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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 for 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.

Conventions of This Manual

Using this manual will help you get the most from your WinBook® notebook computer. Keep the manual and the "Read Me First" card 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 One on the features specific to your WinBook notebook and then take advantage of the HTML-based "WinBook notebook Help" file located in the **WinBook** folder in your Start menu. 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 Chapter Nine (Troubleshooting) 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.
- The names of files in the Windows long-filename format are represented as text contained within quotation marks: "Windows file".
- Menus and Windows in Windows are presented in boldface: **Control Panel.**

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. Consult the "WinBook notebook Help" file in the **WinBook** folder of your **Start** menu for the most current information on the functions and settings of your computer.

- Paths to launch programs and documents from the Windows **Start** button are represented as paths in boldface: **Start/Settings/Control Panel/System.**

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

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

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

Your WinBook notebook comes equipped with a HTML-based Help File that includes more detailed information about your machine and its operating system (Windows 98 or Windows 2000). This symbol reminds you to check that Help file for more detailed instructions or for Windows 98 or Windows 2000 specific information.

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, the WinBook notebook Help file and the “Read Me First” card that came with your computer.

- Keep the area free of static electricity and magnetic fields. These can damage the computer and/or diskettes.
- 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/DVD drive, diskette drive or LS-120 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 battery in regular waste.
- Do not block the cooling fans on the sides or bottom of your unit. In units with a DVD drive, you should take care not to overheat the DVD drive by blocking the cooling fan on the bottom of the drive. Working with a blanket or pillow under the unit is not recommended when you are using the DVD drive since this will cause the unit to overheat. Do not operate the unit in a close-fitting cover or case.

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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Copyright Notice:

Manual Version 1.1

Release Date: February, 2000

Chapter One: Getting Started

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 has all the power and can perform all of the functions of a desktop computer, but its slim design and light weight provide you with portability that can free you to use the computer almost anywhere you go. The battery power of your computer allows you to use the computer even where there are no electrical outlets.

In addition to a fast processor, sharp and powerful video and a large capacity hard drive that make your WinBook notebook a match for desktop systems, there are several features that make it a particularly powerful tool for your computing and multimedia needs:

S-video Output: The S-video port of your computer allows you to send DVD and other computer output to S-video enabled televisions or video units for high-quality video playback.

MPEG-2 Software: Many CD-ROM/R/RW video disks use MPEG compression to store video clips. Your WinBook notebook has built in drivers for MPEG that allow for fast decompression of these clips and smooth CD-ROM/R/RW video performance. Units with DVD will also provide smooth video playback with the MPEG-2 software.

High-Quality Audio System: The full-duplex 16-bit stereo audio system with wavetable function and Sound Blaster Pro compatibility gives you the full audio capacity of a desktop system. Audio-out ports allow you to run your sound to high-quality external speakers or through your television (when connected to a television via the S-video port).

Flexibility: Easily upgraded memory, a docking port and PCMCIA slots with Zoomed Video (ZV) support provide you with the ability to quickly change and expand your system to meet new demands as they arise.

Windows: Your WinBook notebook is optimized for use with Windows and allows you take advantage of new features in Windows.

Hardware

Inventory

When you unpack your WinBook notebook, check that all the items that 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 that you ordered are included. If anything is missing or damaged, contact Customer Service immediately (the Customer Service number can be found on the “Read Me First” card that was enclosed in your box).

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. You can store any included disks and CDs in a safe place. 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.

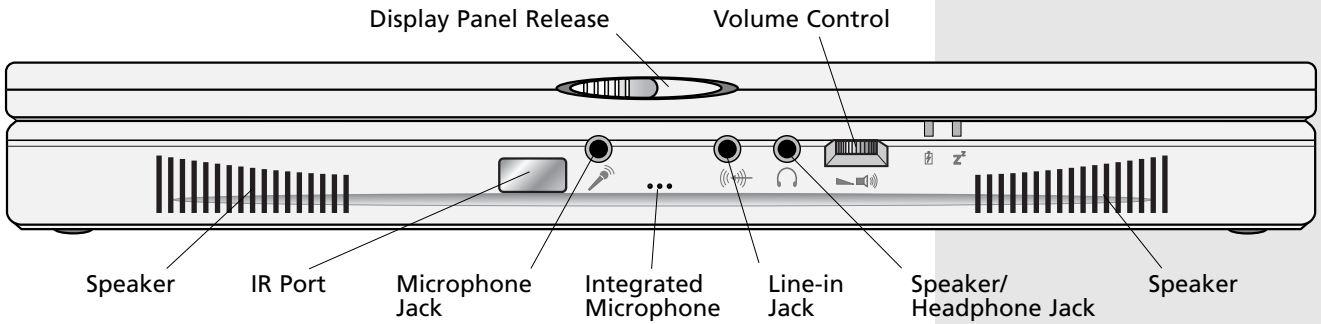
- **WinBook notebook, with built-in CD-ROM/R/RW or DVD Drive and Floppy Drive or LS-120 Drive**
- **Primary Battery (installed)**
- **AC Power Adapter**
- **Power Cord**
- **This Manual**
- **WinBook notebook Restore/Utility CD**
- **Windows Manual**
- **Pointing Stick Cover Set (in units with a pointing stick)**
- **Phone Cord (in units with a built-in modem)**
- **Any optional components ordered**

NOTE: *The WinBook notebook uses proprietary accessories (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 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.

Figure 1.1: Front View of the Closed WinBook notebook



THE FRONT *(Figure 1.1)*

The front release latch is used for releasing the display panel to reveal the LCD screen and keyboard of the WinBook notebook. To open the display panel: slide the release latch to the right and gently lift the display panel to a vertical position.

Your WinBook notebook comes equipped with two high-quality integrated stereo speakers. These are located at the far left and right of the front of the system.

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

Microphone Jack: 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.

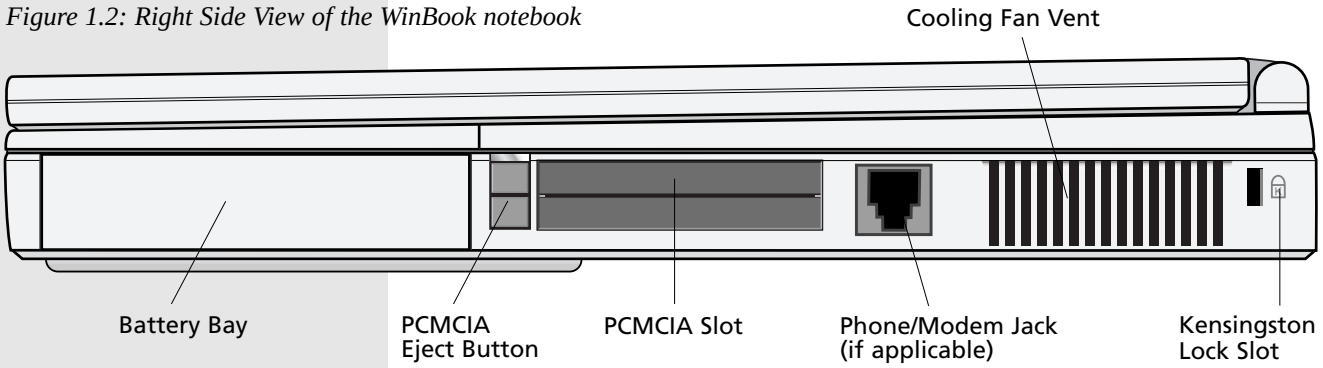
Integrated Microphone: The integrated monophonic microphone allows for voice recording. Remember not to block the front of the unit when using this microphone.

Line-in Jack: The Line-in jack allows you to direct audio input into your unit from a source such as a CD player. Connect a cable from the line-out port on the other device to this jack. Note: you must use this jack for stereo input since the microphone input only receives monophonic sound.

Speaker/Headphone Jack: This 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" inch 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.

Thumb Wheel Volume Control: This control allows you to control the speaker output. This control is a hardware control and does not adjust the software volume settings for your WinBook notebook. For more information about audio controls, see Chapter 4.

Figure 1.2: Right Side View of the WinBook notebook



THE RIGHT SIDE *(Figure 1.2)*

Battery Bay: This bay stores the Nickel Metal-Hydride (NiMH) or Lithium-Ion (Li-Ion) battery pack. The battery pack must be installed for battery operation and battery recharging.

PCMCIA (PC Card) Slots: These slots allow you to connect Type I, II or III cards to your system. Your WinBook notebook will accept two Type I or Type II cards or one Type III card. The unit will also accept a Zoomed Video connection in the bottom slot. For more information about PCMCIA cards, see Chapter 5.

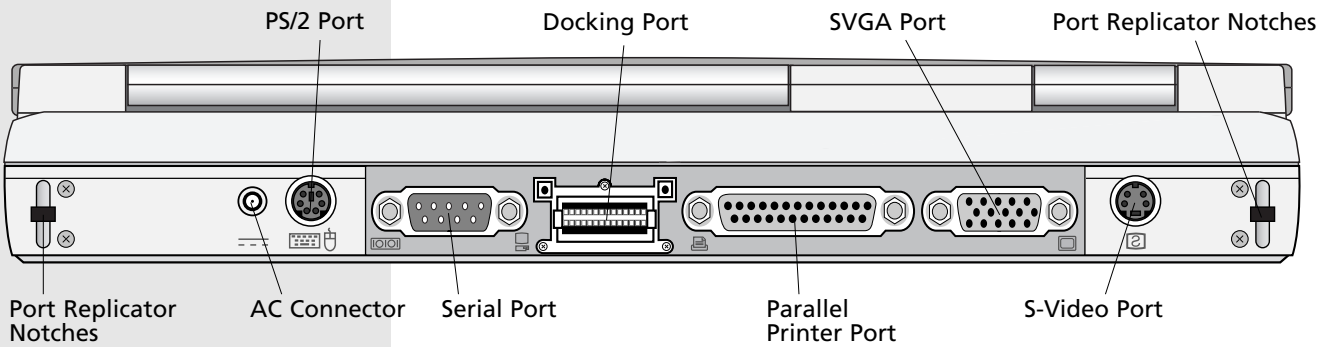
The eject buttons allow you to remove PC Cards from your system. See Chapter 5 for more detailed instructions for using your PCMCIA slots.

Modem Port: If your unit came with an internal 56K voice/fax/data modem, you will connect it 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.

Cooling Fan Vent: This vent emits heat from your WinBook notebook and keeps the interior within proper operating temperatures. Do not block this fan 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 Kensington lock.

Figure 1.3 Rear View of the WinBook notebook



THE REAR *(Figure 1.3)*

Port Replicator Notches: These notches secure your optional port replicator to the rear of your WinBook notebook.

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

PS/2 Port: This port allows you to connect an external PS/2 keyboard or PS/2 mouse to your WinBook notebook.

The 9-pin Serial Port provides a connection for serial devices, including a serial external mouse. The serial port is designated as COM1.

The 80-pin Docking Port provides a connection to an optional port replicator. It duplicates the rear connectors and adds in a second PS/2 port (so that you can connect both an external keyboard and external mouse), a stereo line-out, and a DC power-in jack. The port replicator also features a Game/MIDI port, not available on the actual WinBook notebook. The port replicator also includes a USB port; since your WinBook notebook only supports 2 USB ports, use of the USB port on the port replicator will disable one of the USB ports on the left side of the unit.

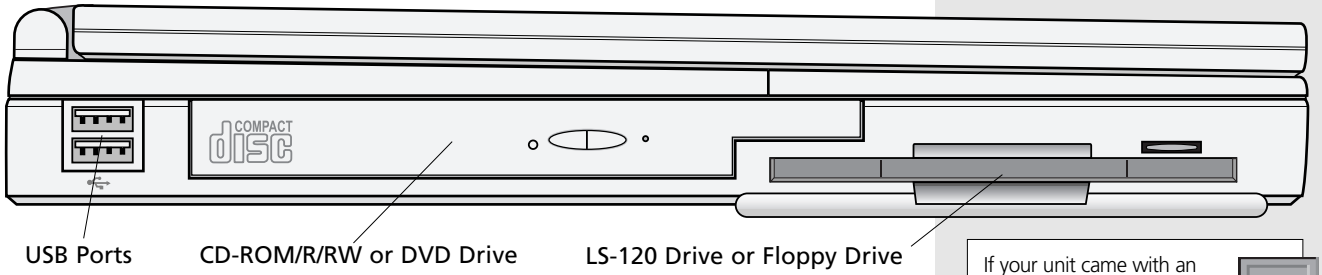
The Parallel Port provides a connection for a parallel printer or other parallel port device.

The SVGA 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, toggle between the two screens or use the external screen to provide extra space for your Windows desktop. See Chapter 6 for more information.

The S-video port allows you to direct the video output of your system to a device with an S-video connection.

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. You might need to obtain a USB hub to permit you to connect multiple devices into this single port.

Figure 1.4: Left Side View of the WinBook notebook



THE LEFT SIDE *(Figure 1.4)*

The USB (Universal Serial Bus) ports of your WinBook notebook allow you to add a wide variety of devices to your machine. The USB ports can allow you to connect up to 127 devices through each port, at very high data transfer rates of up to 12 Mbps (Mega-bits per second).

The CD-ROM/R/RW or DVD drive is built into the system. To open the drive, turn on the system and press the release button. The door will slide open.

The floppy disk drive or LS-120 drive is built into your system. If your WinBook notebook came with an LS-120 drive, you will be able to use this drive to read or write to standard 3.5" floppy disks or to high-capacity LS-120 SuperDisks. If your unit came with a floppy disk drive, you will be able to use 3.5" floppy disks, but not LS-120 disks.

If your unit came with an LS-120 drive, there is a motor for ejecting the disks, as opposed to the spring in a 3.5" floppy drive. You will need to have the power on to eject a disk from an LS-120 drive. If you need to retrieve a disk and cannot power up the system, there is a small emergency release hole located just above the disk slot. Gently insert a paper clip into the hole. This method is designed for an emergency retrieval of a disk and should not be used regularly. Your drive will last longer if you remove the disk using the normal unloading method.

The bottom of your Si2 includes compartments which allow certified technicians access to the internal components of your system. You should exercise care when opening these compartments since damage to the components inside could seriously disrupt system operation.

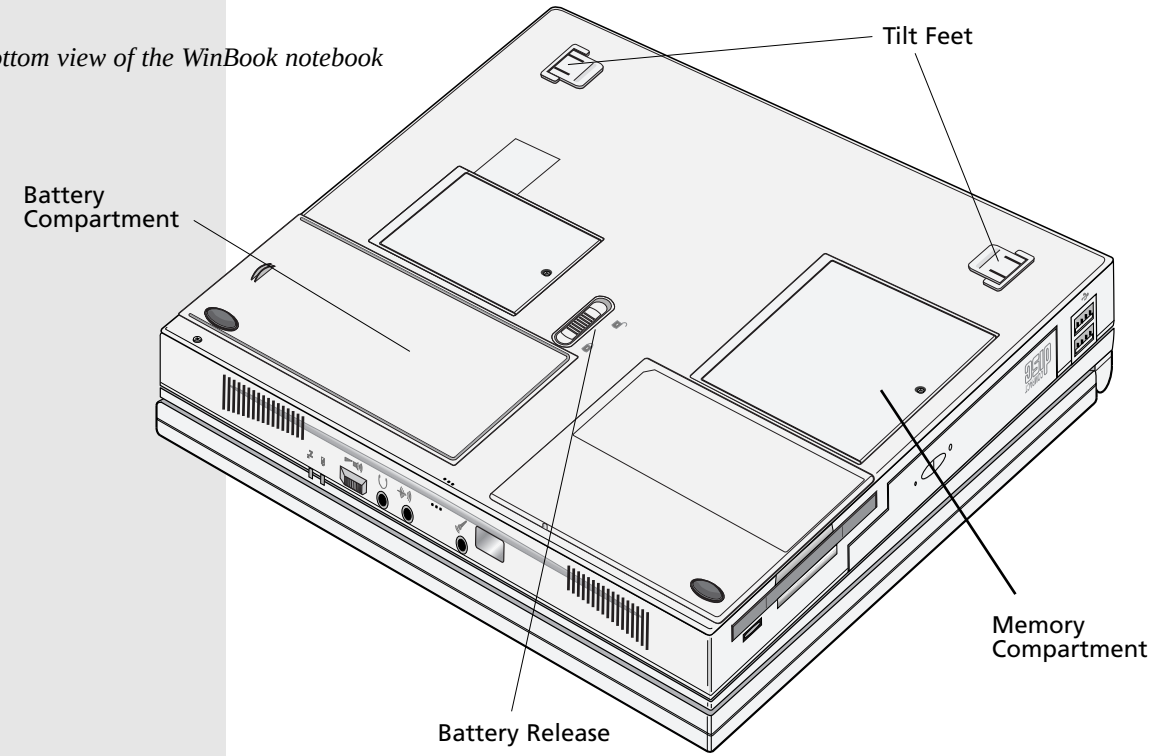
THE BOTTOM *(Figure 1.5)*

Battery Bay: The battery bay has a release latch located near the center of the unit. Push the release and you will then be able to slide the battery from the bay.

Memory Compartment: This compartment houses the slots for the SO-DIMM memory modules for your unit. See Chapter 7 for information about upgrading memory.

Tilt Feet: The tilt feet on your WinBook notebook allow you to adjust the angle at which you work.

Figure 1.5: Bottom view of the WinBook notebook



INSIDE THE NOTEBOOK *(Figure 1.6)*

E-mail Button: Pressing this button will launch the default e-mail program on your system.

Internet Button: Pressing this button will launch the default browser on your system.

Status LED Indicator Panel from left to right *(Figure 1.7)*:

Drive Access: A green light indicates that the computer is reading from the CD-ROM/R/RW or DVD-ROM.

Diskette Drive Access: A green light indicates that the computer is reading from or writing to the floppy disk drive or LS-120 drive.

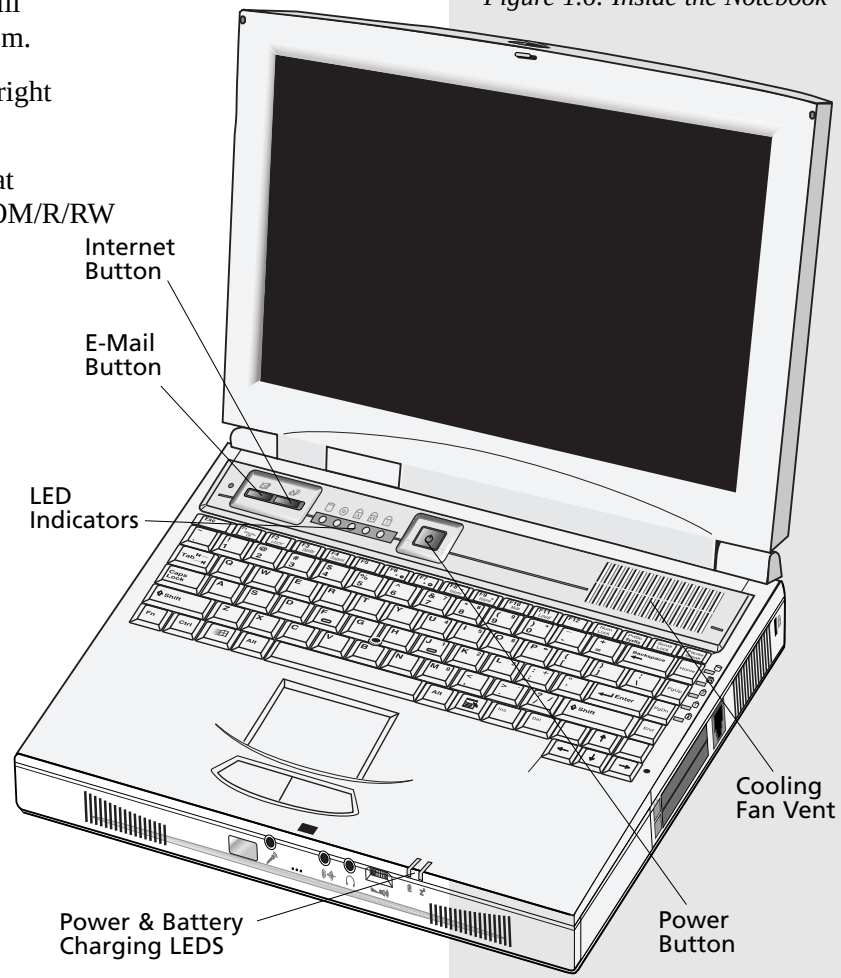
Caps Lock: A green light indicates that the CapsLock function has been activated.

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

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

The power button for your system is located just above the keyboard to the right of the LED indicators.

Figure 1.6: Inside the Notebook



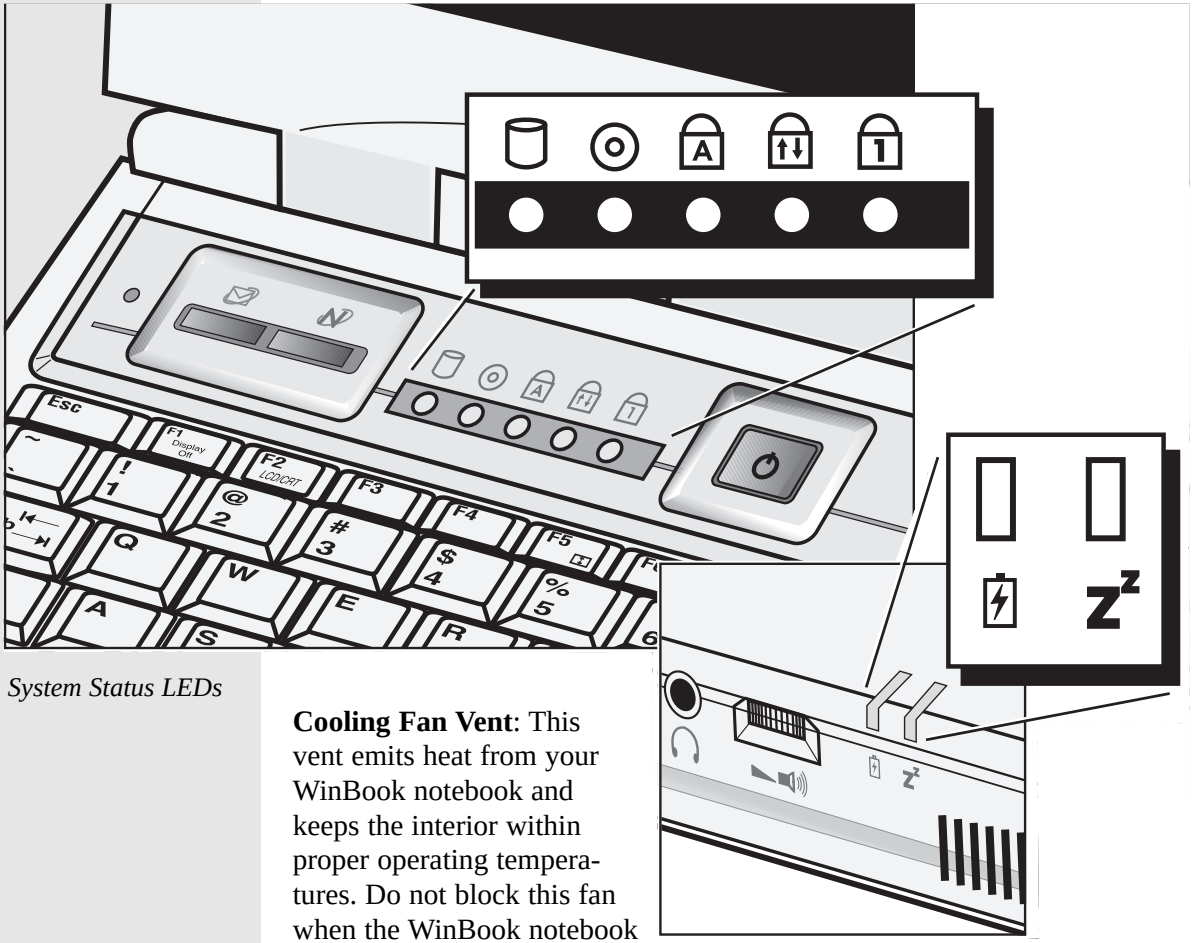


Figure 1.7: System Status LEDs

Cooling Fan Vent: This vent emits heat from your WinBook notebook and keeps the interior within proper operating temperatures. Do not block this fan when the WinBook notebook is in use.

The power and battery charging LEDs, located on the forward edge of the WinBook notebook, indicate the power use and battery status of your system. These LEDs are visible with the LCD panel opened or closed. The battery charging LED (on the left as you face the system) lights amber to

indicate that the battery is charging. The light shuts off to indicate that the battery is fully charged.

The power LED indicates the power status of your WinBook notebook.

-A green light indicates that the system is powered on, either using the AC adapter or the battery.

-An amber light indicates that the battery has reached a low power level.

-A blinking green light indicates a critically low battery level or that the unit is Suspended to RAM or to Disk.

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 then allow the battery to fully discharge and recharge three times. This will help calibrate the electronics that monitor and maintain the battery charge. After those 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 Three 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.

Your system should pass right through the memory tests and setup to start loading Windows.

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.

Every effort has been made to make certain that your WinBook notebook system will function properly, but, if you should experience a problem when you turn on the computer, refer to Chapter Nine: Troubleshooting. If you cannot find the answer there or are unsure how to proceed, contact Technical Support (at the number indicated on the "Read Me First" card that came with your system).

If you ever need to reinstall your Windows Operating system and are prompted for a User Key, you can find your User Key number on a sticker on the bottom of your unit.

During this first setup, you can click on the Next button to move to the next step. Clicking on the Back button allows you to return to the previous step and review the information entered during that step.

Windows 98

1. You will be asked to type your name and the name of your company (if applicable). Be careful to enter this information correctly, since this information will be entered into the Windows Registry for your WinBook notebook.
2. You will be shown the EULA (End User's License Agreement). Read this agreement and then accept its terms by clicking on "accept." You will not be able to click on the Next button until you have accepted the terms (it will be "grayed out" until then).
3. You are now ready to begin the Start Wizard, which will guide you through the rest of the setup. Click Finish to begin.
4. You will be asked to set the time zone for your location. If the date and time for your system are not correct, you can correct them here.
5. The Start Wizard will now update system settings and take you to the Windows desktop.
6. You will be greeted by the Welcome to Windows screen. You can register your copy of Windows electronically, set up your Internet connection, explore Windows and setup automated system maintenance from this screen. If you are unfamiliar with Windows, you should consider taking advantage of this Welcome screen. It will reappear each time you boot your system, unless you click off the checkbox beside "Show this screen each time Windows starts." Note: If you disable this feature and want to enable it at a later time, you can find it in the System Tools menu **(Start/Programs/Accessories/System Tools)**.

Windows 2000

1. You will be asked to type your name and the name of your company, if applicable. Be careful to enter this information correctly, since this information will be entered into the Windows Registry for your WinBook notebook.

2. You will be presented with a screen that allows you to set regional settings for Time/Date, Currency and Keyboard. Adjust these settings as needed for your locale.

3. You will be shown the End User License Agreement. Read this agreement and then accept its terms by clicking on "accept." You will not be able to continue to the next screen until you have accepted the terms.

4. You will then be asked to enter a computer name, an administrator password and confirmation of that password. If will be using this computer in a network environment, check with your network administrator so that you can be sure to create a unique computer name for that environment. The administrator password will be used to gain complete access to your operating system. Be sure to record this password in a safe place.

5. You will then be asked to set up your system for modem use. Fill in the fields with the appropriate information.

6. You will then be asked to set the time zone for your location. If the date and time for your system are not correct, you can correct them here.

7. You will then be asked to complete the Network Identification Wizard. You will establish the network identification protocol used at system boot. If you will be the only user of the WinBook notebook, you can set the system to "Windows always assumes the following user has logged on. "This automatically loads that user name and password every time you boot up.

In some cases, you may first see a Safe Recovery message. This message appears because your computer has been previously turned on and the Setup program was not completed. You can ignore this message and continue with your installation.

8. The Start Wizard will now update system settings and take you to the Windows 2000 desktop. If you purchased additional software with your system, you will need to install that software yourself before you can use it (which is discussed below). To run the preloaded software in Windows 98 (which includes applets such as Wordpad and Paint), you can use the Start option on the Windows taskbar. Select **Programs** from the Start menu, then find the program menu for the software that you wish to run. As you gain experience with Windows, you will find that there are other ways to access programs (such as shortcuts and toolbars) that may be easier for the way you work. Explore your system and learn its capabilities. The various options are there to allow you to work in the way most comfortable for you.

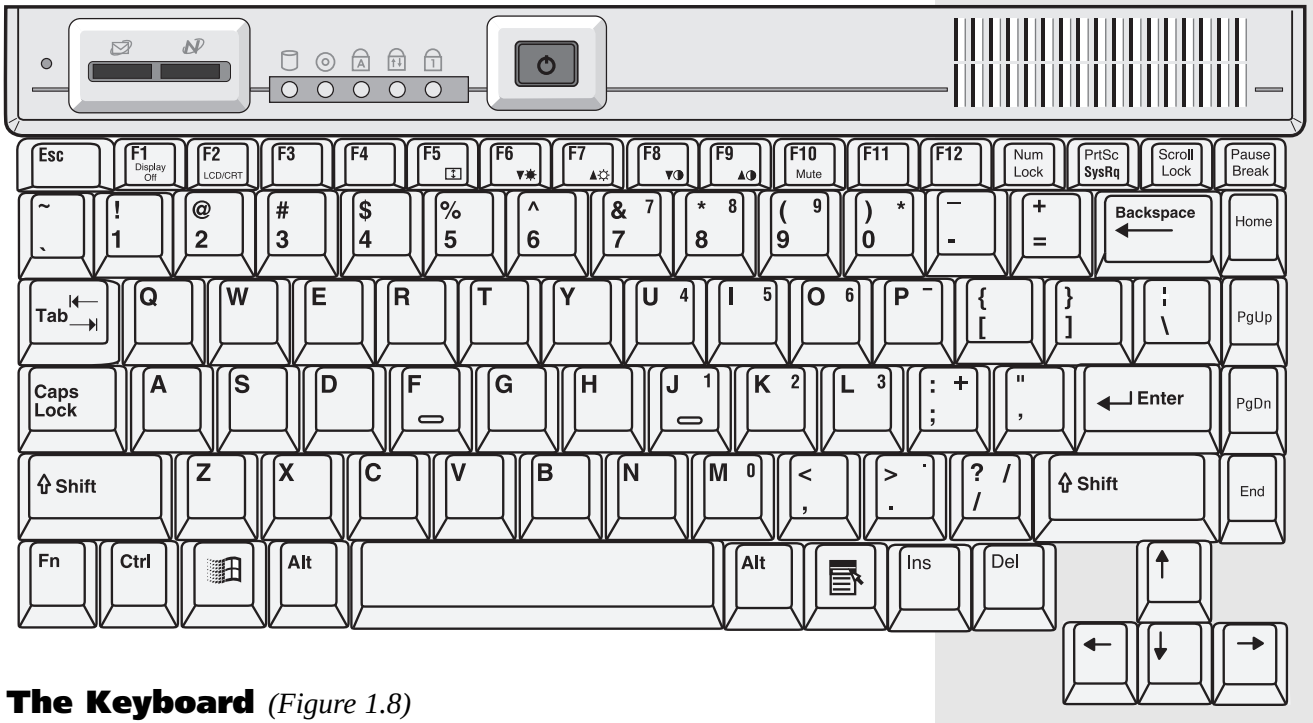
Your version of Windows also comes preloaded with software for online service providers. You can double-click on the **Online Services** folder and then double-click on an icon to activate the associated software. The folder also includes an icon where you can find information about the terms of the services.

If you explore the start menu in Windows 98, you will notice a WinBook folder in the program groups. This folder holds your WinBook notebook Help file and possibly other files that contain information about your WinBook notebook. The WinBook notebook Help file contains the information in this manual, as well as other information to help you run your WinBook notebook. In Windows 2000, the WinBook Help file is integrated into the Windows 2000 Help file on your system. Access it by Clicking Start/Help.

Remember to store your Windows manual in a secure place. You will need the product key on the cover if you ever need to reload Windows, such as when purchasing a new hard drive or repairing a damaged hard drive. If you lose this registration number, you will have to purchase an additional copy of Windows.

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.

Figure 1.8: The Si2 Keyboard (Shown with pointing stick available on selected models.)



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 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 bottom of the keyboard to the left of the cursor keys allow you to insert and delete characters.

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

Your keyboard also has two Windows keys: a Start key (which bears the Windows logo), which allows you to pull up the Start menu, and a Menu key (which looks like a pull-down menu), which pulls up the pop-up menu in programs that are Windows compatible (this key acts just like a click of the right mouse button).

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 green on the keys and are activated by pressing the [Fn] key (the second key from the lower left corner of the keyboard) 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).

KEYS	FUNCTION(S)
[Fn]+[F1]	**Places the LCD display into a standby mode.**
[Fn]+[F2]	**If an external monitor is present, pressing this hot key combination toggles the display between the built-in LCD screen, the external monitor and simultaneous display on both screens.**
[Fn]+[F5]	**Toggles between expanded and non-expanded views when the computer is set to the 640x480 resolution.**
[Fn]+[F6]	**Decreases screen brightness.**
[Fn]+[F7]	**Increases screen brightness.**
[Fn]+[F8]	**Decreases screen contrast.**
[Fn]+[F9]	**Increases screen contrast.**
[Fn]+[F10]	**Mutes system audio.**

Mouse Buttons & Pointing Devices

Your WinBook notebook comes with a built-in touchpad and pointing stick (on selected models) and can support an external mouse via the USB, PS/2 or serial ports. You can use two pointing devices simultaneously. See Chapter Four for more information about pointing devices.

When the rubber cover of the pointing stick starts to wear down, you can purchase additional covers from WinBook.

Pointing Stick *(on selected models)*

The pointing stick device is the small red knob (it looks like a pencil eraser) that sits just below the [G] and [H] keys of your keyboard. This pressure-sensitive device translates the pressure of your fingertip on the knob into movement of the cursor. Shift the pressure of your fingertip slightly in the direction in which you want to move the cursor. The two switches below the touchpad serve as the left and right mouse buttons and can be used with either the pointing stick or the touchpad.

Touchpad

The touchpad is a rectangular electronic panel located just beneath 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 along 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.

Use of an external pointing device with your WinBook notebook is discussed in Chapter Four.

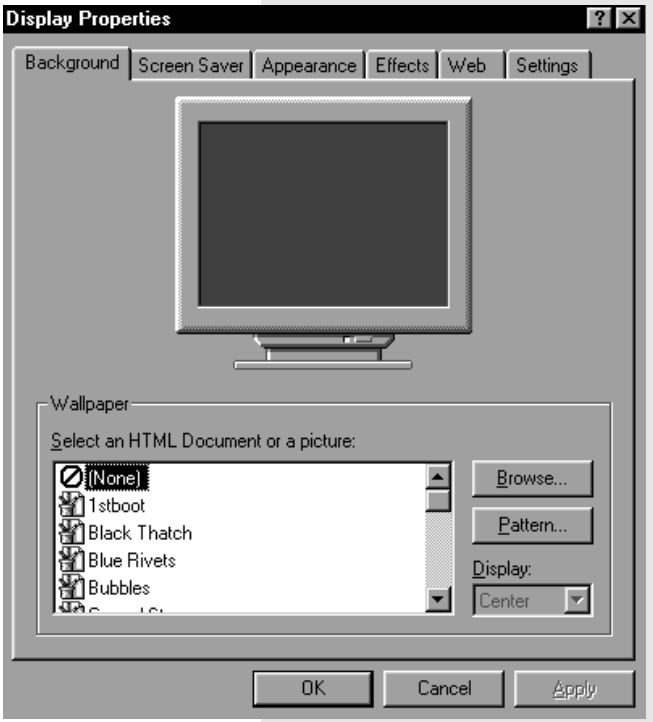
No matter which pointing device you use, its speed, or the speed of an external mouse, for your WinBook notebook system can be adjusted to accommodate your personal preferences. You can alter the mouse speed for applications running in Windows by accessing the **Mouse** selection in the **Control Panel (Start/Settings/Control Panel)**. The options in this menu will allow you to alter the double-click speed (the time between clicks that he computer will recognize as a double-click rather than as two separate clicks) as well as the speed at which the pointer moves. You can also use the menus provided here to alter the pointing device for left-handed users.

