

# User Manual of Lenovo PC

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# Declaration

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# *Explanation of Symbols*

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**Danger:** Caution, extremely dangerous



**Warning:** Caution, moderately dangerous



**Note:** Caution, minimal danger



**Recommendation:** Helpful instructions



**Forbidden:** Dangerous operation



# Appendix



**Please read and follow all instructions on safety in this appendix. It will help you work comfortably, efficiently, and protect you and your computer.**



**1**

## Helpful tips



1. The power supply of the computer at your home or office should be equipped with secure grounding. Make sure to use the three-phase plug together with the three-phase socket with grounding. Do not change the standard power cable supplied with your computer.



2. To prevent possible shock hazard, please do not use your computer during a lightning storm. You should disconnect the power cable, network cable, and telephone cable.



3. Do not share an electrical outlet with other home electrical appliances with large power output; otherwise, there might be an unstable voltage output that could damage your computer or data.



4. This computer uses power supply. Please make sure your local current and voltage are correct.



5. Please do not plug or unplug any connection cables other than the USB and 1394 cable when the power is on, otherwise there might be damage to your computer.



6. To avoid possible damage to your devices, please do not disconnect your devices until 5 seconds after your computer is shut down.



7. The safest way to power off is to unplug your power supply. The off status of the power indicator does not necessary mean the voltage output is zero.



8. Please check your power cable and plug on a regular basis for any damage. And make sure the connection cables are not squeezed by any other objects.



9. Note sure about this sentence - It is strictly prohibited to change the battery on the system board without proper instructions from a trained service professional. Only use a battery that is recommended by the manufacturer. Dispose of the battery as required by the local ordinances or regulations.



**2**

## Static Electricity Prevention



1. All internal switches, memory modules, plugs, and other components are static-sensitive. Your body may be in contact with these static-sensitive devices when handling options and other components. To avoid damage to the parts, please touch a grounded device to discharge the static electricity in your body.



2. Before touching the parts with static-proof packing, discharge the static electricity in your body.



**3**

## Operating Environment



1. The optimal environmental temperature is 10~35 Celsius degree with a humidity of 35%~80%. Your computer should be located in a well-ventilated and dry area without direct exposure to sunshine.



2. Please keep other home appliances, such as an electric fan, radio, high-power speaker, air conditioner, and microwave oven away from your computer, because they may generate a strong magnetic field that can result in strong damage against the monitor and disk.

# Appendix



3. Please do not place any beverages or other objects at the top of or beside the computer or the monitor. The liquid from a beverage can cause short circuits and damage. Keep other objects away to ensure proper heating ventilation



4. Please place your computer in a well ventilated area and try to avoid any objects that might block the ventilation holes. Otherwise, your computer might get overheated.



5. Please do not eat or smoke over your keyboard to help prevent from having any particles from falling into your keyboard and cause damage.



## 4

### Handling for Repair



1. Please do not open the chassis or bezel of your computer. Please disconnect all cables before opening the chassis or disassemble any parts. This should be done by or under the instruction of the professional technician authorized by Lenovo. Do not damage the seal.



2. Please do not insert your hand or other objects into the hole or the joint parts of the standing of the speaker, to avoid the damage against the vibrating film. Do not open the power supply of the computer.



3. Please handle your computer devices with care. Do not move your computer when the computer is powered on; otherwise it might damage the head , hard disk, and CD-ROM drive. Do not move your computer until at least one minute after the system has completely shut down. And all parts including the hard disk have completed stopped working.



4. Disconnect all cables before moving the computer .



## 5

### Cleaning and Maintenance



1. Please maintain the cleanness of the operating environment. If necessary, cover your computer with a piece of cloth for dust prevention 3 minutes after the system is turned off.



2. Please disconnect the power supply before cleaning the computer. Use a slightly wet, soft cloth to clean the computer. Do not use any liquid, spray detergent, or any detergent containing inflammable material.



3. You should clean your monitor screen to avoid any damage again surface coating. Please refer to the section on computer cleaning and maintenance for a relevant description.



4. Do not spill any liquid into your computer. If this happens, immediately disconnect the power cable and then take the proper action.



## 6

### Notes in Operation



1. Try to avoid an improper shut down of your computer. Wait at least 30 seconds before restarting your computer after a shut down. As to extend the life of your computer, do not continuously turn your computer on and off.



2. To prevent damage to the diskette or even the head of the diskette drive, do not take the diskette out when the working indicator of the diskette drive is on.



3. Do not use a CD-ROM that has been cracked or scratched, otherwise the CD-ROM drive might be damaged. Some CD-ROMs with cracks might get broken while rotating in the CD-ROM drive at a high speed. The fragments might be thrown out at a high speed when the CD-ROM drive is opened, which likely cause injury to the human. Please do not place any objects other than CD-ROM on the tray of the CD-ROM drive.



4. Please do not attach any notes or stickers onto the CD-ROM because this may cause the CD-ROM drive to fail to mobilize the CD-ROM and then get damaged.



5. Do not place your diskettes near any magnetic objects; otherwise the data saved on the diskettes may get damaged. Remove the CD-ROM from the CD-ROM drive and put it in a CD-ROM bag or holder.



6. Plug and unplug all cables with slight force and pay attention to the direction. Do not quickly plug and unplug the USB device when the power is on, to prevent the system from getting unstable. When the USB device doesn't work well, please restart your computer.



7. Do not place an optical mouse on a transparent surface (such as glass) or reflective surface (such as a mirror); otherwise the mouse may not work properly.



8. The power supply of the computer may have a power connector that is connected to the monitor. To shut down the computer does not necessarily mean the monitor is turned off. You will need to turn off the monitor separately.



## 7

### Data Safety



1. Before using the OneKey Recovery function, please make sure to backup all important data in your hard disk as to avoid any unnecessary loss, because the OneKey Recovery will delete all data on your C partition and restore your computer to the original factory status.

Do not change the size of your C partition; otherwise the function of the restored C partition in the OneKey Recovery will be disabled. Please refer to the appropriate section when using this function.



2. Do not delete unknown files or change the name of files or directories that are not created by you; otherwise, your computer or application may fail to work.



3. When accessing the network resources, you will be alerted by the hacker and antivirus software. Using some network resources may result in hacker attack or virus infection. In a severe case, your system may get damaged.



## 8

### Transporting



1. If your computer needs to be transported, please backup your data in advance to prevent any data loss. Disconnect all external cables before the transport.



2. Try to use the original packaging during the transport because it is specifically designed to fit your computer.



## 9

### Warranty Policy



1. We will carry out our warranty obligations according to the warranty policy of Lenovo.



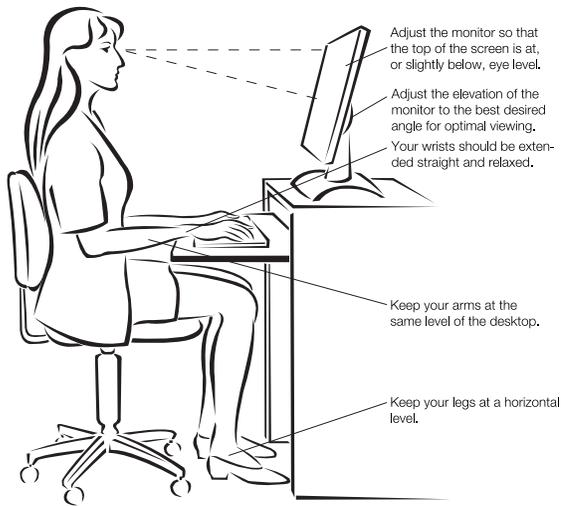
2. Lenovo will carry out its obligations according to the limit, principle.

# Appendix

## Environment Requirements

Power supply	220V~240V, 50Hz~60Hz
Operating temperature	10C° - 35C°
Operating relative humidity	35% - 80%
Storage and transportation temperature	-40C° - 55C°
Storage and transportation relative humidity	20% - 93%(40C°)
Atmospheric pressure	86 kPa - 106 kPa

## Ergonomic Operation Habits



- Keep a viewing distance of 50 - 60 cm between your eyes and the monitor.
- Adjust the tilt degree, contrast degree, and brightness of the monitor, as well as the environment illumination (such as the hanging lamp, desktop lamp, window curtain or the Persian blinds), to minimize the reflection and flickering of the screen.
- Use a chair that is able to provide sufficient support to your back.
- When using the keyboard, place your hands on the keyboard with your fore-arms parallel to the floor and your wrists in a comfortable position.
- Sit straight and relax your body. Keep your legs at a horizontal level. Adjust the height of the chair to maintain a correct sitting posture.
- Properly arrange the time of using computer. Relax your body after continuous work with your computer, particularly move your hands and eyes.

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## Appendix

# 1

Chapter 1

## Computer Hardware Connections

**Note:** *Please carefully read through this chapter. It contains information on the various external connectors on your computer, connecting components, and helpful tips.*

### This chapter provides the following information:

- Hardware configuration of the computer
- Helpful tips on components connection and usage

**Note:** *Not all models have all these features, Please refer to your system.*

1

2

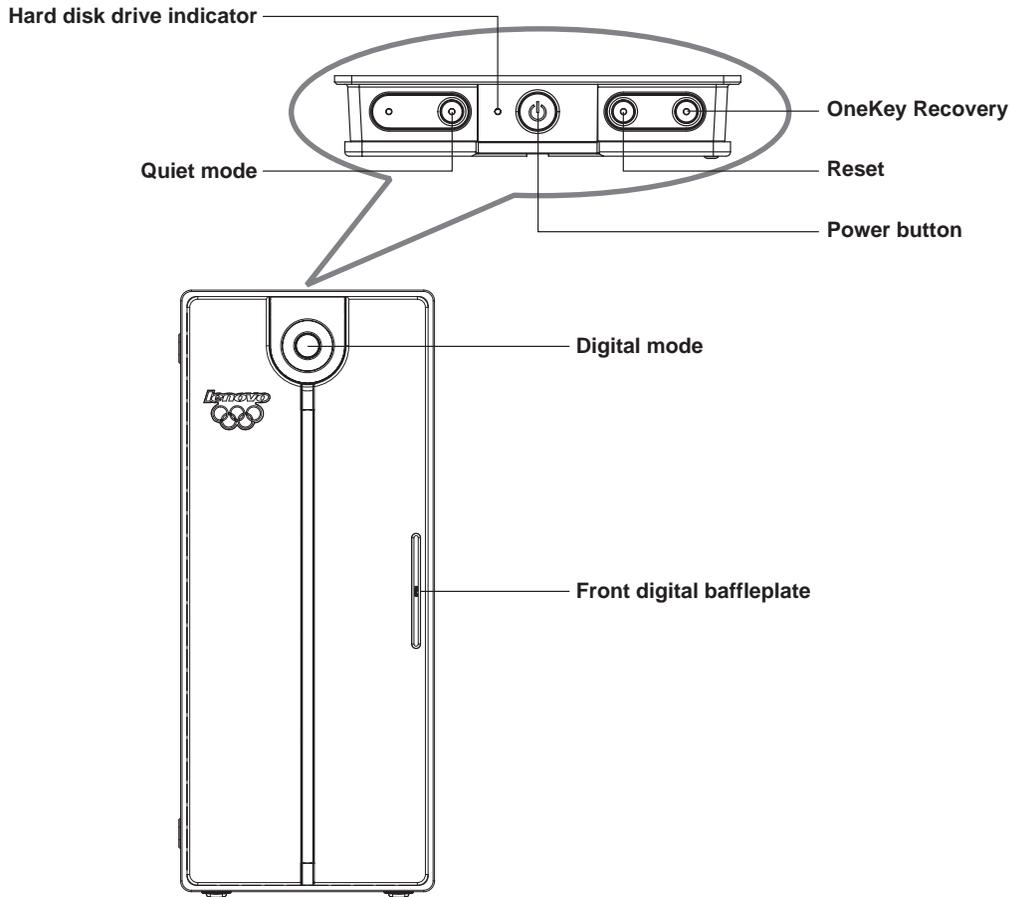
3

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## 1.1 Front View of the Chassis

Button and function key usage on the front panel of the chassis.



**Power button:** By pressing this key, you can start up or shut down the computer.

**Reset:** By pressing this key, you shall force the computer to restart. Please use caution when using this key. All unsaved data will be lost.

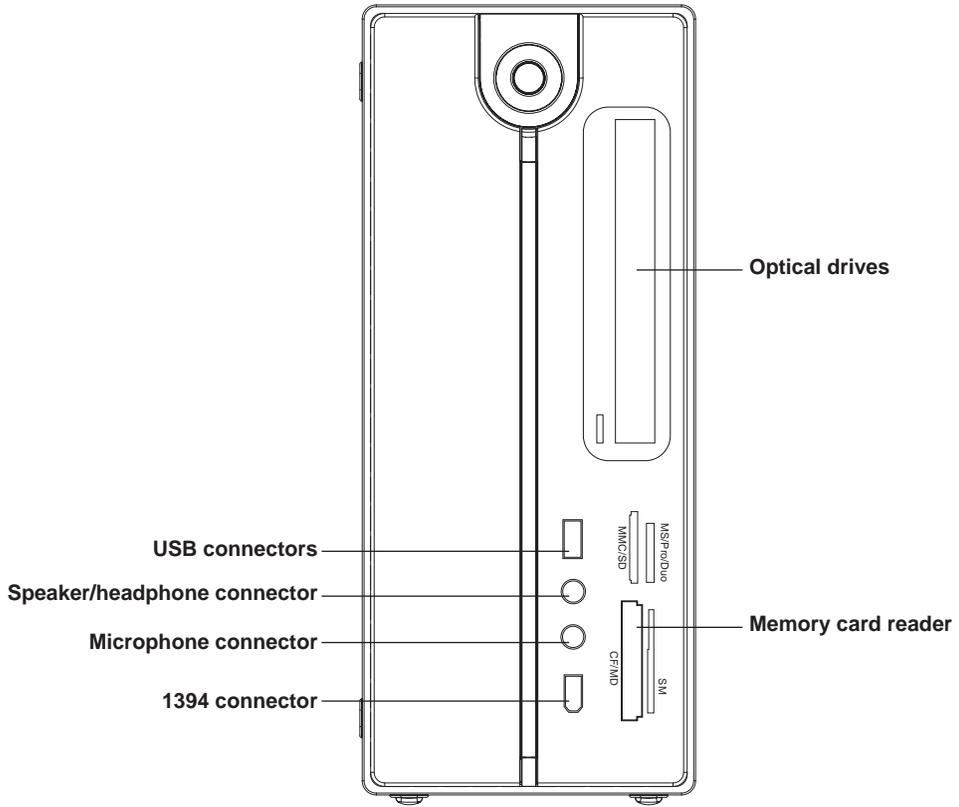
**OneKey Recovery:** For models that have the System reparation function. Pressing this key, while the system power is off will start System reparation.

