

## GETTING STARTED WITH YOUR COMPUTER

### Included in the box:

- Power adaptor
- Instruction manual
- Warranty card

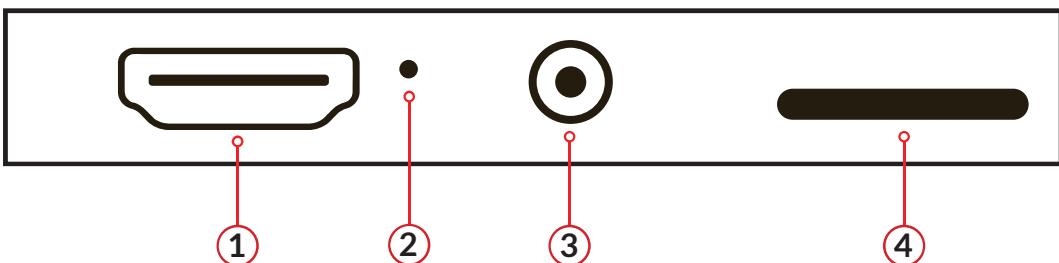


#### **Note:**

Before using your computer for the first time, please charge it for at least four hours. After that, you can recharge the battery as needed.

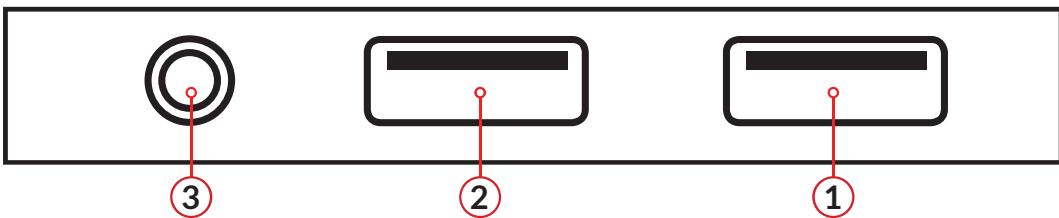
#	Component		Description
1	Webcam		Web camera for video communication. A light next to the webcam indicates that the webcam is active.
2	Power Button		Turn the computer on and off.
3	Power Indicator  Caps Lock Indicator  Numeric Lock Indicator	    	Off: The computer is off. Green: The computer is on.  Off: The caps lock is off. Green: The caps lock is on.  Off: The numeric lock is off. Green: The numeric lock is on.

## LEFT VIEW



#	Component	Description
1	Mini HDMI	Supports high-definition digital video connections.
2	Battery Indicator	Indicates battery status.
3	Power Connector	Connects to an AC adapter.
4	Micro SD card slot (Supports memory cards up to 128GB capacity)	Supports the following digital card formats: <ul style="list-style-type: none"><li>• Secure Digital (SD) Card</li><li>• Secure Digital High Capacity (SDHC) Memory Card</li><li>• Secure Digital Extended Capacity (SDxC) Memory Card</li></ul>

## RIGHT VIEW



#	Component	Description
1	USB port 3.0	Connects to USB devices.
2	USB port 3.0	Connects to USB devices.
3	Audio-out (headphone) jack/ Audio-in (microphone) jack	Connects optional powered stereo speakers, headphones, earbuds, a headset or television audio. Also connects an optional headset microphone.  <b>Note:</b> When a device is connected to the jack, the computer speakers are disabled.

## BASE VIEW

#	Component	Description
1	Speakers	Stereo audio output.
2	M.2 SSD memory	M.2 SSD bay for data storage expansion.

## KEYBOARD VIEW

#	Component	Description
1	Touchpad	Touch sensitive pointing device. The touchpad and selection buttons form a single surface. Press down firmly on the touchpad surface to perform a left click. Press down firmly on the lower right corner to perform a right click.
2	Keyboard	For entering data into your computer. Do not use a keyboard protector or similar cover as the keyboard includes ventilation intakes for cooling.
3	Hotkeys	Execute frequently used system controls like screen brightness and volume output. To activate the hotkeys, press and hold the <b>&lt;Fn&gt;</b> key before pressing the other key in the hotkey combination.
4	Microphone	Internet stereo microphone for sound recording.

## USING THE KEYBOARD

The keyboard has full-sized keys and a separate cursor, Windows function and special keys.

## HOTKEYS

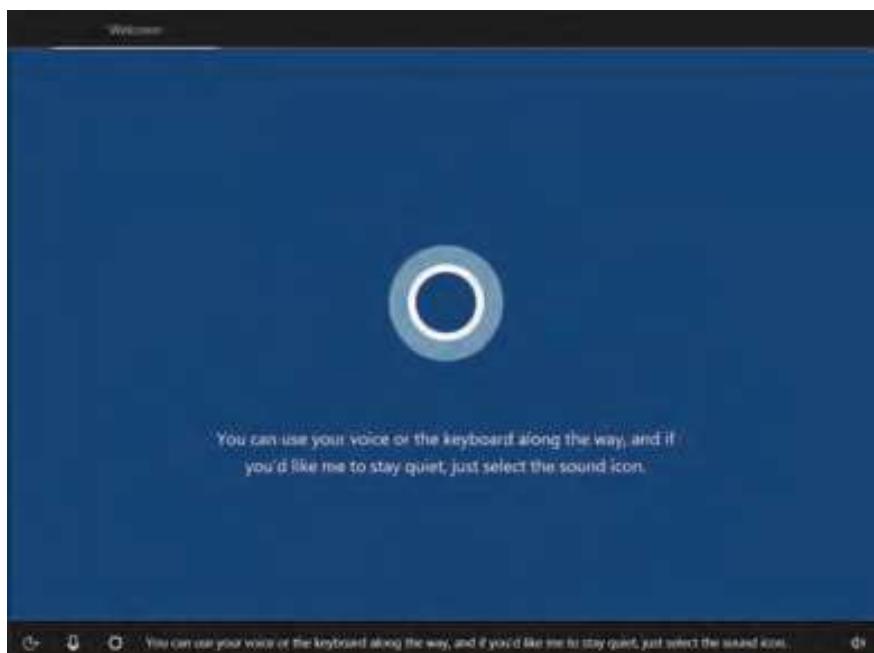
The computer employs hotkeys or key combinations to access most of the computer's controls like screen brightness and volume output. To activate hotkeys, press and hold the **<Fn>** key before pressing the other key in the hotkey combination.

