XP5 Pro Manual

Chapter One: Getting Started

Your Winbook XP5 Pro has all the power and can perform all of the functions of a desktop computer, but provides 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. You can even purchase an optional car adapter that permits you to use your car's electrical power to run your computer.

In addition to a fast processor, fast video, large screen and large capacity hard drive that make your WinBook XP5 Pro a match for desktop systems, there are several features of your WinBook XP5 Pro that make it a particularly powerful tool for your computing needs:

Dual Battery Power : By inserting an optional second battery pack into the media bay, you can double the battery life of your computer. This can provide you with hours of extra computing time when traveling. When the AC adapter is connected, both batteries can be recharged at the same time.

Popup Display : The convenient popup display provides you with information about your battery life and power management right at your fingertips. Power management, audio volume and screen intensity can also be adjusted through hot key combinations on your keyboard. These provide fast response to your computing needs.

Backup Password Protection : You can password protect your computer and carry a backup of the password in a hidden file on a floppy disk. This allows you to regain control of your computer if you forget your password.

Flexibility : Modular drives and battery packs for the media bay, easily upgraded memory and hard drive, a docking port and PCMCIA slots provide you with the ability to quickly change your system to meet new demands as they arise. [XP5 Pro 1.2]

Hardware

Inventory

When you unpack your WinBook XP5 Pro, check that all the items that you ordered are present and in good condition. Check the inventory checklist that came in the WinBook XP5 Pro box to be sure that all the components and optional components that you ordered are included. If anything is missing or damaged, contact Customer Service immediately (the Customer Service number can be found on the "Read Me Before Using" card that was enclosed in your box.

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

[Fig. 1.1: Inventory: Caption: Your system should include:

    WinBook XP5 Pro

Primary Battery (installed)
Floppy Drive (installed)
AC Power Adapter
Power Cord [XP5 Pro 1.3]
This Manual
Floppy Disks with additional software and drivers
Windows 95 manual and disks (or CD)
Any optional components ordered (including optional installed touchpad).]

The WinBook XP5 Pro

Before you begin using your WinBook XP5 Pro, you should take a moment to familiarize yourself
with the various ports, bays, connectors, and indicators that make up your system.

THE FRONT
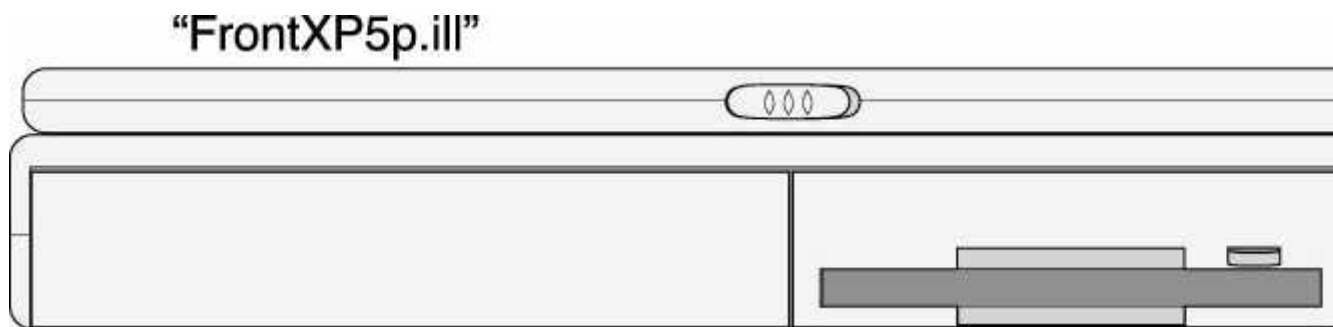
The display panel latch is used for releasing the display panel to reveal the LCD screen and keyboard.
To use: slide the latch to the right and gently lift the display panel.

The primary battery can be removed by use of a release located on the bottom of the case (see section
below on THE BOTTOM for directions on [XP5 Pro 1.4] its use). Although you can operate the
system with the primary battery in either bay, it is recommended that you use the primary battery in
the battery-only bay, reserving the media bay for use with a secondary battery, floppy drive or CD-
ROM drive.

The media bay will come with the floppy drive installed. This floppy drive can be removed by use of
the release located on the bottom of the case (see THE BOTTOM for directions on its use). This bay
has connections which allow it to be used with the installed floppy drive or optional CD-ROM drive or
optional secondary battery. It is not recommended that you use or transport the system with this bay
empty, since damage to its internal connectors can result.

THE RIGHT SIDE

"RightXP5p.ill"
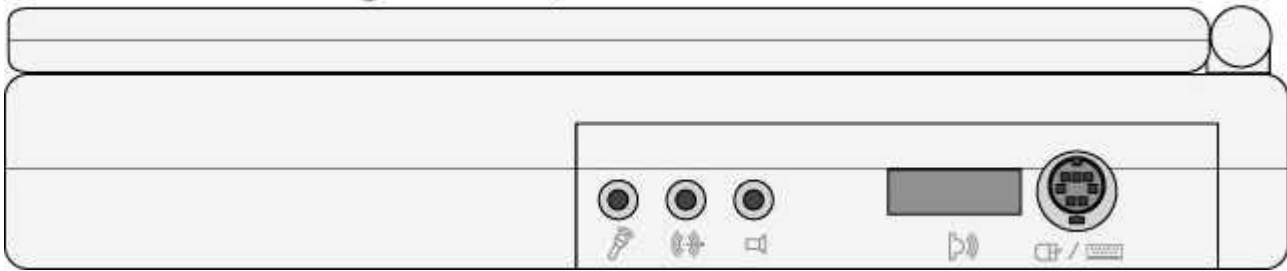
The three audio jacks provide you will the ability to connect your system's audio to an external microphone (this will disable the built-in microphone), plug in headphones or external speakers (this will disable the built-in speakers), or direct audio input to the system (using the line in jack).

The IR 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.[XP5 Pro 1.5]

The PS/2 port allows you to connect an external PS/2 keyboard or PS/2 mouse to your WinBook XP5 Pro.

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

THE REAR

"BackXP5p.ill"
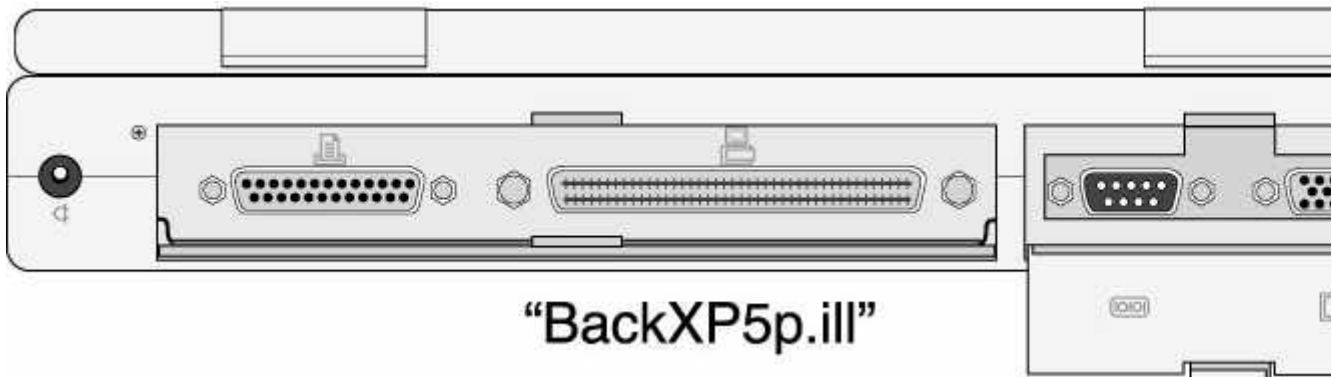
The AC connector should only be used with the proper AC adapter supplied by WinBook.

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

The 120-pin Docking Port provides a connection to a port replicator, mini-docking station, or full docking station.

The 9-pin Serial Port provides a connection for serial devices, including a serial external mouse.

The VGA port allows you to connect any standard computer monitor to your system. [XP5 Pro 1.6]

THE LEFT SIDE

"LeftXP5p.ill"

PCMCIA slots accept Type I, II, or III PCMCIA cards in the following combinations:
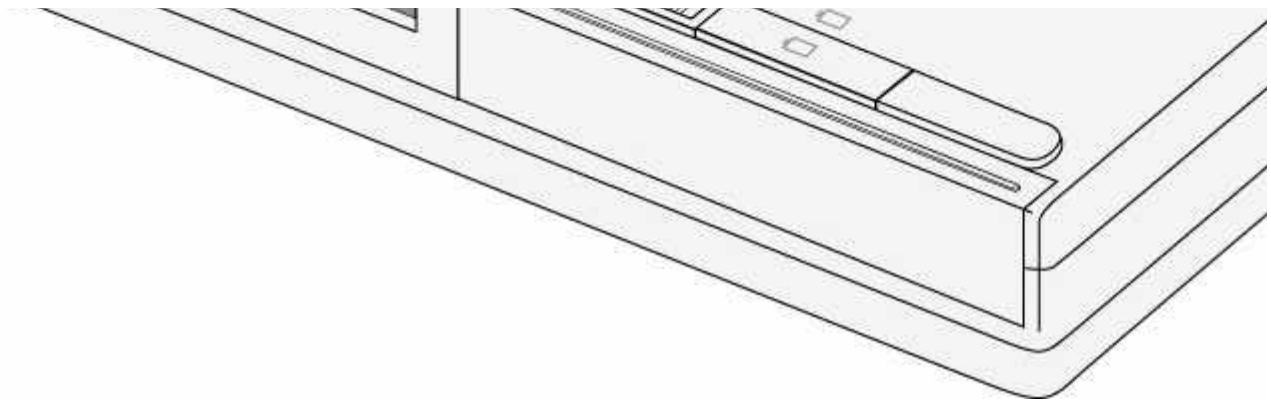
Two Type I

Two Type II

One Type I and One Type II

One Type III and One Type I or Type II

The removable hard drive can be swapped for a larger drive if your future needs change.

THE BOTTOM

"BottomXP5p.ill"

Retaining pin guide holes provide secure docking for optional mini-docking station or port replicator. These holes also house screws that secure your case, but they have been made larger than the other screw housings to permit them to serve as retaining pin guide holes.

Hard drive access cover can be unscrewed to swap your hard drive.[XP5 Pro 1.7]

Expansion Memory panel allows you to insert optional memory modules that increase your RAM.

Battery bay release latch is used to remove battery from primary battery bay.

Media bay release hatch is used to remove Floppy Disk Drive, optional secondary battery or optional CD-ROM drive.[XP5 Pro 1.8]

INDICATORS AND MICROPHONE

The Power indicator (LED) will be lit when your system is on. It will flash intermittently when the system is in the suspend mode.

The Battery Charging indicator (LED) will be lit when the battery is charging.

The CAP LOCK, NUM LOCK and SCROLL LOCK indicators (LEDs)will be lit when these functions have been engaged.

The Floppy Disk Drive indicator (LED) will be lit when the computer is reading from or writing to the floppy disk drive.

The Hard Drive indicator (LED) will be lit when the computer is reading from or writing to the hard drive.

The built-in microphone allows you to use speech or recording functions of your software applications.[XP5 Pro 1.9]

Power On

The first time you use your Winbook XP5 Pro, 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 two times. This will help calibrate the electronics that monitor and maintain the battery charge. After those two 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. When the battery is completely charged, the Battery Charge indicator will shut off.

Connect your AC Adapter to your system. Connect the power cord to the adapter and connect the cord to a wall outlet or power strip. Slide the display panel release latch to the right and gently lift the display panel until fully vertical. Press the power button on your computer to initiate a boot of the system.

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

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

[Sidebar: Pencil icon: Every effort has been made to make certain that your WinBook XP5 Pro system will function properly, but if you should experience a problem when you turn on the computer, refer to Chapter Seven: Troubleshooting. If you cannot find the answer there or are unsure how to proceed, contact Technical Support (at the number indicated on the "Read Me First" card that came with your system).]

When the computer boots for the first time, you will be asked some startup information by Windows 95. Follow the instructions to prepare your computer for usage. Read the Windows 95 EULA (End User License Agreement) carefully if you are not familiar with its terms. You will need the registration number for your copy of Windows 95 during this procedure. It is printed on the cover of your Windows 95 manual. You can set up your printer at this time, or wait and set up the printer later. If you choose to set up the printer now and need some assistance, look at the section on printers in Chapter Four of this manual.

[Sidebar: Exclamation icon: Store your Windows 95 manual is 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 license from Microsoft.]

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

If you purchased additional software with your system, you will need to install that software yourself before you can use it (which is discussed below). To run the preloaded software in Window 95 (which includes applets such as Wordpad and Paint), you can use the Start option on the [XP5 Pro 1.10] 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. You will not be able to use these services unless you purchase an optional PCMCIA modem for your WinBook XP5 Pro.

If you explore the start menu, you will also notice a WinBook folder in the program groups. This folder holds your WinBook XP5 Pro Help file and possibly other files that contain information about your WinBook XP5 Pro. The WinBook XP5 Pro Help file contains the information in this manual, as well as other information to help you run your WinBook XP5 Pro.

The Keyboard

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

The [Alt] and [Ctrl] keys, like the [Shift] key alter the function of the traditional typing keys and the function keys. Depending on the software you are using, the actual function of the [Alt] and [Ctrl] keys will vary. They might also be used in combination with each other and/or with the [Shift] key to provide further possible combinations of functions with the typing keys. For example, the [Alt]+[Ctrl] +[Del] combination is used to close [XP5 Pro 1.11] 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 keys, the [Pg Up] and [Pg Dn] keys, and the Home ([Fn]+[Pg Up]) and End ([Fn]+[Pg Dn]) keys, which are all located in the lower right corner of your keyboard, allow you move the active cursor of the computer to various locations on the screen or within the document. The [Ins] [XP5 Pro 1.12] and [Del] keys at the upper right corner of your keyboard allow you to insert and delete characters.

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

Your keyboard also has three Windows 95 keys: two Start keys (these bear the Windows logo), which allow you to pull up the Start menu, and one Menu key (which looks like a pull-down menu), which pulls up the popup menu in programs that are Windows 95 compatible.

Keyboard System Controls

In addition to its function as a normal keyboard, your keyboard also contains controls for various aspects of your WinBook XP5 Pro, including the intensity of the LCD screen. These controls appear

in green on the keys and are activated by pressing the [Fn] key (located at the lower left corner of your keyboard) in conjunction with the key for the specific control function (or by holding the [Fn] key while pressing the key for the specific control function). Most such combinations will call up an associated popup menu.

Keys	Function(s)
[Fn]+[F1]	Puts the LCD display into a standby mode
[Fn]+[F2]	Displays the current battery and power management status
[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]+[F5]	Changes power management options for current working session
[Fn]+[F6]	Mutes audio output [XP5 Pro 1.13]
[Fn]+[F7]	Lowers audio volume
[Fn]+[F8]	Raises audio volume
[Fn]+[F10]	Expands games or other applications using 640x480 mode to full screen size
[Fn]+[F12]	If an external monitor is present, you can toggle the display between the LCD and external monitor.
[Fn]+[3]	Decreases screen brightness
[Fn]+[4]	Increases screen brightness

Mouse Buttons & Pointing Devices

Your WinBook XP5 Pro comes with a TrackPoint pointing device, can be configured for an optional TouchPad pointing device and can support an external mouse via the PS/2 or serial port. All of these pointing devices can be used simultaneously.

TrackPoint

The TrackPoint device is the small orange knob (it looks like a pencil eraser) that sits just below the [G] and [H] keys of your keyboard. This pressure-sensitive device translates the pressure of your fingertip on the knob into movement of the cursor. Shift the pressure of your fingertip slightly in the direction in which you want to move the cursor. The two switches below the space bar on the keyboard serve as the left and right mouse buttons (if you have the optional TouchPad devices installed, the buttons will be incorporated into the design of the TouchPad and can used with either the TrackPoint or the TouchPad).

[Sidebar: Pencil icon: When the rubber cover of the TrackPoint starts to wear down, you can purchase

additional covers from WinBook.]

TouchPad

The TouchPad, a rectangular electronic panel located just beneath your keyboard, is a factory-installed pointing device option for the WinBook XP5 Pro. If you have selected this option, you can use the pressure-sensitive panel of the TouchPad as a pointing device. Place your finger [Xp5 Pro 1.14] gently on the surface of the TouchPad and slide it to move the cursor. You can use the buttons along the TouchPad as left and right mouse buttons. You can also tap lightly on the TouchPad, which the system will recognize as a left mouse click.

You can click and drag an item with the TouchPad by pointing at the item, tapping to select it, then sliding your finger in the direction of the movement desired.

The TouchPad will work fine with the default mouse driver of your system, but you can gain more precise control of the TouchPad by using its drivers. If the drivers are already installed on your system, you will see a TouchPad icon instead of a mouse icon in the Windows 95 **Control Panel** (**Start/Settings/Control Panel**). If you see the mouse icon, you can install the TouchPad drivers by using the disk provided with your TouchPad (or by contacting Technical Support for information on obtaining the drivers).

[Sidebar: Pencil icon: If you decide to add a TouchPad to your WinBook XP5 Pro at a later time, you will need to return the system to the manufacturer to have the TouchPad installed.]

Use of an external pointing device with your WinBook XP5 Pro is discussed in Chapter Four.

No matter which pointing device you use, the mouse speed for your WinBook XP5 Pro system can be adjusted to accommodate your personal preferences. You can alter the mouse speed for applications running in Windows 95 by accessing the **Mouse** selection in the **Control Panel** (**Start/Settings/Control Panel**). The options in this menu will allow you to alter the double-click speed (the time between clicks that the computer will recognize as a double-click rather than as two separate clicks) as well as the speed at which the pointer moves. You can also use the menus provided here to alter the pointing device for left-handed users.

LCD Display

Your WinBook XP5 Pro 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]+[3] key combination (to darken the screen) or the [Fn]+[4] key combination (to brighten the screen). Since the screen uses up much of the battery power of your system, it is set to dim to 50% brightness when running on battery power. You can adjust this setting through the Setup program (see Chapter Six).

Your WinBook XP5 Pro comes set to run in 800 x 600 pixel mode and at 256 colors. You can quickly adjust the resolution and number of color [XP5 Pro 1.15] settings through Windows 95' **Display** icon on the taskbar.

Click on this icon to bring up the display menu.

You can now choose from the available display options.

You can also use the **Display** icon in the **Control Panel** (or by right-clicking your desktop and selecting **Properties**) to control other aspects of the display, including window colors and backgrounds. If you have programs that run only in 640 x 480 pixel mode, you can enlarge these to full-screen size by using the Expand feature: [Fn]+[F10]. For more information on video resolutions, see Chapter Four. [XP5 Pro 1.16]

Battery & Power Saving

When the AC Adapter is connected to your WinBook XP5 Pro, 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. If you have a secondary battery in the media bay, both batteries will charge at the same time.

[Sidebar: Pencil icon: It is important to cycle your battery. Partial charges/discharges will eventually reduce the charge life of the battery. In order to keep your battery working at optimal levels, you should let the battery drain and then recharge completely about once every 32 uses. This will allow the battery to reset itself to optimal charge levels.]

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 (LED) 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 (LED) will flash about twice per second and the battery icon on the taskbar will flash about twice per second.

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.[XP5 Pro 1.17]

To check your battery charge level:

Pop-up Menu

This is the most accurate measure of battery charge. You can activate the popup menu by pressing the [Fn]+[F2] key combination. This will show you the charge level of the primary battery (BAT1) and the secondary battery (BAT2). If the secondary battery is not present, the BAT2 level will read "NON." The battery charge level indicated in the popup menu is the percentage of charge remaining. A figure of 90% means that 90% battery charge remains and 10% battery charge has been used. If both a primary and secondary battery are present, use this menu to determine the charge level of the individual batteries. Most other methods of checking the charge level will only provide overall charge level of the two batteries combined.

