

E17305 First Edition / January 202

IN SEARCH OF INCREDIBLE

E-Manual





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Visit our multi-language website at https://www.asus.com/support/.

MyASUS offers a variety of support features including troubleshooting, products performance optimization, ASUS software integration, and helps you to organize personal desktop and increase storage space. For more details, please visit <u>https://www.asus.com/support/FAQ/1038301/</u>.

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About this manual

This manual provides information about the hardware and software features of your Notebook PC, organized through the following chapters:

Chapter 1: Hardware Setup

This chapter details the hardware components of your Notebook PC.

Chapter 2: Using your Notebook PC

This chapter shows you how to use the different parts of your Notebook PC.

Chapter 3: Working with Windows® 10

This chapter provides an overview of using Windows® 10 in your Notebook PC.

Chapter 4: Power-On Self-Test (POST)

This chapter shows you how to use POST to change the settings of your Notebook PC.

Tips and FAQs

This section presents some recommended tips, hardware FAQs, and software FAQs you can refer to for maintaining and fixing common issues with your Notebook PC.

Appendices

This section includes notices and safety statements for your Notebook PC.

Conventions used in this manual

To highlight key information in this manual, some text are presented as follows:

IMPORTANT! This message contains vital information that must be followed to complete a task.

NOTE: This message contains additional information and tips that can help complete tasks.

WARNING! This message contains important information that must be followed to keep you safe while performing tasks and prevent damage to your Notebook PC's data and components.

lcons

The icons below indicate the devices you can use for completing a series of tasks or procedures on your Notebook PC.

= Use the touchpad.

= Use the keyboard.

Typography

- **Bold** = This indicates a menu or an item that must be selected.
- *Italic* = This indicates sections that you can refer to in this manual.

Safety precautions Using your Notebook PC



This Notebook PC should only be used in environments with ambient temperatures between 5°C (41°F) and 35°C (95°F).



Refer to the rating label on the bottom of your Notebook PC and ensure that your power adapter complies with this rating.



Your Notebook PC can get warm to hot while in use or while charging the battery pack. Do not leave your Notebook PC on your lap or near any part of your body to prevent injury from heat. When working on your Notebook PC, do not place it on surfaces that can block the vents.



Do not use damaged power cords, accessories, and other peripherals with your Notebook PC.



While powered on, ensure that you do not carry or cover your Notebook PC with any materials that can reduce air circulation.



Do not place your Notebook PC on uneven or unstable work surfaces.



You can send your Notebook PC through x-ray machines (used on items placed on conveyor belts), but do not expose them to magnetic detectors and wands.



Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Notebook PC in-flight.

Caring for your Notebook PC



Disconnect the AC power and remove the battery pack (if applicable) before cleaning your Notebook PC. Use a clean cellulose sponge or chamois cloth dampened with a solution of nonabrasive detergent and a few drops of warm water. Remove any extra moisture from your Notebook PC using a dry cloth. Keep any liquids from entering the chassis or keyboard gap to prevent short circuit or corrosion.



Do not use strong solvents such as thinners, benzene, or other chemicals on or near your Notebook PC.



Do not place objects on top of your Notebook PC.



Do not expose your Notebook PC to strong magnetic or electrical fields.



Do not use or expose your Notebook PC near liquids, rain, or moisture.



Do not expose your Notebook PC to dusty environments.



Do not use your Notebook PC near gas leaks.



Do not place active electronic devices close to your Notebook PC to avoid electromagnetic wave interference to the display panel.

Proper disposal



Do not throw your Notebook PC in municipal waste. This product has been designed to enable proper reuse of parts and recycling. The symbol of the crossed out wheeled bin indicates that the product (electrical, electronic equipment and mercurycontaining button cell battery) should not be placed in municipal waste. Check local regulations for disposal of electronic products.



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.

Battery safety information

Battery protection

 Frequently charging a battery under high voltage may shorten the battery life. To protect the battery, once the battery is fully charged, the system may stop charging when the battery power is between 90% and 100%.

NOTE: The initiate battery power charging capacity is usually set between 90% and 99%. Actual value may vary by models.

- Charging or storing a battery in high ambient temperatures may result in permanent damage to the battery power capacity and rapidly shorten battery life. If the battery temperature is too high, the system may reduce the battery power charging capacity or even stop charging to protect the battery.
- Battery power capacity may drop even when your device is powered off and disconnected from the AC power. This is normal as the system still draws a small amount of power from the battery.