**Quiet mode:** Pressing this key, while in Windows, will reduce the computer's noise.

**Hard disk drive indicator:** This indicates the read/write operations of the hard disk.

**Digital mode:** Pressing this key, while the system power is off will enable the Digital Home Appliance function.

**Front digital baffleplate:** Behind the front digital baffleplate, you will see the front digital connectors, as shown in the figure below:



**USB connectors:** Used to connect USB devices.

**Speaker/headphone connector:** Used to connect speakers or headphones,

**Microphone connector:** Used to connect a microphone.

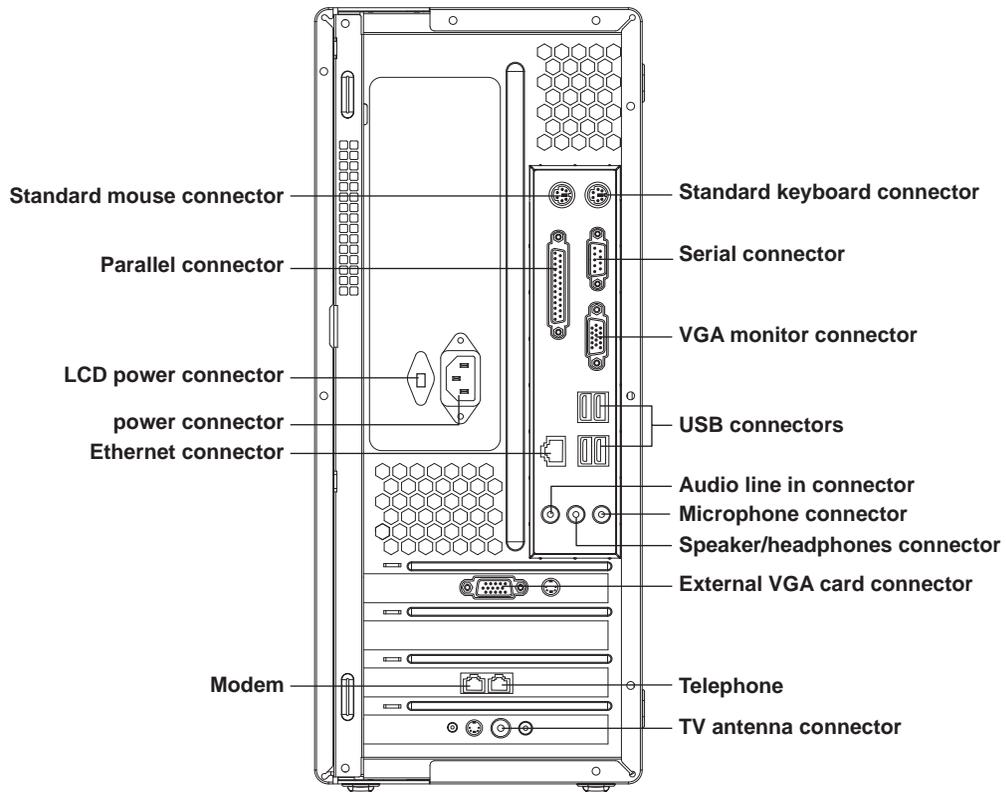
**Memory card reader:** Used to read storage cards of MS,MS PRO,MS Duo,SD,MMC,SM,CF and MD etc.  
(Some models are not equipped with memory card reader)

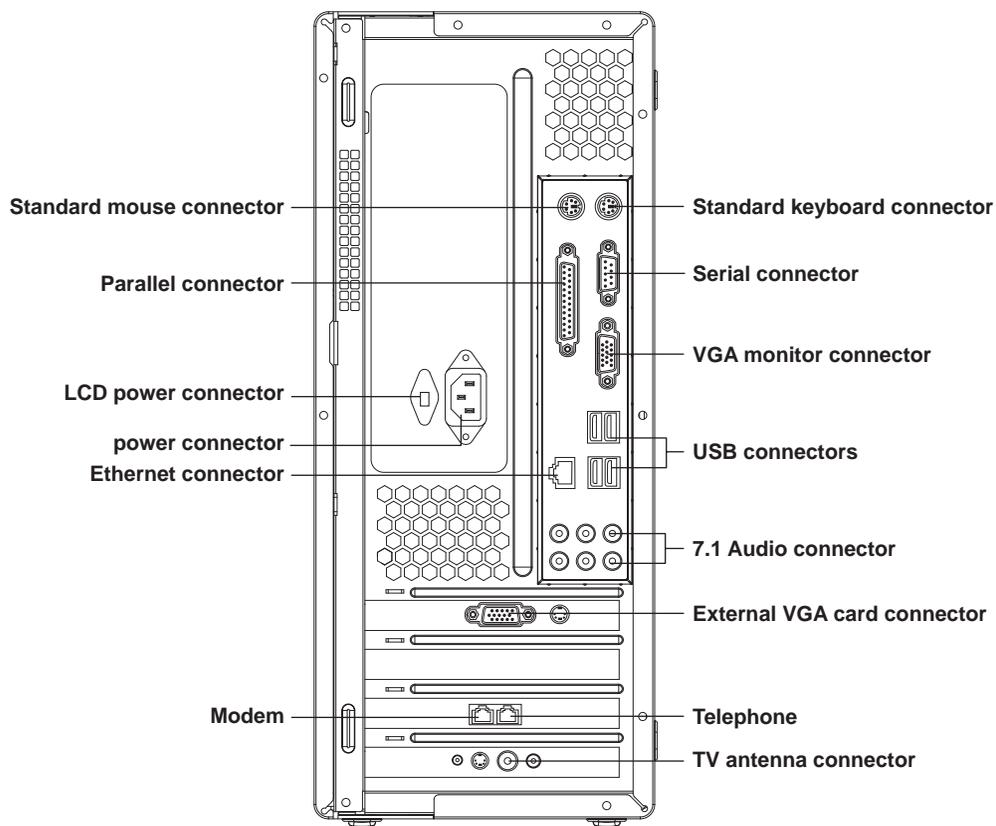
**1394 connector:** Used to connect 1394 devices. (Some models are not equipped with this connector)

## 1.2 Rear view of the Chassis

### IO connector usage on the rear panel of the chassis

The rear panel connectors are shown in the figure below. Some models are not equipped with all the connectors. Please refer to your system,





**power connector:** Used to supply power to the computer.

**LCD power connector:** Used to supply power to the LCD monitor that is supplied with the computer.

**Standard mouse connector:** Used to connect a mouse with a PS/2 type of connector.

**Standard keyboard connector:** Used to connect a keyboard with a PS/2 type of connector.

**Serial connector:** Used to connect serial devices. (COM port)

**Parallel connector:** Used to connect parallel devices. (LPT port)

**VGA monitor connector:** Used to connect the signal cable of the monitor.(VGA) (Some models have this connector, some models have a External display card connector. See below.)

**USB connectors:** Used to connect USB devices.

**Ethernet connector:** Used to connect to LAN or wide band web devices.

**External VGA card connector:** Used to connect the signal cable of the monitor.(VGA) (Some models have this connector, some models have a VGA display connector. See above.)

If the External display card has a S-video connector, it can be used to connect to a television to display the computer screen.

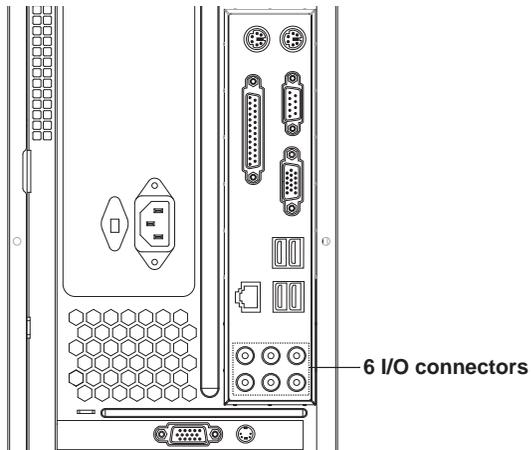
**TV antenna connector:** Used to connect to a TV antenna. (some models equipped with TV cards have this connector)

**Modem:** Used to attach your computer to a telephone line for modem use.(some models equipped with this connector)

**Telephone:** Used to attach a telephone line to your computer for modem use.

**7.1 Audio connector:** See the following section Audio Configuration for 7.1 use.

## 1.2.1 Audio configuration (only with Windows XP)



**6 I/O connectors:** audio input, microphone, line out, rear speaker output, central/heavy bass output, side speaker output.

To set up audio:



### Step 1

Right click the audio configuration icon on the bottom-right corner of the screen.



### Step 2

Select "*Sound Manager*" on the audio configuration menu as shown in the figure.



### Step 3

Open the interface as shown in the figure. The sound effects and mixed audio demonstrations etc. of the sound card can be configured in this interface. Open "Audio I/O" and you can configure the input and output of the sound card.



### Step 4

The audio connectors shown in the figure match the I/O connectors on the rear panel.

### Configuration for the factory configuration of 2.0 speakers:



### Step 1

Select 2CH speaker as shown in the figure. And then connect the audio input cable of the speaker to the black connector.



## Step 2

Select "Line out" on the dialog box, as shown in the figure.



When connecting other audio devices, plug the audio cables into the respective I/O connectors on the rear panel. Once a connector is connected a dialog box will pop up , as shown the figure. Select the device name according to the type device connected.



You can test if the connections and configurations are correct by clicking the sound box icons in the corresponding location in the left figure.



**Note:** When connecting a device, one thing should be paid attention—be sure to plug microphone into the place as shown in the figure.

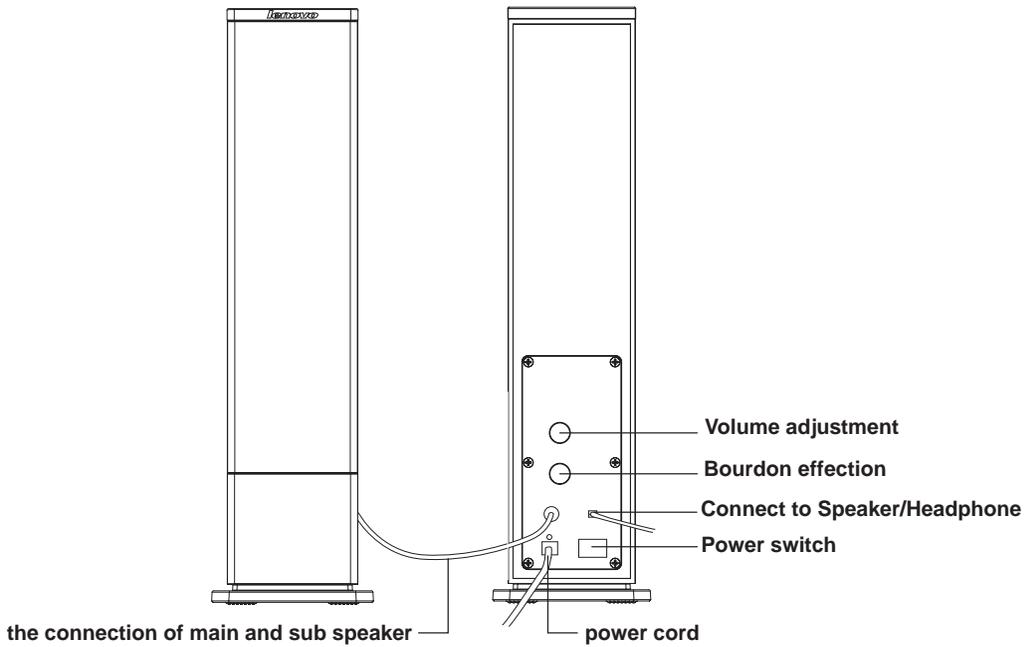


If you don't plug a microphone into the microphone connector and select "Microphone" in the popped up window as shown in the figure.

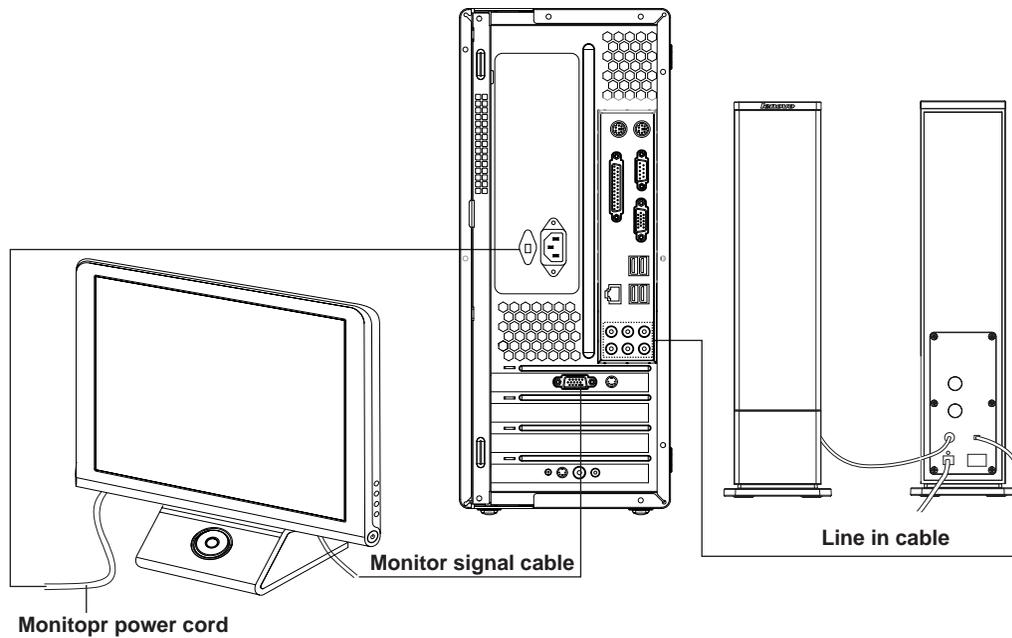


An error prompt shall come up as shown in the figure. Plugging a microphone into the front microphone connector shall not cause the prompt dialog box to come up.

### 1.3 Connecting speaker



### 1.4 Helpful tips on the installation



**! Please Note:**

1. To avoid electromagnetic disturbance in the monitor don't place the speakers too close to the monitor.
2. Please tighten the screws on the monitor signal cable.
3. If the model you bought is not equipped with the independent display card, please connect the monitor cable to the connector of the VGA display connector.