Hotkey	Icon	Function	Description
<b>&lt;Fn&gt;+&lt;F1&gt;</b>		Sleep	Puts the computer in Sleep mode.
<b>&lt;Fn&gt;+&lt;F2&gt;</b>		Touchpad On/Off	Turn Touchpad on/off.
<b>&lt;Fn&gt;+&lt;F3&gt;</b>		Speaker toggle	Turns the speakers on and off.
<b>&lt;Fn&gt;+&lt;F4&gt;</b>		Volume down	Decreases the sound volume.
<b>&lt;Fn&gt;+&lt;F5&gt;</b>		Volume up	Increases the sound volume.
<b>&lt;Fn&gt;+&lt;F6&gt;</b>		Brightness down	Decreases the screen brightness.
<b>&lt;Fn&gt;+&lt;F7&gt;</b>		Brightness up	Increase the screen brightness.
<b>&lt;Fn&gt;+&lt;F8&gt;</b>		Wireless On/Off	Turns Wireless on/off.

<Fn>+<F9>		Previous	Skips to the start or previous section/file/track.
<Fn>+<F10>		Pause/Play	Plays, pauses, or resumes a media file.
<Fn>+<F11>		Next	Skips to the end of next section/file/track.
<Fn>+<F12>		Screen Output Profiles	Sets the output settings when a external screen is connected.
<Fn>+<Prt Scr>		Pause	Temporarily halts the actions of the program being run.
<Fn>+<Pause>		Homepage	Open up the Homepage of Internet Explorer or the default browser.
<Fn>+<Delete>		Insert	Turns insert on/off.

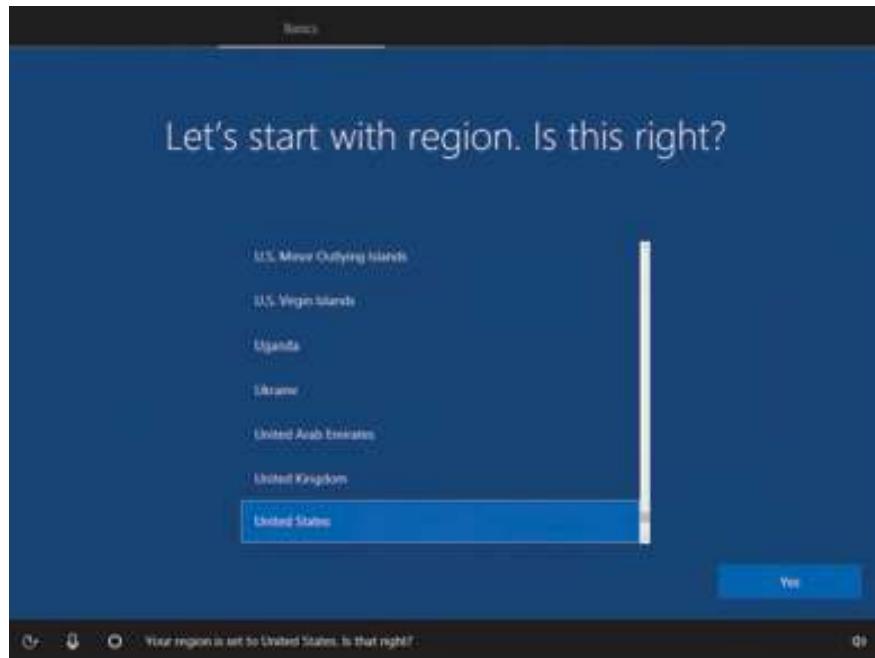
## FIRST TIME BOOT

During the first boot of your notebook you will be guided through setting your user name and password, setting your language and regional settings, as well as connecting to the internet for the first time. **If you are unsure about any of these settings, select the default. They can be changed later if needed.**



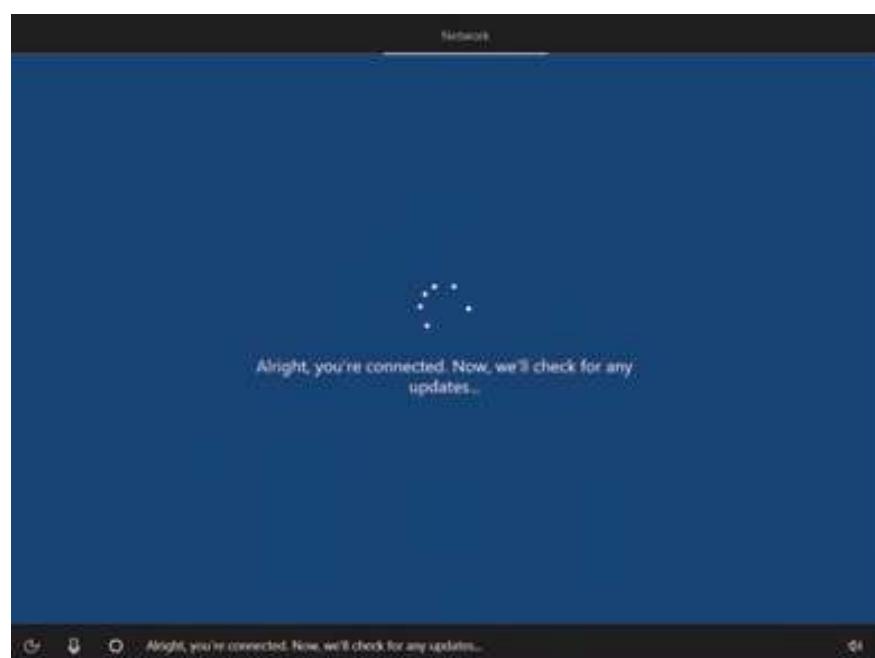
To begin, you'll find Cortana is the first thing you see when setting up Windows. Cortana will introduce you to the setup process, and ask you to get started. You can use either your voice, or a more traditional mouse/keyboard/touch if you prefer. You will only ever need to say "yes" or "no" for the options in which you can use your voice.

In the event of a scenario where the options are more complicated, you will be required to use a hardware peripheral. It's also worth noting that you can turn off Cortana's voice with the Microphone icon at the bottom left of the screen.