Standard battery care

- If you are not using your device for a long period of time, ensure to charge the battery power to 50% then power off your device and disconnect the AC power adapter. Recharge the battery power to 50% every three months to avoid over-discharging and prevent damage to the battery.
- Avoid charging the battery at high voltage for a prolonged period of time to extend the battery life. If you are constantly using AC power for your device, ensure to discharge the battery power to 50% at least once every two weeks. You can also adjust the settings from Battery Health Charging in MyASUS to help extend the battery life.
- It is recommended to store your battery at temperatures between 5°C (41°F) and 35°C (95°F) with the battery power at 50%. You can also adjust the settings from Battery Health Charging in MyASUS to help extend the battery life.
- Do not leave your battery in damp environments. Exposure to damp environments may increase the battery over-discharging rate. Low temperature environment may damage the chemicals inside the battery while high temperature or overheating may result in a risk of explosion.
- Do not place your device or battery pack near radiators, fireplaces, furnaces, heaters, or any sources of heat with temperature exceeding 60°C (140°F). High temperature surrounding environment may result in an explosion or leakage that may cause fire.

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Chapter 1: Hardware Setup

Getting to know your Notebook PC

Front View

NOTE: The keyboard's layout may vary per region or country. The Notebook view may also vary in appearance depending on the Notebook PC model.





Array microphones

The array microphones feature echo canceling, noise suppression, and beam forming functions for better voice recognition and audio recording.



Camera indicator

The camera indicator lights up when the built-in camera is in use.



Camera

The built-in camera allows you to take pictures or record videos using your Notebook PC.



Display panel

This high-definition display panel provides excellent viewing features for photos, videos, and other multimedia files on your Notebook PC



Keyboard

The keyboard provides full-sized OWERTY keys with a comfortable travel depth for typing. It also enables you to use the function keys, allows guick access to Windows®, and controls other multimedia functions

NOTE: The keyboard layout differs by model or territory.



Capital lock indicator

This indicator lights up when the capital lock function is activated. Using capital lock allows you to type capitalized letters (such as A, B, C) using your Notebook PC's keyboard.



Function key lock indicator

This indicator lights up when the function keys feature is activated.

NOTE: For more details, refer to the *Using the keyboard* section in this manual.



Touchpad

The touchpad allows the use of multi-gestures to navigate onscreen, providing an intuitive user experience. It also simulates the functions of a regular mouse.

NOTE: For more details, refer to the Using the touchpad section in this manual.

Top View





Status indicators

The status indicators help identify the current hardware status of your Notebook PC.

Status	Description
Lights on	No issue
Slow blinking	The battery power is less than 20%
Fast blinking	Connection issue

Bottom View

NOTE: The bottom view may vary in appearance depending on model.

WARNING! Your Notebook PC can get warm to hot while in use or while charging the battery pack. Do not leave your Notebook PC on your lap or near any part of your body to prevent injury from heat. When working on your Notebook PC, do not place it on surfaces that can block the vents.

IMPORTANT!

- Battery time varies by usage and by the specifications for this Notebook PC. The battery pack cannot be disassembled.
- Purchase components from authorized retailers to ensure maximum compatibility and reliability. Consult an ASUS service center or authorized retailers for product service or assistance on proper disassembly or assembly of the product.





Audio speakers

The built-in audio speakers allow you to hear audio straight from your Notebook PC. Audio features are software-controlled.

Right View





Volume button

This button turns the volume up or down on your Notebook PC.



Power button

Press the power button to turn your Notebook PC on or off. You can also use the power button to put your Notebook PC to sleep or hibernate mode and wake it up from sleep or hibernate mode.

In the event that your Notebook PC becomes unresponsive, press and hold the power button for at least four (4) seconds until your Notebook PC shuts down.



Headphone/Headset jack

This port allows you to connect amplified speakers or headphones. You can also use this port to connect your headset.

NOTE: This port does not support three-conductor 3.5 mm microphones.



Memory card tray (on selected models)

This built-in memory card reader slot supports Nano SIM and microSD card formats. Insert a pin into the hole beside the tray to remove the tray.



