



E15407

First Edition / September 2019

IN SEARCH OF INCREDIBLE

E-Manual



COPYRIGHT INFORMATION

No part of this manual, including the products and software described in it, may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form or by any means, except documentation kept by the purchaser for backup purposes, without the express written permission of ASUSTeK COMPUTER INC. ("ASUS").

ASUS PROVIDES THIS MANUAL "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL ASUS, ITS DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, INTERRUPTION OF BUSINESS AND THE LIKE), EVEN IF ASUS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES ARISING FROM ANY DEFECT OR ERROR IN THIS MANUAL OR PRODUCT.

Products and corporate names appearing in this manual may or may not be registered trademarks or copyrights of their respective companies, and are used only for identification or explanation and to the owners' benefit, without intent to infringe.

SPECIFICATIONS AND INFORMATION CONTAINED IN THIS MANUAL ARE FURNISHED FOR INFORMATIONAL USE ONLY, AND ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE, AND SHOULD NOT BE CONSTRUED AS A COMMITMENT BY ASUS. ASUS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ERRORS OR INACCURACIES THAT MAY APPEAR IN THIS MANUAL, INCLUDING THE PRODUCTS AND SOFTWARE DESCRIBED IN IT.

Copyright © 2019 ASUSTeK COMPUTER INC. All Rights Reserved.

LIMITATION OF LIABILITY

Circumstances may arise where because of a default on ASUS' part or other liability, you are entitled to recover damages from ASUS. In each such instance, regardless of the basis on which you are entitled to claim damages from ASUS, ASUS is liable for no more than damages for bodily injury (including death) and damage to real property and tangible personal property; or any other actual and direct damages resulted from omission or failure of performing legal duties under this Warranty Statement, up to the listed contract price of each product.

ASUS will only be responsible for or indemnify you for loss, damages or claims based in contract, tort or infringement under this Warranty Statement.

This limit also applies to ASUS' suppliers and its reseller. It is the maximum for which ASUS, its suppliers, and your reseller are collectively responsible.

UNDER NO CIRCUMSTANCES IS ASUS LIABLE FOR ANY OF THE FOLLOWING: (1) THIRD-PARTY CLAIMS AGAINST YOU FOR DAMAGES; (2) LOSS OF, OR DAMAGE TO, YOUR RECORDS OR DATA; OR (3) SPECIAL, INCIDENTAL, OR INDIRECT DAMAGES OR FOR ANY ECONOMIC CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS OR SAVINGS), EVEN IF ASUS, ITS SUPPLIERS OR YOUR RESELLER IS INFORMED OF THEIR POSSIBILITY.

SERVICE AND SUPPORT

Visit our multi-language website at <https://www.asus.com/support/>

Table of Contents

About this manual.....	7
Conventions used in this manual	8
Icons	8
Typography.....	8
Safety precautions.....	9
Using your Notebook PC.....	9
Caring for your Notebook PC	10
Proper disposal.....	11

Chapter 1: Hardware Setup

Getting to know your Notebook PC	14
Top View.....	14
Bottom.....	18
Right Side	20
Left Side	23

Chapter 2: Using your Notebook PC

Getting started	26
Charge your Notebook PC.....	26
Lift to open the display panel	28
Press the power button.....	28
Gestures for the touch screen panel and touchpad	29
Using touch screen panel gestures	29
Using the touchpad	32
Using the keyboard.....	39
HotKeys	39
Function keys	40
Windows® 10 keys	40
Rotating the display panel	41

Chapter 3: Working with Windows® 10

Starting for the first time.....	44
Start menu	45
Windows® apps	47
Working with Windows® apps.....	48
Customizing Windows® apps	48
Task view.....	51
Snap feature	52
Snap hotspots.....	52
Action Center	54
Other keyboard shortcuts	55
Connecting to wireless networks	57
Wi-Fi.....	57
Bluetooth.....	58
Airplane mode	59
Turning your Notebook PC off.....	60
Putting your Notebook PC to sleep	61

Chapter 4: Power-On Self-Test (POST)

The Power-On Self-Test (POST)	64
Using POST to access BIOS and Troubleshoot.....	64
BIOS	64
Accessing BIOS	65
Recovering your system.....	66
Performing a recovery option	67

Tips and FAQs

Useful tips for your Notebook PC	70
Hardware FAQs	71
Software FAQs.....	74

Appendices

Internal Modem Compliance	78
Overview	78
Network Compatibility Declaration	79
Non-Voice Equipment.....	79
Federal Communications Commission Interference Statement	81
FCC Radio Frequency (RF) Exposure Caution Statement	82
Compliance Statement of Innovation, Science and Economic Development Canada (ISED)	83
Déclaration de conformité de Innovation, Sciences et Développement économique Canada (ISED)	83
Caution	84
Mise en garde.....	84
Radio Frequency (RF) Exposure Information	85
Informations concernant l'exposition aux fréquences radio (RF)	85
UL Safety Notices	86
Power Safety Requirement.....	87
TV Notices	87

Macrovision Corporation Product Notice	87
Prevention of Hearing Loss	87
Coating Notice	87
Nordic Lithium Cautions (for lithium-ion batteries).....	88
CTR 21 Approval (for Notebook PC with built-in Modem)	89
Declaration of Compliance for Product Environmental Regulation.....	91
EU REACH and Article 33.....	91
EU RoHS.....	91
Japan JIS-C-0950 Material Declarations	91
India RoHS.....	91
ASUS Recycling/Takeback Services	92
Rechargeable Battery Recycling Service in North America.....	92
Ecodesign Directive	92
ENERGY STAR Qualified Product	93
EPEAT Registered Products	93
Regional notice for Singapore	94
Notices for removable batteries.....	94
Avis concernant les batteries remplaçables.....	94
National Telecommunications Commission of the Philippines	94
Simplified EU Declaration of Conformity	95

About this manual

This manual provides information about the hardware and software features of your Notebook PC, organized through the following chapters:

Chapter 1: Hardware Setup

This chapter details the hardware components of your Notebook PC.

