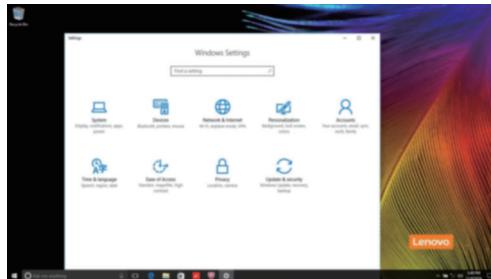


■ Settings

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.

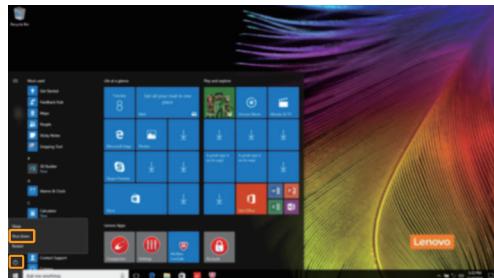
To wake the computer, do one of the following:

- 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**.

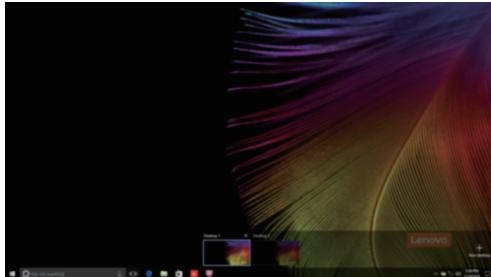


■ Task and desktop management

■ Task view

To open the task view, do one of the following:

- Select the Task view button  on the task bar.
- Press the Windows key  + Tab.
- Swiping in from the left edge of the screen.



■ Virtual desktop management

Windows 10 supports the ability to create, manage and switch between virtual desktops. To create a new virtual desktop, do one of the following:

- Open the task view, and then select **New desktop**.
- Press the Windows key  + Ctrl + D.

To switch between different desktops, do one of the following:

- Open the task view and select the desktop you want active.
- Press the Windows key  + Ctrl +  /  to scroll through the desktops you've created.

■■ Connecting to a wireless network

Enabling wireless connection

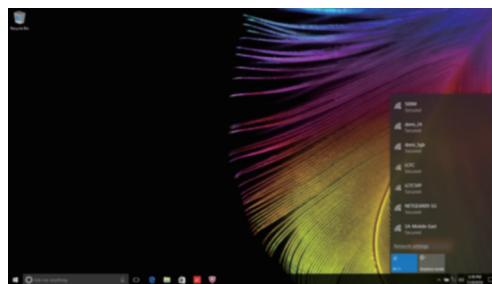
To enable wireless functions, do the following:

- 1 Press F7 () to disable airplane mode.
- 2 Click  on the lower-right corner of the task bar to open the network configuration page.

Connecting to a wireless network

After wireless has been enabled, the computer will automatically scan for available wireless networks and display them in the wireless network list. To connect to a wireless network, click the network name in the list, and then click **Connect**.

Note: Some networks require a network security key or passphrase for connection. To connect to one of those networks, ask the network administrator or the Internet service provider (ISP) for the security key or passphrase.



■■ Get Started app

Windows 10 also provides the **Get Started** app to explain the new features of Windows 10. You can find it on the start menu.

To open the Get Started app, do one of the following:

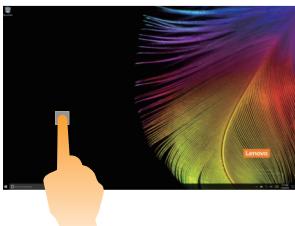
- Open the start menu and select **Get Started**  .
- Press **Fn + F1** (depending on your keyboard layout).

■ Touch screen operation

The display panel can accept inputs like a tablet, using the multi-touch screen, or like a traditional notebook computer, using the keyboard and touchpad.

■ Multi-touch gestures

You can touch the screen with one or more fingertips to perform a variety of tasks.

