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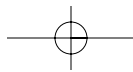
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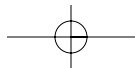
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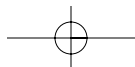
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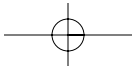
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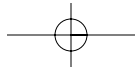
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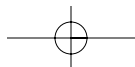
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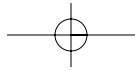


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**Federal Communications Commission (FCC) Statement**

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

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

**Notice 1:**

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

**Notice 2:**

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

## WinBook *Z* Series User's Manual



This manual is for all versions of the WinBook Z series of computers. Some of the options mentioned inside may not be available for your model.



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

### Conventions of This Manual

Using this manual will help you get the most from your WinBook® notebook computer. Keep the manual and the “Read Me First” brochure with your WinBook notebook to refer to when you want information and help. If you are an experienced user of computers and/or Microsoft’s Windows® operating systems, you might find it useful to read Chapter One on the features specific to your WinBook notebook and then take advantage of the HTML-based help located in the Help and Support center in Windows. The hypertext links will enable you to move more quickly to the information you require. If you are a less experienced user, you should read through the manual carefully before using your system. Whether or not you are an experienced user, you should consult Chapter 10 (Troubleshooting) if you encounter any problems with your WinBook notebook. You will find answers there to many common problems or errors.

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

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



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



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



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



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



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

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

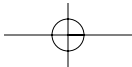
- Read through all the instructions for your WinBook notebook, including this manual and the "Read Me First" brochure that came with your computer.
- Keep the area free of static electricity and magnetic fields. These can damage the computer and/or diskettes.

## WinBook Series User's Manual

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





## Preface

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

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

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

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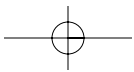
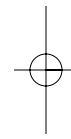
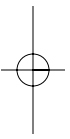
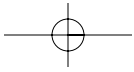
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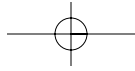
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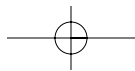
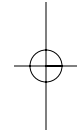
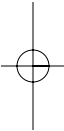
Manual Version 2.1

Release Date: September 2001





# Chapter 1: Getting Started



 **WARNING**

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

**Suggestions for maximizing comfort in using a keyboard include:**

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

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

Your WinBook notebook is designed for those who need the full power of a desktop PC in an easily portable package. It's slim design and light weight provide you with portability that can free you to use the computer almost anywhere you go. The battery power of your computer allows you to use the computer even where there are no electrical outlets.

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

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

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

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

**Flexibility:** Easily upgraded memory, a docking port and PCMCIA slots with Zoomed Video (ZV) support provide you with the ability to quickly change and expand your system to meet new demands as they arise. Your WinBook includes a media bay that allows you to swap DVDs with CD-R/RWs, or use the bay for a 2nd battery on long trips.

## Hardware

### *Inventory*

When you unpack your WinBook notebook, check all the items you ordered are present and in good condition. Check the inventory checklist that came in the WinBook notebook box to be sure that all the components and optional components you ordered are included. If anything is missing or damaged, contact Customer Service immediately (the Customer Service number can be found on the “Read Me First” brochure that was enclosed in your box). Checklist follows:

## WinBook Series User's Manual



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

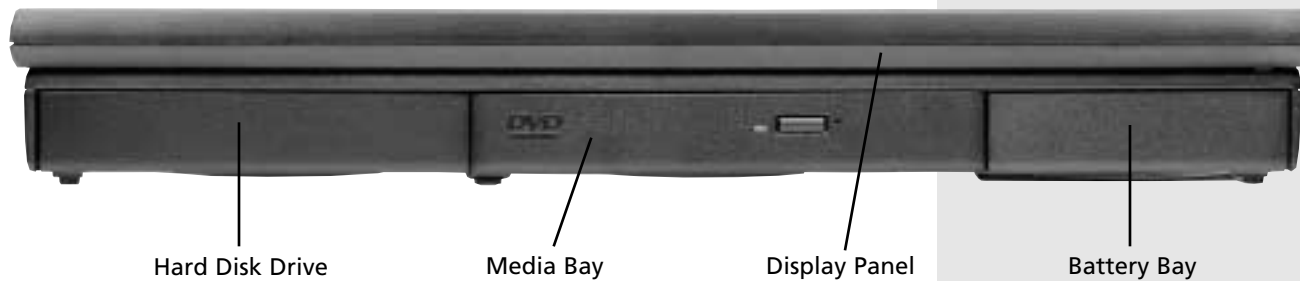
- WinBook notebook, with built-in CD-ROM/R/RW or DVD Drive and Floppy Drive
- Primary Battery
- AC Power Adapter
- Power Cord
- This Manual
- WinBook notebook Restore/Utility CD
- Windows Documentation
- Phone Cord (in units with a built-in modem)

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

### **The WinBook Notebook**

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

Figure 1.1: Front View of the Closed WinBook Notebook



**The Front** (Figure 1.1)

**The Display Panel** opens to reveal the LCD screen and keyboard of the WinBook notebook. To open the display panel: slide the release latches on the left and right sides of the system and gently lift the display panel to a vertical position.

**The Battery Bay** stores the primary Lithium-Ion (Li-Ion) battery pack. The battery pack must be installed for battery operation and battery recharging.

**The Media Bay** allows you to operate a CD-R/RW, DVD or Zip drive in your system. You can also use a secondary battery to extend the battery life of your system. If you have a CD-R/RW, DVD or Zip drive in the bay, you can open the drive by turning on the system and pressing the release button. The door will slide open.

**The Hard Disk Drive** can be swapped out when you need to add a larger capacity drive.

## WinBook *Z* Series User's Manual

### **The Right Side** (Figure 1.2)

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

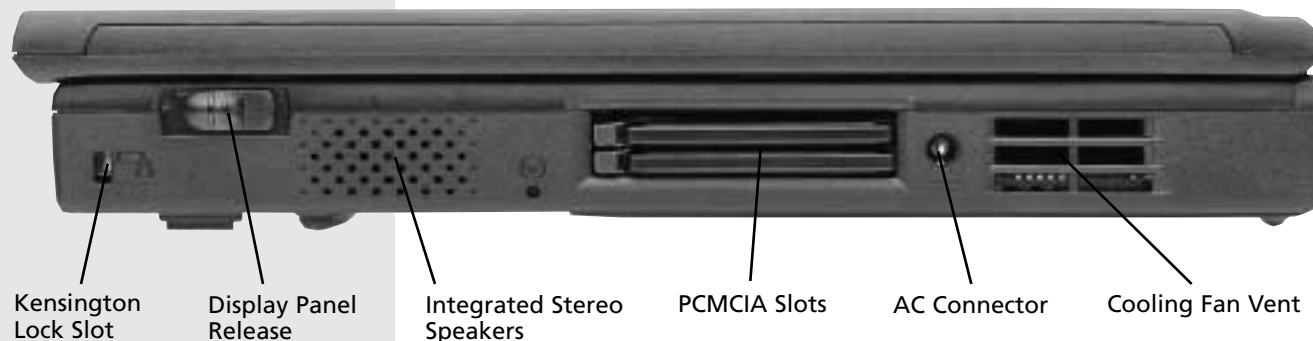
**The Display Panel Release** (along with the release on the left side) allows you to open the display panel and reveal the LCD screen and the keyboard.

Your WinBook notebook comes equipped with two high-quality **Integrated Stereo Speakers**. These are located on the left and right sides of the system.

**The PCMCIA (PC Card) Slots** allow you to connect Type I, II or III cards to your system. Your WinBook notebook will accept two Type I or Type II cards or one Type III card. The unit will also accept a Zoomed Video connection in the bottom slot. For more information about PCMCIA cards, see Chapter 5. The eject buttons allow you to remove PC Cards from your system. See Chapter 5 for more detailed instructions for using your PCMCIA slots.

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

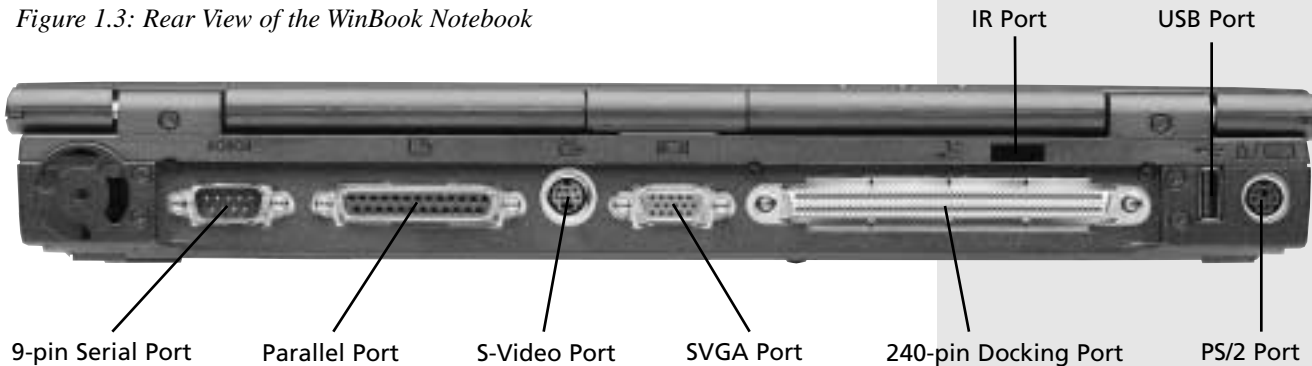
Figure 1.2: Right Side View of the WinBook Notebook





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

Figure 1.3: Rear View of the WinBook Notebook



### **The Rear** (Figure 1.3)

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

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

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

**The SVGA Port** allows you to connect any standard computer monitor to your system. You can display output simultaneously on both the LCD and the external monitor, toggle between the two screens or use the external screen to provide extra space for your Windows desktop. Refer to the Help and Support Center within windows for directions on how to adjust your display settings.



Search Help and Support Center using keywords:

**display settings**

## WinBook Series User's Manual



Although you can connect up to 127 devices through the USB port, not all USB devices have a pass-through to permit a chain of connected devices. You might need to obtain a USB hub to permit you to connect multiple devices into a single port.

**The 240-pin Docking Port** provides a connection to an optional port replicator. It duplicates the rear connectors and adds in a second PS/2 port (so that you can connect both an external keyboard and external mouse) and a LAN jack. The port replicator also includes a USB port. Store the plug in a safe place and place it back on the system when you are not using a port replicator. This will help protect the port.

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

**The USB (Universal Serial Bus) Port** of your WinBook notebook allows you to add a wide variety of devices to your machine. The USB port can allow you to connect up to 127 devices at very high data transfer rates of up to 12 Mbps (Megabits per second).

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

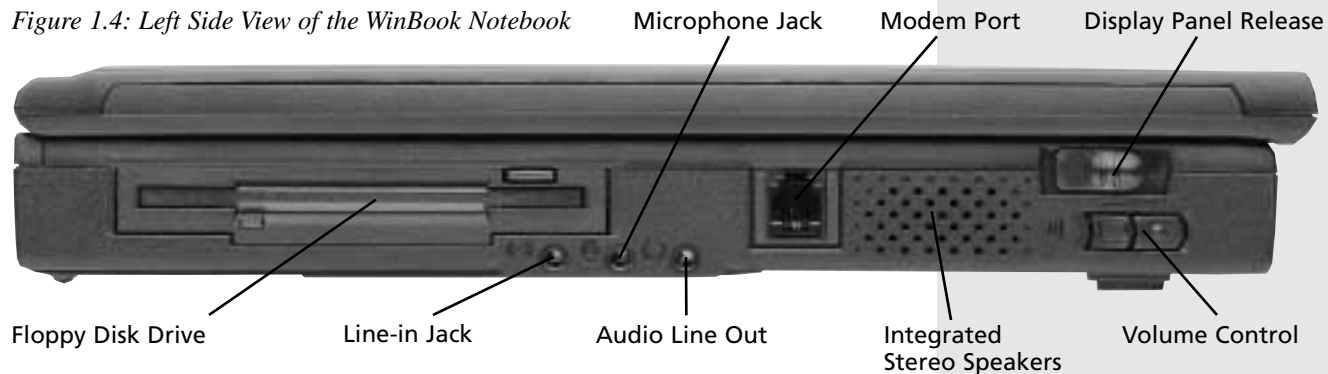
### **The Left Side** (Figure 1.4)

**The Floppy Disk Drive** is built into your system. You will be able to use 3.5" floppy disks in this drive. If your unit came with a floppy disk drive, you will be able to use 3.5" floppy disks, but not LS-120 disks.

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

**The Line-in Jack** allows you to direct audio input into your unit from a source such as a CD player. Connect a cable from the line-out port on the other device to this jack.

*Note: you must use this jack for stereo input since the microphone input only receives monophonic sound.*



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

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

Your WinBook notebook comes equipped with two high-quality **Integrated Stereo Speakers**. These are located on the left and right sides of the system.

**The Display Panel Release** (along with the release on the left side) allows you to open the display panel and reveal the LCD screen and the keyboard.

**The Volume Control** allows you to raise or lower the volume or mute the system volume. You can raise the volume by tapping the forward button. You can lower the volume by tapping the rear button. You can activate or deactivate the mute function by pressing both buttons together.

## WinBook *Z* Series User's Manual



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

### **The Bottom** (Figure 1.5)

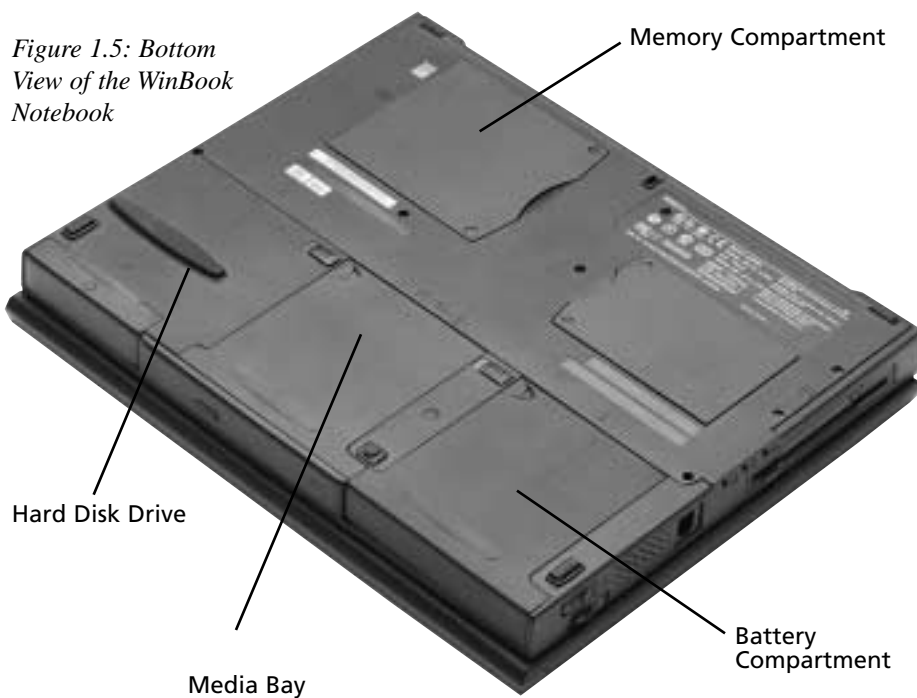
**The Battery Bay** has a release latch located to the left of the bay. Push the release and you will then be able to slide the battery from the bay.

**The Media Bay** has a release latch located to the left of the bay. Push the release and you will then be able to slide the module or battery from the bay.

**The Hard Disk Drive** has a release screw that secures the drive to the system.

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

*Figure 1.5: Bottom View of the WinBook Notebook*



**Inside the Notebook** (Figure 1.6)

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

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

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

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

**The Power and Battery Charging LEDs,** located on the bottom edge of the display panel, indicate the power use and battery status of your system. These LEDs are visible with the LCD panel opened or closed.

The power LED lights when the computer is powered on. A blinking green light indicates that the unit is in the Standby or Hibernate mode.

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

- A green light indicates that the battery is fully charged.
- A blinking green light indicates that the battery is charging.
- An amber light indicates that the battery has reached a low power level.

