

User Quick Guide

For Windows 10 Notebooks



NOTICE

- Keep the device and all accessories out of the reach of small children.
- Do not use or store the device in dusty, hot, cold, electric, chemical, moist, or magnetic areas.
- Do not drop, shake or knock the device. Rough handling can break the device.
- Do not leave the device into areas that may become hotter without attention, like tables in sunshine, a car with all windows closed, or on bed & charging, because the device can get to very high temperature and may cause accident.
- Never play the device while driving! Keep your eyes focusing on the road.
- Please turn off the watch in aircraft and follow any restrictions. Wireless devices can cause interference in aircraft.
- Please do not disassemble the device or change the case personally, as it will void your warranty.
- Please use proper power adapter along with packing, or suggested by qualified sellers.
- Due to different marketing period, product update, regional disparities, Microsoft's Windows System update or such reasons, we may, without notifications to you, change or modify some functions which could be different from the content in this page, please refer to real product received.

Meet this Notebook

This device has most same functions as your laptop, you can use the device for business, learning, entertainment, etc.

Before start it, make sure there is a wireless network around and you have password of the network if it is secured. See more in [Settings >> Connect to Network](#).

Here are some main features of this device.

- Operation System: [Windows 10](#)
- Wireless connections via Wi-Fi and more.
- Bluetooth function.
- Photographing and Video recording
- Built-in speaker and microphone.
- External mouse and keyboard is supported via USB.
- Personal digital assistant (Cortana).
- Gaming (Xbox).

And more...

Let's get start.

The Basics

Power On

Press POWER button for around 2 seconds, the device starts up and displays the Start screen, or enter password if it is secured.

Setup & Windows Activation

The first time you use this device, it enters Setup Wizard, After the Setup Wizard, just wait for one or two minutes to let system finish initialization, and then it goes to desktop.

To experience complete functions of Windows 10 System, you need to activate Windows on this device. Without activation, most functions are not available.

Shut down & Restart

Click  from left bottom of screen, click Power, and choose Shut down or Restart.

Sleep

When the device is working, press POWER button shortly to shut the screen and it goes into Sleep mode. Press POWER button again to awake the device.

Recharging

When the device cannot be turned on normally or shut down automatically, it may need to be recharged.

Notice: Please use proper chargers provided or guided by the manufacturer of this device.

Start Menu

The Start Menu is at left bottom of screen, click it and you can find All apps, Power, Settings and Tiles. See more in Chapter: Start Menu.

