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Federal Communications Commission (FCC) Statement

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. Their limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate receiving antenna.
- Increase the separation between equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Notice 1:

Any changes or modifications not expressly approved by the party responsible or compliance could void the user's authority to operate the equipment.

Notice 2:

Shielded interface cables and AC power, if any, must be used in order to comply with emission limits.

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Conventions of This Manual

Using this manual will help you get the most from your WinBook® notebook computer. Keep the manual and the Quickstart Guide with your WinBook notebook to refer to when you want information and help. If you are an experienced user of computers and/or Microsoft's Windows® operating systems, you might find it useful to read Chapter 1 on the features specific to your WinBook notebook and then take advantage of the HTML-based help located in the Help and Support center in Windows. The hypertext links will enable you to move more quickly to the information you require. If you are a less experienced user, you should read through the manual carefully before using your system. Whether or not you are an experienced user, you should consult the Help and Support Center if you encounter any problems with your WinBook notebook. You will find answers there to many common problems or errors.

Before proceeding, you should be aware of some of the conventions of usage in this manual:

- Specific keyboard keys to be typed are indicated in square brackets: [Tab].
- Combinations of keys are indicated with a plus sign between the keys: [Shift]+[Tab]. For a combination of keys, you should depress the keys simultaneously. You might also find it easier to hold down the control keys ([Alt] or [Shift] or [Ctrl]) of the combination and then press the final key of the combination.

Every attempt has been made to keep this manual current, but there might be changes between the writing of this manual and your purchase of the WinBook notebook.

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The pencil symbol indicates that you should take note of the accompanying information.

This identifies information that you might find particularly helpful in using your computer or this manual.

The exclamation symbol identifies information which is important for you to read to avoid damage to the computer, loss of data, or personal injury.

This warning cautions you against actions which might be destructive to your data or might disrupt proper system operation.

Windows has a built in application for supplying feature rich help and support content called the "Help and Support Center". Through the use of the Help and Support Center, you may find more detailed information about your machine and its operating system as well as tips and problem resolutions. This symbol will help you to directly find the information you are looking for by supplying the keywords that should be searched for within the Help and Support Center. For specific information on how to use the Help and Support Center, refer to the "Windows Help and Support" chapter in this manual.

In order to get the optimal usage out of your WinBook notebook, you should remember the following:

- Read through all the instructions for your WinBook notebook, including this manual and the Quickstart Guide that came with your computer.
- Keep the area free of static electricity and magnetic fields. These can damage the computer and/or diskettes.

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- Be sure to discharge static electricity from your body before touching the computer or keyboard.
- Use the same caution you would with any electronic equipment. Keep food, drinks, smoke and ashes away from your computer. Store the computer in an area that is not exposed to direct sunlight or heating ducts. Keep the computer away from sources of excessive moisture. Damage to the computer caused by immersion is not covered by the warranty.
- When cleaning the computer or its components, apply the proper cleaning solutions or sprays only to the cloth, not to the computer or its components.
- If there is ever a need to disconnect internal components other than those mentioned in the instructions that came with your system, please have this done by a qualified service technician.
- You should never attempt to physically repair a CD-ROM, CD-R/RW or DVD drive or diskette drive yourself.
- Do not attempt to repair or open a battery yourself. The battery should not be exposed to extreme heat, as explosion can result. Proper battery disposal is required. Do not dispose of a battery in regular waste.
- Do not block the cooling fans on the sides or bottom of your unit.

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The information in this document and the associated WinBook notebook Help file is subject to change without notice and should not be construed as a commitment by the manufacturer.

The manufacturer assumes no responsibility for any errors or omissions that might appear in this document or the associated WinBook notebook Help file.

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Manual Version 1.0

Release Date: August 2003

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Chapter 1: Getting Started

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WARNING

Continuous use of a keyboard may cause repetitive stress injuries or discomfort, including carpal tunnel syndrome, tendonitis and tenosynovitis. You should seek medical advice if you feel any aching, numbing or tingling in your arms, wrists or hands.

Suggestions for maximizing comfort in using a keyboard include:

- Take frequent breaks from typing
- Maintain a straight wrist position
- Avoid resting on your wrists while typing
- Use a light touch on keys
- Ensure that your chair, work surface, monitor and keyboard are in the correct positions to keep your back and neck straight, your shoulders relaxed and your elbows at your sides.

Consult your doctor or other health professional for medical advice on how to reduce your risk of injury or discomfort from continuous keyboard use.

Your WinBook notebook is designed for those who need the full power of a desktop PC in a thin, light and easily portable package. You can take the power of your computer almost anywhere you go. The battery power of your computer allows you to use the computer even where there are no electrical outlets. You can add optional elements to your system (Floppy Disk Drive, Port Replicator) that connect to your USB port and expand its use as a desktop system. You can also use the PCMCIA port and the LAN to connect to devices and computers, expanding the usability of your system.

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Hardware

Inventory

When you unpack your WinBook notebook, check all the items you ordered are present and in good condition. Check the inventory checklist that came in the WinBook notebook box to be sure that all the components and optional components you ordered are included. If anything is missing or damaged, contact Customer Service immediately.

Checklist follows:

- WinBook notebook, with built-in CD-ROM, DVD, CD-RW, Combo (CD-RW and DVD) or DVD-R/RW Drive
- S-Video Out Adapter Cable
- Primary Battery
- AC Power Adapter
- Power Cord
- This Manual
- Quickstart Guide
- Warranty Information Card
- Phone cord
- Any other optional components ordered

Note: The WinBook notebook uses proprietary accessories that are designed specifically for your WinBook computer (such as a port replicator) and you should only use those items that have been approved for your computer. Contact WinBook for information about obtaining approved accessories and upgrades. If you use items that are not approved for use with this computer, you might cause the computer to malfunction or to emit electromagnetic radiation in excess of local regulations. This does not apply to non-proprietary accessories such as PC cards, USB devices, printers, etc.

The primary battery for your WinBook notebook is shipped in the accessory box. You will need to install the battery before use. See Chapter 3 for instructions, if needed.

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Save the inner box and all inserts and inner packaging. If you later need to ship or store the system, you will find these handy to have. All software is preloaded onto the hard drive of your WinBook notebook. Copies of the Windows installation files are also stored on your hard disk, so that you will not need the CD to add Windows features or drivers to your system.

The WinBook Notebook

Before you begin using your WinBook notebook, you should take a moment to familiarize yourself with the various ports, bays, connectors, and indicators that make up your system.

The Front *(Figure 1.1)*

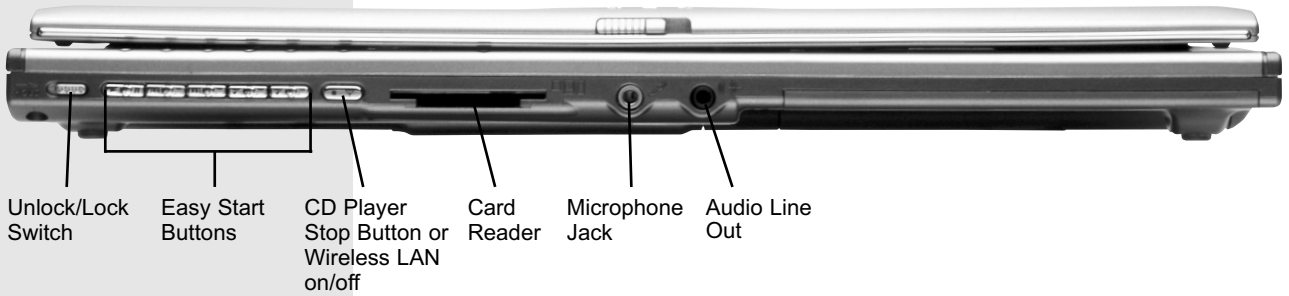
The **Lock Switch** enables/disables the easy start buttons. Slide the lock to the right to disable functionality.

The **Easy Start Buttons** give you one touch access to CD player functions when the unit is off. From left to right the button functionality is: Play/Pause, Previous Track, Next Track, Volume Up, Volume Down and Stop.

Note: The 6th button (CD function Stop) is also used to enable/disable the wireless LAN card while in Windows.

The Easy Start Buttons also provide one touch access to your favorite applications when the unit is booted into Windows. The factory default application for easy start button #1 is the Internet Browser. Pressing this button will launch Microsoft Internet Explorer. The default application for easy start button #2 is the Email client. Pressing this button will launch Microsoft Outlook Express. Easy start buttons #3, #4 and #5 are undefined

Figure 1.1: Front View of the Closed WinBook Notebook



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from the factory. To learn more on how to program the easy start buttons of your WinBook, refer to the Help and Support Center within Windows for detailed instructions.

The **Card Reader** supports the four popular storage formats for removable media. The supported formats are SmartMedia, MultiMediaCard, Secure Digital and Memory Stick.

The **Microphone Jack** allows you to receive monophonic input from an external microphone. Use of an external microphone will disable the built-in microphone. It is recommended that you purchase an external microphone for applications such as speech recognition that require precise input quality.

The **Audio Line Out Jack** allows you to direct audio output to a stereo headphone, powered external speakers or an earphone set. You will need to use a 1/8" phono plug for this connection. If your speakers or earphones have a different plug, you will need to obtain an adapter from your local retailer. Use of a headphone or external speakers will disable the integrated speakers.