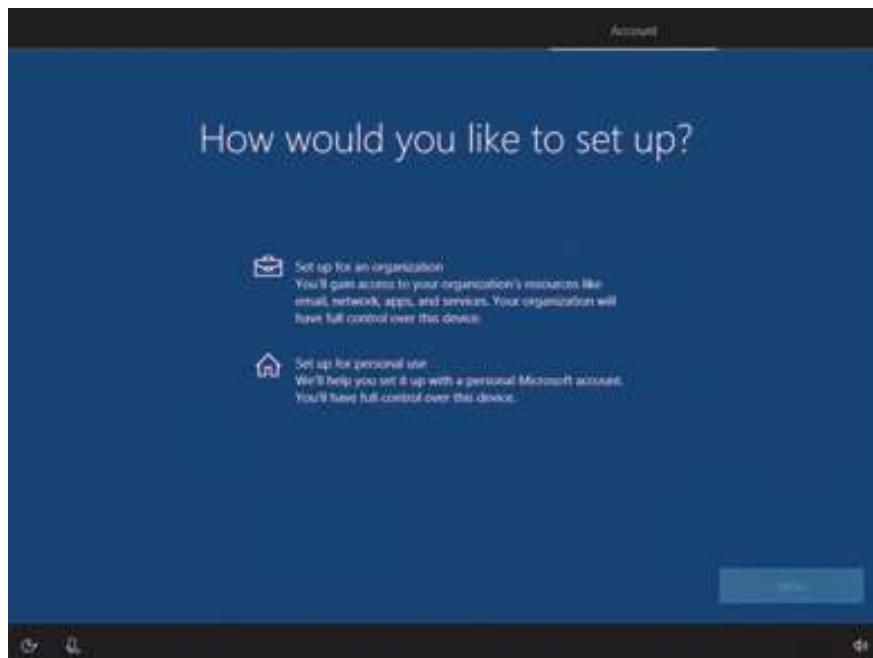


The first options to choose from are to do with your system language. Choose your region, and language, with a new option to add additional keyboard languages to Windows before reaching the desktop. You can use Cortana voice commands for “yes” or “no” in this part of the setup. If you are unsure about any of these settings, select the default. They can be changed later if needed.

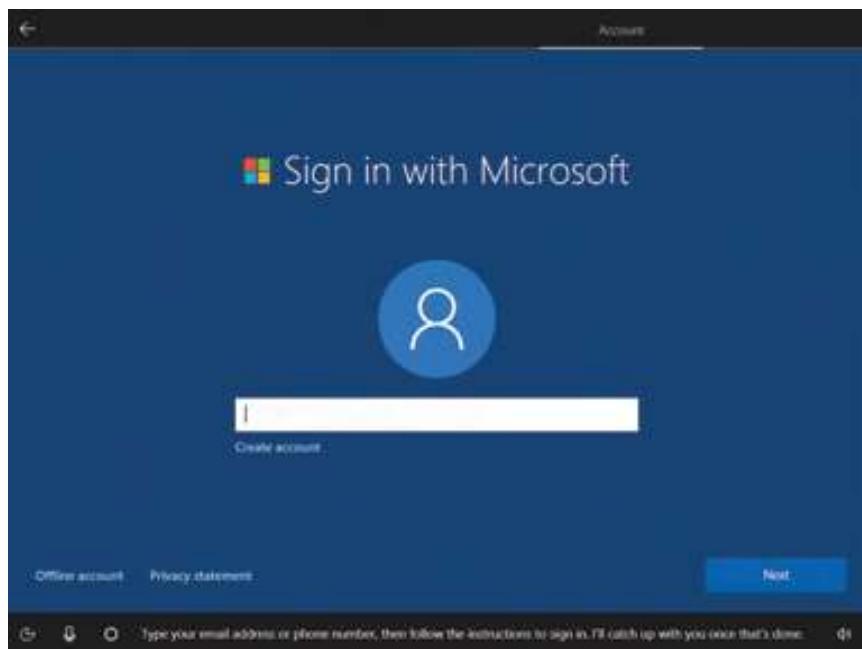
Agree to the Windows 10 license to continue.



Cortana will then ask you to setup your network. If you're connected via ethernet, it'll skip this part, otherwise it'll ask you to select a WiFi hotspot. You can skip this if you'd like. If you do connect to a network, Windows 10 will automatically begin checking for any critical updates before moving on to the next part of the setup process.



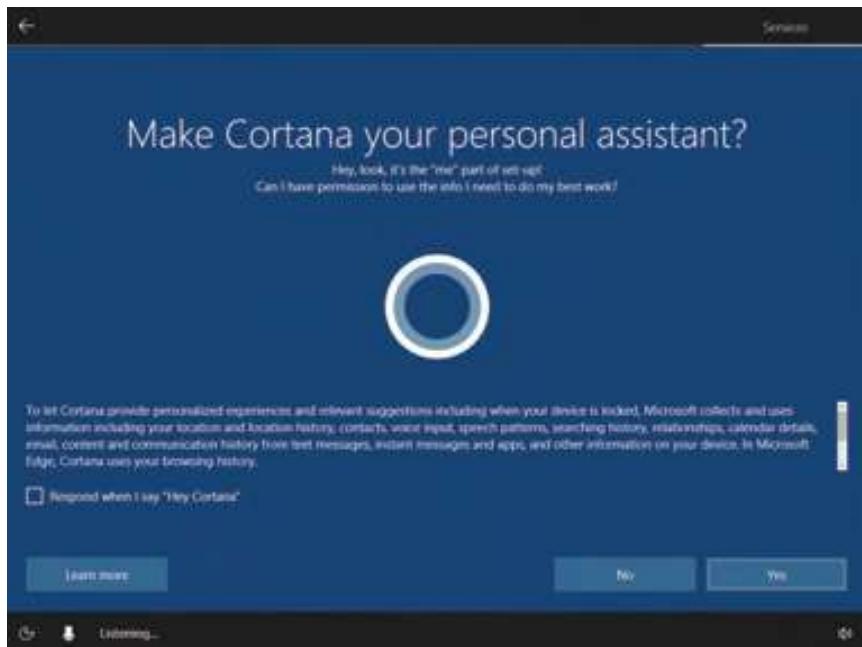
Next, you'll begin setting up your account. You can choose between either a work account or Microsoft account. If you don't know which to choose, you likely want to select Microsoft Account.



Now you are prompted to sign into your Microsoft account. If you don't have one, you can register for one now. You can also skip having to use a Microsoft account by hitting the "off-line account" button. You can now enter your password, and you'll also be prompted to setup a PIN if you want. Please take note of your account name & password/pin and keep it in a safe place. If you lose it you may not be able to retrieve your files later.



