

WinBook®

Critically Proven.

User's Manual

for WinBook XLi notebook computers



WinBook[®] XLi

FCC Statement **i**

Conventions of this Manual **ii**

Chapter 1: Getting Started **1.1**

Hardware — Inventory 1.3

The WinBook XLi

 Port, Bay, Connector, Indicator Descriptions 1.5

Power On 1.12

The Keyboard — Keyboard System Controls 1.15

Mouse Buttons & Pointing Devices —

 Touchpad; Pointing Stick 1.18

LCD Display 1.19

Battery & Power Saving — Popup Menu; Battery Icon;

 Control Panel 1.21

Power Management 1.22

Audio/Sound — Built-in Speakers; Built-in Microphone 1.23

CD-ROM Drive 1.24

Software — Preloaded Software; Adding Software 1.26

Chapter 2: Basic Computing **2.1**

RAM 2.2

Hard Drives 2.3

The Device Manager 2.6

Data Handling 2.7

Windows 95 Functions 2.10

Windows 95 Desktop 2.14

Communications— Faxing; Modem Communications 2.15

Internet World Wide Web 2.18

Dos Games 2.19

Table of Contents

Table of Contents

Chapter 3: Mobile Computing	3.1
Battery Operation — Charging; Changing	3.2
CMOS Battery Replacement	3.4
Power Management — WinBook XLi Low Power Measures; Standby versus Suspend.	3.5
Infrared (IR) Port — Printing	3.12
IR Connections Between Computers — Direct Cable Connection; Sharing; Making the Connection; IR Printing	3.14
Using a TV Receiver	3.24
Zoomed Video	3.26
Safety & Operations	3.27
Travel	3.29
Chapter 4: Desktop Operation	4.1
Audio — Audio Software; Controlling the Sound Levels; Playing an Audio CD; Playing Sound Files; Sound Recording; External Speakers & Microphone	4.2
Connecting Peripherals — Printer; Installing Your Printer for Windows 95; Other Parallel Devices; External Monitor; External Keyboard; External Pointing Device; Serial Devices, USB Ports.	4.7
Optional Port Replicator	4.17
Chapter 5: PC Cards (PCMCIA)	5.1
PC Cards	5.2
PCMCIA Network Connections — Sharing	5.7
PCMCIA SCSI Interface	5.13
PCMCIA Modem	5.14

Chapter 6: Upgrading	6.1
Memory	6.2
Swappable Drives — To Upgrade Your Hard Drive	6.7
Firmware Upgrades	6.11
Other Upgrades (Card Bus).	6.11
Chapter 7: Configuring & Maintaining Your System	7.1
Setup Program	7.2
Main Menu	7.2
Primary Master and Slave Submenus	7.5
Boot Options Submenu	7.7
Advanced Menu.	7.9
Audio Options Submenu	7.11
Peripheral Configuration Submenu	7.12
Security Menu.	7.14
Power Menu	7.17
Exit Menu	7.20
Viruses	7.21
Backup	7.22
Archiving	7.23
Operating Environment	7.23
Cleaning	7.24
Chapter 8: Troubleshooting	8.1
Keyboard	8.2
Pointing Devices	8.3
Ports.	8.5

Table of Contents

Table of Contents

Chapter 8: Troubleshooting (continued)

Audio	8.9
CD-ROM	8.12
Drives	8.12
Booting Up	8.15
Miscellaneous	8.18
Modem	8.19
PCMCIA Cards	8.20
TV-Out	8.21
Glossary	G.1
Index	I.1

Federal Communications Commission (FCC) Statement

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

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

Notice 1:

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

Notice 2:

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

Conventions of This Manual

Using this manual will help you get the most from your WinBook® XLi computer. Keep the manual and the “Read Me First” card with your WinBook XLi to refer to when you want information and help. If you are an experienced user of computers and/or Windows® 95, you might find it useful to read Chapter One on the features specific to your WinBook XLi and then take advantage of the hypertext “WinBook XLi Help” file located in the **WinBook** folder in your Start menu. The hypertext links will enable you to move more quickly to the information you require. If you are a less experienced user, you should read through the manual carefully before using your system. Whether or not you are an experienced user, you should consult Chapter Eight (Troubleshooting) if you encounter any problems with your WinBook XLi. You will find answers there to many common problems or errors.

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

- Specific keyboard keys to be typed are indicated in square brackets: [Tab].
- Combinations of keys are indicated with a plus sign between the keys: [Shift]+[Tab]. For a combination of keys, you should depress the keys simultaneously. You might also find it easier to hold down the control keys ([Alt] or [Shift] or [Ctrl]) of the combination and then press the final key of the combination.
- The names of files in the Windows 95 long-filename format are represented as text contained within quotation marks: “Windows 95 file”.
- Menus and Windows in Windows 95 are presented in boldface: **Control Panel**.
- Paths to launch programs and documents from the Windows 95



Every attempt has been made to keep this manual current, but there might be changes between the writing of this manual and your purchase of the WinBook XLi. Consult the “WinBook XLi Help” file in the **WinBook** folder of your **Start** menu for the most current information on the functions and settings of your computer.

Start button are represented as paths in boldface:
Start/Settings/Control Panel/System.



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



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



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



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

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

- Read through all the instructions for your WinBook XLi, including this manual and the “Read Me First” card that came with your computer.
- Keep the area free of static electricity and magnetic fields. These can damage the computer and/or diskettes.
- Be sure to discharge static electricity from your body before touching the computer or keyboard.
- Use the same caution you would with any electronic equipment. Keep food, drinks, smoke and ashes away from your computer. Store the computer in an area that is not exposed to direct sunlight or heating

ducts. Keep the computer away from sources of excessive moisture. Damage to the computer caused by immersion is not covered by the warranty.

- When cleaning the computer or its components, apply the proper cleaning solutions or sprays only to the cloth, not to the computer or its components.
- If there is ever a need to disconnect internal components other than those mentioned in the instructions that came with your system, please have this done by a qualified service technician.
- You should never attempt to physically repair a CD-ROM drive or diskette drive yourself.
- Do not attempt to repair or open a battery yourself. The battery should not be exposed to extreme heat, as explosion can result.

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

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

The software described in this document is furnished under a license and may be used and copied only in accordance with the terms of such license. No responsibility is assumed for the use or reliability of software or equipment that is not supplied by the manufacturer or its affiliated companies.

Restricted Rights: Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013.

Acknowledgements:

WinBook® is a registered trademark of Micro Electronics, Inc. MS-DOS, Internet Explorer and Windows® 95 are registered trademarks of Microsoft Corporation. Zip® is registered trademark of Iomega Corporation. Active Desktop is a registered trademark of Intel Corporation. All other trademarks and registered trademarks are property of their respective corporations.

Copyright Notice:

Duplication or reproduction of this manual in any form without prior permission from Micro Electronics, Inc. represents an infringement of copyright.

©All rights reserved 1998

Manual Version 1.1

Release Date: April, 1998

Chapter One: Getting Started



WARNING

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

Suggestions for maximizing comfort in using a keyboard include:

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

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

Your WinBook XLi 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 XLi a match for desktop systems, there are several features of your WinBook XLi 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 XLi 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 XLi, check that all the items that you ordered are present and in good condition. Check the inventory checklist that came in the WinBook XLi box to be sure that all the components and optional components that you ordered are included. If anything is missing or damaged, contact Customer Service immediately (the Customer Service number can be found on the “Read Me First” card that was enclosed in your box).

- **WinBook XLi, 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 (optional)**

Save the inner box and all inserts and inner packaging. If you later need to ship or store the system, you will find these handy to have.



All software is preloaded onto the hard drive of your WinBook XLi. 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.





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.

- Windows 95 manual and CD
- Any optional components ordered

NOTE: *The WinBook XLi uses proprietary accessories (such as a port replicator) and you should only use those items that have been approved for your computer. Contact WinBook for information about obtaining approved accessories. 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.*

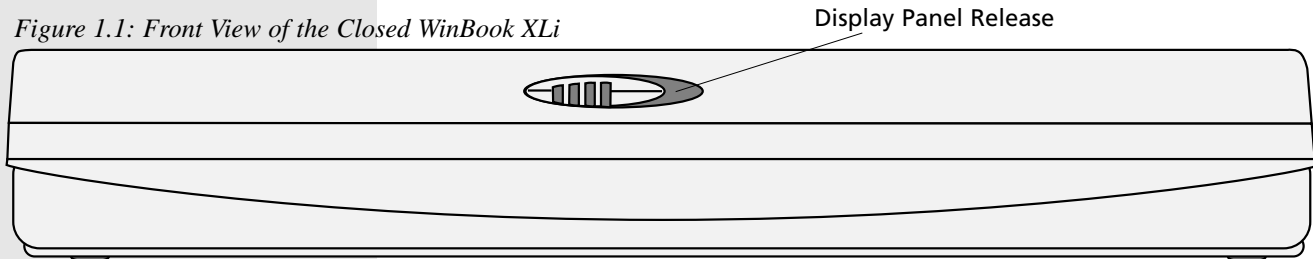
The WinBook XLi

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

THE FRONT (Figure 1.1)

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

Figure 1.1: Front View of the Closed WinBook XLi

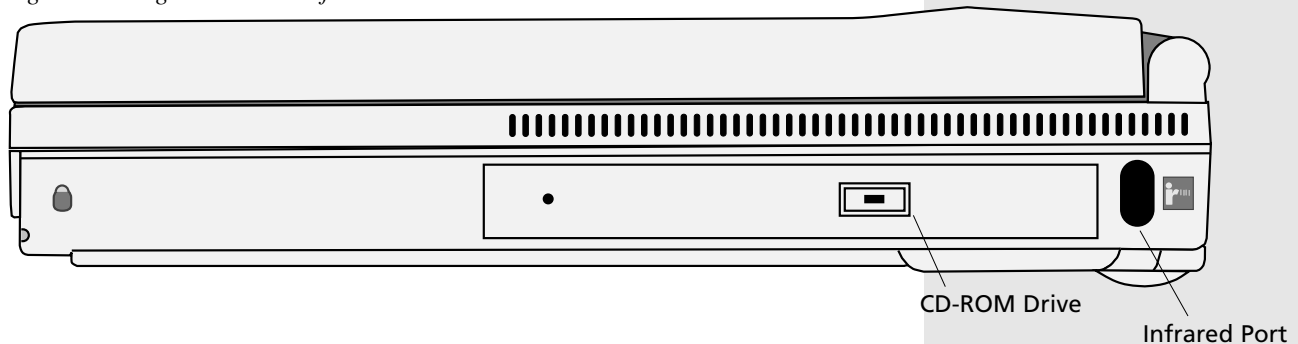


THE RIGHT SIDE (Figure 1.2)

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 pop 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.

Figure 1.2: Right Side View of the WinBook XLi

**THE REAR**

The back of the system has two doors that cover I/O ports for your WinBook XLi. (Figure 1.3) The door on the left flips down and slides in 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, pull it out and flip it back into position until it clicks securely in place. The door to the right houses the VGA, PS/2, TV-out, USB, serial and parallel ports for your system. (Figure 1.4)

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.

Figure 1.3 Rear View of the WinBook XLi

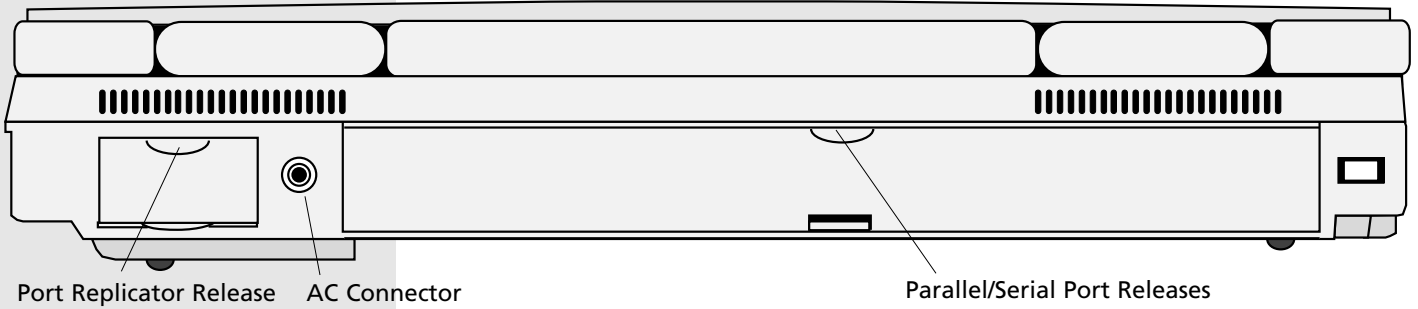
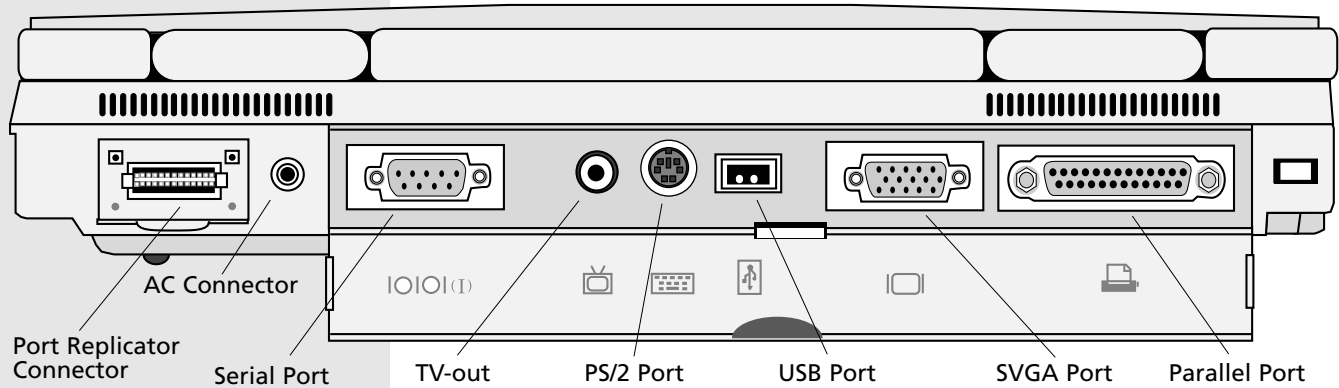


Figure 1.4: Rear View of the WinBook XLi, with Doors Open



The 80-pin Port Replicator Connector 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 XLi.

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

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

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

The USB (Universal Serial Bus) port of your WinBook XLi 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).

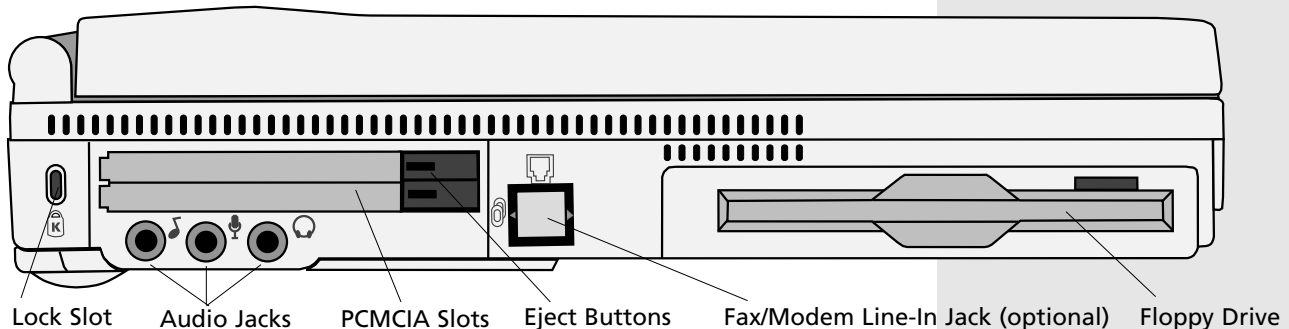
The SVGA port allows you to connect any standard computer monitor to your system.

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

THE LEFT SIDE (Figure 1.5)

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

Figure 1.5: Left Side View of the WinBook XLi



USB technology is in its early stages. Devices might not be readily available yet.



The PCMCIA slot covers flip in to accept PCMCIA (or PC Card) cards. 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 XLi.

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

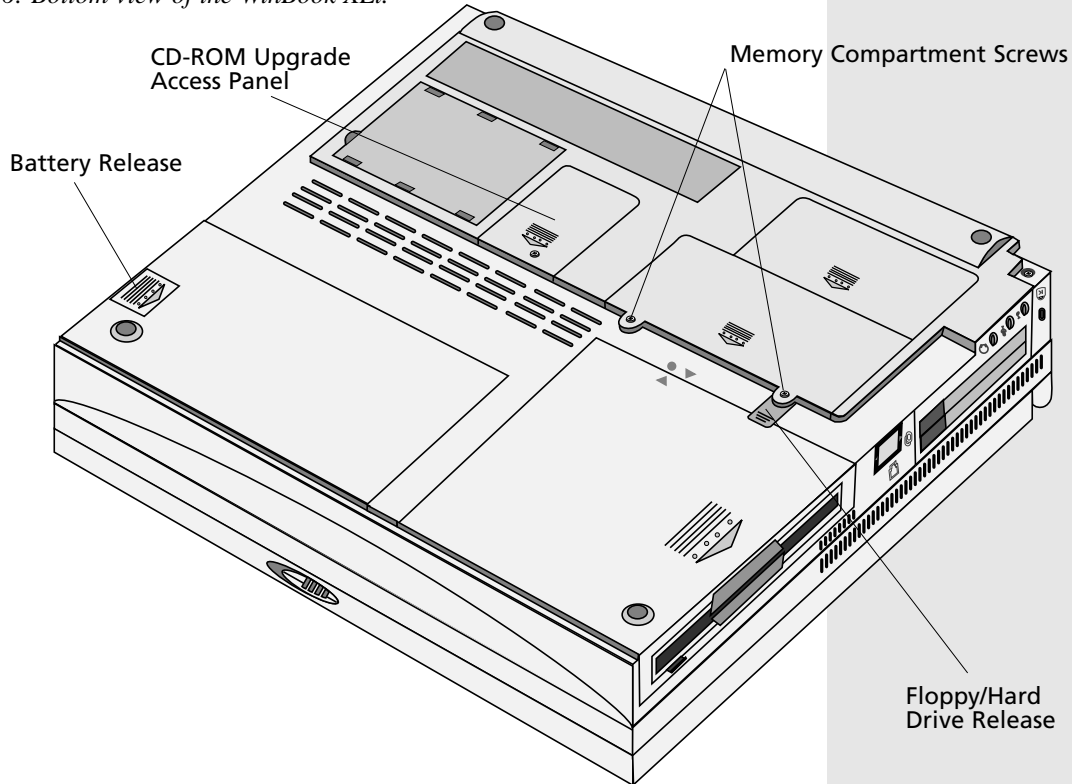
THE BOTTOM (Figure 1.6)

Battery bay has a release latch, which is slid away from the edge of the machine. Once the release is moved, you will be able to angle the battery from the bay.



At the center of the bottom of your WinBook XLi, there is a compartment which allows certified technicians access to the internal components of your system. You should not open this compartment since damage to the components inside could seriously disrupt system operation.

Figure 1.6: Bottom view of the WinBook XLi.



The memory compartment covers are secured by two screws that fit through holes in the forward memory compartment cover. Once these screws are removed, the forward cover can be moved and lifted from the case. This will then allow the rear cover to be removed from its compartment.

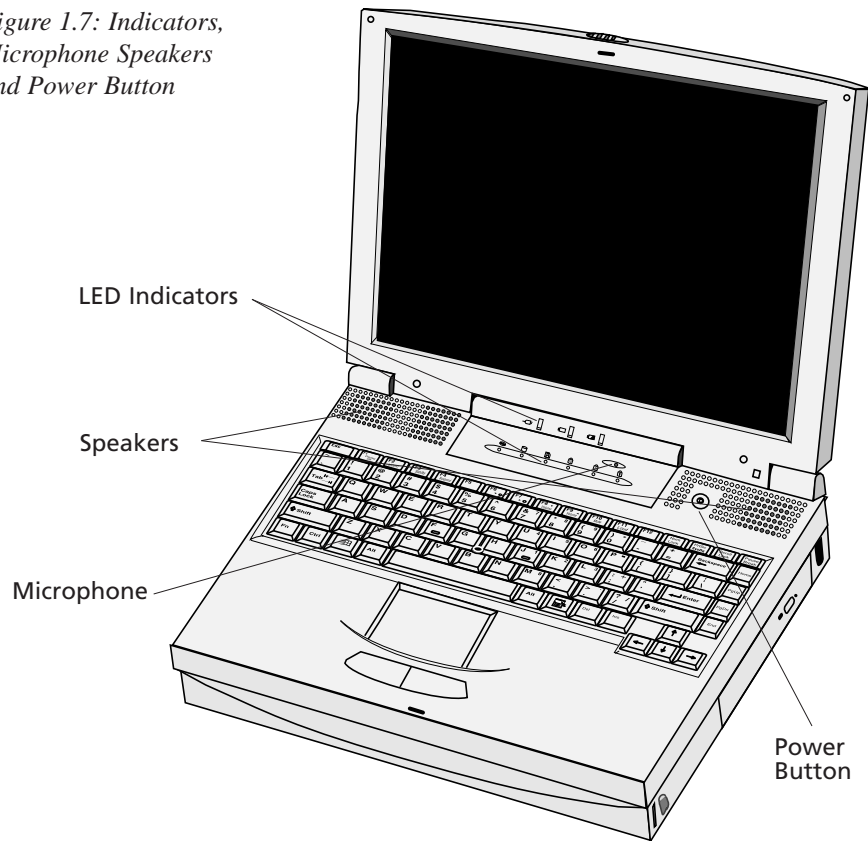
The floppy drive release is secured by one of the same screws that secures the forward RAM cover (the right screw). Once the screw is removed, the release can be moved and the drive unit angled out of its bay. This will allow access to the removable hard drive unit beneath it.

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.

Figure 1.7: Indicators, Microphone Speakers and Power Button



The built-in microphone is located in the small hole in the indicator panel (just above the scroll lock indicator LED).

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.

(Figure 1.8)

The power LEDs located on the hinge of the display panel indicate the current power use and battery status of your WinBook XLi. The 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.

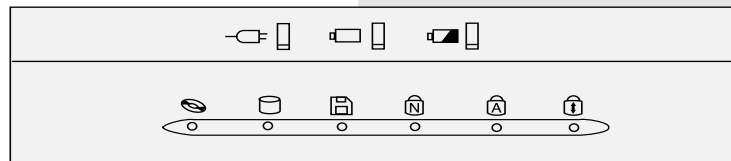


Figure 1.8: System Status LEDs

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.



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.

Power On

The first time you use your WinBook XLi, 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.

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

When you first start your new WinBook XLi, you will need your Windows 95 manual. On its cover is your registration number for Windows 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 to the previous step and review the information entered during that step.

1. 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 XLi. Correcting a misspelled name at a later date could prove challenging, even for an experienced user of Windows 95.
2. You will be shown the EULA (End User's License Agreement). Read this agreement and then accept its terms by double-clicking on the "I accept this agreement" checkbox.
3. 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.
4. Setup will now configure your system, registering your hardware and software into the Windows Registry. The system will restart to finish the configuration process.
5. 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.
6. You will then be asked to set the time zone for your location. If the date and time for your system are not correct, you can correct them here.

Every effort has been made to make certain that your WinBook XLi 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).





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.



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.



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.

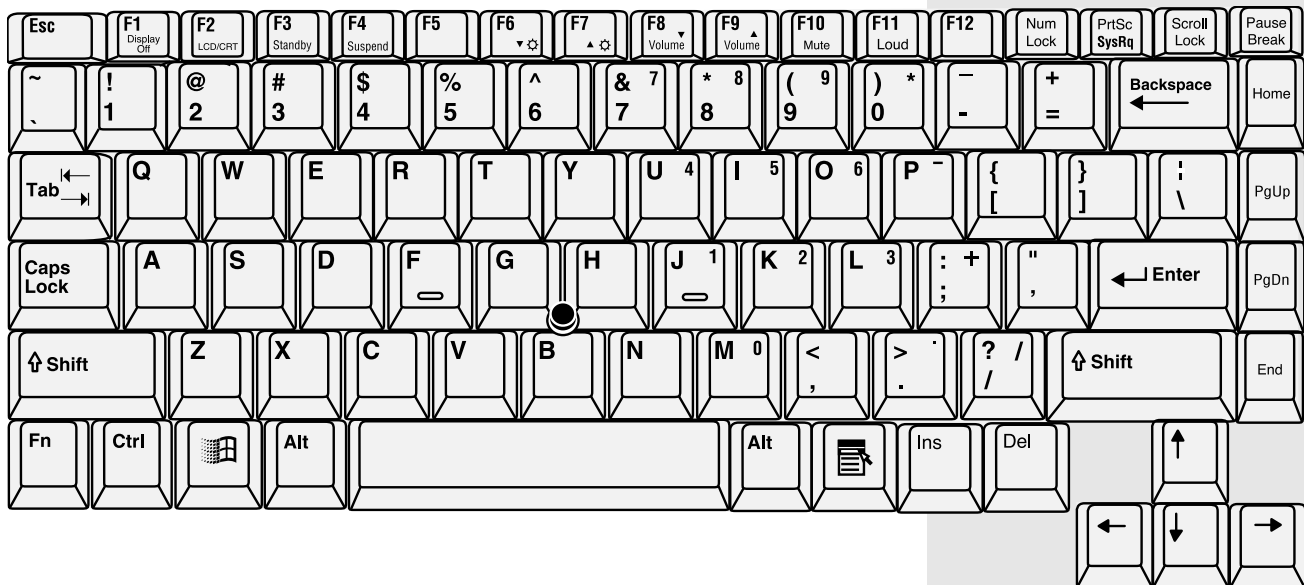
Your version of Windows 95 also comes preloaded with software for online service providers. You can double-click on the **Online Services** folder and then double-click on an icon to activate the associated software. The folder also includes an icon where you can find information about the term of the services.