Chapter 2: Using your Notebook PC

This chapter shows you how to use the different parts of your Notebook PC.

Chapter 3: Working with Windows® 10

This chapter provides an overview of using Windows® 10 in your Notebook PC.

Chapter 4: Power-On Self-Test (POST)

This chapter shows you how to use POST to change the settings of your Notebook PC.

Tips and FAQs

This section presents some recommended tips, hardware FAQs, and software FAQs you can refer to for maintaining and fixing common issues with your Notebook PC.

Appendices

This section includes notices and safety statements for your Notebook PC.

Conventions used in this manual

To highlight key information in this manual, some text are presented as follows:

IMPORTANT! This message contains vital information that must be followed to complete a task.

NOTE: This message contains additional information and tips that can help complete tasks.

WARNING! This message contains important information that must be followed to keep you safe while performing tasks and prevent damage to your Notebook PC's data and components.

Icons

The icons below indicate the devices you can use for completing a series of tasks or procedures on your Notebook PC.



= Use the touch screen panel.



= Use the touchpad.



= Use the keyboard.

Typography

Bold = This indicates a menu or an item that must be selected.

Italic = This indicates sections that you can refer to in this manual.

Safety precautions

Using your Notebook PC



This Notebook PC should only be used in environments with ambient temperatures between 5°C (41°F) and 35°C (95°F).



Refer to the rating label on the bottom of your Notebook PC and ensure that your power adapter complies with this rating.



Your Notebook PC can get warm to hot while in use or while charging the battery pack. Do not leave your Notebook PC on your lap or near any part of your body to prevent injury from heat. When working on your Notebook PC, do not place it on surfaces that can block the vents.



Do not use damaged power cords, accessories, and other peripherals with your Notebook PC.



While powered on, ensure that you do not carry or cover your Notebook PC with any materials that can reduce air circulation.



Do not place your Notebook PC on uneven or unstable work surfaces.



You can send your Notebook PC through x-ray machines (used on items placed on conveyor belts), but do not expose them to magnetic detectors and wands.



Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Notebook PC in-flight.

Caring for your Notebook PC



Disconnect the AC power and remove the battery pack (if applicable) before cleaning your Notebook PC. Use a clean cellulose sponge or chamois cloth dampened with a solution of nonabrasive detergent and a few drops of warm water. Remove any extra moisture from your Notebook PC using a dry cloth.



Do not use strong solvents such as thinners, benzene, or other chemicals on or near your Notebook PC.



Do not place objects on top of your Notebook PC.



Do not expose your Notebook PC to strong magnetic or electrical fields.



Do not use or expose your Notebook PC near liquids, rain, or moisture.



Do not expose your Notebook PC to dusty environments.



Do not use your Notebook PC near gas leaks.

Proper disposal



Do not throw your Notebook PC in municipal waste. This product has been designed to enable proper reuse of parts and recycling. The symbol of the crossed out wheeled bin indicates that the product (electrical, electronic equipment and mercury-containing button cell battery) should not be placed in municipal waste. Check local regulations for disposal of electronic products.



Do not throw the battery in municipal waste. The symbol of the crossed out wheeled bin indicates that the battery should not be placed in municipal waste.

[illegible]

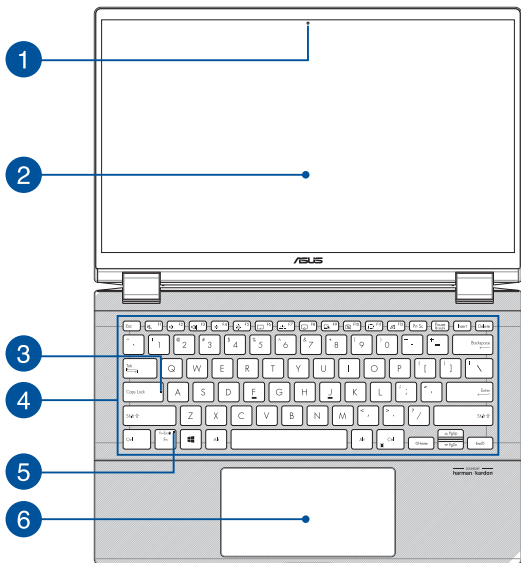
Chapter 1:

Hardware Setup

Getting to know your Notebook PC

Top View

NOTE: The keyboard's layout may vary per region or country. The Notebook view may also vary in appearance depending on the Notebook PC model.



1 Camera

The built-in camera allows you to take pictures or record videos using your Notebook PC.

IR Camera

The built-in camera allows you to take pictures or record videos using your Notebook PC. The IR Camera also supports Windows Hello.

NOTE: The red IR LED blinks in the process while data is being read before you sign in with Windows Hello facial recognition.

2 360°-adjustable touch screen panel

Your Notebook PC's touch screen panel can be adjusted all the way into a 360° angle. This feature allows you to quickly turn your device from a Notebook PC into a touch-enabled tablet PC.

This high-definition touch screen panel provides excellent viewing features for photos, videos, and other multimedia files on your Notebook PC. It also allows you to operate it using touch screen gestures.

NOTE: For more details on how to turn your Notebook PC into a tablet device, refer to the *Rotating the display panel* section in this manual.