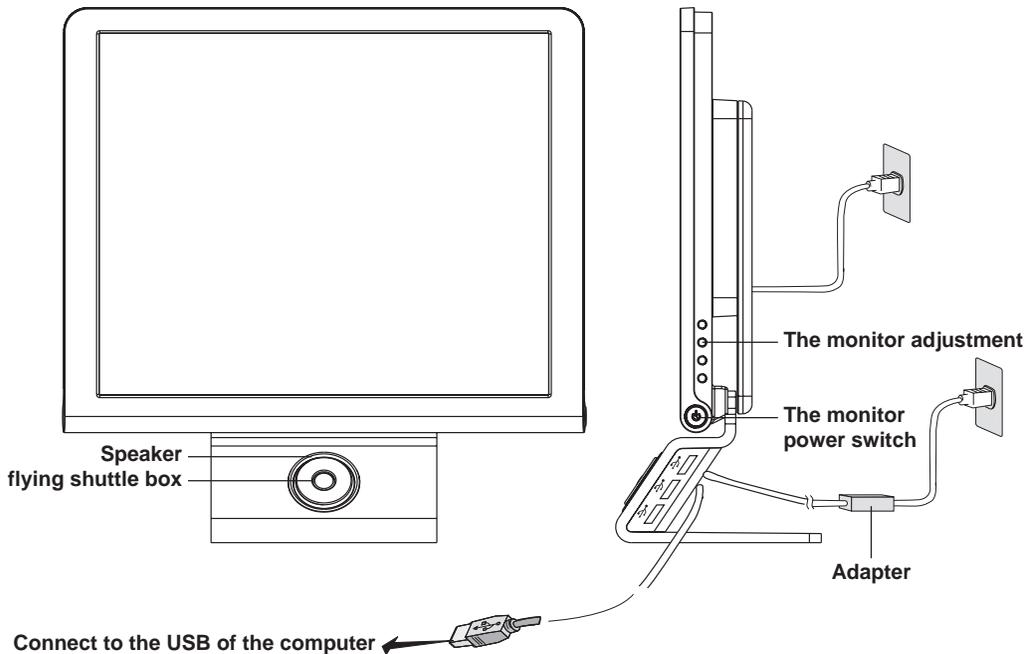
## 1.5 Connecting and using the flying shuttle box

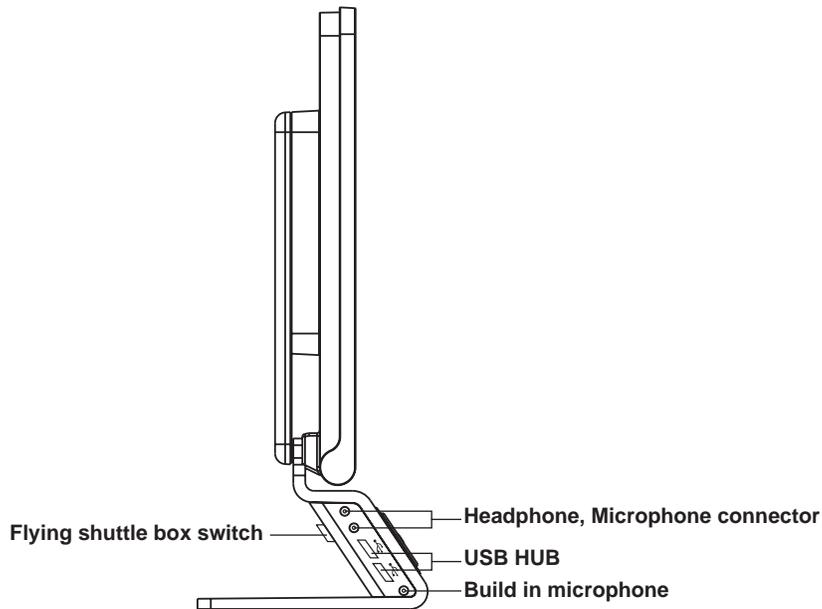
### 1.5.1 Used with internet chat talking device

The built-in speaker and microphone on the monitor base enable you to directly communicate with others by voice when using internet chat software.

**! Please Note:**

1. Please use the USB cable, that is packaged with the monitor, to connect the base shuttle to the computer as shown in the following figure.
2. You must use the power adapter and power cord , that is packaged with the monitor to connect them to the power supply as shown in the following figure.
3. Use the switch on the back of the monitor to power it on.





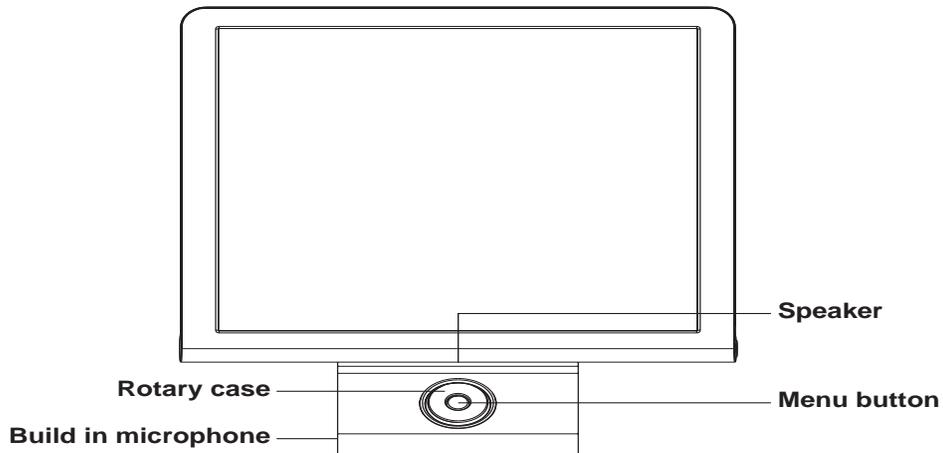
**ⓘ Note:** To ensure proper operation please ensure that the LCD monitor and the base shuttle are properly plugged to the power and the base switch is turned on.

### 1.5.2 Using the USB connectors, headphone, microphone connectors on the monitor base

1. Connect to the USB connector on the back of the computer with USB cable.
2. Connect the power adapter and plug it to the power supply.
3. The USB connectors on the monitor base have limited power. Please do not use high power USB devices like USB hard disks in all the ports at the same time.

### 1.5.3 Using the shuttle

Models configured with LCD monitors have a shuttle beneath the monitor that can be used to start Windows programs. After the system has booted and the Happy Shuttle program has started this function is available...



#### **Usage of the shuttle on the monitor base:**

The Happy Shuttle program runs only on Windows XP.

**The middle key:** Open/ close Happy Shuttle program. When the computer is used as a Digital Home Appliance, the middle key is used as the Return key. When the computer is running Windows, holding down the middle key for 5 seconds will cause the system to go into the stand by. Pressing any key on the shuttle will wake up the system.

**Turning the shuttle:** turning the shuttle selects the Digital Home Appliance functions.

**Pressing down the shuttle dial:** Enters into the selected item of the Digital Home Appliance Function.

#### **After starting up the Digital Home Appliance:**

**Turning the shuttle:** moves the option focus.

**Pressing down the shuttle dial:** confirms the option.

#### **When playing photograph, music and video files:**

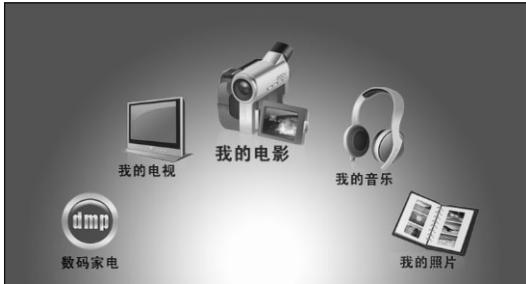
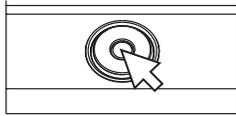
**Turning the shuttle:** switches the playing files. When watching TV it switches the channels.

**Pressing down the shuttle dial:** Starts or pauses) the video, photograph or music files.

**Speaker:** If start up a internet chat software, conversations are heard through the speaker.

**Microphone:** If start up a internet chat software, your voice is sent out through the microphone.

The usage is as follows:



## Shuttle

After the shuttle driver has been installed, pressing the middle key of the shuttle will start the Happy Shuttle program. The Happy Shuttle runs only on Windows XP.

## Shuttle

After starting up, and as shown in the figure, the program dial shall come up on the lower side of the screen. Turning the shuttle shall cause each software icon to rotate into focus.

When the desired software icon is in focus, pressing "Dial" once shall start software.

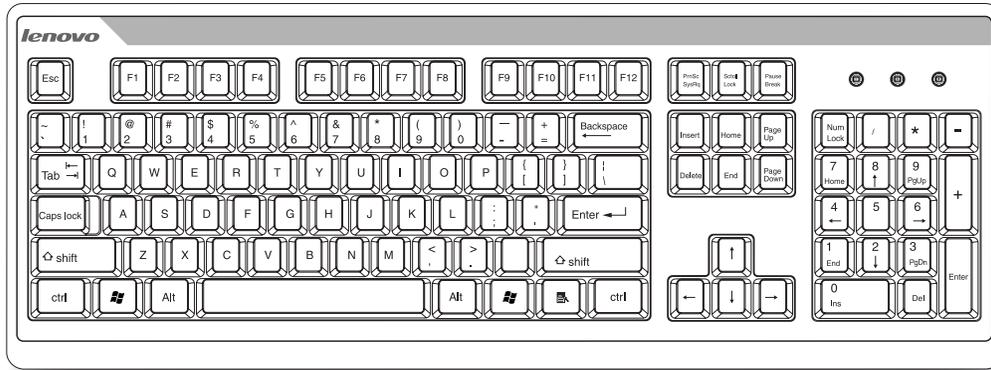
## Shuttle

Turning the dial will make the yellow option bar move between each of the choices in the menu. When the desired menu item is highlighted pressing the dial once will activate the function.

## Shuttle

Turning the dial will make the yellow option bar move between each of the choices in the menu. When the desired menu item is highlighted pressing the dial once will jump to the folder that contains the files. Turn the dial again and the focus moves between files. Press down the dial and the selected file shall be played.

## 1.6 Keyboard



## 1.7 Using Quiet Mode

Quiet Mode causes the CPU and fans to slow down, which reduces the noise you will hear from the machine. It is suitable for use during word processing, web surfing and other activities that do not require high CPU resources. Activities like Gaming require high CPU resources and are not suitable for Quiet Mode operation.

After the system boots Windows XP, pressing the “Quiet mode” key on the front panel will cause the system to enter “Quiet Mode”, and the Quiet mode indicator light will turn blue. Press the Quiet Mode key again to exit the Quiet mode.

### Attentions for Quiet mode:



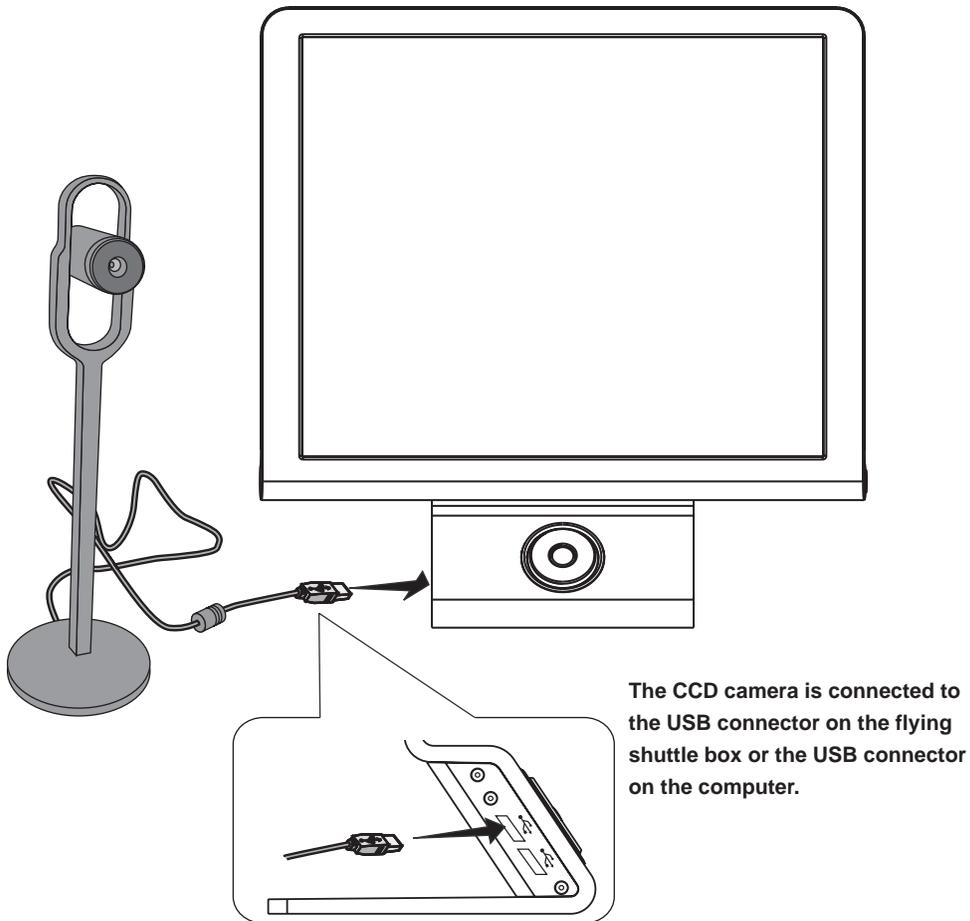
In “Control Panel” → “Performance and maintenance” → “Power Options” → “Power Schemes”, select “Lenovo Power Management”. After selecting this option, do not change again, otherwise you shall not be able to enter the Quiet mode. Where the “Turn off the monitor” “Turn off the hard disk” and “Standby time” etc. can be changed by users.

### The conditions for the system to enter the Quiet mode:

1. If you use software that needs high CPU resources for a long time, or use a third-party software to adjust CPU frequency, the system shall automatically return from the Quiet mode to the normal mode.
2. If you start the "Quiet mode" in Windows XP, please be sure to exit the "Quiet mode" before shutting down the computer.

## 1.8 Connecting CCD Camera

For models that are equipped with cameras, you can connect CCD camera to the USB connector on the monitor base with a USB cable, as shown in the following figure. For the detailed instructions, please see the manual that comes with the camera.



# 2

## Chapter 2

# OneKey Recovery

### This chapter provides the following:

By using the OneKey Recovery function, it will restore your C partition back to the original factory default or to the most recent backup saved. All data in the C partition will then be erased. Other partitions in the hard disk will not change.

