

TOSHIBA

libretto® U100/U105 Series User's Guide

If you need assistance:

- ❖ Toshiba's Support Website
pcsupport.toshiba.com
- ❖ Toshiba Global Support Centre
Calling within the United States (800) 457-7777
Calling from outside the United States (949) 859-4273

For more information, see “If Something Goes Wrong” on page 184 in this guide.

▲ WARNING

Handling the cord on this product will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. ***Wash hands after handling.***

Model: libretto® U100/U105 Series

Recordable and/or ReWritable Drive(s) and Associated Software Warranty

The computer system you purchased may include Recordable and/or ReWritable optical media drive(s) and associated software, among the most advanced data storage technologies available. As with any new technology, you must read and follow all set-up and usage instructions in the applicable user guides and/or manuals enclosed or provided electronically. If you fail to do so, this product may not function properly and you may lose data or suffer other damage. TOSHIBA AMERICA INFORMATION SYSTEMS, INC. (“TOSHIBA”), ITS AFFILIATES AND SUPPLIERS DO NOT WARRANT THAT OPERATION OF THE PRODUCT WILL BE UNINTERRUPTED OR ERROR FREE. YOU AGREE THAT TOSHIBA, ITS AFFILIATES AND SUPPLIERS SHALL HAVE NO RESPONSIBILITY FOR DAMAGE TO OR LOSS OF ANY BUSINESS, PROFITS, PROGRAMS, DATA, NETWORK SYSTEMS OR REMOVABLE STORAGE MEDIA ARISING OUT OF OR RESULTING FROM THE USE OF THE PRODUCT, EVEN IF ADVISED OF THE POSSIBILITY THEREOF.

Protection of Stored Data

For your important data, please make periodic back-up copies of all the data stored on the hard disk or other storage devices as a precaution against possible failures, alteration, or loss of the data. **IF YOUR DATA IS ALTERED OR LOST DUE TO ANY TROUBLE, FAILURE OR MALFUNCTION OF THE HARD DISK DRIVE OR OTHER STORAGE DEVICES AND THE DATA CANNOT BE RECOVERED, TOSHIBA SHALL NOT BE LIABLE FOR ANY DAMAGE OR LOSS OF DATA, OR ANY OTHER DAMAGE RESULTING THEREFROM. WHEN COPYING OR TRANSFERRING YOUR DATA, PLEASE BE SURE TO CONFIRM WHETHER THE DATA HAS BEEN SUCCESSFULLY COPIED OR TRANSFERRED. TOSHIBA DISCLAIMS ANY LIABILITY FOR THE FAILURE TO COPY OR TRANSFER THE DATA CORRECTLY.**

Critical Applications

The computer you have purchased is not designed for any “critical applications.” “Critical applications” means life support systems, medical applications, connections to implanted medical devices, commercial transportation, nuclear facilities or systems or any other applications where product failure could lead to injury to persons or loss of life or catastrophic property damage.

ACCORDINGLY, TOSHIBA, ITS AFFILIATES AND SUPPLIERS DISCLAIM ANY AND ALL LIABILITY ARISING OUT OF THE USE OF THE COMPUTER PRODUCTS IN ANY CRITICAL APPLICATIONS. IF YOU USE THE COMPUTER PRODUCTS IN A CRITICAL APPLICATION, YOU, AND NOT TOSHIBA, ASSUME FULL RESPONSIBILITY FOR SUCH USE.

FCC Notice “Declaration of Conformity Information”

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. 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, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ❖ Reorient or relocate the receiving antenna.
- ❖ Increase the separation between the equipment and receiver.
- ❖ Connect the equipment to 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.

NOTE

Only Peripherals complying with the FCC Class B limits may be attached to this equipment. Operation with noncompliant peripherals or peripherals not recommended by Toshiba is likely to result in interference to radio and TV reception. Shielded cables must be used between the external devices and the computer's parallel port, monitor port, USB port, PS/2 port®, and microphone jack. Changes or modifications made to this equipment not expressly approved by Toshiba or parties authorized by Toshiba could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- ❖ This device may not cause harmful interference.
- ❖ This device must accept any interference received, including interference that may cause undesired operation.

Contact either:

- ❖ Toshiba's Support Website at pcsupport.toshiba.com.
- ❖ Or call the Toshiba Global Support Centre:
Within the United States at (800) 457-7777.
Outside the United States at (949) 859-4273.

Industry Canada requirement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

FCC requirements

The following information is pursuant to FCC CFR 47, Part 68 and refers to internal modems.

This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, the information must be provided to the telephone company.

The modem connects to the telephone line by means of a standard jack called the USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC part 68 rules and requirements adopted by the ACTA. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all 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. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by the ## are the REN without a

decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If Problems Arise

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advanced notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

If trouble is experienced with this equipment, for repair or limited warranty information, please contact Toshiba Corporation, Toshiba America Information Systems, Inc. or an authorized representative of Toshiba, or the Toshiba Support Centre within the United States at (800) 457-7777 or Outside the United States at (949) 859-4273. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Disconnection

If you should ever decide to permanently disconnect your modem from its present line, please call the telephone company and let them know of this change.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including Fax machines, to send any message 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 and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number

6

provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax transmission, refer to the fax software instructions installed on this computer.

Alarm Equipment

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Instructions for IC CS-03 Certified Equipment

- 1 **NOTICE:** The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure 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. 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 coordinated by a representative 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 ensure 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.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

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- 2 The user manual of analog equipment must contain the equipment's Ringer Equivalence Number (REN) and an explanation notice similar to the following:

The Ringer Equivalence Number (REN) of this device can be found on the label affixed to your computer.

NOTICE: 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.

- 3 The standard connecting arrangement (telephone jack type) for this equipment is jack type(s): USOC RJ11C.

Wireless Interoperability

The TOSHIBA Wireless LAN Mini PCI Card products are designed to be interoperable with any wireless LAN product that is based on Direct Sequence Spread Spectrum (DSSS) radio technology, and is compliant to:

- ❖ The IEEE 802.11 Standard on Wireless LANs (Revision A/B/G), as defined and approved by the Institute of Electrical and Electronics Engineers.
- ❖ The Wireless Fidelity (Wi-Fi) certification as defined by the Wi-Fi Alliance. The "Wi-Fi CERTIFIED" logo is a certification mark of the Wi-Fi Alliance.

CAUTION

Bluetooth[®] and Wireless LAN devices operate within the same radio frequency range and may interfere with one another. If you use *Bluetooth* and Wireless LAN devices simultaneously, you may occasionally experience a less than optimal network performance or even lose your network connection.

If you should experience any such problem, immediately turn off your *Bluetooth* or Wireless LAN device.

Please contact Toshiba PC product support on Web site <http://www.toshiba-europe.com/computers/tnt/bluetooth.htm> in Europe or pcsupport.toshiba.com in the United States for more information.

Wireless LAN and your Health

Wireless LAN products, like other radio devices, emit radio frequency electromagnetic energy. The level of energy emitted by Wireless LAN devices however is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Because Wireless LAN products operate within the guidelines found in radio frequency safety standards and recommendations, TOSHIBA believes Wireless LAN is safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situations or environments, the use of Wireless LAN may be restricted by the proprietor of the building or responsible representatives of the organization. These situations may for example include:

- ❖ Using the Wireless LAN equipment on board of airplanes, or
- ❖ In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies on the use of wireless devices in a specific organization or environment (e.g. airports), you are encouraged to ask for authorization to use the Wireless LAN device prior to turning on the equipment.

Regulatory Information

The TOSHIBA Wireless LAN Mini PCI Card must be installed and used in strict accordance with the manufacturer's instructions as described in the user documentation that comes with the product. This device complies with the following radio frequency and safety standards.

Canada – Industry Canada (IC)

This device complies with RSS 210 of Industry Canada.

CAUTION

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF field in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb. The RF device shall not be co-located with any other transmitter that has not been tested with this device.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

The term "IC" before the equipment certification number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal. Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

Europe – EU Declaration of Conformity

- ❖ This device complies with the essential requirements of the R&TTE Directive 1999/5/EC with essential test suites as per standards:

EN 60950 Safety of Information Technology equipment.

ETS 300 328 Technical requirements for radio equipment.

ETS 300 826 General EMC requirements for radio equipment.

English:	Hereby, TOSHIBA Corp. Digital Media Network Company, declares that this Radio LAN device is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Finnish:	Valmistaja TOSHIBA Corp. Digital Media Network Company vakuuttaa täten että Radio LAN device tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
Dutch:	Hierbij verklaart TOSHIBA Corp. Digital Media Network Company dat het toestel Radio LAN device in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
	Bij deze TOSHIBA Corp. Digital Media Network Company dat deze Radio LAN device voldoet aan de essentiële eisen en aan de overige relevante bepalingen van Richtlijn 1999/5/EC.

French:	Par la présente TOSHIBA Corp. Digital Media Network Company déclare que l'appareil Radio LAN device est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.
	Par la présente, TOSHIBA Corp. Digital Media Network Company déclare que ce Radio LAN device est conforme aux exigences essentielles et aux autres dispositions de la directive 1999/5/CE qui lui sont applicables.
Swedish:	Härmed intygar TOSHIBA Corp. Digital Media Network Company att denna Radio LAN device står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
Danish:	Undertegnede TOSHIBA Corp. Digital Media Network Company erklærer herved, at følgende udstyr Radio LAN device overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF
German:	Hiermit erklärt TOSHIBA Corp. Digital Media Network Company, dass sich dieser/diese/dieses Radio LAN device in Übereinstimmung mit den grundlegenden Anforderungen und den anderen relevanten Vorschriften der Richtlinie 1999/5/EG befindet". (BMW)
	Hiermit erklärt TOSHIBA Corp. Digital Media Network Company die Übereinstimmung des Gerätes Radio LAN device mit den grundlegenden Anforderungen und den anderen relevanten Festlegungen der Richtlinie 1999/5/EG. (Wien)
Greek:	ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ ΤΟSHIBA Corp. Digital Media Network Company ΔΗΛΩΝΕΙ ΟΤΙ Radio LAN device ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ
Italian:	Con la presente TOSHIBA Corp. Digital Media Network Company dichiara che questo Radio LAN device è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Spanish:	Por medio de la presente TOSHIBA Corp. Digital Media Network Company declara que el Radio LAN device cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Portuguese:	TOSHIBA Corp. Digital Media Network Company declara que este Radio LAN device está conforme com os requisitos essenciais e outras disposições da Directiva 1999/5/CE.

CAUTION

Exposure to Radio Frequency Radiation

The radiated output power of the TOSHIBA Wireless LAN Mini PCI Card is far below the FCC radio frequency exposure limits. Nevertheless, the TOSHIBA Wireless LAN Mini PCI Card shall be used in such a manner that the potential for human contact during normal operation is minimized. In normal operating configuration, the LCD in the upright position, the distance between the antenna and the user should not be less than 20 cm. The antenna(s) used for this transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Refer to the Regulatory Statements as identified in the documentation that comes with those products for additional information.

Taiwan

Article 14	Unless approved, for any model accredited low power radio frequency electric machinery, any company, trader or user shall not change the frequency, increase the power or change the features and functions of the original design.
Article 17	Any use of low power radio frequency electric machinery shall not affect aviation safety and interfere with legal communications. In the event interference is caused, the use of such electric machinery shall be immediately discontinued. Operation of such products can be resumed only when they are modified and can no longer cause interference.

The legal communications mentioned in the above item refer to radio communications operated in accordance with telecommunication laws and regulations.

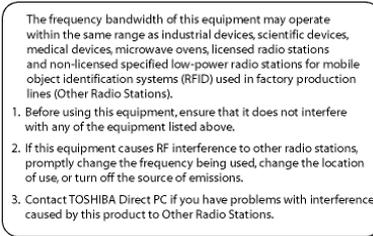
Low power radio frequency electric machinery shall resist against interference from legal communications or from industrial, scientific and medical radio emission electric machinery.

Using this Equipment in Japan

In Japan, the frequency bandwidth of 2,400 MHz to 2,483.5 MHz for second generation low-power data communication systems such as this equipment overlaps that of mobile object identification systems (premises radio station and specified low-power radio station).

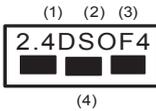
1. Sticker

Please put the following sticker on devices incorporating this product.



2. Indication

The indication shown below appears on this equipment.



- 1** 2.4: This equipment uses a frequency of 2.4 GHz.
- 2** DS: This equipment uses DS-SS modulation.
OF: This equipment uses OFDM modulation.
- 3** The interference range of this equipment is less than 40m.
- 4** ■ ■ ■ This equipment uses a frequency bandwidth from 2,400 MHz to 2,483.5 MHz.

It is possible to avoid the band of mobile object identification systems.

3. TOSHIBA Direct PC

Monday – Friday: 10:00 – 17:00

Toll Free Tel: 0120-13-1100

Direct Dial: 03-3457-5916

Fax: 03-5444-9450

Device Authorization

This device obtains the Technical Regulation Conformity Certification and the Technical Conditions Compliance Approval, and it belongs to the device class of radio equipment of low-power data communication system radio station stipulated in the Radio Law and the Telecommunications Business Law of Japan.

The Name of the radio equipment: refer to the equipment label provided on the computer

JAPAN APPROVALS INSTITUTE FOR TELECOMMUNICATIONS
EQUIPMENT

Approval Number: D01-1128JP

TELECOM ENGINEERING CENTER Approval Number: 03NY.A0018,
03GZDA0017

The following restrictions apply:

- ❖ Do not disassemble or modify the device.
- ❖ Do not install the embedded wireless module into other device.

Radio approvals for wireless device

Approved Countries/Regions for use for the Atheros AR5005GS Mini PCI Wireless network adapter

This equipment is approved to the radio standard by the countries/regions in the following table.

CAUTION

Do not use this equipment except in the countries/regions in the following table.

802.11b/g (2.4 GHz)

Australia	Austria	Belgium
Canada	Denmark	Finland
France	Germany	Greece
Ireland	Italy	Liechtenstein
Luxembourg	Netherlands	New Zealand
Norway	Portugal	Sweden
Switzerland	UK	USA

Europe - Restrictions for use of 2.4 GHz Frequencies in European Community Countries

België/ Belgique:	For private usage outside buildings across public grounds over less than 300m no special registration with IBPT/BIPT is required. Registration to IBPT/BIPT is required for private usage outside buildings across public grounds over more than 300m. For registration and license please contact IBPT/BIPT.
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	Voor privé-gebruik buiten gebouw over publieke grond over afstand kleiner dan 300m geen registratie bij BIPT/IBPT nodig; voor gebruik over afstand groter dan 300m is wel registratie bij BIPT/IBPT nodig. Voor registratie of licentie kunt u contact opnemen met BIPT.
	Dans le cas d'une utilisation privée, à l'extérieur d'un bâtiment, au-dessus d'un espace public, aucun enregistrement n'est nécessaire pour une distance de moins de 300m. Pour une distance supérieure à 300m un enregistrement auprès de l'IBPT est requise. Pour les enregistrements et licences, veuillez contacter l'IBPT.
Deutschland:	License required for outdoor installations. Check with reseller for procedure to follow.
	Anmeldung im Outdoor-Bereich notwendig, aber nicht genehmigungspflichtig. Bitte mit Händler die Vorgehensweise abstimmen.
France:	Restricted frequency band: only channels 1 to 7 (2400 MHz and 2454 MHz respectively) may be used outdoors in France. Please contact A.R.T. (http://www.art-telecom.fr) for applicable procedures to follow.
	Bande de fréquence restreinte: seuls les canaux 1- 7 (2400 et 2454 MHz respectivement) doivent être utilisés endroits extérieur en France. Vous pouvez contacter l'Autorité de Régulation des Télécommunications (http://www.art-telecom.fr) pour la procédure à suivre.
Italia:	License required for indoor use. Use with outdoor installations not allowed.
	E' necessaria la concessione ministeriale anche per l'uso interno. Verificare con i rivenditori la procedura da seguire.
Nederland:	License required for outdoor installations. Check with reseller for procedure to follow.
	Licentie verplicht voor gebruik met buitenantennes. Neem contact op met verkoper voor juiste procedure.

Bluetooth® wireless technology Interoperability

Bluetooth® Cards from TOSHIBA are designed to be interoperable with any product with Bluetooth wireless technology that is based on Frequency Hopping Spread Spectrum (FHSS) radio technology, and is compliant to:

- ❖ Bluetooth Specification as defined and approved by The Bluetooth Special Interest Group.
- ❖ Logo certification with Bluetooth wireless technology as defined by The Bluetooth Special Interest Group.

CAUTION

Bluetooth[®] wireless technology is a new innovative technology, and TOSHIBA has not confirmed compatibility of its *Bluetooth* products with all PCs and/or equipment using *Bluetooth* wireless technology other than TOSHIBA portable computers.

Always use *Bluetooth* cards from TOSHIBA in order to enable wireless networks over two or more (up to a total of seven) TOSHIBA portable computers using these cards. Please contact TOSHIBA PC product support on Web site <http://www.toshiba-europe.com/computers/tnt/bluetooth.htm> in Europe or pcsupport.toshiba.com in the United States for more information.

When you use *Bluetooth* cards from TOSHIBA close to 2.4 GHz Wireless LAN devices, *Bluetooth* transmissions might slow down or cause errors. If you detect certain interference while you use *Bluetooth* cards from TOSHIBA, always change the frequency, move your PC to the area outside of the interference range of 2.4 GHz Wireless LAN devices (40 meters/43.74 yards or more) or stop transmitting from your PC. Please contact TOSHIBA PC product support on Web site <http://www.toshiba-europe.com/computers/tnt/bluetooth.htm> in Europe or pcsupport.toshiba.com in the United States for more information.

Bluetooth and Wireless LAN devices operate within the same radio frequency range and may interfere with one another. If you use *Bluetooth* and Wireless LAN devices simultaneously, you may occasionally experience a less than optimal network performance or even lose your network connection. If you should experience any such problem, immediately turn off either one of your *Bluetooth* or Wireless LAN. Please contact Toshiba PC product support on Web site <http://www.toshiba-europe.com/computers/tnt/bluetooth.htm> in Europe or pcsupport.toshiba.com in the United States for more information.

***Bluetooth*[®] wireless technology and your Health**

The products with *Bluetooth*[®] wireless technology, like other radio devices, emit radio frequency electromagnetic energy. The level of energy emitted by devices with *Bluetooth* wireless technology however is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Because products with *Bluetooth* wireless technology operate within the guidelines found in radio frequency safety standards and recommendations, TOSHIBA believes *Bluetooth* wireless technology is safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situations or environments, the use of *Bluetooth* wireless technology may be restricted by the proprietor of the building or responsible representatives of the organization. These situations may for example include:

- ❖ Using the equipment with *Bluetooth* wireless technology on board airplanes, or
- ❖ In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies on the use of wireless devices in a specific organization or environment (e.g. airports), you are encouraged to ask for authorization to use the device with *Bluetooth* wireless technology prior to turning on the equipment.

Regulatory statements

This product complies with any mandatory product specification in any country/region where the product is sold. In addition, the product complies with the following:

European Union (EU) and EFTA

This equipment complies with the R&TTE directive 1999/5/EC and has been provided with the CE mark accordingly.

Using this equipment in Japan

In Japan, the frequency bandwidth of 2,400 MHz to 2,483.5 MHz for second generation low-power data communication systems such as this equipment overlaps that of mobile object identification systems (premises radio station and specified low-power radio station).

1. Sticker

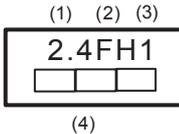
Please put the following sticker on devices incorporating this product.

The frequency bandwidth of this equipment may operate within the same range as industrial devices, scientific devices, medical devices, microwave ovens, licensed radio stations and non-licensed specified low-power radio stations for mobile object identification systems (RFID) used in factory production lines (Other Radio Stations).

1. Before using this equipment, ensure that it does not interfere with any of the equipment listed above.
2. If this equipment causes RF interference to other radio stations, promptly change the frequency being used, change the location of use, or turn off the source of emissions.
3. Contact TOSHIBA Direct PC if you have problems with interference caused by this product to Other Radio Stations.

