



**USER MANUAL  
NOTEBOOK COMPUTER B15**

## INFORMATION ON SAFE USE OF NTT COMPUTERS.

NTT System S.A. is the manufacturer and guarantor of the reliable performance of NTT Computers. Safety of users of our products as well as care for the environment are among our highest priorities.

NTT System S.A. as the first polish computer manufacturer offers computers certified in accordance with **TCO Certified**. Information for end users of products certified according to TCO Certified can be found on the website <https://ntt.pl/certyfikat-tco/>

Read and follow the safety recommendations for use stated below.

Personal computers are complex devices consisting of electronic and mechanical components. The Manufacturer recommends that if the user does not possess the necessary knowledge, they should not make any modifications to the product by themselves. Unauthorized modification of certain components may cause bodily injury or material damage. Despite the fact that the Manufacturer makes every effort to ensure that the product is completely safe and works faultlessly during use, some components may become damaged. These include: power cords (the possibility of damaging the cable by abrasion or cuts, plug damage), power supplies (the element most at risk due to voltage fluctuations and power surges), BIOS support batteries (the possibility of explosion or ignition), case (the possibility of case elements breaking, sharp edges forming over time, etc.). These are the potential risks to the user and the environment. To reduce the risks, follow the instructions included with the product as well as the warnings stated on the product. Computer components can also be damaged by misuse or negligence. Some damages are serious and require you to stop using the computer until it is repaired by NTT System S.A. (hereinafter: Central Service). If, at any point during the use of the computer, smoke or sparks are emitted from the case of the area of the power cord connection, or any abnormal sounds or crackling can be heard, immediately turn off the computer and disconnect device from the 230V power supply by removing the power cord from the socket or disconnecting the fuses. In such a case, do not attempt to diagnose the damage by yourself. Contact the NTT System S.A. Central Service (phone numbers can be found in the NTT Computer User's Manual and on the Manufacturer's website: [www.ntt.pl](http://www.ntt.pl)). If you notice any alarming symptoms or if you have doubts about the safety of operation related to the poor condition of any of the components, refrain from using the computer and consult the Central Service about submitting the device for repair.

Examples of symptoms and situations that may be the basis for taking the aforementioned measures:

- Damage to the power cord or power cord plugs,
- Scratching or cracking noises coming from the device,
- Strong odor coming from the device,
- The computer, power cord or power supply unit has been flooded with liquid,
- The computer handled in accordance with the instructions does not work properly.



## **Warning** **Hot Components**

There may be hot components located inside the case (e.g. CPU heatsinks, GPU graphics card heatsinks). To avoid being burned by touching the hot components inside the device, turn off the computer and disconnect it from the power supply before opening the case, then wait about 10 minutes for the hot components to cool down.



## **Caution** **Power cords, power supplies, plugs and power sockets**

Use only power cords and power supplies approved by the product manufacturer. Always place the power cord in such a way that it cannot be stepped on or crushed by any object. Do not use the power cord if the electrical contacts show signs of corrosion or are damaged. For devices with a voltage of 230V, use only cords equipped with a protective conductor. Do not connect the computer to the same power socket as other devices that consume a significant amount of electricity, as voltage changes may damage the computer's power supply. Plug all power cords into properly installed and grounded power sockets. Make sure that the power socket you are using is properly connected and provides the correct voltage and current for the installed product. Do not disassemble the power supply or remove any of its components. There may be unsafe voltage present within the power supplies, even after they are disconnected from the power source. There is no component inside the power supply that the user can repair by themselves. If the power supply is malfunctioning, contact the manufacturer's Central Service Department. Never install any equipment if there are signs of fire, water or structural damage



## **Caution** **CMOS battery**

The computer is equipped with a memory that stores the date and time as well as the motherboard settings necessary for the correct booting of the operating system. The memory stores this information when the computer is turned off and disconnected from the 230V power source. This memory is powered by a battery mounted on the motherboard and is a factory-installed component. During standard use, the battery does not require maintenance or replacement throughout the lifespan of the computer. If the computer has not been connected to a 230V power source for a long time (more than 30 days) and notebook battery is empty, the battery voltage may drop to a level that causes the information stored in the memory to reset. Information about the date, time and factory-set BIOS functions



may be partially or completely lost. The CMOS battery should only be replaced by the manufacturer's Central Service.

The CMOS battery must not be disposed of in household waste, as evidenced by the crossed-out garbage can symbol on the unit's nameplate.



### **Warning** **Battery safety**

The computer is equipped with battery for computer operation. Using an incompatible battery significantly increases the risk of fire or explosion of this component. If the battery ignites, it can cause severe damage.



**Disconnect all power sources by removing the power cord from the 230V outlet before opening the computer cover or panels.**



### **Product ventilation**

The computer is equipped with ventilation grilles and a fan or set of fans. These components ensure proper internal temperature and reliable operation. Airflow around the case should not be restricted. The computer case should be provided with a minimum of 200 mm of free space on each side. Never block or cover ventilation elements. Using the computer in a space with limited airflow may result in overheating of the device, unstable operation and under special conditions may cause irreparable damage to component parts. If the power supply overheats, it may lead to the device catching fire.



### **Caution** **Electricity**

- To avoid electrocution, do not use the computer during a lightning storm,
- Do not touch any cords or perform any installation or maintenance work during a lightning storm,
- Never turn on any device that has visible traces of fire, water or structural damage to the case,



## Self-replacement of components <sup>1)</sup>

The manufacturer allows the user to replace some components of the computer unassisted:

- RAM,
- SSD storage,

If the user decided to replace one of the above mentioned components by themselves, they can carry out this operation under the remote supervision of the manufacturer's Central Service. To do so, the user must contact the NTT System S.A. Central Service. After the consultation with the user, the Central Service will send the indicated component along with instructions for replacing the component in question. Component replacement instructions for models certified according to the TCO Certified, are also available on the manufacturer's website at <https://ntt.pl/support/> upon entering the computer's serial number.

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<sup>1)</sup> Applies only to the computers certified in accordance with **TCO Certified**.

## Movings parts



It is not recommended to boot up the computer with the case covers removed. When starting the computer with the case covers removed, your hands and fingers may be exposed to moving parts such as cooling fan blades.



### Sharp edges

Beware of any sharp edges or corners when replacing user-replaceable parts, as they can cause injuries to a person. In case of an injury, seek medical advice immediately.



### Warning

Avoid touching the contacts to prevent damage to components, expansion cards, or RAM. Use anti-electrostatic gloves whenever touching electronic components.

## Warning



After you have finished the replacement of the components, check the inside of the case for any unnecessary parts (loose metal parts, unscrewed screws, cords that may block the cooling fans from rotating, etc.).

Make sure all screws are properly tightened and the cords are connected.

Before connecting the power supply, install the side covers of the case.

Handling:

- If the monitor weights more than 18kg, it is recommended that two people carry it.
- 

### Note regarding the glass components

**WARNING:** Some of the product components may contain glass. If the item is dropped on a hard surface or is forcefully struck, the glass components may break. If the glass breaks, do not touch it or attempt to remove it from the product. It is not recommended to use the product until the glass is replaced by qualified personnel.

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### Note on computer placement

Improper placement of the computer can pose a danger to children.

