

XL Manual

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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 the 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 XL 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, fast video, a large screen and a large capacity hard drive that make your WinBook XL a match for desktop systems, there are several features of your WinBook XL that make it a particularly powerful tool for your computing needs:

Television Receiver Output: The TV-out port of your computer permits you to redirect the screen output to a television screen, for quick and easy large-screen viewing.

MPEG-1 Software: Many CD-ROM video disks use MPEG-1 compression to store video clips. Your WinBook XL has built in drivers for MPEG-1 that allow for fast decompression of these clips and smooth CD-ROM video performance.

Flexibility: Easily upgraded memory and hard drive, 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.

Hardware

Inventory

When you unpack your WinBook XL, check that all the items that you ordered are present and in good condition. Check the inventory checklist that came in the WinBook XL 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 Before Using" card that was enclosed in your box).

[Sidebar: Pencil icon: 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.]

- WinBook XL, with built-in CD-ROM drive and Floppy Drive
- Primary Battery (installed)
- AC Power Adapter
- Power Cord
- This Manual
- Floppy Disks with additional software and drivers
- Windows 95 manual and CD
- Any optional components ordered (including optional installed touchpad).

[Sidebar: Pencil icon: All software is preloaded onto the hard drive of your WinBook XL. You can store the included disks and CD in a safe place. Copies of the Windows 95 installation files are also stored on your hard disk, so that you will not need the CD to add Windows 95 features or drivers to your system.]

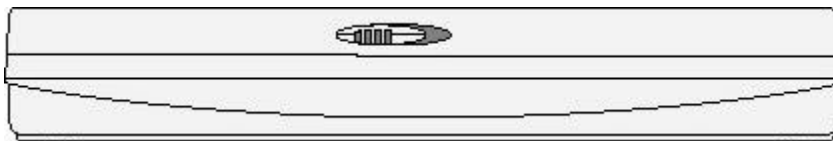
[Sidebar: Exclamation icon: After your initial system start-up, store your Windows 95 manual in a safe place. It contains your Certificate of Authenticity number for Windows 95, which you might need in case of a reinstallation of Windows 95. If you lose this number, you cannot be issued another number without paying for a new copy of Windows 95.]

Note: The WinBook XL uses proprietary accessories (such as a port replicator and SO-DIMM modules) and you should only use those items that have been approved for your computer. Contact WinBook for information about obtaining approved accessories. 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 XL

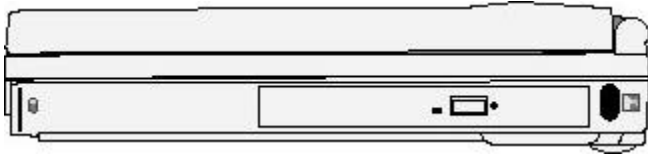
Before you begin using your WinBook XL, you should take a moment to familiarize yourself with the various ports, bays, connectors, and indicators that make up your system.

THE FRONT



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

THE RIGHT SIDE



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

The security anchor at the front of the right side of the system can be opened by using the release on the bottom of the case. See the section below on the Bottom of the system for information.

THE REAR



The back of the system has two doors that cover I/O ports for your WinBook XL. The door on the left flips down to reveal the docking port of your system. This door should be closed when the system is undocked. This will help prevent damage to the port, as well as preventing the door from being damaged in transport. To close this door, flip it back into position until it clicks securely in place. The door to the right houses the SVGA, PS/2, TV-out, USB, serial and parallel ports for your system.

Between these two I/O doors is the AC connection for your system. The AC connector should only be used with the proper AC adapter supplied by WinBook.



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 XL. The port replicator has only a single USB port, but, since you can chain USB devices together, this does not limit your USB use.

The SVGA port allows you to connect any standard computer monitor to your system.

The PS/2 port allows you to connect an external PS/2 keyboard or PS/2 mouse to your WinBook XL.

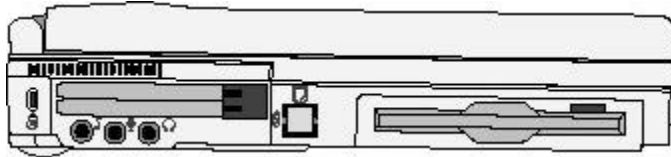
The TV-out port allows you to connect your WinBook XL to a television receiver and direct the screen output to that receiver.

The USB (Universal Serial Bus) port of your WinBook XL allows you to add a wide variety of devices to your machine. The USB port can allow you to connect up to 128 devices through this single port, at very high data transfer rates of up to 12 Mbps (Mega-bits per second).

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

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

THE LEFT SIDE



The lock slot allows you to connect a special computer lock to secure your system. You can purchase this lock at most computer retailers.

Opening the PCMCIA door reveals the PCMCIA (or PC Card) slots. PCMCIA slots accept Type I, II, or III PCMCIA cards or a ZV (Zoomed Video) card in the following combinations:

Two Type I

Two Type II

One Type I and One Type II

One Type III

One ZV connection (to the lower slot)

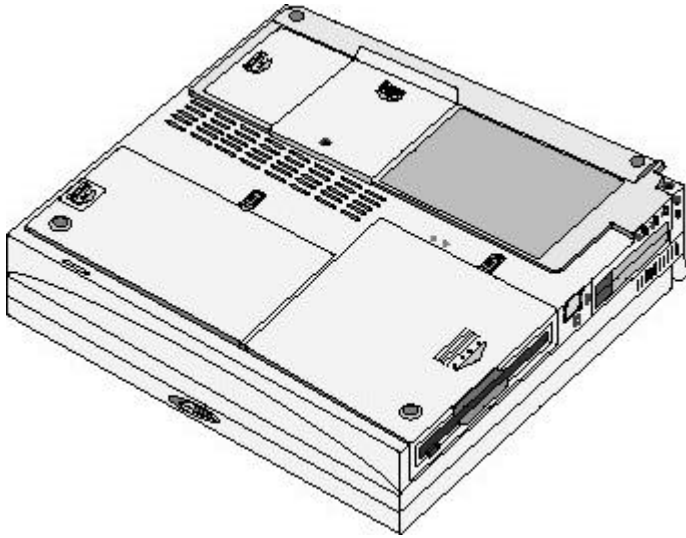
The eject buttons allow you to remove PC Cards from your system. See Chapter Five for more detailed instructions for using your PCMCIA slots.

The three audio jacks provide you with the ability to connect your system's audio to direct audio input to the system (using the "line-in" jack), to direct audio output to external speakers or headphones (using the "line out" jack), or receive input from an external microphone (using the microphone jack). Using external speakers or headphones will disable the internal speakers; using an external microphone will disable the internal microphone.

The fax/modem line-in jack provides the connection for your internal fax/modem. This jack does not provide a pass-through option for connecting a phone to this same line. You can obtain adapters that will allow you to connect a phone to the same line as your WinBook XL.

The floppy disk drive is built into your system, but it can be removed to allow access to the removable hard drive.

THE BOTTOM



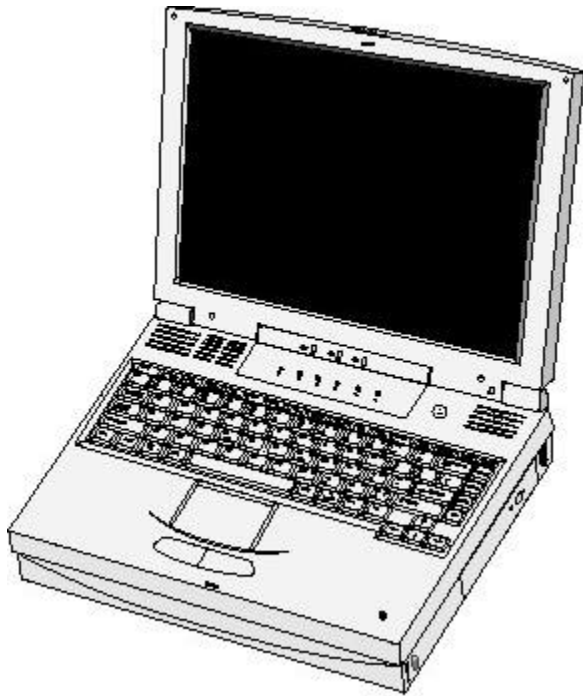
Battery bay has two release latches: a center latch, which is slid toward the back of the system, and an edge latch which is slid toward the middle of the machine. After the releases are moved in this order, you will be able to angle the battery from the bay.

The memory compartment covers are secured by a screw through the right memory compartment cover. Once this screw is removed, the right cover can be moved and lifted from the case. This will then allow the left cover to be removed from its compartment.

The floppy drive release is secured by a screw. Once the screw is removed, the release can be moved and the drive unit angled out of its bay. This will allow access to the removable hard drive unit beneath it.

Your WinBook XL has a non-proprietary security anchor built into the bottom of case, at the front left corner. To use this security anchor, suspend or shut down the system and close the display panel. Turn the system upside down and slide clip for the metal anchor toward the edge to move the metal anchor out of the cabinet. You can now secure the WinBook XL to any secure object with a standard lock or cable.

INDICATORS, MICROPHONE, SPEAKERS and POWER BUTTON



The power button for your system is located just above the keyboard on the right hand side.

The built-in speakers are located at the right and left edges of the system, just above the keyboard.

The built-in microphone is located in the small hole at the right of the system just below the keyboard.

Your system has two sets of LEDs that indicate system status: one set on the hinges of the display panel and one set just above the keyboard.



The power LEDs located on the hinge of the display panel indicate the current power use and battery status of your WinBook XL. These functions of these LEDs are indicated by icons: a plug, a battery and a battery with a line through it (left to right). These LEDs can be seen whether the display panel is opened or closed.

When the computer is turned on and using power supplied by the AC adapter the green light above the left icon (plug) will turn on.

When the computer is turned on and using power supplied by the internal battery, the green light above the middle icon (battery) will turn on. (When the battery is low on charge and only has enough power to run the computer for a few minutes, the green light will begin to flash on and off.)

When the AC adapter is recharging the internal battery, the amber light above the battery icon with a line through it will turn on. When the battery is fully charged, the light will turn

off. When battery power reaches a critical level, this light will flash red and the system will shut down.

The activity LEDs located just above the keyboard indicate activity in the system. From left to right they are:

CD-ROM Drive Activity: Indicates when the computer is reading information from the CD-ROM drive.

Hard Disk Drive Activity: Indicates when the computer is reading from or writing to the hard disk drive.

Floppy Disk Drive Activity: Indicates when the computer is reading from or writing to the floppy disk drive.

Num Lock: Indicates that the Num Lock function has been activated. The embedded number pad will be enabled.

Caps Lock: Indicates that the Caps Lock function has been activated.

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

Power On

The first time you use your WinBook XL, 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 fully vertical. Press the power button on your computer to initiate a boot of the system.

[Sidebar: The sharpness of the screen will vary with the angle between your eyes and the screen. Try moving the display panel slightly forwards or back to find the optimal intensity.]

Your system should pass right through the memory tests and setup to start loading Windows 95.

[Sidebar: Pencil icon: Every effort has been made to make certain that your WinBook XL system will function properly, but, if you should experience a problem when you turn on the computer, refer to Chapter Eight: 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).]

When you first start your new WinBook XL, you will need your Windows 95 manual. On its cover is your registration number for Window 95. 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 the

previous step and review the information entered during that step.

You will be asked the language for your system and the layout of your keyboard. Select the appropriate language and keyboard type for your system.

You will then 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 XL. Correcting a misspelled name at a later date will require you to use the REGEDIT program, which is a program that you should completely avoid unless you are an experienced user of Windows 95.

You will be shown the EULA (End User's License Agreement). Read this agreement and then accept its terms by clicking on the "I accept this agreement" checkbox.

In the next window you will be asked to enter the registration number from the Certificate of Authenticity (COA) on the front cover of your Windows 95 manual.

Setup will now configure your system, registering your hardware and software into the Windows Registry. The system will restart to finish the configuration process.

When the computer restarts, you will be asked to setup your printer. If you do not have a printer, you can skip this step. If you are familiar with the process of setting up your printer, you can complete that setup now. If you are not familiar with the process, you can refer to the section on installing a printer in Chapter Four for detailed instructions for this process.

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.

Finally, you might be given an opportunity to set up a set of backup disk for Windows 95.

Since your unit ships with a boot diskette from WinBook (which contains the necessary files for your hardware configuration) and a CD-ROM copy of Windows, you can skip over the process of creating a backup copy of Windows 95 if you do not want to use the 30+ disks to make the backup.

[Sidebar: Eyeball icon: 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.]

[Sidebar: Exclamation icon: Remember to store your Windows 95 manual in a secure place. You will need the registration number on the cover if you ever need to reload Windows 95, 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 95.]

[Sidebar: Once you are experienced with Windows 95, you will find that you can change the look and configuration of the desktop from the defaults provided for you.]

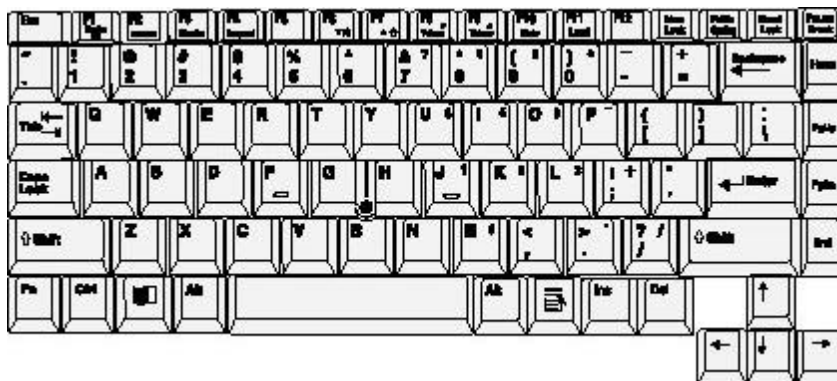
If you purchased additional software with your system, you will need to install that software yourself before you can use it (which is discussed below). To run the preloaded software in Windows 95 (which includes applets such as Wordpad and Paint), you can use the Start option on the Windows 95 taskbar. 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 95, you will find that there are other ways to access programs (such as shortcuts) 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 95 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 term of the services.

If you explore the start menu, you will also notice a WinBook folder in the program groups. This folder holds your WinBook XL Help file and possibly other files that contain information about your WinBook XL. The WinBook XL Help file contains the information in this manual, as well as other information to help you run your WinBook XL.

The Keyboard

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 computing 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 95 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 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 green

on the keyboard. If the NumLock ([Fn]+[Ins]) 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 95 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 popup menu in programs that are Windows 95 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 XL, including the intensity of the LCD screen. These controls appear in green on the keys and are activated by pressing the [Fn] key (located at the lower left corner of your 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). Most such combinations will call up an associated popup menu.

Keys	Function(s)
[Fn]+[F1]	Puts the LCD display into a standby mode
[Fn]+[F2]	If an external monitor or television receiver is present, you can toggle 1) to an external monitor, 2) to a TV receiver —only if configure

d in the Setup program, 3) to a simultaneous display on the screen and a monitor, and 4) back to the built-in screen.

[Fn]+[F3] Sends your system into Standby mode to conserve power

[Fn]+[F4] Suspends current work to RAM or Hard Drive and powers down system

[Fn]+[F6] Decreases screen brightness

[Fn]+[F7] Increases screen brightness

[Fn]+[F8] Decreases audio

	volume
[Fn]+[F9]	Increases audio volume
[Fn]+[F10]	Mutes system audio
[Fn]+[F11]	Maximizes audio volume
[Fn]+[Q]	Decreases audio bass
[Fn]+[W]	Increases audio bass
[Fn]+[E]	Decreases audio treble
[Fn]+[R]	Increases audio treble
[Fn]+[T]	Shifts audio to left speaker
[Fn]+[Y]	Shifts audio to the right speaker

Mouse Buttons & Pointing Devices

Your WinBook XL comes with a pointing stick device, can be configured for an optional touchpad pointing device and can support an external mouse via the PS/2 or serial port. All of these pointing devices can be used simultaneously.

Pointing Stick

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 space bar on the keyboard serve as the left and right mouse buttons (if you have the optional TouchPad device installed, the buttons will be incorporated into the design of the TouchPad and can be used with either the pointing stick or the TouchPad).

[Sidebar: Pencil icon: When the rubber cover of the pointing stick starts to wear down, you can purchase additional covers from WinBook.]

Touchpad

The touchpad, a rectangular electronic panel located just beneath your keyboard, is a factory-installed pointing device option for the WinBook XL. If you have selected this option, you can use the pressure-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, then sliding your finger in the direction of the movement desired.

[Sidebar: Pencil icon: If you decide to add a touchpad to your WinBook XL at a later time, you will need to return the system to the manufacturer to have the touchpad installed.]

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

No matter which pointing device you use, the mouse speed for your WinBook XL system can be adjusted to accommodate your personal preferences. You can alter the mouse speed for applications running in Windows 95 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 the 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 XL 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 adjust the brightness of the screen by using the [Fn]+[F6] key combination (to darken the screen) or the [Fn]+[F7] key combination (to brighten the screen).

Depending on the display type that you have purchased, your screen will either support a resolution of 1024 x 768 pixels with up to 256K colors or a resolution of 800 x 600 pixels with up to 256K 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.

You can quickly adjust the resolution and number of color settings through Windows 95's Display Properties window. To open this window, locate the display icon on the taskbar (the video screen icon).



Click on this icon to bring up the display menu.

You can now choose from the available display options, including window colors and backgrounds. For more information on video resolutions, see the section in Chapter Four on using an external monitor.

Battery & Power Saving

When the AC Adapter is connected to your WinBook XL, 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, the Battery Charge indicator (the middle LED on the display panel hinge) will flash about once per second and the battery icon on the taskbar will flash about once per second.

When about 5 minutes of battery power remain, you will receive additional warnings: the system will beep twice, the Battery Charge indicator (the middle LED on the display panel hinge) will flash about twice per second and the battery icon on the taskbar will flash about twice per second.

When the battery reaches a critical level, Windows will pop up a warning telling you to switch to AC power or suspend.

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.

[Sidebar: Eyeball icon: 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 Seven).]

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. If you have two batteries in place, the number provided will be a percentage of the total charge level of both batteries combined. To determine the charge level of each battery, use the popup Status menu.

Control Panel

Clicking on the **Power** icon in the **Control Panel** brings up the Windows 95 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 95 sessions.

POWER MANAGEMENT

Your WinBook XL should run for over three 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 for the optimal power management level for your usage by using the Setup program (see Chapter Seven). 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.

Audio/Sound

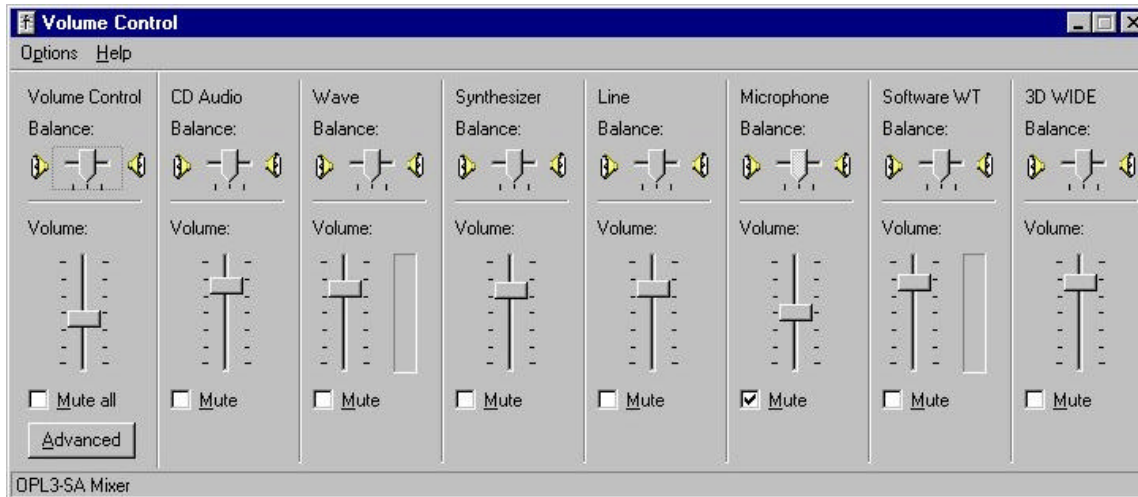
Built-in Speakers

Your WinBook XL 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, bass, treble and balance as explained in the keyboard section above. You can also adjust the software controls of the audio through Windows 95.

You can adjust the audio volume by clicking once on the speaker icon on the taskbar and moving the volume slide, or by using the volume control knob.



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.



[Sidebar: Pencil icon: Connecting external speakers to your WinBook XL disables the built-in speakers.]

[Sidebar: Eyeball icon: You can also adjust system volume, microphone volume and other audio settings through the **^Multimedia^** icon in the **^Control Panel.^**]

Built-in Microphone

The microphone built into the case of your WinBook XL 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 XL provides one such application.

[Sidebar: Pencil icon: Connecting an external microphone to your WinBook XL disables the internal microphone.]

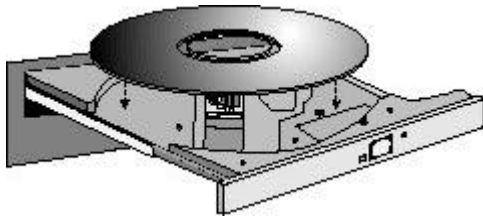
[Sidebar: Eyeball icon: Your system will ship with the microphone muted, which helps reduce feedback when the microphone is not being used by an application. Double-click on the speaker icon on the taskbar to call up the audio mixer. If the microphone is muted, you can click on its checkbox to enable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

CD-ROM Drive

The CD-ROM 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. 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 XL.

Your CD-ROM will also be able to read from photo CDs.

You can load a CD into the drive as described below:



Press the Load/Eject button.

The disc tray opens.

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.

Carefully place the CD (audio or data), with the label side up, on the disc tray.

Be sure to carefully center the CD and press it into place on the loading tray. Since your WinBook XL is meant to be portable, the CD is secured onto the tray rather than simply resting in a recess.

Close the tray. Be certain that it is closed completely.

[Sidebar: Eyeball icon. Dirt in the CD tray can affect performance. Be sure to keep the tray clean.]

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 95 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 95, 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, or when the CD-ROM drive is not in the bay, you can use the emergency release, which is the small hole located on the front of the drive. Use a paper clip to press on the release inside the hole, then 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 connect the drive and remove the disk using the normal unloading method.

Software

Preloaded Software

Your WinBook XL comes preloaded with Windows 95 as its operating system. There is also the necessary software to use your Infrared (IR) port and audio hardware in Windows 95.

For instructions on using Windows 95, check the Windows 95 manual, which is included in your

WinBook XL 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 drive). These drivers are also important in allowing you to alter certain aspects of your system, such as the resolution of your video image.

[Sidebar: Exclamation icon: If you have to reinstall Windows 95 at some point, you will lose some of these drivers. To regain normal functioning of your WinBook XL in such a case, contact Technical Support for information on obtaining and installing these drivers.]

Adding Software

If you purchased some other software, or if you already own software that you will be installing on your new WinBook XL system, or if you buy software at a later date, you will need to know how to install that software on the WinBook XL 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. 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 95. If your program must be installed from within DOS, you can run DOS within Windows by selecting the MS-DOS option in the **^Start/Programs^** menu.

[Sidebar: Windows 95 software comes with uninstall functions built-in. If you ever want to remove a Windows 95 program, do not delete it. Use this **^Add/Remove^** feature to remove it.]

[XL Chapter Two](#)

Chapter Two: Basic Computing

The WinBook XL 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 XL Help File in the WinBook folder on your hard drive. If you are not an experienced user or are new to the Windows 95 operating system, you should take a few minutes to read this chapter and familiarize yourself with some basic aspects of computing with your WinBook XL.

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 XL came with a certain amount of RAM (probably 8MB or 16MB), but that is not the limits of the memory used by Windows 95. Windows 95 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 95 will "swap" some programs from RAM to that hard drive. When those bits of memory are needed, Windows 95 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 XL, the reading and writing to the disk is slower than having the data available in RAM. If you find that your computer is doing a lot of swapping and this is slowing the response time of your computer, you should consider upgrading the memory in your computer (see Chapter Six).

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. Your system has ample space to run several programs, but you should consider adding RAM if you want to use a large number of programs simultaneously. This will optimize the performance of your WinBook XL.