Go to Desktop

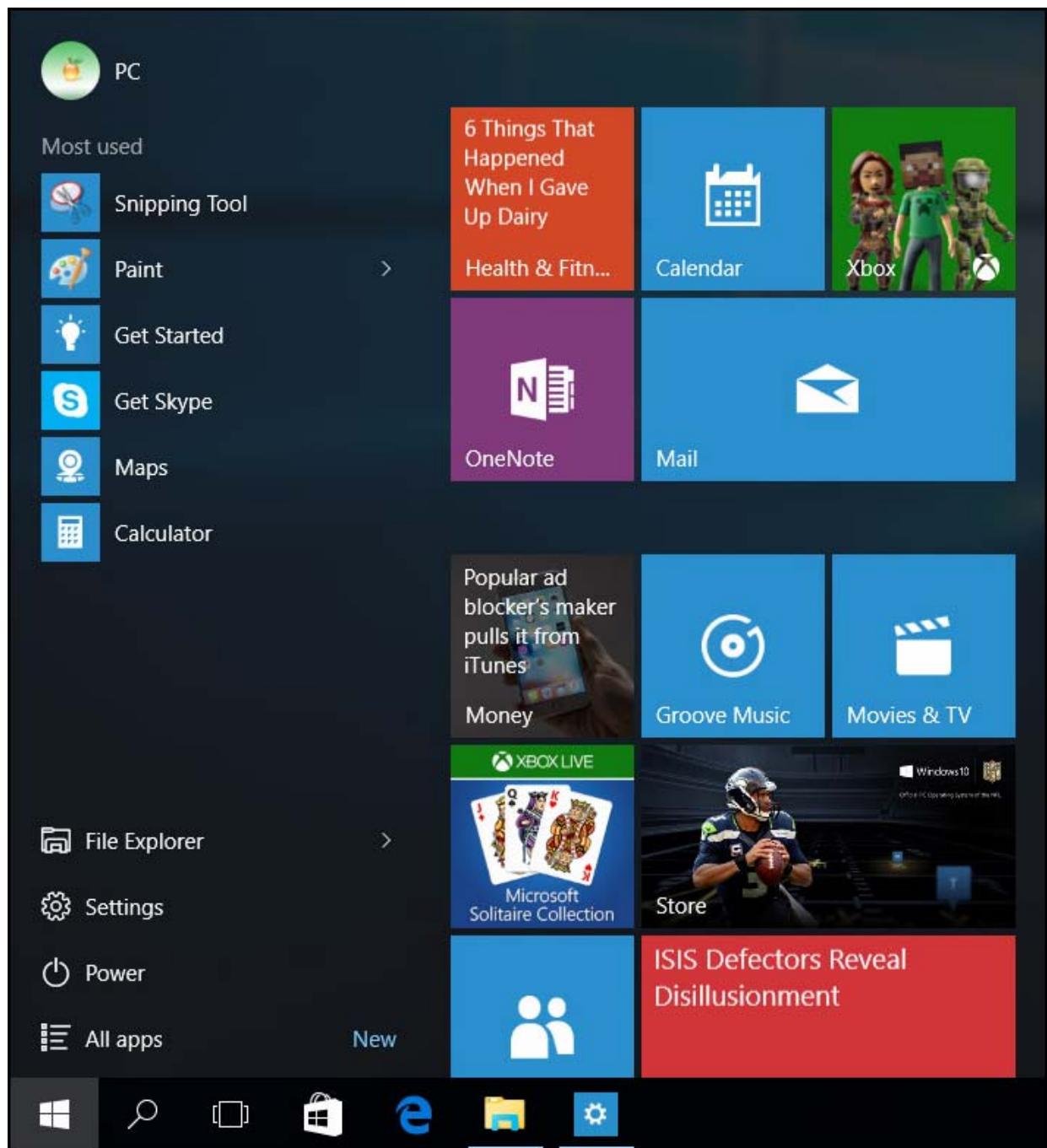
You can always click right bottom corner of screen to go to desktop.

Notification & Shortcuts

Click message icon  at right bottom corner, you can see Notifications and Function Shortcuts. You can click a notification to view details, or click function shortcuts to switch ON/OFF or adapt them.

Start Menu

Here you can find all apps, Power, Settings and Tiles.



Apps

You can see apps from All apps, or Most used. Click app name to open it, or right-click to view options: Pin to Start, Pin to taskbar, Uninstall, etc.

Power

Click it and select: Sleep, Shut down or Restart.

Tiles

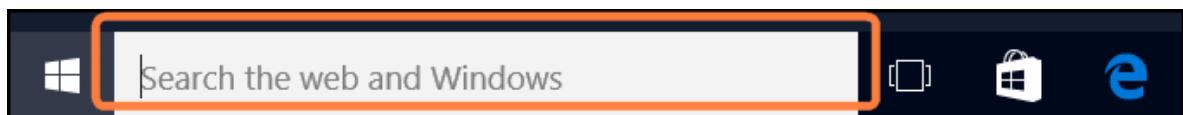
You can pin your favorite apps, programs, folders, people, or websites to Start, then you can fast access to them. You can also move some of your pinned apps into different groups, here is how: Just move a tile to an open space, and when a gray divider bar appears, release the tile. Then move more tiles in or out of the group to suit your needs. Right-click an app tile, you can unpin it, change tile size, or turn on/off live tile.



Taskbar

Taskbar is at bottom of screen, showing Start menu button, Cortana (Search bar), Task View button, pinned Apps (like Microsoft Edge), running tasks, battery, network, keyboard, time information, etc. Since you may be quite familiar with Windows 7, we are going to introduce only something new that Windows 10 brings.

Cortana (Search bar)



Think of Cortana as a personal digital assistant who works across all your Windows 10 devices to help you get things done. By learning more about you over time, Cortana becomes more useful every day.

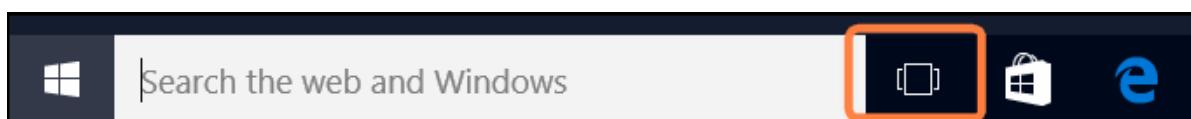
Cortana Home is the place to go for personal suggestions, a daily glance of the day ahead, recommendations for restaurants to check out, and more.

