ Check the delivery for damage incurred during transportation.
- ▶ Check whether the delivery agrees with the details in the delivery note.

Should you discover that the delivery does not correspond to the delivery note, notify your local sales outlet immediately.



If you have received drives or boards with your PC, please do not install them until after first-time setup. How to install drives and boards is described in the chapter "[System expansions](#)".

Steps for initial setup

First-time setup includes the connection of the devices (monitor, mouse, keyboard etc.) and the setup of the supplied software.

When you set up the PC for the first time, you should carry out the following steps in the order shown:

1. Decide where you are going to use the PC.
2. Connect the external devices to the system unit.
3. Check the rated voltage of the system unit and connect it to the line voltage.
4. Switch the PC on and follow the instructions on the screen.

Setting up the PC



When installing your PC, give consideration to the recommendations and safety notes in the manual "Safety, Guarantee and Ergonomics".

Set up the PC only in its correct orientation. The points to observe are illustrated on the following pages.

We recommend that you place your equipment on a surface with good anti-slip qualities. In view of the multitude of different finishes and varnishes used on furniture, it is possible that the rubber feet of the devices will mark the surface they stand on.

Do not expose the PC to extreme environmental conditions (see chapter "[Technical data](#)"). Protect it from dust, humidity and heat.

Provide at least 200 mm of clearance on the left, in front of and behind the ventilator area of the system unit to ensure adequate ventilation. Do not cover the ventilation areas of the monitor and the system unit.

Do not place any objects that weigh more than 40 kg on the system unit and not several system units one above the other.

Connecting devices



The power plug must be disconnected!

Read the documentation on the external device before connecting it.

Do not connect or disconnect cables during a thunderstorm.

Always take hold of the actual plug body. Never unplug a cable by pulling the cable itself.

Connect and disconnect the cables in the order described below.

Connecting cables

- Turn off all power and equipment switches.
- Unplug all power plugs from the grounded power outlets.
- Connect all cables at the system unit and peripherals. You must observe the information provided in the chapter "Important notes".
- Plug all data communication cables into the utility sockets.
- Plug all power cables into the grounded power outlets.

Disconnecting cables

- Turn off all power and equipment switches.
- Unplug all power plugs from the grounded power outlets.
- Unplug all data communication cables from the utility sockets.
- Disconnect all cables from the system unit and peripherals.

Ports for external devices

The ports for external devices are on the rear and on the front of the system unit. The ports available on your device depend on the configuration level you have selected. The standard ports are marked with symbols like those below or similar symbols. Exact details of the position of the ports are supplied in the Technical Manuals for the boards.



Keyboard port / purple



PS/2 mouse port / green



1 Serial interface 1 / teal or turquoise



2 Serial interface 2 / teal or turquoise



Monitor port / blue



Parallel interface / Printer / burgundy



Headphones port / orange



Microphone jack (mono) / pink



Audio output (Line out) / lime



Audio input (Line in) / light blue



Game port / gold



SCSI connection



USB - Universal Serial Bus / black

LAN

LAN port



Chipcard reader

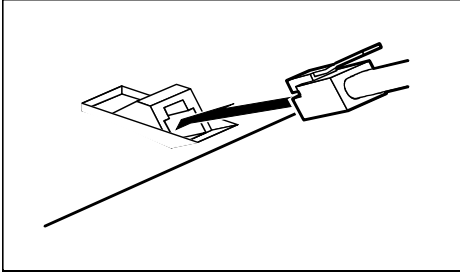


Some of the devices that you connect require special drivers (see the documentation for the connected device and for the operating system).

Connecting the keyboard

i Use only the keyboard cable supplied.

- ▶ Plug the round plug of the keyboard cable into the keyboard port on the system unit.



- ▶ Plug the other connector of the keyboard cable into the socket on the underside of the keyboard.

Connecting the mouse

- ▶ Plug the connector of the mouse cable into the mouse port.

i If you do not attach a mouse at the PS/2 mouse port, you can disable the mouse controller in the *BIOS Setup* in order to free the IRQ12 for a different application.

