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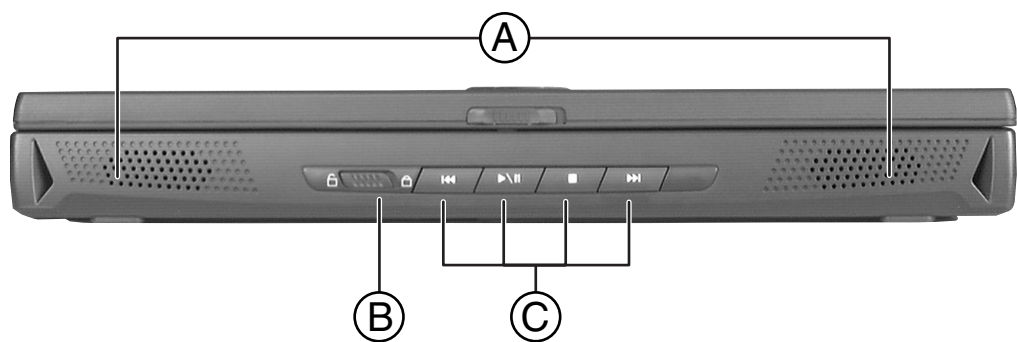
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# About Your Notebook

# 1

This chapter provides basic information about your Gateway notebook. Read this chapter to find out where components and connections are located.


# Front



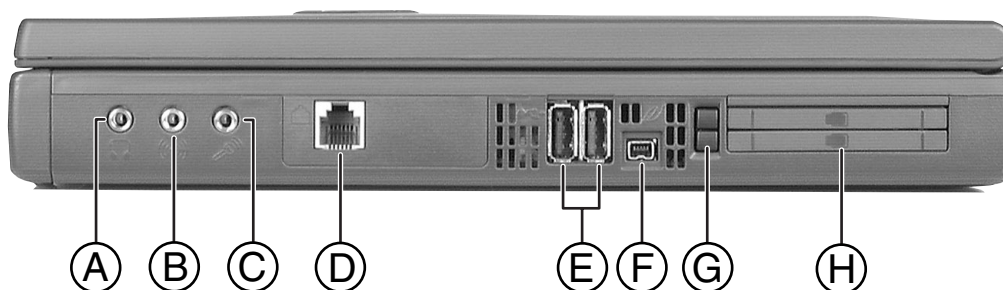
Component	Icon	Description
A Speakers		Provide sound output.
B Lock switch for CD/DVD player control buttons		Slide the switch to lock or unlock the CD/DVD player control buttons.
C CD/DVD player control buttons	 ⏮️ ▶️⏸️ ⏹️ ⏭️	Control the CD/DVD player software when playing an audio CD or a DVD. Icons from top to bottom: Rewind, Play/Pause, Stop, Forward.








# Left side



Component	Icon	Description
<b>A</b> Kensington™ lock slot		Secure your notebook to an object by connecting a Kensington cable lock to this slot.
<b>B</b> CD/DVD drive bay		Use this bay for a DVD, CD, CD-R, or CD-RW drive.
<b>C</b> Modular bay		Use this bay for a 3.5-inch diskette drive, LS-120 SuperDisk drive, second hard drive, or second battery.

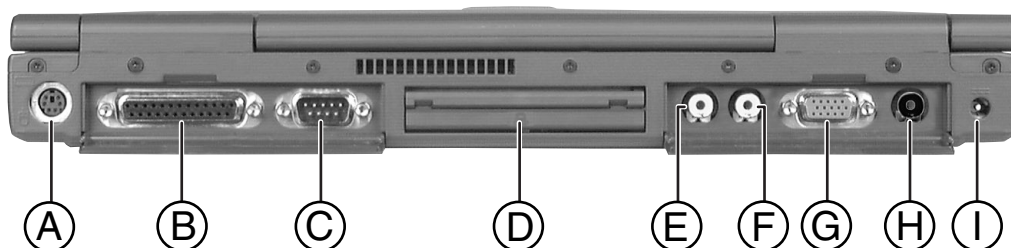
# Right side












Component	Icon	Description
<b>A</b> Speaker Out/ Headphone connection		Plug external speakers or headphones into this connection.
<b>B</b> External audio connection (Line In)		Connect an external audio source (such as a stereo) to this connection so you can record sound on your notebook or play sound through the notebook speakers.
<b>C</b> External microphone connection		Plug a microphone into this connection. While the external microphone is connected, the built-in microphone is disabled.
<b>D</b> Modem connection (optional)		Plug a modem cable into this connection.
<b>E</b> USB connections		Plug a USB device (such as a USB scanner) into this connection.
<b>F</b> IEEE1394 serial connection (optional)		Plug an IEEE1394-equipped device into this connection.
<b>G</b> PC Card eject buttons		Press one of the eject buttons to remove a PC Card from a PC Card slot.
<b>H</b> PC Card slots		Insert Type I, II, and III PC Cards into these slots.

# Back

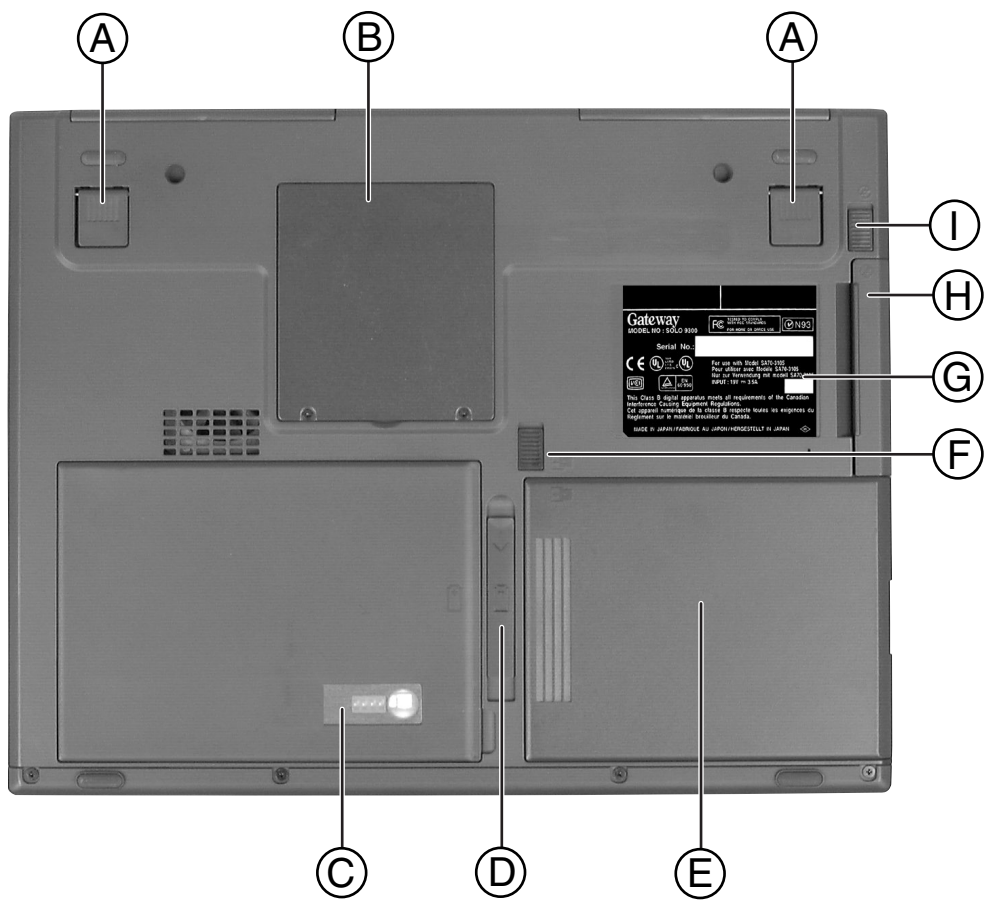
Flip each back panel door down to view the connections. The icons identifying the connections are located on the inside of the panel doors.









Component	Icon	Description
<b>A</b> PS/2 device connection		Plug a PS/2 device (such as a keyboard or mouse) into this connection.
<b>B</b> Parallel device connection		Plug a parallel device (such as a printer) into this connection.
<b>C</b> Serial device connection		Plug a serial device (such as a digital camera) into this connection.
<b>D</b> Docking connection		Connect the optional port replicator or docking station to this connection. <b>Warning!</b> Power passes through this connection. This docking connection is UL certified for use only with Solo 9300 docking station devices.
<b>E</b> Composite Video Out (TV Out) connection		Plug a standard RCA cable into this connection and the Video In connection on a TV or VCR so you can view your notebook screen on a TV.
<b>F</b> Composite Video In (TV In) connection (optional)		Plug a standard RCA cable into this connection and the Video Out connection on a TV, VCR, or camcorder so you can record video or capture an image on your notebook.
<b>G</b> VGA (Monitor) connection		Plug an external monitor into this connection.

Component	Icon	Description
<b>H</b> S/PDIF digital audio output connection (optional)		Plug a standard RCA cable into this connection and the connection on a digital audio device.
<b>I</b> Power connection		Plug the AC power adapter into this connection.

## Bottom



Component	Icon	Description
<b>A</b> Elevating feet		Extend these feet to tilt the notebook forward and to provide a more natural typing position.
<b>B</b> Memory bay		Install up to two SO-DIMM memory modules in the slots held within this bay.
<b>C</b> Main battery bay		Insert the main battery into this bay.
<b>D</b> Battery release latch		Slide to release the battery.
<b>E</b> Modular bay		Insert either a diskette drive, LS-120 SuperDisk drive, second hard drive, or second battery into this bay.
<b>F</b> Modular bay release latch		Slide to release the module.
<b>G</b> System identification label		Find the product model number and serial number on this label. For more information on the label, see “Identifying your model” in the <i>Maintaining and Troubleshooting</i> guide.
<b>H</b> CD/DVD drive bay		Insert either a DVD, CD, CD-R, or CD-RW drive into this bay.
<b>I</b> Release latch for CD/DVD disc drive bay		Slide to release the drive.

# Getting Started

## 2

This chapter provides basic information about your Gateway notebook. Read this chapter to find out:

- How to connect the AC power adapter
- How to start and turn off your notebook
- What the status indicator lights and icons mean
- How to use the keyboard and touchpad

# Connecting the AC adapter

You can run your notebook using an AC adapter or the notebook battery. The battery was shipped to you partially charged. You should use the AC adapter right away to fully charge the battery.

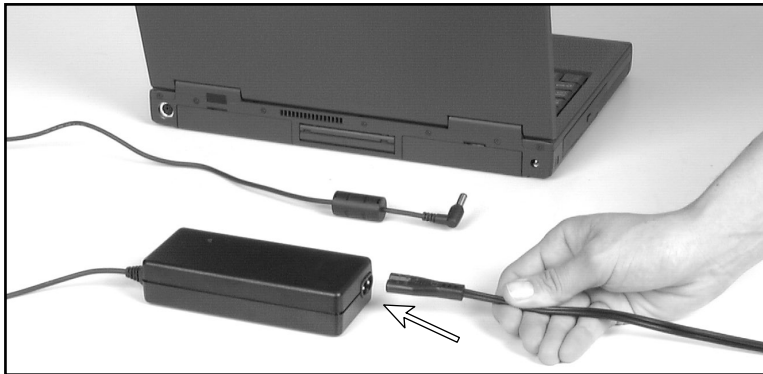
## Important



If the battery is not fully charged before you use your notebook on battery power for the first time, the battery life may be much shorter than you expect. If the battery life seems short even after being charged for 24 hours, the battery may need to be recalibrated. For information on recalibrating the battery, see “Recalibrating the battery” on page 99.

## ➞ To connect the AC adapter:

- 1 Connect the power cord to the AC adapter, then plug it in to a wall power outlet.

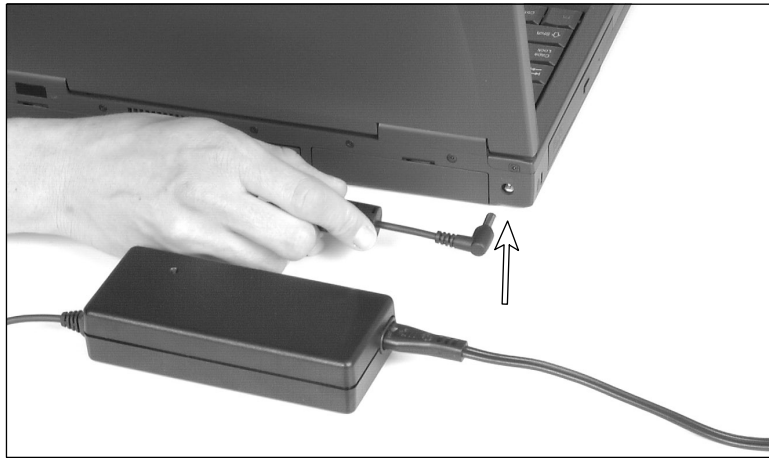


## Warning



Replace the power cord if it becomes damaged. The replacement cord must be of the same type and voltage rating as the original cord or the notebook may be damaged.

- 2 Connect the adapter to your notebook's power connector.



The battery charging indicator light turns on. If the battery charging indicator light does not turn on, disconnect the adapter from your notebook and repeat Step 2.



You can use the notebook while the adapter is connected to AC power.

- 3 When you finish using your notebook, turn the notebook off and leave the notebook connected to AC power for at least 24 hours. The battery charge meters may not show a charge for several hours. For the location of the battery meters, see "Checking battery status" on page 94.

- 4 If the battery meters do not show a full charge after 24 hours, recalibrate the battery. For information on recalibrating the battery, see “Recalibrating the battery” on page 99.

**Warning**



Do not attempt to disassemble the AC adapter. The AC adapter has no user-replaceable or user-serviceable parts inside. The AC adapter has dangerous voltages that can cause serious injury or death. Contact Gateway about returning defective AC adapters.

## Protecting from power source problems

During a power surge, the voltage level of electricity coming into your notebook can increase to far above normal levels and cause data loss or system damage. Protect your notebook and peripherals by connecting them to a *surge protector*, which will absorb voltage surges and prevent them from reaching your notebook.

**Warning**

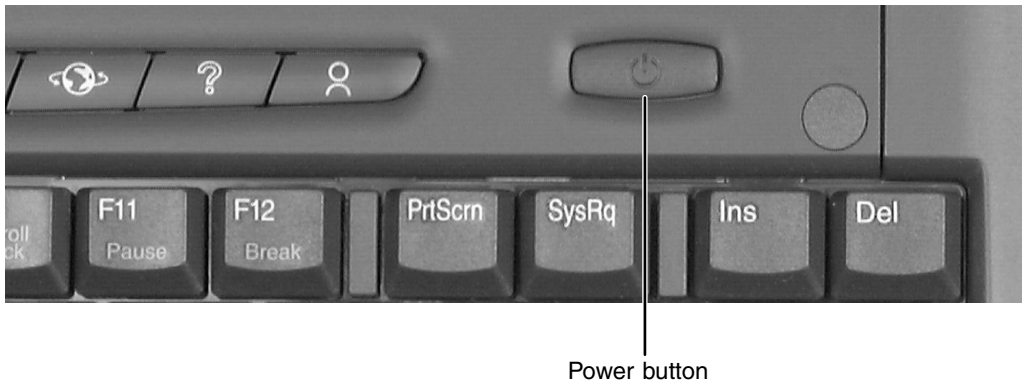


High voltages can enter your notebook through the power cable and the telephone line that is connected to the modem. Protect your notebook by using a surge protector with a telephone connection. During an electrical storm, unplug both the surge protector and the telephone line.

# Starting your notebook

## ➔ To start the notebook:

- 1 Open your notebook by sliding the latch on the front of your notebook to the right and lifting the LCD panel.
- 2 Press the power button located above the keyboard.



The power button is preset to On/Off mode. However, you can also set it to function in Standby/Resume mode. For instructions on changing the power button mode, see “To change advanced power management settings:” on page 103.

- 3 To adjust the viewing angle of the display, tilt the display panel forward or backward.
- 4 To control display brightness, press the FN key together with the up arrow or down arrow key.

This notebook is shipped with the backlight dimmer feature enabled. The dimmer cuts display power 50% when your notebook is operating on battery power. To learn how to disable this feature, see “Disabling the backlight dimmer” on page 105.

- 5 If you are starting your notebook for the first time, follow the on-screen instructions to set up your notebook.

## Waking up your notebook

When you have not used your notebook for several minutes, it will go into a power-saving mode called *Standby*. While in Standby, the notebook screen darkens and the power indicator light changes to orange. When you are ready to use your notebook, “wake” it up by pressing a button or key on the keyboard. For more information on changing power-saving settings, see “Changing power settings” on page 100.

# Turning off your notebook

## To turn off your notebook:

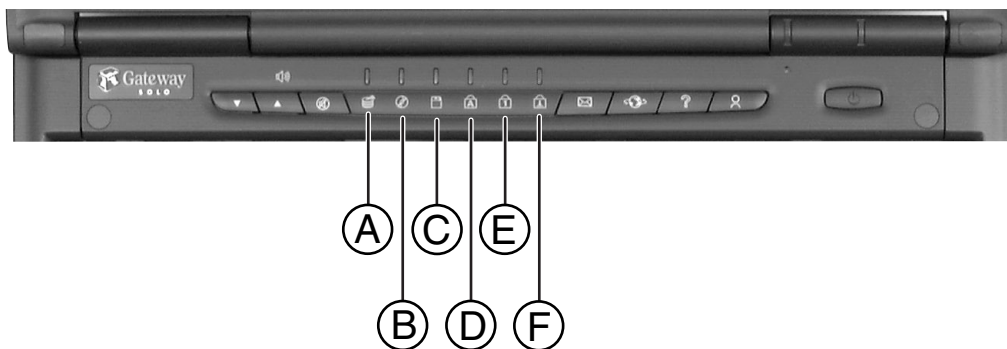
- 1 Click **Start**, then select **Shut Down**. The Shut Down Windows dialog box opens.
- 2 Select **Shut Down**.
- 3 Click **OK**. Windows shuts down and turns off your notebook.







### Important



If for some reason you cannot use the Shut Down option in Windows to turn off your notebook, press and hold the power button for about five seconds.





# System status indicators



This light turns on...	When...
A 	The notebook is accessing the hard drive.
B 	The notebook is accessing the CD/ DVD drive or LS-120 SuperDisk drive.
C 	The notebook is accessing the diskette drive.
D 	Caps Lock is enabled.
E 	Pad Lock is enabled.
F 	Scroll Lock is enabled.

# Power and battery indicators



Component	Icon	Description
<b>A</b> Battery LED		<p>Indicates the battery status mode:</p> <ul style="list-style-type: none"> <li>▪ Green light indicates that the battery is fully charged.</li> <li>▪ Yellow light indicates that the battery is charging.</li> <li>▪ Red light indicates that the battery is malfunctioning.</li> <li>▪ No light indicates that the system is running on the battery.</li> </ul>
<b>B</b> Power LED		<p>Indicates the power status mode:</p> <ul style="list-style-type: none"> <li>▪ Steady green light indicates that power is on and the notebook is in operation.</li> <li>▪ Flashing green light indicates that the notebook is in standby mode.</li> <li>▪ Yellow light indicates that the notebook is in a power saving mode.</li> <li>▪ No light indicates that the notebook is off.</li> </ul>
<b>C</b> Reset switch		<p>Insert a paper clip to press the switch and reset the notebook when you need to shut down your system and you cannot use the operating system shut down procedure. Use this method only if you have first tried pressing CTRL+ALT+DEL or holding down the power button for 4-5 seconds.</p>
<b>D</b> Power button		<p>Press to turn the power on or off. You can also configure the button to operate in Standby/Resume mode or Hibernate mode. For more information on configuring the power button mode, see "To change advanced power management settings:" on page 103.</p>

# Using the keyboard

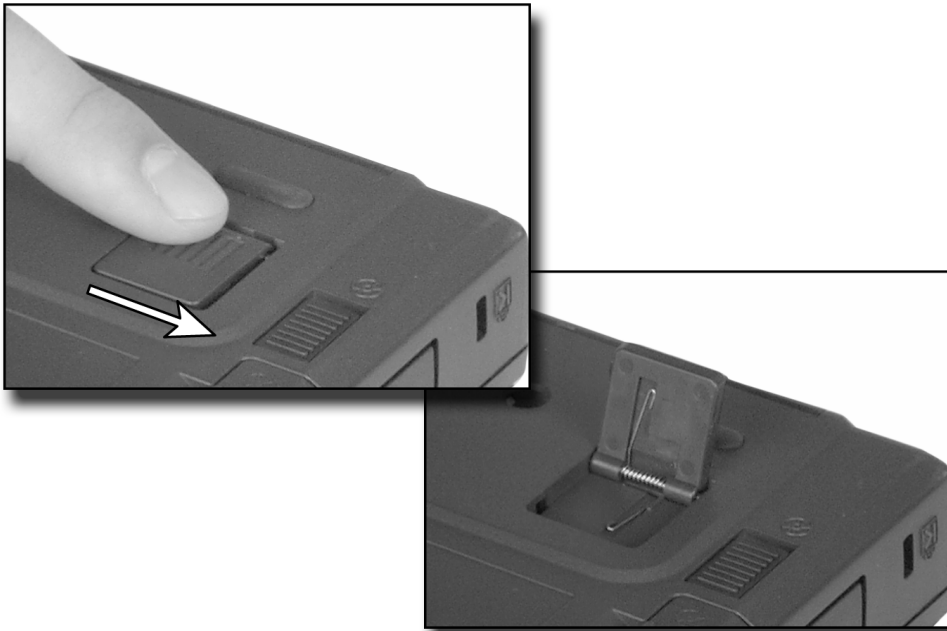
Your notebook features a keyboard that has the same functionality as a desktop computer keyboard. Many of the keys have been assigned alternate functions, including shortcut keys for Windows, function keys for system operations, and a Pad Lock key that enables the embedded numeric keypad.

## Adjusting the keyboard angle

The two elevating feet under your notebook give the notebook a comfortable angle for typing.

### ➡ To extend the elevating feet:

- 1 Close the LCD panel and turn your notebook over.
- 2 Slide each foot toward the side of the notebook until the foot opens.



- 3 Turn the notebook over. The keyboard is now angled toward you.
- 4 To close the feet, press them down until they click into place.










# Function keys



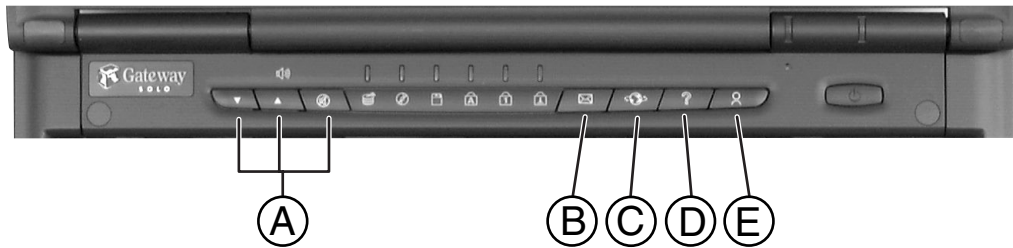
- A** FN keys
- B** Numeric keypad
- C** Function keys







## Function key combinations

By pressing an FN key and a Function key, the notebook performs the action identified by the green text on the key.

Press FN and this Function key...	To...
	Display the power status box in the upper left corner of your screen. The menu shows the battery charge level, the BIOS version, and whether the AC power adapter is being used. Press the key combination again to close this box.
	Toggle the notebook screen between the LCD, an external monitor, both displays at the same time, or TV display (NTSC or PAL format).
	Enable Standby mode on your notebook. Press the power button to exit Standby mode.
	Enable Pad Lock so you can use the numeric keypad. Press this key combination again to disable Pad Lock. The Pad Lock status indicator appears while this function is enabled.
	Pause the text scrolling in a DOS screen. (This function is only available in some programs.) The Scroll Lock status indicator appears when this function is enabled. Press the key combination again to continue scrolling.
	Pause text scrolling. Press any key to continue scrolling. (This function is only available in some programs.)
	Stop the currently running DOS program. (This function is only available in some programs.)
	Increase the brightness of the display.
	Decrease the brightness of the display.