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Although you can connect up to 127 devices through the USB port, not all USB devices have a pass-through to permit a chain of connected devices. A powered hub may be necessary to connect multiple devices into a single port.

The Right Side *(Figure 1.2)*

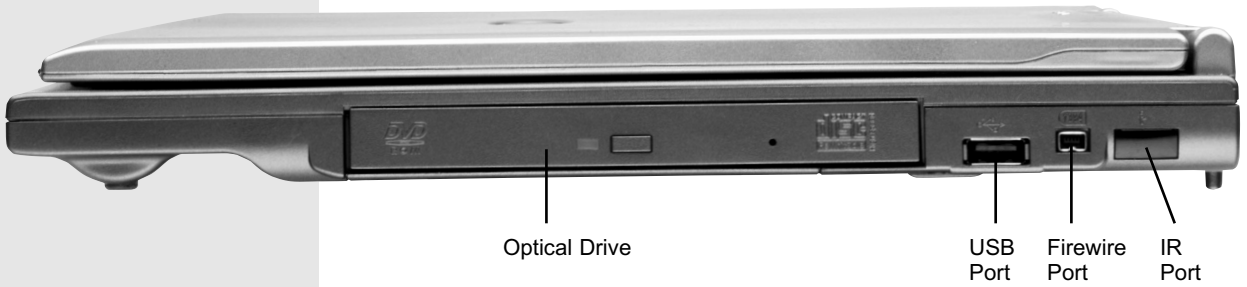
The **Optical Drive** is built into the system. To open the drive, turn on the system and press the release button. The tray will slide open.

The **USB (Universal Serial Bus) Port** of your WinBook allows you to add a wide variety of devices to your machine. An USB port can allow you to connect up to 127 devices at very high data transfer rates.

The **IEEE1394** or **Firewire Port** can be used to connect a variety of devices to your WinBook. These include many storage devices such as external hard drives and optical drives as well as digital cameras and other electronic devices.

The **IR (infrared) Port** allows you to connect to another system or device using IR technology. You must place the port within one or two feet of the other IR port for proper communication.

Figure 1.2: Right Side View of the WinBook Notebook



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The Rear *(Figure 1.3)*

The **Modem Port** contains an internal 56K voice/fax/data modem. You will connect your computer to your phone line through this port. This jack does not provide a pass-through option for connecting a phone to the same line. You can obtain adapters that will allow you to connect a phone to the same line as your WinBook notebook.

The **Cooling Fan Vents** allows airflow into and throughout your WinBook notebook and keeps the interior within proper operating temperatures. Do not block this vent when the WinBook notebook is in use. Do not operate your WinBook notebook inside a tight-fitting cover or case that blocks the cooling vent.

The **Kensington Lock Slot** allows you to connect a special computer lock to secure your system. You can purchase a lock at most computer retailers. This lock is referred to as a Kensington lock.

Figure 1.3: Rear View of the WinBook Notebook

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The Left Side *(Figure 1.4)*

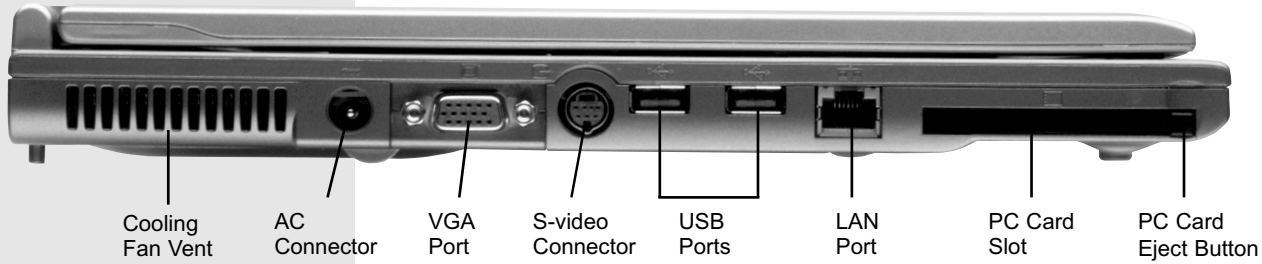
The **Cooling Fan Vent** admits air into your WinBook notebook and keeps the interior within proper operating temperatures. Do not block this vent when the WinBook notebook is in use. Do not operate your WinBook notebook inside a tight-fitting cover or case that blocks the cooling vent.

The **AC Connector** should only be used with the proper AC adapter supplied by WinBook.

The **External VGA Port** allows you to connect any standard computer monitor to your system. You can display output simultaneously on both the LCD and the external monitor or toggle between the two screens. Refer to the Help and Support Center within windows for directions on how to adjust your display settings.

The **S-Video Port** allows you to connect your WinBook to a television display.

Figure 1.4: Left Side View of the WinBook Notebook



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The **USB (Universal Serial Bus) Ports** of your WinBook notebook allow you to add a wide variety of devices to your machine. The USB port can allow you to connect up to 127 devices at very high data transfer rates.

The **LAN Port** provides a standard RJ-45 connection for integration with an existing network or a high-speed (DSL or cable) connection via a network cable.

The **PCMCIA (PC Card) Slot** allows you to connect Type I or II cards to your system. Your WinBook notebook will accept one Type I or Type II card.

The **PCMCIA Eject Button** allows you to remove the PC Card from your system.

The Bottom *(Figure 1.5)*

The **Battery Bay** stores the primary Lithium-Ion (Li-Ion) battery pack. The battery pack is stored separately in the shipping box and must be installed for battery operation and battery recharging.

The **Battery Release Levers** eject the battery from its bay.

The **Expansion Compartment** provides access to the RAM and Mini PCI slots of the notebook.

The **Cooling Fan Vents** allows airflow into and throughout your notebook and help to keep the interior within proper operating temperatures. Do not block these vents when the WinBook is in use. Do not operate your notebook inside a tight-fitting cover or case that blocks the cooling vents.

The **Hard Disk Drive** is removable and can be upgraded to allow for greater storage capacity.

Every effort has been made to make certain that your WinBook notebook system will function properly. If you experience a problem when you turn on the notebook and are unsure how to proceed, contact Technical Support.

If you ever are prompted for a User Key, you can find your User Key number on a sticker on the bottom of your unit. Please do not remove the Certificate of Authenticity sticker (Product Key xxxxx-xxxxx-xxxxx-xxxxx-xxxxx) that is attached to the bottom of your WinBook, as another number cannot be issued. We can NOT provide a replacement! It is advisable to copy the product key to another location in case the sticker comes loose or is lost.

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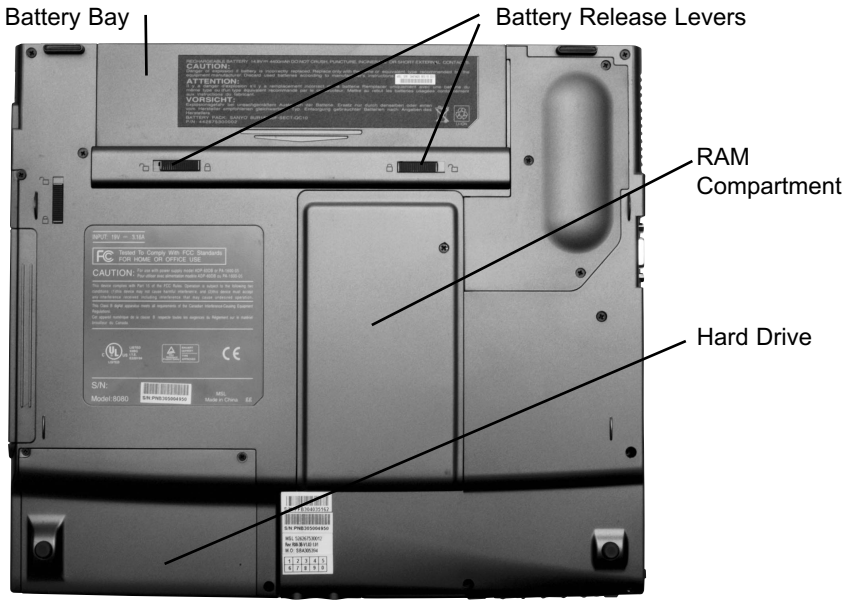
The sharpness of the screen will vary with your viewing angle. Try moving the display panel slightly forwards or back to find the optimal contrast.

Figure 1.5: Bottom View of the WinBook Notebook



Inside the Notebook *(Figure 1.6)*

The **Integrated Speakers** provide right and left channel stereo audio output.

The **Power Button** for your system is located just above the upper right corner of the keyboard. You can adjust the function of the power button from within the Advanced tab of the Power Options properties located in the Windows control panel.

The **Device Indicators** show the current status of the computer's devices.

CD/DVD: A blue light indicates that the optical drive is in use.

Hard Disk: A blue light indicates that the hard disk drive is being read from or written to.

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Num Lock: A blue light indicates that the Num Lock function has been activated. The embedded number pad will be enabled.

Caps Lock: A blue light indicates that the CapsLock function has been activated.

Scroll Lock: A blue light indicates that the Scroll Lock function has been activated. In certain programs, this will prevent the screen from scrolling.

Wireless LAN: A blue light indicates that wireless communication is enabled.

Card Reader: A blue light indicates that a card has been inserted into the reader.