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

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.

Figure 1.9: The XLi Keyboard (Shown with pointing stick available on selected models.)



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 grey on the keyboard. If the (Num Lock) 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 XLi, 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 func-

tion (or by holding the [Fn] key while pressing the key for the specific control function).

<u>KEYS</u>	<u>FUNCTION(S)</u>
[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 configured 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

Mouse Buttons & Pointing Devices

Your WinBook XLi comes with a built-in touchpad and possibly an optional pointing stick and can also support an external mouse via the PS/2 or serial ports. You can use two pointing devices simultaneously. See Chapter 4 for more information about pointing devices.

Touchpad

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

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

Pointing Stick *(on selected models)*

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



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

No matter which pointing device you use, the mouse speed for your WinBook XLi 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 utility will allow you to alter the 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 XLi 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). The keyboard controls work in subtle increments; you will need to hold down the key combination for several seconds to see a difference in screen brightness.

Your screen will support a resolution of 1024 x 768 pixels with 32-bit color. 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 “Framed” on your LCD. To obtain higher resolutions in DOS, your software would need to support SVGA and VESA-compatible modes (see your software documentation for assistance). If you have enabled the Expanded mode (see Chapter 7), your Winbook XLi will direct the display to the full screen. When you are displaying the video on the built-in screen, you cannot choose a higher resolution than the standard resolution.

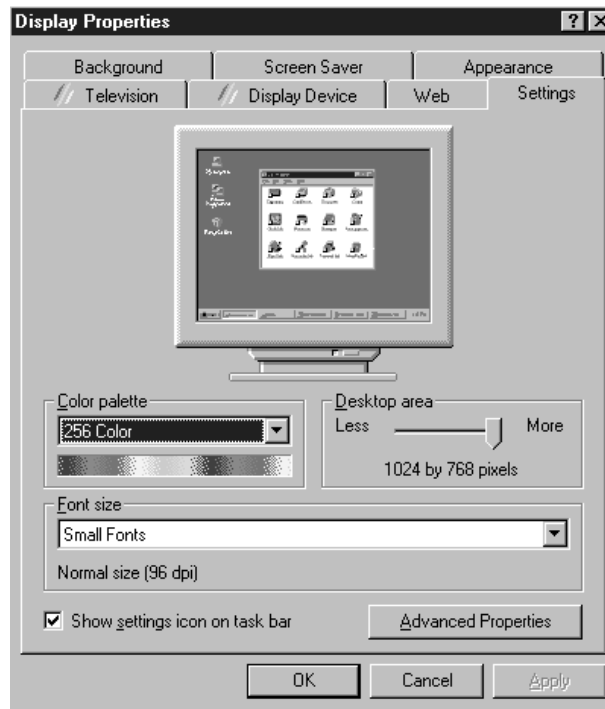
However, you can use a higher resolution when you output the notebook's video to an external monitor that supports high resolutions.

You can quickly adjust the resolution and number of colors settings through Windows 95's Display Properties window. To open this window, locate the display icon on the taskbar (the video screen icon). *(Figure 1.10)*

Figure 1.10: The Display Icon.



Figure 1.11: The Display Properties Window.



Click on this icon and select “Adjust Display Properties” to bring up the display menu. Click on the Settings tab. *(Figure 1.11)*

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 XLi, 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 operation (if advanced power management is enabled in Windows 95).

In addition to these warnings and actions taken by Windows 95, your WinBook XLi has built-in measures to help preserve data when battery power gets low. If your unit is set to Suspend on low power (the unit is shipped with this option active), you will receive a warning sound when a few minutes of power remain. When power gets critically low, the system will suspend to disk.

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).



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

To check your battery charge level:

Battery Icon

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

Control Panel

Double-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 XLi should run for over two hours on a single, fully charged battery and longer if power management is employed. The key to obtaining optimal battery life for your system is effective power management. You can set your system 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. (See Chapter Three for more information on battery use).

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 XLi comes with built-in audio hardware that plays sounds through the speakers built into the cabinet of your system. You can adjust the hardware volume as explained in the keyboard section above. You can also adjust the software controls of the audio through Windows 95.

You can adjust the audio volume by clicking once on the speaker icon on the taskbar (*Figure 1.12*) and moving the volume slide.

You can adjust the volume 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. (*Figure 1.13*)


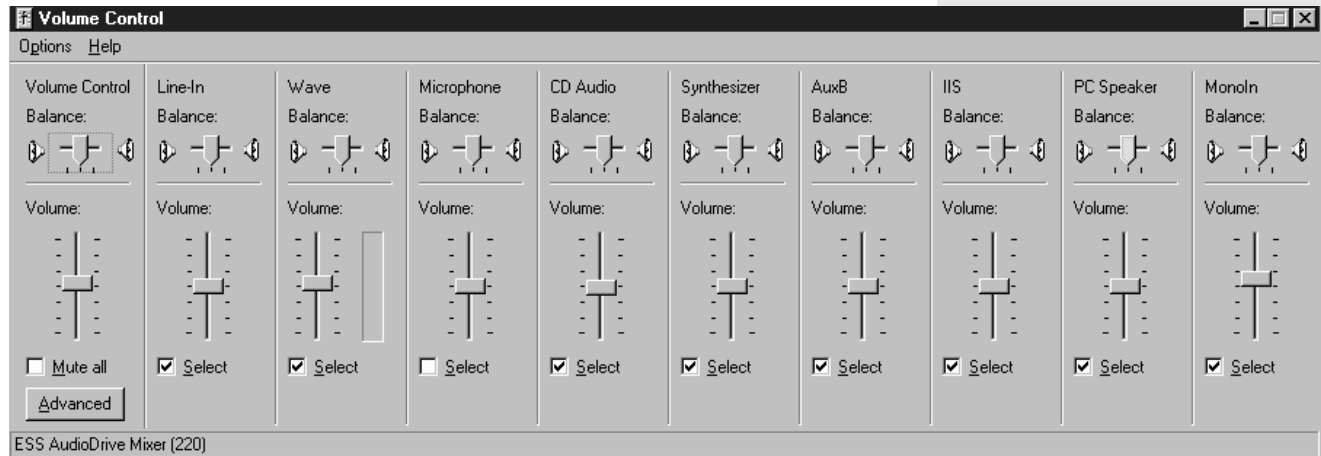
 Connecting external speakers to your WinBook XLi disables the built-in speakers.

Figure 1.12: The speaker icon on the taskbar.



Figure 1.13: The Audio Mixer.





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



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



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

Built-in Microphone

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

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

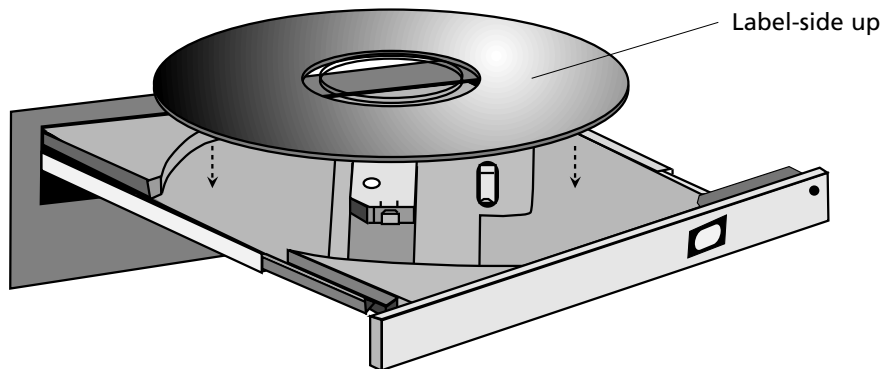
You can load a CD into the drive as described below:

1. Press the Load/Eject button.
2. The disc tray opens.
3. Wait until the tray stops. If the tray does not open far enough to insert the CD, gently ease the tray out until you have enough clearance to insert the CD.

4. Carefully place the CD (audio or data), with the label side up, on the disc tray. (*Figure 1.14*)
5. Be sure to carefully center the CD and press it into place on the loading tray. Since your WinBook XLi is meant to be portable, the CD is secured onto the tray rather than simply resting in a recess.
6. Close the tray. Be certain that it is closed completely.

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 auto play 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 the clock on the taskbar.

Figure 1.14: Loading a CD into the drawer.



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

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



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 XLi comes preloaded with Windows 95 as its operating system and Internet Explorer as its web browser. There is also the necessary software to use your Infrared (IR) port, USB ports and audio hardware in Windows 95.

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

Adding Software

If you purchased some other software, or if you already own software that you will be installing on your new WinBook XLi system, or if you buy software at a later date, you will need to know how to install that software on the WinBook XLi system.

The installation of software can be done through the **Add/Remove Program** icon in the **Control Panel**. Once in the Add/Remove window, double-click on Install in the **Install/Uninstall** menu and follow the



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

instructions. 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.

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



Chapter Two: Basic Computing

The Winbook XLi 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 XLi 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 XLi.



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.

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 XLi came with a certain amount of RAM, but that is not the limit 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 XLi, 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 XLi.

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

Hard Drives

The hard drive is the fixed disk which provides the primary storage medium for your data. Most of your programs and data will be stored on the hard drive. The capacity of your hard drive will probably be one or more gigabytes (1 gigabyte (GB) = 1,073,741,824bytes 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).

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. (Figure 2.1).

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.



Figure 2.1: The C: Drive.



Figure 2.2: C: drive properties



You can also find out the capacity, used space and available space on the C: drive by selecting the C: drive in the **My Computer** window. You can select an item by clicking on that item. You will now see the capacity of the drive in the left frame of the window. Scroll down through the frame to see the available information for that drive. (Figure 2.2)

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 for disk errors that can lead to data loss. The ScanDisk utility in Windows 95 (**Start/Programs/Accessories/System Tools/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.

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 (*Figure 2.4*).

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

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.



Figure.2.4: Hard Drive Tools

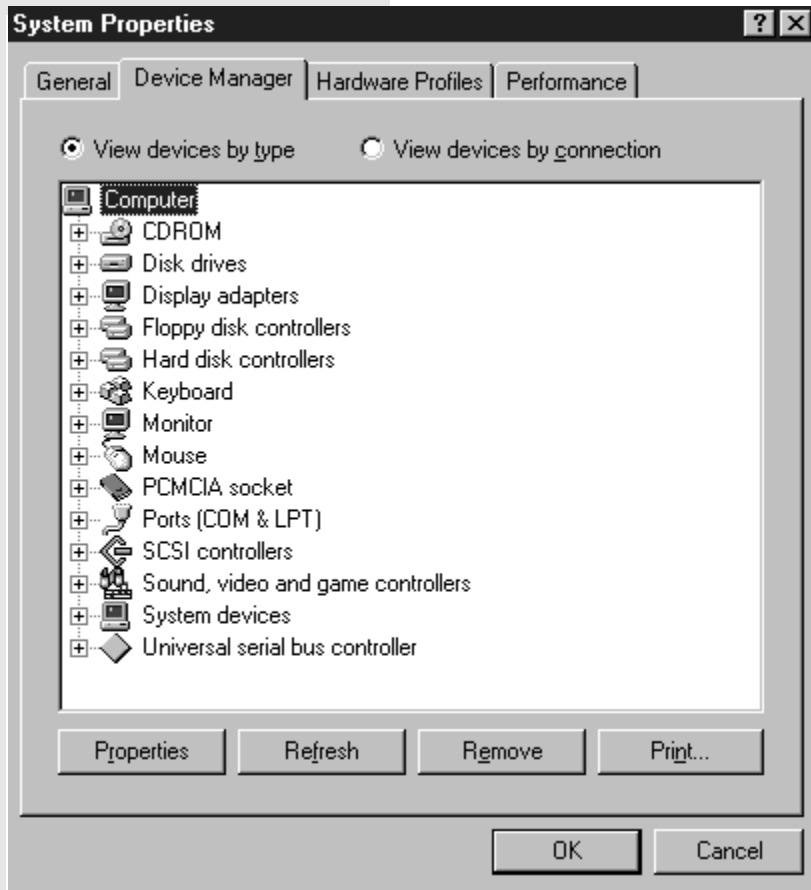


The Device Manager

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 XLi. Device Manager is the place where you can learn this information about your system. If you want to know more information about these pieces of the computer, you can click on the particular device in the Device Manager and then click on Properties. If there is a problem with the device, you will get some basic information here on the source of the problem. If there is a conflict between two (or more) devices, you will also be told which devices are trying to use the same IRQ or resource.

Figure 2.5 Device Manager.



You can get to the **Device Manager** through the System icon in the **Control Panel (Start/Settings/Control Panel)** or by right-clicking the **My Computer** icon on the desktop and selecting **Properties**. In the **System Properties** window, click the **Device Manager** tab (*Figure 2.5*).

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

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 file 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

Be sure to read the Windows 95 manual carefully before altering any settings in **Device Manager**.





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

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.

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 (since 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 XLi 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 be lowered and the diskette spun to allow access to its surface.

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

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.

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 an Iomega 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.



To see some of the specific differences between the active desktop and the old desktop check with the Winbook XLi Help file.

Windows 95 Functions

Your WinBook XLi ships with the Windows 95 Active Desktop option. (*Fig. 2.6*) This desktop differs from the older Windows 95 desktop in several ways:

- It is designed for easier connectivity to the Internet, which can save you time if you rely heavily on Internet connectivity. Note: In order to take advantage of the power of the Active Desktop you will need an

Internet connection via a modem or network PCMCIA card or other network connection.

- It can be set to allow for scheduled or immediate updates of web material, so that your desktop is maintained with current information.
- It uses a web page design, which helps make the differences between files on your computer and links to Internet sites less apparent. This can enable you to keep track of local and Internet materials together.
- It does not tile open Windows as you move down through a hierarchy of folders, but keeps a single window open while moving from one folder to the next. The window uses “forward” and “back” arrows to permit you to move through the hierarchy.
- It provides an “address” line for a given directory, which can allow you to quickly type in a different directory or web (World Wide Web—see below for more information) address and change the active window. Note: When typing in a new address, remember that web addresses use forward slashes to separate directories or folders, while Windows 95 uses backward slashes. If you type forward slashes for a folder on your hard drive, Windows 95 will convert these to backward slashes.

Figure 2.6 Active Desktop



If you would prefer to change your desktop to the original Windows 95 desktop, there is a section below that explains how to do so.

If you not familiar with Windows 95, you should familiarize yourself with the taskbar. (Fig. 2.7)

Fig. 2.7 The Windows 95 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.

If you are new to the Active Desktop, you will notice that the taskbar also includes a tray beside the start button. This tray contains four icons that allow for easier navigation of the Active Desktop; double-click on any of these icons to activate its function. The left icon launches Internet Explorer. The second icon from the left launches the Outlook Express communication program. The third icon brings the desktop to the foreground. The fourth allows you view Channels, which are web sites optimized for use with the Active Desktop.



You can learn more about the use of the Active Desktop by checking in the Windows 95 Help file (**Start/Help**).

You should also take a moment to familiarize yourself with the **My Computer** icon. (Figure 2.8).

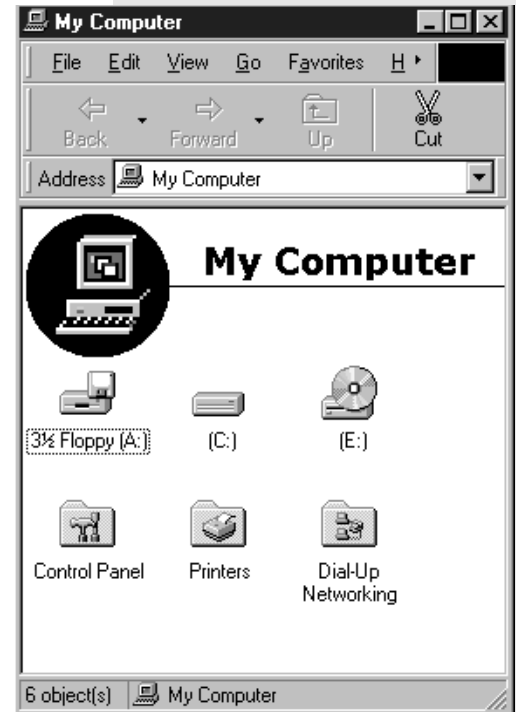
This provides a starting point for getting at programs and files stored on your computer. In the Active Desktop mode, you will also see a frame at the left of the open window which provides a description of the currently highlighted item in the window. You can also use the **Windows Explorer** program 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 multi-task 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 that are not used by the foreground application might also be usable by background applications.

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 XLi has been set up with most common Windows 95 components active. There are, however, other components that can be added to

Figure 2.8 My Computer.





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 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 XLi or contact Technical Support for information on obtaining those drivers.

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).

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 XLi system is capable of running older DOS and Windows 3.x software if you already have such programs, but neither of these will take advantage of all of the features of your Winbook XLi system. If those programs are adequate to your purposes, then they will just run fine, but, if you buy Windows 95 compatible software for your system, it will run most effectively.

Windows 95 Desktop

If you prefer to use the original Windows 95 desktop, it is possible to convert your desktop from the Active Desktop to the original.

You can toggle off the Active Desktop by right-clicking on the desktop and selecting **Active Desktop**. You can then use the **View as Web Page** option to switch between the Active Desktop and the older desktop. This toggling

only affects the look of the desktop itself. In order to change the look of folders on the desktop, you will need to make some additional changes.

To change the look of your folders, start by right-clicking on the desktop and selecting **Active Desktop**. You can then use the **Customize my Desktop** option to open the **Display Properties** window. You can delete any Active Desktop items from the list by selecting that item and clicking on the **Delete** button. Then click on **Folder Options** and click on the **Yes** button to view the **Folder Options** dialog box. Click on the radio button beside "Classic Style."

Open **My Computer**. You will see that these changes still leave your folders with the browser toolbar and address field. You can hide these by placing your mouse cursor just below the address field until it becomes the double-headed arrow that is used to resize windows. Click the left mouse button and drag the lower border of the toolbar area upward until the address field and browser toolbar disappear. This should give you a desktop look that is much closer to the original Windows 95 desktop.

Communications

Your WinBook XLi might come with the optional built-in fax/modem or a PCMCIA 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). If your modem is PCMCIA, see Chapter Five for information on using PC Cards.

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

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



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



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

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

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.

Figure 2.9 Online Folder



Modem Communications

You can use the optional modem to connect to other computers with a modem, or to log into networks that allow modem access. Your modem if purchased 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) (Figure 2.9).

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. 56K baud) represents the speed at which the modem is capable of transmitting information. A modem with a speed of 56K baud means that the modem can transmit 57,600 bits (not bytes) per second (bps). Your modem may be capable of faster speeds of transmission from modem to computer. This does not affect the rate of communication between modems, but, if both modems are capable of such com-

pression, 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

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



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



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 the World Wide Web

If your WinBook XLi came with a modem, or if you have a network connection, you can use your computer to connect to the Internet and World Wide Web. Active Desktop is designed to help provide quick access to the Internet, so you will want to familiarize yourself with the functions of the Active Desktop. To enter the Internet, you will need to log your computer into a network connected to other networks as part of the Internet. If you have a modem, there are providers who just provide access to the Internet. 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. If you have a direct connection to a network line, you will find this connection to be a much faster way to access the Internet than via modem.

Once connected to the Internet, you can use this connection to send email, download and upload files, and connect to a variety of information and entertainment sources. You will need a web browser, such as the Internet Explorer program that is included with Windows 95, to be able to access information on the World Wide Web. The browser program includes the necessary software to handle most of the program, text, graphics, sound and video files of the web. In some cases, you might need additional software for certain files, but this software should be available as a download from the web.

Once you have become familiar with your WinBook XLi, you can find more extensive information about the World Wide Web in your WinBook XLi Help file.

DOS Games

Many games will run in Windows 95, but some will want to run in a DOS window. Your XLi comes with special DOS prompts in the WinBook folder that provide memory options for certain DOS software, including some games. If you have problems running a DOS game in Windows 95, consider exiting to DOS (by selecting "Restart in MS-DOS mode" from the Shut Down menu) or setting up the DOS window yourself. See the documentation for Windows 95 for more information on using DOS.

Since games are among the most demanding programs for your system, you will want to have some knowledge of the settings and specifications for your XLi. This will help you set up the system effectively for your software demands. Games often require the CPU, hard drive, CD-ROM, joystick, mouse and sound hardware simultaneously. Proper settings of all these components will help your games run effectively.

If you need specifications for your hardware, check the WinBook XLi Help file loaded into your system (in the WinBook folder).

Chapter Three: Mobile Computing

Battery Operation

Charging

Your WinBook XLi comes equipped with a durable, lightweight, rechargeable lithium-ion battery that can power your system for over two hours when fully charged (longer if power management is used). (*Figure 3.1*) 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).

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 let the battery fully discharge and charge to keep your battery in good condition.

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

When you use your notebook for the first time or 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. (See the section below for calibration information).

Over time, as the battery is charged and discharged, it gradually stores less charge. Li-Ion cells generally last 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.



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.

Changing

You can purchase a second battery for your WinBook XLi.

This second battery is installed in the battery bay.

1. Slide the edge release toward the middle of the machine.
2. 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. (*Figure 3.2*)
3. Angle the new battery into the bay.
4. The edge release should click into place.

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

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

Once the calibration is completed, your WinBook XLi will be able to accurately gauge the charge of the battery.

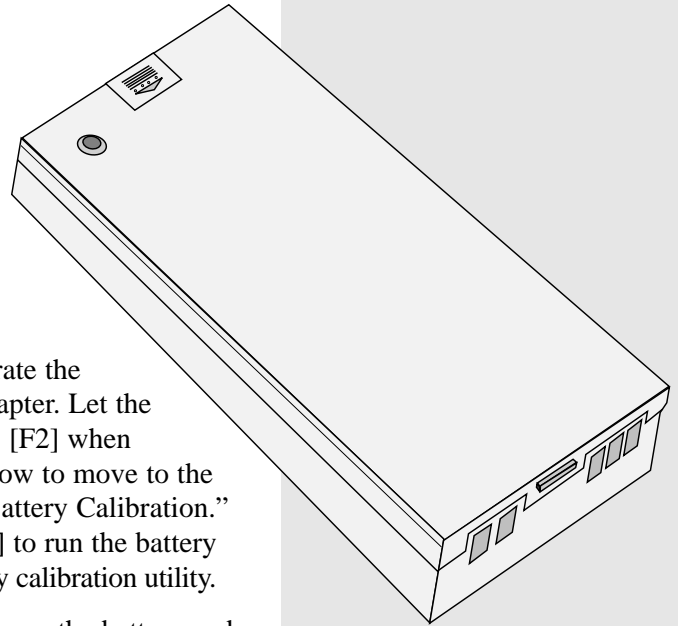
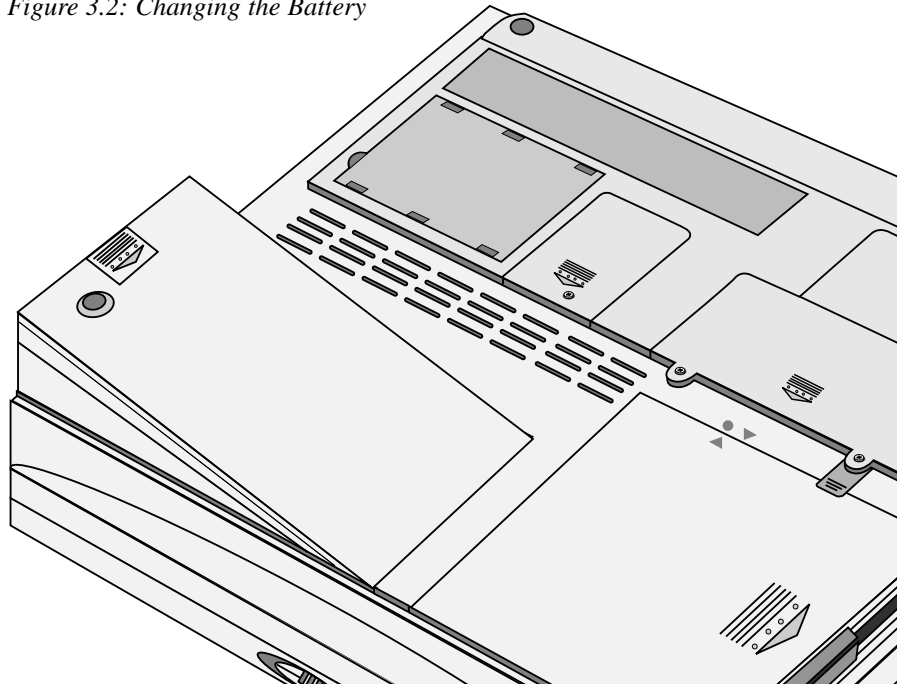


Figure 3.1: WinBook XLi Battery

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



Figure 3.2: Changing the Battery



CMOS Battery Replacement

In addition to the battery that allows you to power your system for mobile use, your WinBook XLi includes a small, non-rechargeable lithium battery that maintains the clock and calendar functions of your system. This lithium coin cell has an average effective life of 1-2 years under normal operating conditions. *(Figure 3.3)* If you notice a problem with your system date or time, or have another problem with your system that Technical Support suggests results from a failing CMOS battery, you should replace this battery as follows.

Note: You must replace this battery with the same type of battery. You should be able to purchase the battery at a computer retailer.