Battery Icon

The battery icon provides a rough indicator of the battery charge level by starting out all blue (full charge) and becoming more gray as the charge level drops. You can also hold the cursor over the icon to get a popup reading of battery charge level. If you have two batteries in place, the number provided will be a percentage of the total charge level of both batteries combined. To determine the charge level of each battery, use the popup Status menu.

Control Panel

Clicking on th e**Power** icon in th e**Control Panel** brings up the Windows 95 power management menu. You can get a reading on the current battery charge level here. If you have two batteries in place, the number provided [XP5 Pro 1.18] will be a percentage of the total charge level of both batteries combined. To determine the charge level of each battery, you will need to adjust the setting in Windows 95 that controls the output for this icon as described in Chapter Three. You can also make changes here to the power management settings used during Windows 95 sessions.

POWER MANAGEMENT

Your WinBook XP5 Pro 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 Six). You can adjust the power management settings for a specific session by using the Power Management features of the popup menu [Fn]+[F5]; these changes are not permanent changes to power management. This can allow you to reduce power management for better system response or increase power management for extended battery life as your specific usage demands, while still maintaining your preferred default power management settings.

More in-depth information on power management can be found in Chapter Six. Changes made to the Setup program as described in Chapter Six become the default settings for system power management.

You should familiarize yourself with the various power management features designed into your system so that you can configure your system for your needs.

Audio/Sound

Built-in Speakers

Your WinBook XP5 Pro comes with built-in audio hardware that plays sounds through the speakers built into the cabinet of your system. You can adjust the audio volume by clicking once on the speaker icon on the taskbar and moving the volume slide, [XP5 Pro 1.19] or by using the keyboard controls listed below.
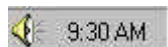
[Fn]+[F6]   Mutes audio output
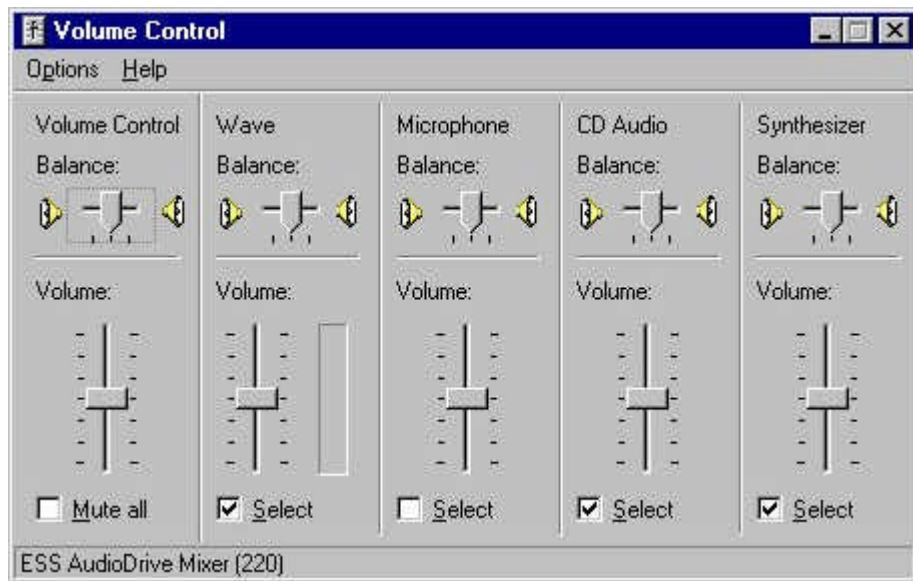
[Fn]+[F7]   Lowers audio volume

[Fn]+[F8]   Raises audio volume

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

[XP5 Pro 1.20]

[Sidebar: Pencil icon: Connecting external speakers to your WinBook XP5 Pro disables the built-in speakers.]

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

Built-in Microphone

The microphone built into the display panel of your WinBook XP5 Pro 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 XP5 Pro provides one such application.

[Sidebar: Pencil icon: Connecting an external microphone to your WinBook XP5 Pro disables the internal microphone.]

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

Floppy Disk Drive

The modular Floppy Disk Drive comes installed in the media bay. It can be removed to allow other optional modules to be placed in the drive. This drive functions as a normal 3.5" floppy disk drive when installed in the system and is designated as the A: drive. Store the drive in a safe place when it is not installed in the media bay.

[Sidebar: Exclamation icon: Make sure that you have some modular unit (Floppy Disk Drive, optional CD-ROM drive, or optional secondary battery) installed in the media bay at all times to protect the interior electronics from damage and to minimize risk of electrical shock. Do not transport the system with the bay open, since objects might fall into the bay and cause damage.]

You can swap in the floppy disk drive without shutting down and rebooting the computer. Enter the Suspend mode and swap the floppy disk drive into the media bay. Then resume computer function and the floppy drive will be available to you.

[Sidebar: The icon for the A: will be visible in th e **My Computer** window even if the Floppy Disk Drive is not installed.]

Optional Devices

In addition to the optional TouchPad mentioned earlier in the section on pointing devices, your WinBook XP5 Pro might also have come with one or more of the following options.

CD-ROM Drive

The CD-ROM drive, which can be swapped into the media bay, 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 [XP5 Pro 1.21] 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 XP5 Pro. Your CD-ROM will also be able to read from photo CDs.

Unlike the battery or Floppy Disk Drive, which can be swapped into the media bay while the system is in the Suspend mode, the CD drive must be present at boot to be properly initialized. If you want to swap the CD-ROM drive into the bay, you will need to shut down the system, install the drive, and then reboot the system.

Once the CD-ROM is in place, you can load a CD into the drive as described below:
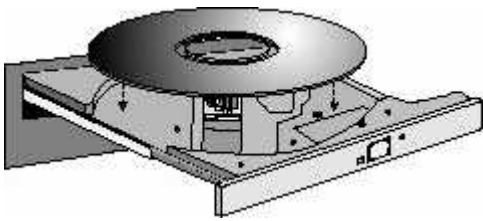
Press the Load/Eject button.
The disc tray opens.
Wait until the tray stops. If the tray does not open far enough to insert the CD, gently ease the tray out until you have enough clearance to insert the CD.[XP5 Pro 1.22]
Carefully place the CD (audio or data), with the label side up, on the disc tray.
Be sure to carefully center the CD and press it into place on the loading tray. Since your WinBook XP5 Pro is meant to be portable, the CD is secured onto the tray rather than simply resting in a recess.
Close the tray. Be certain that it is closed completely.

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

In general, your software will control the CD-ROM directly. Data CDs are accessed via the software-- consult your software instructions for the operations of a data CD. Windows 95 compatible CD-ROMs will usually have an autoplay feature that starts the program when the CD is detected. When the CD-ROM is to be used as an audio CD player, you can still use software to control the playing and volume of the CD. To adjust the volume of an audio CD playing in Windows 95, you can single-click (brings up the volume slide) or double-click (brings up the entire audio mixer window) on the speaker icon beside your clock.
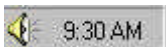
[Sidebar: If you do not have a speaker icon beside the clock on your task bar, you may need to add or

configure the volume control program. See the Windows 95 documentation for instructions on how to do this.]

If you need to open the CD drawer when the power is not on, or when the CD-ROM drive is not in the bay, you can use the emergency release, which is the small hole located on the front of the drive. Use a paper clip to press on the release inside the hole, then the tray can then be pulled gently forward until the disc can be retrieved. Slide the tray back into place until you feel it click. This method is designed to be used occasionally for an emergency retrieval of a disk and should not be used as a regular method of removing disks. Your drive will last longer if you connect the drive and remove the disk using the normal unloading method.[XP5 Pro 1.23]

Secondary Battery

The secondary battery can be inserted into the media bay to provide extended battery life for your system. When both the primary and secondary battery are in place, the system will use or recharge the batteries simultaneously.

PCMCIA Modem

If you purchased the optional PCMCIA (PC Card) modem, you will be able to use the communications functions of your WinBook XP5 Pro when the modem is present in the PCMCIA slot.

[Sidebar: Pencil icon: For more information about the use of PC Cards in your WinBook XP5 Pro, see Chapter Three.]

Software

Preloaded Software

Your Winbook XP5 Pro comes preloaded with Windows 95 as its operating system. There is also the necessary software to use your Infrared (IR) port and audio hardware.

For instructions on using Windows 95, check the Windows 95 manual which is included in your WinBook XP5 Pro 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 to 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 XP5 Pro system, or if you buy software at a later date, you will need to know how to install that software on the WinBook XP5 Pro system. [XP5 Pro 1.24]

The installation of software can be done through th **Add/Remove Program** icon in th e**Control Pand**. Once in the Add/Remove window, click on Install in th **Install/Uninstall** menu. You can also use the instructions provided by the software manufacturer, which will usually involve clicking on **Run** in th e**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 th e**Start/Programs** menu. [XP5 Pro 1.25]

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

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Chapter Two: Basic Computing

The WinBook XP5 Pro is designed to be run straight out of the box, so, if you are an experienced computer user, then you should be ready to go. You can find additional information about specific features of your system in the chapters that follow. If you are not an experienced user, you should take a moment to read this chapter and familiarize yourself with some basic aspects of computing under the Windows 95 operating system.

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 XP5 Pro came with a certain amount of RAM (probably 8MB or 16MB), but that is not the limits of the memory used by Windows 95. Windows 95 will set up a swap file on your hard drive to provide additional "virtual memory." When the programs you are running need more than the memory available in RAM on your computer, Windows 95 will "swap" some programs from RAM to that hard drive. When those bits of memory are needed, Windows 95 will swap them back into RAM (and, if necessary, swap other bits of memory to the hard drive). Even with a fast data bus and fast hard drive, 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 is slowing the response time of your computer, you should consider upgrading the memory in your computer (see Chapter Five).

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

When you place your WinBook XP5 Pro 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. [XP5 Pro 2.2]

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 several hundred megabytes (1 megabyte (MB) = 1,048,576 bytes) or a little over one gigabyte (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 50-60 megabytes), while the files that you create will generally take up much less (stored in plain text, a 1,000 page manuscript will fit in less than 1 megabyte).

[Sidebar: If your computer is connected to a network, you will also have access to hard drives on

other computers. See the networking documentation in Windows 95 to see how to access such drives.]

Your hard drive is usually the C: drive in your system. You can find out what is stored on this drive by double-clicking on the My Computer icon and then double-clicking on the C: drive icon.

You can also find out the capacity, used space and available space on the C: drive by right-clicking on the C: icon and then selecting properties.
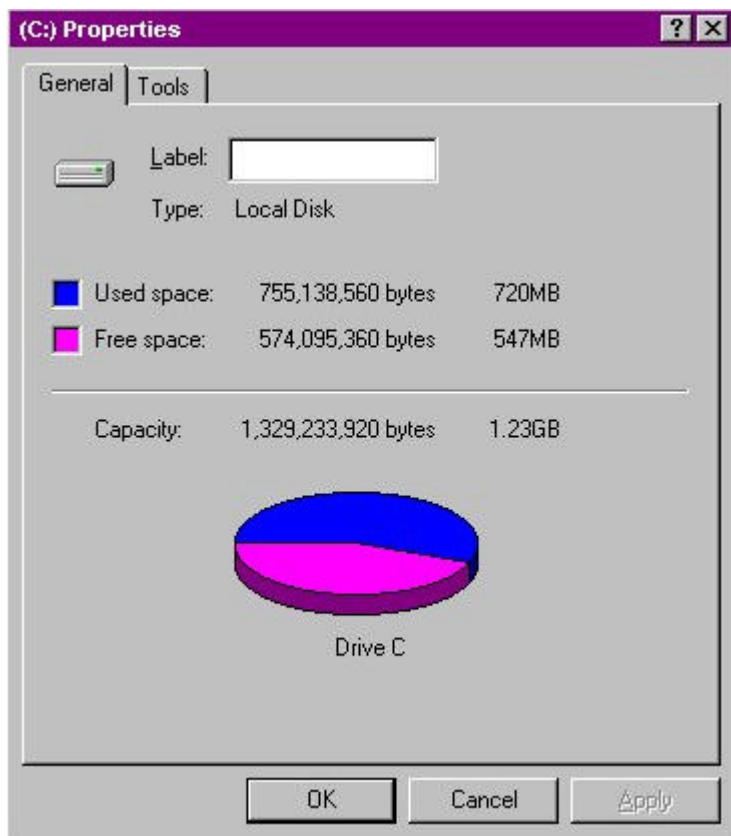
The Windows Explorer provides an alternative way of seeing the contents of the C: drive (**Start/Programs/Windows Explorer**). See the Windows 95 documentation for more information on this program.

If you find yourself running short of space on your hard drive and do not want to [XP5 Pro 2.3] upgrade to a larger drive, you can use a disk compression utility (e.g. the utility that is included with Windows 95) to store the data in a different form that takes up less space on your hard drive. Compression may slow your system slightly (since data must be uncompressed and recompressed during file access), but you may not find the difference to be noticeable. If you do find that the compression slows down the system more than you would like, you can decompress the drive (as long as you have not added more files that have made the compressed disk too large to fit back on the uncompressed disk) and purchase a larger hard drive to swap into the hard drive bay. See the manual for the disk compression software for instructions on installing and/or uninstalling such software.

[Sidebar: A disk compression utility usually needs some space to allow it to shuffle the data. If you wait until your disk is full, you may need to delete files to gain enough room for the disk compression utility to work. You should check your hard drive every so often to see how much space is left.]

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 [XP5 Pro 2.4] 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.

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 weekly backup is probably in order. If you use the system less frequently, a monthly backup might be in order. While it is often quicker to make a complete backup and then subsequent incremental backups of new information, you should make a complete backup every few backup cycles, to save you time in restoring your system in case of failure.

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

The Device Manager

While the Setup program (see Chapter Six) 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 XP5 Pro. Device Manager [XP5 Pro 2.5] is the place where you can learn this information about your system. If you want to know more information about these pieces of the computer, you can right click on the particular device in the Device Manager and then click on Properties. If there is a problem with the device, you will get some basic information here on the source of the problem. If there is a conflict between two (or more) devices, you will also be told which devices are trying to use the same IRQ or resource.

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

You can use the plus signs beside the device category to expand the category and reveal the actual devices that fall into that category. [XP5 Pro 2.6]

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

settings i n**Device Manager** .]

Data Handling

Once you have your computer running, you will start to generate data of your own. This data will be stored in files (distinct collections of related data stored in a single format). You provide names for those files when you save them from within the application that has been used to create them. Windows 95 is capable of supporting long files 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 makes use of the extensions to track what programs are associated with what extensions. Your software will usually assign an extension to the long file name when you save, but you can choose the extension yourself if you would prefer. The extensions allows Windows 95 to know what application to launch when a document is selected for opening. Windows 95 does not typically display those extensions i n**Explorer** or **My Computer** (since it uses icons for those files that indicate the program with which they are associated), but it can be made to do so. Check the Windows 95 documentation for instructions on how to turn on that function.

OLE (object linking and embedding) is a built-in function of Windows 95 and of many applications that will run under Windows 95. OLE allows you to create documents which are, in fact, compositions of multiple files in multiple applications. Thus, you could write a report in a word processor that would include a set of data from a spreadsheet and a graph from a presentation graphics program and a picture from an image editing program. This single document would be edited by using the programs to edit the individual components without you having to move from program to [XP5 Pro 2.7] program (OLE keeps track of what program needs to be used for editing a certain part of a document).

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

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

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

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

since the file was deleted, you can usually recover all or part of that program. There are various utility programs that can 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. You computer will use diskettes (usually [XP5 Pro 2.8] 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 XP5 Pro system came equipped with a 3.5" drive that installs in the media bay. To read data from or write data to your diskette, insert your diskette into the drive. You will need to tell your software which drive to read from and write to (A:, unless you have changed the designation). A read/write head inside the drive will now be lowered and the diskette spun to allow access to its surface.

[Sidebar: If the disks you buy are not formatted, you will need to format them. See the Windows 95 documentation for information on how to do this.]

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

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

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

Software on CD-ROM can provide you with savings of hard drive space. [XP5 Pro 2.9] 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 may 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 disk. You could install the software each way for a while to test the speed, but another approach would be to consider the nature of the program and how intensively it will be using the CD.

Windows 95 Functions

To begin, you should familiarize yourself with the taskbar.

The taskbar has a start button that allows you to launch programs or documents. It will also provide you with a list of the programs currently running. Holding the cursor over the items on the taskbar will bring up popup descriptions. The taskbar provides you with an easy way to bring a program or window to the foreground by clicking on that item on the taskbar. If you would prefer to work without losing some of your screen to the taskbar, you can adjust the settings to hide the taskbar. Check your Windows 95 documentation for information on how to adjust the taskbar settings. [XP5 Pro 2.10]

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

You should also take a moment to familiarize yourself with the **My Computer** icon.
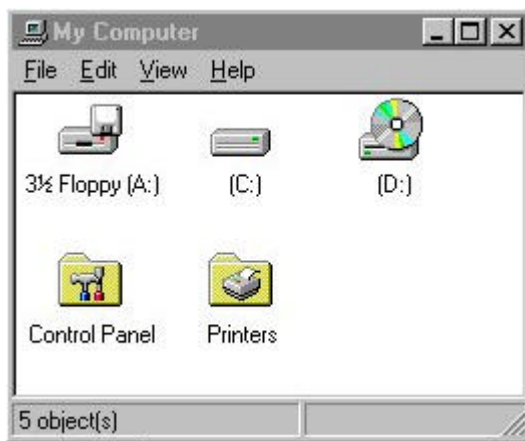
This provides a starting point for getting at programs and files stored on your computer. You can also use the **Windows Explorer** program to provide access to the program and files. Both are important resources for finding, organizing, copying or deleting your files.

If you are not familiar with working in a Windows environment, you should take some time to familiarize yourself with how to navigate this operating system. Windows 95 allows you to multitask your operations, meaning that you can having several programs running simultaneously. Only one of

these will be the active, foreground application. While the foreground application is the only one that you can control directly, background applications can continue to execute functions set in motion. Keystroke combinations or other shortcuts which are not used by the foreground application might also be usable by background applications.

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

You can toggle between open programs by using the [Alt]+[Tab] keyboard combination or by clicking on the desired program on the taskbar or by clicking on a visible part of the program window (if the foreground program is not using the entire screen). Right-clicking on the program on the taskbar might allow you to access certain facets of the program via a popup menu without having to toggle the program to the foreground. You should learn the shortcuts between programs and familiarize yourself with how to create shortcuts in your system. The Windows 95 documentation can provide you with information on using the various aspects of this operating system. [XP5 Pro 2.11]

Your WinBook XP5 Pro has been set up with most common Windows 95 components active. There are, however, other components that can be added to the Windows installation. These can be added through th e**Add/Remove Programs** selection in th e**Control Panel** (**Start/Settings/Control Pane**l). Once there, select the **Windows Setup** tab. You can find descriptions of these components in your Windows 95 user's manual.

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

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

Windows 95 has a number of components built into it which can allow you to write letters and papers, draw pictures, send faxes and the like. Each of these "applets" is adequate to simple tasks. If you plan to use your computer for more complicated tasks, you will want to purchase software for that purpose. For example, a full-featured word processor will allow you to take advantage of more elaborate features such as columnar text and a substantial thesaurus. If you have some primary purpose(s) for your computer, for example keeping your financial records or writing a novel, you should look into purchasing the available software. This will allow you to take advantage of the speed and power of your computer. Your WinBook XP5 Pro system is capable of running DOS and Windows 3.x software, but neither of these will take advantage of all of the features of your WinBook XP5 Pro system. If those programs are adequate to your purposes, then they will run just fine, but, if you can buy Windows 95 compatible software for your system, it will run most effectively.

Communications

[Sidebar: Eyeball icon: You must disengage Call Waiting when using the fax/modem. The click from the Call Waiting can interrupt or cancel transmissions by the fax modem.]

If you purchase a PCMCIA fax/modem for your WinBook XP5 Pro, you will be able 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 [XP5 Pro 2.12] and as a modem (which can be connected to other computers via their modems).

