

Lenovo YOGA 520

YOGA 520-14IKB | YOGA 520-15IKB

User Guide



Read the safety notices and important tips in the included manuals before using your computer.

Lenovo[™]

Notes

- Before using the product, be sure to read *Lenovo Safety and General Information Guide* first.
- The latest electronic compliance and environmental information are available from the Lenovo compliance information Web sites.
 - To view compliance information go to: <http://www.lenovo.com/compliance>
 - To download environmental information go to: <http://www.lenovo.com/ecodeclaration>
- Some instructions in this guide may assume that you are using Windows® 10. If you are using another Windows operating system, some operations may be slightly different. If you are using other operating systems, some operations may not apply to you.
- The features described in this guide are common to most models. Some features may not be available on your computer or your computer may include features that are not described in this user guide.
- The illustrations used in this manual are for Lenovo YOGA 520-15IKB unless otherwise stated.
- The illustrations in this manual may differ from the actual product. Please refer to the actual product.

Regulatory Notice

- For details, refer to **Guides & Manuals** at <http://support.lenovo.com>.

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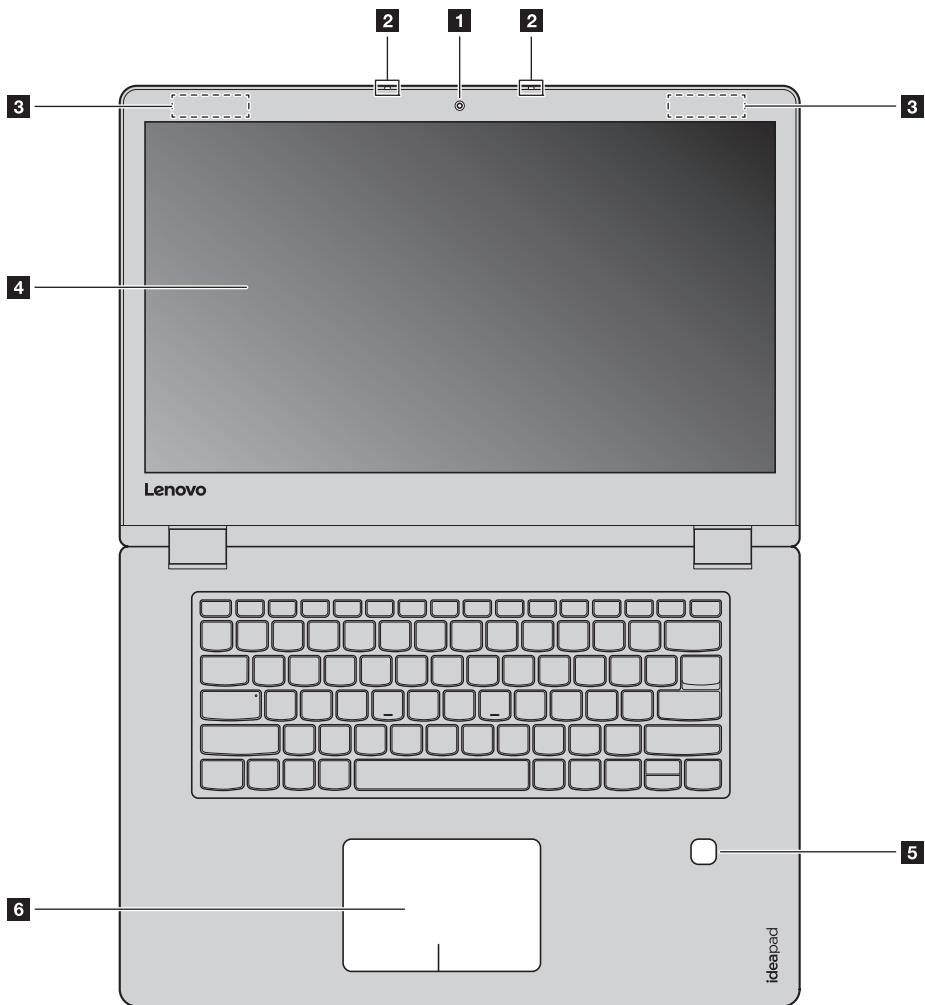
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Chapter 1. Getting to know your computer

■ ■ Top view



Note: The dashed areas indicate parts that are not visible externally.