3 Capital lock indicator

This indicator lights up when the capital lock function is activated. Using capital lock allows you to type capitalized letters (such as A, B, C) using your Notebook PC's keyboard.

4 Keyboard

The keyboard provides full-sized QWERTY keys with a comfortable travel depth for typing. It also enables you to use the function keys, allows quick access to Windows®, and controls other multimedia functions.

NOTE: The keyboard layout differs by model or territory.

5 Function key lock indicator

This indicator lights up when the function keys feature is activated.

NOTE: For more details, refer to the *Using the keyboard* section in this manual.

6

Touchpad

The touchpad allows the use of multi-gestures to navigate onscreen, providing an intuitive user experience. It also simulates the functions of a regular mouse.

NOTE: For more details, refer to the *Using the touchpad* section in this manual.

Screenpad

The screenpad allows you to toggle another screen for the touchpad, providing more adaptive controls.

NOTE: For more details, refer to the *Using the keyboard* section in this manual.

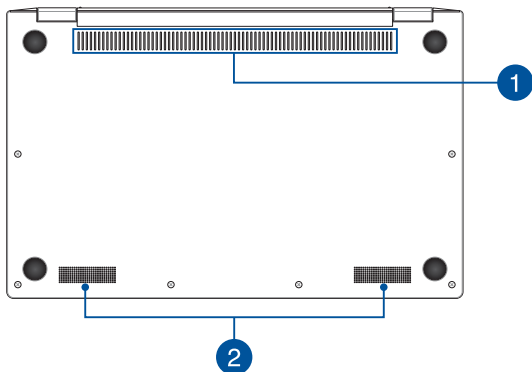
Bottom

NOTE: The bottom side may vary in appearance depending on model.

WARNING! Your Notebook PC can get warm to hot while in use or while charging the battery pack. Do not leave your Notebook PC on your lap or near any part of your body to prevent injury from heat. When working on your Notebook PC, do not place it on surfaces that can block the vents.

IMPORTANT!

- Battery time varies by usage and by the specifications for this Notebook PC. The battery pack cannot be disassembled.
 - Purchase components from authorized retailers to ensure maximum compatibility and reliability. Consult an ASUS service center or authorized retailers for product service or assistance on proper disassembly or assembly of the product.
-



1 Air vents

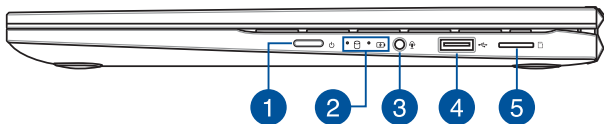
The air vents allow cool air to enter and warm air to exit the Notebook PC.

WARNING! Ensure that paper, books, clothing, cables, or other objects do not block any of the air vents or else overheating may occur.

2 Audio speakers

The built-in audio speakers allow you to hear audio straight from your Notebook PC. Audio features are software-controlled.

Right Side



1 Power button

Press the power button to turn your Notebook PC on or off. You can also use the power button to put your Notebook PC to sleep or hibernate mode and wake it up from sleep or hibernate mode.

In the event that your Notebook PC becomes unresponsive, press and hold the power button for at least four (4) seconds until your Notebook PC shuts down.

2 Status indicators

The status indicators help identify the current hardware status of your Notebook PC.



Drive activity indicator

This indicator lights up when your Notebook PC is accessing the internal storage drives.

Two-color battery charge indicator

The two-color LED provides a visual indication of the battery's charge status. Refer to the following table for details:

Color	Status
Solid White	The Notebook PC is plugged to a power source and the battery power is between 95% and 100%.
Solid Orange	The Notebook PC is plugged to a power source, charging its battery, and the battery power is less than 95%.
Blinking Orange	The Notebook PC is running on battery mode and the battery power is less than 10%.
Lights off	The Notebook PC is running on battery mode and the battery power is between 10% to 100%.

3 Headphone/Headset/Microphone jack

This port allows you to connect amplified speakers or headphones. You can also use this port to connect your headset or an external microphone.

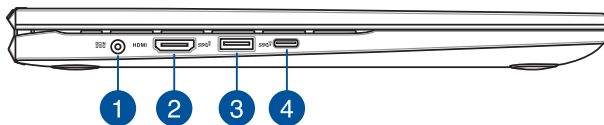
4 USB 2.0 port

The USB (Universal Serial Bus) port is compatible with USB 2.0 or USB 1.1 devices such as keyboards, pointing devices, flash disk drives, external HDDs, speakers, cameras and printers.

5 MicroSD card slot

This built-in memory card reader slot supports microSD card formats.

Left Side



1 Power (DC) input port

Insert the bundled power adapter into this port to charge the battery pack and supply power to your Notebook PC.

WARNING! The adapter may become warm to hot while in use. Do not cover the adapter and keep it away from your body while it is connected to a power source.

IMPORTANT! Use only the bundled power adapter to charge the battery pack and supply power to your Notebook PC.

2 **HDMI port**

This port is for the HDMI (High-Definition Multimedia Interface) connector and is HDCP compliant for HD DVD, Blu-ray, and other protected content playback.

3 **USB 3.1 Gen 2 port**

The USB 3.1 (Universal Serial Bus 3.1) Gen 2 port provides a transfer rate of up to 10 Gbit/s and is backward compatible to USB 2.0.

4 **USB 3.1 Gen 2 Type-C™ port**

The USB 3.1 (Universal Serial Bus 3.1) Gen 2 Type-C™ port provides a transfer rate of up to 10 Gbit/s and is backward compatible to USB 2.0.