FAXING

Your modem can allow the computer to send and receive faxes. Any Windows application which has a print command can be used to generate faxes. You can generate quick one-page faxes from the fax software built into Windows 95. You can combine text and images from different programs into a single fax transmission. To send a fax from within a Windows program, you need only select the fax as your printer for that document. Then print the document just as you would to your printer.

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

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

If you want to use the Fax software built into Windows 95, check the documentation for instructions on activating this application.

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

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

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

MODEM COMMUNICATIONS

You can use the modem to connect to other computers with a modem, or to log into networks that allow modem access. Your modem can be set to emulate a terminal for logging into remote systems. It can also be used with log-in protocols to connect to certain providers and on-line services (including those provided with Windows 95). Your modem can be set to allow your computer to function as its own mini-BBS (bulletin board system), enabling callers to log-in to your computer and exchange information.

The speed of your modem (e.g. 14,400 baud or 28,800 baud) represents the speed at which the modem is capable of transmitting information. A modem with a speed of 28,800 baud means that the modem can transmit 28,800 bits (not bytes) per second (bps). Your modem may be capable of [XP5 Pro 2.13] faster speeds of transmission from modem to computer (e.g. 57,600 bps or 115,600 bps). In this case, the modem is compressing data by a factor of four. This allows for the data to be transmitted at a higher rate. This does not affect the rate of communication between modems, but, if both modems are capable of such compression, a connection can have an effective speed of 57,600 bps 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 [XP5 Pro 2.14] 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 more sensitive to noise. While you might be able to listen through static and line noise and make out what your caller is saying, modems, which communicate in high-speed tones, are more finicky. If you find that your modem has a lot of disconnect problems, you might see if you can reduce the line noise in your phone lines (sometimes the noise is in the lines from your provider and there is little that you can do). Also, if someone picks up a phone connected to the line and then hangs it back up, this might be interpreted by your communications software to be a disconnect signal.

INTERNET AND WORLD WIDE WEB

One of the most useful functions of your modem is to allow to connect you to the Internet or to browse the World Wide Web. The Internet is not a network, but a vast interconnection of networks (through dedicated cables and through telecommunications lines). It began as a part of the U.S. government's attempt to connect major research facilities (through what was then called ARPAnet). That was extended to connections with many colleges and universities. The connection now includes government, academic, commercial and private networks (each with their own unique Internet address). The Internet provides a connection to the world. You can use gopher software to search

databases around the world. You can send messages to people anywhere on earth (and even to astronauts in space via NASA's Internet connection). You can log-in and use library catalogues at distant universities.

To enter the Internet, you will need to log your computer into one of these networks (which will, in turn, be connected to other networks as part of the Internet). There are providers who just provide access to the Internet. Most major commercial providers also have connections to the Internet. You might also have access to the Internet by dialing into a network at [XP5 Pro 2.15] home or school. Some communities have local "freenets" which can be used to provide a connection to the Internet.

The World Wide Web is a part of the Internet (it is connected through the same interconnection of networked machines), but it consists of sites where combinations of text, graphics, sound, and video are all combined into single documents (called "pages"). A World Wide Web browser (such as the Internet Explorer program that is built into Windows 95) finds that information and then translates the various kinds of information into forms that your computer can use to allow you to read the text, see the pictures, view the video or hear the sound. Any place on the Internet can be pointed to with a World Wide Web browser. The World Wide Web allows you to make hypermedia connections (connections in sound and video and text and images that provide connections to still other sites) at high speed with places around the world. [XP5 Pro 2.16]

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Chapter Three: Mobile Computing

Battery Operation

Charging

Your WinBook XP5 Pro comes equipped with a durable, lightweight rechargeable battery that can power your system for over two hours when fully charged (longer if power management is used). The battery charges when 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.

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

You can partially discharge and recharge the battery as your needs demand, but it is important to cycle your battery occasionally. Partial charges/discharges will eventually reduce the charge life of the battery. In order to keep your battery working at optimal levels, you should let the battery drain and then recharge completely about once every 32 uses. This will allow the battery to reset itself to optimal charge levels.

If you have a secondary battery in place in the media bay, you can charge both batteries simultaneously.

Changing

If you have purchased a second battery for your WinBook XP5 Pro, you can either use it as a secondary battery in the media bay, or you can swap it with the primary battery when the primary battery loses its charge. The process is the same for installing the battery in either bay.

Although you can swap the battery with the system completely powered down, you can also swap your battery without completely shutting down the system by placing the computer into the Suspend mode. This will write the active memory to RAM or to the hard drive (depending on the settings of your system) and power down the components to prevent any damage to the system. A bridge battery built into the system provides power to maintain the Suspend mode during the battery swap.

Once the system is in the Suspend mode, turn the WinBook XP5 Pro over [XP5 Pro 3.2] and slide the battery bay release. Gently push the battery forward and out of the bay. Slide the replacement battery into the bay until it clicks securely into place. You can now resume operation of the computer.

[Sidebar: Eyeball icon: The battery and bay are tooled for easy swapping, but you may find that sliding the battery in and out of the bay is difficult the first few times. This will usually work itself out after a

few times swapping the battery.]

Power Management

Your ability to make the most of the mobile computing capabilities of your WinBook XP5 Pro, 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 (perhaps because you will want to avoiding dimming the screen on a bright day where you need all the screen output you can get). 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. Then you can vary from the default as needed by using the [Fn] +[F5] option. Remember: to reset the default, you must use the Setup program.

There are two power management systems available to you.

1. Your WinBook XP5 Pro has power management features built into the BIOS Setup program. This power management system can be modified for a given session by using the [Fn]+[F5] key combination. You can toggle between shutting it off, having it active only when the battery is in use, or having it on at all times. You can change the degree of power management by entering the BIOS Setup program (see Chapter Six) and adjusting the power management settings.

2. Windows 95 has built-in power management features. You can activate these by double-clicking on the **Power** icon in the **Control Panel**. If you choose to allow Windows 95 to control the power management, it will take command of the power management settings during Windows 95 [XP5 Pro 3.3] sessions. You can adjust the Windows 95 power management settings from this menu, including directing Windows 95 to distinguish the battery status of a secondary battery, if present.

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 with two hours of system use, but aggressive power management can extend that to over three hours.

Power Button

Your power button has two modes (which can be set in the Setup program, as described in Chapter Six): Power and Suspend/Resume.

When your power button is set in the power mode, pressing the power button when the computer is off will turn the computer on. Pressing the power button when the computer is on will turn computer off.

[Sidebar: Exclamation icon: You should be aware of which mode you have chosen. If you click on the power button in the power mode without shutting down the computer, you might lose data in unsaved files.]

When the power button is set to the Suspend/Resume mode, pressing the power button when the computer is off will turn the computer on. Pressing the power button when the computer is on will place the computer in the Suspend mode. Pressing the power button when the computer is in the Suspend mode will Resume computer function as it was when you entered the Suspend mode. Holding the power button down for two seconds will turn the system completely off.

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 [XP5 Pro 3.4] shuts down the RAM. The Suspend to RAM option provides you with a faster resume. The Suspend to Disk will allow you to suspend for a longer time, since it does not require battery power to hold the session in RAM.

Auto Dim

One of the power saving settings of your WinBook XP5 Pro is the Auto Dim, which dims the LCD screen when you are using the battery. This cuts power use by the LCD screen by 50%. Your WinBook XP5 Pro ships with this function enabled. If you would prefer to have the brighter screen output, you can shut off this feature by using the Setup program (see Chapter Six).

Standby versus Suspend

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 Six). 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 XP5 Pro 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 XP5 Pro in Standby mode. The Suspend mode is exited by hitting the power key. [XP5 Pro 3.5]

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, an additional hard drive, additional RAM, or other functions. PCMCIA cards provides a compact source of such extended capabilities and a common interface with your WinBook XP5 Pro. They can provide a very powerful source of upgrading your system.

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 XP5 Pro 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.

Your WinBook XP5 Pro comes equipped with two PCMCIA slots, which are able to use cards that conform to the PCMCIA standard.

Because the PCMCIA bay is recessed, you can close the door on the bay and leave the card in the slot. If your card is not configured for power management, which usually requires a driver specific to the card, this can drain your battery. Most cards with some external connection will allow you to remove or recess the connection so that the bay door can be closed. Remember to take any removable connections with you when you travel if you intend to use the card.

Your system is already equipped with drivers for the PCMCIA slot. [XP5 Pro 3.6]

You can check to see if the drivers are loaded by clicking on the plus sign beside the PCMCIA socket choice in Device Manager. You can reach device manager via the **System** icon in the **Control Panel**: **Start/Settings/Control Panel/System**. Once in the System window, click on the **Device Manager** tab. If the drivers are loaded, you should see the "Cirrus Logic PCIC compatible PCI to PCMCIA

Bridge."
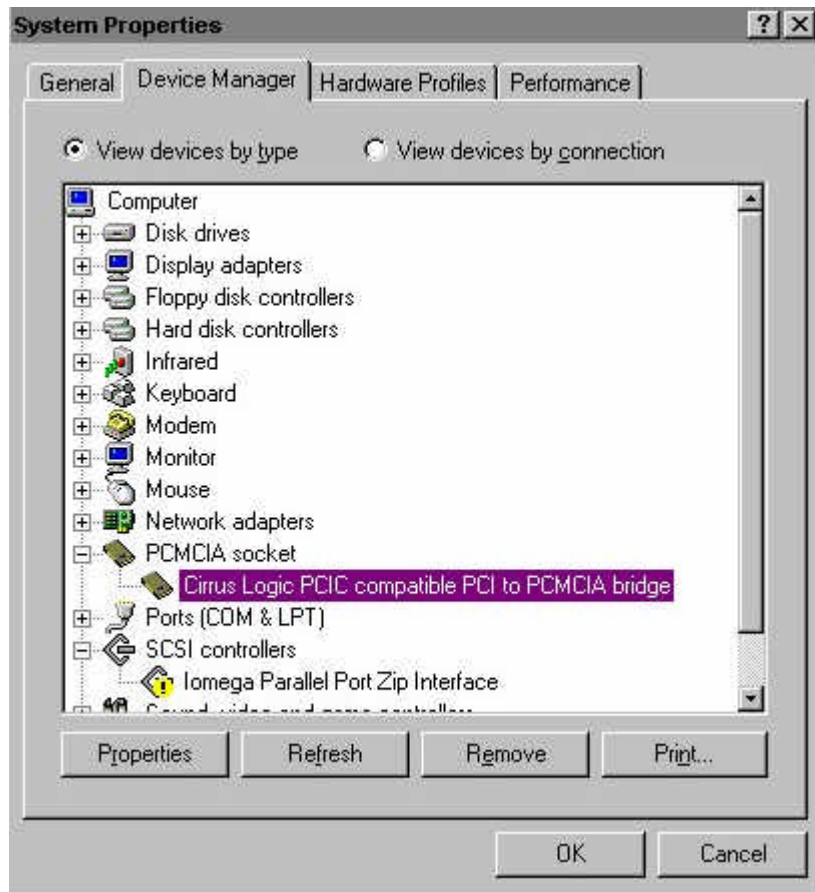
The drivers will work with most cards designated as Windows 95 compatible. If you find that your card does not work with the preloaded drivers, use the driver disk that came with your card or contact the card manufacturer to determine how to get your card to work with the WinBook XP5 Pro. If you want to use the card with an operating system other than Windows 95 (e.g. DOS), you can contact Technical Support for information on how to obtain the necessary drivers.

To use the PC Card:

1. Open the PCMCIA door.

2. Insert the card into one of the two slots (the slots are identical).
3. Push to make sure to it is properly seated (the eject button will move out when the card is seated).
4. If the card has any external connections, secure them to the card and the necessary external device. [XP5 Pro 3.7]
5. If there are no external connections, you can close the door.
6. When you are finished using the card, you can eject it by pressing the eject button.

"EjectPCC.ill"
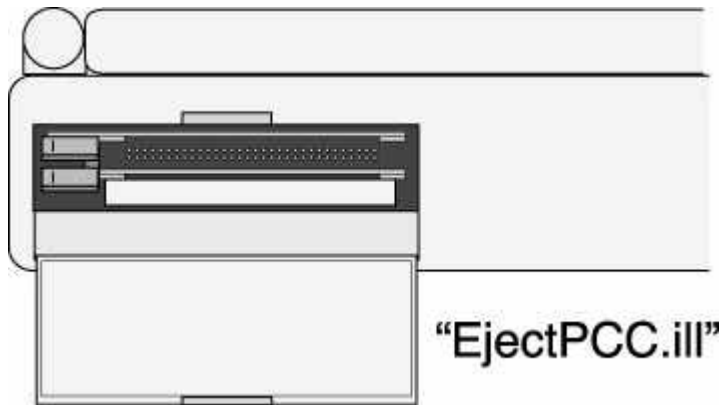
When you insert your PCMCIA card, Windows 95 should recognize the card (if it is one you have used before) and beep twice. A card icon will appear on the taskbar.
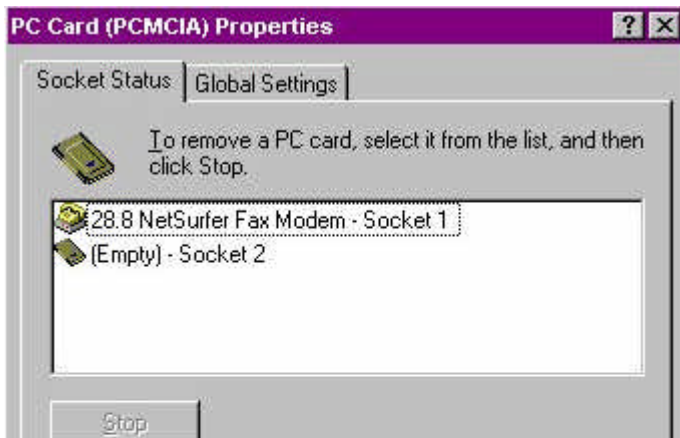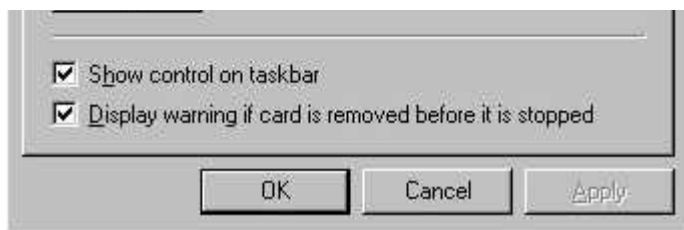

[XP5 Pro 3.8]

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

If Windows 95 does not recognize the card, you will be prompted to complete the installation of the necessary drivers. You can find the driver for your card, use a standard driver for the hardware or, if you have a disk from your manufacturer, you can load the drivers provided. Follow the instructions provided by the installation wizard. If you use a standard driver and one not specific for your card, the card should work, but certain features, such as power management, might not be active.

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

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

☑ Show control on taskbar
☑ Display warning if card is removed before it is stopped

[OK]   [Cancel]   [Apply]

Modem

In order to use the communications functions of your WinBook XP5 Pro, you will need to connect a PC Card modem to your system via the PCMCIA slots. Installation of the card is done as described above. Once the modem is installed, you will need to set up the communications software for use with the modem. You can use the Online Services software included with Windows 95 to connect your modem to a major service provider. Windows 95 also includes "Dial-up Networking" and "Hyperterminal" connections that can be used to connect to service providers using available communications protocols. You can check the Windows 95 documentation for information on [XP5 Pro 3.9] using these applications. If your software does not include the correct driver for your PCMCIA modem, check the modem documentation for information on appropriate drivers and settings.

Some PC card modems have a "male" connector, which needs to be placed into a wall jack. You will either need to use the modem within reach of a wall jack or obtain a connector that will permit you to connect the "male" end of the connector to the male end of a cord running from the wall. Unlike most desktop modems, which have a phone-out jack, most PC card modems do not have a pass-through that allows you to connect a phone to the same line. You can buy a connector that will permit you to have the same line directed to both your phone and your PC card modem.

Wireless Service

PCMCIA modems designed to interface with cellular phones will allow you to take advantage of wireless communications with your WinBook XP5 Pro. Such modems are usually designed to work with specific cellular phones: be sure to check that your modem will work with your cellular phone. Once you have the PC card set up and configured, you will be able to use your communications software via the cellular phone.

Infrared Port

[Sidebar: Exclamation icon: You should not place your WinBook XP5 Pro in the Suspend mode while an IR connection is still established. Disconnect the IR link before putting the computer in suspend mode. Failure to disconnect the IR connection can drain the battery even while the system is suspended.]

The infrared (IR) port of your WinBook XP5 Pro provides a powerful tool for connecting to other computers, networks, and peripherals via a high-speed wireless connection.

To use your IR port, place the two IR ports within 3 feet of each other (optimal distance is usually between six inches and two feet) and either directly in line or at an angle of less than 30 degrees (less

than 15 degrees is usually optimal). Click on the IR icon in the Control Panel (**Start/Settings/Contol Panel/Infrared**).[XP5 Pro 3.10]

This will bring up the IR software built into Windows 95.
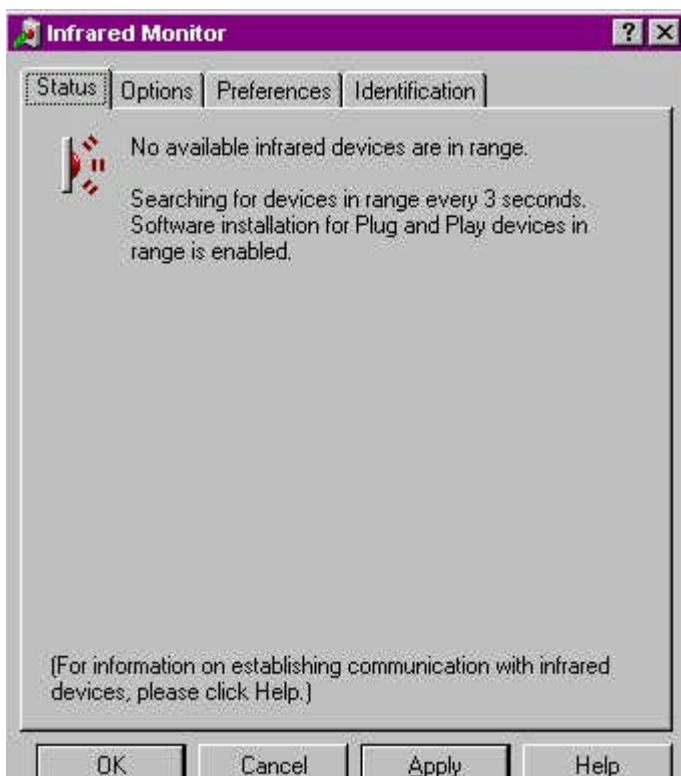
This software will beginning scanning for a present IR device. If one is found, it will launch the necessary software to complete the connection. If a device is not found, try adjusting the distance and angle between the two IR ports.[XP5 Pro 3.11]