- The computer should be placed on a steady, low desk or a desk that is secured from uncontrollable movement.
  - Do not place the computer near the edge of any furniture.
  - Keep computer cables out of the reach of children.
  - Some objects may attract children's attention. Such objects should be kept away from the computer such as toys.
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### Cleaning the computer screen

The performance of a computer screen can be negatively affected by scratches, grease, dust, chemicals and ultraviolet light. Use a dry, soft, lint-free cloth to gently wipe the screen surface.

If the screen is still dirty, use a soft, dry cloth to gently wipe off the stain. If the stain does not come off, use a cloth that has been dampened with water, an LCD screen cleaner or a lens cleaner. Never pour liquids directly onto the screen itself.

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### Information regarding ergonomics

In order to use your computer effectively and work in a comfortable environment, you should pay attention to proper ergonomic. Prepare your workspace and place your tools according to your needs and the type of work you perform. Always follow the rules of occupational health and safety.

Working from home may require adjusting to frequent changes in the work environment. Arranging computer equipment, actively using the computer and adjusting to ambient light sources can help improve productivity and comfort during work.

The following illustration shows a person in the correct position. Even if you won't sit in this exact position, you can still benefit from the provided guidance. Developing healthy habits is the most important thing.



**General posture:** Modify your posture every so often before you start to feel uncomfortable while working the same position for an extended period of time. Regular short breaks also help prevent minor illnesses caused by working at a computer.

**Display:** Adjust the position of the screen so that it can be viewed comfortably from a distance of 510 to 760 mm (20 to 30 inches). Avoid reflections from external light sources, such as overhead lighting or sunlight. Keep the monitor screen clean and adjust the brightness level to see the content clearly.

**Head position:** Keep your head and neck in a comfortable and neutral (upright or vertical) position. Use cushions that protect the cervical segment of the spine.

**Chair:** The chair should have a comfortable and ergonomic back and adjustable seat height. It should be adjusted to provide the most comfortable position during work.

**Arms and hands placement:** Support your shoulders if possible. Your hands, wrists and forearms should be relaxed and in a neutral (horizontal) position. Press the keys lightly while typing.

**Leg position:** Sit in a position with feet placed flat on the floor or footrest and thighs parallel to the floor.



**Hazard:**

**Infrared radiation, risk of skin or eye damage. Disconnect the power supply before servicing.**

## **Servicing and upgrading**

Do not repair or upgrade the computer by yourself. Repair or upgrade can be carried out by the user only under the remote supervision of NTT System S.A. Central Service after providing the user with the appropriate instructions. When installing or replacing components, strictly follow the recommendations and instructions received from NTT System S.A. Central Service.<sup>1)</sup>

## **Safe and total drive data erasure <sup>1</sup>**

The software for complete erasure of data from the hard drive can be downloaded from the website of the manufacturer – NTT System S.A. The computer manufacturer recommends that if you sell your computer, you should remove the hard drive and not pass it on to the next user.

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<sup>1)</sup> Applies only to the computers certified in accordance with **TCO Certified**.

## **OPERATING CONDITIONS.**

- Operating temperature: from +15°C to +30°C,
- Storage temperature: from -20°C to +65°C,
- Permissible relative humidity in the area of use: 20%-80% measured at +26°C
- The device should be protected from shocks and mechanical damage,
- It is recommended to use interference filters or an uninterruptible power supply (UPS) to eliminate mains interference.
- Protect the computer from moisture and dust. Never use the equipment if condensation of water



vapor has occurred on the surface of computer components or the computer has been flooded with liquid.

- Do not use the computer in an environment at risk of explosion or in a place where the computer may be exposed to electrostatic discharge.
- Avoid strong magnetic fields. They can cause the computer to work incorrectly and increase the risk of losing data from the hard drive.
- The computer's power supply is a first-class device, designed for operation in a network with an internal protective installation (the power socket should have a functional protective circuit). The device should be placed near an easily accessible power socket with a functional protective circuit, with a voltage of ~230V and a frequency of 50 Hz. Complete disconnection of the device from the power supply is performed by removing the plug from the ~230V power socket.

*If the power supply is equipped with a power supply voltage switch (110V – 230V located on the back of the power supply), it must be set according to the mains voltage (the supply voltage in Poland is 230V).*

*Some power supplies have an additional switch on the back of the computer case. If your computer has this switch, turn it to the „I” position before you start the computer. If the computer will not be used for a prolonged period of time (for example, at night), it is recommended to turn off the power supply by moving the switch to the „0” position. This will completely disconnect the power supply from the power source. Completely disconnecting the power supply from the power source contributes to saving electricity. A computer turned off with the „POWER” button on the front panel of the case, or with the „Shut down” command from the operating system, continues to draw about 0.1A of current from the power source. When the power supply is turned off with a mechanical switch, this value drops to zero. If the power supply is not equipped with a circuit breaker, it is recommended to connect the computer to a surge protector equipped with such a circuit breaker.*

- All interconnecting devices of the computer set (CPU, monitor, printer, etc.) must be powered from the same phase.
- All connections and switching between elements of the set should be done only after disconnecting from the mains by removing the 230V power cord from the socket.
- The purchaser shall, at its own expense, perform appropriate inspection, maintenance and cleaning of the equipment, at intervals depending on the conditions of use and the time the computer has been in operation (at least every 6 months).

## **Environmental protection.**

This manual contains the following symbols:



A symbol consisting of the letters CE is a manufacturer's declaration that the product being placed on the market meets the essential requirements most often specified in regulations issued on the basis of the Act of August 30, 2002 on the conformity assessment system (Journal of Laws of 2010, No. 138, item 935, as later amended) – introducing into Polish law the so-called New Approach Directives. It is worth noting that the CE symbol is not a commercial certificate of quality, nor does it confirm the origin of the product from the European Union. It is also not a safety certificate, as its meaning is broader – it signifies compliance with the essential requirements, which also concern, for example, electromagnetic interference emissions, noise, or energy consumption. Thus, a consumer, buying a CE-marked product in any country of the European Union, can be assured that they can safely and easily use it in their own country.

The symbol of a crossed-out garbage can means that after the product has been discarded, it must not be disposed of in a household garbage container. It must be disposed of at a specially designated facility.

The main objective of the Act of September 11, 2015 on waste electrical and electronic equipment is to reduce the amount of waste generated from appliances and to ensure an adequate level of collection, recovery and recycling of waste appliances, as well as to increase public awareness of their harmfulness to the environment, at each stage of use of electrical and electronic equipment. With the above in mind, it should be pointed out that in the aforementioned process, private households play a very significant role in contributing to the reuse and recovery, including recycling, of waste electrical

and electronic equipment. A user of equipment intended for private households is obliged to return used equipment to a waste equipment collector. However, it should be kept in mind that products belonging to the electrical or electronic equipment group should be disposed of in designated locations. These are:

- places that sell similar equipment. Retailers and wholesalers are required to accept used equipment free of charge in an amount no greater than the new equipment sold, if the used equipment is of the same type.
- local collection points (landfills, collection points, etc.). Information on the location of these points can be obtained from local authorities, on the website of local authorities, at the offices of local authorities – e.g. in information display cases, at service centers and at points of sale of equipment intended for use by households.

Please note that if the device is equipped with batteries, they should not be disposed of with other waste in the same container. Batteries should be disposed of in specially designated receptacles at waste collection points or electronic equipment stores. Detailed information on how and where to dispose of used batteries can be obtained from local authorities.

