



Lenovo 3000H User Guide



2006.9.15 5:10:09 PM

Explanation on Marks



Danger: Watch out for high risks



Caution: Watch out for medium risks



Attention: Pay attention to low risks



Recommendation: Helpful tips



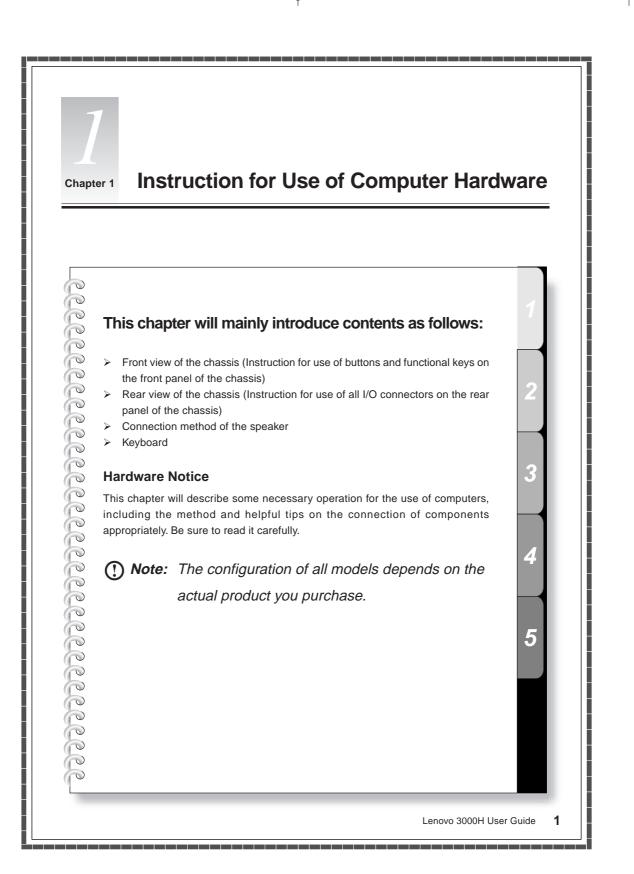
Prohibited: Dangerous operations

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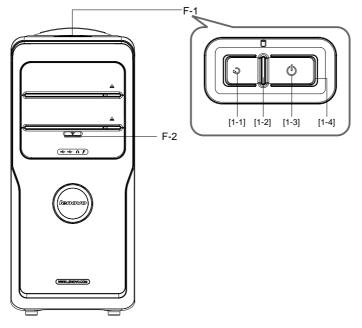
Explanation on Marks

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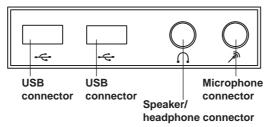
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1.1 Front View of the Chassis (Instruction for use of buttons and functional keys on the front panel of the chassis)



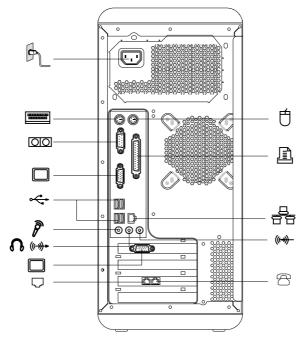
- F-1 The top button
 - [1-1] Reset Key: Press this key to restart computer forcibly. It is recommended to take this operation with caution.
 - [1-2] Hard Disk Drive Indicator: Indicates read/write operations of the hard disk.
 - [1-3] Power Switches: Press this key to turn on/off computers.
- F-2 Preposition Digital Panel: Open the preposition digital panel and the preposition digital connectors such as USB will be shown as below:



- D-1 USB Connector: Used to connect USB devices.
- **D-2 Speaker/Headphone Connector:** Used to connect speakers or headphones. If it is necessary to connect the headphone, remove the speaker plug and insert the headphone plug.
- **D-3 Microphone Connector:** Used to connect the microphone and input the sound received by the microphone into the computer.
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1.2 Back View of the Chassis (usage of all I/O connectors on the rear panel of the chassis)

The rear panel connectors of some models are as illustrated below, please refer to them according to your actual configuration;



- Power connector: Used to connect the mainframe to the power supply
- Description of the second seco
- **PS/2 keyboard connector:** Used to connect PS/2 keyboard
- OO ----- Serial port: Used to connect devices with serial port (COM port)
- Parallel port: Used to connect devices with parallel port
- Onboard graphics card connector: Used to output monitor signals (VGA signals) through the signal cable connected with the monitor. (On models with external graphics card, onboard graphics card signals are shielded with no VGA signal outputs some models are equipped with this connector)
- \Leftrightarrow –

- USB connector: Used to connect USB devices

----- Ethernet connector: Used to connect LAN or broadband devices

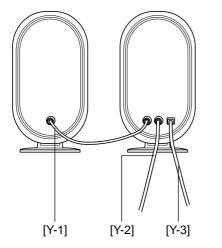
— External graphics card connector: Used to output monitor signals (VGA signals) through the signal cable connected with the monitor. If the graphics card is equipped with S-Video connector and cabled to a TV, pictures displayed on the monitor screen may be redirected to the TV (some models are equipped with external graphics card).

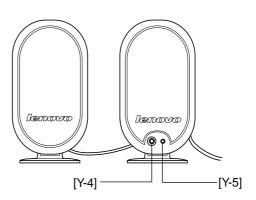
Used to attach your computer to a telephone line for modem use. (some models equipped with this connector)

— Used to attach a telephone line to your computer for modern use. (some models equipped with this connector)

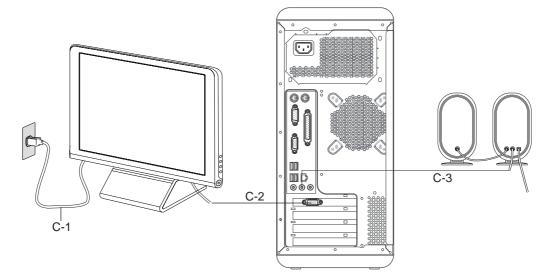
1.3 Connection of the speaker

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- Y-1 Primary/secondary speaker connection cable
- Y-2 Connect to mainframe speaker/headphone connector
- Y-3 Speaker power cord
- Y-4 Volume adjusting knob
- Y-5 Speaker power switch



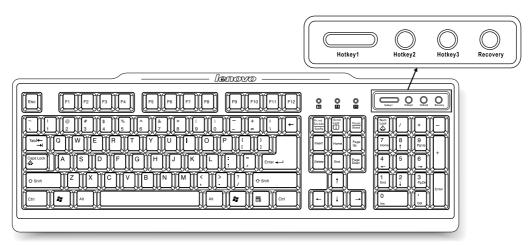
1.4 Helpful tips on computer cabling and installation

C-1 Monitor power cord C-2 Monitor data cable C-3 Speaker audio signal cable

() Note:

- 1. Keep speakers away from monitor to avoid magnetic interference.
- 2. Ensure the cables between monitor and mainframe are securely connected and the screws on the connector of monitor signal cable are tightened.
- 3. Connect the monitor signal cable to the onboard graphics card connector if the model you purchase is not equipped with stand-alone graphics card.

