

User Guide

For

Laptop EF20RA

Regulatory Compliance

Information

FCC Declaration of Conformity

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

For questions related to the EMC performance of this product, contact:

Elitegroup Computer Systems Co., Ltd
No.239, Sec. 2, Ti Ding Blvd., Taipei, Taiwan 11493
886-2162-1177

Canadian Department of Communications Compliance

Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications. This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil numérique n'émet pas de bruits radio électriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada. Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.



CE mark. Declaring compliance to all the applicable European Union (EU) directives. For CE mark related questions:

Elitegroup Computer Systems Co., Ltd
No.239, Sec. 2, Ti Ding Blvd., Taipei, Taiwan 11493
886-2162-1177

French SAR/DAS

Votre ordinateur tablette a un DAS. Pour plus d'informations, voir le portail radiofréquences-santé-environnement: www.radiofrequencies.gouv.fr



In the European Union, this symbol indicates that this product including battery must not be disposed of with household waste. It is your responsibility to hand it over to a designated collection point for the recycling of waste electrical and electronic equipment. For more information, please contact your local waste collection center or the point of purchase of this product.

Japan VCCI Statement

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取扱説明書に従って正しい取り扱いをして下さい。

Taiwan battery recycling:

Translation – please recycle batteries



Attention: Teachers, Parents and Adult Supervisors

This product is an educational tool designed for school children, ages 6 and up. There must be supervision by an adult on school children under 10 when using this laptop. It is a must to have a thorough explanation to students on safe and proper handling of the laptop, power supply, battery pack, and power cord.



Be sure to keep the power cord away from younger children

Please ensure that students understand the following:

- ▶ As with all electrical products, precautions should be observed during handling and use to prevent electric shock. The power supply (adapter) should not be handled by the children.”
- ▶ Emphasize to students that this device is an educational tool and not a toy. The computer, power supply, battery pack or power cord should not be dropped, crushed, stepped on or otherwise abused.
- ▶ Ensure students understand the safe and proper handling of power cord and power supply. Misuse could result in serious injury.
- ▶ The teacher, parent or adult supervisor should periodically inspect the computer; power supply and power cord for damage and replace it, if necessary.
- ▶ Students should report any damage or loose parts to their teacher, parent or adult supervisor, immediately.
- ▶ Do not leave the PC plugged in or “on” when enclosed in a non-vented container, such as a school backpack, as overheating may occur.
- ▶ It is recommended that students should take a 5 minute break every 30 minutes of use.

Safety Precautions

The following are lists of precautionary measures the students must understand before using this computer inside the classroom or home environment:



1. Do not place near the fire or other sources of heat.
2. Do not expose to magnetic fields.
3. Do not expose to direct sunlight.
4. Do not expose to rain or moisture.
5. Do not place heavy objects to add heavy pressure on the computer.
6. Do not drop the computer.

CAUTION

RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.

ATTENTION

RISQUE D'EXPLOSION SI LA BATTERIE EST REMPLACÉE PAR UN TYPE INCORRECT. RECYCLEZ LES BATTERIES USAGÉES SELON LES INSTRUCTIONS.

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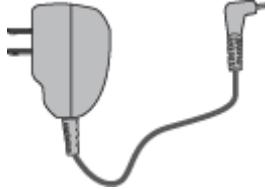
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1. Getting to know your computer

Package contents

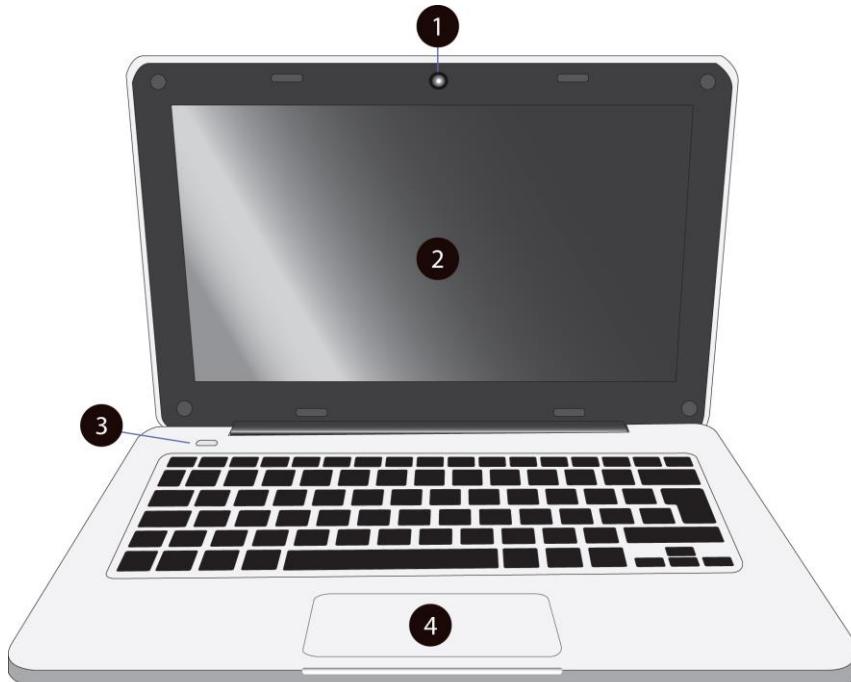
Carefully unpack your box and take out the items listed as below. If any of the items is missing or damaged, contact your dealer immediately:

• One laptop	• One AC adapter
	
• One warranty card	• This manual
	

Layout

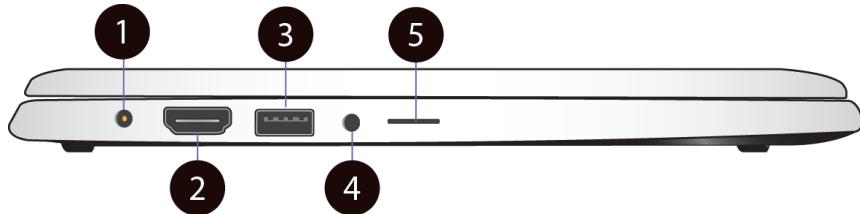
Views

• Front



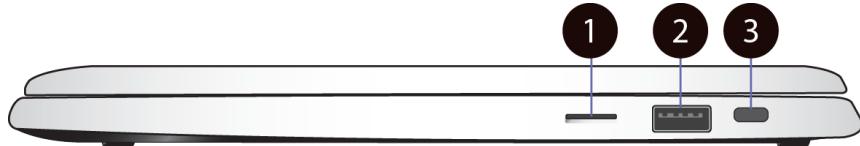
No.	Name	Function
1	Front facing camera	Often for taking self-portraits as well as for video conferencing.
2	LCD screen	The main display of your laptop
3	Power button	Power on/off your laptop.
4	Windows key	Switches the screen between the Start screen and the previously opened app/program.
5	Touchpad	

• Right



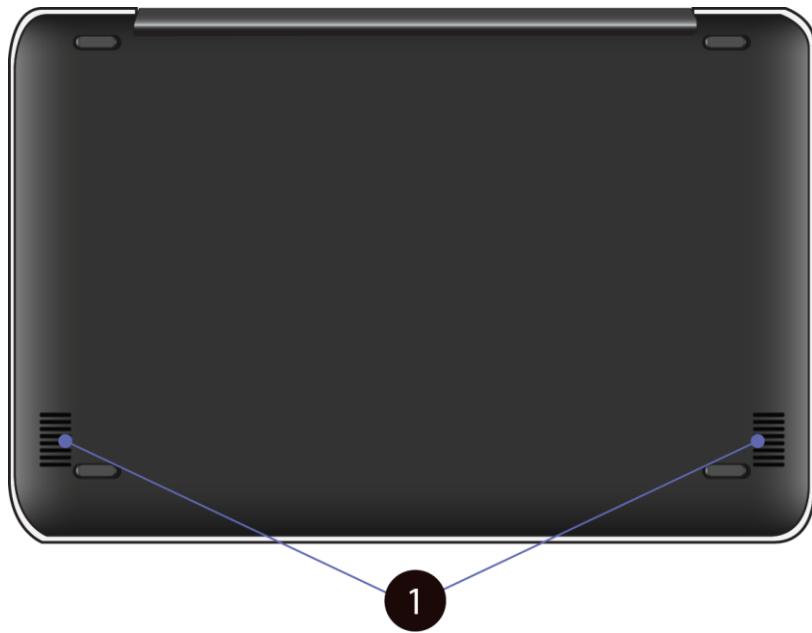
No.	Name	Function
1	DC-in	Plug the adapter to charge the battery.
2	HDMI port	Plug your HDMI-capable monitor here.
3	USB 2.0 port	Plug your USB devices here.
4	Headphone jack	Plug your 3.5mm headphone here..
5	Micro SD card slot	Plug your micro SD card here

• Left



No.	Name	Function
1	SIM card slot	Plug the adapter to charge the battery.
2	USB 2.0 port	Plug your USB devices here.
3	Kensington lock hole	Secure your laptop to prevent someone from walking off with your laptop.