2. Indication

The indication shown below appears on this equipment.



- 1** 2.4: This equipment uses a frequency of 2.4 GHz.
- 2** FH: This equipment uses FH-SS modulation.
- 3** The interference range of this equipment is less than 10m.
- 4** This equipment uses a frequency bandwidth from 2,400 MHz to 2,483.5 MHz. It is impossible to avoid the band of mobile object identification systems.

3. TOSHIBA Direct PC

Monday – Friday: 10:00 – 17:00

Toll Free Tel: 0120-13-1100

Direct Dial: 03-3457-5916

Fax: 03-5444-9450

Device Authorization

This device obtains the Technical Regulation Conformity Certification, and it belongs to the device class of radio equipment of low-power data communication system radio station stipulated in the Radio Law of Japan.

The Name of the radio equipment: EYXF2CS

TELECOM ENGINEERING CENTER

Approval Number: 01NYDA1305

The following restrictions apply:

- ❖ Do not disassemble or modify the device.
- ❖ Do not install the embedded wireless module into other device.

DVD-ROM, multi-function drive safety instructions

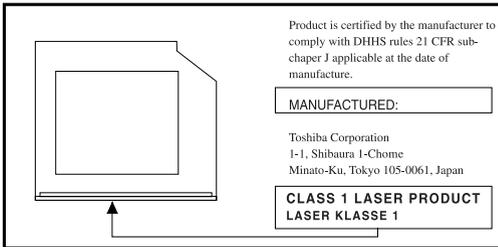
⚠ DANGER

The DVD-ROM and multi-function drives employ a laser system. To ensure proper use of this product, please read this instruction manual carefully and retain for future reference.

Never attempt to disassemble, adjust or repair a CD/DVD drive, CD-RW drive, Multi-drive or any other optical drive. You could damage the drive. You would also be exposed to laser light or other safety hazard, resulting in serious injury. Always contact an authorized Toshiba service provider, if any repair or adjustment is required.

Location of the required label

(Sample shown below. Location of the label and manufacturing information may vary.)



⚠ DANGER

This appliance contains a laser system and is classified as a CLASS 1 LASER PRODUCT. To use this model properly, read the user's guide carefully and keep it for your future reference.

Never attempt to disassemble, adjust or repair a CD/DVD drive, CD-RW drive, Multi-drive or any other optical drive. You could damage the drive. You would also be exposed to laser light or other safety hazard, resulting in serious injury. Always contact an authorized Toshiba service provider, if any repair or adjustment is required.

CLASS 1 LASER PRODUCT
LASER KLASSE 1

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Computer disposal information

This product contains mercury. Disposal of this material may be regulated due to environmental considerations. For disposal, reuse or recycling information, please contact your local government or the Electronic Industries Alliance at www.eiae.org.

Contents

Introduction.....	29
This guide	30
Safety icons	31
Other icons used	32
Other documentation	32
Service options	33
Chapter 1: Getting Started.....	34
Selecting a place to work	34
Creating a computer-friendly environment.....	34
Keeping yourself comfortable	35
Precautions	35
Important information on your computer's cooling fan	38
Setting up your computer	38
Setting up your software.....	39
Registering your computer with Toshiba	40
Adding external devices	41
Connecting to a power source	42
Charging the main battery.....	45

Using the computer for the first time	46
Opening the display panel	46
Your computer's features and specifications	47
Turning on the power	47
Adding memory	48
Installing a memory module	49
Removing a memory module	52
Hard Drive Recovery Utilities (for the U100 model only).....	54
Creating Recovery CDs/DVDs	55
Hard Disk Drive Recovery using the recovery partition.....	56
Hard Disk Drive Recovery using the Recovery media	59
Deleting the Hard Disk Recovery Utility.....	62
Installing drivers and applications.....	63
Using the Accupoint II pointing device.....	64
Turning off the computer	65
Closing the display panel	65
Devices for office computing	66
libretto® DVD Dock	67
Connecting the libretto® DVD Dock.....	67
Removing the libretto® DVD Dock	68
Using external display devices	69
Directing the display output when you turn on the computer	70
Adjusting the quality of the external display.....	71
Using an external keyboard.....	71
Using a mouse	72
Connecting a local printer	72
Setting up your printer.....	73
Caring for your computer.....	76
Cleaning the computer	76
Moving the computer.....	77

Chapter 2: Learning the Basics.....	78
Computing tips	78
Using the keyboard	80
Character keys	80
Making your keyboard emulate a full-size keyboard	80
Ctrl, Fn, and Alt keys	81
Function keys	81
Windows special keys	82
Overlay keys	82
Using the overlay to type numeric data	83
Starting a program	84
Starting a program from the Start menu	84
Starting a program from Windows® Explorer... ..	85
Starting a program from the Run dialog box	86
Saving your work	87
Printing your work	89
Backing up your work	90
Restoring your work	91
Using the libretto® DVD Dock	91
libretto® DVD Dock control buttons	92
Inserting discs (CD or DVD)	93
Playing audio	94
Caring for CD or DVD Discs	96
Powering down the computer	96
Using Turn Off Computer or Shut Down	97
Using Hibernation	99
Using Standby	100
Toshiba's online resources	103

Chapter 3: Mobile Computing.....	104
Toshiba's energy-saver design.....	104
Running the computer on battery power	105
Battery Notice	105
Charging the batteries	106
Charging the main battery.....	107
Charging the RTC battery.....	108
Monitoring battery power	109
What to do when the battery alarm sounds	111
Changing batteries	111
Taking care of your battery	114
Safety precautions	114
Maximizing battery life.....	115
Disposing of used batteries	116
Conserving power	117
Power profiles.....	118
Using a hot key to set the power profile.....	118
Additional options for power.....	119
Chapter 4: Exploring Your Computer's Features.....	120
Exploring the desktop	120
Finding your way around the desktop	121
Setting up for communications.....	123
Connecting the modem to a telephone line	125
Connecting your computer to a network	126
An overview of using the Internet	129
The Internet	129
The World Wide Web	129
Internet Service Providers.....	130
Connecting to the Internet	130
Surfing the Internet.....	131
Internet features.....	131
Uploading to, and downloading files from, the Internet	132

Exploring audio features	133
Recording sounds	133
Using external speakers or headphones.....	134
Inserting and removing PC Cards	135
Inserting a PC Card	135
Removing a PC Card	136
Setting up a PC Card for your computer	137
Using a Secure Digital (SD) card.....	137
Inserting an SD card	137
Removing an SD card	138
Chapter 5: Toshiba Utilities.....	140
Fn-esse®	141
Starting Fn-esse®	141
Using the keyboard or pointing device to assign keys	143
Viewing existing key assignments	144
Changing or removing existing key assignments	145
TOSHIBA Assist	145
Connect.....	146
Secure.....	146
Protect & Fix	147
Optimize.....	147
PC Diagnostic Tool	148
Quick Launch Utility	149
Power Management	150
Mouse Utility	152
Hotkey Utility	152
TOSHIBA Hardware Setup.....	153
Setting user passwords	155
Using an instant password.....	155
Setting a user password	156
Disabling a user password.....	156

Using a supervisor password.....	157
Setting a supervisor password.....	157
Deleting a supervisor password.....	158
HDD Protection.....	158
TOSHIBA Zooming Utility.....	160
CD/DVD Drive Acoustic Silencer.....	161
TOSHIBA Accessibility.....	162
TOSHIBA SD Memory Boot Utility.....	163
Booting from a bootable SD card.....	164
Fingerprint recognition utility.....	165
Enrolling in OmniPass.....	166
Replacing your passwords.....	172
Remembering passwords.....	173
Authentication settings.....	175
Password management.....	176
OmniPass user identities.....	177
Identities and password management.....	180
Care and maintenance of your fingerprint sensor.....	181
Fingerprint sensor limitations.....	183
Chapter 6: If Something Goes Wrong.....	184
Problems that are easy to fix.....	184
Problems when you turn on the computer.....	186
The Windows® operating system is not working ..	188
Using Startup options to fix problems.....	189
Internet problems.....	190
The Windows® XP operating system can help you.....	190
Resolving a hardware conflict.....	191
A plan of action.....	191
Resolving hardware conflicts on your own.....	192
Fixing a problem with Device Manager.....	193
Memory problems.....	195

Power and the batteries	196
Keyboard problems	198
Display problems	199
Disk drive problems	201
DVD-ROM or multi-function drive problems...	204
Sound system problems	205
PC Card problems	205
Printer problems	209
Modem problems.....	210
Wireless device problems	211
DVD operating problems.....	214
Develop good computing habits	217
Data and system configuration backup in	
Windows XP	218
If you need further assistance	224
Before you contact Toshiba	224
Contacting Toshiba	225
Other Toshiba Internet Web sites	226
Toshiba's worldwide offices	226
Appendix A: Hot Keys.....	228
Volume Mute	228
Instant password security	229
Power usage profile	229
Standby mode.....	230
Hibernation mode	230
Display modes	231
Display brightness	232
Keyboard hot keys	232
Appendix B: Power Cord/Cable Connectors.....	233

Appendix C: Using ConfigFree™ with your	
Toshiba Computer	234
Getting Started	235
Starting ConfigFree	235
ConfigFree Utilities	237
Connectivity Doctor	237
Search for Wireless Devices	240
Profile Settings	245
ConfigFree SUMMIT	248
Quick Connect	253
Using the Automatic Switch	256
Semi-Automatic Switch Feature	257
Glossary	258
Index	273

Introduction

Welcome to the world of powerful, portable, multimedia computing. With your Toshiba notebook computer, your work and entertainment can accompany you wherever you go.

You will find your operating system, Microsoft® Windows® XP Professional, already installed on your computer. Your operating system offers exciting features, multimedia enjoyment, and easy Internet access.

NOTE

Certain Microsoft® software product(s) included with this computer may use technological measures for copy protection. IN SUCH EVENT, YOU WILL NOT BE ABLE TO USE THE PRODUCT IF YOU DO NOT FULLY COMPLY WITH THE PRODUCT ACTIVATION PROCEDURES. Product activation procedures and Microsoft's privacy policy will be detailed during initial launch of the product, or upon certain reinstallations of the software product(s) or reconfigurations of the computer, and may be completed by Internet or telephone (toll charges may apply).

Some software may differ from its retail version (if available), and may not include user manuals or all program functionality.

NOTE

The product specifications and configuration information are designed for a product Series. Your particular model may not have all the features and specifications listed or illustrated. For more detailed information about the features and specifications on your particular model, please visit Toshiba's Web site at pcsupport.toshiba.com.

While Toshiba has made every effort at the time of publication to ensure the accuracy of the information provided herein, product specifications, configurations, prices, system/component/options availability are all subject to change without notice. For the most up-to-date product information about your computer, or to stay current with the various computer software or hardware options, visit Toshiba's Web site at pcsupport.toshiba.com.

This guide

This guide introduces the computer's features. You can:

- ❖ Read the entire guide from beginning to end.
- ❖ Skim through and stop when a topic interests you.
- ❖ Use the table of contents and the index to find specific information.

Safety icons

This manual contains safety instructions that must be observed to avoid potential hazards that could result in personal injuries, damage to your equipment, or loss of data. These safety cautions have been classified according to the seriousness of the risk, and icons highlight these instructions as follows:

▲ DANGER

Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.

▲ WARNING

Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

▲ CAUTION

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

CAUTION

Indicates a potentially hazardous situation which, if not avoided, may result in property damage.

NOTE

Provides important information.

Other icons used

Additional icons highlight other helpful or educational information:



TECHNICAL NOTE: This icon indicates technical information about the computer.



HINT: This icon indicates helpful hints and tips.



DEFINITION: This icon indicates the definition of a term used in the text.

Other documentation

Your computer comes with the following documentation:

- ❖ An electronic version of the user's guide
- ❖ It may also contain guides for other programs that may come with your system.

For accessory information, visit Toshiba's Web site at accessories.toshiba.com.

Service options

Toshiba offers a full line of optional service programs to complement its limited warranty. Toshiba's standard limited warranty, extended warranty, and service upgrade terms and conditions are available at www.warranty.toshiba.com.

To stay current on the most recent software and hardware options for your computer, and for other product information, be sure to regularly check the Toshiba Web site at pcsupport.toshiba.com.

If you have a problem or need to contact Toshiba, see “If Something Goes Wrong” on page 184.

Chapter 1

Getting Started

This chapter provides tips for working comfortably, summarizes how to connect components, and explains what to do the first time you use your notebook computer.

Selecting a place to work

Your computer is portable and designed to be used in a variety of circumstances and locations.

Creating a computer-friendly environment

Place the computer on a flat surface that is large enough for the computer and any other items you are using, such as a printer. Leave enough space around the computer and other equipment to give adequate ventilation, otherwise, they may overheat.

To keep your computer in prime operating condition, protect your work area from:

- ❖ Dust, moisture, and direct sunlight
- ❖ Equipment that generates a strong electromagnetic field, such as stereo speakers (other than speakers that are connected to the computer) or speakerphones
- ❖ Rapid changes in temperature or humidity and sources of temperature change such as air conditioner vents or heaters
- ❖ Extreme heat, cold, or humidity
- ❖ Liquids and corrosive chemicals

Keeping yourself comfortable

The Toshiba Instruction Manual for Safety and Comfort contains helpful information for setting up your work environment and tips for working comfortably throughout the day.

Precautions

Your computer is designed to provide optimum safety and ease of use, and to withstand the rigors of travel. You should observe certain precautions to further reduce the risk of personal injury or damage to the computer.

- ❖ Avoid prolonged physical contact with the underside or surface of the computer.

▲ WARNING

Never allow any liquids to spill into any part of your computer, and never expose the computer to rain, water, seawater or moisture. Exposure to liquid or moisture can cause electric shock or fire, resulting in damage or serious injury. If any of these eventualities should accidentally occur, immediately:

1. Turn off the computer.
2. Disconnect the AC adapter from the power plug socket and computer.
3. Remove the battery pack.

Failure to follow these instructions could result in serious injury or permanent damage to the computer.

Do not turn on the power again, until you have taken the computer to an authorized service center.

▲ WARNING

If you experience discomfort while operating the computer, stop immediately and rest. Continuous operation for long periods without adequate rest may cause pain in the arms, wrists, hands, neck or other part of the body. If pain persists despite rest, consult your doctor.

▲ CAUTION

The computer base can become hot! Avoid prolonged contact to prevent heat injury to skin.

Please refer to the "Instruction Manual for Safety and Comfort" for more information.

CAUTION

Some PC Cards can become hot with prolonged use. Overheating of a PC Card can result in errors or instability in its operation.

Before you remove a PC Card, always wait for it to cool. You could get burned removing a hot PC Card.

CAUTION

Never place a heavy object on the computer and be careful not to drop a heavy object onto the computer. It could damage the computer or cause system failure.

- ❖ Never turn off the computer if a drive light indicates a drive is active.

Turning off the computer while it is reading from or writing to a disk may damage the disk, the drive, or both.

- ❖ Keep the computer and disks away from objects that generate strong magnetic fields, such as large stereo speakers.

Information on disks is stored magnetically. Placing a magnet too close to a disk can erase important files.

CAUTION

Handle discs carefully. Avoid touching the surface of the disc. Grasp it by its center hole and edge. If you handle the disc incorrectly, you could damage the disc and possibly lose data.

- ❖ Scan all new files for viruses.

This precaution is especially important for files you receive via email or download from the Internet.

Occasionally, even new programs that you buy from a supplier may contain a computer virus. You need a

special program to check for viruses. Ask your dealer to help you.

Important information on your computer's cooling fan

Your computer may have a CPU cooling fan that cools the CPU by drawing outside air into the computer. The cooling fan may be located on the bottom of the computer.

CAUTION

To prevent possible overheating of the CPU, make sure the air intake on the cooling fan is not blocked. The fan draws in air by creating a vacuum. If the fan is blocked, it could cause the CPU to run at a lower performance level or cause the computer to shut down. Loose items such as notebook and tissue paper, plastic wrappers, or other similar materials can block the air intake, preventing air from reaching the CPU. Do not use the computer on surfaces with objects that can be drawn in by the cooling fan.

NOTE

The cooling fan location will vary depending on the computer.

Setting up your computer



TECHNICAL NOTE: You must complete all setup steps up to and including “Setting up your software” on page 39 before adding external or internal components to your computer. These components include, but are not limited to, a mouse, keyboard, printer, memory, and PC cards.

Your computer contains a rechargeable main battery that needs to be charged before you can use it.

To use external power or to charge the battery you must attach the AC adapter. See “[Connecting to a power source](#)” on page 42.

To register your computer online or to sign up for an Internet account, you must either connect the built-in modem to a telephone line or establish a Local Area Network (LAN) connection. See “[Connecting the modem to a telephone line](#)” on page 125.

Setting up your software

NOTE The names of windows displayed and the order in which windows appear may vary according to your software setup choices.

The first time you turn on your computer, the Setup Wizard guides you through steps to set up your software.

- 1 From the welcome screen click **Next** to enter the Setup Wizard.
- 2 Confirm acceptance of Microsoft’s End User License Agreement and click **Next**.
- 3 Select the appropriate option from the Help protect your computer screen and click **Next**.
- 4 Enter the computer name and description and click **Next** or **Skip**.
- 5 Select how your computer will connect to the internet and click **Next**.

The computer will pause for a moment while checking for an internet connection.

If an Internet connection could not be found, a window will display the message: “An Internet connection could not be chosen.” Click **Next** to continue.

NOTE

If you are connecting your computer to a network, consult your system administrator before you choose your computer name and network settings.

- 6 Follow the remaining screen prompts to complete the setup process.

Once you click the final screen, your computer restarts automatically.

Registering your computer with Toshiba

Product registration is strongly recommended and allows Toshiba to send the Customer periodic updates, announcements, and special offers applicable to the product. Product registration can be completed during the initial start up process of your computer. If you opt not to register at that time, you can either double-click the icon on your desktop or go to the Toshiba Web site at register.toshiba.com. Customer failure to complete Product Registration will not diminish Customer rights under this limited Warranty.

NOTE

To register online, you must be connected to the Internet via your computer's modem and a voice-grade telephone line, or by a Local Area Network.

Adding external devices

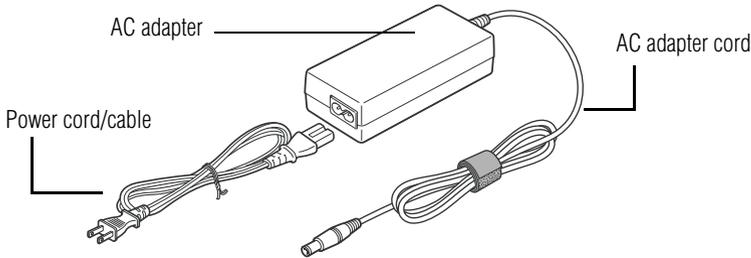
NOTE Before adding external devices or memory, Toshiba recommends setting up your software. See [“Setting up your software” on page 39](#).

After starting your computer for the first time you may want to:

- ❖ Add more memory (see [“Adding memory” on page 48](#)).
- ❖ Connect a mouse (see [“Using a mouse” on page 72](#)).
- ❖ Connect a full-size keyboard (see [“Using an external keyboard” on page 71](#)).
- ❖ Connect an external monitor (see [“Using external display devices” on page 69](#)).
- ❖ Connect a local printer (see [“Connecting a local printer” on page 72](#)).
- ❖ Connect an external CD/DVD drive (see [“Using the libretto® DVD Dock” on page 91](#)).
- ❖ Install PC Cards (see [“Inserting and removing PC Cards” on page 135](#)).

Connecting to a power source

Your computer requires power to operate. Use the power cord/cable and AC adapter to connect the computer to a live electrical outlet, or to charge the computer's battery.



Sample power cord/cable and AC adapter

▲ WARNING

Never pull on a power cord/cable to remove a plug from a socket. Always grasp the plug directly. Failure to follow this instruction may damage the cord/cable, and/or result in a fire or electric shock, possibly resulting in serious injury.