In doing this, users can participate in the reuse of materials and support the electrical and electronic waste program. This can have an impact on the environment and public health. Keep in mind that proper disposal of equipment allows you to preserve valuable resources. It also helps avoid negative impacts on health and the environment, which can be threatened by improper handling of waste and hazardous components.

**This product meets all necessary requirements for the CE labelling.**

### **The role of private household in contributing to the reuse and recovery (including recycling) of used equipment.**

Environmental protection is an important aspect of the activities of NTT System S.A. Our goal is to undertake actions in harmony with the environment.

The main objective of the Act of September 11, 2015 on waste electrical and electronic equipment is to establish a system for the collection, processing, recycling and recovery of electrical and electronic products, and to increase public awareness of their harmfulness to the environment at every stage of use of electrical and electronic equipment. This means that the described management system covers both persons and entities placing equipment on the market, as well as its users (including households) and collectors. It is the users themselves who are the focal point of this system. The aforementioned act defines environmental product liability obligations, introducing the „polluter pays“ principle. The proper course of action in the event of disposal, reuse or recovery of components is for the user to take the device to a specialized collection center, where it will be accepted free of charge. Proper disposal of the device makes it possible to preserve valuable resources and avoid negative impacts on health and the environment, which may be threatened by improper handling of waste and hazardous components.

Electronic waste contains numerous harmful and poisonous substances, which, after leaking from damaged equipment, can easily penetrate the soil, groundwater and air. This can cause environmental pollution, thus posing a threat to the health of humans and animals including wildlife.

### **ATTENTION !!!**

***When connecting peripherals, remember that each peripheral has a connector that fits only into the corresponding slot on the computer. Therefore, look at the end of each cord and find out which slot it fits into and how to connect it. The connectors and slots are designed so that they do not require excessive force when connecting them.***

***When connecting computer accessories other than the base components of the computer set, it is essential to follow the instructions of the manufacturer of these devices.***

***Use only high-quality connection cables with integrated ferrite EMI filters to connect your computer to peripheral devices.***

***Remember to ensure proper ventilation of the computer case.***

***If the computer was transported in such atmospheric conditions as low temperature, high humidity, do not turn it on immediately after unpacking from the transport carton. To prevent vapor deposition on the components inside the computer, set it up in the room where it will be operated and wait until the temperature of the case and other components reaches the temperature of the room (at least 2 hours).***

## **Electricity consumption management.**

Any modern computer can be configured to draw a reduced amount of power during periods of inactivity. The operating system is responsible for the proper use and management of power in the computer.

In Windows 11/10, click your mouse on the START button. When the start menu appears, type in the text "power plan". Then click on the search result which reads „Edit power plan“. In the next window, you can make your own changes to screen off times and the sleep mode. More options for managing your computer's power are available in the advanced settings.

**- To achieve stable power consumption, turn on the computer, and wait for the Operating System (OS) dashboard to appear. Depending on your personal settings, you may need to log into the OS. According to the number of peripherals connected to the computer, the process of searching for them, and installing drivers, may take up to about 5 minutes.**

- In Windows 11/10 the factory set power-saving mode is the hybrid mode. It is a combination of sleep and hibernation modes. When using hybrid mode, all open documents and applications are saved to the hard drive and the computer goes into a low-power state. Exiting hybrid mode restores all open documents and programs to the state immediately preceding the start of hybrid mode. Using hybrid mode, work on the computer can be resumed very quickly.

To put the computer into low-power mode in Windows 11, click the START button and then from the expanded menu click "Power" and selects "Sleep" (Section 1.3 SHUTDOWN / RESTART OF THE COMPUTER). To put the computer into low-power mode in Windows 10, click the START button and then from the expanded menu click "Shutdown" and selects "Sleep" (Section 1.3 SHUTDOWN / RESTART OF THE COMPUTER). The computer will automatically enter a low-power state 30 minutes after the last user-initiated action. After 10 minutes from the last user-initiated action, the monitor will enter sleep mode (the monitor screen will turn off). By turning off the hybrid sleep mode, two other power saving modes are available. Sleep mode and hibernation mode. Sleep mode is a power-saving state that allows the computer to quickly (usually within a few seconds) return to full capacity when the user wants to return to work. Utilizing the Sleep command immediately suspends all activities of the computer. Sleep mode consumer more power than hybrid or hibernation mode, as RAM power is continuously being maintained during its use. While in hibernation mode, the computer saves open documents and the status of running programs to the hard disk, and then shuts down the computer. This mode uses the least amount of power.

## ***ATTENTION !! Important information.***

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### ***Warning on the limitations of working with a monitor.***

*Prolonged flickering of the screen can cause fatigue, headache, or in extreme cases epilepsy.*

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### ***Warning on the limitations of working with headphones.***

*Excessive volume when listening to sounds through headphones can permanently damage your hearing.*

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***Applies to computers in which a BIOS with additional features not present in the original software was installed by the manufacturer.***

*Attempting to upload versions other than the one installed by the manufacturer may disable some of its additional features.*

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***The computer's Warranty Card is available for download on the Manufacturer's website: <https://ntt.pl/support/>***

***To access the Warranty Card of your NTT computer, enter the serial number of the device. The serial number can be found on a sticker located on the back or side panel of the computer case. An example of the nameplate's appearance is shown below (two patterns). The serial number in the examples below is a sequence of digits after the inscription SN:. Please enter only a string of digits, without the "SN:" characters.***



***The Complaint Form is available on the website of the Manufacturer's Central Service: <https://ntt.pl/serwis-centralny/>***

***To download the Complaint Form click on the box titled „POBIERZ ARKUSZ REKLAMACYJNY – KOMPUTER NTT”.***

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***All the proper names of products and companies used in this publication, as well as their trademarks, are proprietary names, trademarks and brand marks of their respective companies. They have been used for informational purposes only.***

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# Service information

Is something not working as intended?

**Contact an authorized NTT System S.A. service center.**

**Central service:**

**tel. (22) 773 62 10**

**fax (22) 773 62 29**

**or write an email to:**

**reklamacje@ntt.com.pl**

Before contacting the service center through the above mentioned resources we kindly ask you to read the warranty terms and conditions contained in the warranty card and follow the procedure outlined in the NTT Computer Complaint Sheet included with the computer.

**More information available at <http://www.ntt.pl>**

To report a computer malfunction proceed in the following order:

1. Contact the NTT System S.A. Central Service to set a date for the computer to be picked up by the forwarding company.

tel. (22) 773 62 10

fax (22) 773 62 29

or write an email to: reklamacje@ntt.com.pl

2. The computer will be collected by a courier company appointed by NTT System S.A., from the address and on the date agreed upon beforehand (APPLIES TO COMPUTERS COVERED BY THE Door-to-Door GUARANTEE). NTT System S.A. covers the cost of transport of the computer only in case of earlier notification of a malfunction in accordance with point 1. of this instruction. If this condition is not met, NTT System S.A. will not cover the cost of transportation to the service.

3. The computer has to be adequately packaged, in the original package or in a substitute package which will protect the equipment from mechanical damage that can occur during transport. NTT System S.A. is not responsible for damage caused during transport as a result of improper packaging of the parcel.

The following documentation should be packaged with the computer:

A) A filled out and signed NTT Computer Complaint Sheet. The Complaint Sheet is available on the Manufacturer's website, <https://ntt.pl/serwis-centralny/>, click on the box titled „POBIERZ ARKUSZ REKLAMACYJNY – KOMPUTER NTT”.