1.5 Keyboard



The shortcut key on the keyboard can start up the application as soon as you press the key.

Hotkey1, 2, 3——Provide you shortcut keys to start up the program you defined in advance. Recovery——If the computer provide the Recovery function, Press this key when *"LENOVO"* displayed on the start screen. In Windows system, the key *"Recovery"* acts as the *"Hotkey"* key.

The method of defining the shortcut key:

		\bigcirc	\bigcirc	\bigcirc
Hotkey1 Hotkey2 Hotkey3 Recovery	Hotkey1	Hotkey2	Hotkey3	Recovery

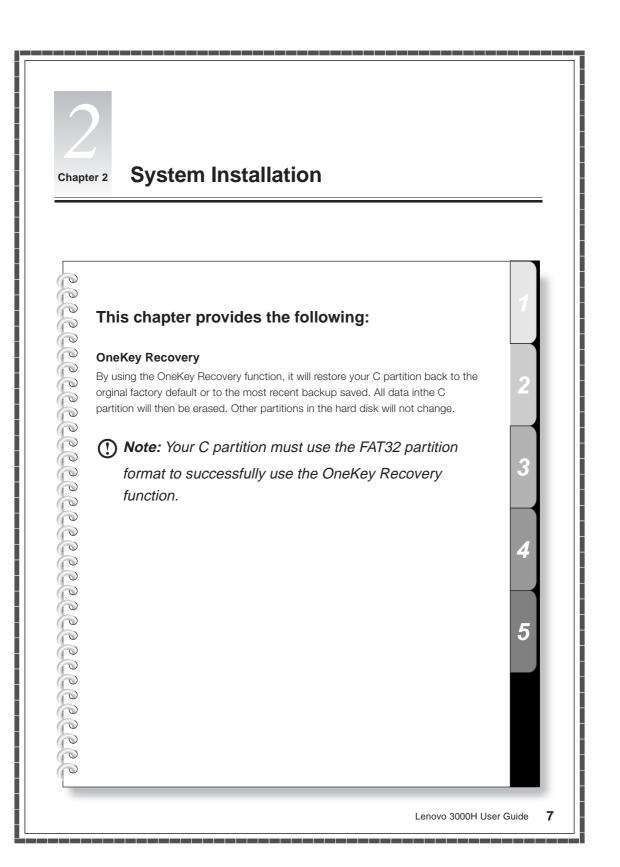
Hotkey 1 Hotkey 1	etting tkey 2 Hotkey 3 Recove	uh		×
Application Parameter				rowse
Open			Cancel	Apply
· · · · ·	Internet Explorer	- ¢ £		
C PLUGINS SIGNUP				-
File name: Files of type:	IEXPLORE EXE files (*.exe)	•	Open Cancel	

First step

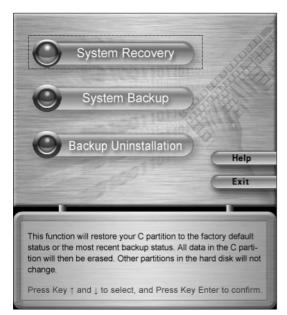
Press one of the shortcut keys ,the opposite Hotkey setting dialog box displays.You can define the key's function.

Second step

Enter executive program name in the *"Application"* field or click *"Browse..."* to open the folder and find out the program, then select it and click *"Open"*. At last click *"OK"* to finish defining.



2.1 One-Key Recovery



You have chosen the System Recovery. This operation will overwrite all data in C partition. Please make sure you have backed up all your important data in this partition. Are you sure to continue?

> Press Key E to continue. Press any other key to return.

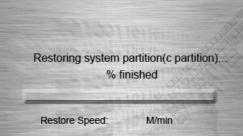
System Recovery

Launch the System Recovery feature by Press the *"Recovery"* key on the keyboard,when *"LENOVO"* displayed on the start screen.selecting *"System Recovery"*.

Note: System Recovery will overwrite all of the data in drive C; please backup relevant data before performing system recovery to prevent your important data from missing.

System Recovery

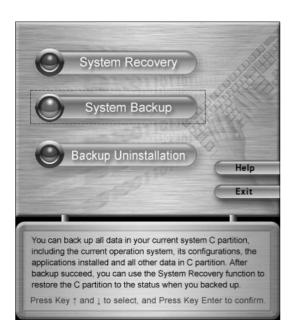
Follow the onscreen instructions, and press "E" on the keyboard to start recovery if you are sure to recover.



Time Left: : Press Key C to interrupt.

System Recovery has been finihsed successfully!

Please press any key to reboot your computer.



System Recovery

Please wait in the process of system recovery. Do not interrupt the operation.

System Recovery

System Recovery After the system is recovered successfully, the software prompts to restart the computer. Restart the computer and enter the system.

System Backup

This software provides the feature to backup data currently in drive C. Select System Backup.

() Note:

- Notice that you will overwrite the backup in the hidden partition created for factory delivery or the last backup created when you backup the existing data in drive C.
- Do not re-modify size and format of drive C after backup. Otherwise the backup data cannot be recovered normally.

You have chosen System Backup function. This operation will backup your data on C partition. Please do not change the size and location of C partiton after backup, otherwise you may not restore your data normally later.

> Press Key E to continue. Press any other key to return.

System backup operation may automatically use the un-allocated disk space from the end of the disk if needed. This operation will not overwrite your existing data. Are you sure to continue?

> Press Key E to continue. Press any other key to return.

System Backup

Press "*E*" and continue if you are sure to backup.

System Backup

The backup operation will obtain enough space by adjusting the data at the end of the hard disk; press "*E*" and continue if you are sure to backup.

System Backup will overwrite all data in the backup area. The data may be factory installed or your most recent backup. Are you sure to continue?

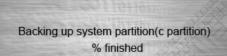
Last Backup Time:

Last Backup Size: M Press Key E to continue.