**!** **Note:** *Your C partition must use the FAT32 partition format to successfully use the OneKey Recovery function.*

1

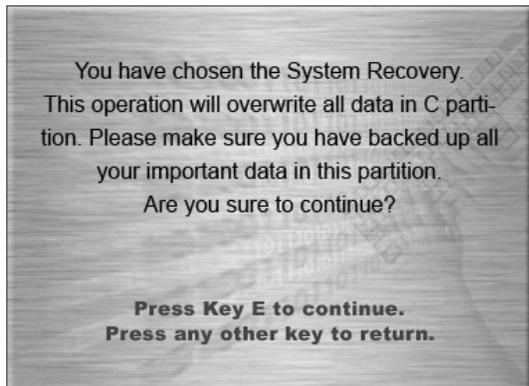
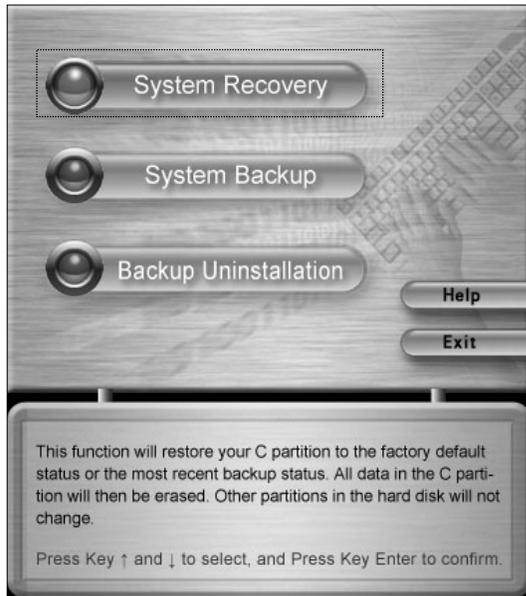
2

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## Using the OneKey Recovery function



### System Recovery

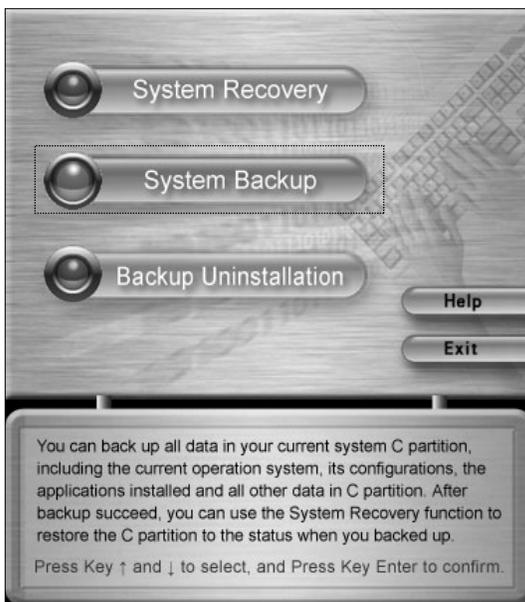
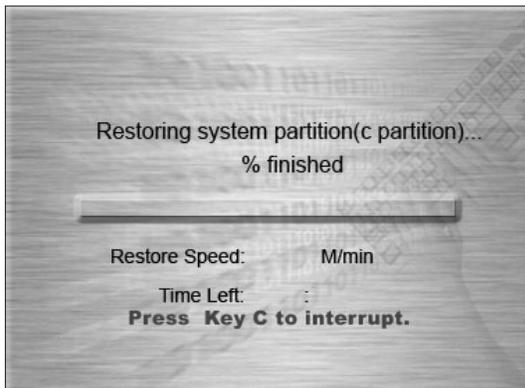
Press "Recovery" button on the keyboard when the startup screen displays.

Press key ( R ) and ( r ) to select "System Recovery", and press key "Enter" to confirm.

### System Recovery

Follow the instructions on the screen. Press E to confirm the recovery.

**Note:** Please make sure to backup all your data before performing a system recovery. If this is not done, all data in the C partition will be lost.



## System Recovery

The recovery process will take a few minutes, so please be patient. You do not want to interrupt the operation.

## System Recovery

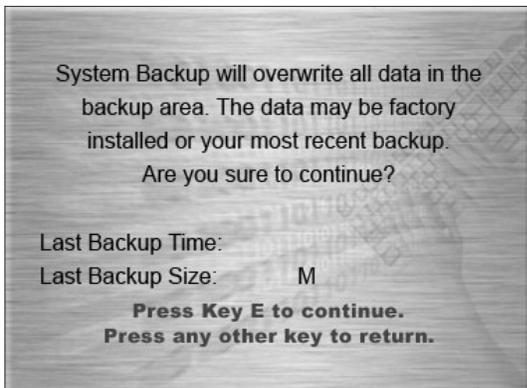
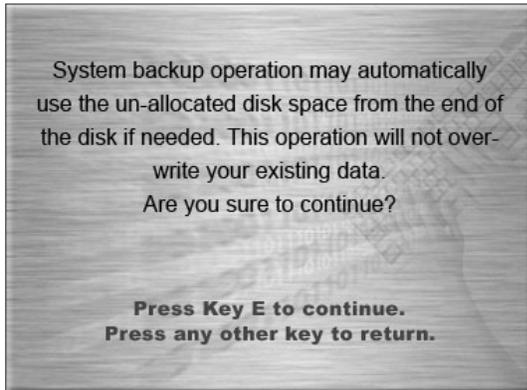
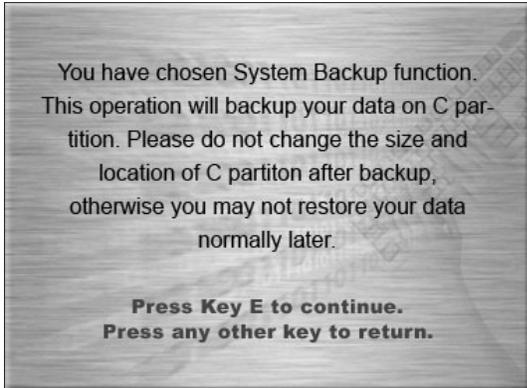
After the recovery is completed, you will be prompted to restart your computer.

## System Backup

To perform a system back press key ( R ) and ( r ) to select “System Backup”, and press key “Enter” to confirm. This software enables you to backup the current data in the C partition.

### ⚠ Note:

1. When you backup the data in the C partition, the default backup in the hidden partition, or the last saved backup, will be overwritten.
2. Do not change the size or location of the C partition after you make the backup. Otherwise, the backup data will not be able to be successfully restored.



## System Backup

Press E to confirm the backup and to continue.

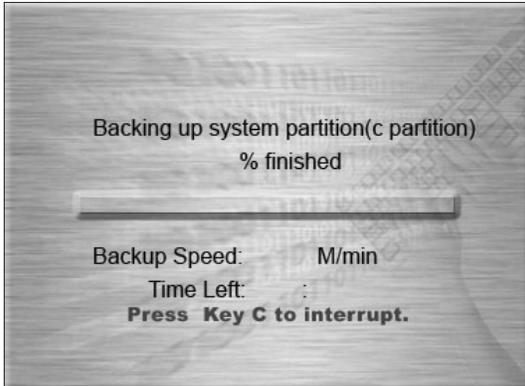
## System Backup

System backup operation may automatically use the un-allocated disk space from the end of the disk if needed.

Press E to confirm the backup and to continue.

## System Backup

Follow the instructions on the screen. Press E to confirm the backup.



## System Backup

The backup process will take a few minutes, so please be patient. You do not want to interrupt the operation.



## System Backup

After the backup is completed, you will be prompted to restart your computer.



## Backup Uninstallation

If you do not need the backup data any more, you can uninstall the backup to free up the space on the hard disk.

Press key ( R ) and ( r ) to select "Backup Uninstallation", and press key "Enter" to confirm.



## Backup Uninstallation

Press E to confirm the uninstall backup.

**Note:** Some space will become free space being released and cannot be consolidated in the last partition.

## Backup Uninstallation

After the uninstallation is completed, you will be prompted to restart your computer.

## Help

Press key ( R ) and ( r ) to select "Help", and press key "Enter" to confirm. You can get helpful tips about how to use the OneKey Recovery function.

# 3

## Chapter 3

# The introduction on usage of software

### This chapter provides the following:

- The methods of using digital home appliances. Include: TV function, playing video, enjoying pictures, playing DVD etc.
- The method of burning optical discs.
- The usage of anti-virus software

The TV Program Bill function is integrated into digital home appliance, which enables you to check and read the forecast of TV programs at any time, search according to the types of TV programs, and remind you to watch and record TV programs on the scheduled time when you watch TV with your computer.

**⚠ Note:**

- *All the software interfaces follow the software provided with the computer you purchased.*
- *The TV function described in this chapter is only applicable to the computers equipped with TV cards.*

- ⚠ Note:** *The burning function described in this chapter is only applicable to the computers equipped with the rewritable optical drives.*

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## 3.1 Digital Mode Platform

In Home Appliance mode, the Digital Home Appliance function enables you to enjoy abundant home entertainment such as watching TV, playing videos, enjoying pictures and playing music. In addition the Direct Burn function enables you to directly burn the contents to a CD when you are playing music, browsing pictures or playing videos.

**Digital Home Appliance functions include:** My TV (including TV program bill), My Movies, My Pictures, DVD Burn and My Music.

### 3.1.1 My TV and TV Program Bill

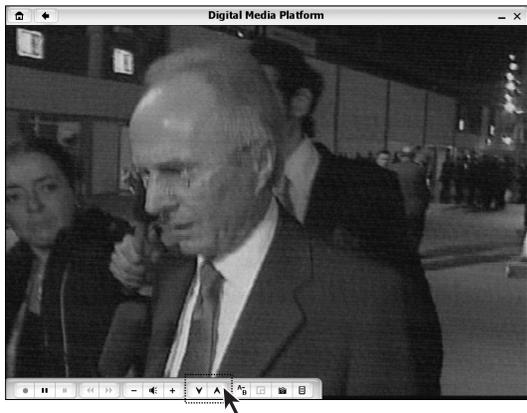
When cable TV input is connected successfully, you can watch TV shows on your computer. The accompanied TV Program bill enables you to see the TV show schedule easily at any time. You can set the TV program to remind you and record a TV show at the scheduled time.

**!** *Note: The first time you enable My TV, you must "auto search" for the TV stations. After successfully finding the stations, the TV programs shall be automatically be arranged according to the order of the local TV channels.*



#### Start

Press down the middle key of the shuttle on the monitor base to start the Happy Shuttle program. Turn and select a Digital Home Appliance, start the Digital Home Appliance. Select "My TV", switch the channels.



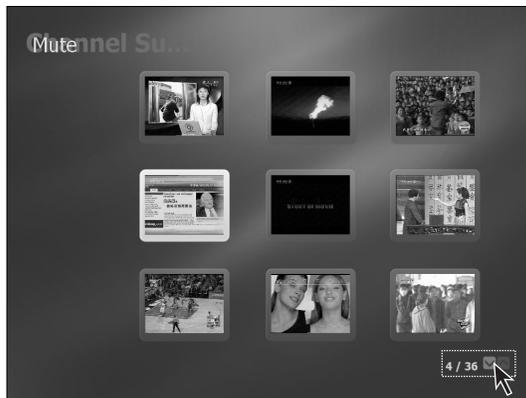
#### Switch channel

Click the button on the bottom tool bar as shown in the figure, to switch channels to the previous one or the next one.



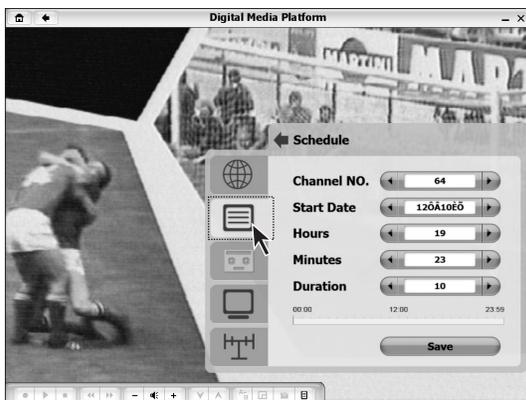
## Multi-channel preview

The My TV function enables the computer to display the contents of 9 channels at one time. Click the “Menu” button on the tool bar, select “Multi-screen preview” in the channel setting option. You may set up multiple groups of 9 channels. During Multi-screen preview, the TV stations muted.



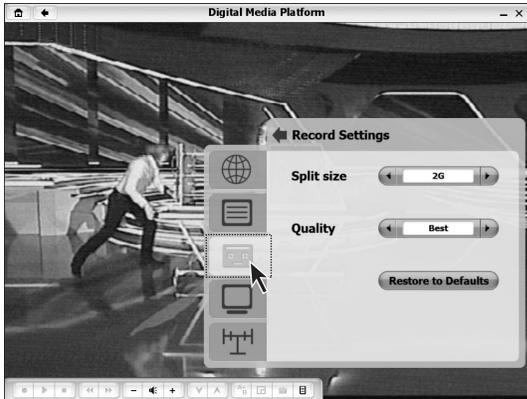
## Multi-screens preview

Click the PageUp or PageDown key, as shown in the figure, to preview the channels in other groups. Click the selected channel, it will be displayed in full screen mode.



## Scheduled recording

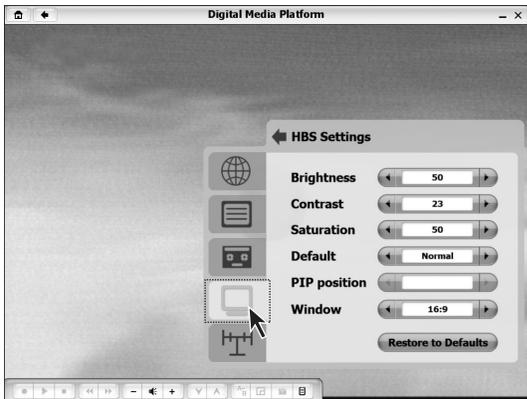
Here you can set the schedule to record TV programs. Click the “Menu” button on the tool bar, select “TV Schedule” to set the schedule for recording.



## Scheduled recording

Here you can set the quality and file size of the TV Program to be recorded.

Click the "Menu" button on the tool bar, select "Recording Settings" to set recording attributes.



## Adjust the screen

You can adjust the picture (brightness, contrast etc.) manually.

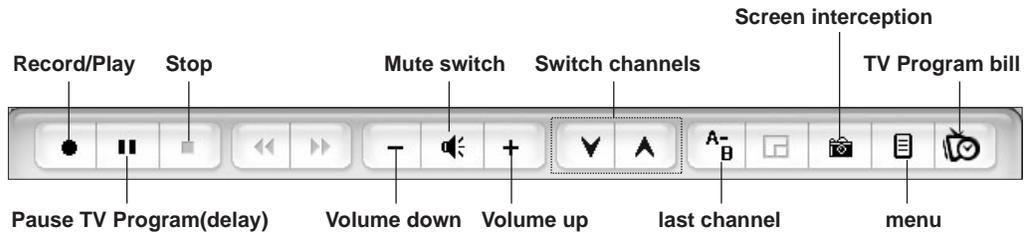
Click the "Menu" button on the tool bar, select "Screen Settings" to adjust the screen settings.



## Signal setting

Here you can adjust the signal source content of videos. Click the "Menu" button on the tool bar, select "Signal settings" in the Setting menu to adjust the audio and International Broadcast Standard, and signal source.

If you need to search for TV stations again, you can perform “Auto Search” in the Channel option of the Settings menu.



By clicking the time-shifting button in the My TV module you will be record TV to your hard disk to be viewed later. Clicking the Play button will allow the TV Program to resume from where you left. Clicking the Fast Forward key will allow you to catch up with the normal progress of the TV show.