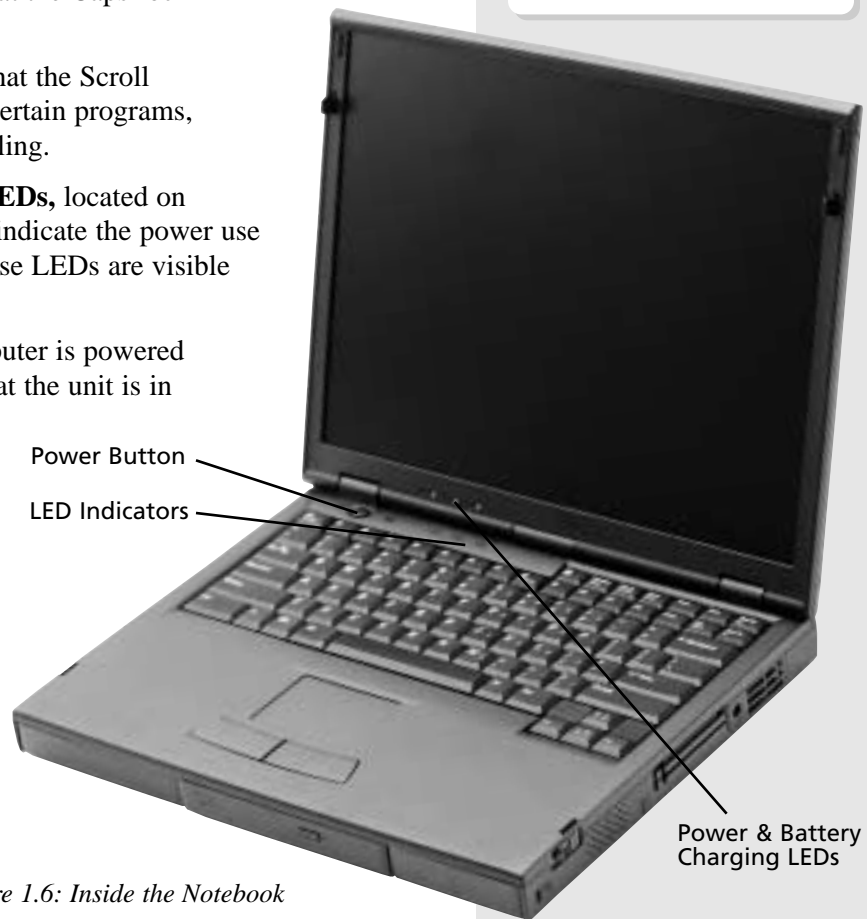


Figure 1.6: Inside the Notebook



The sharpness of the screen will vary with your viewing angle.

Try moving the display panel slightly forwards or back to find the optimal contrast.

# WinBook Z Series User's Manual

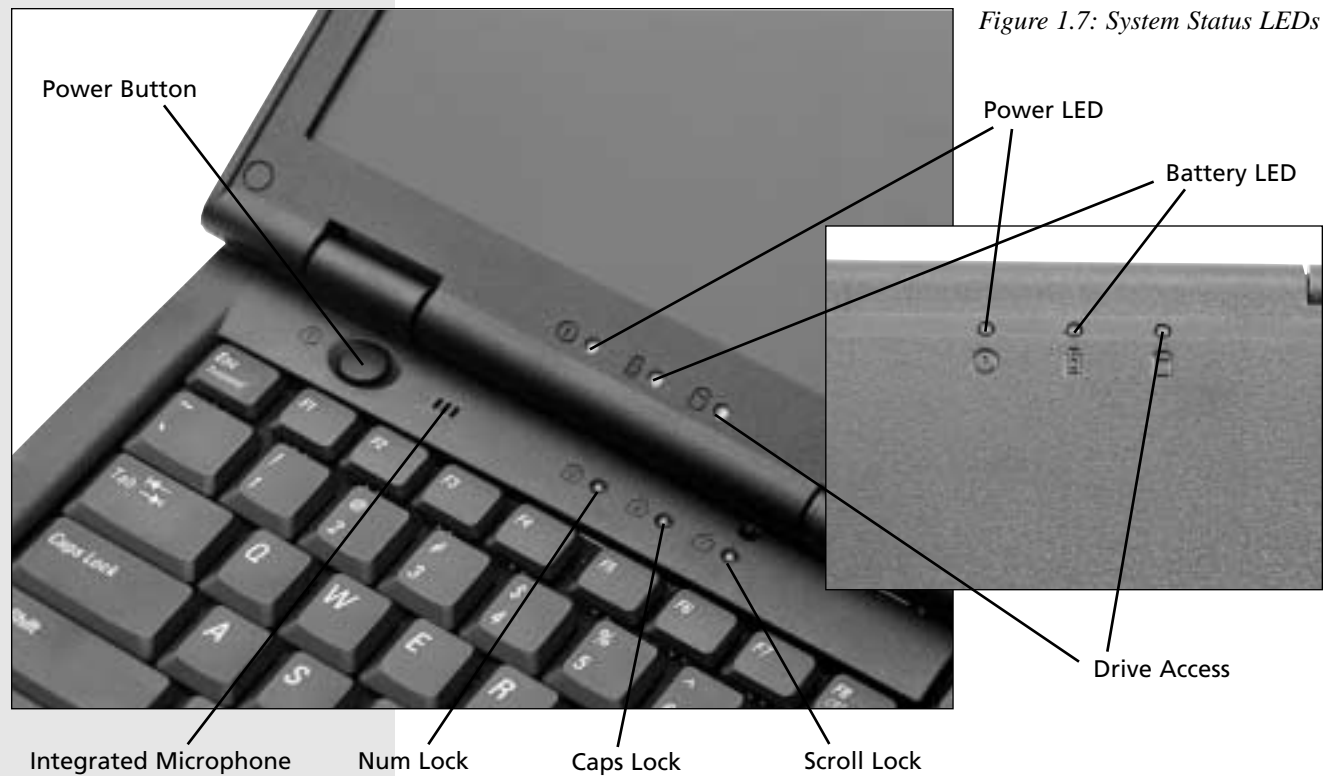


Figure 1.7: System Status LEDs

**The Drive Access LED:** Indicates that the computer is reading from the hard drive, CD-R/RW or DVD drive.

**Integrated Microphone:** The integrated monophonic microphone allows for voice recording.

**The Power Button** for your system is located just above the keyboard to the left of the LED indicators.

## Power On

The first time you use your WinBook notebook, use your AC power adapter. This will allow your battery to fully charge. It is recommended that you fully charge and discharge your battery 3 times. This will help calibrate the electronics that monitor and maintain the battery charge. After those three full discharges, you can partially discharge or charge your system as your use demands, although you should allow a full discharge/ recharge periodically to help optimize battery life. See Chapter Three for more information on conditioning and maintaining your battery efficiency.

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

## The Keyboard *(Figure 1.8)*

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

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



Every effort has been made to make certain that your WinBook notebook system will function properly. If you experience a problem when you turn on the computer, refer to Chapter 10: 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” brochure that came with your system).



If you ever need to reinstall your Windows Operating system and are prompted for a User Key, you can find your User Key number on a sticker on the bottom of your unit. Please do not remove the Certificate of Authenticity sticker (Product Key xxxxx-xxxxx-xxxxx-xxxxxxxxxx) that is attached to the bottom of your WinBook X1, as another number cannot be issued. We can NOT provide a replacement! It is advisable to copy the product key to another location in case the sticker comes loose or is lost.

## WinBook Z Series User's Manual

Figure 1.8: The Z Series Keyboard



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



Search Help and Support Center using keywords:

**desktop settings**

The function keys (F1-F12) serve different purposes and carry out different tasks depending on the application you have running. They are often used in combination with control keys. You should check the documentation for your application, especially sections on keyboard shortcuts, for information about what the keys do in that application.

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

Your computer also has an embedded numeric keypad. This numeric keypad is printed in blue on the keyboard. If the Num Lock key is engaged, the pad will allow you to type numbers as you would on



a 10-keypad. If the NumLock is not engaged, the keys perform their normal alphanumeric function.

Your keyboard also has one Windows key: a Start key (which bears the Windows logo), which allows you to pull up the Start menu.

### **Keyboard System Controls**

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

KEYS	FUNCTION(S)
[Fn]+[Esc]	Places the LCD display into a standby mode.
[Fn]+[F8]	If an external monitor is present, pressing this hot key combination toggles the display between the built-in LCD screen, the external monitor and simultaneous display on both screens.  <i>Note: The function key combination [FN]+[F8] is not valid when running Microsoft Windows operating systems.</i>
[Fn]+[↑]	Increases screen brightness.
[Fn]+[↓]	Decreases screen brightness.
[Fn]+[PgUp]	Increases system volume.
[Fn]+[PgDn]	Decreases system volume.
[Fn]+[End]	Mutes system audio.

## Mouse Buttons & Pointing Devices

Your WinBook notebook comes with a built-in touchpad and can support an external mouse via the USB, PS/2 or serial ports. You can use two pointing devices simultaneously.

### Touchpad

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

No matter which pointing device you use, its speed, or the speed of an external mouse, for your WinBook notebook system can be adjusted to accommodate your personal preferences. Refer to the Help and Support Center within Windows for directions on how to adjust the settings of your pointing device.



Search Help and Support Center using keywords:

**pointing devices**

### LCD Display

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

Depending on the screen that was built into your WinBook notebook, your display will support a resolution of 1024 x 768 pixels or greater.

If you use the Windows Display Properties window to change down to a resolution lower than the standard resolution of your screen, the display might not occupy the full size of the built-in screen (although it might on an external monitor). You might also notice a slight loss of clarity when using a resolution below the default resolution for your LCD display. Notice that when you put your computer into the DOS mode, which uses the VGA resolution (640 x 480) as a default, the display will be stretched to fit the full screen.

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

## Battery & Power Saving

When the AC Adapter is connected to your WinBook notebook, your battery will charge whether the computer is on, off, or in the power saving mode. It will, however, charge much faster if the computer is off or in the Hibernate mode. When your battery charge level gets low, you will receive several warnings.

- When the charge starts to get low, a red "X" will appear over the battery icon on the taskbar.
- When about 10% of battery power remains, you will receive warnings: the system will beep periodically to warn you that you have entered this low-charge state and the battery LED will change to amber.
- When about 3% of battery power remains, the unit will enter the Hibernate mode. Refer to the Help and Support Center within Windows for more information.



Search Help and Support Center using keywords:

**display settings**



Search Help and Support Center using keywords:

**power settings**

## WinBook *Z* Series User's Manual

- Windows will provide warnings at the battery levels you select in the Power Properties utility. See Chapter 3 for more information.

If your battery drains completely without being placed into the hibernate 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 hibernate mode if you think you will be leaving the unit for any substantial length of time.

To check your battery charge level:

### **Battery Icon**

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

### **Power Management**

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

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

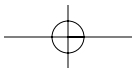


If you will be using your system primarily in a desktop setting, you should consider setting the power management to less aggressive settings. The aggressive settings are more appropriate for mobile usage. You can switch the settings as the specific situation demands by making adjustments in the power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



Search Help and Support Center using keywords:

**power management**



## Audio/Sound

### **Built-in Speakers**

Your WinBook notebook comes with built-in audio hardware that plays sounds through the speakers built into the sides of the cabinet of your system. You can adjust the hardware volume using the volume control (see the section on the left side of the unit above) or using the hot keys (see the section on the keyboard above). You can also adjust the software controls of the audio through Windows. Refer to the Help and Support Center within Windows for more information.

### **Built-in Microphone**

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

### **CD-ROM Drive/DVD Drive**

The CD-ROM or DVD drive (you can swap modules in 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 (DVD disks can hold several gigabytes of information). The high-speed access rate of your CD-ROM enables it to search that data and retrieve the specific data that you want very quickly. Data CDs are ROM (Read Only Memory) disks and cannot be written to with your CD-ROM drive. Their high capacity and fast speed makes them very useful for programs such as encyclopedias and other reference works that require a lot of space and a fast search



Search Help and Support Center using keywords:

**audio properties**



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



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



Search Help and Support Center using keywords:

**microphone**

## WinBook *Z* Series User's Manual



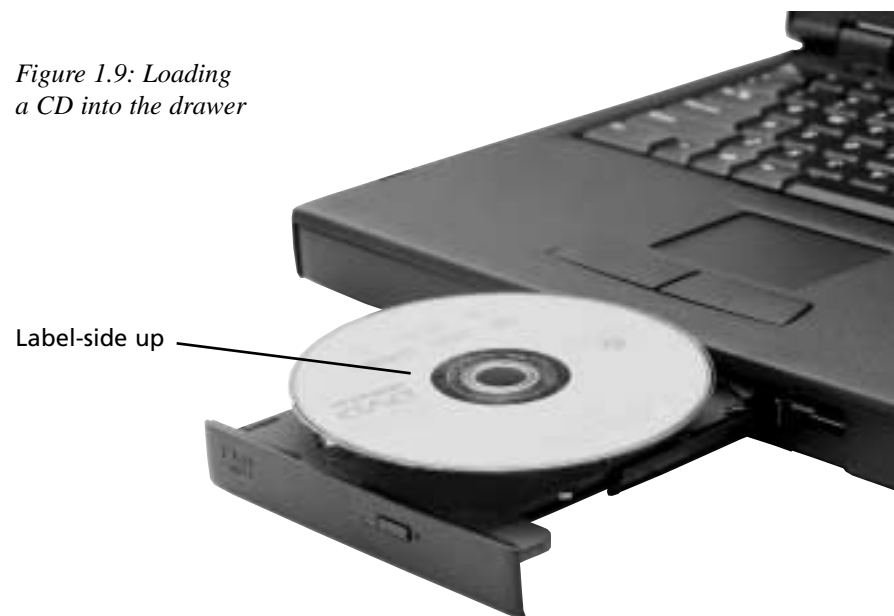
Dirt in the CD tray can affect performance. Be sure to keep the tray clean.

mechanism, and to which you do not need to add data. Your CD drive can also be used to play audio CDs through the audio hardware built into your WinBook notebook. Your CD-ROM will also be able to read from photo CDs.

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

1. Press the Load/Eject button.
2. The disc tray opens.
3. Wait until the tray stops. If the tray does not open far enough to insert the CD, gently ease the tray out until you have enough clearance to insert the CD.
4. Carefully place the CD (audio or data), with the label side up, on the disc tray. (*Figure 1.9*)

*Figure 1.9: Loading a CD into the drawer*



5. Be sure to carefully center the CD and press it into place on the loading tray. Since your WinBook notebook is meant to be portable, the CD is secured onto the tray rather than simply resting in a recess.
6. Close the tray. Be certain that it is closed completely.

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

When the CD-ROM is to be used as an audio CD player, you can still use software to control the playing and volume of the CD. Refer to the Help and Support Center within Windows for directions on how to adjust the volume of CD audio.

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

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



Search Help and Support Center using keywords:

**audio CD**



Search Help and Support Center using keywords:

**winbook combo**

## CD-R/CD-RW Drive

If your unit came with a CD-R/CD-RW Drive or if you purchased the optional module, the physical operation of this drive is the same as for a CD-ROM or DVD drive (as explained in the previous section).

CD-R disks can be written to once, although you can continue to add information to the disk until it is full. Once you have written data (or audio) to the disk, that disk can be formatted for reading in most standard CD-ROM drives or audio CD-players. Note: some older drives will not be able to read from these disks. You can write to CD-R disks and use them to distribute your data to other users. CD-R drives come in two capacities:

1. 650MB (data)/74 minute (CD audio)
2. 700MB (data)/80 minute (CD audio)

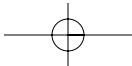
CD-RW disks can be erased and reused many times. CD-RW disks can be read only by CD-RW drives or by specially designed “multiread” CD-ROM players, so these disks are primarily intended as a high-capacity storage device rather than as a means of distributing data.

For more detailed information about this drive, check the Help and Support center in Windows.

## Zip Drive

You can obtain a Zip drive module for your WinBook Z Series notebook. This module is swapped into the media bay. The Zip drive provides a high-capacity storage device that uses proprietary Zip disks that can only be used in another Zip drive. The Zip drive provides a convenient read-and-write device for storing and exchanging large files (such as large graphic files). Once the drive is installed and a formatted Zip disk is in the drive, you will be able to use the drive just as you would the floppy drive or hard drive of your system. Although the capacity is smaller





than a CD-R, the drive can be written to over and over again just like a floppy disk.

## Software

### Preloaded Software

Your WinBook notebook comes preloaded with Windows as its operating system. There is also the necessary software to use the various hardware of the laptop in Windows. For instructions on using Windows, refer to the Help and Support Center within Windows. In addition to the software that you run and see, there is some preloaded software that runs in the background. Specific drivers (files that allow pieces of hardware to communicate effectively with the computer and operating system) have been preloaded for the various hardware units that have been packaged with your system (e.g. sound card, CD-ROM/R/RW drive). These drivers are also important in allowing you to alter certain aspects of your system, such as the resolution of your video image.

### Adding Software

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



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



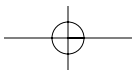
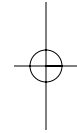
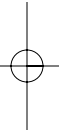
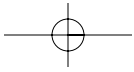
Windows software comes with uninstall functions built-in. If you ever want to remove a Windows program, do not delete it. Use the **Add/Remove** feature to remove it. Refer to the Help and Support Center within Windows for directions on how to uninstall software.