- ⓘ **Attention:**
- When closing the display panel, be careful *not* to leave pens or any other objects in between the display panel and the keyboard. Otherwise, the display panel may be damaged.

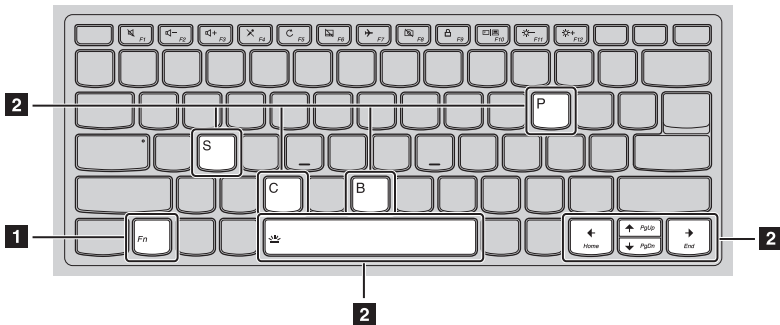
Chapter 1. Getting to know your computer

- | | |
|--------------------------------|---|
| 1 Integrated camera | Use the camera for video communication or taking photos. |
| 2 Built-in microphone | Captures sound which can be used for video conferencing, voice narration, or audio recording. |
| 3 Wireless LAN antennas | Connect to a wireless LAN adapter to send and receive wireless radio signals. |
| 4 Multi-touch screen | The LCD display with LED backlight provides brilliant visual output. Multi-touch function is available on this display. |
| 5 Touchpad | <p>The touchpad functions as a conventional mouse.</p> <p>One piece multi-touch ClickPad: To move the pointer on the screen, slide your fingertip over the pad in the direction in which you want the pointer to move.</p> <p>Left-click area: Clicking in this area corresponds to the functions of clicking the left button on a conventional mouse.</p> <p>Right-click area: Clicking in this area corresponds to the functions of clicking the right button on a conventional mouse.</p> |
- Note:** You can enable/disable the touchpad by pressing **F6** ().
- | | |
|--|---|
| 6 Fingerprint reader (on select models) | Registers fingerprints that can be used as passwords to secure your computer. |
|--|---|

■ Using the keyboard

Function key combinations

Through the use of the function keys, you can change operational features instantly. To use this function, press and hold **Fn** **1**; then press one of the function keys **2**.



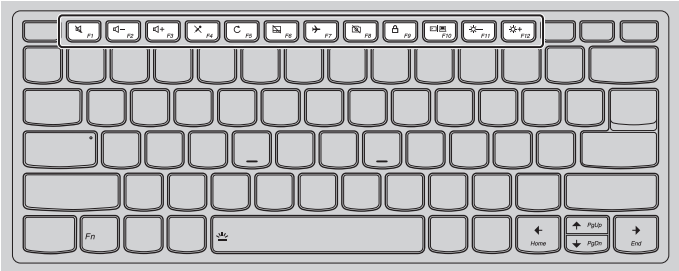
The following describes the features of each function key.

Fn + B:	Activates the break function.
Fn + P:	Activates the pause function.
Fn + C:	Enables/disables the scroll lock.
Fn + S:	Activates the system request.
Fn + ↑:	Activates the Pgup key function.
Fn + ↓:	Activates the Pgdn key function.
Fn + ←:	Activates the home key function.
Fn + →:	Activates the end key function.
Fn + Space (on select models):	Adjusts the keyboard backlight (off → dim → bright → off).

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Hotkeys

You can access certain system settings quickly by pressing the appropriate hotkeys.



	: Mutes/unmutes the sound.		: Enables/disables Airplane mode.
	: Decreases the volume level.		: Enables/disables the integrated camera.
	: Increases the volume level.		: Locks the screen.
	: Enables/disables the microphone.		: Toggles the display between the computer and an external display device.
	: Refreshes the desktop or the currently active window.		: Decreases the display brightness.
	: Enables/disables the touchpad.		: Increases the display brightness.

Note: You can use the Lenovo Setting to enable/disable the hotkey function.