USB 2.0 port

The USB (Universal Serial Bus) port is compatible with USB 2.0 or USB 1.1 devices such as keyboards, pointing devices, flash disk drives, external HDDs, speakers, cameras and printers.



LAN port

Insert the network cable into this port to connect to a local area network.

Left View





Kensington[®] security slot

The Kensington[®] security slot allows you to secure your Notebook PC using Kensington[®] compatible Notebook PC security products.



2 Two-color battery charge indicator

The two-color LED provides a visual indication of the battery's charge status. Refer to the following table for details:

Color	Status
Solid Green	The Notebook PC is plugged to a power source and the battery power is between 95% and 100%.
Solid Orange	The Notebook PC is plugged to a power source, charging its battery, and the battery power is less than 95%.
Blinking Orange	The Notebook PC is running on battery mode and the battery power is less than 10%.
Lights off	The Notebook PC is running on battery mode and the battery power is between 10% to 100%.



Power (DC) input port

Insert the bundled power adapter into this port to charge the battery pack and supply power to your Notebook PC.

WARNING! The adapter may become warm to hot while in use. Do not cover the adapter and keep it away from your body while it is connected to a power source.

IMPORTANT! Use only the bundled power adapter to charge the battery pack and supply power to your Notebook PC.



USB 3.2 Gen 2 Type-C[®]/Power Delivery combo port

The USB 3.2 (Universal Serial Bus 3.2) Gen 2 Type-C[®] port provides a transfer rate of up to 10 Gbit/s and is backward compatible to USB 2.0. Insert the bundled power adapter into this port to charge the battery pack and supply power to your Notebook PC.

NOTE: Transfer rate of this port may vary per model.

IMPORTANT!

- It may take longer to fully charge your Notebook PC through a low-voltage power source.
- To prevent any damage, use only power sources rated 15V/3A to charge your Notebook PC with the USB Power Delivery combo port. For more information, consult an ASUS service center for assistance.



5 USB 3.2 Gen 1 port

The USB 3.2 (Universal Serial Bus 3.2) Gen 1 port provides a transfer rate of up to 5 Gbit/s and is backward compatible to USB 2.0.



6 HDMI output port

This port allows you to connect your Notebook PC to another HDMI-compatible device for file sharing or extending your display monitor.

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Chapter 2: Using your Notebook PC

Getting started

Charge your Notebook PC

- A. Connect the AC power cord to the AC/DC adapter.
- B. Connect the DC power connector into your Notebook PC's power (DC) input port.
- C. Plug the AC power adapter into a 100V~240V power source.



Charge the Notebook PC for **3 hours** before using it in battery mode for the first time.

NOTE: The power adapter may vary in appearance, depending on models and your region.

AC/DC power adapter



USB Type-C[®] power adapter



IMPORTANT!

Power adapter information:

- Input voltage: 100-240Vac
- Input frequency: 50-60Hz
- Rating output current: 2.37A (45W) / 3A (45W)
- Rating output voltage: 19V / 15V

IMPORTANT!

- Locate the input/output rating label on your Notebook PC and ensure that it matches the input/output rating information on your power adapter. Some Notebook PC models may have multiple rating output currents based on the available SKU.
- Ensure that your Notebook PC is connected to the power adapter before turning it on for the first time. Always plug the power cord into a wall socket without using any extension cords. For your safety, connect this device to a properly grounded electrical outlet only.
- The socket outlet must be easily accessible and near your Notebook PC.
- To disconnect your Notebook PC from its main power supply, unplug your Notebook PC from the power socket.

WARNING!

Read the following precautions for your Notebook PC's battery:

- Only ASUS-authorized technicians should remove the battery inside the device (for non-removable battery only).
- The battery used in this device may present a risk of fire or chemical burn if removed or disassembled.
- Follow the warning labels for your personal safety.
- Risk of explosion if battery is replaced by an incorrect type.
- Do not dispose of in fire.
- Never attempt to short-circuit your Notebook PC's battery.
- Never attempt to disassemble and reassemble the battery (for non-removable battery only).
- Discontinue usage if leakage is found.
- The battery and its components must be recycled or disposed of properly.
- Keep the battery and other small components away from children.

Lift to open the display panel



Press the power button



Using the touchpad

Moving the pointer

You can tap anywhere on the touchpad to activate its pointer, then slide your finger on the touchpad to move the pointer onscreen.