The **System Status L.E.D.'s** provide a visual indication of the notebook's current power mode. These indicators are as described from left to right:

AC Power: Lights green when the computer is plugged into a functioning electrical outlet. Flashes green when the computer is in Standby mode while plugged into an electrical outlet.

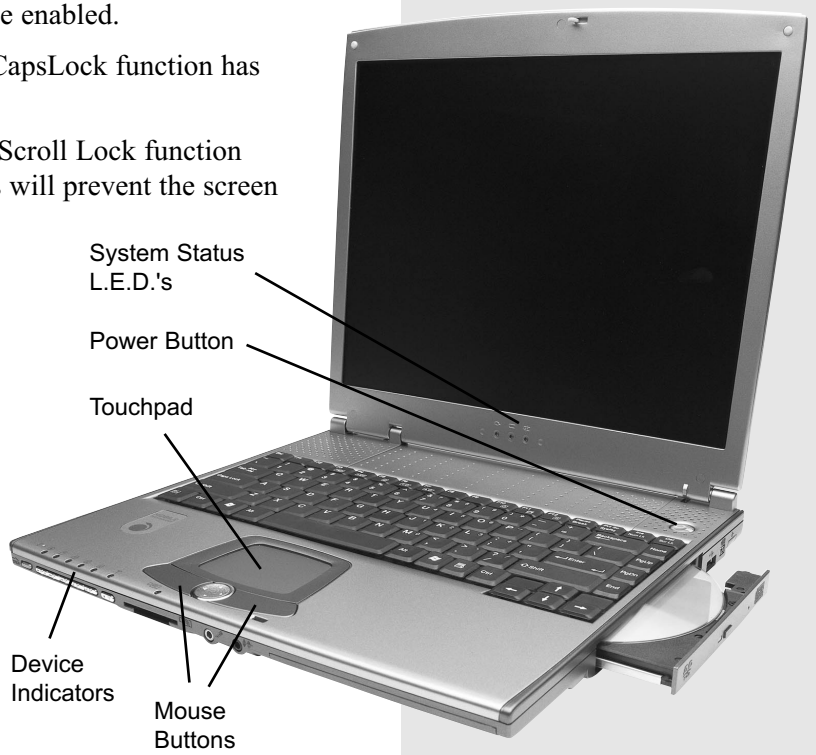

Figure 1.6: Inside the Notebook

Battery Power: Lights green when the computer is operating on battery power. Flashes green when the computer is in Standby mode while operating on battery power.

Battery Charge: Lights orange while the battery is charging. Lights green when the battery is fully charged. Flashes orange when the battery is malfunctioning. Flashes red when the battery is almost completely discharged.

The **Integrated Microphone** located to the left of the device indicator panel for voice recording.

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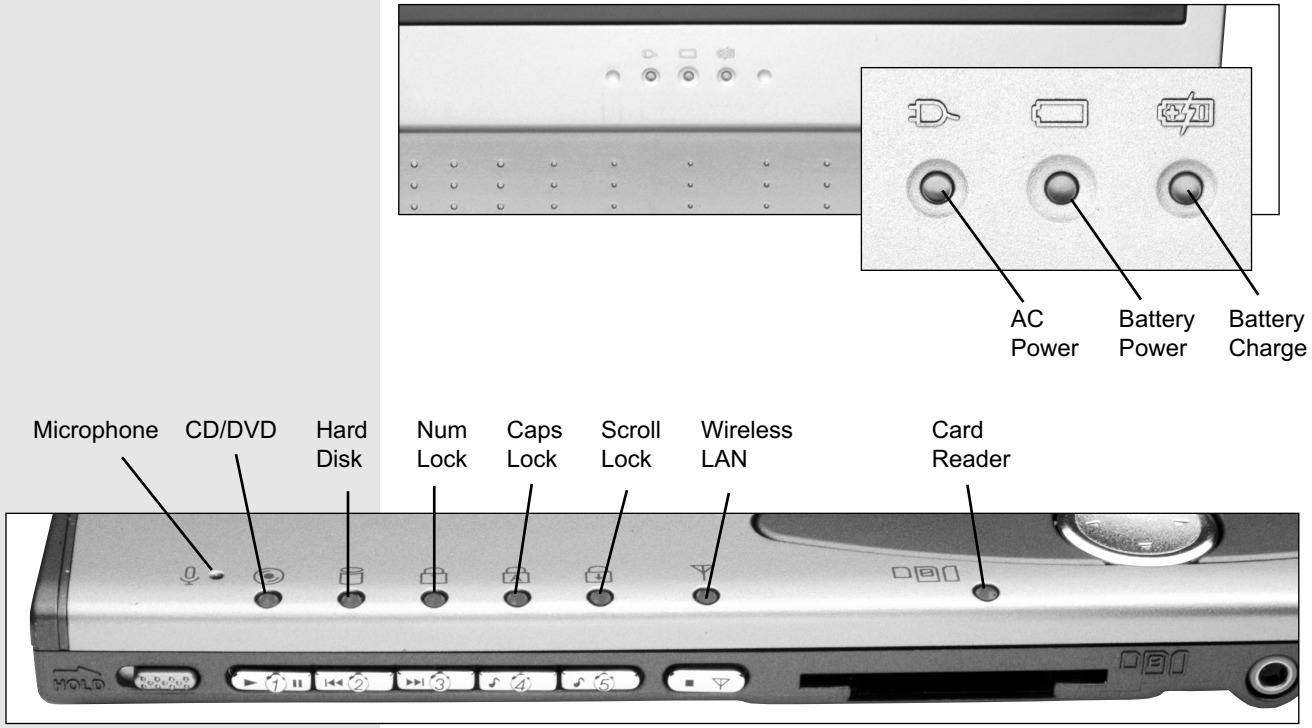
Figure 1.7: Device Indicator Panel



The **Touchpad** of your system provides an internal pointing device to control the mouse cursor of your system.

The **Mouse Buttons** located just below the touchpad provide left and right mouse buttons for your touchpad. See the section below on pointing devices for more information.

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Power On

The first time you use your WinBook notebook, use your AC power adapter. This will allow your battery to fully charge. It is recommended that you fully charge and discharge your battery 3 times. This will help calibrate the electronics that monitor and maintain the battery charge. After three full discharges, you can partially discharge or charge your system as your use demands, although you should allow a full discharge/ recharge periodically to help optimize battery life. See Chapter 3 for more information on conditioning and maintaining your battery efficiency. Connect your AC Adapter to your system. Connect the power cord to the adapter and connect the cord to a wall outlet or power strip. Slide the display panel release latch to the right and gently lift the display panel until it is fully vertical. Press the power button on your computer to initiate a boot of the system.

The Keyboard *(Figure 1.8)*

Your main interface with your computer will be your keyboard. If you are unfamiliar with the standard PC keyboard, some of its keys are explained in this section. The keyboard has all the standard computer typing keys and some control keys. If you are not familiar with the computer control keys, the major ones are discussed below.

The [Alt] and [Ctrl] keys, like the [Shift] key alter the function of the traditional typing keys and the function keys. Depending on the software you are using, the actual function of the [Alt] and [Ctrl] keys will vary. They might also be used in combination with each other and/ or with the [Shift] key to provide further possible combinations of functions with the typing keys. For example, the [Alt]+[Ctrl]+[Del] combination is used to close down an application in Windows that has “hung” or can be used to provide a warm reboot of the computer system.

The function keys (F1-F12) serve different purposes and carry out different tasks depending on the application you have running. They

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Once you are experienced with Windows, you will find that you can change the look and configuration of the desktop from the defaults provided for you. Please refer to the Windows Help and Support Center for more information.

Search Help & Support Center using keywords:

desktop settings

Figure 1.8: The WinBook Keyboard

are often used in combination with control keys. You should check the documentation for your application, especially sections on keyboard shortcuts, for information about what the keys do in that application.

The cursor (arrow) keys (which are all located in the lower right corner of your keyboard) and the [Pg Up], [Pg Dn], [Home] and [End] keys (which are located along the right edge of the keyboard) allow you to move the active cursor of the computer to various locations on the screen or within the document. The [Ins] and [Del] keys at the upper right of the keyboard allow you to insert and delete characters.

Your computer also has an embedded numeric keypad. This numeric keypad is printed in blue on the keyboard. If the Num Lock key is engaged, the pad will allow you to type numbers as you would on a 10-keypad. If the NumLock is not engaged, the keys perform their normal alphanumeric function.

Your keyboard also has three Windows keys: 2 Start keys which bear the Windows logo and allow you to pull up the Start menu as well

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as a Menu Key which calls up pop-up menus just like the right mouse button (in programs that support such menus).

Keyboard System Controls

In addition to its function as a normal keyboard, your keyboard also contains controls for various aspects of your WinBook notebook, including the intensity of the LCD screen. These controls appear in blue on the keys and are activated by pressing the [Fn] key (the key in the lower left corner of the keyboard-to the left of the [Ctrl] key) in conjunction with the key for the specific control function (or by holding the [Fn] key while pressing the key for the specific control function).

KEY	FUNCTION(S)
[Fn]+[F3]	Decrease audio level
[Fn]+[F4]	Increase audio level
[Fn]+[F5]	Toggle the display output between the built-in LCD screen and external monitors
[Fn]+[F6]	Decreases LCD brightness level
[Fn]+[F7]	Increases LCD brightness level
[Fn]+[F10]	Enable/disable low battery beep
[Fn]+[F11]	Turn on/off the LCD

[Fn]+[F12] Sleep button. Action is defined by sleep setting within the Power Options control panel applet.

