

acer

USER'S MANUAL

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TravelMate P4

Covers: P414-51 / P414-51G

This revision: July 2020



Important

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Register your Acer product

If your new device runs on Windows OS, you may have had your product registered automatically while you start up your device with Windows OS.

Log in at www.acer.com/myproducts with the email address you registered for Windows OS to review your product record. (Reset your password if you do not know it.)

If the record is not found, please follow the steps below to register.

1. Ensure you are connected to the Internet.
2. Go to www.acer.com/register-product.
3. Sign in or sign up for an Acer ID.
4. Enter S/N or SNID of your device to register it.

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____



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Getting started...

In this section you will find:

- Useful information on caring for your computer and your health
- Where to find the power button, ports and connectors
- Tips and tricks for using the touchpad and keyboard
- How to create recovery backups
- Guidelines for connecting to a network and using Bluetooth
- Information on using Acer's bundled software

FIRST THINGS FIRST

We would like to thank you for making this Acer notebook your choice for meeting your mobile computing needs.

Your guides

To help you use your Acer notebook, we have designed a set of guides:

First off, the **Setup Guide** helps you get started with setting up your computer.

The **Quick Guide** introduces you to the basic features and functions of your new computer. For more on how your computer can help you to be more productive, please refer to the **User's Manual**. This guide contains detailed information on such subjects as system utilities, data recovery, expansion options and troubleshooting.

Once you have connected to the internet, you can download updates for your computer from:

<http://go.acer.com/?id=17883>

1. The link will open the Acer Support webpage.
2. Scroll down to *Drivers and Manuals* and search for your model by pasting in or manually entering the serial number, SNID, or product model.
3. From this page you can also download and install the Acer identification utility that will automatically detect your computer's serial number and SNID and allow you to copy it to the clipboard.
4. Once you have found your product model, any updates, or documents will be listed.

Basic care and tips for using your computer

Turning your computer off

To turn the power off, do any of the following:

- Use the Windows shutdown command: Press the *Windows key* or select the *Windows Start button*, select **Power > Shut down**.

- Right-click the *Windows Start button* > **Shut down or sign out** > **Shut down**.

If you need to power down the computer for a short while, but don't want to completely shut it down, you can put it to *Sleep* by doing any of the following:

- Press the power button.
- Press the sleep hotkey.
- Press the *Windows key* or select the *Windows Start button*, select **Power** > **Sleep**.
- Right-click the *Windows Start button* > **Shut down or sign out** > **Sleep**.



Note

If you cannot power off the computer normally, press and hold the power button for up to ten seconds to shut down the computer. If you turn off the computer and want to turn it on again, wait at least two seconds before powering up.

Taking care of your computer

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

- Only use the adapter provided with your device, or an Acer-approved adapter to power your device.
- Do not expose the computer to direct sunlight. Do not place it near sources of heat, such as a radiator.
- Do not expose the computer to temperatures below 0° C (32° F) or above 50° C (122° F).
- 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.

Taking care of your AC adapter

Here are some ways to take care of your AC adapter:

- Do not connect the adapter to any other device.
- Do not step on the power cord or place heavy objects on top of it. Route the power cord and any cables away from where people walk.
- When unplugging the power cord, do not pull on the cord itself but pull on the plug.
- The total ampere ratings of the equipment plugged in should not exceed the ampere rating of the cord if you are using an extension cord. Also, the total current rating of all equipment plugged into a single wall outlet should not exceed the fuse rating.

Cleaning and servicing

When cleaning the computer, follow these steps:

1. Turn off the computer.
2. Disconnect the AC adapter.
3. Use a soft, moist cloth. Do not use liquid or aerosol cleaners.

If your computer is dropped or visibly damaged, or does not work normally, please contact your nearest authorized Acer service center.

Guidelines for safe battery usage



Warning

When using a charging cart or a small space to simultaneously charge or operate multiple devices , the area must be well- ventilated and the temperature kept between 0 °C (32 °F) to 35 °C (95 °F) and battery charging must be stopped when 100% capacity is reached. Continuous charging can cause deformation or damage to the battery/ device.

Precautions when charging batteries

The useful lifespan of a battery is adversely affected by the following behavior:

- Constantly charging the battery/device when already at full capacity.
- Charging the battery/device at temperatures above 35 °C (95 °F) or below 0 °C (32 °F).

To prevent damage, follow these precautions:

- Stop charging the battery once it reaches 100% capacity; regularly or frequently charging a fully charged battery for an extended period of time may cause battery deformation or damage. We recommend that you recharge the device when the battery level drops below 70% capacity.
- Do not charge battery in temperatures above 35 °C (95 °F) or below 0 °C (32 °F). Charging in abnormally high or abnormally low temperatures can cause battery deformation or damage.
- The charging port must be clean and free from debris and should only be used with Acer charging equipment. Use of a non-Acer battery or charging equipment can cause damage to the product and will void the warranty.
- If you plan to store the device for a long period of time, turn-off the device, remove AC power and store the product at room temperature (0 °C - 35 °C) in a dry (humidity: 45% - 80%), well-ventilated area. Avoid direct sunlight, high temperatures and high humidity. Do not leave your device's battery completely discharged for a long period of time; this may cause battery deformation or damage. We recommend that the battery is checked and charged to approximately 50% capacity every 6 months.

- ONLY CHARGE THE BATTERY IN A CLEAN, WELL VENTILATED AREA.



Warning

Batteries may explode if not handled properly.

Do not disassemble or dispose of batteries in fire.

Do not short external contacts, crush, puncture or otherwise tamper with batteries. Keep batteries away from children.

Follow local regulations when disposing of used batteries.

Precautions when replacing the battery

Improper replacement or mishandling could damage the battery, cause overheating, result in injury, and risk fire or explosion.

- Device with built-in battery: A built-in battery must be replaced by an authorized service center. Do not attempt to replace or remove the battery by yourself.
- Device with removable battery: The battery should only be replaced with parts approved by Acer. Do not replace the battery with any parts other than approved ones.

This notebook uses a Lithium-based battery. Do not use it in a humid, wet or corrosive environment. Do not put, store or leave your product in or near a heat source, in a high temperature location, in strong direct sunlight, in a microwave oven or in a pressurized container, and do not expose it to temperatures over 50 °C (122 °F).

Failure to follow these guidelines may cause the battery to leak acid, become hot, explode or ignite and cause injury and/or damage. Do not pierce, open or disassemble the battery. If the battery leaks and you come into contact with the leaked fluids, rinse thoroughly with water and seek medical attention immediately. For safety reasons, and to prolong the lifetime of the battery, charging will must not occur at temperatures below 0 °C (32 °F) or above 35 °C (95 °F).

The full performance of a new battery is achieved only after two or three complete charge and discharge cycles. The battery can be charged and discharged hundreds of times, but it will eventually wear out. When the operation time becomes noticeably shorter than normal, check an authorized reseller to purchase a new battery.

Use the battery only for its intended purpose. Never use any charger or battery that is damaged. Do not short-circuit the battery. Accidental short-circuiting can occur when a metallic object such as a coin, clip or pen causes direct connection of the positive (+) and negative (-) terminals of the battery. (These look like metal strips on the battery.) This might happen, for example, when you carry a spare battery in your pocket or purse. Short-circuiting the terminals may damage the battery or the connecting object.

The capacity and lifetime of the battery will be reduced if the battery is left in hot or cold places, such as in a closed car in summer or winter. Always try to keep the battery between 15° C and 25° C (59° F and 77° F). A device with a hot or cold battery may not work temporarily, even when the battery is fully charged. Battery performance is especially limited in temperatures well below freezing.

Do not dispose of batteries in a fire as they may explode. Batteries may also explode if damaged. Dispose of batteries according to local regulations. Please recycle when possible. Do not dispose as household waste.

Wireless devices may be susceptible to interference from the battery, which could affect performance.



Note

Please refer to www.acer.com for battery shipping documents.

Internal battery

- Do not attempt to replace a built-in rechargeable battery, battery replacement must be done by an Acer- authorized repair facility.

Recharge the battery by following the instruction included in the product documentation.

YOUR ACER NOTEBOOK TOUR

After setting up your computer as illustrated in the Setup Guide, let us show you around your new Acer computer.