When you place your WinBook XL 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. When swapping batteries, the built-in bridge battery will keep the RAM active while the batteries are switched.

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) = 1,073,741,824bytes 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).

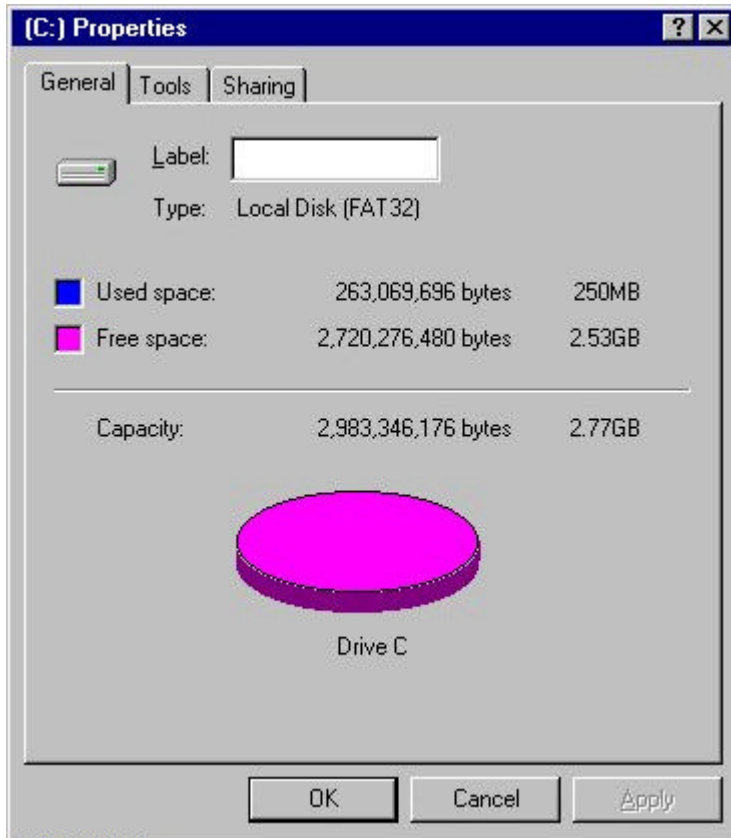
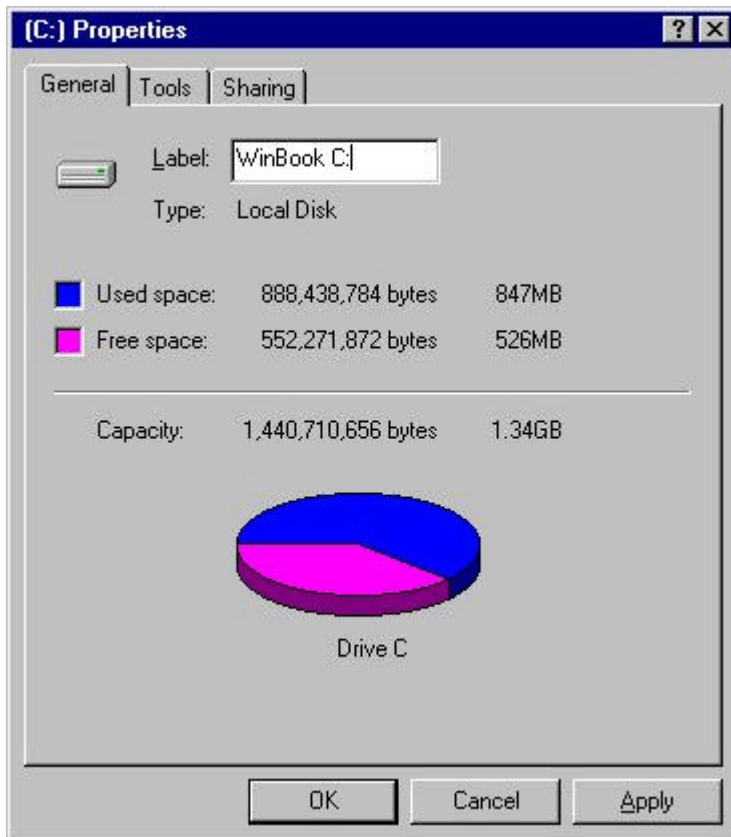
[Sidebar: If your computer is connected to a network, you will also have access to hard drives on other computers. See the networking documentation in Windows 95 to see how to access such drives.]

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.

You can find out what is stored on this drive by double-clicking on the ^My Computer^ icon and then double-clicking on the C: drive icon.



You can also find out the capacity, used space and available space on the C: drive by right-clicking on the C: icon and then selecting properties.



The Windows Explorer provides an alternative way of seeing the contents of the C: drive (^**Start/Programs/Windows Explorer**^). See the Windows 95 documentation for more information on this program.

Computer disks will often get fragmented. This means that files are not stored in a single piece but are broken up and distributed. This happens because hard disks are random access devices. When they seek to save a file to disk, they randomly find the first available space and begin to store the information. If this space is not large enough to accommodate the whole file, then the computer will break off the remaining section of the file and find the next available space. And so on. This can result in files being broken into many small pieces and scattered across the drive. With heavy usage, the drive can eventually become very fragmented. This can slow access time to the disk. Keep in mind that even a very fast hard drive is still much slower than RAM, so slowing the access time to the disk will slow down what is already one of the slowest elements of your system. You can check fragmentation level and defragment the disk by using defragmentation software. One example comes with Windows 95 and can be found in the System menu (^**Start/Programs/Accessories/System Tools**^). A good defragmentation program will usually advise you as to whether or not the disk is sufficiently fragmented to warrant running the program at this time. Defragmentation can be a time-consuming process.

It is also a good idea to check your hard disk on a periodic basis to check for disk errors that can lead to data loss. The ScanDisk utility in Windows 95 (^**Start/Programs/Accessories/ScanDisk**^) provides a means of checking your system for such errors. Information about using this utility can be found in your Windows 95 documentation.

Hard disks can fail. While some data recovery is possible even from a faulty drive, you will save yourself money and time and aggravation if you are careful to back up your hard drive on a regular basis (your computer retailer can help you select a backup device that meets your needs). If you use your computer heavily, a daily or weekly backup is probably in order. If you use the system less frequently, a monthly backup might be in order. While it is often quicker to make a complete backup and then subsequent incremental backups of new information, you should make a complete backup every few backup cycles, to save you time in restoring your system in case of failure.

[Sidebar: Eyeball icon: If you do suffer a hard drive failure and have vital data which was not backed up, you can check with data recovery specialists in your area who might be able to retrieve some of that data for you.]

You can track the error-checking, back-ups and defragmentation of your hard drive by opening the ^**My Computer**^ window, right-clicking on the C: drive and selecting ^**Properties**^. Click on the ^**Tools**^ tab to view the current status of your hard drive.

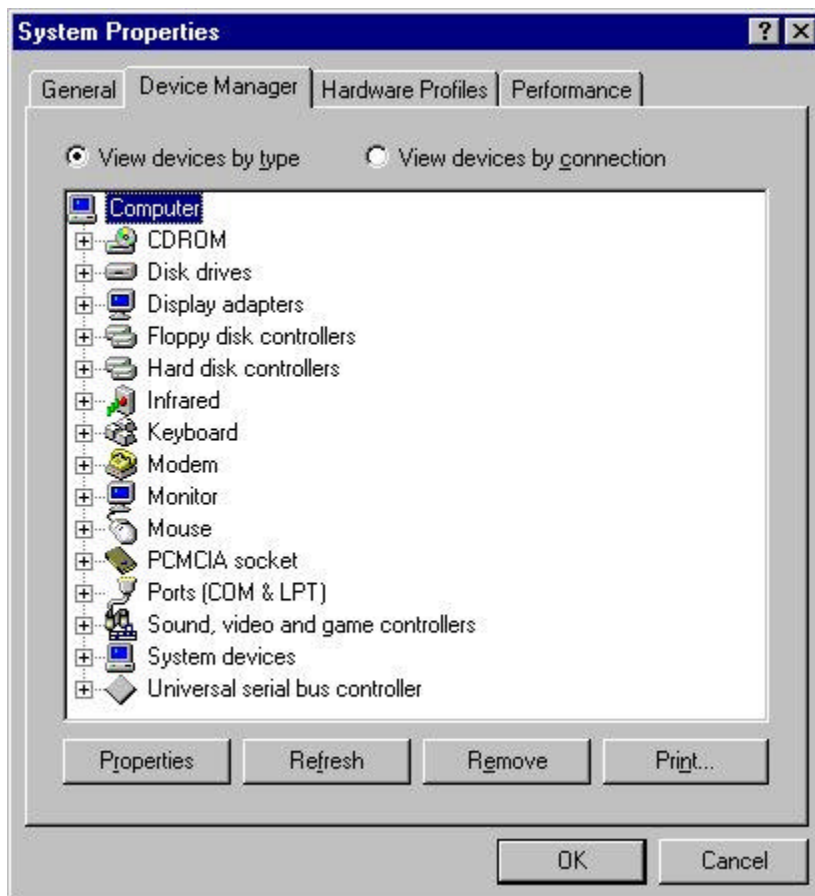
Note: This tracking will only work if you use the Windows 95 utilities to perform these functions.

The Device Manager

While the Setup program (see Chapter Seven) tells your computer what equipment it is running,

the Windows 95 **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 XL. 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 right 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.

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.



You can use the plus signs beside the device category to expand the category and reveal the actual devices that fall into that category.

[Sidebar: Exclamation icon: Be sure to read the Windows 95 manual carefully before altering

any settings in **^Device Manager^**.]

Data Handling

Once you have your computer running, you will start to generate data of your own. This data will be stored in files (distinct collections of related data stored in a single format). You provide names for those files when you save them from within the application that has been used to create them. Windows 95 is capable of supporting long file names so that you can name a file running in a Windows 95 application with a good, descriptive file name (for example, "John Smith financial records for May 1996"). Programs which are not fully compatible with Windows 95 (DOS programs or Windows 3.x programs) may be restricted to the older DOS convention of 8 characters and a three character extension after a period (for example, jsmith96.fin).

Windows 95 does make use of the extensions to track what programs are associated with what extensions. Your software will usually assign an extension to the long file name when you save, but you can choose the extension yourself if you would prefer. The extension allows Windows 95 to know what application to use to edit that file. Windows 95 does not typically display those extensions in **Explorer** or **My Computer** (since it uses icons for those files that indicate the program with which they are associated), but it can be made to do so. Check the Windows 95 documentation for instructions on how to turn on that function.

OLE (object linking and embedding) is a built-in function of Windows 95 and of many applications that will run under Windows 95. OLE allows you to create documents which are, in fact, compositions of multiple files in multiple applications. Thus, you could write a report in a word processor that would include a set of data from a spreadsheet and a graph from a presentation graphics program and a picture from an image editing program. This single document would be edited by using the programs to edit the individual components without you having to move from program to program (OLE keeps track of what program needs to be used for editing a certain part of a document).

Thus your data is stored in files and/or as documents. Your applications and Windows 95 should do all the keeping track of the documents, allowing you to concentrate on creating them.

[Sidebar: Eyeball icon: You should save your files often when you are working (about every 15 minutes or so). This will prevent you losing hours of work that has not been saved. You can also use autosave or timed-save functions in your software for this purpose.]

Once you have created files or documents, you can make copies of them, rename them, move them around, or do many other things with them. You can also delete them when they are no longer necessary.

Fortunately, a file that has been deleted can usually be restored. If you have used the Recycle program in Windows 95, the deleted files will be stored there (until the bin is emptied). You can see the Windows 95 documentation for information on how to use the Recycle program. Even a file that has been "deleted" is usually recoverable, if you act quickly. When the computer deletes a program, it does not immediately delete it. It marks that area of the disk as available for use. As you store more data, that area might be overwritten (where a file is stored is random). If not

much data has been stored since the file was deleted, you can usually recover all or part of that file. There are various utility programs that can be used for such recovery. If you ever accidentally erase a file, you should look into such a program.

Very few people ever know exactly where every document on their hard drive can be found. Sometimes you will need to find a document. Many applications have such a function built-in. If the one you are using does not, you can use the find function built into Windows 95 (**Start/Find**). Files can be located by name (if you remember it), or by some text or data contained in the file, or by the date the file was last used. For more information about using find functions, see the Windows 95 documentation or the documentation that came with your application.

In addition to storing files on your hard drive, you may also choose to store them (or copy them) on diskettes. Your computer will use diskettes (usually 3.5" diskettes) as secondary storage media. Secondary storage means that they are stored outside the memory of your computer. (Your primary storage medium is your hard drive.) Data is stored on diskettes as magnetic fields. Your WinBook XL system came equipped with a 3.5" drive that installs in the media bay. To read data from or write data to your diskette, insert your diskette into the drive. You will need to tell your software which drive to read from and write to (A:, unless you have changed the designation). A read/write head inside the drive will now be lowered and the diskette spun to allow access to its surface.

[Sidebar: If the disks you buy are not formatted, you will need to format them. This prepares the disk for the kind of data storage used by your operating system. See the Windows 95 documentation for information on how to do this.]

Always handle a diskette by its case. Do not touch the media inside the diskette. If possible, write on the label before placing it on the diskette. If you must write on the label while it is on the diskette, use a soft pen (such as a felt-tip pen). The information on a disk is stored as a magnetic field, and thus diskettes can be damaged or information erased by exposure to magnetic fields. Avoid placing the diskette near sources of strong magnetic fields, such as motors, telephones, speakers and television sets. Avoid exposing the diskette to extreme temperatures, moisture, smoke, direct sunlight, dust, dirt and ashes. These can all damage your diskette. Store in a proper case when not in use.

You can prevent data on a diskette from being accidentally erased by moving the write protect notch so that the hole is open. This will allow you to read from the disk, but not to write to it or alter it.

While the files you create will typically be relatively small, if you will be working extensively with graphics and sound and video, you will find that these files will take up a considerable amount of hard drive space. You might find it useful to acquire a secondary storage media drive capable of handling large files (such as a ZIP drive or optical storage drive) or learn to use a program designed to compress files (such as PKZIP). These will allow you to handle such large files more easily.

Software on CD-ROM can provide you with savings of hard drive space. Some programs on CD-ROM will give you the option of setting up a minimal amount of the program on the hard drive

and running off the CD. If you would not find it inconvenient to run the program with the CD in the drive, you might want to consider this when purchasing applications software that provides the choice of CD or multiple diskettes. This may often be slower, but, in a program that does not make a lot of calls to the disk, the difference might not be noticeable.

On the other hand, with the exception of CDs that run directly from the compact disk, most CD programs install some of their parts on the hard drive. When buying software on CD, you might want to check to see how much hard drive space will be required. If you have a choice of minimal installation, you should consider how much the program might be slowed by making lots of calls to the CD-ROM drive. You could install the software each way for a while to test the speed, but another approach would be to consider the nature of the program and how intensively it will be using the CD.

Windows 95 Functions

To begin, you should familiarize yourself with the taskbar.



The taskbar has a start button that allows you to launch programs or documents. It will also provide you with a list of the programs currently running. Holding the cursor over the items on the taskbar will bring up popup descriptions. The taskbar provides you with an easy way to bring a program or window to the foreground by clicking on that item on the taskbar. If you would prefer to work without losing some of your screen to the taskbar, you can adjust the settings to hide the taskbar. Check your Windows 95 documentation for information on how to adjust the taskbar settings.

Your taskbar also includes a clock. If you hold the cursor over the clock, you will see a popup date. If you need to adjust the time or date of your computer, you can double-click on the clock and use the **Date/Time Properties** Window to make the necessary adjustments.

You should also take a moment to familiarize yourself with the **My Computer** icon.



This provides a starting point for getting at programs and files stored on your computer. You can

also use the **Windows Explorer** program to provide access to the program and files. Both are important resources for finding, organizing, copying or deleting your files.

If you are not familiar with working in a Windows environment, you should take some time to familiarize yourself with how to navigate this operating system. Windows 95 allows you to multitask your operations, meaning that you can have several programs running simultaneously. Only one of these will be the active, foreground application. While the foreground application is the only one that you can control directly, background applications can continue to execute functions set in motion. Keystroke combinations or other shortcuts which are not used by the foreground application might also be usable by background applications.

[Sidebar: Pencil icon: All running programs take up RAM. If enough programs are opened, you might run short of system resources and be unable to open additional programs.]

You can toggle between open programs by using the [Alt]+[Tab] keyboard combination or by clicking on the desired program on the taskbar or by clicking on a visible part of the program window (if the foreground program is not using the entire screen). Right-clicking on the program on the taskbar might allow you to access certain facets of the program via a popup menu without having to toggle the program to the foreground. You should learn the shortcuts between programs and familiarize yourself with how to create shortcuts in your system. The Windows 95 documentation can provide you with information on using the various aspects of this operating system.

Your WinBook XL has been set up with most common Windows 95 components active. There are, however, other components that can be added to the Windows installation. These can be added through the **^Add/Remove Programs^** selection in the **^Control Panel^** (**^Start/Settings/Control Panel^**). Once there, select the **^Windows Setup^** tab. You can find descriptions of these components in your Windows 95 documentation.

Although the Windows 95 manual does provide some documentation for DOS, if you are accustomed to using DOS and will still be using DOS under Windows 95, you should keep your old DOS manuals around for an explanation of DOS commands and features (although some may vary slightly from the DOS that runs under Windows 95).

[Sidebar: Pencil icon: If you find that a DOS program (e.g. a game) will not run, you may need to alter the DOS configuration that Windows uses for its DOS windows. DOS programs are still limited to using the first 640K of RAM for their primary functions. The number of drivers already in RAM (for sound cards, mouse, etc.) may reduce this amount. Since some games require over 500K of RAM to run effectively, the DOS configuration files may require some tweaking. You can find this information in the Windows 95 manual or on-line documentation. If you are not at all familiar with DOS memory requirements, you might want to read an older DOS manual to familiarize yourself with DOS-based programs. If you need additional drivers to use your system with DOS programs, check the disks that came with your WinBook XL or contact Technical Support for information on obtaining those drivers.]

Windows 95 has a number of components built into it which can allow you to write letters and papers, draw pictures, send faxes and the like. Each of these "applets" is adequate to simple tasks. If you plan to use your computer for more complicated tasks, you will want to purchase

software for that purpose. For example, a full-featured word processor will allow you to take advantage of more elaborate features such as columnar text and a substantial thesaurus. If you have some primary purpose(s) for your computer, for example keeping your financial records or writing a novel, you should look into purchasing the available software. This will allow you to take advantage of the speed and power of your computer. Your WinBook XL system is capable of running DOS and Windows 3.x software, but neither of these will take advantage of all of the features of your WinBook XL system. If those programs are adequate to your purposes, then they will run just fine, but, if you can buy Windows 95 compatible software for your system, it will run most effectively.

Communications

[Sidebar: Eyeball icon: 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.]

Your WinBook XL comes with a built-in fax/modem 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. Any Windows application which has a print command can be used to generate faxes. You can generate quick one-page faxes from the fax software built into Windows 95. 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 hardcopy of the fax transmission.

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

If you want to use the fax software built into Windows 95, check the documentation for instructions on activating this application. You can also purchase fax software that might provide more features to satisfy your faxing needs.

[Sidebar: Exclamation icon: 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.]

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 95).



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.

The speed of your modem (e.g. 28,800 baud) represents the speed at which the modem is capable of transmitting information. A modem with a speed of 28,800 baud means that the modem can transmit 28,800 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).

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 email (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 certain amounts of connection time. Some services they provide may entail an additional charge. Since such electronic connections are an important resource for computer users, Windows 95 comes with its own software for making such connections, as well as with software from some of the major service providers.

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 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 WORLD WIDE WEB

One of the most useful functions of your modem is to allow to connect you to the Internet or to browse the World Wide Web. The Internet is not a network, but a vast interconnection of networks (through dedicated cables and through telecommunications lines). It began as a part of the U.S. government's attempt to connect major research facilities (through what was then called ARPAnet). That was extended to connections with many colleges and universities. The connection now includes government, academic, commercial and private networks (each with their own unique Internet address). The Internet provides a connection to the world. You can use gopher software to search databases around the world. You can send messages to people anywhere on earth (and even to astronauts in space via NASA's Internet connection). You can log-in and use library catalogues at distant universities. World Wide Web Browsers, such as the Microsoft Internet Explorer browser built into Windows 95, allow you to have access to text, images, sound and video stored on the World Wide Web.

To enter the Internet, you will need to log your computer into one of these networks (which will, in turn, be connected to other networks as part of the Internet). There are providers who just provide access to the Internet. Most 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.

[XL Chapter Three](#)

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 the 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 XL 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, fast video, a large screen and a large capacity hard drive that make your WinBook XL a match for desktop systems, there are several features of your WinBook XL that make it a particularly powerful tool for your computing needs:

Television Receiver Output: The TV-out port of your computer permits you to redirect the screen output to a television screen, for quick and easy large-screen viewing.

MPEG-1 Software: Many CD-ROM video disks use MPEG-1 compression to store video clips. Your WinBook XL has built in drivers for MPEG-1 that allow for fast decompression of these clips and smooth CD-ROM video performance.

Flexibility: Easily upgraded memory and hard drive, 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.

Hardware

Inventory

When you unpack your WinBook XL, check that all the items that you ordered are present and in good condition. Check the inventory checklist that came in the WinBook XL 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 Before Using" card that was enclosed in your box).

[Sidebar: Pencil icon: 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.]

- WinBook XL, with built-in CD-ROM drive and Floppy Drive
- Primary Battery (installed)
- AC Power Adapter
- Power Cord
- This Manual
- Floppy Disks with additional software and drivers
- Windows 95 manual and CD
- Any optional components ordered (including optional installed touchpad).

[Sidebar: Pencil icon: All software is preloaded onto the hard drive of your WinBook XL. You can store the included disks and CD in a safe place. Copies of the Windows 95 installation files are also stored on your hard disk, so that you will not need the CD to add Windows 95 features or drivers to your system.]

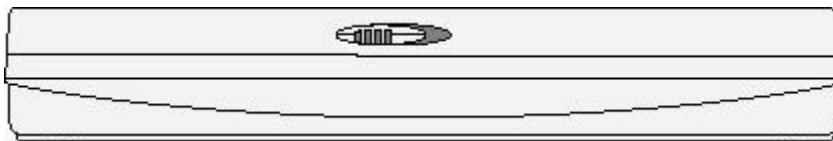
[Sidebar: Exclamation icon: After your initial system start-up, store your Windows 95 manual in a safe place. It contains your Certificate of Authenticity number for Windows 95, which you might need in case of a reinstallation of Windows 95. If you lose this number, you cannot be issued another number without paying for a new copy of Windows 95.]

Note: The WinBook XL uses proprietary accessories (such as a port replicator and SO-DIMM modules) and you should only use those items that have been approved for your computer. Contact WinBook for information about obtaining approved accessories. 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 XL

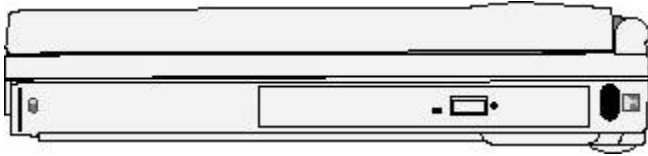
Before you begin using your WinBook XL, you should take a moment to familiarize yourself with the various ports, bays, connectors, and indicators that make up your system.

THE FRONT



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

THE RIGHT SIDE



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

The security anchor at the front of the right side of the system can be opened by using the release on the bottom of the case. See the section below on the Bottom of the system for information.

THE REAR



The back of the system has two doors that cover I/O ports for your WinBook XL. The door on the left flips down to reveal the docking port of your system. This door should be closed when the system is undocked. This will help prevent damage to the port, as well as preventing the door from being damaged in transport. To close this door, flip it back into position until it clicks securely in place. The door to the right houses the SVGA, PS/2, TV-out, USB, serial and parallel ports for your system.

Between these two I/O doors is the AC connection for your system. The AC connector should only be used with the proper AC adapter supplied by WinBook.



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 XL. The port replicator has only a single USB port, but, since you can chain USB devices together, this does not limit your USB use.

The SVGA port allows you to connect any standard computer monitor to your system.

The PS/2 port allows you to connect an external PS/2 keyboard or PS/2 mouse to your WinBook XL.