Frequently used gestures	Tasks performed
<p>Tap Tap once on an item.</p> 	<p>Performs an action, such as starting an app, opening a link, or performing a command. Similar to left-clicking with a mouse.</p>
<p>Press and hold Press your finger down and leave it there for a moment.</p> 	<p>Enables you to see detailed information before selecting an action. Can also open a menu with more options. Similar to right-clicking with a mouse.</p>

(continued)

Frequently used gestures	Tasks performed
Zoom Move two fingers together or apart while touching the screen. 	Zooms in and out on visual apps, such as pictures and maps. Can also jump to the beginning or end of a list.
Rotate Place two or more fingers on an item and then turn your hand. 	Rotates an object (Note: Not all items can be rotated, depending upon the app.).
Slide Drag your finger across the screen. 	Pans or scrolls through lists and pages. Can also move an object or be used to draw or write, depending upon the app. Similar to pressing and holding to pan and to scrolling with a mouse.

(continued)

Frequently used gestures	Tasks performed
<p>Swipe</p> <p>Start from left/right edge of the screen, then swipe inwards toward the center.</p> 	<p>Swiping in from the left edge of the screen can open the task view.</p>
	<p>Swiping in from the right edge of the screen displays the action center.</p>

Chapter 3. Recovery system

Lenovo OneKey Recovery System

The Lenovo OneKey Recovery System is software designed to back up and restore your computer. You can use it to restore the system partition to its original status in case of a system failure. You can also create user backups for easy restoration as required.

Notes:

- If your computer is preinstalled with a GNU/Linux operating system, OneKey Recovery System is not available.
- To utilize the features of the OneKey Recovery System, your hard disk already includes a hidden partition by default to store the system image file and the OneKey Recovery System program files. This default partition is hidden for security reasons, which explains why the available disk space is less than the stated capacity.

Backing up the system partition

You can back up the system partition to an image file. This image file can be used to restore the system partition. To back up the system partition:

- ① In Windows, press the Novo button or double-click OneKey Recovery icon to start the Lenovo OneKey Recovery System.
- ② Click **System Backup**.
- ③ Select a back-up location and click **Next** to start the backup.

Notes:

- You can choose a back-up location on the local hard disk drive or an external storage device.
- Remove the removable hard disk drive before starting the Lenovo OneKey Recovery System. Otherwise, data from the removable hard disk drive might be lost.
- The back-up process may take a while.
- The back-up process is only available when Windows can be started normally.

Restoring

You can choose to restore the system partition to its original status or to a previously created back-up point. To restore the system partition:

- ① In Windows, press the Novo button or double-click OneKey Recovery icon to start the Lenovo OneKey Recovery System.
- ② Click **System Recovery**. The computer will restart to the recovery environment.
- ③ Follow the on-screen instructions to restore the system partition to its original status or to a previously created back-up point.

Notes:

- The recovery process is irreversible. Make sure to back up any data you wish to save on the system partition before starting the recovery process.
- The recovery process may take a while. So be sure to connect the AC power adapter to your computer during the recovery process.
- The above instructions should be followed when Windows can be started normally.

Chapter 3. Recovery system

If Windows cannot be started, then follow the steps below to start the Lenovo OneKey Recovery System:

- 1 Shut down the computer.
- 2 Press the Novo button. From **Novo Button Menu**, select **System Recovery** and press Enter.

Notes:

- The Lenovo OneKey Recovery System may not be available on some Lenovo computers with preinstalled Windows. To check your computer, go to **Control Panel** → **Programs** and check whether Lenovo OneKey Recovery is included in the installed programs list.
- If your computer is not preinstalled with Lenovo OneKey Recovery System, see “Reset this PC” on page 24.

■ ■ ■ **Reset this PC**

■ **Introduction**

Reset this PC is a built-in recovery tool that enables users to restore their operating system to its original state. This preserves their data and important customizations, without the need to back up their data in advance.

The following **Reset this PC** features are available to users from multiple locations within Windows:

Keep my files

Fixes software problems by reinstalling the factory default configuration. This preserves personal files, and deletes apps and settings.

Remove everything

Prepares the computer for recycling or transfer of ownership. This reinstalls the factory default configuration and returns all user data and applications to the state of their original Out-of-Box Experience (OOBE).

■ **Using Reset this PC**

Reset this PC can be launched using one of the following methods:

- Novo Menu:
 - Press the Novo button to open the Novo Menu, then select **System Recovery** → **Troubleshoot** → **Reset this PC**.
- Windows PC settings:
 - Windows PC settings → **Update & security** → **Recovery** → **Reset this PC** → select **Start**.

For more instructions, see the Windows Help and Support file on your computer.

Note: If your computer is preinstalled with Lenovo OneKey Recovery System, see “Lenovo OneKey Recovery System” on page 23.