▲ WARNING

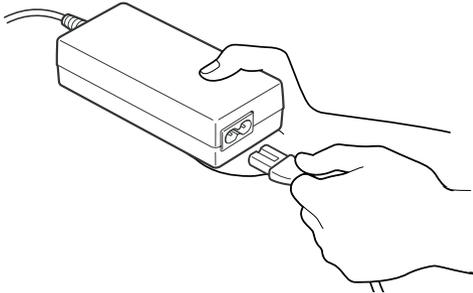
When you connect the AC adapter to the computer, always follow the steps in the exact order as described in the User's Guide. Connecting the power cord/cable to a live electrical outlet should be the last step; otherwise, the adapter DC output plug could hold an electrical charge and cause an electrical shock or minor bodily injury when touched. As a general safety precaution, avoid touching any metal parts.

⚠ CAUTION

Use only the AC adapter supplied with your computer, or use Toshiba-recommended alternate models to avoid any risk of fire or other damage to the computer. Use of an incompatible AC adapter could cause fire or damage to the computer, possibly resulting in serious injury.

To connect AC power to the computer:

- 1 Connect the power cord/cable to the AC adapter.

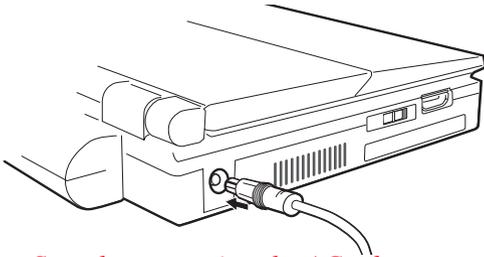


Sample connecting the power cord/cable to the AC adapter

⚠ WARNING

Handling the cord on this product will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. **Wash hands after handling.**

-
- ② 2 Plug the AC adapter cord into the DC-IN on the left side of the computer.



Sample connecting the AC adapter cord to the computer

- 3 Connect the power cord/cable to a live electrical outlet.
If the electrical outlet is live, the system indicator panel's AC power light () glows green.

▲ WARNING

Never tamper with the power cable or plug; never splice or alter a power cable; never bend or twist a power cable; never place heavy objects on a power cable; never place a power cable near a heat source; never run a power cable through a pinch point such as a door or window; never use nails, staples or similar objects to fasten or attach cord in place; never attempt to disassemble or repair an AC adapter or a Battery Charger. Doing any of the above may damage the cables, and/or result in a fire or electric shock, possibly resulting in serious injury.

▲ WARNING

Never attempt to connect or remove the power plug from the outlet with wet hands. Failure to follow this instruction could result in an electric shock, possibly resulting in serious injury.

If the main battery is present, the battery light  glows:

- ❖ Amber while the battery is charging
- ❖ Green when the battery is fully charged

Flashing amber means the main battery charge is low and it is time to recharge the main battery or plug in the AC Adapter.

NOTE

If the AC power light flashes amber during charging, the main battery is either malfunctioning, or it is not receiving input from the AC power supply.

Disconnect the AC power cord/cable and remove the main battery pack. See ["Changing batteries"](#) on page 111 for information on replacing the battery.

Charging the main battery

Your computer came with its battery already installed. Before using the battery to power the computer, you must charge the battery.

To charge the battery, leave the computer plugged into an AC power source for several hours with the computer turned off. After that, the battery will be completely charged and ready to power the computer.

CAUTION

Once the battery is charged for the first time, avoid leaving the computer plugged in and turned off for more than a few hours at a time. Continuing to charge a fully charged battery can damage the battery.



TECHNICAL NOTE: When your computer is using all of the power provided by the AC Adapter to run applications, features, and devices, the recharging of the battery cannot occur. Your computer's Power Saver utility can be used to select a power level setting that reduces the power required for system operation and will allow the battery to recharge.

NOTE

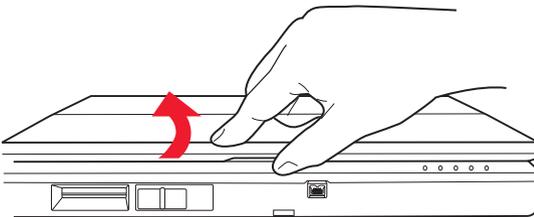
Battery life and charge time may vary depending on the applications, power management settings, and features used.

Using the computer for the first time

The computer is now ready for operation.

Opening the display panel

Lift the display panel.



Sample opening the display panel

CAUTION

To avoid damaging the display panel, do not force it beyond the point where it moves easily.

Never lift the computer by the display panel.

Small bright dots may appear on your screen display when you turn on your PC. Your display contains an extremely large number of thin-film transistors (TFT) and is manufactured using high-precision technology. Any small bright dots that may appear on your display are an intrinsic characteristic of the TFT manufacturing technology. Over a period of time, and depending on the usage of the computer, the brightness of the screen will deteriorate. This is also an intrinsic characteristic of the screen technology. When the computer is operated on battery power, the screen will dim and you may not be able to increase the brightness of the screen while on battery power.

Your computer's features and specifications

Certain notebook chassis are designed to accommodate all possible configurations for an entire product Series. Your selected model may not have all the features and specifications corresponding to all of the icons or switches shown on the notebook chassis unless you have selected all those features.

This information applies to all the features and icons described in this guide.

Below are examples of some of the many possible icons used on your computer:



Sample system icons

Turning on the power

To turn on the computer:

- 1 Make sure any external devices (such as the AC adapter, if you plan to use AC power rather than battery power) are properly connected and ready.
- 2 Check to ensure that all drives are empty.



- 3 Push the power button in until the on/off light on the system indicator panel glows green.



Sample turning on the power

The preinstalled operating system will load automatically.

CAUTION

When you turn on the computer for the first time, do not turn off the power again until the operating system has loaded completely.

Adding memory



HINT: To purchase additional memory modules see the accessories information packaged with your system or visit accessories.toshiba.com.

Your libretto U100/U105 computer comes with enough memory to run most of today's popular applications. You

may want to increase the computer's memory if you use complex software or process large amounts of data.

Installing a memory module

An additional memory module can be installed in the memory module slot on the base of the computer. You will need a standard Phillips No. 1 screwdriver for this procedure.

CAUTION

To avoid damaging the computer's screws, use a standard Phillips No. 1 screwdriver that is in good condition.

CAUTION

Installing a memory module with the computer's power on may damage the computer, the module, or both.

The computer has one memory module slot. You can install one memory module.

CAUTION

Before you install or remove a memory module, turn off the computer using the Start menu. If you install or remove a memory module while the computer is in Standby or hibernation mode, data will be lost.

If the computer is on, begin at step 1; otherwise, skip to step 3.

- 1 If the computer is on, click **Start, Turn off computer**.

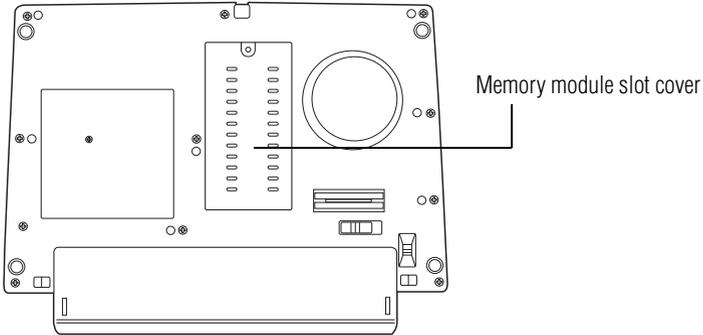
The Turn off computer window appears.

- 2 Click **Turn Off**.

The operating system turns off the computer.

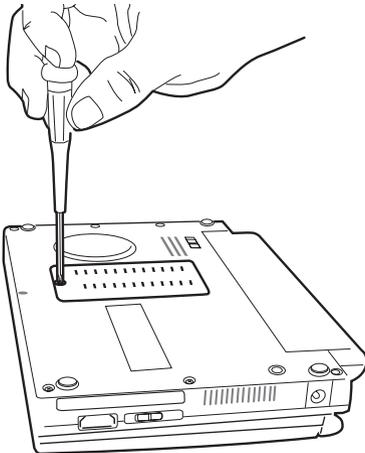
- 3 Unplug and remove any cables connected to the computer, including the AC adapter cord/cable.

- 4 Remove the battery. For information on removing the battery see “[Changing batteries](#)” on page 111.
- 5 Close the display panel and turn the computer upside down to locate the memory module slot cover.



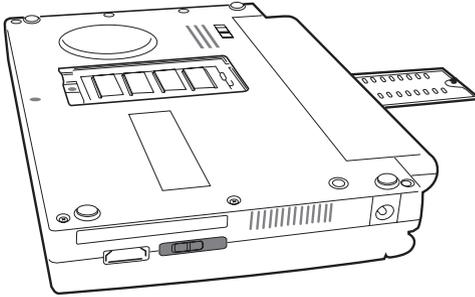
Sample locating the memory module slot cover

- 6 Using a standard Phillips No. 1 screwdriver, loosen the screw that secures the memory module slot cover.



Sample unscrewing the memory module slot cover

-
- 7 Remove the memory slot cover.



Sample removing the memory module slot cover

- 8 Place the screw and the cover in a safe place so that you can retrieve them later.

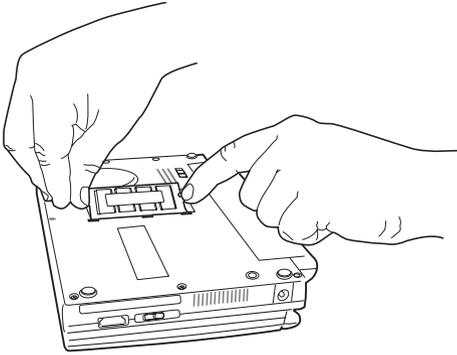
CAUTION

Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

To avoid damaging the memory module, be careful not to touch its pin connector on the side you insert into the computer.

- 9 Remove the new memory module from its antistatic packaging.
- 10 Holding the memory module by its edges so that the gold connector bar faces the slot, fit the module into the socket.
- 11 Gently press down on the memory module connector until the clips snap into place.

Do not force the memory module into position. The memory module should be level when secured in place.



Sample inserting the memory module into the slot

The clips on either side of the memory module will click to secure the memory module.

CAUTION

Avoid touching the connectors on the memory module or on the computer. Grease or dust on the connectors may cause memory access problems.

12 Replace the memory module slot cover and tighten the screw.

13 Turn the computer over and restart it.

You can now continue setting up the computer. When the operating system has loaded, you can verify that the computer has recognized the additional memory module.

If you are adding an extra memory module after setting up the computer, verify that the computer has recognized it correctly as described in [“Checking total memory” on page 54](#).

Removing a memory module

If you need to remove a memory module:

- 1** Complete steps 1–6 in [“Installing a memory module” on page 49](#) to shut down the computer and open the memory module slot cover.

CAUTION

Do not try to remove a memory module with the computer turned on. You can damage the computer and the device.

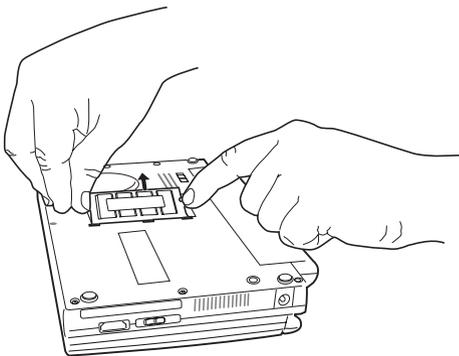
Do not remove the memory module while the computer is in Standby mode. The computer could hang up the next time you turn it on and data in memory will be lost. In either of the above cases, the Standby configuration will not be saved.

The following message appears when you turn on the power:

Warning: Resume Failure
Press Any Key To Continue

If the computer hangs up when you turn it on, perform the following: Push the power button to off; then turn the power on again.

- 2 Pull the clips away from the memory module.
The memory module pops partially out of the slot.
- 3 Carefully remove the memory module from the slot.



Sample removing the memory module

- 4 Replace the memory module slot cover and screw.

- 5 Turn the computer over and restart it.
-



TECHNICAL NOTE: You must have at least one memory module installed for the computer to work.

Checking total memory

When you add or remove a memory module, you can check that the computer has recognized the change. To do this:

Click **Start, Control Panel, Performance and Maintenance**, and then **System**. The **General** tab view automatically appears and shows total memory.

If the computer does not recognize the memory configuration, turn off the computer, remove the memory slot cover, and make sure the memory module is seated properly as described in step 11 of “[Adding memory](#)” starting on [page 48](#).

Hard Drive Recovery Utilities (for the U100 model only)

Your computer has been configured with a hard disk partition to allow you to recover your hard disk drive or reinstall selected applications and software features or utilities.

NOTE

It is strongly recommended that you create recovery CDs/DVDs before using your system. For more information on creating Recovery media see “[Creating Recovery CDs/DVDs](#)” on [page 55](#).

An optional writable external optical media drive that is compatible to the computer is required to create Recovery Discs. Visit accessories.toshiba.com for more information.

Using the HDD Recovery you can:

- ❖ Create Hard Drive Recovery CDs or DVDs using an optional writable drive purchased separately.
- ❖ Recover your hard disk drive to the factory-set default.
- ❖ Recover just your C: drive, leaving any other partitions you may have created intact, for example, a D: drive.
- ❖ Recover your hard disk drive to the factory-set default without the HDD Recovery partition.
- ❖ Delete your hard disk drive recovery partition without the risk of losing your data.
- ❖ Reinstall drivers and applications which were bundled with your computer.

Creating Recovery CDs/DVDs

Depending on your system configuration, you may be able to copy the Hard Drive Recovery Utilities to CD or DVD which would allow you the ability to recover your hard disk drive and reclaim additional hard disk space used to store the Hard Drive Recovery Utilities on your computer.

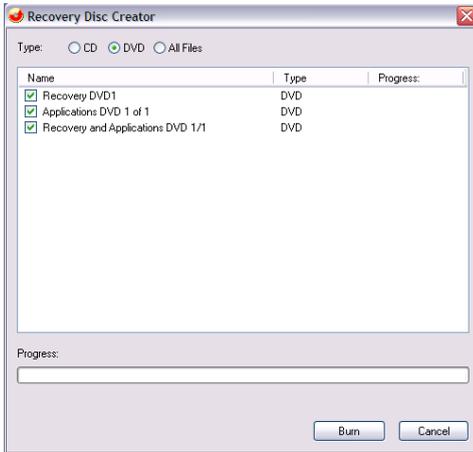
NOTE

The system will prompt you to insert the appropriate amount of CDs or DVDs to copy the Hard Drive Recovery Utilities. If your optical disk drive is not writable, contact TOSHIBA Customer Support to obtain the Recovery media for your system.

To create recovery CDs/DVDs:



- 1 Double-click the Recovery Disc Creator icon on the Windows desktop. You can also launch the application by clicking **Start, All Programs**, and then **Hard Disk Recovery Utilities**.
- 2 Select CD, DVD, or All Files (to create Recovery media on both CDs and DVDs).



Sample Recovery Disc Creator screen

- 3 Select the items you want to copy by clicking the check box next to the item's Name – recovery files, applications (original bundled drivers and applications), or both the recovery files and applications.
- 4 Click **Burn**.
- 5 Insert the first blank CD or DVD into your computer's CD/DVD writable drive when prompted.
- 6 Follow the on-screen prompts for completing the process.

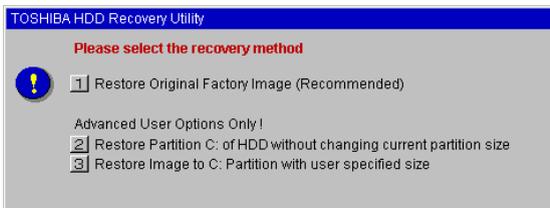
For more information on using the Recovery media you have created with the preceding steps see [“Hard Disk Drive Recovery using the Recovery media”](#) on page 59.

Hard Disk Drive Recovery using the recovery partition

You have the option of recovering your system to the factory-set default using the Hard Drive Recovery partition, or recovering just your C: drive and leaving other partitions (for example, a D: drive) intact, or changing the size of your C: drive and then recovering it.

To recover your hard disk drive using the utilities stored on your computer's HDD:

- 1 Make sure the computer is turned off.
- 2 Press and hold the **0** (zero) key on your keyboard while powering on the computer. When the computer powers on, the TOSHIBA HDD Recovery Utility screen displays.



Sample TOSHIBA HDD Recovery Utility screen

Recovering the original factory image (recommended)

CAUTION

Recovering a hard disk drive to its factory default setting deletes all partitions on the hard disk drive and your information will be lost. Be sure to save your work first.

- 1 Press **1** on the keyboard to recover your hard disk drive to its original factory setting. A confirmation message displays reminding you that all data will be lost during the recovery process. Be sure you have saved your work before proceeding.
- 2 Click **Yes** to begin the recovery. Once complete, a message displays that the HDD has been recovered.
- 3 Press any key on the keyboard to restart the computer.

Recovering the C: partition of the HDD without changing the current partition size

CAUTION

Recovering the C: drive to its factory default setting reformats your drive and your information on the recovered drive will be lost. Be sure to save your work first. If you have created other partitions (for example, a D: drive) those partitions and any information on them will not be affected and will remain intact.

To recover only your C: drive:

- 1 Press **2** on the keyboard when the TOSHIBA HDD Recovery Utility screen displays. A confirmation message appears, reminding you that all information on the C: drive will be lost during the recovery process. Be sure you have saved your work before proceeding.
- 2 Click **Yes** to begin the restoration. Once complete, a message displays that the HDD has been recovered.
- 3 Press any key on your keyboard to restart the computer.

Recovering the C: partition with a user specified size

CAUTION

Resizing and recovering your C: drive to its factory default setting reformats all partitions on the HDD (for example, if you created a D: drive, it will be deleted during the recovery process) and your information will be lost. Be sure to save your work first.

To resize and recover your C: drive:

- 1 Press **3** on the keyboard when the TOSHIBA HDD Recovery Utility screen displays. A confirmation message appears, reminding you that all partitions will be reformatted and all information will be lost during the recovery process. Be sure you have saved your work

before proceeding.

- 2 Click **Yes** to begin the restoration and to specify the size of the C: drive.
 - ❖ Press the Left/Right Arrow keys to increase/decrease the C: drive size by 1 GB.
 - ❖ Press the Up/Down Arrow keys to increase/decrease the C: drive size by 5 GB.
-

NOTE

The size of the C: drive will display on the progress bar as you make your selections.

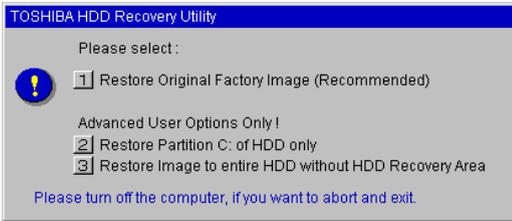
- 3 Click **Enter** to begin the restoration. Once complete, a message displays that the HDD has been recovered.
- 4 Press any key on your keyboard to restart the computer.

Hard Disk Drive Recovery using the Recovery media

If you need to recover your computer to the default factory setup, you can re-build the system using your Hard Drive Recovery Utilities.

To recover your hard disk drive using the utilities burned to CDs or DVDs (refer to [“Creating Recovery CDs/DVDs”](#) on page 55):

- ❖ Insert the first recovery CD or DVD into your CD/DVD drive and power on the computer. When the computer powers on, the TOSHIBA HDD Recovery Utility screen displays.



Sample TOSHIBA HDD Recovery Utility screen

Recovering the original factory image (recommended)

CAUTION

Recovering a hard disk drive to its factory default setting deletes all partitions on the hard disk drive and your information will be lost. Be sure to save your work first.

- 1 Press **1** on the keyboard to recover your hard disk drive to its original factory setting. A confirmation message displays, reminding you that all data will be lost during the recovery process. Be sure you have saved your work before proceeding.
- 2 Click **Yes** to begin the recovery process. Once complete, a message displays that the HDD has been recovered.
- 3 Press any key on the keyboard to restart the computer.

Recovering the C: partition of the HDD only

CAUTION

Recovering the C: drive to its factory default setting reformats your drive and your information on the recovered drive will be lost. Be sure to save your work first. If you have created other partitions (for example, a D: drive) those partitions and any information on them will not be affected and remain intact.