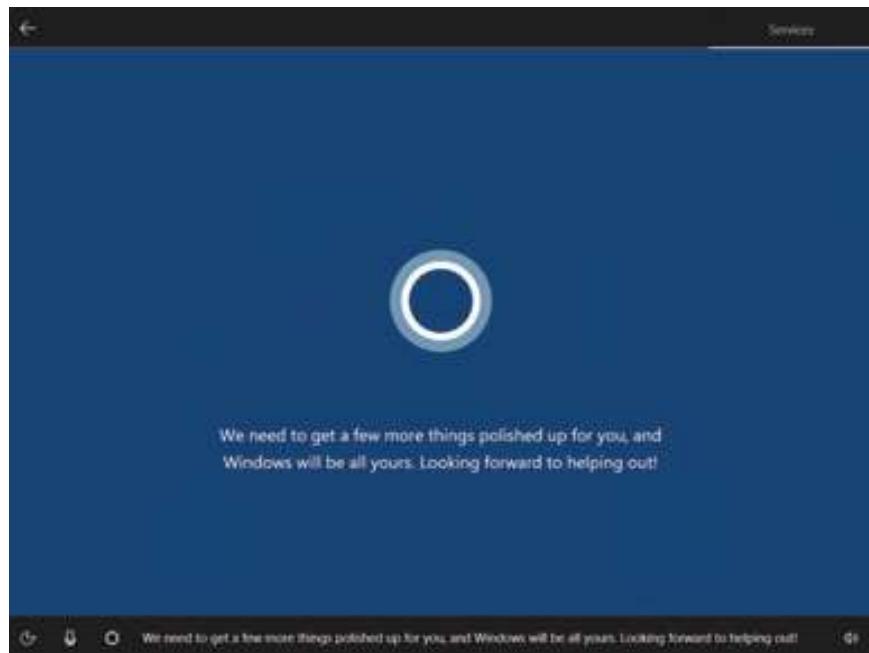
You will now have the option to turn on or off OneDrive syncing with files. If you've used OneDrive before, this setup screen will recognize that and inform you of how much storage you have left on your OneDrive account. If not, Cortana will give you a brief overview of what OneDrive is. You can use voice commands for this part.



We're almost finished.  
After you choose your OneDrive settings.  
You can choose to use Cortana.



The next screen allows you to change privacy settings if you wish to.



And that's it, you'll then be taken to your new Windows 10 desktop after Windows sorts out a few things behind the scenes!

## WINDOWS KEYS

Windows keys can perform Windows specific functions.

Component	Description
	Pressed alone, it opens the Start menu. It can also be used with other keys for special functions.
 +<L>	Lock your PC or switch accounts
 +<D>	Display or hide the desktop
 +<A>	Open Action center
 +<S>	Open search

It can also be used with other keys for special functions, please check Windows Help or visit link below for more information.  
<https://support.microsoft.com/en-us/help/12445/windows-key-board-shortcuts>

## TOUCHPAD

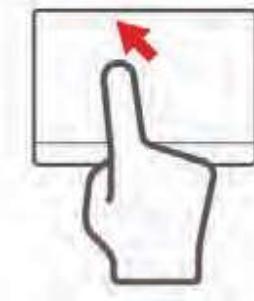
### Touchpad basics:

The touchpad controls the arrow (or 'cursor') on the screen. As you slide your finger across the touchpad, the cursor will follow this movement.

### The cursor is controlled by some basic gestures:

**Single-finger slide:** slide a finger across the touchpad to move the cursor.

**Single-finger press or tap:** press the touchpad down, or lightly tap the touchpad with your finger to perform a 'click', which will select or start an item. Quickly repeat the tap to perform a double tap or 'double click'.



**Single-finger press in the bottom-right corner:** press the bottom right corner of the touchpad to perform a 'right click'. In the Start screen, this will toggle the apps commands, in most apps this will open a context menu related to the selected item.

**Drag:** Press and hold the bottom left corner of the touchpad, or tap twice anywhere on the touchpad, then slide a second finger across the touchpad to select all items in an area.

## TOUCHPAD GESTURES

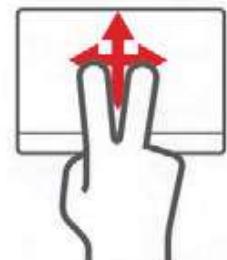
Windows 10 and many applications support touchpad gestures that use one or more fingers.



**Note:**

Support for touchpad gestures depends on the active application.

This allows you to control applications with a few simple gestures, such as:



**Two-finger slide:** Swiftly scroll through web pages, documents and play lists by placing two fingers on the touchpad and moving both in any direction.



**Two-finger pinch:** Zoom in and out of photos, maps and documents with a simple finger-and-thumb gesture.

## MINI HDMI

HDMI is a high-quality, digital audio/video interface. HDMI allows you to connect your laptop to any compatible video monitor, such as a television or projector. A separate Mini HDMI cable is required for this function.

## USING BATTERY POWER

The computer uses an embedded rechargeable Lithium battery.



**Note:**

Typical running time on a full battery is 5 hours. Computer battery life varies, depending on power management settings, programs running on the computer, display brightness, external devices connected to the computer, and other factors.

## CHARGING THE BATTERY

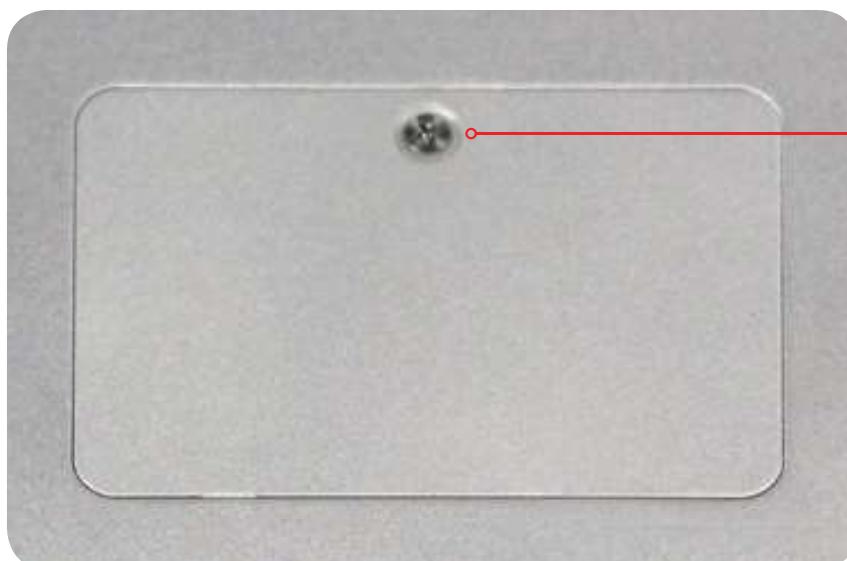
The battery is recharged whenever you connect the computer to the AC adapter (supplied). Your computer supports charge-in-use, enabling you to recharge the battery while you continue to operate the computer.