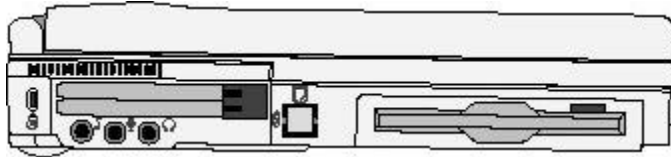
The TV-out port allows you to connect your WinBook XL to a television receiver and direct the screen output to that receiver.

The USB (Universal Serial Bus) port of your WinBook XL allows you to add a wide variety of devices to your machine. The USB port can allow you to connect up to 128 devices through this single port, at very high data transfer rates of up to 12 Mbps (Mega-bits per second).

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

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

THE LEFT SIDE



The lock slot allows you to connect a special computer lock to secure your system. You can purchase this lock at most computer retailers.

Opening the PCMCIA door reveals the PCMCIA (or PC Card) slots. PCMCIA slots accept Type I, II, or III PCMCIA cards or a ZV (Zoomed Video) card in the following combinations:

Two Type I

Two Type II

One Type I and One Type II

One Type III

One ZV connection (to the lower slot)

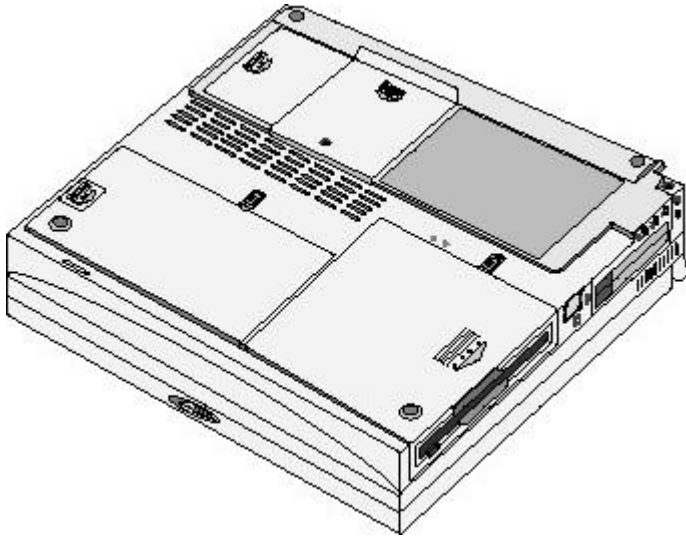
The eject buttons allow you to remove PC Cards from your system. See Chapter Five for more detailed instructions for using your PCMCIA slots.

The three audio jacks provide you with the ability to connect your system's audio to direct audio input to the system (using the "line-in" jack), to direct audio output to external speakers or headphones (using the "line out" jack), or receive input from an external microphone (using the microphone jack). Using external speakers or headphones will disable the internal speakers; using an external microphone will disable the internal microphone.

The fax/modem line-in jack provides the connection for your internal fax/modem. This jack does not provide a pass-through option for connecting a phone to this same line. You can obtain adapters that will allow you to connect a phone to the same line as your WinBook XL.

The floppy disk drive is built into your system, but it can be removed to allow access to the removable hard drive.

THE BOTTOM



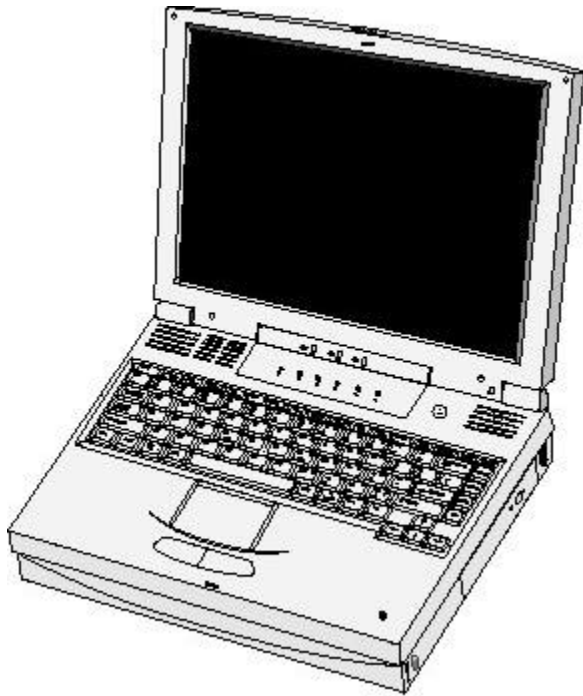
Battery bay has two release latches: a center latch, which is slid toward the back of the system, and an edge latch which is slid toward the middle of the machine. After the releases are moved in this order, you will be able to angle the battery from the bay.

The memory compartment covers are secured by a screw through the right memory compartment cover. Once this screw is removed, the right cover can be moved and lifted from the case. This will then allow the left cover to be removed from its compartment.

The floppy drive release is secured by a screw. Once the screw is removed, the release can be moved and the drive unit angled out of its bay. This will allow access to the removable hard drive unit beneath it.

Your WinBook XL has a non-proprietary security anchor built into the bottom of case, at the front left corner. To use this security anchor, suspend or shut down the system and close the display panel. Turn the system upside down and slide clip for the metal anchor toward the edge to move the metal anchor out of the cabinet. You can now secure the WinBook XL to any secure object with a standard lock or cable.

INDICATORS, MICROPHONE, SPEAKERS and POWER BUTTON



The power button for your system is located just above the keyboard on the right hand side.

The built-in speakers are located at the right and left edges of the system, just above the keyboard.

The built-in microphone is located in the small hole at the right of the system just below the keyboard.

Your system has two sets of LEDs that indicate system status: one set on the hinges of the display panel and one set just above the keyboard.



The power LEDs located on the hinge of the display panel indicate the current power use and battery status of your WinBook XL. These functions of these LEDs are indicated by icons: a plug, a battery and a battery with a line through it (left to right). These LEDs can be seen whether the display panel is opened or closed.

When the computer is turned on and using power supplied by the AC adapter the green light above the left icon (plug) will turn on.

When the computer is turned on and using power supplied by the internal battery, the green light above the middle icon (battery) will turn on. (When the battery is low on charge and only has enough power to run the computer for a few minutes, the green light will begin to flash on and off.)

When the AC adapter is recharging the internal battery, the amber light above the battery icon with a line through it will turn on. When the battery is fully charged, the light will turn

off. When battery power reaches a critical level, this light will flash red and the system will shut down.

The activity LEDs located just above the keyboard indicate activity in the system. From left to right they are:

CD-ROM Drive Activity: Indicates when the computer is reading information from the CD-ROM drive.

Hard Disk Drive Activity: Indicates when the computer is reading from or writing to the hard disk drive.

Floppy Disk Drive Activity: Indicates when the computer is reading from or writing to the floppy disk drive.

Num Lock: Indicates that the Num Lock function has been activated. The embedded number pad will be enabled.

Caps Lock: Indicates that the Caps Lock function has been activated.

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

Power On

The first time you use your WinBook XL, 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 fully vertical. Press the power button on your computer to initiate a boot of the system.

[Sidebar: The sharpness of the screen will vary with the angle between your eyes and the screen. Try moving the display panel slightly forwards or back to find the optimal intensity.]

Your system should pass right through the memory tests and setup to start loading Windows 95.

[Sidebar: Pencil icon: Every effort has been made to make certain that your WinBook XL system will function properly, but, if you should experience a problem when you turn on the computer, refer to Chapter Eight: 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).]

When you first start your new WinBook XL, you will need your Windows 95 manual. On its cover is your registration number for Window 95. 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 the

previous step and review the information entered during that step.

You will be asked the language for your system and the layout of your keyboard. Select the appropriate language and keyboard type for your system.

You will then 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 XL. Correcting a misspelled name at a later date will require you to use the REGEDIT program, which is a program that you should completely avoid unless you are an experienced user of Windows 95.

You will be shown the EULA (End User's License Agreement). Read this agreement and then accept its terms by clicking on the "I accept this agreement" checkbox.

In the next window you will be asked to enter the registration number from the Certificate of Authenticity (COA) on the front cover of your Windows 95 manual.

Setup will now configure your system, registering your hardware and software into the Windows Registry. The system will restart to finish the configuration process.

When the computer restarts, you will be asked to setup your printer. If you do not have a printer, you can skip this step. If you are familiar with the process of setting up your printer, you can complete that setup now. If you are not familiar with the process, you can refer to the section on installing a printer in Chapter Four for detailed instructions for this process.

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.

Finally, you might be given an opportunity to set up a set of backup disk for Windows 95.

Since your unit ships with a boot diskette from WinBook (which contains the necessary files for your hardware configuration) and a CD-ROM copy of Windows, you can skip over the process of creating a backup copy of Windows 95 if you do not want to use the 30+ disks to make the backup.

[Sidebar: Eyeball icon: 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.]

[Sidebar: Exclamation icon: Remember to store your Windows 95 manual in a secure place. You will need the registration number on the cover if you ever need to reload Windows 95, 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 95.]

[Sidebar: Once you are experienced with Windows 95, you will find that you can change the look and configuration of the desktop from the defaults provided for you.]

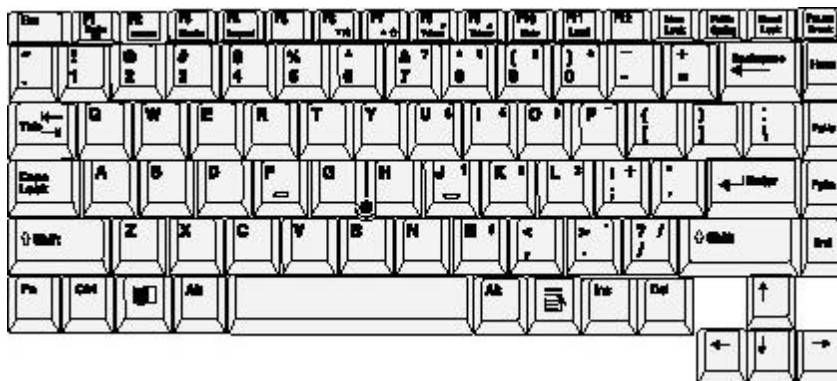
If you purchased additional software with your system, you will need to install that software yourself before you can use it (which is discussed below). To run the preloaded software in Windows 95 (which includes applets such as Wordpad and Paint), you can use the Start option on the Windows 95 taskbar. 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 95, you will find that there are other ways to access programs (such as shortcuts) 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 95 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 term of the services.

If you explore the start menu, you will also notice a WinBook folder in the program groups. This folder holds your WinBook XL Help file and possibly other files that contain information about your WinBook XL. The WinBook XL Help file contains the information in this manual, as well as other information to help you run your WinBook XL.

The Keyboard

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 computing 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 95 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 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 green

on the keyboard. If the NumLock ([Fn]+[Ins]) 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 95 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 popup menu in programs that are Windows 95 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 XL, including the intensity of the LCD screen. These controls appear in green on the keys and are activated by pressing the [Fn] key (located at the lower left corner of your 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). Most such combinations will call up an associated popup menu.

Keys	Function(s)
[Fn]+[F1]	Puts the LCD display into a standby mode
[Fn]+[F2]	If an external monitor or television receiver is present, you can toggle 1) to an external monitor, 2) to a TV receiver —only if configure

d in the Setup program, 3) to a simultaneous display on the screen and a monitor, and 4) back to the built-in screen.

- [Fn]+[F3] Sends your system into Standby mode to conserve power
- [Fn]+[F4] Suspends current work to RAM or Hard Drive and powers down system
- [Fn]+[F6] Decreases screen brightness
- [Fn]+[F7] Increases screen brightness
- [Fn]+[F8] Decreases audio

	volume
[Fn]+[F9]	Increases audio volume
[Fn]+[F10]	Mutes system audio
[Fn]+[F11]	Maximizes audio volume
[Fn]+[Q]	Decreases audio bass
[Fn]+[W]	Increases audio bass
[Fn]+[E]	Decreases audio treble
[Fn]+[R]	Increases audio treble
[Fn]+[T]	Shifts audio to left speaker
[Fn]+[Y]	Shifts audio to the right speaker

Mouse Buttons & Pointing Devices

Your WinBook XL comes with a pointing stick device, can be configured for an optional touchpad pointing device and can support an external mouse via the PS/2 or serial port. All of these pointing devices can be used simultaneously.

Pointing Stick

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 space bar on the keyboard serve as the left and right mouse buttons (if you have the optional TouchPad device installed, the buttons will be incorporated into the design of the TouchPad and can be used with either the pointing stick or the TouchPad).

[Sidebar: Pencil icon: When the rubber cover of the pointing stick starts to wear down, you can purchase additional covers from WinBook.]

Touchpad

The touchpad, a rectangular electronic panel located just beneath your keyboard, is a factory-installed pointing device option for the WinBook XL. If you have selected this option, you can use the pressure-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, then sliding your finger in the direction of the movement desired.

[Sidebar: Pencil icon: If you decide to add a touchpad to your WinBook XL at a later time, you will need to return the system to the manufacturer to have the touchpad installed.]

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

No matter which pointing device you use, the mouse speed for your WinBook XL system can be adjusted to accommodate your personal preferences. You can alter the mouse speed for applications running in Windows 95 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 the 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 XL 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 adjust the brightness of the screen by using the [Fn]+[F6] key combination (to darken the screen) or the [Fn]+[F7] key combination (to brighten the screen).

Depending on the display type that you have purchased, your screen will either support a resolution of 1024 x 768 pixels with up to 256K colors or a resolution of 800 x 600 pixels with up to 256K 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.

You can quickly adjust the resolution and number of color settings through Windows 95's Display Properties window. To open this window, locate the display icon on the taskbar (the video screen icon).



Click on this icon to bring up the display menu.

You can now choose from the available display options, including window colors and backgrounds. For more information on video resolutions, see the section in Chapter Four on using an external monitor.

Battery & Power Saving

When the AC Adapter is connected to your WinBook XL, 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, the Battery Charge indicator (the middle LED on the display panel hinge) will flash about once per second and the battery icon on the taskbar will flash about once per second.

When about 5 minutes of battery power remain, you will receive additional warnings: the system will beep twice, the Battery Charge indicator (the middle LED on the display panel hinge) will flash about twice per second and the battery icon on the taskbar will flash about twice per second.

When the battery reaches a critical level, Windows will pop up a warning telling you to switch to AC power or suspend.

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.

[Sidebar: Eyeball icon: 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 Seven).]

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. If you have two batteries in place, the number provided will be a percentage of the total charge level of both batteries combined. To determine the charge level of each battery, use the popup Status menu.

Control Panel

Clicking on the **Power** icon in the **Control Panel** brings up the Windows 95 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 95 sessions.

POWER MANAGEMENT

Your WinBook XL should run for over three 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 for the optimal power management level for your usage by using the Setup program (see Chapter Seven). 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.

Audio/Sound

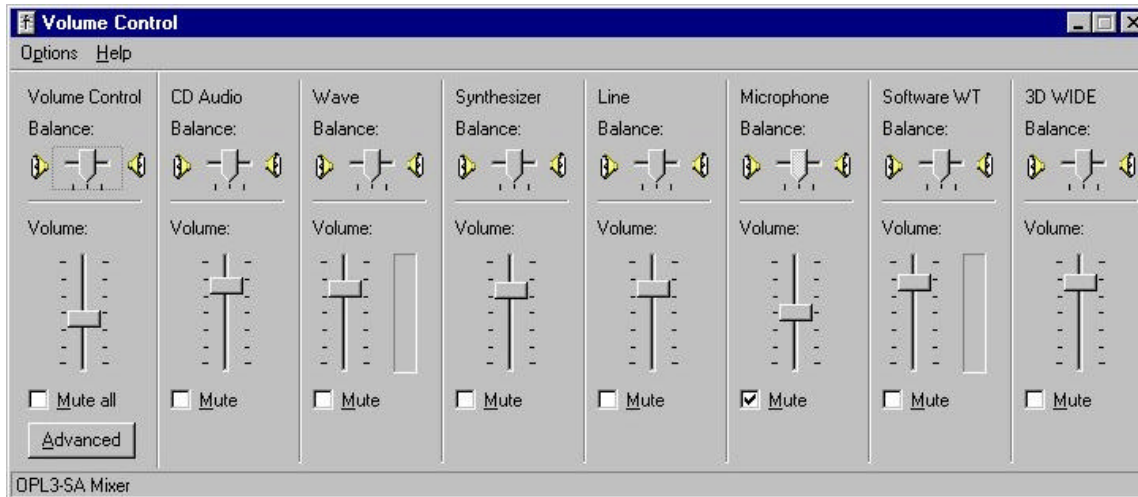
Built-in Speakers

Your WinBook XL 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, bass, treble and balance as explained in the keyboard section above. You can also adjust the software controls of the audio through Windows 95.

You can adjust the audio volume by clicking once on the speaker icon on the taskbar and moving the volume slide, or by using the volume control knob.



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.



[Sidebar: Pencil icon: Connecting external speakers to your WinBook XL disables the built-in speakers.]

[Sidebar: Eyeball icon: You can also adjust system volume, microphone volume and other audio settings through the **^Multimedia^** icon in the **^Control Panel.^**]

Built-in Microphone

The microphone built into the case of your WinBook XL 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 XL provides one such application.

[Sidebar: Pencil icon: Connecting an external microphone to your WinBook XL disables the internal microphone.]

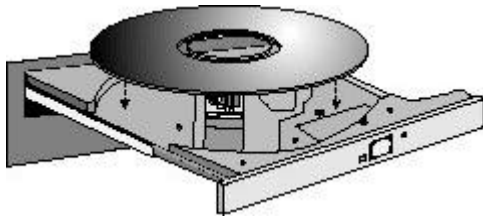
[Sidebar: Eyeball icon: Your system will ship with the microphone muted, which helps reduce feedback when the microphone is not being used by an application. Double-click on the speaker icon on the taskbar to call up the audio mixer. If the microphone is muted, you can click on its checkbox to enable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

CD-ROM Drive

The CD-ROM 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. 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 XL.

Your CD-ROM will also be able to read from photo CDs.

You can load a CD into the drive as described below:



Press the Load/Eject button.

The disc tray opens.

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.

Carefully place the CD (audio or data), with the label side up, on the disc tray.

Be sure to carefully center the CD and press it into place on the loading tray. Since your WinBook XL is meant to be portable, the CD is secured onto the tray rather than simply resting in a recess.

Close the tray. Be certain that it is closed completely.

[Sidebar: Eyeball icon. Dirt in the CD tray can affect performance. Be sure to keep the tray clean.]

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 95 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 95, 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, or when the CD-ROM drive is not in the bay, you can use the emergency release, which is the small hole located on the front of the drive. Use a paper clip to press on the release inside the hole, then 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 connect the drive and remove the disk using the normal unloading method.

Software

Preloaded Software

Your WinBook XL comes preloaded with Windows 95 as its operating system. There is also the necessary software to use your Infrared (IR) port and audio hardware in Windows 95.

For instructions on using Windows 95, check the Windows 95 manual, which is included in your

WinBook XL 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 drive). These drivers are also important in allowing you to alter certain aspects of your system, such as the resolution of your video image.

[Sidebar: Exclamation icon: If you have to reinstall Windows 95 at some point, you will lose some of these drivers. To regain normal functioning of your WinBook XL in such a case, contact Technical Support for information on obtaining and installing these drivers.]

Adding Software

If you purchased some other software, or if you already own software that you will be installing on your new WinBook XL system, or if you buy software at a later date, you will need to know how to install that software on the WinBook XL 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. 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 95. If your program must be installed from within DOS, you can run DOS within Windows by selecting the MS-DOS option in the **^Start/Programs^** menu.

[Sidebar: Windows 95 software comes with uninstall functions built-in. If you ever want to remove a Windows 95 program, do not delete it. Use this **^Add/Remove^** feature to remove it.]

[XL Chapter Two](#)

Chapter Three: Mobile Computing

Battery Operation

Charging

Your WinBook XL comes equipped with a durable, lightweight, rechargeable lithium-ion or Ni-MH battery that can power your system for over three 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. It takes about 4.5 hours to fully recharge the primary battery when the system is powered down, longer if you are using the system (8 hours or longer).

[Sidebar: Eyeball icon: 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.]

Each time you charge and 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 conduct the following operation to keep your battery in good condition.

Disconnect the AC adapter and turn on your computer.

When your computer is turned on or reset, a prompt appears: *Hit if you want to run SETUP.* When you see this prompt, press the function key DEL to start the setup utility.

Go to the Power Management Setup Page item from this menu, and choose the *Battery Calibration* option. This will discharge the battery until it is completely empty, and then automatically turn off the computer. This process might take 2 hours.

Connect the AC adapter until the battery is fully charged.

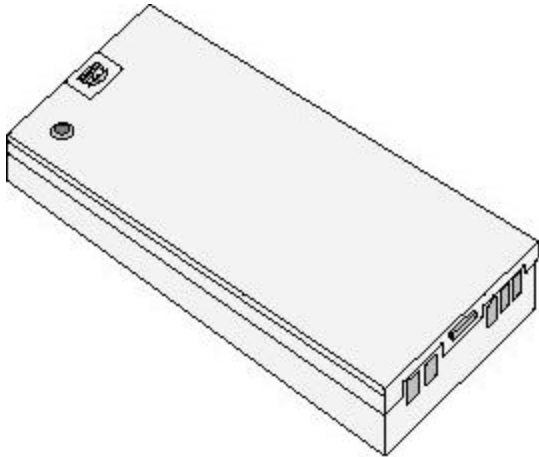
This operation carried out every few weeks will maintain the battery efficiency.

When you use your notebook for the first time or ever replace the internal battery with a new one, you must first initialize the new battery so that the battery gauge in Windows 95 is calibrated correctly with the charge potential of your new battery. To do this you must run three times through the procedures described above.

Over time, as the battery is charged and discharged, it gradually stores less charge. This affect is noticeable in NiMH cells after a few hundred discharge cycles. 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

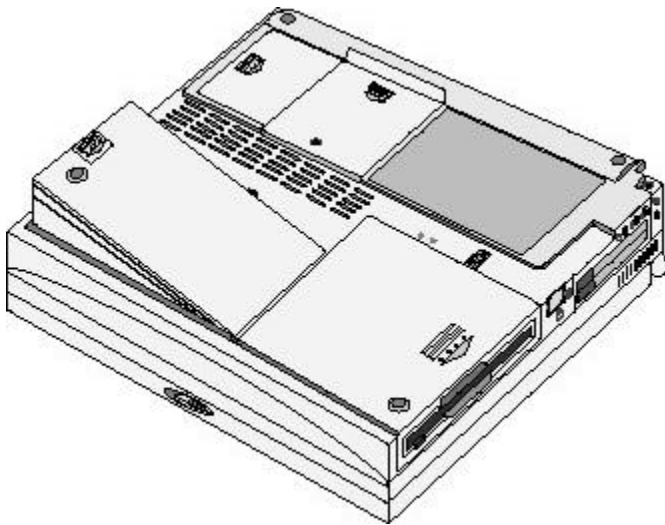
You can purchase a second battery for your WinBook XL. This second battery is installed in the battery bay.



Slide the center release on the battery toward the rear of the system.

Slide the edge release toward the middle of the machine.

You will now see a slight opening at the edge of the battery. Use this opening to lift the battery and angle it from its bay.



Angle the new battery into the bay.

Slide the edge release into place.

Slide the center release back into place to secure the battery.

Power Management

In order to make the most of the mobile computing capabilities of your WinBook XL, 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. Remember: to reset the default, you must use the Setup program.

There are two power management systems available to you.

Your WinBook XL has power management features built into the BIOS Setup program. You can change the degree of power management by entering the BIOS Setup program (see Chapter Seven) and adjusting the power management settings. The Setup Program provides a more extensive array of power management options than the Windows 95 power management discussed below.

Windows 95 has built-in power management features that can be used when running under the Windows 95 operating system. Since you can control these without having to exit to the Setup program, you might find it useful to take advantage of the Windows 95 power management if you will want to be able to make fine adjustments to power management while working. You can activate these by double-clicking on the **Power** icon in the **Control Panel**.



