

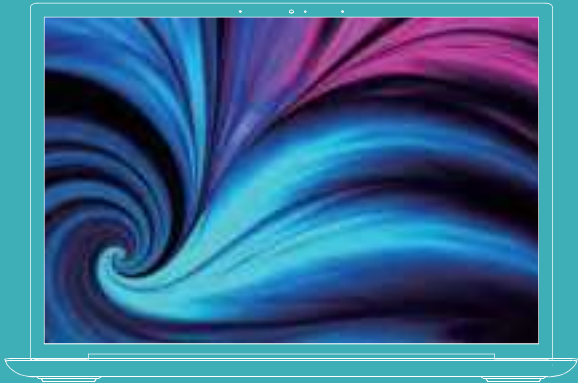
尺寸：105*145mm

材质：封面200g铜版纸彩色印刷

内页80g书纸彩色印刷（与802同纸张）



XOPPOX



KF1305 Laptop / User Manual

We provide 12 MONTHS warranty from the date of purchase,
if you experience any problem not covered by FAQ ,
please don't hesitate to email us at: us-laptop@xoppox.net

Please read this instruction thoroughly before using this product and keep it for future reference.

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READ BEFORE USE

1. This laptop works best in non-tropical areas below 6560 feet (2000 meters).
2. This laptop PC should only be used in the environment with ambient temperatures between 5°C(41°F) and 35°C(95°F).
3. Do not expose your laptop to dusty environments.
4. Do not use your laptop near gas leaks.
5. Do not place objects on top of your laptop.
6. 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.
7. Do not place your laptop on surfaces that can block the vents when working on it.
8. Do not use damaged power cords, accessories, and other peripherals with your laptop.
9. While powered on, ensure that you do not carry or cover your laptop with any material that reduces air circulation.
10. 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.



11. 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.
12. Disconnect the AC power before cleaning your laptop
13. Protect your device from impact from bumps and falls.
14. Do not use this device for extended periods of time in environments that are either too cold, too hot, too humid or too dusty. Do not expose the device to direct sunlight.

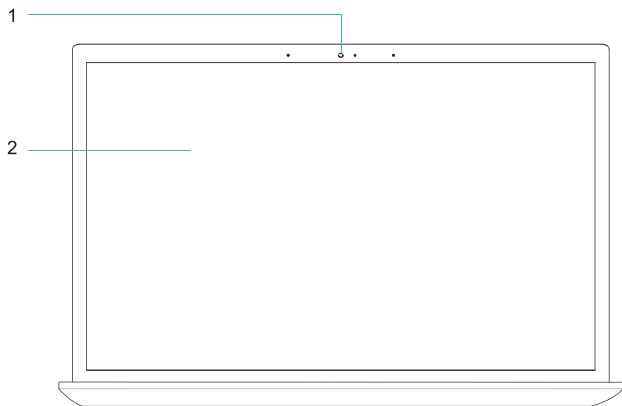
15. Avoid using this device in strong magnetic and static environments as much as possible.
16. If the device comes into contact with water or any other liquid, power it off immediately and wait for it to dry completely before turning it on again.
17. Do not clean the device with any cleaning products containing chemicals, to avoid damage caused by corrosion and dampness. When cleaning is necessary, use a dry, soft cloth.
18. 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.
19. Please regularly back up important data and files to avoid loss.
20. Please do not disassemble the device by yourself; doing so will void the warranty.
21. Do not throw your laptop in municipal waste. Check local regulations for disposal of electronic products.



22. 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.