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]+[F6] and [Fn]+[F7] to adjust brightness and [Fn]+[F8] and [Fn]+[F9] to adjust contrast.

Depending on the screen that was built into your WinBook notebook, your display will support a resolution of 800 x 600 pixels or 1024 x 768 pixels with up to 64K colors. If you use the Windows Display Properties window (see below) to change down to a resolution lower than the standard resolution of your screen, the display will not occupy the full size of the built-in screen (although it might on an external monitor). Notice that when you put your computer into the DOS mode, which uses the VGA resolution (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.

Figure 1.9: The Display Properties Window



You can quickly adjust the resolution and number of color settings through Windows's Display Properties window. To open this window, locate the red ATI display icon on the taskbar. Right-click on this icon to bring up the ATI menu. Select "Settings" and then "Display Settings" to bring up the display menu. Click on the Settings tab. *(Figure 1.9)*

You can now choose from the available display options, including window colors and backgrounds. For more information on video resolutions, see Chapter Six.

Battery & Power Saving

When the AC Adapter is connected to your WinBook notebook, your battery will charge whether the computer is on, off, or in the power saving mode. It will, however, charge much faster if the computer is off.

When your battery charge level gets low, you will receive several warnings.

- When the charge starts to get low, an exclamation mark will appear beside the battery icon on the taskbar.
- When about 10 minutes of battery power remain, you will receive warnings: the system will beep once to warn you that you have entered this low-charge state and the power LED (the right LED on the front edge of the unit) will change to amber.
- When about 5 minutes of battery power remain, you will receive additional warnings: the system will beep twice and the power LED will start to flash.
- When the battery reaches a critical level, Windows will pop up a warning telling you to switch to AC power or suspend.
- When your computer is in suspend mode, the power LED will flash green once per second.

In addition to these warnings and actions taken by Windows, your WinBook notebook has built-in measures to help preserve data when battery power gets low. If your unit is set to Suspend on low power (the unit is shipped with this option active), you will receive a warning sound when a few minutes of power remain. When power gets critically low, the system will suspend to disk.

If your battery drains completely without being placed into the suspend mode, you might lose information which has not been saved. It is a good idea when using battery power to place the unit in the suspend mode if you think you will be leaving the unit for any substantial length of time.

To check your battery charge level:

Battery Icon

The battery icon provides a rough indicator of the battery charge level by starting out all blue (full charge) and becoming more gray as the charge level drops. You can also hold the cursor over the icon to get a popup reading of battery charge level.

Control Panel

Clicking on the Power icon in the Control Panel brings up the Windows power management menu. You can get a reading on the current battery charge level here. You can also make changes here to the power management settings used during Windows sessions.

Your unit will come set to enter the Suspend mode on low battery. This will help prevent data loss. You can alter this setting in the Setup program (see Chapter Eight).

If you will be using your system primarily in a desktop setting, you should consider setting the power management to less aggressive settings. The aggressive settings are more appropriate for mobile usage. You can switch the settings as the specific situation demands by making adjustments in the power management features of Windows.

Power Management

Your WinBook notebook should run for over two hours on a single, fully charged battery and longer if power management is employed. The key to obtaining optimal battery life for your system is effective power management. You can set your system to the optimal power management level for your usage by using the power management features in Windows (see Chapter 3). You should familiarize yourself with the various power management features designed into your system so that you can configure your system for your needs.

Keep in mind that power management takes advantage of the times when you stop using resources. If you work continuously and use resources extensively, power management will not be able to take effect and extend battery life.

You can also adjust system volume, microphone volume and other audio settings through the **Multimedia** icon in the **Control Panel.**

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

Audio/Sound

Built-in Speakers

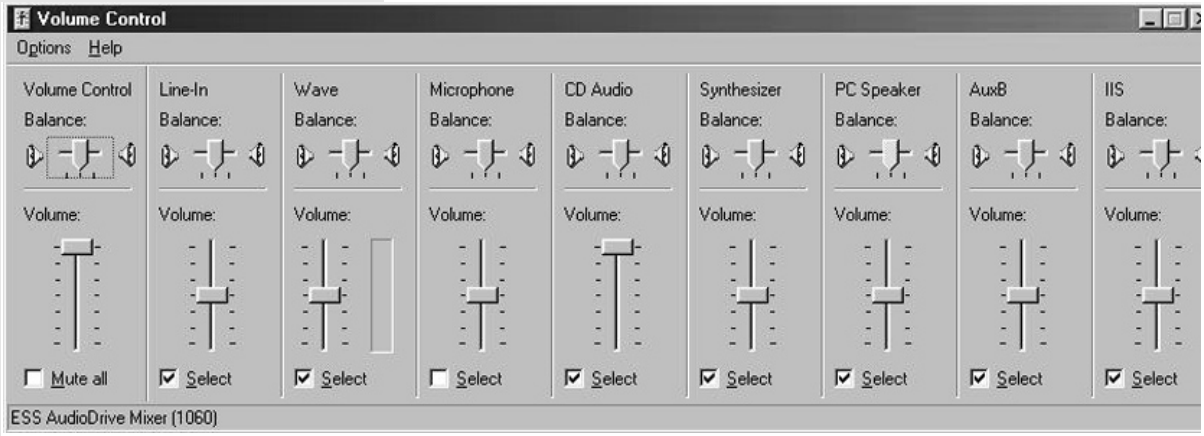
Your WinBook notebook comes with built-in audio hardware that plays sounds through the speakers built into the cabinet of your system. You can adjust the hardware volume as explained in the keyboard section above. You can also adjust the software controls of the audio through Windows.

You can adjust the audio volume by clicking once on the speaker icon on the taskbar *(Fig. 1.10)* and moving the volume slide.

Figure 1.10: The speaker icon on the taskbar

You can adjust the volume, tone and balance of the audio output from your software, by double-clicking on the speaker icon on the taskbar and using the slides in the audio mixer. *(Fig. 1.11)*

Figure 1.11: The Audio Mixer



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. The audio software that is included with your WinBook notebook provides one such application.

Connecting an external microphone to your WinBook notebook disables the internal microphone.

Your system will ship with the microphone muted, which helps reduce feedback when the microphone is not being used by an application. Double-click on the speaker icon on the taskbar to call up the audio mixer. If the microphone is muted, you can click on its checkbox to enable the microphone.

CD-ROM Drive/DVD Drive

The CD-ROM or DVD 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. The CD-ROM 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 CD-ROM enables it to search that data and retrieve the specific data that you want very quickly. Data CDs are ROM (Read Only Memory) disks and cannot be written to with your CD-ROM drive. Their high capacity and fast speed makes them 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 notebook. Your CD-ROM will also be able to read from photo CDs.

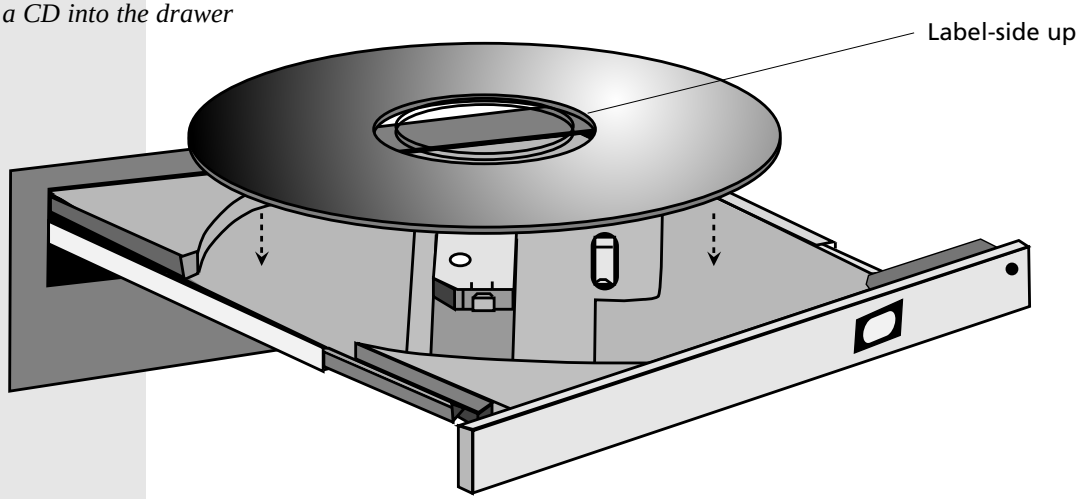
Dirt in the CD tray can affect performance. Be sure to keep the tray clean.

You can load a CD/DVD 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 1.12)*
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.

Figure 1.12: Loading a CD into the drawer



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. To adjust the volume of an audio CD playing in Windows, you can single click (brings up the volume slide) or double-click (brings up the entire audio mixer window) on the speaker icon beside your clock.

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 under the indicator LED. 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.

If your WinBook notebook has a DVD drive, you will be able to use this drive to play DVD video disks. You can even connect your computer to a television or S-video equipped television or video device to play videos stored on DVD.

CD-R/CD-RW Drive

Selected units will come with a CD-R/CD-RW Drive. The physical operation of this drive is the same as for a CD-ROM or DVD drive (as explained in the previous section). The CD-R/CD-RW drive will read from ordinary CD-ROMs, but will also be able to write to special CD-R and CD-RW disks. Units equipped with a CD-R/CD-RW drive will come equipped with software that will enable you to write to these kinds of disks. When you place a blank CD-R or CD-RW disk into the drive, the software should detect the blank disk and prompt you to begin special software handling of that disk. Once the software has prepared the disk, you will be able to treat that disk as if it were another available drive on your system, until you "close" that disk for use in standard CD-ROM drives. If the software does not start up automatically, you can run the software from the Start menu (see the WinBook Si Help file for information).

CD-R disks 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

If you have to reinstall Windows at some point, you will lose some of these drivers. To regain normal functioning of your WinBook Notebook in such a case, use the Restore CD that came with your system.

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.

drives or audio CD-players. Note: some older drives will not be able to read from these disks. You can write to CD-R disks and use them to distribute your data to other users. CD-R drives come in two capacities:

1. 650MB (data)/ 74 minute (CD audio)

2. 700MB (data)/ 80 minute (CD audio)

CD-RW disks can be erased and reused many times. CD-RW disks can be read only by CD-RW drives or by specially designed "multiread" CD-ROM players, so these disks are primarily intended as a high-capacity storage device rather than as a means of distributing data.

For more detailed information about this drive, check the WinBook notebook Help file.

Software

Preloaded Software

Your WinBook notebook comes preloaded with Windows as its operating system. There is also the necessary software to use your Infrared (IR) port and audio hardware in Windows.

For instructions for using Windows, check the Windows manual, which is included in your WinBook notebook box.

In addition to the software that you run and see, there is some preloaded software that runs in the background. 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/R/RW 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.

The installation of software can be done through the **Add/Remove Program** icon in the **Control Panel**. Once in the Add/Remove window, click on Install in the **Install/Uninstall** menu. You can also use the instructions provided by the software manufacturer, which will usually involve clicking on **Run** in the **Start** menu and typing in the necessary program information. Most current software on CD-ROM/R/RW will start automatically once the CD is inserted and recognized by your WinBook notebook.

To complete the installation of the software programs you should follow the instructions provided with the software. Most software programs (especially Windows programs) will install directly from within Windows. If you are running Windows 98 and need to install from DOS, you can do so by selecting the DOS mode: select Start/Shut down and then select "Restart in MS-DOS mode." If you are running Windows 2000, check your WinBook notebook Help file for more information about DOS-based programs.

Chapter Two: Basic Computing

The WinBook notebook is designed to be run straight out of the box, so, if you are an experienced computer user, you should be ready to go. You can find additional information about specific features of your system in the chapters that follow and in the WinBook notebook Help File in the WinBook folder on your hard drive. If you are not an experienced user or are new to the Windows operating system, you should take a few minutes to read this chapter and familiarize yourself with some basic aspects of computing with your WinBook notebook.

RAM

RAM (Random Access Memory), also sometimes referred to as system memory, is the active memory of your computer, where it holds programs and data that are currently in use. The more RAM your computer has, the more space it has to run programs. Your WinBook notebook came with a certain amount of RAM, but that is not the limits of the memory used by Windows. Windows will set up a swap file on your hard drive to provide additional "virtual memory." When the programs you are running need more than the memory available in RAM on your computer, Windows will "swap" some programs from RAM to that hard drive. When those bits of memory are needed, Windows will swap them back into RAM (and, if necessary, swap other bits of memory to the hard drive). Even with the fast data bus and fast hard drive in your WinBook notebook, the reading and writing to the disk is slower than having the data available in RAM.

Some programs will require a lot of RAM to run. As a result, the number of programs that you can run simultaneously will vary with the type of applications in use.

When you place your WinBook notebook in the Suspend mode, it will use a small amount of battery power to keep the RAM active while shutting down the other elements of your system. When you resume using the system, your active sessions in RAM will be available just as you left them.

Hard Drives

The hard drive is the fixed disk, which provides the primary storage medium for your data. Most of your programs and data will be stored on the hard drive. The capacity of your hard drive will probably be one or more gigabytes (1 gigabyte (GB) = 1,000,000,000 bytes or 1024MB). The programs you run and the data you create will be stored on this hard drive and take up some of that available space. Programs tend to take up a lot of disk space (some may take up over 100 megabytes, with software suites taking up considerably more), while the files that you create will generally take up much less (stored in plain text, a 1,000 page manuscript will fit in less than 1 megabyte).

Your hard drive is usually the C: drive in your system. There are a number of system tools that will allow you to keep track of disk usage and keep your hard drive running efficiently.

Windows 98 and Windows 2000 use different file systems (FAT32/ NTFS, respectively) and how you use and maintain your hard drive will vary with your operating system. Your WinBook notebook Help File contains more detailed explanations of maintenance of your hard drive and file system. If you are unfamiliar with file storage and hard disk drives, you should take a few minutes and read through the

If your computer is connected to a network, you will also have access to hard drives on other computers. See the networking documentation in Windows to see how to access such drives.

Figure 2.1: The C: Drive

"Windows 98 on Your WinBook notebook" or "Windows 2000 on Your WinBook notebook" section of your Help File.

No matter which operating system you have installed on your WinBook notebook, you can find out what is stored on your C: drive by double-clicking on the C: drive icon. *(Figure 2.1)*

You can also find out the capacity, used space and available space on the C: drive by right-clicking on the C: drive in the My Computer window and selecting properties from the drop-down menu. *(Figure 2.2)* *(Figure 2.3)*

Figure 2.2: C: Windows 98 Drive Properties

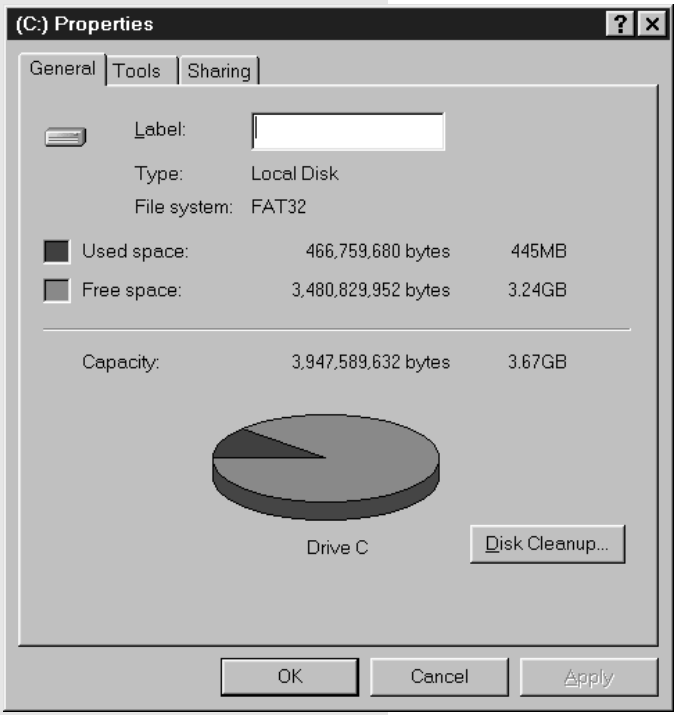
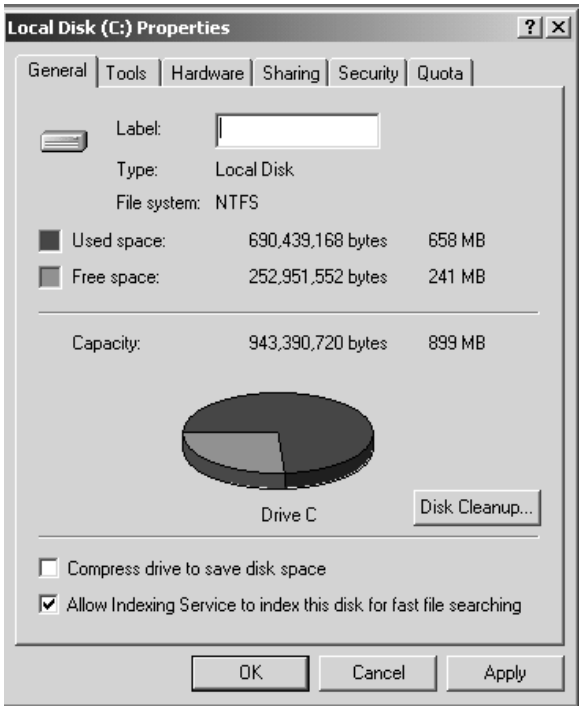


Figure 2.3: C: Windows 2000 Drive Properties

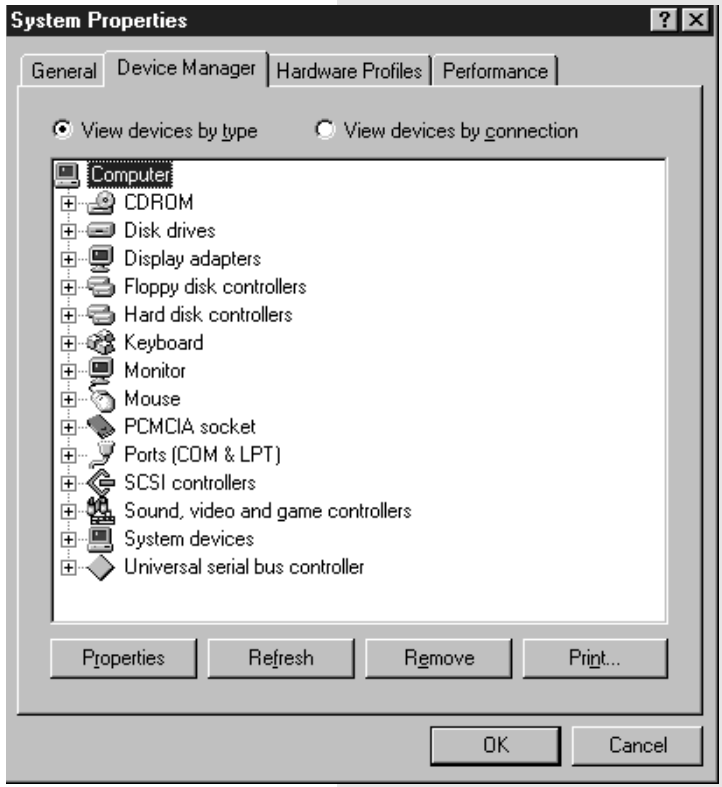


The Device Manager

Be sure to read the Windows manual carefully before altering any settings in Device Manager.

While the Setup program (see Chapter Eight) tells your computer what equipment it is running, the Windows Device Manager tells the operating system what equipment it is running. It is a good idea to learn about the various components of your system and how they operate. You might find that there are capabilities of your system that you had not anticipated. Or you might need to know what hardware is in your machine and to what standards it conforms in order to know how well your system will work with some new software you want to install. Or you might want to add some additional equipment to your system and will need to know if its settings will conflict with those in your WinBook notebook. Device Manager is the place where you can learn this information about your system. If you want to know more information about these pieces of the computer, you can click on the particular device in the Device Manager and then click on Properties. If there is a problem with the device, you will get some basic information here on the source of the problem. If there is a conflict between two (or more) devices, you will also be told which devices are trying to use the same IRQ or resource.

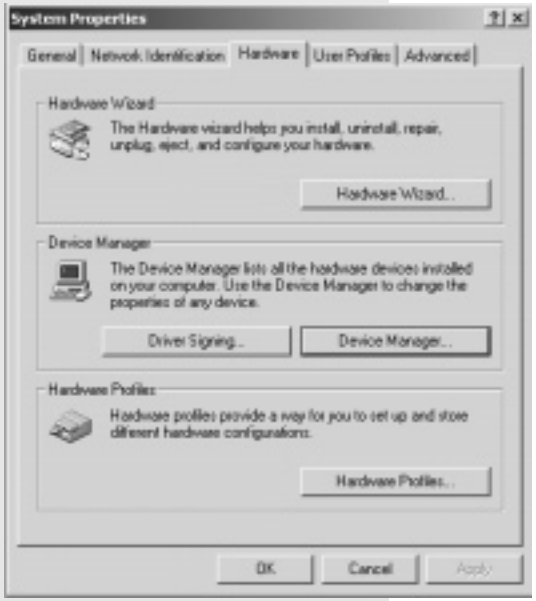
Figure 2.4 Device Manager



Windows 98

You can get to the Device Manager through the System icon in the **Control Panel** (**Start/Settings/Control Panel**) or by right-clicking the **My Computer** icon on the desktop and selecting Properties. In the System Properties window, click the Device Manager tab. *(Figure 2.4)*

Figure 2.5: System Properties in Windows 2000



For detailed information about using Windows 98 or Windows 2000, you can check your WinBook notebook Help File and the manual and Help file that came with your version of Windows. If you are not an experienced user, you should read through the "Windows 98 on Your WinBook notebook" or "Windows 2000 on Your WinBook notebook" section of your Help File.

Windows 2000

You can get to the Device Manager through the System icon in the Control Panel (Start/Settings/Control Panel) or by right-clicking the My Computer icon on the desktop and selecting Properties. In the System Properties Window, click on the Hardware tab. *(Figure 2.5)* Click on the Device Manager button (near the center of the dialogue box). This will open the Device Manager. *(Figure 2.6)*

Figure 2.6: Device Manager in Windows 2000

Communications

Your WinBook notebook might have come with a fax/modem (built-in or a PCMCIA card) that allows you to take advantage of the fax and communications abilities of your system. The fax/modem is capable of running in two modes: as a fax and as a modem (which can be connected to other computers via their modems).

Faxing

Your modem can allow the computer to send and receive faxes if you obtain fax software. Any Windows application which has a print command can be used to generate faxes. You can combine text and images from different programs into a single fax transmission. To send a fax from within a Windows program, you need only select the fax as your printer for that document. Then print the document just as you would to your printer.

Your fax can also be used to receive faxes, which can be sent directly to your printer to produce a hard copy of the fax transmission.

Software logs will enable you to track all of the faxes that you have sent or received.

Modem Communications

You can use the modem to connect to other computers with a modem, or to log into networks that allow modem access. Your modem can be set to emulate a terminal for logging into remote systems. It can also be used with log-in protocols to connect to certain providers and on-line services (including those provided with Windows). *(Figure 2.7)*

Your modem can be set to allow your computer to function as its own mini-BBS (bulletin board system), enabling callers to log-in to your computer and exchange information.

You must disengage Call Waiting when using the fax/modem. The click from the Call Waiting can interrupt or cancel transmissions by the fax modem. Contact your local phone company for information.

The current Federal Communications Commission regulation part 68, Section 68.318 (c) (3) states that it is illegal to transmit a fax in the United States which does not contain the following sender information:

"...in a margin on the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business, other entity, or individual sending the message and the telephone number of the sending machine of such business, other entity or individual."

Please be certain that you have complied with this regulation and set up your fax software appropriately before faxing.

Due to limitations in telecommunications connections, maximum transfer rates might not be attainable in your area.

Note to advanced users: a list of AT commands is available in the WinBook notebook Help file.

The speed of your modem (e.g. 56,600 baud) represents the speed at which the modem is capable of transmitting information. A modem with a speed of 56,600 baud means that the modem can transmit 56,600 bits (not bytes) per second (bps). Your modem may be capable of faster speeds of transmission from modem to computer. This does not affect the rate of communication between modems, but, if both modems are capable of such compression, a connection can have a higher effective speed if the sending system compresses the data as it is sent from the sending computer to the sending modem and if the receiving system decompresses the data as it is sent from the receiving modem to the receiving computer. Thus, it is possible to "connect" at higher speeds. You should always try to connect at the highest rate of connection available to you. The modems will negotiate the connection and establish the actual rate of transmission of information (the key is the compatibility of the modems—the standards in this industry are fairly well-established and thus compatibility is pretty much the norm).

Fig. 2.7 Online Folder

To connect to anything with your modem, you will usually need to sign on with some provider (unless you have log-in rights with some network already—e.g. at work) or dial-in to another computer already set to receive such connections. On-line service providers will allow you to connect to an extensive computer environment. You can use such providers to send and receive e-mail (electronic mail), chat with other computer users, look up information in their databases, participate in electronic discussions with multiple parties, and even download software. The major service providers usually charge a monthly fee for connection time. Some services they provide may entail an additional charge. Since such electronic connections are an important resource for computer users,

Windows comes with its own software for making such connections, as well as with software from some of the major service providers (in the Online folder).

You can also use your modem in conjunction with financial software to perform your banking and pay your bills electronically. Such software can also be used to track investments by logging into providers who transmit market data. In addition, you can use commercial tax preparation programs to send your tax forms to the IRS electronically. Your state and local tax offices might also offer such services.

Keep in mind that your modem is a phone, but unlike other phones, it is very sensitive to noise. While you might be able to listen through static and line noise and make out what your caller is saying, modems, which communicate in high-speed tones, are more finicky. If you find that your modem has a lot of disconnect problems, you might see if you can reduce the line noise in your phone lines (sometimes the noise is in the lines from your telephone service provider and there is little that you can do). Also, if someone picks up a phone connected to the line and then hangs it back up, this might be interpreted by your communications software to be a disconnect signal.

Internet and the World Wide Web

If your WinBook notebook came with a modem, or if you have a network connection, you can use your computer to connect to the Internet and World Wide Web. Windows is designed to help provide quick access to the Internet, so you will want to familiarize yourself with the Internet functions of Windows. To enter the Internet, you will need to log your computer into a network connected to other networks as part of the Internet. If you have a modem, there are providers who just provide access to the Internet. Major commercial providers also have connections to the Internet. You might also have access to the Internet by dialing into a network at home or school. Some communities have local “freenets” which can be used to provide a connection to the Internet. If you have a direct

Your WinBook notebook is designed for efficient Internet use. You can launch your default e-mail program at any time by pressing the E-mail button located above the top left of your keyboard (the button on the left with the envelope icon). You can launch your default browser at any time by pressing the Internet button located just to the right of the E-mail button.

Windows 98 and Windows 2000 have many integrated features that will enrich your Internet use. To learn about these features, you can check your WinBook Notebook Help File and the manual and Help file that came with your version of Windows. For an overview, take a look at the "Windows 98 and the Internet" or "Windows 2000 and the Internet" section of your WinBook notebook Help File.

connection to a network line, you will find this connection to be a much faster way to access the Internet than via modem.

Once connected to the Internet, you can use this connection to send e-mail, download and upload files, and connect to a variety of information and entertainment sources. You will need a web browser, such as the Internet Explorer program that is included with Windows, to be able to access information on the World Wide Web. The browser program includes the necessary software to handle most of the program, text, graphics, sound and video files of the web. In some cases, you might need additional software for certain files, but this software should be available as a download from the web.

Internet connections are a useful way to exchange information and acquire updates of programs, including updated drivers or files for your WinBook notebook. Once you have become familiar with your WinBook notebook, you can find more extensive information about the World Wide Web in your WinBook notebook Help file.

Chapter Three: Mobile Computing

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.

Battery Operation

Charging

Your WinBook notebook comes equipped with a durable, lightweight, rechargeable Nickel Metal Hydride (NiMH) or Lithium-Ion (Li-Ion) battery that can power your system for over two hours 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.

The battery charges whenever the AC Adapter is connected to your system. The battery will charge whether the system is off, in the Suspend mode, or operating. The fastest recharge occurs when the system is off or suspended to disk. It takes about 2.5 hours to fully recharge the primary battery when the system is powered down, longer if you are using the system (about 7 hours).

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. You should frequently let the battery fully discharge and recharge to help keep the battery in good condition. This operation carried out every few weeks will maintain the battery efficiency.

If you replace the battery with a new one, you might first need to initialize the battery so that the battery gauge in your WinBook notebook will be able to accurately measure the battery charge level. Check the WinBook notebook Help file under "Battery Replacement" for information about replacing a battery in your system.

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.

Changing

You can purchase a second battery for your WinBook notebook.

This second battery is installed in the battery bay, replacing the original battery. *(Figure 3.1)*

1. Shut down or suspend the unit. Close the LCD panel and turn the unit upside down.
2. Slide the battery release toward the rear of the system.
3. Slide the battery toward the end of the unit and gently angle it up and out. *(Figure 3.2)*
4. Angle the new battery into the bay.
5. Push it gently into place. The release should snap into place.

When you install a new battery, you will need to calibrate the battery. Install the new battery and connect the AC adapter. Let the battery charge fully. Then, turn on the power and press [F2] when prompted to enter the Setup program. Use the right arrow to move to the Power Menu. Near the bottom of this menu you will see “Battery Calibration.” Use the down arrow to scroll down to it and hit [Enter] to run the battery calibration. Follow the instructions provided by the battery calibration utility.

Note: You must perform this calibration when the battery is fully charged.

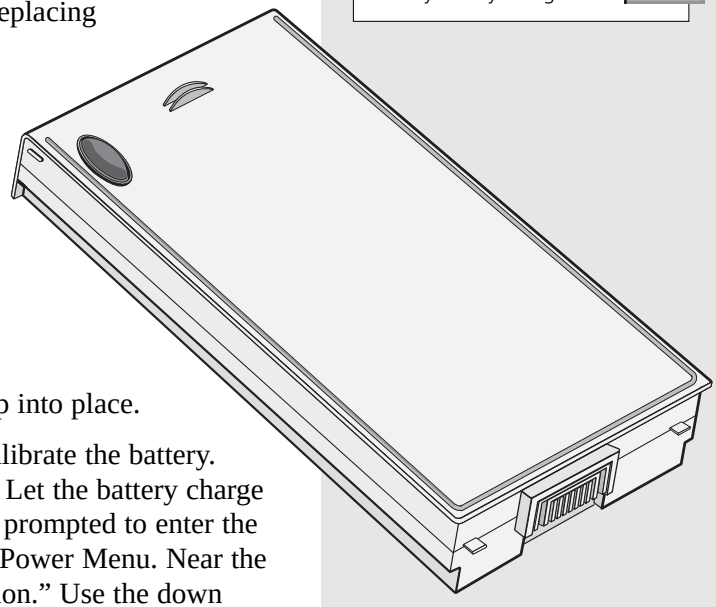
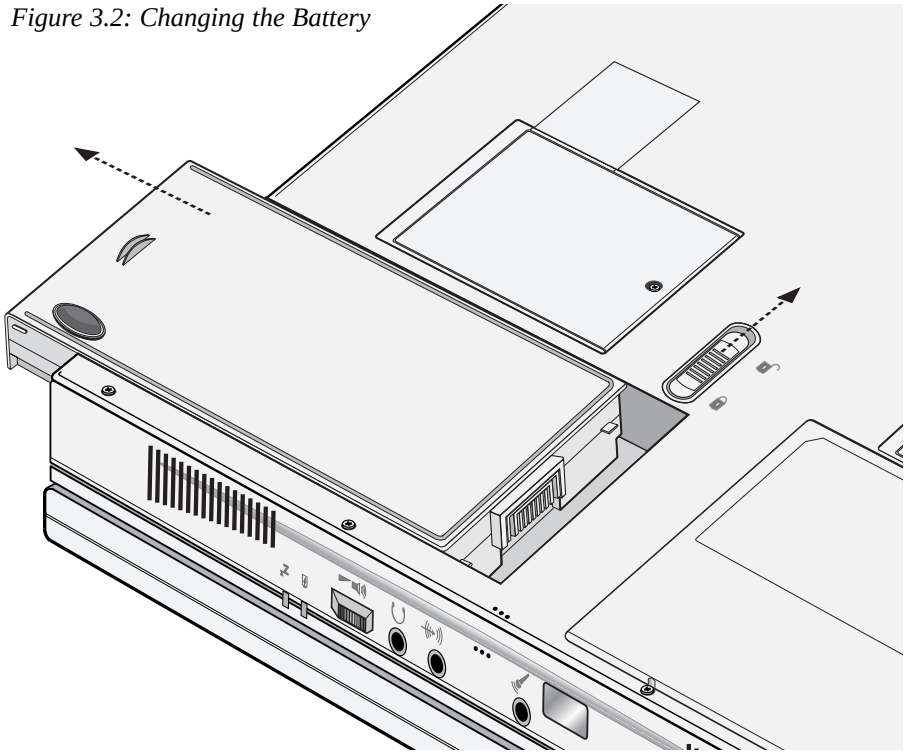


Figure 3.1: WinBook notebook Battery

As part of the calibration, the WinBook notebook will discharge the battery and shut down the system. This process can be very lengthy. You should see a message indicating the status of the calibration.

Once you have installed the new battery, let it charge completely. Then, check the Windows Si2 Help file for information about calibrating the new battery.

Figure 3.2: Changing the Battery



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.

Figure 3.3: The Power Utility

The portable/laptop setting reduces power to the ports and could cause them to function improperly.

Check your WinBook notebook Help File for detailed information about these settings.

Your WinBook notebook is ACPI (Advanced Configuration and Power Interface) compliant and can take advantage of Windows's 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. For example, a program might be set to override power management settings during a slide-show presentation. You can activate these by right-clicking on the **Power** icon (either the battery or plug) on the **taskbar** and clicking on Adjust Power Properties. *(Figure 3.3)*

If you choose to allow Windows to control the power management, it will take command of the power management settings during Windows sessions. *(Figure 3.4)*

There are three power schemes in Windows 98: Home/Office Desk, Portable/Laptop and Always On. Each provides default settings which anticipate standard power usage in each setup. Your unit should be set to default to Portable/Laptop settings. You can customize the settings to match your usage and save your own schemes (e.g. Airline Travel).