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Search Help & Support Center using keywords:

pointing device

Mouse Buttons & Pointing Devices

Your WinBook notebook comes with a built-in touchpad and can support an external mouse via the USB ports. If you use an external USB mouse, you can use it simultaneously with the touchpad.

Touchpad

The touchpad is the rectangular electronic panel located just below your keyboard. You can use the static-sensitive panel of the touchpad as a pointing device. Place your finger gently on the surface of the touchpad and slide it to move the cursor. You can use the buttons below the touchpad as left and right mouse buttons. You can also tap lightly on the touchpad, which the system will recognize as a left mouse click. You can click and drag an item with the touchpad by pointing at the item, tapping to select it and then, while holding your finger on the pad, sliding your finger in the direction of the movement desired.

No matter which pointing device you use, it can be adjusted to accommodate your personal preferences. Refer to the Help and Support Center within Windows for directions on how to adjust the settings of your pointing device.

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LCD Display

Your WinBook notebook comes with a back-lit LCD display panel. The intensity of the panel will vary slightly with your angle to the screen. You can adjust the angle of the panel to provide optimal clarity. You can also make minor adjustments in screen brightness and contrast by using the hot-key combinations built into your WinBook notebook—[Fn]+[F7] and [Fn]+[F6]—to adjust brightness.

Depending on the screen that was built into your WinBook notebook, your display will support a resolution of 1024 x 768 pixels or greater. If you use the Windows Display Properties window to change down to a resolution lower than the standard resolution of your screen, you might also notice a slight loss of clarity when using a resolution below the default resolution for your LCD display. Notice that when you put your computer into DOS mode (which uses the VGA resolution of 640 x 480 as a default), the display will be stretched to fit the full screen.

When you are displaying the video on the built-in screen, you cannot choose a higher resolution than the standard resolution. However, you can use a higher resolution when you output the notebook's video to an external monitor that supports high resolutions. You can quickly adjust the resolution and number of color settings through the Windows Display Properties window. Refer to the Help and Support Center within Windows for directions on how to adjust the settings of your display.

Search Help & Support Center using keywords:

display settings

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Connecting external speakers to your WinBook notebook disables the built-in speakers.

Search Help & Support Center using keywords:

audio properties

Connecting an external microphone to your WinBook notebook disables the internal microphone. Your system will ship with the microphone deselected, which helps reduce feedback when the microphone is not being used by an application.

Search Help & Support Center using keywords:

microphone

Audio/Sound

Built-in Speakers

Your WinBook notebook comes with built-in audio hardware that plays sounds through the speakers built into the cabinet of your system. You can adjust the volume levels via the volume properties within Windows or by turning the volume control knob located on the front of the WinBook. Refer to the Help and Support Center within Windows for more information.

Built-in Microphone

The microphone built into the case of your WinBook notebook provides you with an integrated source for adding sound to your applications or for using the speech functions of your applications. You will need applications capable of using such sound input to make use of the microphone. Refer to the Help and Support Center within Windows for directions on how to enable the built-in microphone.

Optical Drive

An optical drive provides you with a means of having access to programs or data that take up a lot of disk space, without having to sacrifice a large section of your hard drive for that purpose. An optical drive uses data CDs that are capable of holding hundreds of megabytes of data (DVD disks can hold several gigabytes of information). The high-speed access rate of your optical drive enables it to search data and retrieve the specific data that you want very quickly. Their high capacity and fast speed makes CD's very useful for programs such as encyclopedias and other reference works that require a lot of space and a fast search mechanism, and to which you do not need to add data. Your CD drive can also be used to play audio CDs through the audio hardware built into your WinBook as well as view photo CD's on your display.

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Figure 1.9: Loading a CD into the drawer

You can load a compact disc into the drive as described below:

1. Press the Load/Eject button.
2. The disc tray opens.
3. Wait until the tray stops. If the tray does not open far enough to insert the CD, gently ease the tray out until you have enough clearance to insert the CD.
4. Carefully place the CD (audio or data), with the label side up, on the disc tray. *(Figure 1.9)*
5. Be sure to carefully center the CD and press it into place on the loading tray. Since your WinBook notebook is meant to be portable, the CD is secured onto the tray rather than simply resting in a recess.
6. Close the tray. Be certain that it is closed completely.

Dirt in the CD tray can affect performance. Be sure to keep the tray clean.

Search Help & Support Center using keywords:

audio CD

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In general, your software will control the CD-ROM directly. Data CDs are accessed via the software. Consult your software instructions for the operations of a data CD. Windows compatible CD-ROMs will usually have an autoplay feature that starts the program when the CD is detected.

When the CD-ROM is to be used as an audio CD player, you can still use software to control the playing and volume of the CD. Refer to the Help and Support Center within Windows for directions on how to adjust the volume of CD audio. If you need to open the CD drawer when the power is not on, you can use the emergency release, which is the small hole located on the front of the drive to the right of the release button. Use a paper clip to press on the release inside the hole. The tray can then be pulled gently forward until the disc can be retrieved. Slide the tray back into place until you feel it click. This method is designed to be used occasionally for an emergency retrieval of a disk and should not be used as a regular method of removing disks. Your drive will last longer if you remove the disk using the normal unloading method.

Some older optical drives way not be able to read from these disks.

Writable Optical Drive

If your unit came with a writable optical drive, you will have the ability to write to CD-R, CD-RW, DVD-R, or DVD-RW discs depending on the configuration. The physical operation of this drive is the same as for a CD-ROM or DVD drive (as explained in the previous section).

CD-R and DVD-R discs can be written to once, although you can continue to add information to the disk until it is full. Once you have written data (or audio) to the disk, that disk can be formatted for reading in most standard CD-ROM, DVD-ROM or audio CD players depending on media type.

CD-RW and DVD-RW discs can be erased and reused many times.

Software

Preloaded Software

Your WinBook notebook comes preloaded with Windows as its operating system. Specific drivers (files that allow pieces of hardware to communicate effectively with the computer and operating system) have been preloaded for the various hardware units that have been packaged with your system (e.g. sound card, CD-ROM drive). These drivers are also important in allowing you to alter certain aspects of your system, such as the resolution of your video image.

Adding Software

If you purchased some other software, or if you already own software that you will be installing on your new WinBook notebook system, or if you buy software at a later date, you will need to know how to install that software on the WinBook notebook system. Follow the instructions provided by the software manufacturer. Most current software on CD-ROM will start automatically once the CD is inserted and recognized by your WinBook notebook.

Windows software comes with uninstall functions built-in. If you ever want to remove a Windows program, do not delete it. Use the **Add/Remove** feature to remove it. Refer to the Help and Support Center within Windows for directions on how to uninstall software.

Search Help & Support Center using keywords:

uninstall software

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Chapter 2: Windows Help and Support

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The Help and Support Center is your one stop shop for anything and everything that relates to Windows and your WinBook. Through this resource, you can find answers on a multitude of subjects such as *basic windows operations, detailed problem resolutions, and specifications of your WinBook computer*. Also found within this resource are applications that you can run to help maintain and troubleshoot your WinBook such as system restore, remote assistance, and system configuration utility. For further information on any item in this chapter, just type the keyword in the **Search** box of the Help and Support Center.

When connected to the internet, the Help and Support Center becomes an even greater tool by expanding its capabilities in the following ways:

- Through the **Remote Assistance** feature, a 3rd party application technical support representative could connect to your computer with your permission, then see your files, control your mouse and keyboard, and chat online with you to discuss your problem.
- Through **Windows Update**, your computer can always be up to date with the latest patches and drivers from Microsoft. When connecting to Windows Update, your computer will be scanned, and the appropriate updates will be displayed for your unique installation of the operating system.
- Through the **Get Support** feature, you can access various sources of help and support information via newsgroups and manufacturer websites.

No matter what your question or problem may be, the Help and Support Center should be your first step towards finding the answer.