1. Be sure that the system power is off and that the computer is unplugged from the AC power.
2. Remove the main battery by sliding its release in the direction indicated by the arrow and then angling the battery from its compartment (see the section on Battery Changing above for more detailed directions regarding removal of the main battery).
3. Gently use a small screwdriver to pry the battery up and out of its compartment.
4. The new battery has a (+) marking etched into its top surface. With this (+) side facing up, insert it into the compartment and press it gently into place. You will have to angle it slightly to get it into the compartment.
5. Replace the main battery and connect the AC power.
6. Turn on the system and press [F2] during the power-up process to enter the Setup menu (you will see the directions “Press [F2] to enter setup” at the bottom of the screen).
7. In the Main Setup Menu, check the system date and time. If either is incorrect, change the values to update the system. See Chapter 7 for more information about using the Setup program.

Be sure to dispose of the old battery in accordance with your local regulations.

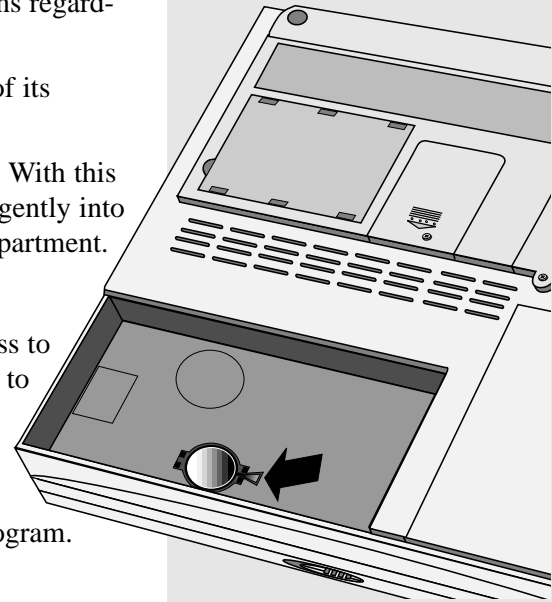


Figure 3.3: CMOS Battery

Power Management

In order to make the most of the mobile computing capabilities of your WinBook XLi, 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.

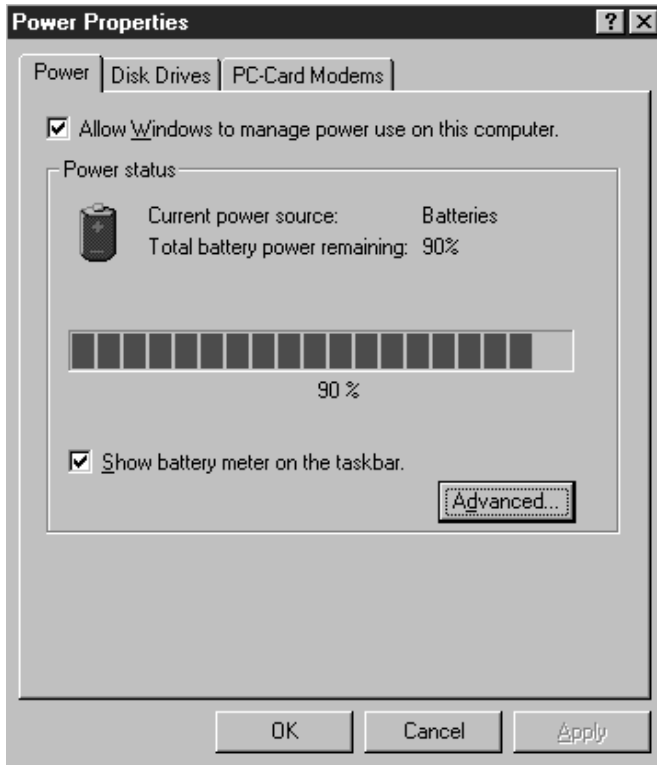
1. Your WinBook XLi has power management features built into the BIOS Setup program. You can change the degree of power management by entering the BIOS Setup program (see Chapter Seven) and adjusting the power management settings. The Setup Program provides a more extensive array of power management options than the Windows 95 power management discussed below.
2. 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. You will 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**. (Figure 3.4)

Figure 3.4: The Power Utility



You can activate these by double-clicking on the **Power** icon in the **Control Panel**. (Figure 3.4)

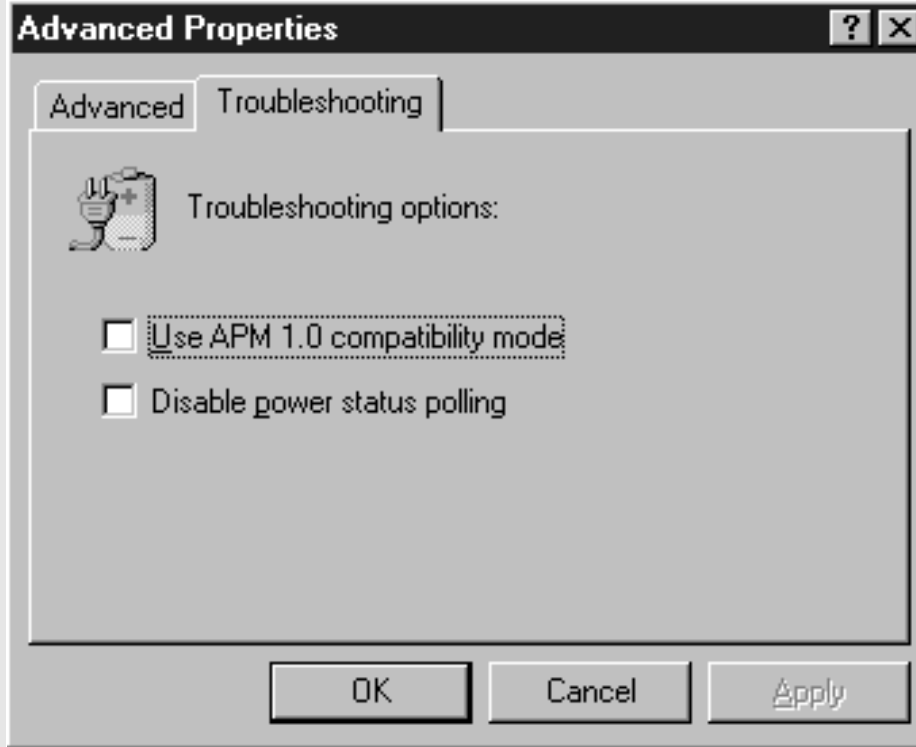
If you choose to allow Windows 95 to control the power management, it will take command of the power management settings during Windows 95 sessions. (Figure 3.5)

Figure 3.5: Power Properties*Figure 3.6: Advanced Power Properties*

Clicking on the **Advanced** button allows you to add the Suspend function to the start menu. (Figure 3.6) 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. (Figure 3.7) You can consult the Windows 95 documentation for information on these options.


Figure 3.7: Troubleshooting Power Savings




The Windows 95 power management tools also allow you to specify the time period of inactivity before the hard disk is spun down. (Figure 3.8) 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.

Figure 3.8: Hard Drive Power Management

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

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. 

While you do not need to “conserve” power when using the AC adapter, power management can help speed the recharging of the battery. 



When the unit is suspended to RAM, the power management system cannot gauge battery charge levels. Since the Suspend-to-RAM mode uses a trickle of battery power to maintain the information in RAM, the battery will slowly discharge in this mode. As a result, it is possible, if the unit remains suspended until the battery is completely discharged, for the information in RAM to be lost. If you will be suspending the system for a long period, you should use the Suspend-to-Disk method.



If your WinBook XLi is unable to suspend to disk (for example if your Save-to-Disk partition is too small or damaged), it will suspend to RAM. When the unit is suspended to RAM, there will be a slow trickle of power and the battery could drain completely and data could be lost.

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

WinBook XLi Low Power Measures

When you are running on battery power, your WinBook XLi tracks battery charge. When battery power gets low, the unit will provide warnings and eventually take action to help preserve data.

When the WinBook XLi estimates that the battery has only a few minutes of battery power remaining (the actual time will vary with usage), the middle indicator on the hinge of the display panel will start to flash on and off. A system buzzer provides an audible warning. (You can disable this buzzer in the Setup utility—see Chapter Seven).

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

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

Standby and Suspend Modes

While both Standby mode and Suspend mode permit power savings, each serves a different purpose. The Standby mode 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 XLi 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 XLi 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 every 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 XLi. 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

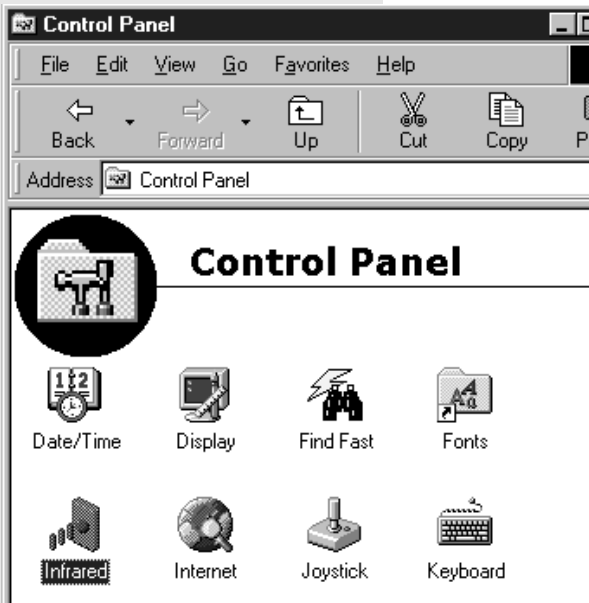
The infrared (IR) port of your WinBook XLi provides a powerful tool for connecting to other computers, networks, and peripherals via a high-speed wireless connection. This port is sometimes referred to as a serial infrared port (SIR), but it is also capable of functioning as a second parallel port for

printing. This port allows you to 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). Double-click on the **Infrared** icon in the **Control Panel (Start/Settings/Control Panel/Infrared)**. (Figure 3.9)

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. (Figure 3.10) If a device is not found, try adjusting the distance and angle between the two IR ports.

Figure 3.9: Windows 95 Infrared Controls



You can adjust the options for your IR port by selecting the **Options** tab. (Figure 3.11) 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).

Figure 3.10: Infrared Connection

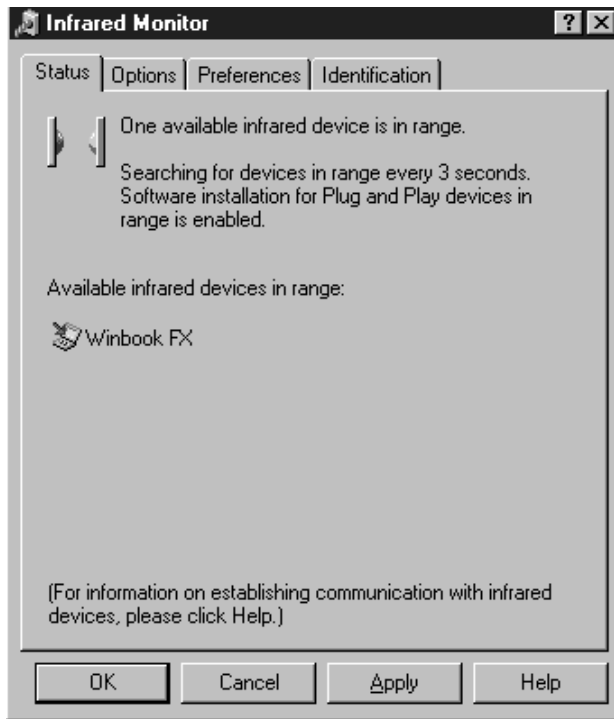
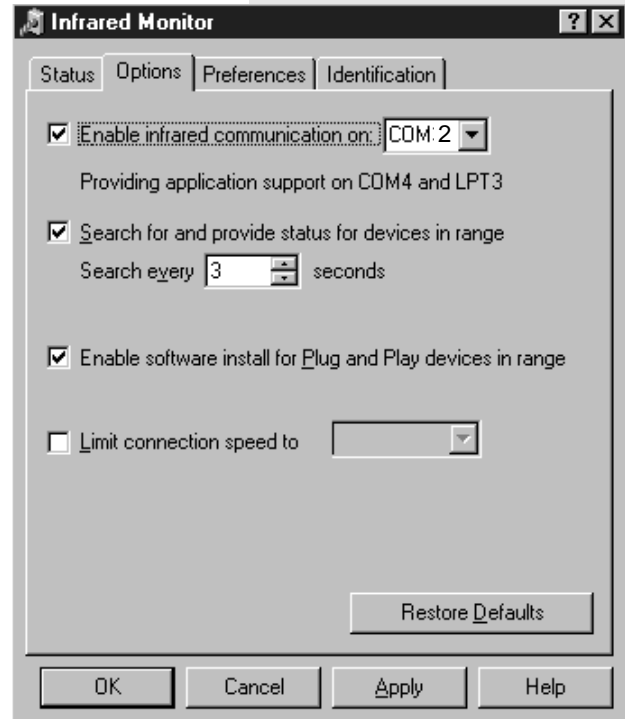


Figure 3.11: Infrared Options



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

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

Fig. 3.12: Identification of your computer



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 (start/programs/accessories).

IR Connections Between Computers

If you are going to use the IR port to send information between your WinBook XLi and another IR-capable computer, there are a couple of steps that you will need to perform before your WinBook XLi 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 XLi to a desktop computer) or for file sharing (such as on a network), you will need to set these up first.



Figure 3.13:
Add/Remove
Programs

Figure 3.14: Windows Setup

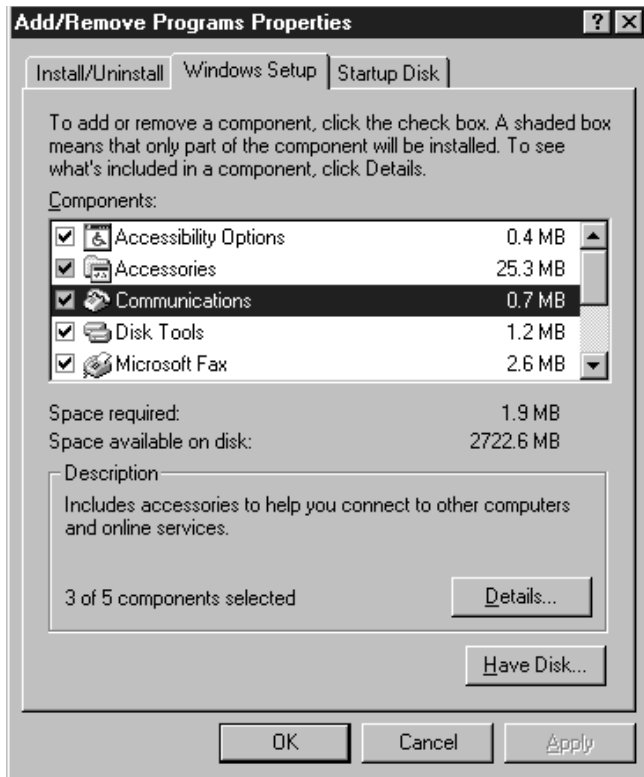
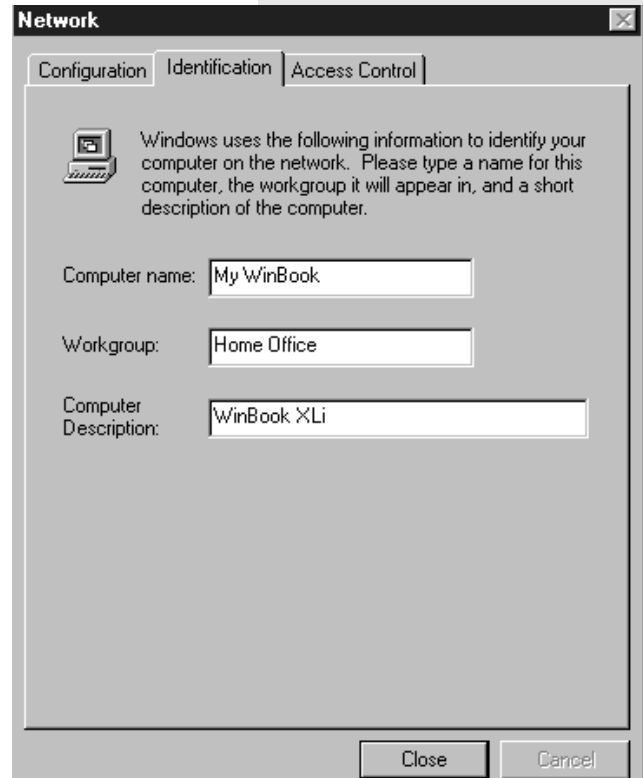


Figure 3.15: Computer and Workgroup Names



Direct Cable Connection

In the **Control Panel**, select the **Add/Remove Programs** utility by double-clicking on it. (Figure 3.13)

When the Add/Remove Program Properties window opens, click on the **Windows Setup** tab. Double-click on Communications and then the Details button. (Figure 3.14)



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.



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.



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

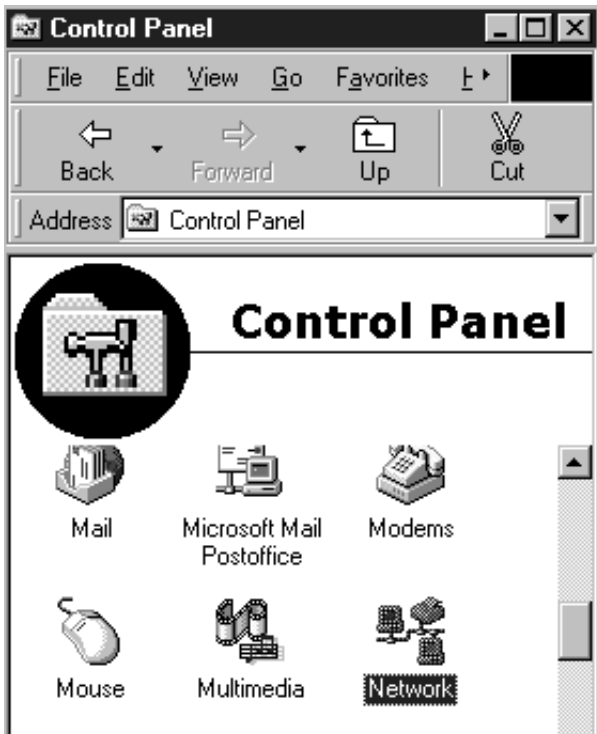
Click on **Direct Cable Connection**. If you have not already set up the **Dial-up Networking** option, you will be asked to establish this as well. The **Dial-up Networking** activates certain network options of Windows 95 that are necessary for using the **Direct Cable Connection**. Click **OK** to 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. (Figure 3.15)

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.

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 XLi (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.

Sharing

If you want to make files on your WinBook XLi 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

Figure 3.16: Networking

WinBook XLi, 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**. (Figure 3.16)

This will bring up the Networking window. Click on the File and Print Sharing button. (Figure 3.17)

You will be asked to decide if you want to allow file sharing, print sharing, or both. Click on the appropriate checkboxes. (Figure 3.18)

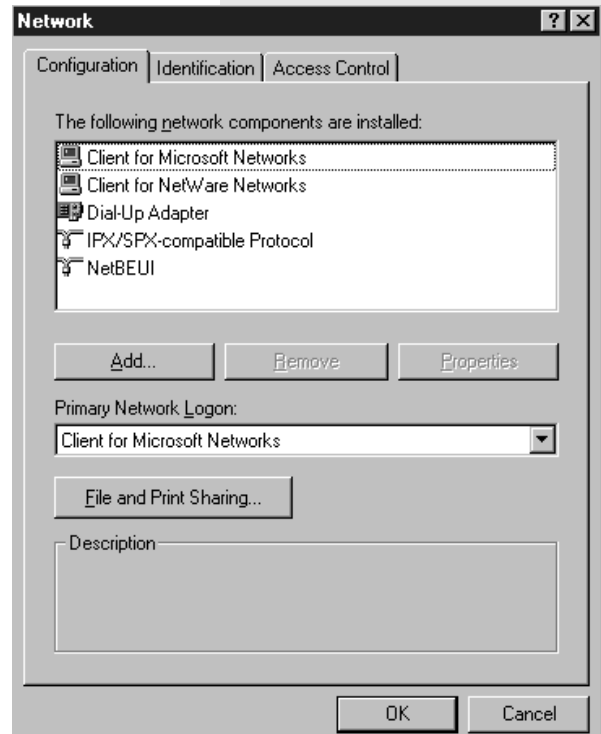
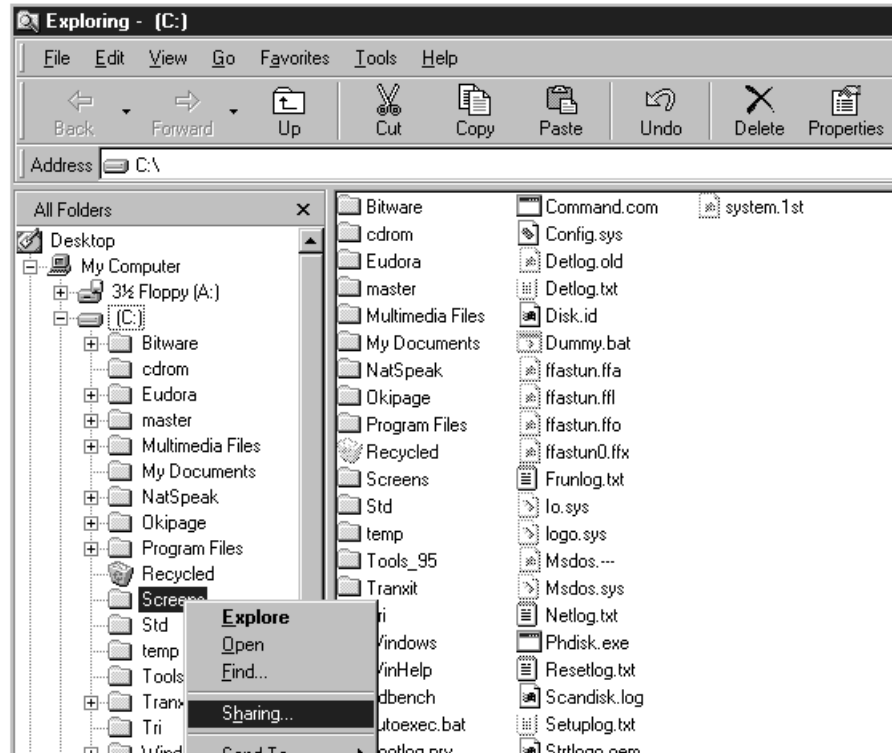
Figure 3.17: Network Options

Figure 3.18: File and Print Sharing



You have now established the file and print sharing for your WinBook XLi. 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**

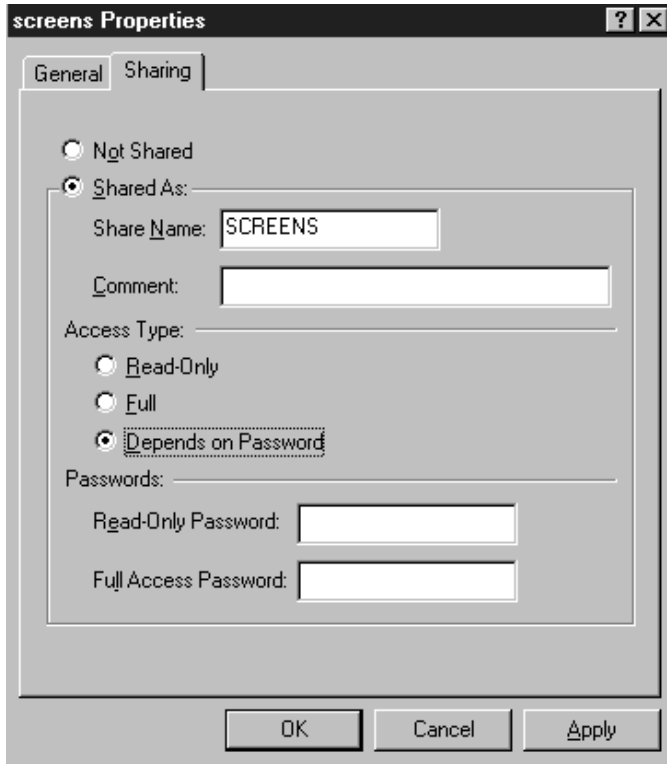
Figure 3.19: Sharing a Folder



Sharing is 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.

Computer and the drive window containing the folders you want to share. (Figure 3.19) Find the folders that you want to share. Right click on the folder and click on the Sharing option of the pop-up menu.

Figure 3.20: Access to Shared Folders



You will now be asked to establish the kind of access you want to allow to this folder. (Figure 3.20)

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.



If you have the machines in range, you can 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.

Making the Connection

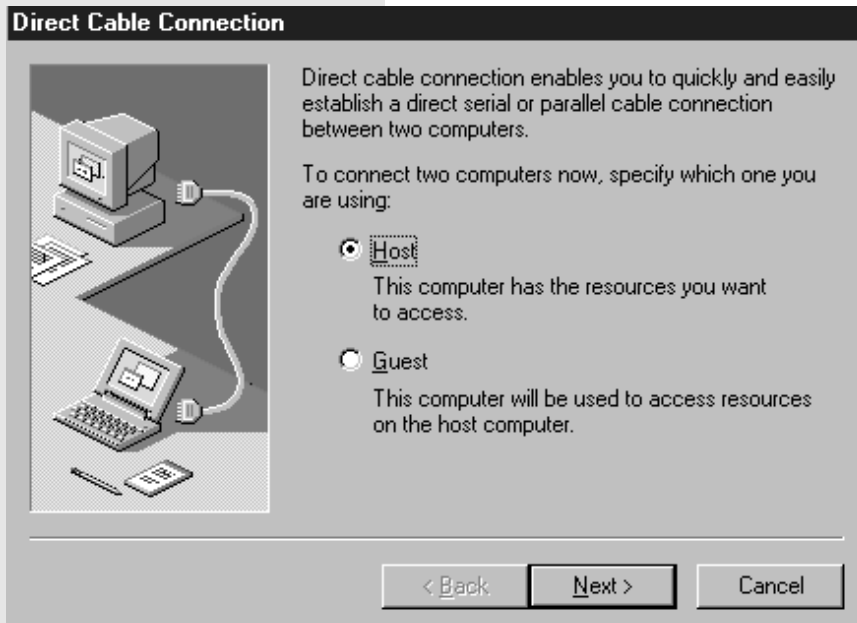
To establish the IR connection between your WinBook XLi and another system, you will use the IR as if it were a direct cable connection between the systems. Note: the other machine will also need to have the software to support this connection. If the other machine is not set for a Direct Cable Connection,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

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 is the first time you are using this connection, you will be asked if the machine will be serving as a host or a guest. (Figure 3.21) 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.