Slide horizontally



Slide vertically



Slide diagonally



One-finger gestures

Tap/Double-tap



- Tap an app to select it.
- Double-tap an app to launch it.

Drag and drop



Double-tap an item, then slide the same finger without lifting it off the touchpad. To drop the item to its new location, lift your finger from the touchpad.

Left-click

Right-click





- Click an app to select it.
- Double-click an app to launch it.

Click this button to open the rightclick menu.

NOTE: The areas inside the dotted line represent the locations of the left mouse button and the right mouse button on the touchpad.

Two-finger gestures

Тар



Tap two fingers on the touchpad to simulate the right-click function.

Two-finger scroll (up/down)



Slide two fingers to scroll up or down.

Two-finger scroll (left/right)



Slide two fingers to scroll left or right.

Zoom out

Zoom in





Bring together your two fingers on Spread apart your two fingers on the touchpad. Spread apart your two fingers on the touchpad.

Drag and drop



Select an item then press and hold the left button. Using your other finger, slide on the touchpad to drag the item, lift your finger off the button to drop the item.

Three-finger gestures

Тар



Tap three fingers on the touchpad to invoke Cortana.

Swipe left/Swipe right

Swipe up



If you opened multiple apps, swipe three fingers left or right to switch between these apps.

Swipe down



Swipe up to see an overview of all the apps currently opened.

Swipe up to see an overview of all Swipe down to show the desktop.

Four-finger gestures

Тар



Tap four fingers on the touchpad to invoke Action Center.

Customizing your touchpad

- 1. Launch **All settings** from the Action Center.
- 2. Select **Devices**, then select **Touchpad**.
- 3. Adjust the settings to your preference.

Using the keyboard

HotKeys

The HotKeys on your Notebook PC's keyboard can trigger the following commands:



NOTE: Ensure that the second display is connected to your Notebook PC.



Activates the Lock screen



Turns the camera on or off



Activates screen capture tool



Launches MyASUS



Turns the microphone on or off

Function keys



Windows[®] 10 keys

There are two special Windows® keys on your Notebook PC's keyboard used as below:

4

Launches the Start menu



Displays the drop-down menu*

* On selected models

Chapter 3: Working with Windows® 10

Starting for the first time

When you start your Notebook PC for the first time, a series of screens appear to guide you in configuring your Windows® 10 operating system.

To start your Notebook PC for the first time:

- 1. Press the power button on your Notebook PC. Wait for a few minutes until the setup screen appears.
- From the setup screen, pick your region and a language to use on your Notebook PC.
- 3. Carefully read the License Terms. Select I accept.
- Follow the onscreen instructions to configure the following basic items:
 - Personalize
 - Get online
 - Settings
 - Your account
- After configuring the basic items, Windows® 10 proceeds to install your apps and preferred settings. Ensure that your Notebook PC is kept powered on during the setup process.
- 6. Once the setup process is complete, the Desktop appears.

NOTE: The screenshots in this chapter are for reference only.

Start menu

The Start menu is the main gateway to your Notebook PC's programs, Windows® apps, folders, and settings.



You can use the Start menu to do these common activities:

- Start programs or Windows[®] apps
- Open commonly used programs or Windows[®] apps
- Adjust Notebook PC settings
- Get help with the Windows operating system
- Turn off your Notebook PC
- Log off from Windows or switch to a different user account

Launching the Start menu



Position your mouse pointer over the Start button in the lower-left corner of your desktop then click it.



Press the Windows logo key

on your keyboard.

Opening programs from the Start menu

One of the most common uses of the Start menu is opening programs installed on your Notebook PC.



Position your mouse pointer over the program then click to launch it.



Press

Use the arrow keys to browse through the programs.

to launch it.

NOTE: Select **All apps** at the bottom of the left pane to display a full list of programs and folders on your Notebook PC in alphabetical order.

Windows[®] apps

These are apps pinned on the right pane of the Start menu and displayed in tiled-format for easy access.

NOTE: Some Windows[®] apps require signing in to your Microsoft account before they are fully launched.



Working with Windows® apps

Use your Notebook PC's touchpad or keyboard to launch, customize, and close apps.

Launching Windows® apps from the Start menu



Position your mouse pointer over the app then click to launch it.



Use the arrow keys to browse through the apps. Press

to launch an app.

