



**NTT COMPUTER**

**USER MANUAL**

## 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 desktop computer manufacturer in Poland 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 the user should not make any modifications to the product by themselves unless they have the necessary knowledge. 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 the cable being damaged 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 the Manufacturer's Central Service. If, at any point during the use of the computer, smoke or sparks are emitted from the case or 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), 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**



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 and laser radiation**

- 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,
- Subassemblies such as CD-ROM and DVD-ROM optical drives have low-power lasers inside. Such subassemblies should not be disassembled on their own. During disassembly, laser radiation can irritate or damage your eyesight. Such devices do not require any maintenance. There are no components inside these devices that the user can repair by themselves.



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

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

- RAM,
- SSD storage, HDD storage,
- Optical disk drive (ODD).
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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.

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1) Applies only to the computers certified in accordance with **TCO Certified**.



### **Moving 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.



### **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.

## **Servicing and upgrading**

Do not repair or upgrade the computer by yourself. Repair or upgrade can be carried out by the user 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 computer manufacturer's website. 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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1) Applies only to the computers certified in accordance with **TCO Certified** and **EPEAT**.

## 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.*

- 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 consumes 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.

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## **NOTE !! 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.**

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**The Complaint Form is available on the website of the Manufacturer's Central Service:**

**<https://ntt.pl/serwiscentralny/>**

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

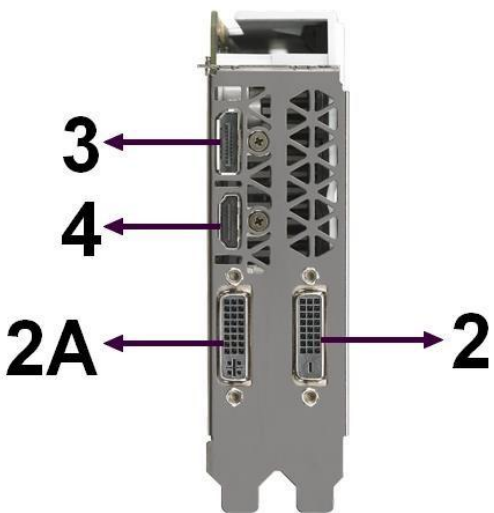
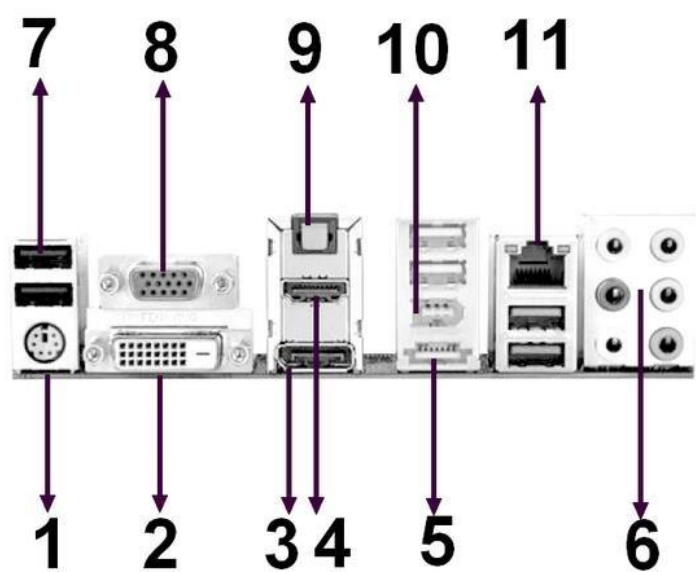
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Computer ports.



1	PS2	Input devices
2	DVI (fully digital)	Digital display
2A	DVI (analog/digital)	Digital or analog display
3	Display Port	Digital display
4	HDMI	Digital display
5	eSATA	External SATA drive
6	AUDIO	AUDIO inputs and outputs
7	USB	In black - USB2.0; in blue, yellow, red - USB3.0
8	DSUB	Analog display
9	Optical connector	Sound in digital format
10	FireWire (IEEE-1394)	Digital devices (cameras, drives)
11	RJ45 LAN	Wired Ethernet
12	Power socket	Computer power supply

## CONNECTING/SWITCHING ON/BOOTING UP YOUR COMPUTER FOR THE FIRST TIME

Choose where you will set up your new computer. Remember to provide it with proper ventilation. A computer case has one or more fans inside it to cool some of its components. The cool air that is sucked into the case and the warm air that comes out of the case should be able to flow freely. If possible, place the computer not directly on the floor, but about 10 cm above the floor. Doing so will prevent the dust that accumulates on the floor from being sucked into the case. Dust and moisture from the air can, after a long time, cause small short circuits of the components inside the computer, resulting in unsteady operation, or in extreme cases damage to the electronic components.

Connect all devices that are going to work with your computer with the appropriate cables, remembering to connect the power cord last.

**!!! Remember to connect the power cord to a 230-volt outlet equipped with a pin with a working protective conductor. !!!**

Peripheral devices, such as a monitor, keyboard or mouse, have their own connection cables. They only fit into the appropriate ports (see the table above).

Turn on the power on the monitor, speakers and other peripherals.

Turn on the computer with the „POWER“ button. The POWER button is located on the front of the computer case and is usually marked with the graphic symbol shown here.



### ATTENTION !!!

**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 an extended period of time (for example, at night), it is recommended to turn off the power supply by flipping the switch to the “O” position. This will completely disconnect the power supply from the power source.**

**Completely disconnecting the power supply from the power source saves electricity.**

*(A computer turned off with the “POWER” button on the front panel of the case, or with “Shutdown” command from the operating system, continues to draw about 0.1A of current from the power source when finished. 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 power switch, it is recommended to connect the computer to a surge protection strip equipped with such a switch.**



Depending on the installed operating system, a moment after turning on the computer a welcome screen of the operating system will appear on the monitor. On the NTT System computers, this will usually be Microsoft Windows 11 in its licensed or trial version. The trial version is a fully working Windows 11 that does not have the factory option to activate the system. The system in its trial version is intended for users who already have their own Windows 11 key or who just want to get acquainted with this Microsoft product and make a decision to purchase the system based on their experience.

Depending on the installed operating system, a moment after turning on the computer a welcome screen of the operating system will appear on the monitor. On the NTT System computers, you can still find Microsoft Windows 10 in its licensed or trial version. The trial version is a fully working Windows 10 that does not have the factory option to activate the system. The system in its trial version is intended for users who already have their own Windows 10 key or who just want to get acquainted with this Microsoft product and make a decision to purchase the system based on their experience.