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Using the Help and Support Center

Obtaining access to the Help and Support Center is just a key press or mouse click away. From the Windows desktop, press the [F1] key in order to bring up the Help and Support Center. Alternatively you can click once on the **Start Menu** and then select **Help and Support**. Once activated, the Help and Support Center window will open up as depicted below. *(Figure 2.1)*

Figure 2.1: Help and Support Center Window

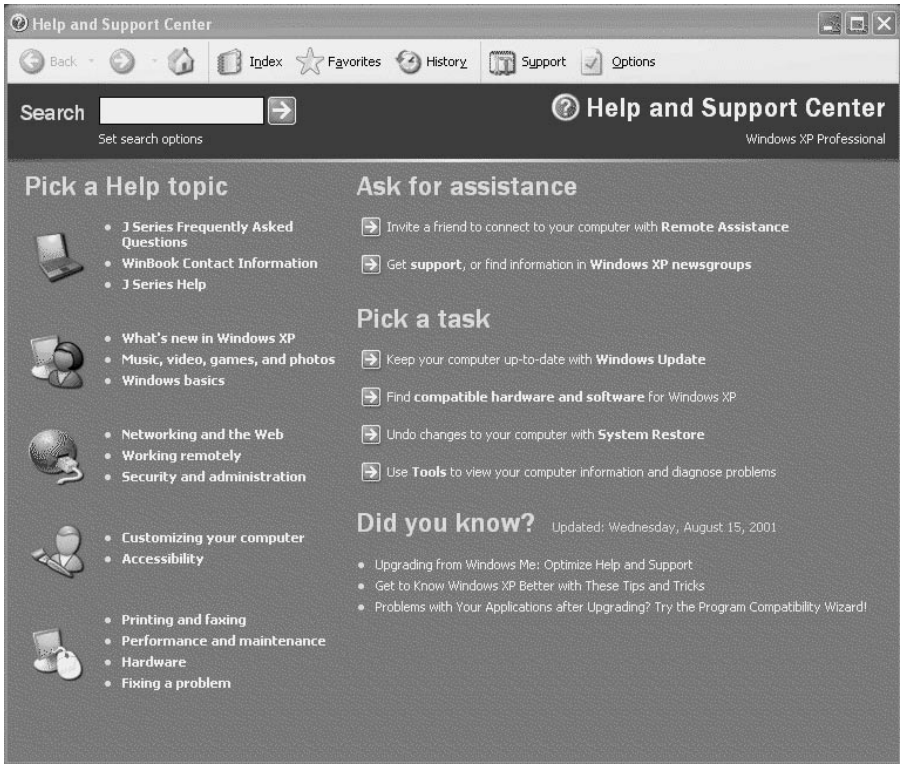

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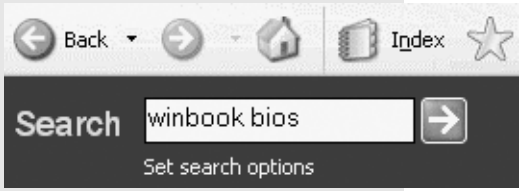
Figure 2.2: Help and Support Center Search Box



The resources supplied by the Help and Support Center focus only on your WinBook computer as well as the operating system installed. The Help and Support Center does not provide resources for any 3rd party programs or hardware that you may have installed. Refer to the manufacturer of your user installed hardware or software for help on their products.

It is through this home page that you will find easy access to the many resources the Help and Support Center has to offer. Just click on the hypertext link of the topic that coincides with the question that you have. If you find that you are unable to bring up a resource for a particular question by clicking through the topic links, the Help and Support Center allows you to search its entire database through a comprehensive search utility. Click once on the blank search box in the upper left corner of the window and type in a keyword or keywords that the search engine will scan for. *(Figure 2.2)*

After a quick scan, the Help and Support Center will display any resources that match the keywords searched for. *(Figure 2.3)*

Click on one of the hypertext links of the Suggested Topics in order to display the information that you are looking for. *(Figure 2.4)*

Figure 2.3: Help and Support Center Search Results

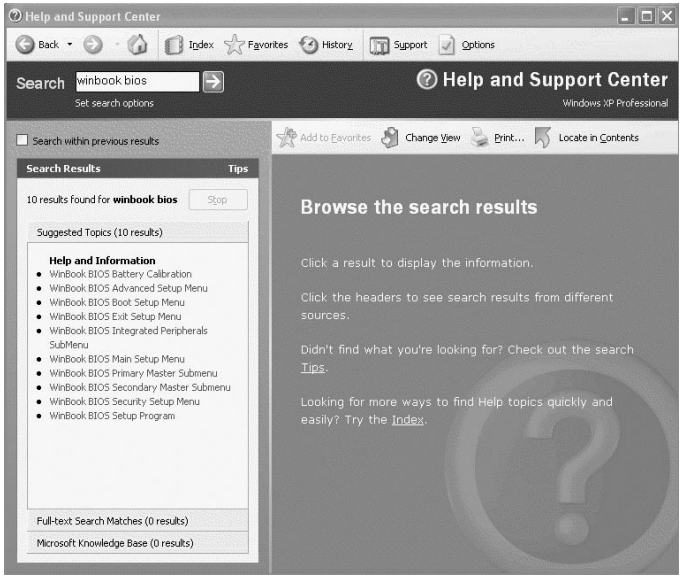


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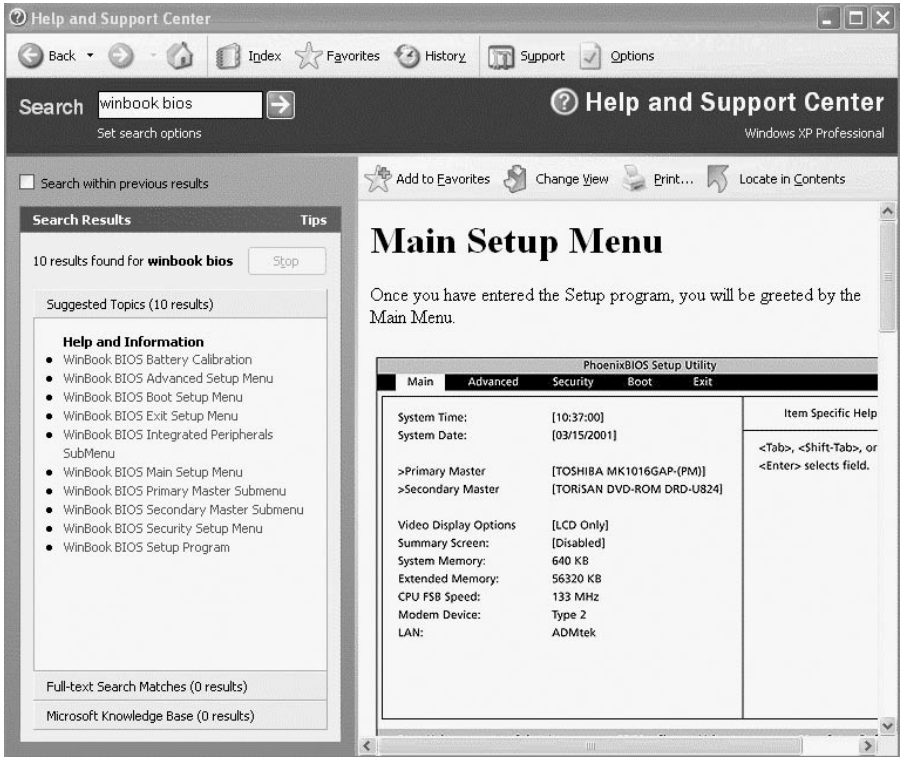
Figure 2.4: Help and Support Center Main Setup Menu



WinBook Users' Manual and the Help and Support Center

This manual was written to complement the Help and Support Center. While the manual doesn't directly answer many of the questions or concepts explained in each chapter, the manual does refer the reader to the Help and Support Center along with the exact keywords needed in order to bring up the correct resource. Here is an example of the Help and Support icon found within this manual. *(Figure 2.5)*

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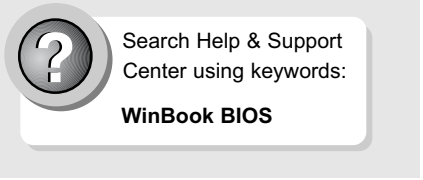
Icons like this can be found throughout the entire manual as a sidebar item pertaining to a question or concept being explained on that page.

Figure 2.5: Help and Support Center Icon



System Restore

One of the powerful utilities within the Help and Support Center is the System Restore utility. With this utility, you can recover from fatal errors that are the direct result of failed hardware or software installations. Your operating system automatically sets restore points whenever you install a new piece of software or add a new hardware device. If you find yourself in a situation in which your computer is malfunctioning after you have recently installed something, running System Restore from the Help and Support Center will allow you to revert back to a point before the installation occurred, thus protecting your valuable data and the integrity of your system.

WinBook Technical Support is still an alternative resource for your questions. Refer to the Quickstart Guide document that came with your WinBook for the toll free telephone support number.

Why Use the Help and Support Center?

- Most likely the answer to your question can already be answered within the Help and Support Center.
- The Help and Support Center gives you the user, the power to solve your own problem or answer your own question without having to rely on the traditional methods of support. (i.e. technical support phone call, surfing the internet for answers)

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Chapter 3: Mobile Computing

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Battery Operation

Charging

Your WinBook notebook comes equipped with a durable, lightweight, rechargeable Lithium-Ion (Li-Ion) battery that can power your system for over 90 minutes when fully charged (longer if power management is used). The actual duration of a charge will vary with how you use the computer and with how much you take advantage of the power management features of the system. In addition, you can obtain an additional battery that can be swapped into the battery bay of your WinBook notebook to provide even greater battery capacity.

The battery charges whenever the AC Adapter is connected to your system. The battery will charge whether the system is off, in the Hibernate mode, or operating. The fastest recharge occurs when the system is off or in hibernate mode. It takes about 3 hours to fully recharge the primary battery when the system is powered down or in hibernate mode, longer if you are using the system (about 4 hours or more). If the system temperature exceeds a safe level while the battery is charging, the system will stop the charging process in order to protect the battery. Once the battery temperature falls back within the safe range, the battery charging process will resume.

Each time you charge and partially discharge the battery, it stores slightly less power. After about twenty cycles, it might only store about 80% of its potential charge. Similarly, if you do not use the battery for a few days, it will slowly self-discharge, and when it is recharged, it will hold less than 100% of the potential charge. To correct battery charge problems, you should allow the battery to fully discharge to help keep the battery in good condition. This operation carried out every few weeks will maintain the battery efficiency.