Chapter 4. Troubleshooting

■ Frequently asked questions

This section lists frequently asked questions by category.

■ Finding information

What safety precautions should I follow when using my computer?

Read and follow all safety precautions included in *Lenovo Safety and General Information Guide*.

Note: To view *Lenovo Safety and General Information Guide*, select the **Companion** (or **Lenovo PC Manager**) icon on the taskbar. You can also download it from the *Lenovo Support* Web site.

What is the address of the Lenovo support Web site?

<http://support.lenovo.com>

Where can I find warranty information?

Visit the *Lenovo Support* Web site and type the serial number for your computer to look up warranty information.

■ Lenovo preinstalled operating system and software

What is the Lenovo preinstalled operating system?

Some *Lenovo* computers come with copies of the operating system installed at factory. *Lenovo* provides computers with preinstalled operating system for your convenience. If you purchased such a computer, you can use your computer out of the box and do not need to install a separate operating system.

What is *Lenovo* preinstalled software?

This is software (developed by *Lenovo* or other software vendors) installed and licensed at factory for your convenience. The license for some preinstalled software may be for trial versions. When the trial period expires, you may need to purchase a license if you want to continue to use the software.

Note: If a license agreement is displayed when you first start the software, read the agreement carefully. If you don't accept the terms of the agreement, do not use the software.

When I purchased my computer, it included a copy of Windows. How can I determine whether the copy of Windows is preinstalled by *Lenovo*?

On the outside of the sales package of your computer, you should find a label containing configuration information for your computer. Check the printed string next to **OS**. If it contains **Windows** or **WIN**, the copy of Windows was preinstalled by *Lenovo*.

Chapter 4. Troubleshooting

What is the Recovery Partition?

If your computer is preinstalled with any version of Windows 10, the storage device of your computer contains a Recovery Partition. This partition contains the image file of the preinstalled Windows operating system. In cases of system failure, you can use the Lenovo OneKey Recovery System or the Windows Reset feature to restore the operating system to its factory status.

Note: The Recovery Partition is not assigned a drive letter and cannot be accessed through Windows File Explorer.

I uninstalled a preinstalled software, but there is no significant increase in the free drive space.

The copy of Windows running on your computer may be Compact-enabled. For computers with Compact-enabled Windows, the majority of files needed for preinstalled software are installed on the Recovery Partition and won't be deleted through normal uninstallation.

What happens if I attempt to delete or modify the Recovery Partition?

Attention: Do *not* delete or modify the Recovery Partition on a Compact-enabled computer.

If the Recovery Partition is deleted or modified, you may not be able to restore Windows to the factory status. For computer models on which Compact is enabled, deleting the Recovery Partition may cause Windows to fail to start.

How can I determine whether the Windows running on my computer is Compact enabled?

Compact technology is normally enabled on copies of Windows 10 Update running on SSD (or eMMC) -only computer models. To check your computer,

- 1 Right-click the Start button in the lower-left corner and select **Disk Management**.
- 2 The Disk Management program starts.

If **Compact** is labeled on the Windows partition, Compact is enabled on your copy of Windows.

Where can I find drivers for the various hardware devices of my computer?

If your computer is preinstalled with a Windows operating system, first check the installation program on the C partition of your hard disk. If you cannot find the drivers for all the hardware devices that you need there, download the drivers from the Lenovo consumer support website.

Note: The Lenovo support Web site contains the latest drivers.

■ **Lenovo OneKey Recovery System**

Where are the recovery discs?

Your computer did not come with recovery discs. Use the Lenovo OneKey Recovery System if you need to restore the system to its factory status.

What can I do if the back-up process fails?

If you can start the backup but it fails during the back-up process, try the following steps:

- 1 Close all open programs, and then restart the back-up process.
- 2 Check to see if the destination media is damaged. Select another path and then try again.

When do I need to restore the system to its factory status?

Use this feature when the operating system fails to start up. If there is critical data on the system partition, back it up before starting recovery.

When the operating system is running, I press the Novo Button, but the Lenovo OneKey Recovery System is not started.

The Lenovo OneKey Recovery System is not preinstalled on your computer or it has been uninstalled.

Is the Lenovo OneKey Recovery System preinstalled on all Lenovo notebook computers?

No. Lenovo OneKey Recovery System is available only on computers preinstalled with Windows.