You can now start working or playing with your brand new computer.

The first time you boot the operating system, a special creator will guide you through the process of personalizing and activating the operating system. All you have to do is carefully read the on-screen prompts and follow them.

In case of purchasing a computer with the Windows operating system, the license agreement with the Microsoft company is displayed on the screen when you first start the computer. You must read it carefully and accept it so that you can proceed to the next steps of system activation.

### NOTE:

*This instruction contains only the basic principles related to the correct operation, connection and startup of the computer. This manual is not an instruction for handling of the operating system.*

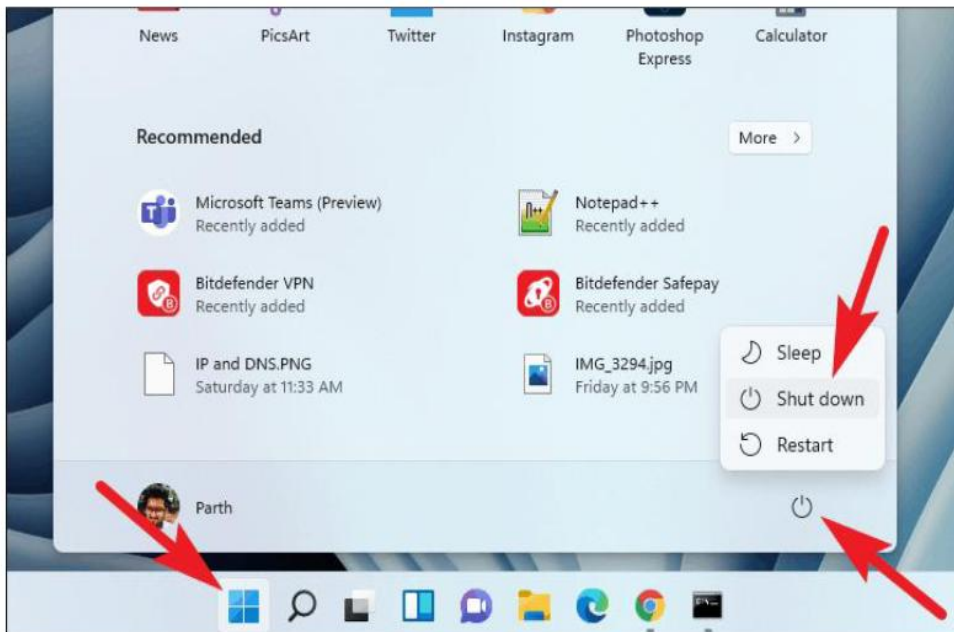
### ATTENTION!!!

– 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 opened and wait until the temperature of the case and other components reaches the temperature of the room (at least 2 hours).

### SHUTTING DOWN / RESTARTING THE COMPUTER In Windows 11

Turning off the operating system properly has a major impact on its proper operation. Shutting down the computer without closing the operating system, for example, by unplugging the power supply, significantly reduces the life of computer components and the efficiency of the operating system itself.

Most new operating system allow you to shut down your computer within the operating system.



In Windows 11 :  
Click your mouse on the  
 START button

in the lower left corner of the screen,

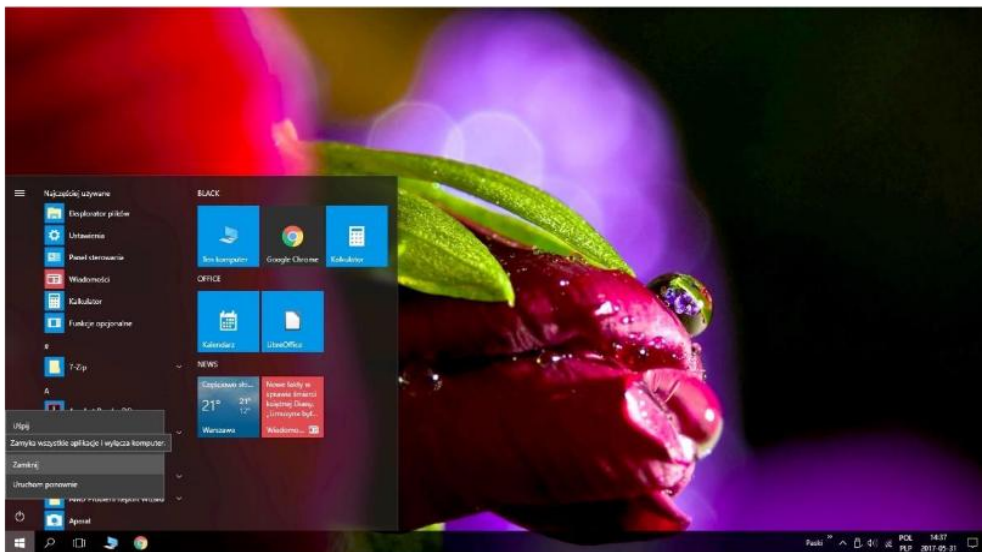
click the „Power” button,



move the mouse cursor to the “Shutdown”  
command  
(photo on the left).

Additional options next to the „Shutdown” button allow you to select other actions, such as “Log off”, “Sleep” or “Restart”. The operating system will close all open windows and shut down.

## Windows 10



In Windows 10 :  
Click your mouse on the

START button



in the lower left corner of the screen,

click the „Power”  
button,



move the mouse cursor to the  
“Shutdown” command  
(photo on the left).

Additional options next to the „Shutdown” button allow you to select other actions, such as “Log off”, “Sleep” or “Restart”. The operating system will close all open windows and shut down.

In most new computers, you can also use the „POWER” button on the front of the case, which is used to turn on the computer, to properly shut down the operating system. When you briefly press the POWER button, the system itself will terminate all open programs and shut down the computer safely.

It may happen that error messages are displayed on the display screen, and in extreme cases the operating system may stop responding to our commands, mouse movements or typed commands from the keyboard, or in colloquial terms the operating system “freezes”.

At that point, you should perform a so-called hard reset, using the RESET button on the front of the computer case for this, or if your computer does not have this button – disconnect it from the mains by holding down the POWER button for more than 4 seconds (a safer option) or by removing the power plug from the 230V socket (a less safe option for the equipment). After waiting about a minute, you can turn the computer back on. It should restart, fixing the malfunction that has occurred simultaneously.