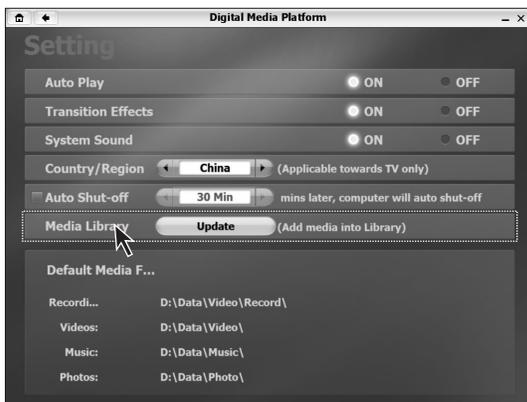
### 3.1.2 Update media-base

If you want to enjoy pictures, music and movies in the Digital Home Appliance, you must first add the pictures, music and movies to the media-base,as follows:



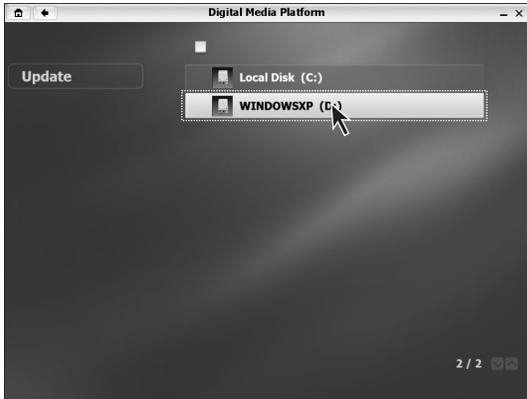
#### Step 1

In the main interface of Digital Home Appliance, select “System Settings”.



#### Step 2

Select “Update”.



### Step 3

Select the hard disk and folder that store the media files.



### Step 4

Check the folder that stores the media file.

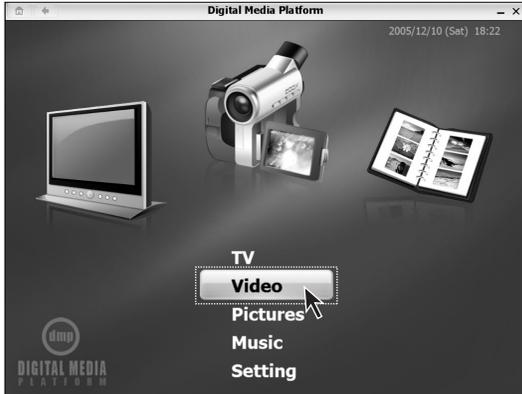


### Step 5

Click "Update".

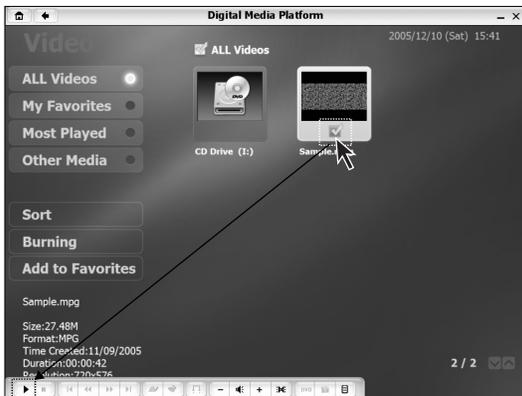
### 3.1.3 My Movies

Play the video movies or Video CDs stored in the computer.



#### Start

In the Digital Home Appliance, select “My Movies” or use shuttle to select “My Movies” to start.



#### All movies

Lists all the movies stored on the hard disk and CD ROM,. To select the movie to play, click on the Play button.



#### Play all the movies

If you want to play all the movies, check “All movies”. Click on the Play button, then all the movies shall be played in order.

**My Favorites:** click the checkbox for the movie that you would like to add to my favorites, and then select “Add to my favorites” .

**Movie ranks:** arrange the movies according to the number of times it has been played.

**Other devices:** display the movies stored in the external storage devices of the computer

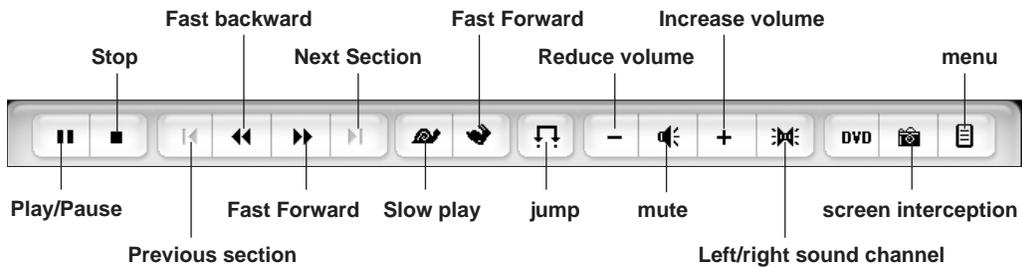
**Burn:** Burn the selected movies into CDs.



## Index

Movies can be indexed by the order of their names, created time, formats or the most recent date they were played.

## Settings



**Slow play /Fast play:** Play slowly/ play fast, when playing fast: the playing speed can be switched to be 1, 1.5 or 2 times normal speed. When playing slowly: the playing speed can be switched to be 1, 0.8, 0.7 or 0.5 times normal speed.

**Jump:** Click on the Jump menu, input the amount of time to skip and the program shall jump forward that amount of time.

**Menu:** Adjust the menu appearance when playing movies. Click "Menu" button, the following menu shall come up.



## Display

The display menu is used to adjust the brightness, saturation and contrast of the screen when playing movies.



## Sound effect

Adjust the sound effect when playing movies.



## Settings

Adjust the size of the window when play movies, and toggles the display time on and off.



## DVD configuration

Adjust the display of titles, dub, DVD scene angle and memory option when playing DVD movies.

### 3.1.4 My Pictures

Enjoy the pictures stored on the hard disk or other external computer storage devices.



#### Start

In Digital Home Appliance, select "My Pictures" or use the shuttle to select "My Pictures" to start.



#### All pictures

List all the pictures stored on the hard disk and CD. select the pictures to be viewed then click on the Play button.



View all the pictures

If you want to play all the pictures, check "All Pictures". Click on the Play button, then all the pictures shall be played in order.

**My Favorites:** click the checkbox for the pictures that you would like to add to my favorites, and then select "Add to my favorites".

**Picture ranks:** arrange the pictures according to the number of times it has been viewed.

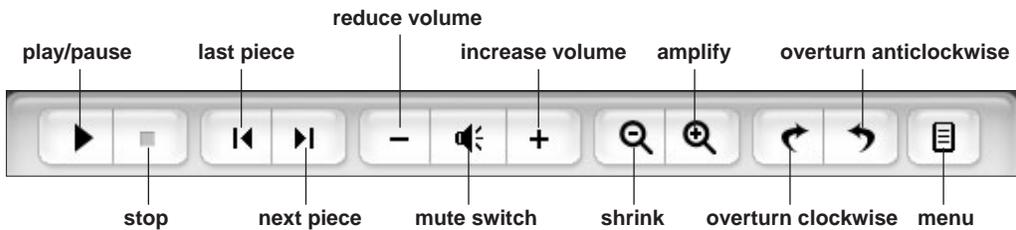
**Other devices:** display the pictures stored in the external storage devices of the computer

**Burn:** Burn the selected pictures into CDs.



## Index

The pictures can be indexed by their names, created time and format.



Click "menu" button, you can adjust the options to view the pictures.



## Display

Adjust the display attributes of pictures such as the time interval and effect when playing pictures.



## Settings

Adjust the background music when playing pictures.

### 3.1.5 My Music

Enjoy the music stored on the hard disk or other external computer storage devices.



## Start

In Digital Home Appliance, select "My Music" or use the shuttle to select "My Music" to start.



## All Music

List all the Music stored on hard disk and CD. Select the Music to be listened to and click on the Play button.



## Enjoy all the music

If you want to listen to all the music, then check "All Music" and click on the Play button.

**My Favorites:** select a piece of music, and then select "Add to my favorites" to add the music into My Favorites.

**Music ranks:** arrange the music according to the number of times it has been played

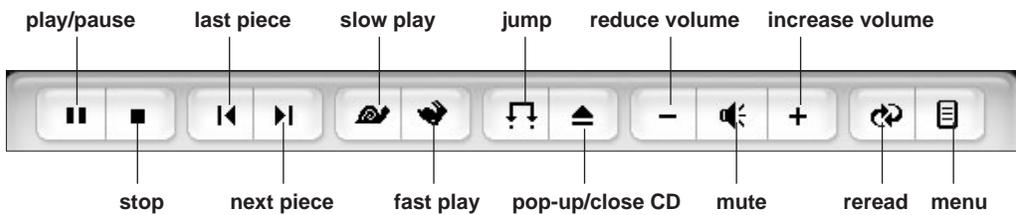
**Other devices:** display the music stored in the external storage devices of the computer

**Burn:** Burn the selected music into CDs.



## Index

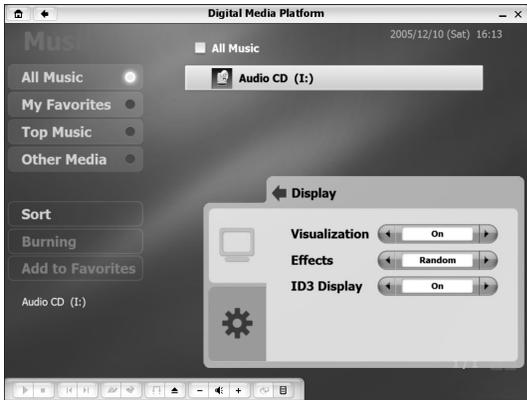
The music can be indexed by the order song title, collections, genre, artists, and most recently played.



**Jump:** Click on the Jump menu, input the amount of time to be skipped, and the music shall jump forward that amount of time.

**Replay:** Press the Replay key once, click on the music you want to be played repeatedly, and press the Replay key once again, the music shall be played over and over again. Press the Replay key again, to cancel the replaying and return back to the normal playing.

When you click on the Setting menu, you can see the following adjusting options.



## Display

The Display menu is used to adjust the background pattern when playing music. And adjust if the ID3-related information is displayed.



## Settings

Adjust the mode to play music.

### 3.1.6 System settings



## System settings

In the main interface of Digital Home Appliance, select "System settings", here you can set the attributes of the Digital Home Appliance.



## System settings

You can set Auto-play, transferring effect sound effect, and auto-close.

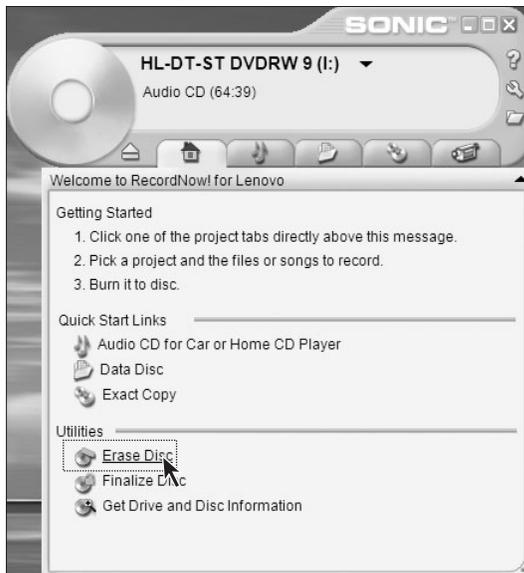
**Note:** *Country/District is used to select the International Broadcast TV standards that are corresponding to the Country/District the computer is being used in. For example: India uses PAL-B.*

The storage location of the movie/sound files that Digital Home Appliance uses is explained in "Storage location".

FAT32 partition format is recommended, because Digital Home Appliance does not support NTFS partition format.

## 3.2 Burning CD

RecordNow software can help you burn data, music and video files easily into CD, VCD or other data CDs. The detailed steps are as follows:



### Start

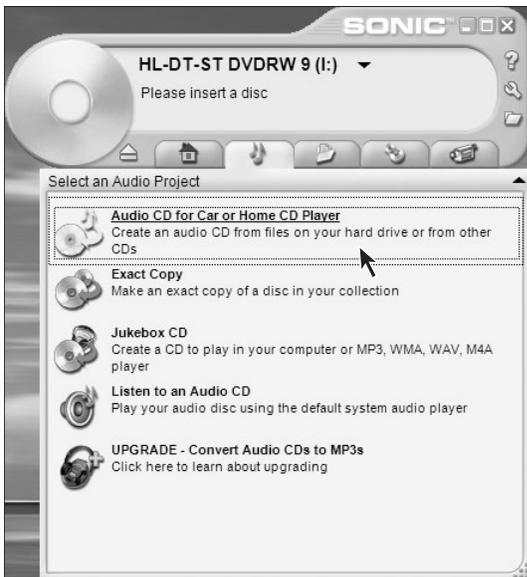
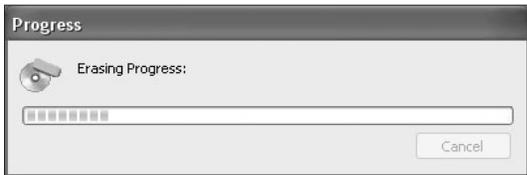
Double-click on the software icon of RecordNow for Lenovo on the desktop.

### The Main Menu

You can start CD burning through the Quick Start Links in the Main Menu. You can also rewrite and finalize the CD.

### Erase a disc

For a rewritable disc, you can erase the data on the disc. Click "Erase a disc" to erase the disc.



Erase a disc

Click “Yes” to start the disc erase process.

### Erase a disc

You can choose the fast erasure or slow erasure.

### Erase a disc

Wait while the disc is being erased.

When finished, the disc is ejected , and you can remove it for future use.

### Burning music CDs — Step 1

You can burn the music stored on the hard disk into Audio CDs by selecting “*Audio CD used with in-car or home CD players*”.

Or, you can burn the music stored on the hard disk into .MP3, WMA, WAV, or M4A format by selecting Select “*Jukebox CD*”.

The software will prompt you to *find the usable music files automatically*, or allow you to find the files manually.

**Note:** *the following problems may cause the burning process to fail:*

- *The file is being used by other applications.*
- *Files recorded with non-standard sample frequency. (WAV and MP3 files must be recorded in 16 bit format with a sample rate of 22 or 44.1KHz. WMA files must use the sample rate of 44.1KHz and burned into 16-bit stereo files.)*
- *WMA files have been copy protected (Windows license protection).*
- *Audio files of Non-MP3/WMA/WAV formats.*



## Burning music CDs — Step 2

Click "View", open the music folder.