Connecting devices with serial or parallel port

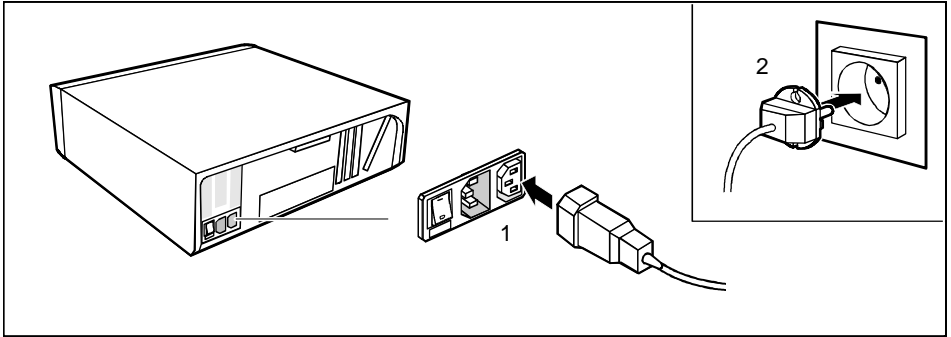
- ▶ Connect the data cable to the external device.
- ▶ Connect the data cable of the external device to the appropriate port on the system unit.

i Most devices that you connect to the serial or parallel port require special drivers. Your operating system already includes many drivers. But if the driver you need is not on the hard disk please install it from the floppy disk supplied with the device or with the application program.

If you need to change the default settings of the serial or parallel port (e. g. address, interrupt), you can do so in the *BIOS Setup*. The default setting for the interfaces are described in the Technical Manual for the system board or in the "BIOS Setup" manual.

Connecting the monitor to the line voltage

- ▶ Prepare the monitor as described in the Operating Manual for the monitor.
- ▶ Plug the data cable of the monitor into the monitor port of the system unit.

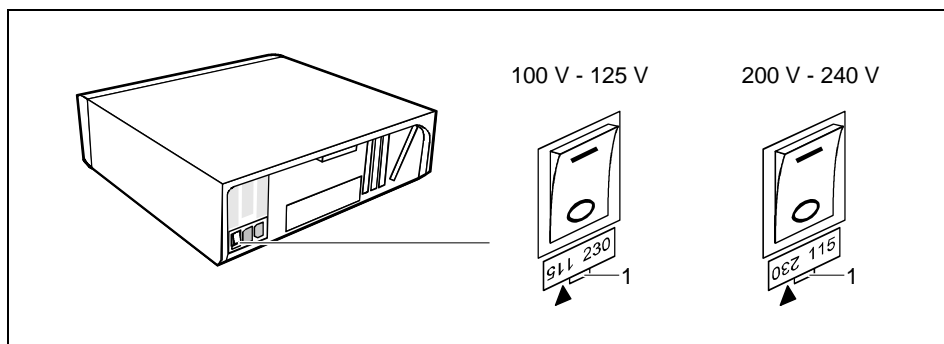


- ▶ Depending on the connector, plug the monitor power cable into either the system unit (1) or the grounded power outlet (2).



You may only plug the monitor power cable into the monitor connector if the rated current of the monitor is less than 1.5 A (230 V) or 3 A (115 V). The rated current for the monitor is also given on the monitor itself and in the Operating Manual for the monitor.

Connecting the PC to the line voltage



1 = Notch for inserting the screwdriver

- Check the rated voltage.

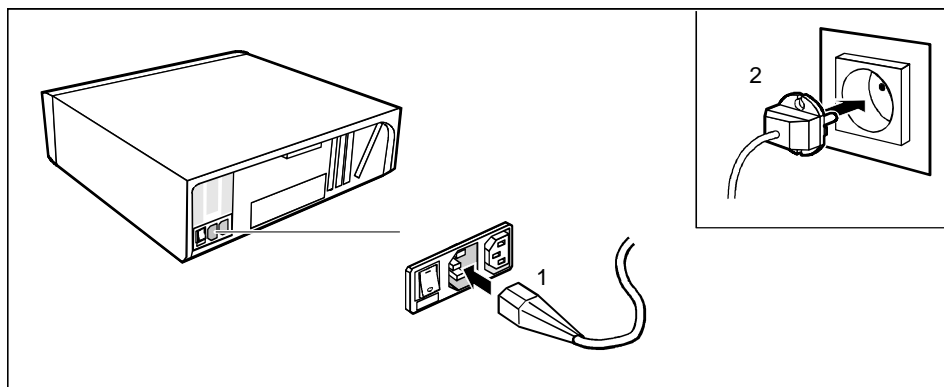


The value marked with an arrow must agree with the local line voltage:

115 = 100 V to 125 V

230 = 200 V to 240 V

If the rated voltage does not agree with the local line voltage, lift out the plug-in unit with a screwdriver (1), turn it and replace it.