Press any other key to return.

Follow the onscreen instructions, and press "E" on the keyboard to start backup if you are sure to backup.

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Backup Speed: M/min Time Left: : Press Key C to interrupt.

System Backup has been finished successfully!

Please press any key to reboot your computer.

No enough space for back up! Can't backup system! You need to adjust your harddisk partition to release enough space in end of harddisk for System Backup! Available Space: 1474 M Required Total Space: 7529 M

Press any key to return.

System Backup

Please wait in the process of system backup. It is not recommended to interrupt the operation, if possible.

System Backup

After the system is backed up successfully, the software prompts to restart the computer.

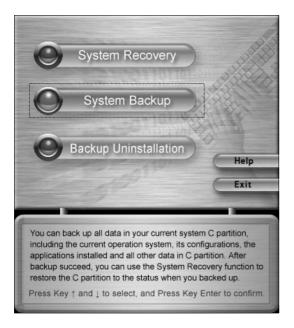
Restart the computer and enter the system.

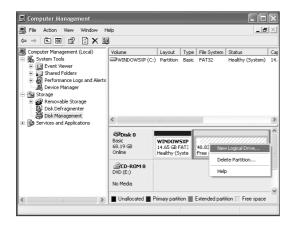
System Backup

If the System Backup prompt is as shown: There is not enough space for backup! You need to adjust your harddisk space to release enough unallocated space at the end of harddisk.

⁽⁾ Note: The unallocated space should exceed the required total space in size.

File Action View Window H	elp			_ /# ×	
	60.5				
Gomputer Management (Local) 동, System Tools 에 Evert Viewer 응 등 Shared Folders 응 등 Performance Logs and Alerts - 프 Device Manager - 프 Storage 응 같 Removable Storage				Capadity F 2.47 GB (em) 14.63 GB : 58.40 GB !	
Disk Defragmenter Disk Management Ba Services and Applications	CDisk 0 Basic 73.04 GB Online	WINDOWSXP (C:) 14.65 GB FAT32 Healthy (System)	WINDOWSXP (58.40 GB NTF5 Healthy	Open Explore	
	DVD 2.47 GB Online	LB1PFRE_EN (E:) 2.47 GB UDF Healthy		Mark Partition as Act Change Drive Letter Format	
	Primary partition			Delete Partition	
				Properties	
			-	Help	





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Space Release

Enter "Computer Management" in the "Control Panel". Delete partition at the end of the harddisk to get enough space.

() Note: Please make sure to backup all your data before performing space release. If this is not done, all data in the released space will be lost.

System Backup

Then startup "System Backup" to backup the current data in the C partition.

New Partition

- After system backup, Right Click on "My Computer" Click on "Manage".
- Now click on "Disk management" in the list, Right click on Unallocated Space
- Click on "New Partition".

New Partition Wizard
Select Partition Type There are three types of partitions: primary, extended, and logical.
Select the partition you want to create:
© Extended patition Logical drive
Description An extended patition is a portion of a Master Boot Record (MBR) basic disk that can contain ligical drives. Use an extended patition if you want to have more than four volumes on your MBR basic disk.
(<u>B</u> ack <u>N</u> ext) Cancel

New Partition Wizard					
Specify Partition Size Choose a partition size that is between th	e maximum and minimum sizes.				
Marine Silveran in search de (MD)	49999				
Maxium disk space in megabytes (MB):					
Minimum disk space in MB:	8				
Partition size in MB:	49999				
	< <u>B</u> ack <u>N</u> ext > Cancel				

New Partition Wizard	\mathbf{X}
	Completing the New Partition Wizard You have successfully completed the New Partition Wizard.
	You selected the following settings: Partition type: Logical drive Disk selected Disk 0 Partition size: 43939 MB Drive letter or parkh D: File system: NTFS Allocation unit size: Default Volume label: New Volume Disk fromat: New Disk fromat: New To close this wizard, click Finish.
	< Back Finish Cancel

(41)

New Partition

Select "Extended partition". Then click "Next".

New Partition

Fill in the Partition size in MB.

New Partition

Click *"Finish"* to complete the new partition establishment.

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You have chosen Backup Uninstallation. This operation will uninstall your system backup data and you can not restore it. The space previously occupied will be released as free disk space. Are you sure to start the uninstallation operation?

> Press Key E to continue. Press any other key to return.

Success for backup uninstallation! The space used by System Backup has been released.

> Please press any key to reboot your computer.

Backup Uninstallation

You may release the backup space by performing *"backup uninstallation"* if you no longer need the backup information. Select *"Backup Uninstallation"* from the Backup screen.

Backup Uninstallation

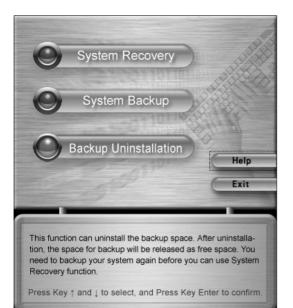
Perform uninstallation by clicking "*E*" after confirmation.

() Note: Some space released becomes free space and cannot be merged to the last partition.

Backup Uninstallation

Back uninstallation complete.Press any key to reboot.

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Help

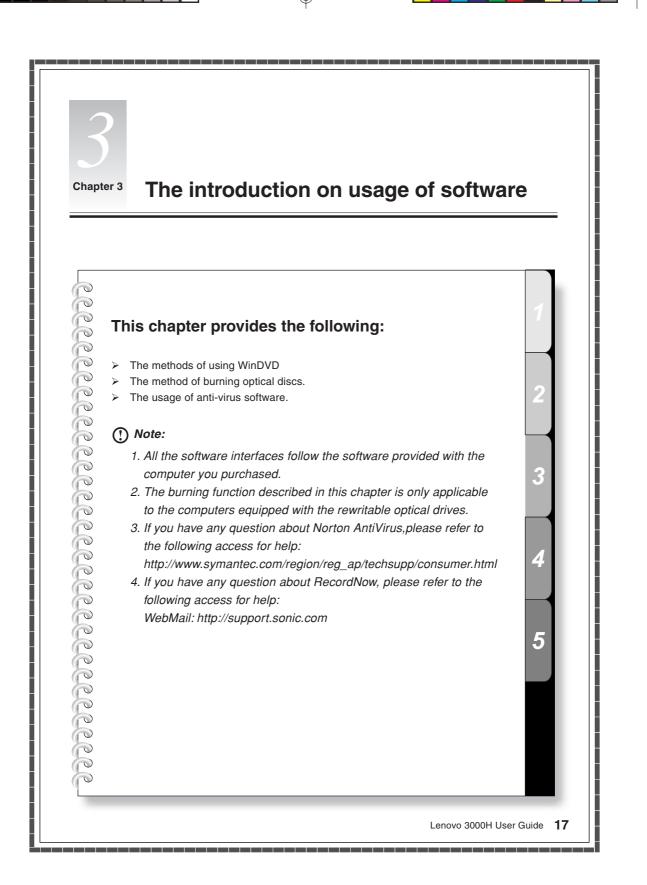
Press key (\uparrow) or (\downarrow) to select *"Help"*,and press key *"Enter"* to confirm. You can get helpful tips about how to use the OneKey Recovery function.