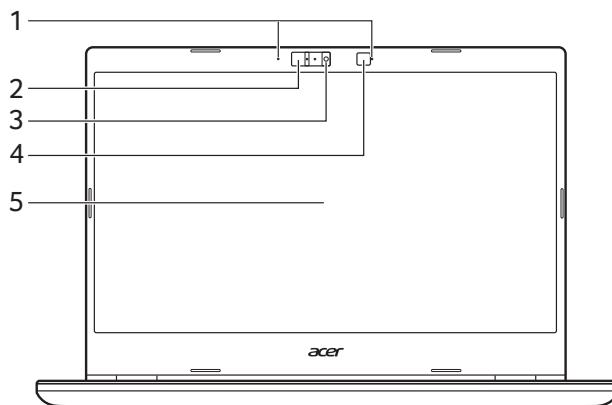
Screen view



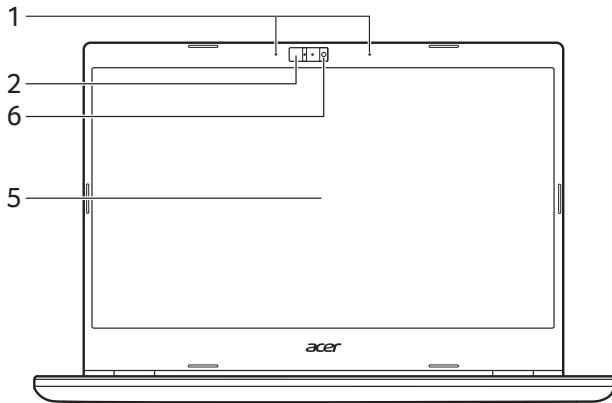
Note

Illustrations are for reference only. Actual products specifications may vary.

Model A

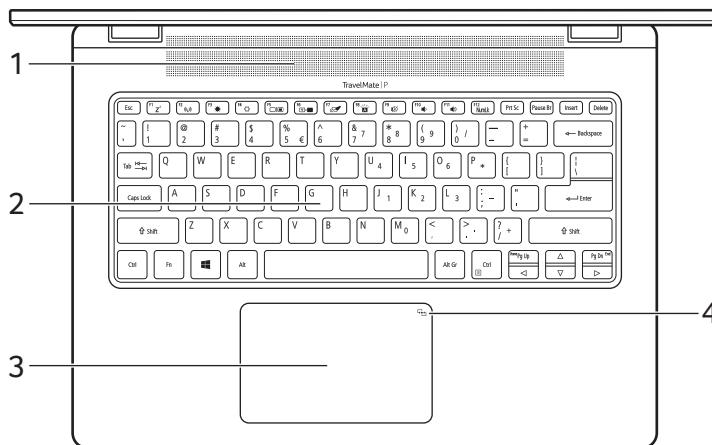


Model B



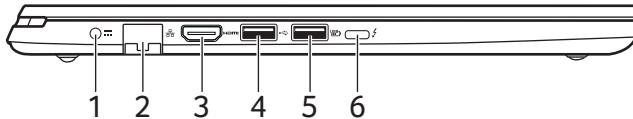
#	Icon	Item	Description
1		Microphones	Internal digital microphones for sound recording.
2		Webcam shutter	Slide the shutter to the right to cover the webcam. Slide left to open it.
3		Webcam	Web camera for video communication, and detects Infrared signal for face authentication. <i>A light next to the webcam indicates that the webcam is active.</i>
4		Infrared LED	Emits Infrared light for the webcam and face authentication.
5		Screen with lay-flat hinge	Displays computer output.
6		Webcam	Web camera for video communication. <i>A light next to the webcam indicates that the webcam is active.</i>

Keyboard view



#	Icon	Item	Description
1		Speakers	Deliver stereo audio output.
2		Keyboard	For entering data into your computer. See "Using the keyboard" on page 19.
3		Touchpad	<p>Touch-sensitive pointing device.</p> <p><i>The touchpad and selection buttons form a single surface.</i></p> <p><i>Press down firmly on the touchpad surface to perform a left click.</i></p> <p><i>Press down firmly on the lower right corner to perform a right click.</i></p>
4	↗ ↘	NFC transmitter	Communicates with another NFC enabled device.

Left view



#	Icon	Item	Description
1		DC-in jack	Connects to an AC adapter.
2		Ethernet (RJ-45) port	Connects to an Ethernet 10/100/1000-based network.
3		HDMI port	Supports high-definition digital video connections.
4		USB port	Connects to USB devices.
5		USB port with power-off charging	Connects to USB devices.
6		USB Type-C with DC-in/ Thunderbolt™ 4 port	Connects to the USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports Thunderbolt™ 4 and displays.

USB 3.2 Gen 1 information

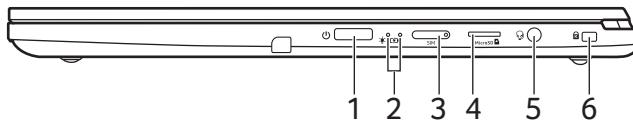
- USB 3.2 Gen 1 compatible ports are blue.
- Compatible with USB 3.2 Gen 1 and earlier devices.
- For optimal performance, use USB 3.2 Gen 1-certified devices.
- Defined by the USB 3.2 Gen 1 specification (SuperSpeed USB).

USB Type-C information

- USB 3.2 Gen 2 with transfer speeds up to 10 Gbps.
- Supports DisplayPort™ audio/video output.
- Compatible with Thunderbolt™ 4
- Delivers up to 3 A at 5 V DC for USB charging.

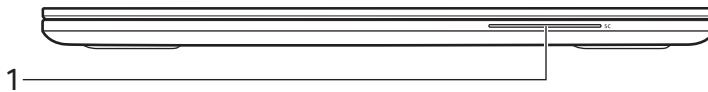
- DC-in: requires power adapter or power source providing 65 W at 12/18~20V.
For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.

Right view



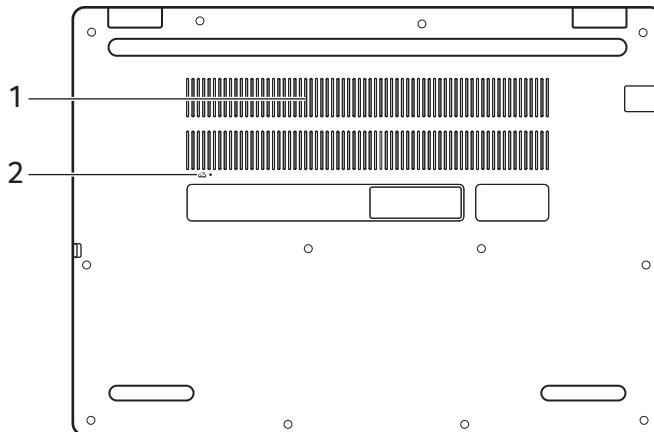
#	Icon	Item	Description
1	①	Power button with fingerprint reader	Press to turn the computer on and off. Touch lightly to use fingerprint reader for Windows Hello and security.
2	💡	Power indicator	Indicates the computer's power status.
3	SIM	SIM card slot (Optional)	Indicates the computer's battery status. Charging: The light shows amber when the battery is charging. Fully charged: The light shows blue when in AC mode.
4	MicroSD	MicroSD card reader	Accepts one Secure Digital (microSD) card. <i>Only one card can operate at a time.</i>
5	📞	Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones) or a headset with microphone.
6	🔒	Kensington lock slot	Connects to a Kensington-compatible security lock.

Front view



#	Icon	Item	Description
1	SC	Smart Card reader (optional)	Accepts one smart card. <i>Only one smart card can be read at a time.</i>

Base view



#	Icon	Item	Description
1		Ventilation and cooling fan	Allows the computer to stay cool. <i>Do not cover or obstruct the openings.</i>
2		Battery reset pinhole	Simulates removing and reinstalling the battery. <i>Insert a paperclip into the hole and press for four seconds.</i>

USING THE KEYBOARD

The keyboard has full-sized keys, a numeric keypad, separate cursor, lock, Windows keys and hotkeys.

Lock keys

The keyboard has lock keys which you can use to turn keyboard functions on and off.

Lock key	Description
Caps Lock	When Caps Lock is on, all alphabetic characters typed are in uppercase.
Num Lock	When Num Lock is on, the keypad is in numeric mode. The keys function as a calculator (complete with the arithmetic operators +, -, *, and /). Use this mode when you need to do a lot of numeric data entry.

Hotkeys

To activate hotkeys, press and hold the **Fn** key before pressing the other key in the hotkey combination.

Hotkey	Icon	Function	Description
Fn + F1		Sleep	Puts the computer in Sleep mode.
Fn + F2		Flight mode	Turns on / off the computer's network devices.
Fn + F3		Brightness down	Decreases the screen brightness.
Fn + F4		Brightness up	Increases the screen brightness.
Fn + F5		Display toggle	Switches display output between the display screen, external monitor (if connected) and both.