- Back



No.	Name	Function
1	Speaker	The sound system has two speakers for playing music, notification sounds, and other audio data.

Function keys

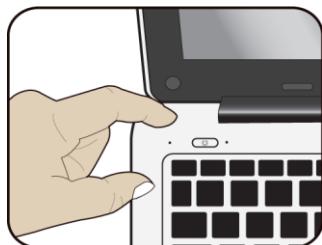


F1 	Puts your computer into sleep mode.	F7 	Decreases the display brightness.
F2 	Starts the web browser.	F8 	Increases the display brightness.
F4 	Mutes/unmutes the audio output.	F9 	Disables or enables the touchpad.
F5 	Decreases the volume level.	F10 	Enables or disables the airplane mode by stopping all wireless features
F6 	Increases the volume level	F11 	Enables the front facing camera.

2. Using your computer

Powering ON/OFF

Powering on your computer



1. If this is the first time you turn this computer on, connect the AC adapter and fully charge the battery.



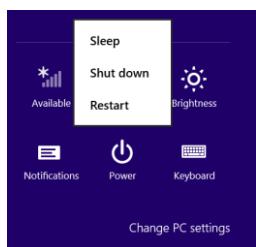
2. Press the power button (normally 1 to 2 seconds) until you see the power indicator lights up in blue.

Powering off your computer

Save all your data before powering your computer off.

To power off your system, you can do one of the following.

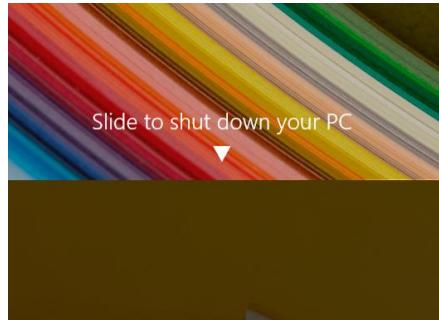
A. By Charms



1. Opens the Charms menu. (For more about the Charms menu, see page 14)
2. Click Settings from the menu, and you will see a menu as shown on the right,
3. Click Power icon, and select Shut down.

B. Using the power button

Press and hold the power button for at least four seconds, and you will see an instruction appear in the middle of the screen, which is as shown below.



Slide your finger on the screen downward, and the system will power off itself.

Putting your tablet into sleep mode

When you will be away from your computer for a short time, put the computer to sleep.

Do one of the following:

- Close the display panel
- Press Fn + F1.
- Press the power button briefly one time.
- Open the Charms and then select Settings → Power → Sleep.

Waking up your computer

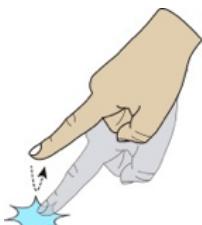
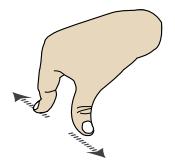
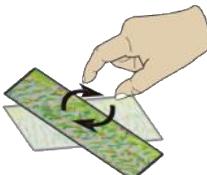
Note: It is recommended that you put your computer to sleep before you move it. Moving your computer while the hard disk is spinning can sometimes damage the hard disk, causing loss of data.

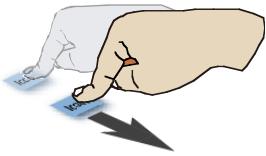
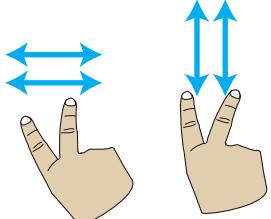
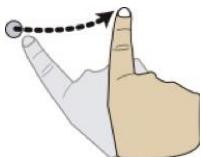
Do one of the following:

- A:** Pressing the power lock button.
- B:** Pressing any key on the keyboard, clicking a mouse button, or opening the lid on a laptop.

Basic touchpad operations

The most commonly used touchpad actions are gesture-based and provide shortcuts for quickly opening and working with windows and files. However, the actual available gestures are application dependent.

Gesture name	Explanation
Tap	 Tap once to single-click and twice to double-click the cursor.
Pinch	 Move two fingers together or apart while touching the touchpad. This is to zoom in and out on visual apps, such as pictures and maps. 
Rotate	 Place two fingers on the touchpad and then turn your hand. This enables you to turn an object. (Note: Not all items can be rotated, depending upon the app.)