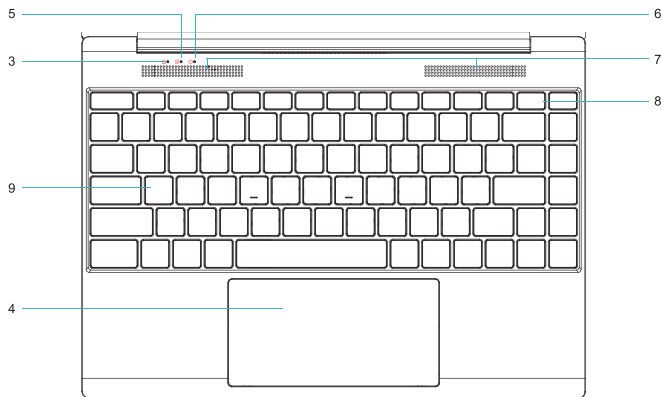
UNIT AT A GLANCE





Screen View



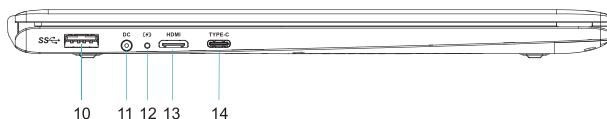
#	Icon	Item	Description
1		Camera	Take photos and videos.
2		Screen	Displays computer output.

Keyboard View



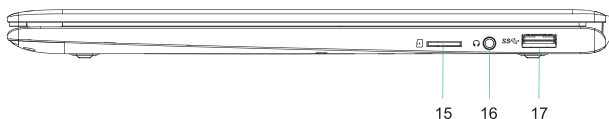
#	Icon	Item	Description
3		Battery indicator	Blue light illuminates when connected to a power adapter.
4		Touchpad	Touch-sensitive pointing device. Use the touchpad to move your cursor.
5		Capital lock indicator	When Caps Lock is on, all alphabetic characters typed are in uppercase.
6		Num Lock indicator	When this light is on, you may use the secondary keys on your keyboard.
7		Speaker	Built-in 2 speakers allow you to playback sound without connecting external devices.
8		Power button	Turns the computer on and off.
9		Keyboard	For entering data into your computer.

Left View



#	Icon	Item	Description
10		USB port	Connects to USB devices.
11		DC-in jack	Connects to an AC adapter.
12		Power indicator	Indicates the computer's battery status. The light glows red when the battery is charging.
13		HDMI® port	Supports high-definition digital video connections.
14		Type-C® port	The Type-C® port provides a transfer rate of up to 5 Gbit/s backward compatible to USB 2.0.

Right View



#	Icon	Item	Description
15		Micro SD Card Slot	Built-in memory card reader slot that supports Micro SD format up to 64GB.
16		Headphone Jack	Transmit audio signals to speakers or headphones.
17		USB port	Connect external USB devices.

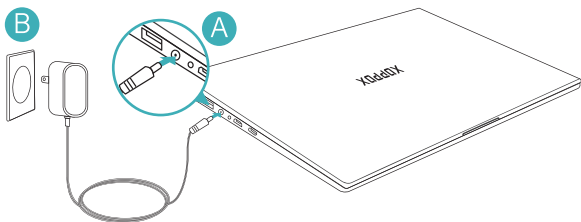
GET STARTED WITH YOUR LAPTOP

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:

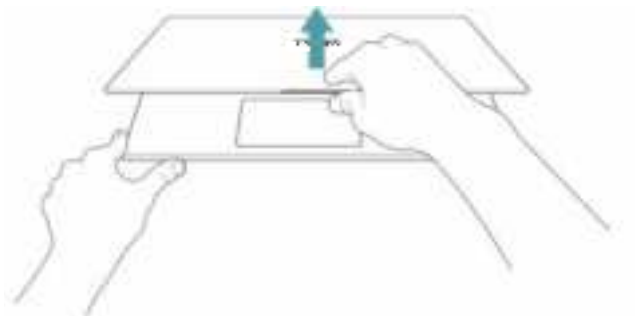
Before you use a battery pack for the first time, there is a conditioning process that you should follow:

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.
6. Reconnect the AC adapter and fully charge the battery again.

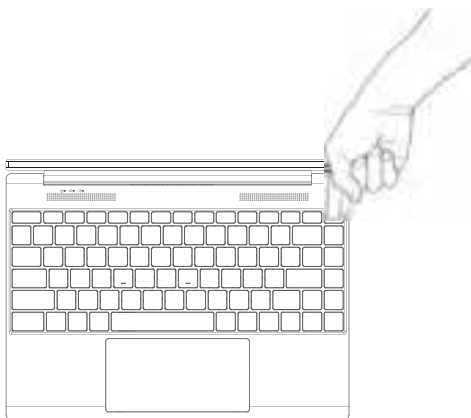
Follow these steps again until the battery has been charged and discharged three times.