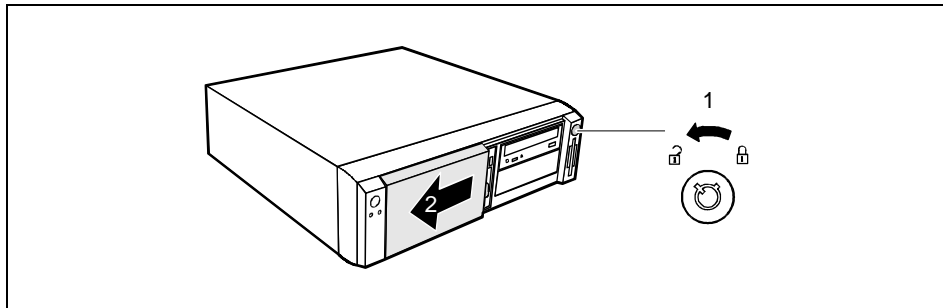


- Plug the system unit's power cable into the system unit (1) and then into the grounded power outlet (2).

Unlocking/locking the system unit

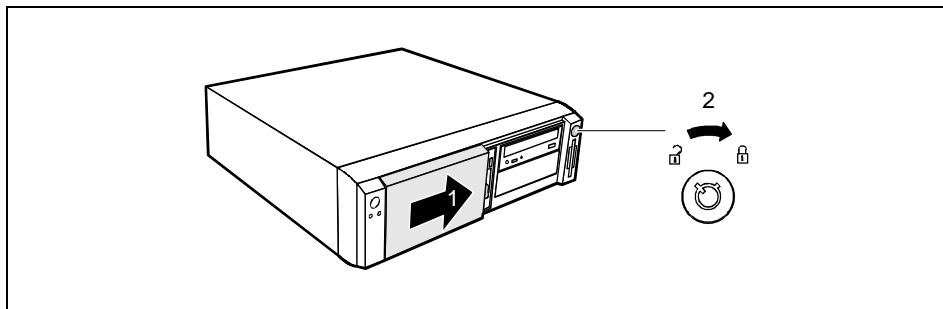
With the casing lock you can mechanically lock the system unit, and with the drive cover you can block access to the drives.

Unlocking the system unit



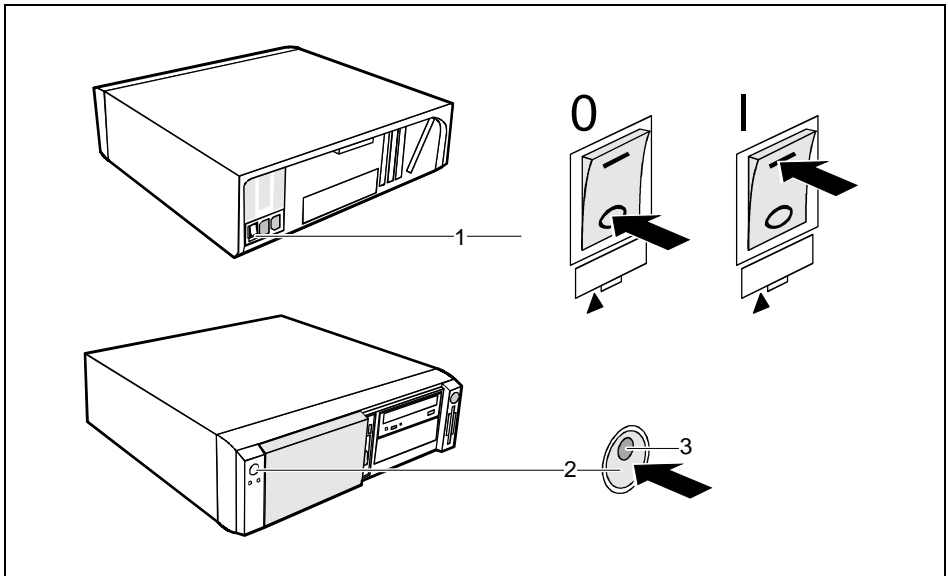
- ▶ Turn the key counterclockwise (1).
- ▶ Slide the drive cover in direction of the arrow (2).

