

K160 笔记本电脑说明书

尺寸：105*135mm 胶装

封面157g铜版纸彩色印刷，封二封三留白

内页80g 铜版纸彩色印刷

A stylized graphic of a laptop in blue. The keyboard area is in the bottom left, showing a grid of keys. The screen area is a large blue shape extending towards the top left. The text is positioned to the right of the screen area.

K160 Laptop

User Manual

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READ BEFORE USE

1. Your laptop can get warm to hot while in use or while charging the battery pack. Do not leave your laptop on your lap or near any part of your body to prevent injury from heat.
2. Do not place your laptop on surfaces that can block the vents when working on it.
3. Do not use damaged power cords, accessories, and other peripherals with your laptop.
4. While powered on, ensure that you do not carry or cover your laptop with any material that reduces air circulation.
5. You can send your laptop through x-ray machines (used on items placed on conveyor belts), but do not expose them to magnetic detectors and wands.



6. Using wireless devices while flying in aircraft may be prohibited. You may turn on your computer's wireless devices only when informed that it is safe to do so by the cabin crew.
7. Disconnect the AC power before cleaning your laptop.
8. Avoid using this device in strong magnetic and static environments as much as possible.
9. If the device comes into contact with water or any other liquid, power it off immediately and wait for it to dry completely before turning it on again.
10. Do not clean the device with any cleaning products containing chemicals, to avoid damage caused by corrosion and dampness. When cleaning is necessary, use a dry, soft cloth.
11. The company shall not be held responsible for the loss or deletion of material inside the device caused by abnormal software and hardware operation, maintenance or any other accidents.
12. Please regularly back up important data and files to avoid loss.
13. Please do not disassemble the device by yourself; doing so will void the warranty.
14. Do not throw your laptop in municipal waste. Check local regulations for disposal of electronic products.



15. 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.

GET STARTED WITH YOUR LAPTOP

Charging Your Laptop

Plug in the AC Power Adapter to charge the built-in battery pack and provide power to the laptop.

A. Connect the DC power connector into your laptop power DC input port.

B. Plug the AC power adapter into a 100V-240V power source.



Warning:

Do not expose battery packs to temperatures below 0°C (32°F) or above 45°C (113°F). Extreme temperatures may adversely affect the battery pack.

IMPORTANT:

Before you use a battery pack for the first time, there is a conditioning process that you should follow:

1. Connect the AC adapter and fully charge the battery.
 2. Turn on the computer and complete setting up the operating system.
 3. Disconnect the AC adapter.
 4. Operate the computer using battery power.
 5. Fully deplete the battery until the battery-low warning appears.
 5. Reconnect the AC adapter and fully charge the battery again.
- Follow these steps again until the battery has been charged and discharged three times. Use this conditioning process for all new batteries, or if a battery hasn't been used for a long time.

FEATURES AND SPECIFICATIONS

Processor	Intel Core Quad Core
Display	1920*1200P
Memory	16GB
Storage device	• Type: Solid State Drive(SSD) • Capacity: SATA M.2 2280, 1TB
Interfaces	• Audio • Mini HDMI • RJ45 • USB 2.0*2 / USB 3.0 • Type C
Wireless features	• Bluetooth • WiFi 2.4G/5G
Size	35.6*24.7*2.1 cm
Weight	3lb (1.37kg)
Battery pack	• Type: Built-in lithium battery
AC power adapter	12V/3A

USE THE TOUCHPAD

You can use the touchpad to perform various touch gestures. The following section introduces some frequently used touch gestures, such as tapping, dragging, and scrolling.

Notes:

- When using two or more fingers, ensure that you position your fingers slightly apart.
- Some gestures are only available when you are using certain apps.
- If the touch pad surface is stained with oil, turn off the computer first. Then, gently wipe the touch pad surface with a soft and lint-free cloth moistened with lukewarm water or computer cleaner.

Touchpad Gestures

	Single-finger slide Slide a finger across the touchpad to move the cursor.
	Single-finger press or tap Press the touchpad down, or lightly tap the touch pad with your finger, to perform a 'click', which will select or start an item. Quickly repeat the tap to perform a double tap or 'double click'.
	Two-finger press Lightly tap the touchpad with two fingers to perform a 'right click'. In the Start screen, this will toggle the app commands. In most apps this will open a context menu related to the selected item.
	Two-finger slide Swiftly scroll through web pages, documents and playlists by placing two fingers on the touch pad and moving both in any direction.
	Two-finger pinch Zoom in and out of photos, maps and documents with a simple finger-and-thumb gesture.
	Three-finger press Lightly tap the touchpad with three fingers to open Cortana™ (if your computer supports Cortana™) or open the Search Windows™ (if your computer does not support Cortana™).