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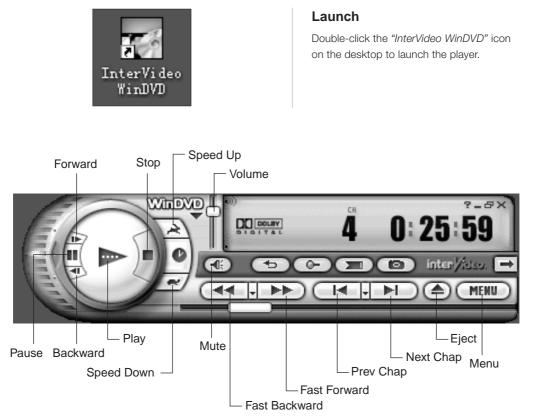
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3.1 WinDVD

WinDVD will help you to play DVD video and movie disk.



For more information about WinDVD, click the "?" icon.

3.2 Disc Burning

RecordNow burning software enables you to easily burn data files, music, videos into CD, VCD or other data discs. See the following procedure for details:



Record	low! for Lenovo
¢	Please insert a rewritable disc into the HL-DT-ST DVDRW 9 (I:) drive.
	OK Cancel

Launch

Double-click the RecordNow software icon on the desktop.

Main Feature Screen

You may launch disc burning via the shortcut link of Burn CD and Data Disc on the main screen. You may also erase and finalize disc.

Erase Disc

You may erase data within the disc for erasable discs. Click *"Erase Disc"*.

Erase Disc

Click "OK" to erase the disc

RecordNow! for Lenovo	X
Choose the erase type:	
	OK Cancel

Progress	
Erasing Progress:	
	Cancel



Erase Disc

Select either "Quick Erase" or "Full Erase".

Erase Disc

Please wait while erasing the disc. The disc will be ejected when erasing is completed, then remove the erased disc for later use.

Burn Music Disc – Step 1

With this option, you may burn music in your hard disk into CD. You can create music CD by selecting Audio

CD for Car or Home CD Player.

- () Note: The following conditions might lead to burning failure:
 - File is being used by other applications.
 - File recorded with non-standard sampling frequency. (Standard files are: WAV and MP3 must be 16-bit files recorded with sampling frequency of 22/44.1KHz. WMA must be 16-bit stereo files recorded with sampling frequency of 44.1KHz.)
 - WMA file that has implemented copy protection (Windows license protection).
 - Audio files in non-MP3/WMA/WAV format.

HL-DT-ST DV Please insert a d		0 6 0
Audio CD for Car or Home CD	Player	
Music on System:	Music to Burn: 0:	00 Used
Name Len Beethoven's 1:15 New Stories 1:33 Tocus.wav 0:00 Switch.wav 0:00 Switch.wav 0:00 Bilip.wav 0:00 Bilip.wav 0:00 TestSnd.wav 0:00	Name Length To add tracks, select from the list on the left and click Add, or drag files from Windows Explorer to this window. (mp3, wma, wav, cda, wpl, asx, m3u)	F
Cancel Save	<u>B</u> urn	

HL-D	T-ST D	VDRW 9 (I:) 🔫	•	8
Please	e insert a	disc		0
Audio CD for Car or	Home CE	Player	3	
Music on System:		Music to Burn:		
i⊇ <u>V</u> iew ⊃⊋ <u>F</u> in	d		1:3	6 Used
Name	Len! ^	Name	Length	F
Beethoven's New Stories focus.wav Select.wav Switch.wav Switch.wav Bip.wav Bip.wav TestSnd.wav	1:33 0:00	New Stories of focus switch	1:33 0:00 0:00	
	Add 🕨			
Cancel	<u>S</u> ave	\supset	<u>B</u> urn	R

Burn Music Disc – Step 2

Click View and open the music folder, then add the music to the dialog box.

Burn Music Disc – Step 3

Select the music to be burned, and then click Add to add the music to the Burn Disc dialog box.

Adjust the sequence of the music items with the UP/DOWN arrow, get ready and click Burn. Start burning.



Burn Data Disc - Step 1

With this option, you may select data files from your hard disk and burn the files into data disc.

Click "Data Disc".

Burn Data Disc – Step 2 Open the Browse Data dialog box, then click "Add File and Folder".

8 HL-DT-ST DVDRW 9 (I:) -Please insert a disc B 0 1 Data Disc 0 KB Used Nolume Label · OPPXO Path Name Size Type To add data to your disc, click Add Files and Folders below or drag files from Windows Explorer here. < > Add Files and Folders Load Disc <u>B</u>urn Cancel <u>Save</u>

B	HL-DT-ST DVDRW 9 (I:) Please insert a disc	•	0 6 0
Select fil	es and folders to add		
		▼ (3 ¢ Þ ⊞	•
G driver	re		
File name:			dd ncel
	Files and Folders	(Load D	isc)
Car	ncel Save	<u>B</u> urn	

Please insert	DVDRW 9 (I: a disc		
ata Disc	500		2
		5	16.2 MB Used
S Volume Label		· OB	$\mathbb{P} \times \mathbb{Q}$
Name	Size	Туре	Path 🔥
OU04act3.mpg	40 MB	Movie Clip	J:\usa\U0.
OU04act2.mpg	42 MB	Movie Clip	J:\usa\U0.
004act1.mpg	44 MB	Movie Clip	J:\usa\U0.
OU03act3.mpg	47 MB	Movie Clip	J:\usa\U0.
			L'uca\LI0
🔊 U03act2.mpg	51 MB	Movie Clip	J.105a100.
🔊 U03act2.mpg 🔊 U03act1.mpg		Movie Clip Movie Clip	
	35 MB		J:\usa\U0.
OU03act1.mpg	35 MB 50 MB	Movie Clip	J:\usa\U0. J:\usa\U0.