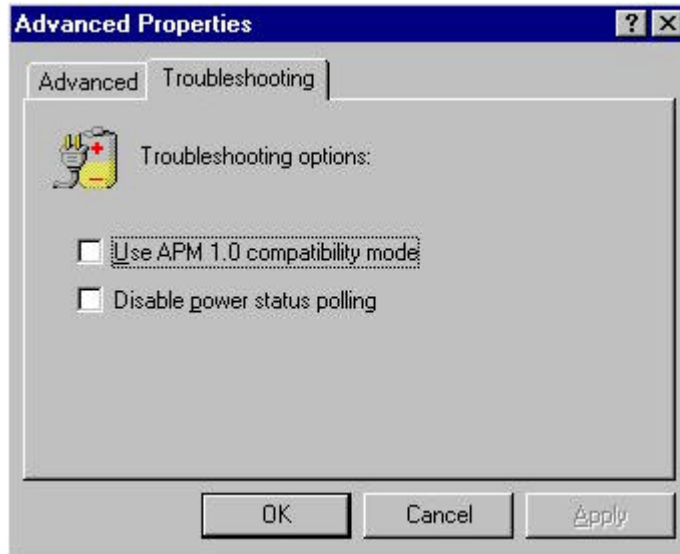
If you choose to allow Windows 95 to control the power management, it will take command of the power management settings during Windows 95 sessions.



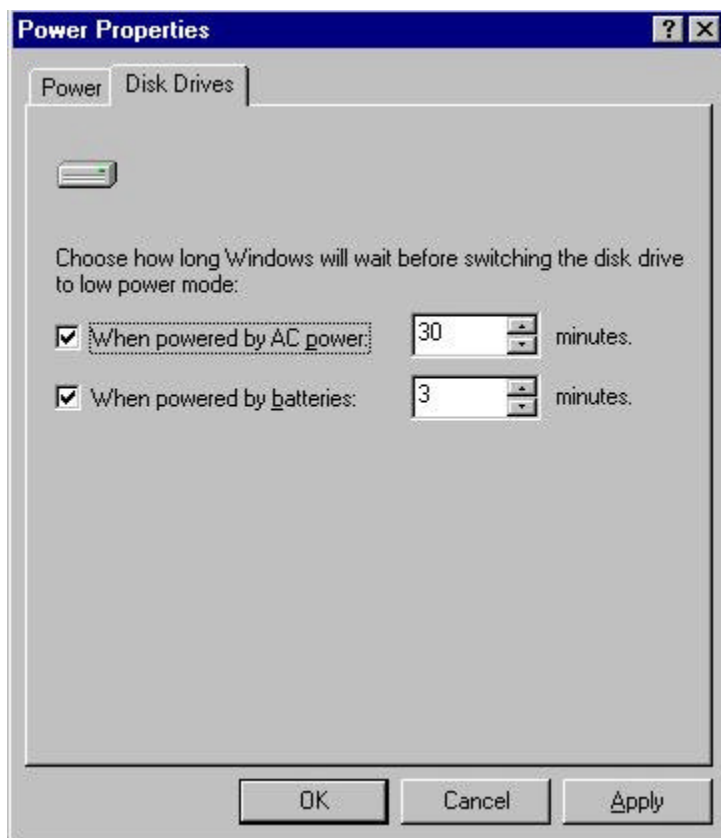
Clicking on the **Advanced** button allows you to set add a Suspend function to the start menu. It also allows you to set the system to resume normal functioning when the modem detects an incoming call.



If power management is causing problems with system operation, you can try the options provided by clicking on the **Troubleshooting** tab. You can consult the Windows 95 documentation for information on these options.



The Windows 95 power management tools also allow you to specify the time period of inactivity before the hard disk is spun down. Spinning down the disk provides considerable power savings. If you want optimal battery life and are using the Windows 95 power management, you should consider a relatively short period of disk inactivity here.



[Sidebar: Pencil icon: If your system has recognized and configured PC Cards (PCMCIA Cards), you will also find settings for managing power for those cards in the Power Properties window.]

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 three hours of system use, but aggressive power management can extend that time to well over four hours.

Standby and Suspend Modes

While both Standby mode and Suspend mode permit power savings, each serves a different purpose. The Standby mode can shut down the screen and put the hard disk into a less power-demanding mode (the exact action of the Standby mode, as well as the default time for it to take effect are set using the Setup program—see Chapter Seven). It is intended to lower power consumption for short times. When you reactivate the computer, the system is ready to go almost immediately. It is best for a short power-down when you want to get back to work right away.

Suspend provides more substantial power savings, as well as providing the safe mode for switching batteries. Since the system is powered-down, it takes longer to resume operation. The WinBook XL can remain in the Suspend mode for up to a week on a fully charged battery.

Remember which mode you have chosen when you shut down the computer. Hitting a key or moving the mouse will activate a WinBook XL in Standby mode. The Suspend mode is exited by hitting the power key.

There are two modes for suspending your computer: Suspend to RAM, which uses a trickle of battery power to keep the RAM active, and Suspend to Disk, which writes a copy of the current session to the hard drive and shuts down the RAM. The Suspend to RAM option provides you with a faster resume. 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. You should consider these factors when deciding which mode to use (see Chapter Seven for information about changing the Suspend mode).

Suspend-to-Disk, 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 Suspend-to-Disk 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-to-Disk 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 XL. 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.

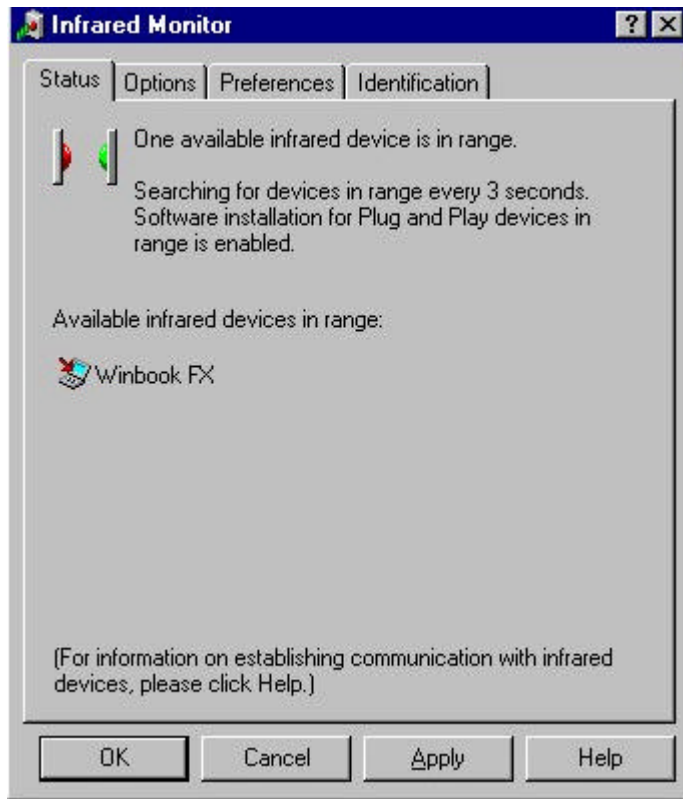
Infrared (IR) Port

The infrared (IR) port of your WinBook XL 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.

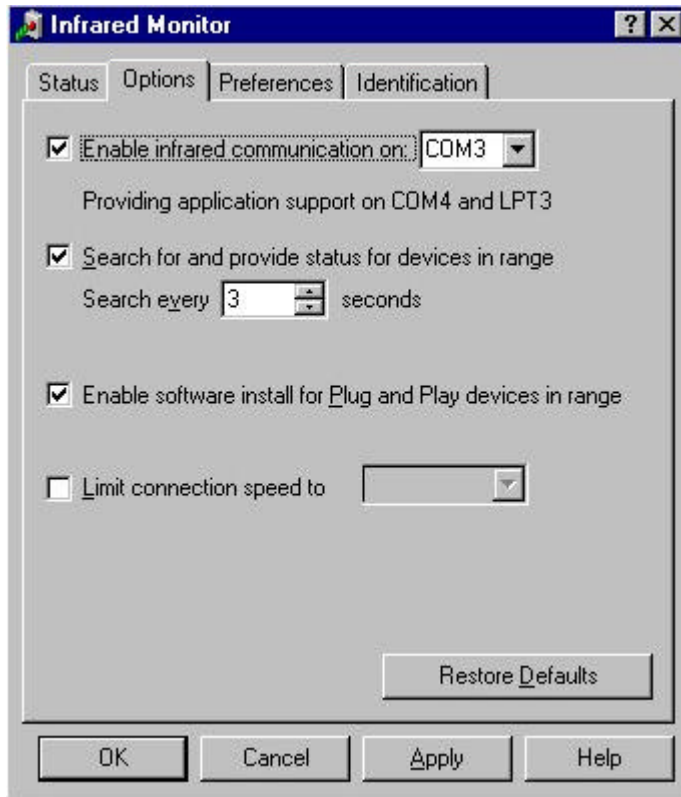
To use your IR port, place the two IR ports within two feet of each other (optimal distance is usually between six inches and two feet) and either directly in line or at an angle of less than 30 degrees (less than 15 degrees is usually optimal). Click on the **Infrared** icon in the **Control Panel** (**Start/Settings/Control Panel/Infrared**).



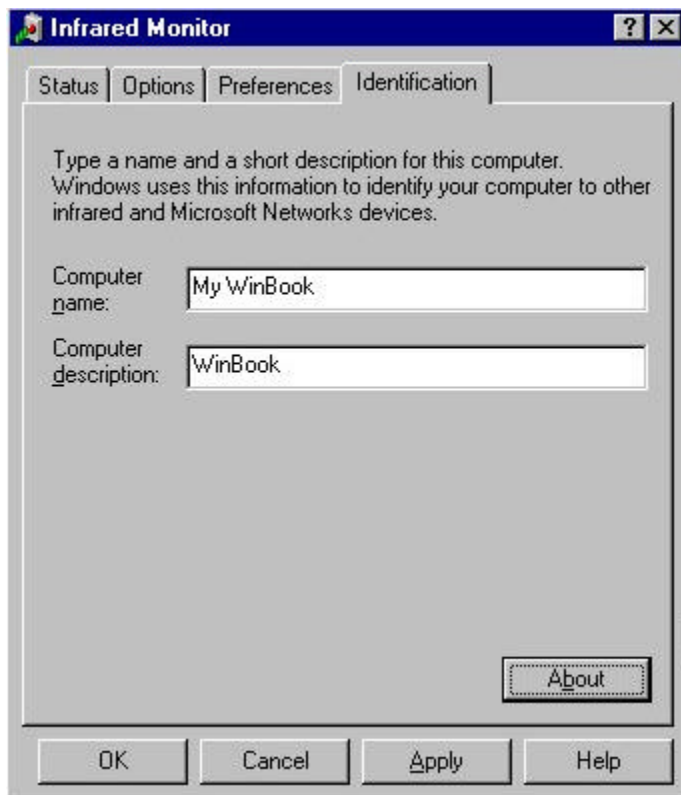
This will bring up the IR software built into Windows 95. This software will begin scanning for a present IR device. If one is found, it will complete the connection. If a device is not found, try adjusting the distance and angle between the two IR ports.



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 Seven).



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



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.

IR Connections Between Computers

If you are going to use the IR port to send information between your WinBook XL and another IR-capable computer, there are a couple of steps that you will need to perform before your WinBook XL is ready to be used in this way.

If you have not already set up your system for a Direct Cable Connection (such as a serial-cable connection from your WinBook XL to a desktop computer) or for file sharing (such as on a network), you will need to set these up first.

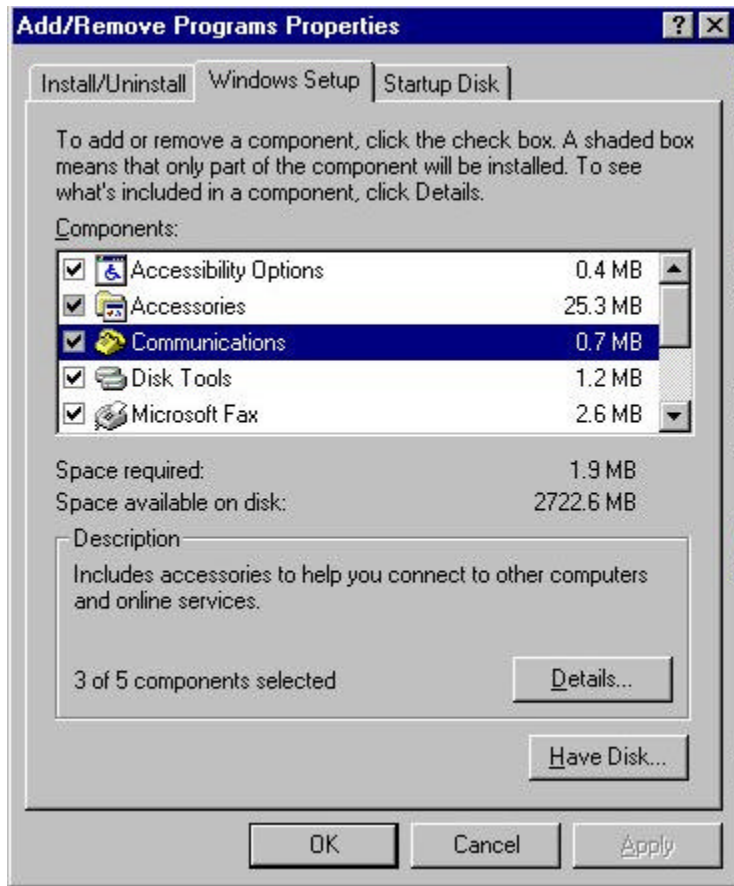
^Direct Cable Connection^

[Sidebar: 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.]

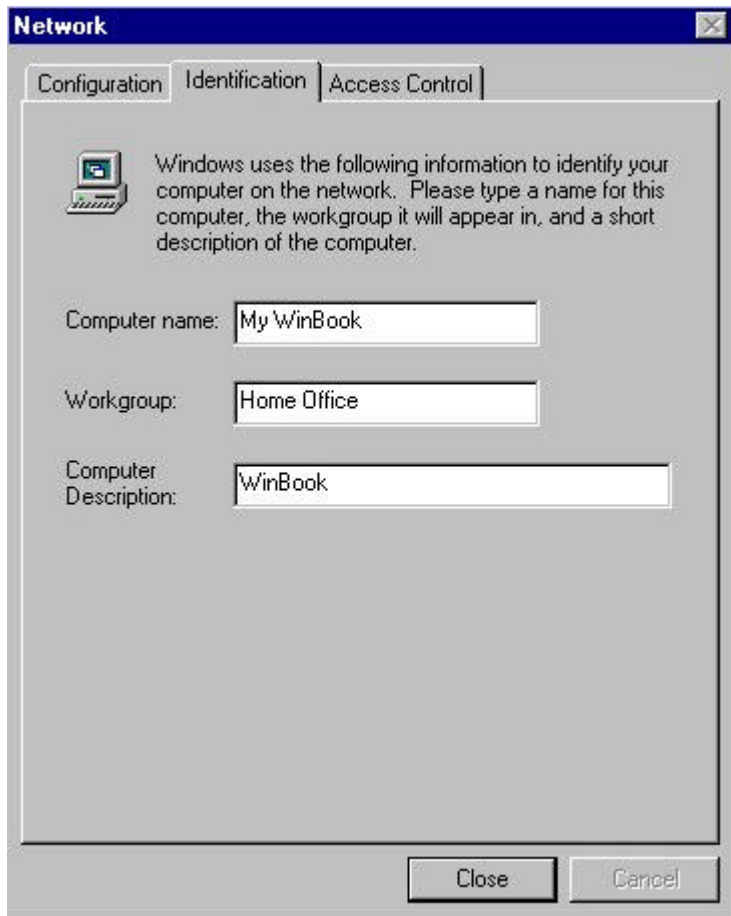
In the ^Control Panel^, select the ^Add/Remove Programs^ utility by double-clicking on it.



When the Add/Remove Program Properties window opens, click on the ^Windows Setup^ tab. Click on Communications and then the Details button.



Click on Direct Cable Connection. If you have not already set up the Dial-up Networking option, you will be asked to establish this as well. The Dial-up Networking activates certain network options of Windows 95 that are necessary for using the Direct Cable Connection. Click OK to activate the new option(s). Windows 95 will load installation files that are stored on your hard drive. If you did not already have network functions established, you will be asked to select computer and workgroup names that will be used to identify your machine when it is part of a network.



[Sidebar: Pencil icon: You can select any network and workgroup name that you want, but, if you will be using certain kinds of network connections, such as establishing your system as a World Wide Web server, you might want to select a name that does not contain spaces. World Wide Web domain names cannot contain spaces and you will be forced to change the computer name at a later time if you choose to use your system for this purpose. Contact the network administrator if you need information on name restrictions for your network environment.]

Windows 95 will configure your files and then ask you 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 95 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 95.

[Sidebar: Pencil icon: If you decide not to enter a password, you can add one later by selecting **^Passwords^** in the **^Control Panel^**. Please read your Windows 95 documentation on passwords before changing settings in this utility.]

You have now established the Direct Cable Connection for your system. A machine that shares its files is a host; a machine that accesses files is a guest. In a Direct Cable Connection session, one machine will serve as the host and one as the guest. If you want the connection to work both

ways, you will have to establish a separate connection for file transfer in each direction. If you do not want to allow sharing of your files or printer via your WinBook XL (that is, if it will only be a guest), you can continue on to the section on "Making the Connection." You will still be able to access files and printers that are set up for sharing.

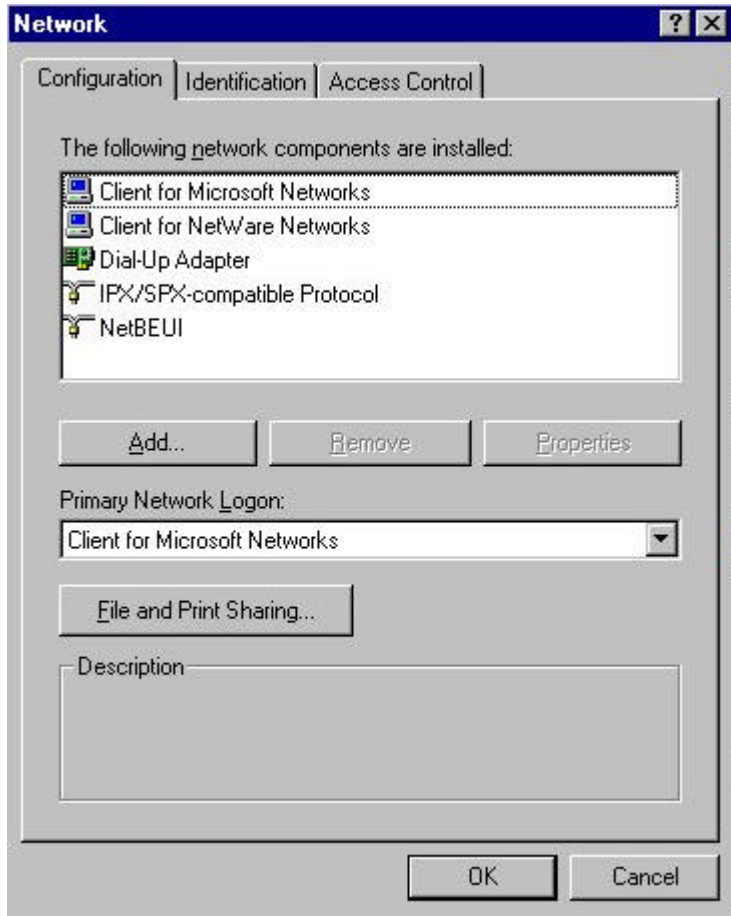
[Sidebar: Eyeball icon: A "Network Neighbor" icon will now be present on your desktop to allow quick access to network functions.]

^Sharing^

If you want to make files on your WinBook XL available to another computer (if it will serve as a host in some Direct Cable Connections), or if you want to allow another system to print to a printer attached to your WinBook XL, you will need to set up your system for sharing. You can set this up by double-clicking on the ^Network^ icon in the ^Control Panel^.



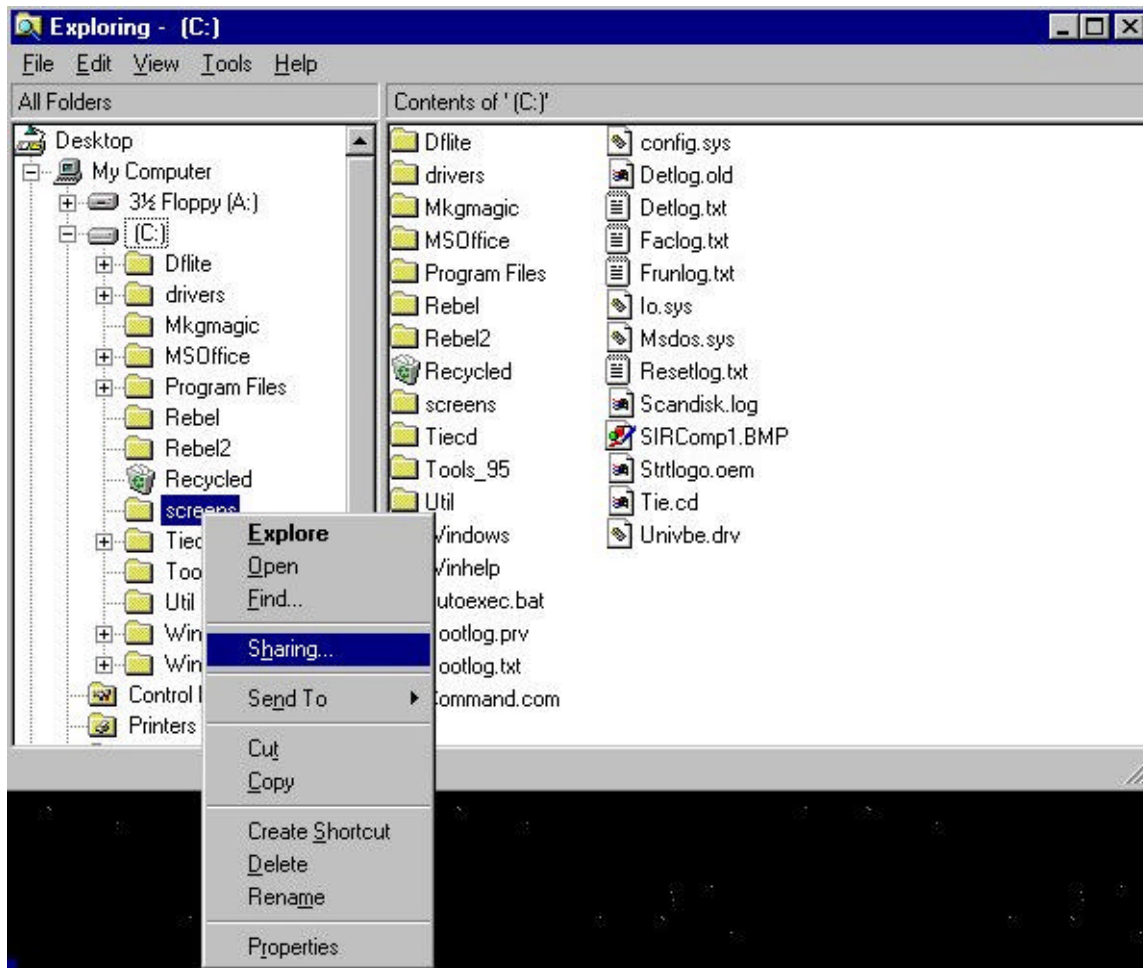
This will bring up the Networking window. Click on the File and Print Sharing button.



You will be asked to decide if you want to allow file sharing, print sharing, or both. Click on the appropriate checkboxes.