The Notebook is where Cortana keeps track of what you like and what you want. Use it to control what Cortana knows about you, including your interests and favorite places.

Cortana can remind you about all the important things in your life. Time-based, people-based, and location-based reminders all trigger at the right time on any device, making sure that you never miss a thing.

When you search from the taskbar, Cortana will show you results from your PC, the web, and OneDrive. You can also use Cortana for help with troubleshooting. If you run into a problem or have a question about how to get things done, just type something about it into the Windows search box. Cortana will provide instant answers or links to helpful websites.

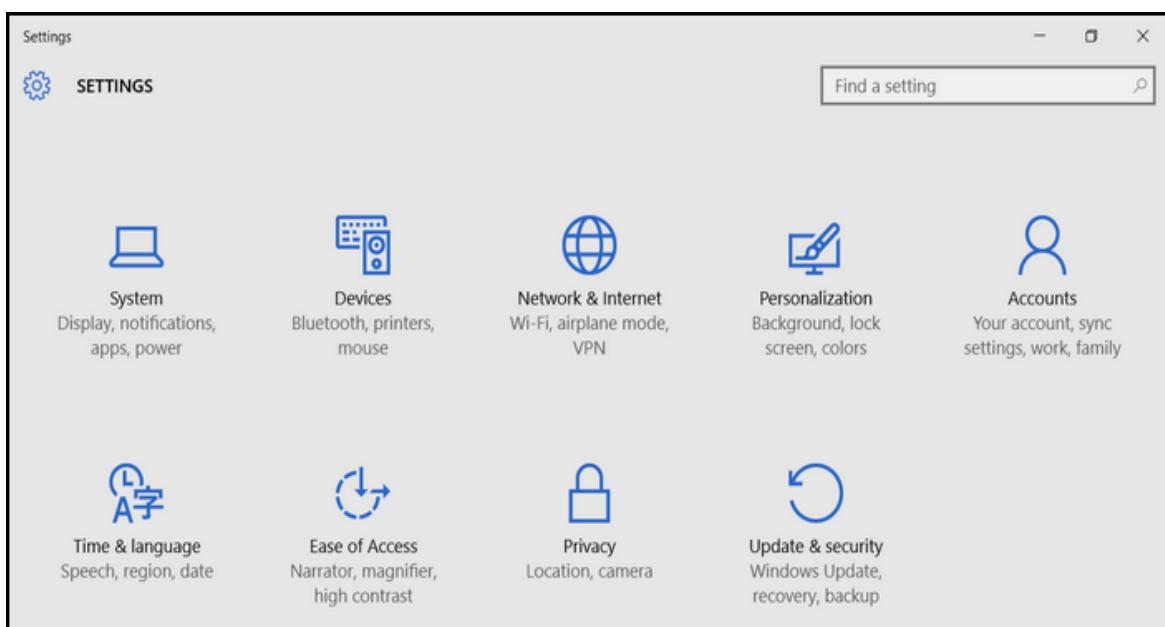
Task View button 



Here you can view tasks clearly and manage them more conveniently.

Settings

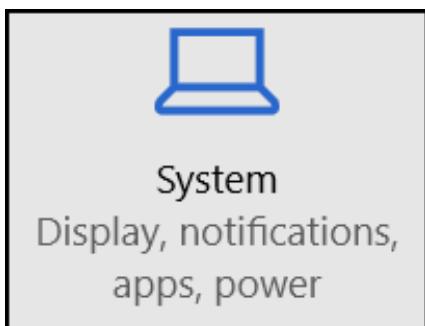
Windows 10 system enables a lot of personalized settings to the device. Click Settings icon  at Start Menu, and choose options.



You can go quick access via search bar from top right corner of the interface.



Following are general view of settings options.



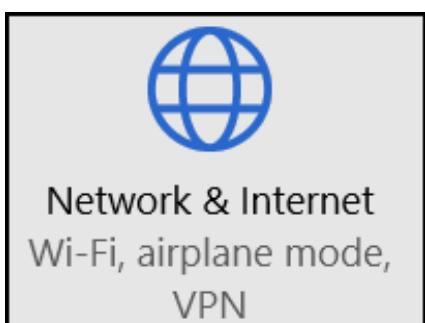
● System

Display, Notifications & actions, Apps & features, Multitasking, Battery saver, Power & sleep, Storage, Offline maps, Default apps, About.