Slide 	<p>Drag your finger across the touchpad.</p> <p>This can scroll through lists and pages, and can also move an object or be used to draw or write, depending upon your apps.</p>
Two-finger-slide 	<p>Moves up/down, left/right. This is the same function as scrolling your mouse.</p>
Swipe 	<p>Start from any edge of the screen, and then swipe toward the center of the screen.</p>

To enable or disable gestures, just click System -> Preferences -> Mouse -> Touchpad.

3. Windows Interface

Start Screen

When you turn on the computer, the Start screen is displayed, which allows you to access many features and installed applications (also referred to as apps) at one glance.



1	Apps	These bricks are the shortcuts for respective applications.
2	User Account	The currently used user account.
3	Charms	See page 14 for detailed information.

Desktop

In Windows 8.1, the Desktop is treated as an app. You can find and activate it from your Start screen and All Apps screen.



1	Taskbar	Allows you to add toolbars that hold extra buttons and menus.
2	Notification area	Shows you the current system status and notifications
3	Program area	This is where you can place a shortcut icon for your desired application.
4	Charms	See page 14 for detailed information.

Adding Desktop to the Start screen

If the Desktop tile cannot be found in your start screen, you can add it to the start screen by following steps:

1. Open the All Apps screen, as described in the section “All Apps” of this Chapter.



2. Right click the desktop app icon.

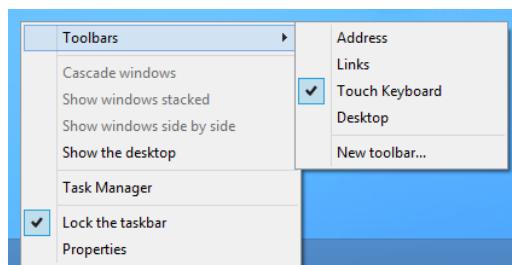


3. A command bar appears at the bottom of the screen.

Click the “Pin to Start” option to add your Desktop tile to the Start screen.

Customizing your taskbar

Right-click on a blank part of the taskbar, a pop-up menu leaps out. In the menu, select Toolbars and offer and you can see following five toolbar options:



Address	By choosing this, part of your taskbar becomes a place for typing website addresses where you want to visit.
Links	This adds quick access to your favorite websites listed in your Internet Explorer's Favorites menu.
Touch	This is for tablet owners and can add a button that

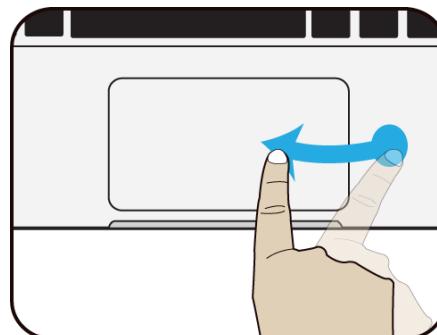
Keyboard	brings a keyboard to the forefront for touch-typing on the screen.
Desktop	This adds quick access to all your PC's resources, allowing you to browse through files, folders, libraries, network locations, and Control Panel menus without opening any menus.
New Toolbar	This lets you create a toolbar from any folder's contents.

The Charms menu

This menu consists of five options that are called charms and provide quick access to various aspects of Windows 8.1.

To display the Charms, do one of the following:

- Move the cursor to the upper-right or lower-right corner of the screen;
- Use one finger to swipe in from the right edge of the touchpad; or



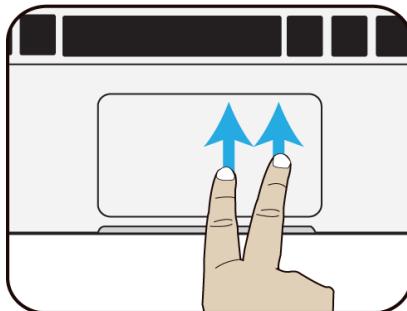
- Press Windows key + C.

The five charms are:

Search	 <p>Search for a program or file. Simply enter a keyword in the Search charm and start search. It also enables you to perform a search within an app or on the Web.</p>
Share	 <p>This charm is for you to transfer and share a picture or file with another user.</p>
Start	 <ul style="list-style-type: none">• If you are not in the Start screen, this allows you to return to the Start screen.• If you are in the Start screen, this allows you to return to the previously screen, which could be an app or the Desktop.
Device	 <p>This enables you to operate directly a desired device. You can import pictures from a digital camera, stream a video to your TV, or transfer files to a device listed on the screen.</p>
Settings	 <p>This charm enables you to perform basic tasks such as adjusting the volume, turning off the PC, etc.</p>