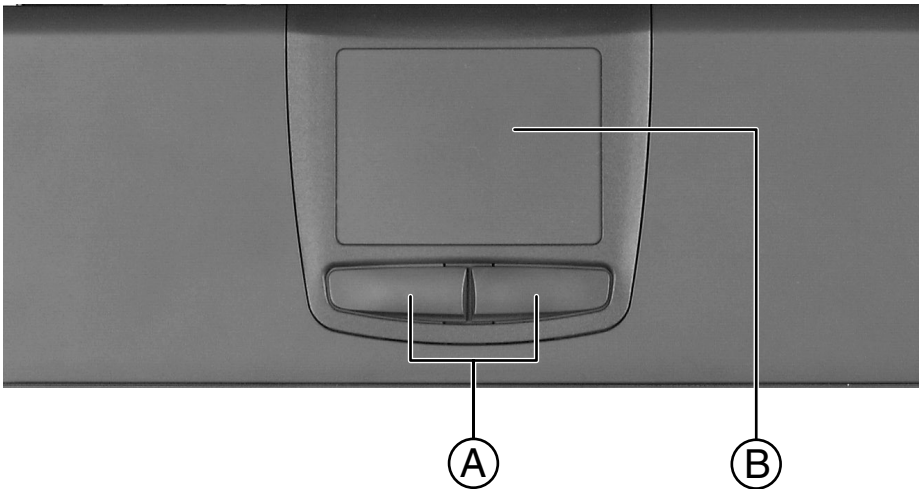
# Multi-function buttons



Component	Icon	Description
<b>A</b> Volume control buttons	 	Left button decreases volume. Middle button increases volume. Right button mutes sound. Press again to hear sound.
<b>B</b> E-mail button		Opens your e-mail program.
<b>C</b> Web browser button		Opens your Web browser.
<b>D</b> Help button		Opens an online help file.
<b>E</b> Shortcut button		Opens a program you assign to this key. For information on customizing the multi-function buttons, see “Customizing the multi-function buttons” on page 54.

# Using the EZ Pad touchpad

The EZ Pad™ consists of a touchpad and two buttons.



**A** EZ Pad™ buttons (mouse buttons)

**B** EZ Pad touchpad

When you move your finger on the touchpad, the *pointer* (arrow) on the screen moves in the same direction. You can use the EZ-Pad *left* and *right buttons* below the touchpad to select objects.

## Important



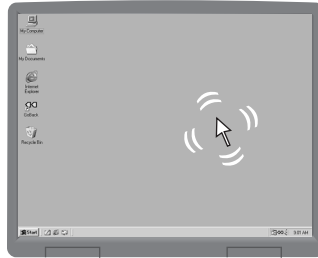
The touchpad is disabled when an external mouse is connected.

---

**To...**

**Do this...**

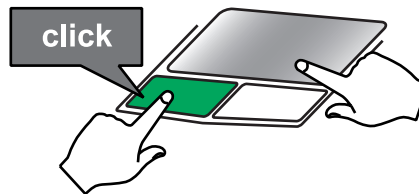
Move the pointer on the screen.



Move your finger around on the touchpad. If you run out of space on your touchpad and need to move the pointer farther, lift your finger, move it to the middle of the touchpad, then continue moving your finger.

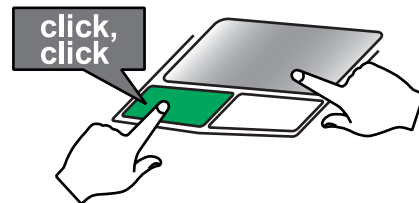


Select an object on the screen.



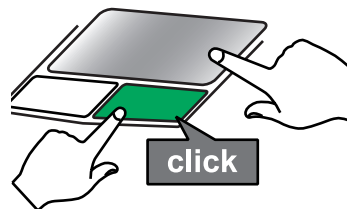
Position the pointer over the object. Quickly tap your finger on the touchpad once. This action is called *clicking*.

Start a program or open a file or folder.



Position the pointer over the object. Quickly tap your finger on the touchpad twice. This action is called *double-clicking*.

Access a shortcut menu or find more information about an object on the screen.



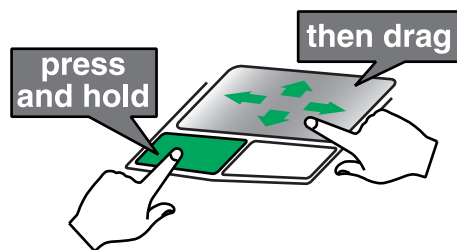
Position the pointer over the object. Quickly press and release the right button once. This action is called *right-clicking*.

---

**To...****Do this...**

---

Move an object on the screen.



Position the pointer over the object. Press the left button and hold it down, then use the touchpad to move (drag) the object to the appropriate part of the screen. Release the button.

---

# Windows Basics

# 3

Read this chapter to get basic information on how to:

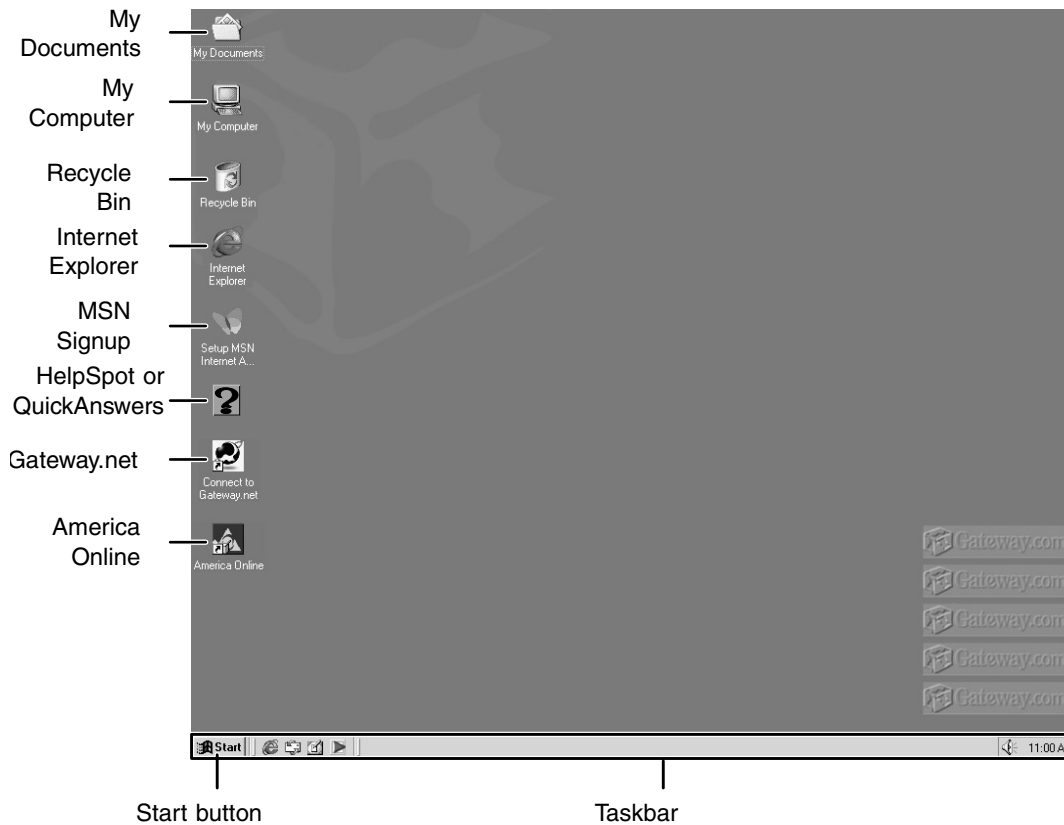
- Work on the Windows desktop
- Work with document and program windows
- Manage files and folders
- Use shortcuts

For more detailed information about Windows, see your Microsoft Windows documentation and online help.

# About the Windows environment




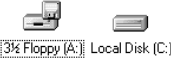




After your computer starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Your desktop may be different from the example shown below, depending on how your computer is set up.



# Desktop components

*Icons* are graphic representations of objects on the desktop that you select and open, such as a drive, disk, folder, document, or program. *Buttons* are graphic representations of controls that you use to change the state of desktop elements such as the window size.

Desktop icons, buttons, and elements	Description
 My Computer	The <i>My Computer icon</i> provides access to drives and other computer controls. Double-click the <b>My Computer</b> icon to view the drives and folders on your computer.
 My Documents	<i>My Documents</i> is a folder where you store your personal files. You can create other folders to save files in, but My Documents is easy to find because it is on the desktop. Double-click <b>My Documents</b> to view your personal files and folders.
 Recycle Bin	The <i>Recycle Bin</i> is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your computer. For instructions on how to use the Recycle Bin, see “Deleting files and folders” on page 35.
 3 1/2 Floppy (A:) Local Disk (C:)	<i>Drive icons</i> represent the various drives on your computer, such as the diskette drive, hard drive, and CD drive. Double-click a drive icon to view files and folders located in the drive.
 Internet Explorer	Microsoft Internet Explorer is a program called a <i>browser</i> that lets you view Web sites and Web pages on the Internet. Double-click this icon to open the browser.
 	Gateway has provided an easily accessible interactive guide called <i>HelpSpot</i> for use with Windows Me, or <i>QuickANSWERS</i> for use with Windows 98. These guides are designed to provide help information and let you quickly discover and use the features of your computer. Double-click either the <b>HelpSpot</b> or <b>QuickAnswers</b> icon to begin.
  Gateway.net America Online	The <i>Gateway.net</i> and <i>AOL icons</i> let you connect to the Gateway.net and America Online ISP (Internet Service Provider). Double-click either the <b>Gateway.net</b> or <b>AOL</b> icon to dial one of the services.

---

Desktop icons, buttons, and elements	Description
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The *Start button* provides access to programs, files, help for Windows and other programs, and computer tools and utilities.

Click the **Start** button, then open a file or program by clicking (*selecting*) an item on the menu that opens.

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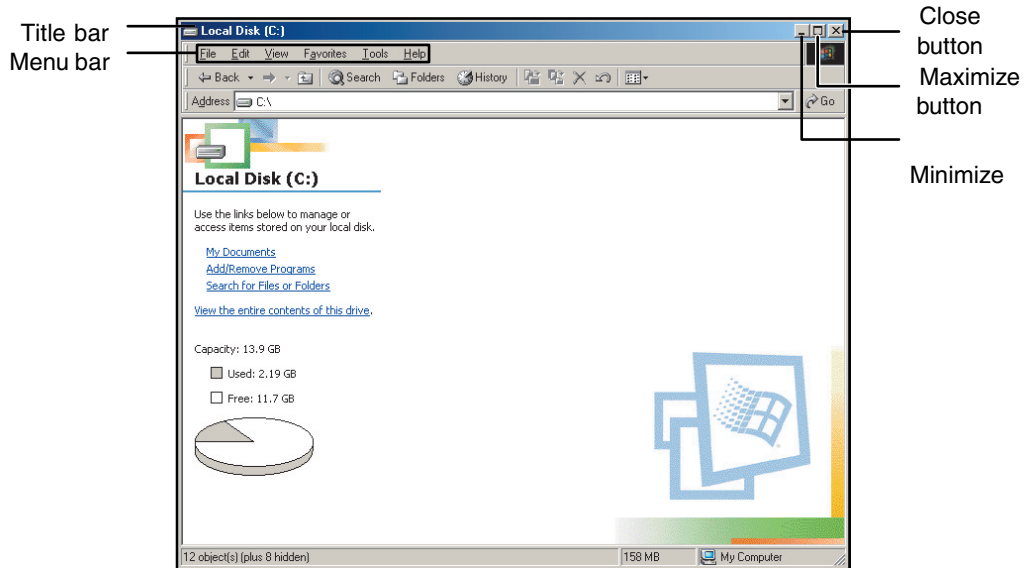
The *taskbar* is the bar at the bottom of the screen containing the **Start** button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running.

Click a program taskbar button to activate its window.

---

# Window components

When you double-click the icon for a drive, disk, folder, document, or program a *window* opens on the desktop. This example shows **Local Disk (C:)** in My Computer after double-clicking the **Local Disk (C:)** icon.



Every program window looks a little different because each has its own menus, icons, and controls.

Window element	Description
The image shows a blue title bar with a small icon on the left and the text 'Local Disk (C:)' in white.	The <i>title bar</i> is the horizontal bar at the top of a window that shows the name of the program.
The image shows the minimize button, which is a small square icon with a horizontal line.	Clicking the <i>minimize button</i> reduces the active window to a button on the taskbar. Clicking the program button in the taskbar opens the window again.
The image shows the maximize button, which is a small square icon with a vertical line.	Clicking the <i>maximize button</i> expands the active window to fit the entire screen. Clicking the maximize button again restores the window to its former size.
The image shows the close button, which is a small square icon with an 'X'.	Clicking the <i>close button</i> closes the active window or program.
The image shows a menu bar with the following items: File, Edit, View, Favorites, Tools, and Help.	Clicking an item on the <i>menu bar</i> starts an action such as Print or Save.

To find out more about window controls, see your Microsoft Windows online Help.

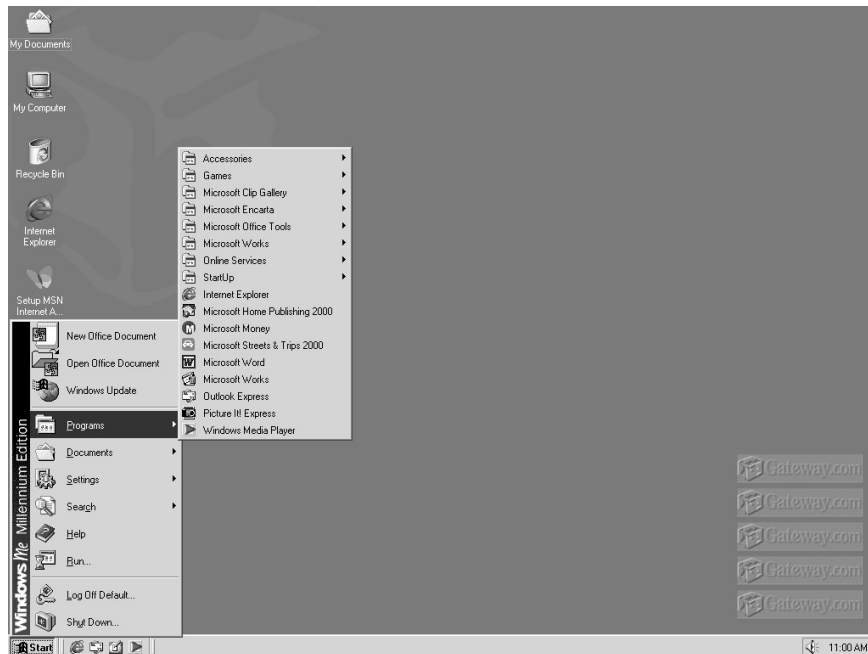
# Using the Start menu

You can start programs, open documents, customize your system, get help, search for files and folders, and more using the **Start** menu.

## ➔ To open the Start menu:

- Click the **Start** button on the lower left of the Windows desktop. The **Start** menu opens showing you the first level of menu items.

When you move the mouse pointer over any menu item that has an arrow next to it, another menu, or *submenu*, opens and reveals related files, programs, or commands. Click a file or program to open it.



# Working with files and folders

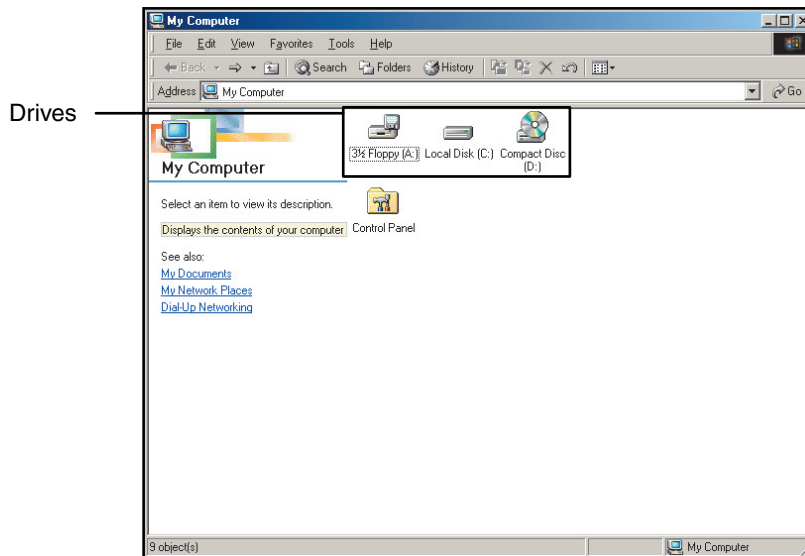
You can organize your documents and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

## About drives

*Drives* are like file cabinets because they hold many files and folders. A computer almost always has more than one drive. Each drive has a letter, usually **Local Disk (C:)** for the main drive and **3½ Floppy (A:)** for the diskette drive. Depending on your system, you may also have more drives such as CD/DVD or Zip drives. Each drive has its own letter.

### ➡ To view the drives on your computer:

- Double-click the **My Computer** icon on your desktop.



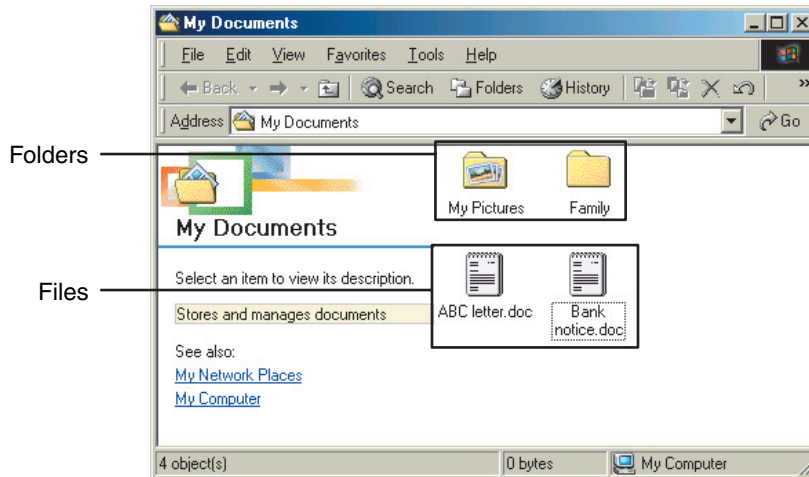
### ➡ To see the files and folders on a drive:

- Double-click the drive icon. If you do not see the contents of a drive after you double-click the drive icon, click **View the entire contents of this drive.**

# About folders and files

*Folders* are much like the folders in a file cabinet. They contain files and other folders.

*Files* are much like paper documents—letters, spreadsheets, and instructions—that you keep on your computer. In fact, all information on a computer is stored in files.



## ➔ To create a folder:

- 1 Double-click the **My Computer** icon on the desktop. The My Computer dialog box opens.
- 2 Double-click the drive or folder, for example **3½ Floppy (A:)** or **Local Disk (C:)**, where you want to put the new folder.

The drive or folder window opens. If you do not see the contents of the drive or folder, click **View the entire contents of this drive or this folder**.

- 3 Select **File**, then **New**, then **Folder**. The new folder is created.
- 4 Type a name for the folder, then press ENTER. The new folder name appears under the folder.

# Copying and moving files and folders

The basic skills you need to copy and move files are *copying*, *cutting*, and *pasting*.

When you *copy and paste* a selection, you place a *copy* of the file you selected on the Windows *clipboard*, which stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a selection, you remove the file from its folder and place the file on the Windows clipboard. When you decide where you want the file to go, you paste it there.

The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file into more than one place, but as soon as you copy or cut a file again, the old file is deleted from the clipboard.

## To copy a file or folder to another folder:

- 1 Right-click the file or folder that you want to copy. A menu opens on the desktop.
- 2 Select **Copy** from the menu.
- 3 Open the destination folder.
- 4 With the pointer inside the folder, right-click the mouse button.
- 5 Select **Paste**. A copy of the file or folder appears in the new location.

## To move a file or folder to another folder:

- 1 Right-click the file or folder that you want to move. A menu opens on the desktop.
- 2 Select **Cut** from the menu.
- 3 Open the destination folder.
- 4 With the pointer inside the destination folder, right-click the mouse button.
- 5 Select **Paste**. The file or folder you moved appears in its new location and is removed from its old location.

# Deleting files and folders

When you throw away paper files and folders, you take them out of your file cabinet and put them in a trash can. Eventually a trash collector empties the can and takes the trash away.

In Windows, you throw away files and folders by first moving them to the Windows trash can, the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.

## ➔ To delete files or folders:

- 1 Select the files or folders that you want to delete. For instructions on how to select multiple files and folders, see “Shortcuts” on page 43.
- 2 Right-click, then select **Delete** from the pop-up menu. Windows moves the files and folders to the Recycle Bin.

## ➔ To recover files or folders from the Recycle Bin:

- 1 Double-click the **Recycle Bin** icon. The Recycle Bin window opens listing the files and folders you have deleted since the last time you emptied it.
- 2 If you want to recover all the files and folders in the bin, click **Restore All** (Windows Me) or select all the files, then right-click and select **Restore** (Windows 98).

- OR -

If you want to recover individual files and folders, select them from the list, then click **Restore** (Windows Me) or right-click and select **Restore** (Windows 98). For instructions on how to select multiple files and folders, see “Shortcuts” on page 43.

Windows returns the deleted files and folders to their original locations.

## ➡ To empty the Recycle Bin:

### Caution



Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

- 1 Right-click the **Recycle Bin** icon on the desktop, then select **Empty Recycle Bin** from the pop-up menu.

Windows asks you if you are sure that you want to empty the bin.

- 2 Click **Yes**. Windows permanently deletes all the files in the Recycle Bin.

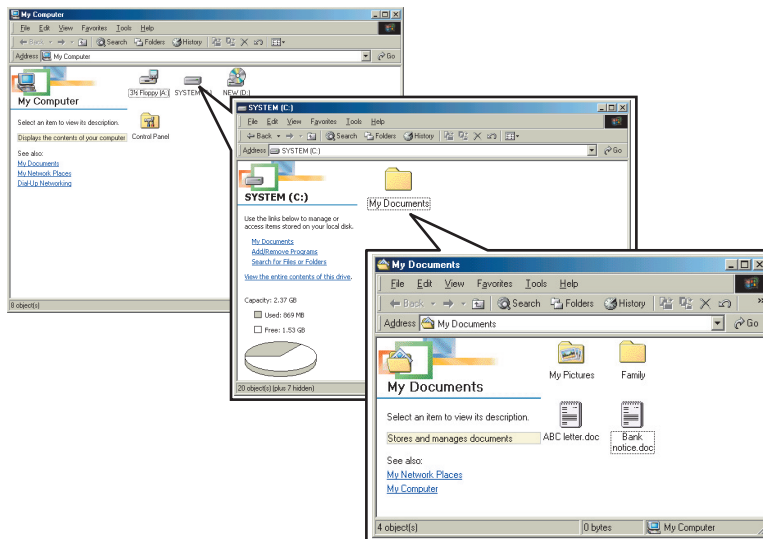
# Browsing for files and folders

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet—they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.

## ➡ To browse for a file:

- 1 Double-click the **My Computer** icon on the desktop.
- 2 Double-click the drive or folder that you think contains the file or folder that you want to find.



- 3 Continue double-clicking folders and their subfolders until you find the file or folder you want. (If you do not see the contents of a folder, click **View the entire contents of this folder.**)

# Searching for files

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility in Windows Me, or the Find utility in Windows 98 to search by:

- Name or part of a name
- Creation date
- Modification date
- File type
- Text contained in the file
- Time period in which it was created or modified

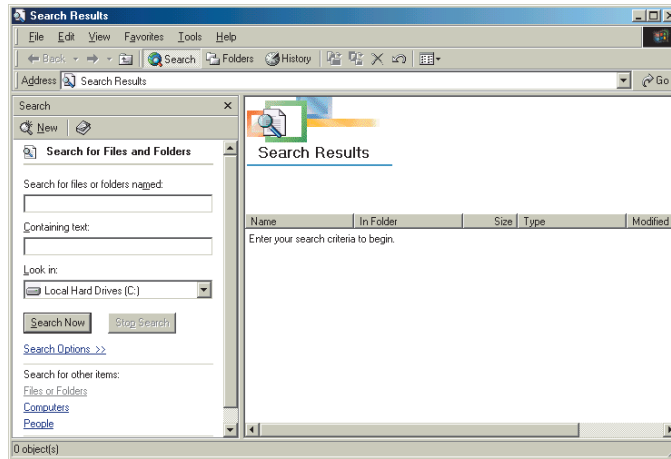
You can also combine search criteria to refine searches.

Files and folders found using these utilities can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

# Using the Windows Me Search utility

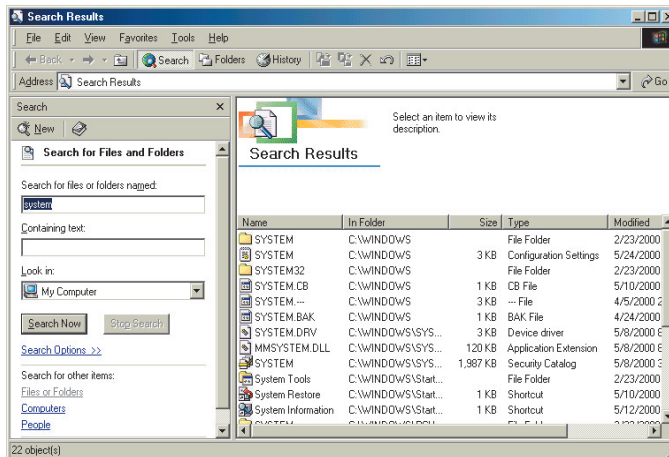
## ➡ To find files and folders using the Search utility:

- 1 Click **Start**, then select **Search**, then **For Files or Folders**. The search dialog box opens.