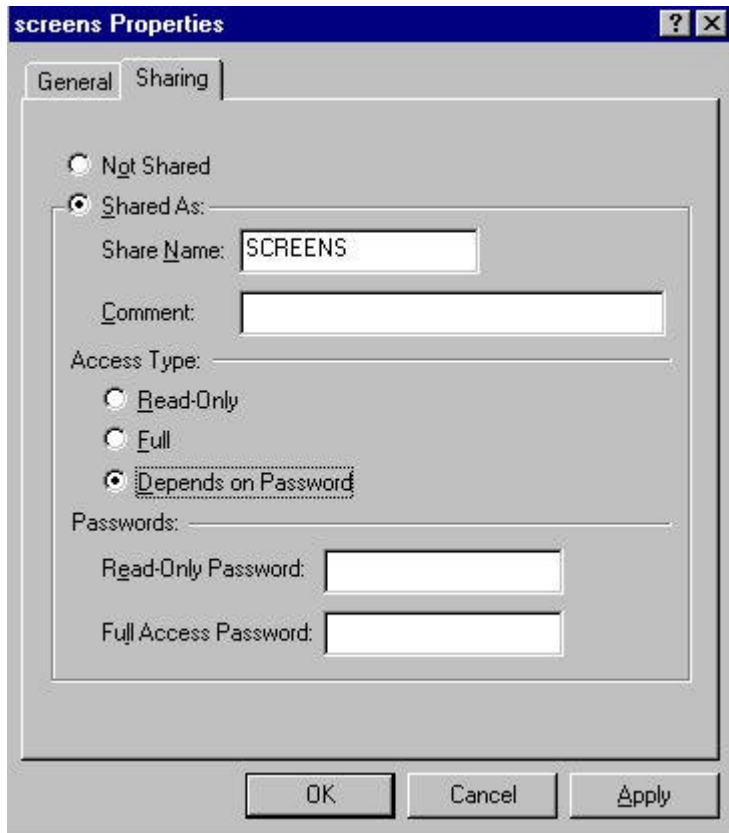


You have now established the file and print sharing for your WinBook XL. You can click OK to exit the Network utility. (You might be asked to reboot.) If you want to allow access to certain files on your system, you will now need to designate those files for sharing. Open the Windows Explorer program (^Start/Programs/Windows Explorer^) or ^My Computer^ and the drive window containing the folders you want to share. Find the folders that you want to share. Right click on the folder and click on the Sharing option of the pop-up menu.



[Sidebar: Pencil icon: Sharing is a done by folders and not by files. You might want to set up separate folders for shared files, if you do not want all files in an existing folder to be accessible to another machine.]

You will now be asked to establish the kind of access you want to allow to this folder.



You should consider who will be using the access and why and establish the necessary passwords. Keep in mind that shared folders will be accessible to any machine that establishes an IR connection.

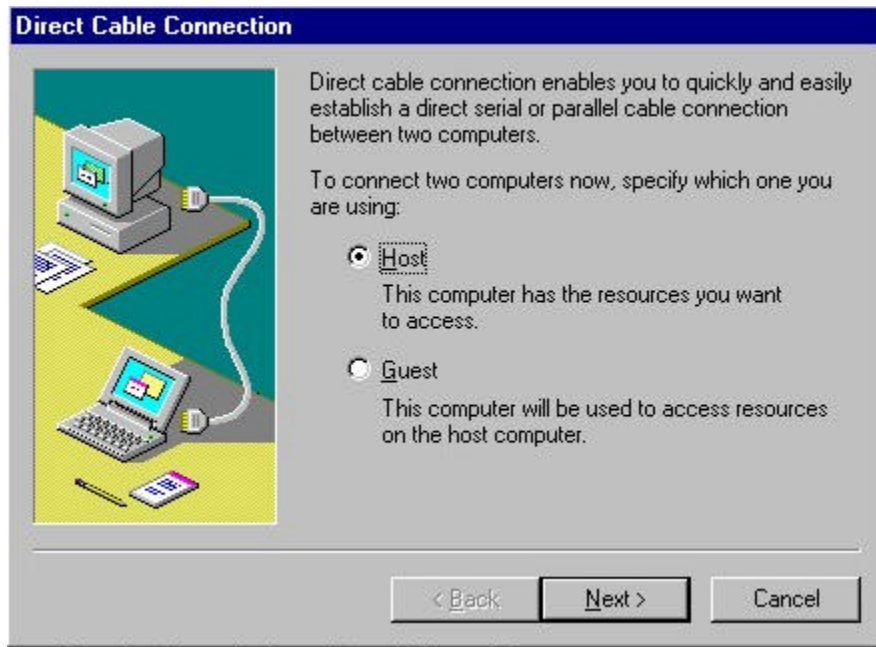
^Making the Connection^

To establish the IR connection between your WinBook XL and another system, you will use the IR as if it were a direct cable connection between the systems. Note: the other machine will also need to have the software to support this connection. If the other machine is not set for a Direct Cable Connection, please repeat the steps above with the other machine.

[Sidebar: Pencil icon: If you have the machines in range, you also activate the IR scanning by running the Direct Cable Connection. When the settings have been established, it will launch the IR software to scan for another machine in range.]

Start the IR software as described above. Once the machines alert you that they have recognized the presence of another IR system, launch the Direct Cable Connection program from the **^Start/Programs/Accessories^** menu and set up the connection between the two machines.

If this the first time you are using this connection, you will asked if the machine will be serving as a host or a guest. You will need to set the machine that will be receiving files or sending information to the printer as the guest. The machine that will be sending files or allowing printer access should be set as the host.



When you have selected the status of the machine, you will be asked to designate a port for the connection. For a connection between machines, you should select "Serial cable on COM4." When you select a machine as the host, you will be asked to establish whether or not a password should be required of the guest machine before completing the connection.

[Fig. 3.21: Guest Password Requirement (ir-conn.bmp)]

When both machines have established a connection via the IR, you will receive information on the connection.

[Fig. 3.22: IR Connection Between Computers (ir-host.bmp)]

In subsequent session, your WinBook XL will default to the host/guest status that it had in the last session. You can change this by clicking on the Change button. You will then be asked to establish the port for the connection. If you want to maintain the same status as the last session, just click the **^Listen^** button (if your WinBook XL is the host) or the **^Connect^** button (if your WinBook XL is the guest).

[Fig. 3.23: Subsequent IR Connections (host-gue.bmp)]

When the connection is in place, the guest machine will have an open window showing the folders on the host machine that are available for sharing. You can copy the files in those folders as you would any files in any drive window on your WinBook XL.

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

Your WinBook XL comes equipped with a TV-out jack that allows you to direct the screen output of your system to a television screen. You will need to purchase a A/V cable which is capable of fitting your jacks. The TV-out jack and the audio-out jack on your WinBook XL are not adjacent, so, if you want video and audio, you will want to purchase a cable that will be able to reach both jacks. If you want to enable the television output for your WinBook XL, follow the directions below.

[Sidebar: Pencil icon: 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).]

Turn off the computer. Open the back I/O port cover and locate the TV-out jack in the rear panel connector compartment. Locate the stereo line-out jack on the left side of the computer (the one with the musical note icon).

One end of your A/V (audio/visual) cable has two jack plugs: one black and one yellow. Insert the yellow plug into the TV-out jack. If you need sound, insert the black plug into the stereo line-out jack.

On the other end of the cable, insert the yellow plug into the video input jack on the TV receiver. If you need sound, insert the red and white plugs into the left and right channel audio input jacks.

Turn on your computer and turn on the power to the TV receiver. As your notebook starts up, prepare to hit the [Del] key. Watch for the prompt *"Hit if you want to run SETUP"*; it will go by quickly. Press the [Del] key to start the BIOS Setup program. In the Advanced Setup page of the utility, highlight the item *"TV Display Type."* Press the PgUp/PgDn keys to change the value of the item to either PAL or NTSC, according to the format of the TV receiver that you are using. Save the changes to the setup utility and restart your computer. After your computer has started and Windows has loaded, click the right mouse button on the Windows desktop to open the desktop menu. Click on **^Properties^** to open the Display Properties window. (You can also get to this menu by double-clicking on the Display icon on the taskbar.)

Click on the **^CHIPS^** tab and make the appropriate changes in the **^CHIPS^** window. Click on the appropriate radio button to change the display to TV. After you have selected the TV display option, pick the correct television standard (NTSC or PAL).

[Sidebar: Pencil icon: 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.]

You will now need to adjust the display resolution and colors. With the Display Properties

window still open, click on the **Settings** tab. Set the resolution to 640 x 480, which is the format used by both the PAL and NTSC formats for full screen display. If you set the screen resolution higher, the display area beyond 640 x 480 will not be visible on the TV receiver (although you can use the mouse to scroll over to those areas of the screen).

The output will now be directed to the TV receiver. Press [Fn]+[F2] to toggle the output to your WinBook XL's display screen (you might need to press it more than once--wait to see if the display returns to the display screen and toggle it again if it does not). Toggle this key combination again to direct the output to the TV receiver.

Zoomed Video

Zoomed Video (ZV) is a built-in aspect of 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 XL comes equipped with support for ZV support via the bottom PCMCIA slot. This slot is capable of functioning as either a ZV connection or a PCMCIA slot. When you boot your system, you will be given the opportunity to designate the function of this slot: PCMCIA or ZV (PCMCIA is the default). If you want to use the ZV port, you will have five seconds in which to tell the system that this will be the use for that bottom slot. Press "2" during those five seconds to select the ZV option.

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.

Safety & Operation

The WinBook XL 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 XL 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 XL. Jolts to the system can damage components or result in data loss. Transport your WinBook XL in a case or bag that provides adequate cushioning and a secure position. Never check your WinBook XL 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 XL in your luggage, it is apt to result in a broken system. The best solution is to carry the WinBook XL with you.

Avoid high and low Temperatures. While you travel in the summer, do not leave your WinBook XL in a car trunk on a hot day. Trunk temperatures can reach 140° F, beyond the safe range for the WinBook XL. Also be careful when shipping or storing your WinBook XL so that it is not exposed to high or low temperatures.

The batteries will not operate as well under extremes of temperature. They are specified to work from 41° to 95° F (5° to 35° C). Running your WinBook XL in temperatures below 41° F or above 95° F will reduce the battery life. If a battery module is left in the sun and gets quite hot, it is apt to fail to charge. This is due to a safety switch in the battery module that is aimed at preventing over-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 XL can be used safely in a moving car. Power adapters that will connect between the WinBook XL 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.

[Sidebar: Bomb icon: If you are using a power adapter in a car, be sure to disconnect the power cable from the WinBook XL before starting up the car. There are often high voltage surges in car electrical systems as the engine starts.]

Contact technical support if

- The power cord appears damaged or frayed
- Liquid has been spilled on the product
- The product does not operate normally
- The product has been dropped or the cabinet impeached
- The product shows a distinct change in performance

Travel

Travel Tips

It is a good idea to load common printer drivers onto your WinBook XL (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 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.

Hand your WinBook XL to an airport attendant rather than setting it on the conveyor for security checks. This will help reduce the possibility of theft.

Password protect your system (with at least one level of password) to help preserve your data.

Consider purchasing a lock for your WinBook XL. The WinBook XL 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 workspaces, you might want to pack a short extension cord

Remember to pack:

- Your WinBook XL
- Your AC adapter
- Any international converters for your adapter
- A spare length of phone cord
- Printer and/or printer cable
- PCMCIA cards
- Spare battery packs (if any)
- Bootable floppy
- A spare floppy or two for easy file exchange
- Manuals for any critical software (printed or CD)

Remember to:

- Charge your battery
- Change your power management settings to more aggressive settings, if appropriate
- Transfer the working files you will need

[XL Chapter Four](#)

Chapter Four: Desktop Operation

While your WinBook XL 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 XL as if it were a desktop system. This chapter discusses those functions of your WinBook XL that are typical of desktop systems.

Audio

Audio Software

Your WinBook XL comes equipped with an integrated ESS 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 rear side of the system.

Controlling the Sound Levels

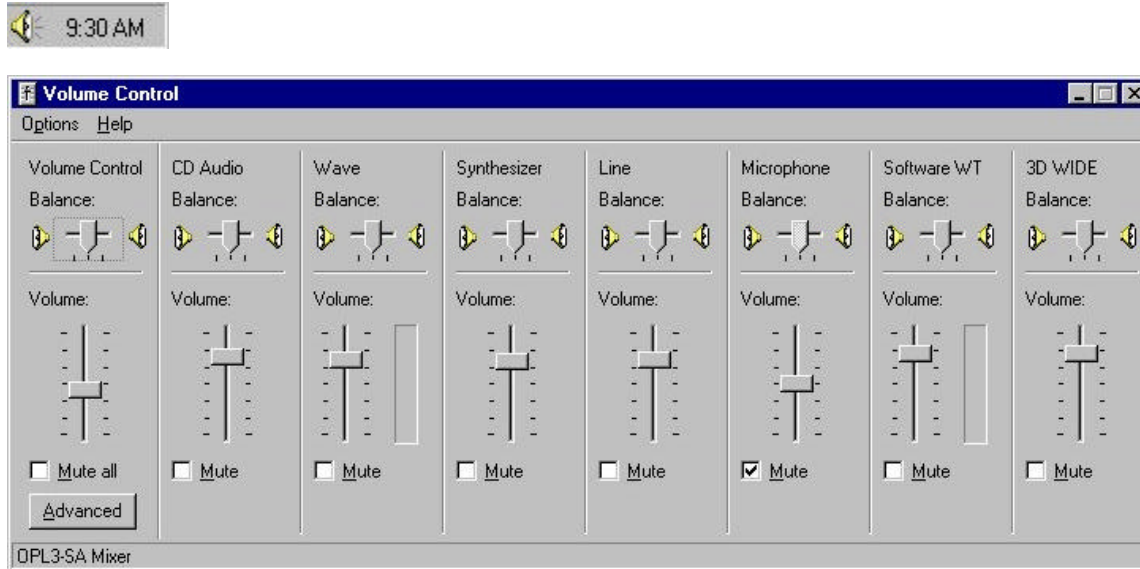
In addition to the keyboard controls for the sound:

[Fn]+[F6]	Mutes audio output
[Fn]+[F7]	Lowers audio volume
[Fn]+[F8]	Raises audio volume
[Fn]+[Q]	Decreases bass
[Fn]+[W]	Increases bass
[Fn]+[E]	Decreases treble
[Fn]+[R]	Increases treble
[Fn]+[T]	Shifts audio balance to

the left

[Fn]+[Y] Shifts
audio
balance to
the right

which control the output of the sound hardware, you can adjust the volume and balance of the audio output by double-clicking on the speaker icon on the taskbar and using the slides in the audio mixer.

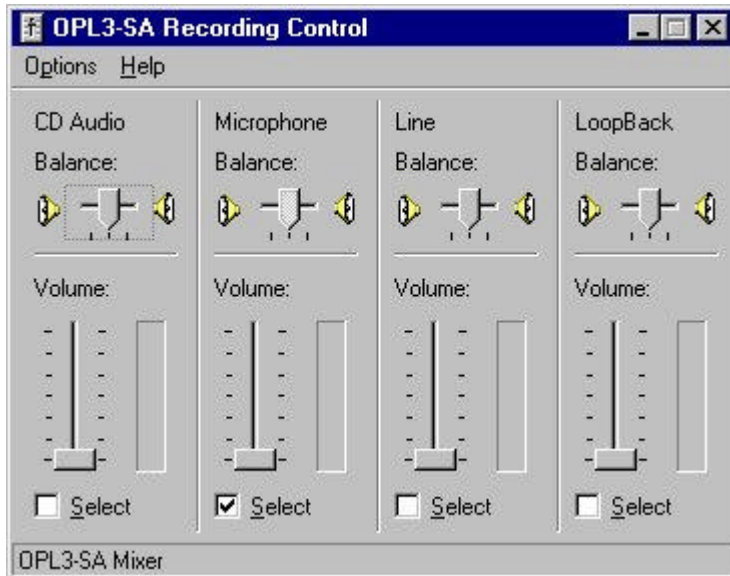


There are controls available here for Volume, Line-in, Wave sounds, Microphone, CD, Synthesizer, Auxiliary, IIS and the PC Speaker, but you can control which ones appear in the mixer by clicking on **Options/Properties**. Clicking on the "Select" checkbox of a given function makes it active. Clicking off the checkbox will disable that audio function.

[Sidebar: Pencil icon: 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.]

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. You can also choose to mute the specific audio feature by clicking on the checkbox for that feature.

In the Properties menu, you will also find the controls for adjusting recording. If you will be using voice input via your microphone, you should adjust these settings to optimize voice input. You can only choose one audio input for recording. Choose the option by clicking the "Select" checkbox for that item.



Playing an Audio CD

You can play audio CDs through the ESS sound system by swapping in the CD-ROM drive (remember to reboot the system so that the drivers for the drive). Place the audio CD in the drive (see Chapter One for instructions on installing the drive and inserting a disk). The CD Player in Windows 95 will recognize the audio CD and launch the program to control the playback of the CD. It will appear on the taskbar. You can Maximize the program by clicking on it on the taskbar.



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.

[Sidebar: Pencil icon: You can also play audio CDs through the Media Player program (**Start/Programs/Accessories/Multimedia/Media Player**).]

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 order in which you have saved them.

There are other settings in this program that will allow you to modify your CD playback. You

can check the documentation built into Windows 95 for instructions on using the features of this program.

[Sidebar: Pencil icon: 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/Multimedia/CD Player**^). If you place the system in the suspend mode, on resume it will check equipment and start the CD player if it finds an audio CD in the drive.]

Playing Sound Files

In addition to playing music from audio CDs, your WinBook XL 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 ESS sound system to play back sound files via the Media Player program (^**Start/Programs/Accessories/Multimedia/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 95 for information on the functions of the Media Player.

[Sidebar: Pencil icon: 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 95 documentation.]

[Sidebar: Eyeball icon: If you already have the CD Player active, the CD option will not be available in 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 95 (^**Start/Programs/Accessories/Multimedia/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 95 for information on using the various elements of this program.

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.

[Sidebar: Pencil icon: There are other quality levels available. You can read the documentation in Windows 95 for information on the sound quality.]

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) or the controls found by double-clicking on the **Multimedia** icon in the **Control Panel** (**Start/Settings/Control Panel**). For sound files which require excellent sound quality, you should consider buying an external microphone designed for high-quality voice recording (which can be connected to your WinBook XL through the microphone jack on the rear side 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 95 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 XL will automatically be disabled. An external microphone will disable the built-in microphone.

[Sidebar: Pencil icon: Connection to some sound sources, such as musical keyboards, might require a MIDI port. You can obtain a mini-docking station for your WinBook XL that provides such a port.]

Connecting Peripherals

Your WinBook XL has ports (serial, parallel, PS/2, infrared), 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 121-pin docking port to connect your computer to a docking station, mini-docking station or port replicator.

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, 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.

[Sidebar: Pencil icon: 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.]

If you will be connecting the device to a physical port (parallel or serial) instead of a virtual port (IR), you should shut down the system before connecting the 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 95

[Sidebar: Pencil icon: You might need to have the driver disk that came with your printer available for the installation of the printer drivers.]

When you first boot your WinBook XL you will be offered the opportunity to set up your printer. If you did not set up your printer at that time, or if you have added a printer to your system, you can follow the steps below to prepare your printer for use in Windows 95.

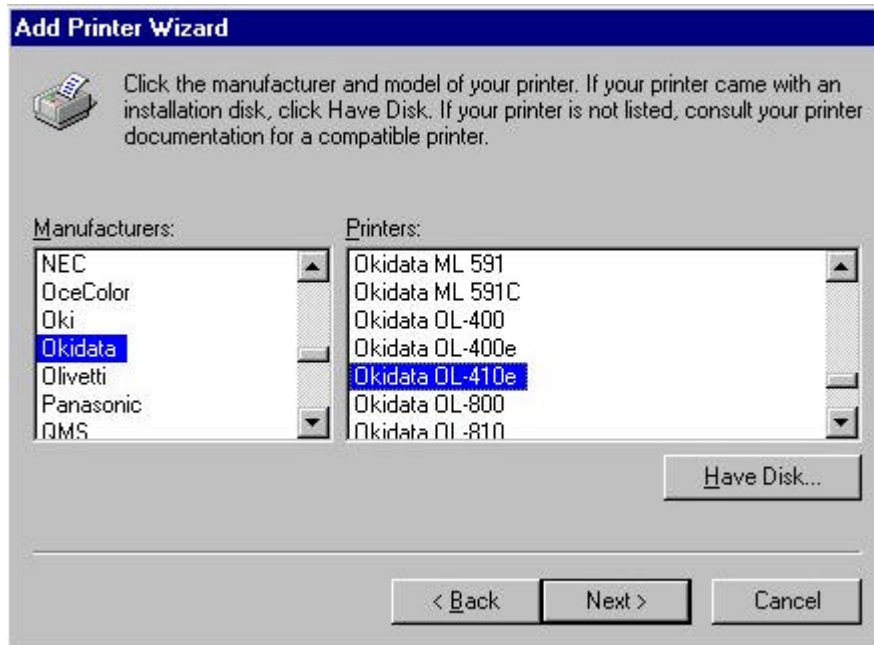
Select **Start/Settings/Printers** and then **Add Printer**



In the "Add Printer Wizard" click on **Next**.



Scroll through the list of manufacturers and printers to find yours.



[Sidebar: Pencil icon: 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 95). 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 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).



[Sidebar: Pencil icon: 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.]

You will then be prompted for a name for this printer. You can accept the default (e.g. Okidata 400e), 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. On the same screen you are also asked whether this will be your default printer. If most of your printing will be done on this printer, you should select **Yes**.



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 XL.



When Windows 95 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).

You may have noticed that there is a fax driver in your printer choices (or more than one if you have installed fax software). You can select the fax board as a printer device for any Windows-based document in that you are running in Windows 95. The document will be sent to the fax board just as it would be sent to the printer.

[Sidebar: Eyeball icon: You do not need to have a printer physically present to install the Windows 95 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 95 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 printer, 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."]

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 1-way 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 XL 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 of your printer, you can do so in the Setup program (see Chapter Seven).

[Sidebar: Pencil icon: 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.]

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 XL through the video port on the rear of the system. You can direct the output to the LCD, the external monitor or both by toggling the LCD/CRT setting ([Fn]+[F12]) or by double-clicking on the display icon on the taskbar and clicking on the CHIPS tab.

[Sidebar: Eyeball icon: Directing the video output to both the LCD and the video monitor will slow the video response time.]

Your external monitor might require that you change the video driver from the default driver for the LCD screen. You can make this adjustment by clicking on the Display icon on your taskbar and then selecting **^Adjust Display Properties^** or by right clicking on the desktop and

selecting **Properties**. Click on the **Settings** tab and click on **Advanced Properties**. Select the appropriate driver and resolution for your monitor.

[Sidebar: Pencil icon: If your monitor is Plug and Play compliant, the WinBook XL should detect its presence and help you set up the necessary 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 MHz (megahertz or millions of hertz), which is a unit of frequency. A refresh rate of 60 MHz will produce a slightly perceptible flicker of the screen that can cause eye strain. A rate of 72 MHz or faster 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.

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

External Keyboard

Your WinBook XL comes with a PS/2 port (on the rear side) which can be used to connect an external keyboard to your system. You should shut down the system before connecting the keyboard. Connect the keyboard to the PS/2 port and start up the system. The WinBook XL should automatically detect the external keyboard and activate it.

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 distinguish between the input from each keyboard.

[Sidebar: Pencil icon: If you will want to use both an external keyboard and an external pointing device, you will need to set up your pointing device on the serial port.]

External Pointing Device

You can connect either a serial or PS/2 Microsoft-compatible mouse to your WinBook XL. If you connect an external PS/2 mouse before you turn on your WinBook XL, the WinBook XL will automatically sense the mouse and enable it.

If you use a serial mouse, connect the mouse to the serial port located behind the small I/O door on the back side of the WinBook XL. The small I/O door is located on the right side of the WinBook XL as you face the back side. The serial port is the left connector inside of the small bay.

If your serial mouse is Windows 95 compliant, the WinBook XL should detect new hardware and take you through the process of installing the hardware. If Windows 95 does not recognize your serial mouse, you will need to use Windows 95 to

Add New Hardware (^**Start/Settings/Control Panel/Add New Hardware**^). You can have Windows 95 search for the mouse, or, if you know the correct settings, you can set up the mouse manually. If Windows 95 does not have drivers for your mouse, you can use a standard driver, or use a disk provided by the mouse manufacturer.

[Sidebar: Pencil icon: 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 so that you can use the keyboard and mouse at the same time.]

[Sidebar: Eye Icon: Installation of a PS/2 mouse does not disable the TrackPoint and/or touchpad pointing devices on your WinBook XL. All pointing devices will be active simultaneously.]

Serial Devices

The Communications Ports on your WinBook XL allow you to connect external devices such as a mouse, a modem, a printer, a scanner or another computer to the WinBook XL. The Serial Communications Port on your WinBook XL is COM1. There is also a serial infrared port which is normally located on COM2 (see Chapter Three for information on 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 use [F9] to load the default values to reset the Serial Port as COM1 (see Chapter Six).