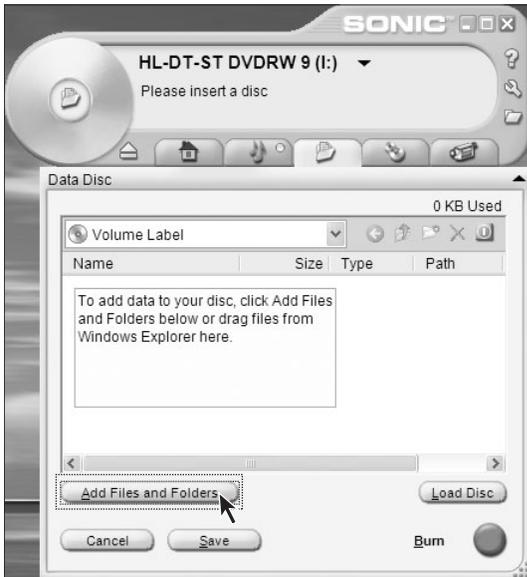
## Burning music CDs — Step 3

Select the music to be burned, Click "Add", You can use the up arrow and down arrows to adjust the order of the music, after everything is ready, Click "Burn".



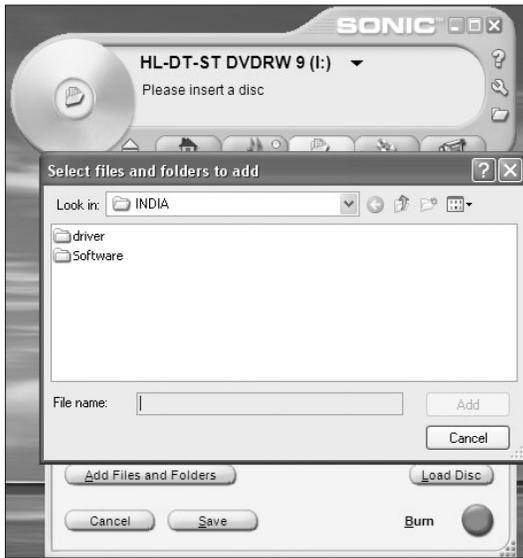
## Burning data CDs — Step 1

In this option, you can select the data files on the hard disk and burn them into data file disc. Click *"Data CD"*.



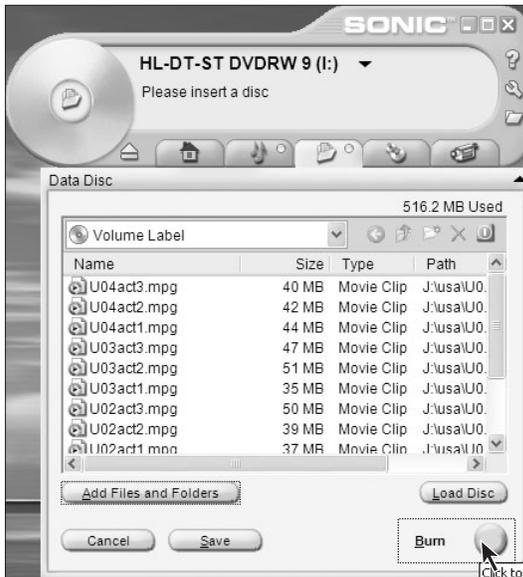
## Burning data CDs — Step 2

Open the data browsing dialog box, Click *"Add files and folders"*.



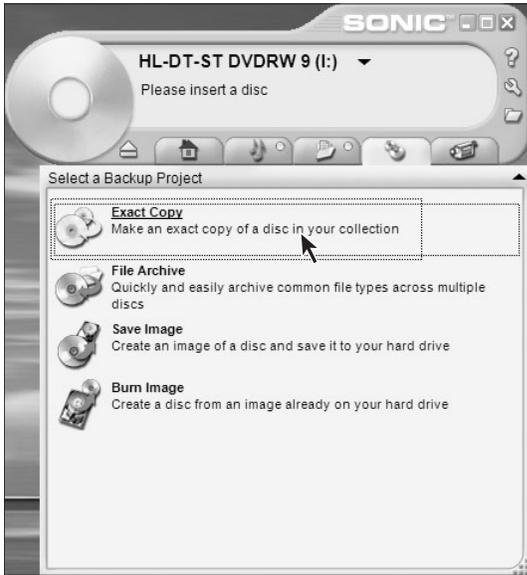
### Burning data CDs — Step 3

Open the dialog box to browse the hard disk files and select the files to be burned.



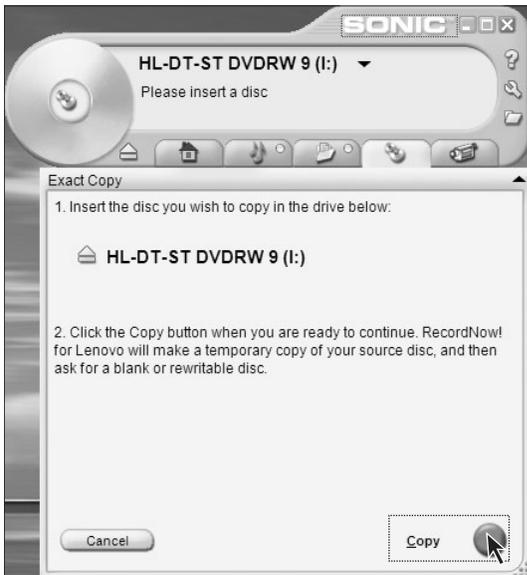
### Burning data CDs — Step 4

After selecting the files, Click "Burn".



## Exact copy — Step 1

Here you can copy the disc. Click “Exact copy”.



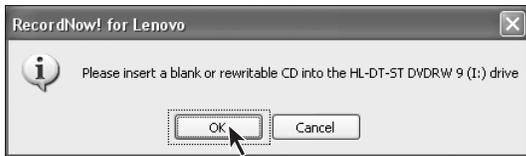
## Exact copy — Step 2

Place the source disc the drive and Click “Copy”.



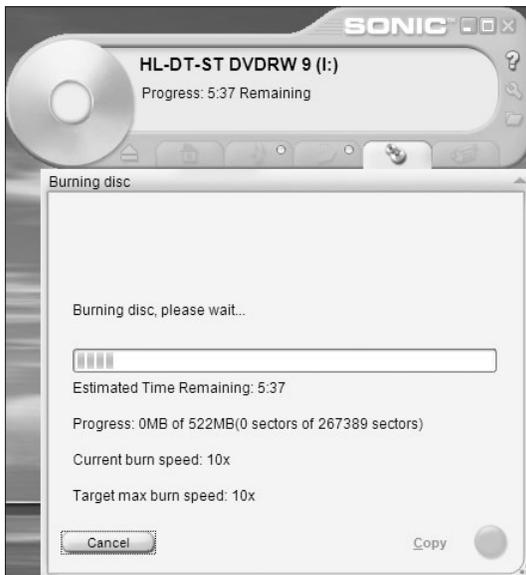
### Exact copy — Step 3

Wait while the read process finishes.



### Exact copy — Step 4

Remove the source disc and put a blank disc in the drive then, Click "Confirm".



### Exact copy — Step 5

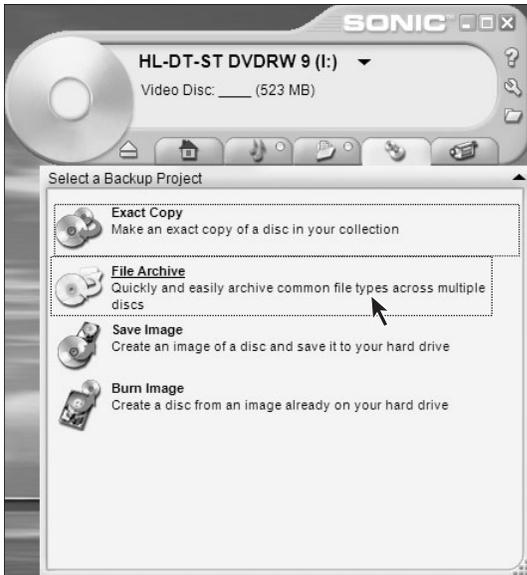
Wait while the disc burning is finished.



## Exact copy — Step 6

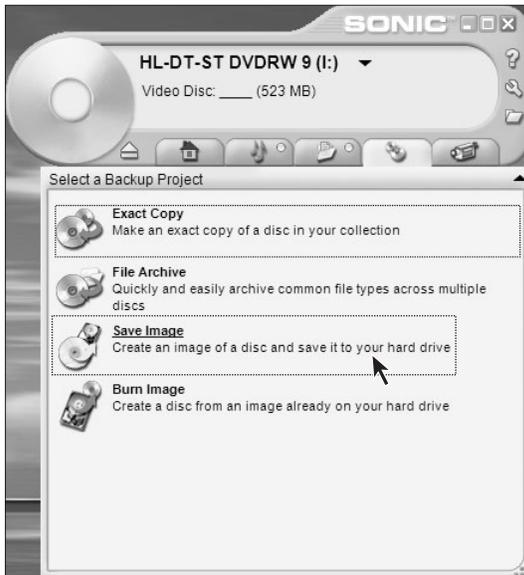
After the burning of disc finishes, the CD will eject. Please take the burned disc out.

If you need to copy another copy of the same disc, please click *“Create another copy”*, otherwise click *“done”*.



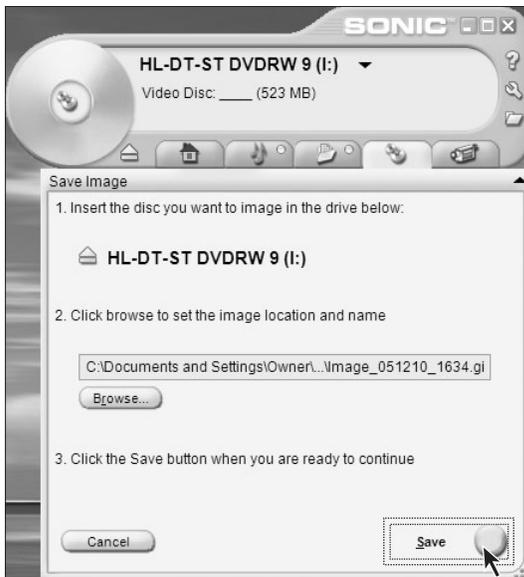
## Archiving files

Archive common file types.



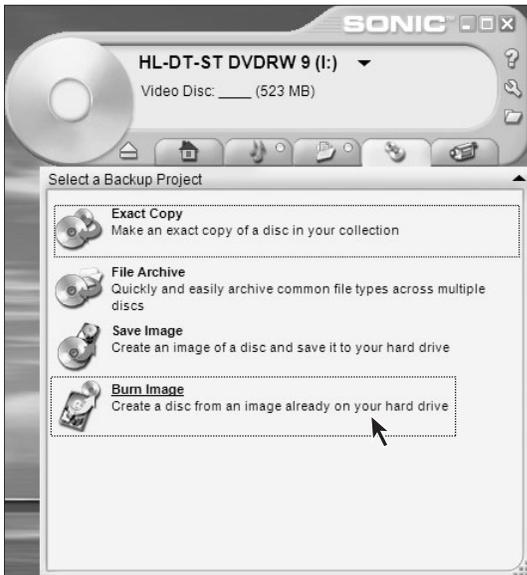
## Save image

Create the image of the disc and save it on the hard disk.



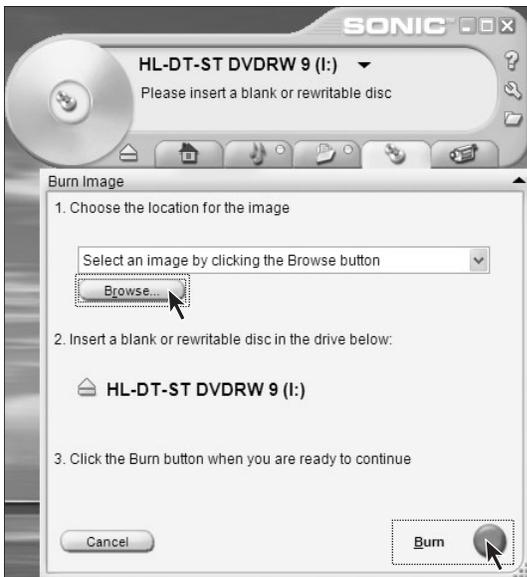
## Save image

Put in the disc, Click "Save" to create the image of the disc.



## Burn image

Burn a disc image of a disc image file from the hard disk.



## Burn image

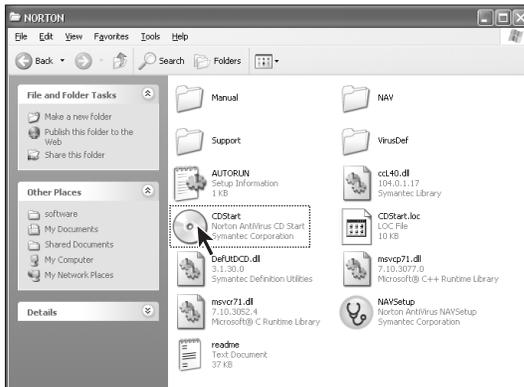
Click "Browse" to find the disc image files to be burned. And then Click "Burn" to create the disc.



### Burning video files

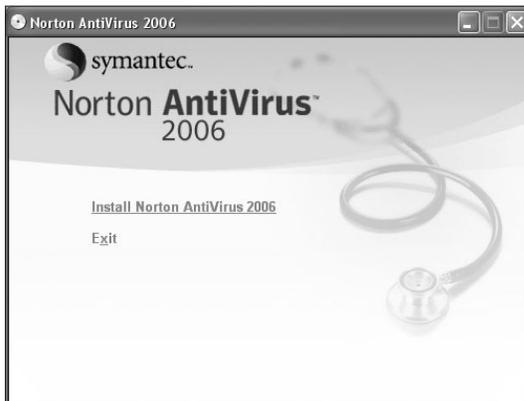
In this option, you can export the video and burn it into video disc.

## 3.3 Norton



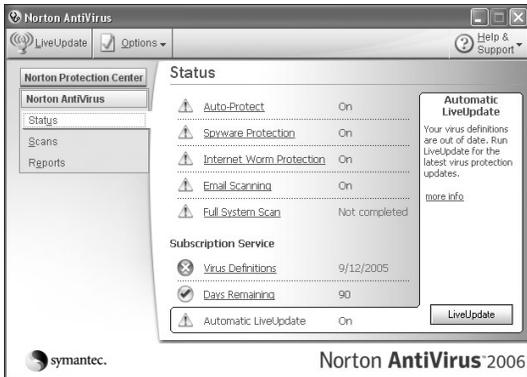
### Installation

Access the installation folder of Norton antivirus, double-click "CDStart".



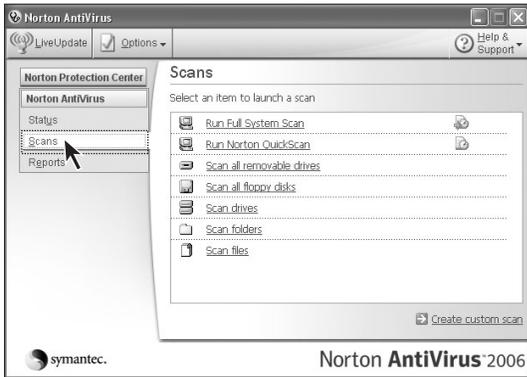
### Installation

Select "Install Norton AntiVirus 2006" in the dialog box. Perform the installation according to the software instructions.