- 2 If you want to search by file or folder name, type in all or part of the file or folder name in the **Search for files or folders named** box in the left pane of the window.
  - If you type all of the name, Search will list all files and folders of that name.
  - If you type in part of the name, Search will list all of the file and folder names containing the letters you typed.

- 3 Click **Search Now**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.



You can open a file, folder, or program by double-clicking the name in the list.

## Using advanced search options

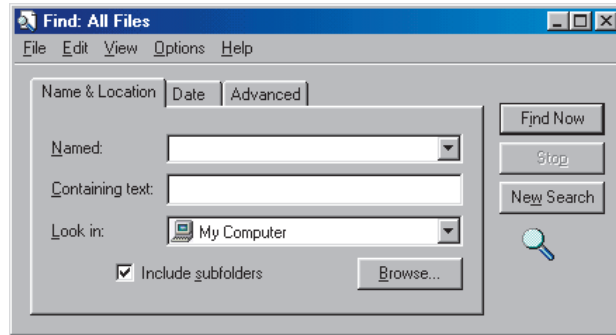
Search can find files meeting more criteria than file name. You can select options to narrow your search by clicking **Search Options** and selecting the options that you want:

- **Date** searches for files that were created or modified on a specific date or during a specific period.
- **Size** searches for files of a specific size.
- **Type** searches for files of a specific type, such as a program or a text document.
- **Advanced Options** give you access to further search options.

# Using the Windows 98 Find utility

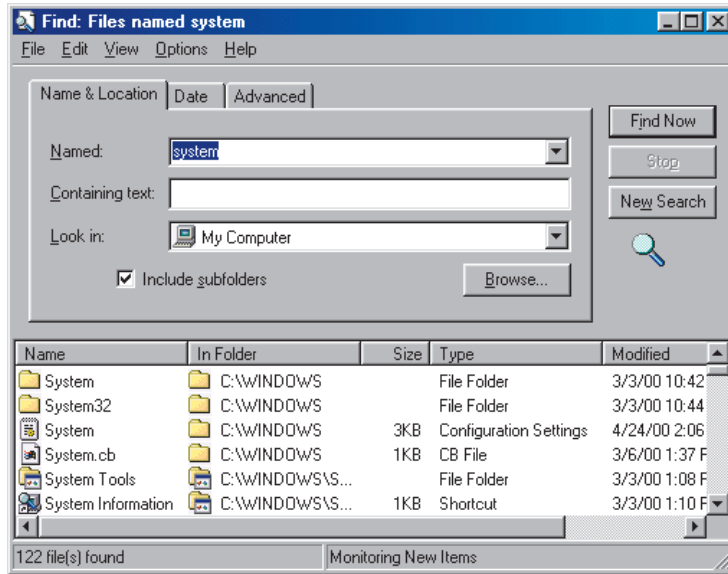
## ➡ To find files and folders using the Find utility:

- 1 Click **Start**, then select **Find**, then **Files or Folders**. The Find: All Files dialog box opens.



- 2 If you want to search by file or folder name, type in all or part of the file or folder name in the **Named** text box in of the window.
  - If you type all of the name, Find will list all files and folders of that name.
  - If you type in part of the name, Find will list all of the file and folder names containing the letters you typed.

- 3 Click **Find Now**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.



You can open a file, folder, or program by double-clicking the name in the list.

## Using advanced search options

You can find files meeting more criteria than file name. You can select options to narrow your search by clicking the **Date** or **Advanced** tabs and selecting the options that you want:

- **Date** searches for files that were created or modified on a specific date or during a specific period.
- **Size** searches for files of a specific size.
- **Type** searches for files of a specific type, such as a program or a text document.

# Shortcuts

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information on Windows shortcuts, see your Windows or program documentation.

To...	Do this...
Copy a file, folder, text, or graphic	Select the item, then press <b>CTRL + C</b> .
Cut a file, folder, text, or graphic	Select the item, then press <b>CTRL + X</b> .
Paste a file, folder, text, or graphic	Select the item, then press <b>CTRL + V</b> .
Select multiple icons on the desktop	Click the first icon, press and hold down the <b>CTRL</b> key, then click each of the remaining icons that you want to select.
Select multiple items in a list or in an Explorer window	Click the first item, press and hold down the <b>CTRL</b> key, then click each of the remaining items.
Select multiple adjacent items in a list	Click the first item in the list, press and hold down the <b>SHIFT</b> key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press <b>SHIFT + DELETE</b> .
Rename a file or folder	Select the file or folder, press <b>F2</b> , type the new name, then press <b>ENTER</b> .
Close the active window or program	Press <b>ALT + F4</b> .
Switch to a different file, folder, or running program	Press <b>ALT + TAB</b> .



# Customizing Your Notebook

## 4

This chapter provides information about customizing your computer by adding new hardware devices and changing settings in Windows.

You can:

- Change screen and display settings
- Change the background and screen saver
- Customize the multi-function buttons

# Adjusting the screen and desktop settings

You can adjust the display settings such as the screen background and screen saver using the Display Properties window. However, adjusting the color depth and screen area are two of the most basic settings you may need to change.

## Adjusting the color depth

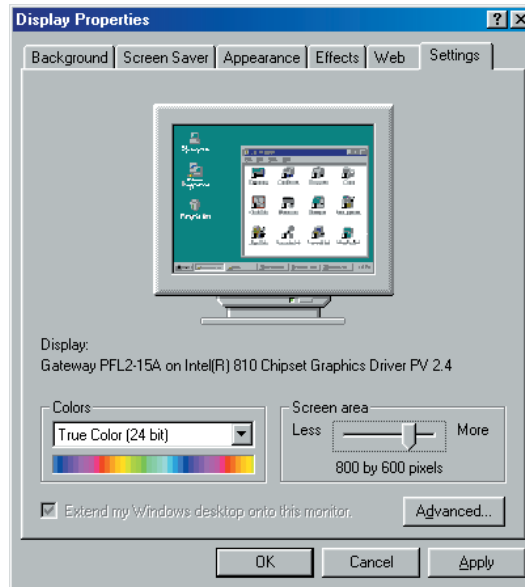
*Color depth* is the number of colors your LCD displays. Various image types require various color depths for optimum appearance on your LCD. For example, simple color drawings may appear adequately in 256 colors while color photographs usually need 32-bit True Color (which renders millions of colors) to be displayed with optimum quality.

Windows lets you choose from four color depth settings for your LCD. We recommend that the 32-bit True Color setting be used at all times.

If the color in your images seems “false” or “jumpy,” especially after you have played a game or run a video-intensive program, check the color depth setting and return it to 32-bit True Color, if necessary. Some games and video-intensive programs change your setting automatically, but do not return it to its original value when they are closed.

➔ **To change the color depth:**

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Click/Double-click the **Display** icon. The Display Properties window opens.
- 3 Click the **Settings** tab.



- 4 Select a setting from the **Colors** drop-down list.
- 5 If you want to save your changes, click **OK**. Windows tells you it will apply your changes when you click **OK** again.
- 6 Click **OK**.

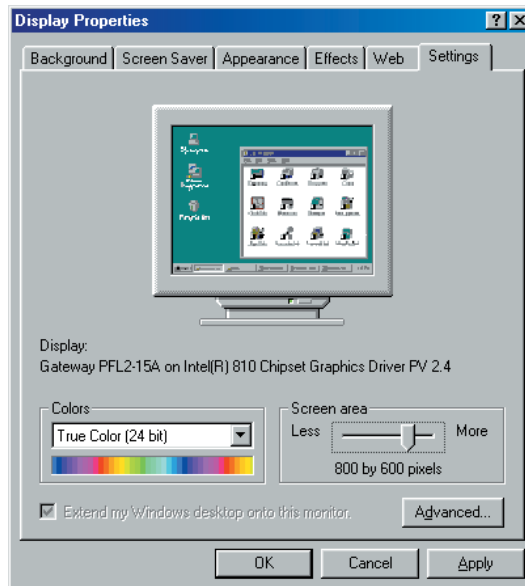
# Adjusting the screen area

You can change the screen area to a size you prefer. For example, you can increase the screen area to fit more icons on your desktop, or you can decrease the screen area to make reading and identifying objects on the display easier.

The larger the screen area, the smaller individual components of the screen, such as icons and menu bars, appear.

## ➡ To change the screen area:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Click/Double-click the **Display** icon. The Display Properties window opens.
- 3 Click the **Settings** tab.



- 4 Drag the **Screen area** slider to the size you prefer.
- 5 If you want to save your changes, click **OK**. Windows tells you it will apply your changes when you click **OK** again.
- 6 Click **OK**.

# Changing the font size

You can choose a larger font size for desktop items so the text is easier to read, especially for presentations using a TV for display.

## To change the font size:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Click/double-click the **Display** icon. The Display Properties window opens.
- 3 Click the **Settings** tab, then click **Advanced**.
- 4 Select **Small Fonts** or **Large Fonts** from the **Font Size** menu, then click **OK**.
- 5 Click **OK**.

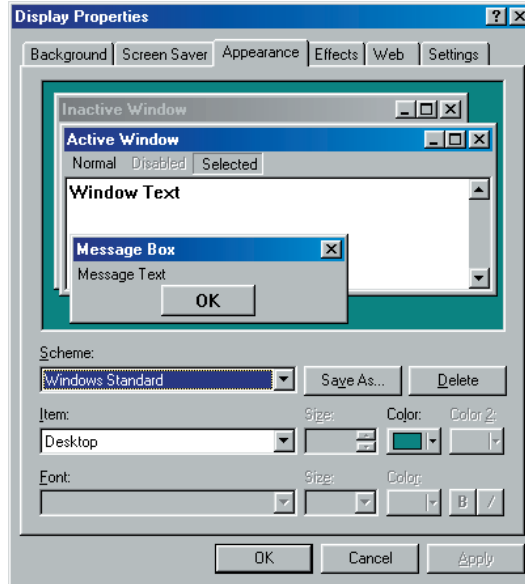
# Applying a color scheme

A color scheme is a set of colors that you can apply to your Windows environment. For example, you can change the appearance of such things as the desktop, windows, and dialog boxes. You can select an existing scheme or create your own.

## To select a color scheme:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Click/Double-click the **Display** icon. The Display Properties window opens.

- 3 Click the **Appearance** tab.



- 4 If you want to apply one of Windows' color schemes, go to Step 7.
- 5 If you want to create a new scheme, select various items from the **Item** drop-down list and change their settings.
- 6 Click **Save As**, type a name for the new scheme, and then click **OK**.
- 7 Select a color scheme from the **Scheme** drop-down list. An example of the scheme appears in the window above the list.
- 8 Click **OK**.

# Changing the desktop background

The Windows desktop background can be changed to either a picture or HTML document. Windows provides several background pictures. You can also use pictures or HTML documents that you have created or retrieved from other sources.

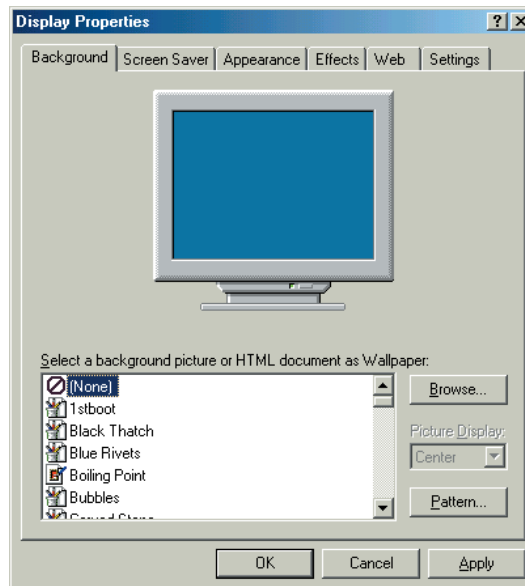
## Important



If Active Desktop is enabled and you have chosen to display Web content, the standard desktop background will be partially or completely hidden, so you may not be able to see changes you have made in the background. For more information about Active Desktop, see the Windows online help.

## ➔ To change the desktop background:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Click/Double-click the **Display** icon. The Display Properties dialog box opens.
- 3 Click the **Background** tab.



- 4 Select a background picture from the **Select an HTML Document or a picture** list.  
- OR -  
Select a background picture from another location by clicking **Browse**.
- 5 If you want the picture you chose to cover the entire screen, select **Tile** from the **Picture Display** drop-down list.
- 6 If the picture you chose does not cover the entire screen and you have not chosen to tile the image in Step 5, you can change the solid color behind the picture by clicking **Pattern**, selecting a pattern from the **Pattern** list, then clicking **OK**.
- 7 Click **OK**.

## Selecting a screen saver

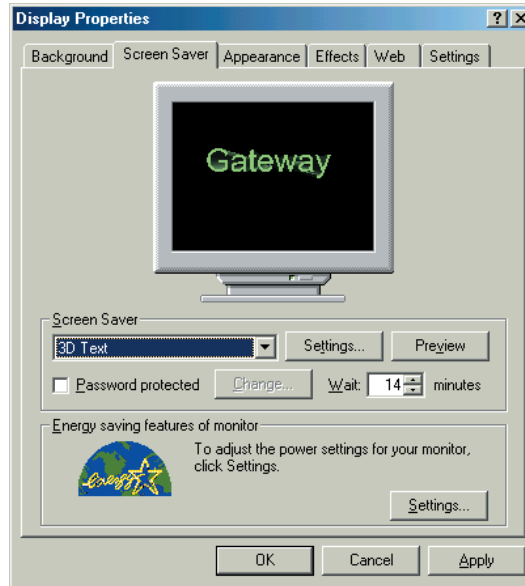
You may have heard that your display might be damaged if you leave it on for a long time without using your computer because the image can “burn in” on the LCD panel. You may have heard that you should use a screen saver to avoid this damage.

Color LCD panels are not subject to “burn in,” so a screen saver is not absolutely necessary. But, screen savers can be very attractive, and are particularly useful if you want to keep others from viewing your screen while you are away from your computer.

Windows supplies a variety of screen savers that you can chose from, and many more are available from the Web and as commercial products.

## ➔ To select a screen saver:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Click/Double-click the **Display** icon. The Display Properties dialog box opens.
- 3 Click the **Screen Saver** tab.



- 4 Select a screen saver from the **Screen Saver** drop-down list. Windows previews the screen saver.
- 5 If you want to customize the screen saver, click **Settings** and then make your changes. If the **Settings** button is not available, you cannot customize the screen saver you selected.
- 6 If you want to password protect your screen saver, select the **Password protected** checkbox, click **Change**, type your password, then click **OK**.
- 7 If you want to change the time before the screen saver is activated, click the up or down arrows next to the **Wait** box.
- 8 Click **OK**.

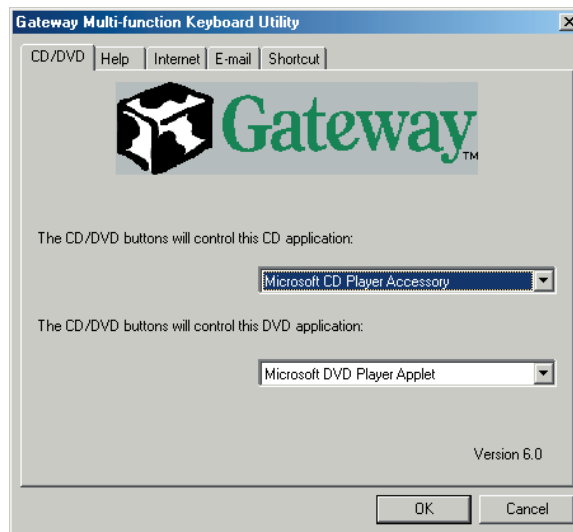
# Customizing the multi-function buttons

The Multi-function Keyboard Utility lets you change the actions of some of the multi-function buttons. For a description of the buttons, see “Multi-function buttons” on page 21.

## ➡ To program the multi-function buttons:

- 1 Click **Start**, then select **Settings**, then **Control Panel**.
- 2 Double-click the **Multi-function Keyboard** icon. If you do not see the **Multi-function Keyboard** icon, click **view all Control Panel options**, then click the icon.

The Gateway Multi-function Keyboard utility window opens.



- 3 Click the tab corresponding to the multi-function button to make changes to its function.
- 4 Click **OK**.

# Working with Documents

# 5

Whether you are creating a spreadsheet, writing a letter, or drawing a picture, you are working with a document (file). The basic methods of creating, saving, opening, and printing a document apply to most programs.

This chapter illustrates the following concepts:

- Creating a document
- Saving a document
- Opening a document
- Printing a document

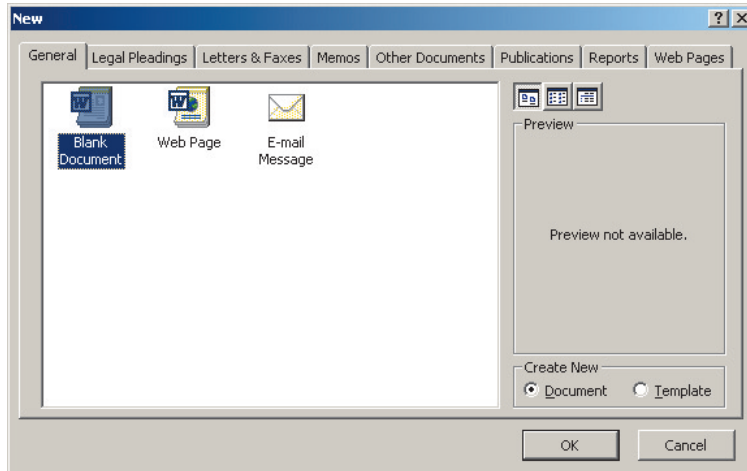
Although these examples use Microsoft Word, similar procedures apply to other programs such as Microsoft Excel, Microsoft Works, and Microsoft Publisher.

For more information about using a program, select **Help** on the menu bar.

# Creating a new document

## ➡ To create a new document:

- 1 Click **Start**, then select **Programs**, then **Microsoft Word**. Microsoft Word starts and a blank document opens.
- 2 Select **File**, then select **New**. The document templates dialog box opens.



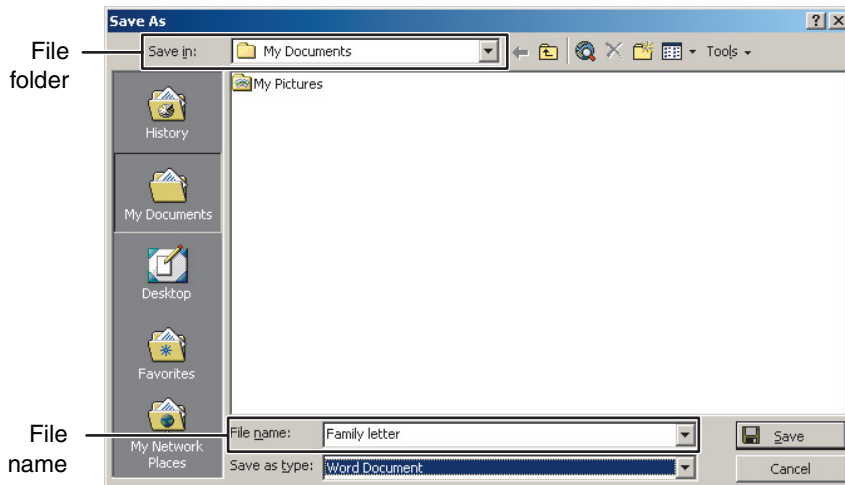
- 3 Click a tab for the type of document you want to create, select a document template style, then click **OK**. The document template opens.
- 4 Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

# Saving a document

After you create a document, you need to save it if you want to use it later.

## ➔ To save a document in Microsoft Word:

- 1 Select **File**, then **Save**. The Save As dialog box opens.
- 2 Select the folder from the **Save in** drop-down box, type the new file name, then click **Save**.

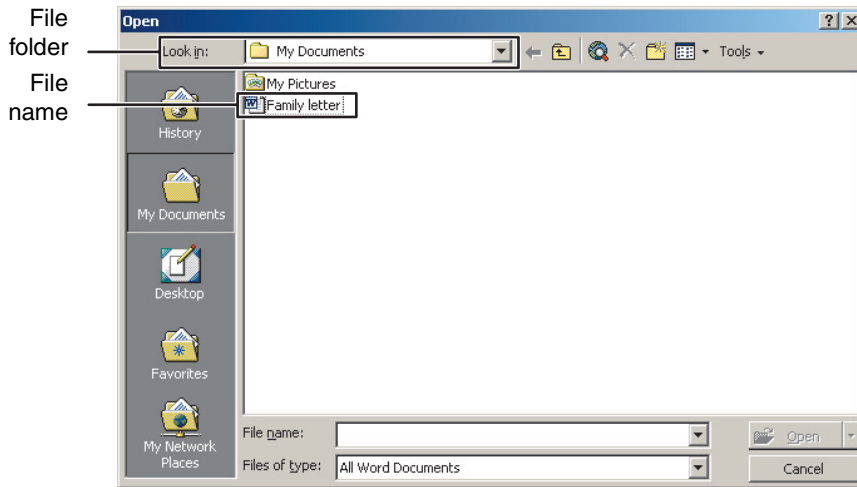


# Opening a document

To view, revise, or print an existing document, you need to open it. Open the document from the program it was created in.

## ➡ To open a document in Microsoft Word:

- 1 Click **Start**, then select **Programs**, then **Microsoft Word**. Microsoft Word starts and a blank document opens.
- 2 Select **File**, then **Open**.
- 3 Find the folder you want to open in the **Look in** drop-down box.



- 4 Double-click the document file name. The document opens.

# Printing a document

To print a document, you must have a printer connected to your notebook or have access to a network printer. For more information about installing or using your printer, refer to the printer documentation.

## To print a document in Microsoft Word:

- 1 Make sure that the printer is turned on and loaded with paper.
- 2 Start Microsoft Word and open a document.
- 3 Select **File**, then **Print**. The Print dialog box opens.
- 4 Select the print options, then click **OK**. The document prints.



# Using Multimedia

# 6

This chapter provides information on using the multimedia capabilities of your notebook. Read this chapter to learn how to:

- Use the diskette drive
- Use the CD/DVD drive
- Adjust the volume
- Play CDs and DVDs
- Record and play audio files
- Use Media Player
- Use MusicMatch
- Use video capture

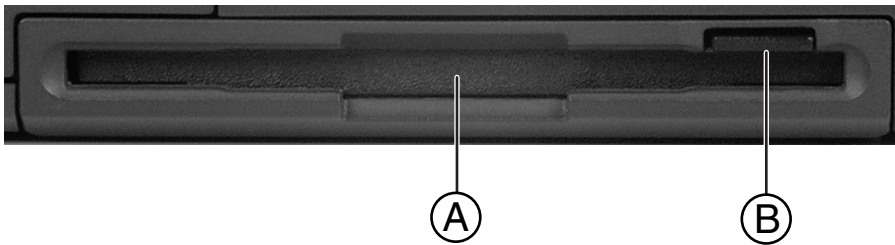
# Using diskettes

The diskette drive uses 3.5-inch diskettes (sometimes called *floppies* or *floppy disks*). Diskettes are useful for saving files for archive purposes or to use on another computer.

## Warning



Do not expose diskettes to water or magnetic fields. Exposure could damage the data on the diskette.



Component	Description
A	Diskette slot
B	Eject button

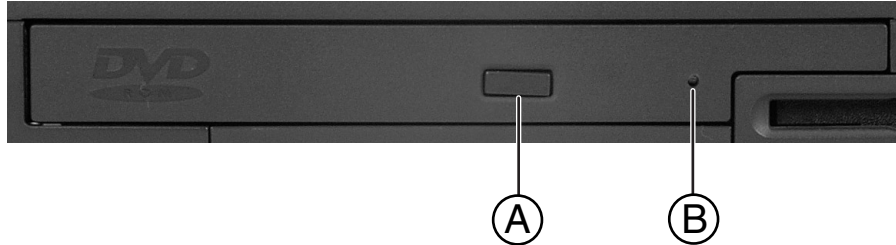
## ➡ To use a diskette:

- 1 Insert the diskette into the diskette drive with the label facing up.
- 2 To access a file on the diskette, double-click the **My Computer** icon, the drive letter (drive **A:** for the standard 1.44 MB diskette drive or drive **D:** for the LS-120 drive module), then the file.
- 3 To remove the diskette, make sure the drive activity light is off, then press the diskette eject button.

# Using the CD/DVD drive

The CD/DVD drive module can read data and audio CDs, and the DVD drive module can also read DVDs.

## Inserting a CD/DVD



Component	Description
A	Eject button
B	Manual eject hole. To open the tray while power is turned off, insert a straightened paper clip into this hole.