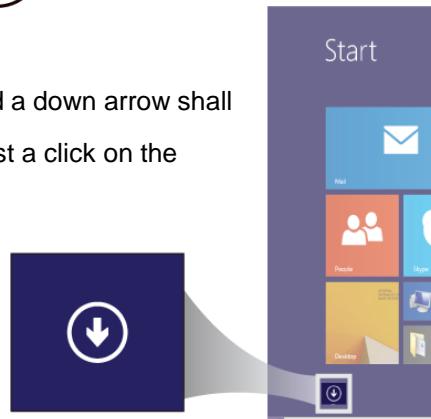
All Apps

From the Start screen, you can do one of following ways to go to the All Apps screen:

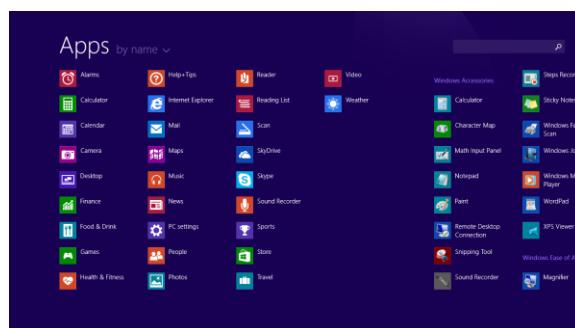


- Put two figures on the touchpad and smoothly move them upward.

- Slightly move your cursor and a down arrow shall show up in the left corner. Just a click on the arrow.



And the screen will appear similar to what is as shown below.



Switching back to Start screen

For switching back to the Start screen, do one of the following:

- Move the mouse cursor to the lower-left corner, and click the Windows icon.



- Press the Windows key on your keyboard.
- Click the Windows icon in the Charms bar.

4. Setup and Connection

Windows Activation

When you turn the computer on for the first time, the Windows activation screen may appear. Follow the instructions on the screen to register and active your computer.

If you fail to activate your windows and want to retry again, do the following:

1. Open the Charms and click Settings > Change PC Settings.



2. Click Activate Windows from the left column.

3. Follow the instructions to activate your windows.



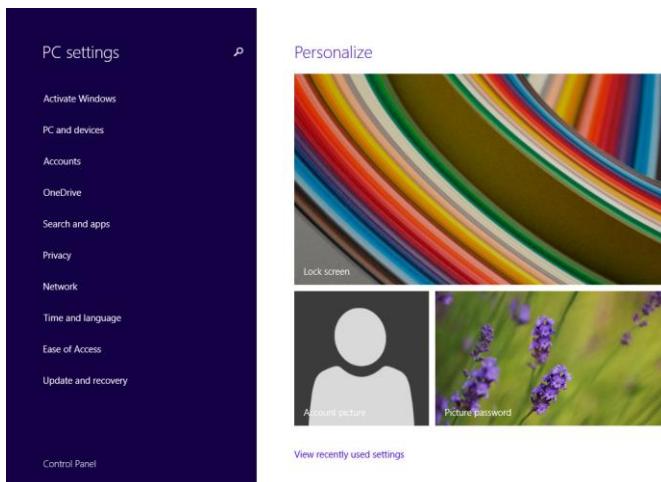
Setup Your Microsoft Account

To share files or settings with other devices running Windows 8.1, you need to setup a Microsoft Account. Furthermore, if you want to download or purchase apps from the Microsoft Store, such Microsoft Account is required.

If you have already used other Microsoft services like Xbox, Hotmail, Outlook.com, or Skype. Your Microsoft account is the email address you use to sign in to those services. Otherwise, please create a new one.

To setup your Microsoft account

1. Open the Charms and click Settings > Change PC Settings.
2. Click Accounts > Your account > Connect to a Microsoft account.
3. Follow the instruction to register your account information.



Setup your Start screen

Adding an App

To add an app:

1. Open the All Apps screen.
2. Right-click on the app that you want to appear on your Start screen, and an option menu appears at the bottom of the screen.



3. Click “Pin to Start”  to add the app to your Start screen.

Removing an App

To remove an app:

1. In the Start screen, click the app that you want to remove from the Start screen.



2. Click “Unpin from Start”  to remove it from the Start screen.

Wireless LAN

Enabling wireless connection

First, open the Charms and select Settings to open the Network configuration page.

Make sure you have switched the Airplane mode off. To confirm that Airplane mode is disabled, go to the desktop and check the notification area. If you see an airplane icon displayed on the lower right, then Airplane mode is on. Otherwise, wireless function is enabled.



Connecting to a wireless LAN

Once the wireless has been enabled, the computer automatically scans for available wireless networks and displays them in the wireless LAN network list.

