Windows 10 Quick Guide

(Universal Edition)

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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 and power cable
Stylus (optional)	This manual

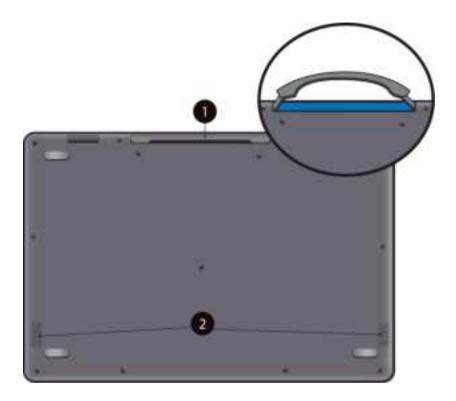
Layout

Front



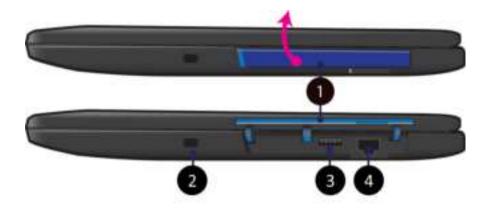
No.	Name	Function
1	Rotatable camera	Often for taking self-portraits as well as for video conferencing.
2	Microphone	Mainly for sound and speech recording
3	Touchscreen	The main display of your laptop and a see-touch device. You can look at it and also touch it with your fingers to control it.
4	Power button	Press it to power on/off your laptop.
5	Power indicator	Shows the power status of your laptop.
6	Stylus holder	You can rest the stylus here.
7	Touchpad	Allows you to control your system using figure gestures

Bottom

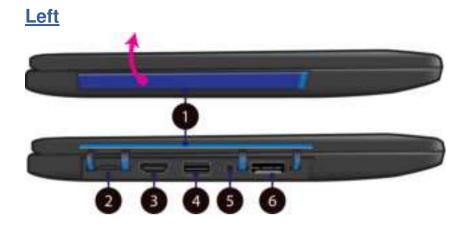


No.	Name	Function
1	Handle	This integrated rubble handle allowing you to carry your notebook easily and handily.
2	Speaker	The sound system has two speakers for playing music, notification sounds, and other audio data.

<u>Right</u>

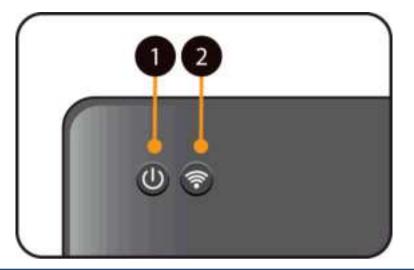


No.	Name	Function
1	Rubber cover	Pull and flip it up to access the I/O interface
2	Kensington lock	Allows you to secure the notebook with a Kensington lock.
3	USB 2.0 Type-A port	Plug your USB Type-A devices here.
4	RJ45	Plug the RJ45 cable to connect to a wired network environment.



No.	Name	Function
1.	Rubber cover	Pull and flip it up to access the I/O interface
2	USB Type-C port	Plug your USB Type-C supported devices here. Plug the provided adapter here to charge the battery.
3.	HDMI	Plug your HDMI supported device here.
4	Micro SD card slot	Plug your micro SD card here.
5	Combo Audio jack for microphone/headphone	Plug your 3.5mm headphone here
6	SIM card slot (nano type) (Optional)	 Pull out the SIM tray Clip the nano SIM into the tray.

Back of the LCD panel



No.	Name	Function
1	System indicator	Shows the system status.
2	Wi-Fi indicator	Shows your Wi-Fi connection status.

Function keys



The following function keys are no need to press Fn to make them work.

الله الله الم	Mute or unmute your system.	* 16	Increases the display brightness.
* R	Decreases the volume level.	¢.	Opens the Settings screen.
1	Increases the volume level	►/II	Play or Pause
FIL R	Switches display output between your display, external monitor (if connected) and both.	9 0	Push here to talk to Cortana, if available.
•* ₁₅	Decreases the display brightness		

Folding the keyboard

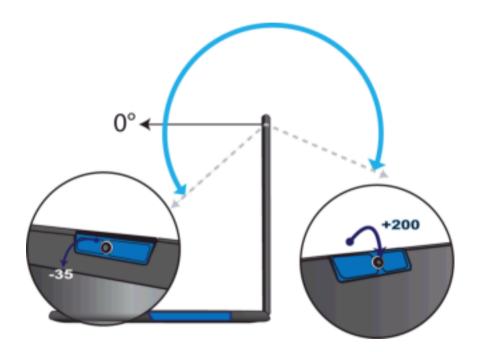


This laptop supports a swiveling 11.6-inch touchscreen that can be used in several different ways. Opening the device as a standard laptop gives you access to the keyboard and touchpad, while folding the keyboard behind the screen turns it into a laptop. You also can prop the notebook's screen up in stand mode, which is ideal for viewing videos and presentations.