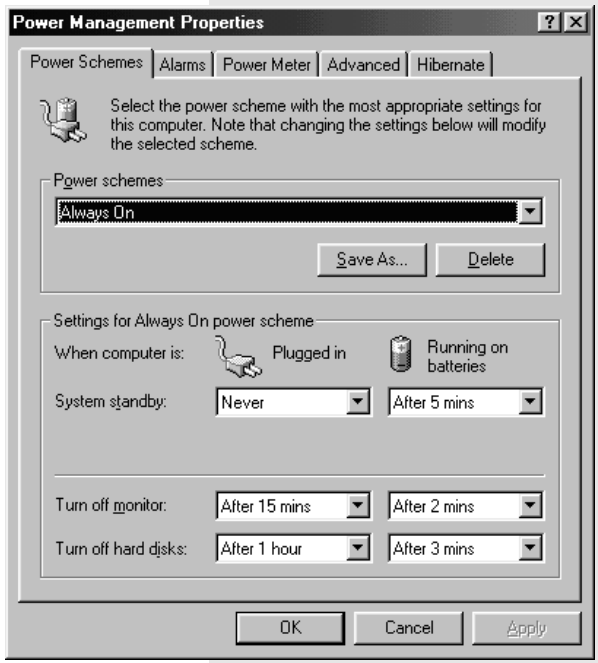
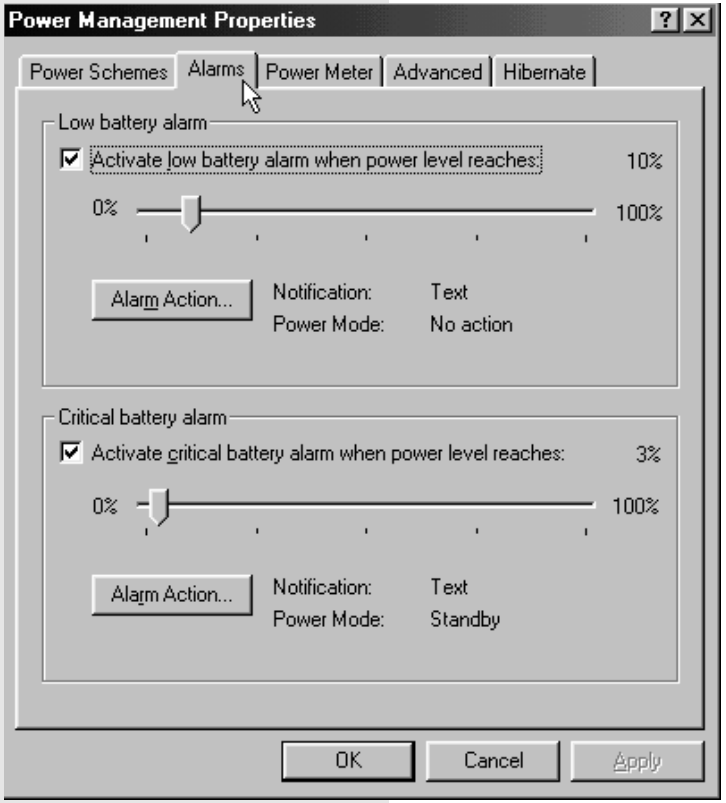


Figure 3.4: Power Properties

Figure 3.5: Power Alarms



The schemes allow you to set your computer to enter the standby mode, to turn off the monitor and to spin down the hard disk.

- Standby mode powers down most system functions. See the section below for an explanation of standby and suspend modes on your system.
- Turning off the monitor leaves other functions active, but allows you to save power by eliminating LCD use. Since the LCD uses a great deal of battery power, you can gain considerable savings by having the screen shut down.
- Spinning down the hard disk can also provide power savings, while not slowing your use of programs currently in RAM. You will notice a small lag when you access the disk and it spins back into use.

Engaging power savings while your system is plugged in can help speed the recharging of your battery, so you might want to create a power scheme that allows you to have a faster charging mode and another that allows you to use AC power without any power management interruptions.

Clicking on the Alarms tab will allow you to set the alarms for low battery and critical battery warnings, as well as the levels at which those alarms activate. *(Figure 3.5)* Clicking on the Alarm Action button brings up a dialogue box that allows you to set the form of notification and the action, if any, that is taken when the alarm is activated.

Clicking on the Power Meter tab will allow you view the current battery status. *(Figure 3.6)*

Clicking on the Advanced tab allows you to add a power meter to the taskbar (this is the default and is the battery/plug icon). It also allows you to set a password to be entered when the system leaves the Standby mode. You can also designate the actions taken when the lid is closed or the sleep button or power button is pressed. *(Figure 3.7)*

Figure 3.6: Power Meter

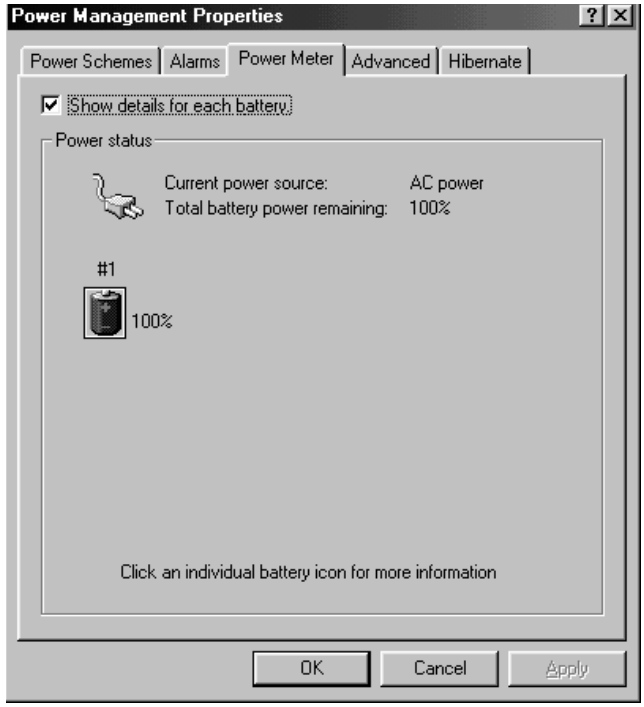
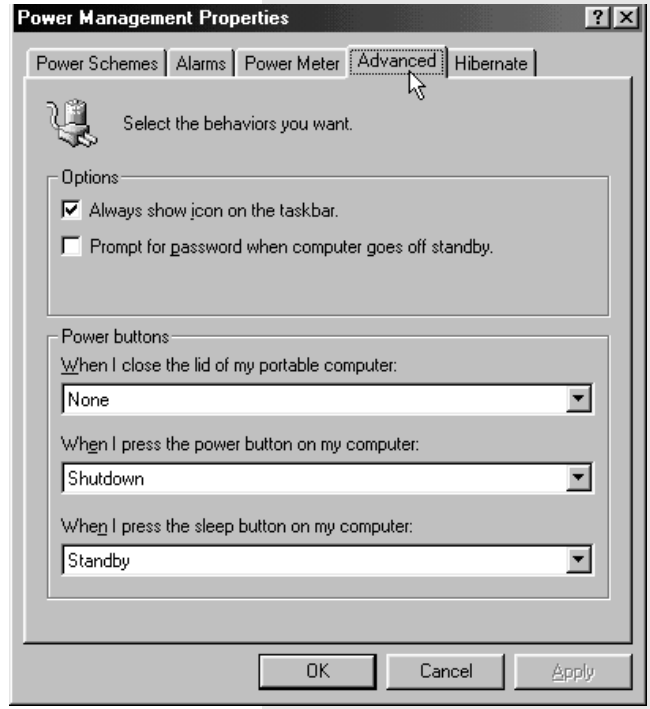
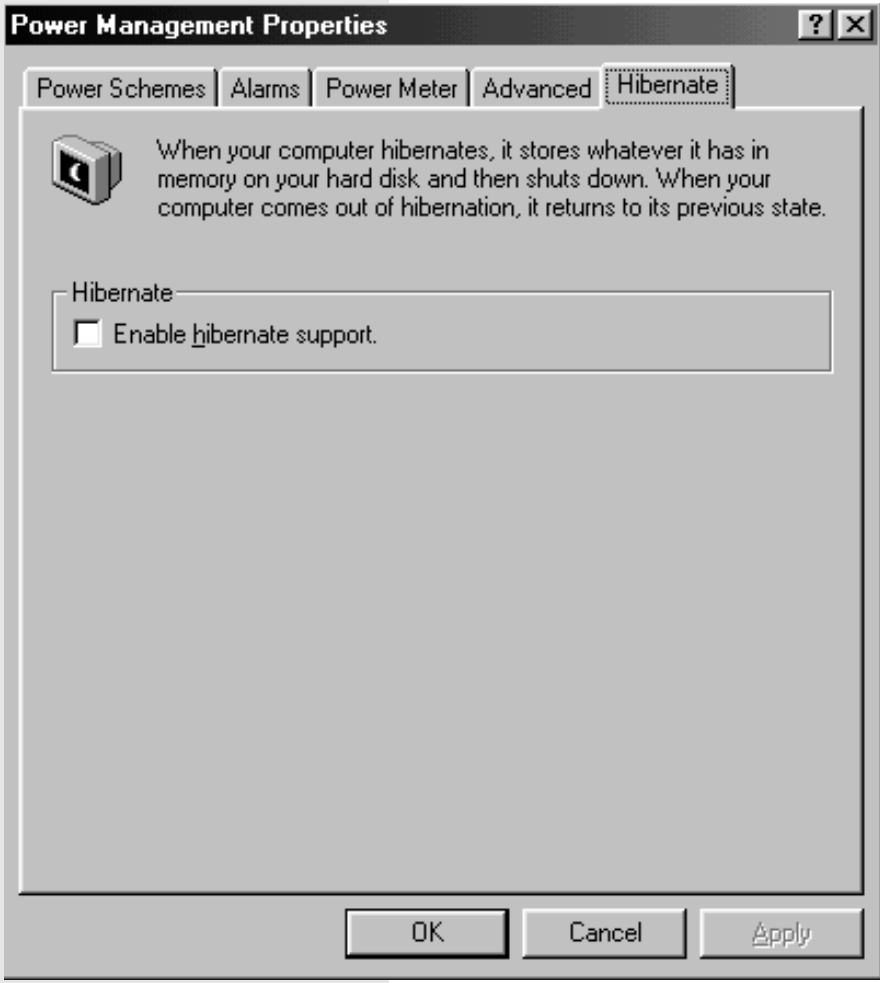


Figure 3.7: Advanced Power Properties



Clicking on the Hibernate tab allows you to activate the ACPI hibernation function, which places your WinBook notebook into Suspend mode. *(Figure 3.8)* You can set the Suspend mode for your system in the BIOS Setup program (see Chapter 8).

Figure 3.8: Hibernation



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 one or more PCMCIA cards, using the system audio and making frequent calls to the floppy diskette, CD-ROM/R/RW or hard drive, you will find that battery power will be consumed much more quickly than with standard system use.

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.

When the WinBook notebook estimates that there are about ten minutes of power remaining (the actual time will vary with usage), the power indicator on the front edge of the unit will switch from green to amber. Power level warnings in Windows will be activated according to the settings you have established.

When you receive the low power warnings, you should shut down your system, suspend 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.

A few minutes after these warnings, the power indicator will start to flash and the system will enter the Suspend mode. You will not be able to resume using the computer until you connect the system to a power source or replace the battery with a charged battery (if you have a spare). Once you provide power to the system, all data that had been held in memory will be restored.

Standby and Suspend Modes

While both Standby mode and Suspend mode permit power savings, each serves a different purpose. The Standby mode uses a trickle of battery power to keep the RAM active. This option provides you with a faster resume.

Suspend provides more substantial power savings, as well as providing the safe mode for switching batteries. Since the system is powered-down

If your WinBook notebook is unable to suspend to disk (for example if your Save-to-Disk partition is too small or damaged), it will suspend to RAM. 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 suspended to RAM, the power management system cannot gauge battery charge levels. Since the Suspend-to-RAM 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 suspended 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 Suspend-to-Disk method.

it takes longer to resume operation. The 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 Suspend mode for up to a week on a fully charged battery. You should consider these factors when deciding which mode to use.

The suspend 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 suspend 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 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.

Suspending to disk requires a special disk partition set up for that purpose. This partition has already been preinstalled on your WinBook notebook. The pre-installed partition is large enough to accommodate most system memory requirements. If you expand the system memory and get an error message when you Suspend to Disk, you will need to increase the size of this partition. You should not attempt to partition your hard drive unless you are an experienced user. Please contact Technical Support for instructions when you expand your system and need to create a larger disk partition.

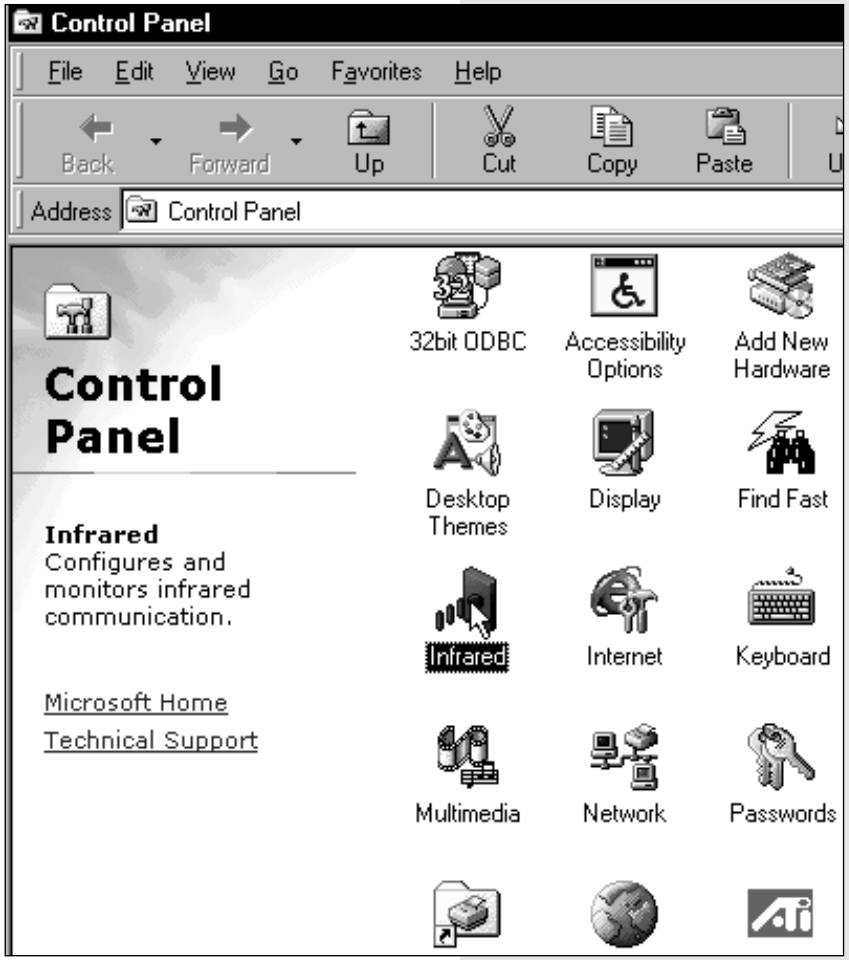
Certain digital cameras will have a wireless mode for uploading images to your computer. Windows 2000 has a built-in mode for speeding such transfers. If your WinBook notebook has Windows 2000 installed, check the WinBook notebook Help File under "Wireless Communication" for detailed information about such transfers.

SpeedStep

Some units will include an Intel Processor with SpeedStep technology. SpeedStep is designed to slow down the processor to conserve battery power. If activated, SpeedStep will detect a change in the power source and allow the processor to run at full speed under AC power and at a reduced

speed under battery power. SpeedStep can help conserve battery life, but will not cause a significant loss in system performance (e.g. a 650MHz processor will drop to 500MHz). You can enable or disable Speed Step to fit your needs. To adjust the SpeedStep settings for your system, double click on the SpeedStep icon on the system tray. (Figure 3.x–SpeedStepTaskbar.bmp) In the SpeedStep dialogue box, you can activate or deactivate the technology and adjust the settings for AC and battery power. See the WinBook notebook Help file for more information.

Figure 3.9: Windows 98 Infrared Controls



Infrared (IR) Port

The Infrared (IR) port on the front of your WinBook notebook provides a powerful tool for connecting to other computers, networks, and peripherals via a high-speed wireless connection. This port is sometimes referred to as a serial infrared port (SIR), but it is also capable of functioning as a second parallel port for printing. This port allows you send information between machines without having to attach cables or transfer information to a floppy disk or other removable disk. With the high speed of data transmission (up to 115,200 bits per second) and the ease of connection of the IR port, it is a quick and easy connection to establish.

To use your IR port, place the two IR ports within two feet of each other (optimal distance is usually between six inches and two feet) and either directly in line or at an angle of less than 30 degrees (less than 15 degrees is usually optimal).

Windows 98

Click on the **Infrared** icon in the Control Panel (**Start/Settings/ Control Panel/Infrared**). *(Figure 3.9)*

Figure 3.10: Infrared Connection

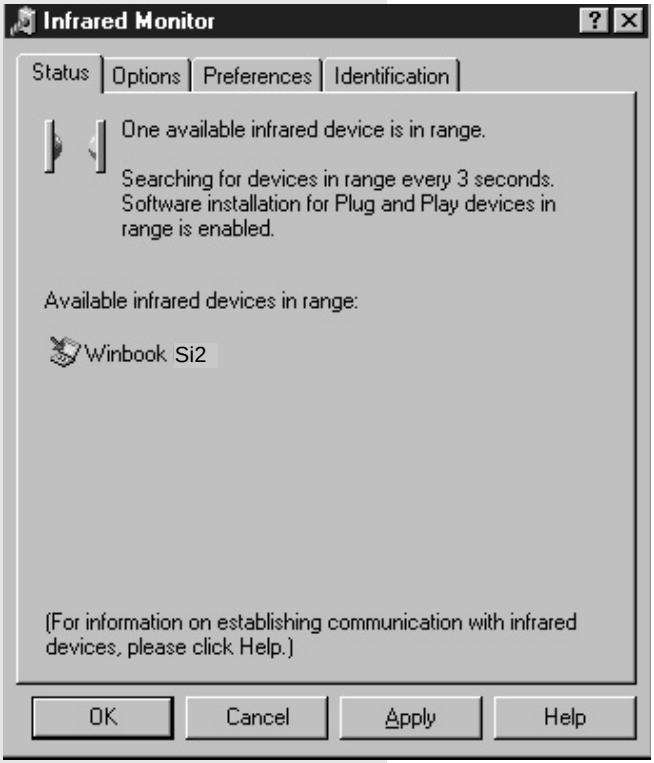
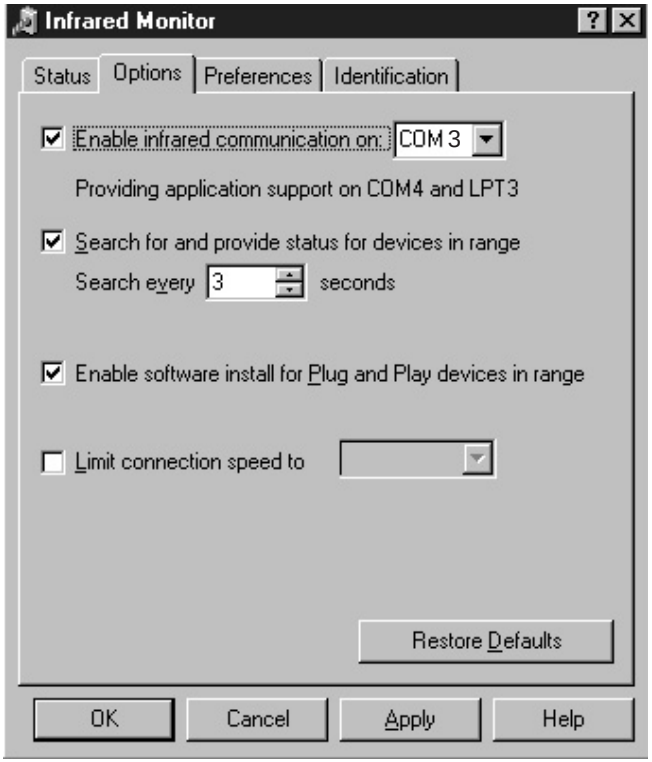


Figure 3.11: Infrared Options



This will bring up the IR software built into Windows. This software will begin scanning for a present IR device. If one is found, it will complete the connection. If a device is not found, try adjusting the distance and angle between the two IR ports. *(Figure 3.10)*

You can adjust the options for your IR port by selecting the Options tab. If your IR port does not function or conflicts with another device you have added, you can change the setting for the COM port (see Chapter Eight). *(Figure 3.11)*

For proper operation of a IR connection, you might need to set up the identification information in the IR software. *(Figure 3.12)*

Once your connection is established, be careful not to obstruct the connection between the machines. Maintain the distance and angle and do not place any objects between the ports as this can disrupt the connection.

Figure 3.13: Windows 2000 Wireless Controls

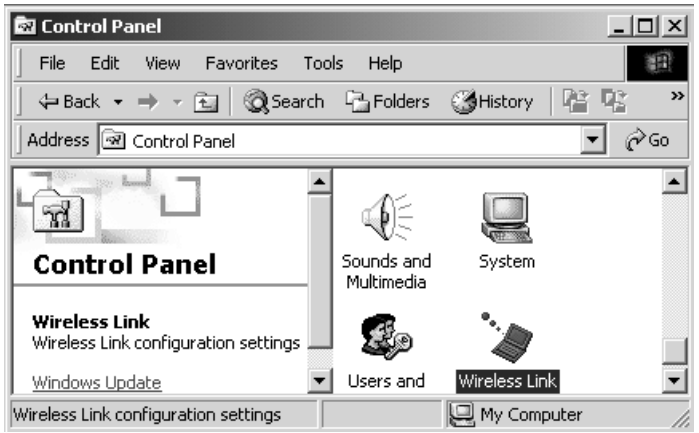


Figure 3.12: Identification of your computer

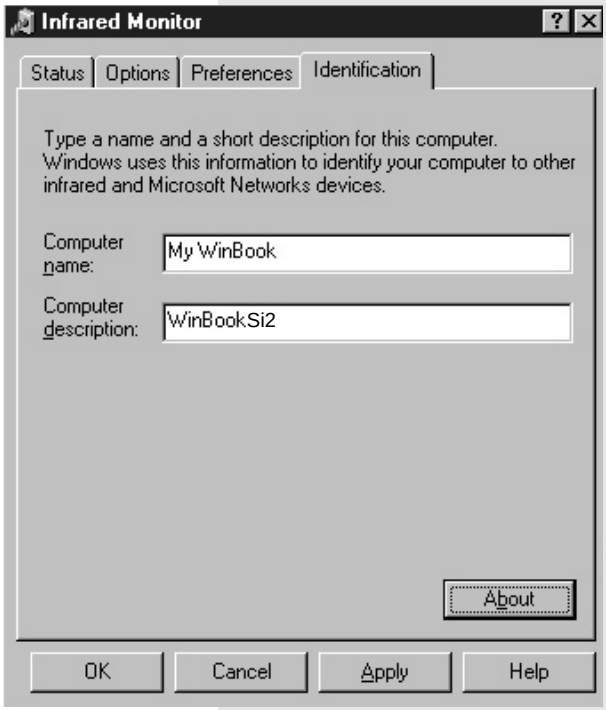


Figure 3.14: Windows 2000 Wireless Link dialogue box

If you do not know whether your system is already set up for a Direct Cable Connection, check to see if it is available in the **Accessories** folder of the Program folder of the Start menu.

Windows 2000

Double-click on the Wireless Link icon in the Control Panel (Start/Settings/Control Panel/Wireless Link). *(Figure 3.13)*

This will bring up the Wireless Link dialogue box. *(Figure 3.14)* Here you can set your system to allow transfer of files between machines. If there is another infrared device in proximity, your WinBook notebook will detect its presence and complete the connection. If the other device is not detected, try adjusting the angle and distance between the device and your WinBook notebook.

IR Connections Between Computers

Once the IR connections are established, you can easily transfer files between computers.

Windows 98

Windows includes an easy protocol for infrared file transfers, but it requires that all computers connected via infrared have the protocol. If you need to transfer files to a computer running Windows 95 or Windows 2000, please see the WinBook notebook Help File under "Wireless Communication" for information. If all computers involved are using Windows, you can follow the instructions below for transferring files.

Since files can only be sent via this protocol, you will have to actively send from one computer to another. You cannot use this infrared protocol to look for files on another computer. This helps prevent insecure transfers of files from your system. If you need to use infrared for two-way sharing of files, you can set up the connection as a Direct Cable Connection as detailed in the Help file.

Figure 3.15: Infrared Recipient

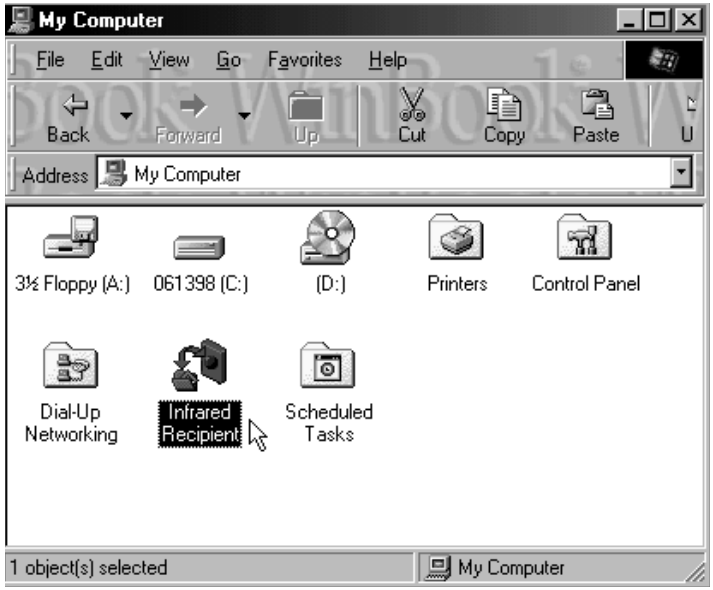


Figure 3.16: Infrared Transfer

Infrared Transfers

Once you have enabled the infrared port for your system, you can establish an Infrared connection by double-clicking on the Infrared Recipient Icon in My Computer. *(Figure 3.15)* This will open the Infrared Transfer window. Make sure that the infrared port of any other computer to be used is enabled. If there are other infrared-capable systems in range, it will list the systems detected. *(Figure 3.16)*

You can send files to any computer listed in one of two ways:

- Open a folder in My Computer or Explorer and select the files you want to send. Drag the files to the computer to which you want to send them. They will be sent to the "My Received Files" folder on the other computer.

You might be asked to activate the Infrared Recipient utility on the other computer. If so, double-click on its icon in My Computer on that other system.

Figure 3.17: Infrared Files Being Sent

Figure 3.18: My Received Files

- Click on the Send Files button and select the files that you want to send. They will be sent to the "My Received Files" folder on the other computer.

In either case, you will see a dialog box that indicates that files are being transferred to the other computer. *(Figure 3.17)* Once the files are sent, the My Received Files folder on the receiving computer will pop up and you will see a list of the files in that folder. *(Figure 3.18)*

You can also view the files already in your My Received Files folder by clicking on the Received Files button in the Infrared Transfer window.

Once you have completed the infrared transfers, you can close the Infrared Transfer window by clicking on the "x" in the upper right-hand corner. You should also disable the infrared communication in Windows, since it will keep searching every three seconds for other infrared devices.

You can disable the infrared by either right-clicking on the infrared icon on the taskbar and then clicking on "Enable Infrared Communication" from the menu or by opening the Infrared Monitor icon in the Control Panel *(Figure 3.10)* and unchecking the box that enables infrared communication. *(Figure 3.11)*

Windows 2000

If you need to transfer files to a computer running Windows 95 or Windows 98, please see the WinBook notebook Help File under "Wireless Communication" for information. Once you have established the connection, you can set up an Infrared Network Connection in Windows 2000.

1. Open Network and Dial-up Connections (Start/Settings/Network and Dial-up Connections).
2. Double-click on Make a New Connection. Then click Next.
3. Select "Connect Directly to Another Computer" and then click Next.
4. Indicate whether you will be the host (receiving the connection) or guest (connecting).
5. Click Next.
6. Select "Infrared Port" and then click Next.
7. Select whether this connection will be available to all users of the computer or just for the current user. Click Next.
8. If you selected this machine as a host, select the users who are permitted to use this connection. Click Next.
9. Enter a name for the connection (this will appear in the Network and Dial-up Connections window). Click finish.
10. Repeat for the other computer.

Windows 2000 now treats the two machines as if they were networked together. You can drag files from any My Computer or Explorer window to the IR connection icon on the desktop.

IR Printing

You can use your IR port to print by connecting to a printer with built-in IR, a printer with an IR adapter connected to its parallel port, a network

printer available via an IRLAN (infrared network node), or printer connected to a computer with an IR port.

Before proceeding, you must set up a connection for the printer via the IR port. See Chapter Four for information on setting up a printer. To test the printing capability of an application over an IR link to an IrDA-compliant printer such as the HP 5P, click on the Infrared icon in the Control Panel (**Start/Settings/Control Panel/Infrared**). The IR software will detect the printer's IR port. Now try the Print option in an application.

Using a TV Receiver

If you need a larger display and an external monitor is not available, you can use the S-Video jack on your WinBook notebook to direct the screen. You will need to purchase an S-video cable and an audio cable (if you want to direct sound to the television). If you want to enable the television output for your WinBook notebook, see Chapter Six.

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.

Avoid rough handling of your WinBook notebook. Jolts to the system can damage components or result in data loss. Transport your 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. 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 98° F (5° to 35° C). Running your WinBook notebook in temperatures below 41° F or above 98° 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. 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 does not exceed the rating of the extension cord, nor the rating of the wall outlet.

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 "Read Me First" card 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, just in case there is damage to your hard drive.
- 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 a special adapter to use the electrical outlets.

- 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: Airport X-Ray machines 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.

Remember to pack:

- Your WinBook notebook
- Your WinBook notebook CD (which contains the drivers for your system)
- Your AC adapter/power cord
- Any international converters for your adapter
- A spare length of phone cord

- 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
- 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

Chapter Four: Desktop Operation

While your WinBook notebook is capable of providing you with efficient and productive mobile computing, it has the speed and capacity to serve as a desktop system. Even if you have an existing desktop system, you will find it useful on occasion to be able to connect your WinBook notebook as if it were a desktop system. This chapter discusses those functions of your WinBook notebook that are typical of desktop systems.

Audio

You can mute system audio instantly by pressing the [Fn]+[F10] hot key combination. To restore audio, press the combination a second time.

Audio Software

Your WinBook notebook comes equipped with an integrated sound system capable of providing you with quality audio sound through the built-in speakers or through external speakers connected via the jack on the right side of the system.

Controlling the Sound Levels

In addition to the thumbwheel located at the front of your WinBook notebook which controls the output of the sound hardware, there are software controls that you can use to set your audio volume. You can access these controls by double-clicking on the speaker icon on the taskbar *(Figure 4.1) (Figure4.2)* and using the slides in the audio mixer. *(Figure 4.3)* You can also choose to mute the specific audio feature by clicking on the checkbox for that feature.

Figure 4.1: The Speaker Icon on the Windows 98 Taskbar

Figure 4.2: The Speaker Icon on the Windows 2000 Taskbar

There are controls available here for System Volume, Wave Files, Phone Volume, IIS, PC Speaker, Aux, Microphone Input, Line-in Volume and CD Audio, but you can control which ones appear in the mixer by clicking on Options/Properties and checking or unchecking the boxes for the functions that you want to have invisible in the mixer. Clicking on the "Mute" checkbox of a given function will mute that audio function.

To use the slide, you can either place the cursor above or below the slide and click (this will move the slide in increments) or click on the slide and drag it up or down. To adjust the balance (left-right) of that audio element, you can use the balance slide by dragging it to the left or right.

Unless you use the microphone in your system regularly, you should consider keeping it muted. This will help reduce the feedback through the microphone when a program is not controlling it. When a software application is using the microphone, you should not experience feedback.

Figure 4.3: The Audio Mixer

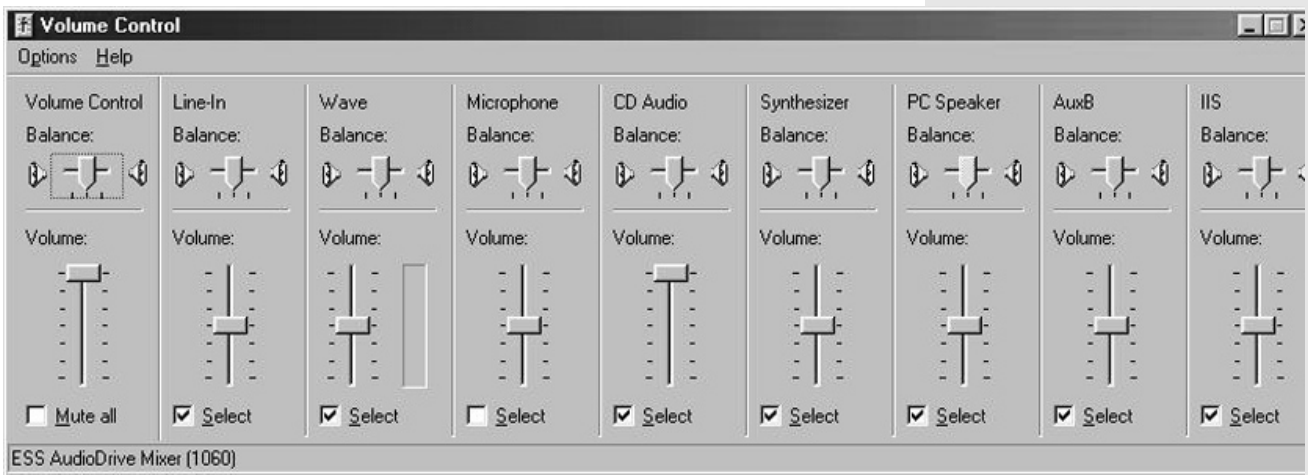


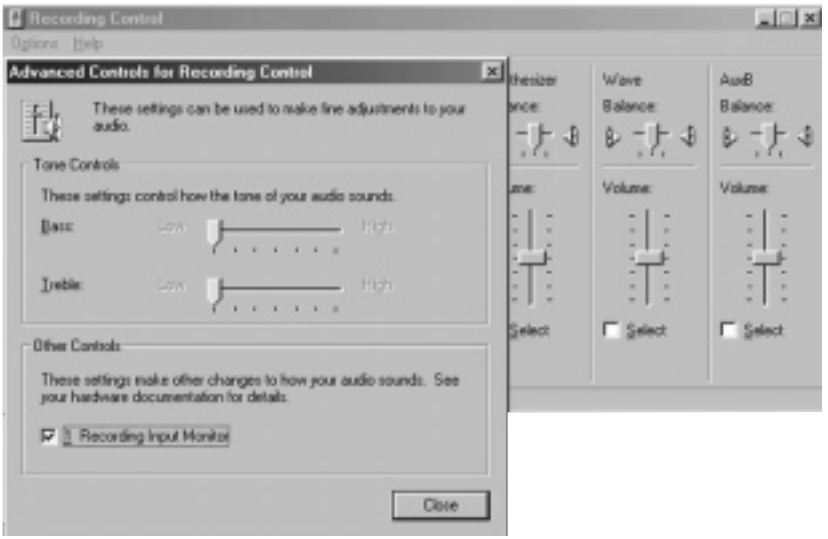
Figure 4.4: Recording Control

In the Properties menu, you will also find the controls for adjusting recording. There are controls available here for System Volume, Line-In, Wave, Microphone, CD Audio, Synthesizer, PC Speaker, AUX B and IIS, but you can adjust these settings to optimize voice input. In order to avoid problems with conflicts between audio inputs, you should mute inputs not in use during recording. Mute options by clicking on the "Mute" checkbox for that item. *(Figure 4.4)*

If your sound requirements change, you can look into a high-quality PCMCIA sound card for your system.