Burn Data Disc – Step 3

Open the Browse Hard Disk Files dialog box and select the files to burn.

Burn Data Disc – Step 4

Click "Burn" after you have selected all files.





With this option, you may copy disc. Click *"Exact Copy"*.



Exact Copy – Step 2

Insert the source disc after the illustrated screen appears. Click "Copy".

HL-DT-ST DVDRW 9 (I:)	8
Progress: 16:19 Remaining	0 10
Reading disc	-
Reading disc, please wait	
[
Estimated Time Remaining: 16:19	
Cancel	ру

RecordNow! for Lenovo					
į	Please insert a blank or rewritable CD into the HL-DT-ST DVDRW 9 (I:) drive				
	Cancel				

HL-DT-ST DVDRW 9 (I:)	8
Progress: 5:37 Remaining	0 2
Burning disc	-
Burning disc, please wait	
Estimated Time Remaining: 5:37	
Progress: 0MB of 522MB(0 sectors of 267389 sectors)	
Current burn speed: 10x	
Target max burn speed: 10x	
Cancel Copy	

Exact Copy – Step 3

Wait while copying.

Exact Copy – Step 4

The illustrated screen appears when the copy process completes. Now remove the source disc and insert a blank disc. Then click *"OK"*.

Exact Copy — Step 5

Wait while burning.

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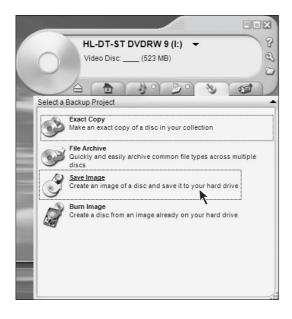
The disc will be ejected after burning is completed, now remove the burned disc. Disc copy completes, now click Done.

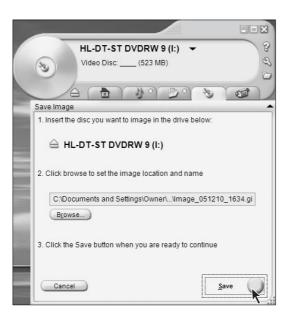
Click "Make Another" if a copy is needed.

File Archive

Perform achieve management on burned files.







Save Image

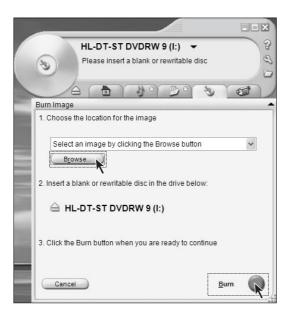
Create disc images and save them in hard disk.

Save Image

Insert a disc, then click "Save" to create disc images.

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Burn Image

Burn the created disc images into discs.

Burn Image

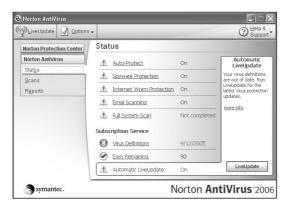
Click *"Browse"* and find the pre-burned disc image files, then click *"Burn"*. Now click Burn to create the disc.



Burn Video Files

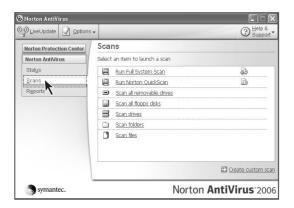
With this option, you may export and burn videos into video discs.

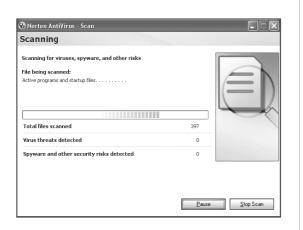
3.3 Norton



Main Screen

The main screen of Norton AntiVirus displays when it has been installed and set up appropriately. Now you can see the status of the AntiVirus software. ۲





Worton AntiVirus Protection Protection Center Reports Statys grans Reports Select an item to view a report Statys grans Reports Select an item to view a report Wew Norton Quarantine and Restore View Online Vrus Encyclopedia Wew Activity Loa Symantec. Norton AntiVirus 2006

Scan for Virus - Step 1

Click Scans and select scanning method in Scans dialog box.

Scan for Virus - Step 2

Start scanning for viruses. Please wait in the process of virus scanning.

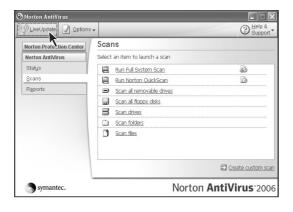
Scan for Virus - Step 3

 $(\mathbf{\Phi})$

Click Reports to view the results of virus scanning.

ile <u>A</u> ction	⊻iew	Help							
Add Iter	n	Detaís	Repair Rem	Restore Item	N Delete Item	Submit Item	ିମ୍ବାର ଅନ୍ତ୍ର LiveUpdate		
Sec	urity Risk	s (0) - Sov	ware adware	and Name		Data -	1	Tupo	
Sec Sec	urity Risk urity Th	s (0) - Spy hreats (0	ware, adware,) - Viruses an	and Name d ot		Date 🔻		Туре	F

😵 Norton AntiVirus 🛛 🔍
Definition Alert
Your virus protection is out-of-date.
New security risks may have been discovered since you last updated your virus definitions.
You WILL NOT be protected until you run LiveUpdate.
Run LiveUpdate now!
<u> <u> </u><u> </u><u> </u><u> </u><u> </u><u> </u><u> </u><u> </u><u> </u> <u> </u><u> </u> <u> </u> <u></u></u>
○ Notify me again in 1 v day(s)
Prevent duplicate security alerts from Windows.
OK



Scan for Virus - Step 4

Click View Norton Quarantine and Restore in the left of the dialog box to view the list of viruses.

Virus Definition Update - Step 1

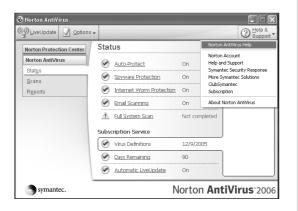
When the illustrated dialog box appears, you need to update the virus definition.

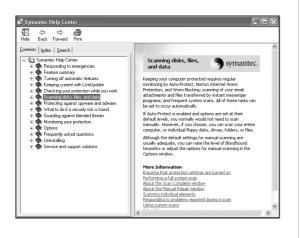
Virus Definition Update - Step 2

Click *"LiveUpdate"* on the main screen of the software.

() Note: Have Internet connected before updating the virus definition.