Hotkey	Icon	Function	Description
Fn + F6		Display off	Turns the display screen backlight off to save power. Press any key to return.
Fn + F7		Touchpad toggle	Turns the built-in touchpad on and off.
Fn + F8		Keyboard backlight toggle	Turns the keyboard backlight on and off.
Fn + F9		Speaker toggle	Turns the speakers on and off.
Fn + F10		Volume down	Decreases the sound volume.
Fn + F11		Volume up	Increases the sound volume.
Fn + F12		Numeric Lock	Turns Numeric Lock on or off.
Fn + Pg Up		Home	Scrolls to the beginning of a document.
Fn + Pg Dn		End	Scrolls to the end of a document.

Windows keys

The keyboard has two keys that perform Windows-specific functions.

Key	Description
	Pressed alone it returns to the Start screen or to return to the last open app.
	This key has the same effect as clicking the right mouse button.

USING THE PRECISION TOUCHPAD

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 Precision Touchpad (PTP) is designed to provide a more uniform, smooth, and accurate touchpad experience. Many applications support precision touchpad gestures that use one or more fingers, however, some gestures may not be supported by the specific application or program you are using.

Touchpad 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'.



Two-finger press

Lightly tap the touchpad with two fingers to perform a  'right click'. In the *Start* screen, this will toggle the app commands. In most apps this will open a context menu related to the selected item.



Two-finger slide

Swiftly scroll through web pages, documents and playlists 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.



Three-finger press

Lightly tap the touchpad with three fingers to open the *Search Windows*.



Three-finger swipe

Swipe across the touchpad with three fingers.

- Swipe up to open *Task View*. Move the cursor over a window and tap the touchpad to select that window, or swipe downwards to exit *Task View*.
- Swipe down to minimize all open windows and show *Desktop*; swipe upwards to restore the minimized windows.
- Swipe left or right to switch between open windows.



Four-finger press

Lightly tap the touchpad with four fingers to open the *Action Center*.



Four-finger swipe

Swipe across the touchpad with four fingers.

- Swipe up to open *Task View*. Move the cursor over a window and tap the touchpad to select that window, or swipe downwards to exit *Task View*.
- Swipe down to minimize all open windows and show *Desktop*; swipe upwards to restore the minimized windows.

The precision touchpad includes added technology features that help recognize and prevent unintentional gestures such as accidental taps, gestures, and pointer movement.



Note

The touchpad is sensitive to finger movement; the lighter the touch, the better the response. Please keep the touchpad and your fingers dry and clean.

Changing touchpad settings

To change the touchpad settings to suit your personal requirements, please do the following.

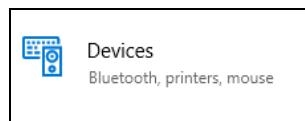
1. In the icon tray in the lower right-hand corner of the screen, select the *Notifications* icon to open the *Notifications* pane.



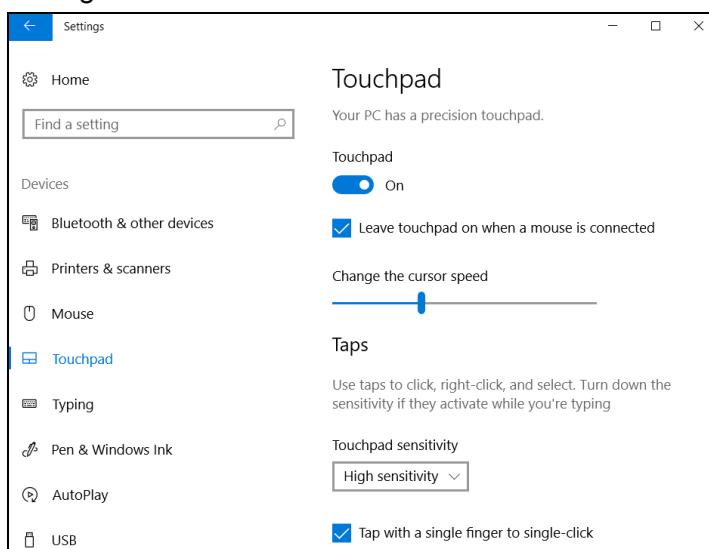
2. Select **All settings**.



3. Select **Devices > Touchpad**



4. Now you can adjust the settings to suit your personal needs. You can switch off the touchpad if you prefer to use a mouse. Or you can adjust the touchpad sensitivity to suit your needs. Scroll down to see more settings.



RECOVERY

If you are having trouble with your computer, and the frequently asked questions (see **Got a question? on page 79**) do not help, you can recover your computer.

This section describes the recovery tools available on your computer. Acer provides *Acer ControlCenter*, which allows you to reset your PC, refresh your PC, or create a factory default backup. If you cannot access *Acer ControlCenter*, click **Settings** in the Start menu, select **Update & Security** and then click **Recovery**.



Note

Acer ControlCenter vary depending on model or Operating System.



Important

We recommend that you create a **Factory Default Backup** as soon as possible. In certain situations a full recovery will require a **USB recovery backup**.

Creating a factory default backup

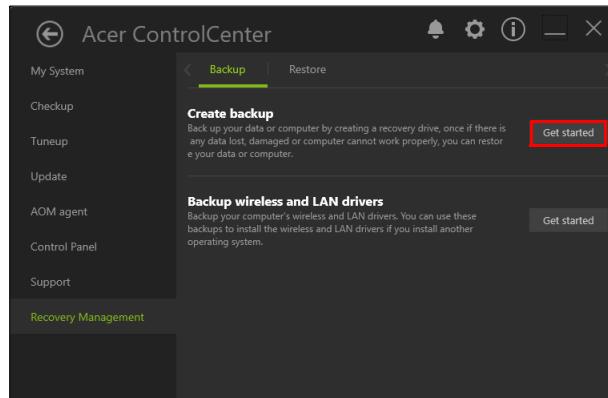
Recovery Management allows you to quickly and easily back up your operating system, installed apps and data.



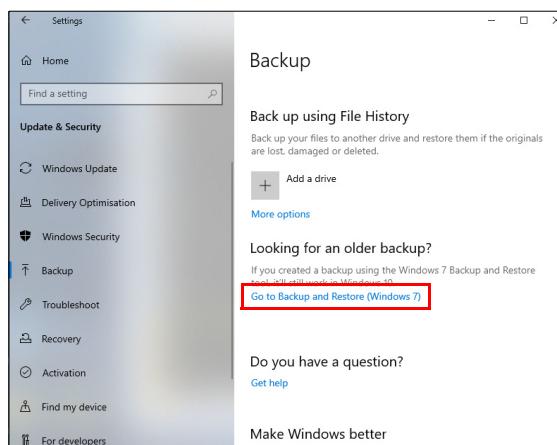
Note

Since the recovery backup requires at least 8 GB of storage after formatting, it is recommended to use a USB drive with a capacity of 16 GB or larger.

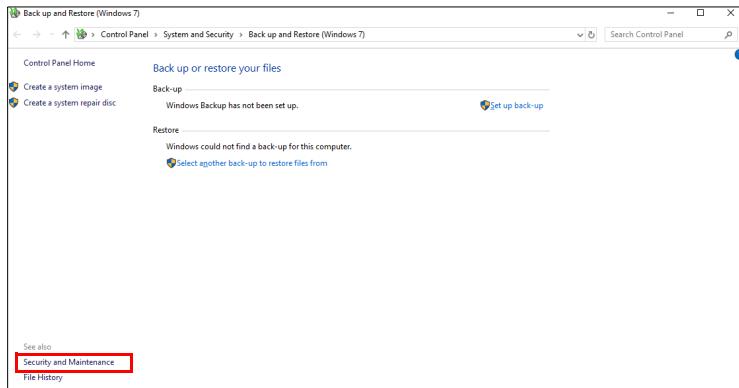
1. From **Start**, select **Control Center** then **Recovery Management**.
2. Select the **Backup** tab and click **Get started** for **Create backup** to open the **Backup** window.



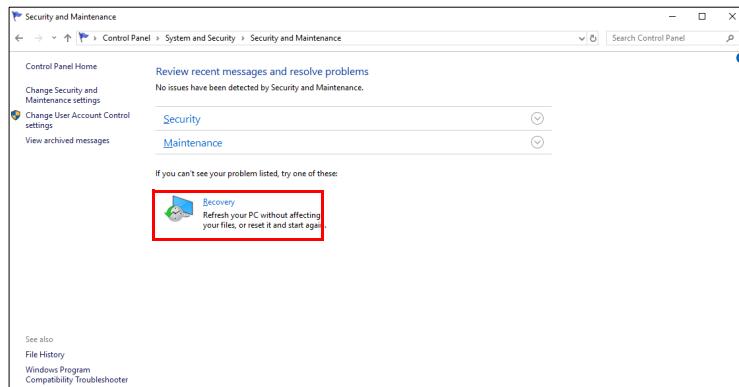
3. If you would like to backup not only your files but also the entire system, select **Go to Backup and Restore (Windows 7)**.