### ➔ To insert a CD/DVD:

- 1 Press the eject button on the CD/DVD drive, then pull the disc tray completely open.
- 2 Place the CD/DVD in the tray with the label up, then press down carefully on the disc until it snaps into place.

#### Important



When you place a single-sided CD or DVD in the tray, make sure that the label side is facing up. If the disc has two playable sides, place the disc so that the name of the side you want to play is facing up.

- 3 Push the tray in until it is closed.



# Adjusting the volume

You can use the volume controls to adjust the overall volume and the volume of specific sound devices in your notebook.

## ➔ To adjust overall volume level:

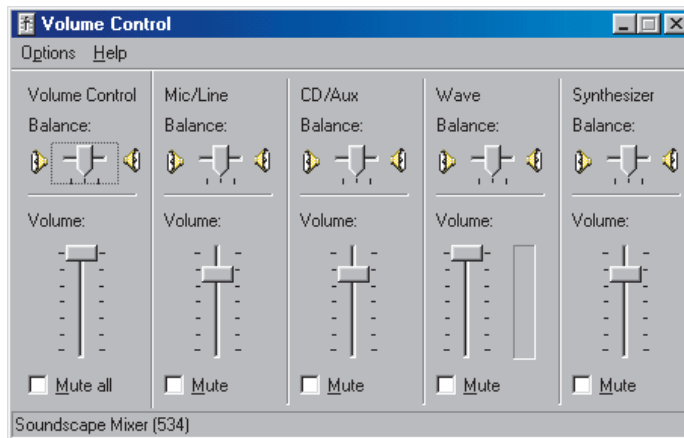
- Click the **speaker** icon on the taskbar, then drag the slider to change the volume or click to select the **Mute** check box.

- OR -

On the button panel above the keyboard, press the volume buttons  to change the volume, or press the mute button  to turn off all sound. For more information on the location of the buttons, see “Multi-function buttons” on page 21.

## ➔ To adjust specific volume levels:

- 1 Double-click the **speaker** icon on the taskbar. The Volume Control dialog box opens.



If the device does not appear in the Volume Control dialog box, select **Options**, **Properties**, select the audio device you want to appear, then click **OK**.

- 2 Drag the volume level and balance sliders for the device you want to adjust, then close the window. For more information about the volume controls, select **Help** in the Volume Control dialog box.

# Playing CDs and DVDs

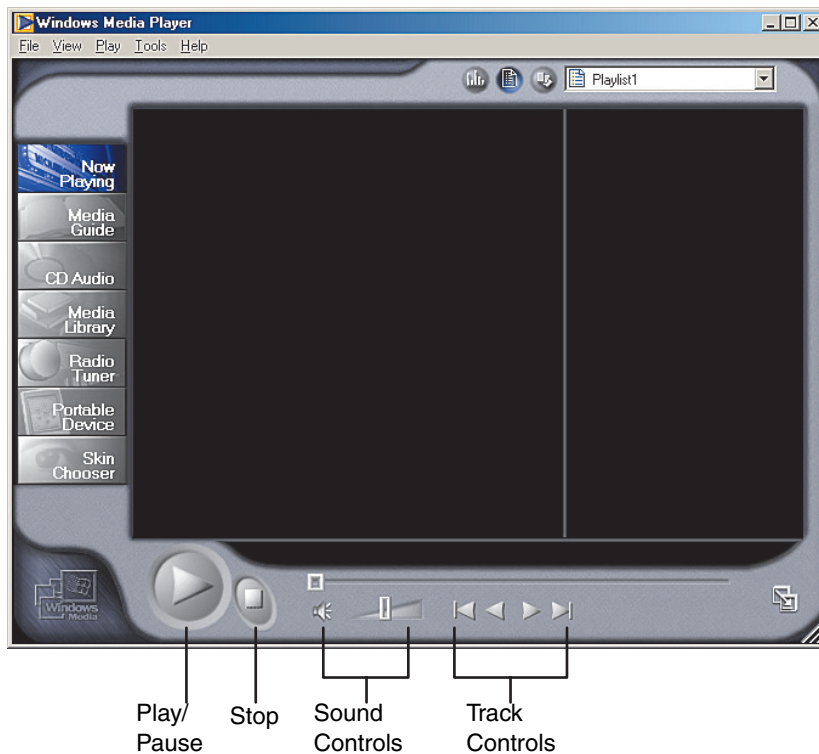
## Listening to music CDs in Windows Me

Use the Windows Media Player to play and copy your CDs on your notebook. For more information about using the Windows Media Player, click **Help** in the Windows Media Player application.

### ➔ To listen to a CD in the Windows Media Player:

- Insert a CD into the CD/DVD drive. The Windows Media Player opens and the CD plays.

If the Windows Media Player does not open automatically when you insert the CD, open it by clicking **Start**, then selecting **Programs**, then **Windows Media Player**. When the media player opens, click ► (play).



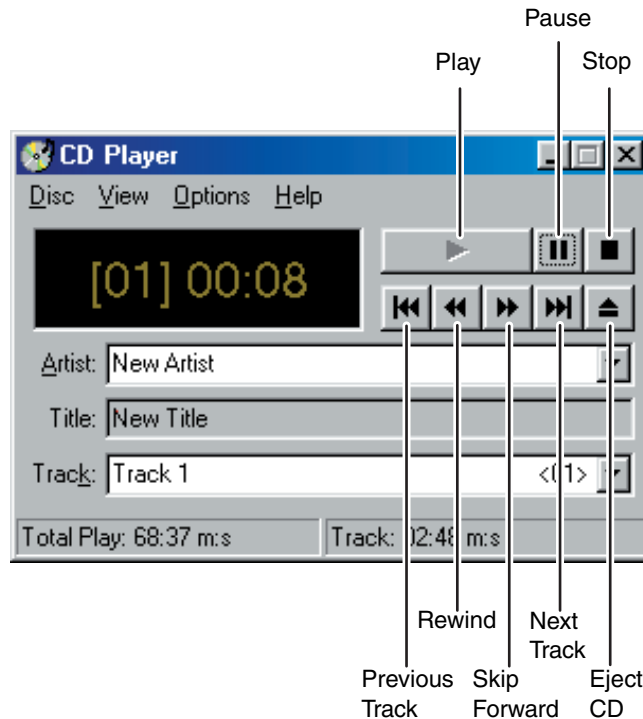
# Listening to music CDs in Windows 98

Use the CD/DVD drive and the Windows CD Player to play, pause, fast-forward, rewind, or go to the next or previous track on any audio CD. For information on controlling disc play using buttons on the front of your notebook, see “Front” on page 2.

## ➡ To play a CD:

- Insert a CD into the CD/DVD drive. The CD Player opens and the CD plays.

If the CD Player does not open automatically when you insert the CD, open it by clicking **Start**, then selecting **Programs**, **Accessories**, **Entertainment**, then **CD Player**. When the CD Player opens, click ► (play).



If you do not hear the audio or you want to increase or decrease the volume, see “Adjusting the volume” on page 64. When you finish listening to the CD, click the Eject CD button to open the CD/DVD drive tray.

# Playing a DVD

A DVD is similar to a standard CD but has greater data capacity. Because of this increased capacity, full-length movies, several albums of music, or several gigabytes of data can fit on a single disc. If your notebook has a DVD drive, you can play DVDs with the DVD Player program. See the DVD help for more information about using the DVD player.

## To play a DVD:

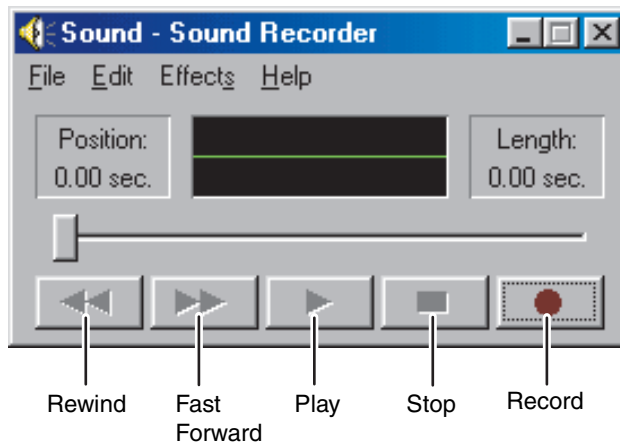
- 1 Make sure that the volume is turned up.
- 2 Disable your system screen saver and standby timers.
- 3 Click **Start**, then select **Programs**, **DVD Player**, then **DVD Player**. The DVD Player video screen and control panel open.
- 4 Insert a DVD into the DVD drive, then click ► (play). The DVD plays.
- 5 To control the DVD or adjust the volume, use the controls in the DVD player. For more information on using the DVD player, see its online help.

# Recording and playing audio

Use the instructions below to make an audio recording by speaking into the microphone.

## ➞ To make an audio recording:

- 1 Click **Start**, then select **Programs**, **Accessories**, **Entertainment**, then **Sound Recorder**. The Sound Recorder opens.



- 2 Click ● (record), then speak into the microphone.
- 3 When you finish recording, click ■ (stop).
- 4 Select **File**, then **Save As**. The Save As dialog box opens.
- 5 Name the recording, specify the path, then click **Save**. The recording is saved.

## ➞ To play an audio recording in the Sound Recorder:

- 1 Open the Sound Recorder.
- 2 Select **File**, then **Open**. The Open dialog box opens.
- 3 Select the file you want to play back, then click **Open**.
- 4 Play the file by clicking ► (play), then stop playing the file by clicking ■ (stop).

# Using the Media Player

The Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, MPEG, and MOV formats.

## ➡ To play a file using the Media Player:

- 1 Click **Start**, then select **Programs, Accessories, Entertainment**, then **Media Player**. The Media Player opens.



- 2 Select **File**, then **Open**. The Open dialog box opens.
- 3 Select the file you want to play, then click **Open**.
- 4 Play the file by clicking ► (play), then stop playing the file by clicking ■ (stop).
- 5 For more information about the Media Player, click **Help** in the Media Player application.

# Using MusicMatch

Using the MusicMatch™ program, you can:

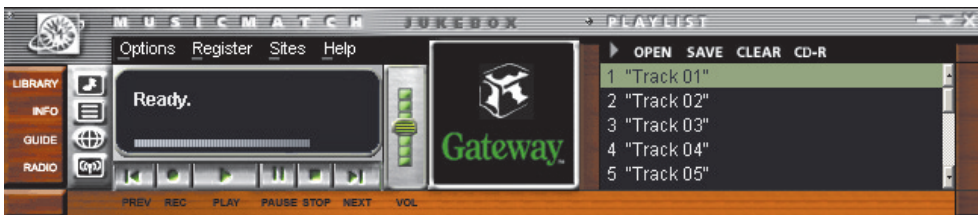
- Play music CDs
- Create MP3 music files from your music CDs
- Build a music library
- Enter music track information
- Listen to Internet Radio

## Playing CDs

You can use the MusicMatch program to play music CDs on your notebook.

### ➡ To play a music CD:

- 1 Double-click the **MusicMatch** icon on your desktop. MusicMatch opens.
- 2 Place the music CD into the CD/DVD drive on your notebook. The names of the music tracks appear in the playlist area.



- 3 Click **Play**.

# Creating music files

Using the MusicMatch program, you can copy the tracks from a music CD to your notebook hard drive as MP3 files.

Here are some terms that you need to know before you get started:

- **Bit rate** is the number of bits required to store one second of music. CD quality is 128 kilobits (128,000) per second. A high bit rate gives you better sound quality but the file size is also larger. For information about changing the sound quality settings, see the online Help in MusicMatch.
- **MP3** (MPEG Layer 3) is a standard for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. MP3 files end in the file extension **.mp3**.
- **Ripping** is the process of copying a music track from a music CD and storing it on your hard drive.

## ➡ To create (rip) MP3 files:

- 1 Double-click the **MusicMatch** icon.
- 2 Place a CD into the CD/DVD drive on your notebook. The CD tracks appear in the playlist with checkmarks next to them.
- 3 If you do not want to record a track, remove the checkmark.
- 4 Click **REC**. The recorder window opens.



- 5 Click **REC** in the Recorder window. The tracks are copied as MP3 files to your hard drive.

# Building a music library

Use MusicMatch to build a music library. You can organize your music tracks by categories, find a track quickly by using the sort features, and add information to a song file.

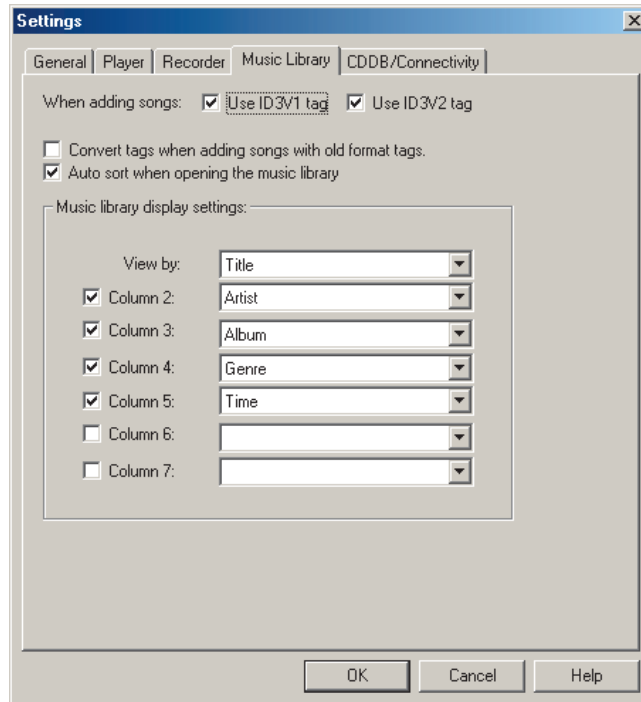
You can add music tracks to your music library by:

- **Creating MP3 files** – When you create MP3 files from the tracks on your music CD, MusicMatch automatically adds these files to your music library.
- **Dragging and Dropping** – Drag and drop files from Windows Explorer or your desktop to the music library.
- **Downloading files from the Internet** – When you are connected to the Internet, MP3 files that you download are automatically added to your music library.

# Changing the music library display settings

## ➡ To change the music library display settings:

- 1 Double-click the **MusicMatch** icon.
- 2 Select **Options**, then **Settings**. The Settings window opens.
- 3 Click the **Music Library** tab.



- 4 Select the categories that you want to display in the columns.
- 5 Click **OK**.

# Editing track information

If you are connected to the Internet and are listening to a music CD, MusicMatch automatically downloads and displays track information from a database on the Internet called *CDDb* (CD Database). This database contains information on thousands of artists, albums, and track titles.

After you add a CD track as an MP3 file to your music library, you can edit track information.

## ➡ To edit track information:

- 1 Double-click the **MusicMatch** icon.
- 2 Create an MP3 file.
- 3 Right-click the file, then select **Edit Track Tag**.

- 4 Enter information such as track title, lead artist, album, or genre.
- 5 Click **OK**.

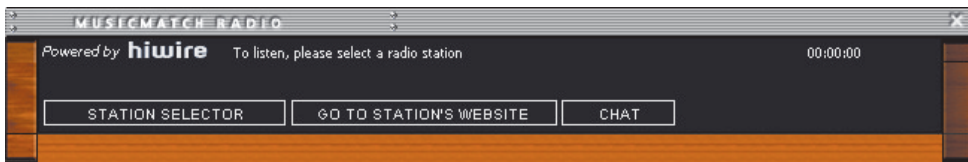
After you enter this track information, it is displayed in the MusicMatch playlist, music library, and recorder.

# Listening to Internet Radio

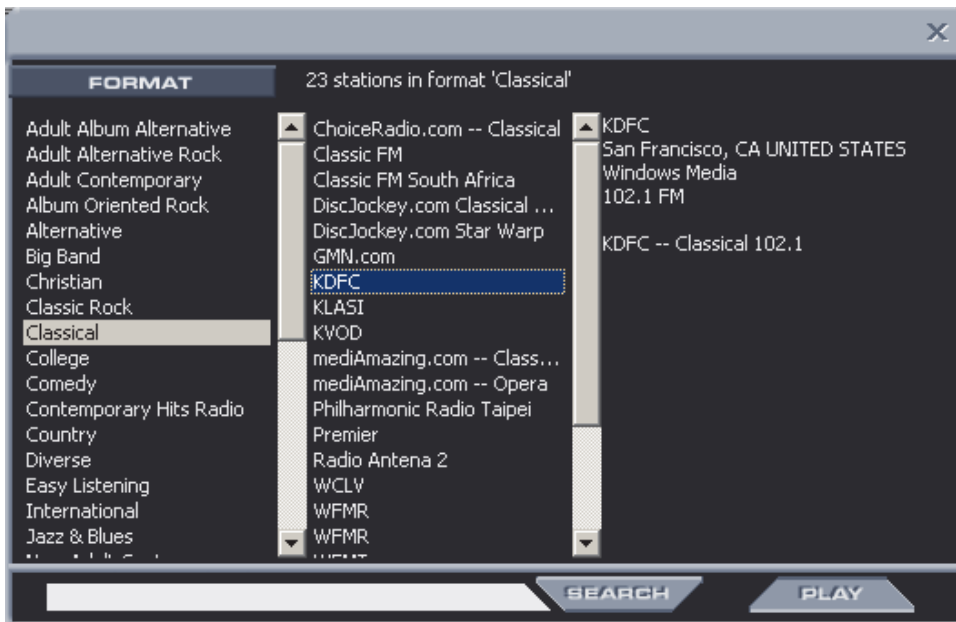
Using the Radio feature in MusicMatch, you can listen to Internet Radio stations.

## ➔ To listen to an Internet Radio station:

- 1 Double-click the **MusicMatch** icon, then connect to the Internet.
- 2 Click **Radio**. The Radio window opens.



- 3 Click **Station Selector**. A window opens that lists radio stations by music format, city, or country.



- 4 Select a radio station, then click **Play**. MusicMatch connects to the station.

# Using composite video

The TV Out (Composite Video Out) connection lets you view your notebook display on a TV screen using a standard RCA video cable.

**Important**



To enable external video by default, connect the TV (or other external viewing device) before starting your notebook.

The optional TV In (Composite Video In) connection lets you view video or still images from a VCR or video camera using a standard RCA video cable. The MGI VideoWave III video capture program lets you capture motion video or still images. For information on the location of these connections, see “Back” on page 5.

**Important**



DVD playback to a VCR will be scrambled by copyright protection technology.

## ➔ To connect your notebook to a TV:

- 1 Connect one end of a standard RCA video cable to the Composite Video Out connection on the notebook.
- 2 Connect the other end of the cable to the Video In connector on your TV or VCR.
- 3 Switch the display to Composite Video Out by pressing FN+F3.
- 4 Reset your display setting to 640 × 480 screen area with large text fonts for best viewing. For information on changing the screen area, see “Adjusting the screen area” on page 48. For information on changing the font size, see “Changing the font size” on page 49.

## ➔ To connect a VCR or camera to your notebook:

- 1 Connect one end of a standard RCA video cable to the optional Composite Video In connection on the notebook or docking station.
- 2 Connect the other end of the cable to the Video Out connector on your VCR or camera.

# Using MGI VideoWave III

MGI VideoWave III is a video capture program that lets you display and capture video (single frame or video stream) from the optional Composite Video In connection. The VideoWave III's TV Tuner mode is not supported.

## To use VideoWave III:

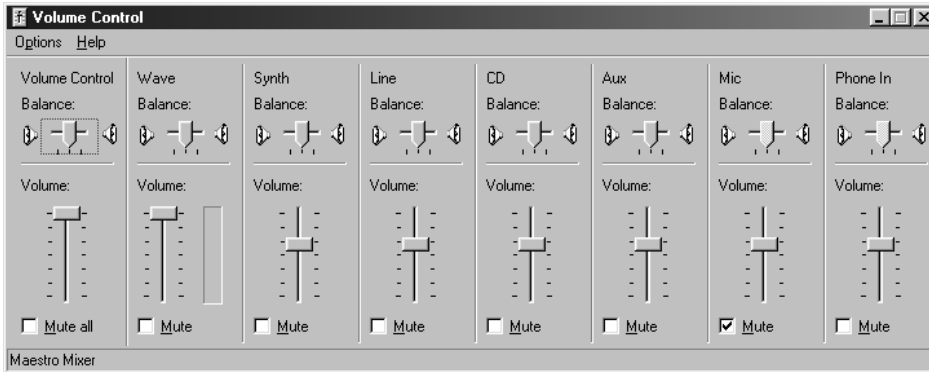
- 1 Connect the Video Out connection of your external source, such as a video camera, to the optional Composite Video In connection on your notebook. For information on the location of this connector, see “Back” on page 5.
- 2 Connect the Audio Out connection of your external source (if available) to the Line In connection on your notebook. You will need to change the audio source to Line In. See “Changing the audio source” on page 78.
- 3 Click **Start**, then select **Programs, MGI VideoWave III**, then **MGI VideoWave III**. VideoWave III starts. For more information on using VideoWave III, see its online Help.

# Changing the audio source

If you want to play audio through your notebook using an external audio source, you need to connect the audio device to your notebook and change audio settings.

## ➔ To use an external audio source:

- 1 Connect the Audio Out connection on the external audio device to the Line In connection on your notebook or docking station.
- 2 Double-click the speaker icon on the taskbar. The Volume Control dialog box opens.



- 3 Select **Options**, then **Properties**. The Properties dialog box opens.
- 4 In the **Adjust volume for** section, select **Recording**, then click **OK**. The Recording Control dialog box opens.
- 5 In the **Line Balance** section, click the **Select** checkbox.
- 6 In the **Line Balance** section, drag the volume level and balance sliders to adjust settings.
- 7 Close the Recording Control dialog box.

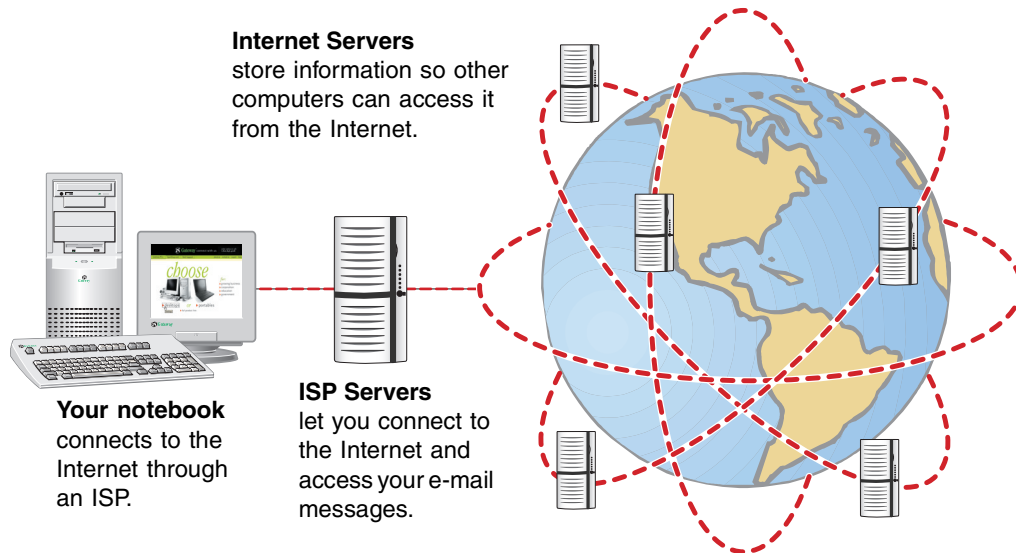
# Using the Internet

# 7

This chapter provides information about the Internet and the World Wide Web, and tells you how to set up Gateway.net<sup>SM</sup> or America Online<sup>®</sup> (AOL) Internet services so that you can send and receive e-mail and access other Internet resources.

# Learning about the Internet

The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your notebook to a phone line and signing up with an Internet Service Provider (ISP).



If you want to access the Internet you need:

- A **modem** – a device that connects your notebook, using a telephone line, to other computers or servers. If you have a modem jack on your notebook, you have a modem.
- An **Internet Service Provider** – a service that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages.
- A **Web browser** – a program that displays information from the World Wide Web.
- An **e-mail program** – a program that lets you create, send, and receive e-mail messages over the Internet.

# Setting up an Internet account

Before you can view the information on the Word Wide Web, you need to set up an Internet account with an Internet Service Provider (ISP). If you have chosen Gateway.net or America Online (AOL) as an ISP, follow these instructions to set up and connect to your account.

If you set up an account with Gateway.net or AOL, an Internet e-mail address is created for you. After completing the setup you are ready to access the Internet.

## ➔ To set up an Internet account with Gateway.net or AOL:

- 1 Double-click the **Register with Gateway.net** or the **America Online** icon. If you do not find the service you want on the Windows desktop, then look for the **Gateway.net** or **America Online** icon located in the Online Services folder on the Windows desktop.
- 2 Follow the on-screen instructions. After setting up your account, you can connect to the Internet and access your e-mail services.