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Over time, as the battery is charged and discharged, it gradually stores less charge. Li-Ion cells generally last for 500 or more cycles before they begin to deteriorate. You should replace your battery when you notice that it begins to store significantly less charge.

If you replace the battery with a new one, you might first need to fully charge the battery so that the battery gauge in your WinBook notebook will be able to accurately measure the battery charge level. Check the WinBook section of the Windows Help and Support center for information about replacing a battery in your system.

Changing

You can purchase a second battery for your WinBook notebook. This second battery can be installed in the battery bay. *(Figure 3.1)*

1. Shut down the unit or place it in the hibernate mode. Disconnect the AC Adapter. Close the LCD panel and turn the unit upside down. The front of the unit should be toward you.
2. Slide both release latches towards the outer edges of the unit. *Note: The right release latch is a fixed position latch. This latch will remain in place when moved. The left release latch is a spring latch and will return to the locked position when released.*

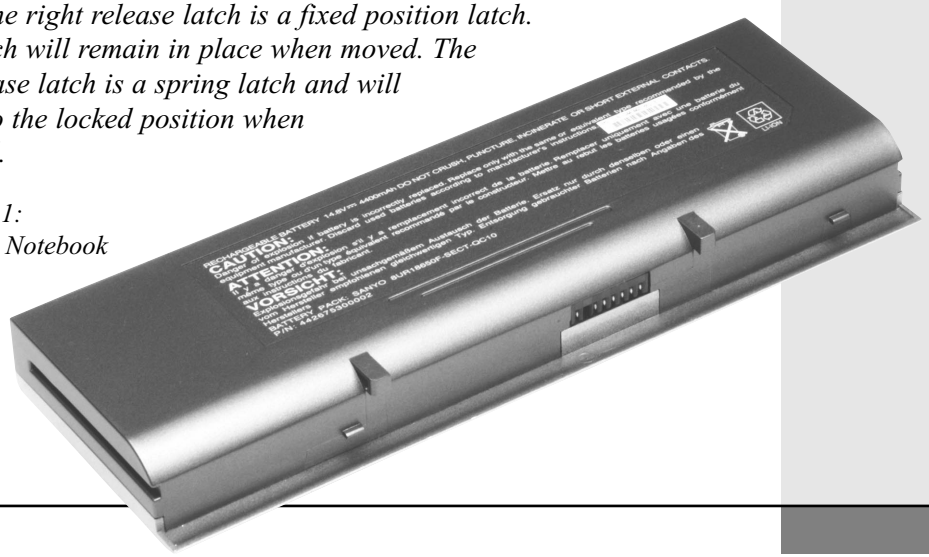

Figure 3.1: WinBook Notebook Battery

You can connect and disconnect the power cord while working without disrupting the functioning of the system, as long as your battery is in place and has at least some charge remaining.

Search Help & Support Center using keywords:

winbook battery

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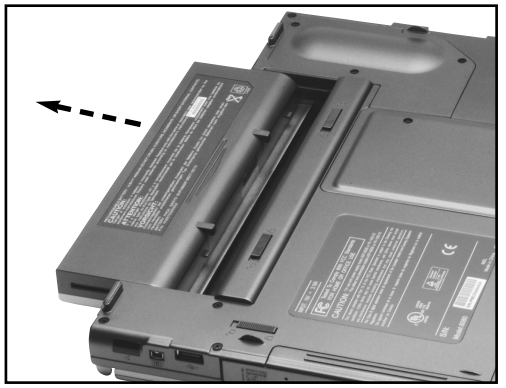
Figure 3.2: Changing the Battery



Above: Slide the release latches to the edge of the notebook..
Top right: Lift the battery out.
Right: Remove the battery.

3. Gently slide the battery out and away from the unit. *(Figure 3.2)*
4. Line up the new battery for insertion into the battery bay channel. Gently slide the battery towards the center of the unit until an audible click indicates that the latches have been secured.
5. Reconnect the AC Adapter.

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When you install a new battery, you will need to calibrate the battery. Connect the AC adapter and allow the battery to fully charge.

Power Management

In order to make the most of the mobile computing capabilities of your WinBook notebook, you will need to be aware of how to manage the power consumption of your system. Aggressive power conservation can provide extended computer usage. Sometimes aggressive conservation will not be needed, or you might prefer not to engage it. You should set the default to match your most common needs. If you use the system primarily as a mobile system with long-term battery needs, you can use an aggressive setting. If your battery usage is usually limited, then you might prefer a more moderate setting.

Your WinBook notebook is ACPI (Advanced Configuration and Power Interface) compliant and can take advantage of Windows built-in power management features. Windows is designed to help manage power on portable computers and you will find its features useful in conserving battery life. ACPI also allows certain applications to exert control over power management.

Taking advantage of power management features can have a significant effect on the battery use you can get on a single charge. A fully charged battery should provide you over two hours of system use, but aggressive power management can extend that time.

There are some measures that you can take as a user to help optimize battery use in your WinBook notebook. If you are running a PCMCIA card, using the system audio and making frequent calls to the CD-ROM or hard drive, you will find that battery power will be consumed much more quickly than with standard system use.

You can send your WinBook notebook into Stand-by or Hibernate by hitting the power button (if you have set the button for this function), using the hotkey combination of Fn+F12, or by clicking **Start/Turn Off Computer** and selecting the Standby mode from the menu.

For detailed explanations of Power Management in Windows, please refer to the Help and Support Center within Windows.

Search Help & Support Center using keywords:

power management

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WinBook Notebook Low Power Measures

When you are running on battery power, your WinBook notebook tracks battery charge. When battery power gets low, the unit will provide warnings and eventually take action to help preserve data. Power level warnings in Windows will be activated according to the settings you have established. In the default setting, a red "X" will appear over the battery when approximately 15% of battery power remains. When the battery level reaches 10%, you will receive a warning to save your work. When the battery level reaches 5%, the unit will move to the Hibernate mode.

When the WinBook notebook estimates that there are about 10-15 minutes of power remaining (the actual time will vary with usage), the unit will start to give periodic beeps to remind you to save your work.

When approximately 5-10 minutes of battery power remain, the beeps will accelerate.

When you receive the low power warnings, you should shut down your system, hibernate your system or connect to a power source. If you respond immediately after receiving the warnings, you should have sufficient power to shut down completely, including saving large files. Do not attempt to restart your system until you have connected to the AC adapter or changed or charged your battery.

Windows allows you to activate the Hibernate function in Power Management. If you do so, when the system reaches a critical power level, it will enter a Standby or Hibernate mode (depending on your settings). Enabling this function will permit you to preserve data in RAM from being lost when the battery is about to use the last of its power. You should familiarize yourself with those settings in Windows to help prevent data loss.

Standby and Hibernate Modes

While both Standby mode and Hibernate mode permit power savings, each serves a different purpose. The Standby mode uses a trickle of

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battery power to keep the RAM active. This option provides you with a faster resume. Hibernate provides more substantial power savings, as well as providing a safe mode for switching batteries. Since the system is powered-down it takes longer to resume operation. This Suspend to Disk option will allow you to suspend for a longer time, since it does not require battery power to hold the session in RAM. Resuming from RAM is much quicker than resuming from disk. The WinBook notebook can remain in the hibernate mode for up to a week on a fully charged battery. You should consider these factors when deciding which mode to use.

The Hibernate mode, since it does not consume any power, can also be a useful way to save you time in getting started on your work. If you like to work with a number of programs open on a regular basis, you can use the hibernate mode to save the active session with those programs already opened. Rather than wait for the system to shut down each program and then manually reloading each program the next time you are ready to work, you can suspend and be ready to work once the session has been resumed.

Keep in mind, it is still a good idea to shut down and restart your system over a few uses, just to refresh the system or to allow your virus software to perform a complete scan of your system, if you have enabled such an option.

Safety & Operation

The WinBook notebook does not have a handle or a rough surface for a sure grip, so use a carrying case when traveling. At times, you may want to put both the case and the WinBook notebook within a larger briefcase to conceal the system and reduce the risk of theft. Do not use this product in an unstable location. Serious damage could result if the system should fall. When using the AC adapter, be certain that the cord is not placed where someone might trip over it (since this might cause your computer to fall.) Avoid rough handling of your WinBook notebook. Jolts to the system can damage components or result in data loss. Transport your

If your WinBook notebook is unable to Hibernate, which suspends to disk, (for example if your Save-to-File file is too small or damaged), it will suspend to RAM (Standby). When the unit is suspended to RAM, there will be a slow trickle of power and the battery could drain completely and data could be lost. When the unit is in Standby, the power management system cannot gauge battery charge levels. Since the Standby mode uses a trickle of battery power to maintain the information in RAM, the battery will slowly discharge in this mode. As a result, it is possible, if the unit remains in Standby until the battery is completely discharged, for the information in RAM to be lost. If you will be suspending the system for a long period, you should use the Hibernate method.