■ Positioning the display panel

The display panel can be opened to any angle up to 360 degrees.



Notebook Mode



Suitable for tasks that require a keyboard and mouse (such as creating documents, writing e-mails, and so on).

Chapter 1. Getting to know your computer

Stand Mode (Theater Mode)



Suitable for tasks that require little or no touch (such as viewing photos or playing videos).

Tablet Mode



Suitable for tasks that require touching the screen often (such as surfing the Web, playing games, and so on).

Tent Mode (Presentation Mode)



Suitable for tasks that require limited interaction with the touch screen (such as displaying graphs or PowerPoint presentations).

ⓘ **Attention:**

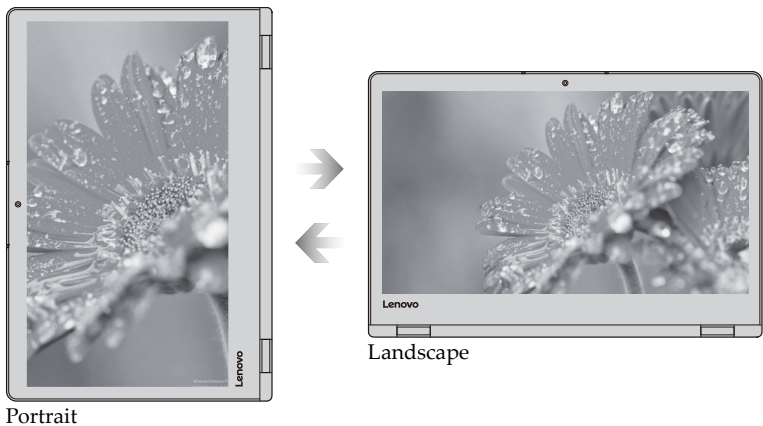
- Do *not* open the display with too much force, otherwise the panel or hinges may be damaged.

Note: The keyboard and touchpad are automatically locked when the screen is opened beyond 190 degrees (approximately).

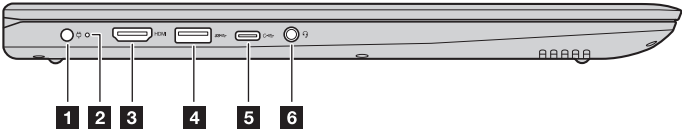
Chapter 1. Getting to know your computer

■ **Screen orientation**

You can rotate the display panel to your preferred orientation.
The orientation of the display automatically changes (alternating between portrait and landscape modes) depending on how you hold it.



Left-side view



- 1

AC power adapter jack

Connects to the AC power adapter.
- 2

Battery status indicator

Indicator	Indicator status	Charge status	Meaning
Battery status indicator	On (solid white)	Charging	The battery has more than 80% charge.
	On (solid amber)	Discharging	The battery has between 5% and 20% charge.
	Blinking slowly (white)	Charging	The battery has between 20% and 80% charge. When the battery reaches 80% charge, the light will stop blinking. However, charging will continue until the battery is fully charged.
	Blinking slowly (amber)	Charging	The battery has less than 20% charge. When the battery charge reaches 20%, the blinking color will change to white.
	Blinking quickly (amber)	Discharging	The battery has less than 5% charge.
	Off	Discharging	The battery has more than 20% charge.

- 3

HDMI port

Connects to devices with HDMI input such as a TV or an external display.
- 4

USB 3.0 port

Connects to USB devices.
- Note:

For details, see “Connecting USB device” on page 10.
- 5

Type-C port

Connects to Type-C devices.
- 6

Combo audio jack

Connects to headsets.

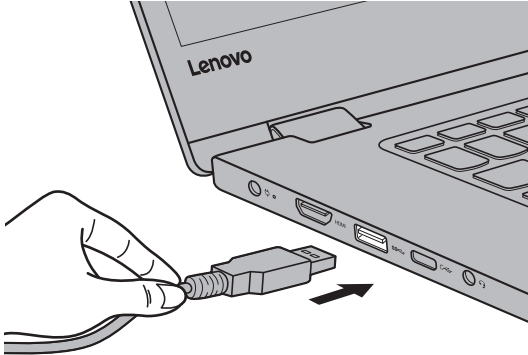
- Notes:

- The combo audio jack does not support conventional microphones.
 - The recording function might not be supported if third-party headphones or headsets are connected, due to different industry standards.

