

# Lenovo

# IdeaPad U160/U165

## User Guide v1.0

**lenovo**

ideapad

## Notes

- Before using this information and the product it supports, be sure to read Important safety information on page iii and Notices in Appendix E first.
- Some instructions in this guide may assume that you are using Windows® 7. If you are using other Windows operating system, some operations may be slightly different. If you are using other operating systems, some operations may not apply to you, but it won't substantially affect your use of this computer.
- The features described in this guide are common to most models. Some features may not be available on your computer and/or your computer may include features that are not described in this user guide.

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## Respective Users

**Dear user,**

**Thank you for purchasing your new Lenovo notebook computer!  
Before using this product, make sure to read this user guide carefully.**

We are pleased that you have chosen Lenovo for your mobile computing needs. To help you master the usage of your new computer quickly, we have prepared this user guide. In this manual you will find information on the system configuration, basic operating instructions, and important notices. We have done our best to avoid any errors in making sure that the information provided in this manual is accurate and reliable. However, due to the short length of the user guide it is impossible to cover all topics in great depth. For this reason, we apologize for any omissions you might find.

Lenovo is always trying to improve the performance and reliability of its products. For that reason, the hardware and software components shown within the user guide might not perfectly match those of your system. However, any inconsistencies between what is described in the user guide and the operations of your computer should not substantially affect your use. Lenovo apologizes for any inconvenience that this issue might cause. Thank you for your cooperation.

## Explanation of hard disk capacity

Dear user,

While using your computer, you may find that the nominal hard disk capacity indicated is somewhat different from the disk capacity displayed by the operating system. For example, a nominal 40GB hard disk will appear as less than 40GB in the operating system. This discrepancy is not an error in hard disk installation nor any other problem, but a normal phenomenon of computers. This phenomenon is primarily due to the following reasons:

### I. Different standards used by the manufacturer and operating system when calculating hard disk capacity

Hard disk manufacturers use a radix of 1000, i.e., 1G = 1,000MB, 1MB = 1,000KB, 1KB = 1,000 bytes. However, when identifying hard disk capacity, operating systems use a radix of 1024, i.e., 1GB = 1,024MB, 1MB = 1,024KB, 1KB = 1,024 bytes. The standard adopted by your computer is that of the hard disk manufacturers. Since the standards adopted by the hard disk manufacturer and operating system are different, the hard disk capacity displayed by the operating system will be different from the nominal hard disk capacity.

For example, if the hard disk is nominally X G, even when it is completely empty, the capacity displayed by the operating system will be:

$$X \times 1000 \times 1000 \times 1000 / (1024 \times 1024 \times 1024) \approx X \times 0.931 \text{ G}$$

In addition, if a portion of the hard disk space has been used for some specific purpose, then the capacity indicated by the operating system will be even less than  $X \times 0.931$  G.

## **II. A portion of the hard disk space is used for specific purposes**

Lenovo computers may come with preinstalled OneKey Rescue System, so the hard disk has a special portion partitioned before delivery, which is used to store hard disk mirror and OneKey Rescue System program files. The size of the reserved space for this partition varies according to the model, operating system and software of the computer. For the sake of safety, this partition is not apparent, which is commonly referred to as a "hidden partition".

In addition, after the hard disk is partitioned or formatted, the system will assign a certain amount of hard disk space for the system files.

**For the above reasons, the available hard disk space indicated by the operating system is always less than the computer's nominal hard disk capacity.**



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# Important safety information

## ■ ■ Important safety information

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This information can help you safely use your notebook personal computer. Follow and retain all information included with your computer. The information in this document does not alter the terms of your purchase agreement or the Lenovo Limited Warranty. For more information, see “Appendix C. Lenovo limited warranty” on page 86.

### ■ Read this first

Personal computers are electronic devices. Power cords, power adapters, and other features can create potential safety risks that can result in physical injury or property damage, especially if misused.

The safety risks are categorized as follows:

**\* Danger:**

Physical injury or even death may be caused.

**⦿ Attention:**

Property damage or even minor injury may be caused.