Figure 3.21: Host or Guest?



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.

(Figure 3.22)

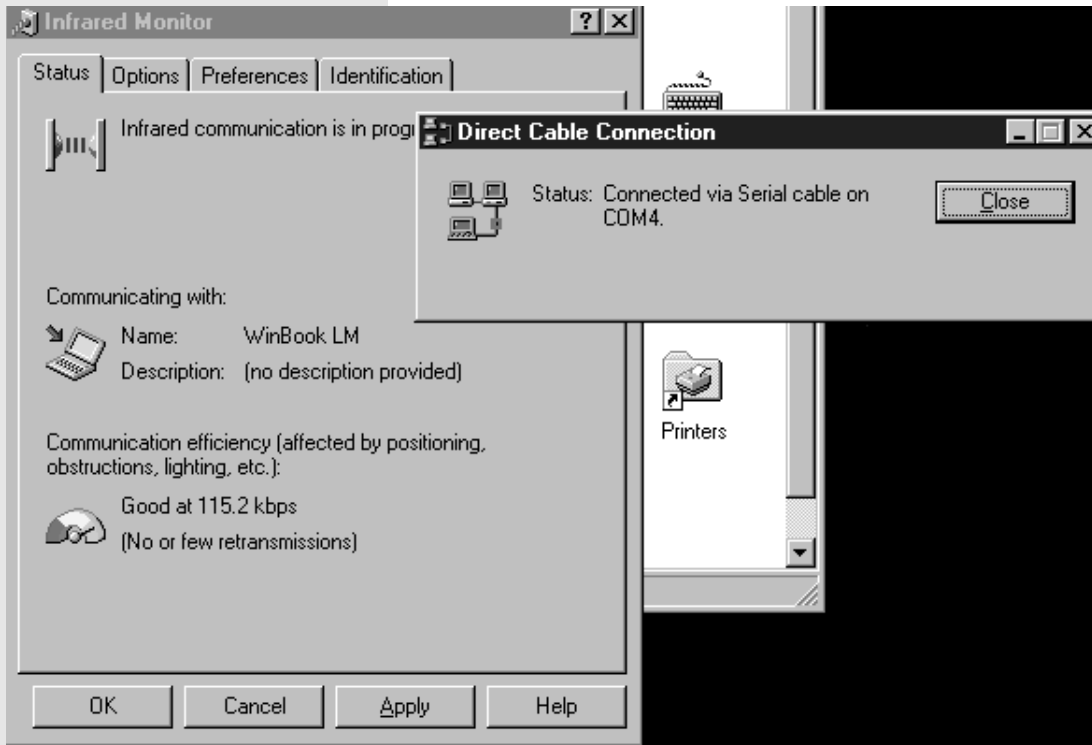
Figure 3.22: Guest Password Requirement



When both machines have established a connection via the IR, you will receive information on the connection. (Figure 3.23)

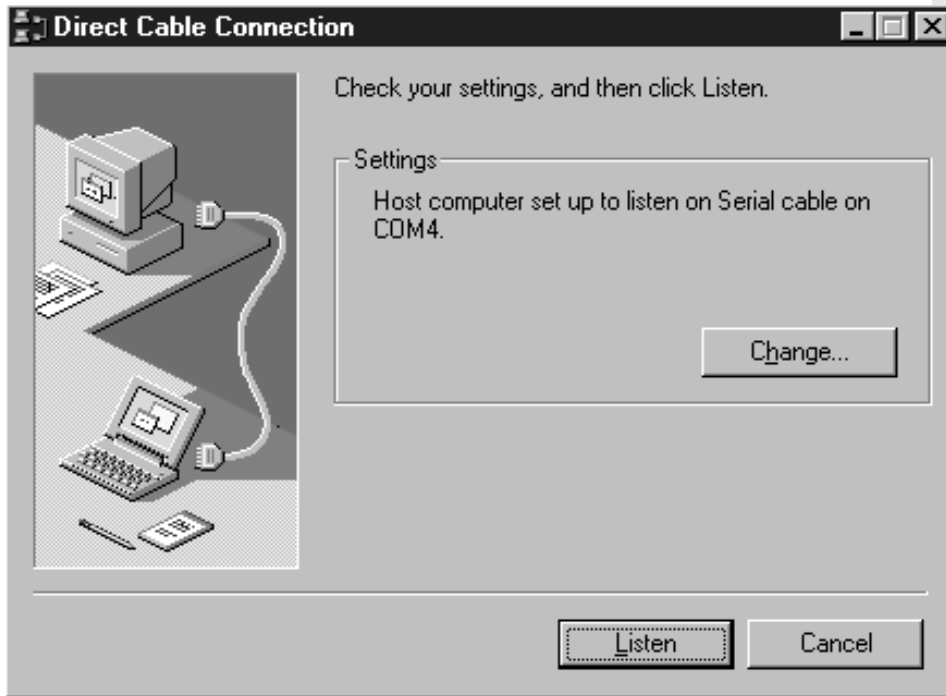
In subsequent session, your WinBook XLi will default to the host/guest status that it had in the last session. You can change this by clicking on the Change button. You will then be asked to establish the port for the connection. If you want to maintain the same status as the last session, just click the **Listen** button (if your WinBook XLi is the host) or the **Connect** button (if your WinBook XLi is the guest). (Figure 3.24)

Figure 3.23: IR Connection Between Computers



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 XLi.

Figure 3.24: Subsequent IR Connections



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, double-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 XLi 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. This cable is a 3/2 cable providing both video and audio connections. The TV-out jack and the audio-out jack on your WinBook XLi 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 XLi, follow the directions below.



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

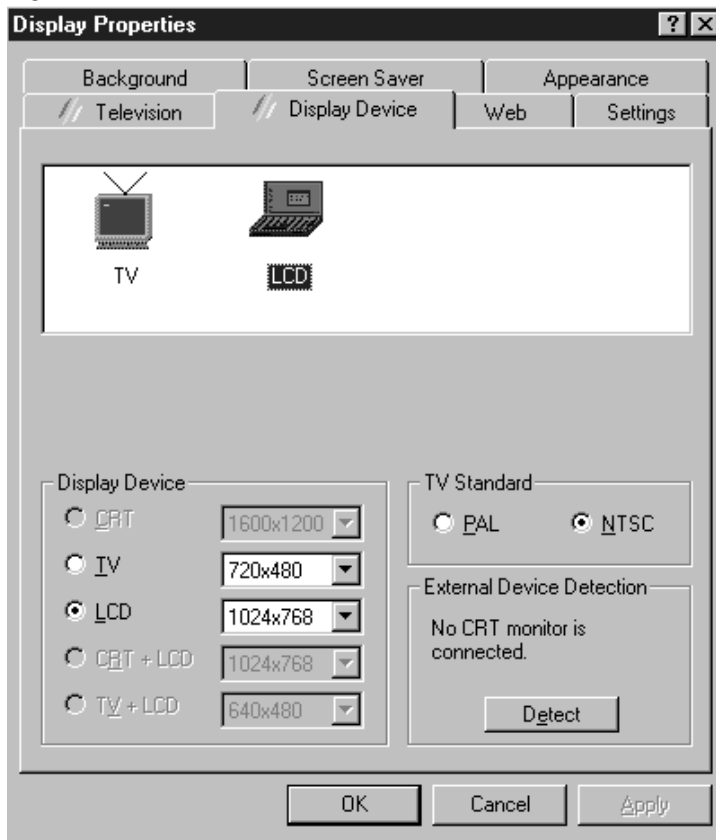
1. Turn off the computer. Open the back I/O port cover and locate the TV-out jack in the rear panel connector compartment. Locate the stereo line-out jack on the left side of the computer.
2. One end of your A/V (audio/visual) cable has two jack plugs: one video and one audio. Insert the video plug into the TV-out jack. If you need sound, insert the audio plug into the stereo line-out jack. (The plugs are of different sizes and will only fit in the appropriate jack.)
3. On the other end of the cable, insert the same-colored plug into the video input jack on the TV receiver as you inserted on the system. If you need sound, insert the red and white plugs into the left and right channel audio input jacks. (These plugs are all the same size. You might need to reverse the audio plugs to get the proper audio balance.)
4. Turn on your computer and turn on the power to the TV receiver. As your notebook starts up, prepare to hit the [F2] key. Watch for the

prompt “Hit <F2> if you want to run SETUP”; it will go by quickly. Press the [F2] key to start the BIOS Setup program. In the Advanced menu of the utility, highlight the item Display to TV. Press the [F5]/[F6] 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 (NTSC in the U.S.). Hit [F10] to save the changes and exit the setup utility. Restart your computer.

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.



Figure 3.25: TV-out



5. 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.)
6. Click on the Display Device tab and make the appropriate changes in this window. Click on the appropriate radio button to change the display to TV or LCD and TV. After you have selected the TV display option, pick the correct television standard (NTSC or PAL). You can also select the resolution to be used by each device in this window. Set the resolution to 720x 480 or 640 x 480.(*Figure 3.25*)
7. The Display Properties window also includes a Television tab. If you click on this tab, you will see settings for adjusting the TV-out display.

Press [Fn] +[F2] to toggle the output to your WinBook XLi's display screen and the TV receiver (you might need to press it more than once – wait to see if the display returns to the appropriate screen and toggle it again if it does not).

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 XLi comes equipped with ZV support via the bottom PCMCIA slot. This slot is capable of functioning as either a ZV connection or a PCMCIA slot.

In order to take advantage of your ZV port, you will need to purchase a ZV interface card for your system. You can contact your retailer for information about ZV equipment.

Safety & Operation

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

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



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

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 XLi can be used safely in a moving car. Power adapters that will connect between the WinBook XLi and a cigarette lighter socket are available. For information, contact Sales at the number listed on the "Read Me First" card that came with your system.

Contact technical support if

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

Thermal Management

Your WinBook XLi is designed for effective heat management. The processor of your WinBook XLi operates at very high speed and can generate considerable heat. The design of your system conducts that heat away from the processor and to the system cabinet, where the large surface area can allow it to dissipate. Under normal operating conditions, this is all the thermal management that is required to maintain a safe temperature inside the unit.

If you use your WinBook XLi in an unusually hot environment, sustained operation of the processor might generate high temperatures that threaten the stability of the delicate circuitry. The WinBook XLi monitors internal temperatures to detect such dangerous conditions. If the temperature starts to rise to an unsafe level, a cooling fan will be activated. This cooling fan is located just underneath the left speaker. If the temperature continues to rise, the thermal management features of the WinBook XLi will slow down the processor. The fan will shut down and system performance will return to normal once temperatures drop to a safe level.

Warning: When operating your WinBook XLi with an external video device (CRT or TV), you should not close the LCD panel of the XLi. Closing the LCD panel will place the sensitive display in close proximity to the processor and can lead to damage of the screen assembly.

Travel

Travel Tips

- It is a good idea to load common printer drivers onto your WinBook XLi (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 XLi 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 XLi. The WinBook XLi comes with a slot for connecting a lock located on the left side of your system case and a security anchor on the bottom right side.
- Brand or physically mark your computer to make for easy identification.
- If you will be using an Internet provider or other on-line service, call ahead to find out local access numbers for your destination(s).
- In case your destination does not have outlets near convenient work-spaces, you might want to pack a short extension cord

Remember to pack:

- Your WinBook XLi
- WinBook XLi driver disks and Windows 95 CD
- Your AC adapter/power cord
- 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), including Windows 95

Remember to:

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

Chapter Four: Desktop Operation

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

Audio

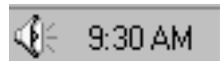
Audio Software

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

Controlling the Sound Levels

You can adjust the volume and balance of the audio output by double-clicking on the speaker icon on the taskbar (*Figure 4.1*) and using the slides in the audio mixer. (*Figure 4.2*)

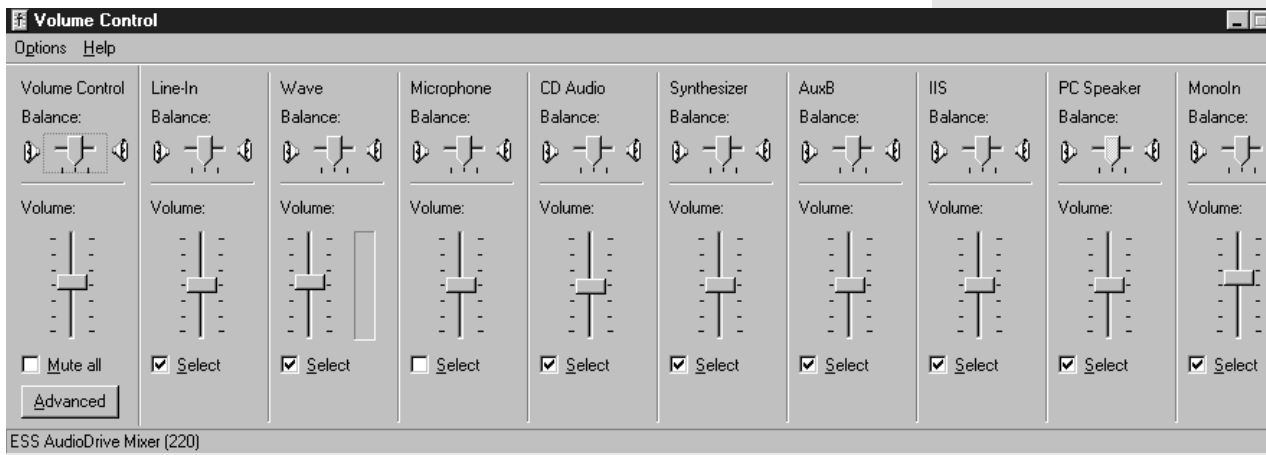
Figure 4.1: The speaker icon on the taskbar.



There are controls available here for [Volume, Line-In, Wave, Microphone, CD Audio, Synthesizer, Aux B, IIS, PC Speaker and Mono In,] 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 of the mixer.

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

Figure 4.2: The Audio Mixer.



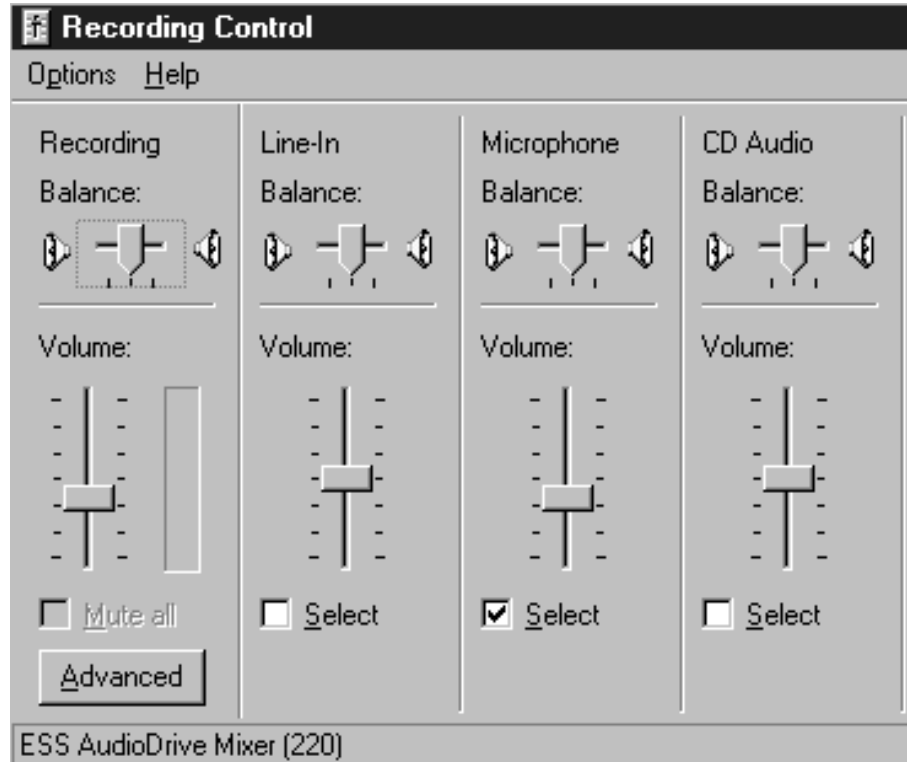
also choose to mute the specific audio feature by clicking on the checkbox for that feature.

In the Properties menu, you will also find the controls for adjusting recording. (Figure 4.3) 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.

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



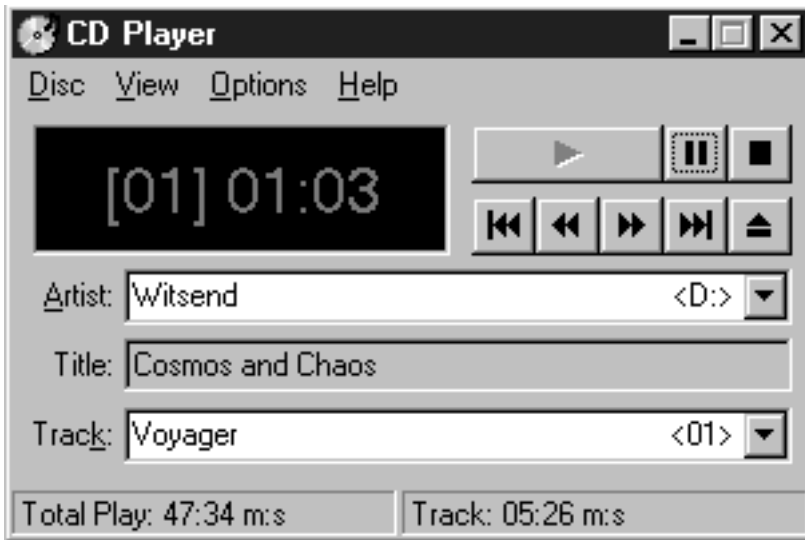
Figure 4.3: Recording Control.



Playing an Audio CD

You can play audio CDs through the sound system. 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.

Figure 4.4: CD Player



The CD Player has an active display panel. You can click on the panel to toggle between: track and time, track and time remaining on the track, and the time remaining on the disk. (Figure 4.4)

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.

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





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.



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



There are other quality levels available. You can read the documentation in Windows 95 for information on the sound quality.

Playing Sound Files

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

You can use your sound system to play back sound files via the Media Player program (**Start/Programs/Accessories/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.

Sound Recording

You can obtain applications that will allow you to use your line-in or 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 effects. 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.

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 XLi through the “microphone” jack on the left 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 sound system is capable of providing high quality sound to external speakers or headphones 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 XLi will automatically be disabled. An external microphone will disable the built-in microphone.

Connecting Peripherals

Your Winbook XLi has ports (USB, serial, parallel, PS/2, infrared), slots (PCMCIA) and jacks (AC power, audio in and out) that allow you to connect peripheral devices to your computer. You can also use the 80-pin docking port to connect your computer to a docking station, mini-docking station or port replicator (if available).

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 USB connection, 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.

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, USB 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.



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

Installing Your Printer for Windows 95

When you first boot your Winbook XLi 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** (Figure 4.5)

Figure 4.5: Add Printer Window.

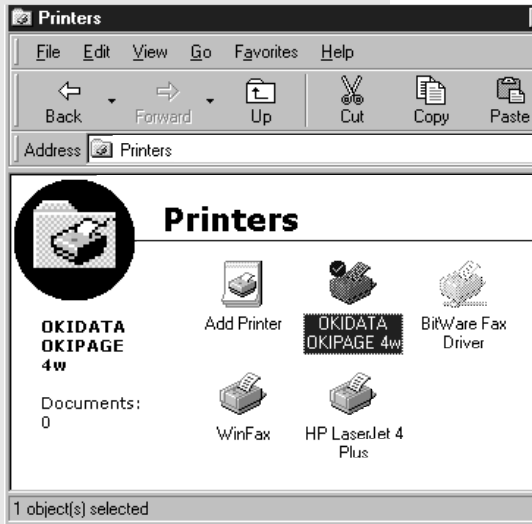


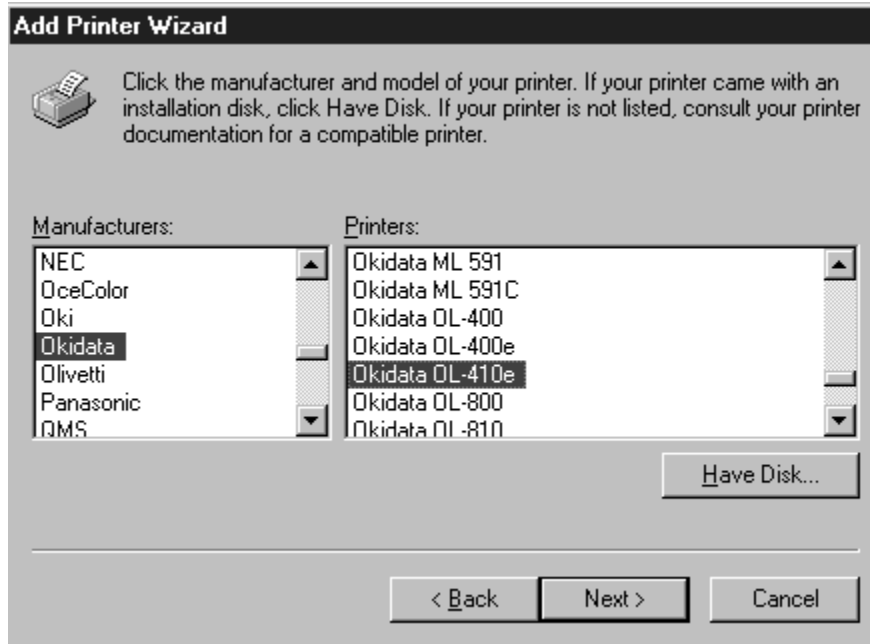
Figure 4.6: Add Printer Wizard.



In the "Add Printer Wizard" click on **Next**. (Figure 4.6)

Scroll through the list of manufacturers and printers to find yours. (Figure 4.7)

Figure 4.7: Find your printer.



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.

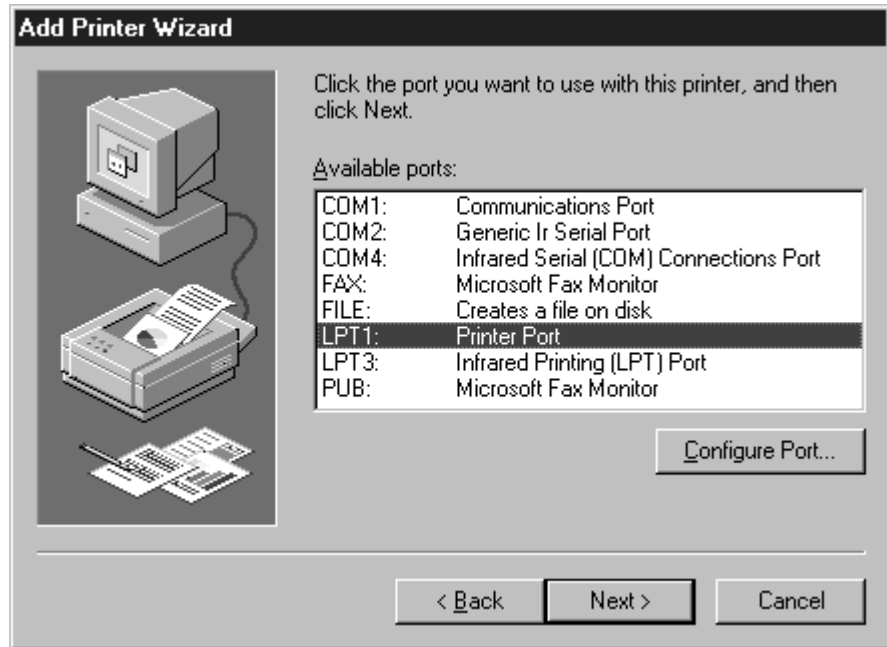




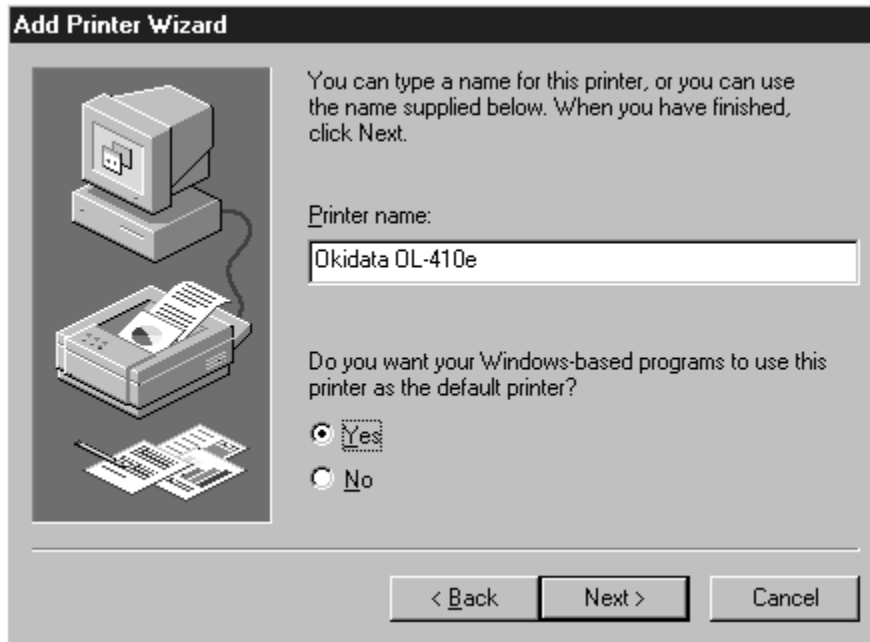
If you will be using an infrared port on your printer, check to determine if the printer is set up as an infrared serial connection or an infrared parallel connection.