You can adjust the options for your IR port by selecting the **Options** tab. Your WinBook XP5 Pro will have its IR port set to COM2. If this conflicts with another device you have added, you can set the port to COM3.
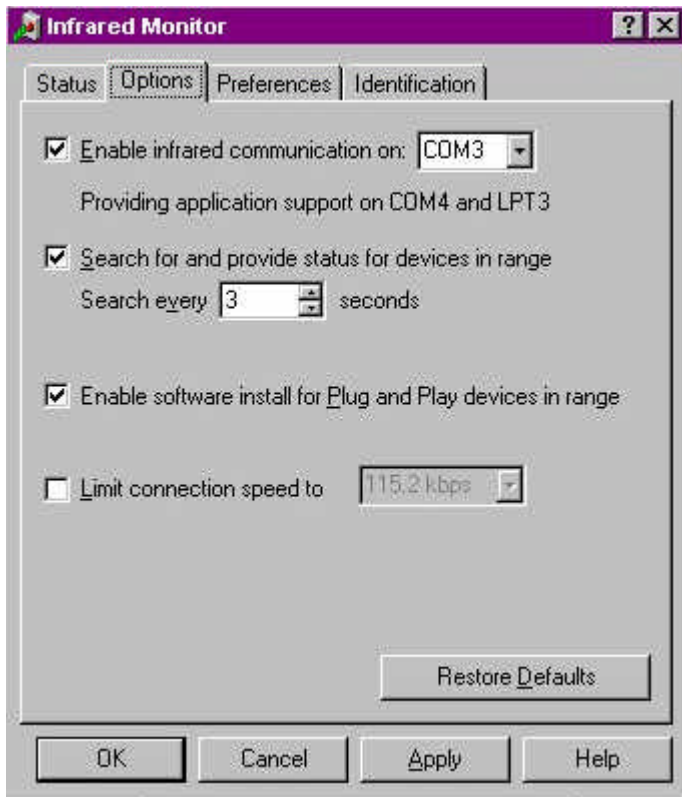
For proper operation of a IR connection, you might need to set up the identification information in the IR software.
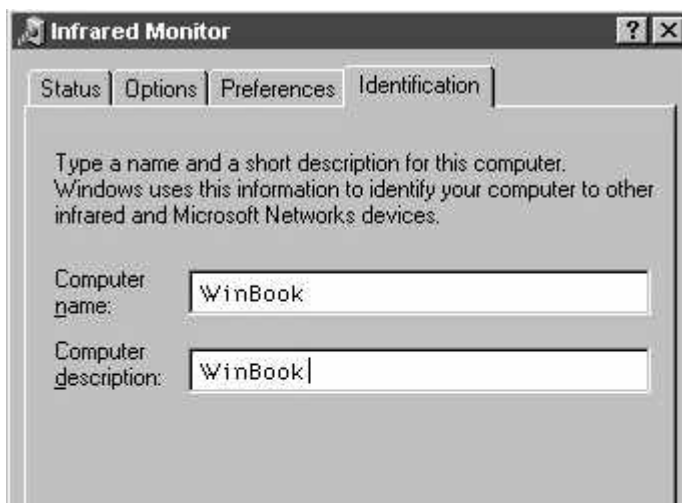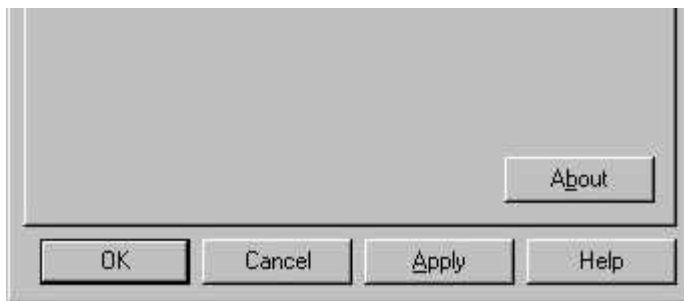
Once your connection is established, you can handle the applications using the connection as if they were connected directly to your machine. Be careful not to obstruct the virtual connection between the machines. Maintain the distance and angle and do not place any objects between the ports or the connection might be disrupted.

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, or printer connected to a computer with an IR port.

Before proceeding, you must set up a connection for the printer via the IR port. See Chapter Four for information on setting up a printer. To test the printing capability of an application over an IR link to an IrDA-compliant printer such as the HP 5P, click on the IR icon in the Control Panel (**Start/Settings/Contol Panel/Infrared**). The IR software will detect the printer's IR port. Now try the Print option in an application. [XP5 Pro 3.12]

Safety & Operation

The WinBook XP5 Pro 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 XP5 Pro within a larger briefcase to conceal the system and reduce the risk of theft.

Avoid rough handling of your WinBook XP5 Pro. Jolts to the system can damage components or result in data loss. Transport your WinBook XP5 Pro in a case or bag which provides adequate cushioning and a secure position. Never check your WinBook XP5 Pro 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 XP5 Proin your luggage, it is apt to result in a broken system. The best solution is to carry the WinBook XP5 Pro with you.

Avoid high and low Temperatures. While you travel in the summer, do not leave your WinBook XP5 Pro in a car trunk on a hot day. Trunk temperatures can reach 140° F, beyond the safe range for the WinBookFX. Also be careful when shipping or storing your WinBook XP5 Pro 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 XP5 Proin 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, [XP5 Pro 3.13] it

is apt to fail to charge. This is due to a safety switch in the battery module that is aimed at preventing over-charging. Once the battery cools down, you will be able to charge it. In extremely cold weather, you may find that it takes longer for the battery to charge or that it does not fully charge.

Protect your modem. Be aware that phone systems can be either analog or digital. Your PCMCIA modem might only be 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.

The WinBook XP5 Pro can be used safely in a moving car. Power adapters that will connect between the WinBook XP5 Pro and a cigarette lighter socket are available. For information, contact Sales at the number listed on the "Read Me First" card that came with your system.

[Sidebar: Bomb icon: If you are using a power adapter in a car, be sure to disconnect the power cable from the WinBook XP5 Probefore starting up the car. There are often high voltage surges in car electrical systems as the engine starts.

Travel

Travel Tips

- It is a good idea to load common printer drivers onto your WinBook XP5 Pro (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 [XP5 Pro 3.14] 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 XP5 Pro 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 XP5 Pro. The WinBook XP5 Pro comes with a slot for connecting a lock located on the right side of your system case.
- Brand or physically mark your computer to make for easy identification.
- If you will using an Internet provider or other on-line service, call ahead to find out local access numbers for your destination(s).
- In case your destination does not have outlets near convenient workspaces, you might want to

pack a short extension cord

Remember to pack:

- Your WinBook XP5 Pro

- Your AC adapter
- Any international converters for your adapter
- A spare length of phone cord [XP5 Pro 3.15]
- Printer and/or printer cable
- PCMCIA cards
- Spare battery packs (if any)
- Bootable floppy
- A spare floppy or two for easy file exchange
- Manuals for any critical software (printed or CD)

Remember to:

- Charge your battery

- Change your power management settings to more aggressive settings, if appropriate
- Transfer the working files you will need [XP5 Pro 3.16]

Chapter Four: Desktop Operation

While your Winbook XP5 Pro 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 XP5 Pro as if it were a desktop system. This chapter discusses those functions of your Winbook XP5 Pro that are typical of desktop systems.

Audio

Audio Software

Your WinBook XP5 Pro comes equipped with an integrated ESS sound system capable of providing you with quality audio sound through the built-in speakers or through external speakers connected via the jack on the right side of the system.

Controlling the Sound Levels

In addition to the keyboard controls for the sound:

[Fn]+[F6]   Mutes audio output

[Fn]+[F7]   Lowers audio volume

[Fn]+[F8]   Raises audio volume

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

ESS AudioDrive Mixer (220)
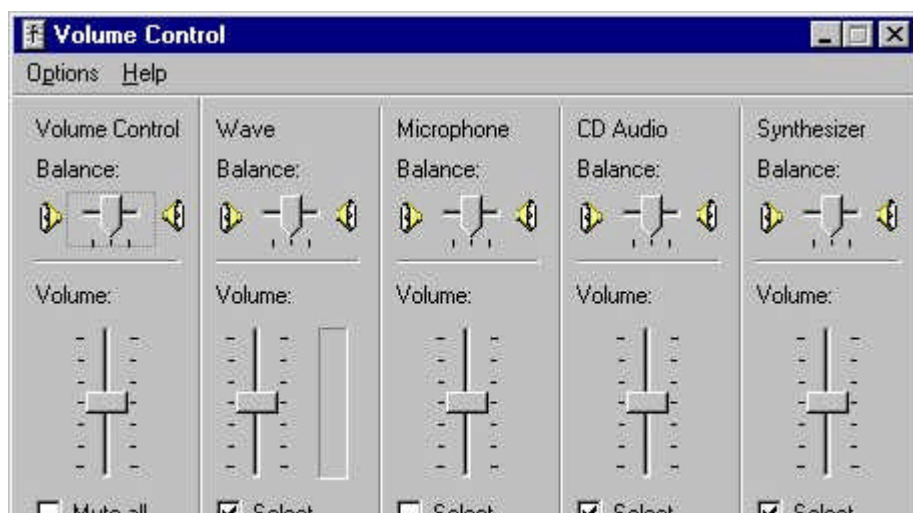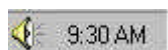
There are controls here for Volume, Line-in, Wave sounds, Microphone, CD, Synthesizer, Auxiliary and the PC Speaker, but you can control which ones appear in the mixer by clicking on **Options/Properties**. Clicking on the "Select" checkbox of a given function makes it active. [XP5 Pro 4.2] Clicking off the checkbox will disable that audio function.

To use the slide, you can either place the cursor above or below the slide and click (this will move the slide in increments) or click on the slide and drag it up or down.

In the Properties menu, you will also find the controls for adjusting the voice input. If you will be using voice input via your microphone, you should adjust these settings to optimize voice input.

Playing an Audio CD

You can play audio CDs through the ESS sound system by swapping in the CD-ROM drive (remember to reboot the system so that the drivers for the drive). Place the audio CD in the drive (see Chapter One for instructions on installing the drive and inserted a disk). The CD Player [XP5 Pro 4.3] in Windows 95 will recognize the audio CD and launch the program to control the playback of the CD. It will appear on the taskbar. You can Maximize the program by clicking on it on the taskbar.
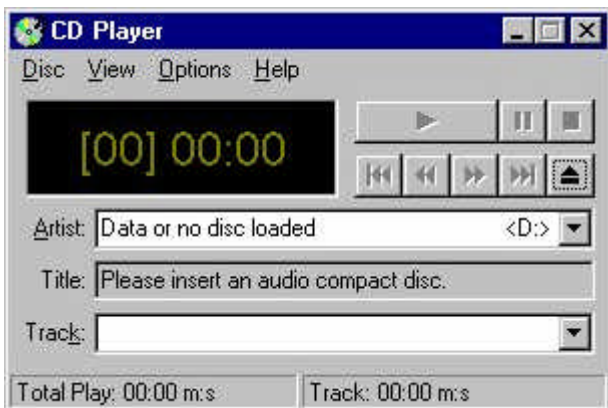
The CD Player has an active display panel. You can click on the panel to toggle between: track and time, track and time remaining on the track, and the time remaining on the disk.

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

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

There are other settings in this program that will allow you to modify your CD playback. You can check the documentation built into Windows 95 for instructions on using the features of this program. [XP5 Pro 4.4]

[Sidebar: Pencil icon: If you have left a CD in the drive and want to start playing it, you can either open and close the drive (to activate the autoplay) or manually start the CD Player software (**Start/Programs/Accessories/Multimedia/CD Player**). If you place the system in the suspend mode, on resume it will check equipment and start the CD player if it finds an audio CD in the drive.]

Playing Sound Files

In addition to playing music from audio CDs, your WinBook XP5 Pro 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.

You can use your ESS sound system to play back sound files via the Media Player program (**Start/Programs/Accessories/Multimedia/Media Player**). You can open an existing file and then play it by clicking on the Play button (the right-pointing triangle). You can also use the built-in functions of the Media Player to alter the playback. Check the documentation in Windows 95 for information on the functions of the Media Player.

[Sidebar: Pencil icon: The Media Player can be used to play sound files, play audio CDs, and run video clips in ActiveMovie or Video for Windows formats. For information on playing video on your system, see the Windows 95 documentation.]

[Sidebar: Eyeball icon: If you already have the CD Player active, the CD option will not be available in Media Player.]

Sound Recording

You can obtain applications that will allow you to use your system microphone to record sounds and store them as files on your system. You can also use the Sound Recorder program built into Windows 95 (**Start/Programs/Accessories/Multimedia/Sound Recorder**) for this purpose. This program can also be used to modify the sound files with certain audio effect. Check the documentation in Windows 95 for information on using the various elements of this program.

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

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

It might require some adjustment to get the desired sound quality out of your microphone. You can use the voice settings in the mixer (double-click on the speaker icon on the taskbar and select **Options/Properties**) or the controls found by double-clicking on the **Multimedia** icon in the **Control Panel** (**Start/Settings/Control Panel**). For sound files which [XP5 Pro 4.5] require excellent sound quality, you should consider buying an external microphone designed for high-quality voice recording.

Wave files that you have recorded can be added to documents that support OLE. Sounds embedded in a document will be played via the Windows 95 software when double-clicked in the document. Check

your software documentation to determine if your software will support embedded sounds.

External Speakers & Microphone

The ESS sound system is capable of providing high quality sound to external speakers and receiving and processing sounds from an external microphone or external sound source. To connect external speakers, follow the instructions provided with your speakers. When the speakers are connected, the built-in speakers of your WinBook XP5 Pro will automatically be disabled. An external microphone will disable the built-in microphone.

[Sidebar: Pencil icon: Connection to some sound sources, such as musical keyboards, might require a MIDI port. You can obtain a mini-docking station for your WinBook XP5 Pro that provides such a port.]

Connecting Peripherals

Your Winbook XP5 Pro has ports (serial, parallel, PS/2, infrared), slots (PCMCIA) and jacks (AC power, microphone, audio in and out) that allow you to connect peripheral devices to your computer. You can also use the 121-pin docking port to connect your computer to a docking station, mini-docking station or port replicator.

Printer

Whether you purchase a portable computer or a desktop model, you will probably connect the printer to the computer via the parallel cable. You might also connect to a printer via a network connection, a serial connection, or via the IR (infrared) port. Whatever the nature of the connection, you will need to set up the necessary drivers for the printer. You can vary the port connection (or network setup) at the step where it is requested.

[Sidebar: Pencil icon: If you connect to your printer via a network, contact your network administrator for details on the computer and the specific setup for your network connection.]

If you will be connecting the device to a physical port (parallel or serial) instead of a virtual port (IR), you should shut down the system before [XP5 Pro 4.6] connecting the printer. If your printer is Plug and Play compliant, your system will detect the new hardware on boot and begin the process of setting up the printer.

Installing Your Printer for Windows 95

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

When you first boot your Winbook XP5 Pro 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 the n**Add Printer**.

In the "Add Printer Wizard" click o   **Next**.[XP5 Pro 4.7]

Scroll through the list of manufacturers and printers to find yours.[XP5 Pro 4.8]
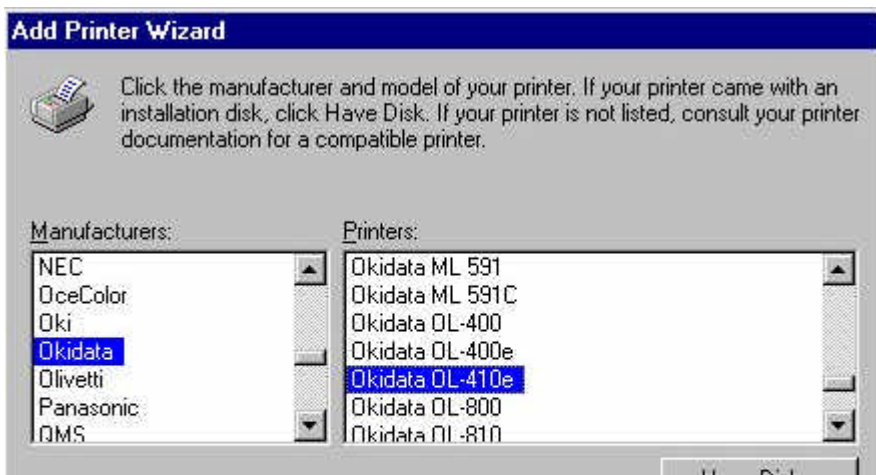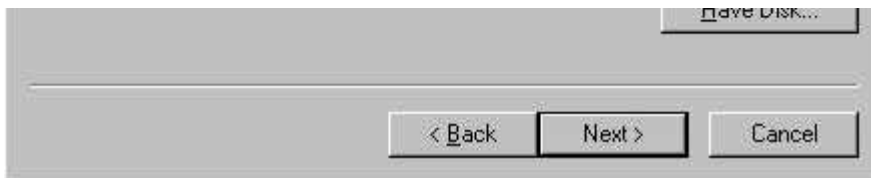
If your model is not listed here, check your printer documentation for a compatible printer to use as a source of the printer driver. The program will then ask you to identify the connection for that printer (usually LPT1).[XP5 Pro 4.9]

[Sidebar: Pencil icon: If your printer came with an installation disk, it might have drivers there (this will often be the case if the printer came into production after the most recent release of Windows 95). You should check your printer manual for information on using the installation disk.]
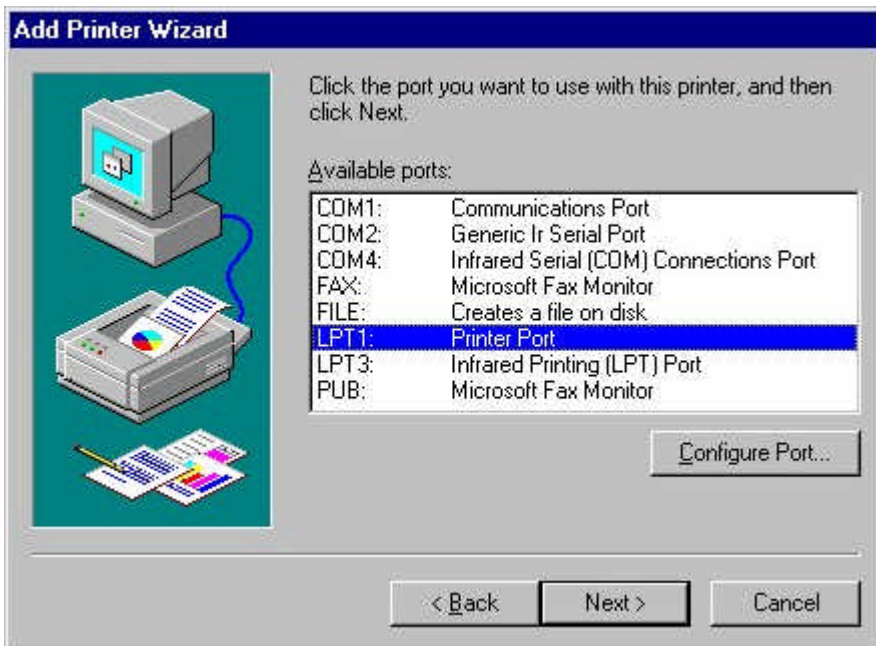
[Sidebar: Pencil icon: If you will be using an infrared port on your printer, check to determine if the printer is set up as an infrared serial connection or an infrared parallel connection.]

You will then be prompted for a name for this printer. You can accept the default (e.g. Okidata 400e), but you can choose any name you want (e.g. Old Betsy). If you are going to be working in an environment where there might be more than one printer of the same model, the names become an important way of distinguishing your printers from each other. On the same screen you are also asked whether this will be your default printer. If most of your printing will be done on this printer, you should selec t **Yes**.[XP5 Pro 4.10]
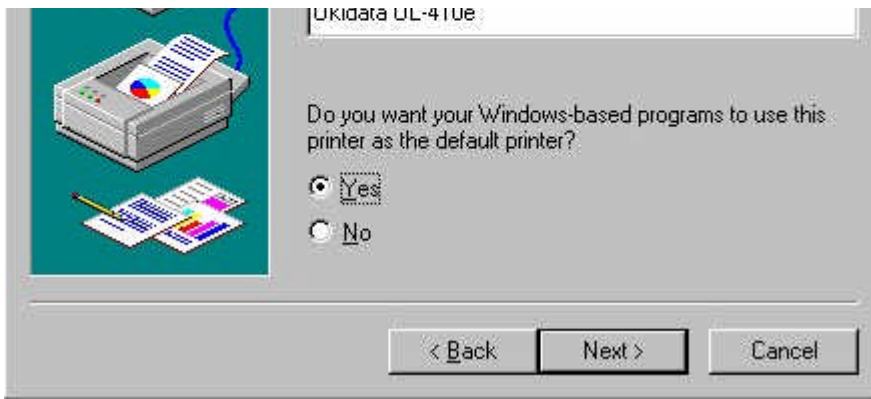
You will then be asked if you want to print a test page. This would be a good idea if this is a new printer, or the first printer that you have set up for your WinBook XP5 Pro.