Locking the system unit



- ▶ Slide the drive cover in direction of the arrow (1) and turn the key clockwise (2).

Switching the PC on and off



- 1 = Main switch
- 2 = ON/OFF switch
- 3 = Power-on indicator

- 0 = System unit is switched off
- I = System unit is ready-to-operate

System unit is off

The main switch (1) is in position 0, the power-on indicator (3) does not light, and the ON/OFF switch (2) is disabled.

System unit is ready-to-operate

The main switch (1) is in position I and the power-on indicator (3) lights up orange or flashes green/orange. In this mode, you can switch the system unit on with the ON/OFF switch (2). The "ready-to-operate" status corresponds to the "stand-by" status of a TV set. The exact description of the power-on indicator (3) is contained in the section "[Indicators on the system unit](#)".

System unit is on

The main switch (1) is in position I and the power-on indicator (3) lights up green. The system unit can be switched ready-to-operate with the ON/OFF switch (2).

Switching on the PC for the first time

If the PC is integrated into a network, the user and server details as well as the network protocol are required. Contact your network administrator if you have any questions about these details.

When you switch on your PC for the first time the supplied software is set up and configured.

If you require the license number of Windows, you will find it either on a sticker on your PC or printed on the front cover of the Windows manual provided.

- ▶ Switch your monitor on.
- ▶ Switch the system unit on with the ON/OFF switch.

The power-on indicator lights green and the PC is started.

i While the PC boots, the screen remains dark for up to a minute depending on the system configuration. To see the start-up messages, you can switch off this standard setting in the *BIOS Setup* in the *Quiet Boot* entry.

- ▶ Adjust the brightness if necessary (see the Operating Manual for the monitor).

i Some variants require you to start the software installation by pressing the function key **F1**.

Once the installation has been started the PC must not be switched off.

You should only reboot the PC during installation if you are requested to do so. Otherwise the installation will not be performed correctly. If a fault occurs in the installation the contents of the hard disk must be completely restored.

- ▶ During installation follow the instructions on the screen.

Consult the operating system manual if there is anything unclear about the requested input data.

Some system configurations do not include a Windows CD in the delivery package. In this case you should create a backup copy after installing Windows so that you can restore the hard disk contents in an emergency.

You need about 40 diskettes for this.

- ▶ Create Windows diskettes with the *MSCSD* backup program (create system diskettes) and label them using the labels supplied.

i You will find further information about the system, drivers, utilities, updates, and manuals etc. on the "Drivers & Utilities" CD supplied.

Switching on the PC

- ▶ Switch the monitor on (see the Operating Manual for the monitor).
- ▶ Switch the system unit on with the main switch at the rear of the system unit.
- ▶ If the power-on indicator lights orange, press the ON/OFF switch at the front of the system unit.

The power-on indicator lights green and the PC is started.



While the PC boots, the screen remains dark for up to a minute depending on the system configuration. To see the start-up messages, you can switch off this standard setting in the *BIOS Setup* in the *Quiet Boot* entry.

If you have assigned the system password, you must enter this when requested to do so, in order to start the operating system.

Switching off the PC

- ▶ Shut down the operating system Windows properly in the *Start* menu via the *Quit* function.
- ▶ If the operating system does not automatically switch the system unit off, switch the system unit to ready-to-operate by pressing the ON/OFF switch or turn it off by pressing the main switch when requested to do so.

If the system unit is ready-to-operate, the power-on indicator lights up orange. The system unit consumes a minimum of energy and can be switched on by an external device (provided that the remote-on functionality is set to *Enabled* in the *BIOS Setup*).

When the system unit is switched off with the main switch the power-on indicator is dark after approx. 15 seconds. The system unit no longer uses any power.