NOTE: Transfer rate of this port may vary per model.

Chapter 2:

Using your Notebook PC

Getting started

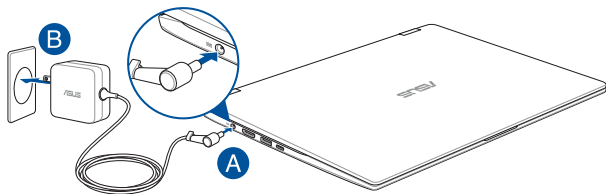
Charge your Notebook PC

- A. Connect the DC power connector into your Notebook PC's power (DC) input port.
- B. Plug the AC power adapter into a 100V~240V power source.



Charge the Notebook PC for **3 hours** before using it in battery mode for the first time.

NOTE: The power adapter may vary in appearance, depending on models and your region.



IMPORTANT!

Power adapter information:

- Input voltage: 100-240Vac
 - Input frequency: 50-60Hz
 - Rating output current: 3.42A (65W)
 - Rating output voltage: 19V
-

IMPORTANT!

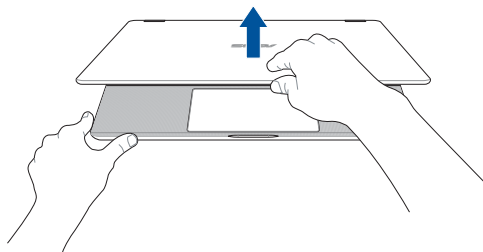
- Locate the input/output rating label on your Notebook PC and ensure that it matches the input/output rating information on your power adapter. Some Notebook PC models may have multiple rating output currents based on the available SKU.
 - Ensure that your Notebook PC is connected to the power adapter before turning it on for the first time. We strongly recommend that you use a grounded wall socket while using your Notebook PC on power adapter mode.
 - The socket outlet must be easily accessible and near your Notebook PC.
 - To disconnect your Notebook PC from its main power supply, unplug your Notebook PC from the power socket.
-

WARNING!

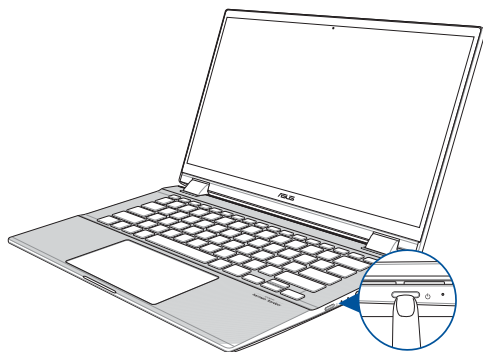
Read the following precautions for your Notebook PC's battery:

- Only ASUS-authorized technicians should remove the battery inside the device (for non-removable battery only).
 - The battery used in this device may present a risk of fire or chemical burn if removed or disassembled.
 - Follow the warning labels for your personal safety.
 - Risk of explosion if battery is replaced by an incorrect type.
 - Do not dispose of in fire.
 - Never attempt to short-circuit your Notebook PC's battery.
 - Never attempt to disassemble and reassemble the battery (for non-removable battery only).
 - Discontinue usage if leakage is found.
 - The battery and its components must be recycled or disposed of properly.
 - Keep the battery and other small components away from children.
-

Lift to open the display panel



Press the power button



Gestures for the touch screen panel and touchpad

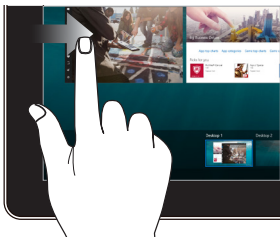
Gestures allow you to launch programs and access the settings of your Notebook PC. Refer to the following illustrations when using hand gestures on your touch screen panel and touchpad.

NOTE: The following screenshots are for reference only. The touch screen panel's appearance may vary depending on model.

Using touch screen panel gestures

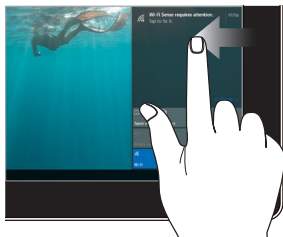
The gestures allow you to launch programs and access the settings of your Notebook PC. The functions can be activated by using the hand gestures on your Notebook PC's touch screen panel.

Left edge swipe



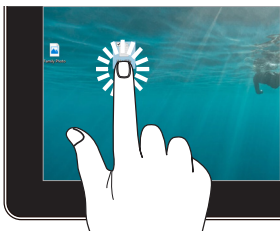
Swipe from the left edge of the screen to launch **Task view**.

Right edge swipe



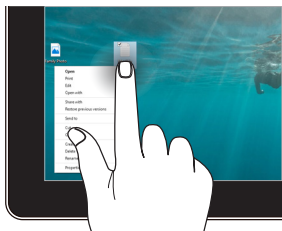
Swipe from the right edge of the screen to launch **Action Center**.

Tap/Double-tap



- Tap an app to select it.
- Double-tap an app to launch it.

Press and hold



Press and hold to open the right-click menu.

Zoom in



Spread apart your two fingers on the touch screen panel.

Zoom out



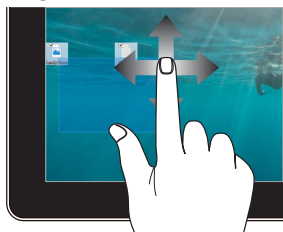
Bring together your two fingers on the touch screen panel.

Finger slide



Slide your finger to scroll up and down and slide your finger to pan the screen left or right.