To recover only your C: drive:

- 1 Press **2** on the keyboard when the TOSHIBA HDD Recovery Utility screen displays. A confirmation message appears, reminding you that all information on the C: drive will be lost during the recovery process. Be sure you have saved your work before proceeding.
- 2 Click **Yes** to begin the restoration. Once complete, a message displays that the HDD has been recovered.
- 3 Press any key on your keyboard to restart the computer.

Recovering the entire HDD without the HDD Recovery Area

This option recovers your C: drive without creating the HDD Recovery Utilities partition. This will increase the size of your C: drive.

CAUTION

Recovering your C: drive to its factory default state without the recovery partition reformats all partitions on the HDD (for example, if you created a D: drive, it will be deleted during the recovery process) and your information will be lost. Be sure to save your work first.

To recover your C: drive without the recovery partition:

- 1 Press **3** on the keyboard when the TOSHIBA HDD Recovery Utility screen displays. A confirmation message appears, reminding you that all partitions will be reformatted and all data will be lost during the recovery process. Be sure you have saved your work before proceeding.
- 2 Click **Yes** to begin the restoration. Once complete, a message displays that the HDD has been recovered.
- 3 Press any key on your keyboard to restart the computer.

Checking the HDD operating status

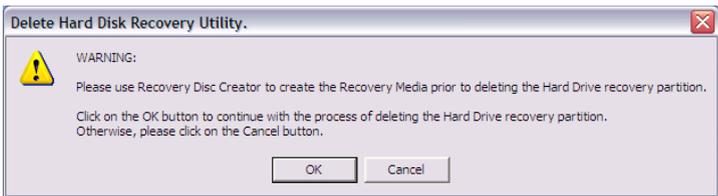
After restoring your hard disk drive you can check its status as follows:

- 1 Click **Start, Control Panel, Administrative Tools, Computer Management**, and then **Disk Management**.
- 2 Highlight the hard disk drive in the Volume list to display its status in the lower portion of the screen.

Deleting the Hard Disk Recovery Utility

You can delete the HDD recovery partition without losing your data.

- 1 Click **Start, All Programs, Hard Disk Recovery Utilities**, and then **Delete Hard Disk Recovery Partition**. The Delete Hard Disk Recovery Utility warning screen displays.



Sample Delete Hard Disk Recovery Utility screen

- 2 Click **OK** to continue.

- 3 When the following warning screen displays, click **OK** to confirm.



Sample Delete Hard Disk Recovery Utility confirmation screen

After the Delete Hard Disk Recovery Utility has completed, it assigns the appropriate drive letter (for example, E: drive) for the extra space and formats the drive.

Installing drivers and applications

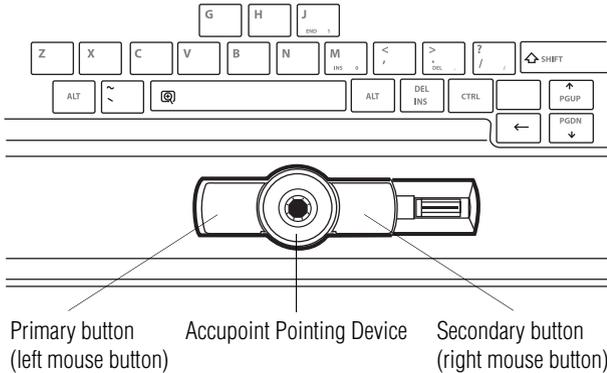
The TOSHIBA Application Installer allows you to reinstall the drivers and applications that were originally bundled with your computer.

To reinstall drivers and applications:



- 1 Double-click the Toshiba Application Installer icon on the Windows desktop. You can also launch the application by clicking **Start, All Programs, Hard Disk Recovery Utilities**, and then **Toshiba Application Installer**.
- 2 Click **Next**.
- 3 Click the item(s) you want to install.
- 4 Click **Install**.
- 5 Follow the on-screen prompts to complete the installation process.

Using the Accupoint II pointing device



Sample Accupoint buttons

Accupoint Pointing Device—Moves the cursor and selects items on the screen.

To move the cursor, gently push the pointing device in the direction you want the cursor to move. Pushing harder on the pointing device moves the cursor faster.

Primary button—Performs the same function as the left button on a mouse.

When a step instructs you to click or choose an item, move the cursor to the item, then press and release the primary button. To double-click, press the primary button twice in rapid succession.

Secondary button—Performs the same function as the right button on a mouse.

Turning off the computer

It is a good idea to turn off your computer when you will not be using it for a while.

If you are using the computer for the first time, leave it plugged into a power source (even though the computer is off) to fully charge the main battery. With the computer off, it may take up to three hours to recharge the main battery.

When you power down the computer, you have three options to choose from: Turn Off (or Shut down), Hibernate, and Stand By. Each option has its advantages.

- ❖ Use the Shut down command if you are using the Windows XP Professional operating system and are connected to a domain server.
- ❖ If you have work in progress and are not connected to a network, use the Windows Standby or Hibernate commands to save your system settings to memory so that when you turn on the computer again you will automatically return to where you left off.
- ❖ To leave the computer off for a longer period, use the Windows Turn Off command when not connected to a domain server or the Shut down command when connected to a domain server instead.

CAUTION

Never turn off the computer while any drive is in use. Doing so may damage the media in use and result in loss of data.

Closing the display panel

When you are finished, shut the computer down and close the display panel to keep dust and dirt out of the computer.

If you close the computer while it is still on, one of the following actions will occur:

- ❖ If you have the LCD power-saver feature set, the LCD panel will automatically turn off until you open it again.
- ❖ If you have the audible warning set, the computer will beep to notify you that it is still on.
- ❖ If you have an action feature set, the computer will perform either: Nothing, Standby, Hibernate, or Turn Off (see “[Setting user passwords](#)” on page 155).

Devices for office computing

By connecting optional devices such as an external monitor, a full-size keyboard, and a mouse, you can work with your notebook as if it were a standard office computer.

You can connect any of these optional devices:

- ❖ Expansion memory modules
- ❖ Standard 101-key keyboard
- ❖ Mouse or trackball
- ❖ Printer
- ❖ PC Cards

Some of these are Toshiba devices, others are standard computer components.

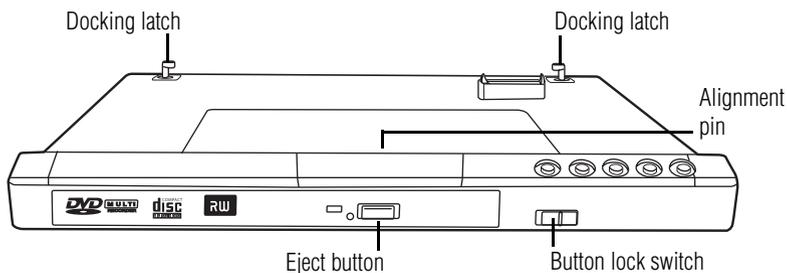
The devices manufactured by Toshiba can be purchased through Toshiba’s Web site at accessories.toshiba.com.

libretto® DVD Dock

NOTE

The libretto® DVD Dock ships with certain models only, and is an optional feature that must be purchased separately for those models that do not come with it. For information on accessories, see accessories.toshiba.com.

The libretto® DVD Dock allows you to play audio CDs or watch DVD movies on your computer. For more information on using the DVD Dock and playing audio CDs see “Using the libretto® DVD Dock” on page 91.



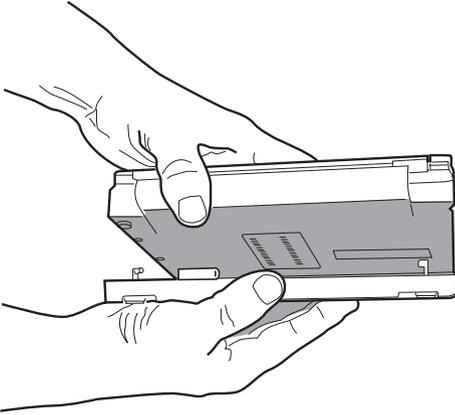
Sample libretto® DVD Dock

Connecting the libretto® DVD Dock

To connect the libretto® DVD Dock to your computer:

- 1 Place the libretto® DVD Dock on your work surface.

- 2 Place your computer on top of the libretto® DVD Dock lining up the connecting port on the computer with the the alignment pin on the libretto® DVD Dock.



Sample of connecting the computer to the libretto® DVD Dock

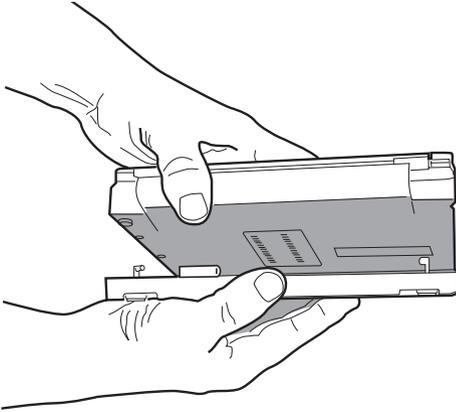
- 3 Push the two docking latches into the locked position.

Removing the libretto® DVD Dock

To remove the libretto® DVD Dock:

- 1 Slide the Undock switch on the right side of the libretto® DVD Dock.
- 2 Release the libretto® DVD Dock's latches at the back of the computer.

- 3 Remove the computer from the libretto[®] DVD Dock.



Sample of removing the computer from the libretto[®] DVD Dock

Using external display devices

Your computer comes with a built-in LCD display, but you can also connect an external display device to the available video port:

- ❖ An external monitor or projector via the RGB (monitor) port.

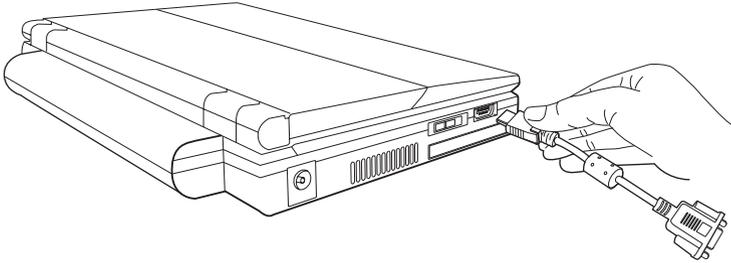
Before connecting an external monitor or video projector, configure your computer for the type of device you are connecting. To do this, refer to the documentation for your operating system and devices.

Connecting an external monitor or projector

You can easily attach an external monitor or projector to your computer if you need a larger screen. To do this:



- 1 Connect the monitor's video cable to the RGB (monitor) adapter, then connect the other end of the adapter to the Toshiba Mini RGB Adapter port on the left side of the computer.



Sample connecting the Toshiba Mini RGB Adapter to the RGB (monitor) adapter port

- 2 Connect the device's power cable to a live electrical outlet.
- 3 Turn on the external device.
- 4 Set the display mode by pressing Fn + F5, or by configuring the Display Properties settings.

Directing the display output when you turn on the computer

Once you have connected an external display device, you can choose to use the internal display only, the external device only, or both simultaneously. The quickest way to change the display output settings is to use the display hot key (Fn + F5):

- 1 Press Fn and F5 simultaneously.
- 2 While holding down Fn, press F5 repeatedly until the setting you want takes effect. Briefly pause between pressing the F5 key to allow time for the display to change.

This hot key cycles through the settings in the following order:

- ❖ Built-in display only
- ❖ Built-in display and external monitor simultaneously
- ❖ External monitor only

3 Release the Fn key.



TECHNICAL NOTE: You can also change these settings using the Display Properties Box.

Set the option for the video controller by clicking Start, Control Panel, Appearance and Themes, and then Display. Choose the Settings tab, click the Advanced button, select Display Device, select the applicable Monitor type, and click Apply or OK.

Adjusting the quality of the external display

To obtain the best picture quality from your television (or other video display device), you may need to adjust the video settings. See the documentation for your video device for additional configuration information.



TECHNICAL NOTE: To use one of the simultaneous modes, you must set the resolution of the internal display panel to match the resolution of the external display device. The external display device must support a resolution of 640 X 480 or higher.

Using an external keyboard

If you prefer to use a full-size keyboard, you can attach one to your computer. The computer's USB ports support any USB-compatible keyboard.

Using a mouse

You may want to use a mouse instead of the computer's built-in Accupoint II pointing device. You can use a USB-compatible mouse.

NOTE

After logging on to your system, the mouse cursor may move to the upper-right side of the screen. If this occurs, push the Esc or Windows key to return it to its original position.

Connecting a local printer

NOTE

Your printer documentation may require you to install the printer software before physically connecting the printer to your computer. If you do not install the software as instructed by the printer manufacturer, the printer may not function correctly.

Read the documentation that came with your printer. Follow the manufacturer's instructions when connecting a local printer.

NOTE

You must supply the proper printer cable. If one did not come with your printer, you may purchase one from an electronics or computer store.

You can connect a USB-compatible printer to your computer through the USB ports. Check your printer's documentation to determine if the printer is USB-compatible.

To achieve the connection, you need a suitable USB cable, which may come with your printer.

To connect a USB printer:

- 1 Plug the USB connector into one of the USB ports on your computer.
- 2 Plug the printer's power cable into a live AC outlet.

Setting up your printer

If you started your computer with a printer connected and turned on, it may have been detected automatically (Plug and Play). If it was not, then you will need to install the printer driver for the model of printer that is connected to your computer. You install the printer driver either by following the instructions indicated in your printer manual or by using the operating system's Add Printer Wizard.

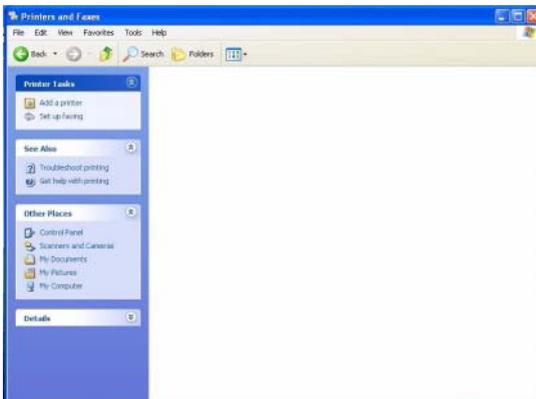
If you plan to set up a printer later, click **Cancel**.

Using the Add Printer Wizard

To set up a printer with the Add Printer Wizard:

- 1 Click **Start, Control Panel, Printers and Other Hardware**, and then **Printers and Faxes**.

The Printers and Faxes window appears.



Sample Printers and Faxes window

2 Click Add Printer.

The Add Printer Wizard starts.

*Sample Add Printer Wizard***3 Click Next.**

The Add Printer Wizard asks you to select your printer.



TECHNICAL NOTE: If your printer is Plug and Play, the operating system recognizes it automatically. You can ignore the remainder of this section. See your printer manual.

4 If the printer you are setting up:

- ❖ Is not connected to a network, select **Local printer attached to this computer.**

If you select Local printer, check “Automatically detect and install my Plug and Play printer.”

- ❖ Is connected to a network, select **Network printer, or a printer attached to another computer.**

5 Click **Next**.

The Add Printer Wizard prompts you to select your printer.

6 Select your printer from the list of manufacturers and printers, click **Next**.**7** Select the port settings according to the instructions in your printer's documentation and the port to which your printer is connected, then click **Next**.

The Add Printer Wizard prompts you to enter a printer name.

8 Enter a name for your printer.

HINT: If you are using more than one printer, make sure the name is descriptive enough to help you tell the difference.

9 To set up the printer to be the default printer for the operating system, click **Yes**.**10** Click **Next**.

The operating system prompts you to print a test page.

11 If your printer is connected and turned on, click **Next**.

To complete the setup procedure without printing a test page, click **No**, then click **Next**.

12 Click **Finish**.

You are now ready to print.

Depending on your program, you may see various messages indicating the status of your print job.



TECHNICAL NOTE: Some printers require a specific installation process. In this case, the Windows® XP operating system Add Printer Wizard will display an error message. If this happens, refer to your printer installation guide for further instructions.

Caring for your computer

This section gives tips on cleaning and moving your computer. For information about taking care of your computer's battery see [“Running the computer on battery power”](#) on page 105.

Cleaning the computer

CAUTION

Keep liquids, including cleaning fluid, out of the computer's keyboard, speaker, and other openings. Never spray cleaner directly onto the computer. Never use harsh or caustic chemical products to clean the computer.

To keep your computer clean, gently wipe the display panel and exterior case with a lightly dampened cloth.

Moving the computer

Before moving your computer, even across the room, make sure all disk activity has ended (the drive indicator light stops glowing) and all external peripheral cables are disconnected.

CAUTION

Do not pick up the computer by its display panel or by the back (where the ports are located). Doing so could damage the computer.

Chapter 2

Learning the Basics

This chapter offers some computing tips and provides important information about the basic features of your computer.

Computing tips

- ❖ Save your work frequently.

Your work stays in the computer's temporary memory until you save it to the hard disk. If the network you are using goes down and you must restart your computer to reconnect or if your battery runs out of charge while you are working you will lose all work since you last saved.

See [“Saving your work” on page 87](#) for further information.



HINT: Some programs have an automatic save feature that can be activated. This feature saves your file to the hard disk at preset intervals. See your software documentation for details.

-
- ❖ Back up your files to discs (or other removable media) on a regular basis. Label the backup copies clearly and store them in a safe place.

It is easy to put off backing up your data because it takes time. However, if your hard disk suddenly fails you will lose all the data on it unless you have a separate backup copy.

- ❖ Use Error-checking and Disk Defragmenter regularly to conserve disk space and improve performance.
- ❖ Scan all new files for viruses.

This precaution is especially important for files you receive via diskette, email, or download from the Internet.

- ❖ Take frequent breaks to avoid repetitive-motion injuries and eyestrain.
- ❖ Do not turn off the computer if a drive indicator light indicates a drive is active.

Turning off the computer while it is reading from or writing to a disk may damage the disk, the drive, or both.

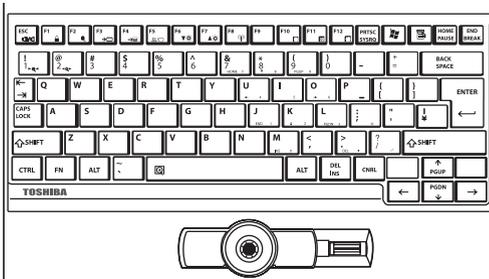
- ❖ Before turning off the computer use the Turn off computer command or Standby command. See [“Using Standby” on page 100](#) to learn more about Standby.

NOTE

The Windows® XP operating system records information, such as your desktop setup, during its shutdown procedure. If you do not let the Windows® XP operating system shut down normally, details such as new icon positions may be lost.

Using the keyboard

Your computer's keyboard contains character keys, control keys, function keys, and special Windows® keys, which provide all the functionality of a full-size keyboard.



Sample keyboard

Character keys

Typing with the character keys is very much like typing on a typewriter, except that:

- ❖ The space bar creates a space character instead of just passing over an area of the page.
- ❖ The lowercase letter l (el) and the number 1 are not interchangeable.
- ❖ The uppercase letter O and the number 0 are not interchangeable.

Making your keyboard emulate a full-size keyboard

Although your computer's keyboard layout is compatible with a standard full-size keyboard, it has fewer keys.

A standard full-size keyboard has two Enter, Ctrl, and Alt keys, editing keys, cursor positioning keys, and a numeric keypad. Pressing the Fn key simultaneously in combination with one of the specially marked keys allows you to emulate a full-size keyboard.

Your computer's keyboard has only one Enter and one Ctrl key. Most of the time, this does not matter. However, some programs assign separate functions to the right and left Ctrl and Alt keys, or to the regular and numeric pad Enter keys on the full-sized keyboard. Using the Fn key, you can simulate these separate keys, as follows:

- ❖ Press Fn and Ctrl simultaneously to simulate the Ctrl key on the right side of the enhanced keyboard.
- ❖ Press Fn and Enter simultaneously to simulate the Enter key on the numeric pad of the enhanced keyboard.