Chapter 1. Getting to know your computer

■ Connecting USB device

You can connect a USB device to your computer by inserting its USB plug (Type A/Type C) into the USB port on your computer.



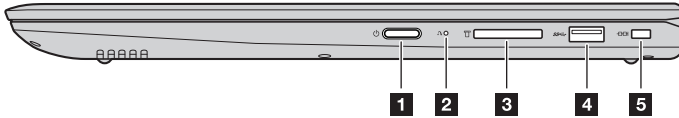
The first time you plug a USB device into a particular USB port on your computer, Windows automatically installs a driver for that device. After the driver has been installed, you can disconnect and reconnect the device without performing any additional steps.

Note: Typically, Windows detects a new device after it has been connected, and then installs the driver automatically. However, some devices may require you to install the driver before connecting. Check the documentation provided by the device's manufacturer before connecting the device.

Before disconnecting a USB storage device, make sure your computer has finished transferring data to that device. Click the **Safely Remove Hardware and Eject Media** icon in the Windows notification area to remove the device before disconnecting.

Note: If your USB device uses a power cord, connect the device to a power source before connecting it. Otherwise, the device may not be recognized.

■ ■ Right-side view



1 Power button

Press this button to turn on the computer.

2 Novo button

When the computer is off, press this button to start the recovery system or the BIOS setup utility, or to enter the boot menu.

Notes:

- You can use the tip of an unfolded paper clip (or similar object without a sharp tip) to gently press the Novo button.
- For details, see “Recovery system” on page 23.

3 Memory card slot

Accepts memory cards (not supplied).

Note: For details, see “Using memory cards (not supplied)” on page 12.

4 USB 3.0 port

Connects to USB devices.

Note: For details, see “Connecting USB device” on page 10.

5 Kensington mini security slot

For attaching a Kensington MiniSaver™ Mobile (or compatible) lock.

Note: Lock is not supplied. When purchasing a lock, choose one that utilizes the Cleat™ locking mechanism and verify its compatibility with the slot before purchase. A lock utilizing the T-Bar™ locking mechanism is not compatible with the Kensington mini security slot.

Chapter 1. Getting to know your computer

■ Using memory cards (not supplied)

Your computer supports the following types of memory cards:

- Secure Digital (SD) card
- Secure Digital High Capacity (SDHC) card
- Secure Digital eXtended Capacity (SDXC) card
- MultiMediaCard (MMC)

Notes:

- Insert *only* one card in the slot at a time.
- This card reader does not support SDIO devices (e.g., SDIO Bluetooth, etc.).

Inserting a memory card

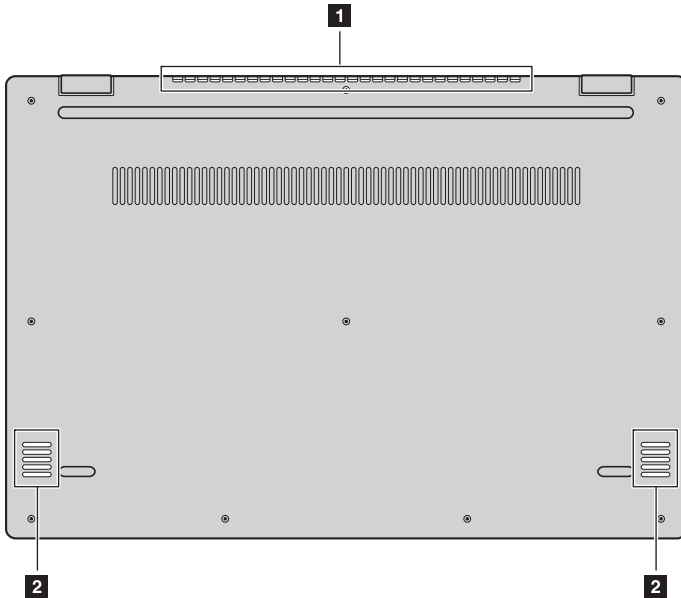
Insert the memory card until it touches the bottom of the slot.