Your rotatable camera

Form the angle at which the camera facing forward, you can adjust the camera angle downward to make it facing down at an angle of 35 degree.

Or, you can turn it over a full 200 degree to use it like a rear-facing camera.



Stylus pen battery replacement

1. Unscrew the end part of the stylus.



2. Replace the AAAA battery with the positive (+) end of the battery pointing toward the writing tip.



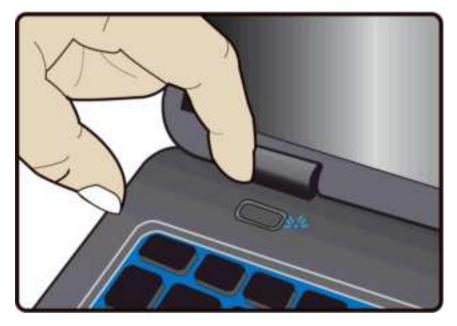
3. Screw the end back on.



2. Using your computer

Powering ON/OFF

Powering on your computer



- If this is the first time you turn this computer on, connect the AC adapter and fully charge the battery.
- Press the power button (normally 1 to 2 seconds). You shall see the screen turning on.

Powering on for the first time

The laptop will require you to do the initial setup, which including:

• Activate your Windows 10

- Sign in to or create your Microsoft account
- Setup a wireless connection and more

Please follow the instruction to complete the initial setup.

Powering off your laptop

Save all your data before powering your laptop off.

To power off your system, following the steps below:

- A. By Start menu
- Click the Windows icon in the low-left corner of the Desktop.



ŵ



Or, press on the Windows key in the keyboard

Sleep

Shut down

Restart

ഗ

 In the Start menu, click
 <Power> option, as shown on the

right,

3. Select <Shut

down> from the power option menu, as shown on the right.

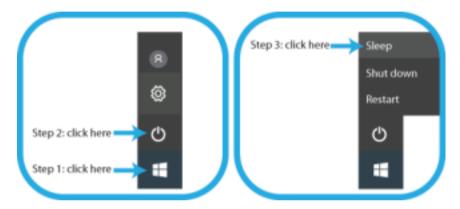
Step 3: click here

Putting your laptop into sleep mode

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

Do one of the following:

- Close the display panel
- Press the power button briefly one time.
- Open the Start menu and then select <Power> \rightarrow <Sleep>.



Waking up your laptop

Just pressing the power button briefly one time.



Basic touchpad operations

The touchpad works like a traditional mouse. With it, you can move the cursor and perform left-click, right-click, double-click actions. However, the actual available actions are application dependent.

One finger

Action	Explanation
	Tap once on the touchpad surface or press once on the low-left corner of the touchpad to get the effect just like left clicking a mouse.
	Press once on the low-right corner of the touchpad to get the effect just like right clicking a mouse.
	Press and continue to hold down the left corner and then move (drag) your finger across the touchpad surface to drag an item on the desktop.

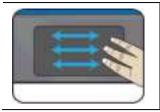
Two fingers

Action	Explanation	
	Tap once on the touchpad surface to get the effect just like right clicking a mouse	

Move two fingers together or apart while touching the screen. This is to zoom in and out on visual apps, such as pictures and maps.
Drag two fingers vertically the touchpad to scroll vertically.
Drag two fingers horizontally on the touchpad to scroll horizontally.

Three fingers

Action	Explanation
	Clicking with three fingers can open the Cortana app.
	Press and drag upward with three fingers to bring existing active windows out on the desktop.
	Press and drag downward with three fingers to hide all existing active windows and bring out the desktop.



Press and drag to left or right with three fingers to switch between existing active windows.

Four fingers

Action	Explanation
	Clicking with four fingers can open the Action Center.

Basic touchscreen operations

Your system is ideal for you to use your fingers or the stylus pen to perform many actions on it.

• Don't use sharp objects to touch the screen. Or, the screen may be damaged or scratched.

• Don't touch the touchscreen with a conductive material. It may cause a malfunction.

• The supporting functions are application dependent.