When Windows 95 has finished loading your printer drivers, you will be returned to th **Printers** menu. You should now see your printer listed there. You may also see some other drivers (e.g. for fax software).

You may have noticed that there is a fax driver in your printer choices (or more than one if you have installed fax software). You can select the fax board as a printer device for any Windows-based document in that you [XP5 Pro 4.11] are running in Windows 95. The document will be sent to the fax board just as it would be sent to the printer.

[Sidebar: Eyeball icon: You do not need to have a printer physically present to install the Windows 95 drivers for it. If you will be using another printer or might be transferring information to another site (such as work or home) where you will be using another printer, you can set up Windows 95 for those printers (so that files you are working on can be set up for that printer). If the printer is one you will be connecting to your printer, you will want to set up the proper port connections for this printer. If the printer is one you will be using elsewhere, you can set up the printer on the location "File."

Other Parallel Devices/

Your parallel port can also be used with other parallel port devices (e.g. a tape backup unit). Your parallel port is capable of supporting enhanced ECP and EPP transfer modes. ECP transfer mode provides significant performance increases for transfer to 1-way parallel devices (such as printers). EPP transfer mode provides increased performance for 2-way transfers such as those used to link another computer to your WinBook XP5 Pro 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 Six).

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

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

External Monitor

You can connect an external VGA or SVGA monitor to your WinBook XP5 Pro through the video port on the rear of the system. You can direct the output to the LCD, the external monitor or both by toggling the LCD/CRT setting ([Fn]+[F12]).

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

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

[Sidebar: Pencil icon: If your monitor is Plug and Play compliant, the WinBook XP5 Pro should detect its presence and set up the necessary drivers.]

A higher resolution on your external monitor might also mean a slower refresh rate, the speed at which a monitor sends a new image to the screen. A cathode ray tube (CRT) sends an image vertically down a screen one line [XP5 Pro 4.12] at a time. The whole screen is thus refreshed at a certain interval (as the CRT cycles down the screen and then returns to the top). This speed is usually measured in MHz (megahertz or millions of hertz), which is a unit of frequency. A refresh rate of 60 MHz will produce a slightly perceptible flicker of the screen that can cause eye strain. A rate of 72 MHz or faster will usually produce a comfortable image. Your monitor may refresh at different frequencies depending on the resolution. Check your monitor specifications for the refresh rate, this may help prevent eye strain.

If you do need to use another driver with your external monitor, you might need to reset the driver for the LCD to achieve optimal display quality on the LCD.

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

External Keyboard

Your WinBook XP5 Pro comes with a PS/2 port (on the right side) which can be used to connect an external keyboard to your system. You should shut down the system before connecting the keyboard. Connect the keyboard to the PS/2 port and start up the system. The WinBook XP5 Pro 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.

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

External Pointing Device

You can connect either a serial or PS/2 Microsoft-compatible mouse to your WinBook XP5 Pro. If you connect an external PS/2 mouse before you turn on your WinBook XP5 Pro, the WinBook XP5 Pro will automatically sense the mouse and enable it.

If you use a serial mouse, connect the mouse to the serial port located behind the small I/O door on the back side of the WinBook XP5 Pro. [XP5 Pro 4.13] The small I/O door is located on the right side of the WinBook XP5 Pro as you face the back side. The serial port is the left connector inside of the small bay.

If your serial mouse is Windows 95 compliant, the WinBook XP5 Pro should detect new hardware and take you through the process of installing the hardware. If Windows 95 does not recognize your serial mouse, you will need to use Windows 95 to

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

[Sidebar: Pencil icon: If you choose to use a PS/2 mouse as your external pointing device and also use a PS/2 external keyboard, you might want to carry a PS/2-to-serial converter for your mouse so that can use the keyboard and mouse at the same time.]

[Sidebar: Eye Icon: Installation of an external mouse does not disable the TrackPoint and/or touchpad pointing devices on your Winbook XP5 Pro. All pointing devices will be active simultaneously.]

Serial Devices

The Communications Ports on your WinBook XP5 Pro allow you to connect external devices such as a mouse, a modem, a printer, a scanner or another computer to the WinBook XP5 Pro. The Serial Communications Port on your WinBook XP5 Pro is COM1. There is also a serial infrared port which is normally located on COM2 (see Chapter Three for information on using the infrared port). In the event you have changed your port assignments in the Setup Program, and then experience problems, go back into the Setup Program and use [F9] to load the default values to reset the Serial Port as COM1 (see Chapter Six).

Devices connected after the WinBook XP5 Pro 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 XP5 Pro from damage, but turning on the WinBook XP5 Pro after connecting an external device to the port allows the computer to prepare itself and the device to operate together.[XP5 Pro 4.14]

Optional Port Replicator or Mini-Docking Station

You can "hot swap" your WinBook XP5 Pro into a mini-docking station or port replicator, which means that it is not necessary to shut down or suspend your computer to connect it to your mini-docking station or port replicator. Simply connect or disconnect the computer from the dock as you need.

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

"PortRep.ill"
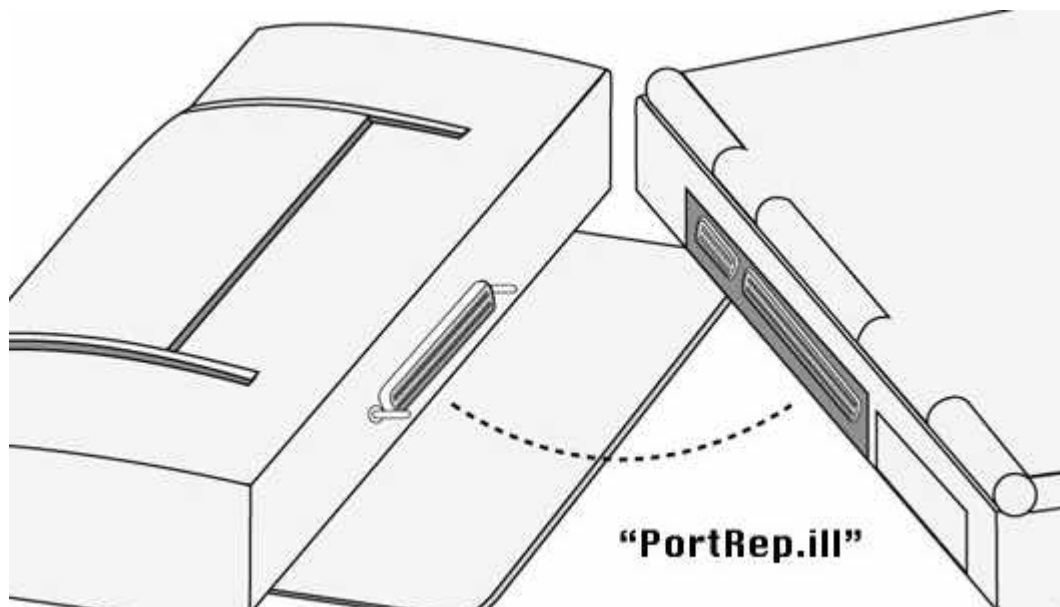
To connect your WinBook XP5 Pro to either a mini-docking station or port replicator, open the rear door to expose the docking port of your system. Place the retaining pins of the mini-docking station or port replicator into the holes provided on the bottom of your WinBook XP5 Pro. Then secure the connection as directed in the documentation for the mini-docking station or port replicator.

Port Replicator

The port replicator provides you with the opportunity to set up a permanent work area for your WinBook XP5 Pro, for use as your desktop system. The port replicator holds ports for an additional keyboard, standard mouse, desktop [XP5 Pro 4.15] monitor, serial device, parallel device, and the AC power adapter. It also has an easy slip-in connection for your WinBook XP5 Pro. Using the port replicator will allow you to slide your WinBook XP5 Pro into the docking port and start right into your work, without having to make the connections to your extra monitor, keyboard, power adapter, etc. each time.

The port replicator is not a docking station and does not provide any additional types of ports or bays or devices. It simply replicates the ports on your WinBook XP5 Pro 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 XP5 Pro.

Mini-Docking Station

Your mini-docking station differs from the port replicator in that it not only provides ports native to your WinBook XP5 Pro, but also adds additional functions, such as extra PCMCIA slots and a MIDI/Joystick port. When you first plug into the docking station, the WinBook XP5 Pro will automatically recognize the new hardware and take you through the steps to set up the hardware for your system. Unless your docking station came with driver disks, you should use the drivers preloaded into your WinBook XP5 Pro.[XP5 Pro 4.16]

[Sidebar: Pencil icon: The first time you use a peripheral on your system, you should be able to plug it directly into your mini-docking station or port replicator. If the computer does not recognize the new hardware, you can try plugging it directly into the native port on the WinBook XP5 Pro.]

Chapter Five: Upgrading

Memory

Your Winbook XP5 Pro is made to allow for an easy upgrade in system memory with custom SIMMs (Single In-line Memory Modules) provided by Winbook Corporation.

"RAM.ill"
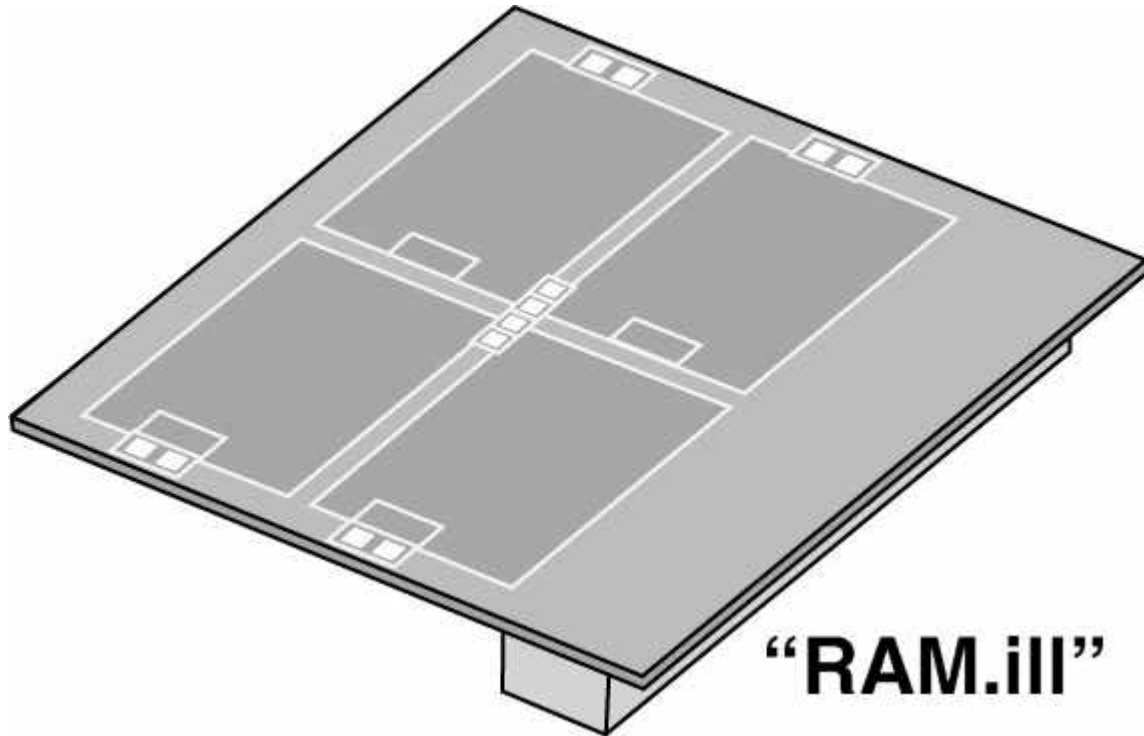
[Sidebar: Exclamation icon: Your Winbook XP5 Pro requires custom-sized SIMMs. You can contact the Sales department at the number provided on your "Read Me First Card" to find the right SIMMs for you system.]

8MB of RAM are built onto the motherboard of your Winbook XP5 Pro and cannot be removed or altered. Your Winbook XP5 Pro does have two expansion slots that allow you to install new memory configurations.

The chart below shows you the possible memory configurations for your Winbook XP5 Pro:

On Boar d	Expansion Slot 1	Expansion Slot 2	Total
8MB	---	---	8MB
8MB	8MB	---	16MB
8MB	8MB	8MB	24MB

8MB	16MB	---	24MB
8MB	16MB	8MB	32MB
8MB	16MB	16MB	40MB

"RemoveRAMCvr.ill"
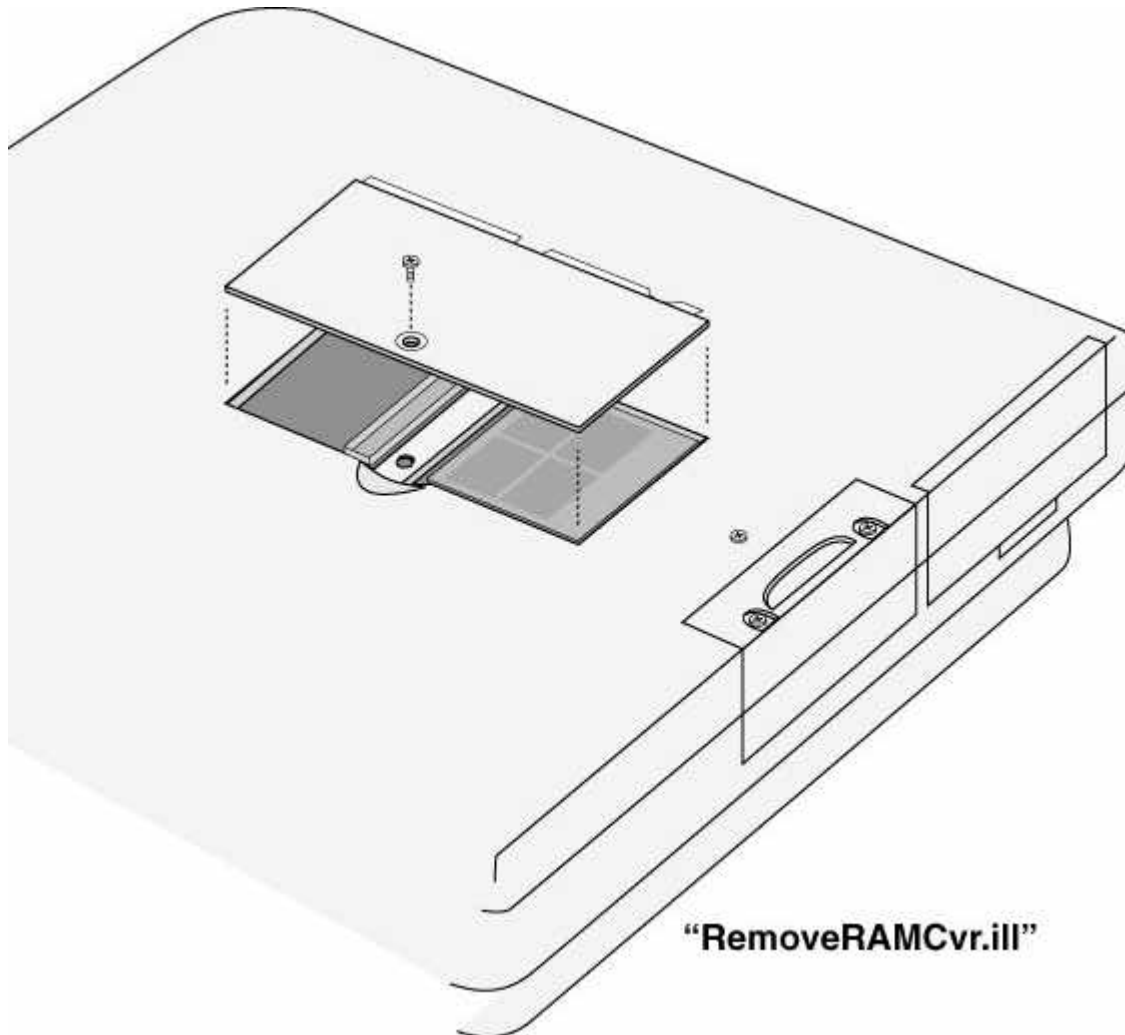
[XP5 Pro 5.2]

[Sidebar: Bomb Icon: Electrostatic Discharge can cause damage to SIMMs (and other computer components). Always remember to (1) Keep the component in its protective packaging until you are ready to install it, and (2) Wear a wrist grounding strap attached to a metal part of the system unit or, if a strap is not available, discharge static before handling the SIMM.]

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

To add RAM to your WinBook XP5 Pro:

1. Shut down the system completely and turn the case over.

2. Using a phillips screwdriver, undo the screw holding the cover in place.

3. Carefully lift the cover and set and the screw aside.

4. If you are replacing an existing SIMM, carefully lift the existing module straight out of the socket. [XP5 Pro 5.3]

5. Place the new SIMM into the socket by lining up the connector on the bottom of the module with the socket and then pressing the module gently into place.

6. Make sure the module is properly seated.

7. Replace the cover.

8. Boot the system. The additional RAM should be detected automatically. You might be taken to the Setup program to complete the setup.

"AddRAM.ill"
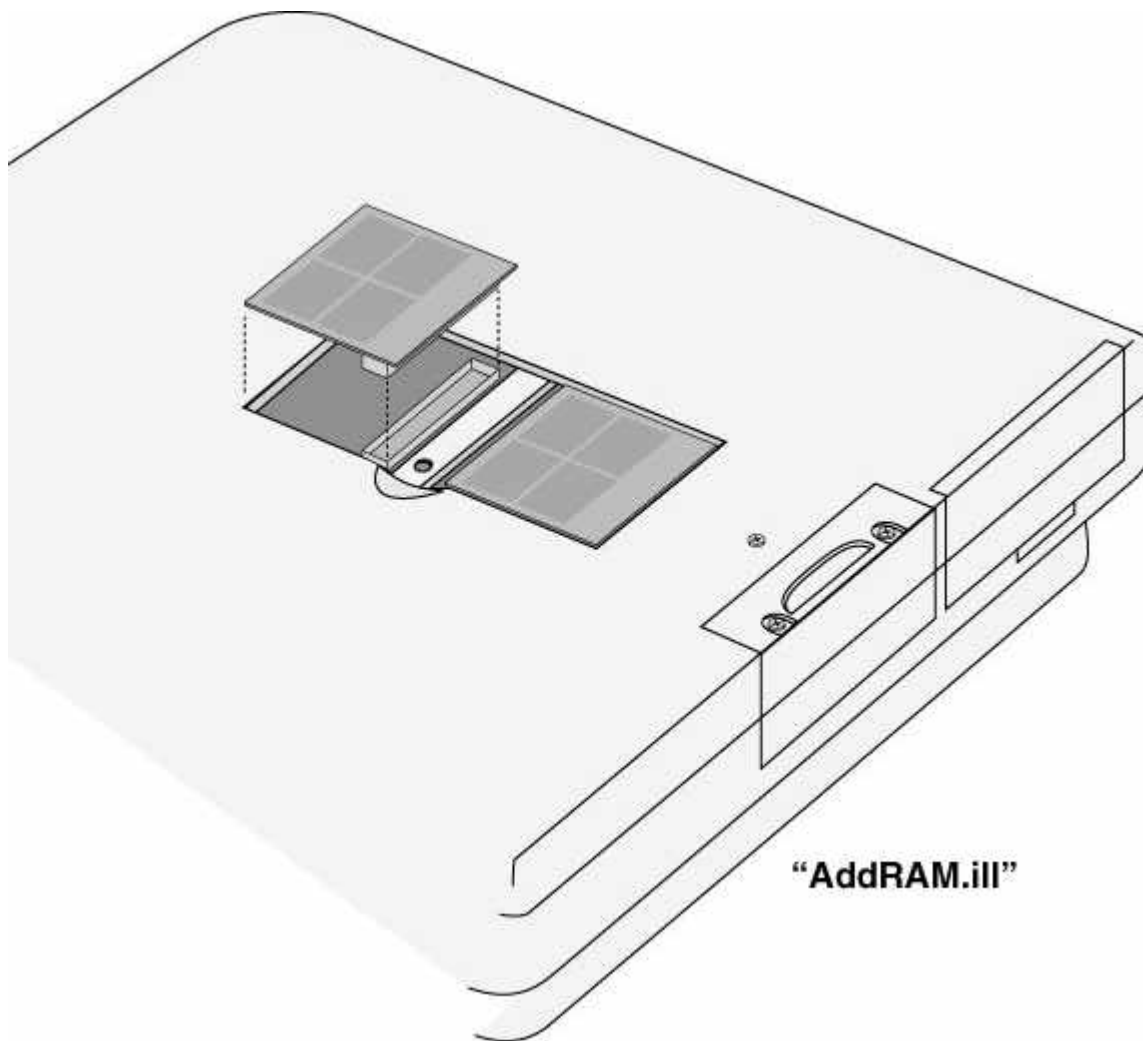
Swappable Drives

[Sidebar: Exclamation icon: If your WinBook XP5 Pro did not come with a CD-ROM drive, you will need to make Windows 95 disks prior (using the CAB disk utility) to replacing your hard drive. You will need 30+ floppy disks. If you are unfamiliar with the CAB utility, you can contact Technical Support for information on how to make these disks.]