B) The original, properly filled out Warranty Card, corresponding to the specific model of the computer (pay attention to the consistency of serial numbers).

C) A copy of the purchase invoice or receipt.

4. After performing the repair, the computer will be sent back to the address indicated by the person reporting the malfunction and at the expense of NTT System S.A.

NTT System S.A. does not cover the cost of transportation and servicing, in cases of

defects described in items 3, 4, 18, 22, 23, 25 of the Warranty Conditions.

5. For detailed information on NTT computer servicing and technical support, please call the NTT System S.A. Central Service, available on weekdays, from 9 a.m. to 4 p.m. or contact us via e-mail.

Correspondence address:

Serwis Centralny NTT System S.A.  
Zakręt ul. Trakt Brzeski 89  
05-077 Warszawa Wesoła

**The manufacturer and guarantor of the computer is:**

**NTT System S.A. .  
Zakręt, ul. Trakt Brzeski 89  
05-077 Warszawa - Wesoła  
<http://www.ntt.pl>**

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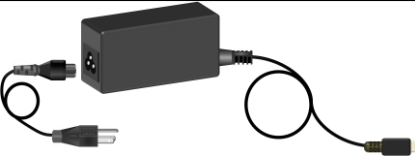

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# 1. Getting to know your computer

## Package contents

Carefully unpack your box and take out the items listed as below. If any of the items is missing or damaged, contact your dealer immediately:

• One laptop	• One USB PD power adapter
	
• This manual	
	

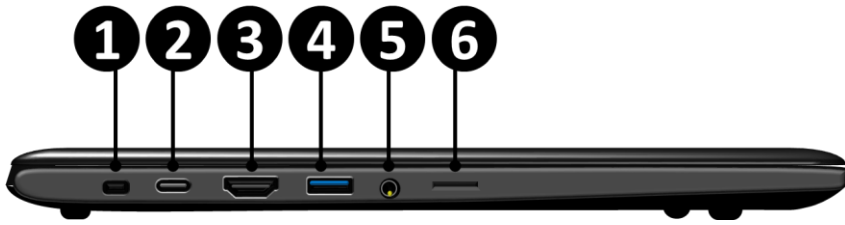
## Views

### Front



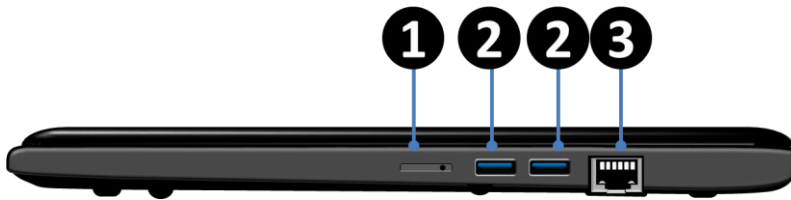
No.	Name	Function
1	Webcam	Often for taking self-portraits as well as for video conferencing.
2	Webcam LED indicator	It lights on when the webcam is in use.
3	Microphone	Often for collection your voice for voice recognition.
4	LCD screen	The main display of your laptop
5	Power button	Power on/off your laptop.
6	Windows key	Press this key to open the start menu
7	Touchpad	Allows you to control your system using figure gestures.

## Left



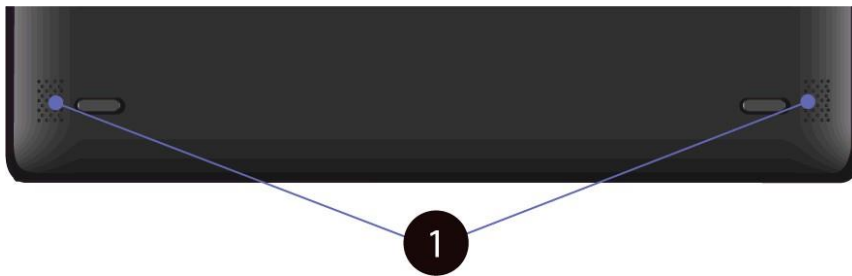
No.	Name	Function
1	Kensington lock slot	Lock your laptop to your desk or any stationary object using a Kensington lock.
2	USB Type-C 3.2 Gen1 (support Data, PD and DP)	Plug USB type-C devices here to enable battery charging or data transmission
3	HDMI port	Plug your HDMI-cable here
4	USB 3.2 Gen1 Type A	Plug your USB devices here.
5	Audio jack	This is an external 3.5mm headphone-out + microphone-in jack, and you can connect your external headphone set here.
6	SD card slot	Plug your micro SD card here.

## Right



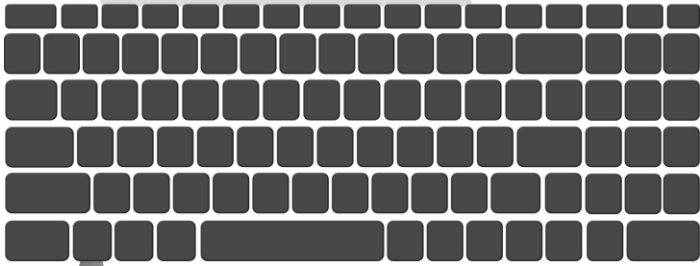
No.	Name	Function
1	Nano-SIM slot (optional)	Plug your Nano-SIM card here.
2	USB 3.2 Gen1 Type A	Plug your USB devices here.
3	Ethernet port.	Plug your RJ-45 cable into here to connect your laptop to a wired network.

## Bottom



No.	Name	Function
1	Speaker	The sound system has two speakers for playing music, notification sounds, and other audio data.

# Function keys



**Fn**

**Fn**

+

<b>F2</b> 	Puts your computer into sleep mode.	<b>F7</b> 	Decreases the volume level.
<b>F3</b> 	Decreases the display brightness.	<b>F8</b> 	Increases the volume level
<b>F4</b> 	Increases the display brightness.	<b>F9</b> 	Disables or enables the touchpad.
<b>F5</b> 	Switches display output between your display, external monitor (if connected) and both.	<b>F10</b> 	Turn the keyboard backlight on/off or adjusting brightness
<b>F6</b> 	Mutes/unmutes the audio output.		

Note: If your software uses some of the function keys to perform dedicated functions, you can perform the function by pressing "Fn" plus the desired function key.

## 2. Using your Laptop

### Powering ON/OFF

#### Powering on your computer



1. If this is the first time you turn this computer on, connect the adapter and fully charge the battery.
2. Press the power button (normally 1 to 2 seconds.). You shall see the blue LED power indicator on and the screen will light up within 5 seconds.

#### Powering on for the first time

The laptop will require you to do the initial setup, which including:

- Activate your Windows 11
- Sign in to or create your Microsoft account
- Setup a wireless connection and more

Please follow the instruction to complete the initial setup.

#### Powering off your computer

Save all your data before powering your computer off.