Gesture name	Explanation
Тар	Touch once on an item to start an app, open a link, or perform an optional function. This is similar to a left-click with a mouse.
Double-tap	Slightly press twice with your finger to select an item.
Press and hold	Press and leave your finger on an item. This brings up detailed information or opens a menu with more options for the item. This is similar to a right-click with a mouse.

Pinch	
or	Move two fingers together or apart while touching the screen. This is to zoom in and out on visual apps, such as pictures and maps.
Rotate	Place two or more fingers on an item and then
	turn your hand. This enables you to turn an object. (Note: Not all items can be rotated, depending upon the app.)
Slide	Drag your finger across the screen.
	This can scroll through lists and pages, and can also move an object or be used to draw or write, depending upon your apps.

3. Windows Interface

Virtual desktops

The Desktop screen is as shown below and natively provides virtual desktop feature.



Virtual desktops gives you the ability to have multiple desktop interfaces on your laptop and to switch between them like you have multiple monitors. With this feature, you can create many desktops and respectively keep different apps open, separating types of work.

Start With Virtual Desktops



You'll need to open the Task View to work with virtual desktops. To do this, click its button on the taskbar, which is as shown on the left.

Note:

- 1. If you don't see the button, right-click on an empty spot of the Taskbar and check the Show Task View button option.
- 2. You can also access Task View with the keyboard shortcut Win + Tab.

Creating a new desktop

For the first time, you'll only see the view at the top of the page. The first desktop is your current one.



To create a second one, click the < New desktop> icon.

After creating a new desktop, you can simply click on the desktop you want to switch to at the top of the screen.



Taskbar

The black bar on the bottom of the desktop is called Taskbar. It provides several key features and they are:

- Start menu
- Search box
- App shortcuts area
- Notification area

Start menu



To open the Start menu, you can either click on the windows icon (which is also known as Start button) located at the left end of the taskbar or press once on the windows

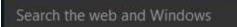
key of the keyboard. And the Start menu will appear, as shown below



For how to setup this menu, please refer to page 30.

Search box - Cortana

Next to the Start menu is the search box, as shown below.



When you select this box, a window will pop out as shown below.



After you setup the Cortana settings, the search box will look like



App shortcuts area



In this area, you can put the shortcuts of your frequently used apps. For how to arrange this area, please refer to page 30

Notification area

The right part of the taskbar holds several icons that show you the status of your system, as shown below.



This is an area called Notification Area, where

^	Click here to show more hidden status icons.
	Shows you the current battery status.(For detail, please refer to page 37)
ſ.	Shows you the status of your wireless network connection.
Ę	Click here to show the system notifications and several shortcuts.

4. Setup and Connection

Settings screen

To access to the Settings

screen:

 Click the Windows icon in the low-left corner of the Desktop. Or, press on the Windows key in the keyboard.

2. Click the Settings icon.



This will open the Settings screen, as shown below

1	Window	rs Settings	
	the course	-	
		D Para Tangan Asar	Antonia & Internet Antonia & Internet
Carlos and a second second	Anto Inclusion and Antonio Antonio Inclusion	R	Se landage
8	Gr - Special Arrange International Arrange	O Longe and the second	8 tz
C meritian			

Next, the following sections will guide you through the basic setup of your windows system.

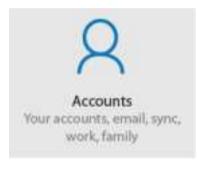
Windows Activation



To use all features of your Windows laptop pc, you may need to activate your Windows system. Follow the following steps to register and activate your Windows.

- 1. Open the Start menu and click <Settings >.
- 2. Click <Update & security>
- 3. Select <Activate>.
- 4. Follow the instructions to activate your windows.

Setup Your Microsoft Account



To share files or settings with other devices running Windows 10, 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.

To setup your Microsoft account

- 1. Open the Settings screen and select <Accounts>.
- 2. Select < Your account >
- 3. Select <Sign in with a Microsoft account instead>.
- 4. Follow the instruction to register your account information.

Replacing Desktop with Start screen



If you are more familiar with the interface similar to the Start screen introduced in Windows 8 series, you can set your system to show the Start screen instead of the Desktop every time when you power on your system.

To do so, do the following steps:

- 1. Open the Settings screen.
- 2. Select < Personalization>.
- In the Personalization screen, enable the option <Use Start full screen>

After these steps, you will see the Start screen every time you turn on your system, as shown below.



Pin and unpin your app

Pinning an App to Start menu or taskbar

To add an app:

 Open the Start menu and select <All Apps>.



 Right-click on the app that you want to appear on your Start menu or taskbar, and an option menu appears.