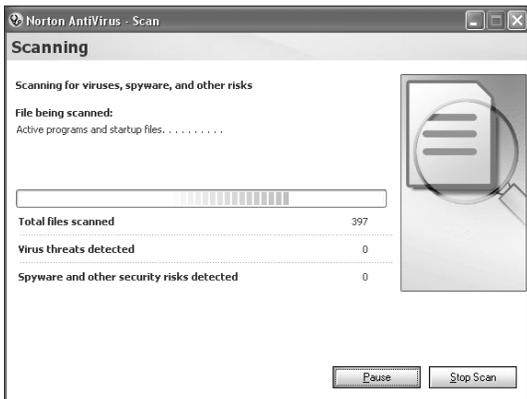
## Main Menu

After the installation is successful, and the software configuration is done, the main menu will come up. The status of scanning for and removing viruses will be displayed on it.



## Scanning for viruses — Step 1

Click “Scan”. Select the mode to scan for viruses in the “Scan” dialog box.



## Scanning for viruses — Step 2

Start scanning for viruses. Please wait while scanning for viruses is in process.



### Scanning for viruses — Step 3

Click "Reports", view the scanning and removal results.



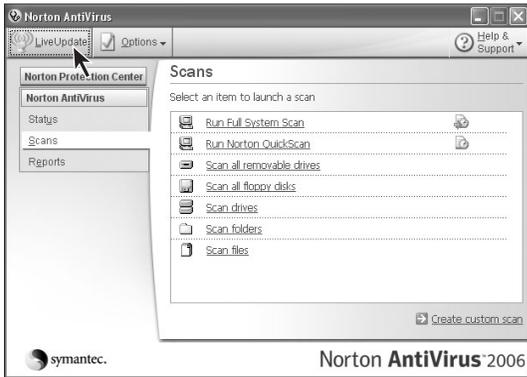
### Scanning for viruses — Step 4

Click view Quarantine on the left of the dialog box. to view the viruses.



### Virus database update — Step 1

When the prompts as shown in the figure come up, it means the virus definition database needs be updated.



## Virus database update — Step 2

Click “LiveUpdate” on the software interface to start the update.

**Note:** An internet connection is required to perform the update operation.



## Virus database update — Step 3

Click “Next”.



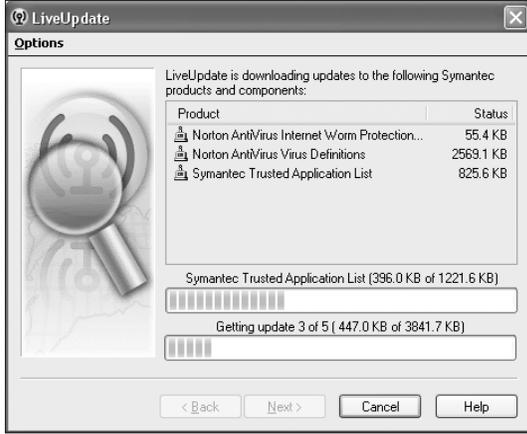
## Virus database update — Step 4

Click “Next”.



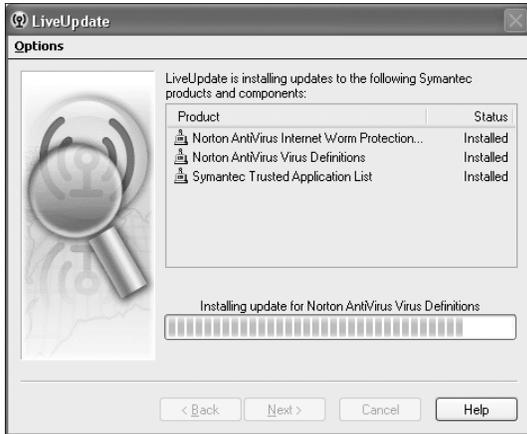
## Virus database update — Step 5

Click "Next".



## Virus database update — Step 6

Please wait while the updates are downloaded.



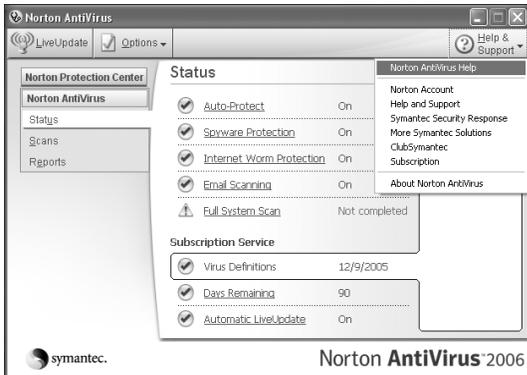
## Virus database update — Step 7

Install the updated virus definitions.



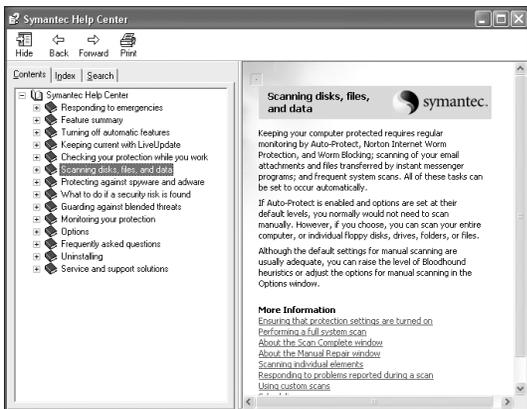
## Virus database update — Step 8

Click “*Finish*” to complete the update operation.



## Help

Please click “*Help&Support*” on the main menu to obtain more specific information.



# 4

Chapter 4

## Safety In Use

### This chapter provides the following:

- System restore
- Disk cleanup
- Hard disk error checking and repairing
- Disk defragment
- Daily care

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## 4.1 System Restore

Sometimes your computer may have some problems due to improper operation. In such case, you may restore your system by a simple way with the system backup.

*(Please note the current settings of your system will be lost. Please make sure the backup of your settings.)*



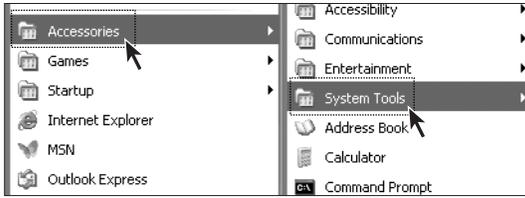
### Step 1

Click "Start → All Programs".



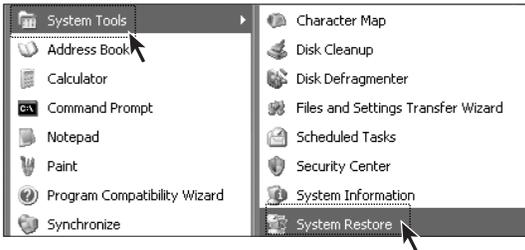
### Step2

Click "Accessories".



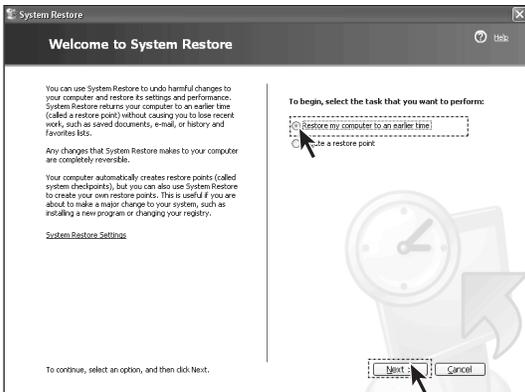
### Step 3

From the "Accessories" menu, click "System Tools".



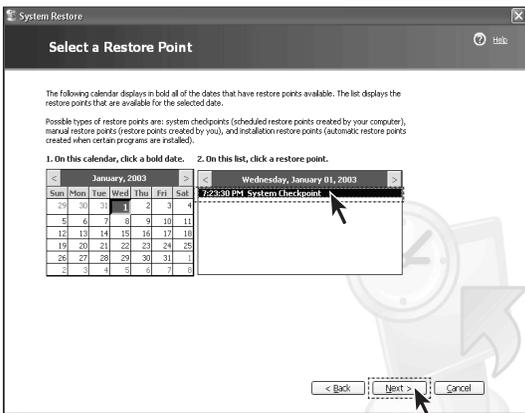
### Step 4

Click "System Restore".



### Step 5

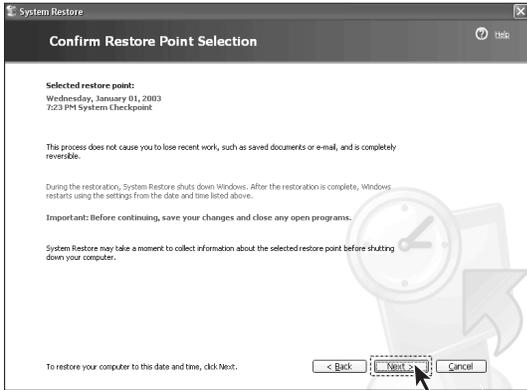
Select "Restore my computer to an earlier time" and then click "Next".



### Step 6

Select the most recent date in which the system performed well (you can choose a specific month by clicking on the arrows located at the sides of the calendar).

Select "System Check Point" or "Restore Point" and then click "Next".

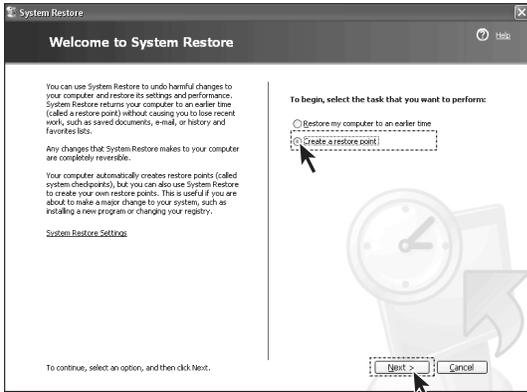


## Step 7

All programs will be closed before the system recovery starts. Please save all your data and then click “Next” .

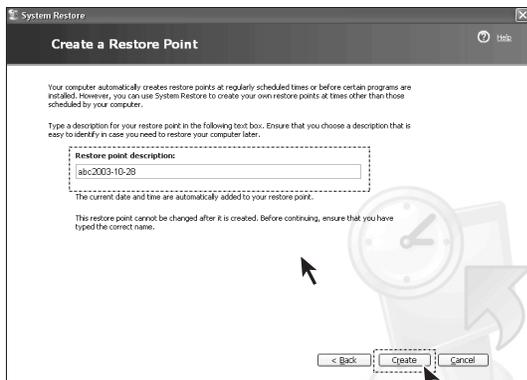
- After the operation is successfully completed, you will be prompted to restart your computer. Click “OK” to continue.

You can create a system restore point before making some changes on your system settings (such as installing a game, or else.) by following the instructions below.



## Step 1

When you enter the “System Restore” interface, select “Create a restore point”, and then click “Next”.



## Step 2

Enter a name that is easy to identify in the “Restore point descriptions” field and then click “Create”.

## Step 3

After the creation of restore is successfully completed, click “Close”.

- **Note:** If this operation fails, please backup your data and start the OneKey Recovery function. Please refer to the section of OneKey Recovery for more details.

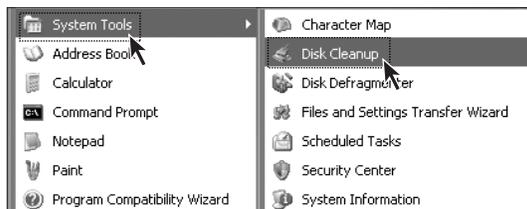
## 4.2 Disk Cleanup

By cleaning your hard disk on regular basis, you can obtain better system performance.



### Step 1

Click "Start → All Programs → Accessories".



### Step 2

Select "System Tools → Disk Cleanup".



### Step 3

Select the files in the dialog box that will be deleted. (Usually select all types of files)

### Step 4

Click "OK".

### Step 5

When the dialog box displays, click "Yes".

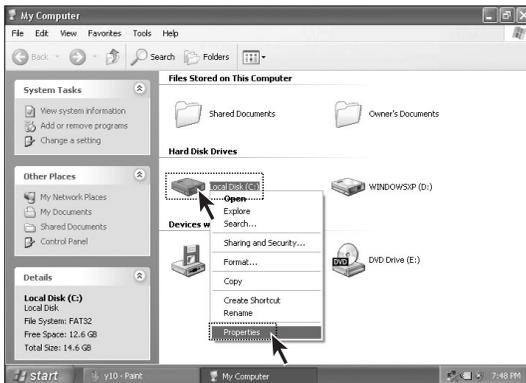
## 4.3 Hard disk error checking and repairing

With disk error checking and repairing on a regular basis, you can maintain your computer in a good condition, and correct some errors during operation.



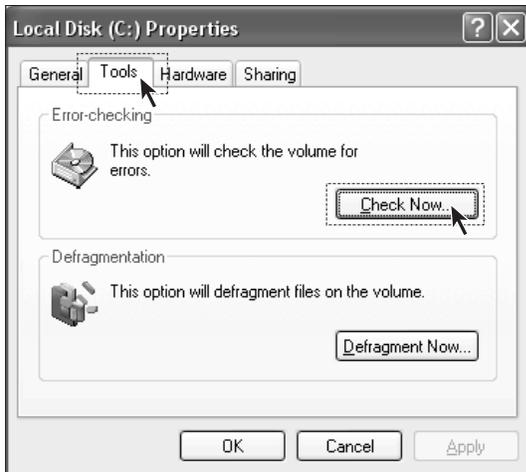
### Step 1

Double click on the “My Computer” icon on your desktop.



### Step 2

In the “My Computer” window, select the disk drive that needs to be checked. Right click on the disk drive and select “Properties”.



### Step 3

Select “Tools” and click “Check Now”.



#### Step 4

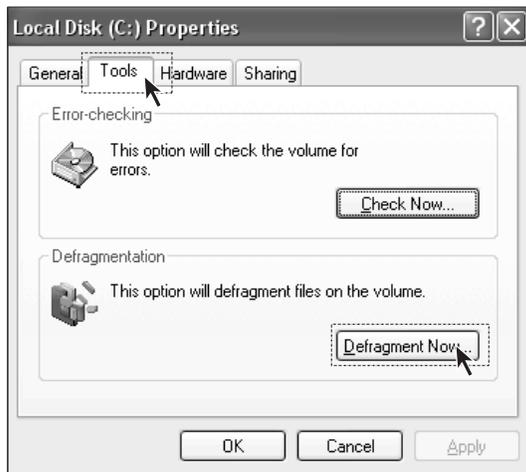
Check the two options as shown in the figure and click "Start".

#### Step 5

After your computer is restarted, the disk error checking will be performed.

## 4.4 Disk Defragment

Disk fragments are some tiny storage areas that have small rooms, cannot be directly reused, and are located in different positions in the disk. If you do not perform the disk defragment function for a long time, the system performance may be lowered. Perform a disk defragment by following the instruction below.