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WinBook notebook in a case or bag that provides adequate cushioning and a secure position. Never check your WinBook notebook in as luggage when you are traveling. Even the toughest carrying case won't protect it from such rough handling. Although it is tempting to pack your WinBook notebook in your luggage, it is apt to result in a broken system. The best solution is to carry the WinBook notebook with you. Avoid high and low temperatures. While you travel in the summer, do not leave your WinBook notebook in a car trunk on a hot day. Trunk temperatures can reach 140° F, beyond the safe range for the WinBook notebook. Do not leave the unit sitting in direct sunlight in your car on a hot day. The heat can cause system damage. Also be careful when shipping or storing your WinBook notebook so that it is not exposed to high or low temperatures. The batteries will not operate as well under extremes of temperature. They are specified to work from 41° to 95° F (5° to 35° C). Running your WinBook notebook in temperatures below 41° F or above 95° F will reduce the battery life. If a battery module is left in the sun and gets quite hot, it is apt to fail to charge. This is due to a safety switch in the battery module that is aimed at preventing over-heating due to over-charging. Once the battery cools down, you will be able to charge it. In extremely cold weather, you may find that it takes longer for the battery to charge or that it does not fully charge.

Slots and openings in the system are for ventilation purposes. Do not obstruct or cover these openings or the system could overheat. Do not place the system in close proximity to a source of heat or a source of dust. Protect your modem. Be aware that phone systems can be either analog or digital. Your modem is designed to work on an analog phone system. Most residential telephones are analog. Digital phone systems typically involve building–or company–specific PBX (Private Branch eXchange) systems. Some PBX systems can use voltages that will damage an analog modem. Before you hook up your modem in a hotel or at a new company, check with the facilities manager. To find an analog line, you might look for a fax machine. Your WinBook notebook has built-in circuitry protection for the modem in your system. This circuitry will help protect

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your system from electrical damage, but it is still recommended that you locate an analog line where possible. Note that there are products available that will support analog modems on digital PBXs.

If an extension cord is used with this product, ensure that the total ampere ratings of all the devices sharing the extension cord do not exceed the rating of the extension cord, nor the rating of the wall outlet. As with the AC Adapter, be certain that the cord is placed so that no one will trip over it (since this might cause the computer to fall).

The WinBook notebook can be used safely in a moving car. Power adapters that will connect between the WinBook notebook and a cigarette lighter socket are available. For information, contact Sales at the number listed on the "Quickstart Guide" sheet that came with your system.

Contact technical support if:

a) The power cord appears damaged or frayed

b) Liquid has been spilled on the product

c) The product does not operate normally

d) The product has been dropped or the cabinet impeached

e) The product shows a distinct change in performance

Travel

Travel Tips

- It is a good idea to load common printer drivers onto your WinBook notebook (such as HP Laser Jet and DeskJet drivers). This will allow you to print from many printers at your destination, even if you do not carry your own printer with you.
- Take along a bootable CD or floppy disk (if you also take along your optional USB Floppy Disk Drive), just in case there is damage to your hard drive.

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- Travel can present considerable risks of system shock or theft. Complete a full system backup before traveling.
- Be familiar with your Setup settings, or print a copy of them, in case there is damage to those settings while you travel.
- If you will be traveling to another country, check with your travel agent to determine whether or not you will need special adapters to use the electrical outlets and telephone connections.
- If you do a lot of traveling, you might find it useful to purchase an acoustic coupler for your modem (which hooks to the handset instead of directly to a phone jack), to allow connection even where compatible phone jacks cannot be found. However, most public phones are now being upgraded to accept modem/fax connection from portable computers.
- Hand your WinBook notebook to an airport attendant rather than setting it on the conveyor for security checks. This will help reduce the possibility of theft.

Note: X-rays will not damage your system.

- Password protect your system (with at least one level of password) to help preserve your data.
- Consider purchasing a lock for your WinBook notebook. The WinBook notebook comes with a slot for connecting a lock located on the left side of your system case.
- Brand or physically mark your computer to make for easy identification.
- If you will be using an Internet provider or other on-line service, call ahead to find out local access numbers for your destination(s).
- In case your destination does not have outlets near convenient work spaces, you might want to pack a short extension cord.

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Remember to pack:

- Your WinBook notebook
- Your AC adapter/power cord
- Any international converters for your adapter
- Any international converters for your modem
- Network cable, if you will be connecting directly to a network
- Printer and/or printer cable
- PCMCIA cards and any detachable connections for those cards
- Spare battery packs (if any)
- Bootable floppy or CD
- A spare floppy or two for easy file exchange (if you are using the optional USB Floppy Disk Drive)
- Manuals for any critical software (printed or CD), including Windows

Remember to:

- Charge your battery
- Change your power management settings to more aggressive settings, if appropriate
- Transfer the working files you will need
- Change your security settings (passwords and Floppy Disk Controller access) if you will be traveling in an insecure environment.

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Chapter 4: Upgrading Your System

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Your WinBook notebook requires SO-DIMM modules. You can contact the Sales department at the number provided on your Quickstart Guide brochure to find the right SO-DIMM modules for your system.

Memory

Since RAM requirements for software programs are constantly increasing, your WinBook notebook is made to allow for an easy upgrade in system memory with 200-pin DDR SO-DIMM modules provided by WinBook Corporation. Your WinBook contains 2 memory slots.

The chart below shows you some of the possible memory configurations for your WinBook notebook:

Module 1	Module 2	Total
128MB	128MB	256MB
256MB	256MB	512MB
512MB	512MB	1024MB

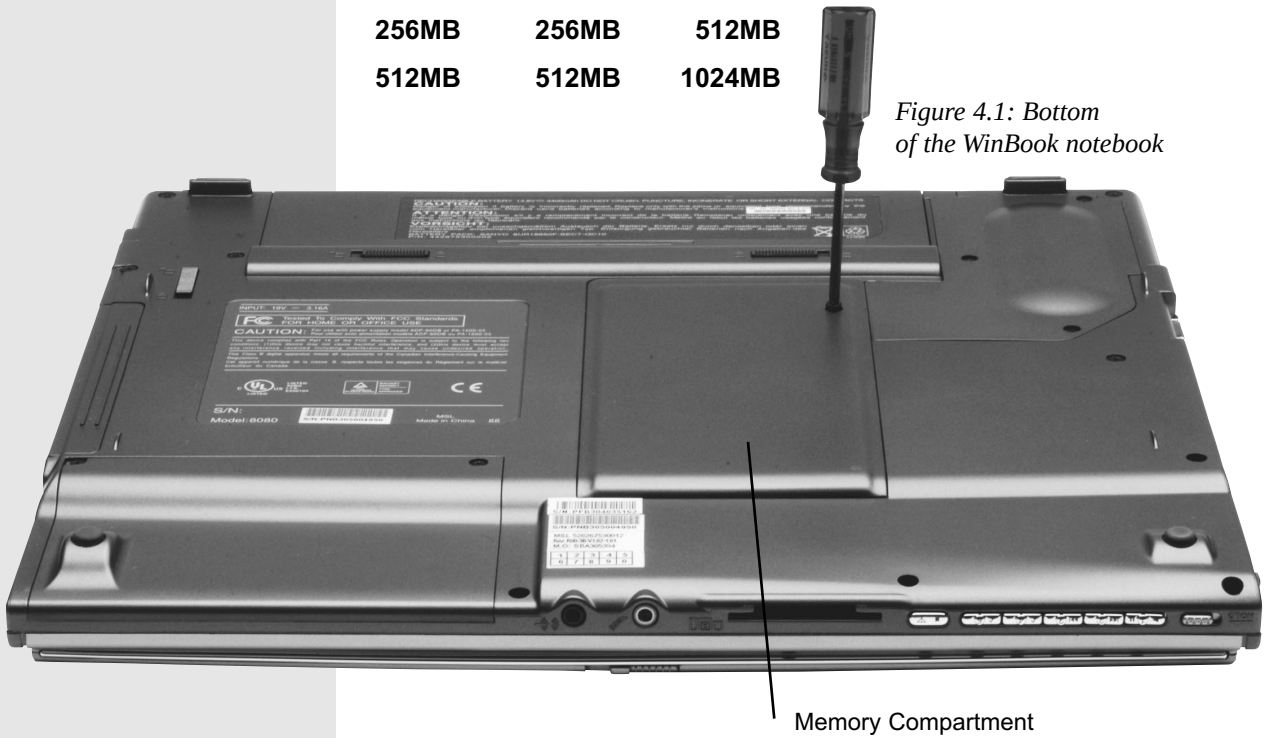

Figure 4.1: Bottom of the WinBook notebook

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To Upgrade a Memory Module:

1. Turn off the computer and disconnect the AC adapter.
2. Disconnect all peripherals and carefully turn the unit over.
3. Remove the battery by engaging the battery release switches and sliding the battery out of the compartment.
4. The memory slots are located within the Expansion Compartment which is located in the middle of the unit, just below the battery bay. *(Figure 4.1)*
5. Remove the 1 screw from the expansion compartment cover and set it in a safe place.
6. Slide the cover towards you then lift it up and away from the notebook.
7. You will now see the RAM slots. If replacing an existing module, gently push out on the edge clips to release the module, then angle the card slightly upwards and out from its edge connector slot. *(Figure 4.2)* Store the card in the anti-static bag that contains your new module(s).
8. To install a new memory card, hold the card with its edge connector toward the edge connector slot of the compartment. In order to help you orient the card, the edge connector has been made with two unequal-length sections. You will only be able to insert the card in one direction.

Figure 4.2: Replacing or installing RAM

Electrostatic Discharge can cause damage to SO-DIMM modules (and other computer components). Always remember to (1) Keep the component in its protective packaging until you are ready to install it, and (2) Wear a wrist grounding strap attached to grounded metal or, if a strap is not available, discharge static before handling the SO-DIMM module.