If the Advanced button does not appear on your mixer, click on Options/ Advanced Controls.

Figure 4.5: Advanced Microphone Properties



There is an advanced microphone properties button on the audio mixer (below the slide for microphone volume). You can use this to make adjustments in audio input. Some software programs, such as voice recognition software, might require you to make such adjustments for optimal performance. *(Figure 4.5)*

You can also play audio CDs through the Media Player program **(Start/ Programs/Accessories/ Entertainment/Media Player)**.

Playing an Audio CD

You can play audio CDs through the sound system. Place the audio CD in the drive (see Chapter One for instructions on inserting a disk). The CD Player in Windows will recognize the audio CD and launch the program to control the playback of the CD. If it appears on the taskbar, you can maximize the CD Player by clicking on it on the taskbar. *(Figure 4.6) (Figure 4.7)*

The CD Player has an active display panel. You can click on the panel to toggle between: track and time, track and time remaining on the track, and the time remaining on the disk.

Figure 4.6: Windows 98 CD Player

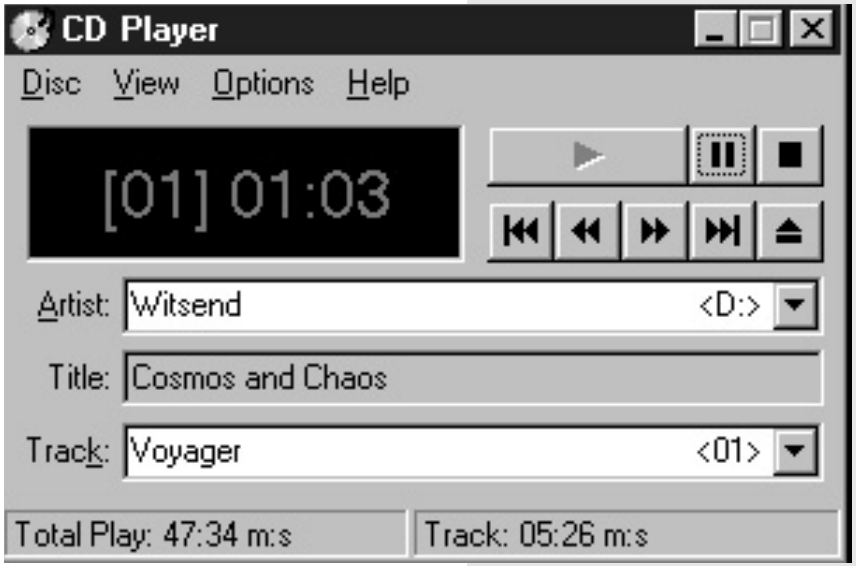


Figure 4.7: Windows 2000 CD Player

Windows 98

You can use this program to set up play lists for your CDs (Disc/Edit Play List). These will allow you to program the computer to remember this disk and play back tracks in an

If you have left a CD in the drive and want to start playing it, you can either open and close the drive (to activate the autoplay) or manually start the CD Player software **(Start/Programs/Accessories/Entertainment/CD Player)**.

You can find more detailed information about the Windows 2000 CD Player in the WinBook notebook Help File and in the manual and Help file for Windows 2000.

The Media Player can be used to play sound files, play audio CDs, and run video clips in ActiveMovie or Video for Windows formats. For information on playing video on your system, see the Windows documentation.

If you already have the CD Player active, the CD option will not be available in Media Player.

order in which you have saved them. There are also CD player programs that you can purchase or download that will check the Internet for information on the CD and fill in the playlist information from available databases.

There are other settings in this program that will allow you to modify your CD playback. You can check the documentation built into Windows for instructions on using the features of this program.

Windows 2000

The Windows 2000 CD Player is designed to take advantage of Internet music databases. When you load the CD, you will be asked if you would like to check an Internet Database for information about the CD (artist, title, tracks). If you have an Internet Connection active, you can download this information and it will be added into the playlist for this CD. There are preset Internet connections that will also allow you to look at more detailed information about the CD, if that information exists. You can access these functions by clicking on the Internet Button on the face of the CD Player.

Whether or not you download the information, you can set up custom playlists. The Computer will remember this CD and play back tracks in the order saved in your playlist.

Playing Sound Files

In addition to playing music from audio CDs, your WinBook notebook can play audio files stored in MIDI or WAVE file formats, as well as sound stored in audio form and used in programs and games. With the proper software, you can also use the sound system to play audio files via the World Wide Web, including live audio broadcasts.

You can use your sound system to play back sound files via the Media Player program **(Start/Programs/Accessories/Entertainment/Media Player)**. You can open an existing file and then play it by clicking on the Play button (the right-pointing triangle). You can also use the built-in

functions of the Media Player to alter the playback. Check the documentation in Windows for information on the functions of the Media Player.

Sound Recording

You can obtain applications that will allow you to use your system microphone to record sounds and store them as files on your system. You can also use the Sound Recorder program built into Windows **(Start/Programs/Accessories/Entertainment/Sound Recorder)** for this purpose. This program can also be used to modify the sound files with certain audio effect. Check the documentation in Windows for information on using the various elements of this program.

There are other quality levels available. You can read the documentation in Windows for information on the sound quality.

You can store such sound files in one of three quality formats, which vary in the amount of disk space that they use: Telephone Quality, Radio Quality, CD Quality (in order of increasing quality and file size). You can access these controls by clicking on **File/Properties**. High quality files of more than a few seconds in length will consume a considerable amount of disk space. You should choose the highest quality only when excellent sound quality is essential or disk space is not at a premium.

It might require some adjustment to get the desired sound quality out of your microphone. You can use the voice settings in the mixer (double-click on the speaker icon on the taskbar and select Options/Properties). For sound files that require excellent sound quality, you should consider buying an external microphone designed for high-quality voice recording (which can be connected to your WinBook notebook through the microphone jack on the front of the system).

Wave files that you have recorded can be added to documents that support OLE. Sounds embedded in a document will be played via the Windows software when double-clicked in the document. Check your software documentation to determine if your software will support embedded sounds.

External Speakers & Microphone

The ESS sound system is capable of providing high quality sound to external speakers and receiving and processing sounds from an external microphone or external sound source. To connect external speakers, follow the instructions provided with your speakers. When the speakers are connected, the built-in speakers of your WinBook notebook will automatically be disabled. An external microphone will disable the built-in microphone.

Connecting Peripherals

Your WinBook notebook has ports (serial, parallel, PS/2, infrared, USB), slots (PCMCIA) and jacks (AC power, microphone, audio in and out) that allow you to connect peripheral devices to your computer. You can also use the docking port to connect your computer to a port replicator.

If you connect to your printer via a network, contact your network administrator for details on the printer and the specific setup for your network connection.

You might need to have the driver disk that came with your printer available for the installation of the printer drivers.

Figure 4.8: Adding a Printer in Windows 98

Printer

Whether you purchase a portable computer or a desktop model, you will probably connect the printer to the computer via the parallel cable. You might also connect to a printer via a network connection, a serial connection, a USB connection, or via the IR (infrared) port (see Chapter Three for information on using the infrared printing option). Whatever the nature of the connection, you will need to set up the necessary

drivers for the printer. You can vary the port connection (or network setup) at the step where it is requested.

If you will be connecting the device to a parallel or serial port instead of a virtual port (IR), you should shut down the system before connecting the printer (you do not need to shut down to connect a USB printer). If your printer is Plug and Play compliant, your system will detect the new hardware on boot and begin the process of setting up the printer.

Installing Your Printer for Windows

In order to use your printer with your WinBook notebook, you will need to set up the printer drivers and printer settings. If your printer came with an installation disk or CD, you can follow the directions that came with the printer. If not, you can install the printer software by following the directions below.

Select **Start/Settings/Printers** and then **Add Printer**. *(Figure 4.8)*

In the "Add Printer Wizard" click on Next. *(Figure 4.9)*

You will be asked to identify the printer as local or network. *(Figure 4.10)*

Figure 4.9: Add Printer Wizard

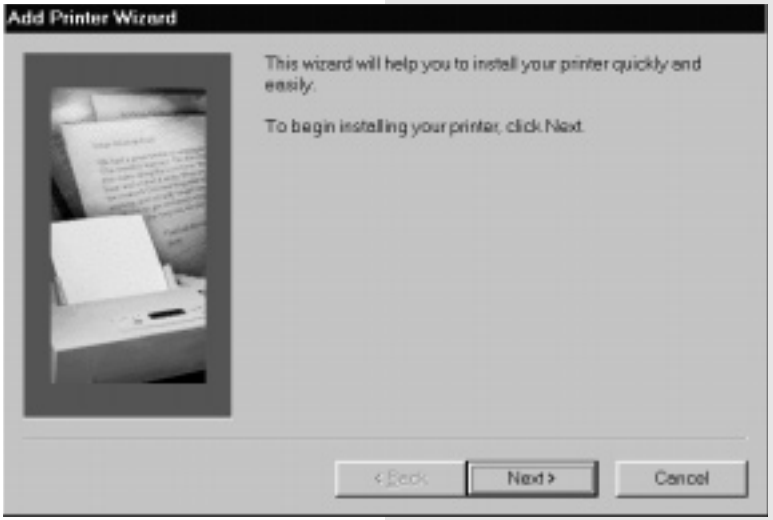
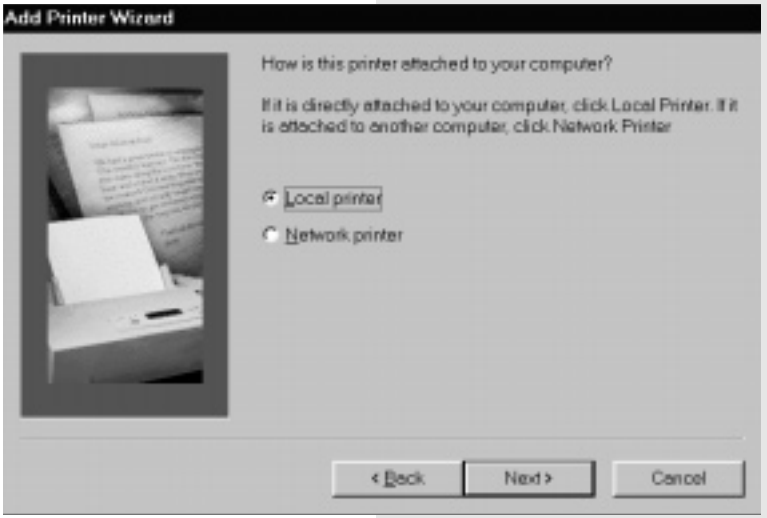


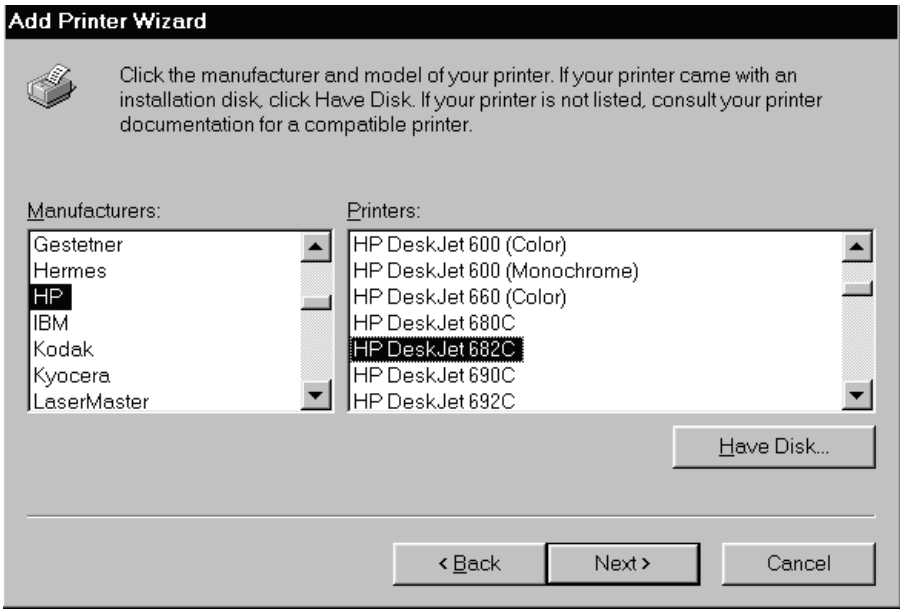
Figure 4.10: Add Printer Wizard



If your printer came with an installation disk, it might have drivers there (this will often be the case if the printer came into production after the most recent release of Windows). You should check your printer manual for information on using the installation disk. You can click on the Have Disk button if you have an installation disk

If you will be using an infrared port on your printer, check to determine if the printer is set up as an infrared serial connection or an infrared parallel connection.

Figure 4.11: Find Your Printer



Scroll through the list of manufacturers and printers to find yours. *(Figure 4.11)*

If your model is not listed here, check your printer documentation for a compatible printer to use as a source of the printer driver. The program will then ask you to identify the connection for that printer (usually LPT1). *(Figure 4.12)*

You will then be prompted for a name for this printer. You can accept the default (e.g. HP DeskJet 682C), but you can choose any name you want (e.g. Old Betsy). If you are going to be working in an environment where there might be more than one printer of the same model, the names become an important way of distinguishing your printers from each other. If this is not the first printer set up on your system, you are also asked whether this

Figure 4.12: Choose Printer Port

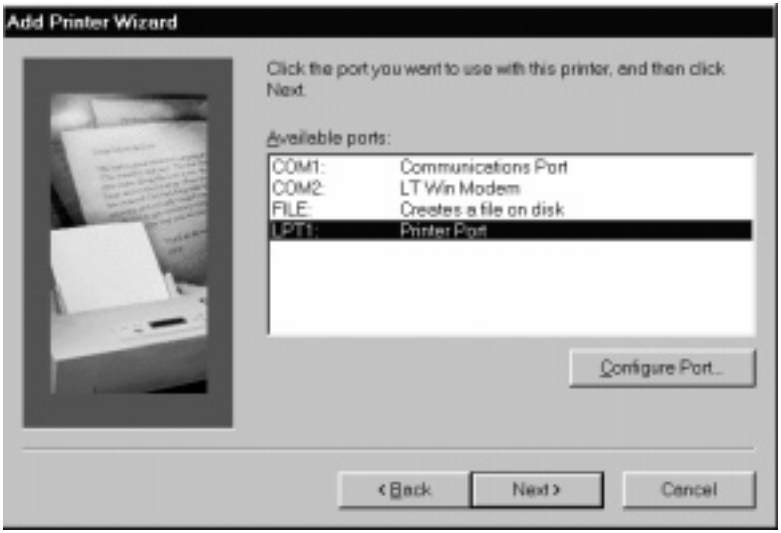
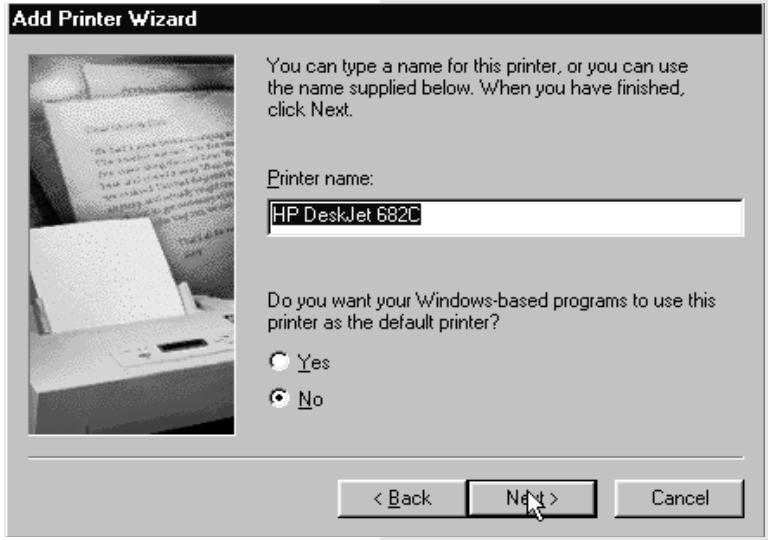


Figure 4.13: Identify Printer

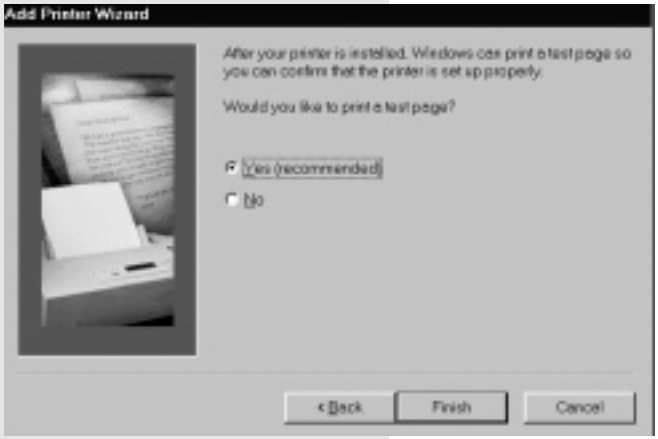


will be your default printer. If most of your printing will be done on this printer, you should select Yes. *(Figure 4.13)*

You will then be asked if you want to print a test page. This would be a good idea if this is a new printer, or the first printer that you have set up for your WinBook notebook. *(Figure 4.14)*

When Windows has finished loading your printer drivers, you will be returned to the Printers menu. You should now see your printer listed there. You may also see some other drivers (e.g. for fax software).

Figure 4.14: Print Test Page



You may have noticed that there is a fax driver in your printer choices if you have installed fax software. You can select the fax board as a printer device for any Windows-based documentation that you are running in Windows. The document will be sent to the fax board just as it would be sent to the printer.

Installing a Printer for Windows 2000

In order to use your printer with your WinBook Si2, you will need to load the necessary software and drivers for that printer. If your printer came with an installation disk, you can follow the instructions provided by the printer manufacturer. If not, you can follow the instructions below:

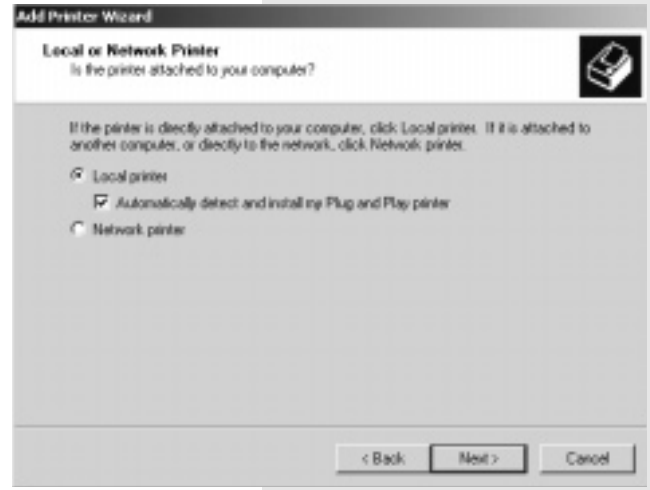
1. Start the Add Printer Wizard (Start/Settings/Printers and then double click on Add New Printer). *(Figure 4.15)*
2. Once the Add Printer Wizard has started, click Next. *(Figure 4.16)*

Figure 4.15: Adding a Printer in Windows 2000

You do not need to have a printer physically present to install the Windows drivers for it. If you will be using another printer or might be transferring information to another site (such as work or home) where you will be using another printer, you can set up Windows for those printers (so that files you are working on can be set up for that printer). If the printer is one you will be connecting to your computer, you will want to set up the proper port connections for this printer. If the printer is one you will be using elsewhere, you can set up the printer on the location "File."

Figure 4.16: The Add Printer Wizard

Figure 4.17: Printer Connection



3. Windows 2000 will ask how your printer is attached. If it is a local printer, click on the radio button beside that choice. If the printer is Plug-and-Play, click on the radio button beside that choice. Windows 2000 will detect the printer and install the necessary drivers. If the printer is not Plug-and-Play, do not select that radio button. Windows 2000 will ask you to identify the port and computer. If your printer is a network printer, select that option and identify the printer. *(Figure 4.17)*
4. If the printer is local and Plug-and-Play, Windows 2000 will attempt to locate it and notify you if it identifies the printer. *(Figure 4.18)*

Figure 4.18: Printer Detection

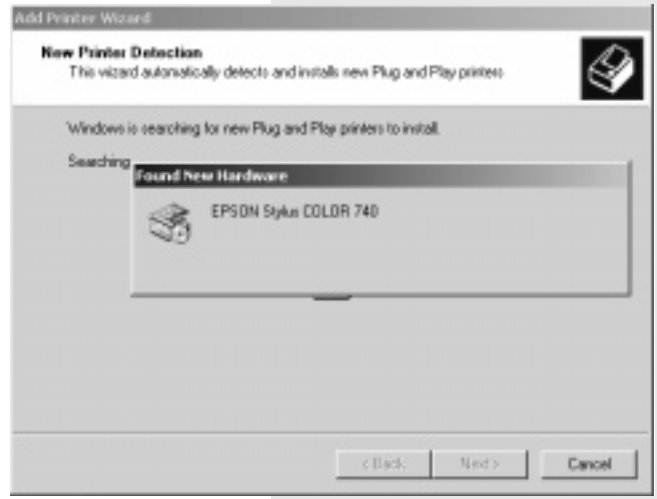


Figure 4.19: Printing a Test Page

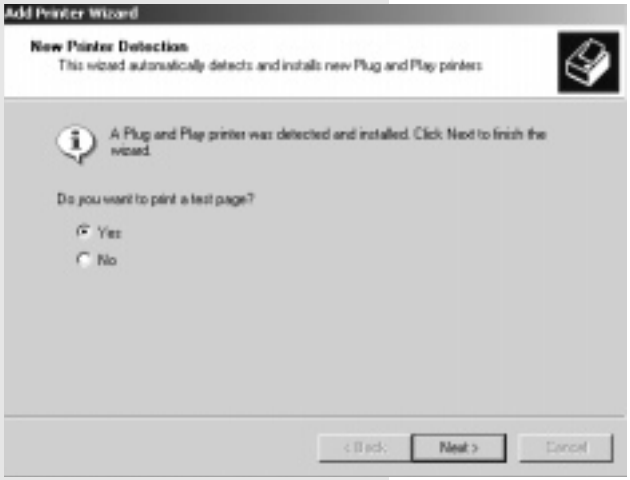


Figure 4.20: Printer Installation Completed

If your printer installation disk is not a Windows 2000 disk, you should check with your printer manufacturer to see if there is updated software for your printer.

5. Once your printer has been detected, you will be asked if you would like to print a test page. If this is a new printer, you should allow Windows to perform the test. *(Figure 4.19)*
6. Once the Add Printer Wizard has finished, you will see a list of the settings that have been established for this printer. *(Figure 4.20)*
7. Your printer should now appear in the Printers window and will be available for use by Windows-based programs.

If you have installed fax software, you will see an icon for the fax software in the Printers window. You can direct output to that fax software from any Windows-based program as you would with any other printer.

Other Parallel Devices

Your parallel port can also be used with other parallel port devices (e.g. a tape backup unit). Your parallel port is capable of supporting enhanced ECP and EPP transfer modes. ECP transfer mode provides significant

performance increases for transfer to parallel devices (such as printers). EPP transfer mode provides increased performance for 2-way transfers such as those used to link another computer to your WinBook notebook system for file transfer. You might need to check the documentation of your device to determine the modes supported. If you need to change the transfer mode for your printer, you can do so in the **Setup** program (see Chapter Eight).

Be sure to shut down your system before connecting the device to your system to prevent damage to your system and the parallel device.

External Monitor

You can connect an external VGA or SVGA monitor to your WinBook notebook through the video port on the rear of the system. You can direct the output to the LCD, the external monitor or both by right-clicking on the ATI display icon on the taskbar, selecting **Settings/Display Settings**. *(Figure 4.21)*

Figure 4.21: ATI Menu

If your device is Plug and Play, it might be detected on boot. If so, you will receive a message that new hardware has been detected and then instructions for completing the setup. If not, then you will need to set up the device according to the instructions provided by the device manufacturer.

WARNING: When operating your WinBook Notebook with an external video device (CRT or TV), you should not close the LCD panel of the Si2. Closing the LCD panel will block the ventilation system and can cause overheating and system damage.

Click on the Settings tab and then the Advanced button. Then click on the ATI Display tab. Click on the large button beneath the picture of the display to set that display as a primary display (or secondary display if you will be using the multiple monitor mode).

You can learn more about the various video features of your system in Chapter Six.

If you will want to use both an external keyboard and an external pointing device, you will need to set up both on the USB port or use one on the PS/2 port and the other on the USB port (keyboard or pointing device) or serial port (pointing device).

External Keyboard

Your WinBook notebook comes equipped with a PS/2 port on the rear of the unit, adjacent to the AC input) and two USB ports, all of which can be used to connect and external keyboard to your system. You should shut down the system before connecting a PS/2 keyboard. Connect the keyboard to the PS/2 port and start up the system. The WinBook notebook should automatically detect the external keyboard and activate it. If your keyboard is USB, you can plug it in and it should be recognized by the system. PS/2 keyboards should be plugged or unplugged when the system is shut down; USB keyboards can be plugged or unplugged during operation.

The external keyboard will not disable the built-in keyboard, so you will be able to use both devices simultaneously. You can use the two keyboards in combination, since the computer will not distinguish between the input from each keyboard.

External Pointing Device

You can connect a serial or PS/2 Microsoft-compatible mouse or a USB mouse to your WinBook notebook.

If you connect an external PS/2 mouse before you turn on your WinBook notebook, the WinBook notebook will automatically sense the mouse and enable it.

If you use a serial mouse, you can connect it to the serial port on the rear of the WinBook notebook. If your serial mouse is Windows compliant,

the WinBook notebook should detect new hardware and take you through the process of installing the hardware. If Windows does not recognize your serial mouse, you will need to use Windows to **Add New Hardware** (**Start/Settings/Control Panel/Add New Hardware**). You can have Windows search for the mouse, or, if you know the correct settings, you can set up the mouse manually. If Windows does not have drivers for your mouse, you can use a standard driver, or use a disk provided by the mouse manufacturer.

A USB mouse can be connected or disconnected during operation and the WinBook notebook will automatically adjust to the presence or absence of the mouse. The presence of a USB mouse will not affect the use of the internal pointing devices.

If you choose to use a PS/2 mouse as your external pointing device and also use a PS/2 external keyboard, you might want to carry a PS/2-to-serial converter for your mouse or obtain a PS/2 Y-connector.

Serial Devices

The Communications Ports on your WinBook notebook allow you to connect external devices such as a mouse, a modem, a printer, a scanner or another computer to the WinBook notebook. The Serial Communications Port on your WinBook notebook is COM1. There is also a serial infrared port which is normally located on COM3 (see Chapter Three for information about using the infrared port). In the event you have changed your port assignments in the Setup Program, and then experience problems, go back into the Setup Program and press [F9]. This will reset the Serial Port as COM1 (see Chapter Eight).

Devices connected after the WinBook notebook is powered up may not work reliably. Connect devices to the Communications Ports while the computer is turned off. This not only helps to protect the WinBook notebook from damage, but turning on the WinBook notebook after connecting an external device to the port allows the computer to prepare itself and the device to operate together.

If your USB-compatible device comes with a manufacturer's installation disk, follow the manufacturer's instructions. Although Windows includes USB support, individual devices might need specific drivers for optimal operation.

USB Ports

While the parallel and serial ports of your WinBook notebook provide you with connections for many current external devices, your WinBook notebook also comes equipped with two USB (Universal Serial Bus) ports, which allow you to take advantage of a high-speed connection to newer devices. A USB port can allow you to connect up to 127 devices through a single port, at very high data transfer rates of up to 12 Mbps (Mega-bits per second). Devices can be connected through a USB hub (a USB external device that provides power and connection for other USB devices), or connected one to the other in a chain. Your WinBook notebook will automatically check the USB port to determine what devices are attached. If they are new to your system, the Plug-and-Play interface will detect and identify the new equipment. The constant communication between the USB port and your devices allows you to connect and disconnect devices without shutting down your system.

Since a USB device is capable of very high speeds, and since it does not use up the access to an available port (as a serial or parallel device does), you should consider available USB peripherals for your system.

You can connect a USB device by plugging the USB cable into 2 USB ports on the left side of your WinBook notebook. Since the USB devices can be chained together, you can plug USB devices into each other or into one of the USB ports of your WinBook notebook. Note: not all USB devices provide a pass-through port for other devices. You might need a USB hub to allow several devices to be connected to the USB port of your system.

The system should automatically detect the new device and make it available for use. If the device is not immediately recognized, check the documentation for the device. If the device is new to your system, you might be asked to set up the device before use (for example, a new printer will need to be set up to run under Windows).

The USB port not only provides a connection between your WinBook notebook and external devices, they are also capable of providing electrical current to run those devices. If you make considerable use of your WinBook notebook under battery power, you should consider how USB devices

might drain your battery or slow battery charging (when the AC Adapter is in use). If you have a USB device (such as a printer) that has its own electrical power source, you should consider using this device as a hub for your other devices. These devices can draw power through the hub device, leaving your WinBook notebook free to conserve or recharge battery power. If you have a mobile USB device and want to make use of the WinBook notebook as the power source for the device, consider using an aggressive power management setting to help maximize battery life.

Optional Port Replicator

You cannot "hot dock" your WinBook notebook into a port replicator. You will need to shut down or suspend your computer to connect it to the port replicator.

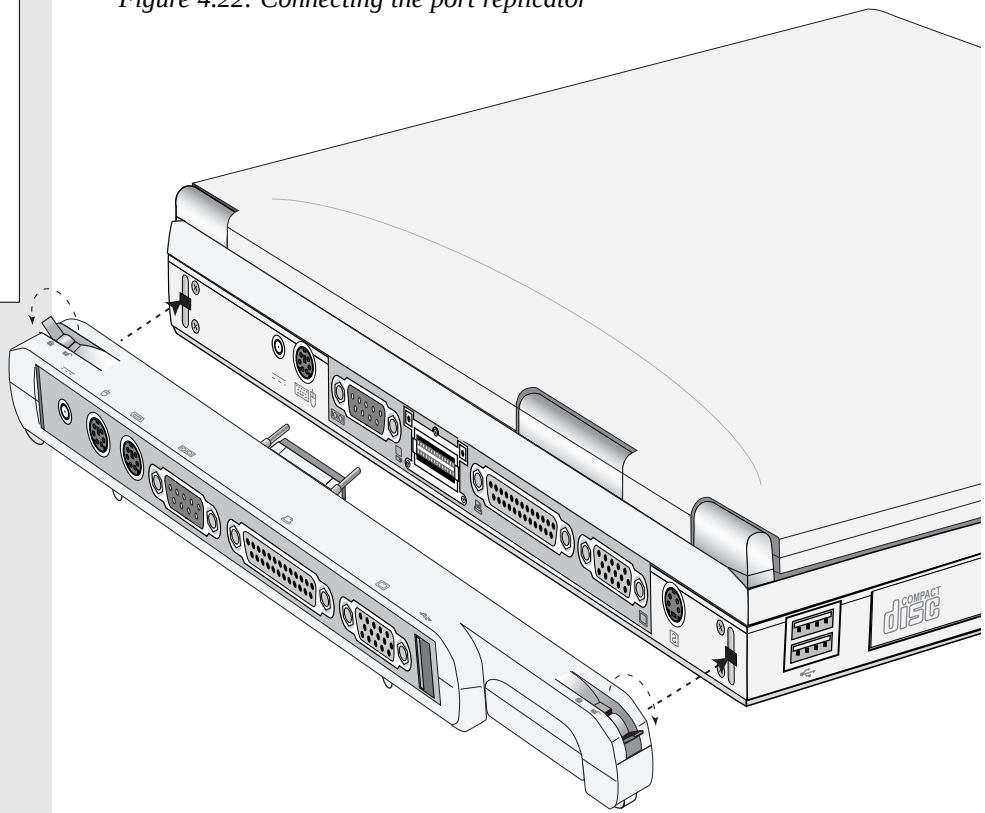
If you have peripherals attached to your port replicator that have never been recognized by your system, you might be asked about the installation of new hardware. If you do not receive a window identifying the new hardware, that hardware might not be functional until you configure your system to recognize it. You can use the **Add New Hardware** icon in the **Control Panel (Start/Settings/Control Panel/ Add New Hardware)** to set up the system to work with this additional hardware.

To connect your WinBook notebook to the port replicator, slide the WinBook notebook back into the port replicator until the docking port fully engages with the port replicator. *(Figure 4.22)* It also has an easy slip-in connection for your WinBook notebook. Using the port replicator will allow you to slide your WinBook notebook into the docking port and start right into your work, without having to make the connections to your extra monitor, keyboard, power adapter, etc. each time.

Your WinBook notebook will only support two USB ports. If you use the USB port on the port replicator one of the USB ports on the left side of the WinBook notebook will not function. Whichever port is recognized first will function; the other port will be inactive until a USB port is freed by either removing the connection to one of the USB ports or by disconnecting the WinBook notebook from the port replicator.

The first time you use a peripheral on your system, you should be able to plug it directly into your port replicator. If the computer does not recognize the new hardware, you can try plugging it directly into the native port on the WinBook notebook.

Figure 4.22: Connecting the port replicator



The I/O (input/output) controller of the port replicator takes control of the I/O for the computer and directs input to the system as if connected to the native ports of the WinBook notebook.

Chapter Five: PC Cards (PCMCIA)

PC Cards

PC Cards (or PCMCIA Cards) can be used to extend the capabilities of your system by providing a connection for adding a modem (or an additional modem, such as a cellular modem), a network connection, a SCSI interface, or other functions. PCMCIA cards provide a compact source of such extended capabilities and a common interface with your WinBook notebook. They can provide a very powerful source for expanding your system. Your WinBook notebook comes equipped with two PCMCIA slots (on the right side of the unit), which are able to use cards that conform to the PCMCIA standard.