Ctrl, Fn, and Alt keys



Sample Ctrl, Fn, and Alt keys

The Ctrl, Fn, and Alt keys do different things depending on the program you are using. For more information, see your program documentation.

Function keys

The function keys (not to be confused with the Fn key) are the 12 keys at the top of the keyboard.



Sample function keys

F1 through F12 are called function keys because they execute programmed functions when pressed. Used in combination with the Fn key, function keys marked with icons execute specific functions on the computer. For example, Fn+F9 turns off the Accupoint II pointing device. For more information see “Fn-esse®” on page 141, or “Hot Keys” on page 228.

Using the overlay to type numeric data

The keys with the numbers on the lower right are the numeric overlay keys.



To turn the numeric overlay on, press Fn and F11 simultaneously.

You can still use the overlay keys to type alphabetic characters while the numeric overlay is on. To do so:

- ❖ For lowercase letters, hold down Fn while you type the letters.
- ❖ For uppercase letters, hold down both Fn and Shift while you type the letters.

To use the cursor control keys when the numeric overlay is on:

- ❖ Press and hold down Shift while you use the cursor control overlay keys.
- ❖ To return to the numeric overlay, release Shift.

To disable the numeric overlay, hold down the Fn key and press F11 again.

Using the overlay for cursor control

The keys with the gray arrows and symbols on the lower left are the cursor control overlay keys.



To turn the cursor control overlay on, press Fn and F10 simultaneously.

To type alphabetic characters while the overlay is on:

- ❖ For lowercase letters, hold down Fn while you type the letters.
- ❖ For uppercase letters, hold down both Fn and Shift while you type the letters.

To use the numeric overlay keys while the cursor control overlay is on:

- ❖ Hold down Shift while you use the numeric overlay keys.
- ❖ To return to the cursor control overlay, release Shift.

To disable the cursor control overlay, hold down the Fn key and press F10 again.

Starting a program

The easiest way to start a program is to double-click the name of the file that contains the information you want to work on. To find the file, use My Computer or Windows® Explorer.

If you prefer to open the program first, you have four options. You can:

- ❖ Double-click the icon for the program on your desktop
- ❖ Use the Start menu
- ❖ Use Windows® Explorer or My Computer to locate the program file
- ❖ Use the Run dialog box

The next three sections explain how to start a program from the Start menu, Explorer, and the Run dialog box.

Starting a program from the Start menu

When you install a program, the operating system usually puts an icon in the All Programs menu. To start a program that has an icon in the All Programs menu, follow these steps which use the Windows® WordPad program as an example:

- 1** Click **Start**, then point to **All Programs**.

The Windows® XP operating system displays the All Programs menu, which lists programs and program groups. If your program is listed, go to step 3, otherwise, continue with step 2.

- 2 Point to the program group, in this example, **Accessories**.
The Accessories menu is displayed.
 - 3 Click the program, in this example, **WordPad**.
WordPad opens.
-  To close the program, click the **Close** button in the upper-right corner of the program's window.

Starting a program from Windows® Explorer

If a program is not listed in the All Programs menu, you can start it from Windows® Explorer. Windows® Explorer gives you a view of your computer's contents as a hierarchy or "tree." You can easily see the contents of each drive and folder on your computer. To use this method, you should know the file name and location of the program's executable file (this file ends with .exe).

This example opens WordPad using its file name, *wordpad.exe*.

- 1 Click **Start**, then point to **All Programs**.
- 2 Click **Accessories**.
- 3 Click **Windows Explorer**.
- 4 Click **My Computer** to expand the window.
- 5 In the left part of the window, click the line that ends in "(C:)."
- 6 In the left part of the window, under the C: icon, double-click the folder containing the program, in this case **Program Files**.

Windows® Explorer shows the contents of the Program Files folder on the right side of the window. The left side of the window shows all the folders contained within the Program Files folder.

- 7 In the left part of the window, click **Windows NT**.

8 Click **Accessories**.

Windows® Explorer shows the contents of the **Accessories** folder on the right side of the window.

9 In the right part of the window, double-click **WordPad**.

The operating system opens WordPad.

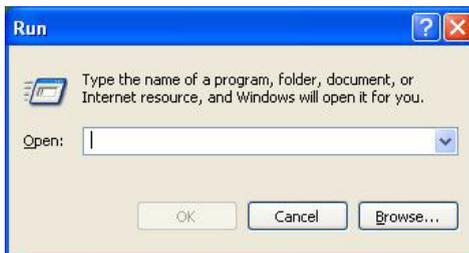
-  To close the program, click the **Close** button in the upper-right corner of the program's window.

Starting a program from the Run dialog box

This example uses the Run command to start WordPad:

1 Click **Start**, then click **Run**.

The Run dialog box appears.



Sample Run dialog box

2 In the Run dialog box:

- ❖ For a program in the Windows® NT folder, type just the program name. Otherwise, if you know the program's location, type the full file path. Then click **OK**.
- ❖ If you do not know the program's location, you can search for it by clicking **Start**, and then **Search**. When the Search screen displays, follow the displayed instructions.

-
- 3 Type WordPad in the Open text box and press Enter.
-



HINT: To run the same program again, click the arrow to the right of the text box and select the command line from the drop-down list.

Saving your work

Before you turn off the computer, save your work on the hard disk drive or other writable media. This is one of the most important rules of computing.

CAUTION

Always save your data even when you are using Standby mode. If your battery fully discharges, your information will be lost. Your computer can be configured to warn you when the battery is running low see [“What to do when the battery alarm sounds”](#) on page 111.

Saving documents is quick and easy, so it is a good idea to get in the habit of saving frequently.

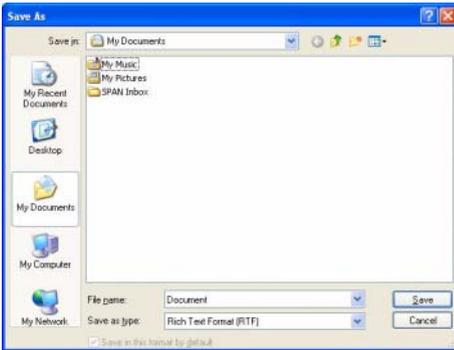
Many programs offer a feature that saves documents at regular intervals. Check your programs' documentation to see if they have an automatic save feature.

Saving files

- 1 On the **File** menu of your Windows® program, click **Save**.

If you are working with a document that already has a file name, this is all you need to do. If you created a new document, your program displays a Save As dialog box.

Use this dialog box to specify where to store the document and to give it a file name.



Sample Save As dialog box

- 2 Choose the drive and folder where you want your file to be stored.
- 3 Type a file name, then click **Save**.



HINT: To make another copy of the file you are currently working with, choose Save As from the File menu and give the new file a different name.

The Windows® XP operating system supports file names of up to 255 characters; the names can include spaces. Some applications still require file names limited to eight characters.

File names

If you plan to share your files with a computer using a pre-Windows® 95 version of the Windows® operating system, the file name must be no more than eight characters long. Typically the file name also has an extension, consisting of a period and up to three additional characters.

You may use all the letters and numbers on the keyboard plus these characters: _ ^ \$ ~ ! # % & { } () @ and ` . File names are not case-sensitive and must not contain spaces.

Using a file extension

Most programs assign an extension to the file name that identifies the file as being created in the program with a particular format. For example, Microsoft® Word saves files with a .doc extension. Any file name with an extension of “.doc” is assumed to be a Microsoft® Word file. Creating your own extension is usually unwise, since the program is unlikely to recognize a strange extension and may refuse to handle your file correctly.



TECHNICAL NOTE: By default, the Windows® XP operating system does not show filename extensions. For information on showing or hiding file extensions see your Windows® XP online help.

Printing your work

Ensure the operating system is set up for your printer as described in [“Setting up your printer” on page 73](#).

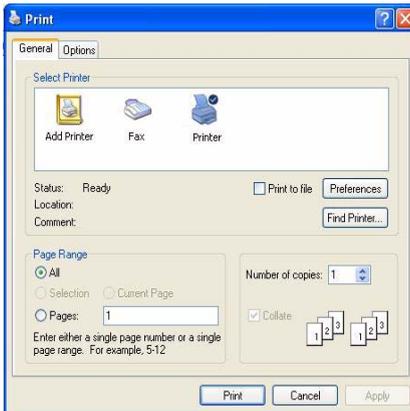


HINT: You only need to set up the printer the first time you connect it. If you use more than one printer or are changing printers, you will need to set up the Windows® XP Professional operating system to run with the additional printer(s).

To print a file:

- 1 Make sure your printer is turned on.
- 2 Open the **File** menu of your Windows® program and click **Print**.

The program displays a Print dialog box.



Sample Print dialog box

- 3 Specify the print parameters (i.e. the range of pages and number of copies to print).
- 4 Click **Print**.

Backing up your work

Back up all the files you create in case something happens to your computer. If you have a network partition, you can hold copies of your files there.

Alternatively, you can back up your files to diskette or other writable media one at a time as you are working on them.

To back up several files at one time, use the Microsoft® Windows® backup program which is preinstalled on the computer's hard disk.

Additional information on the backup program is in the online Help for your operating system.



HINT: Backing up all the files on your hard disk takes a considerable amount of time and many diskettes. You may prefer to use a high-capacity backup system, such as an external tape drive.

Restoring your work

To restore information from your backup media to your hard disk, use the Restore page in the backup program. Look in the online Help or your operating system documentation for information on restoring files.



TECHNICAL NOTE: When restoring files, the backup program prompts you if you try to overwrite a file that already exists on the hard disk. Make sure the backup version is the one you want before overwriting the existing file.

Using the libretto® DVD Dock

NOTE

The libretto® DVD Dock ships with certain models only, and is an optional feature that must be purchased separately for those models that do not come with it. For information on accessories, see accessories.toshiba.com.

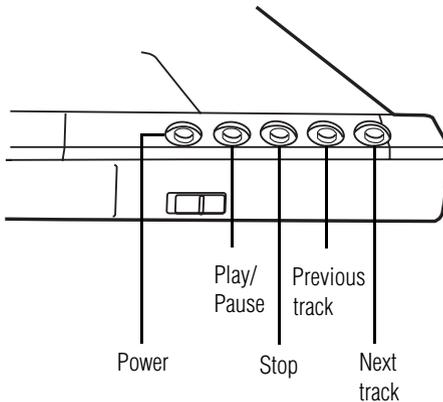
Optical storage has become the preferred medium for software, music, and video. Digital versatile discs (DVDs) provide a significant increase in data storage and support features that are not available on any other video platform. These features include wide-screen movies, multiple

language tracks, digital surround sound, multiple camera angles, and interactive menus.

For these reasons, your computer may come with a libretto® DVD Dock.

libretto® DVD Dock control buttons

The control buttons on the libretto® DVD Dock let you play audio CDs and DVDs when the computer is on. You can also use them to play CDs and DVDs when the computer is off using the Express Media Player.



Sample CD/DVD control buttons on the libretto® DVD Dock

The **Power** button:

- ❖ Launches InterVideo™ Win DVD application and plays the CD or DVD, if one is inserted into the drive, when the computer is powered on and Windows is running.
- ❖ Launches the Express Media Player if the computer is not powered on.

The **Play/pause** button starts playing the disc or makes it pause if currently playing.

The **Stop** button stops a disc that is currently playing.

The **Previous track** button returns to the preceding track on the disc.

The **Next track** button skips to the following track on the disc.

Inserting discs (CD or DVD)

To insert a disc into the libretto® DVD Dock drive:

- 1 Make sure the drive-in-use indicator light is off.
- 2 Press the drive's eject button.
The disc tray slides partially out of the drive (about 1 inch).
- 3 Grasp the disc tray and pull it fully open.
- 4 Hold the disc by its edges and check that it is free of dust.

If the disc is dusty, clean it as described in “Caring for CD or DVD Discs” on page 96.

CAUTION

Handle DVDs and CDs carefully, making contact only with the center hole and edge. Never touch the surface of the disc. Never stack discs. If you incorrectly handle the discs, you could lose data.

- 5 Place the disc carefully in the disc tray, label side up.
- 6 Gently press the disc onto the center spindle until you feel it click into place.

CAUTION

Be careful not to touch the drive's lens (located underneath the drive's spindle) or the area around it. Doing so could cause the drive to malfunction.

- 7 Make sure the disc is completely on the spindle and is lying flat on the tray.

CAUTION

If you insert the disc incorrectly, it may jam the drive. If this happens, contact your network administrator for assistance.

- 8 Push the disc tray in by pressing gently on the center of the tray until it clicks into place.

You are ready to use the disc.

Playing audio

Insert an audio CD and close the disc tray.

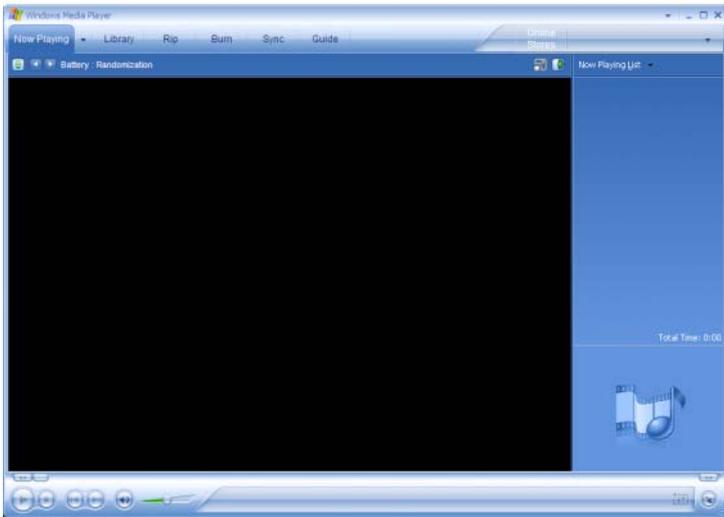
If the computer is turned on, the computer automatically detects a disc in the drive and opens the Audio CD window.



Sample Audio CD window

- 9 Select the Play Audio CD using Windows Media® Player option and click **OK**.

The Windows Media® Player window appears.



Sample Windows Media Player screen

The Windows Media® Player control panel works much like an ordinary compact disc player.

- ❖ To play or pause the CD, click the **Play/Pause** button on the CD Player control panel.
- ❖ To stop the CD, click the **Stop** button.

CAUTION

Before putting on headphones to listen to an audio CD, turn the volume dial down, and do not set the volume too high when using the headphones. Continuous exposure to loud sound can harm your hearing.

Caring for CD or DVD Discs

- ❖ Store your discs in their original containers to protect them from scratches and keep them clean.
- ❖ Do not bend a disc or place heavy objects on top of it.
- ❖ Do not apply a label to or otherwise mar the surface of a disc.
- ❖ Hold a disc by its outside edge. Fingerprints on the surface can prevent the DVD-ROM drive or multi-function drive from reading the data properly.
- ❖ Do not expose discs to direct sunlight or extreme heat or cold.
- ❖ To clean a disc that is dirty, wipe it with a clean, dry cloth. The most efficient method to clean it is to start from the center of the disc and wipe toward the outward edge (not in a circle). If necessary, moisten the cloth with water or a neutral cleaner (not benzine or rubbing alcohol). Let the disc dry completely before inserting it in the drive.

Powering down the computer

CAUTION

Pushing the power button to off before shutting down the Windows operating system could cause you to lose your work. Make sure the system indicator panel's disk light and the drive-in use light are off. If you turn off the power while a disk is being accessed, you may lose data or damage the disk and/or drive.

When you power down the computer, you have three options to choose from: Turn Off (or Shut Down) Computer, Standby, and Hibernation.



TECHNICAL NOTE: Before using any of these options to power down your computer, save your files and make sure the disk activity lights are off.

If you change your mind and decide to continue working after all, wait a few seconds before turning the computer on again.

Using Turn Off Computer or Shut Down

For the Windows XP Professional operating system, follow these steps to shut down the computer:

- 1 Click the **Start** button, then **Shut down**.

The Shut Down Windows dialog box appears.

- 2 Select **Shut down** from the drop-down list.
- 3 Click **OK**.

The computer shuts down completely.

NOTE

Holding the Shift key while the Turn Off computer Windows dialog box is open, changes the Stand By button to hibernate. For more information about setting up hibernation, refer to [“Using Hibernation” on page 99](#).

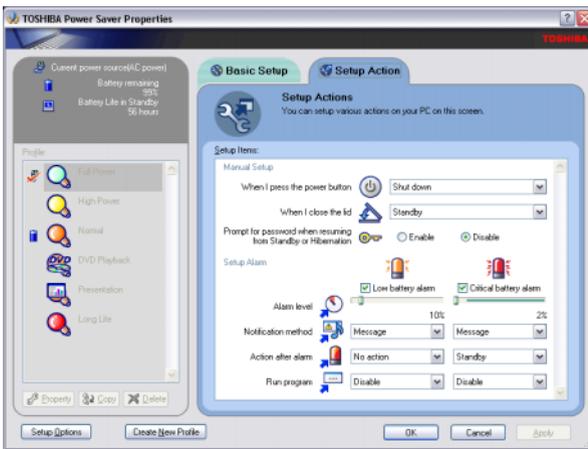
Shutting down more quickly

You can shut down the computer by pushing the power button.

To use this feature, you first need to turn it on in Toshiba’s Power Saver utility.

- 1 Click **Start, Control Panel, Performance and Maintenance**, and then **Toshiba Power Saver**.
- 2 Click the **Setup Action** tab.

- 3 Select the options you want from the drop-down lists.
 - ❖ **When I press the power button**
Set this option to **Shut down** to have the computer shut down when you push the power button.
- 4 Click **Apply**.
- 5 Click **OK**.



Sample system power mode settings

NOTE

For more information about the Power Saver utility see “[Power Management](#)” on page 150.

Starting again after Shut down

To start the computer up again, push the power button until the on/off light changes to green.

If you shut down the computer by closing the display panel, you can start it again by opening the display panel.

Using Hibernation

Hibernation mode shuts the computer down completely, but it first saves the current mode of the computer to the hard disk. Since Hibernation mode does not require power to maintain the saved information, the system settings are retained indefinitely. Restoring information from the hard disk takes longer than restoring it from memory. When you start up again, the computer runs a self-test, loads the operating system, and then returns to the mode in which you left it.

Factors to consider when choosing Hibernation:

- ❖ While in Hibernation mode, the computer uses no battery power.
- ❖ Because the mode of the system is held on the hard disk, no data is lost if the main battery discharges.
- ❖ When starting up again, Hibernation uses less time and battery power than does Turn off computer.
- ❖ Restarting from Hibernation uses a little more time and battery power to start up than restarting from Standby, because information is being retrieved from the hard disk rather than from memory.
- ❖ When starting up again, the computer returns to the mode in which you left it, including all open programs and files you were using.

Configuring your computer for Hibernation

- 1 Open the **Start** menu, click **Control Panel**, **Performance and Maintenance**, and then **Toshiba Power Saver**.
- 2 Click the **Setup Action** tab.
- 3 Select **Hibernation** for the options you want.
 - ❖ **When I press the power button**
Set this option to **Hibernate** so that the computer

will go into Hibernation mode when you push the power button.

❖ **When I close the lid**

Set this option to **Hibernate** so that the computer will go into Hibernation mode when you close the display panel.

4 Click **Apply**.

5 Click **OK**.

The computer is now set to automatically go into Hibernation when your option settings occur.

NOTE

For more information about the Power Saver utility see [“Power Management” on page 150](#).

Once the computer is configured, put the computer into Hibernation mode by either pushing the power button or closing the display panel, depending on the hibernation options taken.

Starting again from Hibernation mode

To start up the computer from Hibernation mode, push the power button until the on/off light turns green. The computer returns to the screen you were using.

If you put the computer in Hibernation mode by closing the display panel, you can start it again by opening the display panel.

Using Standby

The Standby command puts the computer into a power-saving mode. Standby holds the current mode of the computer in memory so that when you restart the computer you can continue working from where you left off.

Factors to consider when choosing Standby:

- ❖ While in Standby mode, the computer uses some battery power. A fully charged main battery will last up to eight hours in Standby mode.
- ❖ Restarting from Standby uses less time and battery power than restarting from Turn off computer or Hibernation.
- ❖ When starting up again, the computer returns to the mode in which you left it, including all open programs and files you were using.