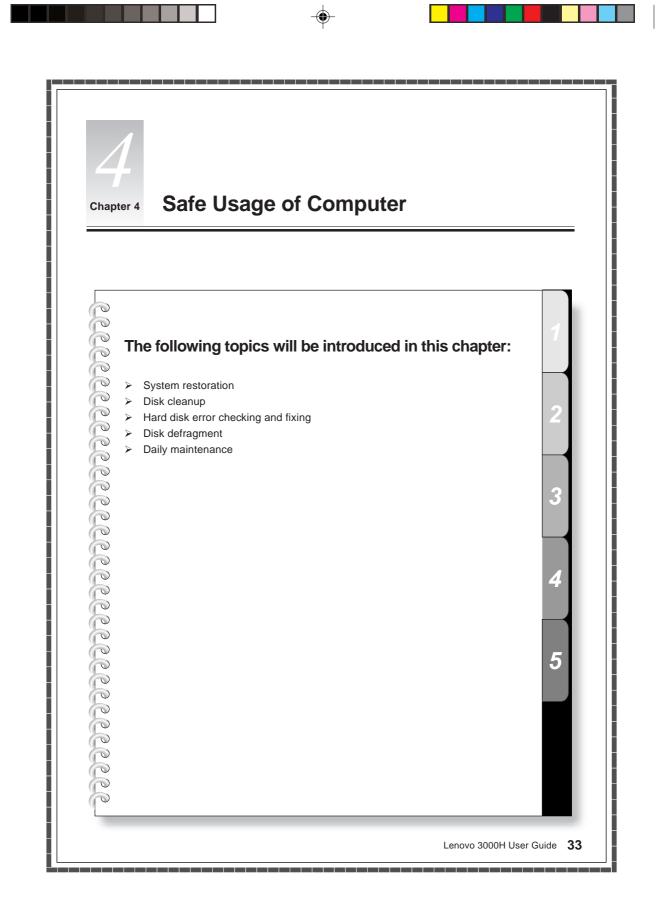
Virus Definition Update - Step 3

Follow the software instructions, and then click Finish to end the update when it is completed.

Help Information

To obtain more information on the AntiVirus software, you may obtain help by clicking Help & Support.

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4.1 System Restoration

Sometimes the system might encounter problems due to false operations; we could easily have it recovered through system backup and restoration features.

We may restore the system settings to the normal one as illustrated below:

(Note that the existing system settings will change after restoration, please check backup conditions of all settings)



Step 1

Click Start in the lower left corner of the desktop. Click All Programs from the popup menu.

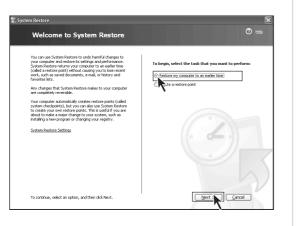


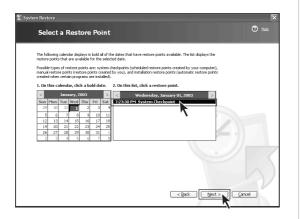
Step2

Click Accessories from the pop-up menu of All Programs.

	Accessibility
Accessories	Communications
🛅 Games 🤨 🔸	m Entertainment
🛅 Startup 🕨 🕨	🖬 System Tools 🚬 🕨 🕨
😹 Internet Explorer	Address Book
💜 MSN	Calculator
🗐 Outlook Express	Command Prompt

🚡 System Tools 🔹 🕨	🕼 Character Map
🕥 Address Book	💰 Disk Cleanup
🗊 Calculator	💕 Disk Defragmenter
🖭 Command Prompt	🛞 Files and Settings Transfer Wizard
📡 Notepad	🙆 Scheduled Tasks
🦉 Paint	🌒 Security Center
🛞 Program Compatibility Wizard	System Information
🎯 Synchronize	💱 System Restore





Click System Tools from the pop-up menu of Accessories

Step 4

Click System Restore from the pop-up menu of System Tools.

Step 5

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

Step 6

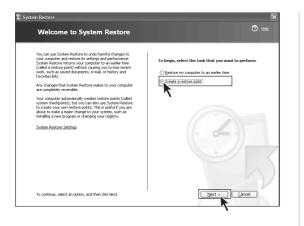
Select a nearest date from the timetable when the system was normal (you may select month by clicking the arrows above the timetable).Locate the System Check Point in the right pane or click the Restore Point, then click Next.



 Note: The system will close all programs before performing system restoration. Please save data, and then click Next.
 The system will start system restoration.
 The system will prompt that restoration succeeds after completing all procedures.
 Now click OK.

For safe usage, you may manually set a restoration point before modifying system settings (for example, installing games). Do the following:

🕐 tel



regularly scheduled times or before certain programs an eate your own restore points at times other than those

R

ensure that you have

Step 1

Go to the System Restore screen following the above steps, select Create a restore point, then click Next.

Step 2

Enter the name you create for the point in Restore point description, and then click Create.

Step 3

The system prompts that creation succeeds, and then click the Close button. If this restoration fails, you may backup the relevant data and try One-Key Recovery feature (refer to the content of One-Key Recovery for relevant information).Recovery for more details.

< Back Create Create
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

This restore point cannot be changed after it is created. Before continuing, typed the correct name.

Surton Pa

Create a Restore Point

Restore point description abc2003-10-28

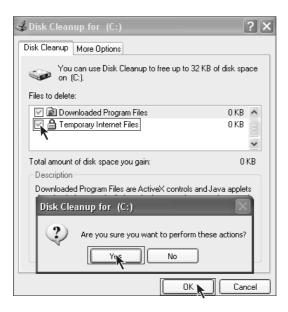
Type a description for your restore point in the following text box easy to identify in case you need to restore your computer later.

# 4.2 Disk Cleanup

Periodically cleaning up the disks may enhance computer performance.



🖬 System Tools 🔹 🕨	🕼 Character Map
W Address Book	🐔 Disk Cleanup
🗊 Calculator	💕 Disk Defragmenter
🔤 Command Prompt	鮷 Files and Settings Transfer Wizard
<u>)</u> Notepad	🙆 Scheduled Tasks
🦉 Paint	🜒 Security Center
🕖 Program Compatibility Wizard	🐌 System Information



## Step 1

Select All Programs from Start menu in the lower left corner of the screen, and then select Accessories from All Programs menu.

# Step 2

Select System Tools from Accessories, and select Disk Cleanup from System Tools. Select the disk partition to clean up.

# Step 3

Check the files to be deleted in the pop-up dialog box (usually check all types of files).

## Step 4

Click the OK button in the lower right corner.