Use this conditioning process for all new batteries, or if a battery hasn't been used for a long time.

Lift To Open The Display Panel



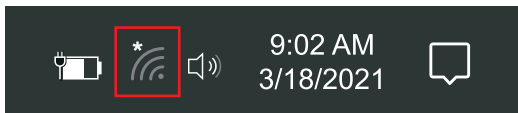
Press The Power Button



Connecting To A Wireless Network

1.Ensure you have a wireless router/access point and current internet connection through the ISP(International Service Provider) of your choice. Make a note of the wireless network's name and password (if necessary). If you are trying to connect to a public network (such as at a coffeeshop), make sure you have the wireless network's name.

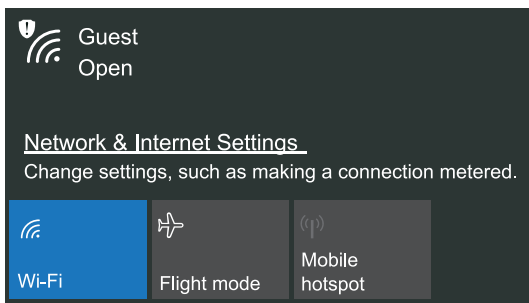
2.Click Network icon in the notification area.



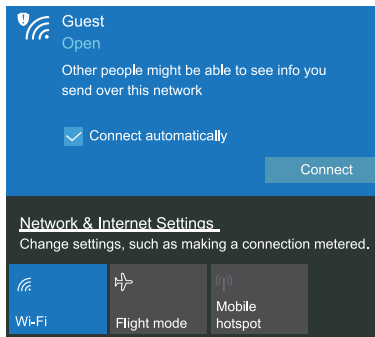
Note

If Wi-Fi is turned off, please click Wi-Fi tile to turn it on.

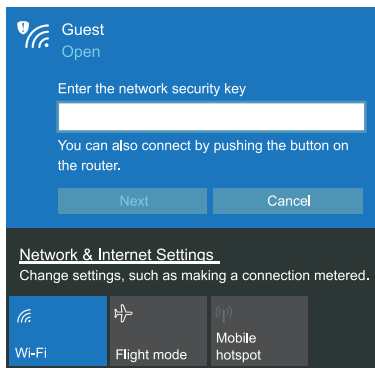
3.You will see a list of available wireless networks. Select the one you wish to use.



4. Once you select a wireless network, select Connect.



5. If required, enter the network's password.



Take special precautions when using public Wi-Fi

Use a virtual private network (VPN) to ensure your privacy and anonymity are protected when you use public Wi-Fi. VPN services can encrypt all the data that you send and receive while using a public Wi-Fi hotspot, securing your information from hackers and other users of the same connection.



USING THE KEYBOARD

The keyboard has full-sized keys, separate cursor, lock, Windows™, special keys and hotkeys.









Lock Keys

The keyboard has lock keys which you can use to turn keyboard functions on and off.

Lock key	Description
Caps Lock	When Caps Lock is on, all alphabetic characters typed are in uppercase.
Num Lk (Numeric Lock)	When this light is on, you may use the secondary keys on your keyboard.
Scr Lk (Scroll Lock)	When Scroll Lock is on, the screen moves one line up or down when you press the up or down arrow keys respectively. Scroll Lock does not work with some applications.

Special Keys

Your computer's keyboard includes keys that activate special functions. The function of each key is clearly marked with an icon.

Icon	Function	Description
	Sleep	Puts the computer in Sleep mode.
	Flight mode	Turns on / off the computer's network devices.
	Mute speaker	Turns on / off the speakers.
	Volume down	Decreases the sound volume
	Volume up	Increases the sound volume.
	Brightness down	Decreases the screen brightness.
	Brightness	Decreases the screen brightness.
	Display toggle	Switches display output between the display screen, external monitor (if connected) and both.
Prt scr	Print screen	The PrtScr key is the screen capture key, press it to capture the full screen.



Hotkeys

To activate hotkeys, press and hold the Fn key before pressing the other key in the hotkey combination.