# Accessing your Internet account

## ➔ To connect to your Gateway.net or AOL Internet account:

- 1 Double-click the **Connect to Gateway.net** or **America Online** icon. The Connect dialog box opens.
- 2 Complete the member name and password information, then click **Connect**. The notebook dials the Internet account phone number.

After connecting, the Web browser window opens. For information about the Web and the Web browser, see “Using the World Wide Web” on page 82.

## ➔ To disconnect from your Gateway.net or AOL Internet account:

- Click **X** in the top right corner of the Web browser. Your notebook disconnects from the Internet.

### Important



Make sure that your notebook disconnects properly from your Internet account. If you do not have an “unlimited hours” ISP account, you may have to pay for the time that you are connected, even if you are not using the notebook.

# Using the World Wide Web

The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

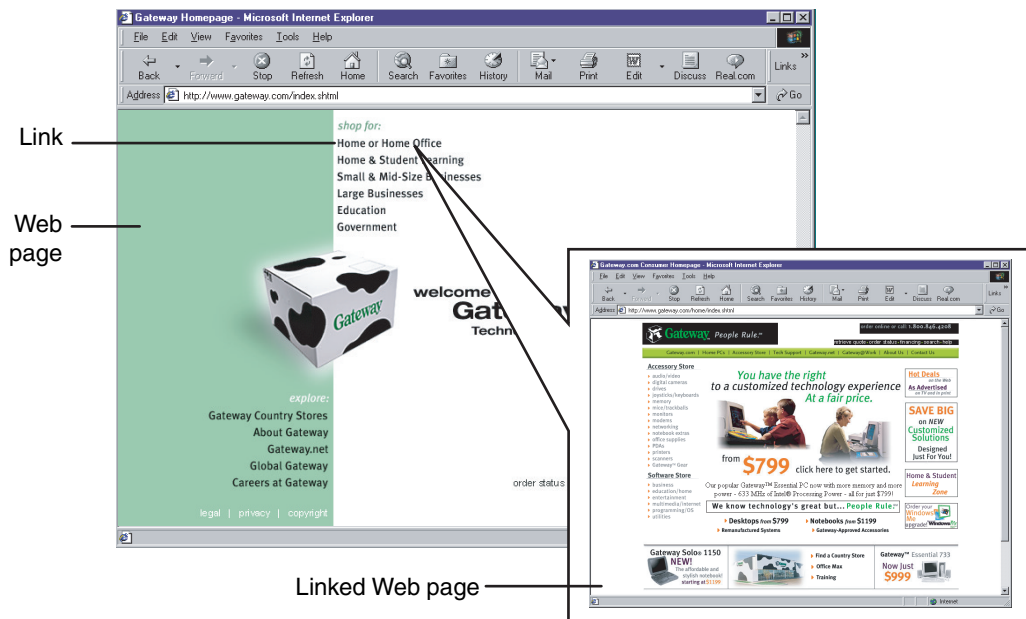
Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. There are many Web browsers that you can use, one of which is Microsoft Internet Explorer, which comes installed on your new notebook.

Web pages can contain not only text, but animations, music, and other multimedia features.

A group of related *Web pages* is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on the Web page called *links*, or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, select **Help** in the menu bar.



# Connecting to a Web site

After you set up an account with an Internet Service Provider (ISP) such as Gateway.net or AOL, you can access the many information sources on the World Wide Web.

## ➡ To connect to a Web site:

- 1 Connect to your Internet account. After the notebook connects, the default opening page, your *home page*, opens.
- 2 To go to a different Web site, type the *address* (called a *URL* for “Universal Resource Locator”) in the browser address bar (for example **www.gateway.com**) then click **GO** on the browser address bar.



- OR -

On your home page or another Web page, click a link to a Web site.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your notebook, and displays the opening page of the site that you requested.

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions.

# Downloading files

*Downloading* is the process of transferring files from a computer on the Internet to your notebook.

To protect your notebook against viruses, make sure that you scan the files you download. For more information about scanning for viruses, see *Maintaining and Troubleshooting Your Gateway Solo Notebook*.

## To download files or programs from a Web site:

- 1 Connect to your Internet account.
- 2 In the address bar, type the address of the Web site that contains the file or program you want to download, then click **GO** on the browser address bar.

- OR -

Click on links on a Web page to navigate to the Web site containing the file that you want to download.

- 3 Create a folder where you want to store the file on your notebook.
- 4 Click the link on the Web page for the file that you want to download.
- 5 Follow the on-screen instructions for saving the file in the folder that you created.

A copy of the file is downloaded to your notebook. The time that it takes to transfer the file to your notebook depends on file size and Internet conditions.

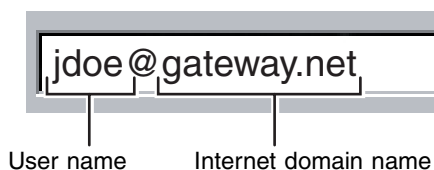
- 6 Open the folder that you created.
- 7 Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.

# Using e-mail

*E-mail* (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet Service Provider (ISP) or company that “hosts” that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with the Gateway.net ISP might have an e-mail address that is similar to this one:



## Sending e-mail

### ➡ To send e-mail using Gateway.net or AOL:

- 1 Connect to your Gateway.net or AOL account.
- 2 Click **Create Mail**.  
- OR -  
Click **Write**.
- 3 Type the e-mail address of the recipient you want to send e-mail to in the **Send To** box.
- 4 Type the subject of your e-mail in the **Subject** box.
- 5 Type the e-mail message.
- 6 When finished, click **Send Now**.

Your e-mail is sent over the Internet to the e-mail address you specified.

# Checking your e-mail

## To check your e-mail using Gateway.net or AOL:

1 Connect to your Gateway.net or AOL account.

2 Click **Read Mail**.

- OR -

Click **Read**.

For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

# Sending and Receiving Faxes

## 8

After you have created a document using a spreadsheet, word processor, or graphics program, you can send it as a fax. You can also receive faxes on your notebook. This chapter shows you how to:

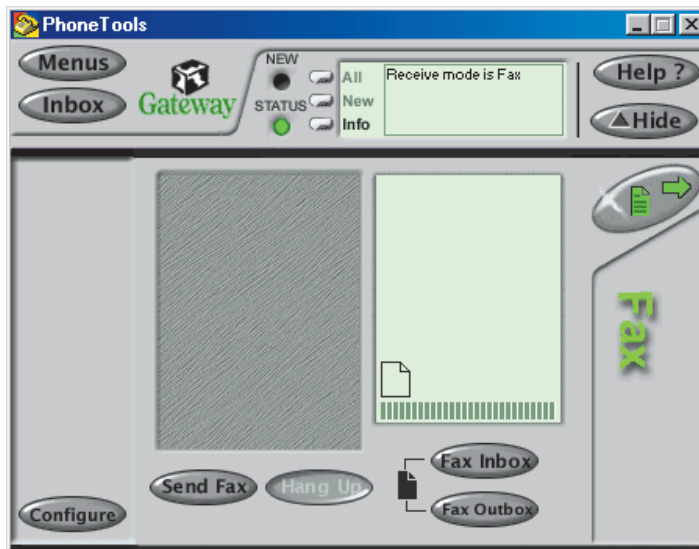
- Set up a fax cover page
- Create and send a new fax
- Fax a document you created in another program
- Receive a fax
- View and print a fax

# Creating a cover page

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers will contain this information, which is required by law.

## ➔ To set up your fax cover page:

- 1 Click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**. PhoneTools opens.



- 2 Click **Configure**, then select **General Configuration** from the pop-up menu. The General Configuration dialog box opens.
- 3 Click the **Customize** tab, then type your personal information in the **User** boxes.
- 4 Click the **Fax** tab, then enter your name and fax number in the **Identifier** text box. This identifier information is required by law. You can enter up to 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.
- 5 Click **OK**.

- 6 If you want to change the logo that appears on the cover page, click **Configure**, then select **Logo Management** from the pop-up menu. The Logo Management dialog box opens.



- 7 If you do not want the PhoneTools logo on your cover page, click the picture then click the clear button.

- OR -

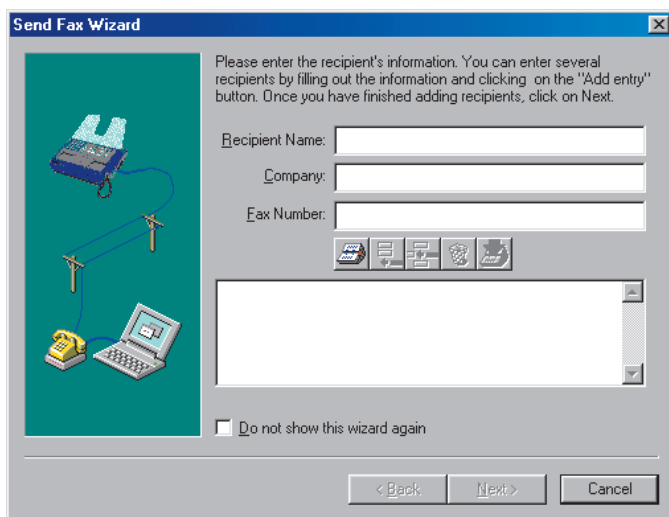
If you want to replace the PhoneTools logo with one of your own, click the import button then select a picture for the logo. The picture must be small enough to fit in the logo box.

- 8 Click **OK**.

# Sending a fax

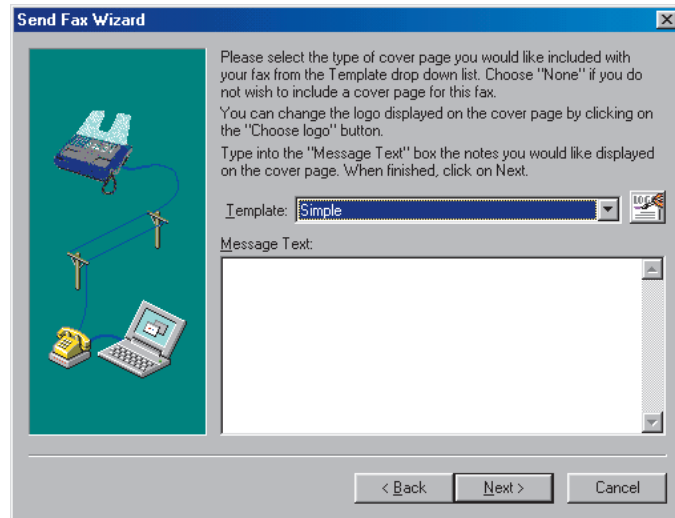
## ➔ To send a fax:


- 1 Click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**. PhoneTools opens.
- 2 Click **Send Fax**. The Send Fax Wizard opens.



The image shows a Windows-style dialog box titled "Send Fax Wizard". On the left is a teal square containing an illustration of a fax machine connected to a computer by a blue line. On the right, there is instructional text: "Please enter the recipient's information. You can enter several recipients by filling out the information and clicking on the 'Add entry' button. Once you have finished adding recipients, click on Next." Below this text are three input fields labeled "Recipient Name:", "Company:", and "Fax Number:". Under these fields is a row of five small icons: a floppy disk, a printer, a fax machine, a telephone, and a document. Below the icons is a large, empty text area with a vertical scrollbar on the right. At the bottom left of the dialog is a checkbox labeled "Do not show this wizard again". At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

- 3 Enter the recipient's name, company (if applicable), and fax number, then click **Next**. The next wizard dialog box opens.



- 4 Type the message text in the **Message Text** area.
- 5 Select a cover page template from the **Template** drop-down list, then click **Next**. If you typed a message in the Message Text area, you must select a cover page.
- 6 If you want to attach a file, make sure the file is not open, then click  (browse), select the file, then click **Open**.
- 7 Click **Next**, then click **Finish**. The Confirm Transmissions dialog box opens.
- 8 Click **Send**. PhoneTools dials the fax number and sends your fax.

### To fax a document directly from most programs:

- 1 In the program with the document open, click **File**, then select **Print**. The Print dialog box opens.
- 2 Select the printer **Capture fax BVRP**, then click **OK**. The Send Fax Wizard opens.
- 3 Complete the wizard as instructed in "To send a fax:" on page 90.

# Receiving a fax

## To receive and view a fax:

- 1 Click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.  
PhoneTools opens. When PhoneTools is open, it detects incoming faxes and stores them in the In Box.
- 2 To view a fax, click **Fax Inbox**, then double-click the fax you want to view.  
The fax viewer opens, where you can view and print the fax.

# Managing Power

# 9

While your notebook is running on battery power, properly managing power consumption is necessary to get the most use out of the battery. This chapter shows you how to:

- Maintain battery power and check the battery charge
- Change batteries
- Recalibrate the battery
- Change power saving settings

# Maintaining battery power

As long as the AC adapter is properly connected, the battery will charge while your notebook is operating.

## Checking battery status

- Both the main battery and the optional second battery have a built-in battery meter. Turn the notebook over and press the battery meter. The battery meter lights and indicates the percentage of battery power available.
- Position the pointer over the power cord or battery icon in the lower right corner of the taskbar. A battery status popup window opens. Moving the pointer anywhere on the display closes the window.
- Press FN+F2 keys to view the Status window, which appears in the upper left corner of the display. The second and third lines of the Status window display battery levels for the main battery and optional second battery, if installed.
- When the battery level gets low the system beeps three times, the battery icon in the lower right task bar has a red "X" over it, and the Low Battery window appears, advising you to change your battery or connect to AC power immediately to prevent losing your work.

# Conserving battery power

While using the battery to power your notebook, conserve power by:

- Dimming the display as low as is comfortable.
- Removing PC Cards when you do not need them. Many PC Cards use a small amount of power while inserted, even if they are not being used.
- Modifying the Power Management settings for maximum power savings. For more information on changing these settings, see “Changing power settings” on page 100.
- Closing the display panel to turn off the display while you are not using your notebook. The display stays off until you open the panel again.
- Enabling Hibernate mode support and using Hibernate mode for power savings while the notebook is not in use. For more information on Hibernate mode, see “To enable Hibernate support:” on page 104.
- Using the CD/DVD drive only when necessary. CD and DVD drives use a large amount of power.

# Changing batteries

Batteries can be “warm-swapped.” This means that you can change batteries while in Standby mode.

## ➔ To replace the battery:

- 1 If your notebook is on, save all work and press FN+F4. The notebook goes into Standby mode.
- 2 Turn your notebook over, then slide the battery release latch and lift the battery out of the bay.



- 3 Place a recharged battery into the bay and press down until it snaps into place.
- 4 Open the notebook and press the power button.

### Warning



Danger of explosion if battery is incorrectly replaced.

Replace only with the Gateway Solo 9300 Li-Ion battery. Discard used batteries according to the manufacturer's instructions.

The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 212°F (100°C), or incinerate. Dispose of used battery promptly. Keep away from children.

# Installing a second battery

Your notebook has a modular bay that accepts a second battery. When a second battery is installed, the system uses power from the second battery when the main battery's power is exhausted. The second battery charges when the notebook is connected to AC power.

## Warning



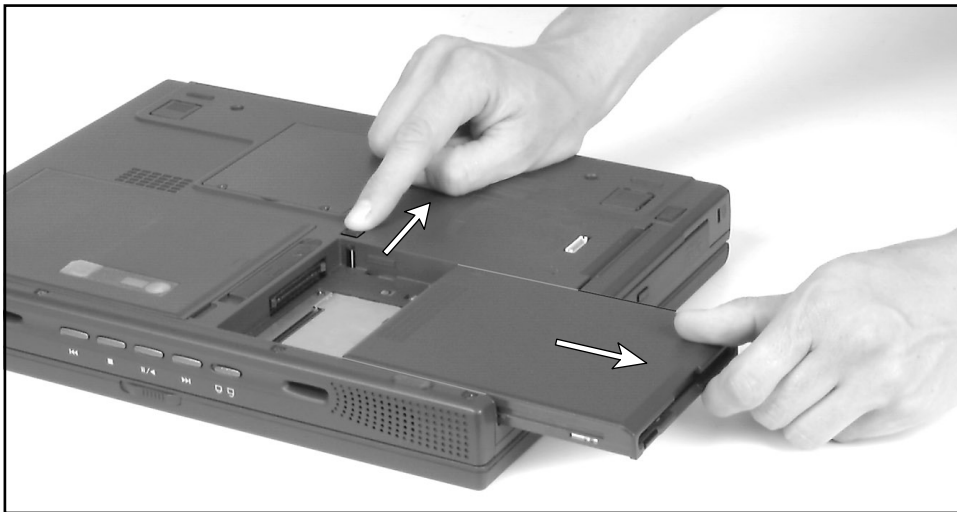
Danger of explosion if battery is incorrectly replaced.

Replace only with the Gateway Solo 9300 Li-Ion battery. Discard used batteries according to the manufacturer's instructions.

The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 100°C (212°F) or incinerate. Dispose of used battery promptly. Keep away from children.

## ➞ To install a second battery:

- 1 Shut down your notebook, close the cover, and turn your notebook over.
- 2 Slide the module bay latch and pull the module straight out.



- 3 Firmly push the second battery straight into the bay until the latch clicks into place.



- 4 Open your notebook and press the power button to start your system.

## Charging batteries

Both the main and the optional secondary batteries recharge while they are installed and your notebook is connected to AC power. While the batteries are recharging, the battery indicator light turns on.

# Recalibrating the battery

If your notebook goes into Standby mode while you are working on your notebook but the battery is not low, you need to recalibrate your battery. You should also recalibrate the battery once a year to maintain the accuracy of the battery gauge.

## To recalibrate the battery:

- 1 Unplug the AC power adapter and turn on your notebook.
- 2 As soon as it starts and you see a startup screen, press F2. The BIOS Setup utility opens.
- 3 Open the **Exit** menu.
- 4 Highlight **Calibrate Gas Gauge**, then press ENTER. You are prompted to start the recalibration program.
- 5 Start the recalibration program by pressing ENTER. A message appears indicating the amount of time the process takes. When the battery has been fully discharged, the notebook turns itself off.

### Important



Do not interrupt the battery recalibration. If recalibration is interrupted, you must start the process over again.

- 6 You can now re-connect the AC adapter and fully charge your battery. Recharging may take several hours. After the battery finishes recharging, the battery meter displays accurate battery status.

# Changing power settings

You can completely customize power settings from the Windows Control Panel by selecting power schemes, setting power alarms, adjusting advanced power settings, and enabling Hibernate mode. For information on extending battery life while you are traveling, see “Travel tips” on page 126.

*Power schemes* (groups of power settings) let you change power saving options such as when the LCD or hard drive is automatically turned off. You can also select one of the defined power schemes or create a custom power scheme.

*Power alarms* can alert you when the battery charge is low.

*Advanced power settings* let you assign the power button and Standby key to activate different power saving modes. You can also set which power saving mode is activated when you close the LCD panel.

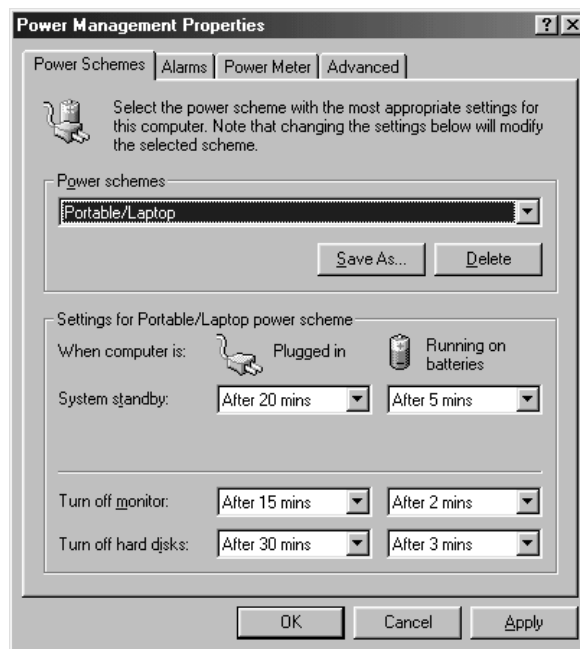
*Hibernate mode* (also called *save to disk*) writes all current memory information to the hard drive, then turns the notebook completely off. The next time you turn on the notebook, it reads memory information from the hard drive and opens the programs and documents that were open when you activated Hibernate mode.

# Changing settings

## ➡ To change the power scheme:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Double-click the **Power Management** icon (in Windows 98) or the **Power Options** icon (in Windows Me). If you do not see the **Power Options** icon, click **view all Control Panel options**, then double-click the icon.

The Power Management Properties dialog box opens.



- 3 Select a power scheme from the **Power Scheme** drop-down list.

- OR -

Set the timers for **System standby**, **Turn off monitor**, and **Turn off hard disks**, then save your custom power scheme by clicking **Save As** and typing in a name for the scheme.

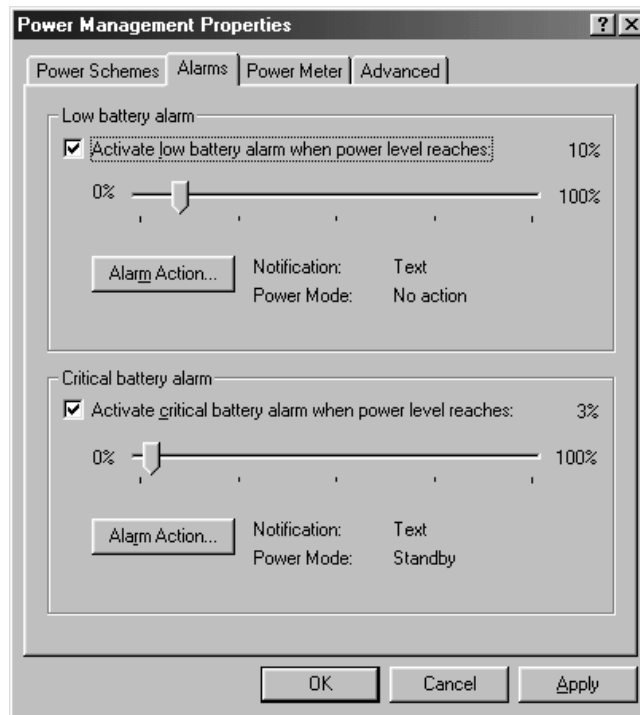
- 4 Save the changes by clicking **OK**.

➡ **To change the alarm options:**

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Double-click the **Power Management** icon (in Windows 98) or the **Power Options** icon (in Windows Me). If you do not see the **Power Options** icon, click **view all Control Panel options**, then double-click the icon.

The Power Management Properties dialog box opens.

- 3 Click the **Alarms** tab.



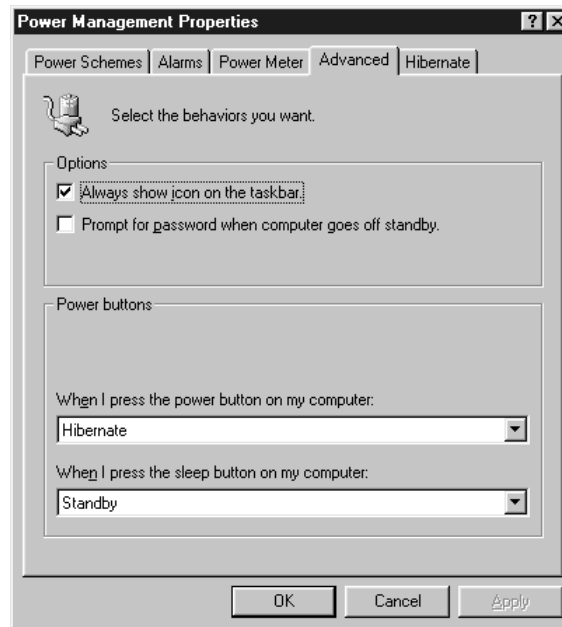
- 4 Adjust the alarm settings, then save the changes by clicking **OK**.

➔ **To change advanced power management settings:**

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Double-click the **Power Management** icon (in Windows 98) or the **Power Options** icon (in Windows Me). If you do not see the **Power Options** icon, click **view all Control Panel options**, then double-click the icon.

The Power Management Properties dialog box opens.

- 3 Click the **Advanced** tab.



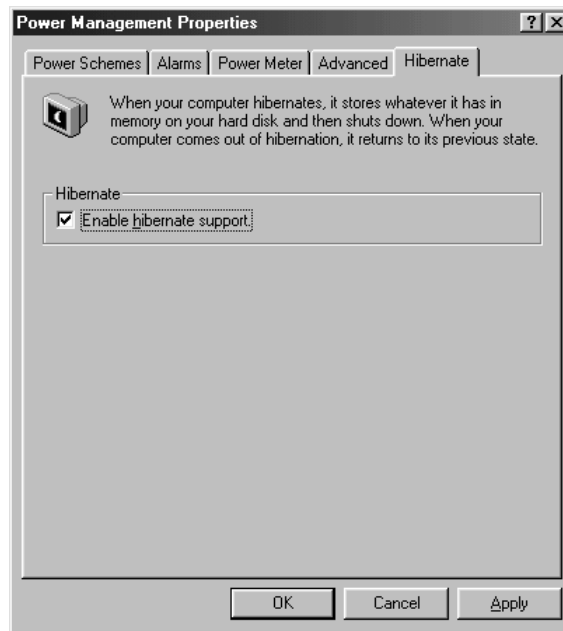
- 4 Change the settings, then save the changes by clicking **OK**.