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Be careful when inserting or removing a SO-DIMM module. Forcing a SO-DIMM module in or out of a socket can damage the socket and/or the SO-DIMM module.

9. Holding the card at a shallow angle, insert the edge connector into the slot. When the card is fully inserted, the edge connector should not be visible.
10. Press the card downward until it is flat. *(Figure 4.3)* You should hear an audible click as the latches of the connector secure the card in place.
11. Once the module is properly seated, you can replace the cover on this compartment. Press the cover flat and then slide it into place. The hole in the cover should align with the screw hole in the system case.
12. Replace and tighten the compartment cover screw.
13. Line up the battery for insertion into the battery bay channel. Gently slide the battery towards the center of the unit until an audible click indicates that the latches have been secured.
14. Turn the unit right side up. Connect your power cord if desired, and restart the computer. Your WinBook notebook should automatically register the new memory. If the memory size indicated during the POST (Power On Self Test) does not match your new memory configuration, retrace the steps of the installation to be certain that the SO-DIMM modules are properly installed.

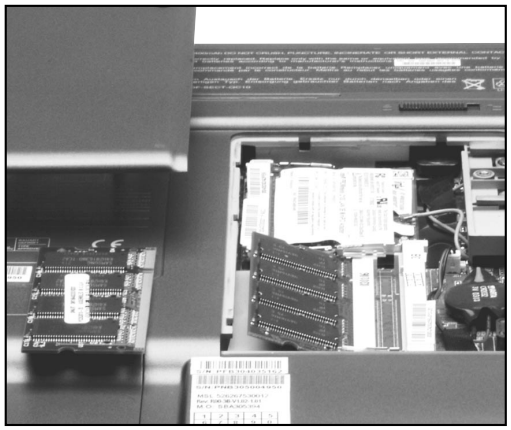

Figure 4.3: Replacing the Memory Card

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Upgrading the Hard Drive

Hardware and software changes quickly. In order to make it easy for you to expand the capacity of your WinBook notebook, the hard drive in your WinBook is made to be easily swapped out for upgrading. You should be sure to back up your hard drive before attempting to change the hard drive.

WARNING: Be sure that your hard drive is completely backed up before installing a new drive.

The swappable hard drive feature can also allow you to move your hard drive to and from another computer that supports the same swappable drive configuration. If the system is to be used by several users, it can also allow you to have separate hard drives for each user. This can help the users to maintain security and configuration options. To maintain security in an environment where drives are swapped, you should consider enabling the password option in the Setup program.

WARNING: Whenever you handle memory components (hard drive, SO-DIMM modules) from your system, you should be careful of excess static. It is advisable to wear a grounding strap, if you have one available. If you do not have a grounding strap, discharge static by touching a grounded object before beginning.

To Upgrade Your Hard Drive:

1. Back up the installed drive completely.
2. Power down the system completely. You should unplug the AC adapter and remove the battery before removing the drive. Disconnect any attached peripherals. See Chapter 3 for instructions on removing the battery from the WinBook notebook.

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Figure 4.3: Bottom of the WinBook notebook

3. Turn the system over. The front of the unit should be facing you.
4. The hard disk drive (HDD) compartment is located in the lower left corner of the unit. *(Figure 4.3)* There are two screws that secure the compartment cover to the unit. Remove the screws and set them in a safe place. *(Figure 4.4)*
5. Remove the single screw that attaches the rail kit to the drive bay. Once the screw is removed, slide the rail kit to the left side of the notebook to disengage the drive pins from the notebook header. Gently lift the rail kit up and out of the drive bay.
6. The drive is attached to the rail kit by 4 screws. Remove the screws and set them in a safe place. Slide the drive out of the rail kit.

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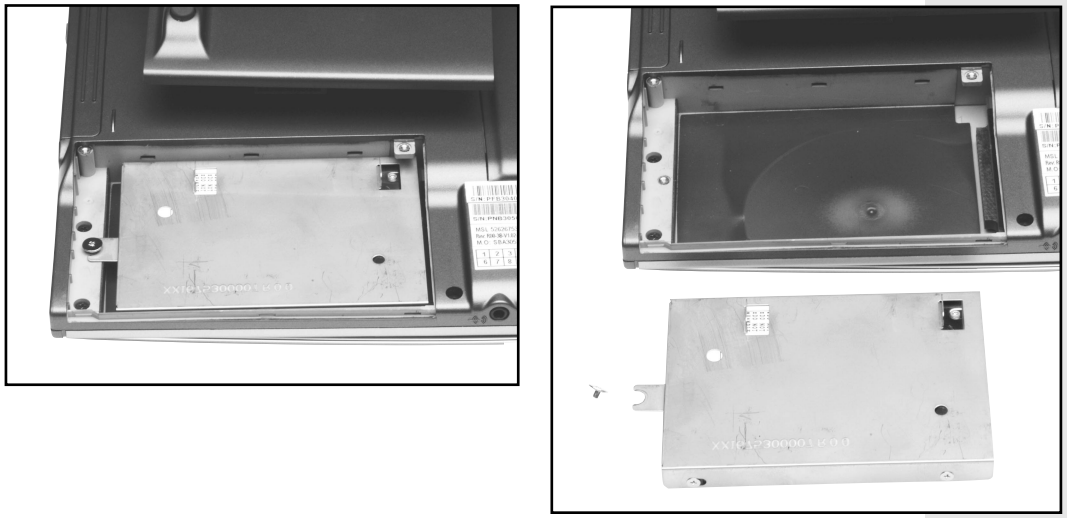
7. Remove the new hard drive from its anti-static bag. You can use the same anti-static bag to store your old hard drive.
8. Slide the drive into the rail kit. Secure the 4 screws that attach the drive to the rail kit.
9. Slide the rail kit into place. Be certain that the screw hole on the rail kit aligns completely with the screw hole in the case.
10. Secure the rail kit with the single screw.
11. Replace the hard drive cover by laying it flat on the compartment opening and sliding it towards the center of the unit until the screw holes are aligned with the cover holes. Insert and tighten the 2 compartment cover screws.
12. Finished!

Installing a new or replacement hard disk may require you to reload the operating system.

Figure 4.4: Replacing the Hard Disk Drive



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Wireless LAN (optional)

Your WinBook has been designed to support the latest networking technology via a wireless Mini PCI card that conforms to the 802.11x standards.

Upgrading to Wireless LAN

1. Turn off the computer and disconnect the AC adapter.
2. Disconnect all peripherals and carefully turn the unit over.
3. Engage the battery release latches and carefully slide the battery out of the bay.
4. The Mini PCI slot is within the expansion compartment which is located in the middle of the unit. *(Figure 4.5)*
5. Remove the single screw from the expansion compartment cover and set it in a safe place.

Figure 4.5: Bottom of the WinBook notebook

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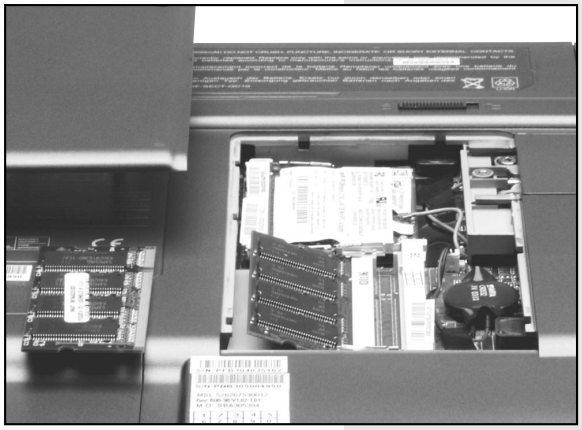
6. Slide the cover toward you then lift it up and away from the notebook.
7. You will now see the Mini PCI slot. To install the wireless card, hold the card with its edge connector toward the Mini PCI slot edge connector. *(Figure 4.6)* In order to help you orient the card, the edge connector has been made with two unequal-length sections. You will only be able to insert the card in one direction.
8. Holding the card at a shallow angle, insert the edge connector into the slot. When the card is fully inserted, the edge connector should not be visible.
9. Press the card downward until it is flat. You should hear an audible click as the latches of the connector secure the card in place.
10. Attach the wireless antenna lead to the connector labled "main" on the Mini PCI card. Replace the cover on the compartment. The hole in the expansion compartment cover should align with the screw hole in the system case.
11. Replace and tighten the single screw.
12. Line up the battery for insertion into the battery bay channel. Gently slide the battery towards the center of the unit until an audible click indicates that the latches have been secured.
13. Turn the unit right side up. Connect your power cord if desired, and restart the computer. Once Windows loads your wireless LAN card will be automatically detected and installed by the operating system.
14. Finished!

Figure 4.6: Installing the Wireless PCI Card



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Firmware Upgrades

Your WinBook notebook has certain software written into ROM (Read-Only Memory), including the BIOS (Basic Input/Output System) Setup Program. This firmware, as this software is called when it resides on chips, can be upgraded to provide enhancements. These upgrades can be downloaded from the WinBook Web Page (www.winbookcorp.com) or obtained on diskette. Technical Support can provide you with help in erasing the current firmware and replacing it with the updated version. Use the Technical Support phone number provided on your Quickstart Guide to get assistance in upgrading your firmware.

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