Pin to Start Pin to taskbar Uninstall

 Click <Pin to Start> or <Pin to taskbar>to add the app to your Start menu or taskbar.

Removing an App

To remove an app:

- 1. Right click the app that you want to remove from your Start menu or taskbar.
- Click <Unpin from Start> or <Unpin from taskbar> to remove it from your Start menu or taskbar.

Wireless LAN

Enabling wireless connection



- 1. Open Settings menu and select
- <Network & Internet>.

2. Select <Wi-Fi> and set the function to ON, as shown below

4- Settings	
Home Find a setting	Wi-Fi On
Network & Internet	Show available networks
Ø Status	Hardware properties
4 W-6	Manage known networks
🕆 Dial-up	Random hardware addresses
NP VPN	Use random hardware addresses to make it harder for people to track your location when you connect to different Wi-Fi networks. This setting applies to new connections.
Airplane mode	Use random hardware addresses
I)I Mobile hotspot	or
() Data usage	Wi-Fi Sense
Proxy	Sign in with your Microsoft account to use Wi-Fi Sense
	Wi-Fi Sense connects you to suggested Wi-Fi hotspots.
	Remember, not all Wi-Fi networks are secure. Learn more

3. 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, please disable the Airplane mode first.

Connecting to a wireless LAN

Once the wireless has been enabled, the laptop 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.
- 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 laptop comes with USB ports compatible with USB devices. Once you plug a USB device into a USB port on your laptop, 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.



To disconnect a USB storage device, make sure you click the Safely Remove Hardware icon (as shown on the left) in the notification area of the taskbar 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.

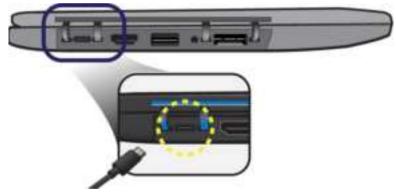
5. Battery

Charging your battery

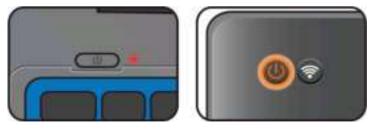
1. Plug the power cable into the adapter.



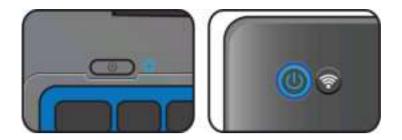
2. Plug the USB Type-C head of the adapter into the USB Type-c port, which you can find on the left side of your laptop.



- 3. Plug the adapter into a wall-socket.
- 4. The system and power indicators light in red to indicate the battery is being charged.



5. When the indicators turn into blue, the battery is fully charged.

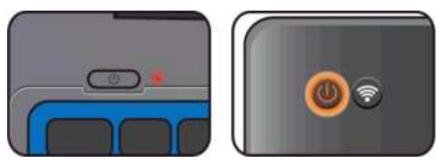


Note: If the remaining power in your battery capacity is 90% or above, plugging the adapter will not fully charge your battery.

Inspecting your battery status

Indicators

• When the power and system indicators start blinking in red, it shows the battery is in low capacity. You need to charge the battery at once.



- When the battery is being charged, the indicators light in solid red.
- When the battery is fully charged, the indicators will turn into solid blue.

<u>Taskbar</u>

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 described as below.

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

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 less than 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

Troubleshooting

This section describes some common problems and suggested solutions, and ways to recover your laptop 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 system.
- 2. Check your Wi-Fi connection.
- 3. Reset your Wi-Fi connection.
- 4. Plug your system to a wall socket to charge it for at least one hour.

Screen problems			
When I turn on the laptop,	• If the screen is blank, make sure that:		
nothing appears on the	- The AC adapter is connected to the		
screen.	laptop and the power cord is plugged into		
	a working electrical outlet.		
	- The laptop 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 laptop		
	serviced.		
My screen goes blank while	• Your system is in its sleep mode. Do one		
the laptop is on.	of the following to resume from sleep		
	mode:		
	- Press any key on the keyboard for 2 to 3		
	seconds.		
	- Press the power button.		
	- Press the windows key button if any		
	keyboard attached.		
Sleep problems			
The critical low-battery error	 The battery power is getting low. 		
message appears, and the	Connect the AC adapter to the laptop.		
laptop turns off			