To protect yourself from hazards and create a safer computer work environment, follow the instructions hereafter.

## Important safety information

### Unpack



Inspect the covers of the computer and the AC adapter, especially parts with the following labels attached for any crack or damage.



**\* Danger:**

- Hazardous voltage, current, and energy levels are present inside any component that has this label attached.

### Working place



Do NOT use the computer in humid places such as a bathroom. Keep the computer and other parts away from liquids.

**\* Danger:**

- An electric shock may be caused by spilled liquid.



Do NOT use the computer during a lightning storm.

**⦿ Attention:**

- Lightning storm may damage the computer and result in an electric shock.



Keep a good ventilation of the computer and other parts.

**\* Danger:**

- Placing the working computer or other parts on a bed, sofa or other flexible surface may block the ventilation slots causing overheating of your computer or other parts to overheat or even catch a fire.



Turn off wireless devices where they may cause interference, such as in a hospital or at an airport.

## Important safety information

### On using



Use **ONLY** the power cord, power adapter and battery pack shipped with the computer and never use them with another product.

Be sure the power outlet is suitable for the plug and provides the correct voltage and current for the product you are installing.

**\* Danger:**

- An unsuitable power supply may damage your computer or cause an electric shock or fire.



Do **NOT** use a power outlet, power cord, power adapter or battery pack that appears to be damaged or corroded.



Do **NOT** share an electrical outlet with other home or commercial appliances that draw large amounts of electricity.

If power strips are used, the load should **NOT** exceed the power strip's input rating. Unplug the power cord if there is a cracking, hissing, or a popping sound, or a strong odor comes from the computer.

**\* Danger:**

- Overloading the power supply may cause unstable voltages which might damage the computer, data, or attached devices, or even cause a fire.



Do NOT wrap the power cord around the power adapter or other objects.

Do NOT squeeze or pinch the cord, or place heavy objects on it.

⦿ **Attention:**

- Stressing the cord may cause the cord to fray, crack or crimp which may present a safety hazard.



Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the working computer for any extended length of time.

⦿ **Attention:**

- Extended contact with your body, even through clothing, could cause discomfort or even a skin burn.



Do NOT drop, bump, scratch, hit or place heavy objects on the liquid crystal display (LCD) of your computer.

⦿ **Attention:**

- Direct contact with liquid crystal material from a broken LCD is hazardous; if contact occurs, rinse with large amount of running water for more than 15 minutes.

## Important safety information

### Service and upgrades



Do NOT attempt to service a product yourself unless instructed to do so by the customer support center or your documentation.

ⓘ **Attention:**

- Do NOT take risks or attempt to diagnose the situation yourself. Contact the customer support center for further guidance. For a list of service and support phone numbers, go to <http://consumersupport.lenovo.com>.

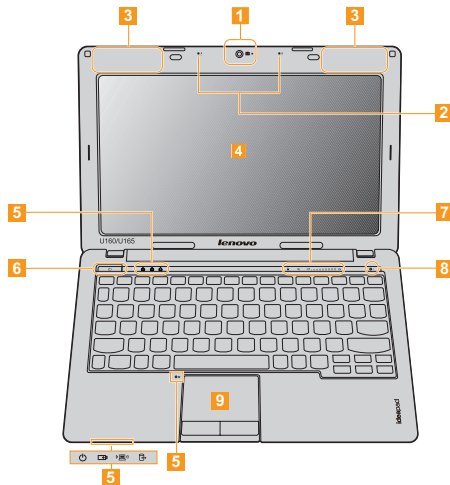
Lenovo provides documentation with instructions when it is appropriate for customers to install options or replace units (CRUs). Closely follow all instructions when installing or replacing parts.

Disconnect the attached power cords, battery pack, and all the cables before you open the device covers, unless instructed otherwise in the installation and configuration procedures.

Keep the covers closed whenever the computer is plugged in.