To connect to your desired wireless network, click the network's name in the list, and then click Connect.

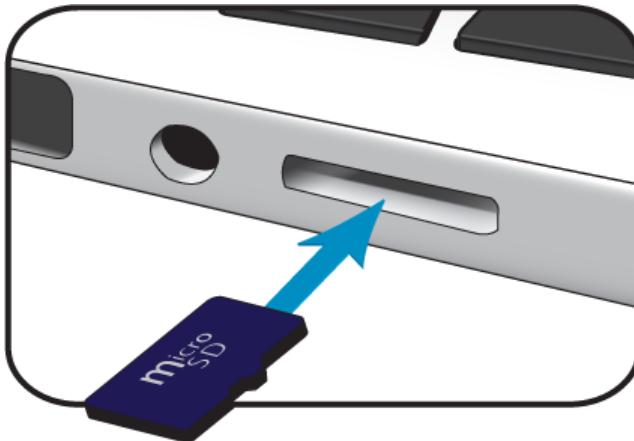
Note: Some networks require a network security key or password for connection. If necessary, ask the network administrator or the Internet service provider (ISP) for the required information.

Micro SD Card Slot

You can utilize your micro SD cards as removable disks and conveniently exchange data with digital devices such as a digital camera, digital camcorder, MP3, etc.

To insert your micro SD card

1. Insert the micro SD card into the card slot as shown below.



2. Follow the message on the screen, and choose to open and view files.
3. A Windows Explorer runs and shows all the folders and files in the micro SD cards, and you can save, move and delete data as you are handling a storage device.

To remove your memory card

1. Press the card and release. The card will pop up.
2. Pull the card out by holding the end of the card.

Connecting an External Device

Connecting to the USB port

Your computer comes with two USB 2.0 ports compatible with USB devices.

Once you plug a USB device into a USB port on your computer, Windows automatically loads a driver for that device. After the driver has been loaded one time, you can disconnect and reconnect the same device without performing any additional steps.

Note: If Windows requires you to install the driver before connecting, check the documentation provided by the device's manufacturer before connecting the device.

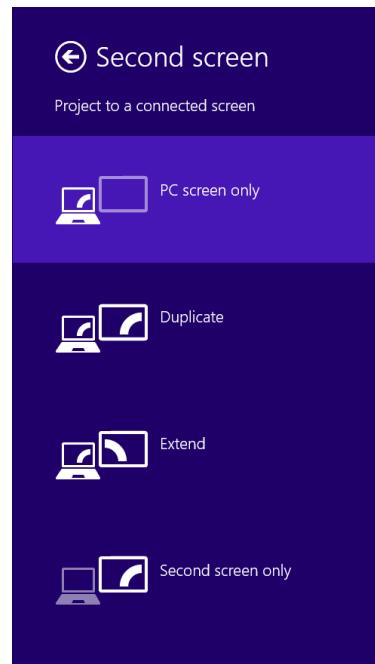
Before disconnecting a USB storage device, make sure the data transfer between your computer and that device has finished. Click the Safely Remove Hardware icon in the notification area of Windows to remove the device before disconnecting.

Note: If your USB device uses a power cord, connect the device to a power source before connecting it.

Connecting to the HDMI port

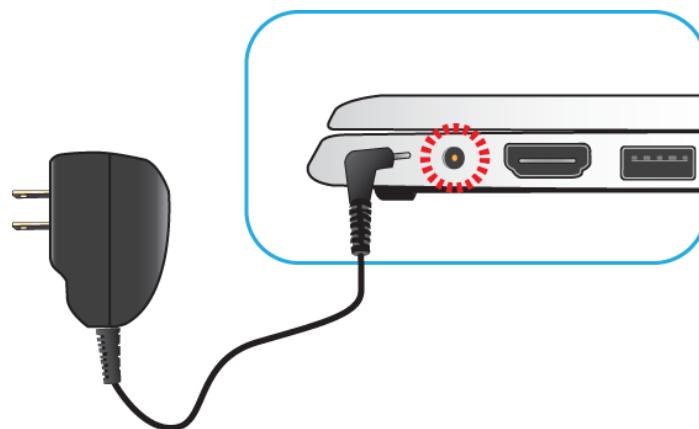
You can connect an external display device such as a monitor, TV, projector, etc., only if such device has a HDMI port. By doing so, you have a wider view when you give a presentation or watch a video or movie.

