User Manual

GETTING STARTED

Plug one end of the power adapter into the charging port, then plug the other end into a power outlet. Switch the power on at the outlet.

The charging indicator should illuminate red.

> **Notes:**
> Ensure to charge the laptop for at least 2 hours prior to turning it on for the first time.

Press the power button to turn on the laptop. When the laptop is turned on for the first time, you may be asked to set up Windows 11. Follow the on-screen prompts to complete the setup.

USING WINDOWS 11

Desktop

Once setup has finished, the laptop will boot onto the desktop. There may be icons on the desktop. These icons as shortcuts to access applications. They can be accessed by double-clicking on the shortcut.

Shortcuts

> **Notes:**
> You may need to log into your Microsoft account for programs to run with full compatibility.

Start menu

Click on the Windows icon at the bottom of the screen to bring up the start menu.

Apps already installed on the computer can be accessed via the start menu. Recently used apps will be listed under the 'Recent' heading in the start menu for easy access.

More apps can be installed via the Microsoft Store.
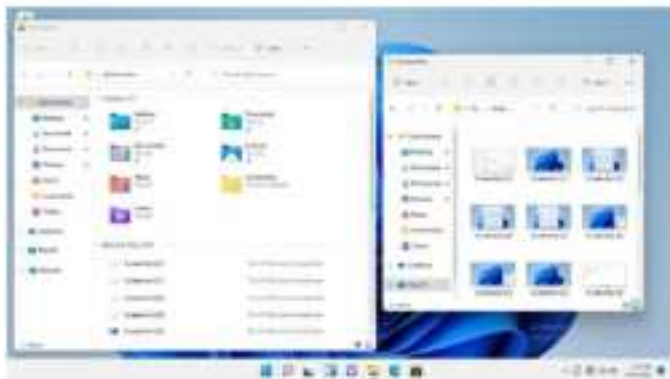
Microsoft Store

Windows icon

Notification menu

The notification menu is accessible by clicking on the time/date in the lower-right corner of the screen. It will show notifications such as updates, emails received, calendar reminders, and allows for quick access to settings (for example, Wi-Fi, Bluetooth, brightness).

Multitasking

Drag one window to the left or right side of the screen and let go when you can see an overlay of the window around half of the screen. You can then select another open window to fill the free space on the other half of the screen.

Sleep, restart and shut down

Click on the Windows icon on the bottom of the screen, then click on the power icon. Click on 'Sleep', 'Restart' or 'Shut Down' to perform the appropriate action.

Power icon

To wake up the laptop from sleep, press the power button. If the laptop is unresponsive, press and hold down the power button to shut down the laptop. Press the power button again to turn the laptop back on.

TROUBLESHOOTING

The laptop is not turning on

- The battery may have depleted. Charge for at least an hour before attempting to turn the laptop back on.
- Make note if any lights turn on, or if any internal components like fans turn on.

> **Notes:**
> If in storage for extended periods of time, it is recommended to periodically charge the laptop to keep the battery capacity high, as batteries naturally deteriorate and eventually die over time.

The laptop is not charging

Inspect the laptop charging port and power adapter for any physical damage. If damaged, stop use immediately and contact for assistance.

The laptop is not connecting to Wi-Fi

- Restart your modem/router, or both if you have separate units.
- Reconnect any range extenders that may be in use.
- Restart the laptop.
- Move the laptop closer to the modem/router.
- Double-check that the Wi-Fi password is correct.
- If you can connect to Wi-Fi but it's running very slowly or has a weak signal, disconnect the laptop from the Wi-Fi network and reconnect.

The laptop screen becomes dark when the power adapter is unplugged

This will be occurring due to your power plan settings. Go to the Control Panel and change your power plan settings to allow the screen to remain on when the laptop is not charging/unplugged.

Forgotten password

There are several options to reset a Microsoft password.

- Using a password reset disc via USB.
- Resetting the Microsoft account password online with another device.
- Resetting Windows 11 back to the factory default. Be aware that doing this will delete all personal data stored on the laptop.

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 to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

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 Notebook computer meets the government's requirements for exposure to radio waves. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons regardless of age or health. FCC RF Exposure Information and Statement the SAR limit of USA (FCC) is 1.6 W/kg averaged over one gram of tissue. Device types: Notebook computer has also been tested against this SAR limit. This device was tested for typical body-worn operations with the back of the phone kept 0mm from the body. To maintain

compliance with FCC RF exposure requirements, use accessories that maintain an 0mm separation distance between the user's body and the back of the Notebook computer. 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.