Note: The Lenovo OneKey Recovery System may not be available on some Lenovo computers with preinstalled Windows. To check your computer, go to **Control Panel** → **Programs** and check whether Lenovo OneKey Recovery is included in the installed programs list.

■ BIOS setup utility

What is the BIOS setup utility?

The BIOS setup utility is ROM-based software. It communicates basic computer information and provides options for setting boot devices, security, hardware mode, and other preferences.

How can I start the BIOS setup utility?

To start the BIOS setup utility:

- 1 Shut down the computer.
- 2 Press the Novo button and then select **BIOS Setup**.

How can I change the boot mode? (on select models)

There are two boot modes: **UEFI First** and **Legacy Support**. To change the boot mode, start the BIOS setup utility and set boot mode to **UEFI First** or **Legacy Support** on the boot menu.

When do I need to change the boot mode? (on select models)

The default boot mode for your computer is **UEFI First** mode. If you need to install a legacy Windows operating system on your computer, you must change the boot mode to **Legacy Support**. The legacy Windows operating system cannot be installed if you don't change the boot mode.

■ Getting help

How can I contact the customer support center?

See "Chapter 3. Getting help and service" of *Lenovo Safety and General Information Guide*.

Troubleshooting

Display problems

When I turn on the computer, nothing appears on the screen.

- If the screen is blank, make sure that:
 - The AC power adapter is connected to the computer, and plugged into a working electrical outlet.
 - The computer power is on. Press the Power button again for confirmation.
- If these items are properly set, and the screen remains blank, have the computer serviced.

When I turn on the computer, only a white cursor appears on a blank screen.

- Restore backed-up files to your Windows environment or the entire contents of your hard disk to its original factory contents using the recovery system. If you still see only the cursor on the screen, have the computer serviced.
- Your screen saver or power management may be enabled. Do one of the following to resume from sleep mode:
 - Press any key on the keyboard. (Notebook mode only)
 - Press the Power button.

The screen goes blank while the computer is on.

Sleep problems

The critical low-battery error message appears, and the computer immediately turns off.

- The battery power is getting low. Connect the AC power adapter to the computer.

The computer enters sleep mode immediately after Power-on self-test (POST).

- Make sure that:
 - The battery pack is charged.
 - The operating temperature is within the acceptable range. See "Chapter 2. Use and care Information" in the *Lenovo Safety and General Information Guide*.

Note: If the battery pack is charged and the temperature is within range, have the computer serviced.

The computer does not return from sleep mode, and the computer does not work.

- If your computer is in sleep mode, connect the AC power adapter to the computer, then press the Power button.
- If the system still does not return from sleep mode, stops responding, or cannot be turned off, reset the computer. Unsaved data may be lost. To reset the computer, press and hold the Power button for eight seconds or more. If the computer is still not reset, remove the AC power adapter.

Display panel problems

The screen is blank.

- Do the following:
 - If you are using the AC power adapter or the battery pack, and the battery status indicator is on, press **F12** () to make the screen brighter.
 - If the power indicator is blinking, press the Power button to resume from sleep mode.
 - If the problem persists, follow the solution in the next problem "The screen is unreadable or distorted."

The screen is unreadable or distorted.

- Make sure that:
 - The screen resolution and color quality are correctly set.
 - The monitor type is correct.
- Is the operating system or programs installed correctly? If they are installed and configured correctly, have the computer serviced.

Sound problems

No sound can be heard from the speakers even when the volume is turned up.

- Make sure that:
 - The Mute function is off.
 - The combo audio jack is not being used.
 - Speakers are selected as the playback device.

Battery pack problems

Your computer shuts down before the battery status indicator shows empty.
-or-

Your computer operates after the battery status indicator shows empty.

- Recharge the battery.

Other problems

Your computer does not respond.

- To turn off your computer, press and hold the Power button for eight seconds or more. If the computer still does not respond, remove the AC power adapter.
- Your computer might lock when it enters sleep mode during a communication operation. Disable the sleep timer when you are working on the network.

The connected external device does not work.

- Do *not* connect or disconnect any external device cables other than USB while the computer power is on. Otherwise, you might damage your computer.
- When using high power consumption external devices such as an external USB optical disk drive, use an external device power adapter. Otherwise, the device may not be recognized, or the system may shut down as a result.

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