The main switch and the ON/OFF switch do not disconnect the system unit from the line voltage. To disconnect the line voltage completely, remove the power plug from the socket.

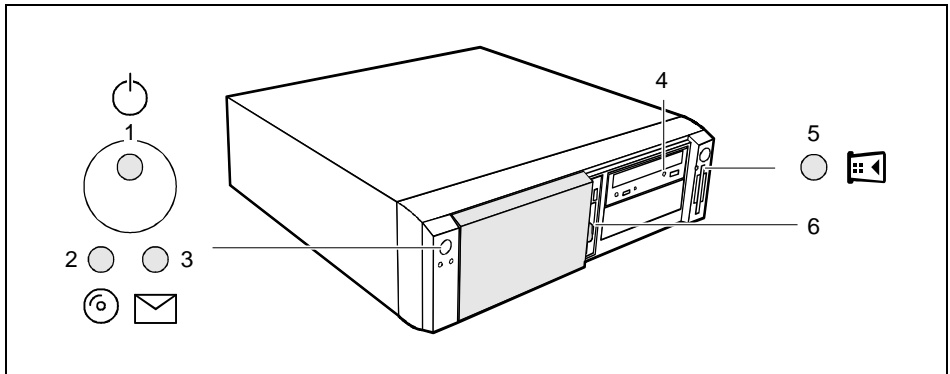
- ▶ Switch the monitor off (see the Operating Manual for the monitor).

Placing a PC (with soft power off function) in a ready-to-operate state by means of software

Prerequisite: Your system must support switching off with software and this functionality must be enabled in *BIOS Setup* (*Soft Power OFF - Enabled*). In addition, the soft off software must be installed on Windows NT systems.

You can switch your PC ready-to-operate under Windows 9x and Windows NT via the *Shutdown the Computer* menu or by using the *DeskOff* program.

Indicators on the system unit



- 1 = Power-on indicator
 2 = Hard disk indicator
 3 = Message indicator

- 4 = CD-ROM indicator
 5 = Chipcard reader indicator
 6 = Floppy disk indicator

1 - Power-on indicator

- green:
The system unit is on.
- orange:
The system unit is ready-to-operate.
In this mode the PC consumes very little power and can be switched on at the ON/OFF switch. If the remote-on function is *Enabled* in the *BIOS Setup*, the system unit can be switched on by an incoming message (e. g. fax, telephone call).
- flashes green/orange:
The indicator only flashes on systems which support the ACPI function (**A**dvanced **C**onfiguration and **P**ower Management Interface).
The system unit is in the energy-saving mode (standby). After being switched on with the ON/OFF switch, the PC returns to the state it was in before the energy-saving mode. In the energy-saving mode the system unit may not be switched off with the main switch or disconnected from the mains supply, as this may otherwise result in data loss.
- does not glow:
The system unit is switched off.

2 - Hard disk indicator

The indicator lights up when the hard disk drive of the system unit is accessed.

3 - Message indicator

The display glows or flashes when the system has received a message or has reported a malfunction. A detailed description can be found in the Technical Manual for the system board.

4 - CD-ROM indicator

The indicator lights up when the CD-ROM drive of the system unit is accessed. You may only remove the CD when the indicator is dark.

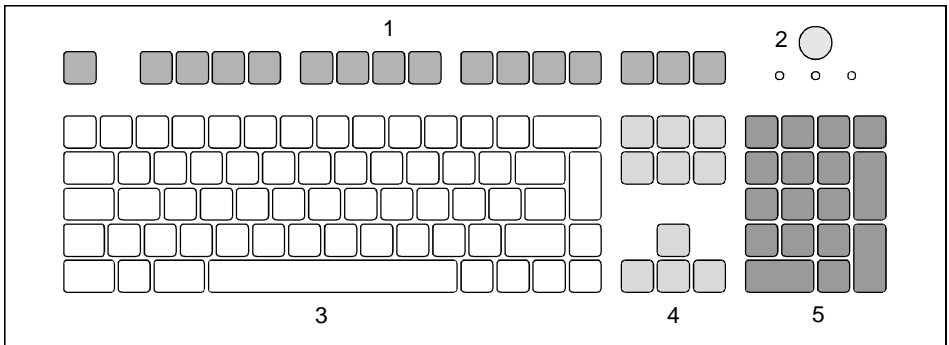
5 - Chipcard reader indicator

The indicator lights up when the chipcard reader is accessed. You may only remove the chipcard when the indicator is dark.