If your model is not listed here, check your printer documentation for a compatible printer to use as a source of the printer driver. The program will then ask you to identify the connection for that printer (usually LPT1). (Figure 4.8)

Figure 4.8: Choose printer port.



You will then be prompted for a name for this printer (Figure 4.9). You can accept the default (e.g. Okidata 410e), 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**.

Figure 4.9: Identify printer.



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 computer, you will want to set up the proper port connections for this printer. If the printer is one you will be using elsewhere, you can set up the printer on the location "File."

You will then be asked if you want to print a test page. (*Figure 4.10*) This would be a good idea if this is a new printer, or the first printer that you have set up for your Winbook XLi.

Figure 4.10: Print test page.



When Windows 95 has finished loading your printer drivers, you will be returned to the **Printers** window. 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 program 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 program just as it would be sent to the printer.

Other Parallel Devices

Your parallel port can also be used with other parallel port devices (e.g. a tape backup unit). Your parallel port is capable of supporting enhanced EPP and ECP transfer modes. EPP and ECP are both enhanced 2-way parallel port modes that allow for increased performance for 2-way transfers such as those used to link another computer to your Winbook XLi 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).

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

External Monitor

You can connect an external VGA or SVGA monitor to your Winbook XLi 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]+[F2]) or by clicking on the display icon on the taskbar, clicking on the Display Device tab, and then selecting the desired display option by clicking on its radio button. You can also set the resolution here by clicking on the arrow beside the resolution for the option and scrolling to the desired option.

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**. Click on the **Monitor** tab and select the appropriate driver and resolution for your monitor.

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

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.



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



If your monitor is Plug and Play compliant, the Winbook XLi should detect its presence and help you set up the necessary drivers.



WARNING: When operating your WinBook XLi with an external video device (CRT or TV), you should not close the LCD panel of the XLi. Closing the LCD panel will place the sensitive display in close proximity to the processor and can lead to damage of the screen assembly.



usually measured in Hz, which is a unit of frequency. A refresh rate of 60 Hz will produce a slightly perceptible flicker of the screen that can cause eye strain. A rate of 72 Hz or faster will usually produce a comfortable image. Your monitor may refresh at different frequencies depending on the resolution. Check your monitor specifications for the refresh rate, since 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.



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 Keyboard

Your Winbook XLi comes with a PS/2 port (on the back) 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 XLi 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 not distinguish between the input from each keyboard.

External Pointing Device

You can connect either a serial or PS/2 Microsoft-compatible mouse to your WinBook XLi. If you connect an external PS/2 mouse before you turn on your WinBook XLi, the WinBook XLi will automatically sense the mouse and enable it. Your WinBook XLi can support two pointing devices simultaneously (pointing stick and touchpad or pointing stick and PS/2 device). If your unit includes a pointing stick, the presence of an external PS/2 pointing device will disable the touchpad (the pointing stick will remain active).

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

If your serial mouse is Windows 95 compliant, the Winbook XLi 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.

Serial Devices

The Communications Ports on your Winbook XLi allow you to connect external devices such as a mouse, a modem, a printer, a scanner or another computer to the Winbook XLi. The Serial Communications Port on your Winbook XLi is COM1. There is also a serial infrared port which is normally located on COM3 (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 (see Chapter Seven).

Devices connected after the Winbook XLi 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 XLi from damage, but turning on the Winbook XLi 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 XLi provide you with connections for many current external devices, your WinBook XLi also comes equipped with a USB (Universal Serial Bus) port, which allows you

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.





If your USB-compatible device comes with a manufacturer's installation disk, follow the manufacturer's instructions.



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.

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 XLi 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.

You can connect a USB device by plugging the USB cable into the USB port on the rear of your WinBook XLi. Since the USB devices can be chained together, you can plug USB devices into each other or into the USB port of your WinBook XLi.

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

Optional Port Replicator

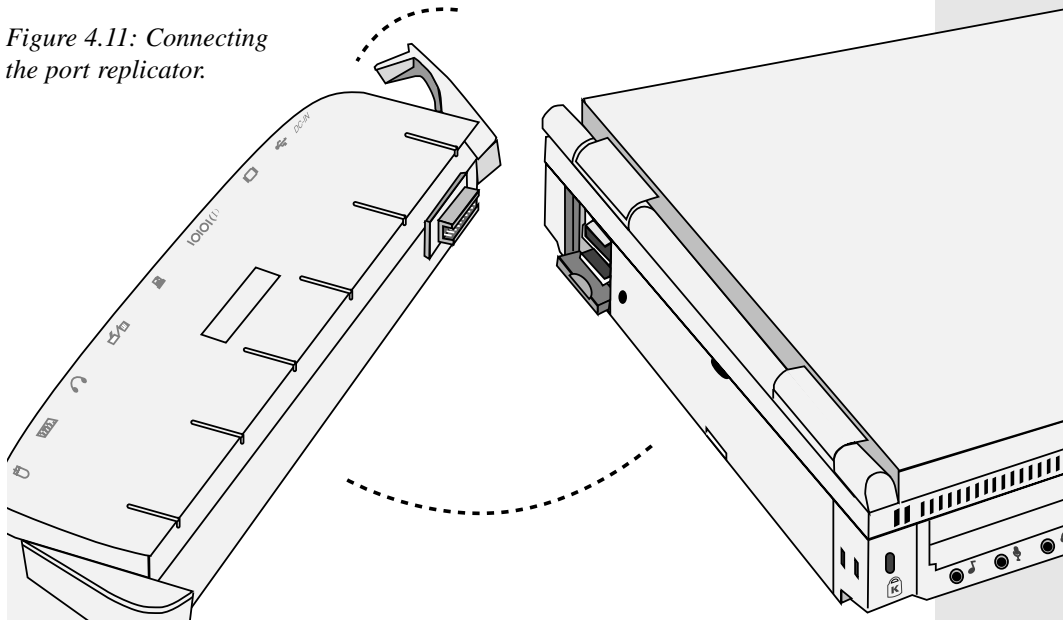
You can "hot dock" your Winbook XLI into a port replicator, which means that it is not necessary to shut down or suspend your computer to connect it to your port replicator. Simply connect or disconnect the computer from the dock as you need. (Figure 4.11)

If you have peripherals attached to your port replicator that have never been recognized by your system, you might be asked about the installation



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 XLI to use the TV-out feature of your system

Figure 4.11: Connecting the port replicator.



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 XLi to a port replicator, open the rear door to expose the docking port of your system. Then secure the connection as directed in the documentation for the port replicator.

The port replicator provides you with the opportunity to set up a permanent work area for your Winbook XLi, for use as your desktop system. The port replicator holds ports for an additional keyboard, standard mouse, joystick, desktop monitor, serial device, parallel device, USB device and the AC power adapter. It also has an easy slip-in connection for your Winbook XLi. Using the port replicator will allow you to slide your Winbook XLi 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 (other than the joystick/MIDI port). It simply replicates the ports on your Winbook XLi 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 XLi.

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

Both slots of your WinBook XLi are equipped for CardBus support and can use PC cards. The lower slot only is equipped to support Zoomed Video connections. If you want to use Zoomed Video, you will need to connect it the lower slot. If you want more information on Zoomed Video, see Chapter 3.

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 XLi 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.

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

XLI. If the driver for your actual card is not found in the 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.

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

Your system should already be equipped with drivers for the PCMCIA slot (these are not the same drivers as the ones for the specific cards). You can check to see if the drivers are loaded by clicking on the plus sign beside the PCMCIA socket choice in Device Manager. You can reach Device Manager via the **System** icon in the **Control Panel: Start/Settings/Control Panel/System**. Once in the System window, click on the **Device Manager** tab. If the drivers are loaded, you should see the “Texas Instruments PCI-1131 Controller” (Figure 5.1)

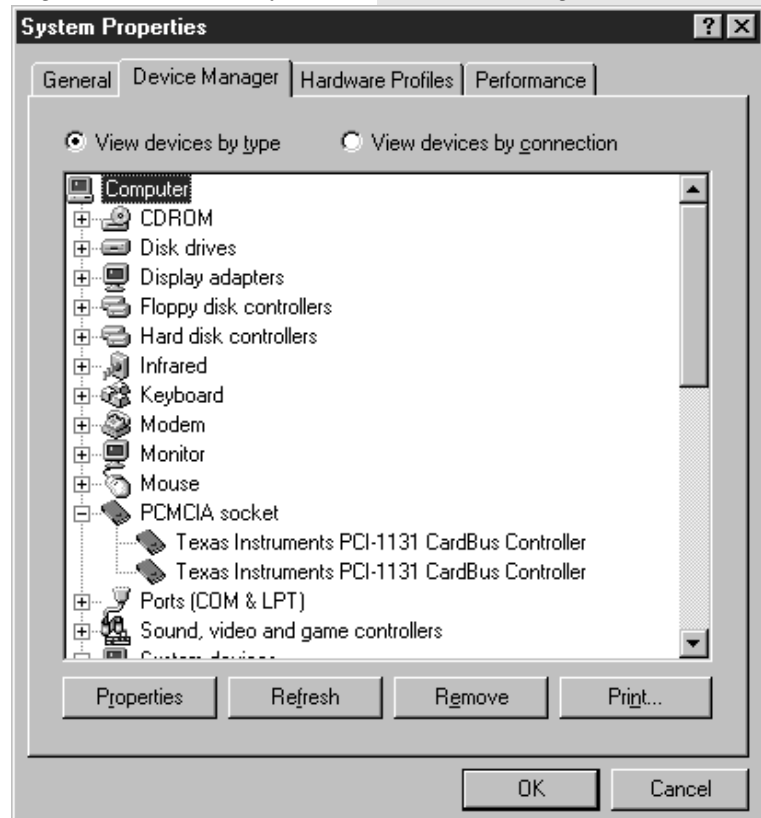
To use the PC Card:

1. Insert the card into one of the two slots (the slots are identical). (Figure 5.2)
2. Push to make sure it is properly seated. When you insert your PCMCIA card, Windows 95 should recognize the card (if it is one you

If you want to use the card with an operating system other than Windows 95 (e.g. DOS), will need to obtain the necessary drivers.



Figure 5.1: PCMCIA Information in Device Manager.



have used before) and beep twice. A card icon will appear on the taskbar. (*Figure 5.3*)

3. If the card is new to your system, Windows 95 will attempt to recognize it and load the necessary drivers. (*Figure 5.4*) When the installation is complete, you will hear two beeps and a card icon will appear on the taskbar.
4. 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.
5. If the card has any external connections, secure them to the card and the necessary external device.
6. When you are finished using the card, click once on the PCMCIA icon on the taskbar. This will bring up a popup menu for shutting down any cards in the PCMCIA bay. Select the appropriate card (if you have two cards in place) and click "stop" to deactivate the card. You should receive a message telling you when it is safe to remove the card. This procedure will protect your system and also help prevent data loss that might occur if you attempt to remove a card that is still actively linked to a network or modem connection.
7. You can now eject the card by pressing the eject button. Flip the button out and press it in to eject the card.



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.

Figure 5.2: PCMCIA Slots.

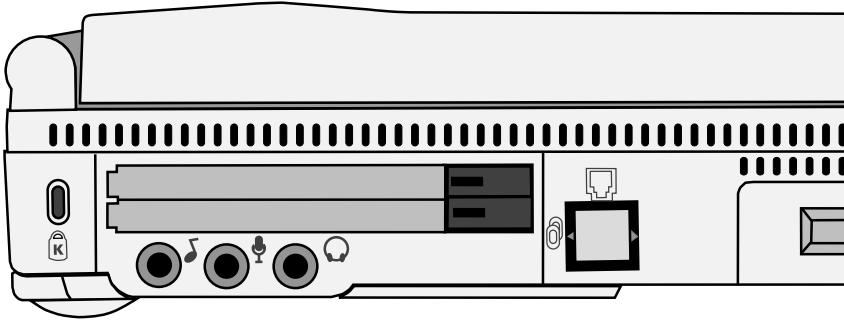
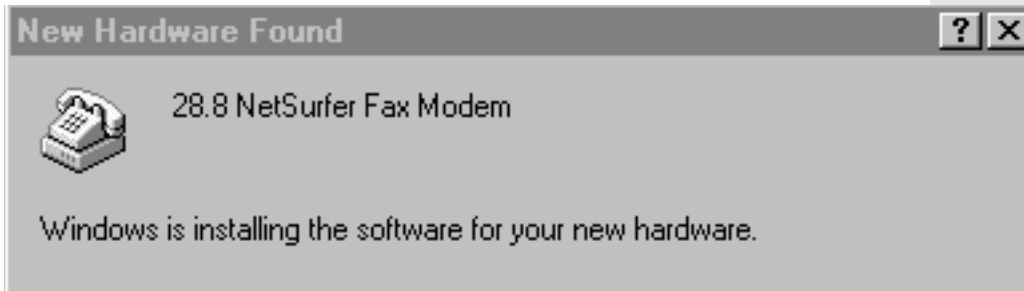


Figure 5.3: The PCMCIA Icon on the Taskbar.



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

Figure 5.4: Recognition of a PC Card.

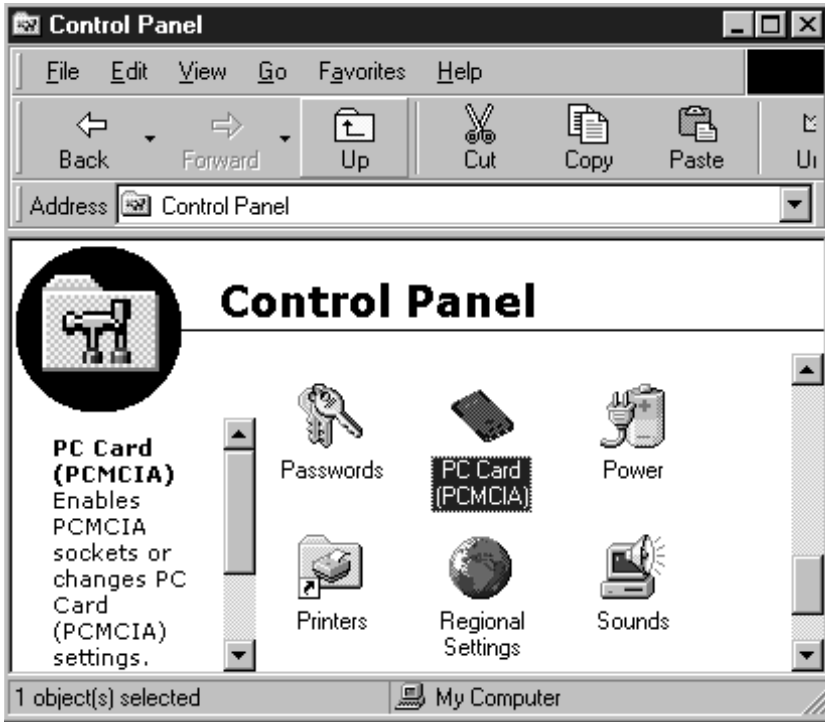


You can also check the PCMCIA properties by selecting the PCMCIA icon in the **Control Panel**. (Figure 5.6)

Figure 5.5: PCMCIA Properties.



Figure 5.6: 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 function.

Windows 95 will configure your files and then ask you to restart your system so that the new files can take effect. Reboot your system. If you have added network functions for the first time in this process, you will be prompted for a username and password when Windows 95 loads. You



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.



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.



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

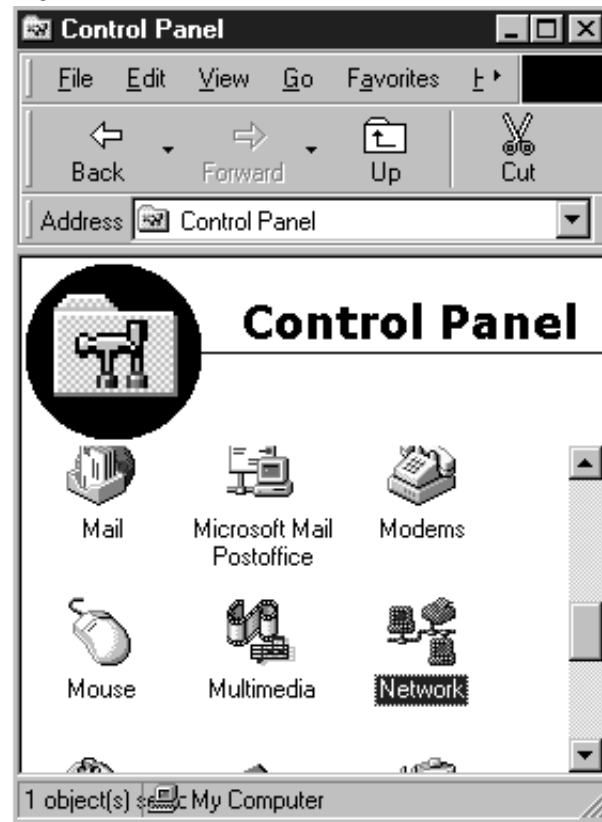


WinBook does not provide Technical Support for network functions. Contact your network administrator for assistance.

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.

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

Figure 5.7: Control Panel



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.

(Figure 5.8)

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

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

(Figure 5.9)

Figure 5.8: Network Properties.

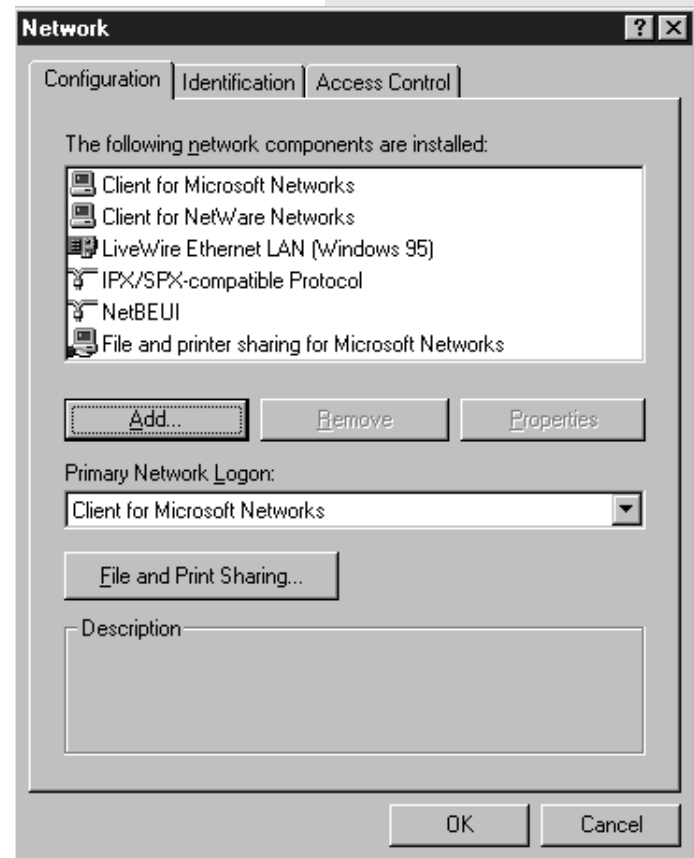


Figure 5.9: Network Neighborhood

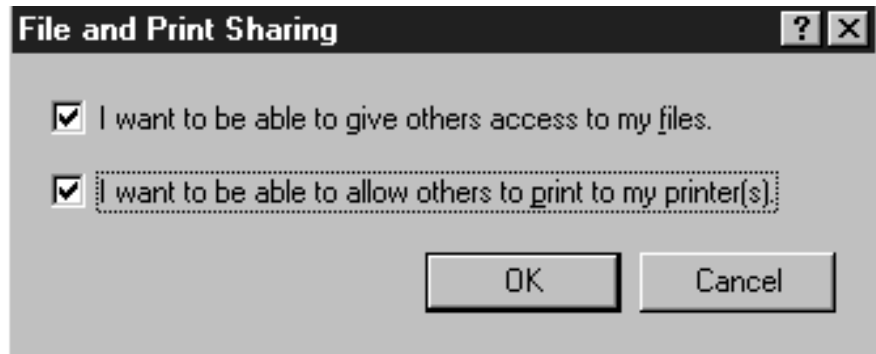


Sharing

If you want to make files on your Winbook XLi available to another computer, or if you want to allow another system to print to a printer attached to your Winbook XLi, 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 you want to allow file sharing, print sharing, or both. Click on the appropriate checkboxes. (Figure 5.10)

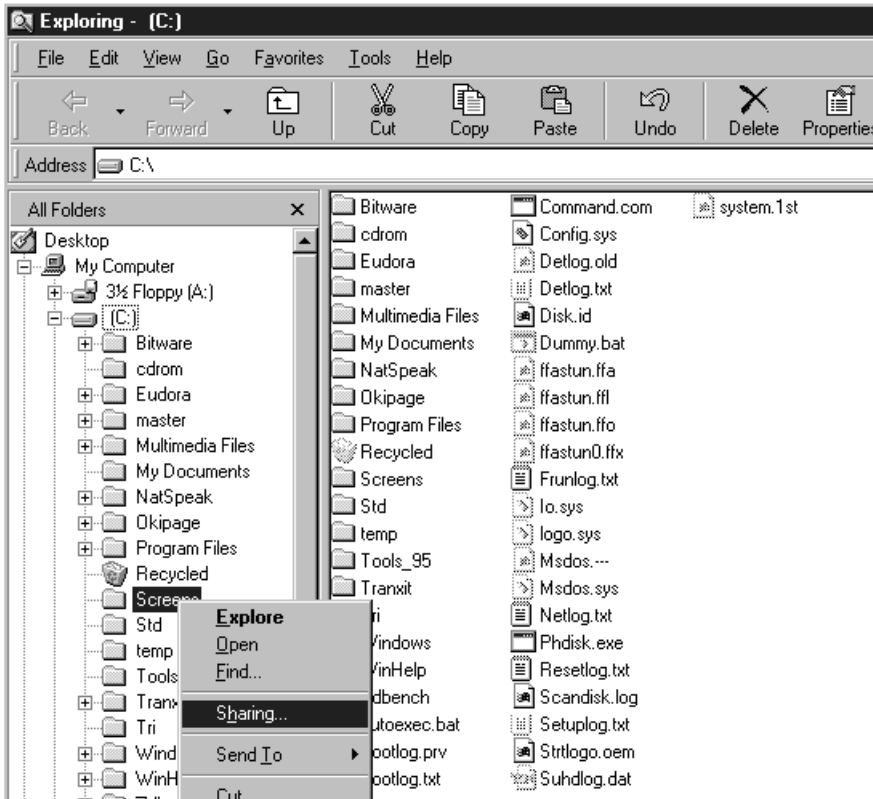
Figure 5.10: File and Print Sharing



You have now established the file and print sharing for your Winbook XLi. 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. (*Figure 5.11*)

Figure 5.11: Sharing a Folder

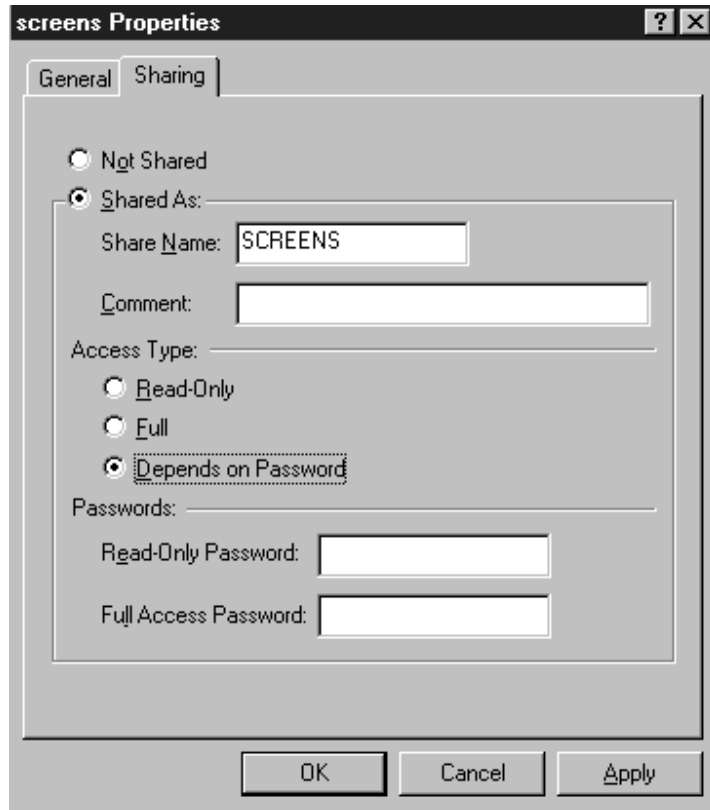


Sharing is done by folders and not by files. You might want to set up separate folders for shared files, if you do not want all files in an existing folder to be accessible to another machine.