To power off your system, following the steps below:

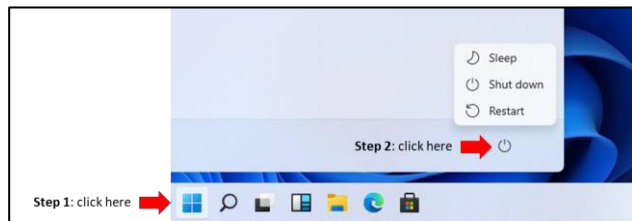
- A. By Start menu

1. Click the Windows icon at the bottom center of the Desktop. Or press on the Windows key in the keyboard.



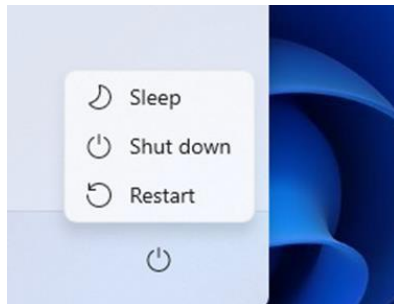
2. In the Start menu, click <Power> option, as shown on the right,

3. Select <Shut down> from the power option menu, as shown on the right.



#### B. Using the power button

For some reasons if your laptop cannot be powered off by the previous way, you can try to press and hold the power button for at least four seconds. This shall force the laptop to power off itself directly.



## Putting your computer into sleep mode



When you will be away from your computer for a short time, put the computer to sleep.

Do one of the following:

- Close the display panel
- Press Fn + F2.
- Press the power button briefly one time.
- Open the Start menu and then select <Power> → <Sleep>.

## Waking up your computer

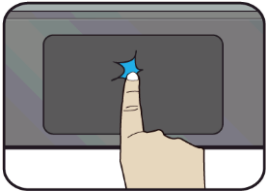
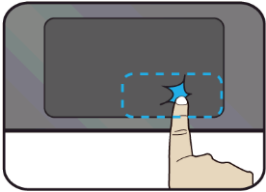
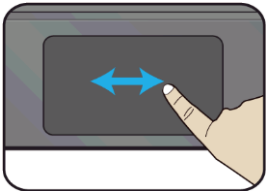
Note: It is recommended that you put your computer to sleep before you move it. Moving your computer while the hard disk is spinning can sometimes damage the hard disk, causing loss of data.



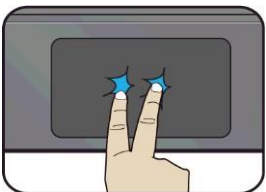
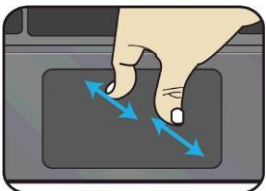
When your laptop is in the sleep mode, just press the power button briefly one time (about one second) to wake the laptop up.

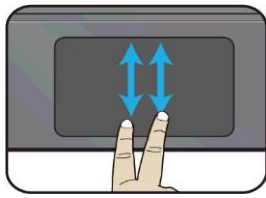
## Basic touchpad operations

The touchpad works like a traditional mouse. With it, you can move the cursor and perform left-click, right-click, double-click actions. However, the actual available actions are application dependent.

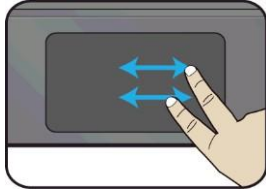
Action	Explanation
	Tap once on the touchpad surface or press once on the low-left corner of the touchpad to get the effect just like left clicking a mouse.
	Press once on the low-right corner of the touchpad to get the effect just like right clicking a mouse.
	Press and continue to hold down the left corner and then move (drag) your finger across the touchpad surface to drag an item on the desktop.

## Two fingers

Action	Explanation
	Tap once on the touchpad surface to get the effect just like right clicking a mouse
	Move two fingers together or apart while touching the screen. This is to zoom in and out on visual apps, such as pictures and maps.

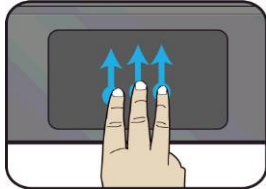

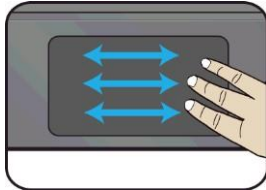


Drag two fingers vertically the touchpad to scroll vertically.




Drag two fingers horizontally on the touchpad to scroll horizontally.

### Three fingers

Action	Explanation
	Press and drag upward with three fingers to bring existing active windows out on the desktop.
	Press and drag downward with three fingers to hide all existing active windows and bring out the desktop.
	Press and drag to left or right with three fingers to switch between existing active windows.

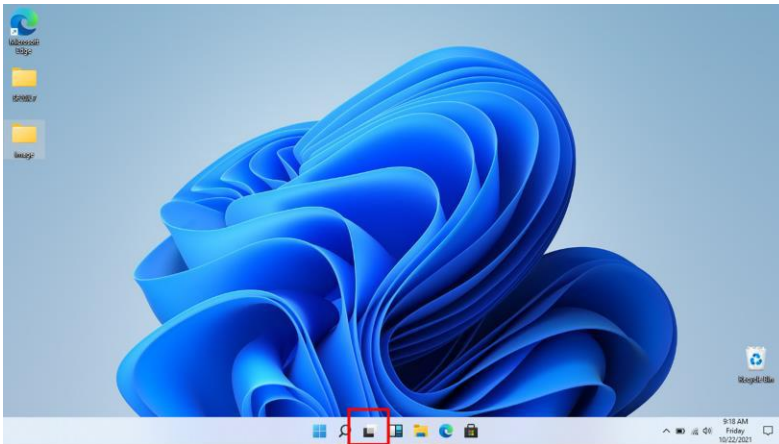
## Four fingers

Action	Explanation
 An illustration showing a hand with four fingers (index, middle, ring, and pinky) touching a grey rectangular screen. Blue starburst effects are shown at the points of contact, indicating a click or tap action.	<p>Clicking with four fingers can open the Action Center.</p>

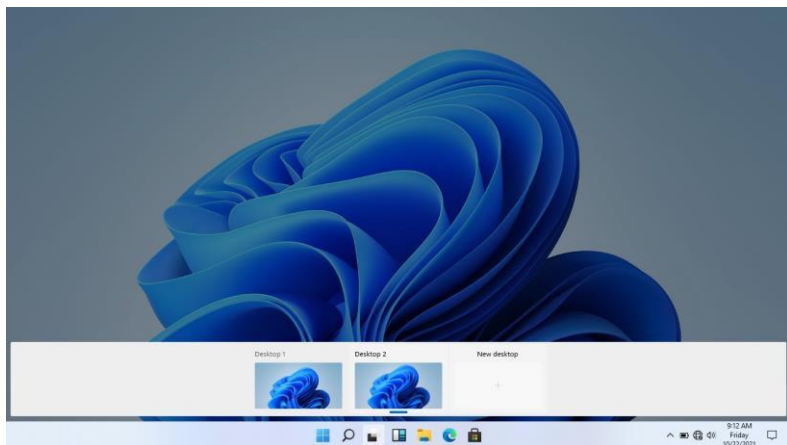
# 3. Windows 11 Interface

## Desktop and virtual desktop experience

The Desktop screen is as shown below and natively provides virtual desktop feature.



To launch the feature you can click the virtual desktops button on your taskbar or just press Window key and TAB key of your keyboard in the same time.