## ADDING M.2 SSD MEMORY TO YOUR LAPTOP

### PLEASE NOTE:

Installing and setting up the SSD requires a level of expertise. We recommend taking your laptop to your service provider should you want to fit an optional hard drive.

1. Ensure that your laptop is unplugged from the power supply.
2. Turn off your laptop.
3. Turn the laptop upside down and lay on a smooth and flat surface to avoid damaging the top of your laptop.
4. Unscrew the locking screw as shown below:



5. Remove the M.2 SSD memory bay cover.



6. Correctly align and insert the M.2 SSD memory as shown below:

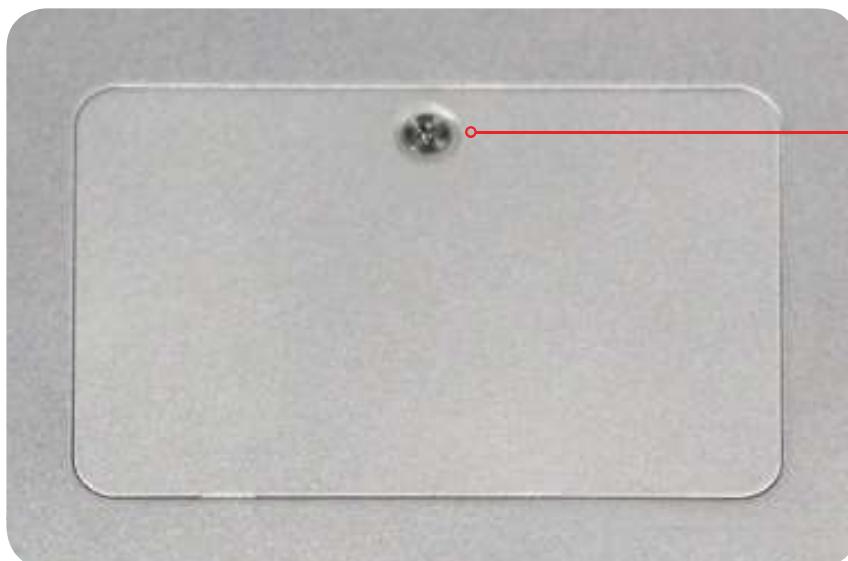


Ensure that the pins are correctly lined up with the socket to avoid damage.

7. Gently but firmly push the M.2 SSD memory so that the pins are fully inserted into the socket.



8. Insert and clip the M.2 SSD memory bay cover shut and screw the locking screw back in place to secure the HDD/SSD as shown below:



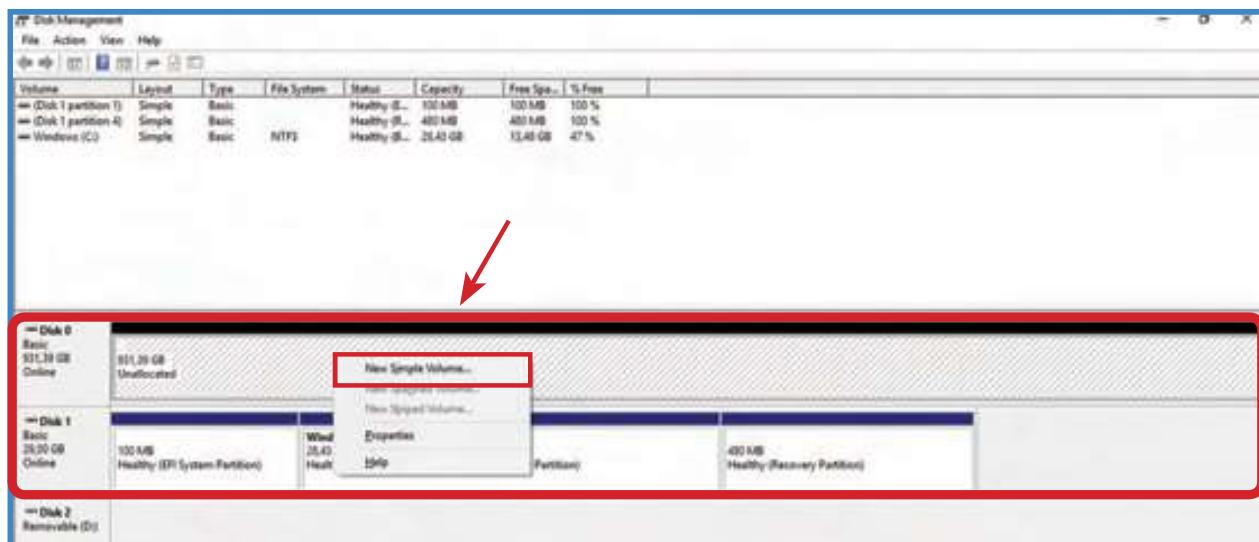
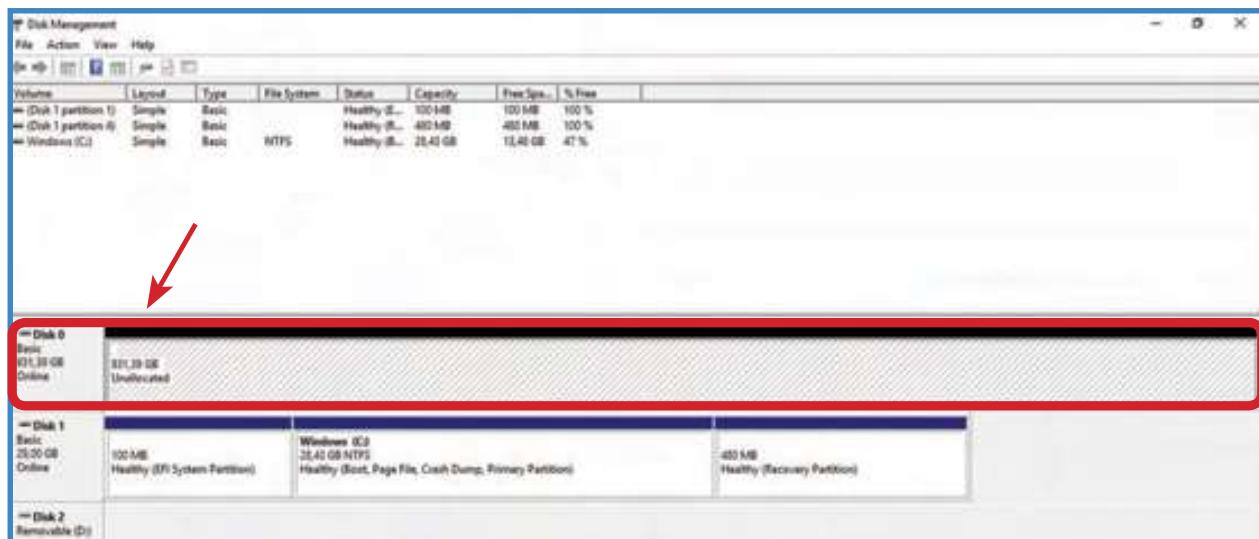
# STEPS TO INSTALL THE STORAGE TO YOUR COMPUTER