Drag



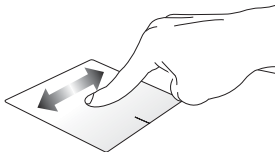
- Drag to create a selection box around multiple items.
- Drag and drop an item to move it to a new location.

Using the touchpad

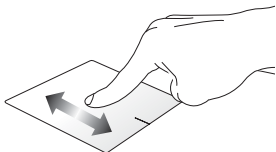
Moving the pointer

You can tap anywhere on the touchpad to activate its pointer, then slide your finger on the touchpad to move the pointer onscreen.

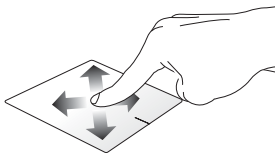
Slide horizontally



Slide vertically

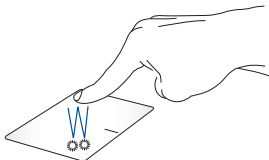


Slide diagonally



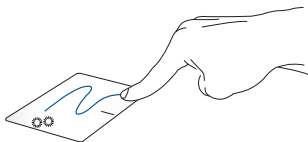
One-finger gestures

Tap/Double-tap



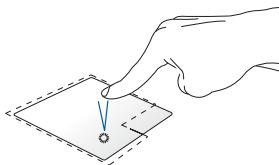
- Tap an app to select it.
- Double-tap an app to launch it.

Drag and drop



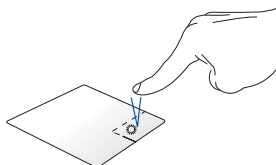
Double-tap an item, then slide the same finger without lifting it off the touchpad. To drop the item to its new location, lift your finger from the touchpad.

Left-click



- Click an app to select it.
- Double-click an app to launch it.

Right-click

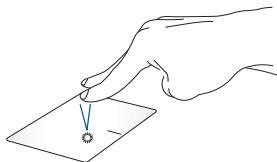


Click this button to open the right-click menu.

NOTE: The areas inside the dotted line represent the locations of the left mouse button and the right mouse button on the touchpad.

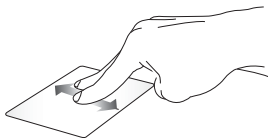
Two-finger gestures

Tap



Tap two fingers on the touchpad to simulate the right-click function.

Two-finger scroll (up/down)



Slide two fingers to scroll up or down.

Two-finger scroll (left/right)



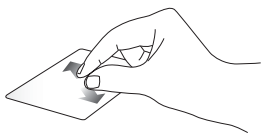
Slide two fingers to scroll left or right.

Zoom out



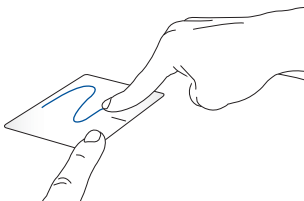
Bring together your two fingers on the touchpad.

Zoom in



Spread apart your two fingers on the touchpad.

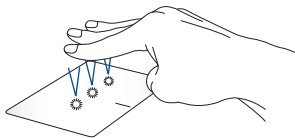
Drag and drop



Select an item then press and hold the left button. Using your other finger, slide on the touchpad to drag the item, lift your finger off the button to drop the item.

Three-finger gestures

Tap



Tap three fingers on the touchpad to invoke Cortana.

Swipe left/Swipe right



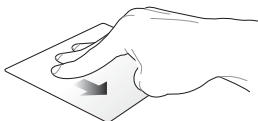
If you opened multiple apps, swipe three fingers left or right to switch between these apps.

Swipe up



Swipe up to see an overview of all the apps currently opened.

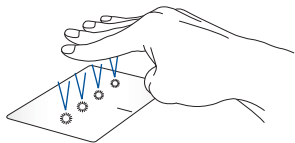
Swipe down



Swipe down to show the desktop.

Four-finger gestures

Tap



Tap four fingers on the touchpad to invoke Action Center.

Customizing your touchpad

1. Launch **All settings** from the Action Center.
2. Select **Devices**, then select **Mouse & touchpad**.
3. Adjust the settings to your preference.

Using the keyboard

HotKeys

The HotKeys on your Notebook PC's keyboard can trigger the following commands:



Turns the speaker on or off



Turns the speaker volume down



Turns the speaker volume up



Decreases display brightness



Increases display brightness



Enables or disables the touchpad



Adjusts brightness for the backlit keyboard



Toggles the display mode

NOTE: Ensure that the second display is connected to your Notebook PC.



Activates the Lock screen



Turns the camera on or off



Activates screen capture tool



Launches My ASUS

Function keys

Press  +  to enable or disable the function keys feature.

When the function keys feature is enabled, you can also access HotKeys by holding down  in combination with the top row keys.

Windows® 10 keys

There are two special Windows® keys on your Notebook PC's keyboard used as below:



Launches the Start menu

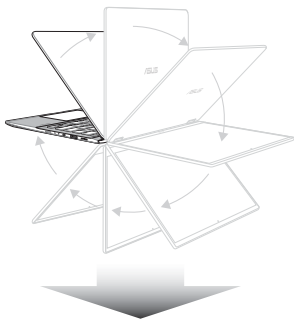


Displays the drop-down menu*

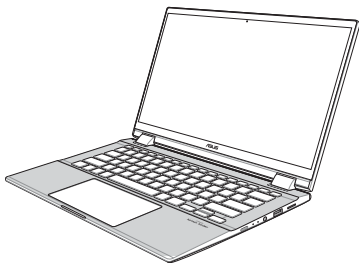
** On selected models*

Rotating the display panel

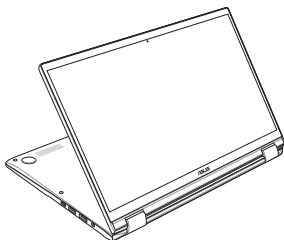
Your Notebook PC's display panel is adjustable up to 360 degrees. You may adjust the display panel as shown below.