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

Figure 5.12: Access to Shared Folders

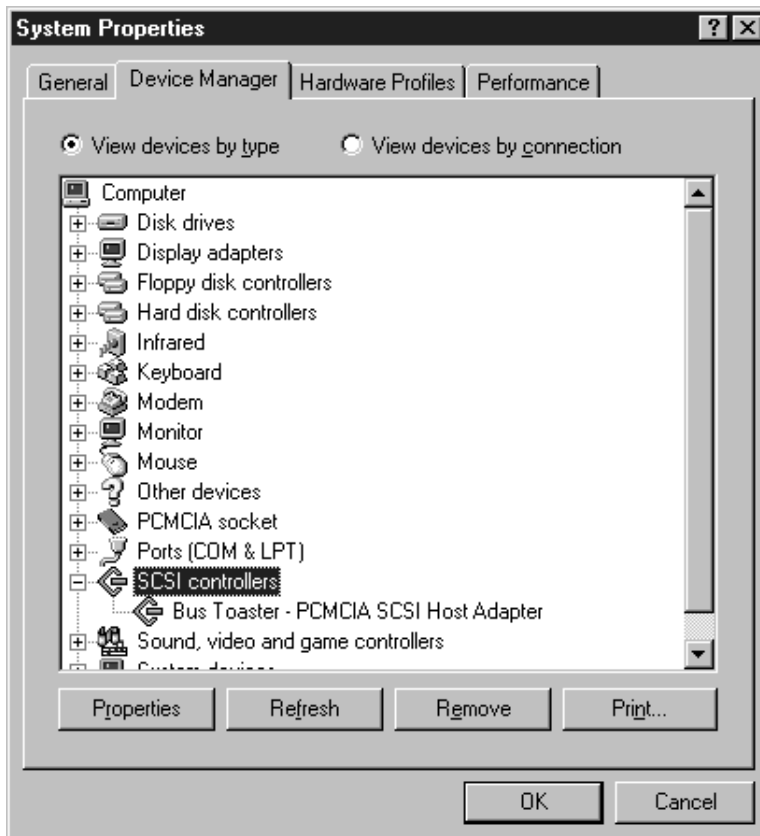


You should consider who will be using the access and why and establish the necessary passwords. Keep in mind that shared folders might be accessible to any machine connected to the network.

PCMCIA SCSI Interface

In order to 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 XLi. Once your card has been recognized and the proper drivers loaded, you will be able to connect SCSI devices to your Winbook XLi. (Figure 5.13)

Figure 5.13 SCSI Properties.





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

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

PCMCIA Modem

Your WinBook XLi might have come with an optional PCMCIA modem. Even if your unit came with a built-in modem, you might purchase a PCMCIA modem (e.g. one that connects to a cellular phone).

Figure 5.14 Setting Up Your Modem.

The screenshot shows a dialog box titled "Location Information" with a close button (X) in the top right corner. On the left side, there is an illustration of a computer monitor and a telephone connected to a power line. A signpost with two arrows points to "LONG" and "SEATTLE".

The main text in the dialog box reads: "Your modem has been installed. Please enter the following so that your calls can be dialed correctly."

There are three questions and corresponding input fields:

- "What country are you in now?" with a dropdown menu showing "United States of America (1)".
- "What area (or city) code are you in now?" with a text input field containing "614".
- "If you dial a number to access an outside line, what is it?" with an empty text input field.

At the bottom, there is a section for dialing: "The phone system at this location uses:" with two radio buttons: "Tone dialing" (which is selected) and "Pulse dialing".

At the bottom right, there are "OK" and "Cancel" buttons.

If so once the modem card has been recognized, you will be asked to set up the modem for use with your system.

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. (Figure 5.14)

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

Chapter Six: Upgrading

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

Memory

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

Your WinBook XLi has two memory slots that allow you to install new memory configurations. (*Figure 6.1*)



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

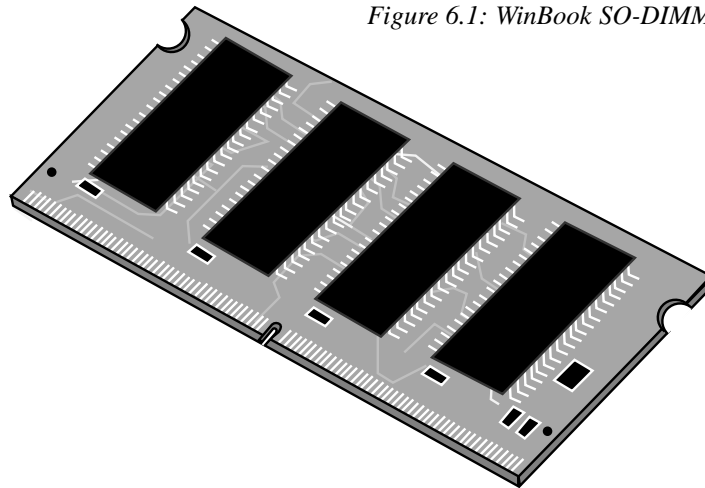


Figure 6.1: WinBook SO-DIMM module.

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

<u>Module 1</u>	<u>Module 2</u>	<u>Total</u>
16MB	Not installed	16MB
16MB	16MB	32MB
32MB	Not installed	32MB
32MB	16MB	48MB
32MB	32MB	64MB
64MB	Not installed	64MB
64MB	16MB	80MB
64MB	32MB	96MB
64MB	64MB	128MB

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

1. Turn off the computer and disconnect the AC adapter. Remove the main battery (see Chapter 3 for instructions, if needed).
2. Turn the notebook over and place it on a clear and stable surface.
3. Remove the two screws from the forward memory compartment and set them in a safe place. Note: One of these screws also secures the release for the floppy disk drive unit. Be careful that this unit does not dislodge while you are upgrading RAM. (*Figure 6.2*)

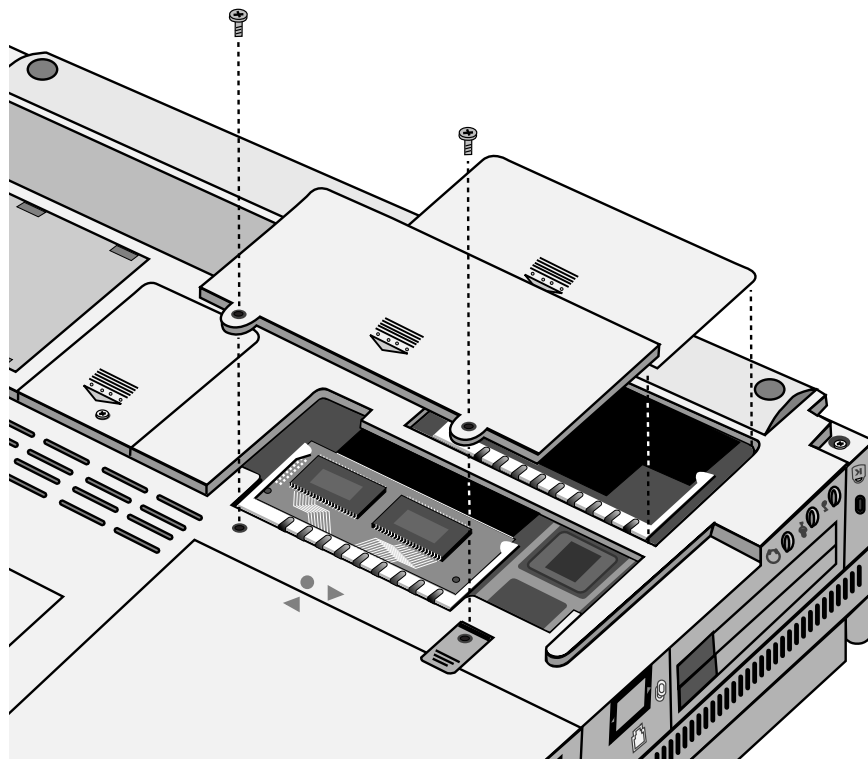
Electrostatic Discharge can cause damage to SO-DIMM modules (and other computer components). Always remember to (1) Keep the component in its protective packaging until you are ready to install it, and (2) Wear a wrist grounding strap attached to grounded metal or, if a strap is not available, discharge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



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.

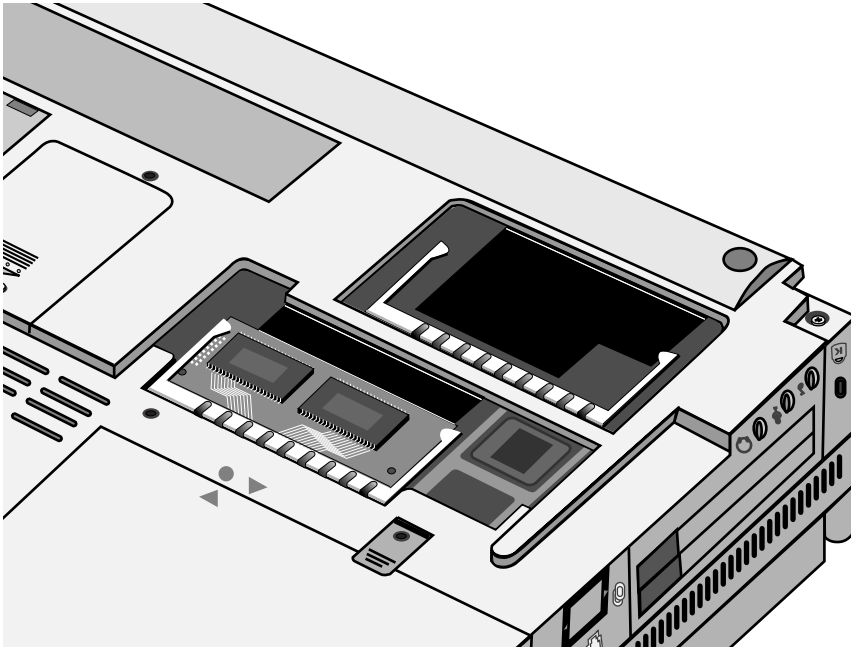


Figure 6.2: Removing the Memory Compartment Covers.



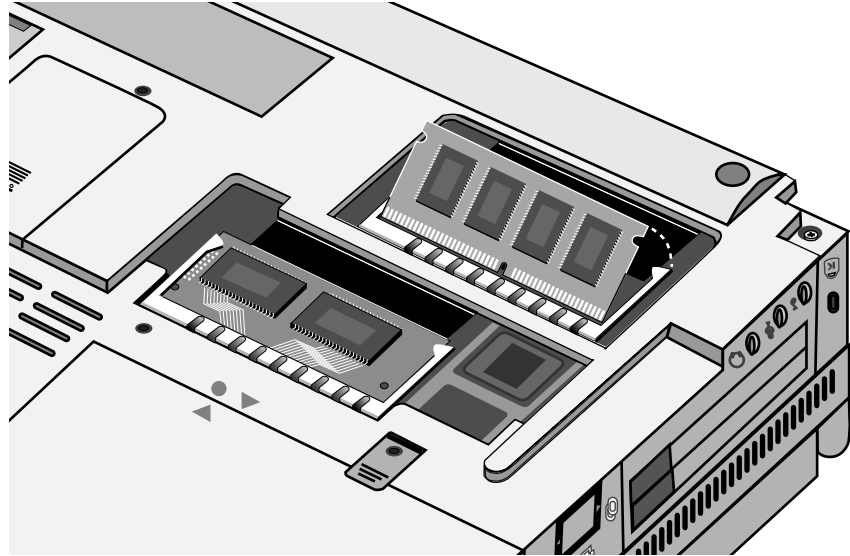
4. Slide the cover toward the front of the system and then remove it.
5. The cover of the rear memory compartment can be removed by sliding it forward and lifting it out of its slot.

Figure 6.3: The Memory Compartments



6. If you will need to remove a module or modules to complete your upgrade, push outward on the edge clips to release the module, 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).
7. To install the new memory card, hold the card with its gold edge connector toward the edge connector slot of the compartment. In order to help you orient the card, the edge connector has been made with two unequal-length sections. The longer section should be toward to the right side of the machine (as you face the bottom of the unit). (*Figure 6.3*)

Figure 6.4: Installing the SO-DIMM Module



8. Holding the card at a shallow angle, insert the edge connector into the slot. When the card is fully inserted, the gold edge connector should not be visible. (*Figure 6.4*)
9. Press the card downward until it is flat. You should hear an audible click as the latches of the connector secure the card in place.
10. Replace the rear compartment cover by setting it slightly to the front of the machine and sliding it into position.
11. Replace the forward cover and secure it with its screws. Note: Check to be sure that the release for the floppy disk drive unit is pushed toward the front of the machine before inserting the right screw—this will secure the drive unit.
12. Start your computer. The WinBook XLi should automatically register the new memory.



The memory compartments also contain the BIOS chip for your system.

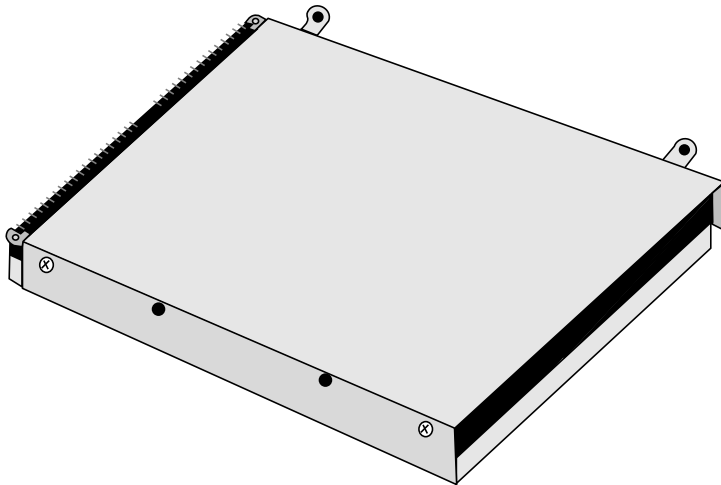
You should never attempt to remove or replace this chip yourself since it can result in damage to your system. BIOS upgrades are done by a software update of the chip, so the chip should be left untouched.

Swappable Drives

Hardware and software changes quickly. In order to make it easy for you to expand the capacity of your WinBook XLi, the hard drive in your WinBook XLi is made to be easily swapped out for upgrading. (Figure 6.5) You should be sure to back up your hard drive before attempting to change the hard 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.

Figure 6.5: Hard Disk Drive.



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



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.



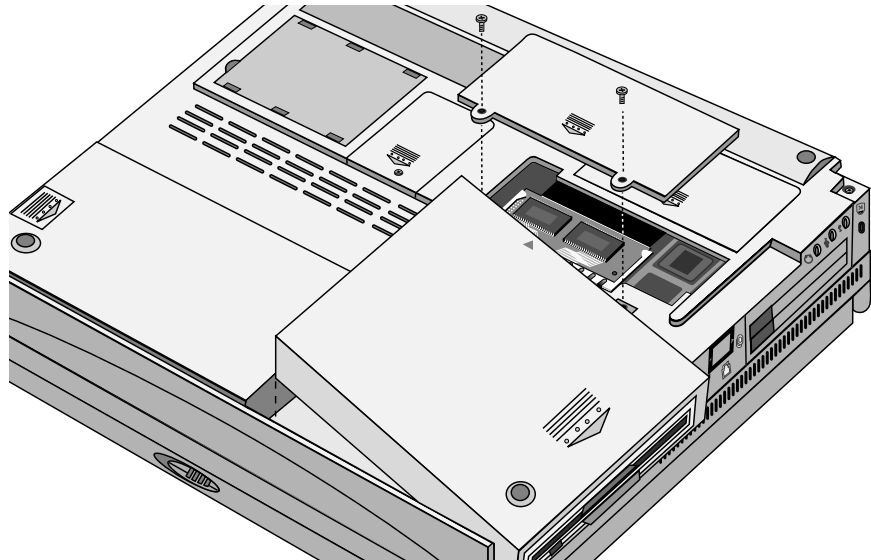
Whenever you handle memory components (hard drive, SO-DIMM modules) from your system, you should be careful of excess static. It is advisable to wear a grounding strap, if you have one available. If you do not have a grounding strap, discharge static by touching a grounded object before beginning.



To upgrade your hard drive:

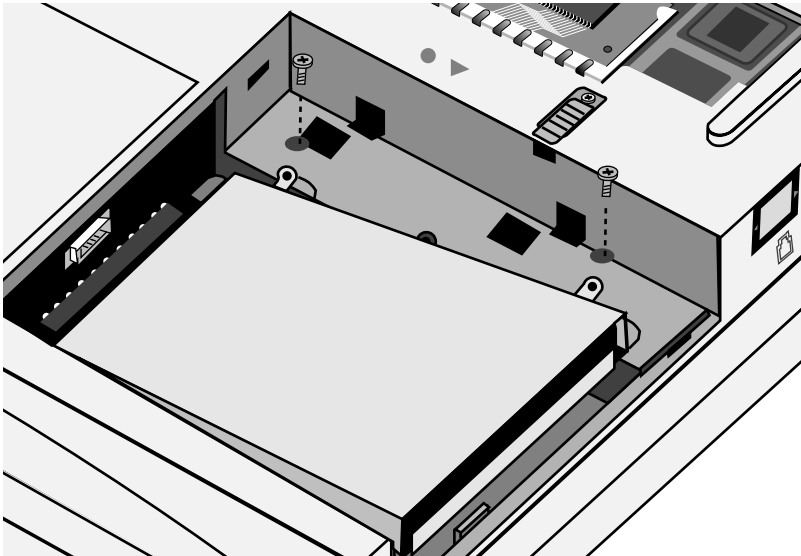
1. Back up the installed drive completely. Be sure that you have the bootable floppy disk that came with your WinBook XLi if your new drive does not come with an operating system (e.g. Windows 95) already loaded. Note: This is the boot diskette that came with your system, not a bootable diskette that you have made via Windows 95. The diskette that came with your system has all the proper drivers for the WinBook XLi hardware and a utility for just this kind of upgrade.
2. Power down the system completely. You should unplug the AC adapter and remove the battery before removing the drive. Disconnect any attached peripherals. (See Chapter 3 for instructions for removing the battery, if needed.)
3. Turn the system over.
4. Remove the screw that holds the floppy disk drive release in place

Figure 6.6: Removing the Floppy Disk Drive



(This screw also helps to secure the RAM compartment cover.) 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. (*Figure 6.6*)

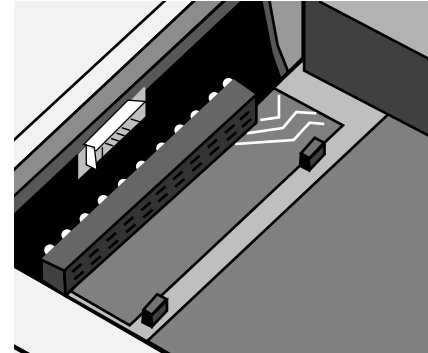
Figure 6.7: Removing the Hard Disk Drive



5. You will see the hard disk drive unit under where the floppy drive was seated. Remove the two screws that secure the drive and slide it to the right to disconnect it from its socket. Angle it from the bay. Set the screws in a safe place. (*Figure 6.7*)
6. The drive is attached to a special bracket that secures it to the WinBook XLi. Remove this bracket from your existing drive.
7. Remove the new hard drive from its anti-static bag. You can use the same anti-static bag to store your old hard drive.

8. Attach the bracket to the new drive. *Figure 6.8: The Hard Drive Socket*

9. 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 to the left to connect it 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. (*Figure 6.8*)



10. Secure the drive with the screws.

11. 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.

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

13. 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 bootable floppy disk into the diskette drive before turning on the computer. When you are ready to boot, turn on your WinBook XLi. Skip to step 20 if your drive has an operating system already loaded.

14. 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 XLi hardware and a utility for just this kind of upgrade.

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

16. Insert your Windows 95 CD into the CD drive.

17. Type “d:/setup”
18. Windows 95 will now install on your new drive.
19. Depending on the backup system that you have, you might need to load the backup software from your original disks before restoring your files.
20. Either restore your existing programs, configurations and files from your backup or reinstall the software from our original disks or CDs. If you do choose 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 XLi 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 (Card Bus)

The easiest way to upgrade the capabilities of your WinBook XLi 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.

Chapter Seven: Configuring & Maintaining Your System

Setup Program

The Setup program writes information about the equipment, security and power management of your computer directly into ROM (Read-Only Memory) in the computer's hardware (it is stored in the computer's BIOS chip). When you turn on your computer, it first looks at this information to see what the physical 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 [F2] 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 [F2] key to enter the program.

Main Menu

Once you have entered the Setup program, you will be greeted by the **Main** menu. (See *Figure 7.1*)

This menu allows you to make changes to the basic setup of your system (e.g. disk drives). You will notice that at the bottom of the window are the commands for navigating the **Setup** program. These commands are the same for all menus in the **Setup** program.

You will also notice the window on the right which provides information about the highlighted item.

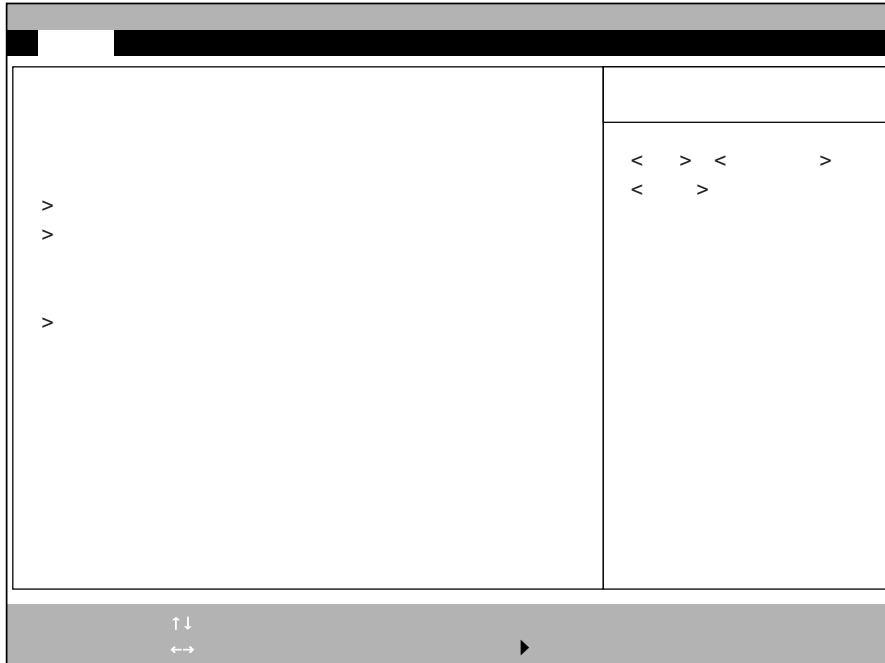
System time: This allows you to adjust the time of your computer's internal clock. You can use the Tab key to move among the hour, minute and second fields.

System date: This allows you to adjust the date of your computer's internal clock. You can use the Tab key to move among the month, day and year fields.



You do not need to exit to the **Setup** program to adjust the time and date of your computer. You can adjust these from within Windows 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.

Figure 7.1: The Main menu of the Setup program



[F1]	Brings up the Help information for the Setup program
[Esc]	Takes you to the Exit menu
Up arrow	Moves up one item in the menu
Down arrow	Moves down one item in the menu
Left arrow	Moves one menu to the left
Right arrow	Moves one menu to the right
[F5]/[F6]	Allow you to cycle up [F6] or down [F5] through the values for that item
Tab	Moves to the next item in a line (e.g. in the date line)
[Shift] + Tab	Moves to the previous item in a line
[Enter]	Opens the Sub-menu for the item or executes the command
[F9]	Restores the default values for the Setup program
[F10]	Saves and Exits the Setup Program

Primary Master: (C: XXX MB) This field displays the current capacity setting for the hard drive. Selecting this item (by pressing [Enter]) will call up a submenu for setting the drive configuration (see Primary Master and Slave Submenu information below).

Primary Slave: (CD-ROM): This field displays the current capacity setting for an additional IDE drive (your CD-ROM drive). Selecting this item (by pressing [Enter]) will call up a submenu for setting the drive configuration (see Primary Master and Slave Submenu information below).

Large disk access mode: This item allows you to enable or disable the large disk access mode, which determines how drives above 528MB are recognized. If you are using Windows or DOS, this should be set to "DOS." If you are using UNIX or another operating system, you should set this item to "Other." If you install a new operating system and the drive does not function properly, try changing this selection. The default setting is "DOS."

Boot Options: Pressing [Enter] will bring up the Boot Options submenu (see below).

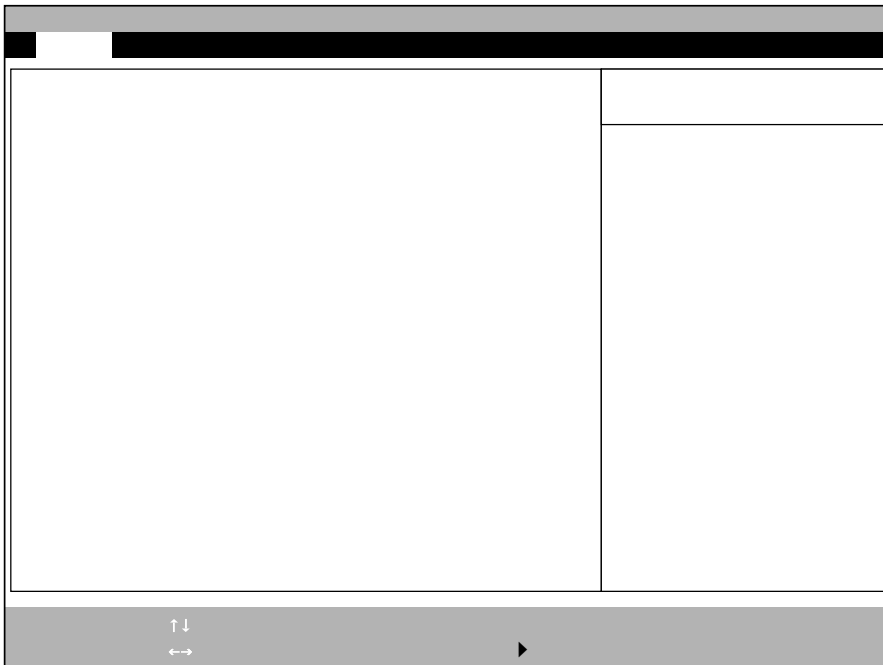
System Memory: This field shows the conventional memory available. This is a display-only item and cannot be altered.