Devices connected after the WinBook XL 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 XL from damage, but turning on the WinBook XL after connecting an external device to the port allows the computer to prepare itself and the device to operate together.

USB Ports

While the parallel and serial ports of your WinBook XL provide you with connections for many current external devices, your WinBook XL 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 128 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 XL 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.

[Sidebar: Pencil icon: If your USB-compatible device comes with a manufacturer's installation disk, follow the manufacturer's instructions.]

[Sidebar: Eyeball icon: 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 one of the USB ports on the rear of your WinBook XL. Since the USB devices can be chained together, you can plug USB devices into each other or into the USB ports of your WinBook XL. Two ports have been provided as a convenience so that you can set up two sets of connected chains for your system.

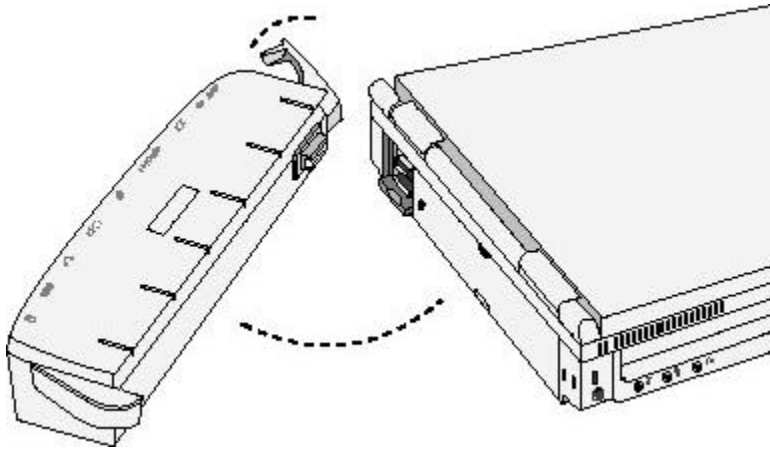
The system should automatically detect the new device and make it available for use. If the device is not immediately recognized, check the documentation for the device. If the device is new to your system, you might be asked to set up the device before use (for example, a new printer will need to be set up to run under Windows 95).

The USB ports not only provide a connection between your WinBook XL and external devices, they are also capable of providing electrical current to run those devices. If you make considerable use of your WinBook XL 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 XL free to conserve or recharge battery power. If you have a mobile USB device and want to make use of the WinBook XL as the power source for the device, consider using an aggressive power management setting to help maximize battery life.

Optional Port Replicator

You can "hot dock" your WinBook XL into a mini-docking station or port replicator, which means that it is not necessary to shut down or suspend your computer to connect it to your mini-docking station or port replicator. Simply connect or disconnect the computer from the dock as you need.

If you have peripherals attached to your mini-docking station or 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 XL to either a mini-docking station or port replicator, open the rear door to expose the docking port of your system. Place the retaining pins of the port replicator into the holes provided on the bottom of your WinBook XL. Then secure the connection as directed in the documentation for the port replicator.

Port Replicator

[Sidebar: Pencil Icon: The Port Replicator does not include a TV-out jack. Since the Port Replicator covers the rear of the machine, you will have to undock your WinBook XL to use the TV-out feature of your system.]

The port replicator provides you with the opportunity to set up a permanent work area for your WinBook XL, for use as your desktop system. The port replicator holds ports for an additional keyboard, standard mouse, desktop monitor, serial device, parallel device, and the AC power adapter. It also has an easy slip-in connection for your WinBook XL. Using the port replicator will allow you to slide your WinBook XL 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.

The port replicator is not a docking station and does not provide any additional types of ports or bays or devices. It simply replicates the ports on your WinBook XL and allows you to have a ready base for your connections. 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 XL.

[Sidebar: Pencil icon: The first time you use a peripheral on your system, you should be able to plug it directly into your mini-docking station or port replicator. If the computer does not recognize the new hardware, you can try plugging it directly into the native port on the WinBook XL.]

[XL Chapter Five](#)

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, a network connection, a SCSI interface, or other functions. PCMCIA cards provides a compact source of such extended capabilities and a common interface with your WinBook XL. They can provide a very powerful source of upgrading your system. Your WinBook XL comes equipped with two PCMCIA slots, which are able to use cards that conform to the PCMCIA standard.

PC Cards come in three types: Type I, Type II and Type III. These types vary in width, with Type I being the thinnest and Type III being the thickest. Your WinBook XL 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

Due to their thickness, two Type III PC cards will not fit into the PCMCIA bay at the same time, nor will a Type III PC card fit with a Type I or Type II.

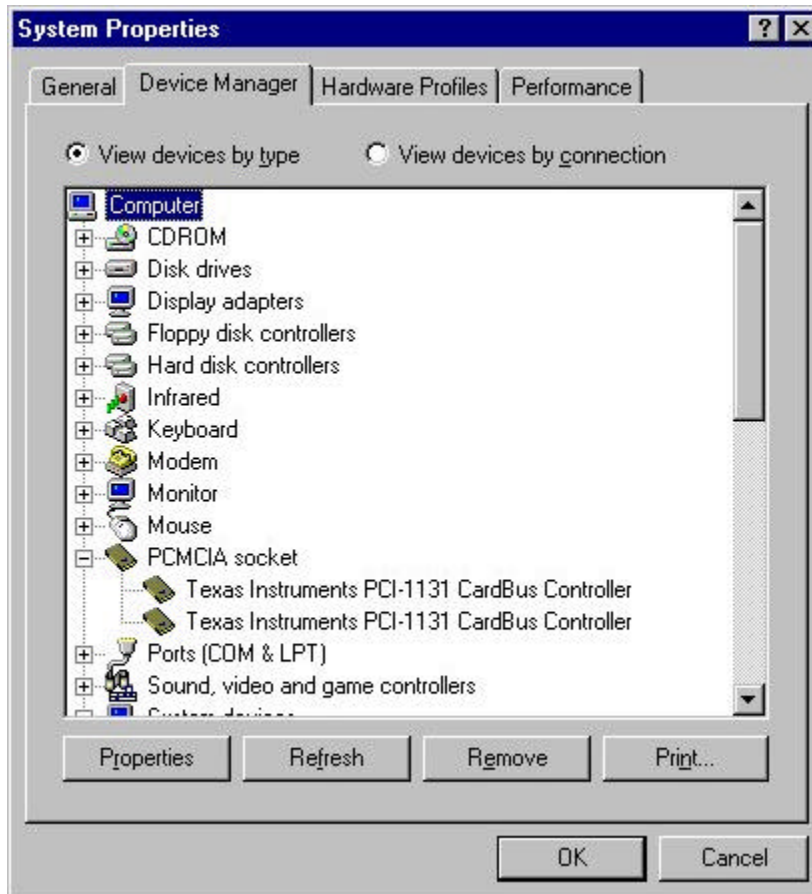
Because the PCMCIA bay is recessed, you can close the door on the bay and leave the card in the slot. If your card is not configured for power management, which usually requires a driver (the software coding that communicates between the card and the machine) specific to the card, this can drain your battery. The preloaded drivers will work with most cards designated as Windows 95 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 XL. If the driver for your actual card is not found in Windows 95 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.

[Sidebar: Pencil icon: If you want to use the card with an operating system other than Windows 95 (e.g. DOS), you can contact Technical Support for information on how to obtain the necessary drivers.]

Most cards with some external connection will allow you to remove or recess the connection so that the bay door can be closed. 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 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. If the drivers are loaded, you should see the "Cirrus Logic PCIC compatible PCI to PCMCIA Bridge."



To use the PC Card:

Open the PCMCIA door.

Insert the card into one of the two slots (the slots are identical).

Push to make sure to it is properly seated (the eject button will move out when the card is seated). When you insert your PCMCIA card, Windows 95 should recognize the card (if it is one you have used before) and beep twice. A card icon will appear on the taskbar.

If the card is new to your system, Windows 95 will attempt to recognize it and load the necessary drivers. When the installation is complete, you will hear two beeps and a card icon will appear on the taskbar.

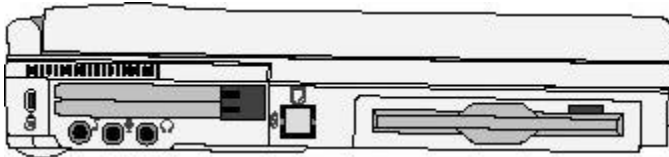
If Windows 95 does not recognize the card, you will be prompted to complete the installation of the necessary drivers. You can find the driver for your card, use a standard driver for the hardware or, if you have a disk from your manufacturer, you can load the drivers provided. Follow the instructions 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.

If the card has any external connections, secure them to the card and the necessary external device.

If there are no external connections, you can close the door.

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 to deactivate the card. You should receive a message telling you when it is safe to shut down. 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.

You can now eject the card by pressing the eject button.



[Sidebar (besides step 6): Eye icon: Although PC cards are often 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.]

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 use by your system by double-clicking on that icon. This will call up the PC Card Properties dialog box.

You can check the PCMCIA properties by selecting the PCMCIA icon in the **^Control Panel^**.

PCMCIA Network Connections

Once your network card has been recognized and Windows 95 has installed the necessary networking files, you will be asked to restart your system to allow the new networking environment to take effect.

[Sidebar: Eye icon: Windows 95 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 95 (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.]

Windows 95 will configure your files and then ask you 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 95 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 95.

[Sidebar: Pencil icon: If you decide not to enter a password, you can add one later by selecting

^Passwords^ in the **^Control Panel^**. Please read your Windows 95 documentation on passwords before changing settings in this utility.]

[Sidebar: Eyeball icon: A "Network Neighbor" icon will now be present on your desktop to allow quick access to network functions.]

You can click on the **^Network^** icon in the **^Control Panel^** to see the networking configurations that have been added to your system.



You will see that client software has been added to your system. Windows 95 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 95 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.

You will also see a button here that will allow you to set up your WinBook XL 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 click on the **^Network^**

Neighborhood icon on your desktop. You can use this window just as you would the **My Computer**. Resources on the network available to you can be accessed through this window.

Sharing

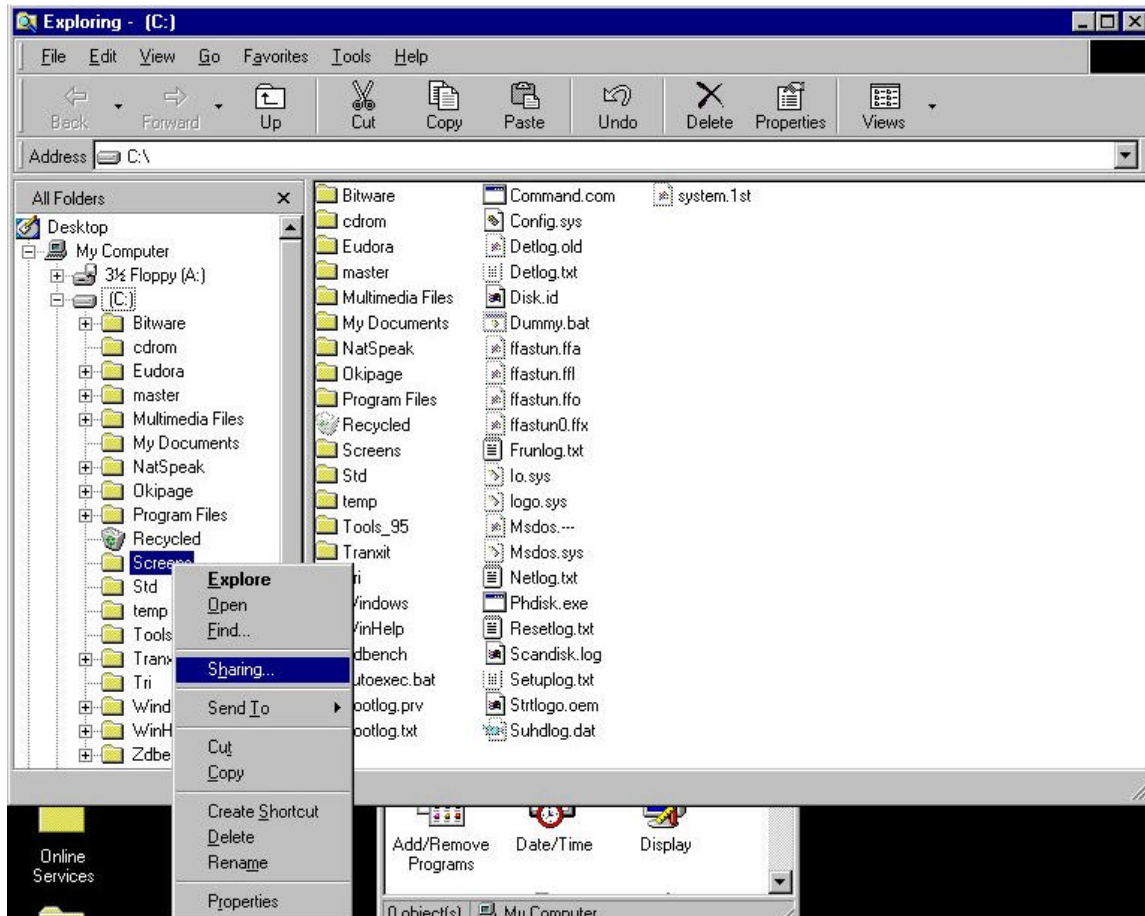
If you want to make files on your WinBook XL available to another computer, or if you want to allow another system to print to a printer attached to your WinBook XL, you will need to set up your system for file sharing. You can set this up by double-clicking on the **Network** icon in the **Control Panel** (see Figure 5.7)

This will bring up the Networking window. Click on the File and Print Sharing button (see Figure 5.8). You will be asked to decide if want to allow file sharing, print sharing, or both. Click on the appropriate checkboxes.



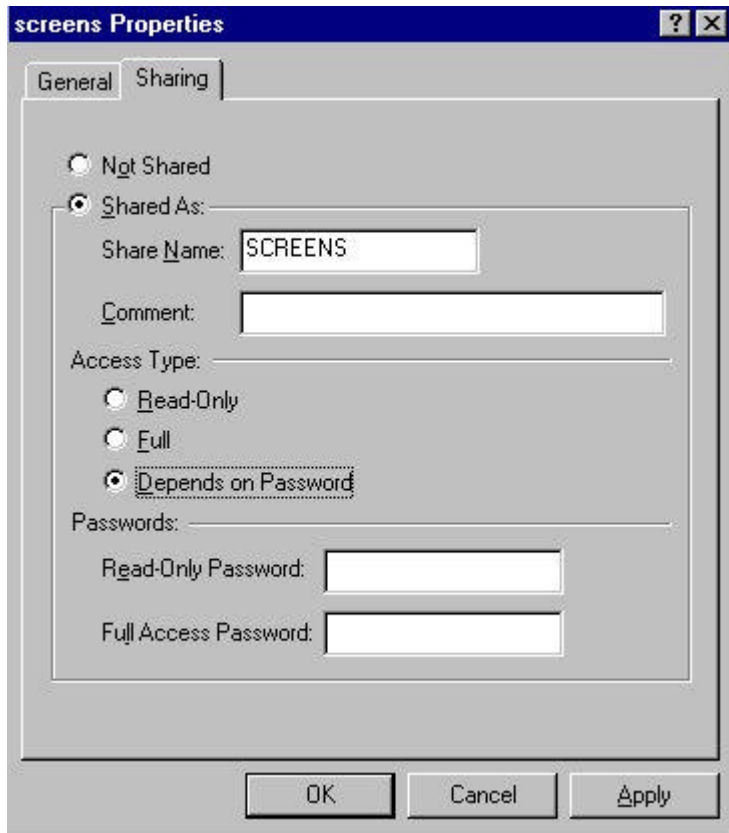
You have now established the file and print sharing for your WinBook XL. You can click OK to exit the Network utility. When you have finished making these changes, you will be asked to reboot your system to allow the changes to take effect.

If you want to allow access to certain files on your system, you will now need to designate those files for sharing. Open the Windows Explorer program (**Start/Programs/Windows Explorer**) or **My Computer** and the drive window containing the folders you want to share. Find the folders that you want to share. Right click on the folder and click on the Sharing option of the pop-up menu.



[Sidebar: Pencil icon: Sharing is a done by folders and not by files. You might want to set up separate folders for shared files, if you do not want all files in an existing folder to be accessible to another machine.]

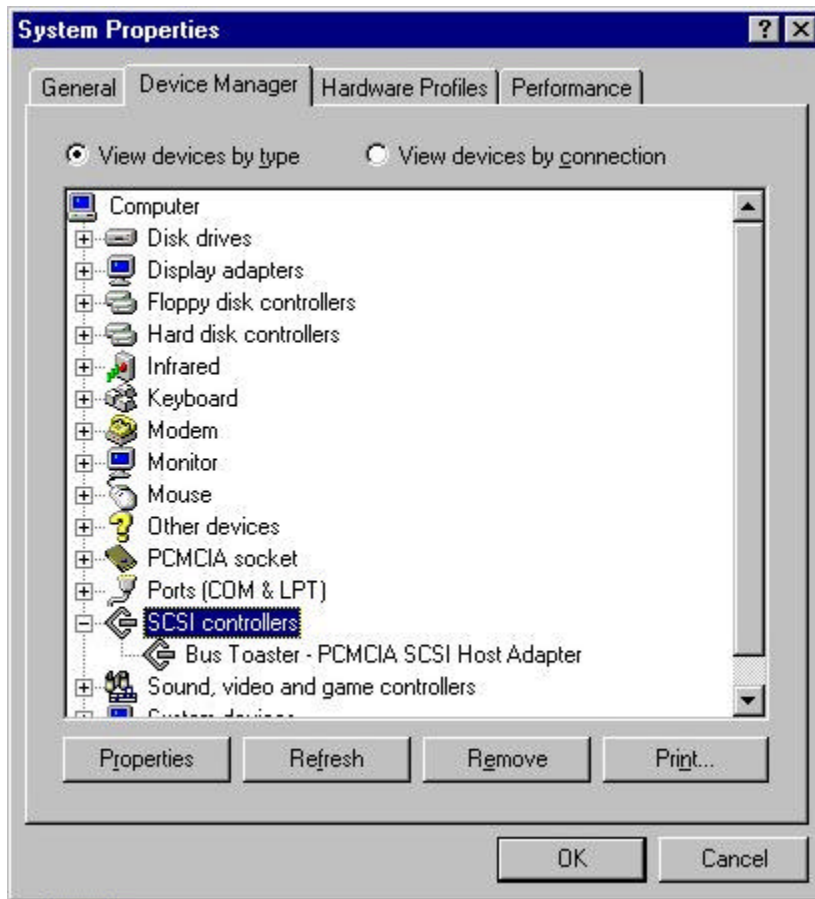
You will now be asked to establish the kind of access you want to allow to this folder.



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 permit you 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 XL. Once your card has been recognized and the proper drivers loaded, you will be able to connect SCSI devices to your WinBook XL.



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

Although your WinBook XL comes with a built-in 33.6 bps modem, you might have occasion to use a PCMCIA modem (e.g. a special modem designed for use with 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.

[Sidebar: Eye icon: 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^** in the **^Control Panel^**.]

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 will be asked to fill in the settings for using this

modem.



Fill in the information requested to assure proper operation of your PCMCIA modem.

[XL Chapter Six](#)

Chapter Six: Upgrading

Your WinBook XL 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 XL to be easily upgraded to meet your changing computing needs.

CPU

The motherboard in your WinBook XL is made to allow for an upgrade to a faster processor should that suit your future needs. It is not recommended that you attempt to do this yourself. You should return the unit to the WinBook service center to have a faster CPU installed. You can contact Customer Service at the number provide on the "Read Me First" card that came with your WinBook XL to find out what processor might be available for your system.

Memory

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



[Sidebar: Exclamation icon: Your WinBook XL requires custom-sized 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.]

Your WinBook XL does have two memory slots that allow you to install new memory configurations. One slot, usually the left slot, will already be occupied by a module. You can add memory to the other slot or

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

Module 1	Module 2	Total
8MB	Not installed	8MB

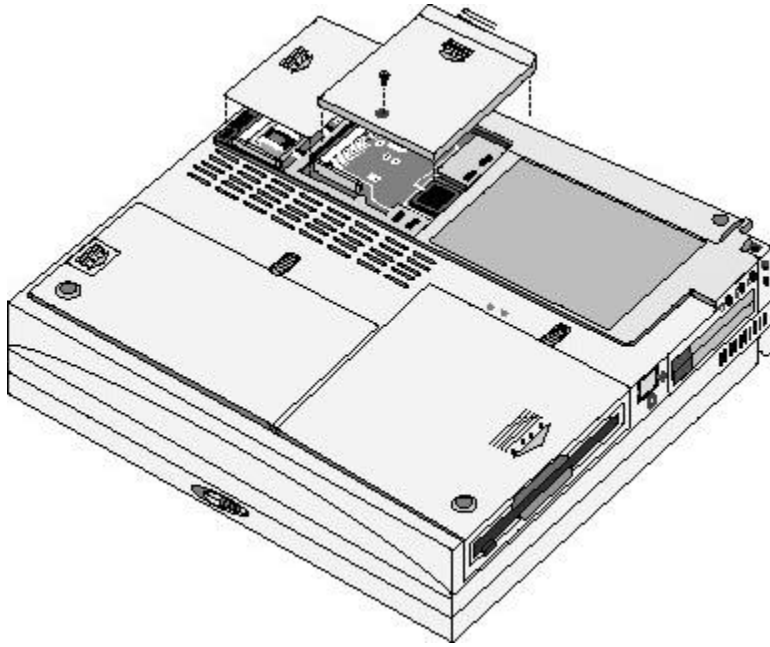
8MB	8MB	16MB
16MB	Not installed	16MB
16MB	8MB	24MB
16MB	16MB	32MB
32MB	Not installed	32MB
32MB	8MB	40MB
32MB	16MB	48MB
32MB	32MB	64MB
64MB	Not installed	64MB
64MB	8MB	72MB
64MB	16MB	80MB
64MB	32MB	96MB
64MB	64MB	128MB

[Sidebar: Bomb Icon: 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 a metal part of the system unit or, if a strap is not available, discharge static before handling the SO-DIMM module.]

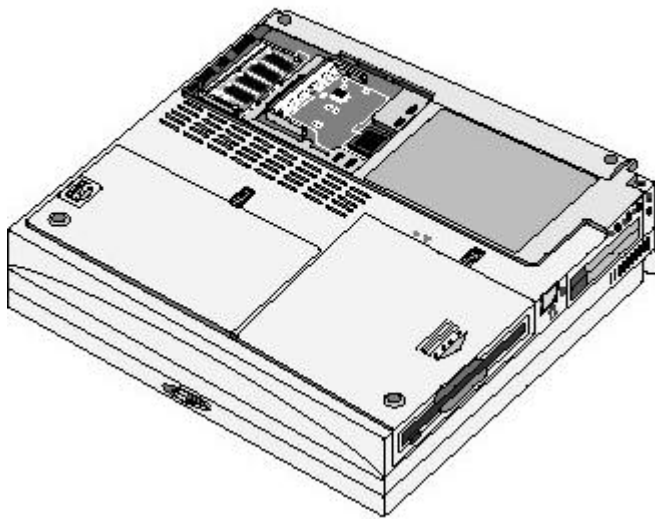
[Sidebar: Exclamation icon: Be careful when inserting or removing a SO-DIMM module. Forcing a SO-DIMM module in or out of a socket can damage the socket and/or the SO-DIMM module.]