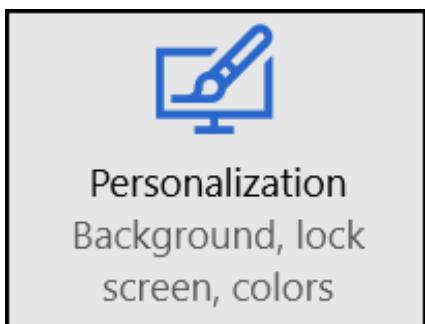
● Devices

Printers & scanners, Connected devices, Bluetooth, Mouse & touchpad, Typing, AutoPlay.



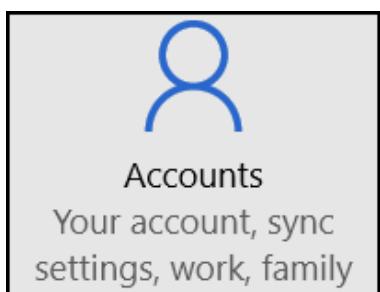
● Network & Internet

Wi-Fi, Airplane mode, Data usage, VPN, Dial-up, Proxy.



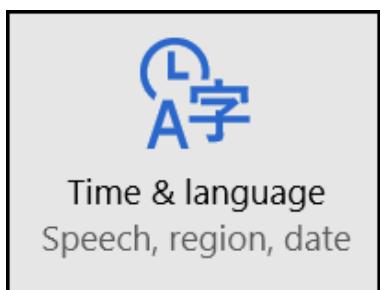
● Personalization

Background, Colors, Look screen, Themes, Start.



● Accounts

Your account, Sign-in options, Work access, Family & other users, Sync your settings.



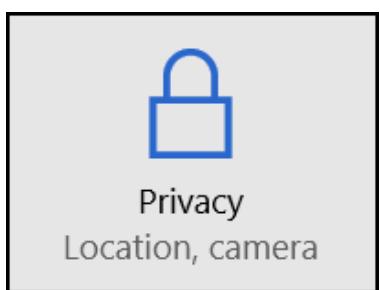
● Time & language

Date & time, Region & language, Speech.



● Ease of Access

Narrator, Magnifier, High contrast, Closed captions, Keyboard, Mouse, Other options.



● Privacy

General, Location, Camera, MIC, Speech, inking & typing, Account info, Contacts, Calendar, Messaging, Radio, Other devices, etc.



● Update & security

Windows Update, Windows Defender, Backup, Recovery, Activation, For developers.

Connect to Network

This device has built-in Wi-Fi that you can use to get online. After you get online, you can browse the Internet, get apps, send emails, and access other computers and devices on your network.

Click network icon  , click a network name and choose Connect. (If you want to connect this network every time it's in range, select Connect automatically). If prompted, enter the password and click Next.

To disconnect from a Wi-Fi network, click the wireless network icon  , click the network name which shows connected status to turn off it.

If there is no Wi-Fi network, you can use a portable USB dongle with 3G networks. *Please notice fees may apply.*

You can also use an USB Ethernet adapter to connect to wired networks.

Accounts

An user account determines how you personalize your Windows 10 device, and you may have different types of account. To see which type of account you're using, open Settings, and click by following steps:

Settings >> Accounts >> Your account.

- If you see Local Account, this means your account is on this device, you cannot connect to the cloud.
- If you see your name & email address, you're using a *Microsoft* account.

What is a Microsoft account?

A Microsoft account is the email address and password that you use to sign in to Microsoft services, like Outlook.com, OneDrive, Windows Phone, and Xbox. To switch from a local account to a Microsoft account: Open Settings, and click Accounts >> Your account >> Sign in with a Microsoft account instead.

Two more sign-in options are available to you: PIN and picture password. (These sign-in options may not be available if you've added a work email account or joined a network domain.)

Apps and Programs

There are a lot of apps and games in the Windows Store. To open it, you can click on the Windows Store tile on the Start screen, or the Windows Store icon in the taskbar.



- **Install Apps from Windows Store.** You can browse for apps in Top charts, Categories, Collections, etc. You can use Search function.

Tips: Some apps and games might not be available in your country or region.