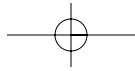


Search Help and Support Center using keywords:  
**uninstall software**

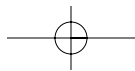
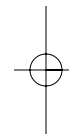
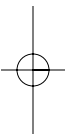


Select **Windows Basics** from the help topic menu.





# Chapter 2: Windows Help and Support



## WinBook Series User's Manual

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

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

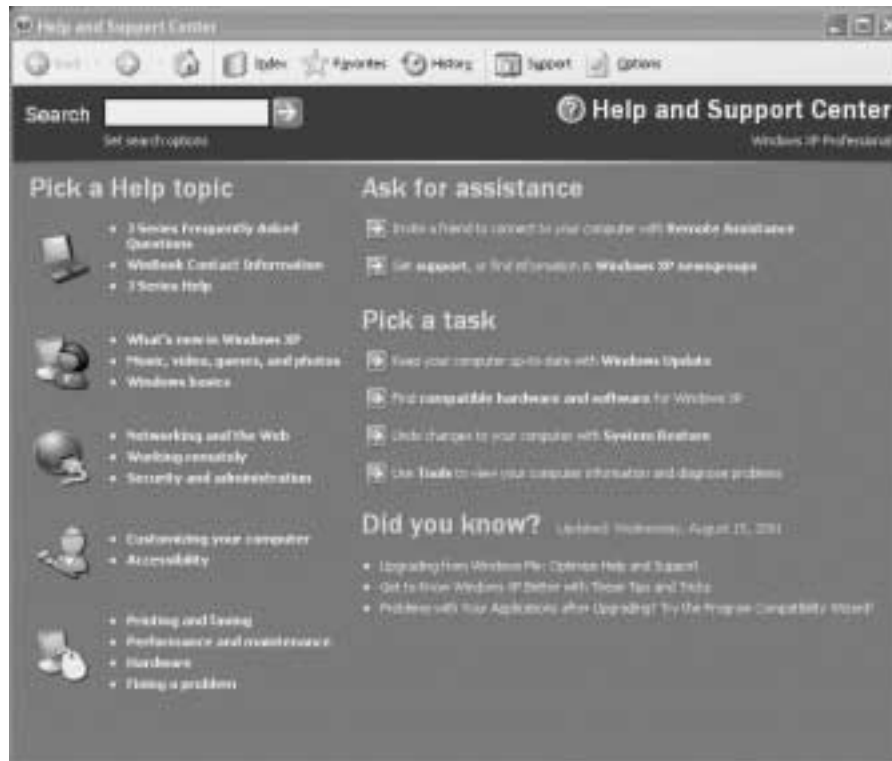
- Through the **Remote Assistance** feature, a WinBook technical support representative could connect to your computer with your permission, then see your files, control your mouse and keyboard, and chat online with you to discuss your problem.
- Through **Windows Update**, your computer can always be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

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

## Using the Help and Support Center

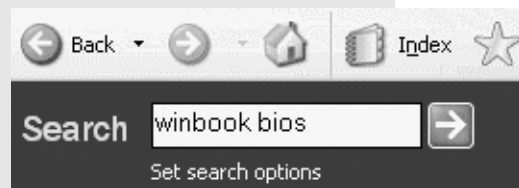
Obtaining access to the Help and Support Center is just a key press or mouse click away. From the Windows desktop, press the [F1] key in order to bring up the Help and Support Center. Alternatively you can click once on the **Start Menu** and then select **Help and Support**. Once activated, the Help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

Figure 2.1: Help and Support Center Window



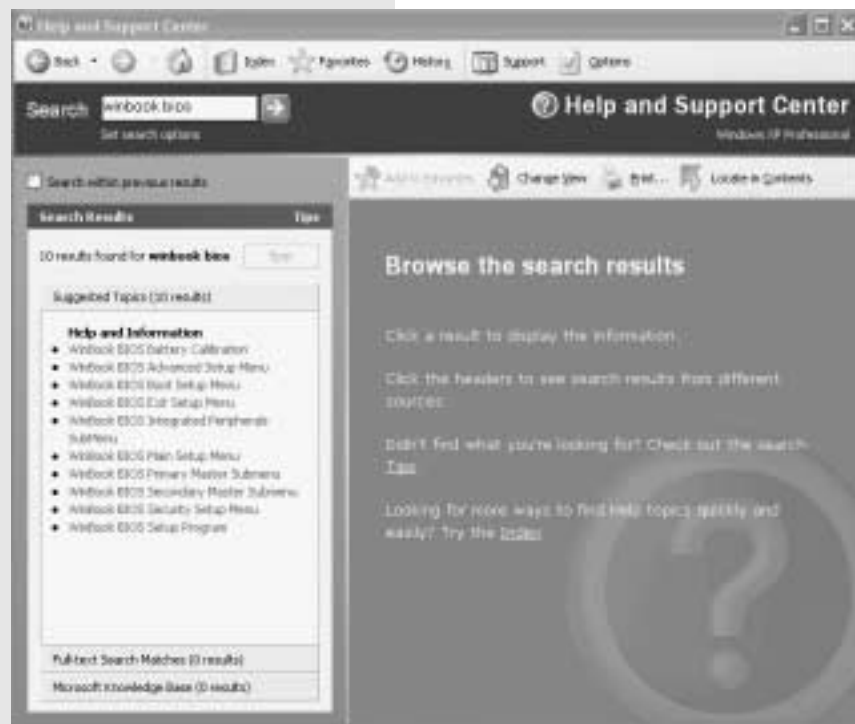
## WinBook Z Series User's Manual

Figure 2.2: Help and Support Center Search Box



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

Figure 2.3: Help and Support Center Search Results

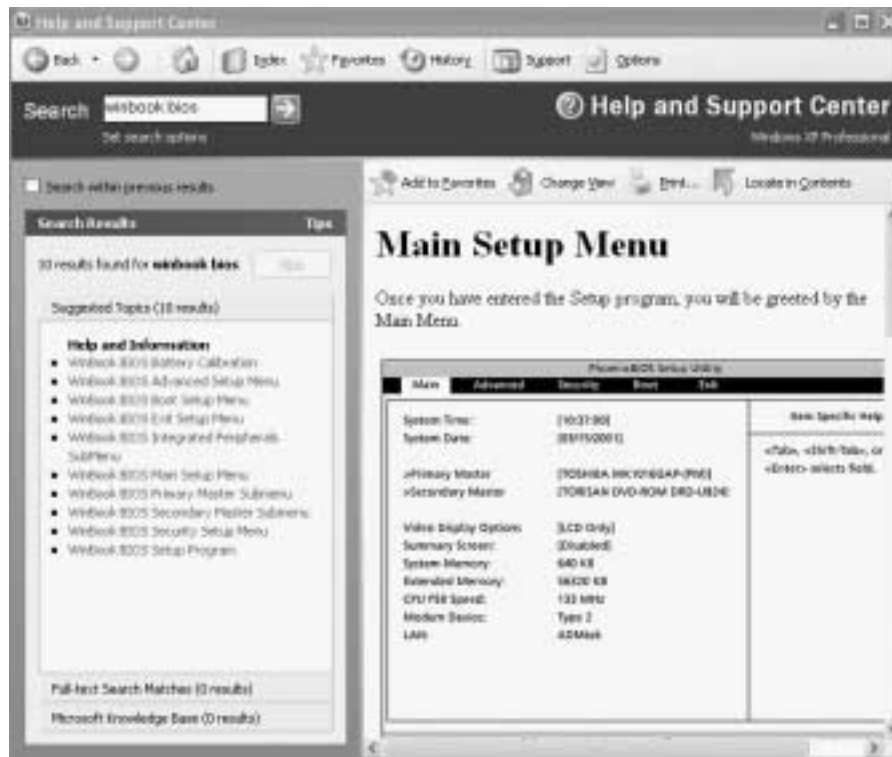


After a quick scan, the Help and Support Center will display any resources that match the keywords searched for. (Figure 2.3)

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

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

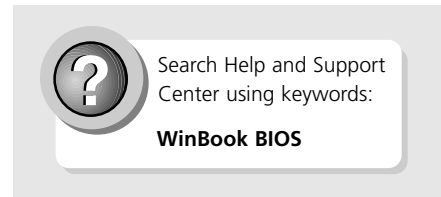
Figure 2.4: Help and Support Center Main Setup Menu



## WinBook Users' Manual and the Help and Support Center

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

Figure 2.5: Help and Support Center Icon



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

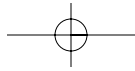
## System Restore

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

## Why Use the Help and Support Center?

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

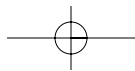
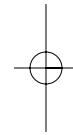
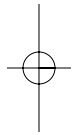


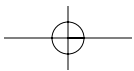
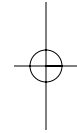
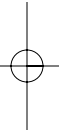
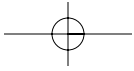


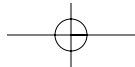
## Chapter 2: Windows Help and Support

*Note: WinBook Technical Support is still an alternative resource for your questions. Refer to the Read Me First document that came with your WinBook for the toll free telephone support number.*

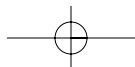
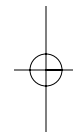
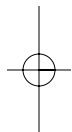
- The Help and Support Center is a dynamic resource from WinBook. The Help and Support Center will be periodically updated by WinBook in order to give you the latest information about your WinBook computer. Download updated Help and Support files for your WinBook at **[www.winbookcorp.com](http://www.winbookcorp.com)**.







# Chapter 3: Basic Computing



## WinBook *Z* Series User's Manual

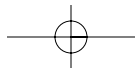
The WinBook notebook is designed to be run straight out of the box, so, if you are an experienced computer user, you should be ready to go. You can find additional information about specific features of your system in the chapters that follow as well as the Help and Support Center feature found within Windows.

### **RAM**

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

Some programs will require a large amount 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.

Adding RAM to your system can speed up performance. If you are finding that your system response time is slow when you are running a number of programs, you can add RAM to your WinBook Z Series computer. See Chapter Seven for detailed information about performing a RAM upgrade.



## Chapter 3: Basic Computing

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

### Hard Drives

The hard drive is the fixed disk, which provides the primary storage medium for your data. Most of your programs and data will be stored on the hard drive. The capacity of your hard drive will probably be several gigabytes (1 gigabyte (GB) = 1024 MB or approximately 1 billion bytes).

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 large amount of disk space (some may take up over 100 megabytes, with software suites taking up considerably more), while the files that you create will generally take up much less (stored in plain text, a 1,000 page manuscript will fit in less than 1 megabyte). If you fill the space on your hard drive, you can upgrade to a larger hard drive. See Chapter Seven for information about replacing your drive with a larger capacity drive.

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

The Windows Help and Support Center contains more detailed explanations of maintenance of your hard drive and file system.

### The Device Manager

While the Setup program (see Chapter 8) tells your computer what equipment it is running, the Windows Device Manager tells the operating system what equipment it is running. It is a good idea to learn about the various components of your system and how they



If your computer is connected to a network, you will also have access to hard drives on other computers (if they are set up to share data). See the networking documentation in Windows to see how to access such drives.



Search Help and Support Center using keywords:

**hard disk**

## WinBook Series User's Manual



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



Search Help and Support Center using keywords:

**device manager**



For detailed information about using Windows you can check the WinBook information in the Help and Support center. To access the Help and Support Center, press the [F1] key while the cursor is on the Windows desktop or click on the Windows Start Menu and select "Help and Support".



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

operate. You might find that there are capabilities of your system that you had not anticipated. You might also 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. You might want to add some additional equipment to your system and will need to know if its settings will conflict with those in your WinBook notebook. Device Manager is the place where you can learn this information about your system. If you want to know more information about these pieces of the computer, you can click on the particular device in the Device Manager and then click on Properties. If there is a problem with the device, you will get some basic information here on the source of the problem. If there is a conflict between two (or more) devices, you will also be told which devices are trying to use the same IRQ or resource. Refer to the Help and Support Center within Windows for details on the device manager.

### Communications

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

### Faxing

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

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

## Modem Communications

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

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

To connect to anything with your modem, you will usually need to sign on with some provider (unless you have log-in rights with some network already — e.g. at work) or dial-in to another computer already set to receive such connections. Online service providers will allow you to connect to an extensive computer environment. You can

## WinBook Series User's Manual



Microsoft Windows has many integrated features that will enrich your Internet use. To learn about these features, you can check the Help and Support Center in Windows by pressing [F1] at the Windows desktop or clicking on the Windows Start Menu and selecting "Help and Support".

use such providers to send and receive e-mail (electronic mail), chat with other computer users, look up information in their databases, participate in electronic discussions with multiple parties, and even download software. The major service providers usually charge a monthly fee for connection time. Some services they provide may entail an additional charge. Since such electronic connections are an important resource for computer users, Windows comes with its own software for making such connections, as well as with software from some of the major service providers (in the Online Services folder). You can also use your modem in conjunction with financial software to perform your banking and pay your bills electronically. Such software can also be used to track investments by logging into providers who transmit market data.

In addition, you can use commercial tax preparation programs to send your tax forms to the IRS electronically. Your state and local tax offices might also offer such services.

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

### **Internet and the World Wide Web**

If your WinBook notebook came with a modem, or if you have a network connection, you can use your computer to connect to the Internet and World Wide Web. Windows is designed to help provide quick access to the Internet, so you will want to familiarize yourself with the Internet



functions of Windows. To enter the Internet, you will need to log your computer into a network connected to other networks as part of the Internet. If you have a modem, there are providers who just provide access to the Internet. Major commercial providers also have connections to the Internet. You might also have access to the Internet by dialing into a network at home or school. Some communities have local “freenets” which can be used to provide a connection to the Internet. If you have a direct connection to a network line, you will find this connection to be a much faster way to access the Internet than via modem. Once connected to the Internet, you can use this connection to send e-mail, download and upload files, and connect to a variety of information and entertainment sources.

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

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

### **Your Version of Windows**

If you are unfamiliar with Windows, you should familiarize yourself with the operating system by running the introductory tour that is offered when you first start up your system. If you have shut off that screen, you can find the tour in the Help and Support Center of Windows.

The Help and Support center in Windows features links to Windows-related sites. Manufacturers’ sites will also be linked there. The automatic



If your area is wired for a high-speed Internet connection such as DSL or cable, you will be able to use that connection with your WinBook Z Series notebook. Such connections use their own “modem” provided by the carrier rather than your built-in or PCMCIA modem. You will need a network PCMCIA card (see Chapter 6 to make the connection to your computer. Your carrier will be able to provide you with details.

## WinBook Series User's Manual

update feature will check for new sites and integrate their links into your Help and Support center.

Many system files in Windows are protected by the system. This will help keep your system functioning smoothly. If software attempts to change or replace those files, Windows will protect or restore them. If this causes a problem with your software, contact the program manufacturer.

Windows protects certain system functions by hiding certain utilities in the Control Panel. If you want full functioning of the Control Panel, you will need to unhide those utilities. See the Help and Support center for information.

Windows allows you to choose among several options for desktop appearance and functioning. See the Help and Support Center in Windows for more information.



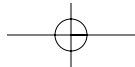
Search Help and Support Center using keywords:

**control panel overview**

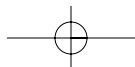
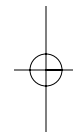
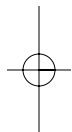


Search Help and Support Center using keywords:

**desktop settings**



# Chapter 4: Mobile Computing



## Battery Operation

### Charging

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

The battery charges whenever the AC Adapter is connected to your system. The battery will charge whether the system is off, in the Hibernate mode, or operating. The fastest recharge occurs when the system is off or in hibernate mode. It takes about 2.5 hours to fully recharge the primary battery when the system is powered down or in hibernate mode, longer if you are using the system (about 3.5 hours).

If you have two batteries in your unit (one in the battery bay and one in the media bay), the main battery will always be the first to receive a charge when the AC Adapter is connected. After the main battery is charged to full capacity, the secondary battery will begin to charge. If the WinBook notebook is running on battery power, the secondary battery will be discharged first. Once the secondary battery has been fully discharged, the system will start to discharge the primary battery.

If you the system temperature exceeds 60°C while the battery is charging, the system will stop the charging process in order to protect the battery. Once the battery temperature falls back below 50°C, the battery charging process will resume.

Each time you charge and partially discharge the battery, it stores slightly less power. After about twenty cycles, it might only store about 80% of its potential charge. Similarly, if you do not use the battery for a few days,

it will slowly self-discharge, and when it is recharged, it will hold less than 100% of the potential charge. To correct battery charge problems, you should fully discharge and recharge the battery frequently to help keep the battery in good condition. This operation carried out every few weeks will maintain the battery efficiency.