## Step 5

Select Yes in the pop-up dialog box.

# 4.3 Hard Disk Error Checking and Fixing

Periodically checking and fixing hard disk errors is helpful to maintain favorable status and correct errors encountered while running the system:



# Step 1

Double-click My Computer icon on the desktop.

## Step 2

Locate the hard disk drive for defragment in My Computer dialog box. Right-click the corresponding icon, then select Properties from the pop-up menu.

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## Step 3

Select the Tools tab, and then click Check Now.

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Check Disk Local Disk (D:)
Check disk options
Automatically fix file system errors
[]
<u>Start</u> Cancel

Check the two options as illustrated, and then click Start.

## Step 5

Step 1

Defragment Now.

You cannot start error checking until the computer is restarted and initialized.

Similar with disk error checking, go to the Tools tab of disk Properties and select

# 4.4 Disk Defragment

Local Disk (C:) Properties
Genera Tools Hardware Sharing
This option will check the volume for errors.
Defragmentation
This option will defragment files on the volume.
OK Cancel Apply

Disk fragments refer to the tiny storage areas scattered at different places of the disk - they cannot be re-utilized directly. System performance might decrease if defragment has not been done for a long time. Do the following:

# Step 2

Select the drive for defragment (for example, drive C), then click Defragment. Defragment usually takes a long time.

ѷ Disk Defragmen	ter				
Ele Action View	Help				
$\leftarrow \rightarrow   \blacksquare   \textcircled{2}$					
Volume	Session Status	File System	Capacity	Free Space	% Free Space
(C:)		FAT32	14.64 GB	12.64 GB	86 %
WINDOWSXP (D:)		FAT32	56.42 GB	56.42 GB	99 %
Estimated disk usage	before defragmentation	זר			
Estimated disk usage	after defragmentation:				
Analyze Fragmented files		ause Stop	View Rep	port	

# 4.5 Daily Maintenance

#### **1. Component Maintenance**

Cleaning: Since many components of computer are composed of sophisticated IC boards, it is mandatory to clean periodically and avoid dusts.

**Cleaning supplies:** vacuum cleaner, soft cotton cloth, clear water (pure water preferred) and cotton swabs can be used to clean the components.

#### 2. General Cleaning Methods

TDusts on the surface of mainframe, monitor, printer, speaker and mouse can be wiped off using soft cloth while dusts at inaccessible corners can be removed by vacuum cleaner.

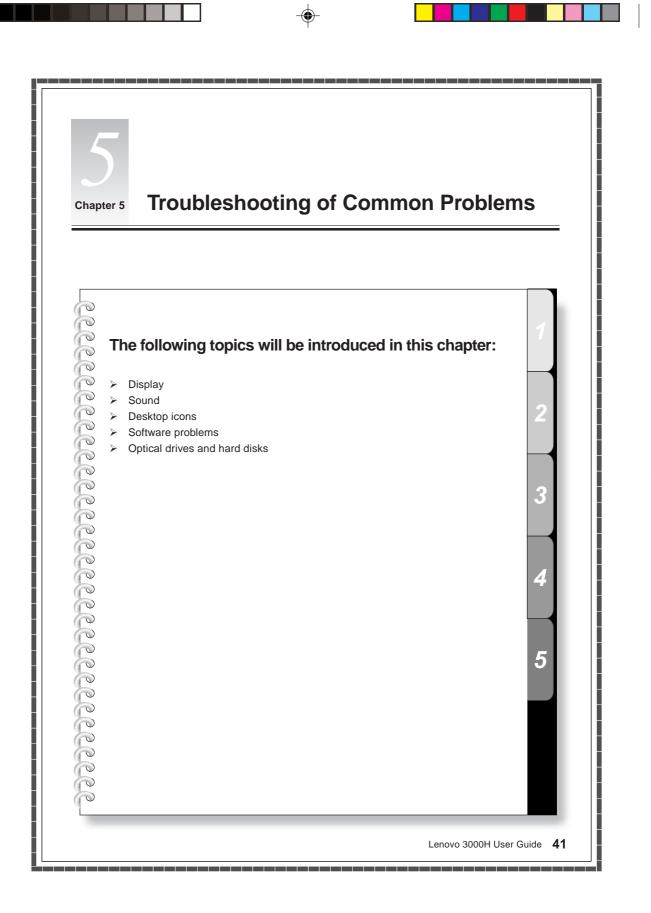
To clean the keyboard thoroughly, you may shutdown the mainframe and scrub it gently with a cloth dipped in water - do not use the keyboard until it is dry.

Prevent water from entering the computer.

Do not use wet cloth. Do not spray water directly onto the surface of monitor and inside of mainframe.

() Special attention should be given to LCD monitors - keep it clean and avoid grease stain. It is recommended to remove the dusts by brushing gently with a dry cloth for daily cleaning.





# 5.1 Display

#### 1. Blank screen and no picture displayed on the monitor

- 1) Check whether the monitor has been turned on; press the power button if not yet.
- 2) Check whether the power cord of the monitor is loose. If so, securely connect the power cord of the monitor.
- 3) Check whether the signal cable of the monitor is securely connected with the connector of the mainframe graphics card; if not, please shut down the computer and then securely connect the signal cable of the monitor.

#### 2. Settings of Display Properties



The background and icons of the screen can be set by adjusting the display properties. Right-click anywhere without icon on the desktop, then select Properties from the pop-up menu.

You will see options such as Theme, Desktop, Screensaver, Appearance and Settings in the Properties window.

- Desktop option can be used to set background picture;
- Screensaver option can be used to select screensaver;
- Appearance option can be used to set icons and characters;
- Settings option can be used to set resolution and colors.

#### 3. Moire on Screen

Carefully check whether there are devices that generate magnetic interference (such as refrigerator, electric fan, electric drier, UPS, regulator and fluorescent lamp) around the computer with a distance less than 1 meter. Moire interference will also appear on the screen if the monitors of two computers are placed closely (within a range of 1 meter). To solve the problem, move the interfering device away from the computer. If the problem persists, consult Lenovo Service.

# 5.2 Sound

# 1. When you connect the headphone to the front audio output connector, the speakers connected to the back audio output connector is soundless.

The front audio output connector is provided for convenience and has a priority higher than the back audio output connector. If speaker or headphone is connected to the front audio output connector, sound is delivered through the front connector while audio devices connected to the back audio output connector are soundless.