Hardware and software changes quickly. In order to make it easy for you to expand the capacity of your Winbook XP5 Pro, the hard drive in your Winbook XP5 Pro is made to be easily swapped out. This allows you to upgrade your system easily. You should be sure to back up your hard drive before attempt to change the hard drive. [XP5 Pro 5.4]

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

[Sidebar: Eyeball icon: The swappable hard drive feature can also allow you to move your hard drive to and from another computer that supports the swappable drive. 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.]

"HDD.ill"
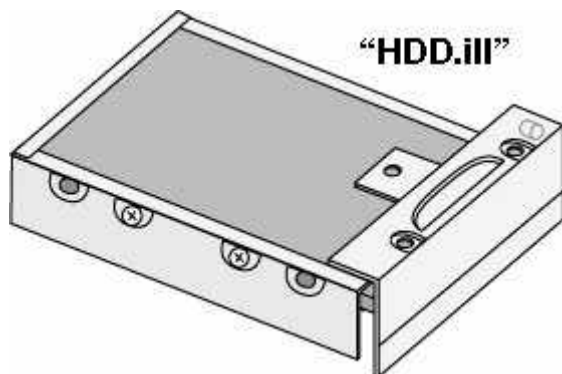
To upgrade your hard drive:

1. Back up the installed drive completely. Be sure that you have the bootable floppy disk that came with your WinBook XP5 Pro if your new drive does not come with an operating system (e.g. Windows 95) already loaded.

2. Power down the system completely. You should unplug the drive or shut down your power strip before removing the drive. Disconnect any attached peripherals.
3. Turn the Winbook XP5 Pro over. Locate the three screws that hold the hard disk in place and unfasten them.
4. Gently slide the installed hard drive from its bay.
5. Remove the new hard drive from its anti-static bag. You can use the same anti-static bag to store your old hard drive.

6. The hard drive is secured to rails that have been customed-designed for your WinBook XP5 Pro. You will need to remove the old drive from these rails. Remove the screws which hold the hard drive in [XP5 Pro 5.5] rail unit. Gently lift the old drive up and out of the rail unit. Gently

slide the new drive into the rail unit. Secure the screws that hold the hard drive to the rail unit.

7. Slide the new hard drive into place.
8. Be sure that it is properly seated before securing it with the three screws.
9. If you have an operating system already installed on your new drive, you should be able to boot to it. If not, be sure to place your floppy drive into the media bay and place your bootable floppy disk into the drive before turning on the computer. When you are ready to boot, turn on your Winbook XP5 Pro. Skip to step 15 if your drive has an operating system already loaded.
10. Turn over your Winbook XP5 Pro. 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 XP5 Pro hardware.[XP5 Pro 5.6]
11. Turn on your computer. It will boot from the floppy diskette. The floppy diskette will install the necessary files and drivers to your system.
12. Power down the system.
13. Remove your boot diskette. Remove the floppy drive from the media bay and replace it with the CD drive.
14. Turn on the system and insert your Windows 95 CD into the CD drive.
15. An AUTOEXEC.BAT file on your new hard drive will now install Windows 95 from the CD.
16. Depending on the backup system that you have, you might need to load the backup software from your original disks before restoring your files.
17. Either restore your existing programs, configurations and files from your backup or reinstall the software from your original disks or CDs. If you do chose to reinstall from your original disks, you might need to reset preferences in your programs. It is usually much quicker and easier to restore from your backup.

"RemoveHDD.ill"

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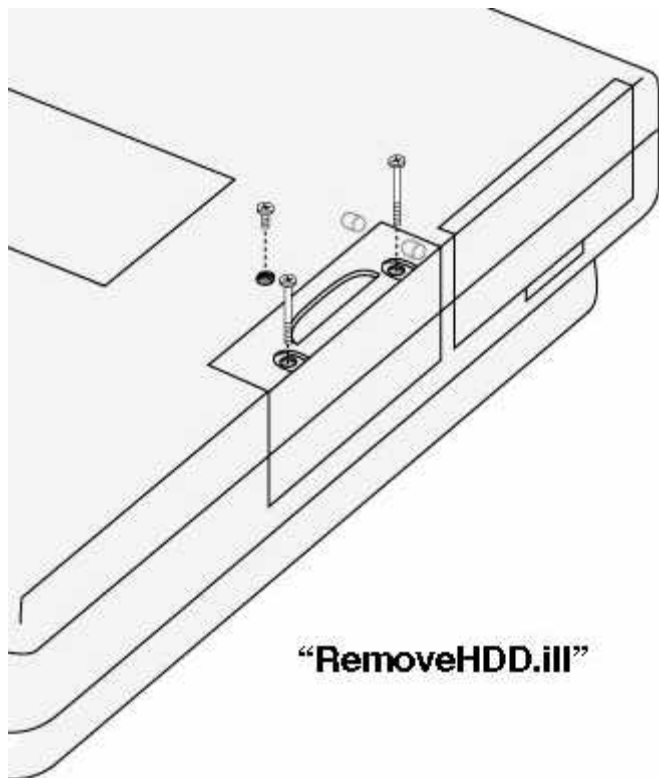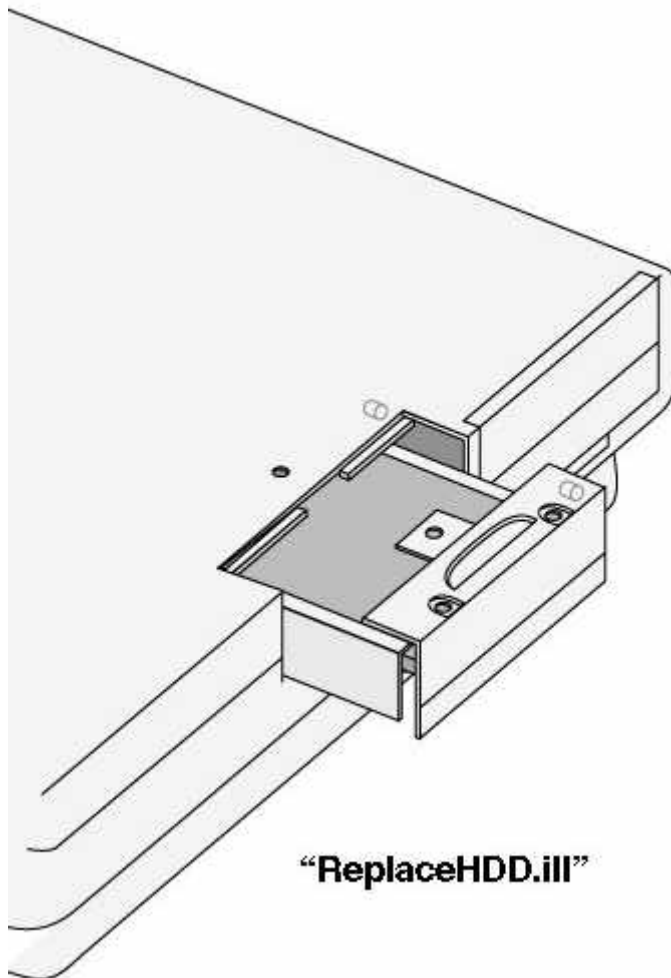
[Sidebar: Exclamation icon: Whenever you handle memory components (hard drive, SIMMs) from your system, you should be careful of excess static. It is advisable to wear a grounding strap, if you have one available. If you do not have a grounding strap, discharge static by touching a grounded object before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

[XP5 Pro 5.7]

XP5 Pro Chapter Six

Chapter Six: Configuring & Maintaining Your System

Setup Program

Your WinBook XP5 Pro system should have arrived all ready to run, but you still should have some familiarity with your system and how it is set up. While you do not need to be a computer technician to use the Setup program, you should not make any changes to the Setup program until you have read this section and are familiar with the details of the Setup program. This program stores information which can be crucial to the proper operation of your system, so you should try to be aware of what the effects will be of any changes that you make. Since the Setup program is the primary site for customizing power management in your WinBook XP5 Pro, you will want to become familiar with this part of your system.

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

Access to the Setup menu is during the boot process. When you first start the computer, you will be offered the chance to enter the Setup mode (by pressing the [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 selectin **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.

[Sidebar: Eyeball icon: If you change the equipment in your WinBook XP5 Pro (e.g. adding RAM or switching hard drives), the system will detect this and prompt you to enter the Setup program at your next boot. Enter Setup and allow the system to make the necessary changes to reflect your new equipment.]

Main Menu

Once you have entered the Setup program, you will be greeted by the "Main Menu."

Figure 6.1: The Main menu of the Setup program

```
▶ IDE Adapter 0 master (C: 814 MB)
▶ IDE Adapter 1 master (None)
▶ IDE Adapter 1 slave (None)
  Display device selection:      [LCD & CRT]
  Built-in pointing device:      [Enabled]
  Memory cache:                  [Enabled]

  Boot sequence:                 [A: then C:]

  System memory:                    640 KB
  Extended memory:                   15 MB
```

```
F1   Help       ↑↓ Select Item       -/+   Change Values        F9   Setup Defaults
ESC  Exit       ←→ Select Menu      Enter  Select ▶ Sub-Menu    F10  Previous Values
```
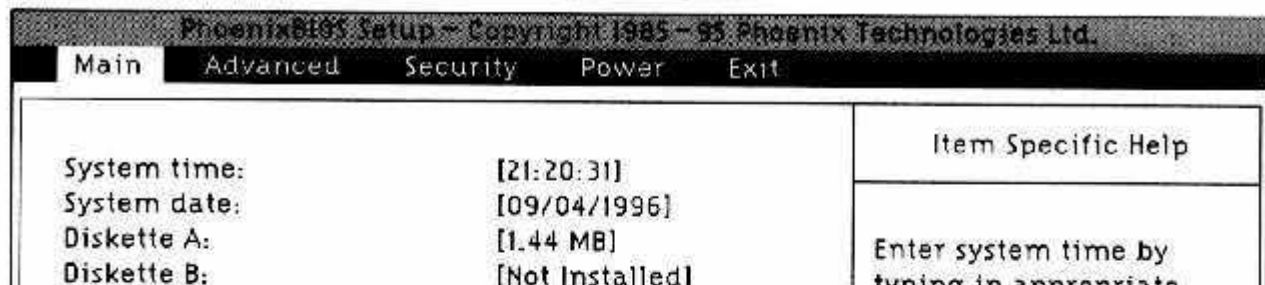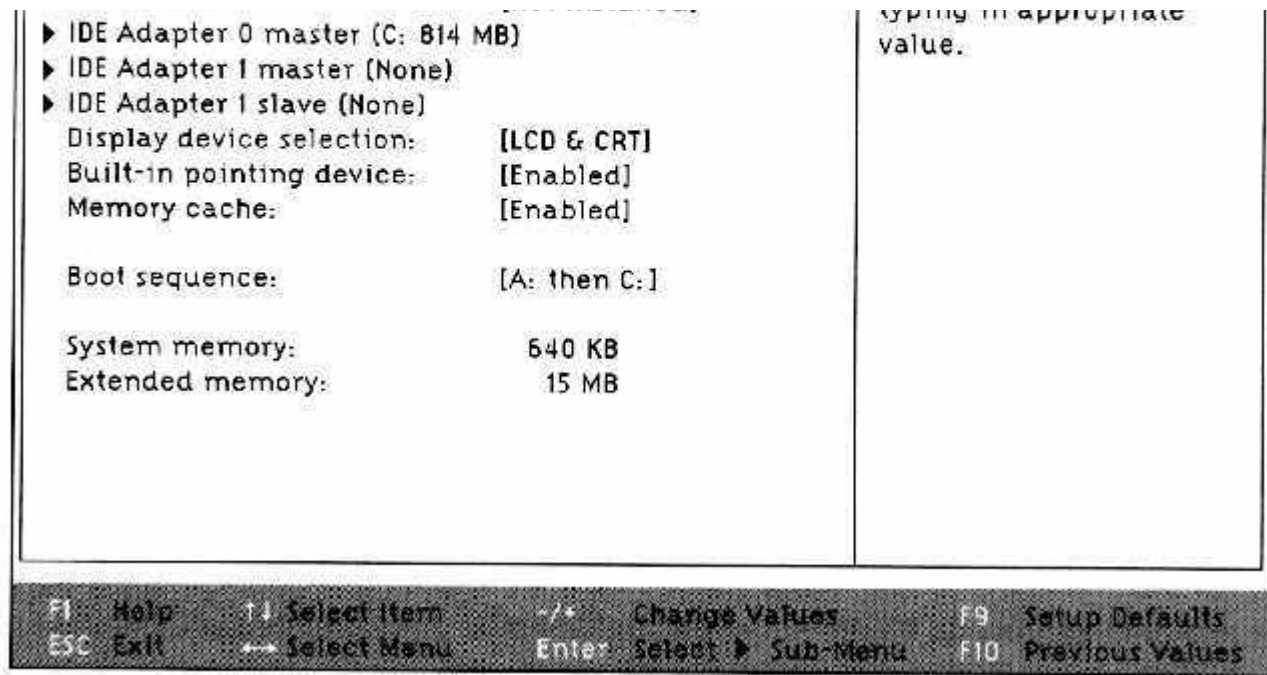
This menu allows you to make changes to the basic setup of your system (e.g. disk drives or memory). You will notice that at the bottom of the window are the commands for navigating the Setup program. These commands [XP5 Pro 5.2] are the same for all menus in the Setup program.

[F1]	Brings up the Help information for the Setup Progra m
[Esc]	Takes you to the Exit men u
Up arro w	Moves up one item in the men u
Down arro w	Moves down one item in the men u
Left arro w	Moves one menu to the lef t
Right arro w	Moves one menu to the righ t
[-/+]	Allow you to cycle up or down through the values for that ite m
Ta b	Moves to the next item in a line (e.g. in the date line)
[Shift] + Ta b	Moves to the previous item in a lin e
[Enter]	Opens the Sub-menu for the item or executes the comman d
[F9]	Restores the default values for the Setup progra m
[F10]	Restores the previous values (before any changes you might have made)

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.

[Sidebar: Pencil Icon: You do not need to exit to the Setup program to adjust the time and date of your computer. You can adjust these from within Windows 95 by double-clicking on the clock on your taskbar and adjusting the information in th **Date/Time Properties** window. Windows 95 will also adjust your system time automatically to account for Daylight Savings Time if you choose that option.]

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

Diskette A: This sets up the configuration for your floppy disk drive. This will be set for a default 3.5 inch, 1.44MB drive.

Diskette B: This should be left at the default value of "Not installed," since your computer does not have a bay for an additional drive.

IDE Adapter 0 Master (C: XXX MB): There are three fields dealing with the IDE adapters and each will call up a submenu. The hard drive in your WinBook XP5 Pro is set as the master on this IDE adapter. The CD drive, if present, will be set to the slave on this adapter. If you install a new drive, you will want to enter this submenu so that the Setup program can autotype the configuration of your new drive. Highlight the autotype option and press [Enter]. If your drive is not detected automatically, contact Technical Support at the number provided on your "Read Me Before Using" card.

[Sidebar: Pencil icon: If you are an experienced user, you can enter the information manually into the appropriate fields.]

[Sidebar: Exclamation icon: 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.]

IDE Adapter 1 master / IDE Adapter 1 slave: While it is not possible to add internal drives to your WinBook XP5 Pro that would use this second IDE adapter, it is possible that you will purchase a docking station in the future that would have additional internal drives. This second adapter allows for that possibility. Unless you do add such a docking station, this adapter should be left at the default setting of "none."[XP5 Pro 6.3]

Display device selection: You can use this option to select the display device to use. There are three options:

> LCD: This directs the output to the LCD screen only.
> CRT: This directs the output to the external monitor only (your LCD screen will be blank).
> LCD & CRT: This directs the output to both devices. (This option is also known as the Simulscan mode.)

This last option will slow the system slightly, since the computer will have to update both screens simultaneously. Using one display or the other will provide faster performance than using both.

Memory Cache: Caching involves providing memory as a site for holding frequently used commands or information. This provides faster response than having to access those commands from the DRAM every time they are needed. You should leave this at the default setting of "Enabled" unless the cache is causing instability in performance or a manufacturer of a program recommends disabling it when using their program.

[Sidebar: Pencil icon: Although the caching principle is the same, this Memory cache is not the same as a disk cache, which is used to speed access to a disk drive.]

Boot Sequence: This item allows you to determine the boot sequence, which is the order of the drives that the computer will check for the necessary files and information on boot. There are four options:

A: then C: This option first attempts to boot off the A: drive (the floppy disk drive). If there is no floppy disk in the drive, it will then look to boot from the C: drive (the hard disk drive). If there is a system disk in the floppy disk drive, it will boot from that disk. If there is a non-system disk, you will receive an error message and the system will wait for your action. This is the default option in the Setup program. This option allows you to use a floppy to intercept the boot process before the C: drive is accessed. This can be important in disinfecting a virus from your system or in making repairs to a damaged hard drive.[XP5 Pro 6.5]

C: then A: This option will attempt to access the C: drive first, then, if the boot from the C: fails, attempt to boot from the floppy disk drive.

C: only This option will only attempt to boot to the C: drive.

CD-ROM This option will allow you to boot from a CD-ROM that has been set up with a bootable partition.

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, [XP5 Pro 6.6] 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 XP5 Pro for a dislodged memory module. See the section on adding memory in Chapter Four for information on how to properly seat memory modules.