### **WARNING!!!**

**The hard reset should not be overused. Using the hard reset or shutting down the computer by abruptly disconnecting the power supply should be a last resort, when no other actions are possible.**

You can attempt to fix operating system issues by using built-in system tools.

### **- RESETING THE OPERATING SYSTEM TO THE LAST CORRECTLY WORKING SESSION (restore point).**

The operating system does not have a restore point set upon its installation. It must be set after the system is booted up for the first time. You can create several restore points at freely chosen intervals.

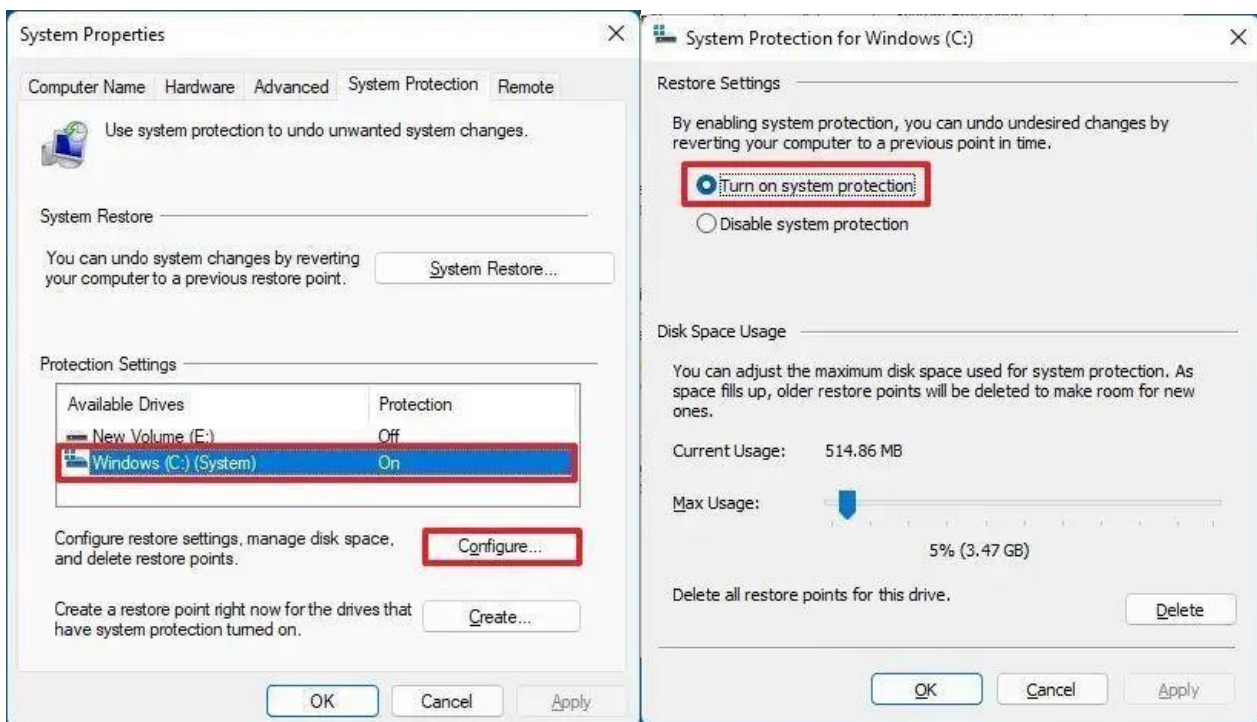
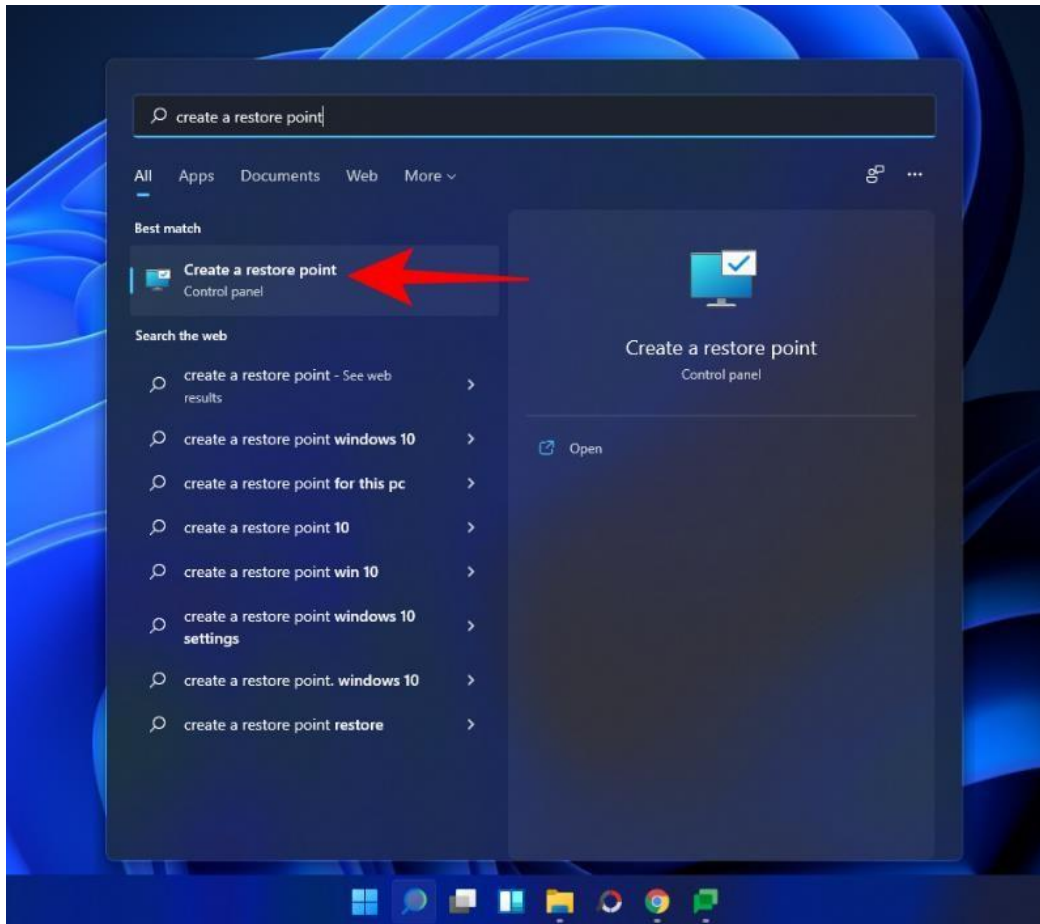
To create a system restore point you need to follow these steps accordingly:



In Windows 11/10, click your mouse on the START button. When the start menu appears type in the text „restore point”. Click the search result that reads „create a restore point” and on the next screen, select the “Configure” button, enable system protection, and the “Create” button will be highlighted. You can now create your own restore point. Give it a name that refers to a date or system status such as: “2017-05-03 Update installation system operational”. Such a name will make it easier to find the correct restore point in case you need to use this tool.