	Three-finger swipe Swipe across the touch pad with three fingers. • Swipe up to open Task View. Move the cursor over a window and tap the touchpad to select that window, or swipe downwards to exit Task View. • Swipe down to minimize all open Windows™ and show Desktop; swipe upwards to restore the minimized Windows™. • Swipe left or right to switch between open Windows™.
	Four-finger press Lightly tap the touchpad with four fingers to open the Action Center.
	Four-finger swipe • Swipe across the touch pad with four fingers. • Swipe up to open Task View. Move the cursor over a window and tap the touchpad to select that window, or swipe downwards to exit Task View. • Swipe down to minimize all open Windows™ and show Desktop; swipe upwards to restore the minimized Windows™.

INTERFACE INTRODUCTION

Windows™ 11 Home Start Menu



You will see many applications fixed on the Start menu. These apps are displayed in the form of tiles, allowing you to easily visit programs at the click of a button. You will need to log in to your Microsoft™ account before the applications can fully run.

APPLICATIONS INTRODUCTION

In addition to the applications already fixed on the Start Menu, all other apps can be accessed from your laptop's homepage.

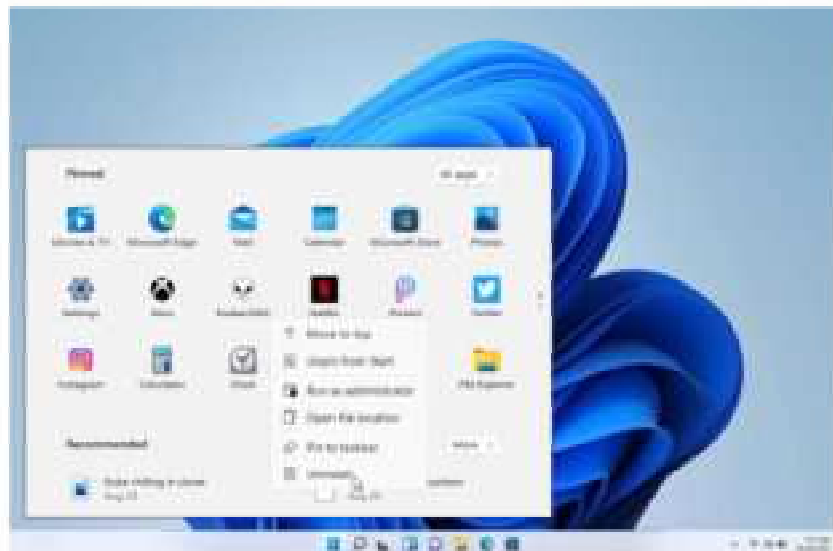
Launch Windows™ Apps From The Start Menu

1. Position your mouse pointer over the app.
2. Click to launch it.

Customizing Windows™ Apps

Moving apps

1. Position your mouse pointer over the app.
2. Drag and drop the app to a new location.



Pinning apps to the taskbar

1. Right click on the app icon you wish to pin to the Start Menu.
2. Select Pin to Start.



Unpinning apps to the taskbar

1. Right click on the app icon.
2. Select Unpin from Start.



Downloading Apps



You can download more apps from the Microsoft™ Store found on the Windows™ Start Menu.

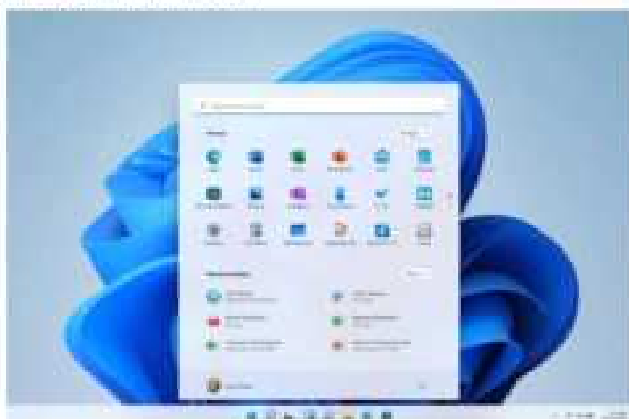
Note: You need a Microsoft™ account to be able to download apps. You can create an account by logging on to <https://account.microsoft.com/account>



Once you've created an account, go to the Microsoft™ Store app on your laptop and sign in by clicking the R icon.