Advanced Menu

Figure 6.2: Advanced Settings menu.

```
PhoenixBIOS Setup - Copyright 1985 - 95 Phoenix Technologies Ltd.
  Main    Advanced    Security    Power    Exit

                                                         Item Specifi
                        Warning!
      Setting items on this menu to incorrect values
      may cause your system to malfunction.            ' ▶ ' means press
                                                       <Enter> to next :
    ▶ Integrated Peripherals
      Plug & Play O/S              [No]
      Reset configuration data     [No]

      Large disk access mode:      [DOS]
```
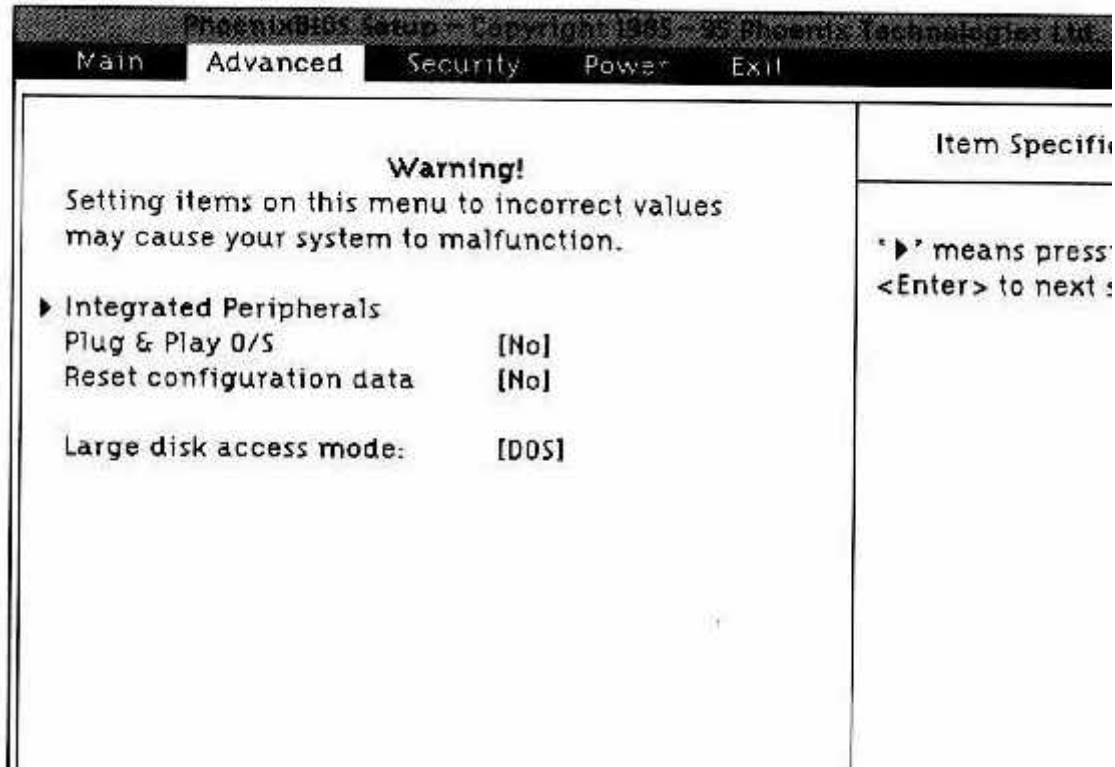
[Sidebar: Exclamation icon: Changes to this menu and its sub-menu can result in improper functioning of your system. Do not make changes here unless you are certain that they are correct. Make a note of the settings before you make any changes, so that you can return to them if difficulties arise.]

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.

Integrated Peripherals: Press [Enter] when this field is highlighted to enter the sub-menu.

[Sidebar: Pencil icon: 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.]

Figure 6.3: The Integrated Peripherals sub-menu.

```
PhoenixBIOS Setup - Copyright 1985 - 95 Phoenix Technologies Ltd.
  Main    Advanced    Security    Power    Exit

            Integrated Peripherals              Item Specific Help

    Serial port:         [COM1]              COM1 :  3F8h   IRQ4;
    IR port:             [COM2]              COM2 :  2F8h   IRQ3;
```
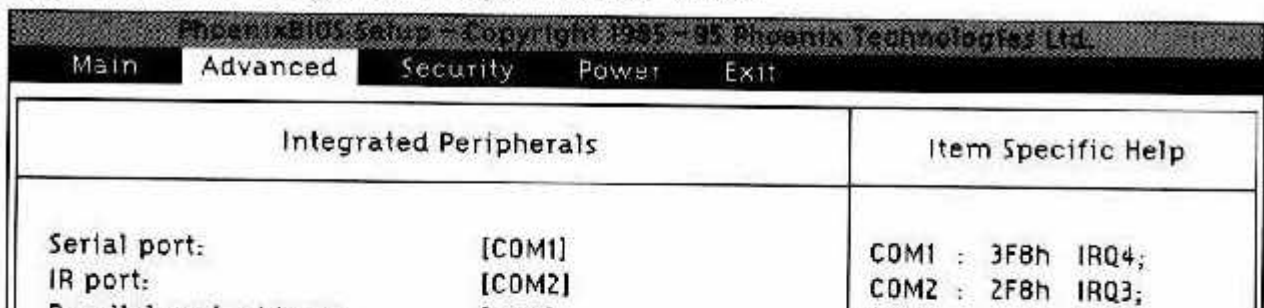
```
Parallel port address:        [LPT1]                  COM3 :  3E8h  IRQ4,
Parallel port mode:           [ECP]                   COM4 :  2E8h  IRQ3.
Diskette controller:          [Enabled]
On-board IDE adapter:         [Primary]

On-board stereo sound:        [Enabled]
  I/O channel:                [220H - 22FH]
  MPU channel:                [330h - 331H]
  IRQ channel 1:              [IRQ 5]
  IRQ channel 2:              [IRQ 11]
  DMA channel low:            [DMA 1]
  DMA channel high:           [DMA 5]


F1    Help        ↑↓ Select Item    -/+    Change Values        F9   Setup Defaults
ESC   Exit        ←→ Select Menu    Enter  Select ► Sub-Menu    F10  Previous Values
```

Serial Port: This field allows you to assign a specific COM port to the Serial Port. The default setting is COM1, but you can set it to COM1, COM2, COM3 or COM4. Before making any change to this assignment, be certain that the new assignment will not conflict with any other devices.

IR Port: This field allows you to assign a specific COM port to the Infrared (IR) Port. The default setting is COM3, but you can set it to COM1, COM2, COM3 or COM4.

Parallel Port Address: This field allows you to assign a specific LPT port to the Parallel Port. The default setting is LPT1, but you can set it to LPT1, LPT2, LPT3 or Disabled.

Parallel Port 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 [XP5 Pro 6.7] intended for a parallel connection between your WinBook XP5 Pro 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 mode.

ECP (This is the default): This is an enhanced bi-directional transfer mode.[XP5 Pro 6.8]

Diskette 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."

On-board IDE adapter: This setting allows you to set the IDE status of the on-board IDE adapter as

Primary, Secondary or Disabled. The default value is "Primary."

On-board Stereo Sound: This allows you to enable or disable the on-board sound. The default is "Enabled." 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. If you disable the on-board sound, the information about the audio setup below will not be available in this menu.

The defaults for the audio information are listed below. If you are an experienced user, you can change these settings as needed. If you are not an experienced user, you should familiarize yourself with I/O addresses, IRQs and DMAs before proceeding.

I/O channel	220H-22FH
MPU channel	330h-331H
IRQ channel 1	IRQ 5
IRQ channel 2	IRQ 11
DMA channel low	DMA 1
DMA channel high	DMA 5

[Sidebar: Pencil icon: Check the WinBook XP5 Pro Help file in the WinBook folder in the Start menu for updated or revised default settings for your audio card.]

Plug and Play O/S: This field allows an operating system which supports Plug and Play, such as Windows 95, to recognize hardware when it is installed. The default value here is "Yes" and should be kept at this value unless you change to another operating system which does not support Plug and Play.[XP5 Pro 6.9]

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."

[Sidebar: Exclamation icon: Th **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.]

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 "On." If you are using UNIX or another operating system, you should set this item to "Off." If you install a new operating system and the drive does not function properly, try changing this selection. The default setting is "On."

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. If you choose to use a password, you should consider using the Backup Password option to provide a hidden copy of the password on a floppy disk.

Your WinBook XP5 Pro 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 enter 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.[XP5 Pro 6.10]

Figure 6.4: The Security menu.
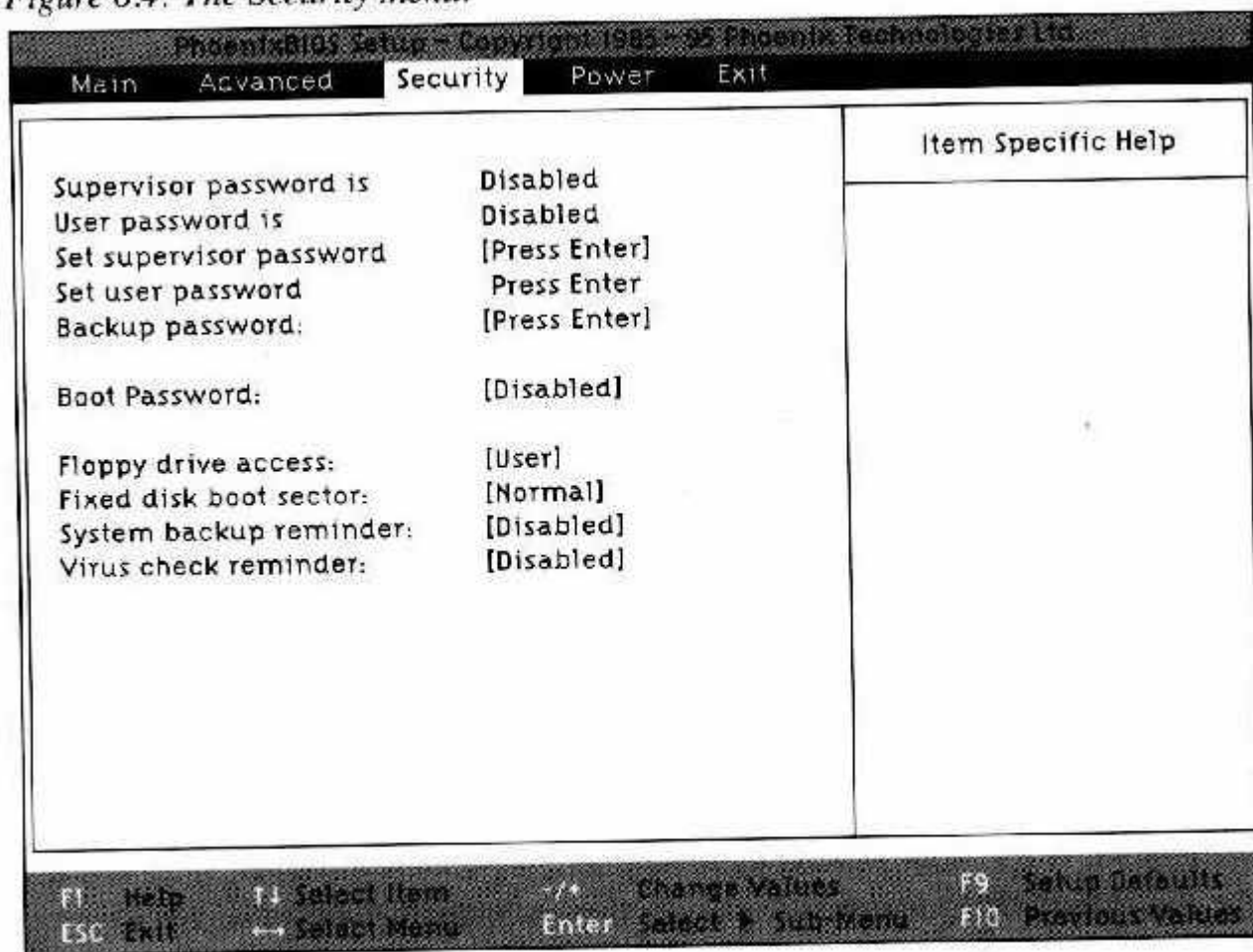
[Sidebar: Pencil icon: Passwords are not case-sensitive. You can enter the password using either upper case or lower case letters.]

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.

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 "Enabled."

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 "Enabled."

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.[XP5 Pro 6.11]

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, do not type anything into the spaces. Press [Enter] twice to tell the computer to clear the password.

[Sidebar: Pencil icon: The system will recognize any combination of up to 7 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.]

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 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, do not type anything into the spaces. Press [Enter] twice to tell the computer to clear the password.

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

Backup password: This item allows you to backup the supervisor password onto a floppy disk. This will help you use the system if you forget your password. Store the diskette with the password in a safe place. This option is not available for user passwords. If a user password is forgotten the supervisor can reset the user password.

Boot password: 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."

Floppy drive 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 [XP5 Pro 6.12] password is required to use the disk drive) or User (either password can be used). The default setting is

"Supervisor."

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 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 setting is "Normal."

System backup reminder: This item will enable you to will bring up on a periodic basis when booting a reminder to backup your system. The options are:

Disabled (Default setting)

Daily (Message will come up on first boot of the day)

Weekly (Message will come up on first boot after Sunday)

Monthly (Message will come up on first boot of the month)

In all three periodic selections, the reminder will keep coming up at boot until you enter [Y].

Virus check reminder: This item will enable you to will bring up on a periodic basis when booting a reminder to check your system for viruses. The options are:

Disabled (Default setting)

Daily (Message will come up on first boot of the day)

Weekly (Message will come up on first boot after Sunday)

Monthly (Message will come up on first boot of the month)

[XP5 Pro 6.13]

In all three periodic selections, the reminder will keep coming up at boot until you enter [Y].

Power Menu

Your WinBook XP5 Pro has an array of elaborate power management features that will enable you to extend battery life. As you use your system, you should try various power management settings to find the balance of system response and power management that works best for you.

[Sidebar: Eyeball icon: If you will be using your system primarily in a desktop setting, you should consider setting the power management to less aggressive settings. The aggressive settings are more appropriate for mobile usage. You can switch the settings as the specific situation demands by entering the setup program on boot-up.]

Figure 6.5: The Power menu.
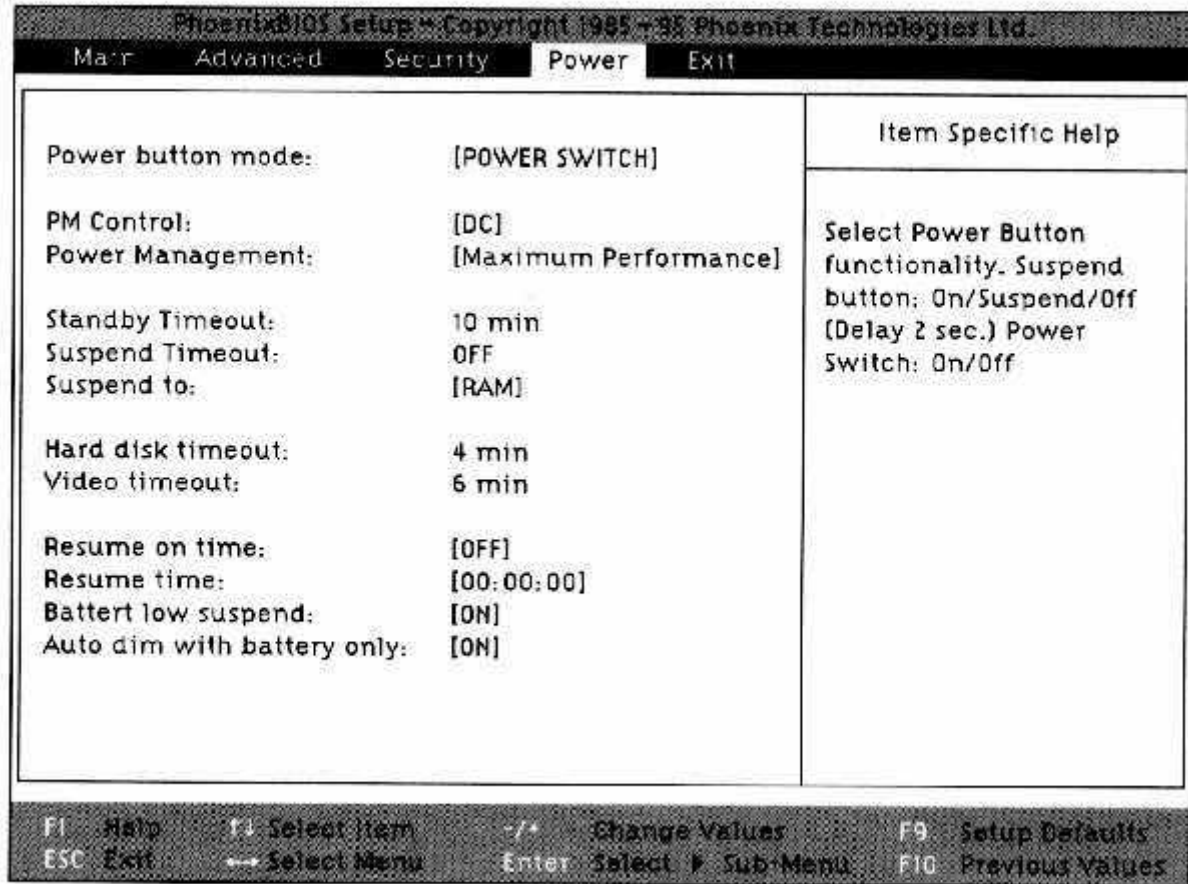
Power button mode: This item allows you to assign the function of the power button of your WinBook XP5 Pro. The two options are:

Power Switch: When your power button is set in this mode, pressing the power button when the computer is off will turn the computer on. [XP5 Pro 6.14] Pressing the power button when the computer is on will turn computer off.

Suspend/Resume: When the power button is set to the Suspend/Resume mode, pressing the power button when the computer is off will turn the computer on. Pressing the power button when the computer is on will place the computer in the Suspend mode. Pressing the power button when the computer is in the Suspend mode will Resume computer function as it was when you entered the Suspend mode. Holding the power button down for two seconds will turn the system completely off.

PM Control: This item allows you to select the mode of power management. There are three options:

Disabled: No power management.

Battery: Power management is on when using the battery, but off when using the AC adapter.

Always: Power management is always on.

Always: Power management is always on.

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

Minimum battery life: Conserves battery life while allowing better system performance.

Medium: Better battery conservation with slightly less 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.

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.[XP5 Pro 6.15]

Suspend timeout: The amount of idle time that must pass before the system automatically Suspends functioning. 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 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.

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

Battery low suspend: This item allows you to set the computer to enter the Suspend mode automatically if the battery gets low. Select "On" to activate this function.

Auto dim with battery only: This item allows you to set the computer to reduce LCD brightness by 50% whenever the system is operating on battery power. Select "On" to activate this function.

Exit Menu

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

Figure 6.6: The Exit menu.

```
    Main      Advanced     Security     Power     Exit

                                                    │ Item Specific Help
        Save changes & exit                         │
        Exit without saving changes                 │
        Load default values                         │ Exit after writing all
        Load previous values                        │ changed SETUP item
        Save changes                                │ values to CMOS.

    F1   Help      ↑↓ Select Item      -/+   Change Values      F9   Setup Defaults
    ESC  Exit      ←→ Select Menu      Enter Execute Command     F10  Previous Values
```
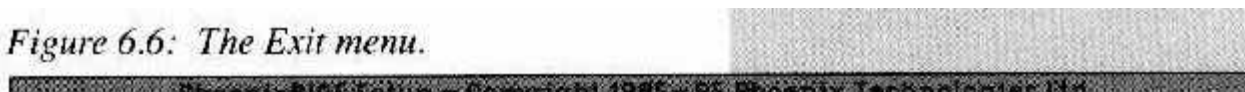
[Sidebar: Pencil icon: Pressing the [Esc] button will not exit this menu. You must select one of the options.]