### **ATTENTION!!!**

**After performing this operation, some files and programs created and installed in the period between the date selected in the System Restore Calendar and the day on which the user performs the restore may stop working properly. This fact should be kept in mind before performing a system restore. Files created in programs installed on the disk should be backed up regularly, for example, on an external storage. If the problem with the operation of the computer continues, call your computer service and ask for help.**



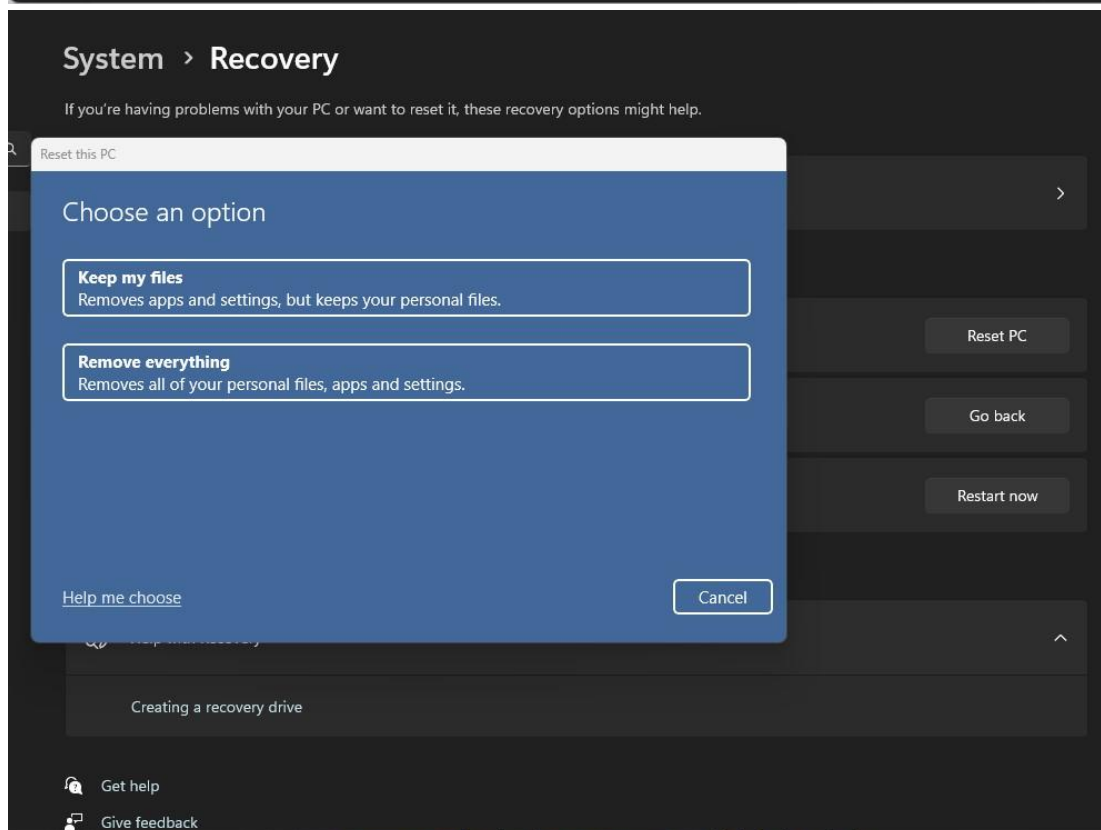
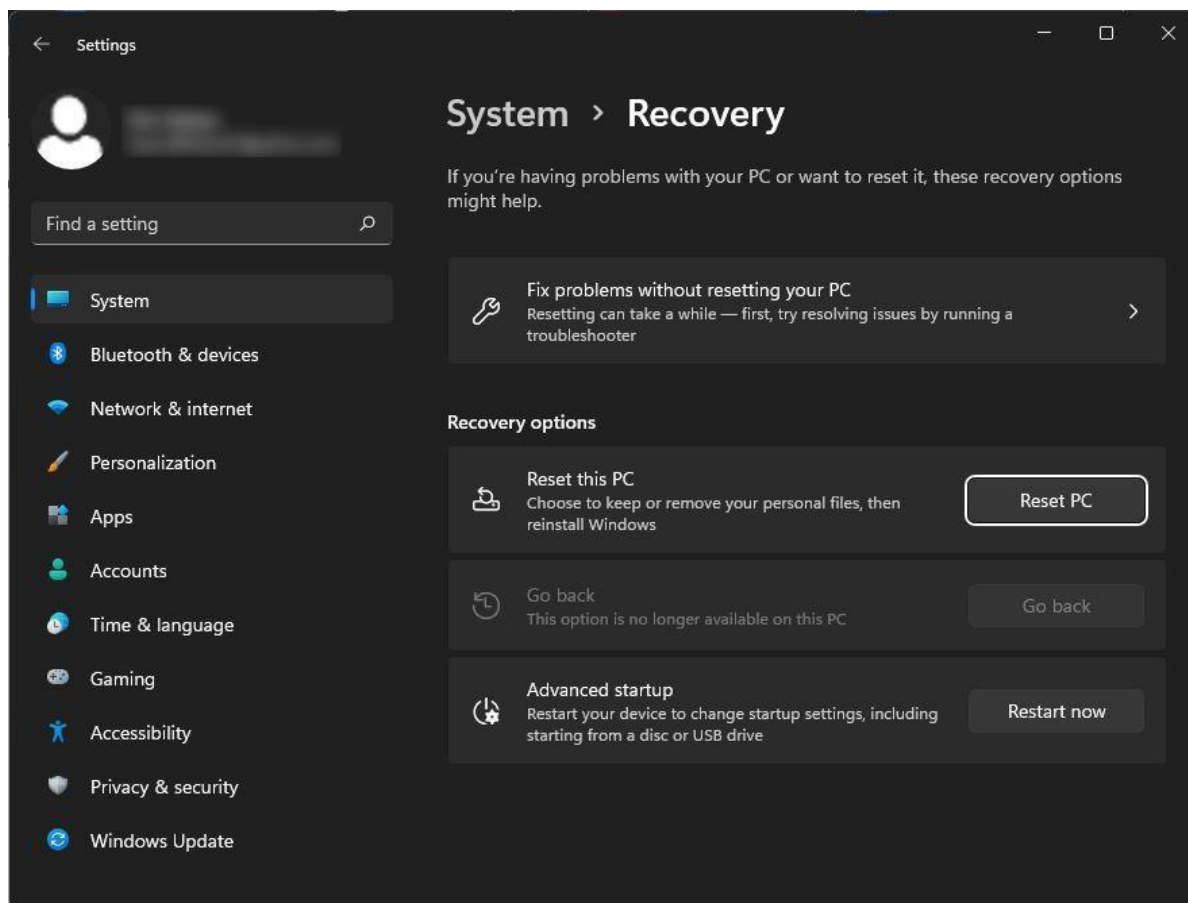
#### - FACTORY SYSTEM RECOVERY.