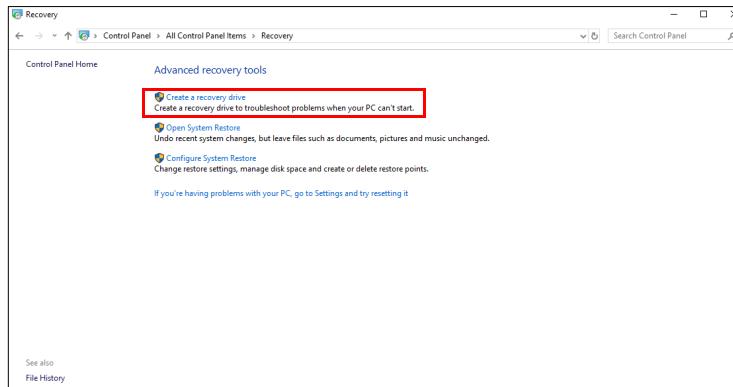
4. Select **Security and Maintenance** in the left pane.



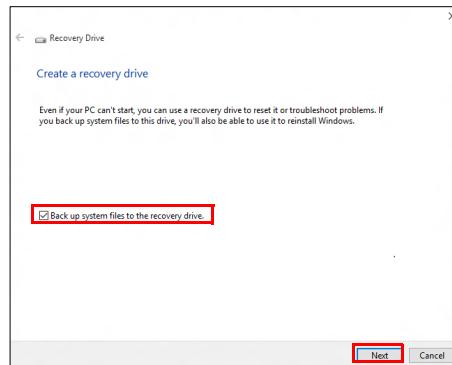
5. Select **Recovery** to open the *Advanced recovery tools* window.



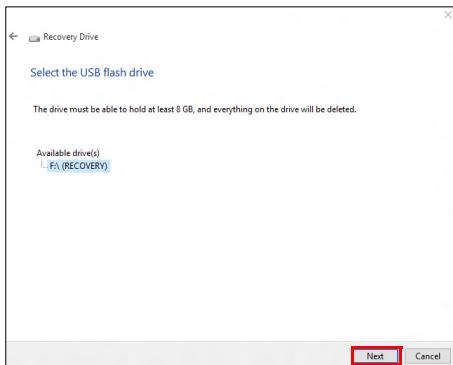
6. Select **Create a recovery drive** to open the *Recovery Drive* window.



7. Make sure **Back up system files to the recovery drive** is selected and click **Next**.



8. Plug in the USB drive and wait for the PC to detect the USB drive then click **Next**.



9. Everything on the drive will be deleted. Click **Create** to continue.
10. You will be shown the backup progress on the screen.
11. Follow the process until it completes.
12. Unplug the USB drive and label it clearly.



Important

Write a unique, descriptive label on the backup, such as 'Windows Recovery Backup'. Make sure you keep the backup in a safe place that you will remember.

Backing up your wireless and LAN drivers

Back up your wireless and LAN drivers. You can use these backups to install the wireless and LAN drivers if you install another operating system.

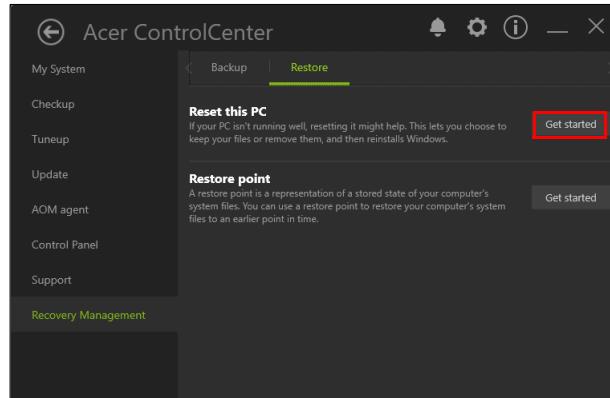
1. From **Start**, select **Control Center** then **Recovery Management**.
2. Select the *Backup* tab and click **Get started** for *Backup wireless and LAN drivers*. Choose a folder to save your drivers and select **OK**.

Restoring your computer

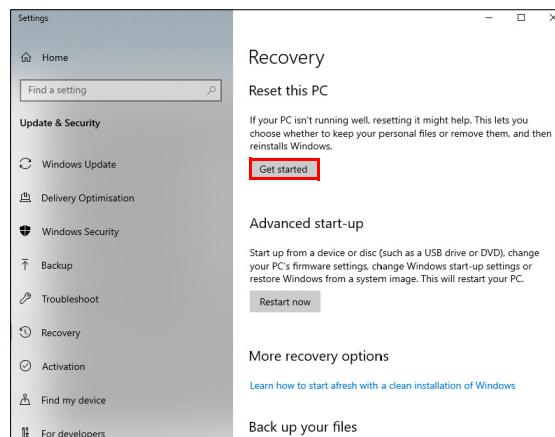
Recovery Management allows you to quickly and easily restore your computer back to its default status. You can choose to keep your files or remove them before reinstalling Windows.

Reset this PC and keep my files

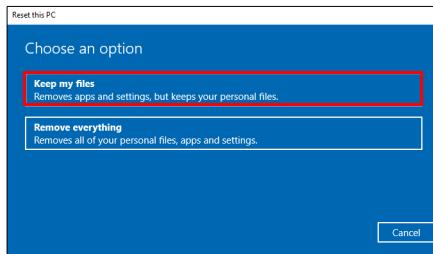
1. From *Start*, select **Control Center** then **Recovery Management**.
2. Select the *Restore* tab and click **Get started** to open the *Recovery* window.



3. Click **Get started** under *Reset this PC*.



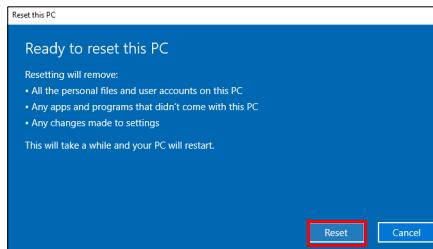
4. Select **Keep my files** to refresh your PC and reinstall your operating system without removing your personal files. Click **Next** to continue.



Important

If you have apps installed on your PC, they will be removed.

5. Resetting the PC will reinstall Windows, change settings back to their factory defaults and remove all preinstalled apps and programs without removing your personal files. Click **Reset** to continue.

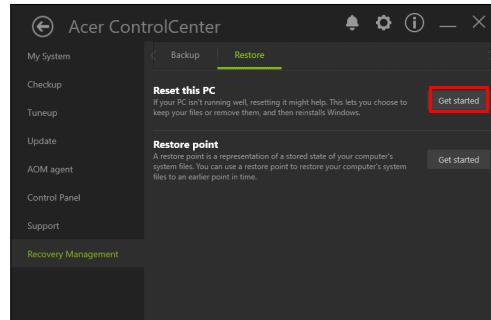


6. You will be shown the reset progress on the screen. The screen will turn off during the reset process.
7. The screen will turn back on when it is installing Windows. Your PC will restart several times during the reset process.
8. Follow the process until it completes.
9. When your PC has completed the reset process, Windows will have been reset back to its factory default settings without removing your personal files.

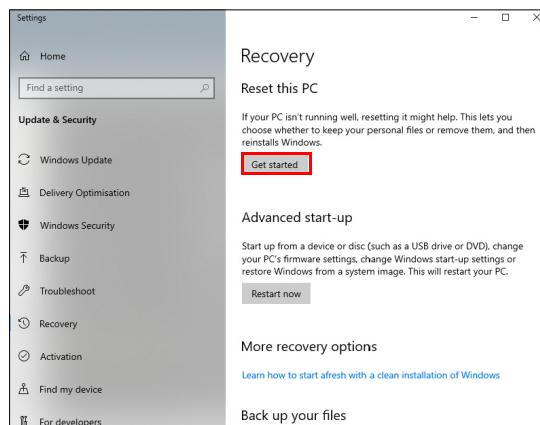
Reset this PC and remove everything

1. From *Start*, select **Control Center** then **Recovery Management**.

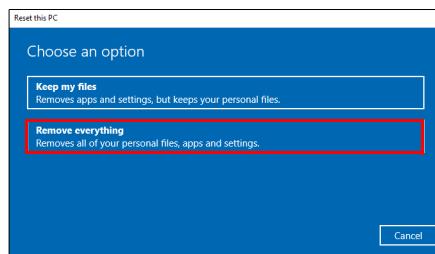
2. Select the *Restore* tab and click **Get started** to open the *Recovery* window.