# Chapter 1. Getting to know your computer

## ■ ■ Top view



**Note:** The illustrations in this manual may differ from the actual product. Please refer to the actual product.

## Chapter 1. Getting to know your computer

### ⦿ Attention:

- Do NOT open the display panel beyond 135 degree. When closing the display panel, be careful NOT to leave pens or any other objects in between the display panel and the keyboard. Otherwise, the display panel may be damaged.

### 1 Integrated camera

Use the camera for video communication.

### 2 Built-in microphone

The built-in microphone (with echo cancellation and noise reduction) can be used for video conferencing, voice narration, or simple audio recordings.

### 3 Wireless module antennas

The built-in antennas ensure optimal reception of wireless communication radio.

### 4 Computer display

The LCD display provides brilliant visual output.

### 5 System status indicators

For details, see “System status indicators” on page 22.

### 6 Power button

Press this button to turn on the computer.

### 7 Cap sensor buttons

For details, see “Cap Sensor buttons” on page 21.

### 8 OneKey Rescue System button

Press this button to open OneKey Rescue System (If OneKey Rescue System has been preinstalled) when the computer is powered off.

**Note:** For details, see “Chapter 4. OneKey Rescue System” on page 36.

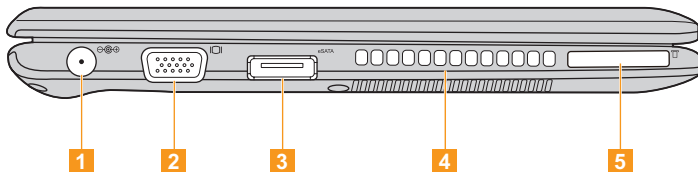
### 9 Touchpad

The touchpad functions as a conventional mouse.

**Note:** For details, see “Using the touchpad” on page 14.



### ■ ■ Left-side view



- 1 AC power adapter jack**      Connect the AC adapter here.

**Note:** For details, see “Using AC adapter and battery” on page 11.

- 2 VGA port**      Connects to external display devices.

- 3 eSATA/USB combo port**      Connects to eSATA or USB devices.

**Note:** For details, see “Connecting a universal serial bus (USB) device” on page 27.

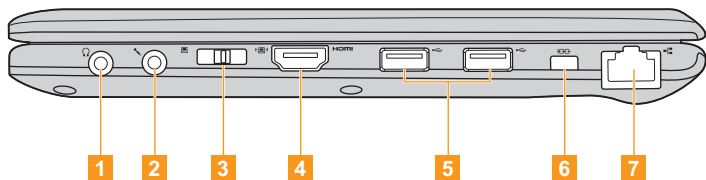
- 4 Fan louvers**      Dissipate internal heat.

**Note:** Make sure that none of the fan louvers are blocked or else overheating of the computer may occur.

- 5 Media card slot**      Insert media cards (not supplied) here.

**Note:** For details, see “Using media cards (not supplied)” on page 25.

### Right-side view



**1 Headphone jack** Connects to an external headphone.

**Attention:**

- Listening to music at high volume over extended periods of time may damage your hearing.

**2 Microphone jack** Connects to an external microphone.

**3 Integrated wireless device switch** Use this switch to turn on/off the wireless radio of all wireless devices on your computer.

**4 HDMI port** Connects to devices with HDMI input such as a TV or a display.

## Chapter 1. Getting to know your computer

**5 USB port** Connects to USB devices.

**Note:** For details, see “Connecting a universal serial bus (USB) device” on page 27.

**6 Kensington slot** Attach a security lock (not supplied) here.

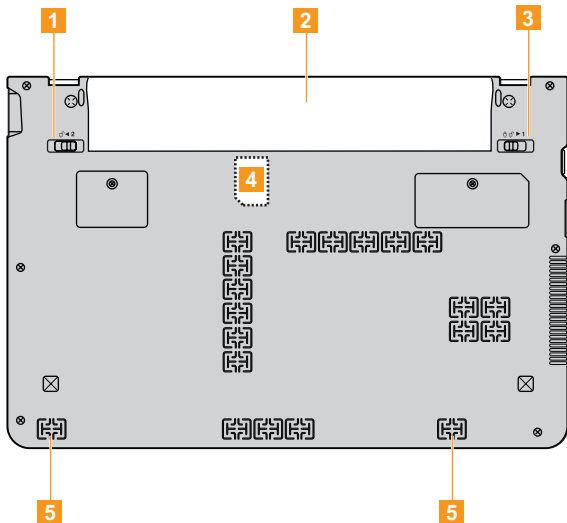
**Note:** For details, see “Attaching a security lock (not supplied)” on page 23.