- **Install programs from the Internet.** Make sure you trust the publisher of the app and the website that offering it. In your web browser, click the link to the app. To install the app immediately, click Open or Run, and then follow the instructions on your screen. To install the app later, click Save or Save as to download it.
- **Uninstall.** To uninstall an app if you are not using it,

go to the *Start screen* or *Apps list* (by name), right-click the app and click *Uninstall*.

- **Update.** Sometimes app publishers update their apps to add new features and fix problems. The Windows Store can automatically install app updates when they become available. To make sure your apps get updated automatically, from the Store app, open Settings, then click App updates and set Automatically update my apps to Yes. You can also manually check for app updates at any time, click *Check for updates*.

OneDrive

OneDrive is online storage that comes with your Microsoft account.

It's like an extra hard drive that's available from any of the devices you use. When you save your documents, photos, and other files on OneDrive, they're available

from any web-connected device (your smartphone or any PC), and to share files with other people.

You can go to Start menu and click *OneDrive* to see what's in it, click a folder name to see the contents, and click a file to open it. From the OneDrive app, you can open the Settings charm and then click Help to learn more about OneDrive.

To save files, you can choose OneDrive or This PC as the location. You can also save documents to OneDrive by default from Settings >> System >> Storage, and change save locations according to your favorites.

Tips: To choose OneDrive as save location, you must sign in with a Microsoft account first.

To share files on OneDrive with your friends, there is no need for them to sign up for a new account, and they can use any web browser to get to the files you share with them. Simply two steps below,

- Select the files on OneDrive that you want to share.
- You'll need to provide their email, or choose Get a link to let them view by webpage.

System Update & Recovery

Windows Update automatically installs important updates when available. You can also manually check for Windows updates: Open Settings >> Update & Security >> Windows Update. If updates are available, click View details and Install if you want.

Recovery function helps you to refresh or reinstall Windows, or change Windows startup settings.

Open Settings >> Update & Security >> Recovery,

There are three options for recovery function:

- 1) Reset this PC (You can choose to keep your files or remove everything)
- 2) Go back to Windows 8.1 (if you don't like Win 10)
- 3) Advanced startup (which is only for professionals)

Windows Defender is built-into Windows 10 to help guard against viruses, spyware, and other malicious software. You can directly open Windows Defender from Start menu, or search Windows Defender from Cortana (Search bar). To learn more about protecting PC from viruses, you can visit Windows.com.

FAQ

Q: What to do if you forget your Windows password?

- If you're using a Microsoft account, you can reset your password online. For more information, go to <https://account.live.com/password/reset>
- If you're using a local account, use your password hint as a reminder.

If you've tried above suggestions and still can't sign in, you'll need to reinstall Windows 10. Please contact qualified seller or original manufacturer for more information.

Q: What to do if the device can't be turned on?

The most likely reason is that the battery is drained. Often, it's a simple problem that is easily fixed after recharging for 10 minutes. If still not working, the device might crash with screen shut but it is not turned off completely. In this condition, you can press and hold the POWER button for more than 10 seconds to turn off the device completely, and then turn on again. Anyway, try to avoid this operation.

Q: I tried to install Windows 10 Update, but it failed. How do I get this to work?

- **Free up some disk space.** Before you install Windows 10 Update, make sure you have enough free disk space on your device. You may need to move some files to OneDrive, or a TF card, at least until you finish installing the update.

- **Plug in.** Have your device plugged into a power source during the update.
- **Stay connected to networks.** Make sure you have a good Wi-Fi signal (or connect to a wired network.)

Q: About Windows 10 System and Microsoft Office 365, are they free?

The pre-installed Windows 10 System (or updated from official Windows 8.1 System) is free for you (factory has pre-installed License Key of Windows 10 or 8.1 system), and Microsoft Office 365 app is free for one year after you activate it properly. When it expires, see screen prompts how to renew it. For more info, please visit [Microsoft.com](https://www.microsoft.com).

Q: How can I change System languages?

Firstly, make sure that the Firmware of your device contains the language pack you need (you need to enquire to qualified seller). Open *Settings >> Time& language >> Region and language*, choose *Add a language*. Tips: Without language pack, the above operation does not work.

For more questions, you can visit [Windows.com](https://www.windows.com).

§ 15.19 Labelling requirements.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

§ 15.21 Information to user.

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

§ 15.105 Information to the user.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is

encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

* RF warning for Portable device:

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