Both slots of your WinBook notebook are equipped for CardBus support and can use PC cards. Only the top slot is equipped to support Zoomed Video connections. If you want more information on Zoomed Video, see Chapter Six. Your WinBook notebook can accept Type I, Type II and Type III cards. Since both slots function independently, your WinBook notebook can support up to two cards at a time, in the following configurations:

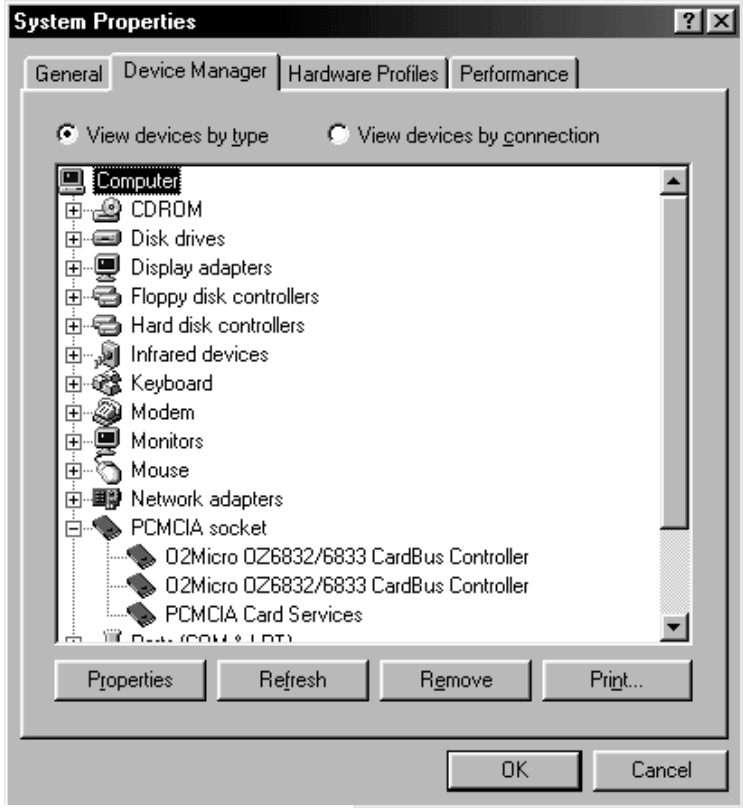
Two Type I
Two Type II
One Type I and One Type II
One Type III

If your card is not configured for power management, which usually requires a driver (the software coding that communicates between the card and the machine) specific to the card, this can drain your battery. The preloaded drivers will work with most cards designated as Windows compatible. If you find that your card does not work with the preloaded drivers, use the driver disk that came with your card or contact the card manufacturer to determine how to get your card to work with the WinBook notebook. If the driver for your actual card is not found in Windows database of drivers and you choose a generic driver, you should consider taking the card out of the slot when it is not in use to avoid draining the battery.

Most cards with some external connection will allow you to remove or recess the connection for travel. Remember to take any removable connections with you when you travel if you intend to use the card.

Your system should already be equipped with drivers for the PCMCIA slot (these are not the same drivers as the ones for the specific cards). You can check to see if the drivers are loaded by clicking on the plus sign beside the PCMCIA socket choice in Device Manager. You can reach device manager via the **System** icon in the **Control Panel: Start/Settings/Control Panel/System**. Once in the System window, click on the **Device Manager** tab. Then click on the "+" sign beside PCMCIA Socket to see the PC card drivers. If the drivers are loaded, you should see "O2Micro OZ6832/6833 CardBus Controller." *(Figure 5.1)*

Figure 5.1: PCMCIA Information in Device Manager



To use the PC Card:

1. Insert the card into one of the two slots (the slots are identical). *(Figure 5.2)*
2. Push to make sure it is properly seated When you insert your PCMCIA card, Windows should recognize the card (if it is one you have used before) and beep twice. A card icon will appear on the taskbar. *(Figure 5.3)*
3. If the card is new to your system, Windows will attempt to recognize it and load the necessary drivers. The Add Hardware Wizard will guide you

Figure 5.2: PCMCIA Slots

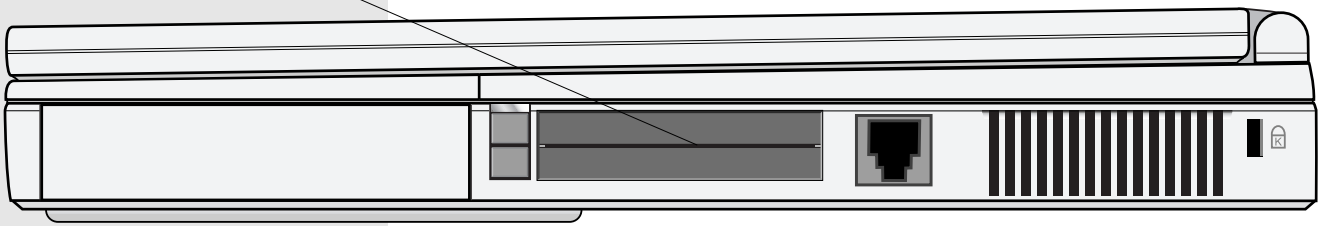


Figure 5.3A: The PCMCIA Icon on the Windows 98 Taskbar

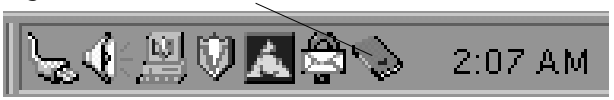


Figure 5.3B: The PCMCIA Icon on the Windows 2000 Taskbar

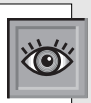
through the process of loading these drivers. You might be asked to indicate the source of the drivers. Windows has drivers for many PCMCIA cards, but you should check the documentation for your card to determine whether the manufacturer has provided more current drivers. *(Figure 5.4)* When the installation is complete, you will hear two beeps and a card icon will appear on the taskbar.

If you are unfamiliar with the **Add New Hardware Wizard**, see your WinBook notebook Help File for a detailed explanation of this wizard.

4. If Windows does not recognize the card, you will be prompted to complete the installation of the necessary drivers. You can find the driver for your card, use a standard driver for the hardware or, if you have a disk from your manufacturer, you can load the drivers provided. Follow the instructions provided by the installation wizard. If you use a standard driver and one not specific for your card, the card should work, but certain features, such as power management, might not be active. When the installation is complete, you will hear two beeps and a card icon will appear on the taskbar.

For Windows 2000 Networking information, check your WinBook notebook Help File.

5. If the card has any external connections, secure them to the card and the necessary external device.
6. When you are finished using the card, click once on the PCMCIA icon on the taskbar. This will bring up a popup menu for shutting down any cards in the PCMCIA bay. Select the appropriate card (if you have two cards in place) and click "stop" to deactivate the card. You should receive a message telling you when it is safe to remove the card. This procedure will protect your system and also help prevent data loss that might occur if you attempt to remove a card that is still actively linked to a network or modem connection.
7. You can now eject the card. Press the eject button in and it will pop out. Now press the button firmly in until the card ejects. The button should remain in; if it pops back out, you can push it in until it clicks into place.



Although most current PC cards are Plug and Play, you should always refer to the manufacturer's documentation for your card. Some manufacturers might have optimal ways for using their card.

Figure 5.4: Recognition of a PC Card

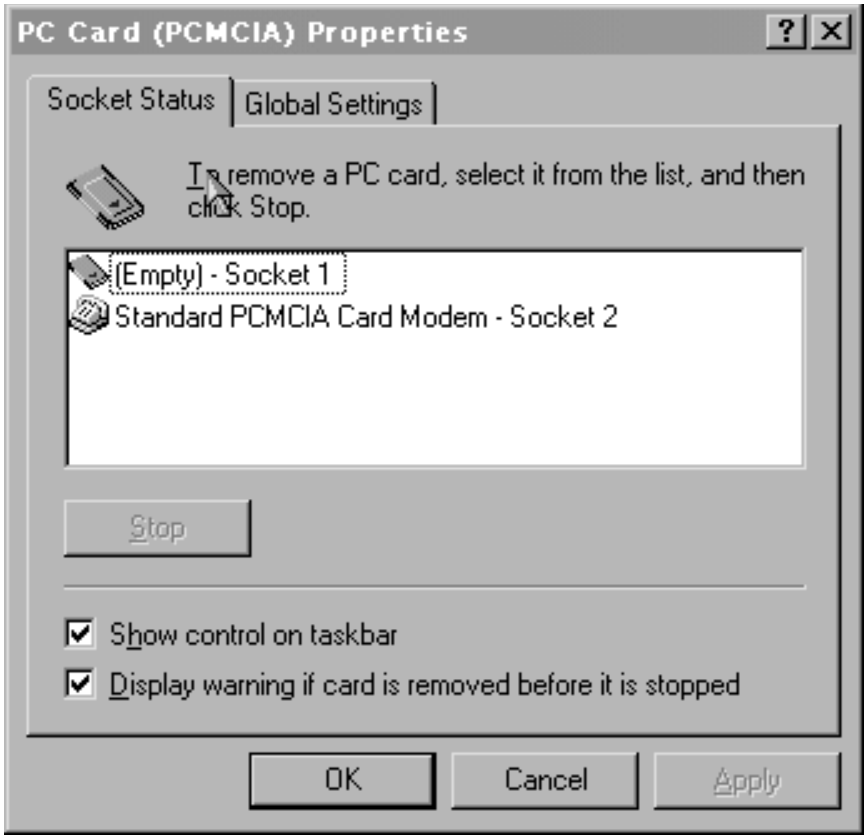
PC Card Tips

You can "hotswap" PC cards while your computer is on, but you should properly shut down the card before removing it.

And keep in mind the following:

- Do not remove a network card while your system is connected to the network. This could cause loss of data for you or for other users and could disrupt network functioning.
- In many cases, your network card has to be present when you boot the system to be recognized by the network (since Windows identifies itself to the network as it boots). Unless you are an experienced user and know how to connect to your network manually, you should reboot your system if you want to install your network card.
- Do not remove a fax/modem card while the card is transferring data to or from your computer.
- If you remove a fax/modem card, remember to shut off any automated functions that use that card (such as fax receive-monitoring).
- Be aware if you have other software (such as e-mail) that accesses a network card or fax/modem card and change the software settings if needed.
- Do not remove a storage card (such as a hard disk or ATA card) or a card connected to a storage device (such as a SCSI card connected to an external drive) while the computer is accessing that card.
- If your card is a storage card or connects to a storage device, it might need to be present when you boot the system in order to be assigned its proper drive letter. Check the documentation for your card and/or device for further information.
- Some PC cards may require additional system resources. You might have to disable the IR port or another device to free resources for the card (see your WinBook notebook Help file for information about hardware resources). Check the card documentation for more information.

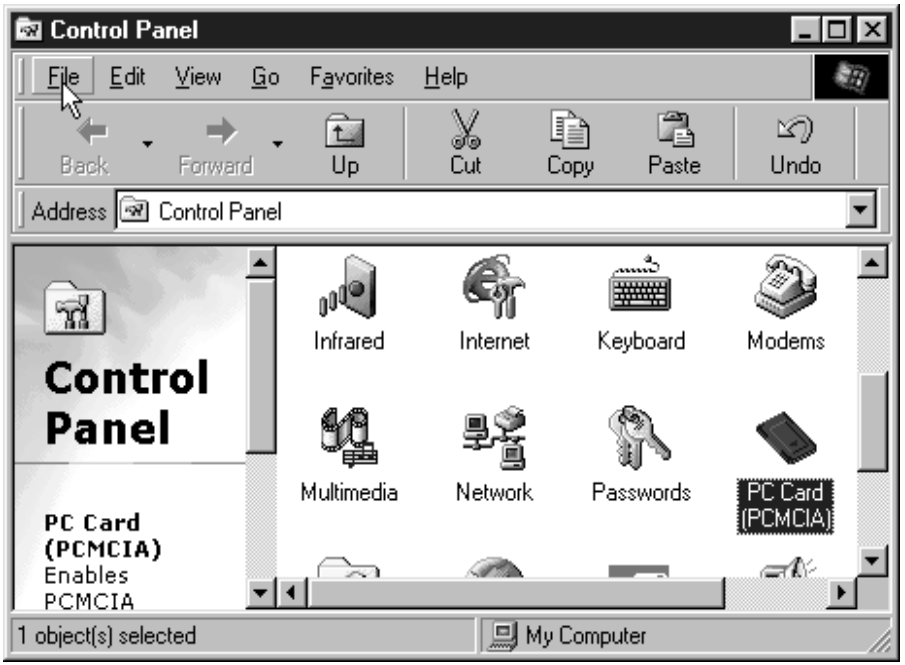
Figure 5.5: PCMCIA Properties



You can check on the status of the installed PC Card by clicking on the icon on the taskbar. You can check or alter the properties of the PC card usage by your system by double-clicking on that icon. This will call up the PC Card Properties dialog box. *(Figure 5.5)*

You can also check the PCMCIA properties by selecting the PCMCIA icon in the **Control Panel**. *(Figure 5.6)*

Figure 5.6: Control Panel



Windows will install standard networking protocols for cards it has recognized. Contact your network administrator to determine if you will need to configure your system for other protocols. If you will be using your network outside Windows (e.g. in DOS), you will need to check with the manufacturer of your network card or with your network administrator to determine how to set up the proper drivers for this environment.

PCMCIA Network Connections

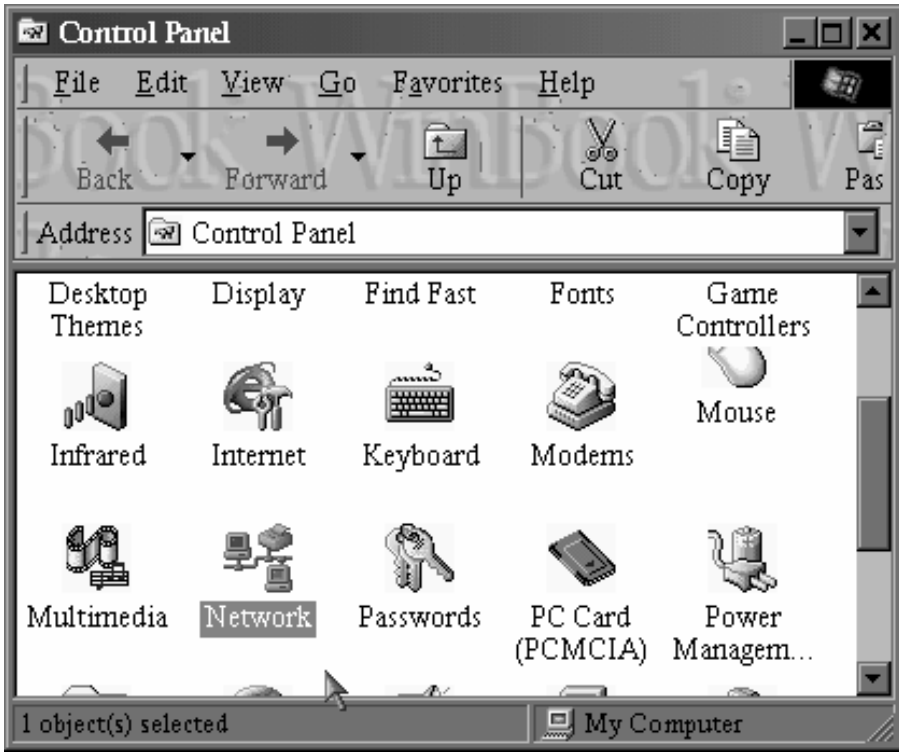
If you have a network PCMCIA card, you will first need to have your WinBook notebook recognize the card and load the necessary drivers (see above). Once your network card has been recognized and Windows has installed the necessary networking files, you will be asked to restart your system to allow the new networking environment to function.

Windows will configure your files and then ask you to restart your system so that the new files can take effect. Reboot your system. If you have added network functions for the first time in this process, you will

be prompted for a username and password when Windows loads. You must supply a username. If you leave the password blank, you will not be required to log in with that username in subsequent sessions. If you do choose a password, you will be asked to verify it. In subsequent sessions, you will need to provide that username and password when starting Windows.

You can double-click on the **Network** icon in the **Control Panel** to see the networking configurations that have been added to your system. *(Figure 5.7)*

Figure 5.7: Control Panel



If you decide not to enter a password, you can add one later by selecting **Passwords** in the **Control Panel**. Please read your Windows documentation on passwords before changing settings in this utility.

A "Network Neighborhood" icon will now be present on your desktop to allow quick access to network functions.

WinBook does not provide Technical Support for network functions. Contact your network administrator for assistance.

For more information about how to set file sharing for your system, please see the WinBook notebook Help File.

There is more information about network use of your system in the WinBook notebook Help File.

You will see that client software has been added to your system. Windows assumes that you will be operating this system as a client (a computer which primarily uses the network to access files or equipment on another computer, which is the "server"). If you will be using your system as a server, you should check the Windows documentation for information on setting up your system this way.

You will also see software specific to the kind of networking card you have added (e.g. ethernet). There will be protocols there to control how the information is transferred between machines. *(Figure 5.8)*

Figure 5.8: Network Properties

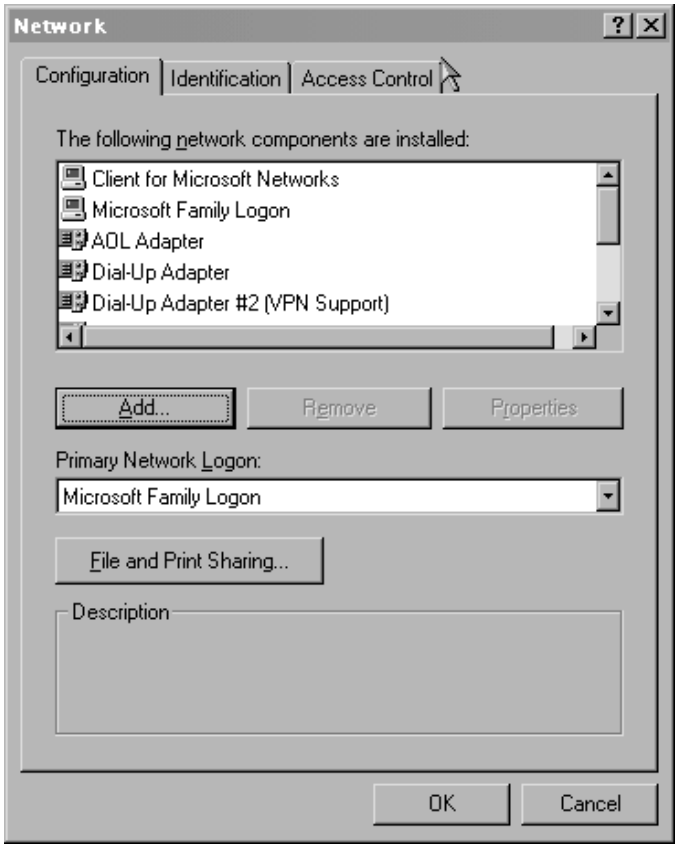
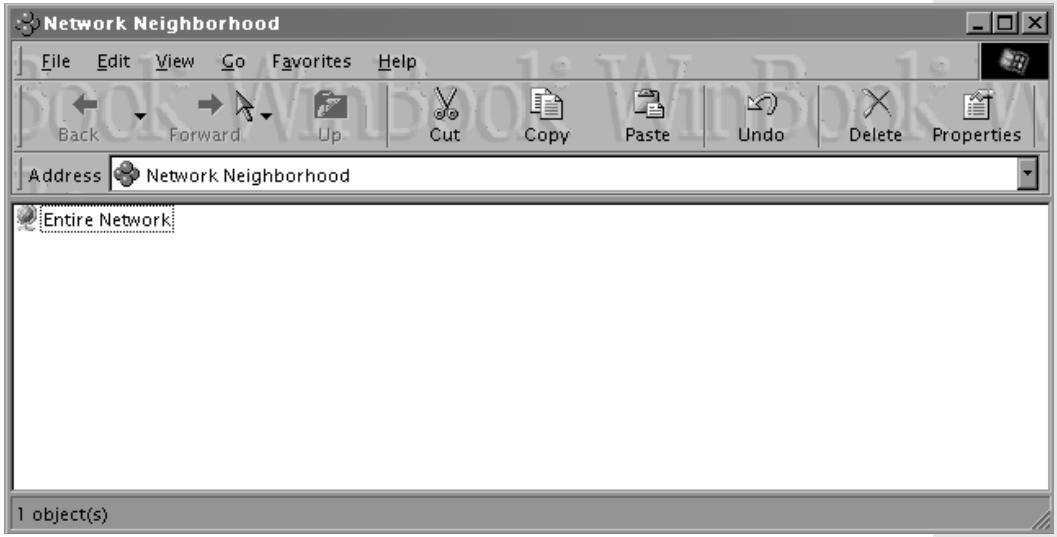


Figure 5.9: Network Neighborhood

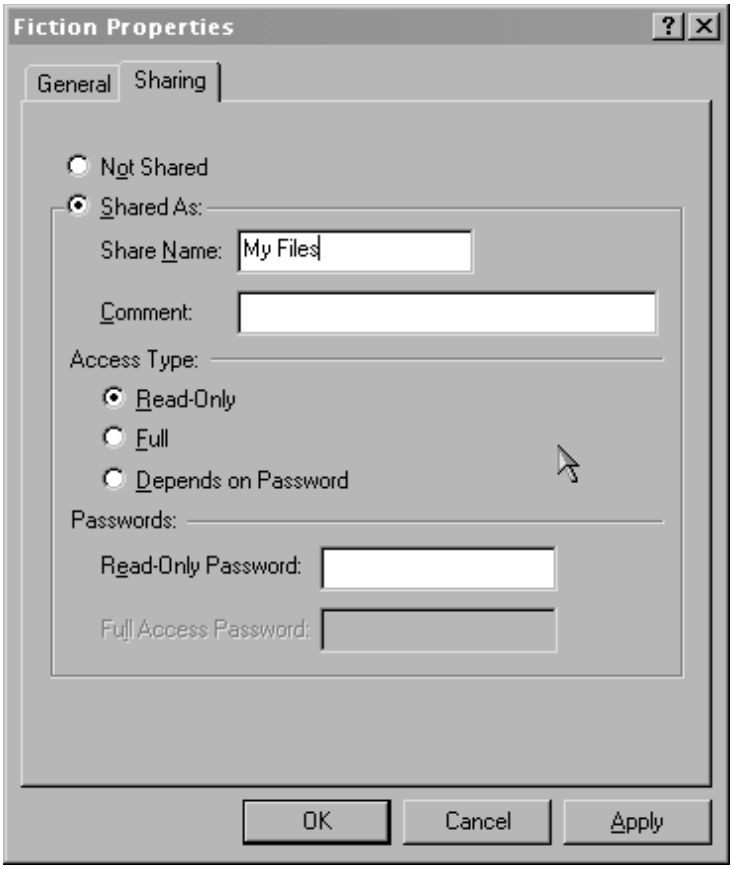


You will also see a button here that will allow you to set up your WinBook notebook for file and/or printer sharing. If you will want to allow your files or your printer to be shared by other computers on the network, you can set up the file and printer sharing as described in the section below. If you do not want to allow your resources to be accessed by other users, then you should leave the file and printer sharing disabled.

Once you have established the network settings for your system, you can double-click on the **Network Neighborhood** icon on your desktop. You can use this window just as you would **My Computer**. Resources on the network available to you can be accessed through this window. *(Figure 5.9)*

You will now be asked to establish the kind of access you want to allow to this folder. *(Figure 5.12)*

Figure 5.12: Access to Shared Folders

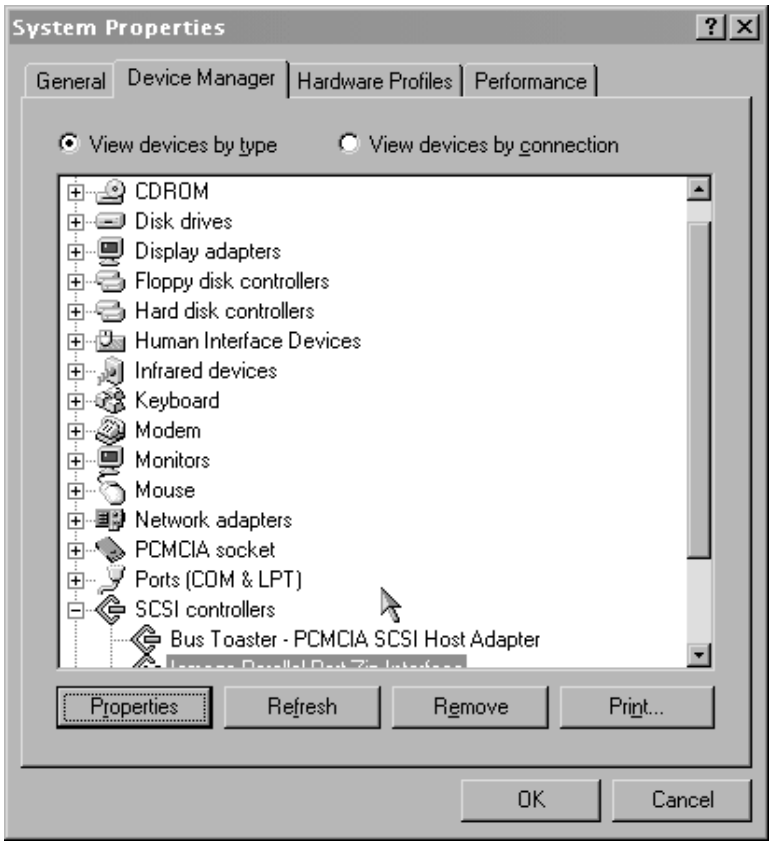


You should consider who will be using the access and why and establish the necessary passwords. Keep in mind that shared folders might be accessible to any machine connected to the network.

PCMCIA SCSI Interface

In order to use devices that require a SCSI interface, you will need to install a SCSI interface card in one of the PCMCIA slots in your WinBook notebook. Once your card has been recognized and the proper drivers loaded, you will be able to connect SCSI devices to your WinBook notebook. *(Figure 5.13)*

Figure 5.13 SCSI Properties



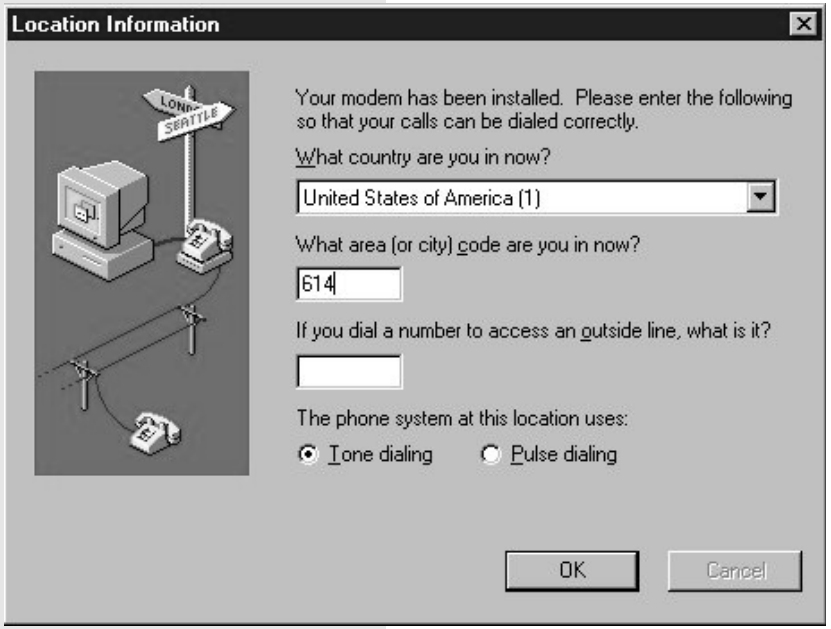
Power management is especially important for PCMCIA modems, since many are set to stay active so that they can be ready for incoming calls. If you are operating on battery power, you will want to conserve power usage by the modem. Check the documentation that came with your card, or adjust the power settings in the **Power Utility** in the **Control Panel**.

You can adjust the SCSI interface properties of your system by entering the Device Manager (**Start\Settings\Control Panel\System**). Click on the plus sign beside the SCSI controller option. Select the SCSI controller listed and hit the Properties button. You can now adjust the SCSI settings to meet the requirements of your hardware. You can check the documentation for your SCSI controller or your SCSI devices to determine what other steps might be required for proper operation.

PCMCIA Modem

Your WinBook notebook might have come with an optional PCMCIA modem. Even if your unit came with a built-in modem, you might purchase a PCMCIA modem (e.g. one that connects to a cellular phone). If so, once the modem card has been recognized, you will be asked to set up the modem for use with your system.

Figure 5.14 Setting Up Your Modem



Follow the steps above for installing and configuring your card. Once the correct driver has been installed and the modem is ready for use, you might be asked to fill in the settings for using this modem (if you have not set up a modem on this system before). *(Figure 5.14)*

Fill in the information requested to assure proper operation of your PCMCIA modem. See Chapter Two for more information about using a fax/modem with this system.

Chapter Six: Video Settings

Video Settings

Your WinBook notebook provides you with a wide range of video controls and options. You should take a little time to familiarize yourself with these aspects of your machine.

Your WinBook notebook allows you to adjust the brightness and contrast of the LCD screen by using hot key combinations: [Fn]+[F6] to decrease screen brightness, [Fn]+[F7] to increase screen brightness, [Fn]+[F8] to decrease screen contrast and [Fn]+[F9] to increase screen contrast. You will need to hold this combination for several seconds to see any affect. There is also an Autodim function in the BIOS power management settings. These keys will not set the screen completely bright or dark; they will provide small adjustments to account for room lighting. Autodim automatically reduces screen intensity when the system is using battery power. You can disable this if you need increased screen brightness while using battery power. See Chapter Eight for more information about the Autodim function.

Your WinBook notebook will support a number of resolutions. Resolution is a measure of the number of pixels (a pixel is a single dot of color on the screen). Depending on the type of LCD display that you have, your screen will support resolutions of 800 x 600 SVGA (12.1" TFT screens) or 1024 x 768 XGA (13.3" and 14.1" TFT screens) with up to 64K colors (32-bit high color) on either SVGA or XGA screens. Your screen will support a resolution of 1024 x 768 pixels with up to 64K colors or a resolution of 800 x 600 pixels with up to 256K colors. Notice that when you put your computer into the DOS mode, which uses the VGA resolution (640 x 480) as a default, the display will be stretched to fit the full screen.

If you lower the resolution of your LCD, you may find that the desktop area will not fill the entire screen or might be slightly pixellated. This should not be the case for an external monitor.

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. When using an external monitor, the WinBook notebook will support the following resolutions:

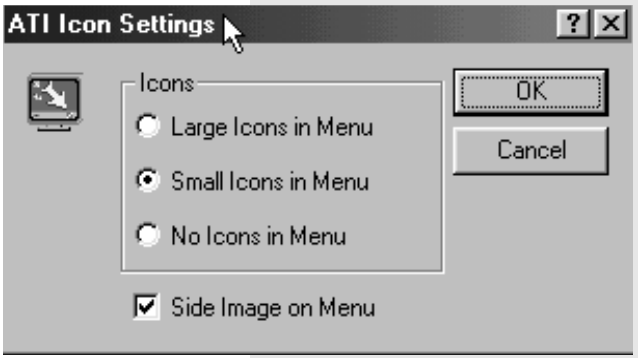
640x480 16M colors
800x600 16M colors
1024x768 16M colors

If your monitor supports these resolutions, you can select the higher resolutions after you have attached your external monitor to the SVGA port. Remember to change back down to a supported resolution before returning video output to the LCD screen.

Your WinBook notebook provides easy access to various video settings and utilities by a right-click on the ATI icon in the system tray of your taskbar. You can alter the appearance of the pop-up menu for these video settings by clicking on "Settings" and "Icon Settings" and then selecting from among the choices offered by the dialog box. *(Figure 6.1) (Figure 6.2)*

Figure 6.1: ATI Pop-up Menu

Figure 6.2: ATI Icon Settings

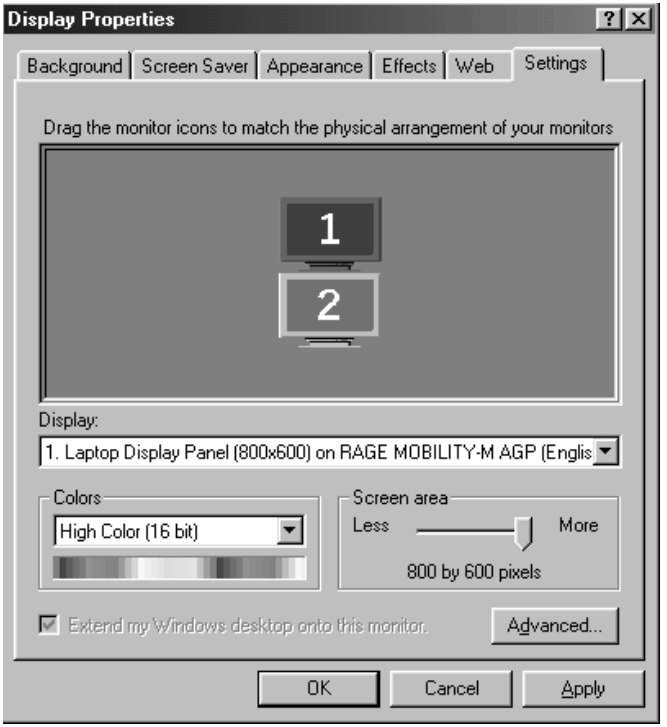


This pop-up menu also provides quick access to the Display Settings for your WinBook notebook. *(Figure 6.3)* Note: You can also bring up the Display Properties dialog box by right-clicking on the Windows desktop and selecting "Properties."

Figure 6.3: Access to Video Settings

To adjust resolution, right-click on the ATI icon and select "Settings" and then "Display Settings" to bring up the display menu. Click on the Settings tab. *(Figure 6.4)*

Figure 6.4: Display Settings



You can use the drop-down box beside the color setting to increase or decrease the number of colors used. You can drag the slide for video resolution to the right or left to increase or decrease screen resolution.

In addition to these Windows display properties settings, there are other settings specific to your system that can be found by clicking on the “Advanced” button. *(Figure 6.5)*

The tabs across the top allow you to move among the various dialog boxes that control settings for your system. These settings are discussed in detail in your WinBook notebook Help file located in the WinBook folder of the Start Menu.

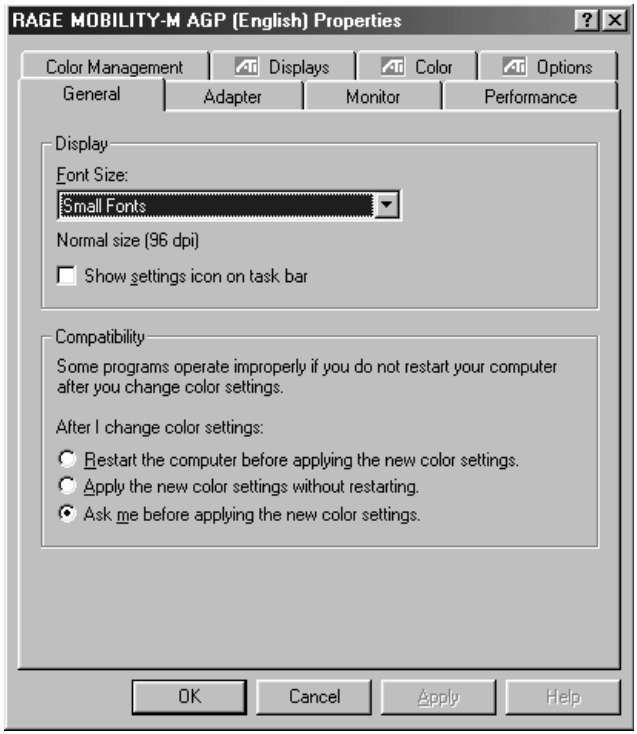
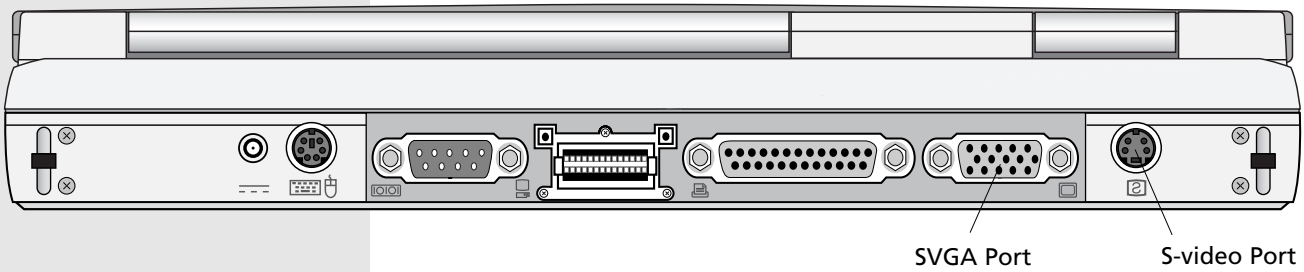


Figure 6.5: ATI Display Settings

SVGA Port

Your WinBook notebook has two ports for directing video output to external devices: an SVGA port and an S-video port. The S-video port is discussed later in this chapter. *(Figure 6.6)*

Figure 6.6: Location of ports on the rear of the Si2



You can connect an external VGA or SVGA monitor to your WinBook Si2 through the video port on the rear of the system. You can direct output to the LCD, the external monitor or both by toggling the [Fn]+[F3] hot key combination until you have the desired mode

Your external monitor might require that you change the video driver from the default driver for the LCD screen. Check the WinBook notebook Help file for specific instructions regarding video drivers.