**7 RJ-45 port** Connects to an Ethernet network.

**Note:** For details, see “Wired connection” on page 28.

■ ■ Bottom view

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## Chapter 1. Getting to know your computer

- 1 Battery latch-spring loaded**  
The spring-loaded battery latch keeps the battery pack secured in place.
- 2 Battery pack**  
For details, see “Using AC adapter and battery” on page 11.
- 3 Battery latch-manual**  
The manual battery latch is used to keep the battery pack secured in place.
- 4 SIM card slot (specific models only)**  
Insert wireless WAN SIM cards (not supplied) here. For details, see “Using Mobile Broadband (specific models only)” on page 32.
- 5 Speakers**  
The JBL certificated speakers provide rich and powerful sound.

**Note:** In the case of a non-WWAN configuration, customer upgrade is not supported. The icon in the bottom view is for reference only, and no practical function is available.

## Chapter 2. Learning the basics

### ■ ■ First use

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#### ■ Read the manuals

Read the supplied manuals before using your computer.

#### ■ Connect to the power

The supplied battery pack is not fully charged at purchase. To charge the battery and begin using your computer, insert the battery pack and connect the computer to an electrical outlet. The battery is automatically charged while the computer is running on AC power.

#### **Install the battery pack**

Refer to the supplied *Setup Poster* to install the battery pack.

#### **Connect the computer to an electrical outlet**

- 1 Connect the power cord to the AC adapter.
- 2 Connect the AC adapter to the AC power adapter jack of the computer firmly.
- 3 Plug the power cord into an electrical outlet.

### ■ Turn on the computer

Press the power button to turn on the computer.

### ■ Configure the operating system

You may need to configure the operating system when it is first used. The configuration process may include the procedures below.

- Accepting the end user license agreement
- Configuring the Internet connection
- Registering the operating system
- Creating a user account

### ■ Putting your computer into sleep state or shutting it down

When you finish working with your computer, you can put it into sleep state or shut it down.

#### **Putting your computer into sleep state**

If you will be away from your computer for only a short time, put the computer into sleep state.

When the computer is in sleep state, you can quickly wake it to resume use, and bypass the startup process.

## Chapter 2. Learning the basics

To put the computer into sleep state, do one of the following.

- Click  and select **Sleep** from the **Start** menu.
- Press **Fn + F1**.


**Note:** Wait until the power indicator light starts blinking (indicating that the computer is in sleep state) before you move your computer. Moving your computer while the hard disk is spinning can damage the hard disk, causing loss of data.

To wake the computer, do one of the following.

- Press the power button.
- Press any key on the keyboard.
- If you do not use the computer for a long time, the computer will switch from sleep to hibernation automatically. To wake it up, just press the power button.

### ■ Shutting down your computer

If you are not going to use your computer for a day or two, shut it down.

To shut down your computer, click  and select **Shut Down** from the **Start** menu.



### ■ ■ Using AC adapter and battery

---

#### ■ Checking battery status

You can determine the percentage of battery power remaining by using Windows **Power Options**.

**Note:** As each computer user has different habits and needs, it is difficult to predict how long a battery charge will last. There are two main factors:

- The amount of energy stored in the battery when you commence work.
- The way you use your computer: for example, how often you access the hard disk drive and how bright you make the computer display.

#### ■ Charging the battery

When you find that the battery power is low, you need to charge the battery or replace it with a fully charged one.

The battery is charged when the AC adapter is connected to the computer and the battery is installed.

Charging time will depend on the usage environment.