Customizing Windows® apps

You can move, resize, unpin, or pin apps to the taskbar from the Start menu using the following steps:

Moving apps



Position your mouse pointer over the app, then drag and drop the app to a new location.

Resizing apps



Position your mouse pointer over the app and right-click it, then click **Resize** and select an app tile size.



Use the arrow keys to navigate to the app.



Press -

[n^{ctrl}] (on selected models), then or fn +

select **Resize** and select an app tile size.

Unpinning apps



Position your mouse pointer over the app and right-click it, then click Unpin from Start.



Use the arrow keys to navigate to the app.

fn

+ (on selected models), then

or select Unpin from Start.

Pinning apps to the taskbar



Position your mouse pointer over the app and right-click it, then click **Pin to taskbar**.



Use the arrow keys to navigate to the app.

Press \Box or f_n + \Box (on selected models), then

select Pin to taskbar.

Pinning more apps to the Start menu



From **All apps**, position your mouse pointer over the app you want to add to the Start menu and right-click it, then click **Pin to Start**.



From All apps , press		or	fn	+ E ^{ctrl}	(on selected
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models) on the app that you want to add to the Start menu, then select **Pin to Start**.

Task view

Quickly switch between opened apps and programs using the task view feature, you can also use task view to switch between desktops.



Launching task view



Position your mouse pointer over the **second second second**



Press + in on y

on your keyboard.

Snap feature

The Snap feature displays apps side-by-side, allowing you to work or switch between apps.



Snap hotspots

You can drag and drop apps to these hotspots to snap them into place.



Using Snap

- 1. Launch the app you wish to snap.
 - 2. Drag the title bar of your app and drop the app to the edge of the screen to snap.
 - 3. Launch another app and repeat the above steps to snap another app.



- 1. Launch the app you wish to snap.
- Press and hold the key, then use the arrow keys to snap the app.
- 3. Launch another app and repeat the above steps to snap another app.

Action Center

Action Center consolidates notifications from apps and presents a single place where you can interact with them. It also has a really useful Quick Actions section at the bottom.



Launching Action Center



Position your mouse pointer over the view icon on the taskbar and click it.



Press + A on your keyboard.

MyASUS Splendid

MyASUS Splendid ensures that all ASUS display panels show identical and accurate colors. You may select Vivid, Eye Care, or Manual Mode beside Normal Mode to adjust the display settings.

- Normal Mode: Through Gamma and Color temperature correction, the image output from the panel is as close as possible as what your eye can naturally see. For model with OLED panel, this mode is compliant with TÜV Low Blue Light Certification.
- **Vivid Mode:** This mode allows you to adjust the saturation of the image, making it more vivid and vibrant.
- Manual Mode: This mode allows you to adjust the color temperature value to your personal needs, ranging from -50 to +50.
- **Eye Care Mode:** This mode reduces blue light emission by up to 30%, helping to protect your eyes.

Level 1-5: The higher the level, the more blue light emission is reduced. For model with LCD panel, Level 5 is the optimized setting, and is compliant with TÜV Low Blue Light Certification.

Please refer to the following tips to alleviate eye strain:

- Take some time away from the display if working for long hours. It is advised to take short breaks (at least 5 minutes) after around 1 hour of continuous working at the computer. Taking short and frequent breaks is more effective than a long break.
- To minimize eye strain and eye dryness, rest your eyes periodically by focusing on objects that are far away.
- Repeat the following exercises to reduce eye strain:
 - (1) Look up and down repeatedly
 - (2) Slowly roll your eyes
 - (3) Move your eyes diagonally
 - If eye strain persists, please consult a physician.
- High energy blue light may lead to eye strain and AMD (Age-Related Macular Degeneration). Blue light Filter reduces 30% (max.) harmful blue light to avoid CVS (Computer Vision Syndrome).

Other keyboard shortcuts

Using the keyboard, you can also use the following shortcuts to help you launch applications and navigate Windows[®] 10.





Launches Search

Launches Project panel

Opens the **Run** window

Opens Ease of Access Center

Opens the context menu of the Start button

Launches the magnifier icon and zooms in your screen

Zooms out your screen

Connecting to wireless networks

Wi-Fi

Access emails, surf the Internet, and share applications via social networking sites using your Notebook PC's Wi-Fi connection.