Your WinBook XL comes with a memory module installed in left memory compartment. You can upgrade the amount of RAM in your system by adding an additional module to the right memory compartment and/or replacing the module in the left compartment with a larger capacity module. To install memory modules:

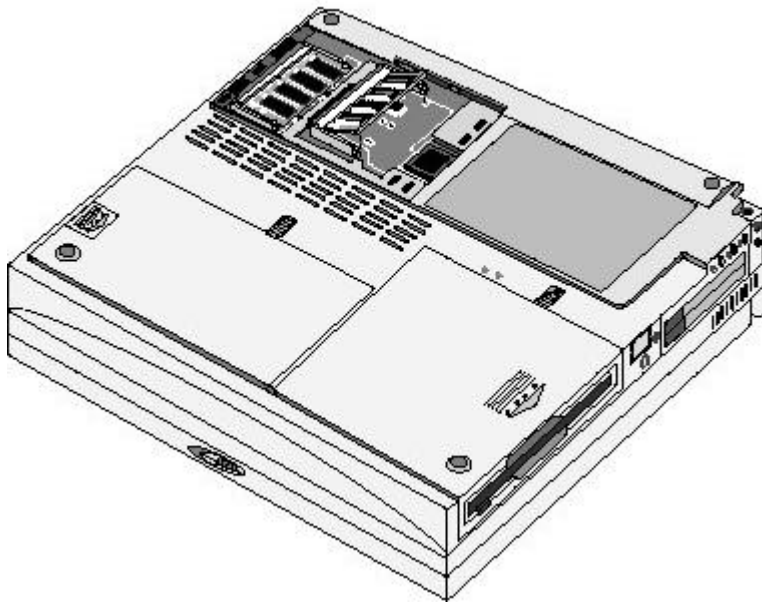
- Turn off the computer and disconnect the AC adapter.
- Turn the notebook over and place it on a clear and stable surface.
- Remove the screw from the right memory compartment and set it in a safe place.



Slide the cover toward the front of the system and then remove it.
The cover of the left memory compartment can be removed by sliding it to the right and lifting it out of its bay.



If you will need to remove a module or modules to complete your upgrade, angle the card slightly upward and gently slide it from its edge connector slot. Store the card in the anti-static bag that contains your new card(s).
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 card, the edge connector has been made with two unequal-length sections. The longer section is closer to the front of the machine.



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.

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.

Replace the left compartment cover by setting it slightly to the right and sliding it into position.

Replace the right cover and secure it with its screw.

Start your computer. The WinBook XL should automatically register the new memory.

[Sidebar: Bomb Icon: The memory compartments also contain the BIOS chip for your system. You should never attempt to remove or replace this chip yourself since it can result in damage to your system. BIOS upgrades are done by a software update of the chip, so the chip should be left untouched.]

Swappable Drives

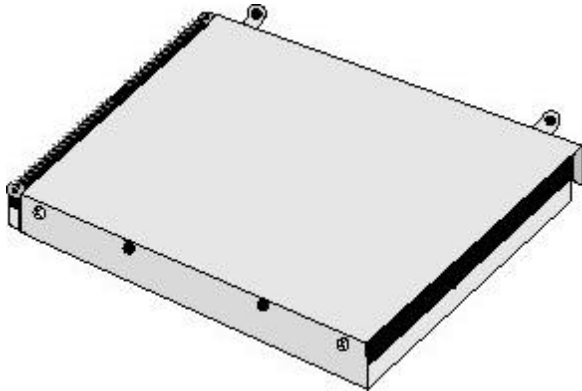
Hardware and software changes quickly. In order to make it easy for you to expand the capacity of your WinBook XL, the hard drive in your WinBook XL is made to be easily swapped out for upgrading. You should be sure to back up your hard drive before attempting to change the hard drive.

[Sidebar: Bomb icon: Be sure that your hard drive is completely backed up before installing a new drive.]

The swappable hard drive feature can also allow you to move your hard drive to and from another computer that supports the same swappable drive configuration. Or, if the system is to be used by several users, it can allow you to have separate hard drives for each user. This can help

the users to maintain security and configuration options. Keep in mind that drives of different capacity might require some adjustment in the Setup program (see Chapter Seven). To maintain security in an environment where drives are swapped, you should consider enabling the password option in the Setup program.

[Sidebar: Eyeball icon: If you switch your drive to a machine with a different hardware configuration, Windows 95 will first need to recognize the new equipment. You might need to reboot the system to allow Windows 95 to function properly in the different hardware configuration.]



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

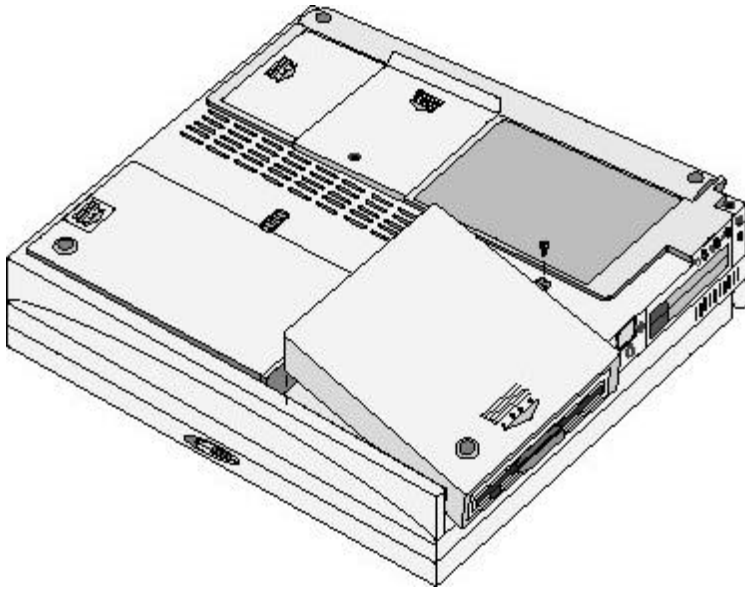
To upgrade your hard drive:

Back up the installed drive completely. Be sure that you have the bootable floppy disk that came with your WinBook XL if your new drive does not come with an operating system (e.g. Windows 95) already loaded.

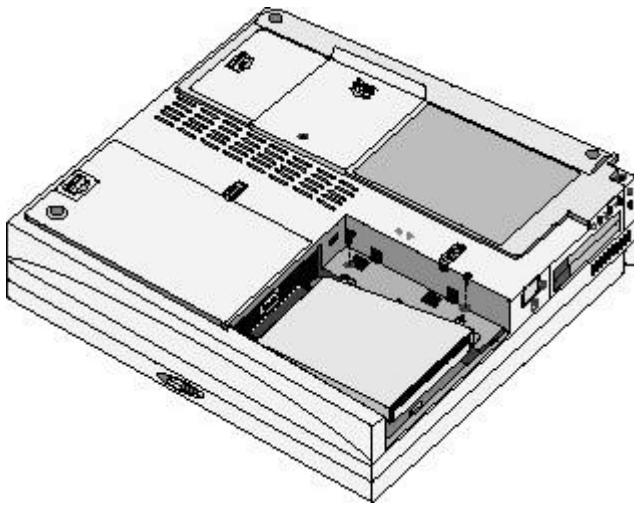
Power down the system completely. You should unplug the AC adapter before removing the drive. Disconnect any attached peripherals.

Turn the system over.

Remove the screw that holds the floppy disk drive release in place and slide the release toward the rear of the system. Slide the floppy disk drive unit until the arrow on the unit and the arrow on the system case are lined up, and then angle the unit out of its bay. Set the screw in a safe place.



You will see the hard disk drive unit under where the floppy drive was seated. Remove the three screws that secure the drive and slide it from its socket. Angle it from the bay. Set the screws in a safe place.

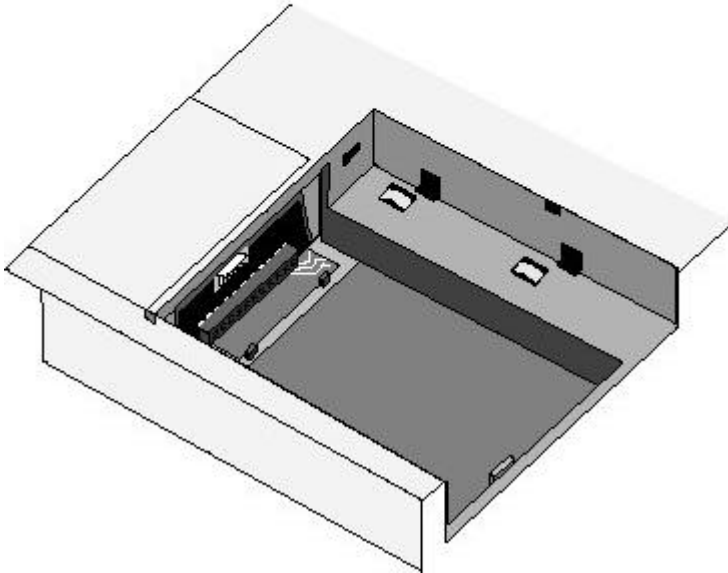


The drive is attached to a special bracket that secures it to the WinBook XL. Remove this bracket from your existing drive.

Remove the new hard drive from its anti-static bag. You can use the same anti-static bag to store your old hard drive.

Attach the bracket to the new drive.

To install the new hard drive, you will need to angle the drive into the bay and press it flat. Then press the drive gently into the hard drive socket. Make sure that the drive is flat before pressing it into the socket so that you do not bend the pins on the hard drive.



Secure the drive with the two screws.

Angle the floppy disk drive unit into its bay so that the arrow on the unit lines up with the arrow on the system case. Slide the unit into place.

Slide the release back into place and secure it with its screw.

If you have an operating system already installed on your new drive, you should be able to boot to it. If not, be sure to place your floppy drive into the media bay and place your bootable floppy disk into the drive before turning on the computer. When you are ready to boot, turn on your WinBook XL. Skip to step 20 if your drive has an operating system already loaded.

Insert your boot diskette into the floppy drive. NOTE: This is the boot diskette that came with your system, not a bootable diskette that you have made via Windows 95. The diskette that came with your system has all the proper drivers for the WinBook XL hardware and a utility for just this kind of upgrade.

Turn on your computer. It will boot from the floppy diskette. The floppy diskette will install the necessary files and drivers to your system.

Power down the system.

Remove your boot diskette. Remove the floppy drive from the media bay and replace it with the CD drive. (See Chapter One if you are not certain how to switch the floppy and CD-ROM units.)

Turn on the system and insert your Windows 95 CD into the CD drive.

An AUTOEXEC.BAT file on your new hard drive will now install Windows 95 from the CD.

Depending on the backup system that you have, you might need to load the backup software

from your original disks before restoring your files.

Either restore your existing programs, configurations and files from your backup or reinstall the software from your original disks or CDs. If you do chose to reinstall from your original disks, you might need to reset preferences in your programs. It is usually much quicker and easier to restore from your backup.

Firmware Upgrades

Your WinBook XL has certain software written into ROM (Read-Only Memory), including the BIOS (Basic Input/Output System) Setup Program discussed in Chapter 6. This firmware, as this software is called when it resides on chips, can be upgraded to provide enhancements or bug fixes. 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

The easiest way to upgrade the capabilities of your WinBook XL is to take advantage of the PCMCIA slots in your system. These can be used to provide a network connection, communications hardware, extra hard drive capacity, 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.

[XL Chapter Seven](#)

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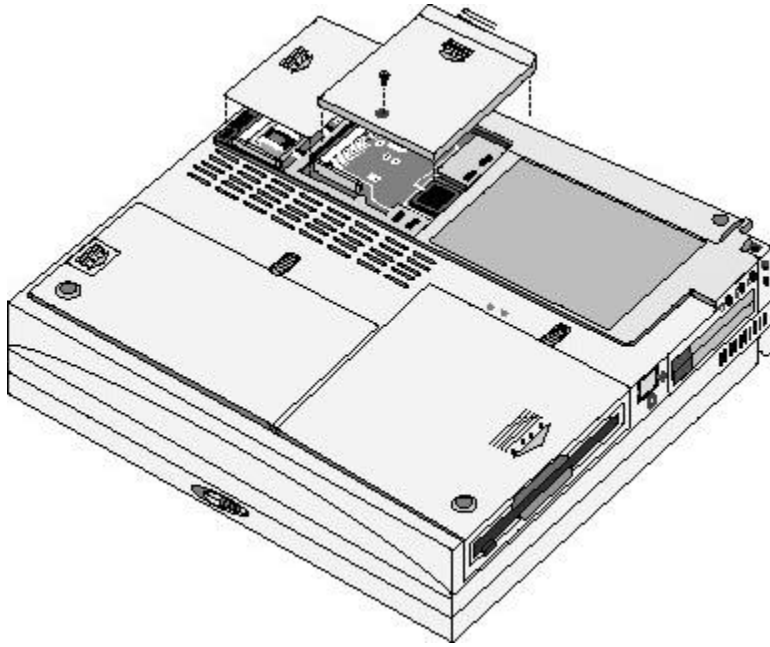
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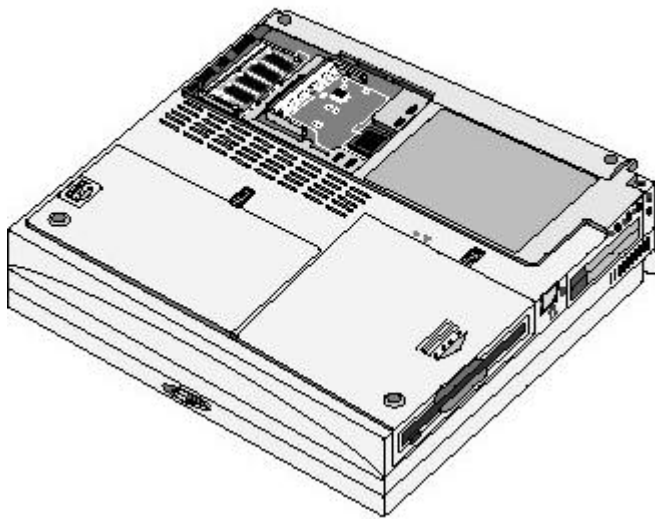
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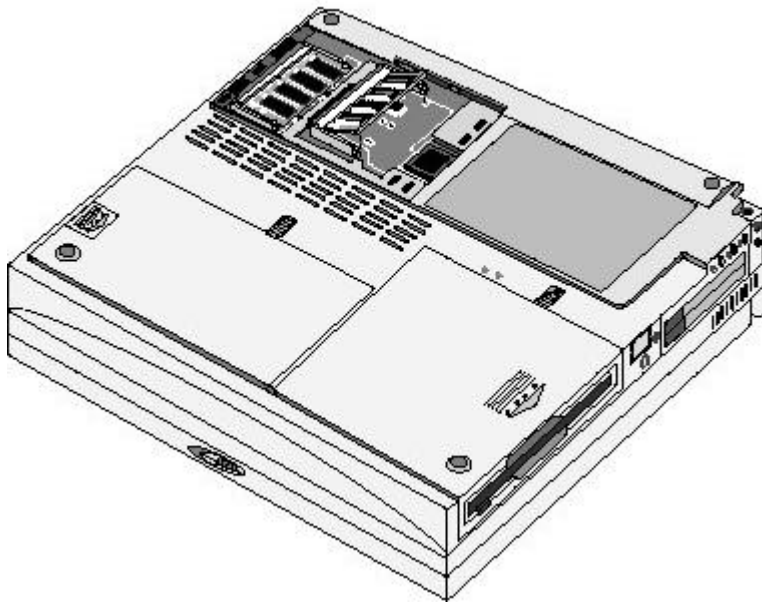
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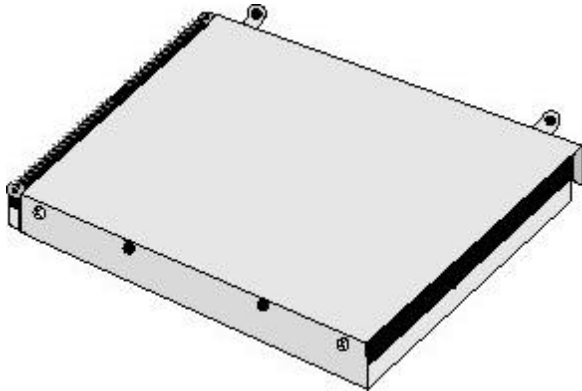
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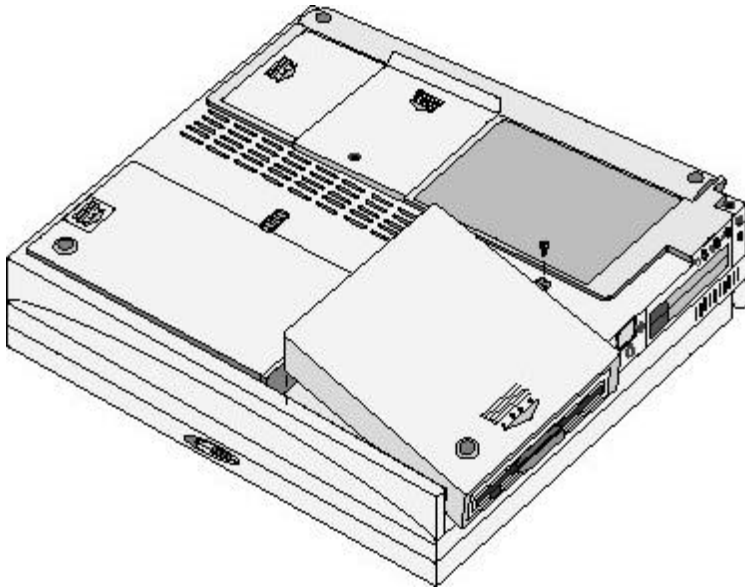
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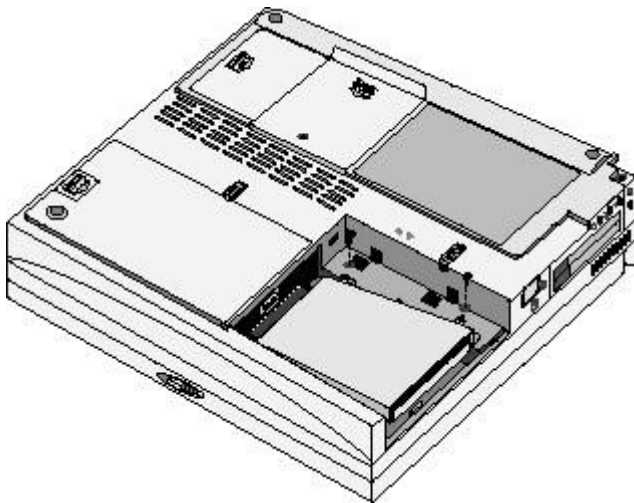
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Turn the system over.

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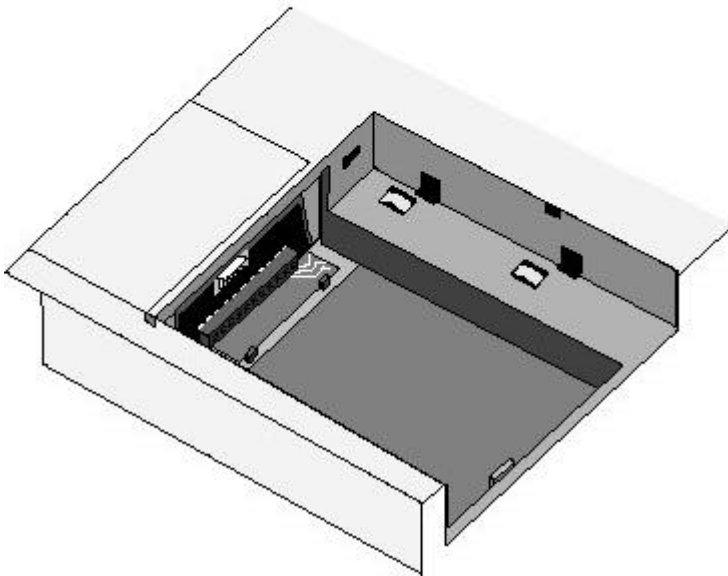


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An AUTOEXEC.BAT file on your new hard drive will now install Windows 95 from the CD.

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[XL Chapter Seven](#)

Chapter Seven: Configuring & Maintaining Your System

Setup Program

Your WinBook XL system should have arrived all ready to run, but you still should have some familiarity with your system and how it is set up. While you do not need to be a computer technician to use the Setup program, you should not make any changes to the settings until you have read this section and are familiar with the details of the Setup program. This program stores information which can be crucial to the proper operation of your system, so you should try to be aware of what the effects will be of any changes that you make. Since the Setup program is the primary site for customizing power management in your WinBook XL, you will want to become familiar with this part of your system.

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 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 offered the chance to enter the Setup mode (by pressing the [Del] key). If you wish to enter after the computer has booted, you will need to exit Windows 95 (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 [Del] key to enter the program.

[Sidebar: Pencil icon: The system BIOS is updated regularly to take advantage of new features. The actual BIOS options for your system might vary slightly from those listed below. For more current information and for the default settings for your system, see your WinBook XL Help file.]

Setup Utility Menu

[Fig. 7.1: The Setup Utility Menu (Main Menu Shot)]

Once you have entered the Setup program, you will arrive at the Setup utility menu. Scroll down to an item using the up-arrow and down-arrow keys or the Tab key. To select an item, hit Enter.

In any of the menus, you can use the Tab key or arrows to move between items. Use the [PgUp] and [PgDn] keys to change the settings for a given item. Use the [Esc] key to move from a menu back to the main screen of the Setup utility.

Standard CMOS Setup: Selecting this item calls up the Standard CMOS Setup menu, which controls basic system information such as date, time, and drives. See the section on this menu below for specific instructions.

Advanced CMOS Setup: Selecting this item calls up the Advanced CMOS Setup menu, which controls advanced system information such as hardware access and boot settings. See the section on this menu below for specific instructions.

Power Management Setup: Selecting this item calls up the Power Management Setup menu, which controls the built-in power management features of your WinBook XL. See the section on this menu below for specific instructions.

Peripheral Setup: Selecting this item calls up the Peripheral Setup menu, which controls how your system uses its ports and audio. See the section on this menu below for specific instructions.

Auto-Detect Hard Disks: Selecting this item causes your system to auto-detect the current hard drive configuration. You can also use the "Auto" setting in the hard drive section of the Standard CMOS Setup to perform an auto-detect on each boot (see the section below on Standard CMOS Setup). This latter option should be used if you will be switching between hard drives and do not want to manually detect the hard drive each time you switch. Note: Using this option will set the BIOS to this specific hard drive, overriding the "Auto" setting

Change User Password: Selecting this item will allow you to establish or change the user password. The user password allows the person designated as the "user" to start up and operate the system. A "user" cannot alter the settings in the BIOS program. BIOS settings can only be altered by a "supervisor" (see below). You cannot set a user password without first establishing a supervisor password. If a supervisor password has not been selected, this item will be "grayed out" and will be skipped over when you scroll down. If a supervisor password has been established, you can enter a user password by scrolling down to this item and pressing [Enter]. You will be asked to type the new password and then type it again to verify it. The user password can only be changed by logging in as the "supervisor." You can use the "Password Check" setting in the Advanced CMOS Setup menu to establish whether the password will be checked only when entering Setup or any time the system is started.

Change Supervisor Password: Selecting this item will allow you to establish or change the supervisor password. The supervisor password allows the person designated as the "supervisor" to start up and operate the system, as well as to make changes to the BIOS settings (including the supervisor and user passwords). You can enter a supervisor password by scrolling down to this item and pressing [Enter]. You will be asked to type the new password and then type it again to verify it. You can use the "Password Check" setting in the Advanced CMOS Setup menu to establish whether the password will be checked only when entering Setup or any time the system is started. You can start the system with either the user password or the supervisor password.

If there will be more than one user of this WinBook and you want to limit other users' access to the BIOS settings, you should consider enabling this password option.

[Sidebar: Bomb icon: 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 either be unable to use the system (if you set the password check for "always") or change the BIOS settings (if you set the password for "Setup"). You will need to return the unit to WinBook to restore full functioning to the system in this event.]

Auto Configuration with Optimal Settings: Selecting this item will cause the system to change all BIOS information from the current settings to settings that will provide optimal performance. This option allows you to quickly maximize system performance. **Note: This option will overwrite all customizing that you have made to the BIOS settings, as well all custom settings established by WinBook. Using this option could affect the operation of your system. Contact Technical Support before making this change unless you are an experienced user. Even if you are an experienced user, you should record your current settings before using this option.**

Auto Configuration with Fail Safe Settings: Selecting this item will cause the system to change all BIOS information from the current settings to fail safe settings. If you are having problems with system performance, this setting will allow you use settings that should allow the basic system to operate correctly. This will reduce system performance, but should allow you to have a stable working environment if problems arise. You can reset the BIOS settings after the problems have been corrected. **Note: This option will overwrite all customizing that you have made to the BIOS settings, as well all custom settings established by WinBook. Using this option could affect the operation of your system. Contact Technical Support before making this change unless you are an experienced user. Even if you are an experienced user, you should record your current settings before using this option.**

Save Settings and Exit: Selecting this item writes the new information into the system BIOS and exits the Setup program. You will be prompted to verify this selection before the information will be stored on the CMOS chip.