## ➡ To enable Hibernate support:

- 1 If your notebook supports Hibernate mode and you want to use it, click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Double-click the **Power Management** icon (in Windows 98) or the **Power Options** icon (in Windows Me). If you do not see the **Power Options** icon, click **view all Control Panel options**, then double-click the icon.

The Power Management Properties dialog box opens.

- 3 Click the **Hibernate** tab.



- 4 Select the **Enable hibernate support** check box, then click **Apply**. Hibernate mode is now an option you can select in the Advanced tab
- 5 Click the **Advanced** tab.
- 6 Select **Hibernate** as one of the advanced power settings, then save the changes by clicking **OK**.

# Disabling the backlight dimmer

The screen is set to reduce its brightness 50% while on battery power. You can disable this feature if you want full screen brightness regardless of the power source.

## To disable the backlight dimmer:

- 1 Turn on your notebook.
- 2 As soon as it starts and you see a startup screen, press F2. The BIOS Setup utility opens.
- 3 Open the **Power** menu, then highlight **DC Mode Power Savings** and press ENTER. The DC Mode Power Savings screen opens.
- 4 Select **Customized** by pressing the spacebar, then highlight the **Backlight** field and select **Full** by pressing the spacebar.
- 5 Press ESC.
- 6 Open the **Exit** menu, then select **Exit Saving Changes**.

# Changing SpeedStep settings

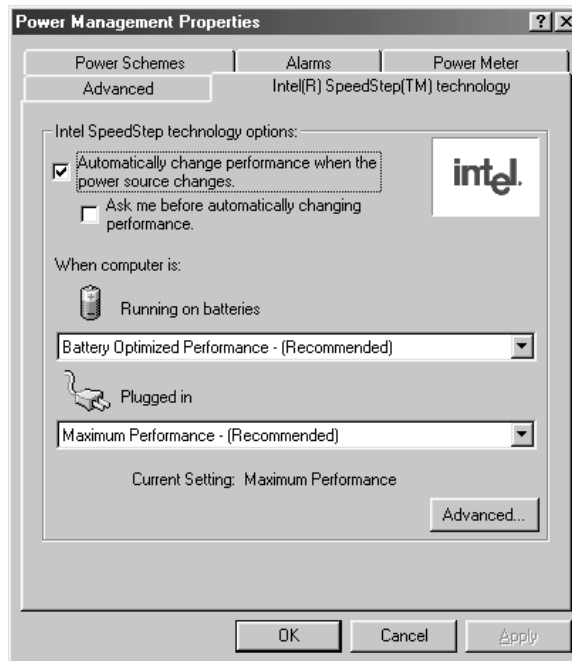
If your notebook has an Intel® SpeedStep™ processor, the processor can change its operating speed according to the power source. Your notebook's default settings operate the processor at full speed while connected to AC power and at reduced speed (which uses less power) while using battery power.

## ➡ To change SpeedStep settings:

- 1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens.
- 2 Double-click the **Power Management** icon (in Windows 98) or the **Power Options** icon (in Windows Me). If you do not see the **Power Options** icon, click **view all Control Panel options**, then double-click the icon.

The Power Management Properties dialog box opens.

- 3 Click the **Intel SpeedStep technology** tab.



4 Change any of the following settings:

- To run the processor at full speed regardless of the power source, change the **Running on batteries** setting to **Maximum Performance**.
- To run the processor at reduced speed (using less power) regardless of the power source, change the **Plugged in** setting to **Battery Optimized Performance**.
- To disable SpeedStep technology control, click **Advanced**, select the **Disable Intel SpeedStep technology control** check box, then click **OK**.
- To remove the SpeedStep icon from the taskbar, click **Advanced**, select the **Remove icon from taskbar** check box, then click **OK**.

5 Click **OK**. Your changes to power management settings are saved.



# Upgrading Your Notebook

# 10

This chapter provides information about adding hardware devices to your notebook. Topics include:

- Installing additional devices such as printers, scanners, and digital cameras
- Connecting the modem
- Adding PC Cards
- Changing bay modules
- Replacing memory and the hard drive

# Installing a printer, scanner, or other peripheral device

Your computer has one or more of the following connectors: IEEE 1394 connectors, Universal Serial Bus (USB) connectors, serial connectors, and parallel connectors. These connections are used for connecting peripheral devices such as printers, scanners, and digital cameras to your notebook. For the location of the connectors, see “About Your Notebook” on page 1

IEEE 1394 connectors and USB connectors are *plug-and-play*, which means that you usually can use a IEEE 1394 device or USB device by just plugging it into the appropriate connector. Windows establishes communication between your computer and the device automatically.

Parallel and serial connector peripheral devices are not plug-and-play, so they usually require a setup program and *device drivers* (small programs that let the device communicate with your computer and other software).

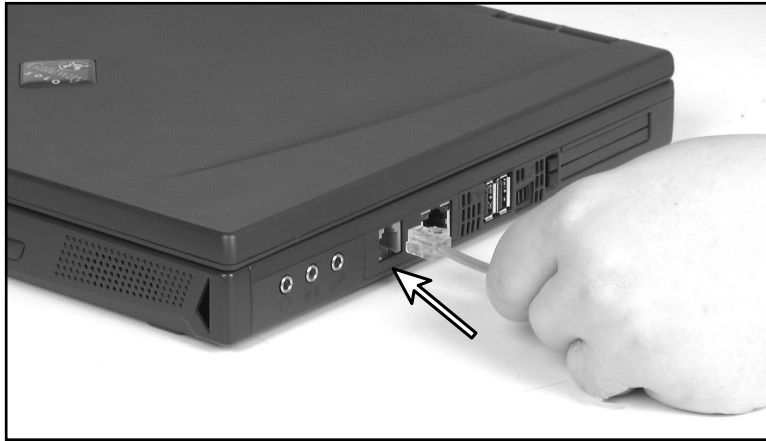
Refer to the device documentation for detailed information and installation instructions.

# Connecting the modem

If your notebook is the 15.0- or 15.7-inch display model, it came with a built-in V.90 56K modem and a telephone cable.

## ➔ To connect the modem:

- 1 Insert one end of the telephone cable into the modem jack on the right side of the notebook.



- 2 Insert the other end of the telephone cable into a telephone wall jack. The modem will not work with digital or PBX telephone lines.
- 3 Start your notebook, then start your communications software.

# Adding PC Cards

Your notebook has two PC Card slots (also known as PCMCIA card slots). These slots accept Type I, II, III, and Zoomed Video cards.

You do not need to restart your notebook when changing most cards because your notebook supports *hot-swapping*. Hot-swapping means that you can insert a PC Card while your notebook is running. If your PC Card does not work after hot-swapping, refer to the PC Card manufacturer's documentation for further information.

## Important



If you are using a Type III PC Card, it must be inserted into the bottom slot.

## ➔ To insert a PC Card:

- Push the card firmly into the PC Card slot label-side up until the outer edge of the card is flush with the side of the notebook. A Type III card must be inserted into the lower slot.



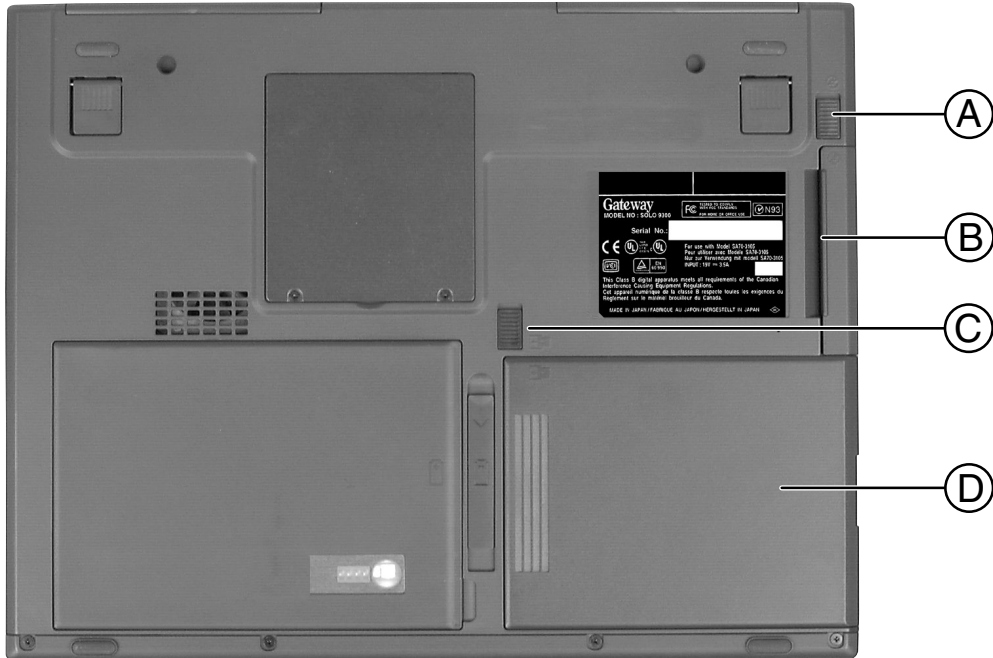
➔ **To remove a PC Card:**

- 1 Release the eject button by pressing the PC Card eject button once.
- 2 Eject the PC Card by pressing the eject button again.



# Changing bay modules

Your notebook has two module bays. The CD/DVD drive bay supports a DVD, CD, CD-R, or CD-RW drive module. The other supports a diskette drive, 120 MB SuperDisk drive, second hard drive, or second battery.



- A CD/DVD drive bay release latch
- B CD/DVD drive bay
- C Modular bay release latch
- D Modular bay

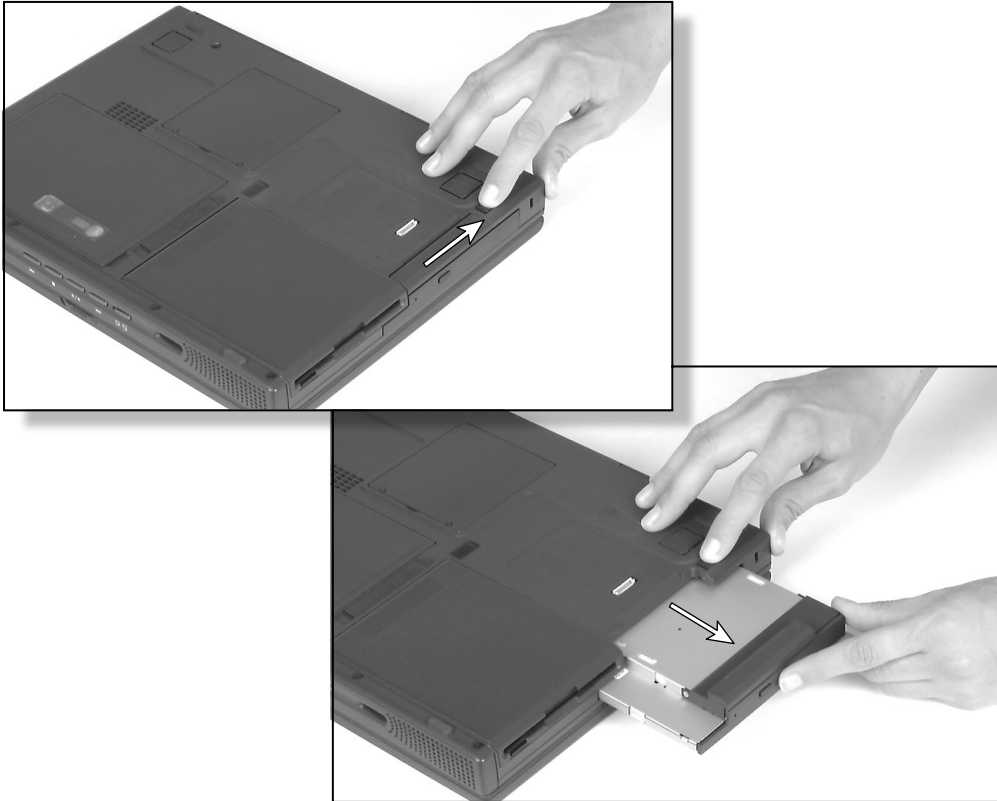
## Important



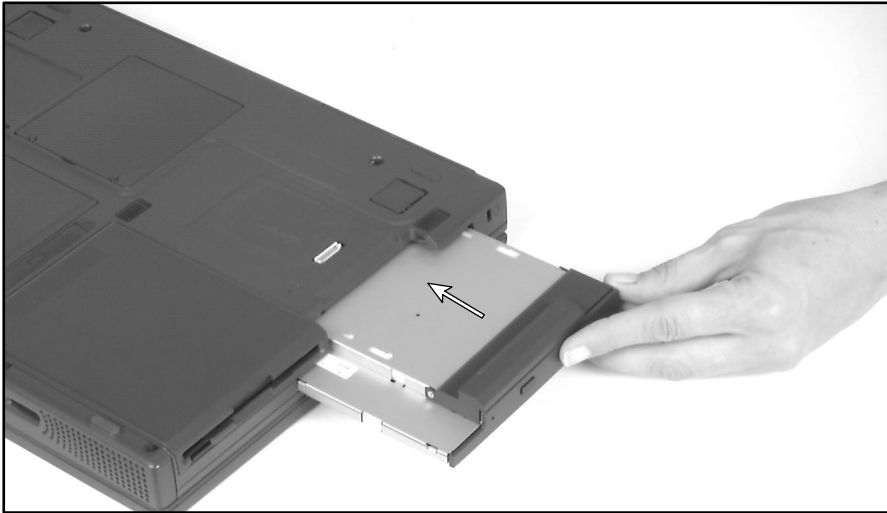
When changing modules, you must shut down your notebook before replacing the module and restart the notebook after the new module is correctly installed.

➔ **To change bay modules:**

- 1 Save all work, and then shut down your notebook.
- 2 Close the cover and turn your notebook over.
- 3 Locate the appropriate module bay access latch.
- 4 Slide and hold the latch open, then pull the module straight out and away from your notebook.



- 5 Firmly push the new module straight into the bay until the latch clicks into place.



- 6 Restart your notebook.

# Preventing static electricity discharge

The components inside your notebook are extremely sensitive to static electricity, also known as *electrostatic discharge* (ESD).

## Caution



ESD can permanently damage electrostatic discharge sensitive components in the notebook. Prevent ESD damage by following ESD guidelines every time you open the notebook case.

Before opening the memory bay, follow these guidelines:

- Turn off the notebook power.
- Wear a grounding wrist strap (available at most electronics stores) and attach it to a bare metal part of the notebook.

## Warning



To prevent risk of electric shock, do not insert any object into the vent holes of the power supply.

- Touch a bare metal surface on the back of the notebook.
- Unplug the power and modem cables.
- Remove the battery pack.

Before working with notebook components, follow these guidelines:

- Avoid static-causing surfaces such as carpeted floors, plastic, and packing foam.
- Remove components from their antistatic bags only when you are ready to use them. Do not lay components on the outside of antistatic bags because only the inside of the bags provide electrostatic protection.
- Always hold memory modules by their edges. Avoid touching the edge connectors and components on the modules. Never slide memory modules over any surface.

## Warning



To avoid exposure to dangerous electrical voltages and moving parts, turn off your notebook and unplug the power cord before opening the case.

# Installing memory

Your notebook uses memory modules called SO-DIMMs (Small Outline Dual Inline Memory Modules). The modules are available in various capacities and any module can be placed in any available slot. Use only PC100 memory modules for upgrading your memory.

## To add or replace memory modules:

- 1 Shut down your notebook, then remove the battery and disconnect all power cords. Follow the precautions stated in “Preventing static electricity discharge” on page 117.

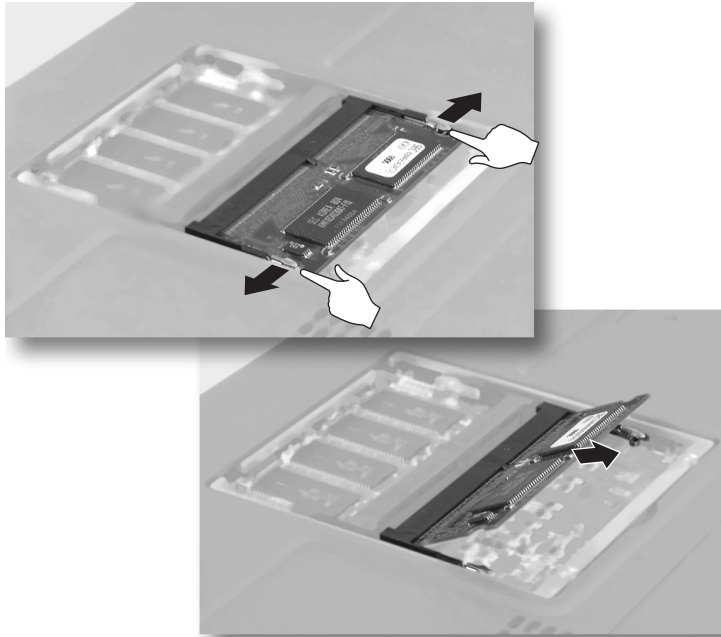
### **Warning**



To avoid injury, disconnect all power cords and remove the battery before removing the memory bay cover. Replace the memory bay cover before reconnecting power.

- 2 Remove the memory bay cover screws, then remove the memory bay cover. For the location of the memory bay cover, see “Bottom” on page 7.

- 3** If you are removing a module, gently press outward on both clips at either end of the memory module until the module tilts upward.



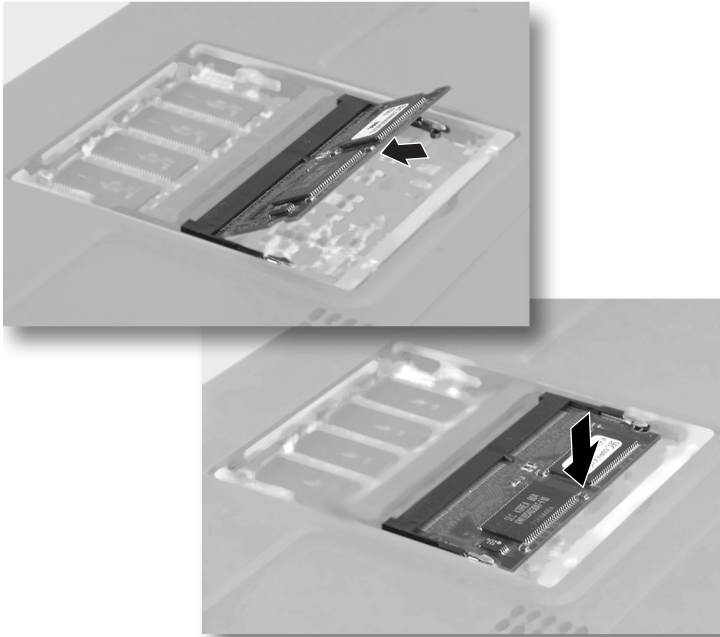
- 4** Pull the memory module out of the slot.

- 5 Hold the new or replacement module at a 30-degree angle and slide it into the empty memory slot.

**Important**



Use only PC100 (100 MHz) memory modules.



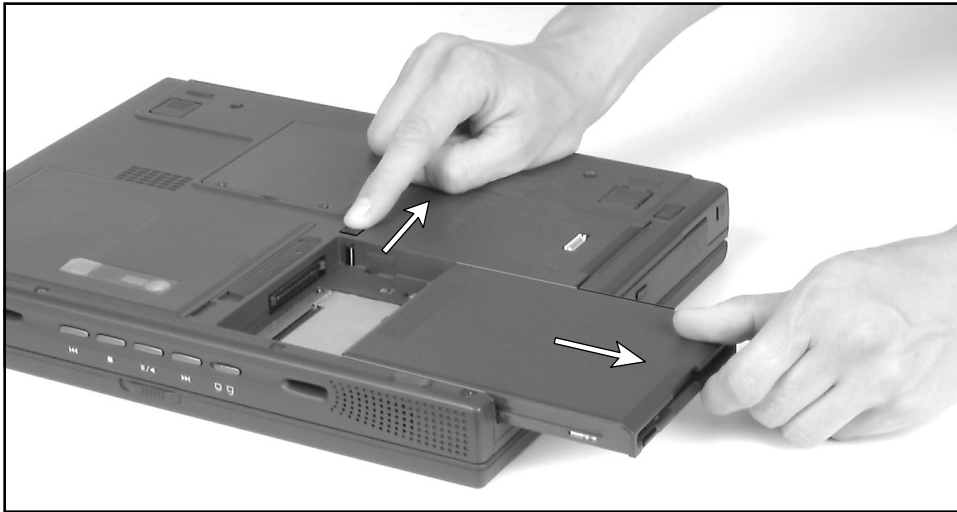
- 6 Gently push the module down until it clicks in place.
- 7 Replace the memory bay cover, then replace the screws.
- 8 Insert the battery or connect the power adapter, and turn on your notebook.

# Replacing the main hard drive

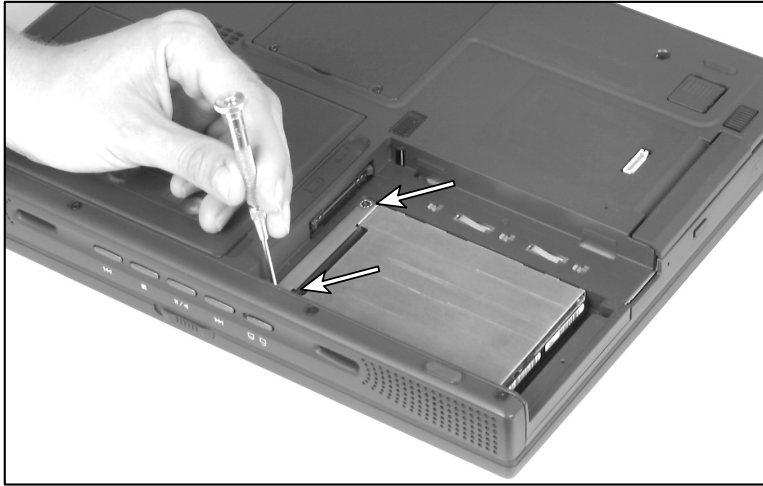
If you would like more hard drive capacity, you can install a second hard drive or replace your original drive with a higher-capacity drive. To replace the drive, follow the instructions below.

## ➡ To replace the main hard drive:

- 1 Shut down your notebook, close the cover, and turn your notebook over.
- 2 Slide the module bay latch and pull the module straight out from the notebook. The main hard drive is located beneath the module.



- 3** Remove the two screws that secure the hard drive to the notebook.



- 4** Slide the hard drive away from the connector and remove it from the bay.



- 5** Place the new hard drive in the bay and slide it into the connector.
- 6** Replace the two screws to secure the hard drive to the notebook.
- 7** Reinstall the module and connect the power.



# Travel Tips and Accessories

# 11

This chapter contains helpful hints for using your notebook while traveling and information on various accessories that you can buy for your notebook.

# Travel tips

These tips can make traveling with your notebook more convenient and trouble-free. For more information about your notebook and how to solve common problems, double-click the **HelpSpot** or **QuickAnswers** icon on the Windows desktop. This chapter provides information on:

- Using the modem
- Transferring files
- Protecting your notebook from loss and theft
- Managing your notebook's power efficiently

## Modem

- Take a telephone cord to connect the modem to telephone jacks. If you are traveling internationally, take telephone jack adapters or an acoustic handset coupler.
- Take a telephone line protector.
- Take a telephone line tester to check for unsafe lines, especially if you are traveling internationally.
- Take a list of ISP dial-up numbers with you so you can connect to your ISP while outside of your usual calling area. A list of country dialing codes may be especially useful.
- Download entire Web sites that you frequently refer to for off-line viewing if you will be traveling for extended periods without access to an Internet connection.

## Files

- Copy your working files from your desktop computer to your notebook before you travel.
- If you need to access your desktop computer files from your notebook while traveling, set up the desktop computer for remote access.
- Take extra diskettes for transferring files between computers and backing up files.

# Security

- Get a locking cable for your notebook so you can attach a cable lock and leave the notebook in your hotel room while you are away.
- Always keep your notebook with you while waiting in airports, train stations, or bus terminals.
- Be ready to claim your notebook as soon as it passes through the x-ray machine in security checkpoints.
- Write down your notebook model number and serial number (available on the system label) in case of theft or loss, and keep the information in a safe place. Also, tape your business card or an address label to your notebook and accessories.
- Whoever sits next to you or behind you can see your notebook display. Avoid working with confidential documents until you can be sure of privacy.
- Use a startup password to restrict access to your notebook. You can find the password setup in the Security menu of the BIOS Setup utility.