You need to charge the battery in any of the following situations:

- When you purchase a new battery.
- If the battery status indicator turns amber.
- If the battery has not been used for a long time.

## Chapter 2. Learning the basics

### Notes:

- You are advised to insert the battery pack when using your computer to prevent small particles from entering the inside of your computer.
- To increase the life of the battery pack, the computer does not start recharging the battery immediately after it drops from fully charged.
- Charge the battery at a temperature between 50 °F and 80 °F (10 °C-30 °C).
- Full charge or discharge is not required.
- To protect the computer system, we advise you not to insert or remove the battery when the computer is on.

### ■ Removing the battery pack

If you are not going to use the computer for an extended period of time, or if you need to send your computer to Lenovo for service, etc. remove the battery pack from the computer.

Before removing the battery pack, make sure the computer has been shut down.

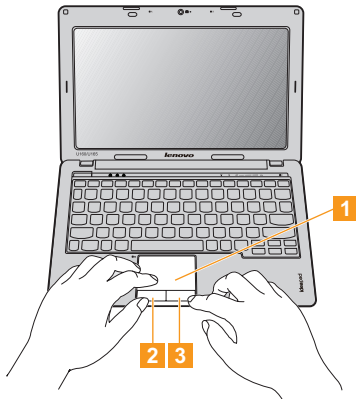
### ■ Handling the battery

If the rechargeable battery pack is replaced with an incorrect type, there may be danger of an explosion. The battery pack contains a small amount of harmful substances. To avoid possible injury and detriment to the environment, pay attention to the following points.

**Notes:**

- Replace only with a battery of the type recommended by Lenovo.
- Keep the battery pack away from fire.
- Do not expose the battery pack to water or rain.
- Do not attempt to disassemble the battery pack.
- Do not short-circuit the battery pack.
- Keep the battery pack away from children.
- Do not put the battery pack in trash that is disposed of in landfills. When disposing of the battery, comply with local ordinances or regulations and your company's safety standards.

### ■ ■ Using the touchpad



**1 Touchpad**

To move the cursor on the screen, slide your fingertip over the pad in the direction to which you want the cursor to move.

**2 Left click button**

The function corresponds to that of the left mouse button on a conventional mouse.

**3 Right click button**

The function corresponds to that of the right mouse button on a conventional mouse.

**Note:** You can enable/disable the touchpad using **Fn+F6**. See “System status indicators” on page 22.

### ■ Gestures

The touch pad recognizes certain gestures, and allows for easy execution of actions such as zoom in/out, or scroll up/down, etc.

#### **Pinch zoom**

- Place two fingers down on the TouchPad surface.
- Slide the fingers further apart to zoom in or slide the fingers closer together to zoom out. For the best zooming experience, use the tips of your fingers.

#### **Two-Finger Scrolling**

- Place two fingers down on the TouchPad surface. The fingers should be slightly separated.
- Using a straight continuous motion, slide both fingers in the desired direction.
- Lift both fingers up off the TouchPad surface to stop scrolling.

#### **Rotating**

- Place two fingers down on the TouchPad surface. The fingers should be slightly separated.
- Rotate one finger in the desired direction.

### Three-Finger Flick

- Place three fingers, slightly separated, down on the TouchPad surface.
- Flick your fingers in a linear, continuous motion in the desired direction, moving from one side of the TouchPad to the opposite side.
- Horizontal finger motion, sliding your fingers to the right or left will page forwards or backwards in a photo viewer or an Internet browser window.
- Slide your fingers upwards to launch slideshow mode, Slide your fingers downwards to exit slideshow mode.

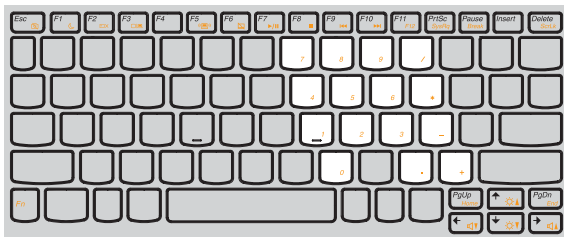
## ■ Using the keyboard


Your computer has a numeric keypad and function keys incorporated in its standard keyboard.