IMPORTANT! Airplane mode disables this feature. Ensure that **Airplane mode** is turned off before enabling the Wi-Fi connection of your Notebook PC.

Connecting Wi-Fi

Connect your Notebook PC to a Wi-Fi network by using the following steps:

- 1. Select the 🧃 icon from the taskbar.
 - 2. Select the icon to enable Wi-Fi.
 - Select an access point from the list of available Wi-Fi connections.
 - 4. Select **Connect** to start the network connection.

NOTE: You may be prompted to enter a security key to activate the Wi-Fi connection.

Bluetooth

Use Bluetooth to facilitate wireless data transfers with other Bluetoothenabled devices.

IMPORTANT! Airplane mode disables this feature. Ensure that **Airplane mode** is turned off before enabling the Bluetooth connection of your Notebook PC.

Pairing with other Bluetooth-enabled devices

You need to pair your Notebook PC with other Bluetooth-enabled devices to enable data transfers. Connect your devices by using the following steps:

- 1. Launch **Settings** from the Start menu.
 - 2. Select **Devices**, then select **Bluetooth** to search for Bluetooth-enabled devices.
 - Select a device from the list. Compare the passcode on your Notebook PC with the passcode sent to your chosen device. If they are the same, select Yes to successfully pair your Notebook PC with the device.

NOTE: For some Bluetooth-enabled devices, you may be prompted to key in the passcode of your Notebook PC.

Airplane mode

Airplane mode disables wireless communication, allowing you to use your Notebook PC safely while in-flight.

NOTE: Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Notebook PC in-flight.

Turning Airplane mode on

- 1. Launch Action Center from the taskbar.
 - 2. Select the icon to enable Airplane mode.

Turning Airplane mode off

- 1. Launch Action Center from the taskbar.
 - 2. Select the icon to disable Airplane mode.

Connecting to wired networks

You can also connect to wired networks, such as local area networks and broadband Internet connection, using your Notebook PC's LAN port.

NOTE: Contact your Internet Service Provider (ISP) for details or your network administrator for assistance in setting up your Internet connection.

To configure your settings, refer to the following procedures.

IMPORTANT! Ensure that a network cable is connected between your Notebook PC's LAN port and a local area network before performing the following actions.

Configuring a dynamic IP/PPPoE network connection

- 1. Launch Settings.
 - Select Network & Internet.
 - 3. Select Ethernet > Network and Sharing Center.
 - 4. Select your LAN then select **Properties**.
 - Select Internet Protocol Version 4 (TCP/IPv4) then select Properties.
 - 6. Select **Obtain an IP address automatically** then select **OK**.

NOTE: Proceed to the next steps if you are using PPPoE connection.

- Return to the Network and Sharing Center window then select Set up a new connection or network.
- 8. Select Connect to the Internet then select Next.
- 9. Select Broadband (PPPoE).
- 10. Type your User name, Password, and Connection name then select **Connect**.
- 11. Select **Close** to finish the configuration.
- Select D on the taskbar then select the connection you just created.
- 13. Type your user name and password then select **Connect** to start connecting to the Internet.

Configuring a static IP network connection

- 1. Repeat steps 1 to 5 under *Configuring a dynamic IP/PPPoE network connection*.
 - 2. Select Use the following IP address.
 - 3. Type the IP address, Subnet mask and Default gateway from your service provider.
 - If needed, you can also type the preferred DNS server address and alternate DNS server address then select **OK**.

Turning your Notebook PC off

You can turn off your Notebook PC by doing either of the following procedures:

- Launch the Start menu, then select <a>Shut down to do a normal shutdown.
 - From the log-in screen, select 🔮 > **Shut down**.

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Press f_n + alt + $(*)^{r_a}$ to launch Shut down

Windows. Select **Shut down** from the drop-down list then select **OK**.

If your Notebook PC is unresponsive, press and hold the power button for at least four (4) seconds until your Notebook PC turns off.

Putting your Notebook PC to sleep

To put your Notebook PC to Sleep mode:

Press

- Launch the Start menu, then select Sleep to put your Notebook PC to sleep.
 - From the log-in screen, select 🙆 > Sleep.



fn + alt + $\frac{1}{3}$ to launch Shut down

Windows. Select **Sleep** from the drop-down list then select **OK**.

NOTE: You can also put your Notebook PC to Sleep mode by pressing the power button once.

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