## To create a startup password:

- 1 Restart your notebook. As soon as you see a startup screen, press F2. The BIOS Setup utility opens.
- 2 Open the **Security** menu, then highlight **Password on boot** and press ENTER.
- 3 Highlight **Enabled**, then press ENTER.
- 4 Highlight **Set Supervisor Password**, then press ENTER and follow the instructions.
- 5 Highlight **Set User Password**, then press ENTER and follow the instructions.
- 6 Exit the BIOS Setup utility by opening the **Exit** menu, then selecting **Exit Saving Changes**. When you start your notebook, you are prompted to enter the user password you set in Step 5.

# Power

To get the best performance from your notebook, avoid using the battery whenever possible, monitor the battery charge status, and use the most efficient power management settings.

## Using alternate power sources

- Charge the battery whenever possible. If traveling internationally, take electrical adapters. Save the battery for times when you cannot use a power adapter.
- If you will have access to an EmPower™ in-flight power receptacle or an automobile cigarette lighter, take an airplane/automobile power adapter. Save the battery for times when you cannot use a power adapter.
- To use the AC power adapter in airports, look for outlets next to support pillars, in areas such as boarding gates, and under public telephones.
- Take a single-plug power surge protector.
- Take an extra battery for your notebook and fully charge all batteries before leaving on your trip. For information on how to change the battery, see “Changing batteries” on page 96.

## Monitoring the battery charge

Closely monitor the battery power. When the battery gets low, change it or connect to AC power immediately to prevent losing any unsaved work. For more information on monitoring the battery charge, see “Checking battery status” on page 94.

## Conserving battery power

Save power whenever possible. For information on saving battery power, see “Conserving battery power” on page 95.

# Accessories

Gateway offers accessories that can help you make the most of using your notebook.

## **Batteries and automobile/airplane power adapters**

If you run your notebook on battery power for extended periods, you may want to buy an additional battery so that you can swap batteries when necessary.

With an automobile/airplane power adapter, you can save battery power by plugging your notebook into an automobile cigarette lighter or an airplane in-flight power receptacle.

## **Carrying cases**

Gateway has large-capacity carrying cases if you need additional space for accessories or supplies.

## **Docking stations**

Although you can attach external devices directly your notebook, a docking station lets you make all of those connections at once. When you travel with your notebook, you merely disconnect from the docking station instead unplugging all the external devices.

A docking station also provides additional ports and other expansion features not included with your notebook.

## **External keyboards and monitors**

You can attach an external keyboard or monitor to your notebook or docking station.

## **Memory**

Large programs, such as multimedia games or graphics programs, use a lot of memory. If your programs are running more slowly than you think they should, try adding more memory.

## **Printers**

You can attach almost any type of printer to your notebook. The most common types are inkjet and laser printers, which print in color or black and white.

Inkjet printers and cartridges are relatively inexpensive, but they are slower than laser printers. Using an inkjet color printer, you can print pictures, banners, and greeting cards.

Laser printers and cartridges are more expensive, but they print much faster than inkjet printers. Laser printers are better than inkjet printers when you are printing large documents.

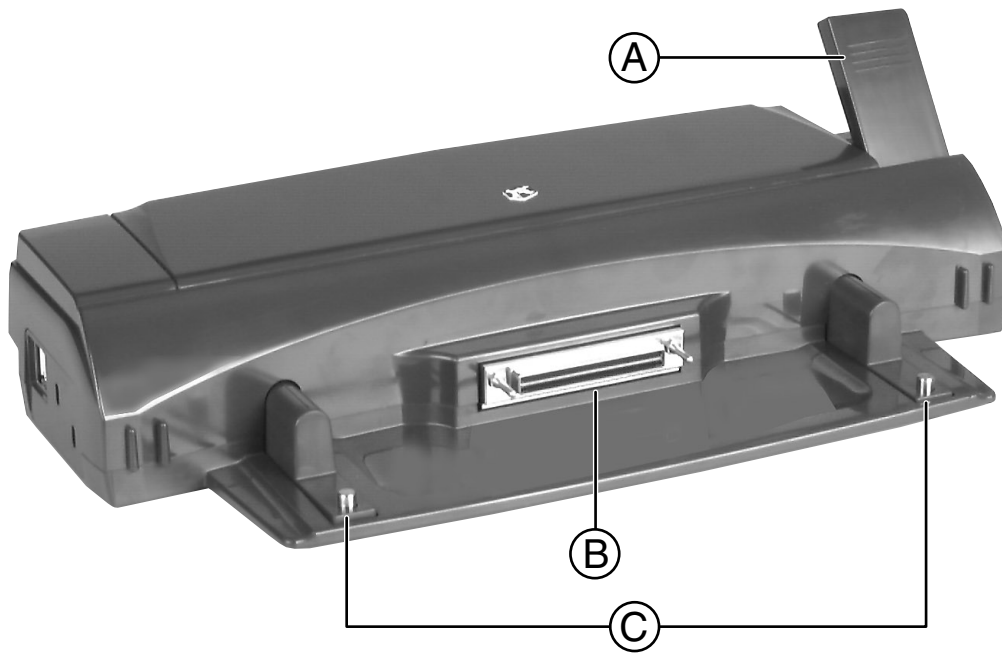
# Using the Solo Port Replicator

12

The optional port replicator gives you a convenient way to attach external devices such as a monitor, a full-size keyboard, or an AC power adapter.

Although devices can be attached directly to the connectors on the notebook rear panel, the port replicator lets you make all of those connections in one step. The port replicator also gives you access to additional connectors not found on the notebook rear panel.




# Front



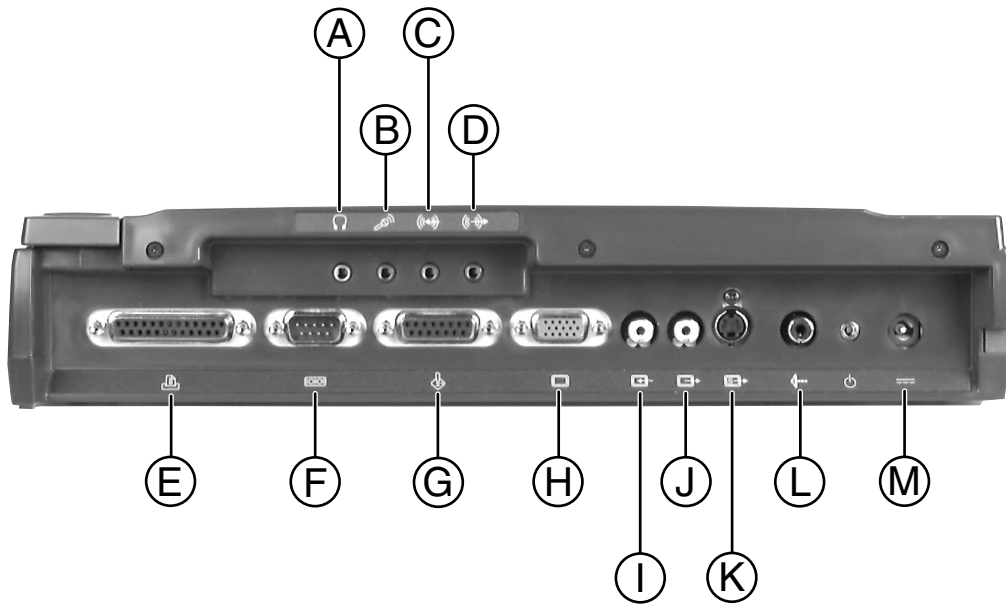
Component	Description
A	Release latch
B	Docking connector
C	Docking posts






# Left side











Component	Icon	Description
<b>A</b> USB connectors		Plug a USB device (such as a USB scanner) into one of these connections. When the notebook is docked, only the USB connectors on the docking station are available.
<b>B</b> Dual-mode Kensington lock slot		Secure your notebook and docking station to an object by connecting a Kensington cable lock to these slots. Connect the lock here to secure only the docking station (left slot).
		Connect the lock here to secure both the docking station and the notebook (right slot).

# Back





Component	Icon	Description
A Speaker Out/Headphone connection		Plug external speakers or headphones into this connection.
B Microphone connection		Plug a microphone into this connection. While the external microphone is connected, the built-in microphone is disabled.
C Line In connection		Connect an external audio source (such as a stereo) to this connection so you can record sound on your notebook or play sound through the notebook speakers.
D Line Out connection		Connect an external audio device (such as a stereo) to this connection so you can play your notebook audio through that device.
E Parallel connection		Plug a parallel device (such as a printer) into this connection.

Component	Icon	Description
<b>F</b> Serial connection		Plug a serial device (such as a serial mouse) into this connection.
<b>G</b> Joystick/MIDI connection		Plug a game joystick or an electronic MIDI musical instrument into this connection. This connection provides both MIDI in and out capabilities.
<b>H</b> VGA (monitor) connection		Plug an external monitor into this connection.
<b>I</b> Composite Video In (TV In) connection		Plug a standard RCA cable into this connection and the connection on a TV, VCR, or camcorder so you can record video or capture an image on your notebook. Functionality depends on your notebook.
<b>J</b> Composite Video Out (TV Out) connection		Plug a standard RCA cable into this connection and the connection on a TV or VCR so you can view your notebook screen on a TV.
<b>K</b> S-Video Out connection		Plug a standard S-Video cable into this connection and the connection on an S-Video device.
<b>L</b> S/PDIF digital audio output connection		Plug a standard RCA cable into this connection and the connection on a digital audio device.
<b>M</b> Power connection		Plug the AC power adapter into this connection. Use only the Solo 9300 power adapter.

## Right side



Component	Icon	Description
<b>A</b> Mouse		Plug a PS/2 mouse into this connection.
<b>B</b> Keyboard		Plug a PS/2 keyboard into this connection.

# Attaching to the replicator

You can attach your notebook to the port replicator while your notebook is off, on, or in Standby/Suspend mode.

## ➡ To attach your notebook to the replicator:

- 1 Connect external devices to the connectors on the replicator.
- 2 Lift the release latch on the replicator.
- 3 Align the connector holes on the bottom of your notebook with the docking posts on the replicator.



- 4 Press down on the release latch until it snaps into place.



**Important**



The notebook may detect additional devices and add drivers after being attached to the port replicator. This process must be completed for components to work properly. Follow any on-screen instructions, if necessary.

**➡ To separate the notebook from the replicator:**

- 1 Click **Start**, then select **Eject PC**.
- 2 Lift the release latch on the replicator until the notebook is disconnected from the docking connection on the replicator.
- 3 Lift the notebook away from the docking posts.

# Using composite video or S-Video

The Composite Video Out connection lets you view your notebook display on a TV screen using a standard RCA video cable. The S-Video Out connection lets you view your notebook display on a TV screen using a standard S-Video cable.

## Important



To enable external video by default, connect the TV (or other external viewing device) before starting your notebook.

The Composite Video In connection (functionality depends on your notebook) lets you view video or still images from a VCR or video camera using a standard RCA video cable. The MGI VideoWave III video capture program lets you capture video or still images and store them on your hard drive. For information on using MGI VideoWave III, see “Using composite video” on page 76.

## Important



DVD playback to a VCR will be scrambled by copyright protection technology.

## ➔ To connect your notebook to a TV:

- 1 Connect one end of a standard RCA video cable to the Composite Video Out connection on the port replicator, or connect one end of a standard S-Video cable to the S-Video Out connection on the port replicator.
- 2 Connect the other end of the cable to the Video In connector on your television or VCR.
- 3 Switch the display to Composite Video Out or S-Video Out by pressing FN+F3.
- 4 Reset your display screen area setting to 640 × 480 with large text fonts for best viewing.



### **To connect a VCR or camera to your notebook:**

- 1** Connect one end of a standard RCA video cable to the Composite Video In connection on the port replicator.
- 2** Connect the other end of the cable to the Video Out connector on your VCR or camera.

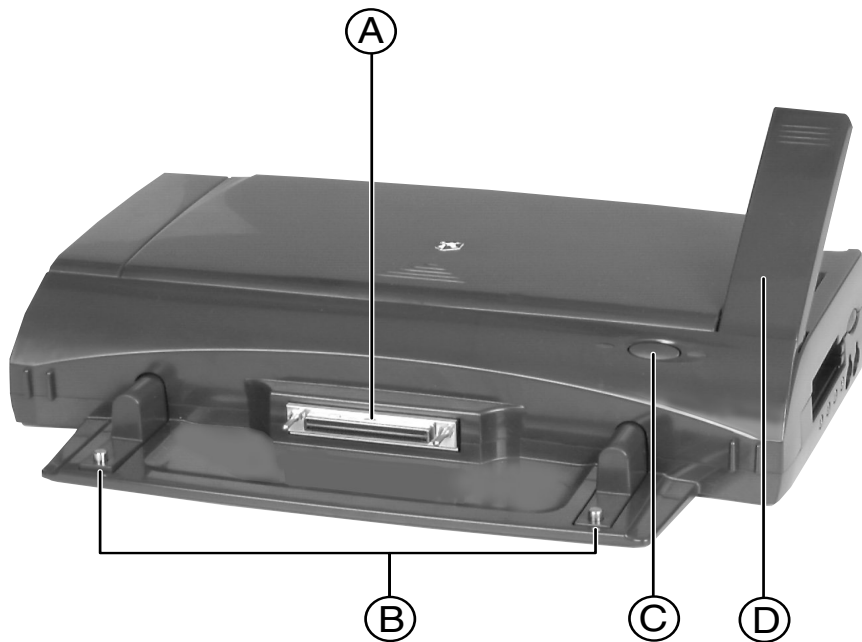
# Using the Solo Docking Station

13

The optional docking station gives you a convenient way to attach external devices such as a monitor, a full-size keyboard, or an external pointing device.

Although devices can be attached directly to the connections on the rear panel, the docking station lets you make all of those connections in one step. It also provides additional connections and other expansion features.





# Front



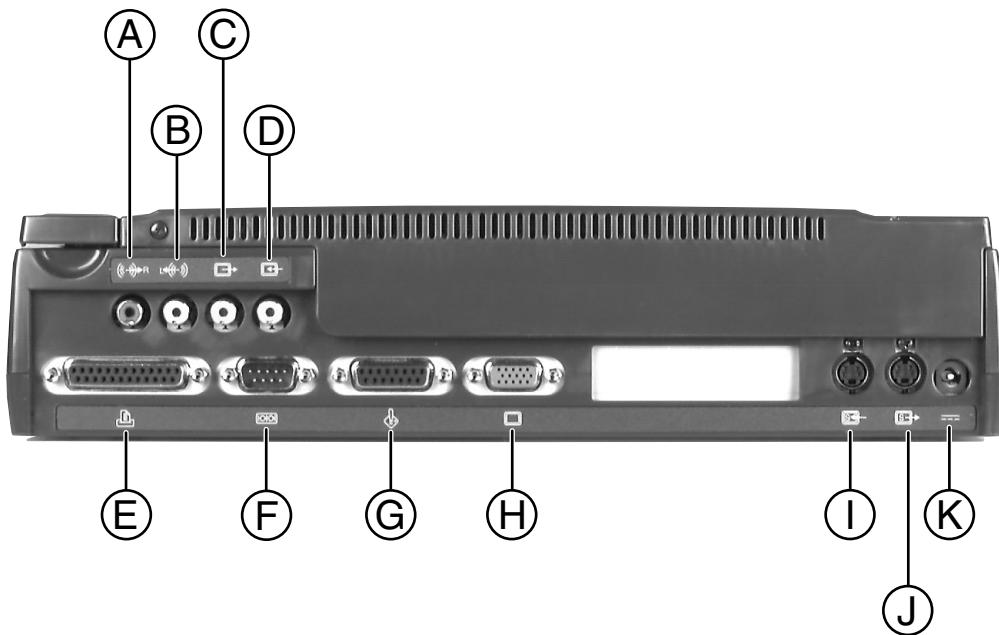
Component	Description
A	Docking connector
B	Docking posts
C	Docking eject button
D	Release latch

# Left side









Component	Icon	Description
<b>A</b> S/PDIF digital audio output connection		Plug a standard RCA cable into this connection and the connection on a digital audio device.
<b>B</b> USB connections		Plug a USB device into one of these connections. These connections and the notebook USB connections can be used at the same time.
<b>C</b> Dual-mode Kensington lock		Secure your notebook and docking station to an object by connecting a Kensington cable lock to these slots.
		Connect the lock here to secure only the docking station (left slot).
		Connect the lock here to secure both the docking station and the notebook (right slot).

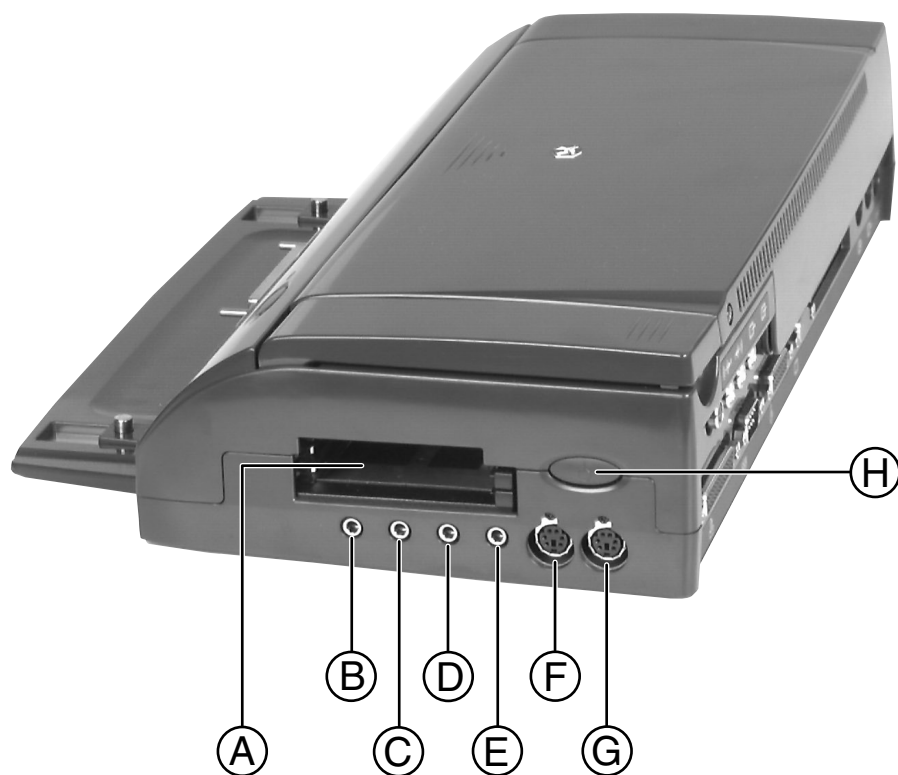
# Back










Component	Icon	Description
<b>A</b> Right channel analog audio out connection		Plug in an audio device to this connection for a right stereo channel-only audio connection.
<b>B</b> Left channel analog audio out connection		Plug in an audio device to this connection for a left stereo channel-only audio connection.
<b>C</b> Composite Video Out (TV Out) connection		Plug a standard RCA cable into this connection and the connection on a TV or VCR so you can view your notebook screen on a TV.
<b>D</b> Composite Video In (TV In) connection		Plug a standard RCA cable into this connection and the connection on a TV, VCR, or camcorder so you can record video or capture an image on your notebook. Functionality depends on your notebook.
<b>E</b> Parallel connection		Plug a parallel device (such as a printer) into this connection.

Component	Icon	Description
<b>F</b> Serial connection		Plug a serial device (such as a serial mouse) into this connection.
<b>G</b> Joystick/MIDI connection		Plug a game joystick or an electronic MIDI musical instrument into this connection. This connection provides both MIDI in and out capabilities.
<b>H</b> Monitor (VGA) connection		Plug an external monitor into this connection.
<b>I</b> S-Video In connection		Plug a standard S-Video cable into this connection and the connection on an S-Video device. Functionality depends on your notebook.
<b>J</b> S-Video Out connection		Plug a standard S-Video cable into this connection and the connection on an S-Video device.
<b>K</b> Power connection		Plug the AC power adapter into this connection. Use only the Solo 9300 power adapter.

## Right side



Component	Icon	Description
<b>A</b> PC Card slots		Insert Type I, II, and III PC Cards into these slots.
<b>B</b> Speaker Out/ Headphone connection		Plug external speakers or headphones into this connection.
<b>C</b> Microphone connection		Plug a microphone into this connection. While the external microphone is connected, the built-in microphone is disabled.
<b>D</b> Line In connection		Connect an external audio source (such as a stereo) to this connection so you can record sound on your notebook or play sound through the notebook speakers.
<b>E</b> Line Out connection		Connect an external audio device (such as a stereo) to this connection so you can play your notebook audio through that device.
<b>F</b> Mouse connection		Plug a PS/2 mouse into this connection.
<b>G</b> Keyboard connection		Plug a PS/2 keyboard into this connection.
<b>H</b> Power button		Use this as an alternate power button.

# Docking your notebook

You can attach your notebook to the docking station while your notebook is off, on, or in Standby/Suspend mode.

## Important



When the notebook is docked, the docking station must be connected to AC power to function properly.

## ➔ To dock your notebook:

- 1 Refer to the docking station's packing materials for first-time setup instructions.
- 2 Connect external devices to the docking station.
- 3 Lift the release latch on the docking station.
- 4 Align the connector holes on the bottom of your notebook with the connector posts on the docking station.



- 5 Press down on the release latch until it snaps into place.



 **To undock your notebook:**

- 1 Click **Start**, then select **Eject PC** or press the Docking Eject button on the front of the docking station. The Eject PC menu item appears in the Start menu only while the notebook is docked.
- 2 Lift the release latch on the docking station until the notebook is disconnected.
- 3 Lift the notebook off of the docking posts.

# Adjusting audio settings

Your notebook is configured to use only its internal audio connections and speakers, even while docked. To enable the docking station's external speakers and audio connections, you must change audio settings (the settings are changed automatically in Windows NT and Windows 2000). You can also configure the notebook's internal speakers (analog audio) to pass through the digital audio connection to the docking station.

## To enable the docking station's external speakers and audio connections in Windows Me:

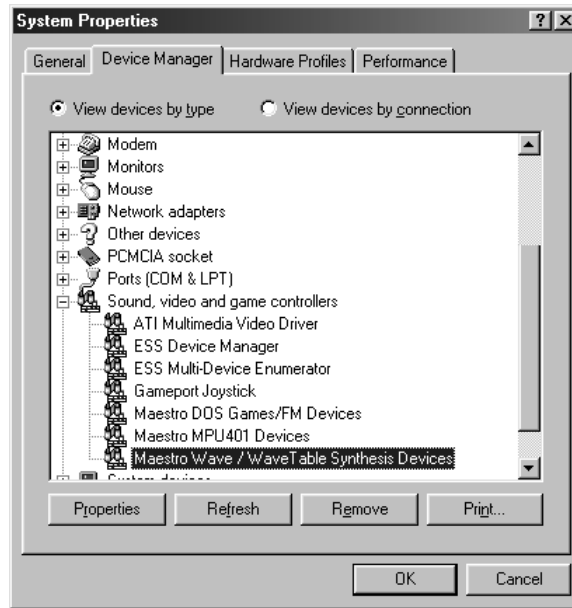
- 1 Double-click the speaker icon on the taskbar. The Volume Control dialog box opens.
- 2 Click **Advanced**. The Advanced Controls for Volume Control dialog box opens.
- 3 Click **Docked Speakers** for analog audio. The docking station audio connectors are enabled. See "Right side" on page 146 to locate the analog audio output connector.

- OR -

Click **Enable S/PDIF** for digital audio. The docking station digital audio connector is enabled. For the S/PDIF digital audio output connector's location, see "Left side" on page 143.

➔ **To enable the docking station's external speakers and audio connections in Windows 98:**

- 1 Start your notebook, right-click the **My Computer** icon, then select **Properties** from the pop-up menu.
- 2 Click the **Device Manager** tab, then double-click **Sound, video and game controllers**. A list of controllers appears.



- 3 Double-click **Maestro Wave / WaveTable Synthesis Devices**, then click the **Dock Settings** tab.
- 4 Select **Use my dock's audio ports and external speakers while docked**, then click **OK**. The docking station's audio connections and external speakers are enabled.

➔ **To route analog audio through the digital audio connection in Windows 98:**

- 1 Right-click the **My Computer** icon, then select **Properties** from the pop-up menu.
- 2 Click the **Device Manager** tab, then double-click **Sound, video and game controllers**. A list of controllers appears.

- 3 Double-click **Maestro Wave / WaveTable Synthesis Devices**, then click the **Dock Settings** tab.
- 4 Select the **Use my notebook's audio ports and internal speakers while docked** check box, then click **OK**.
- 5 Open the Audio Properties dialog box again, then click the **Audio Settings** tab.
- 6 Select the **Direct all audio output to the digital audio port (Optical or S/PDIF)** check box, then click **OK**. All audio is now passed through the digital audio connection.