## Taskbar

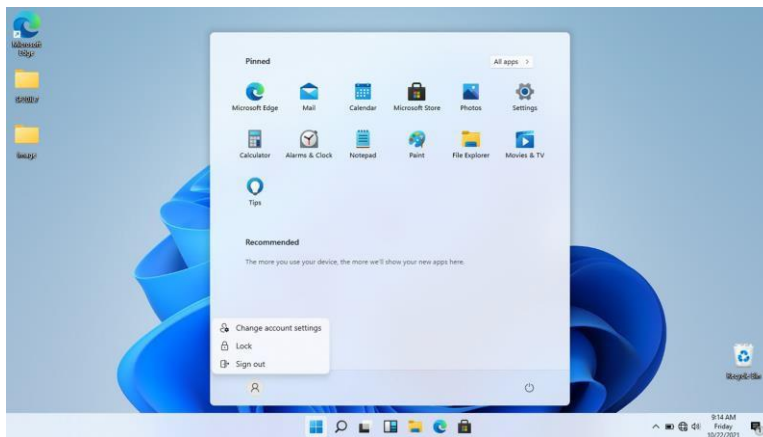
The light blue bar on the bottom of the desktop is called Taskbar. It provides several key features and they are:

- Start menu
- Search box
- App shortcuts area
- Notification area

### Start menu

To open the Start menu, you can either click on the windows icon (which is also known as Start button) located at the central end of the taskbar or press once on the windows key of the keyboard.

And the Start menu will appear, as shown below



For how to setup this menu, please refer to page 13.

### App shortcuts area







In the taskbar area, you can put the shortcuts of your frequently used apps. For how to arrange this area, please refer to page 16

## Notification area

The right part of the taskbar holds several icons that show you the status of your system, as shown below.



This is an area called Notification Area, where

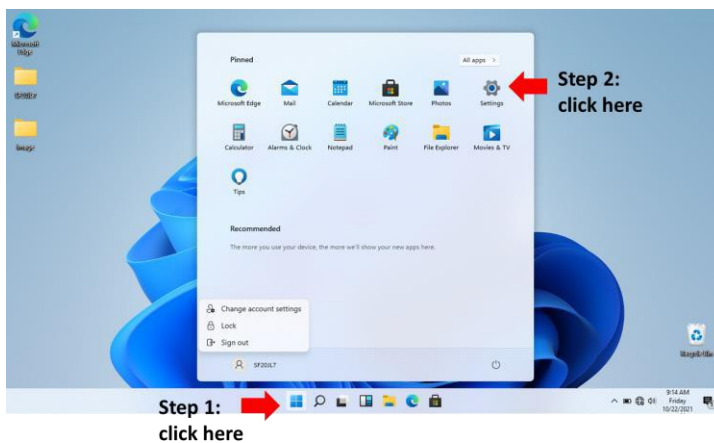
	Click here to show more hidden status icons.
	Shows you the current battery status.(For detail, please refer to page 25)
	Shows you the status of your wireless network connection.
	Click here to show the system notifications and several shortcuts.

# 4. Setup and Connection

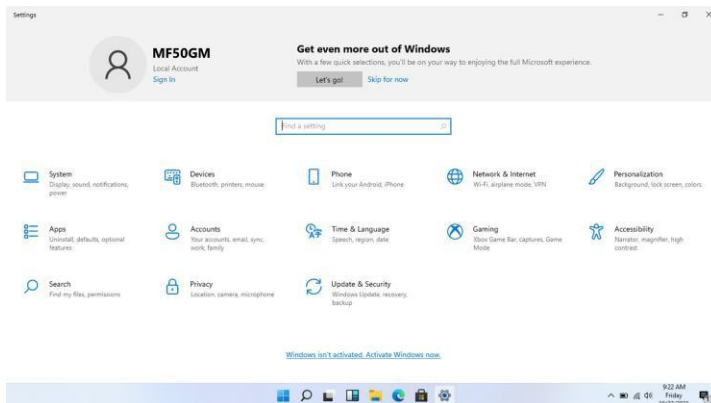
## Settings screen

To access to the Settings screen:

1. Click the Windows icon at the bottom of the Desktop screen. Or, press on the Windows key in the keyboard.
2. Click the Settings icon.



This will open the Settings screen, as shown below





Next, the following sections will guide you through the basic setup of your windows system.

## Windows Activation

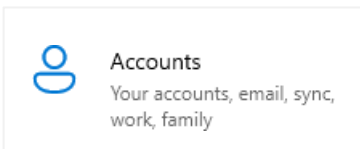


To use all features of your Windows pc, you may need to activate your Windows system. Follow the following steps to

register and activate your Windows.

1. Open the Start menu and click <Settings >.
2. Click <Update & security>
3. Select <Activate>.
4. Follow the instructions to activate your windows.

## Setup Your Microsoft Account



To share files or settings with other devices running Windows 11, you need to setup a Microsoft Account.

Furthermore, if you want to download or purchase apps from the Microsoft Store, such Microsoft Account is required.

To setup your Microsoft account

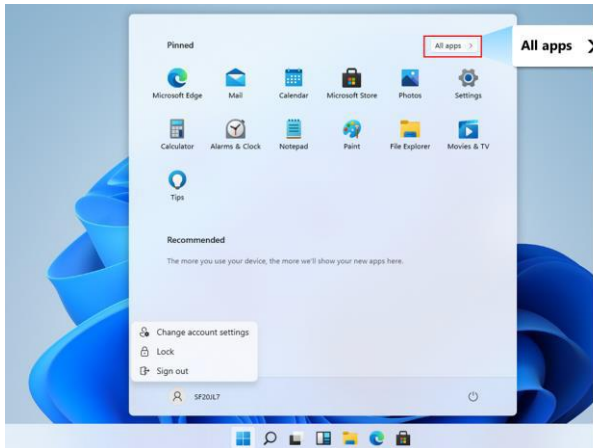
1. Open the Settings screen and select <Accounts>.
2. Select <Your account >
3. Select <Sign in with a Microsoft account instead>.
4. Follow the instruction to register your account information.

# Pin and unpin your app

## Pinning an App to Start menu or taskbar

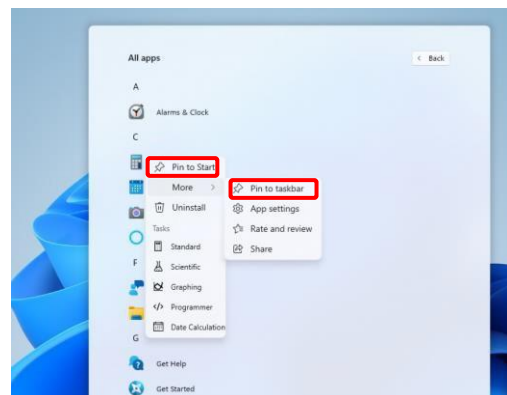
To add an app:

1. Open the Start menu and select <All Apps>.



2. Right-click on the app that you want to appear on your Start menu or taskbar, and an option menu appears.

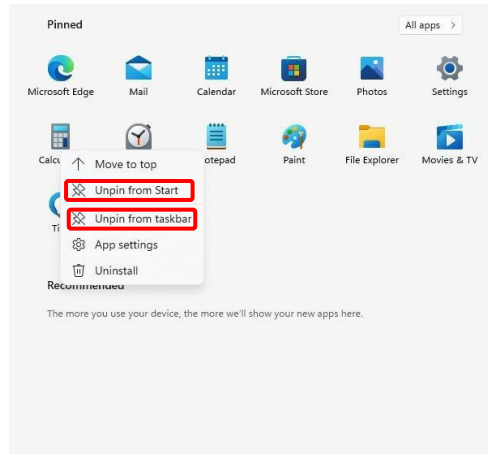
3. Click <Pin to taskbar> or <Pin to Start> to add the app to your Start menu or taskbar.