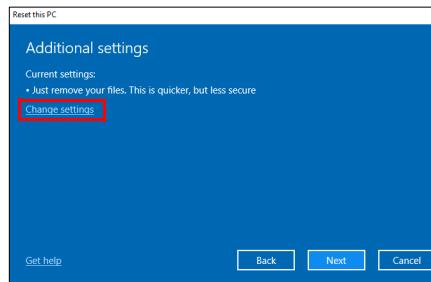
3. Click **Get started** under *Reset this PC*.



4. Select **Remove everything** to reset your PC back to its factory default. This process will reinstall your operating system and remove all of your personal files, apps, and settings.



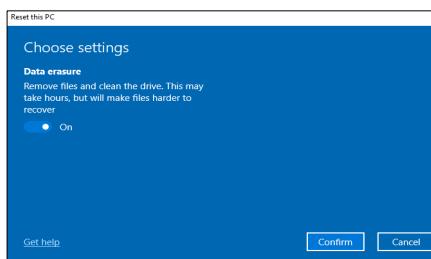
5. Click **Change settings** to let you choose the *Data erasure* options.



6. Select **Data erasure Off** if you are keeping your computer. This will be quicker, but less secure. Files may still be recovered with a file recovery program.

Select **Data erasure On** if you are not keeping your computer. This process will take longer, but will be more secure.

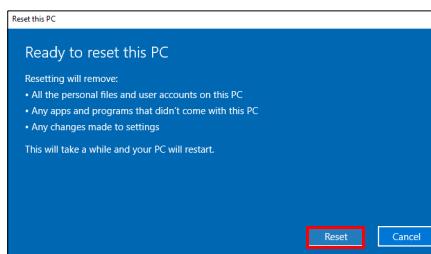
Click **Confirm** then **Next** to continue.



Warning

Selecting "**Data erasure On**" will remove all of your personal files and accounts, along with pre-existing drivers that may affect your Windows installation.

7. Click **Reset** to continue.



8. You will be shown the reset progress on the screen. The screen will turn off during the reset process.
9. The screen will turn back on when it is installing Windows. Your PC will restart several times during the reset process.
10. Follow the process until it completes.
11. When your PC has completed the reset process, Windows will use factory default settings.

USING A BLUETOOTH CONNECTION

Bluetooth is a technology enabling you to transfer data wirelessly over short distances between many different types of devices. Bluetooth-enabled devices include computers, cell phones, tablets, wireless headsets, and keyboards.

To use Bluetooth, you must ensure the following:

1. Bluetooth is enabled on both devices.
2. Your devices are "paired" (or connected).

Enabling and disabling Bluetooth

The Bluetooth adapter must be enabled on both devices. For your computer, this may be an external switch, a software setting, or a separate Bluetooth dongle plugged into the computer's USB port (if no internal Bluetooth adapter is available).



Note

Please check your devices owner's manual to determine how to turn on its Bluetooth adapter.

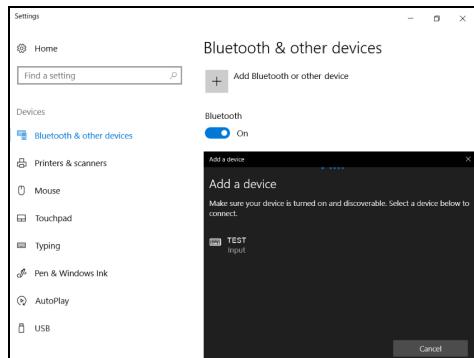
Enable Bluetooth and add a device

Every new device must first be "paired" with your computer's Bluetooth adapter. This means it must first be authenticated for security purposes. You only need to pair once. After that, simply turning on the Bluetooth adapter of both devices will connect them.

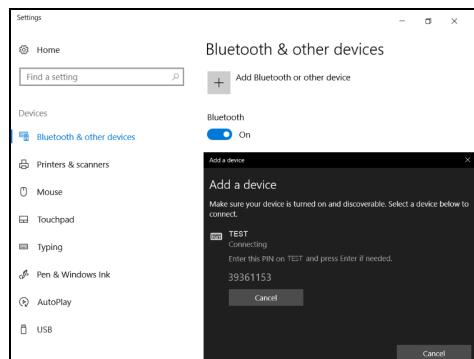
Bluetooth on your computer is disabled by default. To enable your computer's Bluetooth adapter, do the following:

1. Press the *Windows* key or select the *Windows Start button* > **Settings** > **Devices** > **Bluetooth & other devices**, and click the toggle under **Bluetooth** to enable/disable it.
2. Click on **Add Bluetooth or other device** then select the device that you want to add.
3. Your computer will automatically start searching for devices, as well as make itself visible to other devices.

4. Select the device you wish to pair from the list of discovered devices.



5. After pairing, if there is a code displaying on the screen, enter that code on the device to proceed the connection.



Note

Some devices using older versions of the Bluetooth technology require both devices to enter a PIN. In the case of one of the devices not having any inputs (as in a headset), the passcode is hardcoded into the device (usually "0000" or "1234"). Consult your device's user manual for more information.

You can also enter the Bluetooth settings by selecting the **Notifications** icon in the lower right-hand corner of the screen to open the **Notifications** pane. From here, you can enable or disable Bluetooth or right-click on **Bluetooth** > **Go to Settings** to enter the Bluetooth settings.

CONNECTING TO THE INTERNET

This chapter includes general information on types of connections, and getting connected to the internet. For detailed information, please refer to [Network connections on page 92](#).

Your computer's built-in network features make it easy for you to connect your computer to the internet.

First though, in order to connect to the internet from home, you'll need to sign up for internet services from an ISP (Internet Service Provider) -- usually a phone or cable company -- that will have to go to your home or office to set up internet service. The ISP will install a small box, a router or modem, that will allow you to connect to the internet.

Connecting to a wireless network

Connecting to a wireless LAN

A wireless LAN (or WLAN) is a *wireless local area network*, which can link two or more computers without using wires. Once connected to WLAN, you can access the internet. You can also share files, other devices, and even your internet connection itself.

Your computer's wireless connection is turned on by default and Windows will detect and display a list of available networks during setup. Select your network and enter the password if required.



Warning

Using wireless devices while flying in aircraft may be prohibited. All wireless devices must be switched off before boarding an aircraft and during take-off, as they may be dangerous to the operation of the aircraft, disrupt communications, and even be illegal. You may turn on your computer's wireless devices only when informed that it is safe to do so by the cabin crew.

Acer notebook computers feature a *Flight mode* hotkey that turns the network connection on or off. You can use the network management options to turn your wireless network on/off or control what is shared over the network.

To connect to a wireless network, please follow the steps below.

1. Ensure you have a wireless router/access point and current internet connection through the ISP of your choice. Make a note of the wireless network's name and password (if necessary). If you are trying to connect to a public network (such as at a coffeeshop), make sure you have the wireless network's name.



Note

Please refer to your ISP or router documentation for details on connecting to the internet.

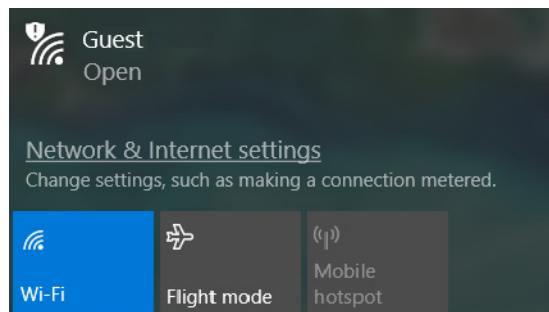
2. Click **Network** icon in the notification area.