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

### **Changing**

You can purchase a second battery for your WinBook notebook. This second battery can be installed in the battery bay, replacing the original battery, or in the media bay to provide a second battery. (*Figure 4.1*)

1. Shut down the unit or place it in the hibernate mode. Disconnect the AC Adapter. Close the LCD panel and turn the unit upside down. The front of the unit should be toward you.
2. Slide the release latch (of whichever bay you will be using) toward the left to release the battery from the bay.

*Figure 4.1: WinBook Notebook Battery*



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



Search Help and Support Center using keywords:

**winbook battery**

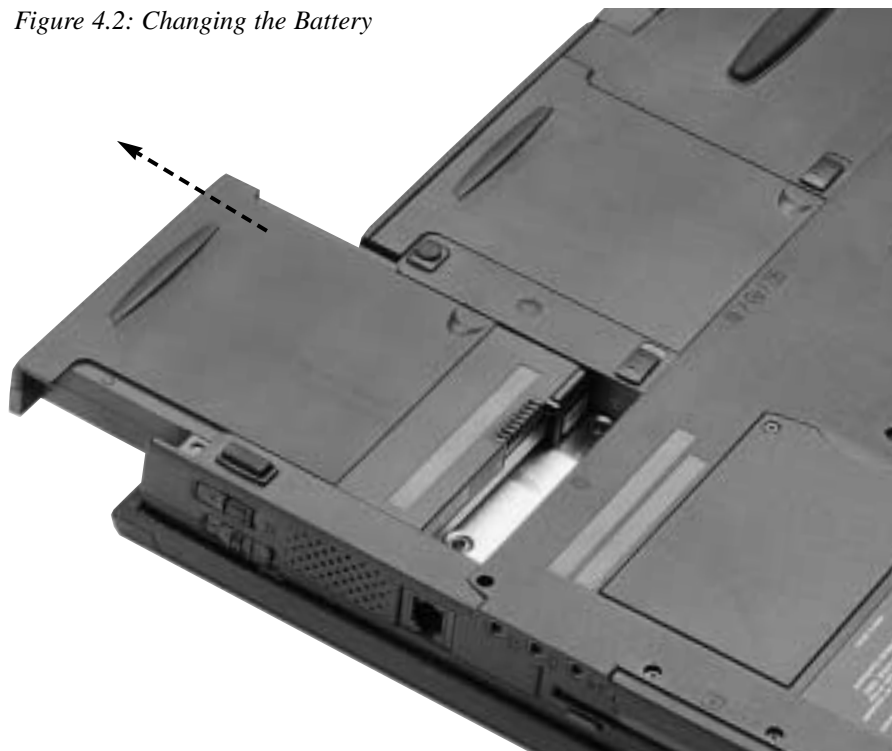
## WinBook *z* Series User's Manual



Search Help and Support  
Center using keywords:

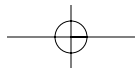
**winbook battery**

*Figure 4.2: Changing the Battery*



3. Ease the battery toward the front of the unit and gently slide it out. (*Figure 4.2*)
4. Slide the new battery into the bay.
5. Push it gently into place. The release should snap into place to secure the battery in the bay. Reconnect the AC Adapter.

When you install a brand-new battery, you need to let the battery charge completely. Install the new battery and connect the AC adapter. Let the battery charge fully.



## Power Management

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

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

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

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

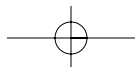
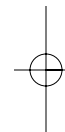
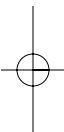


For detailed explanations of Power Management in Windows, please refer to the Help and Support Center within Windows.



Search Help and Support Center using keywords:

**power management**



### **WinBook Notebook Low Power Measures**

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

Power level warnings in Windows will be activated according to the settings you have established. In the default setting, a red “X” will appear over the battery when approximately 15% of battery power remains. When the battery level reaches 10%, you will receive a warning to save your work. When the battery level reaches 3%, the unit will move to the Hibernate mode.

When the WinBook notebook estimates that there are about twelve minutes of power remaining (the actual time will vary with usage), the power indicator on the front edge of the unit will switch from green to amber.

When about 10% of power is remaining, the unit will start to give periodic beeps to remind you to save your work. You can disable the beeps by hitting [Fn]+[End].

When approximately three minutes of battery power remain, the amber battery status light will start to flash.

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

Windows allows you to activate the Hibernate function in Power Management. If you do so, when the system reaches a critical power level, it will enter a Standby or Hibernate mode (depending on your settings). Enabling this function will permit you to preserve data in



RAM from being lost when the battery is about to use the last of its power. You should familiarize yourself with those settings in Windows to help prevent data loss.

### **Standby and Hibernate Modes**

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

The Hibernate mode, since it does not consume any power, can also be a useful way to save you time in getting started on your work. If you like to work with a number of programs open on a regular basis, you can use the hibernate mode to save the active session with those programs already opened. Rather than wait for the system to shut down each program and then manually reloading each program the next time you are ready to work, you can suspend and be ready to work once the session has been resumed. Keep in mind, it is still a good idea to shut down and restart your system over a few uses, just to refresh the system or to allow your virus software to perform a complete scan of your system, if you have enabled such an option.



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

### **SpeedStep**

Some units will include an Intel Processor with SpeedStep technology. SpeedStep is designed to reduce voltage to the processor to conserve battery power, which will cause the processor to slow down. However, the reduced voltage will save much more power than just slowing down the processor. If activated, SpeedStep will detect a change in the power source and allow the processor to run at full speed under AC power and at a reduced speed under battery power. SpeedStep can help conserve battery life, but will not cause a significant loss in system performance (e.g. a 700 MHz processor will drop to 550 MHz).



Search Help and Support  
Center using keywords:

**infrared**

### **Infrared (IR) Port**

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

To use your IR port, place the two IR ports within two feet of each other (optimal distance is usually between six inches and two feet) and either directly in line or at an angle of less than 30 degrees (less than 15 degrees is usually optimal). If there is another infrared device in proximity, your WinBook notebook will detect its presence and complete the connection. If the other device is not detected, try adjusting the angle and distance between the device and your WinBook notebook.

## Safety & Operation

The WinBook notebook does not have a handle or a rough surface for a sure grip, so use a carrying case when traveling. At times, you may want to put both the case and the WinBook notebook within a larger briefcase to conceal the system and reduce the risk of theft. Do not use this product in an unstable location. Serious damage could result if the system should fall. Avoid rough handling of your WinBook notebook. Jolts to the system can damage components or result in data loss. Transport your WinBook notebook in a case or bag that provides adequate cushioning and a secure position. Never check your WinBook notebook in as luggage when you are traveling. Even the toughest carrying case won't protect it from such rough handling. Although it is tempting to pack your WinBook notebook in your luggage, it is apt to result in a broken system. The best solution is to carry the WinBook notebook with you.

Avoid high and low temperatures. While you travel in the summer, do not leave your WinBook notebook in a car trunk on a hot day. Trunk temperatures can reach 140° F, beyond the safe range for the WinBook notebook. Do not leave the unit sitting in direct sunlight in your car on a hot day. The heat can cause system damage. Also be careful when shipping or storing your WinBook notebook so that it is not exposed to high or low temperatures. The batteries will not operate as well under extremes of temperature. They are specified to work from 41° to 95° F (5° to 35° C). Running your WinBook notebook in temperatures below 41° F or above 95° F will reduce the battery life. If a battery module is left in the sun and gets quite hot, it is apt to fail to charge. This is due to a safety switch in the battery module that is aimed at preventing over-heating due to over-charging. Once the battery cools down, you will be able to charge it. In extremely cold weather, you may find that it takes longer for the battery to charge or that it does not fully charge.

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Slots and openings in the system are for ventilation purposes. Do not obstruct or cover these openings or the system could overheat. Do not place the system in close proximity to a source of heat or a source of dust.

Protect your modem. Be aware that phone systems can be either analog or digital. Your modem is designed to work on an analog phone system. Most residential telephones are analog. Digital phone systems typically involve building-or company-specific PBX (Private Branch eXchange) systems. Some PBX systems can use voltages that will damage an analog modem. Before you hook up your modem in a hotel or at a new company, check with the facilities manager. To find an analog line, you might look for a fax machine. Note that there are products available that will support analog modems on digital PBXs.

If an extension cord is used with this product, ensure that the total ampere ratings of all the devices sharing the extension cord do not exceed the rating of the extension cord, nor the rating of the wall outlet.

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

Contact technical support if:

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

## Travel

### *Travel Tips*

- It is a good idea to load common printer drivers onto your WinBook notebook (such as HP Laser Jet and DeskJet drivers). This will allow you to print from many printers at your destination, even if you do not carry your own printer with you.
  - Take along a bootable CD (make sure that you have your CD-ROM, DVD-ROM or CD-R/RW drive if you are using a second battery) or floppy disk, just in case there is damage to your hard drive.
  - Travel can present considerable risks of system shock or theft. Complete a full system backup before traveling.
  - Be familiar with your Setup settings, or print a copy of them, in case there is damage to those settings while you travel.
  - If you will be traveling to another country, check with your travel agent to determine whether or not you will need special adapters to use the electrical outlets and telephone connections.
  - If you do a lot of traveling, you might find it useful to purchase an acoustic coupler for your modem (which hooks to the handset instead of directly to a phone jack), to allow connection even where compatible phone jacks cannot be found. However, most public phones are now being upgraded to accept modem/fax connection from portable computers.
  - Hand your WinBook notebook to an airport attendant rather than setting it on the conveyor for security checks. This will help reduce the possibility of theft.
- Note: X-rays will not damage your system.*
- Password protect your system (with at least one level of password) to help preserve your data.

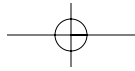
## WinBook Series User's Manual

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- Consider purchasing a lock for your WinBook notebook. The WinBook notebook 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 be using an Internet provider or other on-line service, call ahead to find out local access numbers for your destination(s).
- In case your destination does not have outlets near convenient work spaces, you might want to pack a short extension cord.

### Remember to pack:

- Your WinBook notebook
- Second battery, if you have one
- Optional modules for your media bay
- Your WinBook notebook Restore CD (which contains the drivers for your system)
- Your AC adapter/power cord
- Any international converters for your adapter
- Any international converters for your modem
- Printer and/or printer cable
- PCMCIA cards and any detachable connections for those cards
- Spare battery packs (if any)
- Bootable floppy or CD
- A spare floppy or two for easy file exchange
- Manuals for any critical software (printed or CD), including Windows

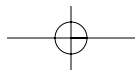
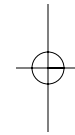
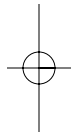


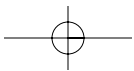
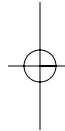
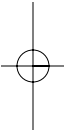
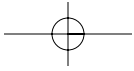
## Chapter 4: Mobile Computing

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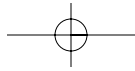
Remember to:

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

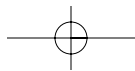
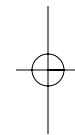
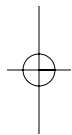








# Chapter 5: Desktop Operation



## WinBook *Z* Series User's Manual



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



Search Help and Support Center using keywords:  
**volume**



If you have multiple modules or a secondary battery for your media bay, you must insert the CD drive and restart your computer for proper use of that drive. See Chapter Seven for information about proper switching of modules.

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

### **Audio**

#### ***Audio Software***

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

#### ***Controlling the Sound Levels***

In addition to the hot keys on your, there are software controls that you can use to set your audio volume. Refer to the Help and Support Center within Windows for directions on how to adjust your audio volume.

#### ***Playing an Audio CD***

You can play audio CDs through the sound system. Place the audio CD in the drive (see Chapter 1 for instructions on inserting a disk). The Media Player in Windows will recognize the audio CD and launch the program to control the playback of the CD.

The Windows Media Player is designed to take advantage of Internet music databases. When you load the CD, you will be asked if you would like to check an Internet Database for information about the CD (artist, title, tracks). It will automatically check its database for your CD. You can modify the information once it has been downloaded. See the Help and Support Center for more information.

### **Playing Sound Files**

In addition to playing music from audio CDs, your WinBook notebook can play audio files stored in MIDI, WAVE or MP3 file formats, as well as sound stored in audio form and used in programs and games. With the proper software, you can also use the sound system to play audio files via the World Wide Web, including live audio broadcasts. Refer to the Help and Support Center. Check the documentation in Windows for information on the functions of the Media Player.

### **Sound Recording**

You can obtain applications that will allow you to use your system microphone to record sounds and store them as files on your system. You can also use the Sound Recorder program built into Windows the Windows Help and Support Center for this purpose. This program can also be used to modify the sound files with certain audio effects. Check the documentation in for information on using the various elements of this program. For sound files that require excellent sound quality, you should consider buying an external microphone designed for high-quality voice recording (which can be connected to your WinBook notebook through the microphone jack on the left side of the system).

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

### **External Speakers & Microphone**

The sound system is capable of providing high quality sound to external speakers 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



Search Help and Support Center using keywords:

**media player**



Search Help and Support Center using keywords:

**sound recorder**



The Media Player can be used to play sound files, play audio CDs, and run video clips or streaming video from the Internet.

For information on playing video on your system, see the Windows Help and Support Center documentation.

## WinBook *Z* Series User's Manual



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



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



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



Search Help and Support Center using keywords:

**install printer**

are connected, the built-in speakers of your WinBook notebook will automatically be disabled. An external microphone will disable the built-in microphone.

### Connecting Peripherals

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

#### Printer

Whether you purchase a portable computer or a desktop model, you will probably connect the printer to the computer via the parallel cable. You might also connect to a printer via a network connection, a serial connection, a USB connection, or via the IR (infrared) port (see Chapter Three for information on using the infrared printing option). Whatever the nature of the connection, you will need to set up the necessary drivers for the printer. You can vary the port connection (or network setup) at the step where it is requested. If you will be connecting the device to a parallel or serial port instead of a virtual port (IR), you should shut down the system before connecting the printer (you do not need to shut down to connect a USB printer). If your printer is Plug and Play compliant, your system will detect the new hardware on boot and begin the process of setting up the printer. Refer to the Help and Support Center within Windows for directions on how to set up a printer.

#### Other Parallel Devices

Your parallel port can also be used with other parallel port devices (e.g. a tape backup unit). In addition to a bi-directional mode, your parallel port is capable of supporting enhanced ECP and EPP transfer

modes. ECP transfer mode provides significant performance increases for transfer to parallel devices (such as printers).

EPP transfer mode provides increased performance for 2-way transfers such as those used to link another computer to your WinBook notebook system for file transfer. You might need to check the documentation of your device to determine the modes supported. If you need to change the transfer mode for your printer, you can do so in the **BIOS Setup** program (see Chapter 9).

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

### **External Monitor**

You can connect an external VGA or SVGA monitor to your WinBook notebook through the video port on the rear of the system. You can direct the output to the LCD, the external monitor or both via the display properties.

### **External Keyboard**

Your WinBook notebook comes equipped with a PS/2 port on the rear of the unit, adjacent to the AC input) and a USB port, both of which can be used to connect an external keyboard to your system. You should shut down the system before connecting a PS/2 keyboard. Connect the keyboard to the PS/2 port and start up the system. The WinBook notebook should automatically detect the external keyboard and activate it. If your keyboard is USB, you can plug it in and it should be recognized by the system. PS/2 keyboards should be plugged or unplugged when the system is shut down; USB keyboards can be plugged or unplugged during operation. The external keyboard will not disable the built-in keyboard, so you will be able to use both devices simultaneously. You can use the two keyboards in combination, since the computer will not distinguish between the input from each keyboard.



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



If you use an external keyboard, you can simulate the [Fn] key by using the left [Ctrl] and left [Alt] keys in combination with the hot key.



Search Help and Support  
Center using keywords:

**install device**

### **External Pointing Device**

You can connect a serial or PS/2 Microsoft-compatible mouse or a USB mouse to your WinBook notebook. If you connect an external PS/2 mouse before you turn on your WinBook notebook, the WinBook notebook will automatically sense the mouse and enable it. If you use a serial mouse, you can connect it to the serial port on the rear of the WinBook notebook. If your serial mouse is Windows compliant, the WinBook notebook should detect new hardware and take you through the process of installing the hardware. If Windows does not recognize your serial mouse, you will need to manually install the device into Windows. Refer to the Help and Support Center for directions on how to install devices. You can have Windows search for the mouse, or, if you know the correct settings, you can set up the mouse manually. If Windows does not have drivers for your mouse, you can use a standard driver, or use a disk provided by the mouse manufacturer.

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

### **Serial Devices**

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

Devices connected after the WinBook notebook is powered up may not work reliably. Connect devices to the Communications Ports while the computer is turned off. This not only helps to protect the WinBook notebook from damage, but turning on the WinBook notebook after

connecting an external device to the port allows the computer to prepare itself and the device to operate together.