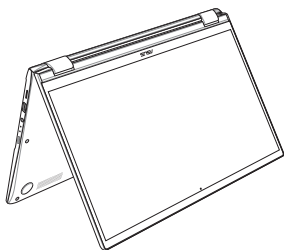
360 degrees adjustable



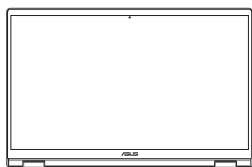
Notebook PC mode



Stand mode



Tent mode



Tablet mode

NOTE: Rotating the screen to Stand, Tent and Tablet mode will disable the keyboard and touchpad.

Chapter 3:

Working with Windows® 10

Starting for the first time

When you start your Notebook PC for the first time, a series of screens appear to guide you in configuring your Windows® 10 operating system.

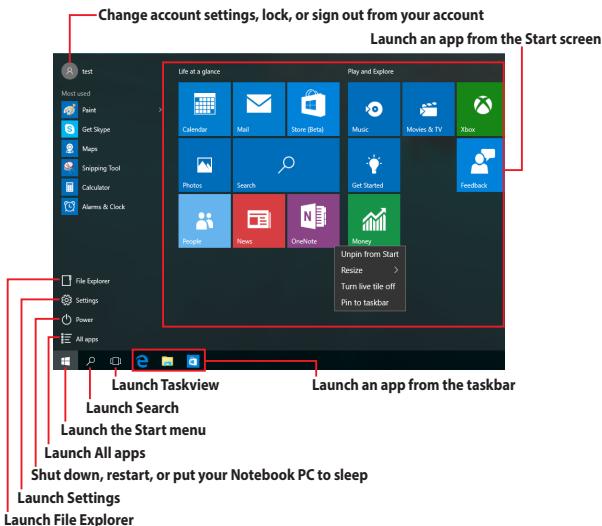
To start your Notebook PC for the first time:

1. Press the power button on your Notebook PC. Wait for a few minutes until the setup screen appears.
2. From the setup screen, pick your region and a language to use on your Notebook PC.
3. Carefully read the License Terms. Select **I accept**.
4. Follow the onscreen instructions to configure the following basic items:
 - Personalize
 - Get online
 - Settings
 - Your account
5. After configuring the basic items, Windows® 10 proceeds to install your apps and preferred settings. Ensure that your Notebook PC is kept powered on during the setup process.
6. Once the setup process is complete, the Desktop appears.

NOTE: The screenshots in this chapter are for reference only.

Start menu

The Start menu is the main gateway to your Notebook PC's programs, Windows® apps, folders, and settings.



You can use the Start menu to do these common activities:

- Start programs or Windows® apps
- Open commonly used programs or Windows® apps
- Adjust Notebook PC settings
- Get help with the Windows operating system
- Turn off your Notebook PC
- Log off from Windows or switch to a different user account

Launching the Start menu



Tap the Start button  in the lower-left corner of your desktop.



Position your mouse pointer over the Start button  in the lower-left corner of your desktop then click it.



Press the Windows logo key  on your keyboard.

Opening programs from the Start menu

One of the most common uses of the Start menu is opening programs installed on your Notebook PC.



Tap the program to launch it.



Position your mouse pointer over the program then click to launch it.



Use the arrow keys to browse through the programs.

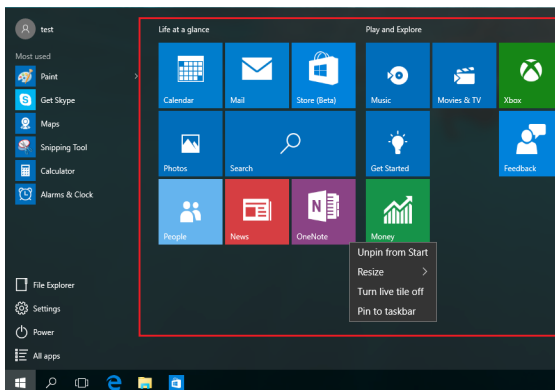
Press  to launch it.

NOTE: Select **All apps** at the bottom of the left pane to display a full list of programs and folders on your Notebook PC in alphabetical order.

Windows® apps

These are apps pinned on the right pane of the Start menu and displayed in tiled-format for easy access.

NOTE: Some Windows® apps require signing in to your Microsoft account before they are fully launched.



Working with Windows® apps

Use your Notebook PC's touch screen, touchpad, or keyboard to launch, customize, and close apps.

Launching Windows® apps from the Start menu



Tap the app to launch it.



Position your mouse pointer over the app then click to launch it.



Use the arrow keys to browse through the apps. Press



to launch an app.

Customizing Windows® apps

You can move, resize, unpin, or pin apps to the taskbar from the Start menu using the following steps:

Moving apps



Press and hold the app, then drag and drop it to a new location.



Position your mouse pointer over the app, then drag and drop the app to a new location.

Resizing apps



Press and hold the app, then tap  and select an app tile size.



Position your mouse pointer over the app and right-click it, then click **Resize** and select an app tile size.



Use the arrow keys to navigate to the app.

Press  or  +  (on selected models), then select **Resize** and select an app tile size.

Unpinning apps



Press and hold the app, then tap the  icon.



Position your mouse pointer over the app and right-click it, then click **Unpin from Start**.



Use the arrow keys to navigate to the app.

Press  or  +  (on selected models), then select **Unpin from Start**.