Search

The Search Bar can be found in your Start Menu. Use it to find documents or files stored in your device. You can also use the Search Bar to search for anything on the Web when an internet connection has been setup.



You can see notifications on the Action Center.



Multitasking

Multitasking allows you to use multiple desktops to organize your files and documents more efficiently.

1. Click the Task View button next to the search bar, or press **Alt+Tab** on your keyboard to switch between or view apps.
2. To use two or more apps at a time, grab the top of an app window and drag it to the side. Then choose another app and it'll automatically snap into place.
3. Create different desktops for home and work by selecting **Task View > New Desktop**, and then opening the apps you want to use.



Basic Operations

Clicking on the Power Button gives you access to the Sleep, Restart, and Shutdown operations. Briefly press the Power Button on your keyboard to enter Sleep Mode.



Action Center

The Action Center allows you to view and manage your accumulated notifications. It also gives you quick access to commonly customized settings. To open the Action Center, click on the Windows[®] Key () on your keyboard while pressing the letter A.



Bluetooth: Turn Bluetooth[®] on or off. **Network:** Connect to a Wi-Fi[®] network.

Location: Enable or disable location settings.

Highlight: Shift your display to reduce blue light and emit warmer colors to help you get a better night's sleep.

Settings: Access all device settings.

Connect: Connect to a wireless display or audio device.

Battery Saver: Activate to save battery.

Airplane Mode: Select to activate airplane mode.

Connecting to Devices

You can connect your laptop to different devices with a USB cable or wirelessly via Bluetooth®/Wi-Fi®.

Pair with a Bluetooth® device

1. Turn on your Bluetooth® device to make it discoverable.
2. Open the Action Center. Click and hold "Bluetooth®". Select "Go To Settings".
3. Wait for your laptop to search for Bluetooth® devices. When the Bluetooth® device appears, follow the on-screen instructions to finish pairing.

Setup a printer or scanner

Click "All Settings" in the Action Center > Devices.

Available printers and scanners on your Wi-Fi® network will be listed. If you do not see your printer, click "The printer that I want isn't listed" and follow the prompts.

Project to a second screen

Connect your laptop to a TV or monitor via the mini HDMI® output to watch movies, work with multiple apps, share presentations and more.

Connect to a wireless display

1. Open the Action Center and click "Connect".
2. Your laptop will search for wireless display and audio devices.
3. Choose the wireless device you wish to connect to and follow the on-screen instructions.



Personalizing Your Laptop

Background and color

You can also customize the Start Screen colors and background. At the Start Screen, open



Personalize your lock screen

Open the Action Center, and click "Settings". Select Personalization > Lock screen > Configure your options.

Personalize your desktop

To customize your desktop, go to your desktop and open the Action Center. Click "Personalization". You may now change the theme, desktop background, colors and

Basic Operations

Notifications and actions

Notifications should appear in the top right corner of the screen. To hide notifications, open the Action Center > All Settings > System > Notifications and Actions.

Lock-Screen Notifications: To edit app notifications on the lock screen, open All Settings in the Action Center. Select "Personalization", then "Lock Screen".

Choose apps to show quick status.

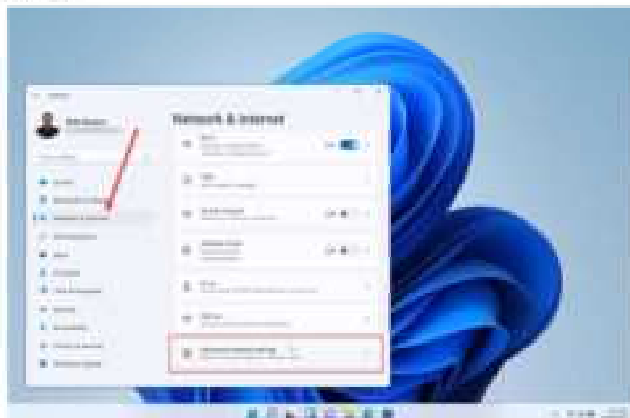


Network

Wi-Fi® can only be used when the device connects to a Wi-Fi® Access Point (AP) or a free, unsecured Wi-Fi® hotspot.

Turn on Wi-Fi®

Within the Action Center menu, select the "Network" icon. Under "Network & Internet Settings", switch on Wi-Fi® to scan for available networks. Your laptop will list the networks it finds. Click a network to connect. When connected, the wireless indicator appears on the status bar. The white lines indicate connection strength.