**PLEASE NOTE:** Take extreme caution so as not to select the already installed SSD (C:) to avoid losing all your data.

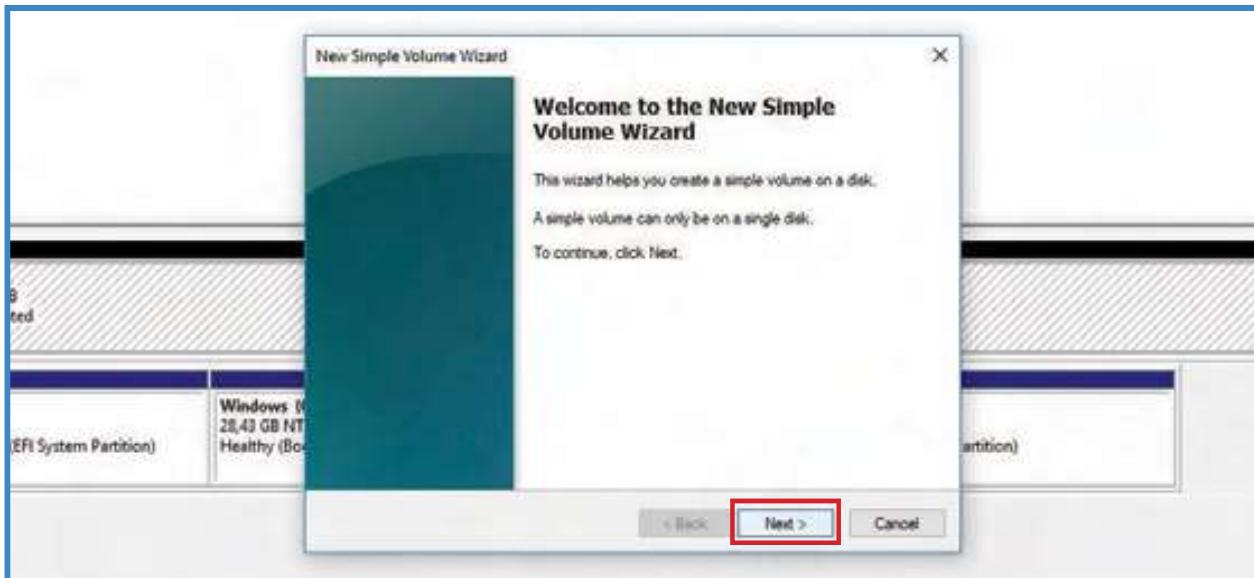
If you are unsure about this procedure, contact your service provider. Incorrect formatting could damage or remove your Windows installation.

**Step 1:** Open Disk Management.

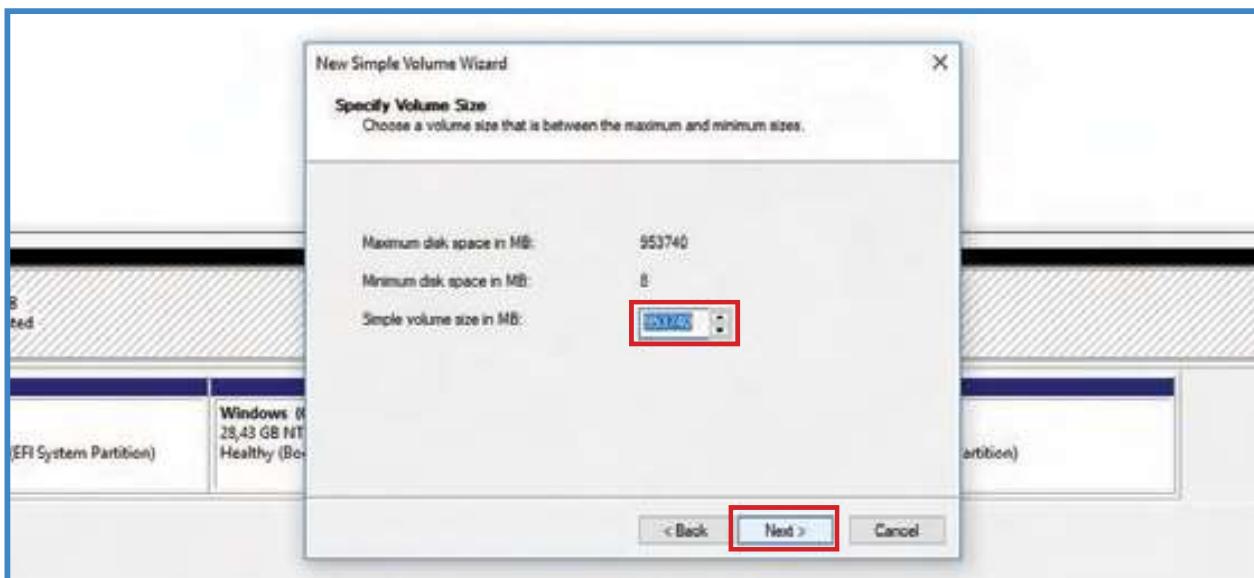
**Step 2:** Right-click 'Unallocated' (or 'Free space') and choose 'New Simple Volume' in the context menu to continue.