Pinning apps to the taskbar



Press and hold the app, then tap **Pin to taskbar**.



Position your mouse pointer over the app and right-click it, then click **Pin to taskbar**.



Use the arrow keys to navigate to the app.

Press  or  +  (on selected models), then select **Pin to taskbar**.

Pinning more apps to the Start menu



From **All apps**, press and hold the app you want to add to the Start menu, then tap **Pin to Start**.



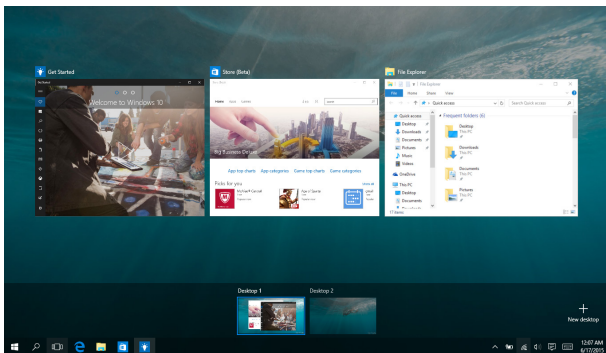
From **All apps**, position your mouse pointer over the app you want to add to the Start menu and right-click it, then click **Pin to Start**.



From **All apps**, press  or  +  (on selected models) on the app that you want to add to the Start menu, then select **Pin to Start**.

Task view

Quickly switch between opened apps and programs using the task view feature, you can also use task view to switch between desktops.



Launching task view



Tap the  icon on the taskbar or swipe from the left edge of the screen.



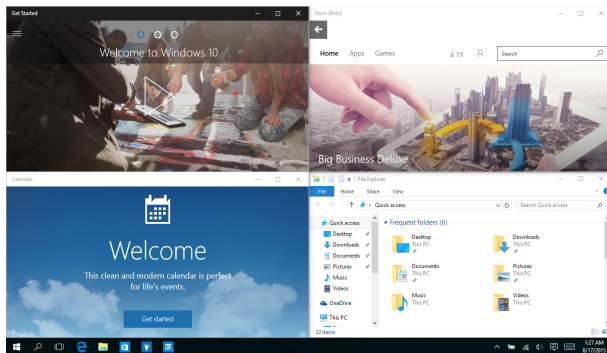
Position your mouse pointer over the  icon on the taskbar and click it.



Press  +  on your keyboard.

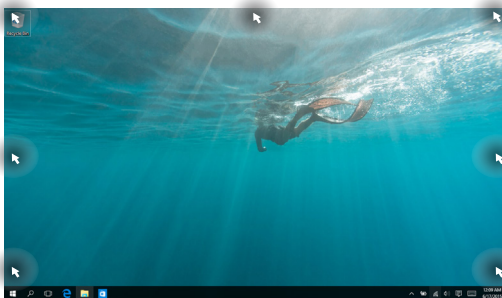
Snap feature

The Snap feature displays apps side-by-side, allowing you to work or switch between apps.



Snap hotspots

You can drag and drop apps to these hotspots to snap them into place.



Using Snap



or



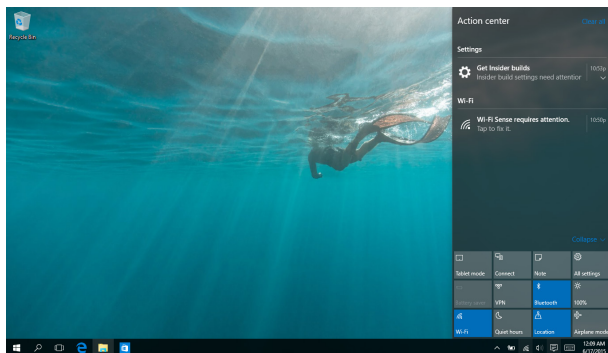
1. Launch the app you wish to snap.
2. Drag the title bar of your app and drop the app to the edge of the screen to snap.
3. Launch another app and repeat the above steps to snap another app.



1. Launch the app you wish to snap.
2. Press and hold the  key, then use the arrow keys to snap the app.
3. Launch another app and repeat the above steps to snap another app.

Action Center

Action Center consolidates notifications from apps and presents a single place where you can interact with them. It also has a really useful Quick Actions section at the bottom.



Launching Action Center



Click the  icon on the taskbar or swipe from the right edge of the screen.



Position your mouse pointer over the  icon on the taskbar and click it.



Press  +  on your keyboard.

Other keyboard shortcuts

Using the keyboard, you can also use the following shortcuts to help you launch applications and navigate Windows® 10.



Launches **Start menu**



Launches **Action Center**



Launches the desktop



Launches the **File Explorer**



Launches **Settings**



Launches **Connect** panel



Activates the Lock screen



Minimizes all currently active windows



Launches **Search**



Launches **Project** panel



Opens the **Run** window



Opens **Ease of Access Center**



Opens the context menu of the Start button



Launches the magnifier icon and zooms in your screen



Zooms out your screen

Connecting to wireless networks

Wi-Fi

Access emails, surf the Internet, and share applications via social networking sites using your Notebook PC's Wi-Fi connection.

IMPORTANT! Airplane mode disables this feature. Ensure that **Airplane mode** is turned off before enabling the Wi-Fi connection of your Notebook PC.

Connecting Wi-Fi

Connect your Notebook PC to a Wi-Fi network by using the following steps:



1. Select the  icon from the taskbar.

2. Select the  icon to enable Wi-Fi.

or



3. Select an access point from the list of available Wi-Fi connections.

4. Select **Connect** to start the network connection.

NOTE: You may be prompted to enter a security key to activate the Wi-Fi connection.