Turn off Wi-Fi®

Under "Networks", click Wi-Fi® again. Turn off Wi-Fi® when you are not using it to extend the life of your battery between charges.

Forget a Wi-Fi® network

Click "All Settings" in the Action Center > Network and internet > Wi-Fi® > Manage Known Networks > then select the network you wish to delete and click "Forget".

Connect to a Virtual Private Network (VPN)

This laptop has built-in support for VPN. You can also install third-party VPN software, if available in the Windows™ Store. To connect to a VPN, open the Action Center and click "VPN". Select "Add a VPN connection" and enter a VPN to connect.

Disconnect from a VPN

Toggle the VPN switch under the Action Center. Turn off VPN when not in use to extend the life of your battery.

User Accounts

Choose whether you want to use a Microsoft™ account or a local account.

Microsoft™ account

Use this account to sign into Windows™ and shop for apps in the Windows™ Store. All your files are also saved to OneDrive™ by default, allowing you to access them from any device.

Local account

You can only use a local account on your laptop and cannot connect to the cloud.

Manage your accounts

There are two ways you can manage your accounts:

1. Action Center

- Open the Action Center and click "All Settings".
- Click Accounts > Set Access for other Accounts.

2. Sign-in Options

- You can also create a PIN password to sign in to your laptop. To access other sign-in options, go to "All Settings" in the Action Center. Click "Accounts", then select "Sign-in Options" and follow the on-screen instructions.

Change your password

1. Open the Action Center > Tap "All Settings".
2. Click "Accounts" > "Sign-in Options".
3. Choose "User Accounts" from the search results.

Under "Password", select "Change" and follow the on-screen instructions.

Lock or sign out

Your laptop will automatically lock when not in use for a while. You can manually lock or sign out from the Start Screen by clicking the "More Options" icon (≡) on the top left.

Ease Of Access

Ease of Access settings allow you to customize your laptop's accessibility settings to cater to your needs.

For ease of access settings

1. Open the Action Center -> click "All Settings"
2. Click "Ease of Access".
3. Configure your settings.

Laptop Settings

Activate Windows™: Install the latest version of Windows™ on your laptop with your product key.

Devices: Manage your laptop settings, including display, typing, power and sleep. Manage Bluetooth® and other devices. Get laptop information.

Accounts: Manage and create different user accounts.

Privacy: Change your privacy settings, location settings, webcam settings, microphone settings, etc.

Network: Manage your network connections.

Time and Language: Set date and time. Set region and language.

Ease of Access: Control accessibility settings: narrator, magnifier, high contrast and keyboard options can be adjusted to your needs.

Update and Security: Update Windows™, save copies of your settings and recover or reinstall your laptop. Change security settings.

Restart

Refresh device

1. In the Action Center, click "All Settings"
2. Click on "Update and Security", then click "Recovery"
3. Choose how you want to refresh the device

Restart device

1. In the Action Center, click "All Settings"
2. Click on "Update and Security", then click "Recovery"
3. Choose "Restart Now"

Frequently Asked Questions (FAQ)

Malfunction	Solution
Turned on the power, but the computer does not start or boot up.	Check if power is being supplied to the computer (if your computer has a power indicator, it will be off).
Nothing appears on the screen.	• The computer's power management system automatically blanks the screen to save power. Press any key to turn the display back on. • The brightness level might be too low. Use the Brightness up hotkey to adjust the brightness level. • The display device might be set to an external monitor. Press the display toggle hotkey to toggle the display back to the computer. • The computer may be in Sleep or Hibernation mode (if there is a power LED, it will flash). Press and release the power button to resume.
No audio is heard from the computer.	• The volume may be muted. Click the icon and drag the slider to the right to increase the volume. • The volume level may be too low. • If headphones, earphones or external speakers are connected to the headphone jack on the computer, the internal speakers automatically turn off.
The keyboard does not respond.	Try attaching an external keyboard to a USB port on the computer. If it works, contact your dealer or an authorized service center as the internal keyboard cable may be loose.
The printer does not work.	• Make sure that the printer is connected to a power outlet and that it is turned on. • Make sure that the printer cable is connected securely to a USB port and the corresponding port on the printer.
How do I get to Start?	Press the Windows key or select the Windows Start button on the lower left-hand corner of the screen. Selecting it will open Start where you can launch apps.
How do I see all of my apps?	Press the Windows key or select the Windows Start button to show a list of installed apps on the computer.