A higher resolution on your external monitor might also mean a slower refresh rate, the speed at which a monitor sends a new image to the screen. A cathode ray tube (CRT) sends an image vertically down a screen one line at a time. The whole screen is thus refreshed at a certain interval (as the CRT cycles down the screen and then returns to the top). This speed is usually measured in Hz (cycles per second), which is a unit of frequency. A refresh rate of 60 Hz will produce a slightly perceptible flicker of the screen that can cause eye strain. A rate of 72 Hz or faster

Directing the video output to both the LCD and the video monitor will slightly slow the video response time.

will usually produce a comfortable image. Your monitor may refresh at different frequencies depending on the resolution. Check your monitor specifications for the refresh rate, this may help prevent eye strain.

If you do need to use another driver with your external monitor, you might need to reset the driver for the LCD to achieve optimal display quality on the LCD. Windows will usually provide you with a chance to review the changes and cancel them. It will also usually instruct you if you need to restart the system.

Unless your external monitor is a USB device, be sure to shut down your system before connecting the device to your system to prevent damage to your system and the external monitor.

Multiple Monitor Support

Your WinBook notebook supports Multiple Monitor functionality, which allows you to expand the size of your desktop with the use of an external monitor. You can easily drag or stretch items across the two monitors (your LCD and the external monitor). This can allow you to have two programs side by side, each occupying a “full screen” or can allow you to stretch out a document or spreadsheet or image. Even though the monitors might be side-by-side for you, you do not have to think in those terms: the Multiple Monitor mode allows you to treat the monitors as if they were in any physical arrangement. You can set them to stretch vertically, allowing you to let a long document run “down” onto the second screen.

One monitor serves as the primary display (you can set which it is by following the directions below). Most programs and dialog boxes will open in the primary display, but you can drag them to the secondary monitor.

To enable the Multiple Monitor function, you will need to connect an external monitor to the SVGA port on the back of your WinBook notebook. It is recommended that you reboot after connecting the monitor as this allows the WinBook notebook to properly recognize the presence of the external monitor.

If your monitor is Plug and Play compliant, the WinBook notebook should detect its presence and help you set

WARNING: When operating your WinBook notebook with an external video device (CRT or TV), you should not close the LCD panel of the Si2. Closing the LCD panel will block the air intake that cools your
system and places the sensitive display in close proximity to the processor which can lead to

Not all programs support the use of more than one monitor. If you attempt to use a program with the Multiple Monitor function enabled and the program will not work, shut off the Multiple Monitor function and try running the program again.

Once your monitor is connected, you can enable the Multiple Monitor functions for your WinBook notebook as follows:

1. Right-click on the ATI icon on the taskbar.
2. Select Setting/Display Settings. This will bring up the Display Properties dialog box. Note: you can also open this dialog box by right-clicking on the desktop and selecting Properties or by double-clicking on the Display icon in the Control Panel.
3. Click on the Settings tab. You will see two monitors in the field at the top of the dialog box. The primary (1) monitor should be sharp and the secondary monitor (2) grayed-out. To enable the secondary monitor, click on the checkbox at the bottom that reads "Extend my Windows desktop onto this monitor." *(Figure 6.4)*
4. Now you can align the second monitor relative to the primary monitor. To do this, click-and-hold on the secondary (2) monitor. Drag it to the relative position you desire. The monitors do not have to be lined up perfectly horizontal or vertical: you can set the relatively position to be slightly offset if you find that more useful for your work.
5. Set the color and screen area for the secondary monitor. The Display box should currently show the secondary monitor and read something like "2. Default Monitor on RAGE MOBILITY-M AGP (English)." (The actual monitor name will vary with your external monitor.) If it does not, click on the pull-down box and select the secondary monitor. You can now set the color settings and screen area for this monitor. You can make the size of the screen area of the secondary monitor identical to the LCD screen area (this will make programs display at the same resolution on each monitor), or you can vary the screen area to suit your program needs.
6. Click OK. You might be asked to whether or not you want to keep the settings, or even if you would like to reboot the computer. You can accept the settings or reboot the computer at this time.

7. You should now see the display spanning onto the second monitor. The taskbar will only be shown on the primary monitor. Drag or stretch windows within the expanded desktop area.

If you would like to make the external monitor the primary monitor on your WinBook notebook, you can do so as follows (Note: you cannot disable the primary monitor):

1. While in the Display Properties dialog box (see above), right-click on one of the monitors in the dialog box.
2. Select Properties from the drop-down menu.
3. Select the ATI Displays tab. *(Figure 6.6)*
4. At the bottom of the dialog box you will see picture of a monitor, panel and TV. Beneath the monitor and panel you will see the settings for this display, including a button for primary or secondary.
5. Click on the button beneath the Panel to make it the secondary monitor.
6. Click on the button beneath the Monitor to make it the primary monitor.
7. Click OK.
8. Now you can finish setting the Multiple Monitor functions as directed above.

To Disable the Multiple Monitor functions on your WinBook notebook.

1. Right-click on the ATI icon on the taskbar.
2. Select Setting/Display Settings. This will bring up the Display Properties dialog box. Note: you can also open this dialog box by right-clicking on the desktop and selecting properties or by double-clicking on the Display icon in the Control Panel.
3. Click on the Settings tab. To disable the secondary monitor, click off the checkbox at the bottom that reads “Extend my Windows desktop onto this monitor.” *(Figure 6.4)*

Remember: some programs will open to the window size at which they were last opened. If you stretch a program across the larger desktop and do not have Multiple Monitor functions activated the next time you open that program, part of the window might be off the screen.

If you forget which monitor is set as primary and/or secondary, you can check by opening the Display Properties Window (as described in the main instructions on this page), clicking on the Settings tab and right-clicking on the monitor you wish to identify (they are labeled “1” and “2”). Select identify from the drop-down menu. You should see a large number on one monitor that identifies it as primary or secondary (it will appear for about 3 seconds).

If you use a different color setting for the secondary monitor, colors might not correspond exactly with those on the LCD display. If you are working with graphics and/or colors, you should synchronize the color settings to allow greater precision in color matching.

4. Make sure that the primary monitor is the display that you will want to continue using after making this change. If you need to change the primary monitor setting, you can follow the instructions above.
5. Click OK. You might be asked whether or not you want to keep the settings, or even if you would like to reboot the computer. You can accept the settings or reboot the computer at this time.
6. You should now see the display only on the primary monitor.

TV-out

Your WinBook notebook comes equipped with a S-video jack that allows you to direct the screen output of your system to a television screen. You will need to purchase A/V cables that are capable of fitting your jacks. If you want video and audio, you will want to purchase separate cables for audio and video transmission. If you want to enable the television output for your WinBook notebook, follow the directions below.

Your system does not come equipped with a TV-in jack, but you can direct video input to your display screen through the ZV port (see below).

You can obtain a cable to convert S-video output to standard television input. See your local electronics retailer for information.

1. Turn off the computer. Locate the S-video jack in the rear panel connector compartment. Locate the stereo speaker/headphone jack on the front of the computer.
2. Connect one end of video cable into the S-video jack. Connect the other end of the cable to the video input jack of the TV receiver.
3. If you will need audio, you will need a "Y" cable with an "RCA mini" stereo jack (it looks like the jack on a set of headphones) on one end and a right and left RCA jack (looks like the jack on the video cable) on the other. Connect one end of the audio cable to the audio-out jack (the speaker/headphone jack) on the front of your WinBook notebook. Connect the audio cable to the right and left channel audio input jacks. Note: If your television does not have stereo sound, you can obtain a cable with a single jack for both signals.

4. Start up your computer. Your system will automatically detect the presence of a device on this port.

5. After your computer has started and Windows has loaded, right-click the ATI icon on the taskbar and select "Settings" and "Display Settings." This will bring up the Display Properties dialog box. Click on the "ATI Displays" tab. This will bring up the Display settings for your system. Click on the large button beneath the picture of the television. The television option will now be available. Click on its radio button. You can also send output to the LCD or external monitor by selecting the large buttons beneath the picture of each.

If you set your system to direct video output to the TV-out port, the next time you boot the system, you will be greeted by a dialog box that reminds you that you have changed the video output to the TV-out setting. You can click on the checkbox to disable this reminder.

If you experience difficulties with the picture, check in the BIOS Setup program to be certain that your unit is set to NTSC rather than PAL. See Chapter Eight for information.

NTSC is the U.S. colored TV standard, which broadcasts 525 lines of resolution transmitted as 30 interlaced fps (frames per second). PAL is the European colored TV standard, which broadcasts 625 lines of resolution transmitted as 25 fps.

For more detailed information about television output, see the WinBook notebook Help file.

DVD

If your WinBook notebook came equipped with a DVD-ROM drive, you will be able to use this drive to run software on DVD or to watch movies stored in DVD format.

Your WinBook notebook comes equipped with software MPEG-2 support that will play video at 24 frames per second. MPEG-2 compresses video signals for quicker transmission. This compression standard is adequate for smooth DVD video playback. If you require even more precise video playback, you can look into a hardware MPEG-2 decoder on a PCMCIA card.

You can also direct DVD audio output to external speakers or to the audio input of your television. Movies on DVD provide menus and additional information about the movie. A software DVD player will provide access to these additional features of the DVD. Check your WinBook notebook Help file in the WinBook folder of the Start menu for more specific information about using the DVD software in your system.

Since DVD activity will not reset power management timers, you should disable power management when using the DVD drive as a video playback system. You might find it useful to create a power scheme for DVD use. See Chapter Three for information about power management.

Check the WinBook notebook help file for more detailed information.

Zoomed Video

Zoomed Video (ZV) is a built-in aspect of advanced PCMCIA slots in notebook computers that allows video input to bypass the processor and system bus of the computer and send the video signal directly to the display screen. This allows you to maintain full-screen and full-motion video without the slowdown that usually results from video directed through the system bus. Zoomed Video does not send video to the processor of your system, so it is not a method of capturing video signals for editing by your computer.

Your WinBook notebook comes equipped with ZV support via the bottom PCMCIA slot. In order to take advantage of your ZV port, you will need to purchase a ZV interface card for your system. You can contact your retailer for information about ZV equipment.

Chapter Seven: Upgrading

Your WinBook notebook is designed to provide you the best technology currently available, but recognizing that computer hardware and software needs change quickly, we have designed the WinBook notebook to be easily upgraded to meet your changing computing needs. *(Figure 7.1)*

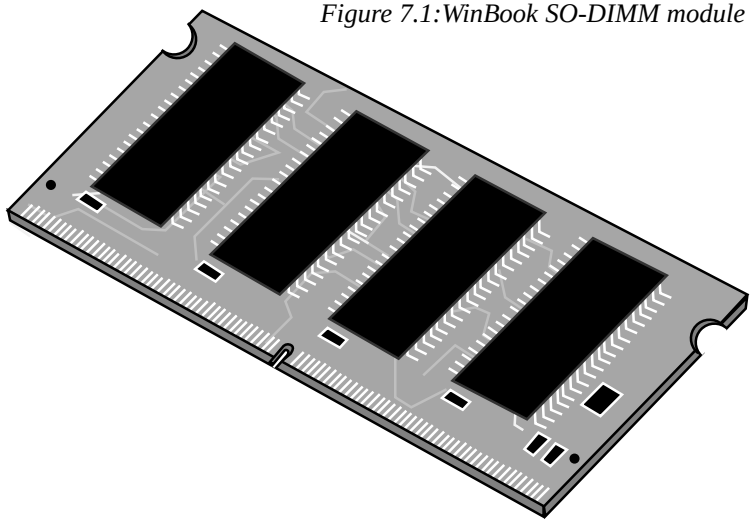
Memory

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

Your WinBook notebook has two memory slots that allow you to install new memory configurations. One slot will already be occupied by a module. You can add memory to the other slot and/or install a module with a higher capacity in the existing slot.

Your WinBook notebook requires SO-DIMM modules. You can contact the Sales department at the number provided on your "Read Me First" Card to find the right SO-DIMM modules for your system.

Figure 7.1:WinBook SO-DIMM module



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

Module 1	Module 2	Total
32MB	None	32MB
32MB	32MB	64MB
64MB	None	64MB
64MB	32MB	96MB
64MB	64MB	128MB
128MB	128MB	256MB

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.

To install memory modules:

1. Turn off the computer and disconnect the AC adapter. Remove the main battery (see Chapter Three for instructions if needed).
2. Turn the unit over.
3. You will see two compartments on the bottom of the unit. The memory compartment is the larger compartment toward the left side of the unit (if you have the back of the unit facing you). *(Figure 7.2)*

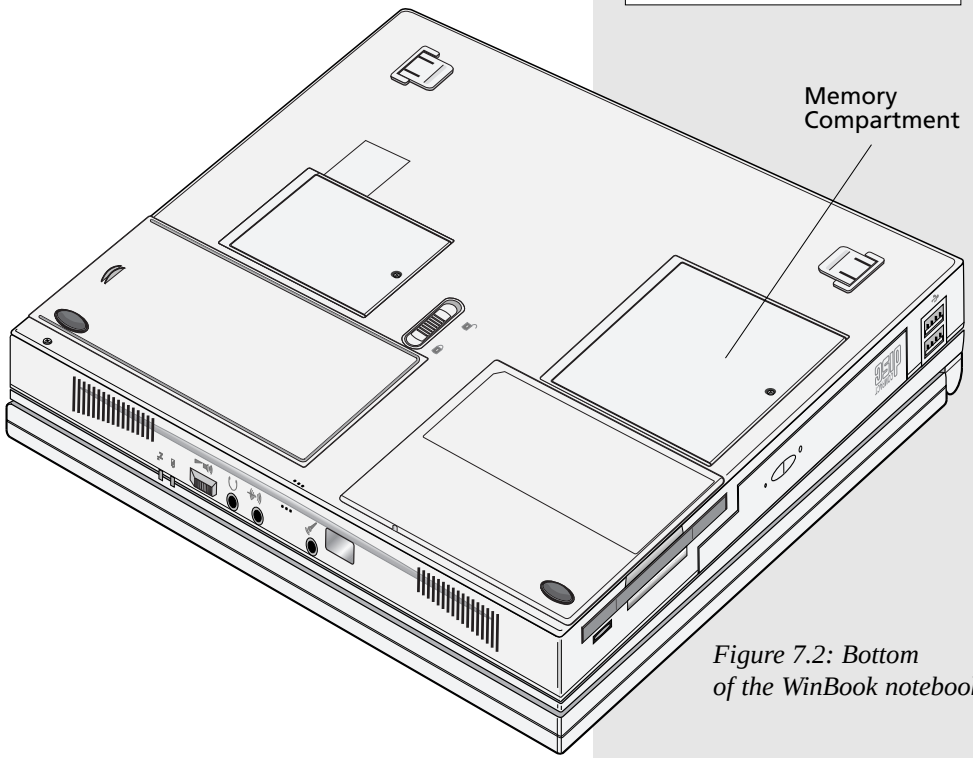


Figure 7.2: Bottom of the WinBook notebook

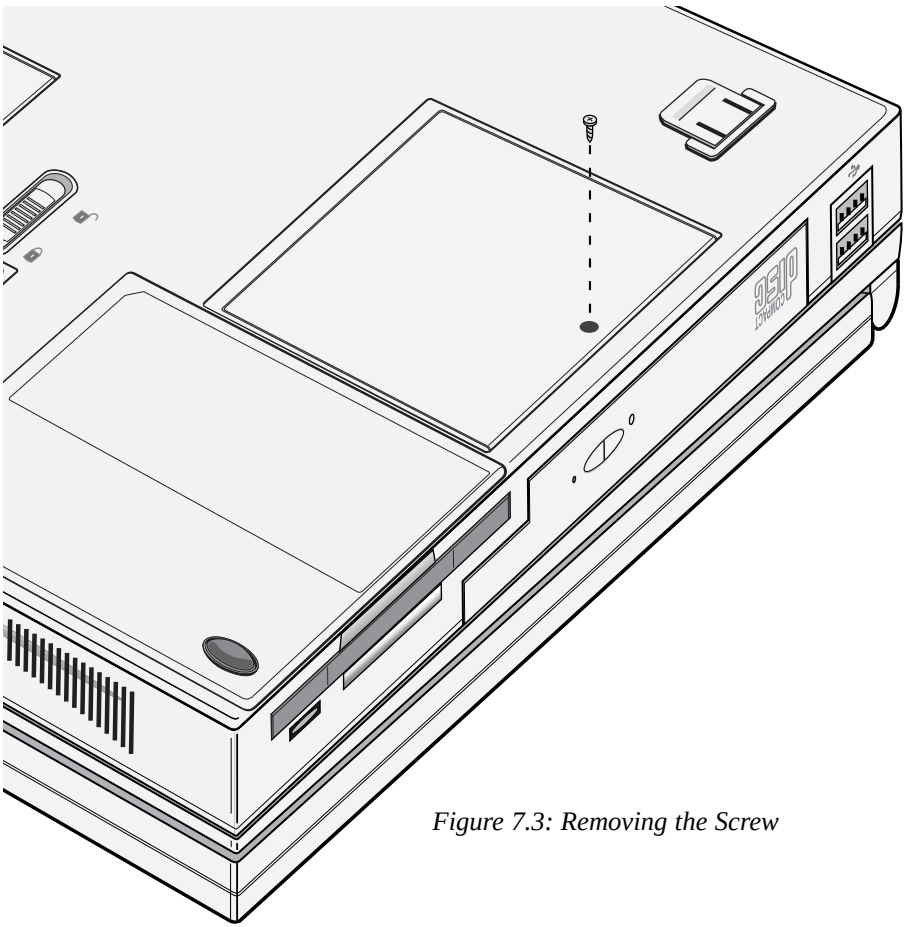


Figure 7.3: Removing the Screw

4. Remove the screw from the compartment cover and set it in a safe place. *(Figure 7.3)*

5. Remove the compartment cover by gently sliding it to the side and angling it up and out.

6. You will now see two RAM slots, one or both of which might be occupied by a SO-DIMM module. If you need to remove a SO-DIMM module to install a higher capacity module, you can do so by gently pushing out on the edge clips to release the module. Then angle the card slightly upward and gently slide it from its edge connector slot. Store the card in the anti-atic bag that contains your new module(s). *(Figure 7.4)*

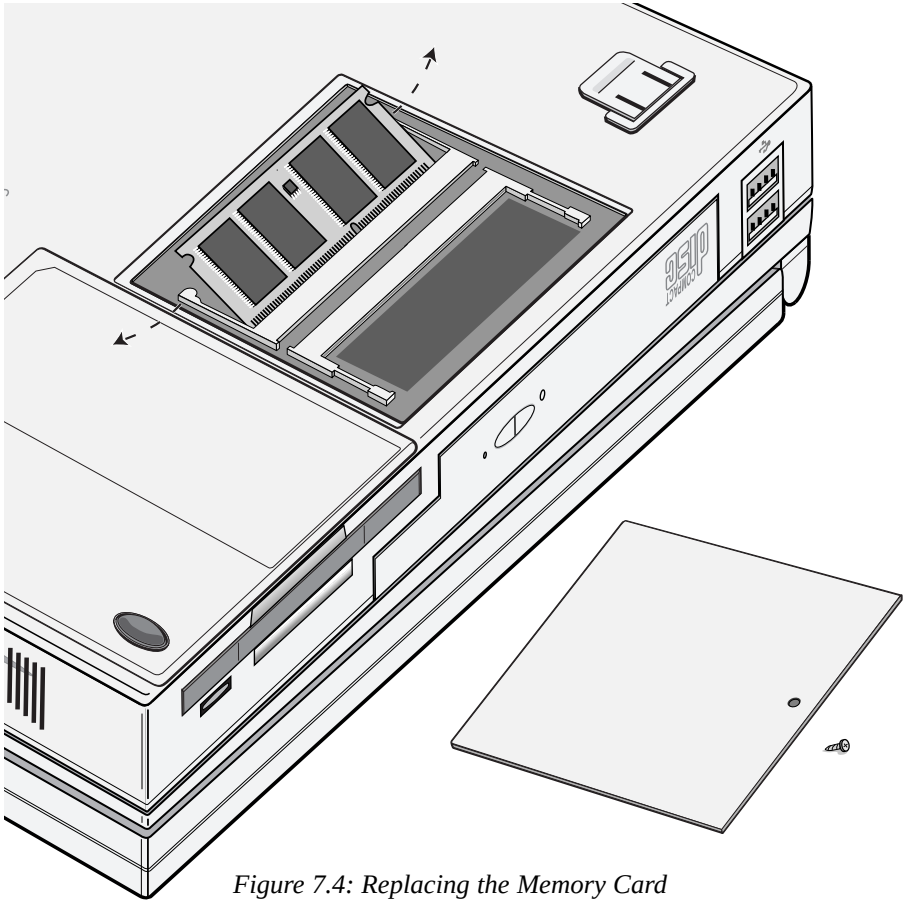


Figure 7.4: Replacing the Memory Card

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.

7. To install the new memory card, hold the card with its gold edge connector toward the edge connector slot of the compartment. In order to help you orient the cards, the edge connector has been made with two unequal-length sections. The longer section should be placed toward the front end of the machine.

8. Holding the card at a shallow angle, insert the edge connector into the slot. When the card is fully inserted, the gold 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. Once the module is properly seated, you can replace the cover on this compartment. On the bottom of the cover there are small clips that slide into place. Line up the clips with the slots along the edges of the compartment and insert the cover into place. Slide the cover toward the center of the machine until the hole in the cover lines up with the screw hole in the unit.

11. Replace and tighten the screw.

12. Turn the unit over 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) that appears when you boot does not match your new memory configuration, retrace the steps of the installation to be certain that the SO-DIMM modules are properly installed.

Firmware Upgrades

Your WinBook notebook has certain software written into ROM (Read-Only Memory), including the BIOS (Basic Input/Output System) Setup Program discussed in Chapter Eight. 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 "Read Me First" Card to get assistance in upgrading your firmware.

Other Upgrades (PCMCIA)

The easiest way to upgrade the capabilities of your WinBook notebook is to take advantage of the PCMCIA slots in your system. These can be used to provide a network connection, communications hardware, or connections to external equipment via a PCMCIA card (or PC card) interface. See Chapter Five for information on using the PCMCIA slots to expand your system.

Chapter Eight: Configuring & Maintaining Your System

Check your WinBook notebook Help file in the WinBook folder of the Start menu for the most current BIOS information for your system. You can also obtain updated BIOS software from the WinBook technical support site: http://www.winbookcorp.com/

Your system is set to display a blank screen during power up, rather than test. You will need to press [F2] after turning the system on to enter Setup.

Setup Program

The Setup program writes information about the equipment, security and power management of your computer directly into ROM (Read-Only Memory) in the computer's hardware (it is stored in the computer's BIOS chip). When you turn on your computer, it first looks at this information to see what the physical devices the system has available for its use.

Access to the **Setup** menu is during the boot process. When you first start the computer, you will be able to enter the Setup mode (by pressing the [F2] key). If you wish to enter after the computer has booted, you will need to exit Windows (or whatever operating system you are running). You can restart the computer by selecting **Shut Down** in the Start menu, then selecting the **Restart** option. When the computer starts to reboot, press the [F2] key to enter the program.

Main Menu

Once you have entered the Setup program, you will be greeted by the **Main Menu**. *(Figure 8.1)* This menu allows you to make changes to the basic setup of your system (e.g. disk drives or memory). You will notice that at the bottom of the window are the commands for navigating the Setup program. These commands are the same for all menus in the Setup program.

[F1]	Brings up the Help information for the Setup Program
[Esc]	Takes you to the Exit menu
Up arrow	Moves up one item in the menu
Down arrow	Moves down one item in the menu
Left arrow	Moves one menu to the left
Right arrow	Moves one menu to the right

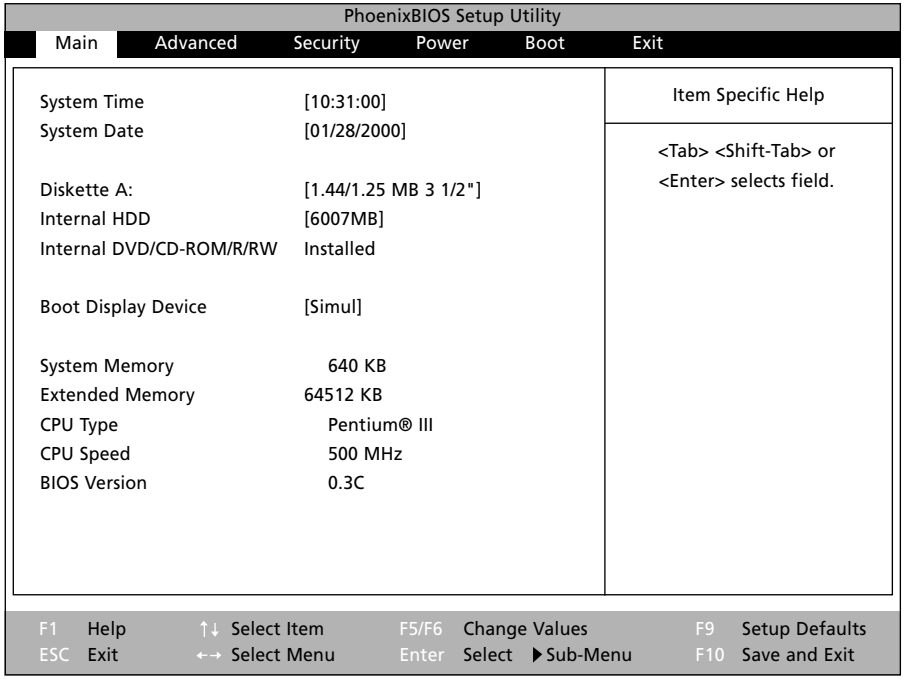
[+]/[-] Allow you to cycle up [-] or down [+] through the values for that item

[Enter] Opens the Submenu for the item or executes the command

[F9] Restores the default values for the Setup program

[F10] Saves and Exits the Setup Program

Figure 8.1: The Main Menu



Time: This item allows you to adjust the time of your computer's internal clock. You can use the [Tab] or [Shift]+[Tab] keys to move among the hour, minute and second fields.

You do not need to exit to the Setup program to adjust the time and date of your computer. You can adjust these from within Windows by double-clicking on the clock on your taskbar and adjusting the information in the Date/Time Properties window. Windows will also adjust your system time automatically to account for Daylight Savings Time if you choose that option.

Date: This item allows you to adjust the date of your computer's internal clock. You can use the [Tab] or [Shift]+[Tab] keys to move among the month, date and year fields. Use the [+] or [-] keys to change the values of the fields.

Diskette A: This item controls the setting for the type of floppy disk drive. If your WinBook notebook came with a floppy disk drive, you should leave this value at "1.44/1.25 MB 3 1/2." If your unit came with an LS-120 drive, you should leave this item set at "Disabled."

Internal HDD: This item displays the capacity of the primary hard disk and the types of other drives installed (LS-120). It also allows you to have access to the Internal HDD Submenu (see the section on the next page for details).

Internal DVD/CD-ROM: This indicates whether or not you have a DVD/CD-ROM drive installed. This item is display only and cannot be modified.

Boot Display Device: This item allows you to set the default setting for video output on system start-up. The choices are: Simul, LCD or CRT. You can always vary from this default setting during a session by toggling the display with the [Fn]+[F2] key combination or by calling up the Display Properties window. Keep in mind that directing output to both the LCD and CRT will slow video response time slightly.

System Memory: This field shows the conventional memory available. This is a display-only item and cannot be altered.

Extended Memory: This field shows the extended memory available. This is a display-only item and cannot be altered. If you add this number, the number in system memory above and 384KB of upper memory reserved for certain computer functions, you should have the total RAM of your system. If these numbers do not add up to the total RAM in your system, you might need to check the memory bay on the bottom of your WinBook notebook for a dislodged memory module. See the section on adding memory in Chapter 7.

CPU Type: This field shows the processor type installed in your WinBook notebook. This is a display-only item and cannot be altered.

CPU Speed: This field shows the speed in megahertz of your processor. This is a display-only item and cannot be altered.

BIOS Version: This field shows the current BIOS Version installed on your computer. This is a display-only item and cannot be altered.

Internal HDD *(Figure 8.2)*

This menu allows you to adjust the settings for the Primary Hard drive (the Hard drive). Unless you are an experienced user, you should allow the settings to be Auto-Detected by setting this item to "Auto".

Figure 8.2: The Internal Hard Drive

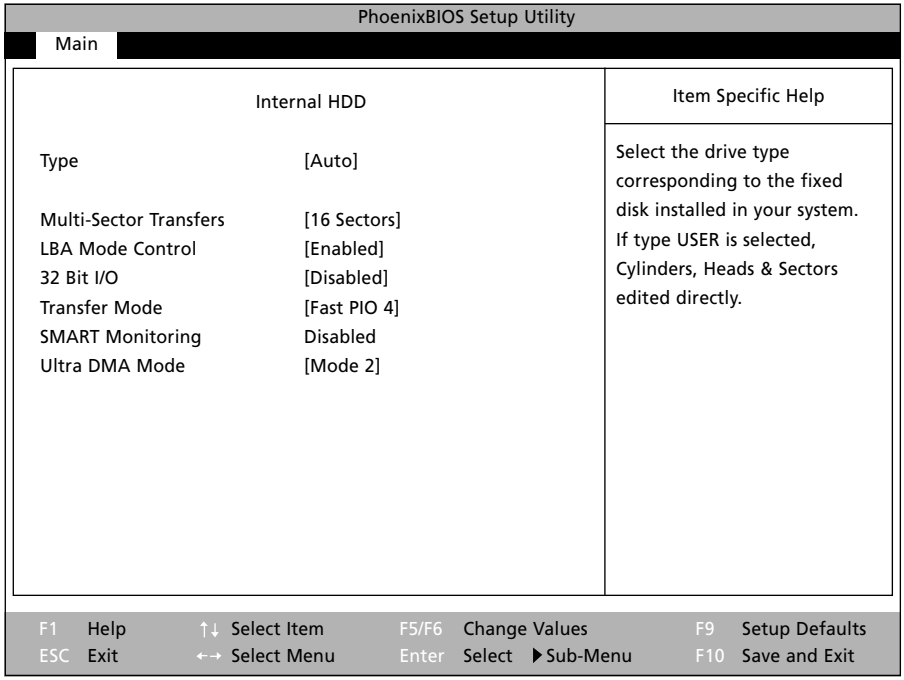
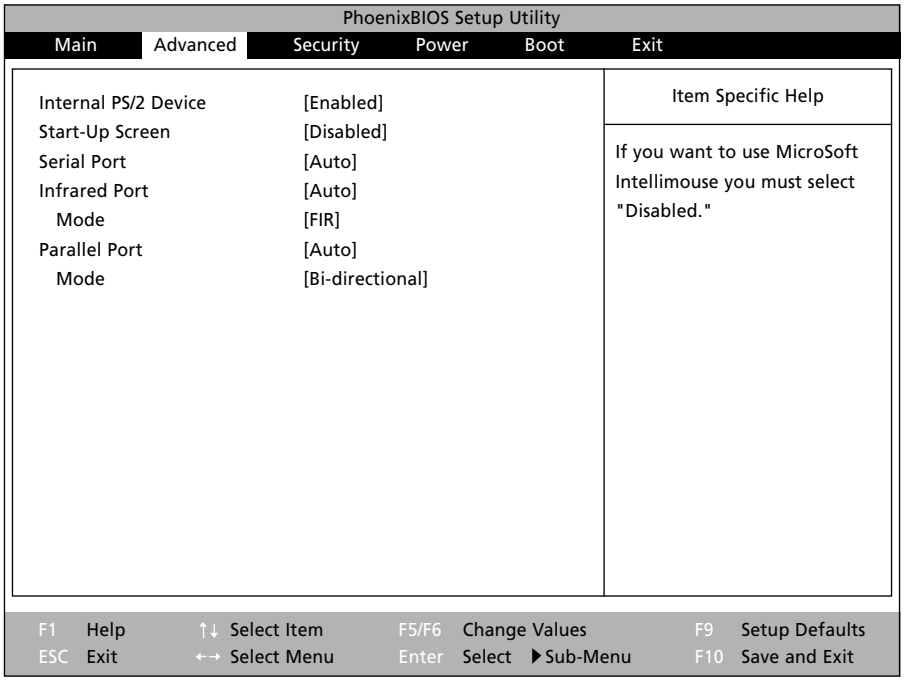


Figure 8.3: The Advanced Menu



Advanced Menu *(Figure 8.3)*

Internal PS/2 Device: This setting enables the internal pointing device on your WinBook notebook. If you will be using an external Microsoft Intellimouse, you must select "Disabled" for this item.

Local Bus IDE Adapter: This allows you to enable or disable the primary and/or secondary IDE adapter. This item should be set to "Both" to allow all internal drives to function properly.

Start-Up Screen: This setting allows you to set the mode for the boot screen. If you set this item to "Disabled," you will get a black screen dur-

ing the POST (Power Up Self Test). If you set this item to "Enabled," you will be able to see the POST information during the boot process.

Infrared Port: This item allows you to enable or disable the infrared port. When enabled, this port should be set to "Auto" (which will automatically set the address on system start-up). Be aware of conflicts that might arise if you add devices that require a COM port (such as a modem). If conflicts arise, you can disable the infrared port (and enable it again when you need to use it).

IR Mode: This item allows you to set the mode for the IR port. The options are: IrDA and FIR.

Parallel Port: This item allows you to enable or disable the parallel port. When enabled, this port should be set to "Auto" (which will automatically set the address on system start-up).

Parallel Port Mode: This item allows you to set the communication mode of the Parallel Port. There are three options:

Output Only: This setting assumes that the communication is primarily from the computer to a peripheral (such as a printer). This setting is not intended for a parallel connection between your WinBook notebook and another computer for file transfers.