## USB Ports

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

*Note: Not all USB devices provide a pass-through port for other devices. You might need a USB hub to allow several devices to be connected to the USB port of your system. The system should automatically detect the new device and make it available for use. If the device is not immediately recognized, check the documentation for the device. If the device is new to your system, you might be asked to set up the device before use (for example, a new printer will need to be set up to run under Windows).*



If you have a port replicator, you will be able to use its 2 USB ports for USB input.



If your USB-compatible device comes with a manufacturer's installation disk, follow the manufacturer's instructions. Although Windows includes USB support, individual devices might need specific drivers for optimal operation. Since a USB device is capable of very high speeds, and since it does not use up the access to an available port (as a serial or parallel device does), you should consider available USB peripherals for your system.

## WinBook *Z* Series User's Manual

The USB port not only provides a connection between your WinBook notebook and external devices, it is also capable of providing electrical current to run those devices. If you make considerable use of your WinBook notebook under battery power, you should consider how USB devices might drain your battery or slow battery charging (when the AC Adapter is in use). If you have a USB device (such as a printer) that has its own electrical power source, you should consider using this device as a hub for your other devices. You can also obtain a powered USB hub from your local retailer. These devices can draw power through the hub device, leaving your WinBook notebook free to conserve or recharge battery power. If you have a mobile USB device and want to make use of the WinBook notebook as the power source for the device, consider using an aggressive power management setting to help maximize battery life.



Search Help and Support Center using keywords:

**scanner camera**



You can find more information about your port replicator in the Windows Help and Support Center.



Search Help and Support Center using keywords:

**winbook port replicator**

### **Scanners and Digital Cameras**

Windows is designed for easy image acquisition and handling. No matter what kind of connection the device uses (USB, Serial, Parallel, wireless), you can take advantage of these functions in Windows. You will be able to establish connections to the devices' controls that can allow for smooth handling of images. For example, you can stream images from your camera into a slideshow-like format. See the Help and Support center in Windows for detailed information.

### **Optional Port Replicator**

You cannot "hot dock" your WinBook notebook into the Z Series port replicator. You will need to shut down or suspend your computer to connect it to the port replicator. If you have peripherals attached to your port replicator that have never been recognized by your system, you might be asked about the installation of new hardware. If you do not receive a window identifying the new hardware, that hardware might not be functional until you configure your system to recognize it. Refer to the Help and Support Center within Windows for details on how to



set up new hardware. To connect your WinBook notebook to the port replicator, slide the WinBook notebook back into the port replicator until the docking port fully engages with the port replicator. (Figure 5.1) Push in the tabs on the sides of the port replicator to secure the connection. Using the port replicator will allow you to slide your WinBook notebook into the docking port and start right into your work, without having to make the connections to your extra monitor, keyboard, power adapter, etc. each time.

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

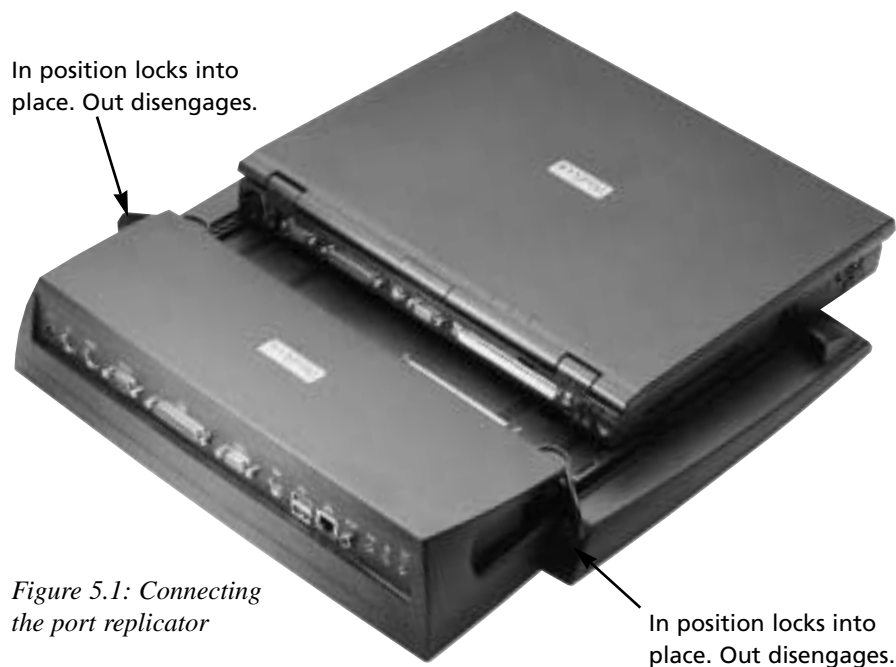


Figure 5.1: Connecting the port replicator

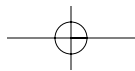
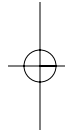
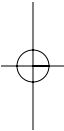
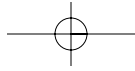


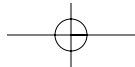
Search Help and Support Center using keywords:

**install device**

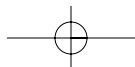
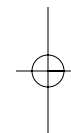
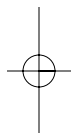


The first time you use a peripheral on your system, you should be able to plug it directly into your port replicator. If the computer does not recognize the new hardware, you can try plugging it directly into the native port on the WinBook notebook.





# Chapter 6: PC Cards (PCMCIA)



## PC Cards

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

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

### Two Type I

### Two Type II

### One Type I and One Type II

### One Type III (lower slot only)

If your card is not configured for power management, which usually requires a driver (the software coding that communicates between the card and the machine) specific to the card, this can drain your battery. The PCMCIA ports are ACPI-compliant and will manage the power use by the cards whenever possible.

The preloaded drivers will work with most cards designated as Windows-compatible. If you find that your card does not work with the preloaded drivers, use the driver disk that came with your card or contact the card manufacturer to determine how to get your card to work with the WinBook notebook. If the driver for your actual card is not found in Windows data

base of drivers and you choose a generic driver, you should consider taking the card out of the slot when it is not in use to avoid draining the battery.

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

For more information on how to install PCMCIA cards, refer to the Help and Support Center within Windows.

Figure 6.1: PCMCIA Slots



#### **To Use the PC Card:**

1. Insert the card into one of the two slots (Type III and Zoomed Video cards must be inserted into the bottom slot) (*Figure 6.1*)
2. Push to make sure it is properly seated. When you insert your PCMCIA card, Windows should recognize the card.
3. If the card is new to your system, Windows will attempt to recognize it and load the necessary drivers. You might be asked to indicate the source of the drivers. Windows has drivers for many PCMCIA cards, but you should check the documentation for your card to determine whether the manufacturer has provided more current drivers.



Search Help and Support Center using keywords:

**add hardware**

## WinBook *z* Series User's Manual



If you are unfamiliar with adding new hardware to your WinBook computer, refer to the Help and Support Center within Windows.



Search Help and Support Center using keywords:

**add hardware**



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

4. If Windows does not recognize the card, you will be prompted to complete the installation of the necessary drivers. You can find the driver for your card, use a standard driver for the hardware or, if you have a disk from your manufacturer, you can load the drivers provided. Follow the instructions provided by the installation wizard. If you use a standard driver and one not specific for your card, the card should work, but certain features, such as power management, might not be active.
5. If the card has any external connections, secure them to the card and the necessary external device.
6. When you are finished using the card, you should properly disable the card. There are two ways to do this:
  - a) Left click once on the Safely Remove Hardware icon on the taskbar. This will bring up a pop-up menu that will list the PCMCIA card installed. Click on the device to be removed and you should receive a message telling you when it is safe to remove the card.
  - b) Right click on the Safely Remove Hardware icon on the taskbar. This will bring up the Safely Remove Hardware window. The PCMCIA card to be removed will be listed in the hardware devices list. Select the device to be removed and then click stop. You will be asked to confirm your choice. Click OK and you should receive a message telling you when it is safe to remove the card.

This procedure will protect your system and also help prevent data loss that might occur if you attempt to remove a card that is still actively linked to a network or modem connection.

7. You can now eject the card. Press the eject button in and it will pop out. Now press the button firmly in until the card ejects. The button should remain in; if it pops back out, you can push it in until it clicks into place.

**PC Card Tips**

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

And keep in mind the following:

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



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

## WinBook Z Series User's Manual



Search Help and Support Center using keywords:

**device manager**



Search Help and Support Center using keywords:

**add hardware**

- Some PC cards may require additional system resources. You might have to disable the IR port or another device to free resources for the card (refer to the Help and Support Center within Windows for information about hardware resources). Check the card documentation for more information.

### **PCMCIA Network Connections**

If you would like to connect your WinBook Z Series computer to a local area network (LAN), you will need to purchase a PCMCIA Network Interface Card. If your area is served by a high-speed Internet connection, such as DSL or cable, you will probably need to purchase a PCMCIA Network Interface Card to connect to that service (check with the provider for more information).

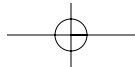
If you purchase a network PCMCIA card, you will first need to have your WinBook notebook recognize the card and load the necessary drivers. Refer to the Help and Support Center within Windows for more information. Once your network card has been recognized and Windows has installed the necessary networking files, you might be required to restart your system to allow the new networking environment to function.

### **PCMCIA SCSI Interface**

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

You can check the documentation for your SCSI controller or your SCSI devices to determine what other steps might be required for proper operation.





## PCMCIA Modem

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

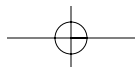
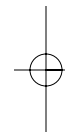
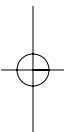
Follow the steps above for installing and configuring your card. Once the correct driver has been installed and the modem is ready for use, you might be asked to fill in the settings for using this modem (if you have not set up a modem on this system before).

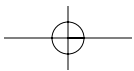
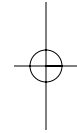
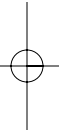
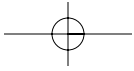
Fill in the information requested to assure proper operation of your PCMCIA modem. Refer to the Help and Support Center within Windows for more information about using a fax/modem with this system.

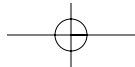


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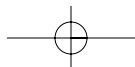
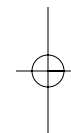
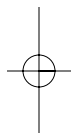
**install modem**







# Chapter 7: Video Settings



## WinBook Series User's Manual

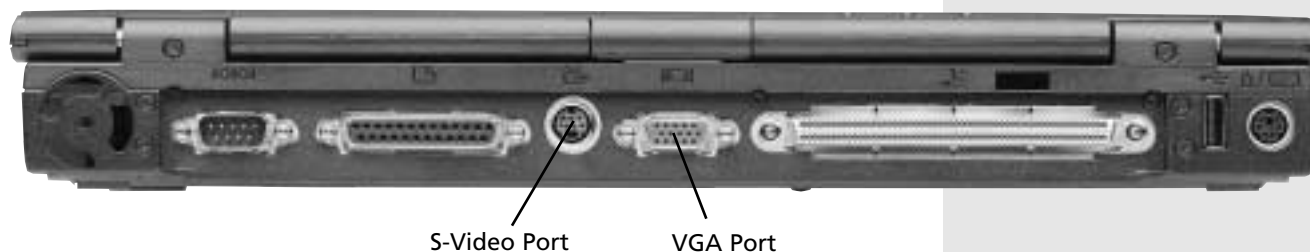
### Video Settings

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

Your WinBook notebook allows you to adjust the brightness of the LCD screen by using hot key combinations: [Fn]+[▲] to increase screen brightness and [Fn]+[▼] to decrease screen brightness. You will need to hold this combination for several seconds to see any effect. These keys will not set the screen completely bright or dark; they will provide small adjustments to account for room lighting. Your WinBook notebook will support a number of resolutions. Resolution is a measure of the number of pixels (a pixel is a single dot of color on the screen). Depending on which screen came with your system, your display will support either a resolution of 1024 x 768 or greater with 16 million colors. Notice that when you put your computer into the DOS mode, which uses the VGA resolution (640 x 480) as a default, the display will be stretched to fit the full screen.

If you lower the resolution of your LCD, you may find that the desktop area might be slightly pixilated. This should not be the case for an external monitor. When you are displaying the video on the built-in screen, you cannot choose a higher resolution than the standard resolution. However, you can use a higher resolution when you output the notebook's video to an external monitor that supports high resolutions. When using an external monitor, the WinBook notebook will readily support the resolution settings of your monitor.

Figure 7.1: Location of ports on the rear of the WinBook notebook



## External VGA port

Your WinBook notebook has an external VGA port for directing video output to an external monitor. (Figure 7.1) You can connect an external VGA or SVGA monitor to your WinBook notebook through the VGA port on the rear of the system. You can direct output to the LCD, the external monitor or both through the display properties. Refer to the Help and Support Center for further information on the options available in the display properties. Your external monitor might require that you change the video driver from the default driver for the LCD screen. Check the Help and Support Center for specific instructions regarding video drivers.

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



Search Help and Support Center using keywords:

**display properties**



Search Help and Support Center using keywords:

**display settings**



Search Help and Support Center using keywords:

**video driver**



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

## WinBook *Z* Series User's Manual

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

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



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



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



Search Help and Support Center using keywords:

**multiple monitor**

### Multiple Monitor Support

Your WinBook notebook supports Multiple Monitor functionality, which allows you to expand the size of your desktop with the use of an external monitor. You can easily drag or stretch items across the two monitors (your LCD and the external monitor). This can allow you to have two programs side by side, each occupying a “full screen” or can allow you to stretch out a document or spreadsheet or image. Even though the monitors might be side-by-side for you, you do not have to think in those terms: the Multiple Monitor mode allows you to treat the monitors as if they were in any physical arrangement. You can set them to stretch vertically, allowing you to let a long document run “down” onto the second screen. One monitor serves as the primary display (you can set which it is by following the directions below). Most programs and dialog boxes will open in the primary display, but you can drag them to the secondary monitor. To enable the Multiple Monitor function, you will need to connect an external monitor to the VGA port on the back of your WinBook notebook. It is recommended that you reboot after connecting the monitor as this allows the WinBook notebook to properly recognize the presence of the external monitor.

## TV-Out

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

1. Turn off the computer. Locate the S-Video jack in the rear panel connector compartment. Locate the stereo speaker/headphone jack on the left side of the computer.
2. Connect one end of video cable into the S-Video jack. Connect the other end of the cable to the video input jack of the TV receiver.
3. If you will need audio, you will need a “Y” cable with an “RCA mini” stereo jack (it looks like the jack on a set of headphones) on one end and a right and left RCA jack on the other. Connect one end of the audio cable to the speaker/headphone jack on the left side of your WinBook notebook. Connect the audio cable to the right and left channel audio input jacks.

*Note: If your television does not have stereo sound, you can obtain a cable with a single jack for both signals.*

4. Start up your computer. Your system will automatically detect the presence of a device on this port.
5. After your computer has started and Windows has loaded, you can output your display to the TV by clicking on the “settings” tab of the display properties. Refer to the Help and Support Center in Windows for details on changing your display settings.



Search Help and Support Center using keywords:

**display properties**

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Since DVD activity will not reset power management timers, you should disable power management when using the DVD drive as a video playback system. You might find it useful to create a power scheme for DVD use. Refer to the Help and Support Center within Windows for information about power management.



Search Help and Support Center using keywords:

**power scheme**



Search Help and Support Center using keywords:

**DVD options**



Your DVD software does not come pre-installed on your notebook.

Before you can playback DVD movies, you must install the accompanying DVD installation CD located in the accessories box.

### DVD

If your WinBook notebook came equipped with a DVD-ROM drive or you purchased a DVD-ROM module, you will be able to use this drive to run software on DVD or to watch movies stored in DVD format. Your WinBook notebook comes equipped with software MPEG-2 support that will play video at 24 frames per second. MPEG-2 compresses video signals for quicker transmission. This compression standard is adequate for smooth DVD video playback. If you require even more precise video playback, you can look into a hardware MPEG-2 decoder on a PCMCIA card.

Movies on DVD provide menus and additional information about the movie. A software DVD player will provide access to these additional features of the DVD. Insert the DVD disk into your drive and close the drive door. The computer will identify the disk as a DVD-ROM and launch the DVD player software.

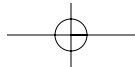
Check the Help and Support Center within Windows for more specific information about using the DVD software in your system.