Malfunction	Solution
How do I turn off my computer?	Press the Windows key or select the Windows Start button and select the power icon > Shut down. You can also turn off the computer by right-clicking the Windows Start button > Shut down or sign out > Shut down.
Can I turn off notifications?	You can turn off notifications so that you can leave your computer running, but not be disturbed by notifications. Press the Windows key or select the Windows Start button and select Settings > System > Notifications & actions. From here you can enable/disable notifications for all of your apps or choose which apps to enable/disable.
How do I unlock my computer?	Press the space bar and select a user account icon to unlock the computer. If your account has a password set, you will need to enter the password to continue.
Can I personalize the Lock screen?	Press the Windows key or select the Windows Start button and select Settings > Personalization > Lock screen. From here you can: • Select a background image for the lock screen • Turn the Slideshow on or off • Select lock screen apps.
How do I move tiles?	Select a tile and drag it to the place on Start that you want it to appear. Other tiles will be moved to accommodate the tile in its new location.
Can I arrange tiles in groups?	Yes, you can. Select an existing tile and drag the tile to arrange Start to your liking. Right-click on an app and select Pin to Start to create a new group on Start. From here, you can drag the tile to an existing group on Start. You can give the group(s) a name and arrange the tiles within the groups to suit your needs.
Can I make tiles bigger or smaller?	Yes, you can. Right-click on a tile and select Resize. Select a size from the menu that appears.
Can I change the screen resolution?	Yes, you can. Move your cursor to the lower left-hand corner of the screen and type 'Resolution' in the text box to display the results; select Change the resolution of the display. Alternatively, you can also right-click anywhere on the desktop and select Display settings > Display.

Malfunction	Solution
How do I set the alarm?	Your computer can act as an alarm clock. Type 'Alarms' to search for the Alarms & Clock app. 1. Select an alarm from the list, or select the + in the lower-right corner to create a new alarm. 2. Enter the Alarm name. 3. Set the time by choosing the hour and minute. 4. Choose which days the alarm should go off. 5. Select the sound notification. 6. Select the snooze time. 7. Select the Save icon in the bottom right-hand corner to save the alarm. 8. Select On or Off to activate or deactivate the alarm.
Where are my apps?	Move your cursor to the lower left-hand corner of the screen and click search box, start typing the name of the app you would like to open.
How do I make an app appear on Start?	If you're in all apps list and you want to make an app appear on Start, right-click an app and select Pin to Start.
How do I remove a tile from Start?	Right-click a tile to select it and select Unpin from Start to remove the tile from Start.
How do I make an app appear on my taskbar?	If you're in all apps list and you want to make an app appear on the taskbar, right-click an app or tile and select More > Pin to taskbar.
How do I install apps?	You will need to have a Microsoft ID to purchase and download apps from Microsoft Store.
I can't find apps like Notepad and Paint. Where are they?	Move your cursor to the lower left-hand corner of the screen and click search box. Type the name of the app you would like to open. Alternatively, open all apps list and scroll to 'Windows Accessories' to see the list of legacy programs.
What is a Microsoft ID (account)?	A Microsoft account is an email address and password that you use to sign in to Windows™. You can use any email address, but it is best if you choose the one you already use to communicate with friends and sign in to your favorite websites. When you sign in to your PC with a Microsoft account, you'll connect your PC to the people, files, and devices you care about.

Malfunction	Solution
Do I need one?	You do not need a Microsoft ID to use Windows™ 10, but it makes life easier because you can sync data across different machines you sign in to using a Microsoft ID.
How do I get one?	If you've already installed Windows™ 10 and didn't sign in with a Microsoft account or you don't have a Microsoft account and want to get one, press the Windows key or select the Windows Start button > Settings > Accounts > Sign in with a Microsoft account. Instead, and follow the onscreen instructions.
How do I check for Windows updates?	Press the Windows key or select the Windows Start button > Settings > Update & Security > Windows Update. Select Advanced options to configure the settings.
Where can I get more information?	For more information please visit the following pages: • Support FAQs: us-laptop-k150@elitack.com

FCC Statement

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.

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

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.

Specific Absorption Rate (SAR) information

This device meets the government's requirements for FCC exposure limits set forth for an uncontrolled environment. This device was tested for typical body-worn operations with the back of the LAPTOP kept 0 mm from the body. To maintain compliance with FCC RF exposure requirements, use accessories that maintain an 0 mm separation distance between the user's body and the back of the LAPTOP. The use of belt clips, holsters and similar accessories should not contain metallic components in its assembly. The use of accessories that do not satisfy these requirements may not comply with FCC RF exposure requirements, and should be avoided.

K160 Laptop

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