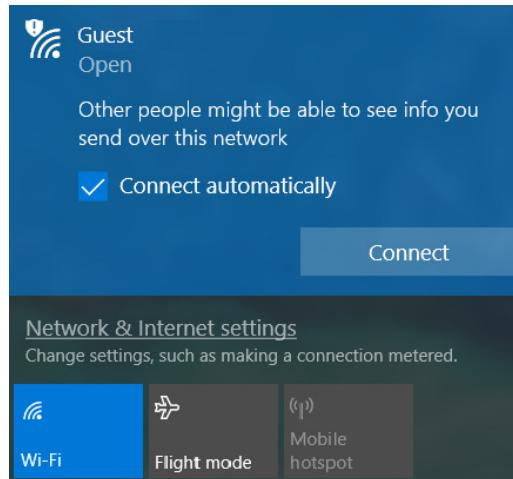
Note

*If Wi-Fi is turned off, please click **Wi-Fi tile** to turn it on.*

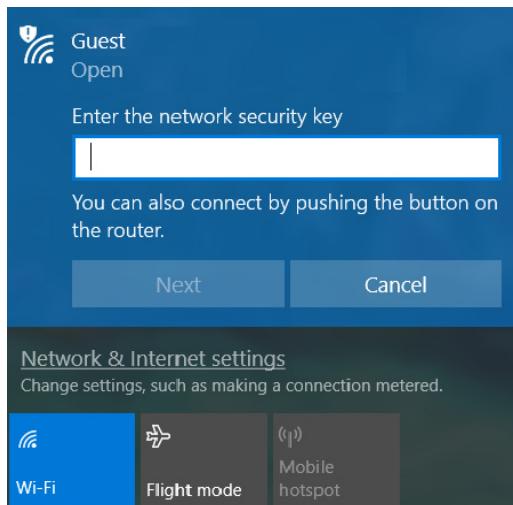
3. You will see a list of available wireless networks. Select the one you wish to use.



4. Once you select a wireless network, select **Connect**.



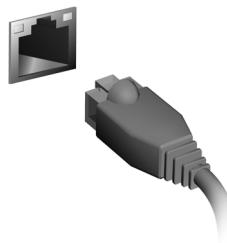
5. If required, enter the network's password.



Connecting with a cable

Built-in network feature

If your computer has a network port, plug one end of a network cable into the network port on your computer, and the other end into a port on your router (refer to the image below.) Then, you'll be ready to get online.



Connecting to a cellular network

If your computer has a SIM slot, you can connect to the internet using a cellular phone network.

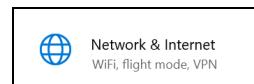


Note

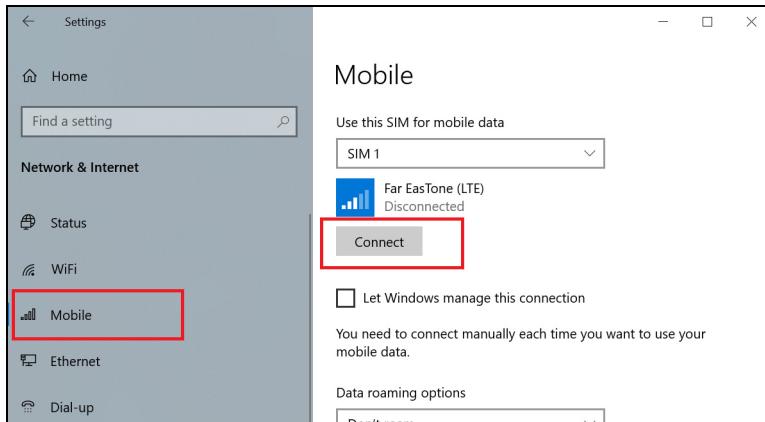
You must have a compatible SIM card and a data contract with your cellular provider. Contact your cellular provider for more information on connecting to the internet using a cellular network.

Cellular Data will be turned on when a SIM card is inserted and detected. If it is not, follow these steps:

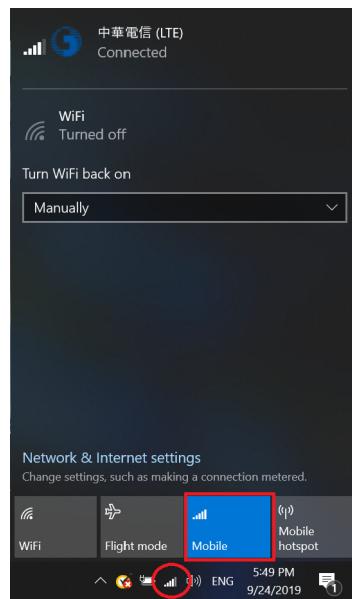
1. Press the *Windows* key or select the *Windows Start button*, click **Settings** in the Start menu.
2. Select the *Network & Internet* to continue.



3. Select **Mobile** on the left, then click **Connect**.



4. Click **Network** icon in the notification area to ensure your connection with a data plan.

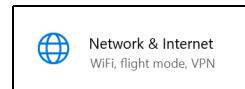


NEAR FIELD COMMUNICATION

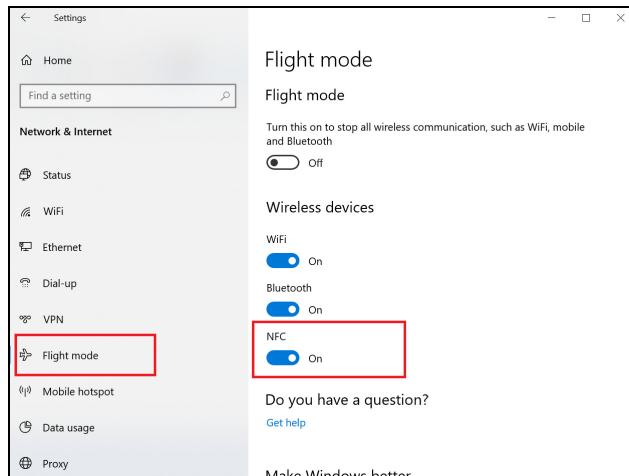
Near Field Communication (NFC) enables your computer to wirelessly communicate with other NFC devices across a short distance. Both devices must have NFC enabled. An NFC transmitter is located on the right of the touchpad on your computer.

To use the NFC, do the following:

1. Press the *Windows key* or select the *Windows Start button*, click **Settings** in the Start menu.
2. Select the *Network & Internet* to continue.



3. Select **Flight mode** on the left, click the toggle under **NFC** to enable it.



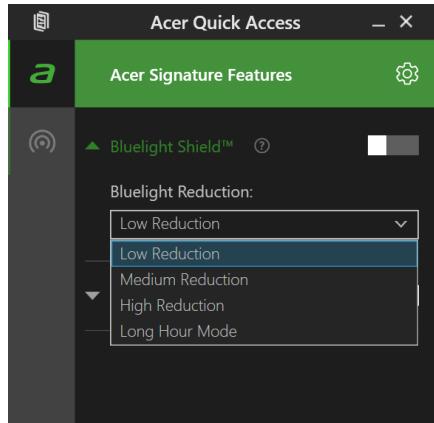
4. Make sure NFC is enabled if the other device is a smartphone, and bring the NFC transmitters on both devices together.
5. Follow the instructions on the screen.

BLUELIGHT SHIELD

The Bluelight Shield can be enabled to reduce blue-light emissions from the screen to protect your eyes.

To configure the Bluelight Shield, search for '**Quick Access**' in the Start Menu. From here you can toggle Bluelight Shield on or off, and you can choose from four different modes to fit your needs:

No.	Item	Description
1	Low Reduction	Reduces blue light emission from the LED backlit screen by 10% to 25% for basic protection.
2	Medium Reduction	Reduces blue light emission from the LED backlit screen by 26% to 45% to protect your eyes.
3	High Reduction	Reduces blue light emission from the LED backlit screen by 46% to 65% for maximum protection.
4	Long Hour Mode	Professionally tuned to reduce eye strain over an extended period of time.



Note

Specifications vary depending on model or Operating System.

Keeping your computer and data safe...

In this section you will find:

- How to secure your computer
- Setting passwords
- What you need to prepare when you're traveling
- How to get the most out of your battery

ACER PROSHIELD

Overview

An all-in-one security solution, Acer ProShield provides an embedded security solution to address the following points of vulnerability:

- Securing the device against unauthorized access
- Protecting local storage
- Securing the network

Acer ProShield includes four modules that will secure your device from unauthorized access and intrusion.



Note

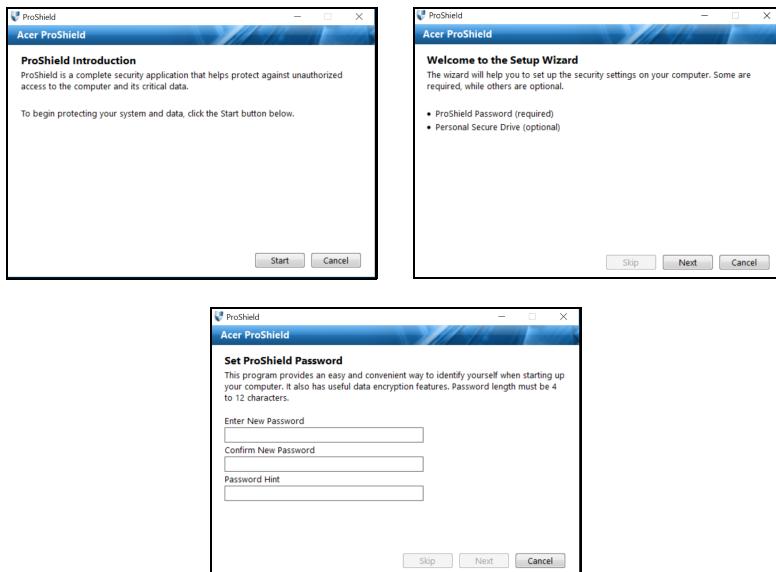
Your computer may not have all the modules mentioned below. Please refer to your computer's specifications to confirm which modules are supported.