### ■ Numeric keypad

The keyboard has keys that, when enabled, work as a 10-key numeric keypad.

To enable or disable the numeric keypad, press **Fn+Insert**.

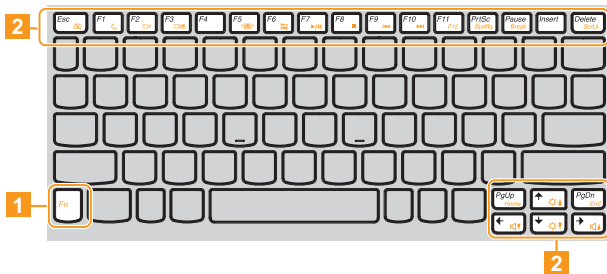


**Note:** The  indicator will light on if the numeric keypad is enabled.

## Chapter 2. Learning the basics

### ■ Function key combinations

Through the use of the function keys, you can change operational features instantly. To use this function, press and hold **Fn** **1**, then press one of the function keys **2**.



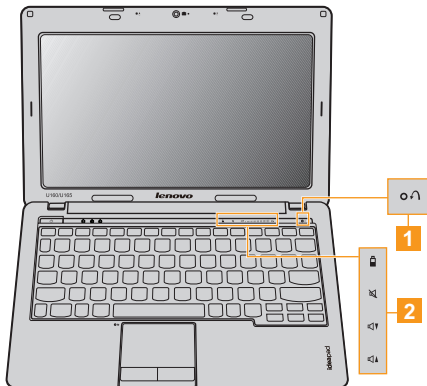


The following describes the features of each function key.

<b>Fn + Esc:</b>	Turn on/off the integrated camera.
<b>Fn + F1:</b>	Enter sleep mode.
<b>Fn + F2:</b>	Turn on/off the backlight for the LCD screen.
<b>Fn + F3:</b>	Shift to other connected display devices.
<b>Fn + F5:</b>	Open the interface for integrated wireless devices settings (enable/disable).
<b>Fn + F6:</b>	Enable/Disable the touchpad.
<b>Fn + F7:</b>	Start/Pause playback of Windows Media Player.
<b>Fn + F8:</b>	Stop playback of Windows Media Player.
<b>Fn + F9:</b>	Skip to the previous track.
<b>Fn + F10:</b>	Skip to the next track.
<b>Fn + F11:</b>	Activate the <b>F12</b> function.
<b>Fn + PrtSc:</b>	Activate the system request.
<b>Fn + Pause:</b>	Activate the break function.
<b>Fn + Insert:</b>	Enable/Disable the numeric keypad.
<b>Fn + Delete:</b>	Enable/Disable the Scroll Lock.
<b>Fn + ↑/↓:</b>	Increase/Decrease display brightness.
<b>Fn + ←/→:</b>	Decrease/Increase volume level.

### ■ ■ Special keys and buttons

Your computer has several special keys and buttons.




#### 1 OneKey Rescue System button


- When the computer is powered-off, press this button to enter the OneKey Rescue System if Lenovo OneKey Rescue System has been preinstalled.
- In Windows operating system, press this button to start Lenovo OneKey Recovery.

**Note:** For details, see “OneKey Rescue System” on page 36.

### 2 Cap Sensor buttons

 **Energy management button:**

Quick launch Lenovo EM utility for power management.

 **Mute button:**

Mute/Unmute the sound.

 **Volume Down button:**

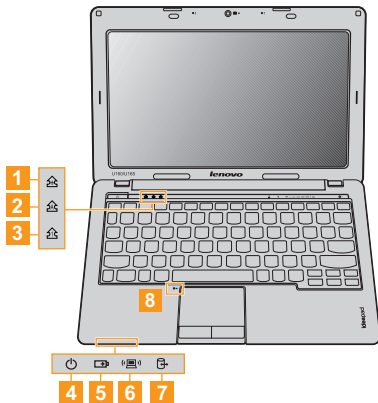
Quick decrease volume level.