**Step 3:** Choose 'Next' in the 'New Simple Volume Wizard' window.

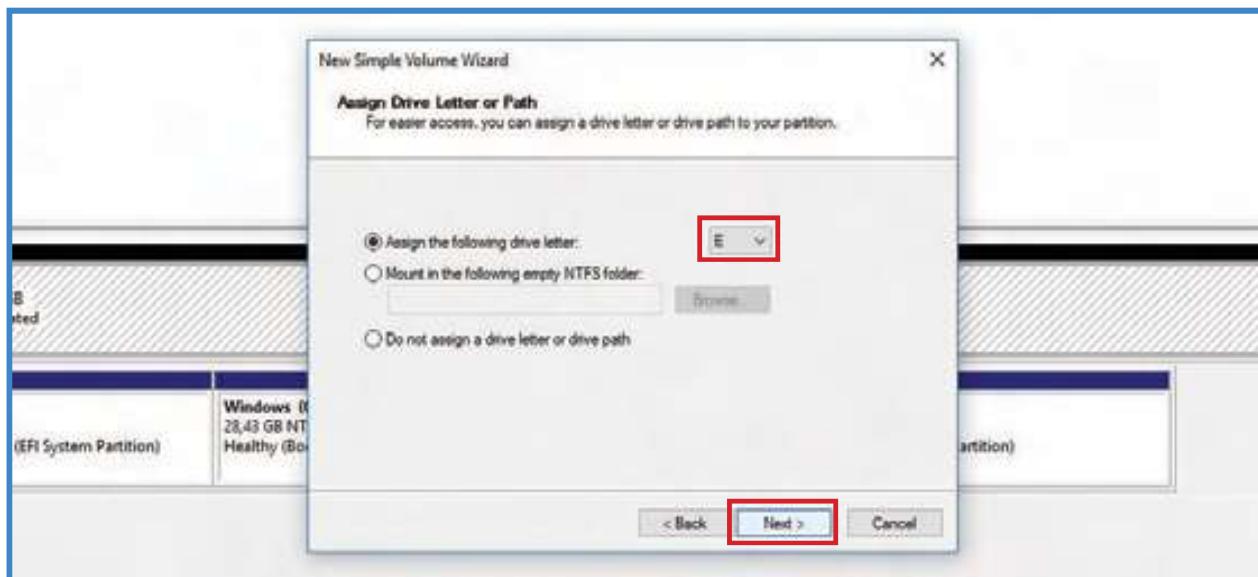


**Step 4:** Specify a volume size that is between the offered maximum and minimum sizes, and then click 'Next'.

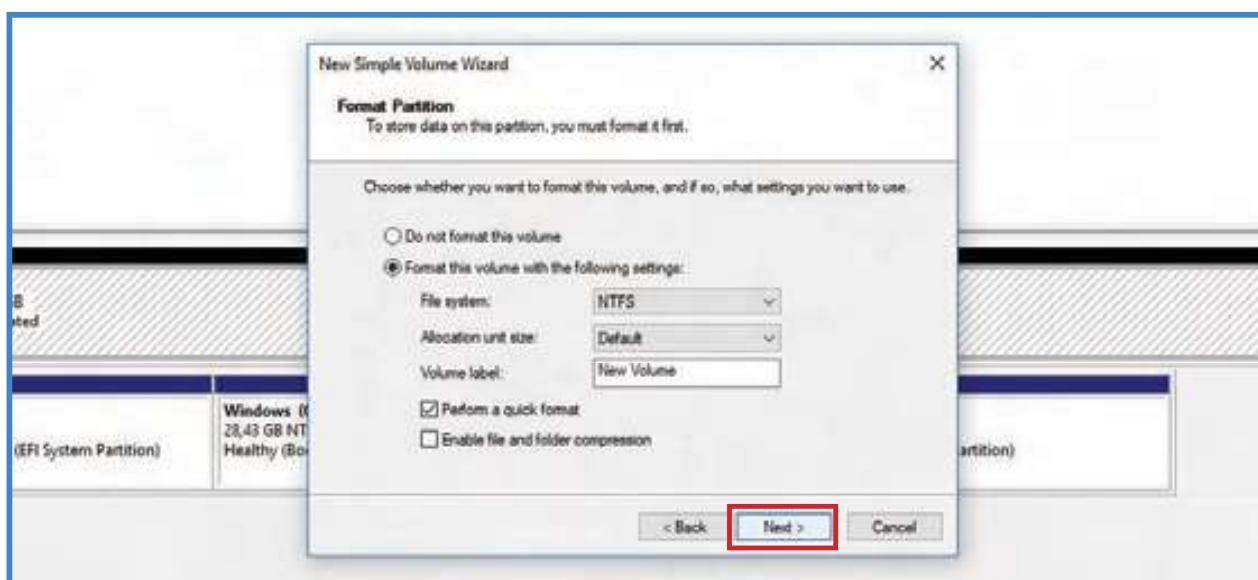


**Step 5:** Assign a drive letter to the new hard drive and tap 'Next'.

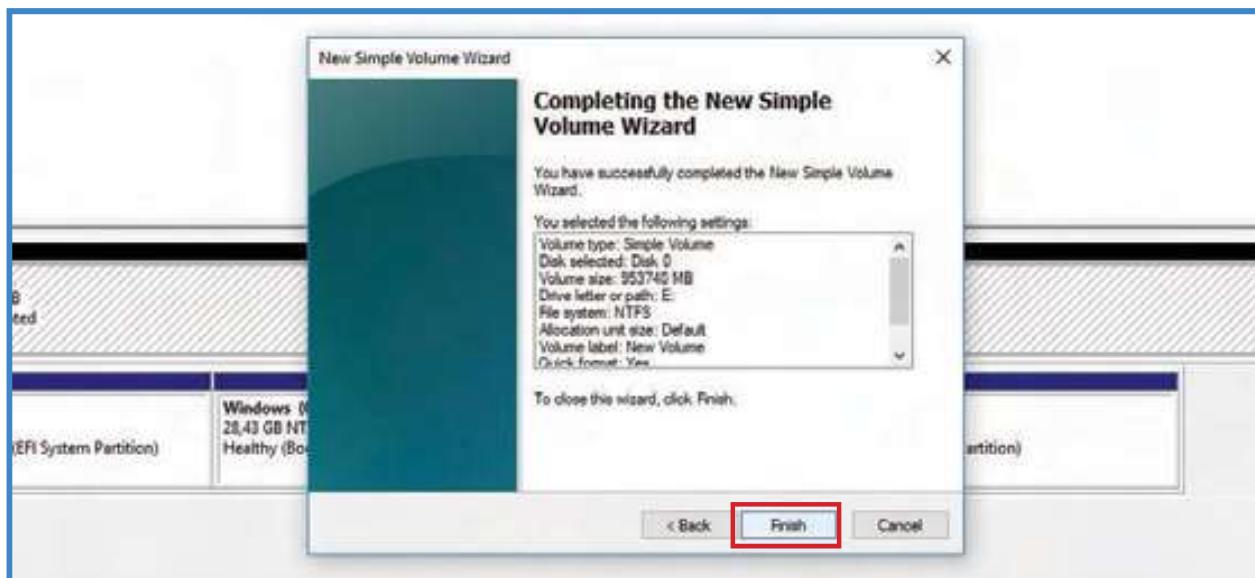
**Tip:** The default drive letter assigned to the new partition is 'E'.



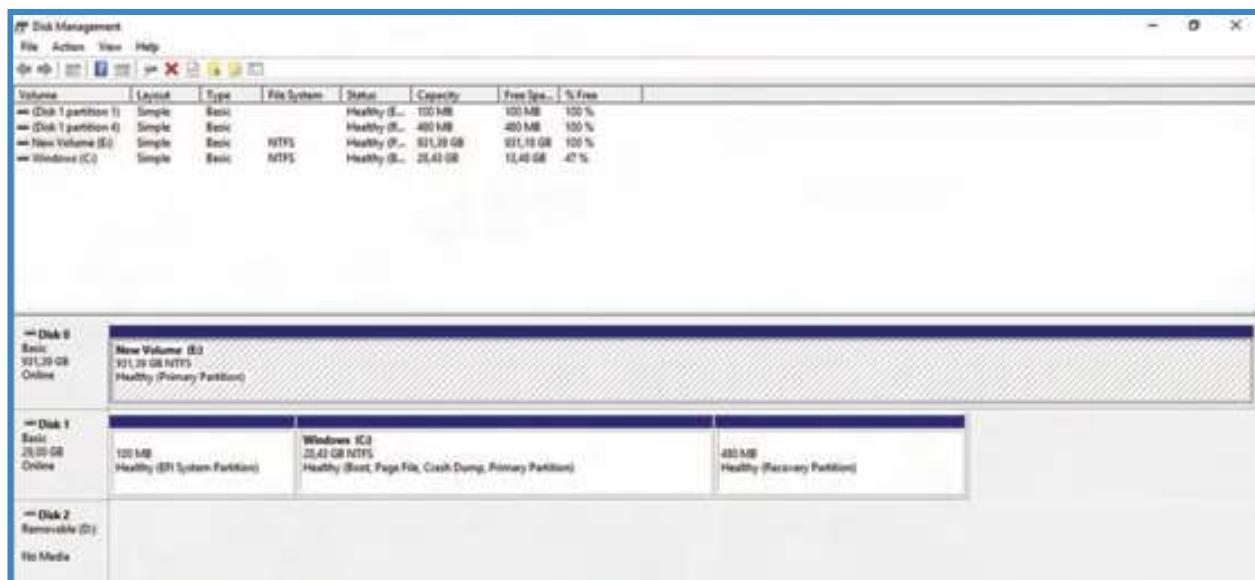
**Step 6:** Tap 'Next' to continue formatting this hard drive.



**Step 7:** Hit 'Finish' to complete hard drive addition and exit the wizard.



The SSD is now ready to be used.



## TAKING CARE OF YOUR COMPUTER

Your computer will serve you well if you take care of it.

- Do not expose the computer to direct sunlight.
- Do not place it near sources of heat, such as a radiator or heater.
- Do not expose the computer to temperatures below 0° C or above 50° C.
- Do not subject the computer to magnetic fields
- Do not expose the computer to rain or moisture.
- Do not spill water or any liquid on the computer.
- Do not subject the computer to heavy shock or vibration.
- Do not expose the computer to dust or dirt.
- Never place objects on top of the computer.
- Do not slam the computer display when you close it.
- Never place the computer on uneven surfaces.

## CLEANING THE DISPLAY



### IMPORTANT:

To prevent permanent damage to the computer, never spray water, cleaning fluids, or chemicals on the display screen.

To remove smudges and dust, frequently clean the display screen with a soft damp, lint-free cloth. If the screen requires additional cleaning, use wipes made specifically for cleaning screens and screen cleaner.