- Credential Manager - Password, Backup and Restore.
- Data Protection - Personal secure drive, file and folder encryption.
- Data Removal - File shredder.
- Information - About this software.

Setting up Acer ProShield

The first time you run Acer ProShield, you will be led through a setup wizard that allows you to set up the parameters for Acer ProShield.

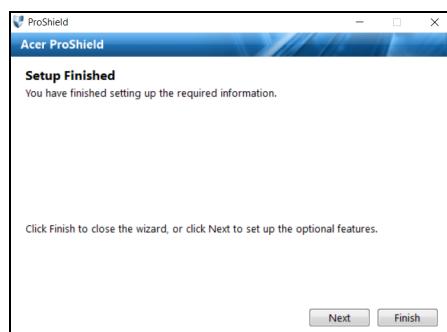
Click **Start** to begin. You will be required to set a password, and can choose to create a Personal Secure Drive.



Note

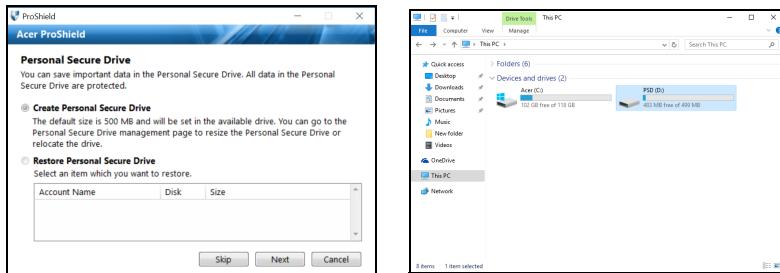
Select a password that you will remember, but is difficult to guess. Do not use words that can be found in a dictionary. It is advisable to use a combination of letters and numbers.

Once you have set a password, you can click **Next** to proceed to setting up a Personal Secure Drive or click **Finish** to exit the wizard.

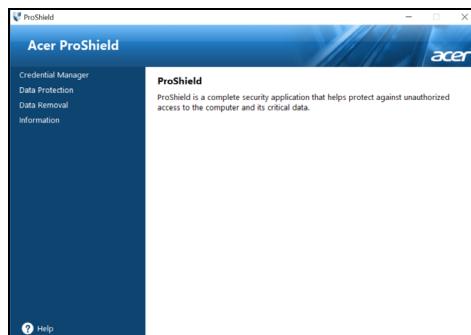


Personal Secure Drive

The Personal Secure Disk (PSD) is a secure section of your hard disk where you can save files. You can only get access to the PSD via password or fingerprint authentication.



Once setup is finished, you can go to the ProShield Console to manage your computer or make changes to the settings.

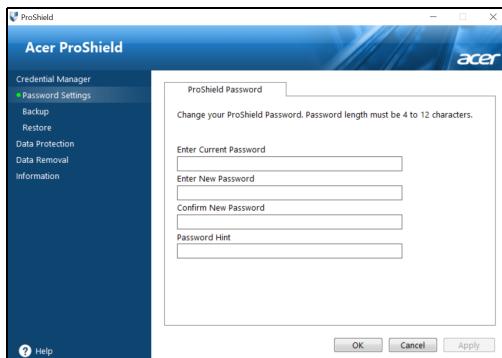


Use the menu in the left-hand pane to make changes.

Credential Manager

Here you can set and manage your ProShield password.

You can change your ProShield passwords, back up or restore credential information.



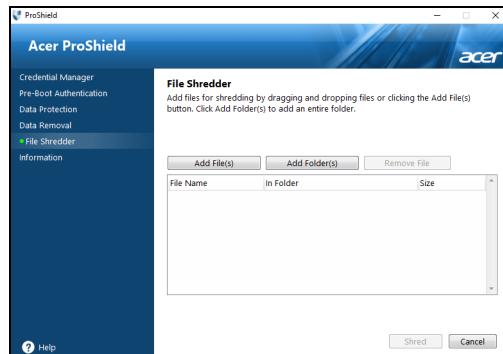
Data Protection

Here you can select files for encryption or decryption, and manage your Personal Secure Drive.



Data Removal

Here you can select files to be completely removed from the hard disk. The File Shredder overwrites the data to make recovering the data impossible.



Warning

Make sure you select only the information you want to shred. Once you have shredded a file or folder, it is impossible to recover the data.

SECURING YOUR COMPUTER

Your computer is a valuable investment that you need to take care of. Learn how to protect and take care of your computer.

Security features include hardware and software locks — a security notch and passwords.

Using a computer security lock

The computer comes with a computer security slot for a security lock. Wrap a computer security lock cable around an immovable object such as a table or handle of a locked drawer. Insert the lock into the notch and turn the key to secure the lock. Some keyless models are also available.

Using passwords

Passwords protect your computer from unauthorized access. Setting these passwords creates several different levels of protection for your computer and data:

- Supervisor Password prevents unauthorized entry into the BIOS utility. Once set, you must enter this password to gain access to the BIOS utility. [See Setting passwords on page 60](#).
- User Password secures your computer against unauthorized use. Combine the use of this password with password checkpoints on boot-up and resume from Hibernation (if available) for maximum security.
- Password on Boot secures your computer against unauthorized use. Combine the use of this password with password checkpoints on boot-up and resume from Hibernation (if available) for maximum security.



Important

Do not forget your Supervisor Password! If you forget your password, please get in touch with your dealer or an authorized service center.

Entering passwords

When a password is set, a password prompt appears in the center of the display screen.

- When the Supervisor Password is set, a prompt appears when you enter the BIOS utility.
- Type the Supervisor Password and press **Enter** to access the BIOS utility. If you enter the password incorrectly, a warning message appears. Try again and press **Enter**.
- When the User Password is set and the password on boot parameter is enabled, a prompt appears at boot-up.
- Type the User Password and press **Enter** to use the computer. If you enter the password incorrectly, a warning message appears. Try again and press **Enter**.



Important

You have three chances to enter a password. If you fail to enter the password correctly after three tries, the system halts. Press and hold the power button for four seconds to shut down the computer. Then turn on the computer again, and try again.

FINGERPRINT READER

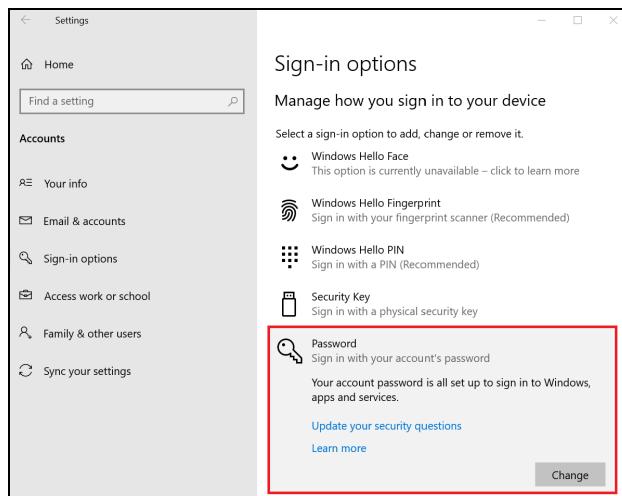
In addition to using an account password or PIN to sign in to Windows apps and services, you can also use the fingerprint reader to sign-in and unlock your Acer notebook.

In order to use the fingerprint reader, you must first configure the fingerprint reader to recognize your fingerprint to confirm your identity.

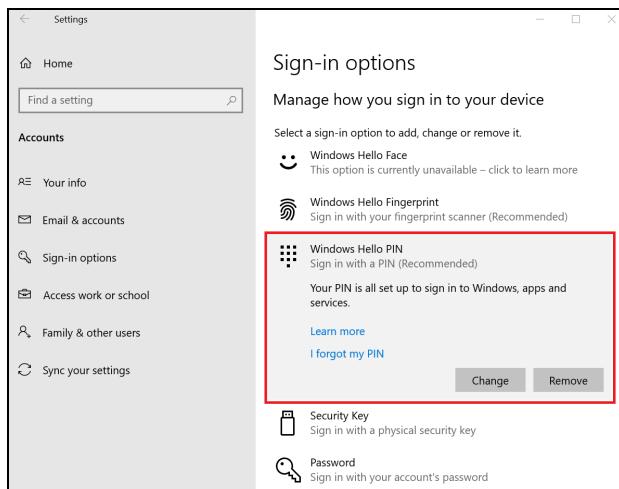
How to use the fingerprint reader

Select the **Start** button, then select **Settings > Accounts > Sign-in options** to set up Windows Hello.