# Using composite video or S-Video

The *Composite Video Out* connection lets you view your notebook display on a TV screen using a standard RCA video cable. The *S-Video Out* connection lets you view your notebook display on a TV screen using a standard S-Video cable.

## Important



To enable external video by default, connect the TV (or other external viewing device) before starting your notebook.

The *Composite Video In* connection lets you view video or still images from a VCR or video camera using a standard RCA video cable. The *S-Video In* connection lets you view video or still images from a VCR or video camera using a standard S-Video cable. Functionality of these Video In connections depends on your notebook.

The MGI VideoWave III video capture program lets you capture motion video or still images and store them on your hard drive. For more information on using MGI VideoWave III, see “Using MGI VideoWave III” on page 77.

## Important



DVD playback to a VCR will be scrambled by copyright protection technology.

## ➔ To connect your docking station to a TV:

- 1 Connect one end of a standard RCA video cable to the Composite Video Out connection on the docking station, or connect one end of a standard S-Video cable to the S-Video Out connection on the docking station.
- 2 Connect the other end of the cable to the Video In connection on your television or VCR.
- 3 Switch the display to Composite Video Out or S-Video Out by pressing FN+F3.
- 4 Reset your display screen area to 640 × 480 resolution with large text fonts for best viewing.

 **To connect a VCR or camera to your docking station:**

- 1** Connect one end of a standard RCA video cable to the Composite Video In connection on the docking station, or connect one end of a standard S-Video cable to the S-Video In connection on the docking station.
- 2** Connect the other end of the cable to the Video Out connection on your VCR or camera.

# Installing a PCI card

You can install one standard half-length PCI card in your docking station.

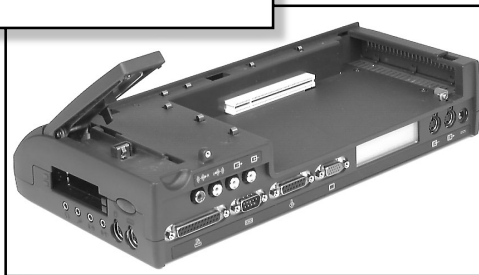
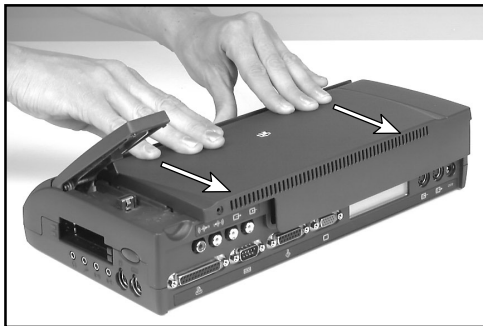
## ➡ To install a PCI card:

- 1 Remove the screw on the back of the docking station.

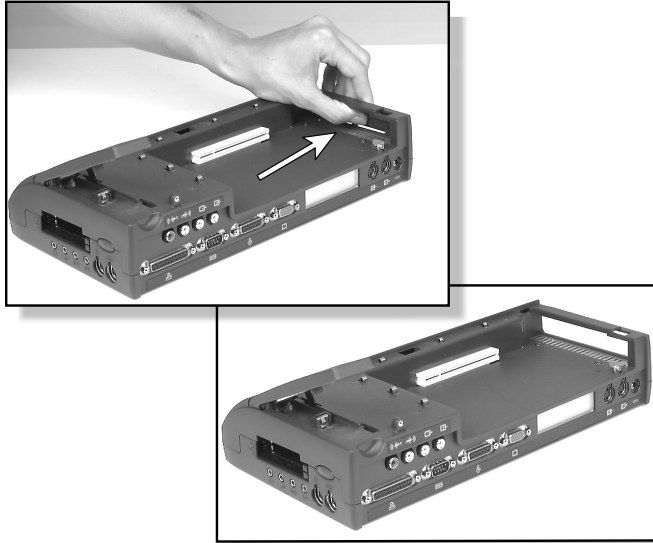


- 2 Lift the release latch on the docking station.

- 3 Slide the cover straight back and lift it off.

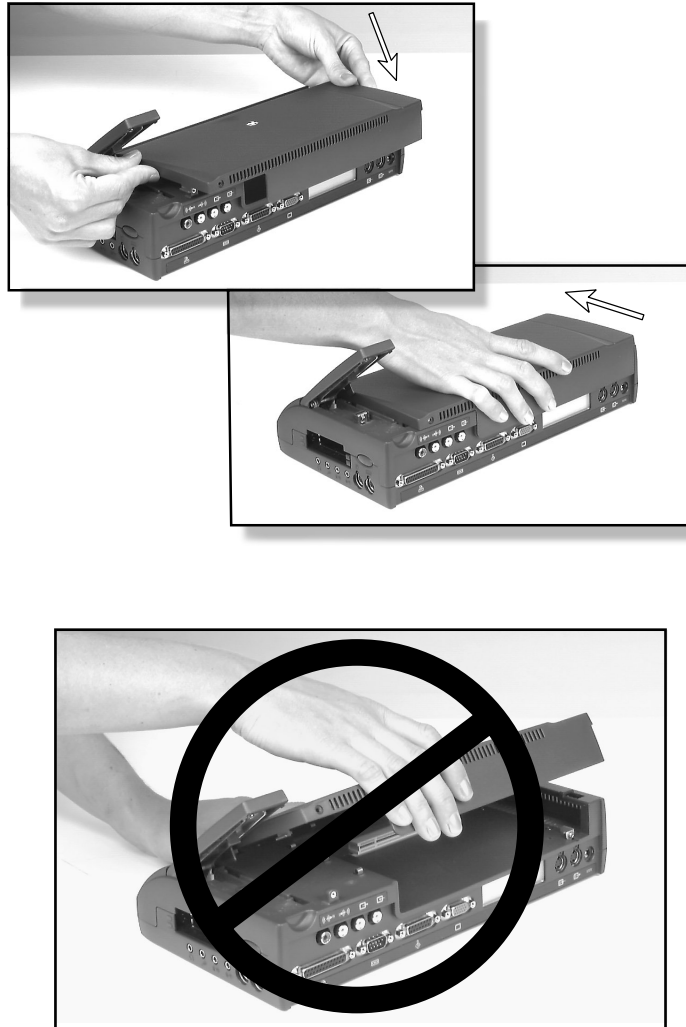


- 4 If your card requires access for cables, push out the side panel cover and store it in a safe place.



- 5 Remove the retaining screw from the card bracket in the card bay.
- 6 Install the PCI card in the card slot.
- 7 Secure the card by replacing the retaining screw.

- 8 Replace the cover by setting it flat on the docking station and sliding it forward into place. Do not tilt the cover.



- 9 Replace the screw that secures the cover to the docking station.

**Important**



The PCI card bay cover is locked when the release latch is down and the docking station is secured using the Kensington lock slot.



# Getting Help

# 14

This chapter tells you about additional information resources available to help you use your notebook. If these resources do not provide the information you need, technical support resources are available.

# For more information . . .

Gateway has provided these additional resources to help you get the most out of your Gateway PC.

## HelpSpot

*HelpSpot* is an easily accessible set of Help files, troubleshooters, instructional videos, and automated support for Windows Me. Use HelpSpot to answer questions about Windows and to help you quickly discover and use the many features of your Gateway notebook.

### ➡ To start HelpSpot:

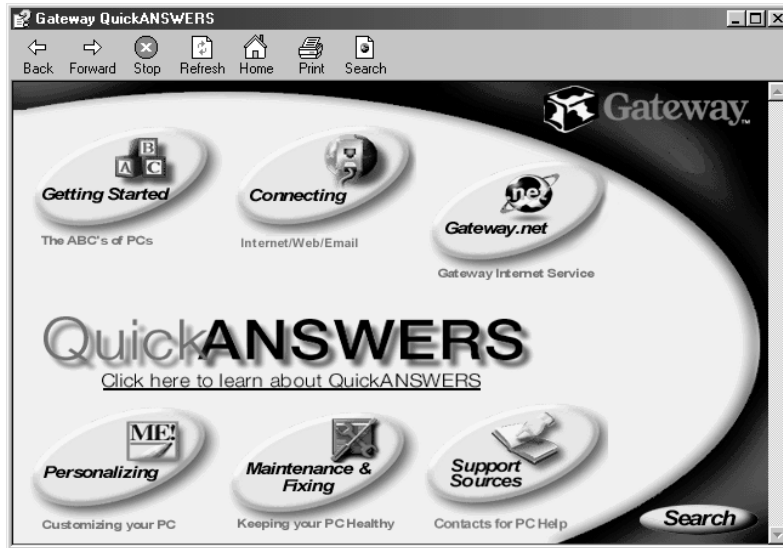
- 1 Click **Start**, then select **Help**. HelpSpot starts.
- 2 Click a link or do a search for more help information.



# QuickANSWERS

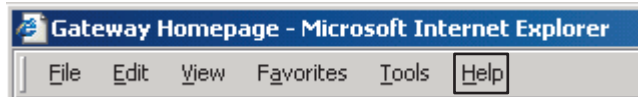
*QuickANSWERS* is an easily accessible interactive guide for use with Windows 98 and is designed to help you quickly discover and use the many features of your Gateway computer.

Double-click the **QuickAnswers** icon to get help with everything from finding a file to backing up your hard drive.

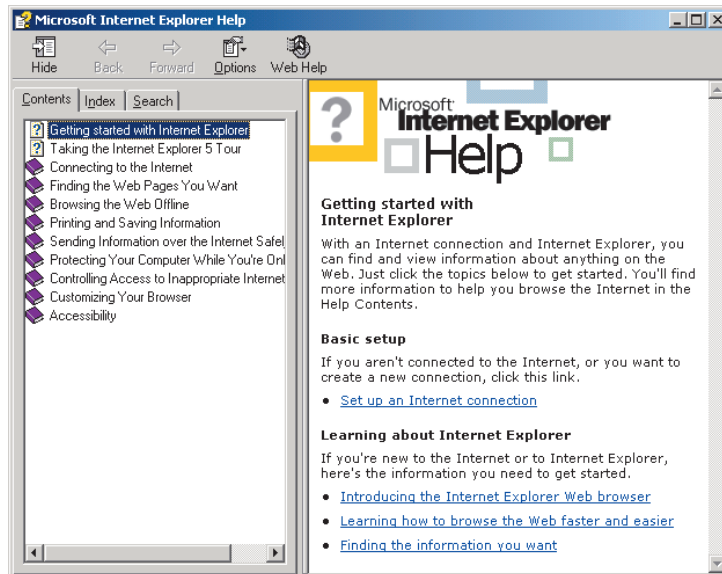


# Online help

Many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. Most online help information can be accessed by selecting a topic from a **Help** menu or by clicking a **Help** button.

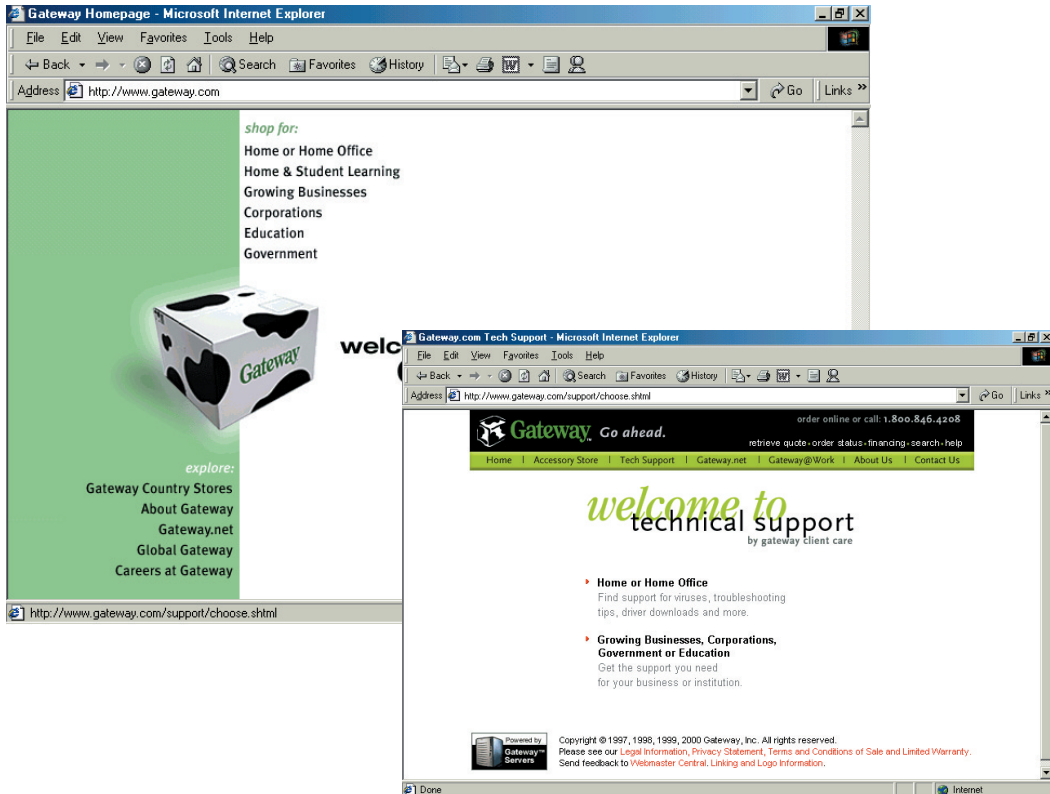


You can search for information by viewing the help content, checking the index, searching for a topic or keyword, or browsing through the online help.



# Gateway Web site

Gateway provides a variety of information on its Web site to help you use your notebook.



Visit the Gateway Web site at [www.gateway.com](http://www.gateway.com) for:

- Technical documentation and product manuals
- Technical tips and support
- Hardware drivers
- A glossary of computer terms
- Frequently asked questions (FAQs)

For more information about connecting to the Internet, see “Accessing your Internet account” on page 81.

# Before calling for technical support

If you have a technical problem with your notebook, follow these recommendations before contacting Gateway technical support:

- Make sure that your notebook is connected properly to a grounded AC outlet that is supplying power. If you use a power strip, make sure that it is switched on.
- If a peripheral such as a keyboard or mouse does not appear to work, make sure that all cables are plugged in securely.
- If you have recently installed hardware or software, make sure that you have installed it according to the instructions provided with it. If you did not purchase the hardware or software from Gateway, refer to the manufacturer documentation and technical support resources.
- If you have “how to” questions about using a program, consult:
  - Online Help
  - Printed documentation
  - The Microsoft Windows manual
  - The software publisher’s Web site
- Consult the troubleshooting chapter of *Maintaining and Troubleshooting Your Gateway Solo Notebook*.

## Warning



To avoid bodily injury, do not attempt to troubleshoot your notebook problem if:

- Power cords or plugs are damaged
- Liquid has been spilled into your notebook
- Your notebook was dropped
- The cabinet was damaged

Instead, unplug your notebook and contact a qualified computer technician.

# Technical support resources

Gateway offers a wide range of customer service, technical support, and information services. If you have questions or problems, contact the Gateway service that is most appropriate for your needs:

Resource	Service description	How to reach
Automated troubleshooting system (ATS)	Use an automated menu system and your telephone keypad to find answers to common problems.	800-846-2118 (US) 877-709-2945 (Canada)
Fax on demand support	Order a catalog of documents on common problems, then order documents by document numbers. The documents will be faxed to you.	800-846-4526 (US) 877-709-2951 (Canada)
Gateway's fee-based software tutorial service	Get tutorial assistance for software issues billed by the issue or by the minute.	800-229-1103 (by issue) 900-555-4695 (by minute)
World Wide Web	Access a variety of online information about Gateway, its products, and its software and hardware manufacturers.	<a href="http://www.gateway.com/support">www.gateway.com/support</a>
E-mail support services	Get help by submitting an e-mail form to one of Gateway's support services. Several e-mail support services are available. Complete an e-mail form, then click <b>Submit</b> at the bottom of the form. Your e-mail goes to an online service representative who will assist you as quickly as possible.	<a href="http://www.gateway.com/support/contact/index.shtml">http://www.gateway.com/support/contact/index.shtml</a>
Gateway Client Care	Talk to a Gateway Client Care representative about a non-tutorial support question. Make sure you are at your notebook where you can try troubleshooting ideas with the technician. Be prepared to explain the problem including any error messages you have received or steps that you have taken to solve the problem. Have your e-mail address, name, customer ID or order number, serial number, and system information available.	800-846-2301 (US) 888-888-2032 (Canada)

Resource	Service description	How to reach
Gateway.net	Get support for your ISP account.	877-247-2051 (US)
AOL		800-827-6364 (US)
		888-265-4357 (Canada)
CompuServe		800-848-8990 (US)
Sales, accounting, and warranty	Get information about available systems, pricing orders, billing statements, warranty service, or other non-technical issues.	800-846-2000 (US) 888-888-2037 (Canada)

# Safety, Regulatory, and Legal Information



## Important safety information

Your Gateway system is designed and tested to meet the latest standards for safety of information technology equipment. However, to ensure safe use of this product, it is important that the safety instructions marked on the product and in the documentation are followed.

### Warning



Always follow these instructions to help guard against personal injury and damage to your Gateway system.

### Setting up your system

- Read and follow all instructions marked on the product and in the documentation before you operate your system. Retain all safety and operating instructions for future use.
- Do not use this product near water or a heat source such as a radiator.
- Set up the system on a stable work surface.
- The product should be operated only from the type of power source indicated on the rating label.
- If your computer has a voltage selector switch, make sure that the switch is in the proper position for your area. The voltage selector switch is set at the factory to the correct voltage.
- Openings in the computer case are provided for ventilation. Do not block or cover these openings. Make sure you provide adequate space, at least 6 inches (15 cm), around the system for ventilation when you set up your work area. Never insert objects of any kind into the computer ventilation openings.
- Some products are equipped with a three-wire power cord to make sure that the product is properly grounded when in use. The plug on this cord will fit only into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into an outlet, contact an electrician to install the appropriate outlet.
- If you use an extension cord with this system, make sure that the total ampere rating on the products plugged into the extension cord does not exceed the extension cord ampere rating.

- If your system is fitted with a TV Tuner, cable, or satellite receiver card, make sure that the antenna or cable system is electrically grounded to provide some protection against voltage surges and buildup of static charges.

### Care during use

- Do not walk on the power cord or allow anything to rest on it.
- Do not spill anything on the system. The best way to avoid spills is to avoid eating and drinking near your system.
- Some products have a replaceable CMOS battery on the system board. There is a danger of explosion if the CMOS battery is replaced incorrectly. Replace the battery with the same or equivalent type recommended by the manufacturer. Dispose of batteries according to the manufacturer's instructions.
- When the computer is turned off, a small amount of electrical current still flows through the computer. To avoid electrical shock, always unplug all power cables and modem cables from the wall outlets before cleaning the system.
- Unplug the system from the wall outlet and refer servicing to qualified personnel if:
  - The power cord or plug is damaged.
  - Liquid has been spilled into the system.
  - The system does not operate properly when the operating instructions are followed.
  - The system was dropped or the cabinet is damaged.
  - The system performance changes.

### Replacement parts and accessories

Use only replacement parts and accessories recommended by Gateway.

#### Important



Do not use Gateway products in areas classified as hazardous locations. Such areas include patient care areas of medical and dental facilities, oxygen-laden environments, or industrial facilities.

#### Caution



To reduce the risk of fire, use only No. 26 AWG or larger telecommunications line cord.

# Regulatory compliance statements

## United States users

### FCC Part 15

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and 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 the receiving antenna
- Increase the separation between the 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.

**Compliance Accessories:** The accessories associated with this equipment are: shielded video cable. These accessories are required to be used in order to ensure compliance with FCC rules.

### Declaration of conformity

#### Responsible party:

Gateway Companies, Inc.  
610 Gateway Drive, North Sioux City, SD 57049  
(605) 232-2000 Fax: (605) 232-2023

#### Product:

- Gateway Solo 9300
- Gateway Solo Pro 9300

This device complies with Part 15 of the FCC Rules. Operation of this product is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

#### Caution



Changes or modifications not expressly approved by Gateway could void the FCC compliance and negate your authority to operate the product.

## **FCC part 68 (applicable to products fitted with USA modems)**

Your modem complies with Part 68 of the Federal Communications Commission (FCC) rules. On the computer or modem card is a label that contains the FCC registration number and Ringer Equivalence Number (REN) for this device. If requested, this information must be provided to the telephone company.

An FCC-compliant telephone line cord with a modular plug is required for use with this device. The modem is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68-compliant. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices which may be connected to the telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.

If this device causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. The telephone company may request that you disconnect the equipment until the problem is resolved.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of this equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

This equipment cannot be used on telephone company-provided coin service. Connection to party line service is subject to state tariffs. Contact the state public utility commission or public service commission for information.

When programming or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours such as early morning or late evenings.

The United States Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains, in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent, an identification of the business, other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. Refer to your fax communication software documentation for details on how to comply with the fax-branding requirement.

# Canadian users

## ICES-003

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the radio interference regulations of Industry Canada.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de Classe B prescrites dans le règlement sur le brouillage radioélectrique édicté par Industrie Canada.

## DOC notice (for products fitted with an IC-compliant modem)

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operation, and safety requirements. The Department does not guarantee the equipment will operate to the users' satisfaction.

Before installing this equipment, users should make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the inside wiring associated with a single-line individual service may be extended by means of a certified connector assembly. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

### Warning



To avoid electrical shock or equipment malfunction do not attempt to make electrical ground connections by yourself. Contact the appropriate inspection authority or an electrician, as appropriate.

The **Ringer Equivalence Number** (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

# European users

## European directives

This Information Technology Equipment has been tested and found to comply with the following European directives:

- EMC Directive 89/336/EEC amending directive 92/31/EEC & 93/68/EEC as per
  - EN 50081-1:1992 according to
    - EN 55022:1994 Class B
    - EN 61000-3-2:1995 or EN 60555-2:1987
    - EN 61000-3-3:1995 or EN 60555-3:1987
  - EN 50082-1:1992 according to
    - EN 61000-4-2:1995 or IEC 801-2:1984
    - EN 61000-4-3:1996 or IEC 801-3:1984
    - EN 61000-4-4:1995 or IEC 801-4:1988
- Low Voltage Directive (Safety) 73/23/EEC as per EN 60950:1992(A1/A2/A3/A4/A11)

## European telecommunication information (for products fitted with EU-approved modems)

Marking by the symbol **CE \*\*\*\* X** indicates compliance of this equipment to the Telecom Terminal Equipment and Satellite Earth Stations Directive 98/13/EEC. Such marking is indicative that this equipment meets or exceeds the following technical standards:

CTR 21 (1998) - Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting voice telephony services) in which network addressing, if provided, is by means of Dual Tone Multi-Frequency (DTMF) signaling.

### Warning



Although this equipment can use either loop disconnect (pulse) or DTMF (tone) signaling, only the performance of the DTMF signaling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signaling for access to public or private emergency services. DTMF signaling also provides faster call setup.

This equipment has been approved to Council Decision 98/482/EEC—"CTR 21" for Pan-European single terminal connection to the Public Switched Telephone Network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN termination point. In the event of problems, you should contact Gateway customer support.

# Japanese users

## VCCI statement

This equipment is in the Class B category (Information Technology Equipment to be used in a residential area or an adjacent area thereto) and conforms to the standards set by the Voluntary Control Council for Interference by Information Technology Equipment aimed at preventing radio interference in such residential areas. When used near a radio or TV receiver, it may become the cause of radio interference. Read instructions for correct handling.

### 電波障害について

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB情報技術装置です。この装置は、家庭環境でを使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

取扱説明書に従って正しい取り扱いをして下さい。

# Australia and New Zealand users

## EMI statement

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to the Australian/New Zealand standard AS/NZS 3548 set out by the Australian Communications Authority and Radio Spectrum Management Agency.

## New Zealand telecommunication statement (for products fitted with Telepermit-approved modems)

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

### Important



Under power failure conditions, this telephone may not operate. Make sure that a separate telephone, not dependent on local power, is available for emergency use.

Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's specifications:

- (a) There shall be no more than 10 calls to the same number within any 30-minute period for any single manual call initiation, and
- (b) The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

The equipment shall be set to make sure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

The equipment shall be set to make sure that calls are answered between 3 and 30 seconds of receipt of ringing.

# Laser safety statement

All Gateway systems equipped with CD and DVD drives comply with the appropriate safety standards, including IEC 825. The laser devices in these components are classified as “Class 1 Laser Products” under a US Department of Health and Human Services (DHHS) Radiation Performance Standard. Should the unit ever need servicing, contact an authorized service location.

## **Warning**



Use of controls or adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure. To prevent exposure to laser beams, do not try to open the enclosure of a CD or DVD drive.

# Notices

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