CAUTION

If you power down using the Standby command and the main battery discharges fully, your unsaved information will be lost. Be sure to save your work first.

To power down the computer using the Standby command, click **Start**, **Turn off computer**, and select **Stand By**.



Sample Turn off computer Windows® dialog box

NOTE

If you hold down the Shift key, Stand By becomes Hibernate in the Turn off computer dialog box. To enter hibernation mode, you must hold down the Shift key while you select Hibernate.

The computer saves the status of all open programs and files, turns off the display, and goes into a low-power mode. The on/off light blinks amber indicating the machine is in Standby mode.

Going into Standby mode more quickly

You can put the computer into Standby mode by either pushing the power button or closing the display panel. You can also specify an amount of time after which the computer automatically goes into Standby mode.

To use any of these methods, you first need to enable them in Toshiba's Power Saver utility.

- 1 Click **Start, Control Panel, Performance and Maintenance**, and then **Toshiba Power Saver**.
- 2 Click the **Setup Action** tab.
- 3 Select **Stand By** for the options you want.
 - ❖ **When I press the power button**
Set this option to **Stand By** to put the computer into Standby mode when you push the power button.
 - ❖ **When I close the lid**
Set this option to **Stand By** to put the computer into Standby mode when you close the display panel.
- 4 Click **Apply**.
- 5 Click **OK**.

NOTE

For more information about the Power Saver utility see [“Power Management” on page 150](#).

Starting again from Standby mode

To start up the computer from Standby mode, push the power button until the on/off light changes to green. The computer returns to the screen you were using.

If you put the computer in Standby mode by closing the display panel, you can start it again by opening the display panel.

Toshiba's online resources

Toshiba maintains a number of online sites to which you can connect. These sites provide information about Toshiba products, give help with technical questions, and keep you up to date with future upgrades. For more information see [“Contacting Toshiba” on page 225](#).

Chapter 3

Mobile Computing

This chapter covers all aspects of using your computer while traveling.

Toshiba's energy-saver design

Your computer enters a low-power Standby mode when it is not being used, thereby conserving energy and saving money in the process. It has a number of other features that enhance its energy efficiency.

Many of these energy-saving features have been set by Toshiba. We recommend you leave these features active, as they will allow your computer to operate at its maximum energy efficiency so that you can use it for longer periods while traveling.

Running the computer on battery power



The computer contains a removable Lithium-Ion (Li-ion) battery pack that provides power when you are away from an AC outlet. This is the main battery. You can recharge it many times.

Battery Notice

Battery life may vary considerably from specifications depending on product model, configuration, applications, power management settings and features utilized, as well as the natural performance variations produced by the design of individual components. Published battery life numbers are achieved on select models and configurations tested by Toshiba at the time of publication. See "Detailed Specs" for specific battery measurement test. Recharge time varies depending on usage. Battery may not charge while computer is consuming full power.

After a period of time, the battery will lose its ability to perform at maximum capacity and will need to be replaced. This is normal for all batteries. To purchase a new battery pack, see the accessories information that shipped with your computer or visit the Toshiba web site at www.accessories.toshiba.com.

To ensure that the battery maintains its maximum capacity, operate the computer on battery power at least once a month until the battery is fully discharged. Please see [“Charging the batteries” on page 106](#) for procedures. If the computer is continuously operated on AC power, either through an AC adapter or docking station for an extended period, more than a month, the battery may fail to retain a charge. It may not function efficiently over the expected life of the battery and the battery light may not indicate a low-battery condition.

NOTE

For optimum DVD performance, Toshiba recommends that you play DVDs while running on AC power rather than on battery power.

Charging the batteries

NOTE

Battery charge time may vary depending on the applications, power management settings, and features used.

The battery needs to be charged before you can use it to power the computer.

CAUTION

Never leave batteries in the battery charger for more than a week at a time. Doing so may reduce the potential charge of the battery.

Use only battery chargers designed to work with your notebook computer. You can order a Toshiba battery charger from Toshiba's Web site at accessories.toshiba.com.

Charging the main battery

To charge the battery, plug the computer into a live wall outlet. It takes several hours to charge the battery with the computer off. It takes much longer to charge the battery while the computer is on.



TECHNICAL NOTE: When your computer is using all of the power provided by the AC Adapter to run applications, features, and devices, the recharging of the battery cannot occur. Your computer's Power Saver utility can be used to select a power level setting that reduces the power required for system operation and will allow the battery to recharge.

The battery may not start charging immediately if:

- ❖ The battery is extremely hot or cold.

To ensure that the battery charges to its full capacity, wait until it reaches room temperature (50 to 80 degrees Fahrenheit, 10 to 26 degrees Celsius).

- ❖ The battery is almost completely discharged.

Leave the power connected, and the battery should begin charging after a few minutes.



HINT: Once the battery is fully charged, we recommend that you operate your computer on battery power until the battery discharges completely. Doing this extends battery life and helps ensure accurate monitoring of battery capacity.

Charging the RTC battery

Your computer has an internal real-time clock (RTC) battery. The RTC battery powers the System Time Clock and the BIOS memory used to store your computer's configuration settings. When fully charged, the RTC battery maintains this information for up to a month when the computer is powered off.

The RTC battery may have become completely discharged while your computer was shipped, resulting in the following error message during startup:

```
BAD RTC BATTERY  
BAD CHECKSUM (CMOS)  
CHECK SYSTEM
```

NOTE The above error message may vary by computer model.

The RTC battery does not charge while the computer is turned off even when the AC adapter is charging the computer.

If the RTC battery is low, the real-time clock and calendar may display the incorrect time and date, or stop working altogether.

NOTE It is seldom necessary to charge the RTC battery because it charges while the computer is on. If the RTC battery is low, the real-time clock and calendar may display the incorrect time and date or stop working.

When Hibernation mode is enabled and the RTC battery is completely discharged, a warning prompts you to reset the real-time clock.

The computer can be used while the RTC battery is being charged, although the charging status of the RTC battery cannot be monitored.

Monitoring battery power

The computer's main battery light gives you an indication of the main battery's current charge:

- ❖ Green indicates the AC adapter has fully charged the battery.
- ❖ Amber indicates the AC adapter is charging the battery.
- ❖ Off indicates that the battery is not being charged.

NOTE

Battery life and charge time may vary, depending upon power management settings, applications and features used.

- ❖ Flashing amber indicates that the computer is using battery power, and the battery's charge is running low.



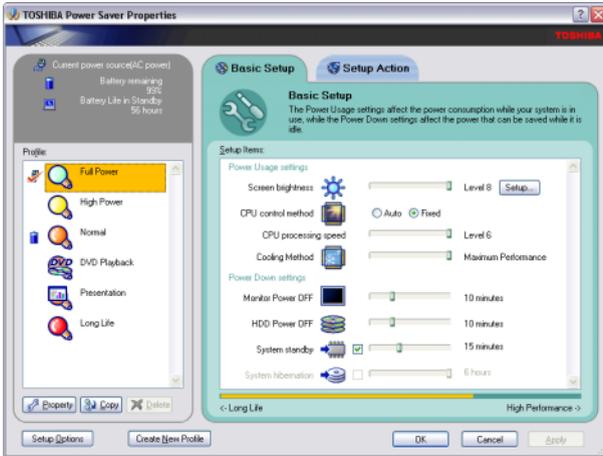
HINT: Be careful not to confuse the battery light (☐) with the on/off light (⏻). When the on/off light flashes amber, it indicates that the system is suspended (using Windows® XP Standby command).

Displaying remaining battery power

You can monitor the battery's remaining charge. The computer calculates the remaining battery charge as it operates based on your current rate of power use.

To show remaining power, click **Start, Control Panel, Performance and Maintenance**, and then **Toshiba Power Saver**.

The Toshiba Power Saver Properties dialog box appears.



Sample Toshiba Power Saver Properties Dialog Box

The remaining battery charge is indicated on the top-left side of the dialog box.

With repeated discharges and recharges, the battery's capacity gradually decreases. A frequently used older battery will not power the computer for as long as a new battery, even when both are fully charged.



HINT: Wait at least 16 seconds after turning on the computer before trying to monitor the remaining battery power. The computer needs this time to check the battery's remaining capacity and perform its calculations.



The computer drains battery power more quickly at low temperatures. Check your remaining charge frequently if you are working in temperatures below 50 degrees Fahrenheit.

What to do when the battery alarm sounds

Your libretto U100/U105 computer can be configured to warn you of a low battery charge condition so that you can take the necessary steps to save your work.

Your Toshiba computer system offers two alarms before your system shuts down.

To change the default alarm settings:

- 1 Click **Start, Control Panel, Performance and Maintenance**, and then **Toshiba Power Saver**.
- 2 Click the **Setup Action** tab.
- 3 Select the **Alarm** settings in the Setup Alarm section.

Before your computer runs out of battery power, save your data and take one of the following actions:

- ❖ Suspend or shut down your computer.
- ❖ Shut down your computer and replace the main battery with a charged one.
- ❖ Connect your computer to an AC power source.

Changing batteries

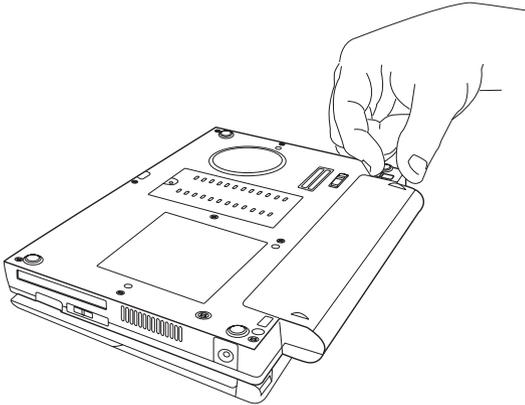
CAUTION

When handling battery packs, do not drop or knock them. Also, be careful not to damage the casing or short-circuit the terminals.

To change the battery:

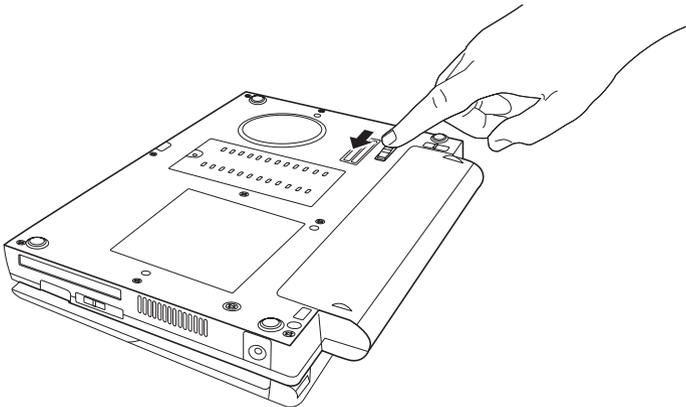
- 1 Save your work.
- 2 Shut down and turn off the computer.
- 3 Remove all cables connected to the computer.
- 4 Turn the computer over.

- 5 If the battery release lock is in the locked position, slide it toward the unlocked position.



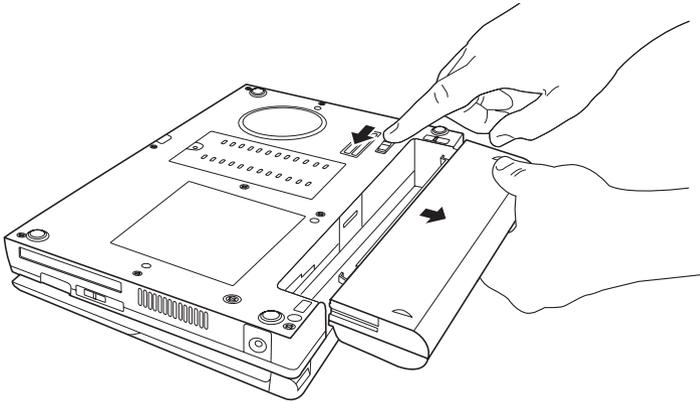
Sample battery release lock

- 6 Press the battery release latch to release the battery.



Sample battery release latch

- 7 Pull the discharged battery out from the back of the computer.



Sample removing the discharged battery

▲ WARNING

If the battery is leaking or its case is cracked, put on protective gloves to handle it, and discard it immediately. Always dispose of used battery packs in compliance with all applicable laws and regulations. Put insulating tape, such as cellophane tape, on the electrode during transportation to avoid a possible short circuit, fire or electric shock. Failure to do so could possibly result in serious injury.

-
- 8 Wipe the terminals of the charged battery with a clean cloth to ensure a good connection.
 - 9 Insert the charged battery into the slot until the latch clicks.

The battery pack has been designed so that you cannot install it with reverse polarity.

CAUTION

If the battery does not slide into the slot easily, move the battery release lock to the unlocked position and try again. Do not force the battery into position.

- 10 Reset the battery release lock to the locked position.
- 11 Turn the computer right side up.
- 12 Reconnect any cables.
- 13 Restart the computer.

Taking care of your battery

The following sections offer tips on how to take care of your battery and prolong its life.

Safety precautions

- ❖ If the battery pack produces an odor, overheats, or changes color or shape while it is being used or charged, turn off the computer's power immediately and disconnect the power cord/cable from the power socket. Carefully remove the battery pack from the computer.
- ❖ Do not try to disassemble a battery pack.
- ❖ Do not overcharge or reverse charge a battery. Overcharging will shorten its life, and reverse charging could damage it.
- ❖ Avoid touching the metal terminals of the battery with another metal object. Short-circuiting the battery can cause it to overheat and may cause damage to the battery or the computer.
- ❖ Do not incinerate a spent battery, as this could cause it to explode and release toxic materials.
- ❖ If a battery is leaking or damaged, replace it immediately. Use protective gloves when handling a damaged battery.
- ❖ To replace the main battery, use an identical battery that you can purchase through the Toshiba Web site at accessories.toshiba.com.

-
- ❖ A reverse polarity condition should be avoided with all batteries. The main battery is designed so that it cannot be installed in reverse polarity.
 - ❖ Charge the battery only in the computer or in a battery charger designated as an approved option.
 - ❖ When you install the battery pack, you should hear a click when it is seated properly.
 - ❖ Do not expose the battery pack to fire. The battery pack could explode.

Maximizing battery life

To maximize the life of your battery pack:

- ❖ At least once a month, disconnect the computer from a power source and operate it on battery power until the battery pack fully discharges. Before doing so, follow the steps below:
 - 1 Turn off the computer's power.
 - 2 Disconnect the AC adapter and turn on the computer's power. If it does not turn on, go to step 4.
 - 3 Operate the computer on battery power for five minutes. If the battery pack has at least five minutes of operating time, continue operating until the battery pack is fully discharged. If the battery light flashes or there is some other warning to indicate a low battery, go to step 4.
 - 4 Connect the AC adapter to the computer and the power cord/cable to a power outlet. The DC-IN or AC power-light should glow green, and the battery light should glow amber to indicate that the battery pack is being charged. If the DC-IN or AC power-light indicator does not glow, power is not being supplied. Check the connections for the AC adapter and power cord/cable.
 - 5 Charge the battery pack until the battery light glows green.

- ❖ If you have extra battery packs, rotate their use.
- ❖ If you will not be using the system for an extended period, more than one month, remove the battery pack.
- ❖ Disconnect the AC adapter when the battery is fully charged. Overcharging makes the battery hot and shortens its life.
- ❖ If you are not going to use the computer for more than eight hours, disconnect the AC adapter.
- ❖ Store spare battery packs in a cool dry place out of direct sunlight.

Disposing of used batteries

When a battery pack nears the end of its life, its ability to hold a charge will decrease. When the battery pack needs to be replaced, the main battery light flashes amber shortly after you have fully recharged the battery.

You must discard a battery if it becomes damaged.

▲ WARNING

Never attempt to dispose of a battery pack by burning or by throwing it into a fire, and never allow exposure to a heating apparatus (e.g., microwave oven). Heat can cause a battery pack to explode and possibly cause serious injury.

Always dispose of used battery packs in compliance with all applicable laws and regulations. Put insulating tape, such as cellophane tape, on the electrode during transportation to avoid a possible short circuit, fire or electric shock. Failure to do so could possibly result in serious injury.

▲ WARNING

Always use the battery pack supplied as an accessory or an equivalent battery pack specified in the User's Manual. Other battery packs have different voltage and terminal polarities. Use of non-conforming battery packs could generate smoke or cause fire or rupture, possibly resulting in serious injury.

After repeated use, batteries will finally lose their ability to hold a charge and you will need to replace them. Under certain applicable laws, it may be illegal to dispose of old batteries by placing them in the trash.

Please be kind to our shared environment. Check with your local government authority for details regarding where to recycle old batteries or how to dispose of them properly. If you cannot find the information you need elsewhere, call Toshiba at: (800) 457-7777.

Conserving power

How long a fully charged battery pack lasts when you are using the computer depends on a number of factors, such as:

- ❖ How the computer is configured
- ❖ How much you use the hard disk, DVD-ROM or multi-function drive, diskette drives, or other optional devices
- ❖ Where you are working, since operating time decreases at low temperatures

There are various ways in which you can conserve power and extend the operating time of your battery:

- ❖ Enable Standby or hibernation, which save power when you turn off the computer and turn it back on again
- ❖ Use Toshiba's power-saving options

These power-saving options control the way in which the computer is configured. By using them, you can greatly

increase the length of time you can use the computer before you need to recharge the battery.

Toshiba has combined these options into preset power profiles. Using one of these profiles lets you choose between maximum power savings and peak system performance. You may also set individual power-saving options to suit your own needs.

The following sections describe how to choose a power profile and discuss each power-saving option.

Power profiles

You can choose from predefined power profiles or select your own combination of power management options. To do this:

- 1 Click **Start, Control Panel, Performance and Maintenance**, and then **Toshiba Power Saver**.
- 2 Select an appropriate profile for your work environment, or create your own custom profile.
- 3 For more information see [“Power Management” on page 150](#).

Using a hot key to set the power profile

You may use a hot key to set the power profile.

To set the power profile:

- 1 Press Fn and F2 simultaneously to display the power profile pop-up window.



Sample Power Profile mode pop-up window

-
- 2 While continuing to press Fn, press F2 until you select the desired power profile.

The power profile options are: Full Power, High Power, Normal, DVD Playback, Presentation, and Long Life.

- 3 Release the Fn key.

The pop-up window disappears. You are now in the selected mode.

For more information on setting the battery power profile see [“Power Management” on page 150](#).

Additional options for power

Depending on the amount of time you spend away from external power sources, the capacity of one battery pack may be sufficient for your needs. If you need more portable power Toshiba provides these options:

- ❖ Purchase extra battery packs.
- ❖ Purchase a battery charger that charges one main battery pack and one secondary battery pack at a time.

Chapter 4

Exploring Your Computer's Features

In this chapter, you will explore some of the special features of your libretto U100/U105 notebook computer.

Exploring the desktop

The desktop is the launching pad for everything you can do in the Windows® XP Professional operating system. You can use its features to start programs, find documents, set up system components, and perform most other computing tasks.



HINT: The illustrated examples in this guide may appear slightly different from the screens displayed by your system. The differences are not significant and do not indicate any change in the functionality of your system.

Finding your way around the desktop

Your computer's desktop includes several standard features: icons, Start button, taskbar, system tray, and background pattern.



Sample Windows® XP operating system desktop

Icons

An icon represents a folder, file, or program. These items can be quickly activated by double-clicking the icon.

You can create a new desktop icon for any folder, file, or program by dragging the element's icon from its location in a window to the desktop area.

The icons initially displayed on your system desktop include:



Recycle Bin — Holds files you have deleted. You may be able to retrieve these files until you empty the Recycle Bin.



TECHNICAL NOTE: If you delete a file from a diskette, it does not go into the Recycle Bin. For more information on the Recycle Bin, see Windows online Help.



Internet Explorer — The Microsoft® browser that provides access to the Internet.

NOTE

If you place the cursor over an icon, a popup description of the file contents appears.

Your desktop may contain other icons depending on your configuration. See the Windows® XP online help for more specific information on each icon and how to use it.