Hotkey	Icon	Function	Description
Fn + F1-F12		Function keys	Activate the F1 to F12 keys
Fn + Home	Pause	Play/Pause	Plays or pauses a selected media file.
Fn + Pg Up		Stop	Stops playing the selected media file.
Fn + Pg Dn	←	Previous	Returns to the previous media file.
Fn + End	→	Next	Jumps to the next media file.

Windows™ Keys

The keyboard has two keys that perform Windows™-specific functions.

Key	Description
 Windows key	Pressed alone it returns to the Start screen or to return to the last open app.
 Application key	This key has the same effect as clicking the right mouse button.










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 touchpad surface is stained with oil, turn off the computer first. Then, gently wipe the touchpad surface with a soft and lint-free cloth moistened with lukewarm water or computer cleaner.

Touchpad Gestures

	<p>Single-finger slide</p> <p>Slide a finger across the touchpad to move the cursor.</p>
	<p>Single-finger press or tap</p> <p>Press the touchpad down, or lightly tap the touchpad 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'.</p>
	<p>Two-finger press</p> <p>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.</p>
	<p>Two-finger slide</p> <p>Swiftly scroll through web pages, documents and playlists by placing two fingers on the touchpad and moving both in any direction.</p>
	<p>Two-finger pinch</p> <p>Zoom in and out of photos, maps and documents with a simple finger-and-thumb gesture.</p>
	<p>Three-finger press</p> <p>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™).</p>
	<p>Three-finger swipe</p> <p>Swipe across the touchpad with three fingers.</p> <ul style="list-style-type: none"> • 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™.
	<p>Four-finger press</p> <p>Lightly tap the touchpad with four fingers to open the Action Center.</p>
	<p>Four-finger swipe</p> <p>Swipe across the touchpad with four fingers.</p> <ul style="list-style-type: none"> • 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™ 10 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.

Learn more about Windows™ 10 Home at:

<https://www.microsoft.com/en-us/windows/windows-10-home>

Menu Bar

The Menu bar is located within your Windows™ Start Menu, found at the bottom of your screen.



PC: Allows you to set up, lock and sign out

Documents: Opens the Documents folder in your laptop

Pictures: Opens the Pictures folder in your laptop

Settings: Setup and customize your device

Power: Sleep, shutdown or restart your device

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.

Resize apps

- 1.Position your mouse pointer over the app.
- 2.Click Resize and select an app tile size.



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>



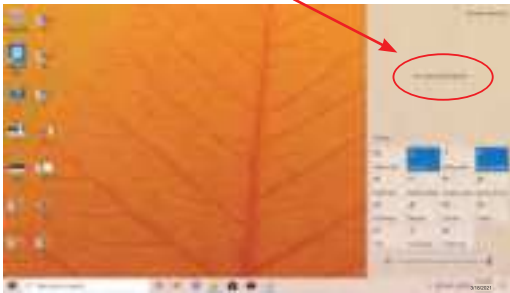
Once you've created an account, go to the Microsoft™ Store app on your laptop and sign in by clicking the  icon.

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.



Cortana™

What is Cortana™?

Cortana™ is your virtual assistant. She'll help you get things done. The more you use Cortana™, the more personalized your experience will be.

To get started, type a question in the search box, or select the microphone and talk to Cortana™. (If you would like to talk to Cortana™, make sure your mic is enabled.) You can also set Cortana™ to respond to "Hey Cortana™" from the Settings Menu by clicking on Start > Cortana™ > Settings > Cortana™ & Search Settings.



Here are some things Cortana™ can do for you:

- Give you reminders based on time, places, or people.
- Track packages, teams, interests, and flights.
- Send emails and texts.
- Manage your calendar and keep you up to date.
- Create and manage lists.
- Find facts, files, places, and info.
- Open any app on your system.

Note: Cortana™ is only available in certain countries/regions, and some Cortana™ features might not be available everywhere.

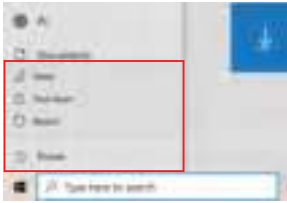
Multitasking



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 key-board 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.

Nightlight: 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.

Battery

You can view your battery status at the lower right corner of the Lock Screen or the lower right corner of Desktop Taskbar.



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.