## Removing an App

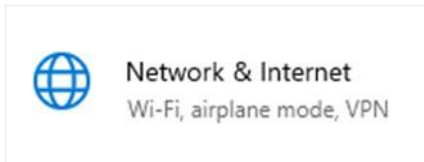
To remove an app:

1. Right click the app that you want to remove from your Start menu or taskbar.
2. Click <Unpin from Start> or <Unpin from taskbar> to remove it from your Start menu or taskbar.



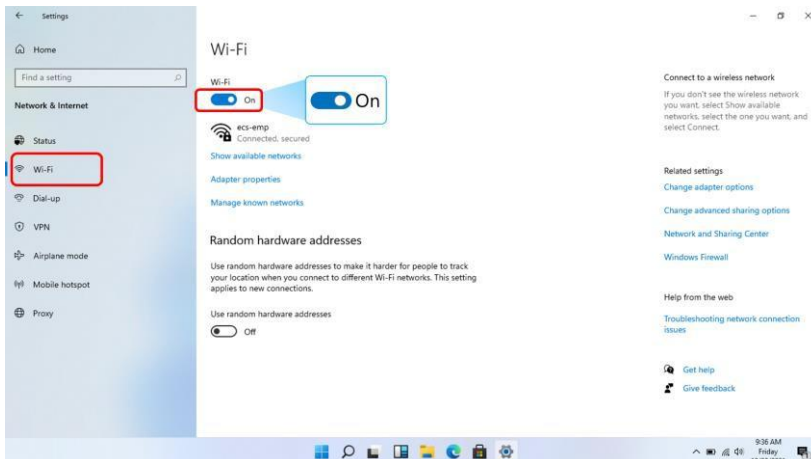
## Wireless LAN

### Enabling wireless connection



1. Open Settings menu and select <Network & Internet>.

2. Select <Wi-Fi> and set the function to ON, as shown below



3. Make sure you have switched the Airplane mode off. To confirm that Airplane mode is disabled, go to the desktop and check the notification area. If you see an airplane icon displayed on the lower right, please disable the Airplane mode first.

## Connecting to a wireless LAN

Once the wireless has been enabled, the computer automatically scans for available wireless networks and displays them in the wireless LAN network list. To connect to your desired wireless network, click the network's name in the list, and then click Connect.

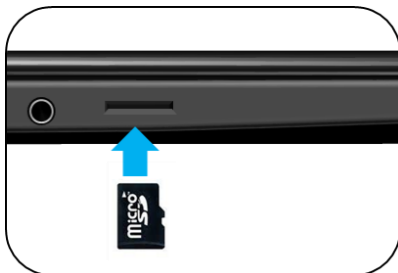
**Note:** Some networks require a network security key or password for connection. If necessary, ask the network administrator or the Internet service provider (ISP) for the required information.

## **Micro SD Card Slot**

You can utilize your micro SD cards as removable disks and conveniently exchange data with digital devices such as a digital camera, digital camcorder, MP3, etc.

## To insert your micro SD card

1. Insert the micro SD card into the card slot as shown below.
2. Follow the message on the screen, and choose to open and view



- files.
3. It shows all the folders and files in the micro SD cards, and you can save, move and delete data as you are handling a storage device.

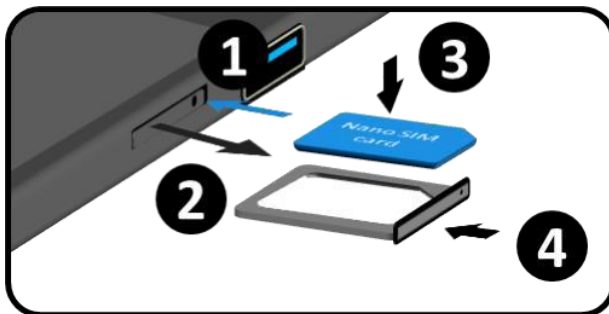
## To remove your memory card

1. Press the card and release. The card will pop up.
2. Pull the card out by holding the end of the card.

## **Nano-SIM Card Slot (Optional)**

### To insert your Nano-SIM Card

1. Use an eject pin to open the SIM card tray
2. Remove the SIM card tray from the slot. When you remove it, keep it face up.
3. Place the SIM card in the SIM card tray. The words or logo on the SIM card should be facing up.
4. Slide the SIM card tray back into the SIM card slot until it clicks. Don't force it in – the SIM card tray should slide in smoothly



### To remove your Nano-SIM Card

1. Press the card and release, the card will pop up.
2. Pull the card out by holding the end of the card.

- Note:
1. Do not touch the printed circuit on the Nano-SIM card.
  2. Be sure to hold your computer firmly before inserting the Nano-SIM card.
  3. Do not damage the Nano-SIM card in any way, either by bending or exerting pressure on the card.

## Connecting an External Device

### Connecting to the USB port

Your computer comes with three USB ports. Once you plug a USB device into any of them, Windows automatically loads a driver for that device. After the driver has been loaded one time, you can disconnect and reconnect the same device without performing any additional steps.

Note: If Windows requires you to install the driver before connecting, check the documentation provided by the device's manufacturer before connecting the device.

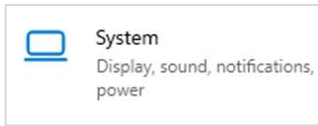


To disconnect a USB storage device, make sure you click the Safely Remove Hardware icon (as shown on the right) in the notification area of the taskbar to remove the device before disconnecting.



Note: If your USB device uses a power cord, connect the device to a power source before connecting it.

## Connecting to the DisplayPort or HDMI port



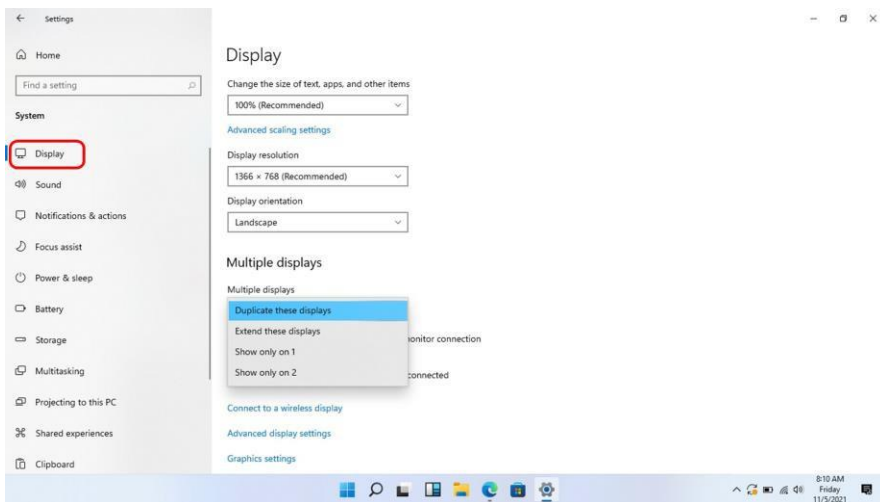
You can connect your external display device such as a monitor, TV, or projector to your laptop, if such device has a HDMI port.

By doing so, you have a wider view when you give a presentation or watch a video or movie.

1. Power off the external device.
2. Locate the HDMI port on your laptop.
3. Connect one end of your cable to the port, and the other end to the port on the external device.
4. Power on the external device.

When connecting a TV, you may need to configure your TV to external device mode.