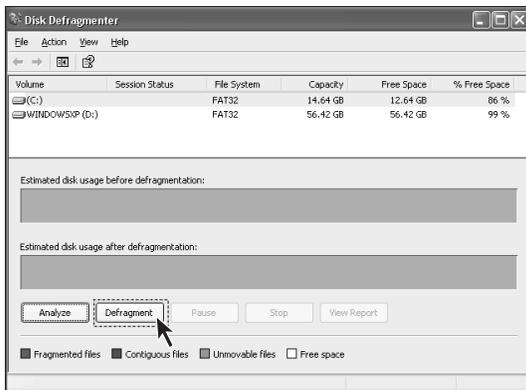


#### Step 1

In the "My Computer" window, select the disk drive. Right click on the disk drive and select "Properties".

#### Step 2

Select "Tools" and click "Defragment Now".



#### Step 3

Select the targeted partition, such as the C partition, and click "Defragment".

The defragment process usually takes a long time.

## 4.5 Daily Care

### 1. Cleaning of parts:

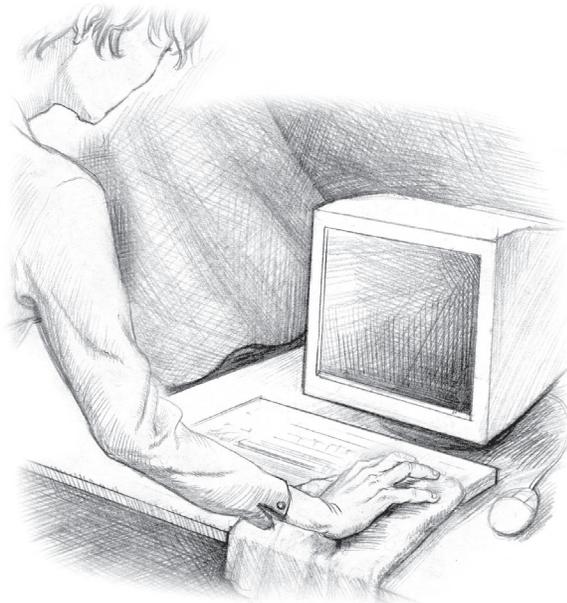
As many parts of your computer are composed of delicate integrated circuit boards, which need to be cleaned on a regular basis to prevent dust accumulation.

**Cleaning tools include:** dust collector, soft cotton cloth, clean water (preferential purified water), cotton swab, and etc.

### 2. Common cleaning methods

The dust on the computer, monitor, printer, speaker, and mouse can be cleaned away by a soft cotton cloth. Use the dust collector to clean the corners that cannot be reached. To thoroughly clean the keyboard, turn off the computer and gently clean the keys with a wet cloth. Do not use the keyboard until it is completely dry.. Keep water away from the internal computer. Do not use a soft cloth that is too wet. And do not directly spray water on the monitor or internal computer.

⚠ *The LCD display should remain clean with especial attention to avoid contact with any oil stains.  
For daily care, it is recommended to use the dry cloth to gently clean away the dust.*



# 5

Chapter 5

## Troubleshooting

### This chapter provides the following:

- Display
- Sound
- Desktop icons
- Software
- CD-ROM drive and hard disk drive

1

2

3

4

5

## 5.1 Display

### 1. Blank screen

- 1) Check to see if the monitor is turned on. If not, press the power button on the monitor.
- 2) Check to make sure that the power cable of the monitor is properly plugged into the monitor and into a working electrical outlet.
- 3) Check to see if the signal cable of the monitor is securely connected to the video output of the VGA card of the computer. If not, shut down your operating system and connect the signal cable.

### 2. Settings of display properties



The desktop display can be adjusted in the Display Properties. Right click on any place in the desktop that has no icons, and select "Properties".

You can find the options of Themes, Desktop, Screen Saver, Appearance, Settings, and etc.

- **Desktop:** Allows you to set the background picture.
- **Screen Saver:** Allows you to select the screen saver program.
- **Appearance:** Allows you to set the icons and texts.
- **Settings:** Allows you to set the screen resolution and color quality.

### 3. There is waterwave on the monitor screen

Check to see if there are any electronic devices that generate magnetic interference, such as refrigerator, electric fan, electric dryer, UPS, manostat, and fluorescent lamp, within the distance of one meter around the computer. Or, if the two monitors of two computers stay close to each other (within one meter), there also might be water wave in the screen display. To resolve the problem, please move the interfering source away from the computer. If the problem still exists, please contact your Lenovo Customer Service Center for help.

## 5.2 Sound

### 1. When the headphones are connected to the front audio output connector, the speakers that are connected to the rear panel have no sound.

The front audio output connector is provided for the convenience of use, which has a higher priority than the rear audio output connector. Therefore, if the speakers or headphones are connected to the front audio output connector, then the sound device that is connected to the rear audio output connectors will be disabled.

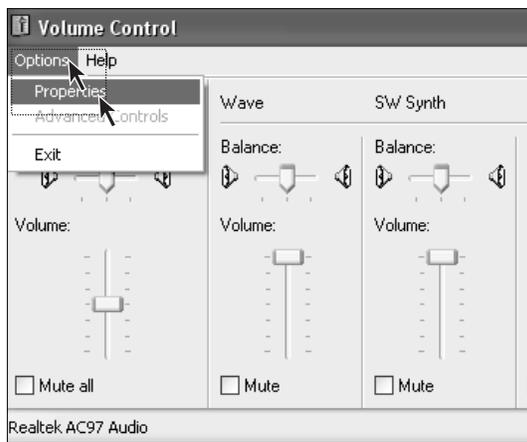
## 2 The computer has no sound output at all.

- 1) Check to see if the speakers are properly connected to the computer.
- 2) Check to make sure that the sound channels are not muted. Double click the speaker icon at the bottom right of the toolbar and confirm if the mute option is selected for all sound channels. If yes, please uncheck them.
- 3) Check to see if the volume of all sound channels are set at a minimum level. If yes, please adjust the volume to an appropriate level.

Please re-install the sound card driver.

## 3 Recording with the microphone

Please following the below instructions to make a recording with the microphone:



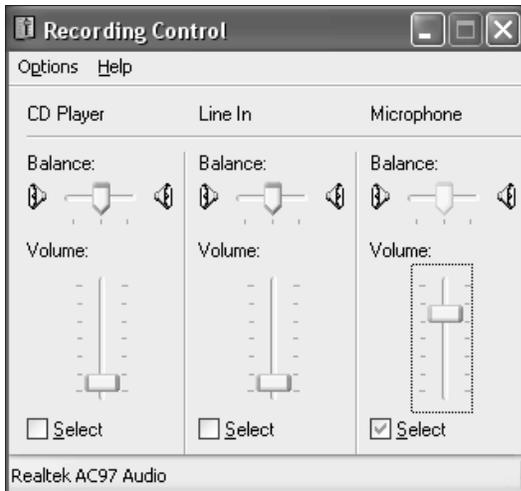
### Step 1

Click "Options" at the upper left of the Main Volume Control window, and select "Properties".



### Step 2

From the Properties menu, select "Recording". Check the Microphone option and click "OK".

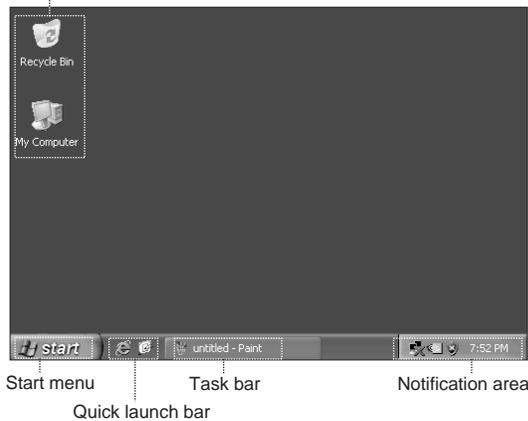


### Step 3

Under Microphone, check the Select option and adjust the volume to a desired level. Click "Close".

## 5.3 Desktop Icons

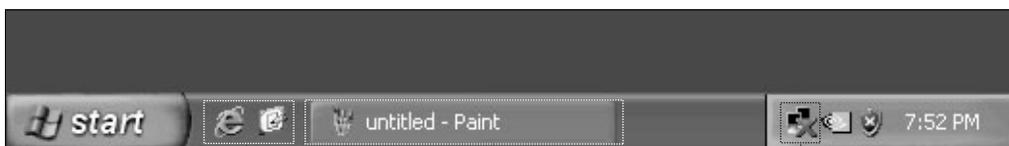
Desktop shortcut



The monitor screen is called the desktop. After you starts your computer. With different desktop settings, you can find different icons and menus are shown on the desktop.

### Usage of task bar

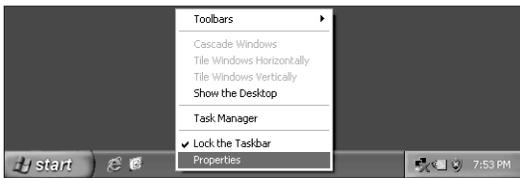
The task bar and some shortcut icons are located at the bottom of the screen. The following section is an introduction to the use of the task bar.



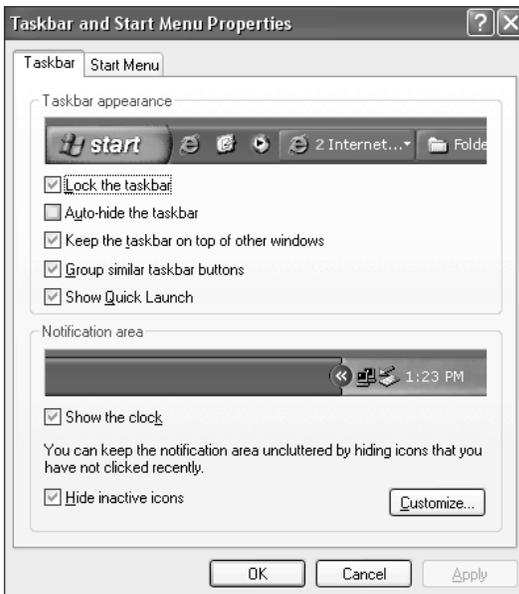
- 1) The quick launch icons
- 2) The icon of a minimized window
- 3) Notification area

- 1) The Quick Launch icons usually include Media Player, Internet Explorer browser, and much more.
- 2) To display a pop-up window that is on the task bar, right click on the icon of the window. You can select Restore, Maximize, or Close the window.
- 3) There are buttons located on the bottom right of the screen, such as sound and network connection. By double clicking on a button, it allows you to check the button's status.

## Adjusting the task bar layout



Right click on any blank area of the task bar, and select *"Properties"* from the menu.

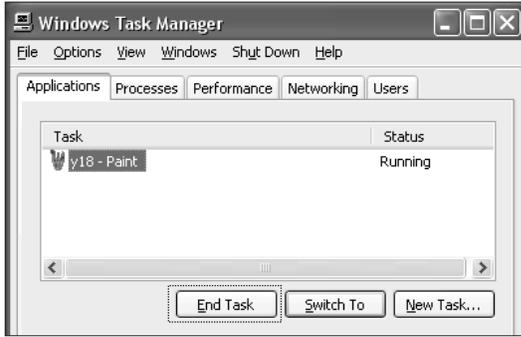


You can customize the appearance of the task bar in the Taskbar and Start Menu Properties menu.

## 5.4 Software Problems

### 5.4.1 End Programs

If you are running a program and cannot exit in a normal way, you can end it with the Task Manager.



Press Ctrl+ALT+Delete to open the Task Manager window. Select the targeted program you want to end and click "End Task".

### 5.4.2 Add or remove programs

#### Install programs

When installing a program, you should avoid terminating the installation in an improper way (such as a power break) because it might cause system errors or even system boot failure.

#### Uninstall programs

If you want to uninstall a program, you should never directly delete the files or directories that have been installed. This is harmful to the system and could cause system crashes. Please follow the instructions below to correctly uninstall the software. (Make sure to backup the relevant documents and system settings before uninstalling the program.)



#### Step 1

If the program has an uninstall function, just run its uninstall program.

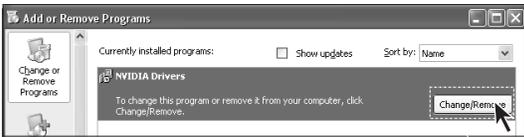
#### Step 2

If the program does not contain the uninstall function, click "Start" and select "Control Panel".



### Step 3

Double click “Add or Remove Programs” in the “Control Panel”.



### Step 4

Locate the program you want to uninstall in the “Add or Remove Programs” dialog box, and click “Remove” on its right side.

Depending on the prompts to complete the uninstillation process, select “Yes” or “Next”.

## 5.5 CD-ROM Drive and hard disk drive

### 1. CD-ROM read error

Please check to make sure that there is a CD-ROM icon present in the system explorer. If there is not an icon, please restart your computer. If the CD-ROM icon is still missing, please contact your Lenovo Customer Service Center. If the icon is present, check the following:

- Check to make sure that the CD-ROM is correctly inserted into the CD-ROM drive. If necessary, reinsert the CD-ROM into the drive.
- Check to make sure that the inserted CD-ROM is recognized by the CD-ROM drive. For example, a CD-ROM drive will not recognize a DVD-ROM.

Insert one of the CD-ROMs from your computer package to confirm if the CD-ROM drive can read this CD-ROM.

- Check to make sure that the inserted CD-ROM does not have any defects. If defects are found, remove the CD-ROM and insert one of the CD-ROMs from your computer package to confirm if the CD-ROM drive can read this CD-ROM.

### 2. The hard disk capacity that is shown in the system is smaller than the marked capacity.

The OneKey Recovery function occupies some room in the hard disk, which is not visible in the operation system and some partition tools such as FDISK. So it is normal that the hard disk you can use is smaller than the marked capacity.

The marked capacity of hard disk takes 1,000 as the calculation unit, while the actual capacity takes 1,024. For instance, the marked capacity of 1G equals 1,000M, while the actual capacity of 1G equals 1,024M. You can take the following example to calculate the actual capacity that is shown in Windows.

The actual capacity of a marked capacity of 40G is  $40 \times 1000 \times 1000 \times 1000 / (1024 \times 1024 \times 1024) = 37\text{G}$ . If there is a 3G hidden partition, which is actually  $3 \times 1000 \times 1000 \times 1000 / (1024 \times 1024 \times 1024) = 2.79\text{G}$ , you can get the capacity that is shown in Windows by minus 2.79G with 37G. Due to the rounding of minor numbers in calculation, there might be a slight discrepancy between the actual value shown in the system and the calculated value.

## 5.6 Special Notes on Models

### **Keep the serial number of the supplied software in a safe place**

Please keep the serial number of the software in a safe place. This is a special number provided by the developer. There will not be any replacements provided if the original serial number is lost.

**The drivers of this model only support WindowsXP SP2 system.**