### Zoomed Video

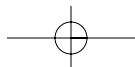
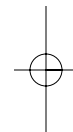
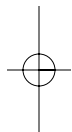
Zoomed Video (ZV) is a built-in aspect of advanced PCMCIA slots in notebook computers that allows video input to bypass the processor and system bus of the computer and send the video signal directly to the display screen. This allows you to maintain full-screen and full-motion video without the slowdown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

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





# Chapter 8: Upgrading



## WinBook *Z* Series User's Manual



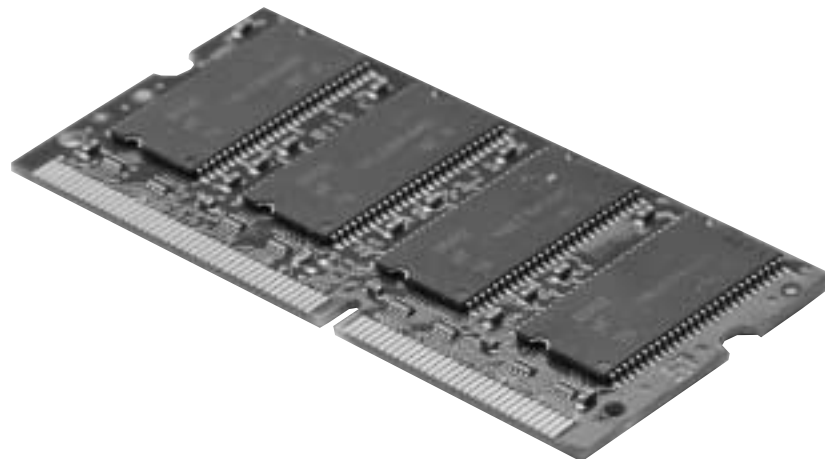
Your WinBook notebook requires SO-DIMM modules. You can contact the Sales department at the number provided on your "Read Me First" brochure to find the right SO-DIMM modules for your system.

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

### **Adding Memory**

Since RAM requirements for software programs are constantly increasing, your WinBook notebook is made to allow for an easy upgrade in system memory with SO-DIMM modules provided by WinBook Corporation. Your WinBook notebook has two memory slots that allow you to install new memory configurations. One slot will already be occupied by a module. You can add memory to the other slot and/or install a module with a higher capacity in the existing slot. (*Figure 8.1*)

*Figure 8.1: WinBook SO-DIMM Module*



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

<u>Module 1</u>	<u>Module 2</u>	<u>Total</u>
64MB	None	64MB
64MB	32MB	96MB
64MB	64MB	128MB
128MB	128MB	256MB
256MB	256MB	512MB

#### **To Install Memory Modules:**

1. Turn off the computer and disconnect the AC adapter.
2. Disconnect all peripherals and carefully turn the unit over.
3. You will see two compartments on the bottom of the unit. The memory compartment is the larger compartment toward the left side of the unit (if you have the front of the unit facing you). (*Figure 8.2*) (There is a SO-DIMM icon beside the compartment.)



*Figure 8.2: Bottom of the WinBook notebook*

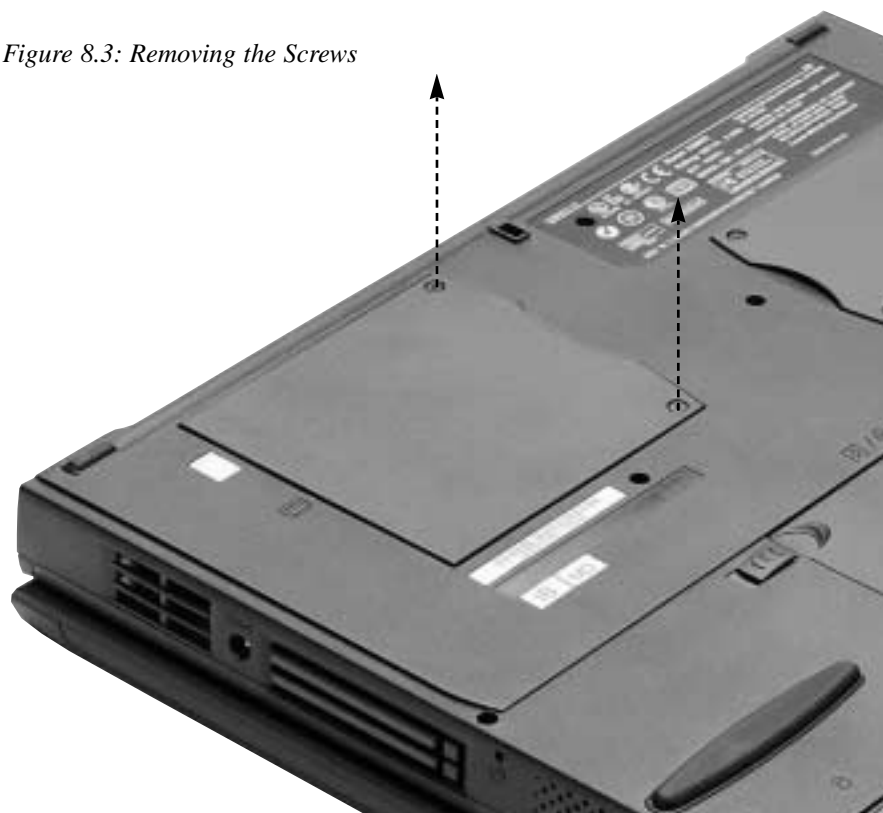


Electrostatic Discharge can cause damage to SO-DIMM modules (and other computer components). Always remember to (1) Keep the component in its protective packaging until you are ready to install it, and (2) Wear a wrist grounding strap attached to grounded metal or, if a strap is not available, discharge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

## WinBook *Z* Series User's Manual

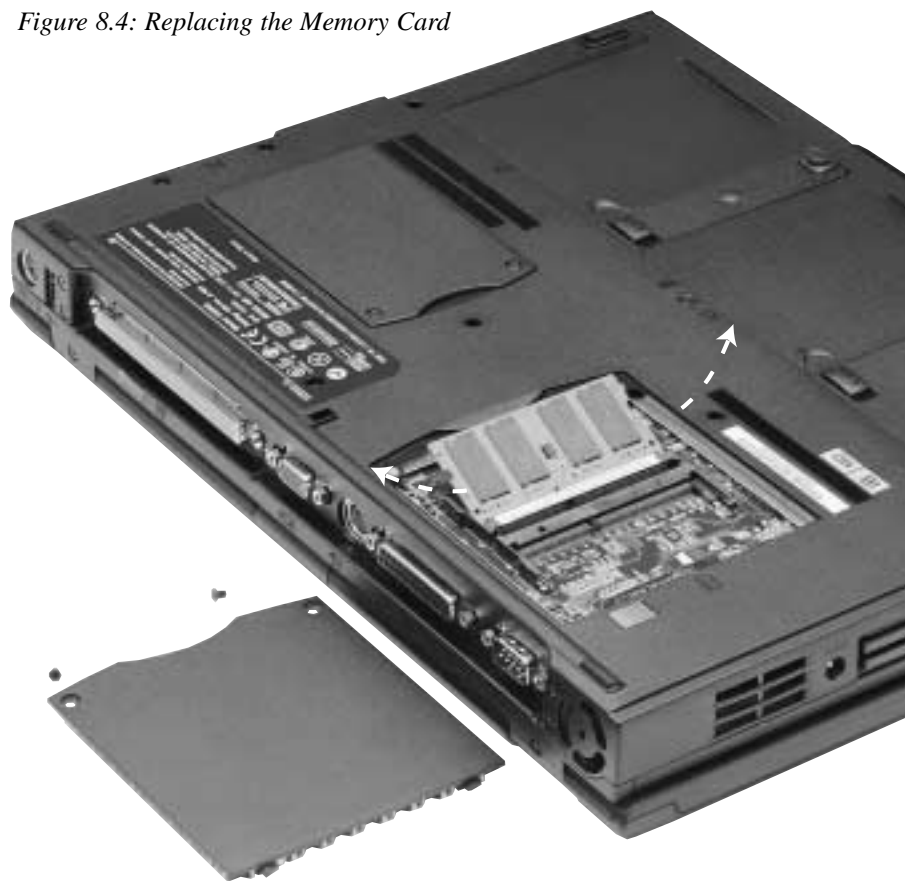
4. Remove the two screws from the compartment cover and set them in a safe place. (*Figure 8.3*)
5. Remove the compartment cover by angling it up and out.

*Figure 8.3: Removing the Screws*



6. You will now see two RAM slots, one or both of which might be occupied by a SO-DIMM module. If you need to remove a SO-DIMM module to install a higher capacity module, you can do so by gently pushing out on the edge clips to release the module. Then angle the card slide it from its edge connector slot. Store the card in the anti-static bag that contains your new module(s). (Figure 8.4)

Figure 8.4: Replacing the Memory Card



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

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7. To install the new memory card, hold the card with its gold edge connector toward the edge connector slot of the compartment. In order to help you orient the cards, the edge connector has been made with two unequal-length sections. The longer section should be placed toward the front end of the machine.
8. Holding the card at a shallow angle, insert the edge connector into the slot. When the card is fully inserted, the gold edge connector should not be visible.
9. Press the card downward until it is flat. You should hear an audible click as the latches of the connector secure the card in place.
10. Once the module is properly seated, you can replace the cover on this compartment. On the bottom of the cover there are two small tabs that slide into place. Line up the tabs with the slots at the edges of the compartment and angle the cover into place. The holes in the cover should line up with the screw holes in the unit.
11. Replace and tighten the two screws.
12. Turn the unit over, connect your power cord if desired, and restart the computer. Your WinBook notebook should automatically register the new memory. If the memory size indicated during the POST (Power On Self Test) that appears when you boot does not match your new memory configuration, retrace the steps of the installation to be certain that the SO-DIMM modules are properly installed.

## Upgrading Hard Drives

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

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

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

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

### To Upgrade Your Hard Drive:

1. Back up the installed drive completely. Be sure that you have the bootable CD-ROM that came with your WinBook notebook.

*NOTE: This is the bootable WinBook CD-ROM that came with your system, which has all the proper drivers for the WinBook notebook hardware and a disk image utility for just this kind of upgrade.*

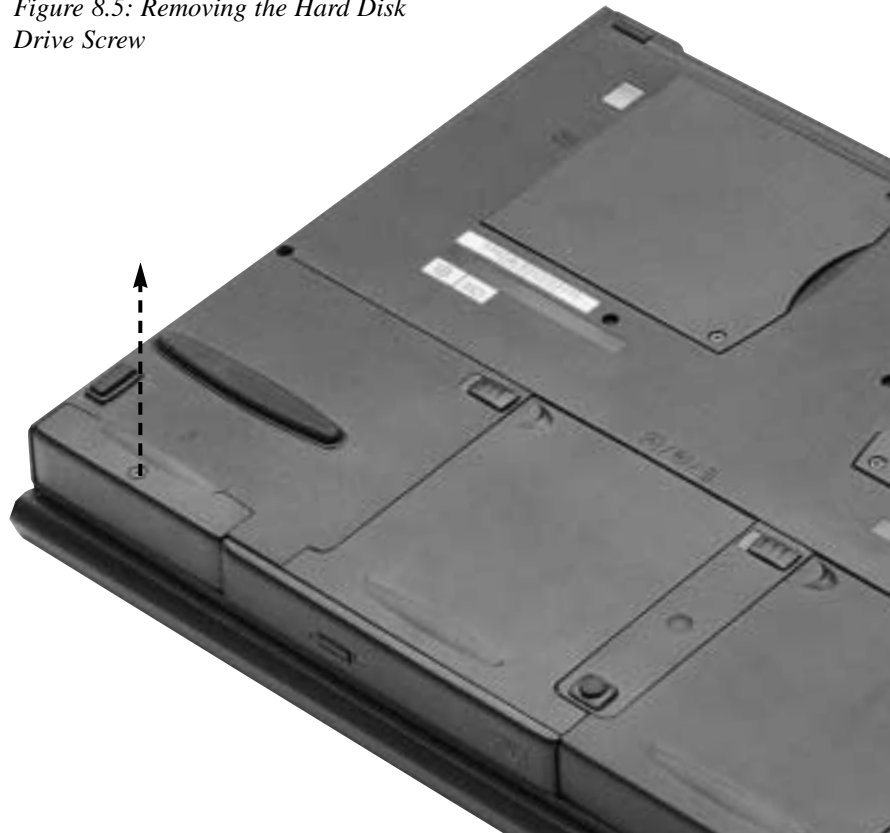


Note: If you switch your drive to a machine with a different hardware configuration, Windows will first need to recognize the new equipment. You might need to reboot the system to allow Windows to function properly in the different hardware configuration.

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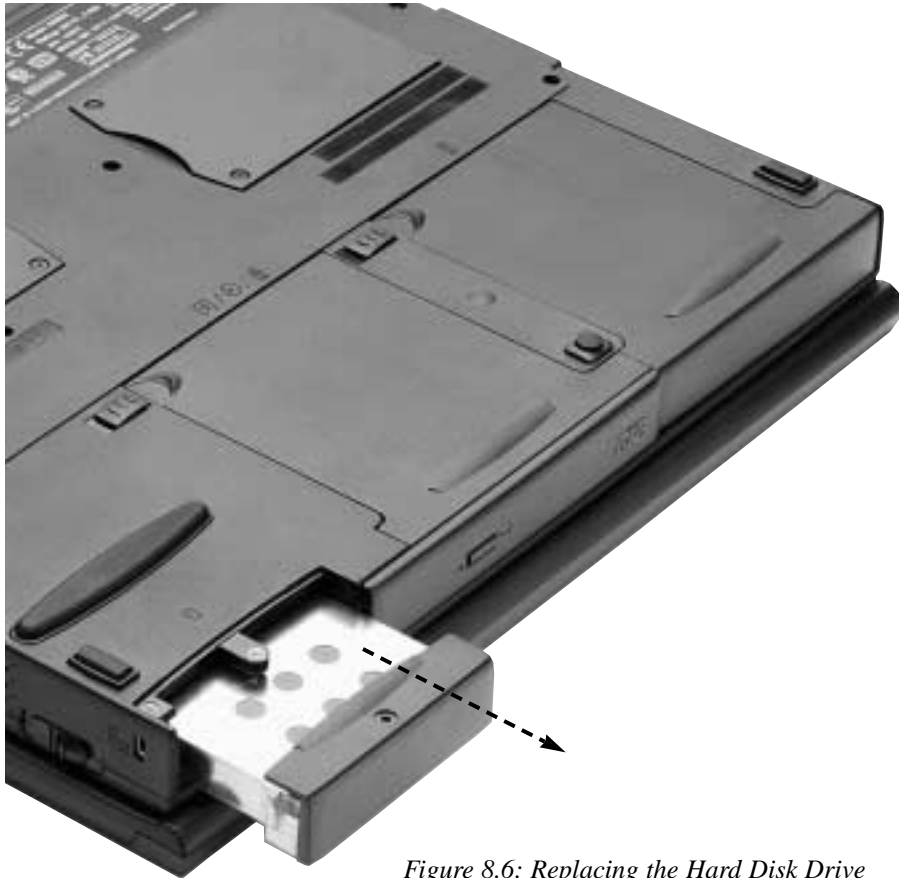
2. Power down the system completely. You should unplug the AC adapter and remove the battery (or batteries) before removing the drive. Disconnect any attached peripherals. See Chapter 3 for instruction for removing the battery (or batteries) from the WinBook notebook.
3. Turn the system over. The front of the unit should be facing you.

*Figure 8.5: Removing the Hard Disk Drive Screw*





- The hard disk drive (HDD) is located at the front left of the unit. You will see a retaining screw that holds the drive to the system. Remove the screw and set it in a safe place. (*Figure 8.5*) Gently slide the HDD from the bay. (*Figure 8.6*) Store your HDD module in a safe, dry place away from direct sunlight or heat.



*Figure 8.6: Replacing the Hard Disk Drive*

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*Figure 8.7: Removing the Bracket Screws (both ends of the bracket)*



5. The drive is attached to a special bracket that secures it to the WinBook notebook. (*Figure 8.7*) Remove this bracket from your existing drive. (*Figure 7.8*)

*Figure 8.8: Removing the Bracket from the Hard Disk Drive*



6. Remove the new hard drive from its anti-static bag. You can use the same anti-static bag to store your old hard drive.
7. Attach the bracket to the new drive.
8. To install the new hard drive, you will need to slide the drive into the bay and press it gently into place. If the drive does not slide in easily, slide it out slightly and try again. Do not force the drive into place this can bend the pins on the hard drive. Be certain that the screw hole on the HDD aligns completely with the screw hole in the case. If the screw hole is not aligned, lift the drive slightly and push gently. This will help the bracket clear the edge of the case.

9. Secure the drive to the case with the screw.
10. Insert your WinBook CD-ROM into the CD-ROM, CD-R/RW, or DVD drive.
11. When you boot the computer the computer the recover program should start. If it does not, restart the system and press [F2] to enter the Setup utility. Set the boot devices so that the CD-ROM, CD-R/RW or DVD drive boots before the hard disk drive. See Chapter 8 if you need more information about the Setup utility. Exit Setup. The recover program should start now.
12. Your WinBook CD-ROM is designed to automatically recover a completely blank hard drive.
13. You will be prompted to allow the program to recreate the primary partition. When the partition has been created, your system will reboot and you will be prompted to allow the system to format the new hard drive. When the drive has been formatted, the complete file recovery process will start and proceed automatically. Your system will now be restored to the original shipping configuration. You will need to restore any files and programs created since you purchased the WinBook notebook.
14. Depending on the backup system that you have, you might need to load the backup software from your original disks before restoring your files.
15. 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.