1. Power off the external device.
2. Locate the micro-HDMI port on your computer.
3. Connect the small end of the HDMI cable to the port, and the other end to the HDMI port on the external device.
4. Power on the external device.
When connecting a TV, you may need to configure your TV to external device mode.
5. Select Charms menu > Devices > Second Screen. An option menu appears as shown on the right.
6. Select a desired monitor mode.



5. Battery

Charging your battery



1. Plug the adapter into the DC-in, which you can find on the left side of your laptop.
2. Plug the adapter into a wall-socket.
3. You shall see the battery indicator starts blinking in blue.
4. When the battery is fully charged, the battery indicator will stop linking and stays solid in blue



While system is off, it takes around 4 to 5 hours to fully charge the battery.

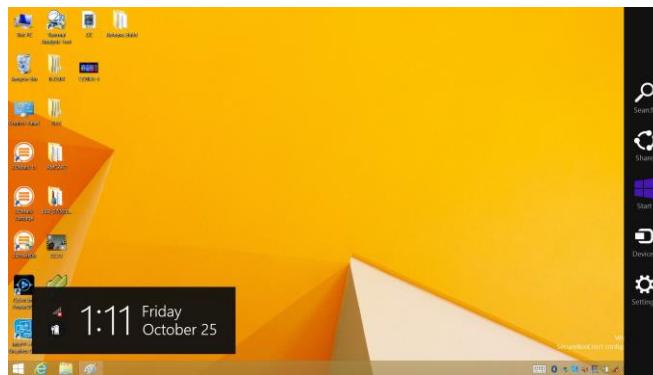
Note: If the remaining power in your battery capacity is 90% or above, plugging the adapter will not fully charge your battery.

Inspecting your battery status

There are mainly two ways to view your battery status.

By opening the Charms

In the Start screen or Desktop, open the Charms menu. A popup window shows up at the down-left corner of your screen, as shown below.



In the lower-left corner is the battery status icon.

By inspecting the taskbar

In Desktop, move the cursor to the battery icon in the taskbar. A pop-up dialog box appears and shows you the remaining battery percentage, as shown below.



The battery icon reveals the status of your battery, which is described as below.

	Battery is fully charged
	Battery is starting to drain
	Battery is about to completely drain, and you should stop using your tablet and charge it at once.
	Battery is being charged.

By inspecting the battery indicator

When your laptop is not powered by the adapter, the color of the battery indicator shows you the approximate status of your battery.

Battery Low : Blinking in red

Battery High: Solid Red or dark blue

A battery is an expendable supply, so when using it over a long time, the capacity/battery life is shortened. If the battery life is reduced to under half of its initial time, we recommend purchasing a new battery.

When not using the battery for a long time, store the battery after charging it to 30-40% of its capacity. This extends the battery life time.

6. Windows Help and Troubleshooting

To know how to use Windows 8.1 properly, it is better to learn how to use Windows by utilizing Windows Help.

Windows Help

Open the Charm menu, select Settings > Help.

For accessing to the most recent online Help, you need to connect your computer to the Internet.

Troubleshooting

This section describes some common problems and suggested solutions, and ways to recover your computer from a crash.

Be aware that the problems and solutions described here are meant only as a guide. They are not definitive problem solving techniques. For certain problems, you might need help from your reseller or your service provider.

When you observe a problem, stop operation immediately, because taking further action might result in data loss or damage. Take a note of what the system is doing and what actions you performed before the problem occurred. Provide detailed information to your service provider for quicker problem resolution.

For about any problem, follow these steps:

1. Restart your laptop.

2. Check your Wi-Fi connection.
3. Reset your Wi-Fi connection.
4. Plug your laptop to a wall socket to charge it for at least one hour.

Screen problems	
When I turn on the computer, nothing appears on the screen.	<ul style="list-style-type: none"> • If the screen is blank, make sure that: <ul style="list-style-type: none"> - The AC adapter is connected to the computer and the power cord is plugged into a working electrical outlet. - The computer power is on. (Press the power button 6 seconds to force the power off, and power it on again.) • If these items are properly set, and the screen remains blank, have the computer serviced.
My screen goes blank while the computer is on.	<ul style="list-style-type: none"> • Your power management is enabled. Do one of the following to resume from sleep mode: <ul style="list-style-type: none"> - Press any key on the keyboard. - Press the power button. - Press the windows key button.
Sleep problems	
The critical low-battery error message appears, and the computer turns off	<ul style="list-style-type: none"> • The battery power is getting low. Connect the AC adapter to the computer.