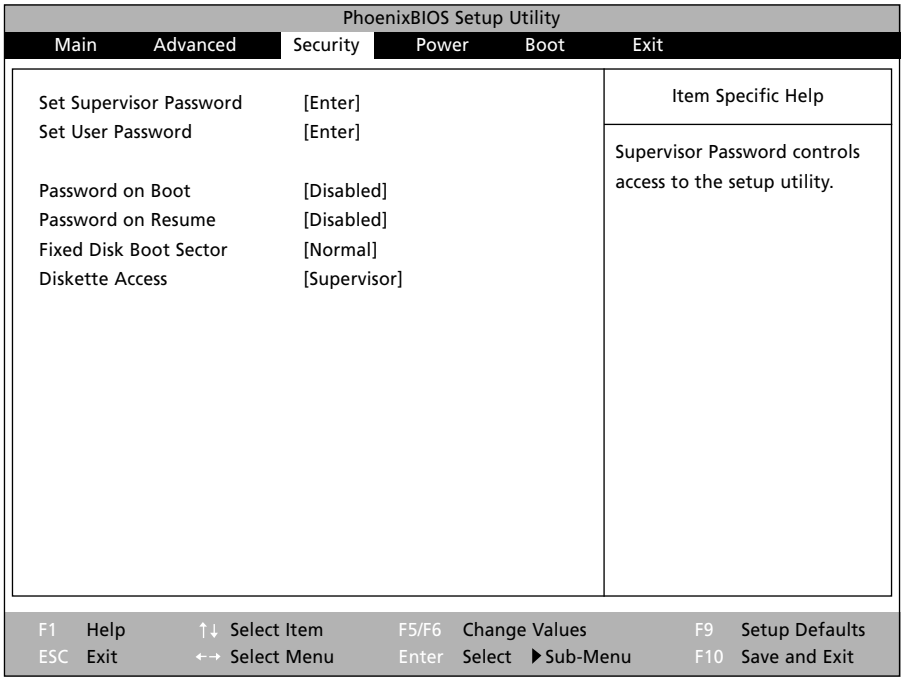
Bi-Directional: This setting allows for information to move equally in both directions. This is required for file transfers between computers via a parallel connection.

ECP: This is an enhanced bi-directional transfer mode.

Security Menu *(Figure 8.4)*

WARNING: Write down your password and store it in a safe place. If you lose your password, you will be unable to use your computer. There is no way to clear or change a forgotten password until you send the computer back to the service department.

Figure 8.4: The Security Menu



Your WinBook notebook allows you to set two levels of passwords: a supervisor password and a user password. These each provide a level of security that prevents access to your system by unauthorized users. These passwords intercept the boot procedures and require a password to be entered before the system can be used. This boot-level password provides the tightest security for your files. You can also take advantage of security built into Windows or your software applications to provide other levels of security. (See the section on Security below.)

The two levels of passwords provide different levels of access. User passwords enable users to use the system upon providing the appropriate password. The user password does not permit this user to have access to all

the options of the Setup program. This requires a supervisor password. This ensures that only the supervisor can alter the security level of the system.

Set Supervisor Password: This item allows you to set or clear the supervisor password. If the supervisor password has been enabled, you will need to log in as the supervisor to clear or change the password. Press [Enter] to set or clear the password.

To set the password, enter a password in the space provided. Press [Enter]. Type the same password again (to provide verification of the password) in the second line and press [Enter]. The password will now be set.

To clear the password you will need to first enter the existing password in the first line and press [Enter]. Then press [Enter] twice to leave the other two lines blank.

Set User Password: This item allows you to set or clear the user password. Press [Enter] to set or clear the password.

To set the password, enter a password in the space provided. Type the same password again (to provide verification of the password) in the second line and press [Enter]. The password will now be set.

To clear the password you will need to first enter the existing password in the first line and press [Enter]. Then press [Enter] twice to leave the other two lines blank.

Note: This option will not be available to you until a supervisor password has been set.

Password on boot: This item allows you to enable or disable the password on boot option. If it is enabled, a password will be required to boot the computer. Either the supervisor password or the user password can be used. The default option is “Disabled.” Note: If the user password is used, you will not have access to all BIOS settings. Only the supervisor has full access to the BIOS settings.

If you choose to enable the supervisor password, be sure to write down the password and store it in a safe place. If you ever forget this password, you will be unable to use the system or change the BIOS settings. You will need to return the unit to WinBook to restore full functioning to the system in this event.

Fixed Disk Boot Sector: This item allows you to write protect your hard disk to protect against viruses. When the Normal option is selected, you have standard read and write access to the hard disk. When the write protect is enabled, you will be able to read from the boot sector of the hard drive, but not write to it. This is an aggressive level of protection against boot sector viruses. If you have reason to suspect that you are using the computer in an environment where such risk is high, you should consider using this option. The default setting is "Normal."

Diskette Access: This item determines the level of access to the floppy disk drive. This allows you to protect your computer from unauthorized users who could boot from a floppy disk and then copy files from your hard drive. If the boot password is enabled, a password will be required to use the floppy disk drive. You can set this to Supervisor (the supervisor password is required to use the disk drive) or User (either password can be used). The default setting is "Supervisor."

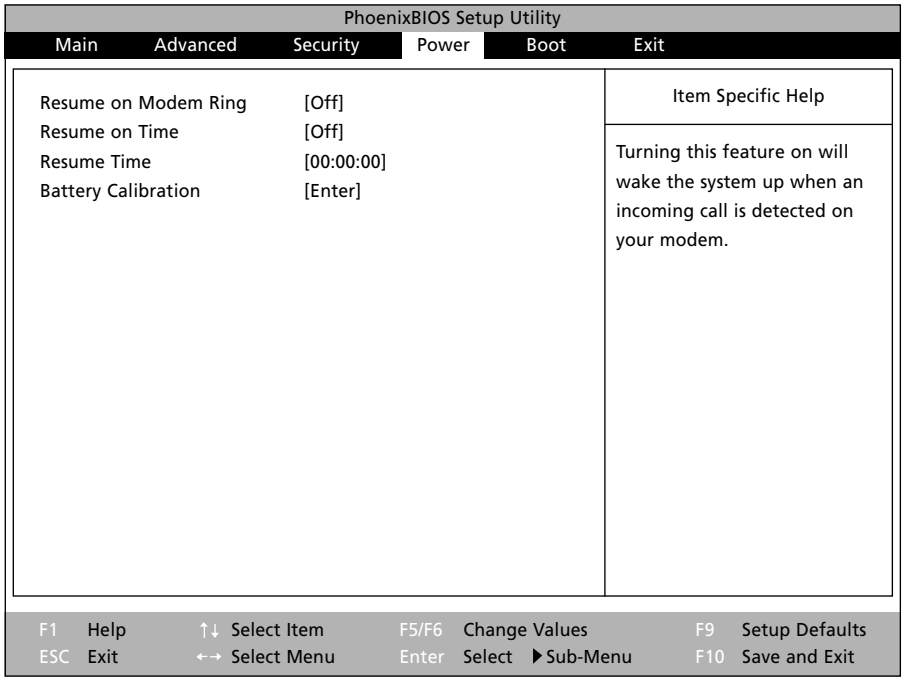
Power Menu *(Figure 8.5)*

Your WinBook notebook has an array of elaborate power management features that will enable you to extend battery life. The WinBook notebook takes advantage of ACPI and power management issues are handled through Windows. You should make your changes to Power Management in Windows, as explained in Chapter 3. If you do change operating systems or need to use the BIOS power management, you can use the settings below.

Resume on Modem Ring: This item allows you to set the system to wake from the Suspend mode when the modem rings. This can allow you to wake the system to answer an incoming fax or call. Only available as an option when you have suspended to RAM (Standby).

Resume on Time: This item allows you to set the system to resume at a specific time (designated below). This feature is useful if you have an automated daily function (backup, log on to network, etc.) that would require the system to be active. Only available as an option when you have suspended to RAM (Standby).

Figure 8.5: The Power Menu



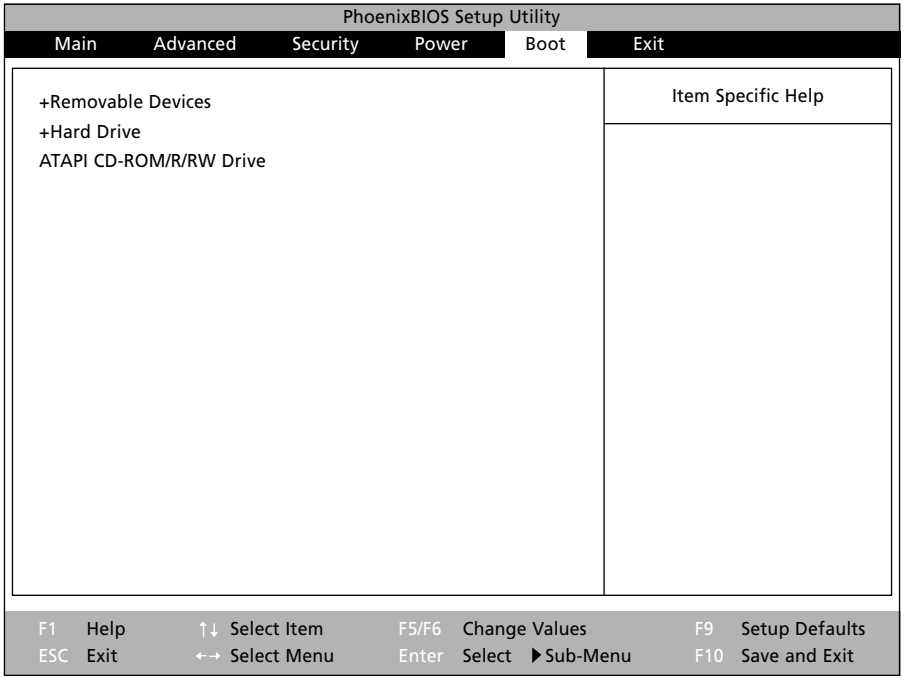
Resume Time: This item specifies that time at which the system will resume if the option above is activated.

Battery Calibration: This item allows you to start a special program designed to optimize battery performance. It must be performed when installing a new battery. The battery will be discharged until fully empty. Then the computer will automatically be turned off. This process might take as long as two hours. You will then have to fully charge your battery. Performing this routine on a regular basis will help your battery retain its optimal charge level. Note: the system fan will turn on during calibration to keep the system cooled and help optimize calibration.

Boot Menu *(Figure 8.6)*

This menu allows you to set the order in which devices are checked for an operating system at boot. The WinBook notebook will check the devices in the order selected and load the operating system from the first device with one installed. When you activate this utility, you will be asked if you want to perform the calibration. Type "Y" to begin the calibration. You will then be asked to disconnect the AC power so that the battery can be drained. Type "Y" again to proceed with the calibration. Once the battery has drained and the computer has shut down, you can reconnect the AC power and start up your system.

Figure 8.6: The Boot Menu



The items with a [+]/[-] beside them are expandable categories. Hit [Enter] to expand or collapse the category. [Ctrl]+[Enter] expands all the categories.

To move a device up or down in the boot order, use the [+] or [-] key. This is true of categories or devices within a category.

If you will be booting from a floppy or CD-ROM/R/RW drive, you should set these devices to be checked prior to the Hard Drive category. If you have a bootable add-in card, you should set this card to be checked prior to the internal hard drive within the Hard Drive category.

Exit Menu *(Figure 8.7)*

Once you have made the necessary changes to your Setup program, you can use this menu to exit.

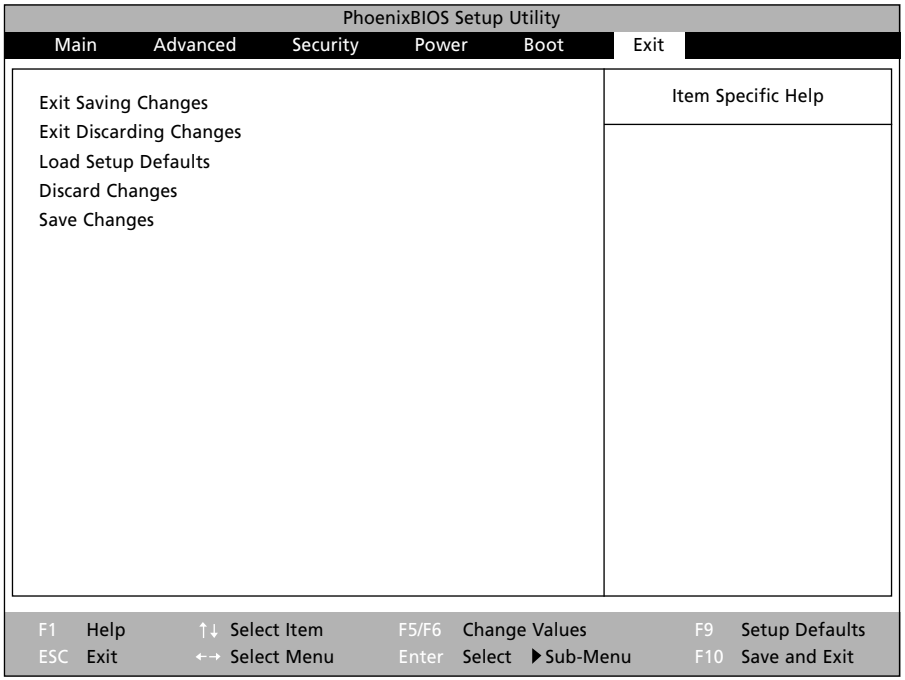
Exit Saving Changes: This item will save all the changes that you made during this session and exit the Setup program. Your system will then reboot with the new settings. If you notice any problems with the operation of your system, you will need to re-enter the Setup program and correct settings that might be causing the problems.

Exit Discarding Changes: This item will abandon all changes that you have made to the Setup program in this session and exit the Setup program.

Load Setup Default: Restores all the values to the default settings that were in place when you received your WinBook notebook. You can now save these changes and exit or return to the other menus to make additional changes.

Discard Changes: Restores all values to the settings that were in place before you entered the Setup program. You can now save these changes and exit or return to the other menus to make additional changes.

Figure 8.7: The Exit Menu



Save changes: This item allows you save the changes without exiting the Setup Program. All changes made will be saved, but you can continue to make changes in the other menus before exiting.

Security

Viruses

It is possible that your computer might become infected by a virus, a program that was designed to move into a computer's system and cause damage. Many viruses act by altering the boot record of your disk, thus rendering it unusable. Some viruses are relatively harmless. Many are very destructive and can cause serious data loss.

If you never exchange disks with anyone else, only buy software from major companies and do not exchange information via modem, your risk of being infected is relatively minimal (although not nonexistent). Unfortunately, that is a very limiting way to use a computer. You should regularly check your computer for viruses (not all viruses act immediately, some are set to engage when a function is performed or when a specific date and time arrives). There are programs designed for checking for viruses on your system and eliminating those viruses if found.

New viruses come along frequently. You should update your virus software regularly (most virus software manufacturers have an update service) to keep your system secure from new viruses.

If you have been making regular back-ups of your data, you should be able to survive infection by a virus with minimal damage. If you use your modem to upload and download files regularly, you should be sure that you are checking the files for viruses. Many antivirus programs will check files as they are received by the modem, this can include checking information as it is accessed from the World Wide Web.

If your system is infected with a virus, you will usually need to boot from a bootable floppy disk or CD-ROM/R/RW that you are sure is free of infection. You should consider carrying a write-protected boot disk with your computer, to allow for a clean boot wherever you might be using your system.

Passwords/System Security

There are a number of opportunities that you will have to use passwords to protect your system or your data. Keep in mind that a good password should be easy to remember, but should not be a word or number that could easily be guessed or that might be easily discovered in your other possessions. A good password should also be as long as possible (within the limits of your password utility) and should contain a combination of numbers and letters (and non-alphanumeric characters-such as punctuation marks-where permissible).

The password protection available to you includes:

BIOS password protection: You can set this password to restrict access to your hard drive at bootup or at entry into the BIOS Setup program. This

aggressive form of password protection can be used to limit access to your system and files. If this password is enabled at boot, it will restrict the computer from booting unless your password is provided. It will not, however, protect your data if the drive is removed and placed into another machine. See above for information about setting this password.

Windows 98 Passwords: These are designed primarily to distinguish between multiple users of a machine and to load that user's preferences. It does not offer any significant protection of your data. The password screen can be bypassed by pressing the [Esc] key, when loading Windows and allowing access to all of your files.

Windows 2000 Passwords: Windows 2000 comes equipped with an array of security features that allow an administrator (or the user designated as one) to limit access by specific users. The password can be bypassed by pressing the [Esc] key when loading Windows, which then allows access to all of your files.

Screen Saver Password: If you use a screen saver in Windows, you can set the system to require a password to resume normal functioning. This can be used to protect your current session from a casual observer, but it does not provide any substantial security.

Network/ISP passwords: These passwords are used to restrict use of your network or modem connection. Although many programs, including Windows's Dial-up Networking, allow you to store these passwords so that you will not have to enter them every time you connect, you should consider how secure your environment is before storing such passwords.

If you work in a sensitive environment, you might want to clear lists of recently used documents or recently visited web sites. There are tools included on the Windows CD that provide such protection. Check Windows documentation for information about such features.

Encryption

Since passwords listed above will not protect your system from an aggressive attempt to gain access to your files, you might want to consider looking into file encryption for sensitive files. Encryption software is readily available and can provide a much stronger set of protections for your data.

Units with Windows 2000 come equipped with an Encryption File System that can be used for this purpose. Check your Windows 2000 documentation for information.

Internet Connections

Internet (and other network) connections are an area where you want to be aware of the risk to your computer. In addition to viruses, another security risk of internet connection is that you can permit access to files on your hard drive that have been designated for sharing. You should always be sure the folders containing sensitive data have not been designated for insecure sharing across a network. See the WinBook notebook Help File for information on the sharing of folders across a network.

You can provide a more secure connection on the Internet by taking advantage of the Virtual Private Networking (VPM) functions built into Windows. You can check the Windows documentation for information about these kinds of connections.

When conducting business on the Internet, be certain that you are using a secure site before providing sensitive financial information such as credit card numbers.

Physical Security

You can help protect your WinBook notebook from theft by taking several steps:

Although you may have all the programs on disk or CD and feel that a complete backup is not necessary, you should keep in mind that reinstalling software is time-consuming and that you will then have to reset all the custom settings that you have made in all your software. A complete back-up is a much faster and safer way to restore your disk in the event of some technical or physical problem.

Your computer will need to be on for the regularly scheduled maintenance routines to be completed at the right time. If your system is off or suspended to disk, those routines will be delayed.

Autosave functions (or other automatic functions, such as e-mail checking) in programs can reset the timeouts for your system. If you want the system to time out after a specific period of inactivity, make certain that automatic functions are disabled or set with a longer time period than the system timeouts.

- Clearly mark the system with your name and other identifying information.
- Obtain a lock to attach to the lock slot. You can use this to secure the system to a heavy object, such as a desk.
- You can obtain alarms and other anti-theft devices from computer retailers.

See the travel tips in Chapter Three for more information about protecting your system.

System Maintenance

Backup

It is a good idea to make backup copies of your files on a regular basis. You can obtain a tape backup unit or optical storage device or other device that will allow you to save your whole configuration of files at once. Software can be used to make that process automated. If you are not likely to generate a lot of data, you might be fine with backing up your work onto floppy disks. You will still want to provide a backup of your whole system first (in case you ever need to restore anything). You should try to back up your files on a regular basis (daily if you generate a lot of hard-to-replace work, and certainly weekly in any event).

Alternative back-up drives with large capacities, such as optical disks and ZIP drives, allow you to combine storage and back-up with a single device. If you download or create large files and do not want to limit your hard drive space, you might consider such an option. These drives provide more speed than a traditional backup-only drive. Most such drives can be connected to your WinBook notebook's parallel port or USB port or through a PCMCIA card that provides a SCSI port or other interface port. (Units with an LS-120 drive already have such a large-capacity drive.)

Archiving

In addition to backing up your work, it is also worth considering archiving old files. This means moving them off the hard disk (to free up space) and placing them into a safe location where they are less likely to be damaged or altered. If you will not be going back to alter a file (e.g. a previous year's tax records), then leaving it on your hard drive is an easy invitation for accidental alteration. Archiving such files will help prevent such mishaps.

Software Updates

One way to insure the optimal operation of your WinBook notebook is to be certain that you have the most current software. Manufacturers regularly update and repair programs and drivers.

WinBook posts updated versions of your system's BIOS software on the technical support web site: **www.winbookcorp.com**.

You can look for updates to the BIOS of the WinBook notebook and download them from the site. There are instructions available for performing the upgrade, or you can contact Technical Support for assistance. WARNING: You must follow the directions carefully. Improper installation can affect system performance.

The BIOS updates will help make sure that the hardware in your WinBook notebook is running efficiently.

You can also update Windows by taking advantage of the Windows Update feature built into Windows. This update will check your installation and inform you of Windows components that you have yet to install. It will also check the Microsoft web site and inform you of new versions that might be available for download. To use this update, click on the Windows Update icon on the Start menu. Follow the instructions provided, or check the Windows documentation (online or text manual).

If Windows Update is not available on your Start menu, check in Start/Settings.

You must have some kind of Internet connection (network, Dial-up, online service) to take advantage of the Windows Update feature.

Cleaning

Display: Before cleaning the screen, be sure that you power the system down and unplug it. Use a clean, soft cloth and appropriate anti-static cleaning solution. Do not spray the screen. Spray the cleaning solution onto the cloth and gently wipe the screen with the damp cloth.

Keyboard: After shutting off and unplugging the computer, use a hand-held vacuum or canned air to remove dust and debris that accumulate in your keyboard. Never shake the computer to dislodge debris-this can cause damage to your system.

Grease that accumulates on the keys can be wiped clean with a damp cloth or cotton swab. Never spray or pour liquid cleaners onto your keyboard. Moisture that gets under the keyboard can damage internal components of your WinBook notebook. Cleaning solutions should be applied lightly to a clean cloth or cotton swab.

Pointing Devices: Before cleaning any part of your system, be sure to shut down and unplug the system. You can clean built-up dust and dirt from your touchpad with a damp cloth or cotton swab. Do not spray cleaning solution directly onto the touch pad. Spray the cloth or swab and use it to rub gently on the surface of the touchpad. The pointing stick can be cleaned with a damp cotton swab.

Vents: After shutting down and unplugging your system, use a hand-held vacuum to clean the vents on the case of your WinBook notebook. If you work in a dusty environment, you should try to vacuum often to avoid accumulation of dust on internal components.

Operating Environment

In order to maintain the effective operation of your WinBook notebook, you need to take into account the environmental factors that can adversely effect your system.

Temperature: Your system can be damaged by very high or very low temperatures.

- Try to avoid using your WinBook notebook in temperatures below 41°F (5°C) or above 95°F (35°C).
- Avoid storing or shipping your WinBook notebook in temperatures below -4°F (-20°C) or above 140°F (60°C). Long term (6 months) storage of a unit with a battery in place should not exceed 104°F (40°C).
- Running your battery in temperatures below 41°F (5°C) or above 104°F (40°C) will reduce battery life.
- The battery is made to shut off its charging circuitry if the temperature is too high. This helps prevents overcharging. If your battery gets too hot, you will have to wait for it to cool before it will charge.
- Cold batteries may take as much as twice as long to charge.

Humidity: A relatively small amount of moisture can cause a short in electronic components. If you see condensation appearing on other equipment around you, you should not turn on your WinBook notebook. In general, relative humidities in excess of 85% should be avoided.

Altitude: Pressurized airplane cabins are not a problem for operation of your WinBook notebook, although you should be aware of any restrictions that your airline might place on use of electronic devices in the cabin. Use of your WinBook notebook at high altitudes (over 10,000 ft.) in the mountains, however, can lower disk drive reliability.

Dust accumulation: Try to avoid environments with excessive dust. If you do work in such an environment, be sure to vacuum the vents of your WinBook notebook as described in the section on cleaning above.

Battery Disposal: The batteries from your WinBook notebook must be recycled or disposed of properly. Community regulations vary, but the chemicals used to power your battery are best dealt with appropriately. You can return them to WinBook for disposal. Call Customer Service at the number listed on your “Read Me First” brochure and obtain a Return Materials Authorization (RMA) number.

Chapter Nine: Troubleshooting

Note: *There are two ways to mute your system: the Mute hot key [Fn]+[F10] and the Mute control on the software audio mixer. If you have muted the sound using the hardware method (the hot key), you will not see the volume icon muted on the taskbar. If you have used the software method, you will see the volume icon muted on the taskbar.*

AUDIO

PROBLEM: My music CDs won't play.

ACTIONS:

- Under Windows, the audio program should start up as soon as an audio CD is detected in the drive. Make sure the CD Player program is running in Windows. If it is not, then start the program (Start/ Programs/Accessories/Entertainment/CD Player).
- Check the volume level by turning the volume wheel on the front of the unit to the right to raise the hardware volume settings. You should also double-click on the speaker icon on the taskbar to be certain that the system volume and CD volume are both turned up (and that neither is muted).
- Check that Mute is not enabled. Press [Fn]+[F10] to toggle the Mute setting.

PROBLEM: I can't hear sound on my headphones.

ACTIONS:

- Check the volume level by turning the volume wheel on the front of the unit to the right to raise the volume. You should also double-click on the speaker icon on the taskbar to be certain that the system volume and other volume settings are all turned up.

- Check that Mute is not enabled. Press [Fn]+[F10] to toggle the Mute setting.
- Are the headphones connected? Make sure the cord is plugged into the external speaker jack. This is the jack just to the left of the volume wheel on the front of the system.
- Are you using the correct connector? The WinBook notebook's external speaker connector is compatible with a 3.5mm stereo audio plug. If you are using a different plug, it may not be compatible.
- Inspect the cord for wear or damage. Usually you will find this at the ends of the cable where connectors are attached. If you find damage to the cord, repair or replace the cord, then try again.

PROBLEM: I can't hear sound from the built-in speakers.

ACTIONS:

- Check the volume level by turning the volume wheel on the front of the unit to the right to raise the hardware volume settings. You should also double-click on the speaker icon on the taskbar to be certain that the system volume and other volume settings are turned up.
- Check that Mute is not enabled. Press [Fn]+[F10] to toggle the Mute setting.
- If you have external speakers or headphones plugged into the WinBook notebook, the built-in speakers are automatically disabled. Try unplugging external speakers or headphones to see if the audio is restored to the built-in speakers.

PROBLEMS: I can't hear sound from speakers that I connected.

ACTIONS:

- Check the volume level by turning the volume wheel on the front of the unit to the right to raise the hardware volume settings. You should also double-click on the speaker icon on the taskbar to be certain that the system volume and other volume settings are all turned up.
- Check that Mute is not enabled. Press [Fn]+[F10] to toggle the Mute setting.
- Are the speakers connected? Make sure that the cord is plugged into the stereo-out jack, which is the jack just to the left of the volume wheel on the front of the system.
- Are you using the correct connector? The WinBook notebook external speaker connector is compatible with a 3.5mm stereo audio plug. If you are using a different plug, it may not be compatible.
- Inspect the cord for wear or damage. Usually you will find this at the ends of the cable where connectors are attached. If you find damage to the cord, repair or replace the cord, then try again.
- Most external speakers have their own volume control. Make sure that this volume control is not turned all the way down.
- Some external speakers require a source of power in order to work correctly. Usually these are referred to as "powered speakers." If you are using powered speakers, you will have to either install batteries or plug them into an AC outlet to get them to work correctly. You may also have to turn the speakers on with a switch to get them to work properly. Consult your external speaker manual for more details.

PROBLEM: Buzzing or humming sound.

ACTIONS:

- Check volume, tone and mixer controls on software. Follow the manufacturer's setup instructions for these controls.
- Double-click on the speaker icon on your taskbar. If all the audio settings are at maximum volume, try reducing them to about 3/4 volume.

PROBLEM: Microphone volume is too low.

ACTIONS:

- If you have connected an external microphone, make sure that it is securely connected. If it has its own volume controls, check them to be sure that they are not set too low.
- Double-click on the speaker icon on the taskbar. When the mixer appears, click on Options and then Properties. When the mixer property window appears, click on the radio button beside Recording and then click OK to view the recording mixer. Check to see that the microphone settings are correct. Click on the Advanced button under the microphone balance. When the dialogue box pops up, place a check in the 1 Recording Input Monitor box.

PROBLEM: Speaker volume is too low when playing DVD video.

ACTIONS:

- If you require greater audio output for your DVD videos, consider connecting amplified external speakers to your system or connecting to the audio input of your television.

Booting Up

PROBLEM: System reports an error message that is not related to any setup problems.

ACTIONS:

- Your system may have a virus which has infected the master boot record. Boot from a clean (uninfected and write-protected) floppy disk or from a bootable CD and run a virus checking software to find and remove the virus.
- Write down the message and call Technical Support at the number listed on the "Read Me First" card that was included with your system.

PROBLEM: System prompts for a password on boot.

ACTIONS:

- Boot password has been enabled. Type in your password to continue. If you have lost the password or the password has been enabled by accident, call Technical Support.

PROBLEM: System will not accept my password.

ACTIONS:

- Check the System Status LEDs to be sure that the Num Lock and/or Caps Lock are not activated.
- If you have forgotten your password, there is no easy way to recover the password. You will need to return the computer to WinBook for service.

PROBLEM: The computer provides a message indicating that the operating system is missing.

ACTIONS:

- The computer might not be recognizing the hard drive as the boot drive. Check the Main Menu and Internal HDD submenu of the Setup program to be certain that the hard drive has been set up properly.
- Try rebooting with the WinBook Restore CD provided with your system or a bootable diskette. Then see if you can access the C: drive. If you cannot, contact Technical Support.
- Re-install the Windows operating system. Do not do this until you have exhausted other options. Reloading Windows will also mean reloading your Windows programs, since the new installation will not have the information for the Windows programs that you have installed on your system. You will need to use the "Restore" CD provided with your system to provide the drivers for your various hardware components. Follow the directions in the menu that pops up when the system has booted from the Restore CD to install Windows in the original configuration for your WinBook notebook. If you have a full back-up of your drive, you should then be able to restore your programs and files to the drive from your backup.

PROBLEM: Cannot boot from floppy disk.

ACTIONS:

- Boot sequence might be set to access the C: drive first. Enter the Setup program (see Chapter 8) and check the Boot Menu. Scroll down to the Removable Drives category and use the [+] key to move it ahead of the Hard Drive category.

- Floppy does not have the necessary files to properly boot. Try another bootable diskette.
- Floppy is defective. Throw it away.

PROBLEM: Cannot boot from CD.

ACTIONS:

- Boot sequence might be set to access the C: drive first. Enter the Setup program (see Chapter 8) and check the Boot Menu. Scroll down to the ATAPI CD-ROM/R/RW Drive and use the [+] key to move it ahead of the Hard Drive category.
- CD-ROM/R/RW does not have the necessary files to properly boot. Try another bootable CD-ROM/R/RW.
- CD is damaged. If this is the Restore CD that came with your WinBook notebook, contact Technical Support about obtaining a replacement.
- Open the drive door and be sure that the CD-ROM/R/RW is properly seated
  in the drive.

PROBLEM: Computer does not come on when the power switch is turned on.

ACTIONS:

- Be sure to depress and hold the power switch for at least 4 seconds.
- Be sure that battery is properly seated in the battery bay.
- If you are not sure of the battery charge level, try connecting the AC adapter.

PROBLEM: No video output to LCD.

ACTIONS:

- Be sure that the output has not been redirected to an external monitor. Use the [Fn]+[F2] key combination to toggle the video output.
- Check to see if the LCD has been placed in a Standby mode. Press the [Fn]+[F1] hot key combination to toggle the LCD Standby.

CD-ROM/DVD

PROBLEM: My CD-ROM/DVD Drive door won't open.

ACTIONS:

- Turn the WinBook notebook on. While the power is ON, press the button on the drive. The drive door should open.
- If the door still will not open, you can manually eject the disk. There is a small hole on the door of the CD-ROM/DVD drive. Insert the end of a paper clip into the hole and push gently until the door releases. Pull the door forward until you can retrieve the disk. Push the door closed until it clicks into place. If this problem recurs, contact Technical Support.

PROBLEM: My music CDs won't play.

ACTIONS:

- Under Windows, the audio program should start up as soon as an audio CD is detected in the drive. Make sure the CD Player program is running in Windows. If it is not, then start the program (Start/ Programs/Accessories/Multimedia/CD Player).
- Check the volume level by turning the volume wheel on the front of the unit to the right to raise the hardware volume settings. You should also double-click on the speaker icon on the taskbar to be certain that the system volume and other volume settings are all turned up.

- Check that Mute is not enabled. Press [Fn]+[F10] to toggle the Mute setting.

PROBLEM: My DVD video won't play.

ACTIONS:

- Launch your DVD player. DVD videos require a software decoder to allow playback. You will need to start the DVD player to allow DVD playback.

PROBLEM: DVD video playback pauses or the screen goes blank.

ACTIONS:

- Make sure that your Power Management is disabled. DVD video is sent directly to the secondary video controller and does not pass through the processor, so it does not reset power management timers. Deactivating the power management should prevent such interruptions.

PROBLEM: Speaker volume is too low when playing DVD video.

ACTIONS:

- If you require greater audio output for your DVD videos, consider connecting amplified external speakers to your system or connecting to the audio input of your television.
- Make sure the MGI DVD player software volume has been turned up. See the WinBook notebook Help file for information about using your DVD player.

CD-R

PROBLEM: CD-R disks that I have created are not acessible in other CD drives.

ACTIONS:

- Make sure that the CD-R has been closed and formatted for access by standard CD-ROM/R/RW drives. If it has not, use the Easy CD Creator software to prepare the disk for use in standard CD-ROM/R/RW drives.
- If the CD-ROM/R/RW drives being used are old, it is possible that they cannot read CD-R disks.

PROBLEM: I cannot write to a CD-R disk.

ACTIONS:

- Make sure that the Easy CD Creator software has loaded. If it has not, load the software and then see if disk is accessible once the software has loaded.
- The CD-R might have been "closed" to allow it to be read in standard CD-ROM/R/RW drives. If the disk has been closed and still has remaining space available that you would like to use, you can re-open the CD-R using the Easy CD Creator software.

PROBLEM: Audio files that I storeed on my CD-R do not play in an audion CD player.

ACTIONS:

- Make sure that you have written the CD-R as an audio CD. Audio files transferred to a CD-R as data files will not play in an audio CD player.

CD-RW

PROBLEM: I cannot erase and rewrite over my CD-RW disk.

ACTIONS:

- Make sure that the disk is a CD-RW disk..
- CD-RW disks can only be erased a certain number of times. After that, the disk can no longer be erased. If you have used the disk many times, you might have used up its capacity for rewriting. Discard and replace the disk.

PROBLEM: My CD-RW disks will not read in other CD drives.

ACTIONS:

- CD-RW disks will only play in CD-RW drives or in multiread CD-ROM/R/RW drives that use special CD-RW software.

Drives

PROBLEM: My Hard Disk Drive is full.

ACTIONS:

- Delete backup files or move them to an alternative storage medium (floppy disk, optical disk, etc.). Many programs save backup files. Backup files are a way to recover most of your work should your active file become damaged. If you keep extra copies of your files and have updated those files since the last time you opened them, you can delete backup files from the hard disk to create more space for new work.
- Archive files or programs that you no longer use by moving them to an alternative storage medium (floppy disk, CD-R, etc.). You can also uninstall programs that you no longer use.
- Many programs, such as World Wide Web browsers will store files on your hard drive as a cache to speed up their operation. You can check

the program documentation for instructions on how to decrease the default cache size.

- Empty the Recycle Bin. Windows features a Recycle Bin. When you delete files, Windows copies them to the Recycle Bin. You should always check the contents of the Recycle Bin before you empty it, but you can empty the Recycle Bin to create more disk space for new files. You might prefer to use a smaller recycling bin. The default size in Windows is 10% of your hard disk capacity. You can adjust this to a smaller configuration. See the Windows documentation for information on how to adjust the size of the Recycle Bin.

PROBLEM: My Floppy Drive won't save my work.