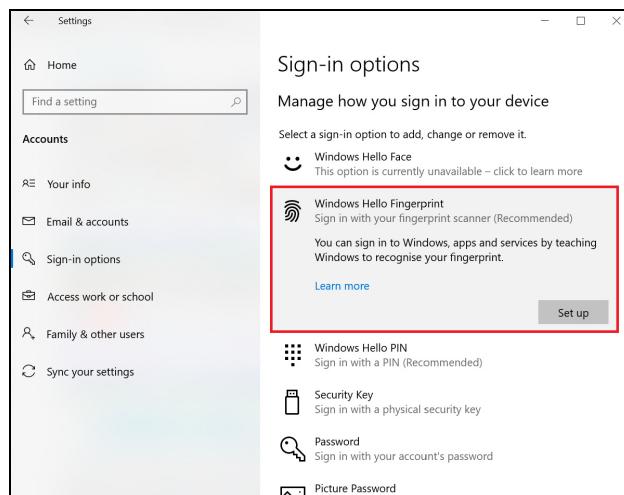
1. Set a password.



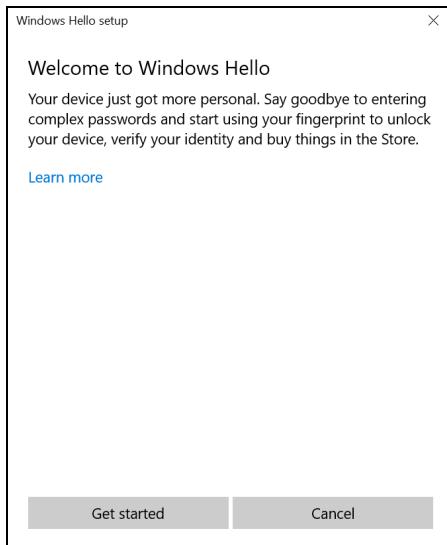
2. Set a PIN code.



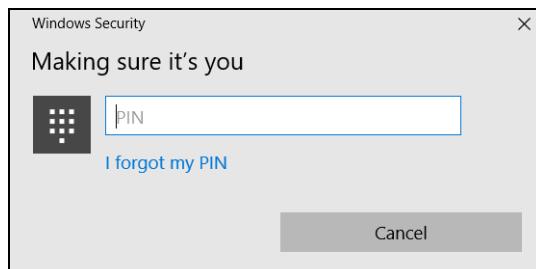
3. In Windows Hello Fingerprint, select **Set up** to configure the fingerprint reader.



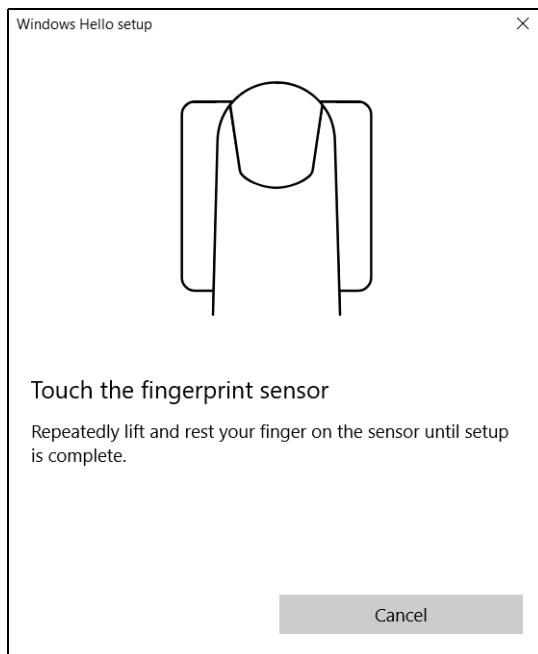
4. In the Windows Hello set up window, select **Get started** to begin the fingerprint configuration.



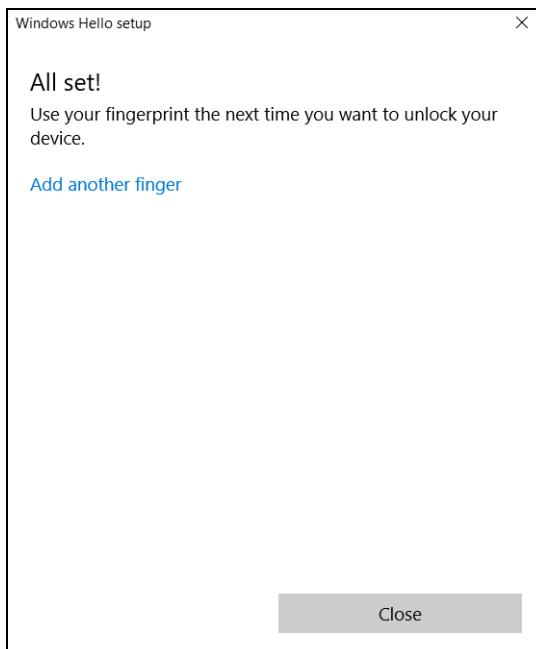
5. Enter your PIN to confirm your identity.



- When the Windows Hello setup window appears, follow the onscreen directions. Press and hold your finger on the fingerprint sensor and then lift. Repeat this step until the fingerprint configuration is complete.



- Once the fingerprint configuration is complete, you will be able to sign in or unlock your computer by placing your fingerprint on the fingerprint reader. You may select **Add another finger** to add another fingerprint to unlock the computer.



Note

If the notebook has multiple accounts, you can set up access separately and automatically switch between accounts.

FACE RECOGNITION

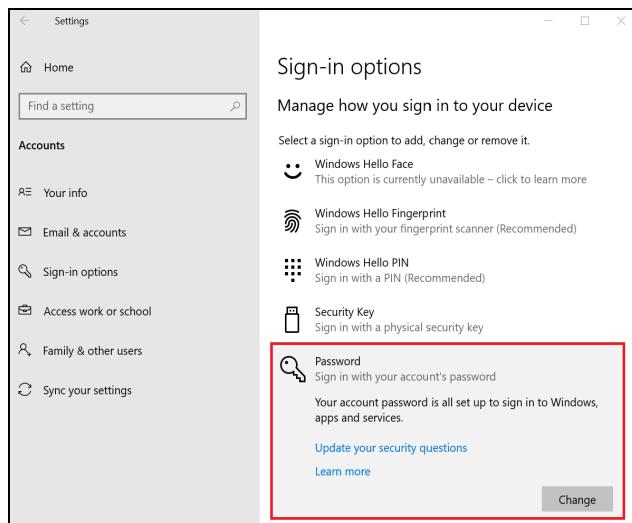
If your computer is equipped with an IR LED, it will work with the camera and the Windows Hello Face Recognition to provide a more secure and personal way for you to access your computer.

In order to use the Face Recognition function, you must first configure it to recognize your face to confirm your identity.

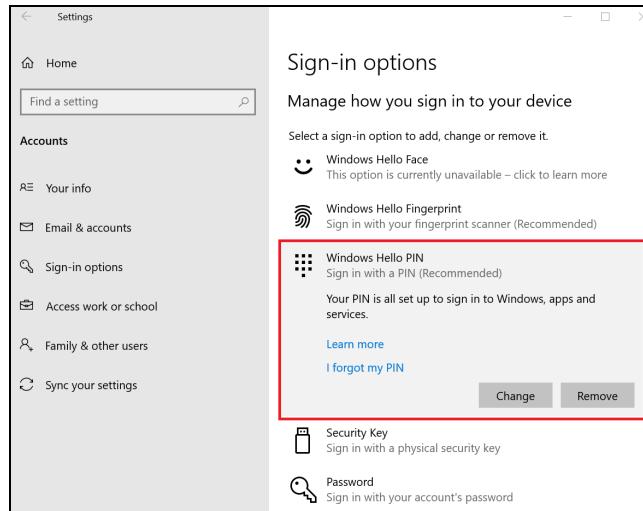
How to use the Face Recognition

Select the **Start** button, then select **Settings > Accounts > Sign-in options** to set up Windows Hello.

1. Set a password.



2. Set a PIN code.



3. In Windows Hello, select **Set up** to configure the Face Recognition.