6 - Floppy disk indicator

The indicator lights up when the floppy disk drive of the system unit is accessed. You may only remove the floppy disk when the indicator is dark.

Keyboard



1 = Function keys

2 = ON/OFF switch (optional)

3 = alphanumeric keypad

4 = Cursor control keys

5 = numeric keypad (calculator keypad)

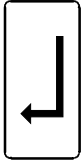
Important keys and key combinations

The following description of keys and key combinations refers to MS Windows. Details of other keys and key combinations can be found in the documentation of the relevant application program.



ON/OFF switch

Depending on the setting in the *BIOS setup*, the system can be switched on, off or on and off with this switch.



Enter key

confirms or starts the marked selection. The enter key is also referred to as the "Return" key or "Carriage Return".



Start key

invokes the *START* menu of Windows.



Menu key

invokes the menu for the marked item.



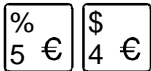
Shift key

enables upper-case letters and the upper key symbols to be displayed.



Alt Gr (e.g. German keyboard)

produces a character shown on the right-hand side of a key (e. g. the character "¨" on the key **ß**).



Euro key

enables the output of the euro symbol.

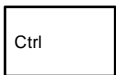


Num Lock key

by pressing the Num Lock key you switch between the upper- and lower-case levels of the calculator keypad.

At upper-case level (Num Lock indicator lit) the digit and comma keys are active.

At lower-case level (Num Lock indicator not lit) the cursor control functions are active in the calculator keypad.



Ctrl key

starts key combination actions.



Warm boot

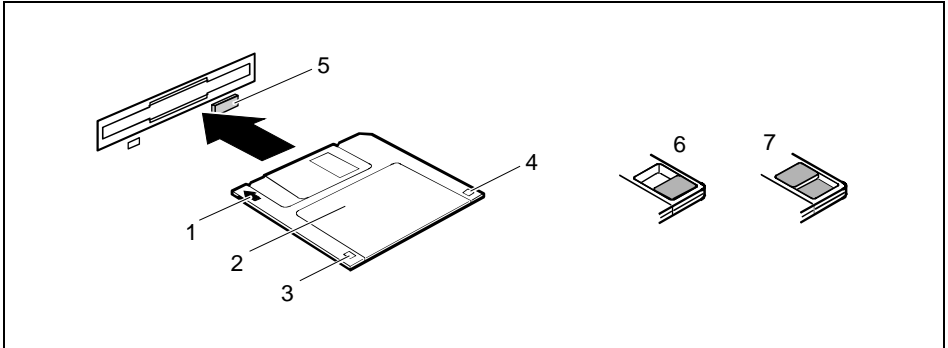
restarts your PC. First hold down the **Ctrl** and **Alt** key, and then press the **Del** key. With Windows 9x the Task Manager appears first. The warm start is then carried out the second time.

Working with floppy disks



Follow the instructions supplied by the vendor of the floppy disks.

Never clean the floppy disk drives with cleaning disks. Even just one attempt would destroy the read/write head in the disk drive within 20 seconds.



1 = Insertion direction

2 = Label area

3 = Write protection tab for a 720 Kbyte or a 1.44 Mbyte floppy disk

4 = Identification of a 1.44 Mbyte floppy disk or write protect tab on a 120 Mbyte floppy disk

5 = Eject button for inserted floppy disks

6 = Floppy disk is write-protected

7 = Floppy disk is not write-protected

- ▶ To insert a floppy disk, push it into the drive in the insertion direction (1) until it engages. The label should be facing upward.
- ▶ To remove the floppy disk, press the eject button (5).

The write-protect slider enables you to protect the data on the floppy disk from inadvertent overwriting or deletion.

- ▶ To protect the data on the floppy disk from being overwritten, push the write-protect slider to position (6). The hole is now visible.
- ▶ To remove write protection, push the slider to position (7). The hole is now covered.