Extended Memory: This field shows the extended memory available. This is a display-only item and cannot be altered. If you add this number, the number in system memory above and 384KB of upper memory reserved for certain computer functions, you should have the total RAM of your system. If these numbers do not add up to the total RAM in your system, you might need to check the memory bay on the bottom of your WinBook XLi for a dislodged memory module. See the section on adding memory in Chapter 6.

Primary Master and Slave Submenus

The menus for Primary Master and Primary Slave are identical. Because the Primary Slave setting is CD-ROM, this menu has some items unavailable. (See Figure 7.2)

Figure 7.2: Primary Master and Slave Submenu



Type: The default setting for this item is [Auto], which allows the WinBook XLi to automatically type the drive in your unit. It is recommended that you preserve this setting and allow the unit to type the drive. If you are an experienced user, you can enter the information manually into



WARNING: You should not attempt to alter the settings for your hard drive unless you are certain that you are making the correct changes. Incorrect information can affect the operation of your drive.



If you provide incorrect settings for your hard drive, you may cause it to malfunction. Do not alter the settings from those detected by the machine unless the drive manufacturer has provided instructions for doing so. If you accidentally alter these fields, use the [F9] button to reset them to their default value.

the appropriate fields by highlighting “Type” and using the [F5]/[F6] keys to toggle through the settings:

User—This setting allows you to enter the settings for the drive manually. You will need to know all the parameters for the drive.

Auto—Autotypes hard disk drive [Default setting for Primary Master]

None—Use this setting if there is no drive present.

You should only attempt this if you have experience in setting BIOS hard drive settings.

Cylinders: If your WinBook XLi has autotyped your hard drive, you will see the number of cylinders displayed in this field. If you have selected a manual setting, you can enter the number of cylinders here. [The Primary Slave Menu will not display this item, since this information does not apply to CD-ROM drives.]

Heads: If your WinBook XLi has autotyped your hard drive, you will see the number of heads displayed in this field. If you have selected a manual setting, you can enter the number of heads here. [The Primary Slave Menu will not display this item, since this information does not apply to CD-ROM drives.]

Sectors: If your WinBook XLi has autotyped your hard drive, you will see the number of sectors displayed in this field. If you have selected a manual setting, you can enter the number of sectors here. [The Primary Slave Menu will not display this item, since this information does not apply to CD-ROM drives.]

Maximum Capacity: If your WinBook XLi has autotyped your hard drive, you will see capacity of the drive displayed in this field. If you have selected a manual setting, you can enter the capacity of the drive here. [The Primary Slave Menu will not display this item, since this information does not apply to CD-ROM drives.]

LBA Mode Control: In manual modes, enables or disables the LBA mode control. If the drive is autotyped, you will see the selected mode displayed here.

32 Bit I/O: This enables or disables 32-bit data transfers. You should leave this set to the default (Enabled), unless you are an experienced user or have specific information from Technical Support. This item is available even when the drive is autotyped.

Transfer Mode: Sets the transfer mode for data to and from the drive. If the drive is autotyped, you will see the selected mode displayed here.

Ultra DMA Mode: Selects the Ultra DMA mode for moving data to and from the drive. If the drive is autotyped, you will see the selected mode displayed here.

Boot Options Submenu

This submenu allows you to set the order in which drives are checked on system boot-up. To alter the order, use the up-arrow or down-arrow to select an item, then use the [+] key to move it up the list or the [-] to move it down the list. (See *Figure 7.3*)

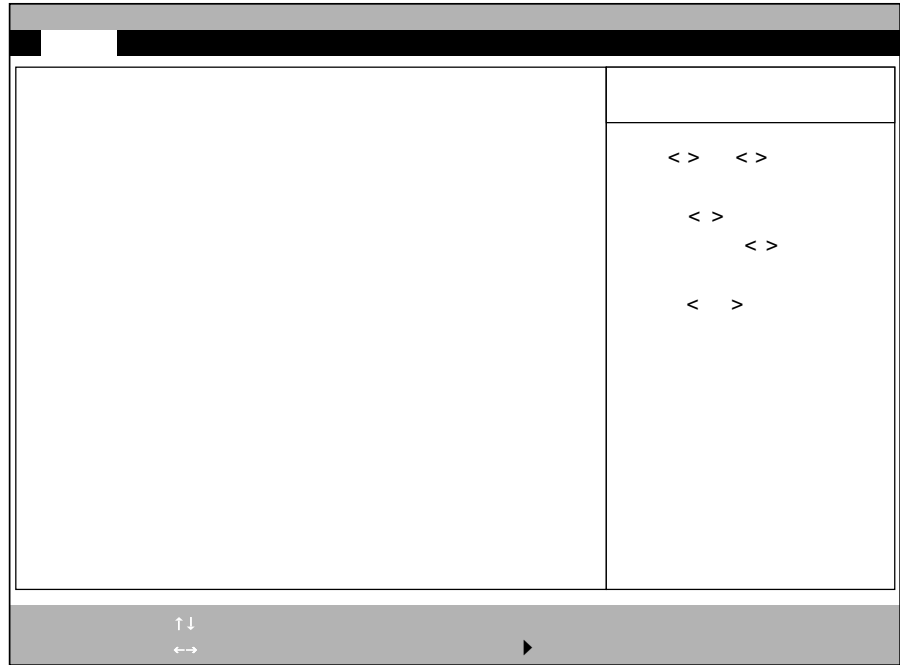
The three drives from which you can choose are:

[Diskette Drive]: You should consider setting this as the first option. If you ever have problems with your hard drive, this will allow you to boot directly from a bootable floppy disk.

[Hard Drive]: You might consider setting this as the first option if you are in an insecure environment and do not want to allow someone to use a floppy disk to boot the system and gain access to your hard drive.

[CD-ROM]: If you have a bootable CD, you can set this as the first option.

Fig. 7.3 Boot Options Submenu



The typical configuration is:

1. [Diskette Drive]
2. [Hard Drive]
3. [CD-ROM]

Advanced Menu

This menu allows you to make changes to other hardware information for your system, including Plug and Play functioning and the settings for the integrated peripherals. (See Figure 7.4)

Point Device: Enables/Disables the internal pointing devices and/or PS/2 mouse. The options are:

Auto: Autodetects the presence of an external pointing device and configures the system as needed. This is the default option and should work fine with most external pointing devices.

TrackP & TouchP:

Disables the PS/2 pointing device and allows only the internal pointing devices to function.

TrackP & Ext PS/2:

Disables the internal Touchpad and allows both the internal trackpoint and the external PS/2 device to function.

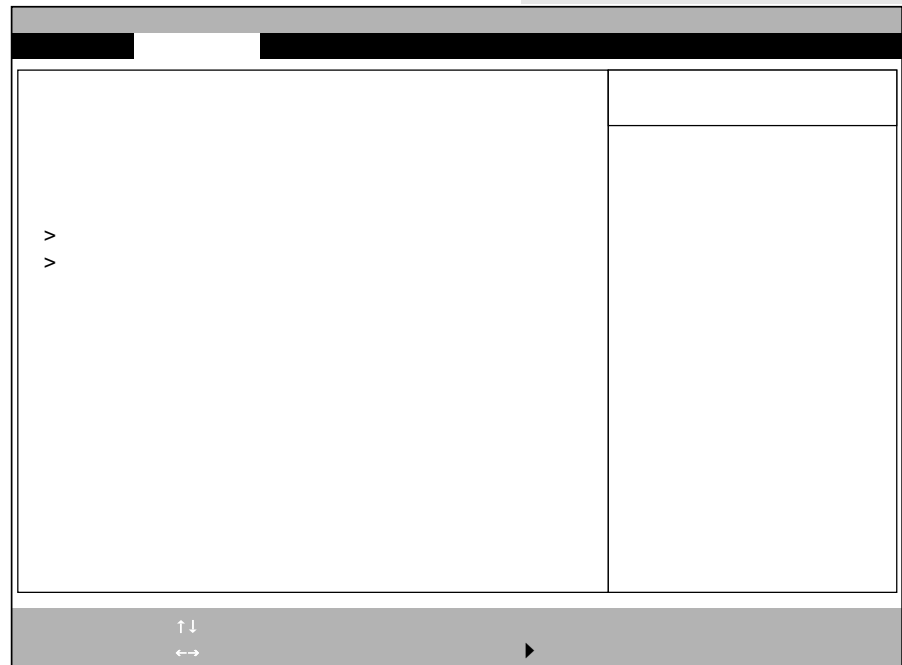
TrackP \ Ext PS/2:

Disables the internal Touchpad and enables the PS/2 and trackpoint **only** when PS/2 is attached.

Changes to this menu and its submenu can result in improper functioning of your system. Do not make changes here unless you are certain that they are correct. Make a note of the settings before you make any changes, so that you can return to them if difficulties arise.



Fig. 7.4: Advanced Settings Menu



Audio Options: Press [Enter] when this field is highlighted to enter the submenu (see the section on the Audio Options submenu below).

Peripheral Configuration: Press [Enter] when this field is highlighted to enter the submenu (see the section on the Peripheral Configuration submenu below).

Display to TV: Disables the TV-out port or sets the TV display mode to NTSC (the U.S. standard) or PAL (the European Standard).

Expanded Mode: Enables or disables the auto expand function of the display. When the expand function is enabled, it will direct some 640 x 480 resolution programs to use the full display screen, even when Windows is set to a higher resolution.

Display Device: Directs the display to the LCD, CRT or both. This sets the default display device. You can then redirect the display while using the system as is explained in Chapter 4.

Keyboard Numlock: Selects the Numlock status for the embedded number pad on boot. There are two settings:

[On]: Will turn on the Numlock on boot.

[Off]: Will not turn on the Numlock on boot.

Reset configuration data: WARNING: Do not use this feature unless instructed to by Technical Support. This field allows you to clear the system configuration data. The default value is "No."



The **Reset configuration data** option should only be changed to "yes" if you are instructed to do so by Technical Support. Changing this setting can cause system malfunction.

Audio Options Submenu

Sound: This allows you to enable or disable the on-board sound. The default is “Auto,” which configures the audio settings based on detection of the sound hardware. If you have another sound system (e.g. a PCMCIA sound card or sound card in a docking station) that you will be using, you can disable the on-board system to reduce the possibility of device conflicts. You can also enable the sound and set the sound up yourself. You should be familiar with IRQs, DMAs and I/O addresses before using manual settings for your sound system. (*See Figure 7.5*)

If you use the auto setting or disable the on-board sound, the information about the audio setup below will not be available in this menu. If you “Enable” the sound, you will be given the opportunity to set the audio options below:

Sound Blaster Port

FM Synthesis Port

MPU Controller

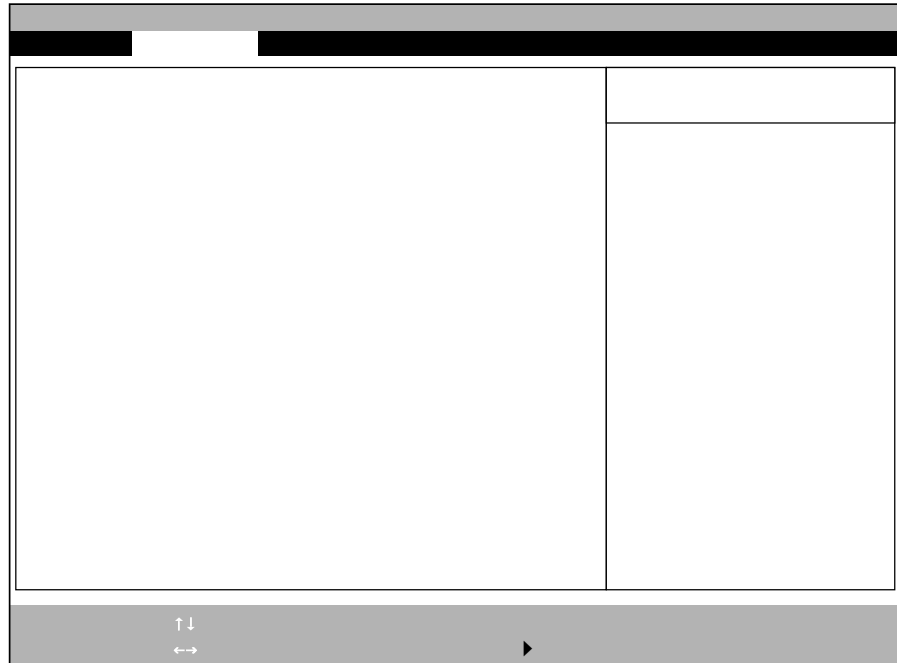
DMA A

DMA B

Audio IRQ

Joystick: Either disables joystick function or automatically detects the presence of a joystick. You must have a game/MIDI port, such as the one that can be found on the optional port replicator, to use a joystick with your WinBook XLi.

Fig. 7.5: Audio Options Submenu



Peripheral Configuration Submenu (See Figure 7.6)

Serial Port: Disables, automatically detects or manually sets the address for the COM port. If you “Enable” this port, you will be provided with menu options to permit manual settings.

Modem: Disables, automatically detects or manually sets the address for the optional internal modem. If you “Enable” this port, you will be provided with menu options to permit manual settings. Note: this setting does not affect the function of a PCMCIA modem.

Infrared Port: Disables, automatically detects or manually sets the address for the IR port. If you “Enable” this port, you will be provided with menu options to permit manual settings. In either “Enabled” or “Auto” modes, you will be asked to choose from the available IR modes: FIR, IrDA, ASK-IR.

Parallel port address: Disables, automatically detects or manually sets the address for the LPT port. If you “Enable” this port, you will be provided with menu options to permit manual settings.

Fig. 7.6 Peripheral Configuration



Your system as shipped is designed to avoid device conflicts. If you add some hardware (for example a PCMCIA modem) that will interfere with current settings, you can change the current settings to eliminate the conflict. Note that this might create new conflicts. Be familiar with all of the port settings, and associated IRQs (interrupts) and DMAs (Direct Memory Accesses), of all of your devices before making any changes. See the Help File for more information.





Check the WinBook XLi Help file in the **WinBook** folder in the **Start** menu for updated or revised default settings for your integrated peripherals.

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

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

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

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

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

Floppy Disk Controller: This item allows you to enable or disable the on-board diskette controller. If you will be using your floppy diskette through a parallel port adapter, or similar device, you can disable the on-board controller. The default setting is "Enabled."

Security Menu

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

Your WinBook XLi allows you to set two levels of passwords: a supervisor password and a user password. These each provide a level of security that prevents access to your system by unauthorized users. These passwords intercept the boot procedures and require a password to be entered before the system can be used. This boot-level password provides the tightest

security for your files. You can also take advantage of security built into Windows 95 or your software applications to provide other levels of security.

The two levels of passwords provide different levels of access. User passwords enable users to use the system upon providing the appropriate password. The user password does not permit this user to have access to all the options of the Setup program. This requires a supervisor password. This ensures that only the supervisor can alter the security level of the system.

User password is: This is a display-only item. When a password has been entered for the user, this item will indicate that the user password is “Set.” If no password has been set, the value will be “Clear.”

Supervisor password is: This is a display-only item. When a password has been entered for the supervisor, this item will indicate that the supervisor password is “Set.” If no password has been set, the value will be “Clear.”
(See Figure 7.7)

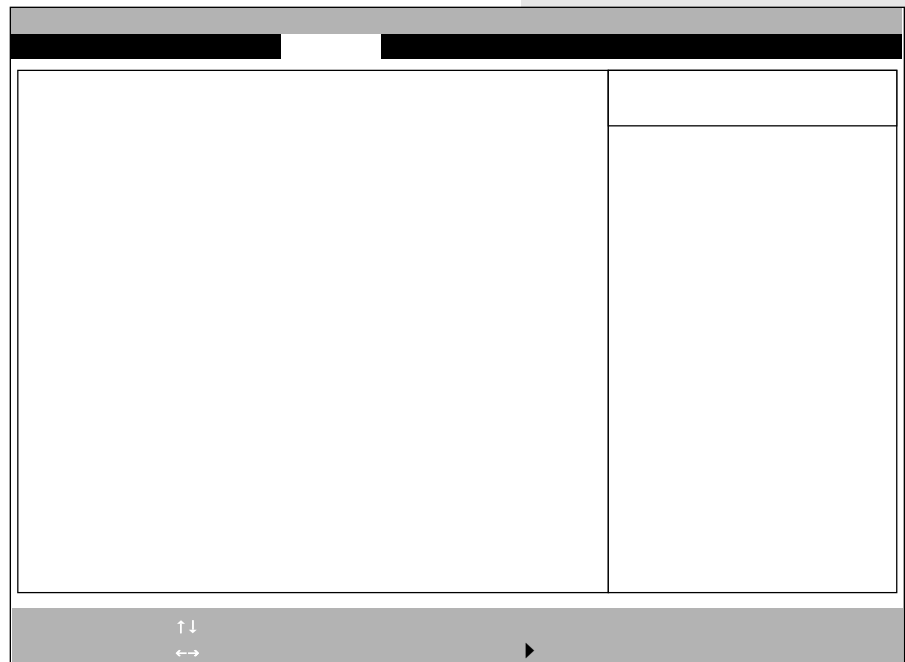
Set user password: This item allows you to set or clear the user password. Press [Enter] to set or clear the password.

To set the password, enter a password in the space provided. Press [Enter] to submit

Passwords are not case-sensitive. You can enter the password using either upper case or lower case letters.



Fig. 7.7: The Security Menu





The system will recognize any combination of up to 8 alphanumeric characters. It will ignore any other symbols or keys. You should select a password that will be easy to remember, but which will not be immediately obvious to someone trying to circumvent your security settings.

that password. Type the same password again (to provide verification of the password) and press [Enter]. The password will now be set.

To clear the password you will need to first enter the existing password in the first line, then leave the other two lines blank by pressing [Enter] twice.

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

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

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

To clear the password you will need to first enter the existing password in the first line, then leave the other two lines blank by pressing [Enter] twice.

Password on boot: This item allows you to enable or disable the password on boot option. If it is enabled, a password will be required to boot the computer. Either the supervisor password or the user password can be used. The default option is “Disabled.”

Fixed disk boot sector: This item allows you to write protect your hard disk to protect against viruses. When the Normal option is selected, you have standard read and write access to the hard disk. When the write protect is enabled, you will be able to read from the boot sector of the hard drive, but not 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. The default is “Normal”.

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

Power Menu

Your WinBook XLi 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.

(See Figure 7.8)

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

Maximum Performance: Conserves battery life while allowing better system performance.

Maximum battery life: Provides optimal battery conservation, but slows performance.

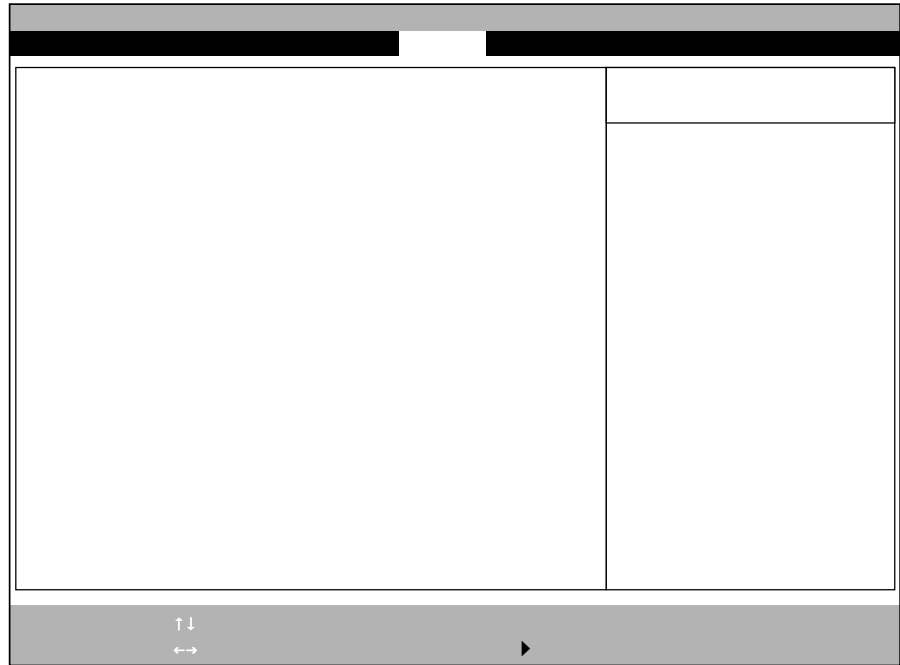
Customize: Allows you to enter individual values for the various power management features to most closely match your needs.

Disabled: Turns off the power management. You can use this setting if you seldom need to use the system under battery power.

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. 7.8 The Power Menu



Enable PM Savings On: Establishes when PM savings will be enabled. The settings are:

- AC: Operates at all times
- DC only: Operates only when the system is using battery power.

Standby timeout: The amount of idle time that must pass before the system automatically enters the standby mode. This option will be display-only in any level of power management other than Customize.

Suspend Mode: This allows you to save active sessions to RAM (this requires some minimal level of power but allows for a faster return to normal functioning) or DISK (this saves the session to disk and does not require power to maintain the session).

Auto Suspend timeout: The amount of idle time that must pass before the system automatically Suspend functioning. This option will be display-only in any level of power management other than Customize.

Auto Save to Disk: Sets the amount of idle time when sessions suspended to RAM will then be suspended to disk. This option will be display-only in any level of power management other than Customize.

Hard disk timeout: The amount of time that the hard drive needs to be inactive before it is turned off. This option will be display-only in any level of power management other than Customize.

Video timeout: Amount of time that the user input devices need to be inactive before the video is shut off. This option will be display-only in any level of power management other than Customize.

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

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

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



Pressing the [Esc] button will not exit this menu. You must select one of the options.

Auto-Dim: Enables or disables the Auto-Dim, which cuts screen power by 50% when operating under battery power. This will conserve power, but will decrease screen intensity. You should disable this option when maximum screen intensity is desired at all times.

Low Battery Warning Beep: Enables or disables the audible low battery warning.

Exit Menu

Once you have made the necessary changes to your Setup program, you can use this menu to exit. (*See Figure 7.9*)

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

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

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

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

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

Battery Calibration: Runs the battery calibration utility. This is necessary to optimize battery efficiency over time and to properly calibrate a new battery.

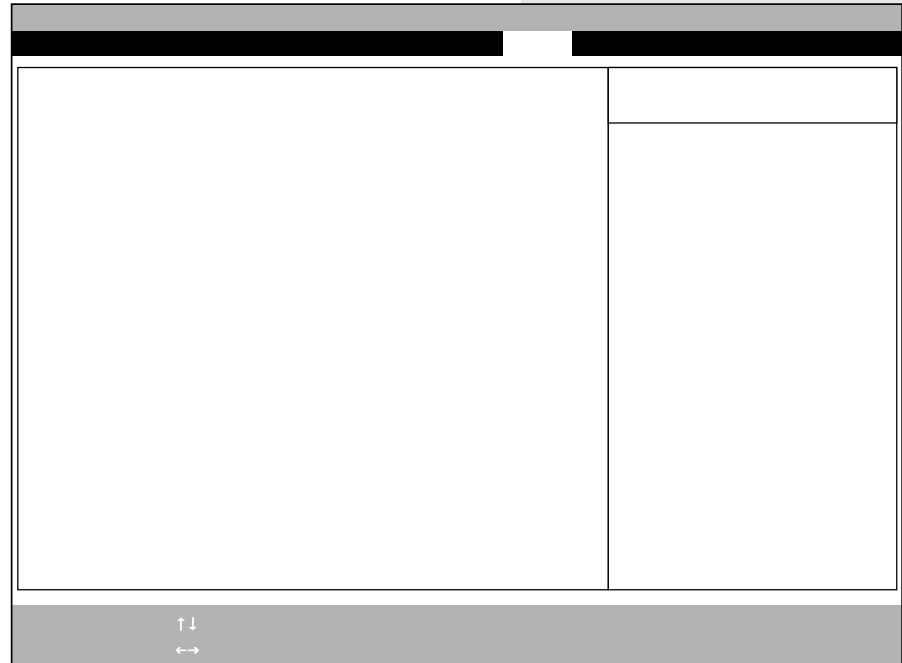
Viruses

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

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

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

Fig. 7.9 The Exit Menu





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.



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.

are checking the files for viruses. Many antivirus programs will check files as they are received by the modem, this can including 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 viruses 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 XLi. 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.

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).

Alternative back-up drives with large capacities, such as optical disks and ZIP drives, allow you to combine storage and back-up with a single device. If you download or create large files and do not want to limit your hard drive space, you might consider such an option. These drives provide more

speed than a traditional backup-only drive. Most such drives can be connected to your WinBook XLi'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.

Operating Environment

In order to maintain the effective operation of your WinBook XLi, 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 XLi in temperatures below 50°F (10°C) or above 95°F (35°C).
- Avoid storing or shipping your WinBook XLi 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.



Do not allow metal objects to short-circuit the battery terminals. Such contact can result in shocks or burns.

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 XLi. In general, relative humidities in excess of 85% should be avoided.

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

Battery Disposal: The batteries from your WinBook XLi 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.

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 XLi. 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 (if you have one) 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 XLi. If you work in a dusty environment, you should try to vacuum often to avoid accumulation of dust on internal components.

Chapter Eight: Troubleshooting



You should only connect external components (such as a keyboard) when the Winbook XLi is shut down.