Start button

You use the Start button to:

- ❖ Start programs
- ❖ Access Microsoft® Windows® XP operating system update information
- ❖ Open documents
- ❖ Adjust system settings
- ❖ Find files
- ❖ Access Windows® Help
- ❖ Run programs
- ❖ Suspend system activity and shut down the computer

Taskbar

Each time you open a program, a button associated with that program appears on the taskbar. With some programs, a button appears on the taskbar for each document or window you open. You can use these buttons to switch quickly between the programs or windows.

To make a program or window the currently active one, click the associated taskbar button.

System tray

The System tray displays icons of tasks or programs that run continuously in the background. To learn more about each task, position the cursor over the icon for a few moments and a short description of the task appears.

Typical tasks in the System tray are current time, power usage mode, mouse properties, and speaker volume.

To activate a specific task, double-click the appropriate System tray icon.

Setting up for communications

To connect to the Internet, use an online service, or communicate across the telephone lines with another computer, you need:

- ❖ A modem (one comes with your libretto U100/U105 computer)
- ❖ A telephone line
- ❖ A browser or communications program
- ❖ An Internet Service Provider (ISP) or online service if you plan to use the Internet

Determining the COM port

Your modem is connected to one of the computer's COM (communications) ports. The default setting for the modem is COM3.

The following procedure is intended to support you if you need either to upgrade your modem or reset the port to the default settings.

If you are having trouble connecting through the modem, you may need to determine the current COM port name and possibly change it.

To find out which port your modem is connected to:

- 1 Click **Start, Control Panel, Printers and Other Hardware**, and then **Phone and Modem Options**.

The **Phone and Modem Options** Properties dialog box displays.

- 2 Fill in the **Local Information** text boxes and click **OK**.
- 3 Click the **Modems** tab.

Your modem should be listed next to one of the computer's COM ports.

- 4 Make a note of the COM port number.
- 5 To verify that the modem is set up properly, select the modem you wish to check, then click **Properties** to bring up the dialog box with information specific to that modem.

Windows XP communicates with the modem and displays identifying information reported by the modem. If Windows XP cannot communicate with the modem, it displays an error message. If this occurs, consult the troubleshooting sections of your modem and Windows XP documentation.

- 6 Click **OK** to close the properties dialog box for that specific modem.
- 7 Click **OK** to close the Modem Properties dialog box.
- 8 Close the Control Panel.

Connecting the modem to a telephone line

Your computer comes with a built-in modem that can be connected to a standard voice-grade telephone line.

The modem allows you to:

- ❖ Access the Internet.
- ❖ Communicate with your office's local area network (LAN) or larger corporate wide area network (WAN).

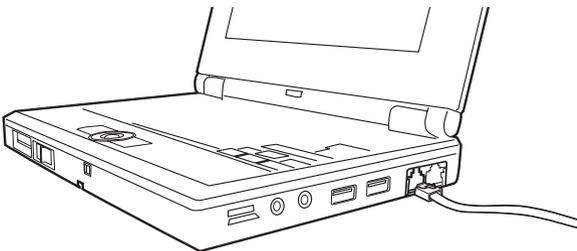
For specific information about connecting to a LAN or WAN, consult your network administrator.

- ❖ Send a fax directly from your computer.

For more detailed information regarding your computer's modem, visit Toshiba's Web site at accessories.toshiba.com.

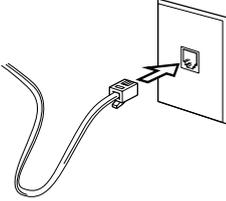
Before you can communicate using the modem you need to connect it to a telephone line. Your computer's built-in modem port provides an RJ-11 jack, which allows you to connect the modem to a standard voice-grade telephone line.

- 1 Plug one end of a telephone cable (purchased separately) into the modem port on the right side of the computer.



Sample connecting the telephone cable to the modem port

-
- 2 Connect the other end to the RJ-11 wall jack.



Sample connecting to a wall jack

CAUTION

The modem is designed for use with a standard analog telephone line. Do not connect the modem to a digital telephone line. A digital line will damage the modem.

Now you are ready to send a fax or use the modem to connect to an online service or the Internet.

Connecting your computer to a network

You can connect your computer to a network to increase its capabilities and functionality using one of its communication ports.

Accessing a network

To access a network:

- ❖ At the office, connect an Ethernet cable to the RJ45 jack on your computer. For specific information about connecting to the network, consult your network administrator.
- ❖ While you are at home or traveling, you need a dial-up connection. Ask your network administrator for the telephone number of the network.

Setting up the connection

To set up an office connection, consult your network administrator for network settings and additional considerations.

To set up a dial-up connection, use the New Connection Wizard:

- 1 Click **Start, All Programs, Accessories, Communications,** and then **New Connection Wizard.**
- 2 Enter the phone number of your network connection and let the program dial the number.

The computer connects to the network.

Using the Ethernet LAN Port

When your computer starts, Windows attempts to contact a Dynamic Host Configuration Protocol (DHCP) server. If the computer is not connected to a network it may pause a few minutes as it waits for a reply. To avoid this delay you can reconfigure Windows to disable the LAN port.

To disable the LAN port:

- 1 Click **Start, Control Panel, Performance and Maintenance,** and then **System.**
- 2 Click the **Hardware** tab, and then click the **Device Manager** button.
- 3 Select the appropriate network adapter.
- 4 Click **Actions.**
- 5 Select the **Properties** icon.

- 6 Select the **Do not use this device (disable)** option from the **Device usage** drop-down.
- 7 Click **OK**.

Your LAN port is now disabled.

To enable the Ethernet LAN port, repeat steps one through four. Select the **Use this device (enable)** check box, and click **OK**.

Using Wireless LAN Connectivity

NOTE

Wireless connectivity and some features may require you to purchase additional software, external hardware or services. Availability of public wireless LAN access points may be limited.

Your system may come with an optional wireless LAN module. This is a technology that expands wireless communication beyond networking equipment, and can connect many different kinds of electronic devices without the need for cables.

For information on how to set up a wireless connection, refer to your wireless networking device documentation or your network administrator.

To use your wireless communication, slide the wireless on/off switch to the On position.

An overview of using the Internet

The following sections give a quick introduction to the Internet and some of its exciting features under these headings:

- ❖ [The Internet](#)
- ❖ [The World Wide Web](#)
- ❖ [Internet Service Providers](#)
- ❖ [Connecting to the Internet](#)
- ❖ [Surfing the Internet](#)
- ❖ [Internet features](#)
- ❖ [Uploading to, and downloading files from, the Internet](#)

The Internet

The Internet is an association of thousands of networks and millions of computers around the world connected by communications lines. They all work together to share information.

The World Wide Web

The World Wide Web (or “Web”) is a subset of the Internet — a collection of interlinked documents (located on computers connected to the Internet) that work together using a specific Internet protocol called Hypertext Transfer Protocol (HTTP).

The World Wide Web offers information as text, images, audio, or video which can be referenced from anywhere in the world. Special programs called Web browsers are specifically designed to work with HTTP. They make it easier to connect to a particular network address and send and receive information.

Internet Service Providers

To connect a computer directly to the Internet, many people and businesses use an Internet Service Provider (ISP). An ISP is a company that has the equipment and the telecommunication lines necessary to maintain an Internet connection.

You can connect to the Internet by using a telephone and modem or through other higher-speed communication methods such as Digital Subscriber Lines (DSL), cable, and satellite links.

Connecting to the Internet

To connect to the Internet, you need:

- ❖ A modem and telephone line, or a LAN connection
- ❖ A Web browser
- ❖ An Internet Service Provider (ISP) account

The Microsoft® Web browser Internet Explorer is automatically configured on your system so that when you first start it, it guides you through signing up for a new ISP account or assists you in setting up your computer to work with your existing ISP.

Once you have established an ISP account, you can connect to the Internet.

- 1 Connect your computer's modem to a telephone line. For more information on connecting a modem see ["Connecting the modem to a telephone line"](#) on page 125.
- 2 Start your Web browser. Have your modem dial the ISP's telephone number to establish a connection with the ISP's computer.



If you are using your computer at the office, then you probably connect to the Internet through your company's network. See your network administrator about connecting to the Internet.

Surfing the Internet

Once connected to the Internet, the Web browser displays a home page, for example, your ISP's home page on the Internet or your company's home page.

To visit a desired Web site, type in the Web address. The Web address, or Uniform Resource Locator (URL), is a unique identifier for that computer system linked to the Internet. Web addresses can also appear within a Web page's text, and are known as links. Clicking a link automatically transfers your Web browser to that site.

You can also use a Search Engine, a Web site specifically designed to help you look for information.

Internet features

The Internet offers many types of communication tools to help you perform many tasks.

❖ Internet email

To send and receive email of your own, you need a mailbox on the Web or an email address.

If you have an account with an ISP, you probably set up an email address at the same time that you signed up for the service.

❖ **Internet chat rooms**

A chat room is a Web site that offers a place where people with similar interests and ideas communicate in real-time, one-on-one or in groups, by typing messages which are instantly viewed by others on their computer screens.

❖ **Internet news groups**

A news group is similar to a chat room, but instead of using a dedicated site to converse about a specialized subject with others in real-time, it uses a Web site as a clearinghouse where all the messages are placed, like a gigantic bulletin board.

❖ **Online shopping**

Many Web sites offer products and services for sale.

Uploading to, and downloading files from, the Internet

Transferring files from one computer to another is termed uploading (transferring data from your computer to a site on the Web), or downloading (transferring data from a site on the Web to your computer).

There are several ways to upload or download data. It can be as simple as attaching a file or document to an email, or you can use the File Transfer Protocol (FTP) features of your Web browser to transfer large amounts of data.

Exploring audio features

You can use your computer to record sounds using an external microphone. You can play .wav sound files or audio CDs using the built-in speakers, headphones, or external speakers.

Recording sounds

You may record sounds as .wav files by connecting an external microphone or other sound source to the microphone jack.

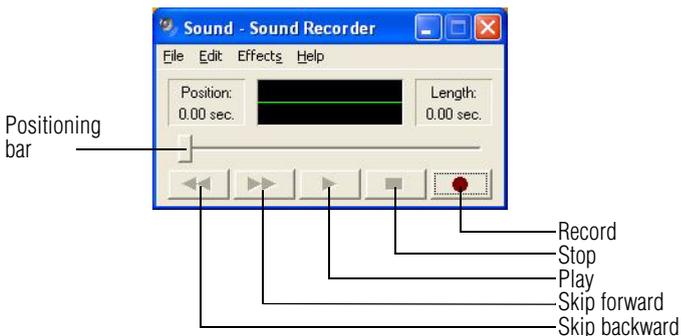


TECHNICAL NOTE: If you record MP3 files, you will only be able to play them on a device capable of playing MP3 files.

Using a microphone



- 1 Connect an external microphone to the computer.
- 2 Click **Start**, **All Programs**, **Accessories**, **Entertainment**, and then **Sound Recorder**.



Sample Sound Recorder screen



- 3 Click the **Record** button.
- 4 Speak normally into the microphone.



- 5** When you have finished recording, click the **Stop** button.

The Sound Recorder window displays the new sound file as a waveform.

NOTE

You can only record 60 seconds at a time.



- 6** To hear what you just recorded, click the **Play** button.

- 7** To save the file, select **Save** from the **File** menu.

NOTE

The microphone setting on your computer might be set to Mute. To check this, click Start, All Programs, Accessories, Entertainment, and then Volume Control.

Using external speakers or headphones

Your computer is equipped with a full stereo sound system with internal speakers. Instead of using the internal speakers, you can connect headphones or a pair of external stereo speakers.

CAUTION

Before putting on headphones to listen to an audio CD, turn the volume dial down, and do not set the volume too high when using the headphones. Continuous exposure to loud sound can harm your hearing.



TECHNICAL NOTE: Use amplified speakers that require an external power source. Other types of speakers will be inadequate to produce sound from the computer.

To play back sound files through external speakers or headphones:



- 1 Locate the headphone jack on the computer.
- 2 Using any necessary adapters, plug the cable from the headphones or external speakers into the headphone jack.
The headphone jack requires a 16-ohm stereo mini-jack.

To adjust the volume:

- ❖ For external speakers, use the volume controls on each speaker.
- ❖ For headphones, use the computer's volume control dial.

Inserting and removing PC Cards

Your libretto U100/U105 computer comes with one PC Card slot and supports two types of PC Cards:

- ❖ Type I cards—You can install one of these cards.
- ❖ Type II cards—You can install one of these cards.

Inserting a PC Card

CAUTION

Use caution when lifting or turning your computer. Failure to do so may result in damage to components, such as cables, attached to your computer, or to the computer itself.

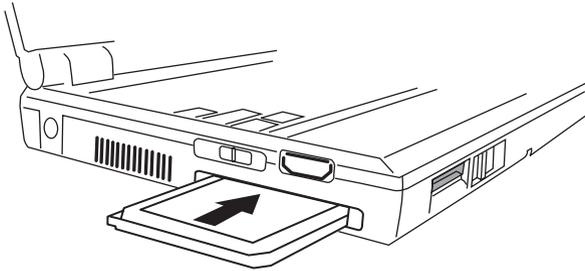
Before you insert a PC Card, refer to the documentation that was included with the card to see if you need to do configure either the card or the computer before you insert it.

To insert a PC Card:

- 1 Turn off the computer.

You may also hot swap a PC Card. Stop the PC Card by clicking the **Safely Remove Hardware** icon on the System tray. After the PC Card is stopped, it is safe to remove.

- 2 Locate the PC Card slot on the left side of the computer.
- 3 Insert the PC Card.



Sample inserting a PC Card

- 4 When the card is almost all the way into the slot, push firmly but gently to ensure a firm connection with the computer. Do not force the card into position.

Removing a PC Card

CAUTION

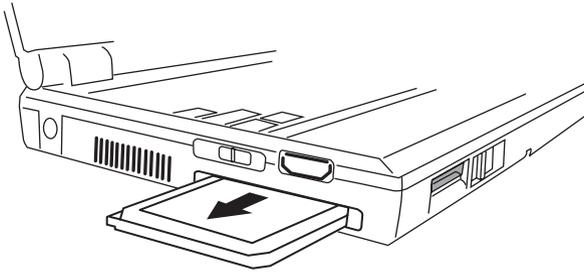
Do not remove media while data is being written or read. Even when the Windows message "copying..." disappears, writing to the media might still be in progress and your data could be destroyed. Wait for the indicator light to go out.

- 1 Stop the PC Card by clicking the Safely Remove Hardware icon on the System tray. After the PC Card is stopped, it is safe to remove.
- 2 Locate the PC Card ejection switch.

- 3 Slide the PC Card eject switch to pop the PC card out on the left side of your computer.

The PC Card ejects from the slot.

- 4 Grasp the edges of the PC Card and slide it out of the slot.



Sample removing a PC Card

Setting up a PC Card for your computer

Some PC Cards are ready to use as soon as you install them. Others, such as hard disk cards, network cards, and SCSI adapters may need to be set up to work with your computer. To set up your PC Card, refer to the documentation that came with the card or refer to your operating system manual or online help.

Using a Secure Digital (SD) card

Your computer supports the use of an SD™ media card.

Inserting an SD card

Important: Do not use the **Copy Disk** function for SD cards. In order to copy data from one SD card to another, use the following procedure:

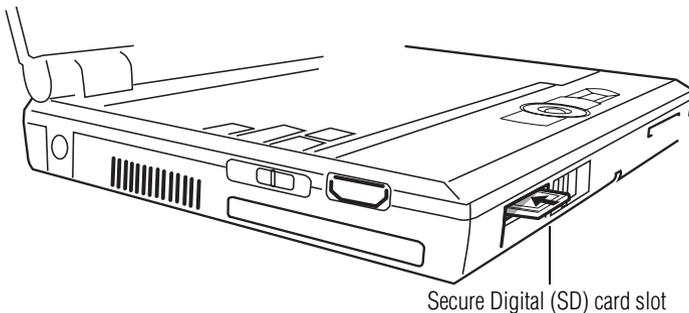
- 1 Format the target SD card in the same format as the source SD card.
- 2 Insert the source SD card.

- 3 Create a temporary folder on the hard disk drive.
- 4 Copy the contents of the source SD card into the temporary folder you created in step 3.
- 5 Remove the source SD card.
- 6 Insert the target SD card created in step 1.
- 7 Copy the file contents from the temporary folder to the target SD card.
- 8 Eject the target SD card.

NOTE MMC cards (multimedia cards) do not work in this slot.

Locate the SD card slot on the computer.

- 1 Turn the card so that the contacts (metal areas) are face down.



Sample inserting an SD card

- 2 Push the card into the slot until it locks in place.

Removing an SD card

- 1 Click **Start** and then **My Computer**.
- 2 Right-click the SD drive's icon and select **Eject** from the pop-up menu.

-
- 3 Press the card inward to release it.

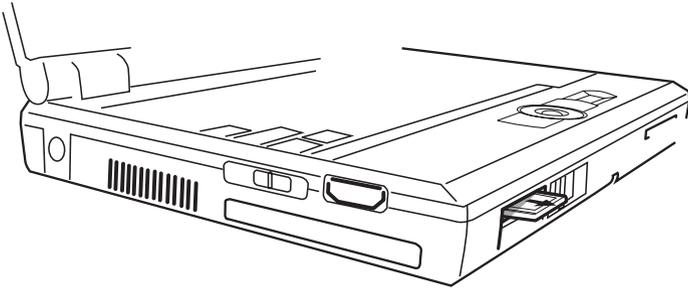
The card pops out slightly.

- 4 Grasp the card and pull it straight out.

Another method for removing an SD memory card is as follows:

- 1 Click the **Safely Remove Hardware** icon in the system tray.
- 2 Click **Safely Remove SD Memory Card Drive - Drive (D:)**.
- 3 When the message displays that it is safe to remove hardware, press the card inward to release it.

The card pops out slightly.



Sample removing an SD card

- 4 Grasp the card and pull it straight out.

CAUTION

Do not remove media while data is being written or read. Even when the Windows message “copying...” disappears, writing to the media might still be in progress and your data could be destroyed. Wait for the indicator light to go out.

Chapter 5

Toshiba Utilities

Your computer includes several utilities designed to help you to reconfigure your system to best meet your individual needs. Together, these allow you to determine certain system details, set additional options, or change default options. This chapter describes the following utilities supplied by Toshiba:

- ❖ Fn-esse®
- ❖ Hotkey Utility
- ❖ TOSHIBA Assist
- ❖ TOSHIBA Hardware Setup
- ❖ Power Management
- ❖ Setting a user password
- ❖ Setting a supervisor password
- ❖ TOSHIBA Zooming Utility
- ❖ Fingerprint recognition utility
- ❖ PC Diagnostic Tool
- ❖ Quick Launch Utility

Fn-esse®

Desktop shortcuts and Toshiba's Fn-esse program provide quick ways to open programs, documents, and folders from within any Windows® program without using the Start menu. For more information on creating desktop shortcuts, refer to the operating system documentation that came with your computer.

This section describes how to use the Fn-esse program to quickly access your programs and files.

With Fn-esse, you can assign an Fn key combination to:

- ❖ Open a Windows® XP operating system program
- ❖ Open a file in its associated program
- ❖ Display a customized folder of programs and/or files from which to choose

Fn-esse also has several keys, known as hot keys, that perform preassigned operations. For more information see [“Hot Keys” on page 228](#).

You can assign any key that is not associated with a hot key or a keyboard overlay.

Starting Fn-esse®

Click **Start, All Programs, Toshiba, Utilities**, and then **Fn-esse**.

The Fn-esse keyboard appears.



Sample Fn-esse window

The keys are color-coded as follows:

- ❖ Available keys are dark gray with white letters.
- ❖ Assigned keys and keys associated with a popup list are shown on the Fn-esse keyboard in the selected color.
- ❖ Unavailable keys are light gray.

There are two ways to assign a key to open a program or document:

- ❖ Using drag-and-drop
- ❖ Using the keyboard or pointing device

The method most often used is drag-and-drop.