NTT computers equipped with the Windows 11 operating system, have a built-in function to restore the factory installation of Windows. Using this feature means restoring the operating system to the state before the computer was first booted. This means the loss of all personalized data that was recorded on the hard drive containing the operating system. Before using this feature, it is recommended to archive on an external storage all files, work results, documents, etc., created by the user.



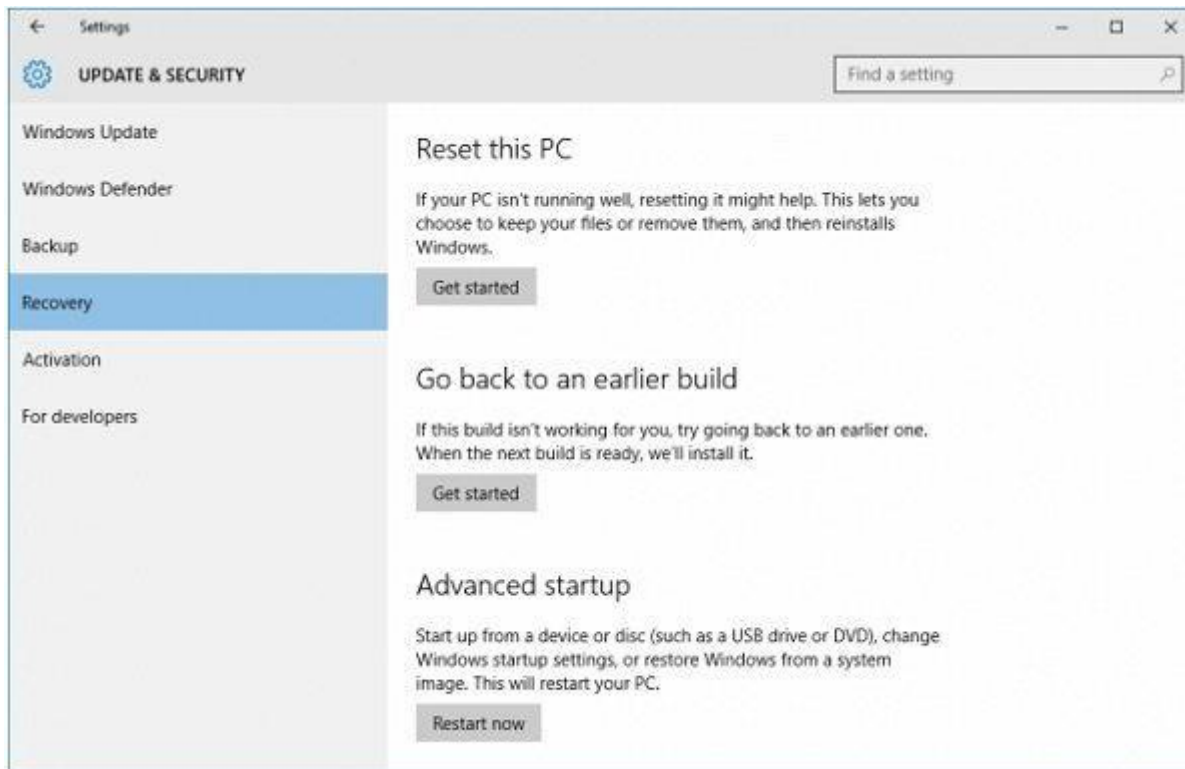
In order to run the system recovery function, click the „Start” button. Once the start menu has appeared, type in the text „Reset this PC”. Click on the displayed search result. The „Recovery” window will appear. Select the „Reset this PC” box. Then select the „Reset this PC” option, choose the appropriate file restore mode and follow the program’s instructions.





## Windows 10

In order to run the system recovery function, click the „Start” button. Once the start menu has appeared, type in the text „Recovery options”. Click on the displayed search result. The „Update and Security” window will appear. Select the „Recovery” box. Then select the „Reset this PC” option, choose the appropriate file restore mode and follow the program’s instructions.



## Choose an option

### Keep my files

Removes apps and settings, but keeps your personal files.

### Remove everything

Removes all of your personal files, apps, and settings.

Cancel

## ENERGY CONSERVATION, ENERGY MANAGEMENT

Any modern computer can be configured to draw a reduced amount of energy during moments of inactivity. The operating system is responsible for the proper use of energy by the computer.



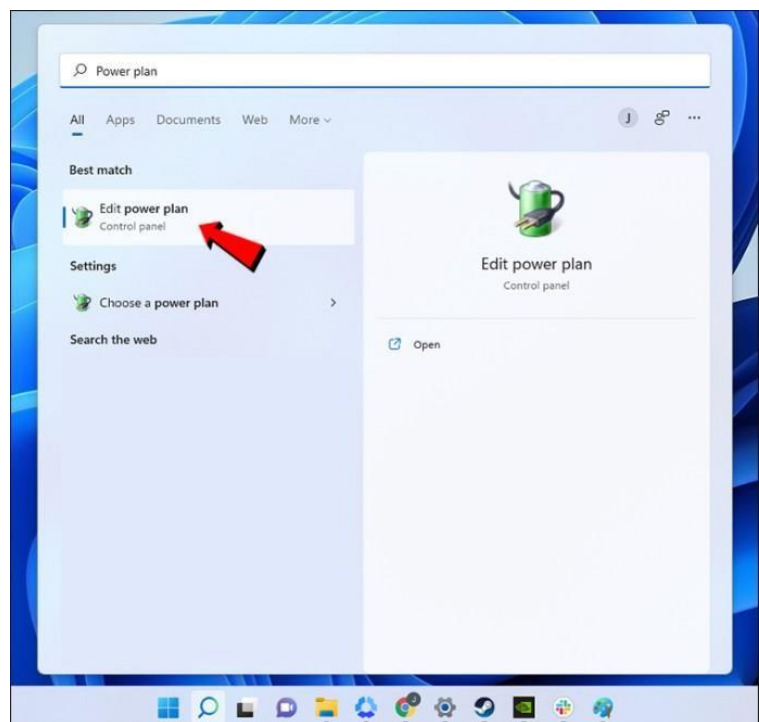
In Windows 11/10, click your mouse on the START button