Save changes and exit: 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.[XP5 Pro 6.16]

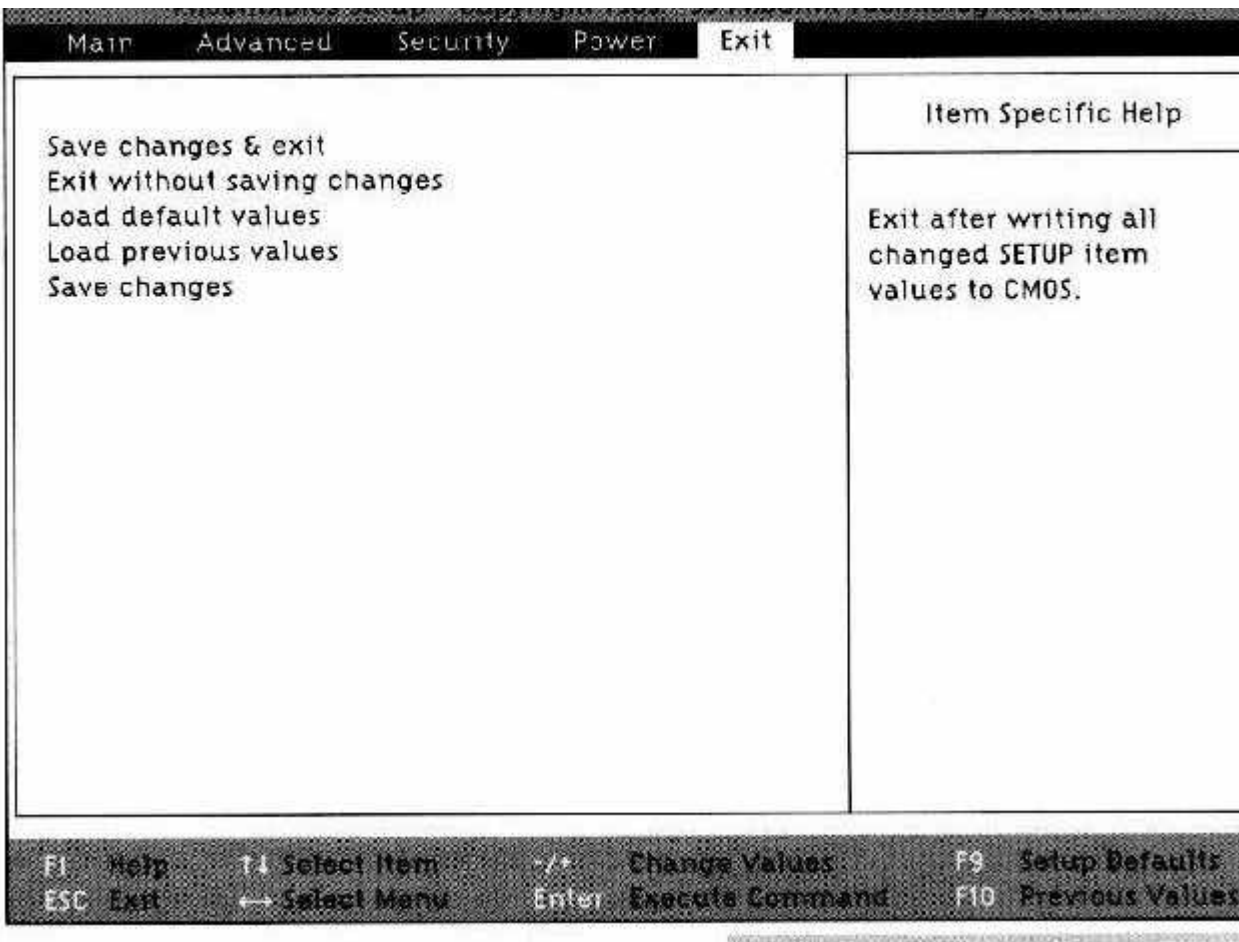**Exit without saving changes:** This item will abandon all changes that you have made to the Setup program in this session and exit the Setup program.

Load default values: Restores all the values to the default settings that were in place when you received your WinBook XP5 Pro. You can now save these changes and exit or return to the other menus to make additional changes.

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

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.

Viruses

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 [XP5 Pro 6.17] 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 are checking the files for viruses. Many antivirus programs will check files as they are received by the modem.

You can have your computer remind you to check for viruses by selecting that option in the Setup program (see above). If you purchase a virus-checking program that is always active in the background, you can skip this reminder.

You can maximize your virus protection by entering the Setup program and selecting the option that write protects your hard drive (see above). This will make it impossible for files to be written to the hard drive. This should prevent viruses from being transferred to your system. It will also make it difficult for you to easily store files on your hard drive. 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 [XP5 Pro 6.18] that came with your WinBook XP5 Pro. You should consider carrying a write-protected boot disk with your computer, to allow for a clean boot wherever you might be using your system.

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

Back-up

It is a good idea to make backup copies of your files on a regular basis. You can obtain a tape backup unit or optical storage device or other device which will allow you so 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).

and certainly weekly in any event).

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

Alternative back-up drives with large capacities, such as optical disks and 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 XP5 Pro'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 to move them off the hard disk (to free up space) and place 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.[XP5 Pro 6.19]

[Sidebar: Exclamation icon: While power failures and equipment failures may be the most common sources of data loss (and these are easily restored by using your back up tape or disk or optical storage device), you should also consider the possible loss of data in the event of theft, fire, flood, earthquake, etc. It is a good idea to keep a backup copy of your data at a site other than your primary worksite for your WinBook XP5 Pro system. If your WinBook XP5 Pro system is in your office, you might consider taking your backup home with you. If your data is very valuable, you might also consider placing a backup disk or tape in a safe deposit box at your bank.]

Operating Environment

In order to maintain the effective operation of your WinBook XP5 Pro, 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 XP5 Pro in temperatures below 5 °F (10°C) or above 95°F (35°C).
> Avoid storing or shipping your WinBook XP5 Pro in temperatures below - °F (420°C) or above 140°F (60°C).
> Running your battery in temperatures below 4 °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 prevents overcharging. If your battery gets too hot, you will have to wait for it to cool before it will charge.

will charge.
Cold batteries may take as much as twice as long to charge.

Humidity: A relatively small amount of moisture can cause a short in electronic components. If you see condensation appearing on other equipment around you, you should not turn on your WinBook XP5 Pro. In general, relative humidities in excess of 85% should be avoided.

Altitude: Pressurized airplane cabins are not a problem for operation of your WinBook XP5 Pro, 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 XP5 Pro 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 [XP5 Pro 6.20] WinBook XP5 Pro as described in the section on cleaning below.

Battery Disposal: The batteries from your WinBook XP5 Pro must be recycled or disposed of properly. Community regulations vary, but the chemicals used to power your battery are best dealt with appropriately. You can return them to WinBook for disposal. Call Customer Service at the number listed on your "Read Me Before Using" card and obtain a Return Materials Authorization (RMA) number.

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

Cleaning

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

Keyboard: After shutting off and unplugging the computer, use a hand-held vacuum or canned air to remove dust and debris that accumulate in your keyboard. Never shake the computer to dislodge debri s—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 XP5 Pro. 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 trackpoint 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 XP5 Pro. If you [XP5 Pro 6.21] work in a dusty environment, you should try to vacuum often to avoid accumulation of dust on internal components.

should try to vacuum often to avoid accumulation of dust on internal components.

Power-Cycling the Batteries

The electronic components that measure the charge level of your battery will lose their calibration over time. A full discharge and full recharge allows those electronic components to be properly recalibrated. This will allow you to get optimal battery use. If you have not allowed the battery to be recalibrated for a long time, you will eventually get a message from the computer that battery level is uncertain. A full discharge/recharge cycle will take care of this problem.

If you frequently allow the battery to fully discharge and recharge, you do not need to perform a periodic power-cycling. If you do not allow such full discharge/recharge cycles, you should perform a power-cycling of the batteries about once every month.[XP5 Pro 6.22]

_____

Chapter Seven: Troubleshooting

Keyboard

Problem: My WinBook XP5 Pr o's built-in keyboard does n't work.

Actions:

• If you have connected an external keyboard to your WinBook XP5 Pro, try restarting the WinBook XP5 Pro (see "Restart or Boot" under Fast Fixes).

• If restarting the WinBook XP5 Pro does 't help, remove the external keyboard and restart the WinBook XP5 Pro again. Your external keyboard may be faulty or incompatible with the WinBook XP5 Pro.

Problem: The external keyboard that I connected to my WinBook XP5 Pro is not working.

Actions:

• If you plugged the keyboard into the WinBook XP5 Pro after it was turned on, restart the WinBook XP5 Pro with the keyboard plugged in (see "Restart or Boot" under Fast Fixes). If restarting does 't n 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 XP5 Pro might be defective. Call the Technical Support number listed on the WinBook XP5 Pro "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 th **Keyboard** icon in the **Control Panel (Start/Settings/Control Panel)** in Windows 95. A dialogue box appears with adjustable settings for the keyboard.[XP5 Pro 7.2]

Pointing Devices

Problem: I plugged an external PS/2 pointing device into the WinBook XP5 Pro, but it does 't work.

Actions:

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

Enter the Setup Program menus (see "Check the Setup Program Settings" under Fast Fixes) to make the change. In the Main menu, use your arrow keys to move the highlight down the screen to Buil -in t Pointing Device. Choose Disable, then press [Enter].

After your WinBook XP5 Pro restarts, the buil -intpointing device will not work, but the external device should begin working. If neither is working, you can use the [Alt]+[F4] key combination or the [Start] key to enter the shutdown menu. The underlined letters in the menus will allow you to use the keyboard to select the choices to restart your computer. As it restarts, enter the Setup and enable your internal pointing devices. You should try another external pointing device to determine if there is a defect in the device or in the WinBook XP5 Pro.

• Your external pointing device may not work properly if it is not plugged in before you start your WinBook XP5 Pro. If you forgot to plug it in before starting the WinBook XP5 Pro, connect the pointing device to the WinBook XP5 Pro, then restart. (see "Restart or Boot" under Fast Fixes).

• If you are using a port replicator, min -dock, or docking station, undock the WinBook XP5 Pro and retry.[XP5 Pro 7.3]

Problem: My WinBook XP5 Pr os built-in pointing device is not working.

Actions:

• Restarting the WinBook XP5 Pro will usually solve pointing device problems (see "Restart or Boot" under Fast Fixes).

• Check settings in the Setup Program. If the internal device is disabled, enable it.

• If you have connected an external pointing device, disconnect it. Go to the Setup Program menus (see "Check the Setup Program Settings" under Fast Fixes). In the Main menu, use your arrow keys to move the highlight down the screen to Buil -in Pointing Device. Choose Enable, then press [Enter]. After your WinBook XP5 Pro restarts, the buil -intpointing device should work.

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

Actions:

• Try adjusting the pointe 's motion settings. Click on th e**Mouse** icon in th e**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.

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 XP5 Pro is using resources to save a file or print a document. [XP5 Pro 7.4] Usually the pointer's characteristics will return to normal after the WinBook XP5 Pro 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 touch pad may perform erratically if your fingers have excess moisture or perspiration. Try drying your hands and wiping clean the surface of the TouchPad.

• If you have a tendency to rest your wrists or the heel of your hand below the keyboard as you type, be careful not to rest your hands on the surface of the touchpad. Since the pad interprets a light tap as a mouse click, resting your hand on the touchpad might result in inadvertently sending a mouse command.

Ports

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

Actions:

• Check the Advanced Menu of the Setup Program (under the Integrated Peripherals sub-menu) to be sure that the port is enabled. If the port is not enabled, the WinBook XP5 Pro will not communicate with external devices connected to the port.

• Check the Advanced Menu of the Setup Program (under the Integrated Peripherals sub-menu) to be sure that the port has been set to the default value (COM1). If it is set to another value and you have not made this change to avoid conflict with another device, set the serial port COM1.[XP5 Pro 7.5]

• Your cable may be broken or you may have the wrong kind of cable. If so, the WinBook XP5 Pro

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 Advanced Menu of the Setup Program (under the Integrated Peripherals sub-menu) and make sure the infrared port is enabled on COM2. If you are using Windows 95, also check that the Advanced Menu of the Setup Program is set to the "Plug and Play OS" mode.

• 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 XP5 Pro'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 XP5 Pro 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, [XP5 Pro 7.6] moving the devices closer together, or plugging in the AC power to boost power to the connection (in case of a weak battery).

Problem: My external printer is not working.

Actions:

• Make sure the printer is ready to print. Check the printer's power cable to see that it is properly plugged into the printer and the electrical outlet. Also see that the printer's communication cable is connected properly to the WinBook XP5 Pro'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. Check the Advanced Menu of the Setup Program (under the Integrated Peripherals sub-menu) to be certain that the port is enabled and set to LPT1 with an ECP port mode.

• You may be using the wrong cable or the cable may be faulty. If your cable is the incorrect kind or faulty, contact your local computer store to obtain another. If you take the cable to the supplier, they may 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 you 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 selec **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 do nt see your printer listed in the Windows 95 printer list, chances are that your printe 's manufacturer can provide you [XP5 Pro 7.7] 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 do 'tsee your printer listed, contact the printe '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 printe '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 tw -wayo communication for the port in the Advanced Menu of the Setup Program (under the Integrated Peripherals su bmenu). Choose "b -idirectional" or "ECP." ECP is the preferred choice, but you will need to determine if your device will support it.

[XP5 Pro 7.8]

AUDIO

Problem: My music CDs wo nt 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] + [F8] and watching the Popup Status display every time you change the volume level. You should also doubl -click on the speaker icon on the taskbar to be certain that the system volume and CD volume are both turned up.

• Check that Mute is not enabled. Press [Fn]+[F2] to bring up the Pop Status window. The word "Mute" will appear if the system volume has been muted.

• If you installed the C DROM module and have not rebooted the system, reboot. This will load the necessary drivers to run the C -ROM drive. If the C DROM drive was not present at boot, the drivers will not have been loaded.

Problem: I ca n't hear sound on my headphones.

Actions:

• Check the volume level by pressing [Fn] + [F8] and watching the Popup Status display every time you change the volume level. You should also doubl -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]+[F2] to bring up the Pop Status window. The word "Mute" will appear if the system volume has been muted.[XP5 Pro 7.9]

• Are the headphones connected? Make sure the cord is plugged into the external speaker jack. This is the jack furthest toward the rear of the system. It has the speaker icon on it.

• Are you using the correct connector? The WinBook XP5 Pr '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 ca n't hear sound from the buil -in speakers.

Actions:

• Check the volume level by pressing [Fn] + [F8] and watching the Popup Status display every time you change the volume level. You should also doubl -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]+[F2] to bring up the Pop Status window. The word "Mute" will appear if the system volume has been muted.

• If you have external speakers or head phones plugged into the WinBook XP5 Pro, the buil -in t speakers are automatically disabled. Try unplugging external speakers or headphones to see if the audio is restored to the buil -in speakers.

Problems: I ca n't hear sound from speakers that I connected.

Actions:

• Check the volume level by pressing [Fn] + [F8] and watching the Popup Status display every time you change the volume level. You should also doubl -click on the speaker icon on the taskbar to be certain that the system volume and other volume settings are all turned up.[XP5 Pro 7.10]

• Check that Mute is not enabled. Press [Fn]+[F2] to bring up the Pop Status window. The word "Mute" will appear if the system volume has been muted.

• Are the speakers connected? Make sure the cord is plugged into the external speaker jack, which is the rearmost jack. This jack has the speaker icon on it.

• Are you using the correct connector? The WinBook XP5 Pro 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 abou ¾ volume.[XP5 Pro 7.11]

Problem: Microphone volume is too low.

Actions:

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

CD-ROM

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

Actions:

• Is the CD-ROM Drive installed in the WinBook XP5 Pro? If it is, turn the WinBook XP5 Pro on. While the power is ON, press the button on the C -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 wo n'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 [XP5 Pro 7.12] (Start/Programs/Accessories/Multimedia/CD Player).

• Check the volume level by pressing [Fn] + [F8] and watching the Popup Status display every time you change the volume level. You should also doubl -click on the speaker icon on the taskbar to be certain that the system volume and CD volume are both turned up.

• Check that Mute is not enabled. Press [Fn]+[F2] to bring up the Pop Status window. The word "Mute" will appear if the system volume has been muted.

• If you installed the C DROM module and have not rebooted the system, reboot. This will load the necessary drivers to run the C -ROM drive. If the C DROM drive was not present at boot, the drivers will not have been loaded.

Drives

Problem: My Hard Disk Drive is full.

Actions:

• Delete backup files or move them to an alternative storage medium (floppy disk, ZIP 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, ZIP 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.[XP5 Pro 7.13]

• 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.

• Be aware of the Windows 95 Disk Compression Utility. This will allow you to use a compression software to store your files in a smaller form. Using compression can slow system performance slightly, but it might be a good way to gain some space. For more information refer to the Windows 95 manual or online Help under the compression agent.

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 XP5 Pro 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 XP5 Pro. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows 95 will notify you. Format the floppy disk by clicking on **My Computer**, then right-clicking on the **3 ½ Floppy** icon and selecting **Format**.

• Is the disk already full? If you have saved files on this disk before, you may have reached the disk's capacity. If the disk is full, use a different disk or remove existing files from the disk to make room for other files that you want to save.[XP5 Pro 7.14]

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 right. 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? While installing the drive, apply even pressure on both sides of the drive, making sure that the exposed edge of the drive is flush with the edge of the WinBook XP5 Pro as the drive latch locks.

• Have you formatted the disk? Some new disks are not formatted for use with your WinBook XP5 Pro. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows 95 will notify you. Format the floppy disk by clicking on **My Computer**, then right-clicking on the **3 ½ Floppy** icon and selecting **Format**.

• If you swapped the Floppy drive into the media bay without rebooting, try rebooting the system with the drive in place.

Problem: Diskette will not eject from the drive.

Actions:

• 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 the Technical Support if you observe an obstruction.

• Metal cover on the diskette has been bent. Call Technical Support.[XP5 Pro 7.15]

Booting Up

Problem: System reports an error message that is not related to any setup **Problem**s.

Actions:

• Your system may have a virus which has infected the master boot record. 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 LED indicators to be sure that the Caps Lock or Num Lock are not activated   .

• If you have forgotten your password and have not used the Backup Password option, 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 Setup program to be certain that the hard drive has been set up properly and that the boot sequence includes the C: drive.[XP5 Pro 7.16]

• Try rebooting with the Windows 95 CD boot disk provided with your system. Then see if you can access the C: drive. If you cannot, contact Technical Support   .

• Re-install the Windows 95 operating system. You should not do this until you have exhausted other options. You will need to use the "Boot" disk provided with your system to provide the drivers to run the CD for the installation. Once you have booted from the disk, you can shut down the computer, reinstall the C DROM drive and run the setup program on the Windows 95 CD. If you have a full back-up of your drive, your might be able to restore the drive from your backup   .

Problem: Cannot boot from floppy disk   .

Actions:

• Boot sequence is set to access the C: drive first or only. Check the Main menu of the Setup program to be sure that the Boot Sequence is set to "A: then C:"   .

• Floppy does not have the necessary files to properly boot. Try another bootable diskette   .

• Floppy is defective. Throw it away   .

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

Actions:

• Be sure that battery is properly seated in the battery bay   .

• If you are not sure of the battery charge level, try connecting the AC adapter.[XP5 Pro 7.17   ]

Problem: No video output to LCD .

Actions:

• Be sure that the output has not been redirected to an external monitor. Use the [Fn]+[F12] key combination to toggle the video output   .

Miscellaneous

Problem: Date reads January 1, 1980   .

Actions:

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

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

Actions:

• Make sure all connections are secure   .

• Make sure that there is electricity from the outlet   .

• If you are using a surge protector or power strip, be certain that it is not shut off   .

• Check for damage to the cords or the adapter. If cords or adapter are damaged, replace them   .

Problem: System will not run on battery power   .

Action:

• 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.[XP5 Pro 7.18]

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

Action:

• Double-click on th e**Power** icon in th e**Control Panel** (**Start/Settings/Control Panel/Power**). Make sure that the Always option is selected under the Show Suspend Command on the Start Menu   .

PCMCIA Modem

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

Actions:

• Check to be sure that the card is properly seated. If the card is properly seated you should hear a beep and a PC card icon should be present beside the clock on the taskbar.

• Check to be certain the connections to card via telephone lines are correct.

• Check to be certain that the phones are working.

Problem: Fax does not automatically receive incoming faxes.

Actions:

• Check software to be certain that they 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.[XP5 Pro 7.19]

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 Type III card is in place.

Actions:

• Try switching the cards. The bay in the WinBook XP5 Pro is made to provide enough clearance for a Type III card and a Type I or Type II, but the Type III must be in the slot with the extra clearance.

• Check the cards to be certain that both cards are not Type III cards. The PCMCIA slot is not made to permit two Type III cards to be inserted at the same time.[XP5 Pro 7.20]