Bluetooth

Use Bluetooth to facilitate wireless data transfers with other Bluetooth-enabled devices.

IMPORTANT! Airplane mode disables this feature. Ensure that **Airplane mode** is turned off before enabling the Bluetooth connection of your Notebook PC.

Pairing with other Bluetooth-enabled devices

You need to pair your Notebook PC with other Bluetooth-enabled devices to enable data transfers. Connect your devices by using the following steps:



1. Launch **Settings** from the Start menu.
2. Select **Devices**, then select **Bluetooth** to search for Bluetooth-enabled devices.

or



3. Select a device from the list. Compare the passcode on your Notebook PC with the passcode sent to your chosen device. If they are the same, select **Yes** to successfully pair your Notebook PC with the device.

NOTE: For some Bluetooth-enabled devices, you may be prompted to key in the passcode of your Notebook PC.

Airplane mode

Airplane mode disables wireless communication, allowing you to use your Notebook PC safely while in-flight.

NOTE: Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Notebook PC in-flight.

Turning Airplane mode on



1. Launch **Action Center** from the taskbar.
2. Select the  icon to enable Airplane mode.

or



Turning Airplane mode off



1. Launch **Action Center** from the taskbar.
2. Select the  icon to disable Airplane mode.

or



Turning your Notebook PC off

You can turn off your Notebook PC by doing either of the following procedures:



or



- Launch the Start menu, then select  **Power** > **Shut down** to do a normal shutdown.
- From the log-in screen, select  > **Shut down**.
- Press  +  +  to launch Shut down Windows. Select **Shut down** from the drop-down list then select **OK**.
- If your Notebook PC is unresponsive, press and hold the power button for at least four (4) seconds until your Notebook PC turns off.

Putting your Notebook PC to sleep

To put your Notebook PC to Sleep mode:



or



- Launch the Start menu, then select  **Power** > **Sleep** to put your Notebook PC to sleep.
- From the log-in screen, select  > **Sleep**.



Press  +  +  to launch Shut down

Windows. Select **Sleep** from the drop-down list then select **OK**.

NOTE: You can also put your Notebook PC to Sleep mode by pressing the power button once.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Chapter 4:

Power-On Self-Test (POST)

The Power-On Self-Test (POST)

The POST (Power-On Self-Test) is a series of software-controlled diagnostic tests that run when you turn on or restart your Notebook PC. The software that controls the POST is installed as a permanent part of the Notebook PC's architecture.

Using POST to access BIOS and Troubleshoot

During POST, you can access the BIOS settings or run troubleshooting options using the function keys of your Notebook PC. You may refer to the following information for more details.

BIOS

The BIOS (Basic Input and Output System) stores system hardware settings that are needed for system startup in the Notebook PC.

The default BIOS settings apply to most conditions of your Notebook PC. Do not change the default BIOS settings except in the following circumstances:

- An error message appears onscreen during system bootup and requests you to run the BIOS Setup.
- You have installed a new system component that requires further BIOS settings or updates.

WARNING! Using inappropriate BIOS settings may result to system instability or boot failure. We strongly recommend that you change the BIOS settings only with the help of a trained service personnel.

Accessing BIOS

Enter the BIOS settings by using any of the following methods:

- Restart your Notebook PC then press  during POST.
- Launch the Start menu, and choose **Settings > Update & security > Recovery**, then select **Restart now** under Advanced startup. When you enter the Advanced startup screen, select **Troubleshoot > Advanced options > UEFI Firmware Settings > Restart**.

Recovering your system

Using recovery options on your Notebook PC allows you to restore the system to its original state or simply refresh its settings to help improve performance.

IMPORTANT!

- Backup all your data files before doing any recovery option on your Notebook PC.
 - Note down important customized settings such as network settings, user names, and passwords to avoid data loss.
 - Ensure that your Notebook PC is plugged in to a power source before resetting your system.
-

Windows® 10 allows you to do any of the following recovery options:

- **Keep my files** - This option allows you refresh your Notebook PC without affecting personal files (photos, music, videos, documents).

Using this option, you can restore your Notebook PC to its default settings and delete other installed apps.

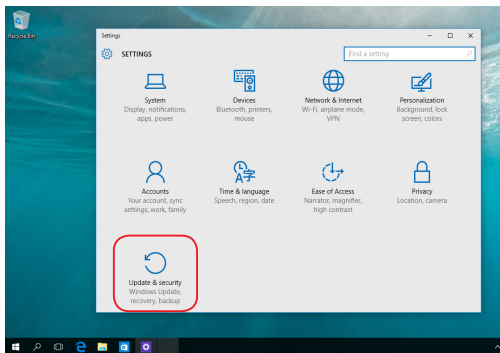
- **Remove everything** - This option resets your Notebook PC to its factory settings. You must backup your data before doing this option.

- **Go back to an earlier build** - This option allows you to go back to an earlier build. Use this option if this build is not working for you.
- **Advanced startup** - Using this option allows you to perform other advanced recovery options on your Notebook PC such as:
 - Using a USB drive, network connection or Windows recovery DVD to startup your Notebook PC.
 - Using **Troubleshoot** to enable any of these advanced recovery options: System Restore, System Image Recovery, Startup Repair, Command Prompt, UEFI Firmware Settings, and Startup Settings.

Performing a recovery option

Refer to the following steps if you want to access and use any of the available recovery options for your Notebook PC.

1. Launch **Settings** and select **Update and security**.



2. Under the **Update and security** option, select **Recovery** then select the recovery option you would like to perform.