When the start menu appears, type in the text “Edit power plan”. Click “Edit power plan” in the search result that appears. In the next window, you can make your own changes to screen off time and sleep mode activation. 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.

- How to put the computer into low-power mode:



- in Windows 11/10, click the START button



and then from the expanded menu click “Power” and select “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 powersaving 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 consumes 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.

## UPGRADE AND REPLACEMENT OF THE COMPONENTS

The design of a PC-class computer allows it to be easily upgraded or reconfigured. These operations should be performed only by individuals possessing the necessary skills and knowledge. It should be noted that inside the computer there is a 230 V AC power supply. Disconnect the power cord from the power outlet before opening the case. Do not dismantle the power supply unit, as electrical charger with a voltage that can be potentially hazardous to health or life may remain on its internal components, even after being disconnected from the power outlet.

The components used to assemble the NTT computer were optimally configured at the production stage. Independent reconfiguration can lead to unstable operation of the computer or, in extreme cases, permanent damage to the computer or material damage to the room in which the device operates.

### ATTENTION !!!

**Any warranty claims resulting from improper manipulation of computer components will not be considered by NTT Service.**

When replacing (repairing) components yourself, make sure that the newly assembled component has the same technical parameters as the part removed from the computer.

When performing an upgrade (such as adding RAM or hard drives), pay attention to whether the newly installed parts are compatible with the component parts already present in the computer.

Information about the parameters of the components used in the production of the NTT computer can be found in the warranty card and is available by calling (22) 773 62 50 after specifying the serial number of the computer.



## CONSTRUCTION AND FUNCTIONS OF THE COMPUTER

Central Game unit – example.



The main components of a PC central processing unit:

1. Power supply.
2. Motherboard.
3. Processor with a cooling fan.
4. RAM memory
5. Expansion card connectors
6. Storage - M2 SSD
7. 2.5 inch drive bay
8. Power and signal wires of component parts of the computer.

## CONSTRUCTION AND FUNCTIONS OF THE COMPUTER

Central unit – example.

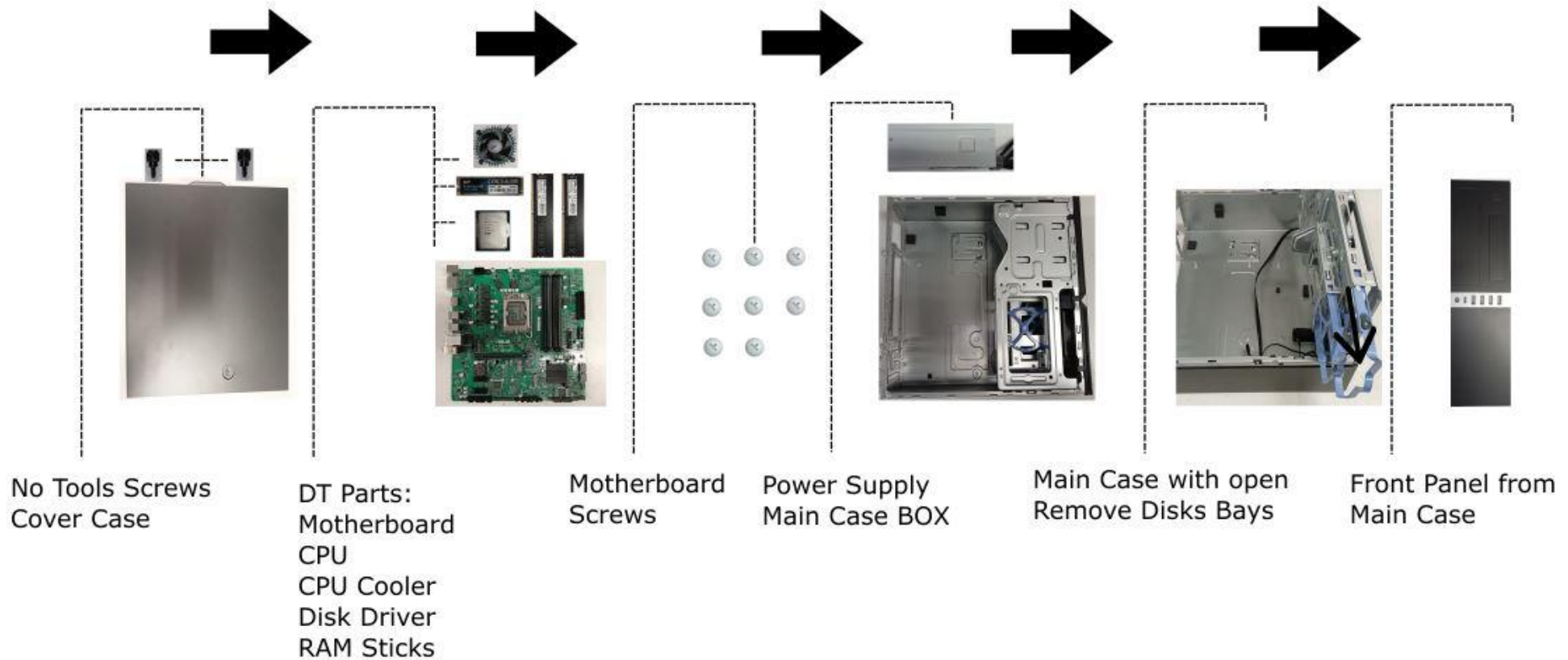


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## EXPLODED DIAGRAM OF PARTS

Central unit – example (NTT Business W 900A)



Here are some of the most important components of the central processing unit:

- **Motherboard:** allows you to connect the processor, RAM chips, storage devices such as hard drives, input/output systems like keyboard, mouse, monitor, etc. There are ports on the motherboard for attaching all the above-mentioned devices. The most important parameters of the motherboard are: Type of processor supported, type of chipsets used to support devices mounted on the motherboard, capacity as well as number and speed of RAM chips, specification of internal input and output connectors (e.g. connectors for hard drives, disk drives, fans, etc.), number of expansion connectors as well as input and output connectors available on the back panel (external).
- **Processor:** the central computing unit that manages the execution of all operations. The most important parameters: internal operating speed (in GHz), external clock frequency (in MHz), the size of the CACHE (in MB), the width of the data bus through which the processor communicates with other components.
- **Memory:** is used to store information on the computer. The computer's internal memory is housed in special integrated circuits located on the computer's motherboard, it is used to read and write (RAM), or only read (ROM) information during computer operation, external (mass) memory is used to store information (hard drives, CDs, DVDs, flash drives, memory cards, etc.).
- **Expansion cards:** electronic circuits that perform specialized functions in a computer, responsible for sound (sound card), graphics (graphics card), communication with input/output devices (serial and parallel ports – the so-called I/O), communication with other computers (network cards, modem), etc.
- **Case:** the skeleton of the central processing unit that allows the mounting of components. The case must be able to fit and match all of the component parts such as the motherboard, processor, expansion cards as well as the number of hard drives and disk drives.
- **Power supply:** provides electricity at the right voltage for all devices inside the case as well as the optional devices connected to the input/output ports. The most important parameters of a power supply is the power (in Watts) and the current output (in Amps). Do not overload the power supply. This can lead to unstable operation of the computer and, in extreme cases, to serious damage to the electronic components.

#### **WE RECOMMEND...**

- *The use of a surge strip or even a UPS.*
- *Installation of as little softwares of low value as possible. Such softwares are usually provided as demo versions and are often included in various magazines. Such demo versions are often underdeveloped and have bugs that make these softwares, for example, impossible to uninstall.*
- *Not to increase, with the help of special programs, the nominal values of the operating parameters of graphics cards, processors and RAM.*



## Input devices

With their help, the user issues commands to the computer. Here are some of the most popular input devices:

### Computer mouse:

It is a device that, by detecting the change in its position relative to the surface, enables you to move the cursor on the computer screen and, by pressing the button located on its surface, invoke the appropriate action on the indicated element of the desktop.

This device can be used to operate programs that have a graphical interface. This means that in order to invoke the appropriate action of the program, instead of typing commands from the keyboard, you can simply point the mouse cursor to the appropriate item and click on it.



A computer mouse usually has three or more control keys, located on its upper, front side. These are: the left mouse button (LMB), the right mouse button (RMB) and a scroll wheel integrated into the middle button. The left button is used to launch commands, functions, applications, etc. The right button is usually used to launch the so-called CONTEXT MENU, i.e. additional capabilities of window or desktop elements.

When operating a computer mouse, the number of clicks on a given button is also very important. A single click on the left mouse button most often only selects (highlights) an item. An action is triggered when two quick clicks are made on a given element displayed on the computer screen.

The third button is most often connected to a scroll wheel. The scroll wheel is used for scrolling, for example, through text in electronic documents. The button integrated with it supports various additional program functions.

Computer programs that work with pointing devices cause a symbol, known as a cursor, to appear on the screen and change its position according to the movements of the pointing device. The tracking symbol can take different shapes, depending on the operation performed by the program. It can be an arrow, a vertical bar, a double arrow, etc. The tracking symbol is used to point to objects (text boxes, graphic objects) on the screen, and the button or buttons are used to issue commands. Not only pointing to an object itself, but also executing a command may require moving the mouse.

### Keyboard:

The key layout is modeled after a typewriter. On the keyboard, there are buttons labeled with letters, numbers and special characters, as well as so-called function keys for performing specific actions. There are many types of keyboards, differing in, among other things, the layout of the keys or the set of function keys. Inside the keyboard is a processor responsible for converting ASCII-coded characters into electrical impulses. The keyboard is the basic and most common way to communicate with a computer.



## Overviews of the functions of some of the most important keys:

**Enter** – pressing this key, typically, means completing the data entry, in addition to: validating the operation being performed, entering a blank line, ending a paragraph while simultaneously moving the cursor to the beginning of the next line.

**Tab** – moves the cursor to the right by a set number of blank characters – usually by 5 or 10.

**Shift** – works only in combination with other keys. Allows the user to enter uppercase letters into the text (only when this key is held down), allows you to enter letters (symbols) from the top of the keyboard consisting of double-assigned keys.

**Caps Lock** – allows you to enter capital letters into the text without pressing a key repeatedly. When this key is pressed, the indicator light located above the number key pad lights up.

**ALT** – like Shift, it only work in combination with other keys. The RIGHT ALT key allows you to type special letters of the Polish alphabet such as: *ą, ę... ż*. The LEFT ALT key, in combination with the highlighted characters in the menu of an open window, expands a corresponding list from the menu of programs from the top bar.

**Ctrl** – in combination with other keys it changes their action (similar to Alt and Shift keys).

**Backspace** – moves the cursor to the left while simultaneously erasing a character. It is also used to delete an empty line if the cursor is at the beginning of that line.

**Esc** – pressing this key usually abandons the execution of a certain operation or undoes a command.

**F1 - F12** – function keys which issue commands to the computer. Their operation depends on the program you are currently using. In many programs, the F1 key opens a Help window.

**Delete** – moves the cursor to the right while simultaneously erasing a character. Work similarly to the Backspace key, but in the opposite direction.

**Home** – moves the cursor to the beginning of the line on which it is located.

**End** – moves the cursor to the end of the line on which it is located.

**Page Up** – moves the cursor one page up. Usually by 12 lines.

**Page Down** – moves the cursor one page down. Usually by 12 lines.

**Print Screen** – allows you to copy the image displayed on the monitor screen to the clipboard.

**Scroll Lock** – blocks the ability to scroll through the text currently displayed on the screen.

**Pause or Break** – when pressed simultaneously with the Ctrl key, causes all DOS commands and some programs to be paused or aborted.

**Right arrow** – moves the cursor one character to the right but does not erase that character.

**Left arrow** – moves the cursor one character to the left but does not erase that character.

**Up arrow** - moves the cursor one line up if the line is present (applies to blank lines as well).

**Down arrow** - moves the cursor one line down if the line is present (applies to blank lines as well). **NumLock** – enables/disables the number key pad.