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You can use a secondary battery in the media bay, or you can swap a fresh battery into the battery bay. See Chapter 3 for more information about the primary and secondary batteries.

### Modules

One way to expand the features of your system is to take advantage of the modules that can be swapped into the media bay (the middle bay) of your WinBook notebook. Your media bay can be used for a CD-ROM drive, CD-R/RW drive, DVD-ROM drive, Zip drive or a second battery. If you purchase one or more of these optional modules, you can swap them to change the functions of your system. The procedure is essentially the same for removing and installing any of the modules.

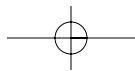
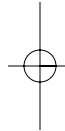
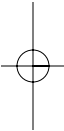
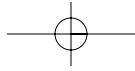
1. Shut down the computer and unplug it from the AC adapter.
2. Disconnect any peripherals that are connected to the computer.
3. Close the lid and carefully turn the computer over.
4. Locate the Module Release latch on the bottom of the notebook (to the left of the bay).
5. Slide the module release latch to the left. This will release the module.
6. Slide the current module out of the media bay.
7. Slide the desired module into the media bay. The module will click into place and the release latch will secure the module in the bay.
8. Turn the computer over and reconnect the power cord, if desired, and the peripherals.
9. Turn the computer on. The computer should recognize the new module and it should be ready for use. If the computer does not recognize the module, you should shut down the computer and repeat the steps above to make certain the module is properly seated.

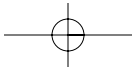
## **Firmware Upgrades**

Your WinBook notebook has certain software written into ROM (Read-Only Memory), including the BIOS (Basic Input/Output System) Setup Program discussed in Chapter 9. This firmware, as this software is called when it resides on chips, can be upgraded to provide enhancements. These upgrades can be downloaded from the WinBook Web Page ([www.winbookcorp.com](http://www.winbookcorp.com)) or obtained on diskette. Technical Support can provide you with help in erasing the current firmware and replacing it with the updated version. Use the Technical Support phone number provided on your “Read Me First” brochure to get assistance in upgrading your firmware.

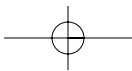
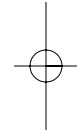
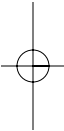
## **Other Upgrades (PCMCIA)**

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





# **Chapter 9: Configuring & Maintaining Your System**





Check the Help and Support Center within Windows for the most current BIOS information for your system. You can also obtain updated BIOS software from the WinBook technical support site: <http://www.winbookcorp.com/>



Search Help and Support Center using keywords:

**WinBook BIOS**

## Setup Program

The Setup program writes information about the equipment, security and power management of your computer directly into ROM (Read-Only Memory) in the computer's hardware (it is stored in the computer's BIOS chip). When you turn on your computer, it first looks at this information to see what the physical devices the system has available for its use. Access to the Setup menu is during the boot process. When you first start the computer, you will be able to enter the Setup mode (by pressing the [F2] key). If your system begins with the BIOS logo (this is the default boot option), you should press the [F2] key when you see the logo. If you wish to enter after the computer has booted, you will need to exit Windows (or whatever operating system you are running). You can restart the computer by selecting Turn Off Computer in the Start menu, then selecting the Restart option. When the computer starts to reboot, press the [F2] key to enter the program.

### Main Menu *(Figure 9.1)*

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

**[F1]** Brings up the Help information for the Setup Program

**[Esc]** Takes you to the Exit menu

**Up arrow** Moves up one item in the menu

**Down arrow** Moves down one item in the menu

**Left arrow** Moves one menu to the left

**Right arrow** Moves one menu to the right



## Chapter 9: Configuring &amp; Maintaining Your System

Figure 9.1: The Main Menu

PhoenixBIOS Setup Utility				
Main	System Devices	Security	Boot	Exit
System Time	[16:15:00]			Item Specific Help <Tab>, <Shift-Tab>, or <Enter> selects field. Select appropriate field [HH:MM:SS] and enter value in 24-hour format.
System Date	[8/16/2001]			
Floppy Drive	1.44MB, 3 1/2"			
Hard Disk	5001MB			
Quiet Boot	[Disabled]			
Video Display Device	[LCD Mode]			
Television Port	[Enabled]			
Television Type	[NTSC]			
System Memory	640 KB			
Extended Memory	127 MB			

F1 Help    ↑↓ Select Item    F5/F6 Change Values    F9 Setup Defaults  
 ESC Exit   ←→ Select Menu   Enter Select ▶ Sub-Menu   F10 Save and Exit



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

**[F6]/[F5]** Allow you to cycle up [F6] or down [F5] through the values for that item

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

**[F9]** Restores the default values for the Setup program

**[F10]** Saves and Exits the Setup Program

**System Time:** This item allows you to adjust the time of your computer's internal clock. Use the [F5] or [F6] keys to change the values of the fields. You can use the [Tab] or [Shift]+[Tab] keys to move among the hour,

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minute and second fields. Use the [F5] or [F6] keys to change the values of the fields.

**System Date:** This item allows you to adjust the date of your computer's internal clock. You can use the [Tab] or [Shift]+[Tab] keys to move among the month, date and year fields. Use the [F5] or [F6] keys to change the values of the fields.

**Floppy Drive:** This item displays information about the type of floppy disk drive.

**Hard Disk:** This item displays the capacity of the primary hard disk.

**Video Display Device:** This item allows you to set the default setting for video output on system start-up. The choices are: Simul Mode, LCD Mode or CRT Mode. You can always vary from this default setting during a session by toggling the display with the [Fn]+[F8] key combination or by calling up the Display Properties window. Keep in mind that directing output to both the LCD and CRT will slow video response time slightly.

**Television Port:** This field allows you to enable or disable the TV-out port of your system.

**Television Type:** This field allows you to set the television type for your output. NTSC is the North American standard.

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

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

Figure 9.2: The System Devices Menu

PhoenixBIOS Setup Utility				
Main	System Devices	Security	Boot	Exit
FDD Controller	[Enabled]			Item Specific Help
USB Keyboards	[Disabled]			
Internal Touchpad	[Auto]			Set the mode for the parallel port using options:  Normal mode Bi-directional ECP mode EPP mode
Serial Port	[Auto]			
Infrared Port	[Auto]			
Mode	[FIR]			
Parallel Port	[Auto]			Consult your parallel port peripheral device documentation for best mode.
Mode	[ECP]			
Modem	Installed			
F1 Help    ↑↓ Select Item    F5/F6 Change Values    F9 Setup Defaults ESC Exit   ←→ Select Menu    Enter Select ▶ Sub-Menu    F10 Save and Exit				

**System Devices Menu** (Figure 9.2)

**FDD Controller:** This field allows you to enable or disable the Floppy Disk controller. You might want to disable the Floppy Disk controller for extra security protection.

**USB Keyboards:** This field allows you to enable or disable the USB keyboard support. When Enabled, USB keyboard can be used without a USB driver loaded. Enabling this option slows down the system boot process. When Disabled, the USB keyboard is available only if the operating system loads the USB driver first.

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**Internal Touchpad:** This field allows you to set the mode for the Internal Touchpad. If you choose “Auto”, the Touchpad will be disabled when an external pointing device is connected to the PS/2 port. You might need to use this setting if you find that your external pointing device causes a conflict with the touchpad. If you choose the “Enabled” setting, the Touchpad will always remain active when an external pointing device is connected to the PS/2 port.

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

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

**Infrared Mode:** This item allows you to set the infrared mode when the infrared port is enabled. You can choose from SIR (Slow Infrared) or FIR (Fast Infrared). Some older devices might require that you set your IR port to the SIR setting for proper communication.

**Parallel Port:** This item allows you to enable or disable the parallel port. When enabled, this port should be set to “Auto” (which will automatically set the address on system start-up). If you choose the Auto option, you will have the option of setting the Parallel Port mode. If conflicts arise or you would like to preserve power (and will not need the Parallel Port), you can set this port to “Off”.

Figure 9.3: The Security Menu

PhoenixBIOS Setup Utility				
Main	System Devices	Security	Boot	Exit
System Password is	Clear			Item Specific Help
Set System Password	[Enter]			If System Password is set, the user will be required to enter the password each time this setup utility is accessed.
Password on Boot	[Disabled]			
Processor Serial Number	[Disabled]			

F1 Help    ↑↓ Select Item    F5/F6 Change Values    F9 Setup Defaults  
 ESC Exit   ←→ Select Menu    Enter Select ▶ Sub-Menu    F10 Save and Exit



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

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

- **Normal:** This setting assumes that the communication is primarily from the computer to a peripheral (such as a printer). This setting is not intended for a parallel connection between your WinBook Z Series notebook and another computer for file transfers.
- **Bi-Directional:** This setting allows for two-way transfers between your computer and a parallel device.
- **ECP:** This is an enhanced bi-directional transfer mode.
- **EPP:** This is an enhanced bi-directional transfer mode.

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## Security Menu *(Figure 9.3)*

**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. You will have to send the computer back to the service department to have the password reset.

*Figure 9.4: The Boot Menu*

PhoenixBIOS Setup Utility				
Main	System Devices	Security	Boot	Exit
CD ROM/DVD Floppy Internal Hard Drive			Item Specific Help Use <+> or <-> to select a device, then press <F6> to move it up the list or <F5> to move down the list. Press <Esc> to exit the menu.	
F1 Help	↑↓ Select Item	F5/F6 Change Values	F9 Setup Defaults	
ESC Exit	←→ Select Menu	Enter Select ▶ Sub-Menu	F10 Save and Exit	

## Chapter 9: Configuring & Maintaining Your System

**Set System Password:** This item allows you to set or clear the system password. Press [Enter] to set or clear the password. To set the password, enter a password in the space provided. Press [Enter]. Type the same password again (to provide verification of the password) in the second line and press [Enter]. The password will now be set. To clear the password you will need to first enter the existing password in the first line and press [Enter]. Then press [Enter] twice to leave the other two lines blank.

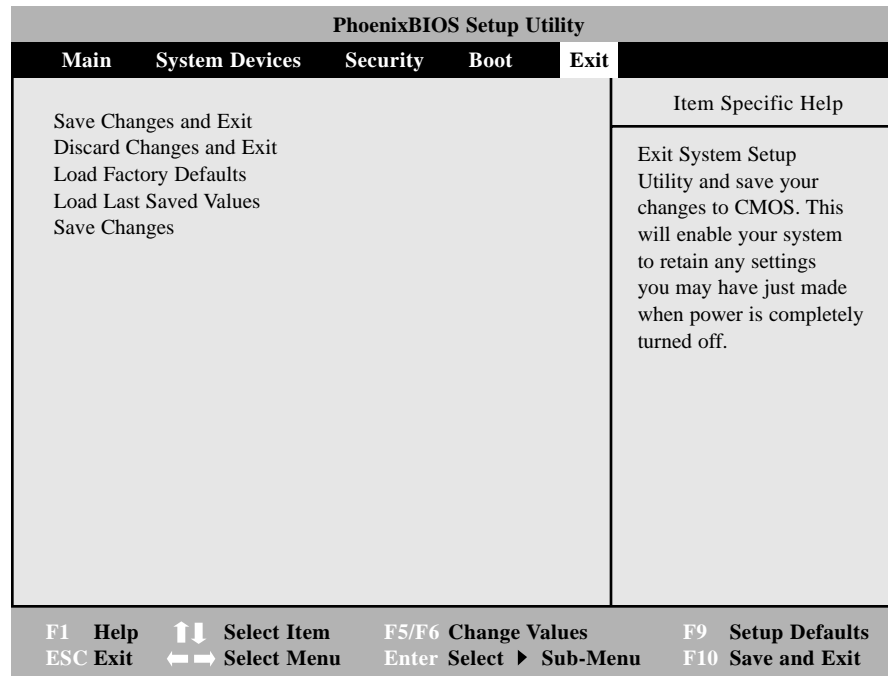
**Password on Boot:** This item allows you to enable or disable the password on boot option. If it is enabled, the password will be required to boot the computer. The default option is “Disabled”.

**Processor Serial Number:** Intel Pentium III processors come equipped with a built-in serial number. For the sake of greater security, your system comes with that serial number disabled. If you have software that requires that serial number to be active, you can change the setting here.

### **Boot Menu** *(Figure 9.4)*

This menu allows you to set the order in which devices are checked for an operating system at boot. The WinBook notebook will check the devices in the order selected and load the operating system from the first device with one installed. To move a device up or down in the boot order, use the [F6] or [F5] key. If you will be booting from a floppy or CD-ROM/R/RW drive, you should set these devices to be checked prior to the Hard Drive category.

Figure 9.5: The Exit Menu



**Exit Menu** (Figure 9.5)

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

**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.



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

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

**Load Last Saved 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.

## Security

### Viruses

It is possible that your computer might become infected by a virus, a program that was designed to move into a computer's system and cause damage. Many viruses act by altering the boot record of your disk, thus rendering it unusable. Some viruses are relatively harmless. Many are very destructive and can cause serious data loss. If you never exchange disks with anyone else, only buy software from major companies and do not exchange information via modem or a network, 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 backups of your data, you should be able to survive infection by a virus with minimal damage. If you use your modem



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.

## WinBook Z Series User's Manual



### The System File Protection in Windows Me

will help prevent the overwriting of critical Windows files, but this is not an effective protection from viruses. You should obtain virus software as additional protection for your system.



If you are in an insecure environment, you might consider disabling your Floppy Disk Drive to help protect your system from viruses.

to upload and download files regularly, you should be sure that you are checking the files for viruses. Many antivirus programs will check files as they are received by the modem, this can include checking information as it is accessed from the World Wide Web.

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

### **Passwords/System Security**

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

#### ***The Password Protection Available to You Includes:***

**BIOS Password Protection:** You can set this password to restrict access to your hard drive at bootup or at entry into the BIOS Setup program. This aggressive form of password protection can be used to limit access to your system and files. If this password is enabled at boot, it will restrict the computer from booting unless your password is provided. It will not, however, protect your data if the drive is removed and placed into another machine. See above for information about setting this password.

## Chapter 9: Configuring & Maintaining Your System

**Windows Passwords:** Windows comes equipped with an array of security features that allow an administrator (or the user designated as one) to limit access by specific users.

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

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

If you work in a sensitive environment, you might want to clear lists of recently used documents or recently visited web sites.

### Encryption

Since passwords listed above will not protect your system from an aggressive attempt to gain access to your files, you might want to consider looking into file encryption for sensitive files. Encryption software is readily available and can provide a much stronger set of protections for your data. Windows comes equipped with an Encryption File System that can be used for this purpose. Check the Help and Support Center within Windows for information.

### Internet Connections

Internet (and other network) connections are an area where you want to be aware of the risk to your computer. In addition to viruses, another security risk of Internet connection is that you can permit access to files on your hard drive that have been designated for sharing. If you share an Internet connection across a home network in Windows, you should be aware of



**WARNING:** If you forget or lose your Windows password, you will have to reformat your hard drive and restore Windows from your Restore CD. This can result in loss of data. Be sure to store your password in a safe place and keep a backup version of your data files.



Search Help and Support Center using keywords:

**password**



Search Help and Support Center using keywords:

**encryption**

## WinBook *Z* Series User's Manual



Search Help and Support Center using keywords:

**sharing**



Search Help and Support Center using keywords:

**virtual private**

the level of file sharing that you have established for your home network. If you have data that you do not want to be shared through that Internet connection, you should look into available firewall software or hardware for your network. A firewall is hardware or software that limits access in and out of a local network without limiting exchange of files within the local network. There is additional information on file sharing in the **Help and Support** center.

You can provide a more secure connection on the Internet by taking advantage of the Virtual Private Networking (VPM) functions built into Windows. Refer to the Help and Support Center within Windows for information about these kinds of connections.

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

### **Physical Security**

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

- Clearly mark the system with your name and other identifying information. (e.g. a security sticker on the underside of the computer, or on the underside of the panels).
- Obtain a lock to attach to the lock slot (on the right side of your WinBook notebook). You can use this to secure the system to a heavy object, such as a desk.
- You can obtain alarms and other anti-theft devices from computer retailers.

See the travel tips in Chapter 3 for more information about protecting your system.