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#### 2 Computer Becomes Soundless Suddenly

- 1) Carefully check whether the cable between speaker and mainframe is appropriately connected.
- 2) Check whether each sound channel is set to mute. You can double-click the mini-speaker icon in the lower right corner of the taskbar, and then check whether you have checked the Mute option for each channel. If yes, uncheck it by clicking the box.
- 3) Check whether the volume of each sound channel is set to minimum. If so, adjust the volume to the appropriate level. If the problem persists, please re-install the driver for audio card by clicking Lenovo Applications _ Driver and Software Installation from Start _ All Programs.

#### **3 Record Sound with Microphone**

Do the following if you want to record sound with microphone:

🖬 Volume Control				
Options Help				
Properties Advanced Controls	Wave	SW Synth (		
Exit	Balance:	Balance: E		
ww	₿ <u>_</u> 4			
Volume:	Volume:	Volume: N		
Mute all	Mute	Mute [		
Realtek AC97 Audio				

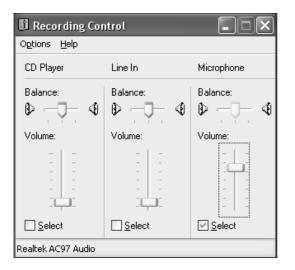
## Step 1

Click Options and select Properties from the upper left corner of the Main Volume setting menu.

Properties				?×
<u>M</u> ixer device:	Realtek AC97.	Audio		*
Adjust volume	e for			
○ <u>P</u> layback				
Recording	,			
O <u>O</u> ther				~
Show the follow	ving volume cor	trols:		
Line In Microphol Phone Lin	ne			<
<				>
			ок	Cancel

# Step 2

Select Record from the Properties menu. Check Microphone in the scroll box below and click OK.



Check Select for the microphone and adjust volume to the appropriate level. Then click the Close button.

# 5.3 Desktop Icons

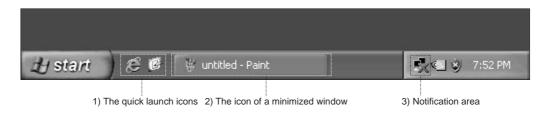
Desktop shortcut



The entire screen displayed after entering the system is referred to as "desktop". Icons and menus displayed on the desktop vary by desktop settings.

#### Usage of Taskbar

At the bottom of the screen are taskbar and some shortcut icons. We will briefly introduce their usage.



- 1) Usually you will see Quick Launch icons such as MediaPlayer and IE browser.
- 2) Minimize the icon and right-click on the icon, the illustrated menu will appear. You may restore, maximize or close the window using this menu.
- You will see small icons such as sound and network connection in the lower right corner of the screen. You may check their working status by double-clicking and opening them.

How to adjust arrangement of taskbar icons:



Taskbar and Start Menu Properties
Taskbar Start Menu
Taskbar appearance
🔁 start 🛛 🖉 🚳 🏹 2 Internet* 🖿 Folder
✓ Lock the taskbar
Auto-hide the taskbar
Keep the taskbar on top of other windows
Show Quick Launch
Notification area
(🛛 副类 1:23 PM
Show the clock
You can keep the notification area uncluttered by hiding icons that you have not clicked recently.
Hide inactive icons
OK Cancel Apply

Right-click a blank place in the taskbar, then select Properties from the pop-up menu.

In the Properties dialog box, you may select the option Customize for taskbar appearance.

# **5.4 Software Problems**

## 5.4.1 End Program

You may end a program from task manager if you cannot exit the running program normally.



You may invoke Task Manager window by pressing Ctrl, Alt and Delete at the same time. To end a program, select it in the Application tab, then click End Task button.

# 5.4.2 Install and Uninstall Program Appropriately

#### **Install Program Appropriately**

If possible, never stop the process illegally during installation (for example, cut off the power supply). This might lead to system program chaos, and even failure to enter the system normally.

## **Uninstall Program Appropriately**

If you need to remove certain applications, never directly delete the files or folders. This is harmful to the system, and might lead to system crash. Follow the procedure below to uninstall program appropriately (backup all documents and system settings related with the program before removing the program):



# Step 1

If the program has its own uninstaller, run it directly to uninstall the program.

# Step 2

If not, click Start in the lower left corner of the desktop, and then click Control Panel in the popup menu.



Double-click the Add/Remove Programs button in the Control Panel.

## Step 4

Locate the program in the Add/Remove Programs dialog box, and then click the Remove button to the right.

Select Yes or Next according to the instructions to uninstall the program. Until the uninstallation completes.

# 5.5 Optical Drives and Hard Disks

#### 1. Optical Drive Unable to Read CD/DVD

Check whether there is the icon of optical drives in the resource manager of the OS. If not, restart your computer. And if the problem exists continuously, contact Lenovo Service Otherwise, proceed with the following steps.

- Check whether the CD/DVD is placed appropriately. If not, replace the CD/DVD.
- Check whether the CD/DVD inserted can be read by the optical drive, for example, the DVD is inserted into the common CD-ROM drive. If the CD/DVD can not be read, replace it with a CD/DVD shipped with the computer to check whether it can be read by the computer.
- Check the quality of the CD/DVD inserted. If not, replace it with a working CD/DVD shipped with the computer to check whether it can be read by the computer.

# 2. The capacity of the hard disk displayed in the system is less than the nominal capacity

For equipped with One-Key Recovery feature, the system recovery feature needs to occupy some hard disk space which is invisible in either the operating system or partition utilities such as FDISK, thus the available hard disk space is less than the actual capacity.

The nominal capacity of the hard disk uses the decimal system of 1000 bytes, while the actual capacity uses the binary system of 1024 bytes (for example, the nominal capacity 1G = 1000M, while the actual capacity 1G = 1024M); the capacity of the hard disk shown in Windows can be calculated according to the calculation method in the following example:

The nominal capacity of the hard disk is 40G, while its actual capacity should be:  $40 \times 1000 \times 1000 \times 1000/(1024 \times 1024 \times 1024) = 37G.$ 

If the hidden partition of 3G - 3 x 1000 x 1000 x 1000/ (1024 x 1024 x 1024) = 2.79G is subtracted, the capacity of the hard disk shown in the system can be obtained. The capacity of the hard disk calculated

with above method may be slightly different from the actual capacity for such reason as rounding.

# **5.6 Special Description of Windows**

#### 1. Keep the serial number of the software shipped with your computer in a safe place

The serial number of the software shipped with the computer is provided separately by the manufacturer; keep it in a safe place. We will not be responsible for providing the serial number if it is missed.

2. The drivers for this model only support WINDOWS XP SP2 system.