Digital camera and scanner: devices used to transmit information in the form of images to the central unit.

## Output devices

Through them, the computer communicates to the user the outcome of its work. Here are some of the most popular output devices: Monitor: presents the process and results of the operation performed by the computer. Other than that, the user can control, through the screen displayed on the monitor, the data or commands they enter. It is the primary device used in human-computer communication.

LCD monitors meet the standards contained in the international specifications of the standard PN-EN ISO 9241-302:2009, PN-EN ISO 9241-303:2009, PN-EN ISO 9241-305:2009, PN-EN ISO 9241-307:2009. Among other things, this standard defines the maximum number of, the so-called dead pixels that can appear on a monitor screen. This does not mean that dead pixels appear in every monitor or that they appear in the amount described in the above norms. Nevertheless, this standard has been established to provide clear information to the user so that it can be clearly determined whether the monitor is faulty or not, and thus whether it is eligible for warranty repair.

Not all LCD monitors on the market have to meet standards such as PN-EN ISO 9241-302:2009, PN-EN ISO 9241-303:2009, PN-EN ISO 9241-305:2009, PN-EN ISO 9241-307:2009. The monitor manufacturer may have their own quality standards. These standards may in some cases be more stringent than ISO standards. Before deciding whether to purchase a particular monitor model, it is a good idea to familiarize yourself with the quality standards offered by the model you choose.

Printer: allows you to preserve the results of your work and that of your computer. The created document, project or calculation exists as long as the monitor remains turned on. Transferring them onto paper makes them accessible at any time.

Speakers or headphones: allow you to listen to both audible system messages and multimedia files containing an audio track.

## FREQUENTLY ASKED QUESTION

1. Should I unplug my computer from an electrical outlet during a storm?

- If you have a surge protector strip along with a telephone line protection (if you in fact have a telephone modem), it is not necessary. An excellent solution is to purchase an uninterruptible power supply. Nevertheless, if you do not need to use the computer at the time of the storm, it is best to turn it off, additionally pulling the cable from the computer that connects it to the network. Other than that it is advised to disconnect the fax-modem cable from the telephone line.

2. Why does the computer take a long time to boot up after being used for a while?

- The main reason is the registry file, which grows with the installation of more and more applications and games, and which has to be processed during system startup.

This is a normal occurrence. To prevent the boot-up process from prolonging, install only those programs and games you are sure you will be using.

3. I want to turn off the computer, but the Shut Down command does not work properly, what should I do?

- Sometimes it can happen that the computer does not respond to the Shut Down command. One solution is to press and hold the POWER button for about 4 seconds. The computer should then turn off. Note that if this problem persists too often, you should contact a computer service center.

4. Can a so-called Hard Reset damage computer components?

- Using a hard reset is sometimes the only way out of a situation where the operating system colloquially speaking “freezes”. This means that it has stopped responding to commands issued via input devices. However, using a “hard reset” can be a hazard to such components as the hard drive. Using a hard reset or shutting down the computer by abruptly unplugging the power supply should be a last resort, in cases where no other action is possible.

5. How to optimize the operation of the computer?

- Ensure that device drivers are up-to-date, and remember to regularly update the operating system through, for example, the Internet..

6. How to protect against sudden changes in voltage in the electrical network, and as a result, damage to the computer and its components?

- One of the basic safeguards is to purchase a surge strip. The best solution is to purchase an uninterruptible power supply (UPS).

7. The CD/DVD drive does not read some of the discs.

- The most common reason is a dirty or damaged (scratched) CD/DVD. Often, after some time, the laser head inside the drive becomes covered with dust to the extent that it can no longer read discs. The easiest way to fix this issue is to purchase and use a cleaning disc. Do not disassemble the CD/DVD reader, because its laser can potentially damage your eyesight.

8. The computer generates too much during its operation.

- After prolonged use, the fans mounted on computer components may become excessively covered with dust. In order to clean the inside of the computer, you MUST unplug it from the 230 V power outlet. Remove the side panel of the case and used compressed air or a brush to gently dust off the fans along with other computer components. You may also carefully vacuum the inside of the computer. Following these actions the problem of noisy operation should cease. The cleaning has to be carried out very carefully so as not to damage any component of the computer and not to disconnect any power or signal cables.

9. Windows does not boot up

- There can be many reasons causing this issue. The issue might be fixed after restoring the last correctly working session. It can be done if, after a computer reboot, we start the system in emergency mode (by pressing the F8 key at system startup), or the computer itself enters emergency mode and we manage to use the function of restoring the last correctly working session (this procedure is described in this instruction). After following these steps the issue should be resolved. If the problem with the operating system persists, seek assistance from the Service.

10. The computer works but the monitor does not turn on.

- Check if the monitor is plugged into a power source and if the signal cable is properly plugged into the graphics card and the monitor socket. Check for crooked pins in the plug of the signal cable connecting the monitor to the graphics card. Another cause could be issued with the graphics card or the monitor itself.

11. When entering characters from the keyboard, the Polish diacritical characters do not appear on the screen.

- It is most likely that you are using a non-Polish keyboard driver. In the MS Windows help guide you will learn how to change your keyboard settings.

12. There is no sound coming from the speakers.

- Check if the wires from the speakers to the computer are connected correctly. Other than that, check the volume settings in the operating system as well as the speakers. 13. The computer has been infected with a virus.

- Install and run an antivirus program. Ideally, you should purchase such a program together with your computer and install it as soon as you obtain it. It protects your computer's operating system from viruses and malware.

14. There is no connection to the Internet.

- Check the condition of the cables used to connect your computer to an external network or to a faxmodem. If you are using a faxmodem, check if there is a signal on the telephone receiver. If your computer still doesn't connect to the Internet, check if the settings you were given by your Internet provider are correct and verify them.

15. The computer boots up, but the monitor shuts down once the first MS Windows screen appears.

- The cause of this issue may be that the resolution set in the screen settings (Control Panel) is too high. Start the computer in emergency mode by pressing F8 while MS Windows is booting up. Then, in the Control Panel, open up the Settings tab for the screen and use the slider to select a lower resolution

16. The printer does not print after issuing the command.

- Check that the connection between the computer and the printer is stable. Another reason may be that the printer driver is not working properly. “Uninstall” the printer in the Printers and Faxes section of the Control Panel. Reinstall the printer driver.

# Technical 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>**