## SPECIFICATIONS

### Performance:

- Intel® Celeron® N3350 Dual Core 2.4 GHz
- Intel HD Graphics integrated
- System memory:
  - 2GB of DDR3 RAM
  - 32GB eMMC memory  
(expandable up to 128GB via micro SD card)
  - Windows 10

### Display:

- 14 inch
- 1920 x 1080 full HD display

### Multimedia:

- Built-in stereo speakers
- Built-in microphone
- Built-in mini HDMI port
- Built-in 3.5mm input/output socket

### Supported formats:

Type	Formats
Image	JPG, BMP, GIF, PNG
Audio format	MP3, WAV, OGG, FLAC, APE, AAC
Video playback	MPEG, H.263, H264, AVI, 3GP

## SAFETY INSTRUCTIONS

### Product servicing:

Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel. Unplug this product from the wall outlet and refer servicing to qualified service personnel when:

The power cord or plug is damaged, cut or frayed.

Liquid was spilled into the product.

The product was exposed to rain or water.

The product has been dropped or the case has been damaged.

## ENVIRONMENTALLY FRIENDLY DISPOSAL



Do not dispose of electrical appliances as unsorted municipal waste, use separate collection facilities. Contact your local government for information regarding the collection systems available.

If electrical appliances are disposed of in landfills or dumps, hazardous substances can leak into the groundwater and get into the food chain, damaging your health and wellbeing.

## FCC Compliance Statement:

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.

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

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 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.

## FCC Radiation Exposure Statement

The device has been evaluated to meet general RF exposure requirement.

The device can be used in portable exposure condition without restriction