Removing a memory card

Gently pull the memory card out of the memory card slot.

Note: Before removing the memory card, disable it by using the Windows safely remove hardware and eject media utility to avoid data corruption.

■ ■ Bottom view



- 1 Ventilation slots** Dissipate internal heat.

Note: Make sure that the ventilation slots are not blocked or else the computer may overheat.

- 2 Speakers** Provide audio output.

Chapter 2. Starting to use Windows 10

Note: Windows® 10 has an updated version. If you are using the updated version, some operations may be different. Please refer to the actual product.

■ ■ Configuring the operating system for the first time

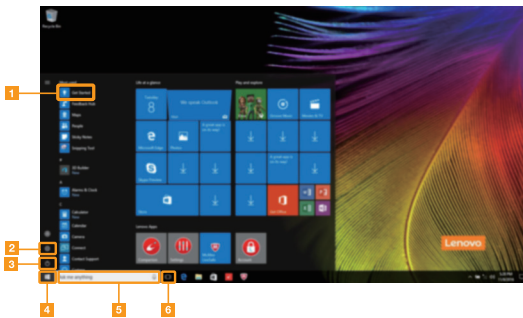
You may need to configure the operating system when it is first used. The configuration process may include the procedures below:

- Accepting the end user license agreement
- Configuring the Internet connection
- Registering the operating system
- Creating a user account

■ ■ Operating system interface

Windows 10 comes with a powerful and useful start menu. To open the start menu, do one of the following:

- Press the Windows key  on the keyboard.
- Select **Start**  on the lower-left corner of the desktop.



- 1 Get Started app
- 2 Settings button
- 3 Power button

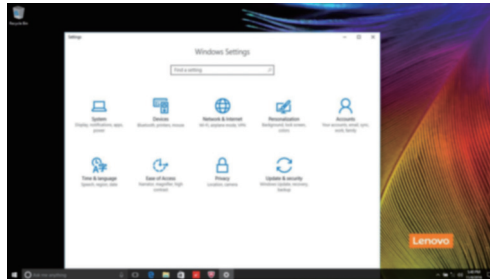
- 4 Start button
- 5 Search box
- 6 Task view button

■ Settings

Settings lets you perform basic tasks. You can also search for more settings with the settings search box in the upper-right corner.

To open the settings, do the following:

- Open the start menu, and then select **Settings** .



■ Personalize the start menu

You can personalize the start menu with your favorite apps.

To personalize the start menu, do the following:

- ① Open the start menu and find the apps list on the left.
- ② Right click the app you want to add to the start menu, and then select **Pin to Start**.



Note: You can also drag apps from the apps list to add them to the start menu.

■ ■ Putting the computer to sleep or shutting it down

When you have finished working with your computer, you can put it to sleep or shut it down.

■ Putting your computer to sleep

If you will be away from your computer for only a short time, put the computer to sleep. When the computer is in sleep mode, you can quickly wake it to resume use, bypassing the startup process.

To put the computer to sleep, do one of the following:

- Close the display lid.
- Press the Power button.
- Open the start menu, and then select **Power**  → **Sleep**.

Note: Wait until the power indicator light starts blinking (indicating that the computer is in sleep mode) before you move your computer. Moving your computer while the hard disk is spinning can damage the hard disk, causing loss of data.

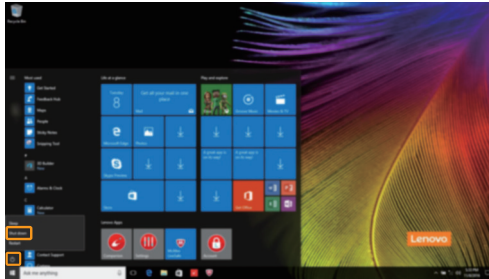
To wake the computer, do one of the following:

- Press any key on the keyboard. (Notebook mode only)
- Press the Power button.

■ Shutting down the computer

If you are not going to use your computer for a long time, shut it down. To shut down the computer, do one of the following:

- Open the start menu, and then select **Power**  → **Shut down**.



- Press and hold or right-click the **Start** button in the lower-left corner and select **Shut down or sign out** → **Shut down**.