Exit Without Saving: Selecting this item abandons all changes made to the Setup program in the current session and exits the Setup program. You will be prompted to verify this action before the changes are abandoned.

Standard CMOS Setup Menu

[Fig. 7.2: The Standard CMOS Setup Menu]

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

[Sidebar: Pencil Icon: 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 95 by double-clicking on the clock on your taskbar and adjusting the information in the **Date/Time Properties** window. Windows 95 will also adjust your system time automatically to account for Daylight Savings Time if you choose that option.]

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

Floppy Drive A: This item controls the setting for the type of floppy disk drive. Since the floppy drive is an integrated part of the system, you should leave this value at "1.44 MB 3 1/2."

Pri Master: This item allows you to adjust the settings for the Primary IDE drive (the Hard drive). Unless you are an experienced user, you should allow the settings to be set by the Auto-Detect option (see the main Setup Utility menu above).

Sec Master: This item allows you to adjust the settings for the Secondary IDE drive (the CD-ROM drive). Unless you are an experienced user, you should allow the settings to be set by the Auto-Detect option (see the main Setup Utility menu above).

Boot Sector Virus Protection: This item allows you to write protect the boot sector of your hard disk to protect against viruses. When this option is "Disabled," you have standard read and write access to the boot sector. When the write protection is "Enabled," you will be able to read from the boot sector, but not to 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.

Advanced CMOS Setup Menu

[Fig. 7.3: The Advanced CMOS Setup Menu]

Select Display Type: This item allows you to set the default setting for video output on system start-up. The choices are: Both, 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.

BootUp Sequence: This item establishes the BootUp Sequence for your computer. Your WinBook XL will check the drives in the order designated and load the operating system from the first drive in the sequence that contains one. If it checks all three drives and cannot find an operating system, you will receive an error message. The options are:

C:, A:, CDROM (This is the standard option.)

A:, C:, CDROM (You will need to use this option if you want to boot from a floppy to disinfect a virus.)

CDROM, A:, C: (If you have a bootable CD, you will need to select this option.)

Floppy Access Control: This item allows you to restrict users to "Read-Only" access to the floppy disk drive or permit full "Read-Write" access. If password protection has been enabled, this item cannot be changed by logging in with a "user" password. Restriction to "Read Only" access can prevent files from being downloaded from your system onto a floppy disk. It is an aggressive level of security.

Hard Disk Access Control: This item allows you to restrict users to "Read-Only" access to the hard disk drive or permit full "Read-Write" access. If password protection has been enabled, this item cannot be changed by logging in with a "user" password. Restriction to "Read Only" access can prevent files being loaded into your system from a floppy disk, CD or other connection. It is an aggressive level of security.

S.M.A.R.T. for Hard Disks: S.M.A.R.T. is a disk monitoring system designed to provide increased data reliability. Monitoring software built into the drive and your WinBook XL watches for disk failure and warns you if such failure appears to be imminent. The default setting is "AUTO."

BootUp Num-Lock: This item allows you to establish the default setting for the Num Lock. If you use a PS/2 keyboard and want the number pad enabled, you should set this option to "On." If you use the built-in keyboard, will probably want to leave the Num Lock function "Off" so that the keys will function as a normal keyboard. You can activate the Num Lock during a session by using the [Num Lock] key.

Password Check: If you have chosen to enable the BIOS password(s), this allows you to set when this password will be required. If you select "Setup," the password will only be required when entering the Setup Utility. If you select "Always," you will need to use the password every time you start the system.

OS/2 Compatible Mode: You will only need to enable this field when using OS/2 as your operating system.

Memory Hole: You only need to use this setting if you are using OS/2 as your operating system. Leave it disabled if you are using Windows 95 or an operating system other than OS/2. If you are using OS/2, check the documentation that comes with the operating system to determine how to set this option.

PCI IDE BusMaster: Controls BUS mastering for your IDE controller. Options are "Enabled" and "Disabled."

Pointing Device: If you use the PS/2 port, serial port or USB port to connect a mouse, you can use this option to disable the built-in pointing device(s) (the touchpad and, in certain units, the pointing stick). The WinBook XL is designed to use up to two pointing devices at one time. If you have a system with two internal pointing devices (touchpad and pointing stick), it will not be able to work with an external mouse without the touchpad disabled. In those systems the options are: touchpad and pointing stick or pointing stick and external mouse. You will not be able to use the touchpad with the external mouse.

Display Expansion Mode: This mode allows you to expand 640 x 480 resolution screens to fill the entire LCD display.

TV Display Type: This item allows you to designate the type of colored-TV standard to be used when a TV receiver is connected to the TV-out port. If you will not be using a TV receiver, you should disable this option. If you will be using a TV receiver, you should select NTSC (the U.S. colored-TV standard) or "Enabled."

Auto DIM: This item allows you to set the system to automatically dim the screen when using the battery. Since the screen uses much of your battery power, this can considerably lengthen battery life. If you need the full brightness of the screen, you should "disable" this option.

Power Management Menu

Your WinBook XL has an array of elaborate power management features that will enable you to extend battery life. As you use your system, you should try various power management settings to find the balance of system response and power management that works best for you.

[Sidebar: Eyeball icon: 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 entering the setup program on boot-up.]

[Fig. 7.4: The Power Management Menu]

Advanced Power Management (APM): This item is the master switch for all power management. If you disable this option, all power management functions are shut down.

Power Savings Mode: This item allows you to set the level of power management. There are three options:

Disabled: This setting disables all timeouts and the CPU auto doze.

Maximum: Provides optimal battery conservation, but slows performance.

Customized: Allows you to enter individual values for the various power management features to most closely match your needs.

CPU Auto Doze Mode: This item allows you to enable the auto doze function, which reduces power use by the CPU when the system is idle. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

Standby Timeout: : The amount of idle time that must pass before the system automatically enters the standby mode. This item can be "disabled" or set to a specific time increment. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

Suspend Mode: This item allows you to set the type of suspend mode to be used by the system when it suspends (due to a timeout or when the suspend mode is activated by the user). The options are:

DRAM: Removes power to all components except DRAM. Allows for a quick restart.

Disk: Removes power from all components and writes the session to a partition of the hard drive.

Auto: First enters DRAM mode, then enters the Disk mode after the time specified below.

(Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

Suspend Timeout: The amount of idle time that must pass before the system automatically Suspends functioning. This item can be "disabled" or set to a specific time increment. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

RAM to Disk Timeout: If the "Auto" suspend mode has been chosen, this setting determines how long the system will suspend to DRAM before suspending to disk. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

Suspend on Low Battery: When this function is enabled, the system will automatically enter the suspend mode when the battery reaches a critical level. This can help avoid inadvertent loss of data in an unattended system. If you rarely leave the system running on battery power while unattended, you might prefer to disable this setting. When the setting is disabled, the system will continue to run until battery power is completely used up. This can allow you to save your work or shut down the system after receiving the low battery warning. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

Display Timeout: This item allows you to set the amount of idle time (no keyboard or mouse activity) before the display is placed in a low-power mode. This item can be "disabled" or set to a specific time increment. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

Hard Disk Timeout: This item allows you to set the amount of idle time (no disk activity) before the disk is placed in a low-power mode. This item can be "disabled" or set to a specific time increment. (Note: This field might be display-only, depending on the setting selected in the Power Savings Mode above.)

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. This is only available as an option when you have suspended to RAM.

Resume Alarm: 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. This is only available as an option when you have suspended to RAM.

Resume Alarm Time: If the item above is enabled, this item allows you to set the time at which the system awakes. Keep in mind that you should set this time to allow a few minutes before the scheduled activity (to allow the system to fully resume), but not so long in advance that it will timeout again before the activity begins.

Warning: You should not use these next two options until you have contacted Technical Support. Incorrect implementation of these options can result in serious problems with battery charging and use. If you are an experienced user and would like to use these options, contact Technical Support for assistance in enabling these functions.

Battery Calibration: This item allows you to start a special program designed to optimize battery performance. After long-term battery use, it is possible for your system to lose some battery efficiency. Your WinBook XL comes equipped with a battery calibration option in the BIOS Setup Utility. When this option is enabled, the system BIOS performs a deep battery drain and then powers down the computer. This cycling of the battery allows the system to recalibrate battery charging for optimal efficiency. This option should only be run when you are sure that you have a fully charged battery. Calibration of a battery that is not fully charged will result in an inaccurate calibration and can compromise battery performance. This item will be display-only (grayed-out) unless the "Suspend on Low Battery" option above is disabled.

Battery Reset: This item allows you to reset the battery calibration of the system. When enabled this option resets the Smart Battery Electronics and gives a more accurate representation of the battery level display on the task bar. This option should not be run until a successful battery calibration has been accomplished. Running this option without a successful battery calibration can damage the battery. For example, running the reset option with a 50% charge on the battery would result in the battery circuitry establishing the 50% mark as the end of the batteries limits. This would prevent that battery from ever getting a full charge again. The battery must be at 100% charge before running this option, and a calibration is required to assure that this charge level is achieved. This item will be display-only (grayed-out) unless the "Suspend on Low Battery" option above is disabled.

Battery Low Warning: This item allows you to disable the beeping sound that your WinBook XL emits when the battery is low. We recommend that you leave this function enabled to help prevent data loss.

Peripheral Setup Menu

[Fig. 7.5: The Peripheral Setup Menu.]

[Sidebar: Exclamation icon: You should leave the settings in this menu at the values preinstalled by WinBook unless you have a specific reason for changing them and are an experienced user. Changing settings in this menu can affect the operation of your system.]

Modem Port: If you have an internal modem for your WinBook XL, this item should be enabled. If enabled, the modem port will be set to COM3.

Com1 Port: This item allows you to set the I/O address for the COM1 (serial) port. You can disable this port, set it to "auto" (which will automatically set the address on system start-up), or set a specific address. Be aware of conflicts that might arise if you set more than one device to a specific address.

Com2 Port (IR): This item allows you to set the I/O address for the COM2 (infrared) port. You can disable this port, set it to "auto" (which will automatically set the address on system start-up), or set a specific address. Be aware of conflicts that might arise if you set more than one device to a specific address.

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

LPT Port: This item allows you to set the I/O address for the LPT (parallel) port. You can disable this port, set it to "auto" (which will automatically set the address on system start-up), or set a specific address. Be aware of conflicts that might arise if you set more than one device to a specific address.

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

Normal: 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 XL and another computer for file transfers.

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

EPP: This is an enhanced 1-way transfer mode.

ECP: This is an enhanced bi-directional mode.

EPP Version: If you have chosen the EPP mode above, this item allows you to designate the version of EPP to be used by the system. The options are: 1.7 or 1.9.

LPT Port DMA Channel: If you have chosen the ECP mode above, this item allows you to designate the DMA (direct memory address) channel to be used by the LPT port. The options are: 0, 1 or 3. In any other LPT mode, the LPT port will not make use of the DMA option and this item will be N/A (not available). Be aware of conflicts that might arise if more than one device is set to use a specific DMA channel.

LPT Port IRQ: This item allows you to set the IRQ for the LPT port. The options are: 5 or 7. Be aware of conflicts that might arise if you set more than one device to use a single IRQ.

Audio Device: This item allows you to enable or disable the built-in Yamaha sound system of your WinBook XL.

Audio I/O: This item allows you to set the I/O address for the audio system. You can disable this system or set a specific address. Be aware of conflicts that might arise if you set more than one device to a specific address.

Audio IRQ Channel: This item allows you to set the IRQ for the audio system. The options are: IRQ5, IRQ7, IRQ9, IRQ 10 or IRQ 11. Be aware of conflicts that might arise if you set more than one device to use a single IRQ.

Audio DMA Channel for SB Play: This item allows you to set the DMA channel for SB (sound blaster) emulation by your system. The options are: Disabled, DMA #0, DMA #1 or DMA #3. Be aware of conflicts that might arise if more than one device is set to use a specific DMA channel.

Audio Channel for WSS Play: This item allows you to set the DMA channel for WSS play by your system. The options are: Disabled, DMA #0, DMA #1 or DMA #3. Be aware of conflicts that might arise if more than one device is set to use a specific DMA channel.

FM Synthesizer: This item enables or disables the FM synthesizer of your WinBook XL's audio system.

MIDI Port: This item allow you to set the I/O address for the MIDI port (only available on the optional port replicator) of your system. If you do not have a port replicator, you can leave this option disabled. If you have a port replicator, you can disable this option or set it to a specific address. Be aware of conflicts that might arise if you set more than one device to use a specific IRQ.

MSS Port: This item allow you to set the I/O address for the MSS port of your system. You can disable this option or set it to a specific address. Be aware of conflicts that might arise if you set more than one device to use a specific IRQ.

Port Replicator Game Port: This item allows you to enable the Game Port of the optional port replicator.

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, if you only buy software from major companies and if you 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.

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.

You can maximize your virus protection by entering the Setup program and selecting the option that write protects your boot sector (see above). This will make it impossible for files to be written to the boot sector. This should prevent boot-sector viruses (often the most damaging) from being transferred to your system. This option should be considered when the risk of virus infection seems significant enough to warrant such limitations on your use of the system.

If your system is infected with a virus, you will usually need to boot from a bootable floppy disk that you are sure is free of infection. In order to insure that you have such a disk, you should write protect the boot disk that came with your WinBook XL. 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.

[Sidebar: Pencil icon: 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.]

Back-up

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).

[Sidebar: Pencil icon: 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.]

Alternative back-up drives with large capacities, such as optical disks and Iomega 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 XL's parallel port or through a PCMCIA card that provides a SCSI port or other interface port.

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.

[Sidebar: Exclamation icon: While power failures and equipment failures may be the most common sources of data loss (and these are easily restored by using your back up tape or disk or optical storage device), you should also consider the possible loss of data in the event of theft, fire, flood, earthquake, etc. It is a good idea to keep a backup copy of your data at a site other than your primary worksite for your WinBook XL system. If your WinBook XL system is in your office, you might consider taking your backup home with you. If your data is very valuable, you might also consider placing a backup disk or tape in a safe deposit box at your bank.]

Operating Environment

In order to maintain the effective operation of your WinBook XL, 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 XL in temperatures below 50°F (10°C) or above 95°F (35°C).
Avoid storing or shipping your WinBook XL in temperatures below -4°F (-20°C) or above 140°F (60°C).
Running your battery in temperatures below 41°F (5°C) or above 95°F (35°C) will reduce battery life.
The battery is made to shut off its charging circuitry if the temperature is too high. This helps prevent 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 XL. In general, relative humidities in excess of 85% should be avoided.

Altitude: Pressurized airplane cabins are not a problem for operation of your WinBook XL, 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 XL at high altitudes 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 XL as described in the section on cleaning below.

Battery Disposal: The batteries from your WinBook XL 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 Before Using" card and obtain a Return Materials Authorization (RMA) number.

[Sidebar: Exclamation icon: Do not allow metal objects to short circuit the battery terminals. Such contact can result in shocks or burns.]

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 XL. 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 XL. If you work in a dusty environment, you should try to vacuum often to avoid accumulation of dust on internal components.

[XL Chapter Eight](#)

Chapter Eight: Troubleshooting

Keyboard

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

Actions:

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

Problem: The external keyboard that I connected to my WinBook XL is not working.

Actions:

- If you plugged the keyboard into the WinBook XL after it was turned on, restart the WinBook XL with the keyboard plugged in. If restarting doesn't help, your keyboard may be defective or incompatible with PS/2 specifications.
- If you try the keyboard on another PS/2 compatible computer and the keyboard works, your WinBook XL might be defective. Call the Technical Support number listed on the WinBook XL "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 95. 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.

Pointing Devices

Problem: I plugged an external PS/2 pointing device into the WinBook XL, 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 internal and external pointing devices. To check this, enter the Setup Program and disable the internal pointing device. Follow the instructions below.

Reboot the system and press [Del] to enter the Setup program. Enter the Advanced CMOS Setup menu. Use your arrow keys to move the highlight down the screen to Pointing Device. Use the [PgUp] or [PgDn] key to toggle the setting to "Disabled." Hit the [Esc] key to return to the main screen of the Setup utility. Choose the "Save Settings and Exit" option and wait while the computer restarts.

After your WinBook XL restarts, the built-in pointing device will not work, but the external device should begin working. If neither is 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 and enable your internal pointing devices. You should try another external pointing device to determine if there is a defect in the device or in the WinBook XL.

- Your external pointing device may not work properly if it is not plugged in before you start your WinBook XL. If you forgot to plug it in before starting the WinBook XL, connect the pointing device to the WinBook XL, then restart.
- If you are using a port replicator, undock the WinBook XL and retry.

Problem: My WinBook XL's built-in pointing device is not working.

Actions:

- Restarting the WinBook XL will usually solve pointing device problems.
- Check settings in the Setup Program (see Chapter Seven). If the internal device is disabled, enable it.

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 XL is using resources to save a file or print a document. Usually the pointer's characteristics will return to normal after the WinBook XL 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 Peripheral Setup menu of the Setup program to be sure that the port is enabled. If the port is disabled, the WinBook XL will not communicate with external devices connected to the port.
- Check the Peripheral Setup menu of the Setup program to be sure that the port has been set to the default value (COM1). If it is set to another value and you have not made this change to avoid conflict with another device, set the serial port COM1.
- Your cable may be broken or you may have the wrong kind of cable. If so, the WinBook XL will not be able to communicate with external devices. Try replacing the cable.

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

Actions:

- Go into the Peripheral Setup menu of the Setup program to be sure that the port is enabled.
- Go into the Peripheral Setup menu of the Setup program to be sure that the port is using the correct IR mode (usually IrDA). Try the other IR mode 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 XL'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 XL 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 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 XL's LPT1 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.
- The printer port may not be enabled. Go into the Peripheral Setup menu of the Setup program to be sure that the port is enabled.
- Go into the Peripheral Setup menu of the 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.

- 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 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 95 printer list, chances are that your printer's manufacturer can provide you with a Windows 95 Driver disk. Many printers from the same vendor may have similar characteristics and will be able to work with one of the Windows 95 standard drivers. If you don't see your printer listed, contact the printer's manufacturer to see if you can get a Windows 95 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 95 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.

- 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 Peripheral Setup 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.

AUDIO

Problem: My music CDs won't play.

Actions:

- Under Windows 95, 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 95. If it is not, then start the program (Start/Programs/Accessories/Multimedia/CD Player).

- Check the volume level by pressing [Fn]+[F9] 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.
- If you installed the CD-ROM module and have not rebooted the system, reboot. This will load the necessary drivers to run the CD-ROM drive. If the CD-ROM drive was not present at boot, the drivers will not have been loaded.

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

Actions:

- Check the volume level by pressing [Fn]+[F9] 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 furthest toward the front of the system as you face the rear panel. It has the headphone icon beside it.
- Are you using the correct connector? The WinBook XL'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 pressing [Fn]+[F9] 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 head phones plugged into the WinBook XL, 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 pressing [Fn]+[F9] 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 the cord is plugged into the external speaker jack, which is the rearmost jack. This jack has the speaker icon on it.
- Are you using the correct connector? The WinBook XL 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 $\frac{3}{4}$ volume.

Problem: Microphone volume is too low.

Actions:

- Check the microphone settings by clicking on the **Multimedia** icon in the **Control Panel (Start/Settings/Control Panel)**.

- 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.

CD-ROM

Problem: My CD-ROM Drive door won't open.

Actions:

- Turn the WinBook XL on. While the power is ON, press the button on the CD-ROM 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 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 95, 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 95. If it is not, then start the program (Start/Programs/Accessories/Multimedia/CD Player).
- Check the volume level by pressing [Fn]+[F9] 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.
- If you installed the CD-ROM module and have not rebooted the system, reboot. This will load the necessary drivers to run the CD-ROM drive. If the CD-ROM drive was not present at boot, the drivers will not have been loaded.

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, optical disk, 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 95 features a Recycle Bin. When you delete files, Windows 95 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 95 is 10% of your hard disk capacity. You can adjust this to a smaller configuration. See the Windows 95 documentation for information on how to adjust the size of the recycling bin.
- The WinBook XL comes equipped with removable hard drive. If it would be inconvenient to remove files to gain disk space, you can easily upgrade your drive to one with a higher capacity. See Chapter Six for information on upgrading your hard drive.

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 XL 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 XL. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows 95 will notify you. Format the floppy disk by clicking on **My Computer**, then right-clicking on the **3 ½ 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. Make sure that the disk springs into position. The drive's eject button should spring outward when the disk is properly inserted.
- Is the Floppy Disk Drive installed properly? If you have removed the drive to swap hard drives, check to be sure that you have properly installed the floppy disk drive.
- Have you formatted the disk? Some new disks are not formatted for use with your WinBook XL. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows 95 will notify you. Format the floppy disk by clicking on **My Computer**, then right-clicking on the **3 ½ Floppy** icon and selecting **Format**.

Problem: Diskette will not eject from the drive.

Actions:

- A label may have become detached and is blocking the ejection of the disk. Visually inspect 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.

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 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 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 Standard CMOS Setup menu of the Setup program to be certain that the hard drive has been set up properly.
- Try rebooting with the Windows 95 CD boot disk provided with your system. Then see if you can access the C: drive. If you cannot, contact Technical Support.
- Re-install the Windows 95 operating system. Do not do this until you have exhausted other options. Reloading Windows 95 will also mean reloading your Windows 95 programs, since the new installation will not have the information for the Windows 95 programs that you have installed on your system. You will need to use the "Boot" disk provided with your system to provide the drivers to run the CD for the installation. Once you have booted from the disk, you can shut down the computer, reinstall the CD-ROM drive and run the setup program on the Windows 95 CD. If you have a full back-up of your drive, you might be able to restore the drive from your backup.

Problem: Cannot boot from floppy disk.

Actions:

- Boot sequence might be set to access the C: drive first. Check the Advanced CMOS Setup menu of the Setup program to be sure that the Boot Sequence is set to "A:, C:, CDROM".
- ,
- Floppy does not have the necessary files to properly boot. Try another bootable diskette.
- Floppy is defective. Throw it away.

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

Actions:

- 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.

Miscellaneous

Problem: Date reads January 1, 1980.

Actions:

- The battery which maintains the internal clock completely discharged. This can result from leaving the battery pack out of the computer for an extended period. Reset the date and plug in the AC adapter to allow the battery to recharge.

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: The Suspend option does not appear on the Windows 95 Start menu.

Actions:

- Double-click on the **Power** icon in the **Control Panel** (**Start/Settings/Control Panel/Power**). When the Power Properties window is opened, click on the **Advanced** button. Click on the box beside "Show suspend command on start menu" so that there is an "x" in the box..

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.

Problem: Fax does not automatically receive incoming faxes.

Actions:

- Check software to be certain that the autoreceive 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.

PCMCIA Cards

Problem: I cannot fit another card in the PCMCIA bay when a card is already in place.

Actions:

- Check the cards to be certain that one of the cards is not a Type III card. The PCMCIA slot is not made to permit two cards to be inserted at the same time when one is a Type III.

TV Out

Problem: Video does not appear on the TV receiver

Actions:

- Make sure that the TV out function is enabled in the BIOS Setup utility. Enter the Setup utility by pressing [Del] when prompted on boot up. Enter the Advanced CMOS Setup Menu and scroll down to "TV display type." Use the [PgUp] or [PgDn] key to toggle the setting to NTSC or PAL (depending on your local television standard).
- Use the [Fn]+[F2] key combination to toggle the video output. You might need to press this combination more than once to direct the output to the TV receiver.

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

Actions:

- Both the NTSC and PAL colored-TV formats use a 640x480 resolution. If you have your video display set to a higher resolution, the entire image will not fit on the screen. You can adjust the resolution by clicking on the display icon (the video screen icon) on the taskbar and selecting a 640x480 resolution.
- Check to be certain that you have selected the correct format (NTSC or PAL) for your local TV standard.

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

Actions:

- The TV-out port only directs video output to the receiver. To transmit sound, a cable must also

be connected to the audio-out jack on the left side of your WinBook XL (the jack with the headphone icon) and to the audio in jacks of the TV receiver.

Zoomed Video

Problem: Zoomed Video does not work.

Actions:

- On system start-up, you are given an option to choose to enable the lower PC card slot as a PCMCIA slot or ZV slot. If you have not chosen to enable the ZV slot, restart your system and select ZV by hitting "2" during the five seconds when the option is presented.

[XL Manual](#)