## System Maintenance

### Backup

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

Alternative backup drives with large capacities, such as CD-R/RW and ZIP drives, allow you to combine storage and backup with a single device. If you download or create large files and do not want to limit your hard drive space, you might consider such an option. These drives provide more speed than a traditional backup-only drive. Most such drives can be connected to your WinBook notebook's parallel port or USB port or through a PCMCIA card that provides a SCSI port or other interface port. (Units with a CD-R/RW or ZIP drive already have such a large-capacity drive. Contact WinBook if you would like to obtain an optional module for your system.)

### Archiving

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



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 backup is a much faster and safer way to restore your disk in the event of some technical or physical problem. Your computer will need to be on for the regularly scheduled maintenance routines to be completed at the right time. If your system is off or suspended to disk, those routines will be delayed.



Search Help and Support Center using keywords:

**backup**

## Software Updates

One way to insure the optimal operation of your WinBook notebook is to be certain that you have the most current software. WinBook posts updated versions of your system's BIOS software on the technical support website: [www.winbookcorp.com](http://www.winbookcorp.com). You can look for updates to the BIOS of the WinBook notebook and download them from the site. There are instructions available for performing the upgrade, or you can contact Technical Support for assistance.

**WARNING: You must follow the directions carefully. Improper installation can affect system performance.**

In addition to BIOS updates, the WinBook technical support website also provides updated device drivers for system hardware as they become available. You should check the site periodically and update your device drivers to insure optimal performance of your WinBook notebook.

Manufacturers regularly update and repair programs and drivers. You should check manufacturers' sites for any additional hardware that you have purchased for your system (e.g. your printer, external drives) and update your drivers as needed.

The BIOS updates will help make sure that the hardware in your WinBook notebook is running efficiently. You can also update Windows by taking advantage of the Windows Update feature built into Windows. You must have some kind of Internet connection (network, Dial-up, online service) to take advantage of the Windows Update feature. To use this update, click on the Windows Update icon found within the Help and Support Center.

## Cleaning

**Case:** If your case becomes soiled, you can clean it. Make sure that the computer is turned off and the AC Adapter is unplugged. You can clean the case with a soft, lint-free cloth. If necessary, you can use a mild detergent (applied to the cloth, not to the computer). After cleaning, allow 30 minutes drying time.

Avoid any cleaner than has abrasives in it and DO NOT use cleaning solvents such as thinner, benzene or isopropyl alcohol-based products. Never spray or pour anything directly on the computer.

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

**Keyboard:** After shutting off and unplugging the computer, use a hand-held vacuum or canned air to remove dust and debris that accumulate in your keyboard. Never shake the computer to dislodge debris—this can cause damage to your system. Grease that accumulates on the keys can be wiped clean with a damp cloth or cotton swab. Never spray or pour liquid cleaners onto your keyboard. Moisture that gets under the keyboard can damage internal components of your WinBook notebook. Cleaning solutions should be applied lightly to a clean cloth or cotton swab.

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

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

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**Diskette Drives:** If you think your floppy disk drive needs cleaning, you can purchase a disk drive cleaning kit from your computer retailer. Such cleaning kits should be used sparingly. Overuse can over-abrade the drive head and can reduce drive reliability.

**CD-ROM Disks:** Do not use abrasive cleaners or benzene, thinner or other solvents to clean CDs. You can use a clean, dry, lint-free cloth to remove dust, smudges and fingerprints from your CDs. Wipe from the center outward. If you need to clean your CDs, you can purchase a CD cleaner kit from your computer retailer.

### **Operating Environment**

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

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

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



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## Chapter 9: Configuring & Maintaining Your System

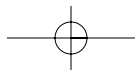
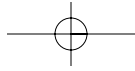
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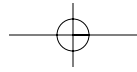
**Humidity:** A relatively small amount of moisture can cause a short in electronic components. If you see condensation appearing on other equipment around you, you should not turn on your WinBook notebook. In general, relative humidities in excess of 85% should be avoided.

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

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

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





# Chapter 10: Troubleshooting

To find answers to your Windows related questions, refer to the Help and Support Center within Windows.

For instructions on how to use the Help and Support Center, refer to chapter 2 in this manual.

To access the Help and Support Center press [F1] while the mouse cursor is focused on the Windows desktop or click on the Start Menu and select Help and Support.

## Booting Up

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

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

**Problem:** System prompts for a password on boot.

**Action:** 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, you will need to return your unit to the Service department to regain use of the system.

**Problem:** System will not accept my password.

- Actions:**
- Check the System Status LEDs to be sure that the Num Lock and/or Caps Lock are not activated.
  - If you have forgotten your password, there is no easy way to recover the password. You will need to return the computer to WinBook for service.
  - If the Caps Lock and/or NumLock were activated when you entered the password, you will have to re-enter the password in caps and/or with the appropriate numbers.

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

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

**Problem:** Cannot boot from floppy disk.

- Actions:**
- Boot sequence might be set to access the C: drive first. Enter the Setup program (see Chapter 9) and check the Boot Menu. Scroll down to the Floppy and use the [F6] key to move it ahead of the Hard Drive category.



Warning! Using the Restore CD “Format and Restore” option deletes all data from your hard drive and returns the drive to its original shipping condition. Do not restore your operating system from the Restore CD until you are sure that you have backed up all of your data. You might be able to boot from the CD and then copy your data off your hard drive. If you cannot or if you are not an expert user who knows how to back up data, contact Technical Support for assistance.

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

**Problem: Cannot boot from CD.**

- Actions:**
- Boot sequence might be set to access the C: drive first. Enter the Setup program (see Chapter 9) and check the Boot Menu. Scroll down to the CD-ROM/DVD and use the [F6] key to move it ahead of the Hard Drive category.
  - CD-ROM/R does not have the necessary files to properly boot. Try another bootable CD-ROM/R.
  - CD is damaged. If this is the Restore CD that came with your WinBook notebook, contact Technical Support about obtaining a replacement.
  - Open the drive door and be sure that the CD-ROM/R/RW is properly seated in the drive.

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

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

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**CD-ROM/DVD**

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

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

**CD-R**

**Problem:** CD-R disks that I have created are not accessible in other CD drives.

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- Actions:**
- Make sure that the CD-R has been closed and formatted for access by standard CD-ROM drive.
  - If the CD-ROM drives being used are old, it is possible that they cannot read CD-R disks.

**Problem:** I cannot write to a CD-R disk.

**Action:** The CD-R session has been "closed" to allow the CD-R to be read in a standard CD-ROM drive. It is not recommended that you add data to a closed CD-R even if there is room and your software permits it, since data recovery might be unreliable.

**Problem:** Audio files that I stored on my CD-R do not play in an audio CD player.

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

### **CD-RW**

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

**Actions:**

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

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

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

### **Drives**

---

**Problem:** My Floppy Drive won't save my work.

**Actions:**

- Is the write-protect tab on the floppy disk open? The 3 1/2 inch disks used in the WinBook notebook floppy disk drive feature a write-protect tab that must be closed to allow you to save to the disk. If there is a hole on the left-hand side of the disk, pull the disk completely from the drive and turn it over. You should find a sliding tab between the hole and the edge of the disk. Slide the tab closed to save files on the disk.



- Have you formatted the disk? Some new disks are not formatted for use with your WinBook notebook. If your disk is not formatted, or if the disk is formatted for use with another type of computer, Windows will notify you. Format the floppy disk by clicking on My Computer, then right-clicking on the 3 1/2 floppy icon and selecting Format.
- Is the disk already full? If you have saved files on this disk before, you may have reached the disk's capacity. If the disk is full, use a different disk or remove existing files from the disk to make room for other files that you want to save.

**Problem:** My Floppy Drive won't read my disk.

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

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**Problem:** Diskette will not eject from the diskette drive.

- Actions:**
- Open My Computer, right click on the floppy drive and select Eject.
  - A label may have become detached and is blocking the ejection of the disk. Visually inspect the slot to see if you can see any obstruction by the label. Call Technical Support if you observe an obstruction.
  - The metal cover on the diskette might be bent. Call Technical Support.

### Keyboard

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

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

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

- Actions:**
- If you don't get any lights on the keyboard when you first turn on the computer then the keyboard or the port might not be functional.
  - If you plugged the keyboard into the WinBook notebook after it was turned on, restart the WinBook notebook with the keyboard plugged in. If restarting doesn't help, your keyboard may be defective or incompatible with PS/2 or USB specifications.

- If you try the keyboard on another PS/2 or USB compatible computer and the keyboard works, you might have a port conflict. Call the Technical Support number listed on the WinBook notebook “Read Me First” brochure for assistance.
- If you are using a USB keyboard and it is not functioning, check to see if the keyboard manufacturer provides a driver for the keyboard.
- If you are using a USB keyboard and it is not functioning, check the BIOS Setup program to make sure that the USB keyboard support has not been disabled. See Chapter 9 for more information.

### **Miscellaneous**

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

- Actions:**
- The bios battery will loose power now matter if the AC or main battery is attached to the computer. This paragraph gives the impress that if the AC power cord is left in the computer all the time this bios battery will never loose a charge.
  - The lithium ion battery that maintains the system clock might be discharged. Contact Technical Support for information about replacement.

**Problem:** My computer keeps beeping at me.

- Actions:**
- Your battery has reached a critical low power level. Save your current work and shut down your computer, connect your AC Adapter or swap in a fresh battery.
  - If it still beeps contact Technical Support.

## WinBook Series User's Manual

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

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

**Problem:** System will not run on battery power.

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

### PCMCIA

**Problem:** I cannot fit my PC Card into the PCMCIA slot.

- Action:** If the card is a Type III card, make sure that you are using the bottom slot.

**Problem:** The PC Card is not operating properly.

- Actions:**
- Make sure that the card is properly seated.
  - Although a PC Card can be hot swapped in at any time, the functioning of some cards (such as drive cards or network cards) might require that you reboot with the card in place.

- Check with the card manufacturer to determine if there are updated drivers for the card. This might be especially useful if that card is an older card that predates your operating system.

## Pointing Devices

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

- Actions:**
- Restarting the WinBook notebook will usually solve pointing device problems.
  - Check settings in the Setup Program (see Chapter 9). If the Internal Touchpad setting in the System Devices Menu is not set to "Enabled", try that setting.

**Problem:** Touchpad performs erratically.

- Actions:**
- Wipe the touchpad down with an Anti-static wipe to see if that helps.
  - The touchpad may perform erratically if your fingers have excess moisture or perspiration. Try drying your hands and wiping clean the surface of the touchpad.
  - If you have a tendency to rest your wrists or the heel of your hand below the keyboard as you type, be careful not to rest your hands on the surface of the touchpad. Since the pad interprets a light tap as a mouse click, resting your hand on the touchpad might result in inadvertently sending a mouse command. You can minimize this effect by using the touchpad controls built into your system.

## WinBook Z Series User's Manual



Search Help and Support  
Center using keywords:

tv out

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

**Action:** You may need to enable special options in the Setup Program for this device. Some devices require two-way communication through the printer port to operate properly. You can choose two-way communication for the port in the System Devices Menu of the Setup program. Choose “Bi-Directional”, “EPP” or “ECP”. ECP is the preferred choice, but you will need to determine if your device will support it.

### S-Video Out

**Problem:** Video does not appear on the TV receiver.

**Actions:**

- Make sure that the S-Video connection is secure.
- Make sure that the TV is set up to receive output from the S-Video port. Check your TV documentation for assistance.
- Make sure that the TV out function is enabled.  
Your television must be connected to the WinBook notebook to allow for the signal to be directed out.

### USB (Universal Serial Bus)

**Problem:** USB causes rapid consumption of battery life.

**Action:** Make sure that your USB device does have its own power source (such as a printer) or a powered hub.

**Problem:** USB device does not function properly.

**Actions:**

- Make sure the USB connection is secure. If you have several devices chained together, make sure that all connections are secure.

- Some devices must be the primary device in a chain. Check the documentation that came with the device and arrange your devices as needed.
- Devices in a chain might need to have their power on to permit the USB signal to pass through. Make sure all USB devices that are connected are powered on (if they have their own power source).
- While most USB devices will be recognized and properly configured, some might require their own specific drivers. Check device documentation to see if there is a required driver installation.
- Restart the system. This should allow the devices to be properly recognized and activated.
- If you are using a USB keyboard and it is not functioning, check the BIOS Setup program to make sure that the USB keyboard support has not been disabled. See Chapter Eight for more information.

## **Video**

**Problem:** Video display seems blurry or pixilated.

**Action:** If you set your system for a lower resolution than the default, your LCD display might display the images with some blur or pixilation. If you have an external CRT attached, it should be able to display the image without the distortion. If you do not, set your LCD to a higher resolution.

**Problem:** A program I have opened does not appear on the desktop, even when I maximize the program from the taskbar.

**Action:** If you have been using Multiple Monitor mode and have disconnected the secondary monitor, some programs will still try to open in the previous location on the extended desktop. If your program was on the extended desktop, try relocating it. Right-click on the item on the taskbar and select “Move”. You can now use the arrow keys on your keyboard to move the window containing the program. Move it to the right, left, up or down into the current desktop (if you cannot remember in which direction you had extended your desktop, you can try all four until the window appears).

## Windows

**Problem:** I installed new software and Windows does not seem to be running correctly.

- Actions:**
- Verify that the software you installed is compatible with the operating system that is on your computer.
  - Try uninstalling the software. If Windows is running correctly after the uninstallation, try re-installing. If the problem recurs, contact the program manufacturer for assistance.
  - If uninstalling does not correct the problem and you are running Windows, you can use the System Restore utility. This utility makes backups of your system configuration on an automatic basis (you can also manually set such a backup before installing new software—this would be a good idea if you are installing software that you suspect may be unreliable or incompatible). You can return your system to a point prior to the installation. Doing so will remove any settings that were changed since the last configuration backup.

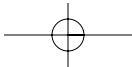


- Check the software manufacturer's web site or the Microsoft web site. This might be a known problem and a patch might exist.

## Zip Drive

**Problem:** My Zip drive will not read or write to my Zip disk.

- Actions:**
- Make sure that the drive is properly inserted in the media bay.
  - Try rebooting the computer. This might help the system recognize the presence of the Zip drive.
  - Is the Zip disk fully inserted in the drive? Eject the disk and reinsert it.
  - Is the disk properly formatted? If not, format the disk.
  - Is the disk already full? If you have saved files on the disk before, you may have reached the capacity of the Zip disk. Open the My Computer window and right-click on the Zip disk icon. Select Properties from the pop-up menu. You should now see the capacity and free space on the disk. If the disk is full or does not have enough room for the file you are attempting to save, use a different disk or erase unneeded files to clear space on the disk.
  - The disk might be damaged. Try another Zip disk and see if this corrects the problem. If so, discard the damaged disk.



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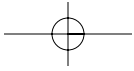
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### **Zoomed Video**

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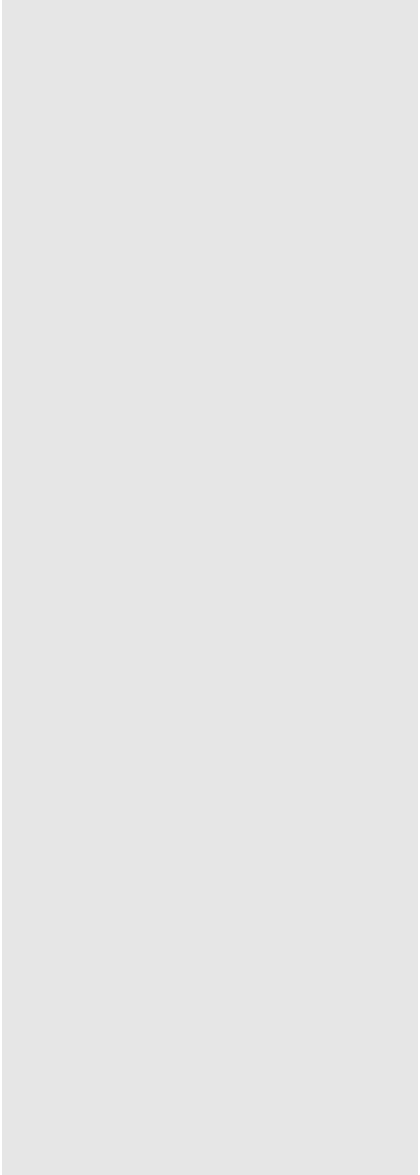
**Problem:** Zoomed Video does not work.

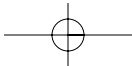
- Actions:**
- Make sure card is properly seated and the computer has recognized it.
  - Make sure you have the most recent driver for the zoomed video card, and that the driver is compatible with the operating system you are running. Contact the manufacturer of the device for further information.
  - Make sure that you have the card in the bottom PCMCIA slot.



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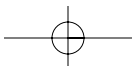
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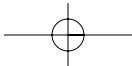
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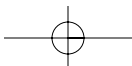
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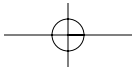
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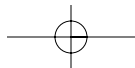
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