Keyboard

PROBLEM: My Winbook XLi's built-in keyboard doesn't work.

ACTIONS:

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

PROBLEM: The external keyboard that I connected to my Winbook XLi is not working.

ACTIONS:

- If you plugged the keyboard into the Winbook XLi after it was turned on, restart the Winbook XLi 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 XLi PS/2 port might be defective. Call the Technical Support number listed on the Winbook XLi "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 XLi, but it doesn't work.

ACTIONS:

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

Reboot the system and press [Del] to enter the Setup program. Enter the Advanced menu. Use your arrow keys to move the high light down the screen to Point Device (or Pointing Stick & Trackpoint). The default setting is "Auto" which should recognize the presence of an external PS/2 device and prepare the system for its use, while keeping the internal device active.

Because the WinBook XLi can only support two pointing devices at once, units with both a touchpad and pointing stick require that the touchpad be disabled when an external device is present. The "auto" setting should handle this transition. If not, use the [F5] or [F6] key to toggle the setting to "Trackpoint & External PS/2." Hit the [F10] save settings and exit. Wait while the computer restarts.

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

PROBLEM: My Winbook XLi's built-in pointing device is not working.

ACTIONS:

- Restarting the Winbook XLi will usually solve pointing device problems.
- Check settings in the Setup Program (see Chapter Seven). If the internal devices are disabled, enable them.

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 XLi is using resources to save a file or print a document. Usually the pointer's characteristics will return to normal after the Winbook XLi 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 Configuration submenu of the Advanced menu of the Setup program to be sure that the port is set to either “Auto” or “Enabled.” If the port is disabled, the WinBook XLi will not communicate with external devices connected to the port.
- Check the Peripheral Configuration submenu of the Advanced menu of the Setup program. If the serial port is set to “Enabled,” be sure that the port has been set to the default value (COM1/IRQ4). If it is set to another value and you have not made this change to avoid conflict with another device, set the serial port to COM1/IRQ4 or switch from the “Enabled” setting to the “Auto” setting for the serial port.

- Your cable may be broken or you may have the wrong kind of cable. If so, the Winbook XLi 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 Configuration submenu of the Advanced menu of the Setup program to be sure that the port is set to "Enabled" or "Auto."
- Go into the Peripheral Configuration submenu of the Advanced menu of the Setup program to be sure that the port is using the correct IR mode (usually FIR). Try the other IR modes (IrDA and ASK-IR) 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 XLi'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 XLi 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 or moving the devices closer together.

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 XLi'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 Configuration submenu of the Advanced menu of the Setup program to be sure that the port is set to "Auto" or "Enabled."
- Go into the Peripheral Configuration submenu of the Advanced 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. Your WinBook XLi has three bi-directional modes: bi-directional, EPP (an enhanced mode) and ECP (another enhanced mode). Check the printer documentation for specific information about the printer's requirement.
- You may be using the wrong cable or the cable may be faulty. If your cable is the incorrect kind or faulty, contact your local computer store to obtain another. If you take the cable to the supplier, they might be able to test it to see if it is working.

- The printer driver in the operating system may not be set correctly. Check the printers window in My Computer to be certain that your printer has been set up. If not, follow the directions in Chapter Four for setting up the printer. If the printer is set up, right click on its icon and select Properties in its popup menu. You can review the information for this printer to be certain that 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,” “EPP” 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.

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 closest to the front of the system. It has the headphone icon beside it.
- Are you using the correct connector? The Winbook XLi’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 XLi, 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 that the cord is plugged into the stereo-out jack, which is the jack closest to the front of the machine. This jack has the headphone icon beside it.
- Are you using the correct connector? The Winbook XLi external speaker connector is compatible with a 3.5mm stereo audio plug. If you are using a different plug, it may not be compatible.

- Inspect the cord for wear or damage. Usually you will find this at the ends of the cable where connectors are attached. If you find damage to the cord, repair or replace the cord, then try again.
- Most external speakers have their own volume control. Make sure that this volume control is not turned all the way down.
- Some external speakers require a source of power in order to work correctly. Usually these are referred to as “powered speakers.” If you are using powered speakers, you will have to either install batteries or plug them into an AC outlet to get them to work correctly. You may also have to turn the speakers on with a switch to get them to work properly. Consult your external speaker manual for more details.

PROBLEM: Buzzing or humming sound.

ACTIONS:

- Check volume, tone and mixer controls on software. Follow the manufacturer’s setup instructions for these controls.
- Double-click on the speaker icon on your taskbar. If all the audio settings are at maximum volume, try reducing them to about 3/4 volume.
- Press [Fn] + [F8] to lower the hardware volume setting.

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 XLi 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.

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 XLi 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 XLi 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 XLi. 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 double-clicking on My Computer, then right-clicking on the 3 1/2 Floppy icon and selecting Format.
- Is the disk already full? If you have saved files on this disk before, you may have reached the disk's capacity. If the disk is full, use a different disk or remove existing files from the disk to make room for other files that you want to save.

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

ACTIONS:

- Is the disk fully inserted into the disk drive? Disks only fit into the drive one way. As you insert the disk, the circular metallic object on the disk must face down, the sliding hatch must face the opening of the computer's drive, and the notched corner of the disk must face toward the front side of the computer. 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 XLi. 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 double-clicking on My Computer, then right-clicking on the 3 1/2 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 is not activated.

- If you have forgotten your password, there is no easy way to recover the password. You will need to return the computer to WinBook for service.

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

ACTIONS:

- The computer might not be recognizing the hard drive as the boot drive. Check the Main menu of the Setup program to be certain that the hard drive has been set up properly.
- Try rebooting with the Windows 95 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 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. Enter the Setup program (see Chapter 7) and check the Boot Options submenu of the Main menu. Use the down arrow to move to the [Diskette Drive] option and then use the [+] key to move this drive to the top of the boot list.
- Floppy does not have the necessary files to properly boot. Try another bootable diskette.

- Floppy disk 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 lithium ion battery that maintains the system clock might be discharged. This battery is a silver disk located under the main battery for the unit. You can obtain a replacement battery from a computer retailer. See Chapter Three if you need directions for replacing this battery.

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.
- If this modem is internal, check to see that it has not been disabled. Enter the Setup program (see Chapter 7) and check the Peripheral Configuration submenu of the Advanced menu. If the modem has been disabled, set it to “Auto” or “Enabled.” If the modem is a PCMCIA modem, check the PCMCIA properties window (the PCMCIA icon in the Control Panel) to see if the card is being recognized by the system. If not, try removing and reinserting the card.

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. Enter the Setup utility (see Chapter 7) and check the Advanced menu. If the “Display to TV” item is disabled, scroll down to it with the down arrow and then use [F5] or [F6] to toggle to the appropriate setting (NTSC in the US).
- 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 (or the Display icon in Control Panel) 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 XLi (the jack with the headphone icon) and to the audio in jacks of the TV receiver.

Glossary

A

AC Power Adapter

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

APM (Advanced Power Management)

Set of specifications that define how Windows 95 and the system firmware cooperate to conserve power in a computer system. The WinBook XLi complies with the Microsoft APM 1.2 specifications.

Application

A software program designed to perform certain functions and uses.

ASCII (American Standard Code for Information Interchange)

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

ATAPI (AT Attachment Packet Interface)

A part of the EIDE interface standard, ATAPI provides the necessary commands to allow a CD-ROM or tape drive to use the system's IDE interface.

BIOS (Basic Input/Output System)

This is the way in which your computer sends and receives very low-level instructions to and from your hardware equipment (such as your keyboard). You do not use the BIOS, but Windows 95 (and DOS) uses the BIOS as a way of communicating with your equipment.

Bit

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

Boot

The process of turning on a computer and loading the operating system (Windows 95) that controls the computer. A “cold” boot is when you turn on the computer. A “warm” boot is when you reset the computer (with the [Alt]+[Ctrl]+[Del] combination or by having Windows restart the computer from the **Shut Down** menu).

Browser or Web Browser

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

Byte

A “word” used by the computer. It consists of 8 bits of information.

B

C

Cache

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

Client

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

Clock Speed

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

CMOS (Complementary Metal Oxide Semiconductor)

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

Control Panel

A program in Windows 95 which allows you to change many of the basic hardware and software settings for you system.

Conventional Memory

When running the DOS mode, this is the 640K block of memory where the computer runs programs. The next 384K are known as the upper memory block (where the computer keeps information about the video and other functions). Memory above that first 1MB is referred to as extended or expanded memory (depending on how it has been set up in DOS or Windows).

Cursor

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

Cut and Paste

In Windows 95, cutting (or copying) is the process of highlighting a block of text or section of an image and moving (or copying) it to the clipboard, where it is temporarily held in memory. Pasting is the process of placing the mouse cursor at a desired location and then transferring the information into that position. This can be done within programs and between programs.

DC (Direct Current)

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

Defragmenting

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

C-D

D-F

Diskette

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

DMA (Direct Memory Address)

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

DOS (Disk Operating System)

Prior to Windows 95, DOS was the primary operating system for Intel-based computer systems (often with Windows 3.x running as a graphic interface over DOS). Some programs (including many games and educational programs) you have or buy might still run in the DOS mode.

ECP (Enhanced Capabilities Port)

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

Embedded Numeric Keypad

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

Ethernet

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

Fax (facsimile)

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

Flash BIOS ROM

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

Folder

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

Format

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

Function Keys

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

Gigabyte

1,073,741,824 bytes or 1024MB.

Hard Drive

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

F-H

H-I

Hot Docking

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

HTML

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

Hypertext

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

Hypermedia

Multimedia programs with hypertext-like links built into the different words or images or sounds.

Infrared (IR) Port

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

Internet

Not a physical network, but the interconnection of many physical networks (commercial, educational, governmental, and private). Much of the high-speed infrastructure that connects such computers is based on an old U.S.

government network called ARPAnet. The connections of networks rely on a standard communication protocol (TCP/IP).

Internet Address

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

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

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

IRDA (InfraRed Data Association)

An organization responsible for the specifications for IR data communications.

IRQs or Interrupts

Signals used by the devices in a computer to inform the CPU that they need CPU cycles. Your WinBook XLi uses 17 interrupts which are numbered from 0 through 15 (with one reserved for error handling). Conflicts can occur if two devices use the same IRQ, since each can interfere with the functioning of the other.

Kilobyte

1024 bytes. Usually abbreviated K or KB.

I-K

M-N

Macro

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

Megabyte (MB)

1,048,576 bytes or 1024 KB.

Modem

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

Multimedia

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

Network

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

NTSC

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

PAL

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

PCMCIA Card (Personal Computer Memory Card International Association)

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

Pixel

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

Plug and Play

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

Pointing Stick

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

Power Management

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

P

P-R

PS/2 Keyboard

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

PS/2 Pointing Device

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

RAM (Random Access Memory)

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

Refresh Rate

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

ROM (Read Only Memory)

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

SCSI Cards

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

Server

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

SIR (Serial Infrared)

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

Software Error Messages

Software error messages are returned from your operating system (Windows 95) or your application programs. These typically appear after the system has been booted, or during the running of an application program. If you receive this type of message, you should check your manual for the operating system and/or application program for help in diagnosing and correcting the problem.

Standby Mode

Reduced power mode that powers down sections of your WinBook XLi that are not currently being used, to increase battery life.

S

S

Suspend Mode

Reduced power mode that allows you to store your work in DRAM or on Disk to save power. When you want to begin working again, you can press any key to bring the system back to where you left it.

Suspend to Disk

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

Suspend to DRAM

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

Swap File

A portion of your hard drive which has been set aside by Windows 95 to serve as additional memory. Files and programs are swapped to this area of the disk if there is not enough RAM available.

System Error Messages

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

Touchpad

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

URL (Universal Resource Locator)

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

USB

A new bus that is capable of transmitting data at a speed of up to 1.5MB per second. Up to 128 peripheral devices can be chained together and connected to the USB port of your system. The USB connection is capable of transmitting both data and current, so USB devices can even be powered by the power supply of your system.

VGA (Video Graphics Array)

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

WAVE Audio

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

T-W

W-Z

WINSOCK.DLL

A file which allows Windows 95 to communicate with TCP/IP drivers. This file is necessary to allow you to connect to the Internet via Windows 95.

World Wide Web (WWW)

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

Write-protect

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

ZV (Zoomed Video) Port

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

Index

Index

AC Adapter, 1.5, 1.11, 1.12, 1.21, 3.2, 3.3, 3.9, 3.10, 3.31, 4.16, 6.3, 6.8, 8.17, 8.18 G.5

Audio Jacks, 1.7, 1.8

Audio Mixer, 1.23, 1.24, 1.25, 4.2-4.3

Auto Dim, 7.18

Battery, iv, 1.2, 1.3, 1.8, 1.11-1.12, 1.21-1.22, 3.2-3.5, 3.8-3.11, 3.27, 3.28, 3.31, 4.16, 5.2, 5.3, 5.14, 6.3, 6.8, 7.17-7.18, 7.20-7.24, 8.6, 8.17, 8.18, G.13

Battery Bay 1.8, 3.3, 8.17, 8.18

Battery Icon, 1.11, 1.21, 1.22

Charging, 1.11, 3.2, 3.9, 3.28, 4.16, 7.23

Primary Battery, 1.3, 3.2

Battery Calibration, 3.2, 7.21

BIOS, 3.5, 3.285, 6.6, 6.11, 7.2, 7.6, 7.9, 7.12, G.3, G.7

Boot, 1.12, 1.16, 4.8, 4.13, 5.7, 5.10, 6.8, 6.10, 7.2-7.4, 7.7-7.9, 7.10, 7.14-7.17, 7.21, 7.22, 8.15-8.18, G.3, G.12, G.13

Boot Sequence, 8.16

Bootable Floppy, 3.30, 3.31, 6.8, 6.10, 7.7, 7.22

Password, *see* Password

Cache, 8.13, G.4

CD Player, 1.25, 4.4, 4.5, 4.6, 8.9, 8.12

CD-ROM, iv, 1.3, 1.5, 1.12, 1.24-1.25, 1.26, 2.10, 2.14, 7.3-7.8, G.2

Cleaning, iv, 7.24-7.25

Control Keys, ii, 1.15, 1.16

Control Panel, ii, 1.19, 1.22, 1.24, 1.26, 2.7, 3.6, 3.12, 3.15, 3.16, 3.17, 3.24, 4.7, 4.15, 4.18, 5.3, 5.6, 5.8, 5.10, 5.14, 8.2, 8.4, 8.5, 8.11, 8.19, 8.21, G.4

CPU, 2.19, G.4

Cursor, 1.16, 1.18, 1.22, 2.10, 2.11, 8.5, G.5, G.8, G.14

Date, i, 1.13, 1.19, 1.26, 2.12, 2.15, 3.4, 3.5, 7.2, 7.3, 7.21, 8.18,

Defragmentation, 2.4-2.5, G.5

Device Manager, 2.6-2.7, 5.3, 5.14

DMA, 7.5, 7.7, 7.11, 7.12, G.6

Docking Port, 1.3, 1.5, 4.7, 4.18

Drivers, 1.3, 1.26, 2.14, 3.29, 3.31, 4.7-4.9, 4.12, 4.13, 4.15, 5.2-5.4, 5.8, 5.13, 6.8, 6.10, 8.8, 8.16, G.16

ECP, 4.13, 7.13-7.14, 8.7, 8.9, G.6

Environment, 2.13, 2.17, 3.16, 3.29, 4.10, 5.7, 5.8, 6.7, 7.7, 7.16, 7.23-7.25

EPP, 4.13, 7.13, 7.14, 8.7, 8.9

External Devices,
See Headphones
See Keyboard
See Microphone
See Monitor
See Pointing Devices
See Port Replicator
See Speakers

Fax, 1.7, 1.8, 2.14, 2.15-2.16, 3.28, 4.12, 7.19, 8.19, 8.20, G.6

Fax/Modem, 1.7, 1.8, 2.15, 8.19, 8.20

Floppy Disk Drive, 1.8, 1.12, 6.3, 6.6, 6.8, 6.10, 7.17, 8.13, 8.14

Function Keys, 1.15, 1.16, G.7

Hard Drive, 1.2, 1.3, 1.8, 1.9, 1.14, 1.17, 1.24, 2.2-2.5, 2.8-2.10, 3.9-3.12, 3.16, 3.30, 6.7-6.10, 7.6, 7.8, 7.22, 7.23, 8.13, 8.14, 8.16, G.6, G.7, G.14

Headphones, 1.8, 4.7, 8.9, 8.10, 8.21

IDE, 7.4, G.2

Infrared (IR), 1.5, 1.26, 3.12-3.13, 3.23-3.24, 4.7, 4.10, 4.15, 7.13, 8.6, G.8

Index

Index

- Infrared Port (SIR)**, 1.5, 1.26-1.27, 3.12-3.13, 3.23-3.24, 4.10, 4.15, 7.13, 8.6, G.8, G.9, G.13
- Install**, i, 1.14, 1.26-1.27, 2.6-2.10, 2.14, 3.3, 3.12, 3.16, 4.8, 4.9, 4.12, 4.16-4.17, 5.4, 5.5, 5.7, 5.8, 5.13, 5.14, 6.2, 6.3, 6.5, 6.8, 6.10, 6.11, 7.4, 7.5, 8.11, 8.16, 8.18, G.11
- Internet**, 1.26, 2.10-2.12, 2.18, 3.30, G.8, G.9, G.16
- IRQ**, 2.6, 7.11, 7.12, G.9, G.13
- Keyboard**, ii, iii, 1.2, 1.4, 1.6, 1.7, 1.10-1.12, 1.15-1.17, 1.18, 4.14, 4.15, 4.18, 7.9, 7.10, 7.23, 7.24, 8.2, 8.3, 8.5, G.3, G.6, G.7, G.12
External, 1.6, 4.14, 4.15, 8.2
PS/2, 1.7, 1.18, 4.7, 4.14, 4.15, 7.9, 8.2, 8.3, G.12
- LCD**, 1.16, 1.17, 1.19, 3.26, 3.29, 4.13, 4.14, 7.3, 7.9, 7.10, 8.17
- LED**, 1.10, 1.11-1.12, 1.21
- Lock Slot**, 1.7
- Media Bay**, 6.10, G.5
- Memory**, 1.3, 1.9, 1.13, 1.24, 2.2, 2.9, 2.14, 3.10, 3.12, 6.2-6.7, 6.11, 7.2, 7.4, 7.13, 8.8, G.4-G.6, G.9, G.11, G.12, G.14
- Microphone**, 1.8, 1.10, 1.11, 1.24, 4.2, 4.3, 4.6, 4.7, 8.11, G.15
External, 1.8, 1.24, 4.7
- Modem**, 1.7, 1.8, 2.15-2.18, 3.7, 3.28, 3.30, 4.15, 5.2, 5.4, 5.14, 7.12, 7.13, 7.18, 7.19, 7.21, 7.22, G.10, G.14
PCMCIA Modem, 5.14, 7.12, 7.13
- Monitor, External** 1.7, 1.17, 1.19, 1.21, 4.13, 4.14, 8.17, G.12
- Mouse, see Pointing Devices**
- Mute**, 1.17, 4.3, 8.9, 8.10, 8.12
- My Computer**, 2.3, 2.4, 2.5, 2.7, 2.13, 2.15, 5.9, 5.11, 8.8, 8.14
- Network**, 2.3, 2.15, 2.16, 2.17, 2.18, 3.14-3.18, 3.23, 4.7, 5.2, 5.4, 5.7-5.10, 5.12, 6.11, 7.19, G.4, G.6, G.8, G.10, G.11, G.13
- NTSC**, 3.25, 3.26, 7.9, 7.10, 8.21, G.10

Numeric Keypad, 1.16, G.6

NumLock, 1.16, 7.9, 7.10

Online Services, 1.14

PAL, 3.25, 3.26, 7.10, 8.21, G.11

Parallel Devices, 4.13

Parallel Port, 1.5, 1.6, 1.7, 3.12, 3.23, 4.13, 7.13, 7.14, 7.23, 8.7, 8.8, G.6

Passwords, 3.15, 3.16, 3.21, 3.30, 5.7, 5.8, 5.12, 7.14-7.17, 8.15, 8.16

- Backup**, 2.5, 3.30, 4.13, 6.11, 7.19, 7.22, 7.23, 8.12, 8.13, 8.16, G.6
- Boot**, 1.12, 1.14, 4.8, 4.13, 6.8, 6.10, 7.2-7.4, 7.7-7.9, 7.10, 7.14-7.17, 7.21, 7.22, 8.15, 8.16, 8.18, G.3

PC Cards (PCMCIA), 1.4, 1.8, 2.15, 3.9, 5.2-5.14, G.11

PCMCIA Modem, *see Modem*

Plug and Play, 4.8, 4.13, 5.4, 7.9, G.11

Pointing Devices, External 4.14, 7.9, 7.25, 8.3, 8.4, G.12, G.15

Pointing Stick, 1.15, 1.18, 4.14, 7.25, 8.3, 8.4, G.11

Port Replicator, 1.4, 1.6, 4.7, 4.17, 4.18, 7.11, G.8

Power Management (Saving), 1.21-1.22, 3.2, 3.5-3.10, 3.31, 4.17, 5.2, 5.4, 5.14, 7.2, 7.17, 7.18, 7.19, G.2, G.7, G.11, G.14

Power Switch (Button), 1.10, 1.12, 8.17

Primary Battery, *see Battery*

Printer, 1.4, 1.7, 1.13, 2.16, 3.16, 3.20, 3.23, 3.24, 3.29, 3.31, 4.7-4.10, 4.13, 4.15, 4.16, 5.9, 5.10, 7.14, 8.6, 8.8, G.6

PS/2, 1.5-1.7, 1.18, 4.7, 4.14, 4.15, 7.9, 8.2, 8.3, G.12

- PS/2 Keyboard**, *see Keyboard*
- PS/2 Mouse**, 1.7, 4.14, 4.15
- PS/2 Port**, 1.6, 1.7, 4.14, 8.2, 8.3

Index

Index

- RAM**, 1.9, 1.17, 2.2, 2.3, 2.4, 2.13, 2.14, 3.9-3.11, 6.2-6.6, 7.4, 7.18, 7.19, G.4, G.6
- Recycle Bin**, 8.13
- Safety**, iii, iv, 3.27
- Security**, 3.30, 6.7, 7.2, 7.14, 7.15, 7.16
- Serial Port**, 1.6, 1.7, 1.18, 2.6-2.14, 4.14, 4.15, 7.12, 7.13, 8.5, G.13
- Setup**, 1.13, 1.14, 1.17, 1.21, 1.22, 2.6, 2.14, 3.3, 3.5, 3.6, 3.9, 3.10, 3.11, 3.15, 3.25, 3.30, 4.7, 4.13, 4.15, 6.7, 6.11, 7.2-7.3, 7.9, 7.11, 7.15, 7.17, 7.20, 7.21, 7.22, 8.3-8.8, 8.11, 8.15, 8.16, 8.19, 8.20, G.4, G.7, G.11
- Setup Program**, 1.14, 1.17, 1.22, 2.6, 3.3, 3.5, 3.6, 3.11, 3.25, 4.13, 4.15, 6.7, 6.11, 7.2, 7.3, 7.15, 7.17, 7.20, 7.22, 8.3-8.8, 8.16, 8.19, G.4, G.11
- Speaker Icon**, 1.23-1.25, 4.2, 4.6, 8.9, 8.10-8.12
- Speakers**, 1.8, 1.10, 1.23, 1.24, 2.9, 3.29, 4.2, 4.7, 8.10, 8.11
 - External**, 1.8, 1.23, 4.2, 4.7, 8.10, 8.11
- Standby**, 1.17, 3.10, 3.11, 7.8, G.13
- Start Menu**, ii, 1.14, 1.16, 1.27, 3.7, 3.13, 7.2, 7.14, 8.19
- Suspend**, 1.21-1.22, 3.2, 3.7, 3.9, 3.10, 3.11, 3.12, 4.6, 4.17, 7.18, 7.19, 8.19, G.14
 - Suspend to Disk**, 3.9, 3.10, 3.11, 3.12, G.14
 - Suspend to DRAM**, G.14
- Swap File**, 2.2, G.14
- Taskbar**, 1.14, 1.20, 1.21, 1.23-1.25, 2.12-2.13, 3.26, 4.2, 4.4, 4.6, 4.13, 5.4-5.5, 7.2, 8.9-8.12, 8.21
- Technical Support**, 1.13, 1.26, 2.14, 3.4, 3.12, 3.28, 5.8, 6.11, 7.7, 7.10, 8.2, 8.12, 8.15, 8.16
- Temperature**, 2.9, 3.27, 3.29, 7.23
- Time**, 1.13, 2.12, 2.15, 3.4, 3.5, 4.5, 7.2, 7.3, 7.18, 7.19, 8.20, G.6
- Touchpad**, 1.18, 4.14, 7.9, 7.25, 8.3, 8.4, 8.5, G.15

Travel, 3.27, 3.29, 3.30, 5.3

TV-out, 1.3, 1.5-1.7, 3.24, 3.25, 3.26, 4.17, 7.10, 8.21

Upgrade, 1.9, 6.2, 6.3, 6.5, 6.8, 6.10, 6.11, 8.13

USB, 1.4-1.7, 1.26, 4.7, 4.8, 4.15, 4.16, 4.17, 4.18, G.15

VGA, 1.5-1.6, 1.19, 4.13, G.15

Viruses, 3.11, 7.16, 7.21, 7.22, 8.15

Volume, 1.17, 1.23-1.25, 4.2, 8.9, 9.10

WAVE Files, 4.7

World Wide Web, 2.18-2.19, 3.16, 4.6, 7.22, 8.13, G.3, G.8, G.15, G.16

ZV Port, 3.24, 3.27, G.16

Index