ACTIONS:

- Is the write-protect tab on the floppy disk open? The 3.5-inch disks used in the WinBook notebook floppy disk drive feature a write-protect tab that must be closed to allow you to save to the disk. If there is a hole on the left-hand side of the disk, pull the disk completely from the drive and turn it over. You should find a sliding tab between the hole and the edge of the disk. Slide the tab closed to save files on the disk.
- Have you formatted the disk? Some new disks are not formatted for use with your WinBook notebook. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows will notify you. Format the floppy disk by clicking on My Computer, then right-clicking on the 3 1/2 Floppy icon and selecting Format.
- Is the disk already full? If you have saved files on this disk before, you may have reached the disk's capacity. If the disk is full, use a different disk or remove existing files from the disk to make room for other files that you want to save.

PROBLEM: My Floppy Drive won't read my disk.

ACTIONS:

- Is the disk fully inserted into the disk drive? Disks only fit into the drive one way. As you insert the disk, the circular metallic object on the disk must face down, the sliding hatch must face the opening of the computer's drive, and the notched corner of the disk must face toward the front side of the computer. In units with a Floppy Diskette Drive, make sure that the disk springs into position. The drive's eject button should spring outward when the disk is properly inserted. In units with an LS-120 drive, the motorized drive should take the disk and properly seat it. You can press the eject button and then reinsert the disk to make certain that it is fully seated.
- Have you formatted the disk? Some new disks are not formatted for use with your WinBook notebook. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows will notify you. Format the floppy disk by clicking on My Computer, then right-clicking on the 3 1/2 Floppy icon and selecting Format.

PROBLEM: Diskette will not eject from the diskette drive.

ACTIONS:

- A label may have become detached and is blocking the ejection of the disk. Visually inspect the slot to see if you can see any obstruction by the label. Call Technical Support if you observe an obstruction.
- The metal cover on the diskette might be bent. Call Technical Support.

PROBLEM: My LS-120 drive won't eject its diskette or LS-120 disk.

ACTIONS:

- Turn the WinBook notebook on. While the power is ON, press the button on the drive. The disk should eject.

- If the disk still will not eject, you can manually eject it. There is a small hole on the front of the drive, just above the slot. Insert the end of a paper clip into the hole and push gently until the disk releases. If this problem recurs, contact Technical Support.

Keyboard

Problem: My WinBook notebook's built-in keyboard doesn't work.

Actions:

- If you have connected an external keyboard to your WinBook notebook, try restarting the WinBook notebook.
- If restarting the WinBook notebook doesn't help, remove the external keyboard and restart the WinBook notebook again. Your external keyboard may be faulty or incompatible with the WinBook notebook.

PROBLEM: The external keyboard that I connected to my WinBook notebook is not working.

ACTIONS:

- If you plugged the keyboard into the WinBook notebook after it was turned on, restart the WinBook notebook with the keyboard plugged in. If restarting doesn't help, your keyboard may be defective or incompatible with PS/2 or USB specifications.
- If you try the keyboard on another PS/2 or USB compatible computer and the keyboard works, you might have a port conflict. Call the Technical Support number listed on the WinBook notebook "Read Me First" card for assistance.

PROBLEM: The characters on the screen repeat while I type.

ACTIONS:

- You may be holding the keys down for too long while you type. You can configure the keyboard to wait longer before the auto repeat feature starts. To adjust this feature, click on the Keyboard icon in the Control Panel (Start/Settings/Control Panel) in Windows. A dialogue box appears with adjustable settings for the keyboard.
- Check to be certain the keyboard is clean. Dirt under the keys could cause them to stick.

Miscellaneous

PROBLEM: Date reads January 1, 1980 or some other very early date.

ACTIONS:

- The lithium ion battery that maintains the system clock might be discharged. Contact Technical Support for information about replacement.

PROBLEM: System is not using AC power source when AC adapter is connected.

ACTIONS:

- Make sure all connections are secure.
- Make sure that there is electricity from the outlet.
- If you are using a surge protector or power strip, be certain that it is not shut off.
- Check for damage to the cords or the adapter. If cords or adapter are damaged, replace them.

PROBLEM: System will not run on battery power.

ACTIONS:

- Be sure the battery is properly installed in the battery bay.
- Plug in the AC adapter, boot the computer and then check the battery level. Be sure that it is charged.

PROBLEM: My processor does not resume full speed when running on AC power.

ACTIONS:

- The SpeedStep utility might be set improperly. Double-click on the SpeedStep icon (the flag) in the system tray (or double-click on the Power Management icon in the Control Panel and click on the SpeedStep tab). Under the "Plugged In" setting, make sure that the option selected is "Maximum Performance."

PROBLEM: My processor does not step down its speed when running on battery power.

ACTIONS:

- The SpeedStep utility might be set improperly. Double-click on the SpeedStep icon (the flag) in the system tray (or double-click on the Power Management icon in the Control Panel and click on the SpeedStep tab). Under the "Running on batteries" setting, make sure that the option selected is "Battery Optimized Performance."

Modem

PROBLEM: Fax/Modem will not send or receive data.

ACTIONS:

- Check to be sure that the phone line is plugged into the modem jack.
- Check to be certain that the phones are working.
- If your WinBook notebook has an internal modem, open the Control Panel and double-click on the modem icon. Select the proper modem and click on the Properties button to check the settings for modem. If the settings look correct, click on the Diagnostics tab. Select the COM port that has your modem listed next to it and click on "More Info." If the modem is not working properly, contact Technical Support for assistance. If the modem is a PCMCIA modem, check the PCMCIA properties window (the PCMCIA icon in the Control Panel) to see if the card is being recognized by the system. If not, try removing and reinserting the card.Chapter 5 for more information about using PCMCIA cards.)
- Make sure other communications programs have been properly shut down and have released the communications line.
- Reboot the system to reinitialize modem.

PROBLEM: Fax does not automatically receive incoming faxes.

ACTIONS:

- Check software to be certain that the auto receive option is enabled.

PROBLEM: Fax/modem disconnects during transmission.

ACTIONS:

- Be sure that you have disabled Call Waiting on your phone.
- Check for faulty connections.

- Check the noise in the lines. Excessive line noise might cause the connection to be dropped.

PROBLEM: Slow fax/modem transmission time.

ACTIONS:

- Check to be certain that the software you are using is set to connect at the maximum speed allowed by the connection.

PROBLEM: Modem does not connect properly to host system.

ACTIONS:

- Check to make sure that connection type and protocol are properly set.
- Check to be certain that the receiving system is compatible with your modem.
- Try connecting at a slower speed.
- Be certain that all software for the connection is properly set.

Pointing Devices

PROBLEM: I plugged an external PS/2 pointing device into the WinBook notebook, but it doesn't work.

ACTIONS:

- Although the external and internal pointing devices should work together, there may be an unusual incompatibility problem between the external and internal pointing devices. To check this, enter the Setup Program and disable the internal pointing device. Follow the instructions below.

Reboot the system and press [F2] to enter the Setup program. Use the right-arrow key to move to the Advanced Menu. The first item, "Internal PS/2 Device" should be highlighted. Press [Enter]. You will see a pop-up menu with two options "Disabled" and "Enabled." Use the arrows to select the "Disabled" option. Press [Enter]. Hit [Esc] to go to the Exit Menu. Hit [Enter] to "Exit Saving Changes." Hit Enter again to accept the changes and restart the system.

After your WinBook notebook restarts, the internal device will not work, but the external device should begin working. If none of the pointing devices are working, you can use the [Alt]+[F4] key combination or the [Start] key to enter the shutdown menu. The underlined letters in the menus will allow you to use the keyboard to select the choices to restart your computer. As it restarts, enter the Setup Program and enable your internal pointing device by setting it back to "Enabled." You should try another external pointing device to determine if there is a defect in the device or in the WinBook notebook PS/2 port.

NOTE: *If you use a Microsoft Intellimouse, you must disable the internal device by selecting the "Disabled" setting.*

PROBLEM: I plugged an external USB pointing device into the WinBook notebook, but it doesn't work.

ACTIONS:

- Restarting the WinBook notebook will usually solve pointing device problems.
- While most USB devices are Plug-and-Play, some USB devices (such as Inteli Scroll mice) might require the installation of drivers from the pointing device's manufacturer. Check for an installation disk and follow the installation routine described by the manufacturer.

PROBLEM: My WinBook notebook's built-in pointing device is not working.

ACTIONS:

- Restarting the WinBook notebook will usually solve pointing device problems.
- Check settings in the Setup Program (see Chapter Eight). If the Internal PS/2 Device setting in the Advanced Menu is not set to "Enabled," change the setting.

PROBLEM: The pointing device that I use is hard to operate. It moves faster or slower than I'm used to.

ACTIONS:

- Try adjusting the pointer's motion settings. Click on the Mouse icon in the Control Panel (Start/Settings/Control Panel) and adjust the settings as indicated in the dialogue box that comes up. Note: The touchpad works best with a medium to slow setting. You might want to alter the setting if you use an external mouse or the pointing stick more often than the touchpad.

PROBLEM: The point indicator on the display disappears when I move it quickly across the screen.

ACTIONS:

- Does the mouse move faster than you are used to? You can adjust the pointing device's speed (see pointing device problem above).
- Move the pointing device more slowly across the screen. Rapid pointer movement can cause the pointer to sometimes disappear when the WinBook notebook is using resources to save a file or print a docu-

ment. Usually the pointer's characteristics will return to normal after the WinBook notebook finishes tasks that consume its resources.

- Adjust the mouse cursor size or add trails. This can be done by clicking on the Mouse icon in the Control Panel (Start/Settings/Control Panel) and adjusting the settings as indicated in the dialogue box that comes up.

PROBLEM: Touchpad performs erratically.

ACTIONS:

- The touchpad may perform erratically if your fingers have excess moisture or perspiration. Try drying your hands and wiping clean the surface of the touchpad.
- If you have a tendency to rest your wrists or the heel of your hand below the keyboard as you type, be careful not to rest your hands on the surface of the touchpad. Since the pad interprets a light tap as a mouse click, resting your hand on the touchpad might result in inadvertently sending a mouse command.

Ports

PROBLEM: The device that I plugged into the serial port is not working.

ACTIONS:

- Check the Advanced Menu of the Setup program to be sure that the port is set to "Auto." If the port is disabled, the WinBook notebook will not communicate with external devices connected to the port.
- Check the Windows Device Manager to determine if there is a conflict. See Chapter Two if you are unfamiliar with how to open Device Manager. Once in Device Manager, click on the "+" sign beside "Ports" and then click on "Communications (COM1)." Click on the Properties

button. You should see information about the current functioning of that port. Click on the Resources tab to see any detected conflicts. If a conflict exists with another device, consider changing the settings for that device.

- Your cable may be broken or you may have the wrong kind of cable. If so, the WinBook notebook will not be able to communicate with external devices. Try replacing the cable.
- Run the Add New Hardware Wizard (in the Control Panel). Some devices will not be recognized until this wizard has been run.

PROBLEM: I can't get my Serial Infrared Port to work properly.

ACTIONS:

- Go into the Advanced Menu and be sure that the port is set to "Auto."
- Go into the Advanced Menu to be sure that the port is using the correct IR mode (usually FIR). Try the other IR mode (IrDA) to see if this corrects the problem.
- You must line up the external device correctly. The Serial Infrared Port uses infrared light to communicate with external devices. To use the port, you must have an unobstructed visual pathway between the WinBook notebook's serial infrared transceiver and the external device's serial infrared transceiver. If the line of sight between the transceivers is blocked, communication between the devices will stop. The WinBook notebook and the external device should be about two feet apart with an angle of no more than 15˚. Some devices work best if kept at least six inches apart.
- Make sure that the transceiver windows on each device are clean. Finger prints or dust buildup may obstruct the line of sight between the devices.

- The virtual COM port link between two computers may not be reliable if a third IR adapter (such as a printer) is also within range. Move other IR adapters out of range.
- Connecting and disconnecting over a low-speed IR link or over a poor-quality link can take a long period of time (a few seconds), during which time the screen will appear to be frozen. To work around this, you should use a higher-speed connection or attempt to improve the connection. Try realigning the IR devices so they point right at each other, moving the devices closer together, or plugging in the AC power to boost power to the connection (in case of a weak battery).

PROBLEM: My external printer is not working.

ACTIONS:

- Make sure your application has selected the correct printer (generally under File/Print Setup).
- Make sure the printer is ready to print. Check the printer's power cable to see that it is properly plugged into the printer and the electrical outlet. Also see that the printer's communication cable is connected properly to the WinBook notebook's Parallel Port and to the back of the printer.
- If the printer is turned on, there should be a power indicator that illuminates. There is also usually an indicator showing that the printer is "ready" or "on-line." If this indicator is not illuminated, check to see that the printer has paper, and that the paper is aligned properly in the paper tray.
- Some printers require communication with the system when you boot up. If you connected your printer after starting your WinBook notebook, try restarting the computer.
- If you have a parallel device with a pass-though (such as a scanner or external drive) between your WinBook notebook and your printer, make

sure that the connections are secure and that the parallel device is on (many pass through devices require power to allow parallel signals to pass through).

- The printer port may not be enabled. Go into the Advanced Menu of the BIOS Setup program to be sure that the port is set to "Auto."
- Go into the Advanced Menu of the BIOS Setup program to be sure that the mode for the parallel port is appropriate for your printer. Some newer printers might require a bi-directional mode. Your WinBook notebook has two bi-directional modes: bi-directional and ECP (an enhanced mode). Check the printer documentation for specific information about the printer's requirement.
- You may be using the wrong cable or the cable may be faulty. If your cable is the incorrect kind or faulty, contact your local computer store to obtain another. If you take the cable to the supplier, they might be able to test it to see if it is working.
- The printer driver in the operating system may not be set correctly. Check the Printers window in My Computer to be certain that your printer has been set up. If not, follow the directions in Chapter Four for setting up the printer. If the printer is set up, right click on its icon and select Properties in its popup menu. You can review the information for this printer to be certain that it is directed to the right port and is using the correct driver for your printer.

NOTE: *If you don't see your printer listed in the Windows printer list, chances are that your printer's manufacturer can provide you with a Windows Driver disk. Many printers from the same vendor may have similar characteristics and will be able to work with one of the Windows standard drivers. If you don't see your printer listed, contact the printer's manufacturer to see if you can get a Windows Driver, or use one of the existing ones in its place.*

PROBLEM: My printer prints strange characters that are not in the document that I am trying to print.

ACTIONS:

- This is often the result of garbage in the printer's memory buffer. Cancel the printing job (see Windows documentation or the documentation that came with your software application), then turn off the printer's power switch. Turn the printer back on and try to print the document again.
- You may not have the printer drivers set up properly. See the problem above for information on printer drivers.

PROBLEM: Special devices that I connect to the Parallel Port do not function properly.

ACTIONS:

- You may need to enable special options in the Setup Program for this device. Some devices require two-way communication through the printer port to operate properly. You can choose two-way communication for the port in the Advanced Menu of the Setup program. Choose "bi-directional" or "ECP." ECP is the preferred choice, but you will need to determine if your device will support it.

Software

PROBLEM: Software will not run or causes problems with system operation.

ACTIONS:

- Check the web site for the software manufacturer for updates or patches that might correct the problems.
- Some older software might be incompatible with your version of Windows. Check the web site for the vendor or Microsoft for information about incompatibilities.

- Try completely uninstalling the program and then reinstalling from your disks or CD. If files have been lost or damaged or altered by another program, this should return your program to normal functioning.

S-Video Out

PROBLEM: Video does not appear on the TV receiver.

ACTIONS:

- Make sure that the S-video connection is secure.
- Make sure that the TV is set up to receive output from the S-video port. Check your TV documentation for assistance.
- Make sure that the TV out function is enabled. Your television must be connected to the WinBook notebook to allow for the signal to be directed out. Right-click the ATI icon on the taskbar and select "Settings" and "Display Settings." This will bring up the Display Properties dialog box. Click on the "Settings" tab and the "Advanced" Button. Then click on the "ATI Displays" tab. You will see three images: an external monitor, the LCD Panel and a television. There is a large button beneath each that allows you to enable or disable output to that device. Click on the button beneath the Television to select it as a Primary display. Close the dialog boxes. Output should now appear on the television (and LCD if you left it on, too).

PROBLEM: Entire desktop does not appear on the TV receiver.

ACTIONS:

- Check to be certain that you have selected the correct format (NTSC or PAL) for your local TV standard. Check the WinBook notebook Help File for more detailed information about video settings.

PROBLEM: USB causes rapid consumption of battery life.

ACTIONS:

- Make sure that your USB device is using its own power source or, if it does not have its own power source, connect it to a USB peripheral that does have its own power source (such as a printer).

Windows

PROBLEM: Windows will not boot properly.

ACTIONS:

- If Windows indicates a registry problem, rebooting might clear it up. Windows keeps up to 6 copies of the registry and will try restoring from a backup if it encounters registry problems.
- Interrupt the boot process by hitting the [F8] key just after the unit completes the POST (Power On Self-Test). This will bring up a menu asking you how to boot the system. Select "Command Prompt" from the menu and hit enter. When you have a C: prompt, run ScanDisk (by typing "scandisk") and/or ScanReg (by typing "scanreg") to check for problems with your files or with the Windows Registry. If problems are found, follow the suggestions for correcting them.
- Interrupt the boot process by hitting the [F8] key just after the unit completes the POST (Power On Self-Test). This will bring up a menu asking you how to boot the system. Select "Logged" (to keep a log of the boot that you can later check), "Safe Mode" (which will load with minimal drivers and can provide a means of accessing software for diagnosing your problems) or "Step-by-step confirmation" (to check each command and locate the step causing the problem). If you need further assistance, check your Windows documentation or check Microsoft's web page for technical assistance.

Zoomed Video

PROBLEM: Zoomed Video does not work.

ACTIONS:

- Make sure card is properly seated and that it has been recognized by the computer.

Glossary

A

AC Power Adapter

The "power brick" that converts the AC power coming from the electrical socket into lower voltage Direct Current (DC) that the micro-electronic devices inside your WinBook notebook need.

ACPI (Advanced Configuration and Power Interface)

Power management standard in Windows. It helps optimize power management for your WinBook notebook. ACPI also allows applications to take control of power management, for example to prevent a timeout from interrupting a presentation.

Administrator

In Windows 2000, the person designated as administrator has complete access to all functions. The administrator sets the limitations on the access of "users".

Application

A software program designed to perform certain functions and uses.

ASCII (American Standard Code for Information Interchange)

This code uses values from 0 to 127 to represent letters, numbers, symbols, and punctuation marks. The standard allows information to be exchanged in one common form (without all of the extra codes that programs attach to those numbers and letters and symbols and marks). This form of text is sometimes referred to as ASCII text or just "text." Storing data as ASCII text can allow you to easily exchange information with people who might use other software than you do.

ATAPI (AT Attachment Packet Interface)

This set of protocols allows your CD-ROM/R/RW, DVD or LS-120 drives to function using the IDE interface of your WinBook notebook.

BIOS (Basic Input/Output System)

This is the way in which your computer sends and receives very low-level instructions to and from your hardware equipment (such as your keyboard). You do not use the BIOS, but Windows (and DOS) uses the BIOS as a way of communicating with your equipment.

B

Bit

A bit (or Binary digit) is the smallest unit of information used by a computer. Eight bits make up a byte. Abbreviated with a small b.

Boot

The process of turning on a computer and loading the operating system (Windows) that controls the computer. A “cold” boot is when you turn on the computer. A “warm” boot is when you reset the computer (with the [Alt]+[Ctrl]+[Del] combination or by having Windows restart the computer from the **Shut Down** menu).

Browser or Web Browser

A program which allows a user access to the World Wide Web. The browser is able to read and use the HTML language of the World Wide Web, as well as to view the pictures or videos or play the audio images stored on the World Wide Web pages. Not all browsers can read all pages accurately and completely. Check the documentation that came with your browser to ascertain its capabilities.

Byte

A “word” used by the computer. It consists of 8 bits of information. Abbreviated with a capital B.

C

Cache

Memory that is used to improve performance by keeping recently used or soon-to-be-needed data in a separate memory position where it will not need to be searched for. This cache can be either an actual hardware cache with its own memory, or a section of your RAM separated off for this function.

CD-R

A CD-RW (Compact Disk-ReWritable) drive can play ordinary CD-ROMs or can write to disks that can be erased and reused many times. CD-RW disks can be read only by CD-RW drives or by "multi-read" CD-ROM/R/RW players equipped with special CD-RW software.

CD-RW

This is the measure of how fast a computer's CPU (central processing unit) runs. It is usually expressed in MHz (megahertz), or millions of cycles per second. It is the number associated with the CPU of your system (as in a 266 MHz processor).

Client

A computer on a network which relies on another "server" computer to provide some of its programs or functions, or for its connection to other computers on the network.

Clock Speed

This is the measure of how fast a computer's CPU (central processing unit) runs. It is usually expressed in MHz (megahertz), or millions of cycles per second. It is the number associated with the CPU of your system (as in a 266 MHz processor).

CMOS (Complementary Metal Oxide Semiconductor)

CMOS RAM is used to keep track of the system configuration when the power is off. The information is controlled by the Setup program. The CMOS chip is also the location of your computer's internal clock.

Control Panel

A program in Windows which allows you to change many of the basic hardware and software settings for you system.

Cursor

The arrow or bar on the screen that informs you where the currently active input area of the display is. The mouse has its own cursor, which can be used to relocate the computer's cursor.

Cut and Paste

In Windows, cutting (or copying) is the process of highlighting a block of text or section of an image and moving (or copying) it to the clipboard, where it is temporarily held in memory. Pasting is the process of placing the mouse cursor at a desired location and then transferring the information into that position. This can be done within programs and between programs.

Desktop

The desktop is the primary workspace of your Windows operating system. It contains icons (representing programs and applications), desktop components, application windows and dialog boxes.

DC (Direct Current)

The AC Adapter changes AC from a wall socket to lower voltage DC, and inputs the DC into the WinBook notebook to charge the rechargeable batteries which power the WinBook notebook.

D

Defragmenting

A process by which files on a disk that have been broken up and stored at various places on the disk (due to space limitations) are put back together and stored in one piece. This process helps speed up the retrieval of information from the disk.

Diskette

A small disk used to store information outside the computer. A diskette is accessed through a diskette drive. Diskettes have relatively small capacity compared to a hard drive.

DMA (Direct Memory Access)

DMA allows data to be moved directly to RAM, without passing through the processor. This speeds up processing time.

DOS (Disk Operating System)

Prior to Windows, DOS was the primary operating system for Intel-based computer systems (often with Windows 3.x running as a graphic interface over DOS). Some programs (including many games and educational programs) you have or buy might still run in the DOS mode.

DVD (Digital Versatile Disk)

A new type of media that has a much higher storage capacity (17 GB) than CD-ROM (650 MB), and which can transfer the data at a higher rate than a CD-ROM. Hours of audio-visual content compressed by MPEG and Dolby compression can be stored on a DVD, making it an ideal medium for providing full-length video features or video intensive computer applications.

ECP (Enhanced Capabilities Port)

Mode of operation for the parallel port which provides high performance interfaces to ECP compatible expansion devices such as printers, backup tape drives, or LAN adapters.

Embedded Numeric Keypad

Feature of the WinBook notebook: 15 keys are within the rest of the keyboard. The numeric assignments are found on the upper right side of each key.

Ethernet

Local area network (LAN) hardware specification. Defines cable type, frequencies, etc.

FAT32

A 32-bit file system used by Windows 98 or Windows 2000.

Fax (facsimile)

A copy sent over a telephone line or other communications service.

Flash BIOS ROM

Memory chip in the WinBook notebook that stores the basic operating firmware, including the system setup software, advanced power management, and PCI bus support. The flash BIOS can be updated from a floppy disk or with a file downloaded from the WinBook web page.

Folder

A collection of files (and/or other directories) on a disk. Files are saved in such folders to keep them organized.

G-H

Format

The particular way of preparing a physical disk for the storage and retrieval of information. The same physical disk can often be formatted for use under differing operating systems. A floppy disk must have already been formatted to be used in your computer.

Function Keys

The keys F1-F12 on your keyboard. They each perform different functions (sometimes in combination with the Alt, Ctrl, or Shift keys) designated by the software application currently active.

Gigabyte

The most proper definition is 1,073,741,824 bytes or 1024MB. Now more commonly used to mean simply 1 billion bytes or 1000MB.

Hard Drive

This is a disk coated with a magnetic material that is used by a computer to store data. These usually have a high capacity for data storage (in most newer computers this capacity is in Gigabytes).

Hot Docking

The ability of the WinBook notebook to be connected to the port replicator while in normal operating mode.

HTML

(HyperText Mark-up Language) The language used by pages included in the World Wide Web. If you decide to create such a page, you would store a HTML document on the server of your Internet provider (you can check to see if your provider allows for such services).

Hypertext

A means of embedding in text certain commands which, when activated, can take a user to another position in a document, can call up other documents, can launch a program, or can set in motion some other action. The hypertext link is activated by clicking on the hypertext with the mouse cursor. Hypertext is used in Windows Help files, as well as in pages on the World Wide Web and Internet. Hypertext is usually indicated by some other color of text (often green or blue).

Infrared (IR) Port

Communications port that allows wireless communications between the WinBook notebook and IrDA (Infrared Data Association) compatible devices. Communications over the infrared port operate similar to a TV remote control.

Internet

Not a physical network, but the interconnection of many physical networks (commercial, educational, governmental, and private). Much of the high-speed infrastructure that connects such computers is based on an old U.S. government network called ARPAnet. The connections of networks rely on a standard communication protocol (TCP/IP).

Internet Address

Every network connected to the Internet has a unique numeric IP address. To connect to certain Internet providers you may need to know this address (it is usually already encoded into the software that the provider supplies).

I/O Address (Input/Output Address or Port Address)

The numeric memory address where the processor sends information to a specific device. Devices cannot share the same address, so the information cannot be sent to any other device by mistake. Peripherals that perform more than one function (audio hardware) may require an address for each function.

K-L-M

IRDA (InfraRed Data Association)

An organization responsible for the specifications for IR data communications.

IRQs or Interrupts

Signals used by the devices in a computer to inform the CPU that they need CPU cycles. Your WinBook notebook uses 16 interrupts which are numbered from 0 through 15 (with one reserved for error handling). Conflicts can occur if two devices use the same IRQ, since each can interfere with the functioning of the other.

Kilobyte

1024 bytes. Usually abbreviated K or KB.

LS-120

High-capacity drive in some WinBook notebook units that is capable of reading special disks that are capable of storing 120MB of data on a single disk. LS-120 drives are also capable of reading and writing to 3.5" floppy disks.

Macro

A small program inside another program. Macros usually allow you to take a series of commonly repeated tasks within a program and create a small macro program that will carry out those steps for you.

Megabyte (MB)

1,048,576 bytes or 1024 KB.

Modem

(From MOdulate/DEModulate) A device which allows information to be transmitted from one computer to another via telephone lines.

MPEG-2 (Motion Picture Experts Group version 2)

MPEG-2 (pronounced M-peg) is a means of compressing video to allow for transfer of audio-visual images (up to broadcast quality) to devices such as computers. This compression method allows full-screen, smooth video transfer to your LCD (including video on DVD).

Multimedia

A system or program which combines different kinds of information (for example, text, graphics, sound and video) into a single presentation or document.

Network

Usually defined by the connection of three or more computers linked by physical cables or telecommunications connections. A very small network is sometimes referred to as a workgroup (if it is not structured on a client/server basis). Smaller networks (sometimes called LANs, or Local Area Networks) are sometimes connected together into larger networks (sometimes referred to as WANs, or Wide Area Networks).

NTFS

A file system specific to Windows 2000 (and Windows NT). NTFS allows for increased control of file security.

NTSC

The U.S. colored TV standard, which broadcasts 525 lines of resolution, transmitted as 30 interlaced fps (frames per second).

PAL

The European colored TV standard, which broadcasts 625 lines of resolution, transmitted as 25 fps (frames per second).

P

PCMCIA Card (Personal Computer Memory Card International Association)

A device using PCMCIA standards (also referred to as the PC Card standard) that the user can install into the WinBook notebook. These credit-card sized electronic modules include, modems and network adapters. See Chapter Five for more information.

Pixel

Short for "picture element". A single dot on a computer's graphic display. They can be many different colors. All such pixels add up to form the display. The number of pixels displayed is the "resolution" of your computer's display.

Plug and Play

A set of software, firmware, and hardware specifications that when implemented together, allow the system to automatically configure internal hardware and software without user intervention.

Pointing Stick

Small lever or control, similar in design to a joystick, that allows the user to move a point indicator around the screen.

Power Management

Set of procedures the system adheres to in order to minimize power consumption. The user can modify these on the WinBook notebook through
the Setup Program.

PS/2 Keyboard

Keyboard standard for PCs that was set by IBM in 1987 with their introduction of the PS/2 system. The WinBook notebook will work with keyboards adhering to this standard.

PS/2 Pointing Device

Pointing device that uses a PS/2 interface connector to plug into the computer, e.g. a mouse or trackball.

RAM (Random Access Memory)

The working memory of a computer which is used to run programs and hold active files. The RAM becomes active each time the computer is booted and is shut down each time the computer is turned off. RAM is usually measured in megabytes.

Refresh Rate

The speed at which a monitor sends a new image to the screen. A cathode ray tube (CRT) sends an image vertically down a screen one line at a time. The whole screen is thus refreshed at a certain interval (as the CRT cycles down the screen and then returns to the top). This speed is usually measured in Hz, which is a unit of frequency. A refresh rate of 60 Hz will produce a slightly perceptible flicker of the screen that can cause eye strain. A rate of 72 Hz or faster will usually produce a comfortable image. Your monitor may refresh as different frequencies depending on the resolution.

ROM (Read Only Memory)

A memory chip or medium that permanently stores information. The information cannot be altered.

SCSI Cards

Interface cards that connect your computer to accessories, usually disk drives, that conform to the Small Computer Systems Interface standard.

R-S

S

Server

A computer on a network that receives connections from other "client" computers and performs functions for them, as well as serving as the point of exchange for information among the clients. A server usually tends to be a very fast computer with a large amount of storage space.

SIR (Serial Infrared)

Infrared connection between two infrared-capable devices that operates as an additional serial port on the WinBook notebook. For the purposes of the operation of the system, the SIR uses IRQ and COM settings as if it were a normal serial port.

S.M.A.R.T.

S.M.A.R.T is a set of hard drive diagnostics that are built right into the hard drive. Your WinBook notebook is able to read those diagnostics and monitor hard disk functioning.

Software Error Messages

Software error messages are returned from your operating system (Windows) or your application programs. These typically appear after the system has been booted, or during the running of an application program. If you receive this type of message, you should check your manual for the operating system and/or application program for help in diagnosing and correcting the problem.

SpeedSet

SpeedStep technology is incorporated into some Intel CPUs. If your CPU has SpeedStep technology, you will be able to slow down the processor (e.g. from 650MHz to 500MHz) to conserve battery power on your WinBook Si.

S

Suspend Mode

WinBook notebook power management feature that allows you to quickly save your work to the hard drive while you are transporting or not using your system. (This is also referred to as “zero volt suspend” since it draws no power from the battery.) It provides the greatest power saving capacity, but does not allow operation to resume if the modem detects an incoming phone call or if a scheduled alarm takes place. See Chapter Eight for more details.

Standby Mode

WinBook notebook power management feature that powers-down but leaves the current program in RAM. This mode operates faster than Suspend to Disk and uses more power, but operation can be resumed if the modem detects an incoming phone call or if a scheduled alarm takes place.

S-video

S-video is a method of transferring high-quality video signals that involves breaking the signal into two components (chrominance and luminance). This dual signal provides higher image fidelity when displayed on a television screen. The WinBook notebook has an s-video port that can be used to direct output to s-video enabled televisions or video devices.

Swap File

A portion of your hard drive which has been set aside by Windows to serve as additional memory. Files and programs are swapped to this area of the disk if there is not enough RAM available.

System Error Messages

A system error message indicates a problem with the computer itself. These messages normally appear during the power-on self-test, before the operating system prompt appears.

T-U

Taskbar

The strip across the edge (usually bottom) of the Windows desktop that holds the start button, system tray (containing the clock and other features), toolbars and buttons for the currently running applications. It provides a quick means of launching or accessing controls and applications.

Toolbars

A feature of Windows that allows you to create toolbars on the taskbar or desktop. You can create the toolbars manually, or drag existing folders to the taskbar to create custom taskbars.

Touchpad

Pointing device that allows you to control the cursor with your finger. It is based on a pad that allows finger movements to be converted to pointer controls, and taps to be converted into switch inputs.

URL (Universal Resource Locator)

An address (or location) on the World Wide Web. Such addresses allow you to move to a specific site. Sometimes the address is embedded in a hypertext link in the WWW (which then automatically takes you to that URL). These usually have a form such as: http://www.winbookcorp.com/.

USB

A new bus that is capable of transmitting data at a speed of up to 1.5MB per second. Up to 127 peripheral devices can be chained together and connected to the USB port of your system. The USB connection is capable of transmitting both data and current, so USB devices can even be powered by the power supply of your system.

User

In Windows 2000, a person designated as user has limited access to security settings and file access. The extent of the limits is determined by the settings made by the administrator.

V-W

VGA (Video Graphics Array)

The minimum graphics standard for operation of Windows. Has a resolution of 640 x 480 lines.

Virtual Private Networking

A feature of Windows that allows you to establish a secure “tunnel” of data on the Internet.

WAVE Audio

This is recorded audio stored in files in a digital form. For example, when you speak into a microphone connected to your computer, your voice is converted into voltage and then digitized and stored in an audio file that can be played back later.

World Wide Web (WWW)

A subset of the Internet which relies upon browsers to allow a user to see images and watch video and hear sounds, rather than just view text. The HyperText Markup Language in which it is written allows the user to jump quickly from one point in the World Wide Web to another.

Write-protect

This is a way of preventing accidental alteration or loss of data on a floppy disk. A 3.5” disk is write-protected by sliding the plastic tab that covers one of the two little holes so that the hole is exposed (the other hole does not have a tab).

X-Z

XGA (Extended Graphics Array)

Video standard that allows your WinBook notebook to provide a resolution of 1024 x 768 pixels, while allowing for many more colors than SVGA or VGA video.

ZV (Zoomed Video) Port

A port built into the PCMCIA slots (and conforming to PCMCIA standards) that allows for high-speed video transmission. Video goes directly from the port to the display screen, bypassing the processor and system bus. This permits video playback at full-screen size and at full motion speed.

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WinBook Si

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PROBLEM: Sound is not being transmitted to the TV receiver.

ACTIONS:

- The S-video port only directs video output to the receiver. To transmit sound, a cable must also be connected to the audio-out jack on the front of your WinBook notebook and to the audio-in jacks of the TV receiver.

USB (Universal Serial Bus)

PROBLEM: USB device does not function properly.

ACTIONS:

- Make sure the USB connection is secure. If you have several devices chained together, make sure that all connections are secure.
- Some devices must be the primary device in a chain. Check the documentation that came with the device and arrange your devices as needed.
- Devices in a chain might need to have their power on to permit the USB signal to pass through. Make sure all USB devices that are connected are powered on (if they have their own power source).
- While most USB devices will be recognized and properly configured, some might require their own specific drivers. Check device documentation to see if there is a required driver installation.
- Restart the system. This should allow the devices to be properly recognized and activated.
- If you have your WinBook notebook connected to a port replicator, only two
  of the 3 available USB ports (2 on the WinBook notebook and 1 on the port replicator) will be active. Devices plugged into the third port will not work. The working ports are assigned in the order in which they are recognized by the system, so which two ports are active will vary with use.

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.

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