Laptop Usage & Care

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Inserting a Battery Pack

- To insert a battery pack into the battery bay:

    1. Turn the notebook upside down on a flat surface.

    2. Tip / Slide the battery until it snaps into place.

    3. CAUTION: Do not remove the battery pack until the notebook has been connected to external power.

Charging a Battery Pack

- The battery pack begins to charge as soon as the notebook is connected to external power.

- It is recommended to leave the notebook connected to external power until the battery pack is fully charged.

- A partially charged battery pack can run the notebook, but battery charge displays will not be accurate until the new battery pack has been fully charged.

Protecting the Battery Pack

- To protect the notebook from the power surges that may be caused by an unreliable power supply or an electrical storm:
    - Plug the notebook power cord into an optional, high-quality surge protector available from most computer or electronic retailers.
    - Provide surge protection for the cable that connects the modem to the telephone jack.
    - During an electrical storm, run the notebook on battery power or shutdown the notebook and disconnect the power cord.

System Components - Keyboard

- **Function keys**
  - Perform system and application tasks. When combined with the fn key, the function keys f1 and f3 through f12 perform additional tasks as hotkeys.
- **fn keys**
  - Combines with other keys to perform system tasks. For example, pressing fn + f8 increases screen brightness.
- **Microsoft logo key**
  - Displays the Windows Start menu.
- **Applications key**
  - Displays a shortcut menu for items beneath the pointer.
- **Keypad keys**
  - Standard numeric keypad.

System Components – Connectors and Jacks

- Security cable slot
  - Attaches an optional security cable to the notebook.
- RJ-11 telephone jack
  - Connects a modem cable.
- RJ-45 network jack
  - Connects an Ethernet network cable.
- USB connectors
  - Connects optional 1.1 or 2.0-compliant USB devices.
- S-Video jack
  - Connects an optional S-Video device, such as a television, VCR, camcorder, projector, or video capture card.
- Parallel connector (not always available)
  - Connects an optional parallel device such as a printer.
- External monitor connector
  - Connects an optional VGA external monitor or projector.
- Power connector
  - Connects an AC adapter cable.

System Components – Connectors and Jacks

- Expansion port
    - Connects to an optional expansion base.
- 1394 connector
    - Connects an optional 1394 device, such as a camcorder.
- Audio jacks
    - Connects an optional microphone, headphones or speakers.
- Infrared port
    - Provides wireless communication between the notebook and an optional IrDA-compliant device.
- Digital Media slot
    - Supports SD, MMC, Memory Stick and Smart Media.
- Optical drive (w/ Release button)
    - Supports an optical disc and the release button opens the drive.
- PC Card slot (w/ Eject button)
    - Supports Type I, Type II, or Type III 32-bit (CardBus) or 16-bit PC Card.

System Components - Vents

- Provides airflow to cool internal components.
  - To prevent overheating, do not obstruct vents. Do not allow a hard surface, such as a printer or a soft surface, such as a pillow, blanket, rug, or thick clothing, to block airflow.

Power - Standby

- Standby reduces power to system components that are not in use.
- When Standby is initiated, your work is saved in random access memory and the screen is cleared.
- Saving your work before initiating Standby is not usually necessary, but is recommended precaution.
- When you resume from Standby, your work returns to the screen where you left off.

Hibernation

- Hibernation takes a snapshot of current system memory, saves it to the hard drive, then shuts down the notebook. When you receive from hibernation, your work returns to the screen exactly as you left it.

- When possible, save your work before initiating hibernation to prevent loss of data. Do not change the notebook configuration during hibernation. If you cannot resume from hibernation when power is restored to the system, you will be prompted to delete the restoration data and proceed with system boot. Unsaved data will be lost.

Shutdown

- Shutdown procedures, turn off the notebook. Whether to leave a battery pack in a notebook or in storage depends on how you work:
  - Leaving the battery pack in the notebook in the notebook enables the battery pack to charge whenever the notebook is connected to external power and also protects your work during a power outage.
  - A battery pack in the notebook discharges more quickly, even when the notebook is turned off, then a battery pack that has been removed from the notebook and stored in a cool, dry location.

Battery Conservation Settings

- Using the following battery conservations settings and procedures extends the runtime of the battery pack:
  - Turn off wireless and LAN connections and exit modem applications when you are not using them.
  - Disconnect from the notebook any external device that use power from the notebook. Battery runtime is not affected by external devices that are plugged into an external power source.
  - Stop or remove a PC Card you are not using.
  - Disable or remove Digital Media Card you are not using.
  - Lower screen brightness
  - Lower system volume
  - Turn off a device connected to the S-Video jack
  - If you leave your work, initiate standby or hibernation or shutdown the notebook.
  - Select a short wait time, 5 minutes or less for the monitor time out.

Calibrating a Battery Pack

- ## When to calibrate?
  - Not necessary more than once a month
  - When battery charge displays seem inaccurate
  - When you observe a significant change in battery runtime
  - When the battery pack has not been used for one month or more
- ## How to calibrate?
  - To calibrate a battery pack, you must fully charge, fully discharge, then fully recharge the battery pack.
  - Fully Discharge
    - Before you begin the full discharge, disable Hibernation.

Communication

- Modem Communication
- Network Communication
- Wireless Communication
- Infrared Communication
- Connecting a USB device
- Using a PC Card
- Using Digital Media