The laptop enters sleep	• Make sure that the battery is charged.	
mode immediately after	- The operating temperature may be too	
Power-on.	hot. Move to a cooler environment and try	
	to wake the laptop.	
The laptop does not return	 If your laptop is in sleep mode, connect 	
from sleep mode and the	the AC adapter to the laptop, then press	
laptop does not work.	the key button or the power button.	
	• If your laptop is powered-off, connect the	
	AC adapter to the laptop, then press the	
	power button to resume operation.	
Display problem		
The screen is blank.	• Do the following:	
	- Charging your system and press the F7	
	function key to make the screen brighter.	
	- Press the power button to resume from	
	sleep mode.	
	- If the problem persists, follow the	
	solution in the next problem	
Incorrect characters appear	• Are the operating system or programs	
on the screen.	installed correctly? If they are installed	
	and configured correctly, have the laptop	
	serviced.	
Sound problems		
No sound can be heard	Make sure that:	
from the speaker even	- The mute function is off.	
when the volume is turned	- The combo audio jack is not being used.	
up.	- Speakers are selected as the playback	
	device.	

Other problems		
Your laptop does not	To turn off your laptop, press and hold	
respond.	the power button for 6 seconds or more. If	
	the laptop still does not respond, remove	
	the AC adapter.	
	Your laptop 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	• Do not connect or disconnect any	
device does not work.	external device cables other than USB	
	while the laptop power is on. Otherwise,	
	you might damage your laptop.	
	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	•	A customize 64-bit Arm v8 compliant applications processor (Qualcomm Kryo 465 CPU) with Dual Kryo Gold & Hexa Kryo Silver	
Memory	 LPDDR4x Non-pop SDRAM Minimum 4GB Ram or Higher Dual Channel, Speed up to 2133MT/s 		
Storage	Compatible eMMC 5.1Minimum 64GB or higher		
Dimension	■ 305 (W) x 225 (H) x 22.8 (D) mm		
Weight		1.44kg	
Wireless	•	802.11ac 2x2 MIMO (5GHz/2.4GHz dual band support) Bluetooth 5.0	
LTE		Sixth-generation LTE multimode modem Cat12	
eSIM		 Dual-SIM (Real and e-SIM) availability 	
GNSS		GPS, GLONASS, BeiDou, Galileo, and IRNSS	
LCD		11.6" IPS 1366 x 768	
Touchscreen	-	Air bonding Support 10-points multi-touch, G+G type Capacitive multi-touch Support palm rejection	
Camera			

Battery	More than 9 hours of battery life (Actual battery life may vary based on product settings, usage patterns and environmental conditions.)		
Input/Output	 1 x USB3.2 Gen1 Type-C (PD-Charging) 1 x USB2.0 Type-A 1 x Micro SD Card Slot 1 x SIM card slot nano type (Optional) 1 x LAN 1 x HDMI 1 x Combo Audio Jack (Audio, Microphone, Headphone) 1 x Kensington Lock 		
Speaker & Microphone	 2 x Build-in Speaker (1.2W, 8Ω) Default: 2 digital mic on base support Mic array 		
OS	■ Windows 10		
Power adapter	 30 Watts, USB PD3.0 type C 30W: 5V/3A \cdot 9V/3A \cdot 12V/2.5A \cdot 15V/2A \cdot 20V/1.5A 40W :19V/2.1A Surge protection 		
Certification	EMC	■ FCC/CE	
	RF	 CE (Wi-Fi only for Europe) FCC (LTE by request) 	
	Safety& Environment	 CB UL (by request) WEEE (Declaration) RoHS (Declaration) 	
	Other	■ HDMI	
	Design Ready	 Energy Star Compliance 8 Erp Lot6 CEC 	



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.

- This device and its antenna(s) must not be co-located or operating in

conjunction with any other antenna or transmitter.

NOTE: The manufacturer is not responsible for any radio or TV interference

caused by unauthorized modifications to this equipment. Such modifications

could void the user' s authority to operate the equipment.

The SAR limit of USA (FCC) is 1.6 W/kg averaged over one gram of tissue. Device

has also been tested against this SAR limit. This device was tested for typical body-

worn operations with the back of the handset kept 0mm from the body. To maintain

compliance with FCC RF exposure requirements, use accessories that maintain a

Omm separation distance between the user's body and the back of the handset. 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.

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 numerique német pas de bruits radio électriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Réglement sur le broullage radioélectrique édicté par le ministére 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 a un DAS. Pour plus d'informations, voir le portail radiofréquences-sante-environnement: www.radiofrequences.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.

Taiwan battery recycling:

Translation – please recycle batteries



Safety Precautions

The following are lists of precautionary measures that users must understand before using this computer:



- 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.

IT IS RECOMMENDED TO USE THIS COMPUTER IN AN ENVIRONMENT WHERE THE AMBIENT TEMPERATURE IS NO MORE THAN 35°C.