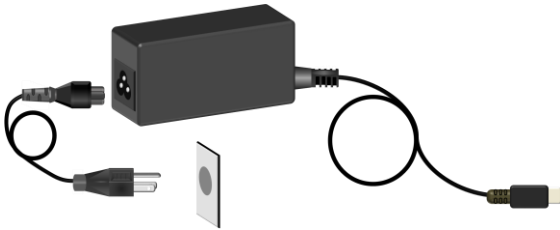
5. Open the Settings screen, select <System>and then <Display>.
6. Click <Multiple displays> to open the drop-down list.



7. From the list, select your desired monitor mode.
8. Click <Apply> and confirm your setting.

# 5. Battery

## Charging your battery



1. Plug the power cable into the adapter and plug the adapter into a wall-socket.

2. Plug the USB Type-C head of the adapter into the USB Type-c port, which you can find on the left side of your laptop.



3. You shall see the battery indicator brinking in blue to indicate the battery is being charged.

4. When the battery is fully charged, the indicator will light in solid blue.



While system is off, it takes around 1 ~2 hours to fully charge the battery. After fully charged, the battery Life reaches 7~8 hours.

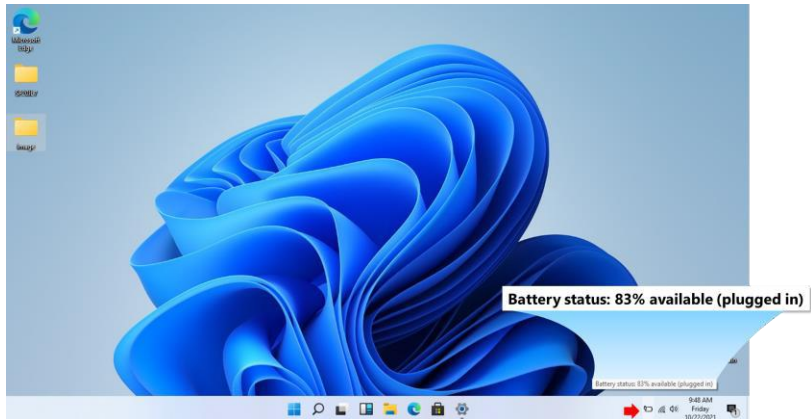
Note: If the remaining power in your battery capacity is 90% or above, plugging the adapter will not fully charge you




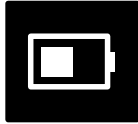


## Inspecting your battery status

### Taskbar

In Desktop, move the cursor to the battery icon in the taskbar. A pop-up dialog box appears and shows you the remaining battery percentage, as shown below.



The battery icon reveals the status of your battery, which is described as below.

	Battery is fully charged
	Battery is starting to drain
	Battery is about to completely drain, and you should stop using your computer and charge it at once.
	Battery is being charged.

## By inspecting the battery indicator

The power/battery indicator can show you the approximate status of your battery.

- Battery Low : Rapidly blinking in red
- Battery being charged: Blinking in blue.

A battery is an expendable supply, so when using it over a long time, the capacity/battery life is shortened. If the battery life is reduced to under half of its initial time, we recommend purchasing a new battery.

When not using the battery for a long time, store the battery after charging it to 30-40% of its capacity. This extends the battery life time.

# 6. Windows Help and Troubleshooting

## Troubleshooting

This section describes some common problems and suggested solutions, and ways to recover your computer from a crash.

Be aware that the problems and solutions described here are meant only as a guide. They are not definitive problem solving techniques. For certain problems, you might need help from your reseller or your service provider.

When you observe a problem, stop operation immediately, because taking further action might result in data loss or damage. Take a note of what the system is doing and what actions you performed before the problem occurred. Provide detailed information to your service provider for quicker problem resolution.

For about any problem, follow these steps:

1. Restart your laptop.
2. Check your Wi-Fi connection.
3. Reset your Wi-Fi connection.
4. Plug your laptop to a wall socket to charge it for at least one hour.

Screen problems	
When I turn on the computer, nothing appears on the screen.	<ul style="list-style-type: none"> <li>• If the screen is blank, make sure that:               <ul style="list-style-type: none"> <li>- The AC adapter is connected to the computer and the power cord is plugged into a working electrical outlet.</li> <li>- The computer power is on. (Press and hold the power button 4 seconds to force the power off, and power it on again.)</li> </ul> </li> <li>• If these items are properly set, and the screen remains blank, have the computer serviced.</li> </ul>
My screen goes blank while the computer is on.	<ul style="list-style-type: none"> <li>• Your laptop is in its sleep mode. Do one of the following to resume from sleep mode:               <ul style="list-style-type: none"> <li>- Press any key on the keyboard for 2 to 3 seconds.</li> <li>- Press the power button.</li> <li>- Press the windows key button.</li> </ul> </li> </ul>
Sleep problems	
The critical low-battery error message appears, and the computer turns off	<ul style="list-style-type: none"> <li>• The battery power is getting low. Connect the AC adapter to the computer.</li> </ul>
The computer enters sleep mode immediately after Power-on.	<ul style="list-style-type: none"> <li>• Make sure that the battery is charged.</li> <li>- The operating temperature may be too hot. Move to a cooler environment and try to wake the computer.</li> </ul>

<p>The computer does not return from sleep mode and the computer does not work.</p>	<ul style="list-style-type: none"> <li>• If your computer is in sleep mode, connect the AC adapter to the computer, then press the key button or the power button.</li> <li>• If your computer is powered-off, connect the AC adapter to the computer, then press the power button to resume operation.</li> </ul>
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### Display problem

<p>The screen is blank.</p>	<ul style="list-style-type: none"> <li>• Do the following: <ul style="list-style-type: none"> <li>- If you are using the AC adapter, or using the battery, and the battery status indicator is on, press Fn+F4 to make the screen brighter.</li> <li>- Press the power button to resume from sleep mode.</li> <li>- If the problem persists, follow the solution in the next problem “The screen is unreadable or distorted.”</li> </ul> </li> </ul>
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<p>The screen is unreadable or distorted.</p>	<ul style="list-style-type: none"> <li>• Make sure that: <ul style="list-style-type: none"> <li>- The screen resolution and color quality are correctly set.</li> <li>- The monitor type is correct.</li> </ul> </li> </ul>
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<p>Incorrect characters appear on the screen.</p>	<ul style="list-style-type: none"> <li>• Are the operating system or programs installed correctly? If they are installed and configured correctly, have the computer serviced.</li> </ul>
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### Sound problems

<p>No sound can be heard</p>	<ul style="list-style-type: none"> <li>• Make sure that:</li> </ul>
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<p>from the speaker even when the volume is turned up.</p>	<ul style="list-style-type: none"> <li>- The Mute function is off.</li> <li>- The combo audio jack is not being used.</li> <li>- Speakers are selected as the playback device.</li> </ul>
<p>Other problems</p>	
<p>Your computer does not respond.</p>	<ul style="list-style-type: none"> <li>• To turn off your computer, press and hold the power button for 4 seconds or more. If the computer still does not respond, remove the AC adapter.</li> <li>• Your computer might lock when it enters sleep mode during a communication operation. Disable the sleep timer when you are working on the network.</li> </ul>
<p>The connected external device does not work.</p>	<ul style="list-style-type: none"> <li>• Do not connect or disconnect any external device cables other than USB while the computer power is on. Otherwise, you might damage your computer.</li> <li>• When using a high power consumption external device such as an external USB optical disk drive, use an external device power adapter. Otherwise, the device may not be recognized.</li> </ul>