The computer enters sleep mode immediately after Power-on.	<ul style="list-style-type: none"> • Make sure that the battery is charged. - The operating temperature may be too hot. Move to a cooler environment and try to wake the computer.
The computer does not return from sleep mode and the computer does not work.	<ul style="list-style-type: none"> • If your computer is in sleep mode, connect the AC adapter to the computer, then press the key button or the power button. • If your computer is powered-off, connect the AC adapter to the computer, then press the power button to resume operation.
Display problem	
The screen is blank.	<ul style="list-style-type: none"> • Do the following: <ul style="list-style-type: none"> - If you are using the AC adapter, or using the battery, and the battery status indicator is on, press Fn+F8 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.	<ul style="list-style-type: none"> • Make sure that: <ul style="list-style-type: none"> - The screen resolution and color quality are correctly set. - The monitor type is correct.

Incorrect characters appear on the screen.	<ul style="list-style-type: none"> Are 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 speaker even when the volume is turned up.	<ul style="list-style-type: none"> Make sure that: <ul style="list-style-type: none"> The Mute function is off. The combo audio jack is not being used. Speakers are selected as the playback device.
Other problems	
Your computer does not respond.	<ul style="list-style-type: none"> To turn off your computer, press and hold the power button for 6 seconds or more. If the computer still does not respond, remove the AC 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.	<ul style="list-style-type: none"> 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 a high power consumption external device such as an external USB optical disk drive, use an external device power adapter. Otherwise, the device may not be recognized.

7. Specification

Processor	<ul style="list-style-type: none">■ Intel® Bay Trail-T Entry■ Quad Core :Z3735 F■ 2MB L2 Cache■ Base 1.33 GHz, Burst to 1.83 GHz
Memory	<ul style="list-style-type: none">■ 2 GB■ DDR3L one channel, 1333MT/s (max.)
Storage	<ul style="list-style-type: none">■ 16GB■ 32GB/ 64GB (Optional)■ eMMC interface
Dimension	<ul style="list-style-type: none">■ 305 x 202 x 19.9 mm
Weight	<ul style="list-style-type: none">■ 1.3 kg
Wireless	<ul style="list-style-type: none">■ Wi-Fi 802.11 b/g/n■ Bluetooth 2.1 + enhanced data rate(EDR)/BT 4.0
LCD	<ul style="list-style-type: none">■ 11.6" TN with 1366 x 768
Cameras	<ul style="list-style-type: none">■ Front facing camera: 0.3M
Battery	<ul style="list-style-type: none">■ After fully charged, the battery Life reaches 11hrs on full HD video playback
Input/Output	<ul style="list-style-type: none">■ 1 x Mini DC-in jack■ 2 x USB 2.0 port■ 1x HDMI port■ 1x Micro SD Card slot■ 1 x combo Audio jack■ 1x Micro SIM Card slot (w/ 3G Optional)
Speaker	<p>Speaker :</p> <ul style="list-style-type: none">■ Build-in 2 Speakers (1.1 W)

Language	<ul style="list-style-type: none"> ■ English ■ Spanish ■ Portuguese ■ Arabic ■ Turkish ■ Russian ■ Simplified Chinese ■ Thai ■ Greek ■ Hungarian ■ Traditional Chinese ■ German ■ Hebrew ■ Italian ■ Latin Spanish ■ Brazil Portuguese ■ French 								
AC adapter	<ul style="list-style-type: none"> ■ DC Output: 12V/24W ■ Input Voltage: 100–240VAC Nominal ■ Input Frequency: 50–60Hz. 								
Certification	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">EMC</td><td style="padding: 5px;">■ CE /FCC</td></tr> <tr> <td style="padding: 5px;">RF</td><td style="padding: 5px;">■ FCC&SAR / R&TTE</td></tr> <tr> <td style="padding: 5px;">Safety& Environment</td><td style="padding: 5px;"> <ul style="list-style-type: none"> ■ UL / CB ■ CCC ■ WEEE ■ RoHS </td></tr> <tr> <td style="padding: 5px;">Others</td><td style="padding: 5px;"> <ul style="list-style-type: none"> ■ HDMI ■ Energy star 6.1 (design ready) ■ Erp Lot 6 (design ready) ■ Drop test 50 cm </td></tr> </table>	EMC	■ CE /FCC	RF	■ FCC&SAR / R&TTE	Safety& Environment	<ul style="list-style-type: none"> ■ UL / CB ■ CCC ■ WEEE ■ RoHS 	Others	<ul style="list-style-type: none"> ■ HDMI ■ Energy star 6.1 (design ready) ■ Erp Lot 6 (design ready) ■ Drop test 50 cm
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