 **Volume Up button:**

Quick increase volume level.

### System status indicators

These indicators inform you of the computer status.



- 1 Scroll lock indicator 
- 2 Caps lock indicator 
- 3 Num lock indicator 
- 4 Power status indicator 
- 5 Battery status indicator 
- 6 Wireless communication indicator 
- 7 Hard disk drive indicator 
- 8 Touchpad indicator 

### ■ ■ Securing your computer

---

This section provides information about how to help protect your computer from theft and unauthorized use.

#### ■ Attaching a security lock (not supplied)

You can attach a security lock to your computer to help prevent it from being removed without your permission. For details on installing the security lock, please refer to the instructions shipped with the security lock that you have purchased.

Refer to the “Right-side view” on page 4 for the location of the Kensington slot.

#### **Notes:**

- Before purchasing any security product, verify that it is compatible with this type of security keyhole.
- You are responsible for evaluating, selecting, and implementing the locking devices and security features. Lenovo offers no comment judgement or warranty regarding the function, quality or performance of locking devices and security features.

## Chapter 2. Learning the basics

### ■ Using VeriFace™

VeriFace is a face recognition software which takes a digital snapshot, extracts key features of your face, and creates a digital map that becomes the system's "password".

**Note:** The face registration and verification works best in an environment with steady and even light.

For more instructions on VeriFace, see the help file on your software.

### ■ Using passwords

Using passwords helps prevent your computer from being used by others. Once you set a password and enable it, a prompt appears on the screen each time you power on the computer. Enter your password at the prompt. The computer cannot be used unless you enter the correct password.

**Note:** This password can be from one to seven alphanumeric characters in any combination.

For details about how to set the password, see the help to the right of the screen in **BIOS setup utility**.

**Note:** To enter **BIOS setup utility**, press **F2** when the Lenovo logo appears on the screen while the computer is starting up.

### ■ ■ Connecting external devices

---

Your computer has a wide range of built-in features and connection capabilities.

#### ■ Using media cards (not supplied)

Your computer supports the following types of media cards:

- Secure Digital (SD) card
- MultiMediaCard (MMC)
- Memory Stick (MS)
- Memory Stick PRO (MS PRO)
- xD-Picture (xD) card

**Notes:**

- Insert **ONLY** one card in the slot at a time.
- This card reader does not support SDIO devices (e.g. SDIO Bluetooth, etc.).

### Inserting a media card

- 1 Gently pull the dummy card out of the media card slot.

**Note:** The dummy card is used for preventing dust and small particles from entering the inside of your computer when the media card slot is not in use. Retain the dummy card for future use.

- 2 Push the card directly into the media card slot until it reaches the end.

### Removing a media card

- 1 Gently pull the media card out of the media card slot.
- 2 Insert the dummy card to the media card slot.

**Note:** Before removing the media card, unplug it by Windows **Safely Remove Hardware** utility to avoid data corruption.



### ■ Connecting a universal serial bus (USB) device

Your computer comes with 2 USB ports and an eSATA/USB port compatible with USB devices.


**Note:** When using a high power consumption USB device such as USB ODD, use the external device's power adapter. Otherwise, the device may not be recognized, or system shut down may result.

### ■ Connecting a *Bluetooth* device (specific models only)

If your computer has an integrated *Bluetooth* adapter card, it can connect to and transfer data wirelessly to other *Bluetooth* enabled devices, such as notebook computers, PDAs and cell phones. You can transfer data between these devices without cables and up to 10 meters range in open space.

**Note:** The actual maximum range may vary due to interference and transmission barriers. To get the best possible connection speed, place the device as near your computer as possible.

### Enabling *Bluetooth* communications

- 1 Slide the integrated wireless device switch to .
- 2 Press **Fn + F5** to make configuration.

**Notes:**

- When you do not need to use the *Bluetooth* function, turn it off to save battery power.
- For details on pairing with wireless devices, refer to their instructions.
- Pairing methods may vary by operating systems.