Using drag-and-drop to assign a key

To assign a key to a program or document:

- 1 Start both Fn-esse and Windows® Explorer (or the program supporting drag-and-drop).
- 2 Resize the Explorer window so that you can see both the Fn-esse keyboard and Explorer at the same time.
- 3 In the Explorer window, highlight the program or document file you wish to assign to a key.
- 4 Click and hold the primary button as you drag the highlighted item from Explorer to the key on the Fn-esse keyboard to which you want to assign it.
- 5 Release the primary button.

Fn-esse displays the Add/Edit Command dialog box with the Description, Command Line, and Working Directory fields automatically completed.

- 6 Click **OK** to close the Add/Edit Command dialog box with your key assignment in place.

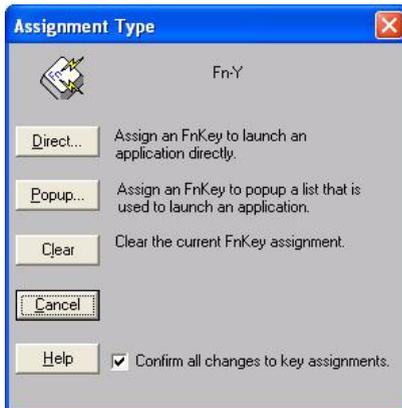
The program or document is now associated with the key you just selected. To open the program or document, press Fn plus the appropriate key from within any Windows program.

Using the keyboard or pointing device to assign keys

To assign a key to open a program or document, start Fn-esse and either:

- ❖ Using the keyboard, press and hold the Fn key, then press the desired assignment key.
- ❖ Using the pointing device, move the cursor over the desired key in the Fn-esse window and press the secondary button.

The Assignment Type dialog box appears.



Sample Fn-esse assignment type dialog box

Making a direct key assignment

- 1 Select **Direct...** to display the Add/Edit Command dialog box.
- 2 Enter the Description, Command Line, and Working Directory for the new Fn-esse key assignment, or click **Browse** to specify this information.
- 3 Click **OK**.

Making a popup assignment

- 1 Select **Popup...** to display the Application Explorer dialog box.
- 2 Select the desired folder. The left side of the Application Explorer window displays the folders in the Programs menu. The right side lists the programs and documents in the folder. These are the items that will appear in the popup list.
- 3 To create a popup list with items from various folders, or to pick only a few items from a folder, create a new folder containing only the desired programs and documents. If you are unsure how to do this, refer to the online Help for your operating system.
- 4 Click **OK** to associate the folder with the key you just selected.

To open a popup list showing the items in that folder, press Fn plus the appropriate key from within any Windows® program.

Viewing existing key assignments

To view the existing key assignments, choose **Assignments** from the Fn-esse keyboard. Fn-esse displays the Function Key Assignments dialog box. This box lists all the key assignments and the program or document to which each key is assigned.

To view items in a popup list, select the **Expand popup lists** check box.

Changing or removing existing key assignments

In the Fn-esse keyboard, click the key you wish to change with the secondary button.

Fn-esse displays the Assignment Type dialog box.

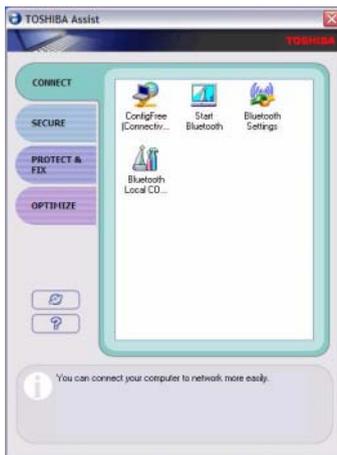
- ❖ To change the key assignment, click **Direct...** or **Popu...** and continue as if you were creating a new assignment.
- ❖ To remove the key assignment, click **Clear**.

TOSHIBA Assist

The TOSHIBA Assist provides quick access to computer functions and allows you to customize a range of computer settings.

To access this utility:

Click **Start**, **All Programs**, **Toshiba**, **Utilities**, and then **Assist**. The TOSHIBA Assist window appears.



Sample TOSHIBA Assist window

The TOSHIBA Assist offers four categories of features:

- ❖ Connect
- ❖ Secure
- ❖ Protect & Fix
- ❖ Optimize

Connect

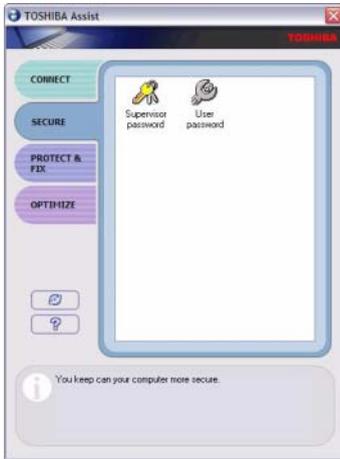
The options available in this category are:

- ❖ ConfigFree (see “Using ConfigFree™ with your Toshiba Computer” on page 234)
- ❖ Start *Bluetooth*
- ❖ *Bluetooth* Settings
- ❖ *Bluetooth* Local COM Settings
- ❖ Toshiba Applications

Secure

The options in this category are:

- ❖ Supervisor password (see “Setting user passwords” on page 155)
- ❖ User password (see “Setting user passwords” on page 155)
- ❖ HDD Protection



Sample TOSHIBA Assist window, Secure tab

Protect & Fix

This category provides access to the [PC Diagnostic Tool](#).

Optimize

The features available in this category are:

- ❖ [Power Management](#)
- ❖ [SD Memory Card Format](#)
- ❖ [Mouse Utility](#)
- ❖ [TOSHIBA Accessibility](#)
- ❖ [TOSHIBA Zooming Utility](#)
- ❖ [TOSHIBA Button Controls](#)
- ❖ [CD/DVD Drive Acoustic Silencer](#)
- ❖ [Hotkey Assignment](#) (for detailed information see “Fn-esse[®]” on page 141)
- ❖ [TOSHIBA Hardware Setup](#)

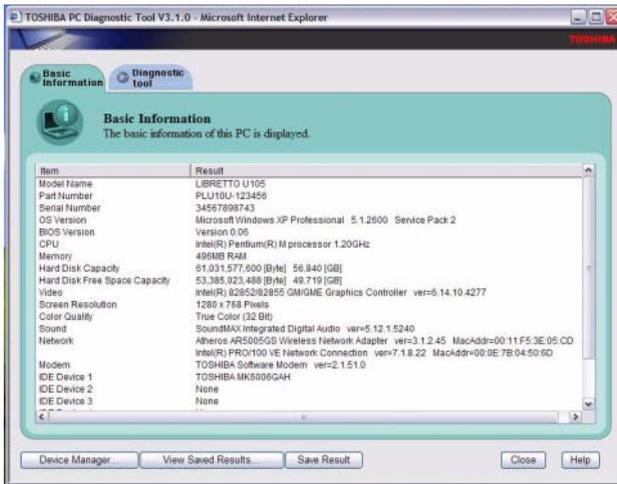
PC Diagnostic Tool

This utility can help diagnose problems with devices in your computer. Refer to the online help documentation within the application for additional help.

To start the utility:

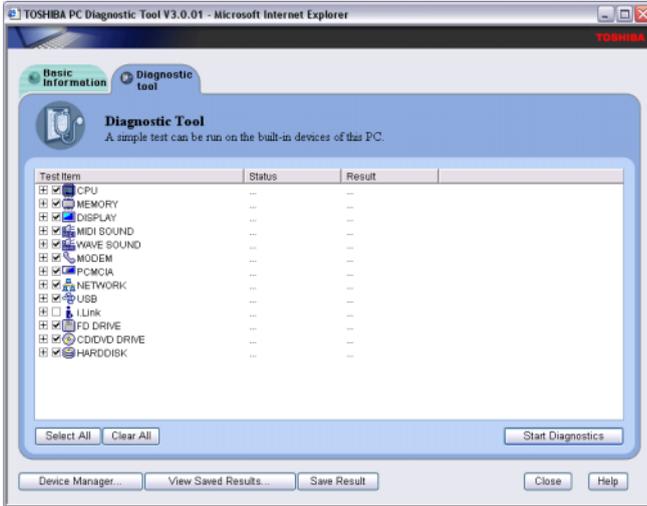
- 1 Click **Start**, **All Programs**, **Toshiba**, **Utilities**, and then **PC Diagnostics**.

The system displays the PC Diagnostic Tool.



Sample PC Diagnostic Tool, Basic Information tab

- 2 Click the Diagnostic Tool tab.



Sample PC Diagnostic Tool, Diagnostic Tool tab

- 3 Select the devices that you would like to test by clicking the check box that appears to the left of the device.

NOTE

Click the + (plus) and - (minus) symbols to expand and collapse the categories.

- 4 Click **Start Diagnostics** when you are ready to begin the tests.

Quick Launch Utility

This utility allows you to add the programs you use most often to a Quick Launcher toolbar. From the Quick Launcher toolbar, you can start a program with a single click.

You can elect to launch the toolbar whenever you log on to your computer or by double tapping on the fingerprint reader.

Power Management

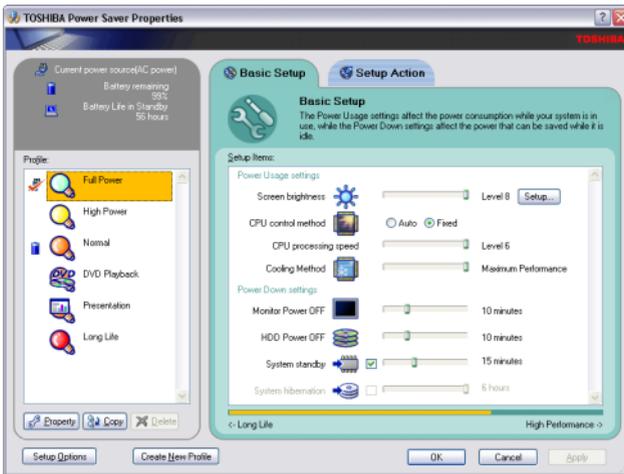
NOTE

Toshiba recommends that you use the Toshiba Power Management Utility to change system power settings.

The Power Management feature enables you to control your computer's power usage, regardless of the source, and use the many preset power modes, or create one yourself.

To access Power Management through the TOSHIBA Assist, click the **Power Management** icon.

The TOSHIBA Power Saver Properties window appears.



Sample TOSHIBA Power Saver Properties window

The Profile panel on the left of the Power Saver Properties window shows the power usage for both AC power and battery power.

You can use one of the preset profiles or create and use your own customized profile. The preset profiles cannot be deleted.

By changing the options that appear in the Toshiba Power Saver Properties window and clicking **OK** you can reconfigure that function. Any options that you change become effective when you click either **OK** or **Apply**.

Profiles

The preset profiles are:

- ❖ Long Life
- ❖ Normal
- ❖ High Power
- ❖ DVD Playback
- ❖ Presentation
- ❖ Full Power

Although you can change the properties for any of these profiles, this is not recommended. If you need a customized profile, create a new profile with the properties you require.

The DVD Playback profile applies only when a DVD program is playing.

Creating a new power mode

- 1 Highlight one of the preset profiles.
- 2 Click **Copy**.
- 3 A new profile appears with the title “*Copy of Name*” where *Name* is the title of the profile you copied.
- 4 To rename the profile, click the **Property** button.
- 5 Type the name of your new profile, and then click **OK**.

Customizing a power mode

- 1 Highlight the profile on the Profiles window.
- 2 Make the desired changes to settings on the **Basic Setup** and **Setup Action** tabs.
- 3 Click **Apply**.
- 4 Click **OK**.

Mouse Utility

The Mouse utility allows you to change your Accupoint II pointing device or mouse settings. To access the Mouse utility through the TOSHIBA Assist, click the **Mouse** icon.

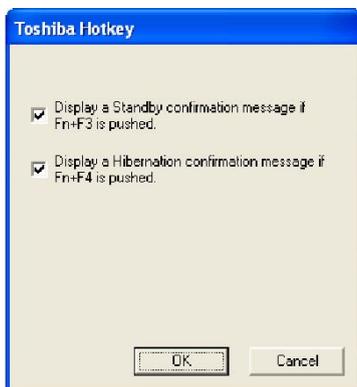
Hotkey Utility

The Hotkey utility allows you to receive a confirmation message when you use the Hotkey combination for Standby [Fn+F3] and Hibernation [Fn+F4].

To activate the utility:

- 1 Click **Start, All Programs, Toshiba, Utilities**, and then **Hotkey utility**.

The Hotkey window appears.



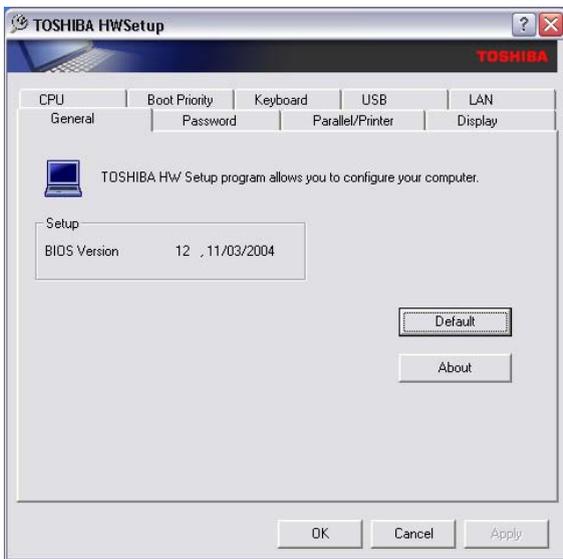
Sample Toshiba Hotkey utility window

- 2 Put a check mark next to the desired option.
- 3 Click **OK**.

TOSHIBA Hardware Setup

TOSHIBA Hardware Setup is the Toshiba configuration management tool. To access it:

In the TOSHIBA Assist, click **Optimize**, then click **Toshiba Hardware Setup**.



Sample TOSHIBA HWSetup window

The tabs represent various dialog boxes. They are:

- ❖ **General**—Allows you to view current BIOS, hard disk drive, and memory settings.
- ❖ **Password**—Allows you to set or reset a user password for the power-on process and for instant security.
- ❖ **Display**—Allows you to change various default settings for the built-in LCD display.

- ❖ CPU—Allows you to enable or disable CPU frequency switching modes.
 - ❖ Dynamically Switchable—This mode is the default setting for your computer, and automatically changes the processing frequency and decreases voltage depending on the power source:
 - AC Power. If your computer is connected to the AC adapter, the CPU frequency mode is set to high for faster processing.
 - Battery Power. If your computer is running on battery power, the CPU frequency mode is set to low, for slower processing. Switching the CPU to low allows you to conserve power and extend the operating time of your battery.
 - ❖ Always High—Sets the CPU speed to high when using either the battery or the AC adapter.
 - ❖ Always Low—Sets the CPU speed to low when using either the battery or the AC adapter.
- ❖ Boot Priority—Allows you to change the sequence in which your computer searches the drives for the operating system.
- ❖ Keyboard—Allows you to configure an external PS/2 keyboard to emulate the Fn function key and access the wake-on keyboard function.
- ❖ USB—Allows you to enable or disable USB Legacy Emulation.
- ❖ LAN—Allows you to set networking functions.

By changing any of the options that appear in the dialog boxes and clicking **Apply**, you can reconfigure that function. Any options that you change will become default settings when you restart your system.

Setting user passwords

Setting a password leaves your computer secure so that nobody can access your files. You must enter the password before you can work on your computer.

Toshiba supports several types of passwords on your computer:

- ❖ An instant password — Secures your open programs and files when leaving the computer temporarily.
- ❖ A power-on password — Prevents unauthorized users from starting or restarting the computer.
- ❖ A supervisor password — Prohibits unauthorized users from accessing certain functions such as Toshiba Hardware Setup. This is useful if more than one person uses the computer.

A single user password supports the instant and power-on password functions.

When setting up the various passwords, keep the following in mind:

- ❖ The user password can be set up under the supervisor password.
- ❖ The supervisor password must be set before the user password, or the user password must be deleted and then re-entered after the supervisor password is set.

Using an instant password

An instant password secures your system with a single keystroke. Use this feature when you leave your desk for a few minutes and do not want to turn off the computer.

To use an instant password, press Fn, then press F1. This freezes the keyboard and Accupoint II pointing device and blanks the screen. An instant password has no effect on an optional USB mouse or trackball.

To unlock your system, press **Enter** and the Windows Logon screen will appear. Select your user name and enter your password, if any.

Setting a user password

To register a password for the power-on password functions:

- 1 Click **Start, All Programs, Toshiba, Utilities**, and then **TOSHIBA Assist**.

The TOSHIBA Assist window appears.

- 2 On the left side, select **Secure**.
- 3 Select the **User Password** icon.
- 4 Click **Registered**.
- 5 Type your password in the **Password** box.
- 6 Retype your password in the **Password** again box.
- 7 Click **OK**.

Disabling a user password

To cancel the power-on password function:

- 1 Click **Start, All Programs**, and then **TOSHIBA Assist**.

The TOSHIBA Assist window appears.

- 2 On the left side, select **Secure**.
- 3 Select the **User Password** icon.
- 4 Select **Not Registered**.
- 5 Type the correct password.
- 6 Click **OK**.

Using a supervisor password

A supervisor password prevents other users from changing hardware configuration options.

Setting a supervisor password

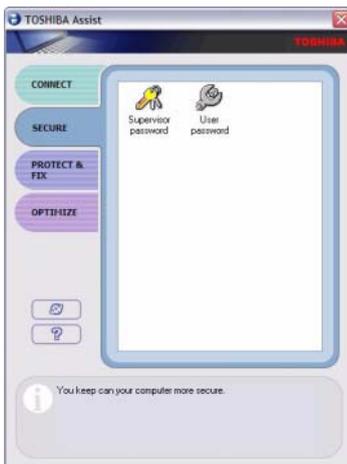
CAUTION

If you choose to set a supervisor or user password, Toshiba strongly recommends that you save your password in a location where you can later access it should you not remember it.

Toshiba is not responsible for any losses that may occur to you, your organization or others as a result of the inability to access the computer.

To register a password for the power-on password functions:

- 1 Click **Start, All Programs**, and then **TOSHIBA Assist**.
The TOSHIBA Assist window appears.
- 2 On the left side, select **Secure**.



Sample TOSHIBA Assist Security window

- 3 Select the **Supervisor Password** icon.
- 4 Click **Registered**.
- 5 Type your password in the **Supervisor Password** box.
- 6 Retype your password in the **Supervisor Password** again box.
- 7 Click **OK**.

Deleting a supervisor password

To cancel the power-on password function:

- 1 Click **Start, All Programs**, and then **TOSHIBA Assist**.
The TOSHIBA Assist window appears.
- 2 On the left side, select **Secure**.
- 3 Select the **Supervisor Password** icon.
- 4 Select **Not Registered**.
- 5 Type the correct password.
- 6 Click **OK**.

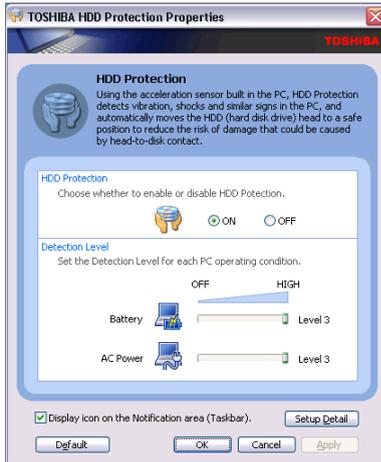
HDD Protection

HDD Protection helps protect your computer's hard disk drive (HDD) against damage caused by vibration or sudden motion. If the built-in vibration sensor detects vibration while HDD Protection is enabled, the HDD head is moved to a safe position to protect the HDD from damage.

To access the HDD Protection feature:

- 1 In the Toshiba Assist window, click the **PROTECT & FIX** tab, then double-click the **HDD Protection** icon.

The TOSHIBA HDD Protection Properties window appears.



Sample TOSHIBA HDD Protection Properties window

- 2 Set the HDD protection settings as you desire, or select the default settings by clicking **Default**.
- 3 For additional settings, click **Setup Detail** and choose the desired settings.
- 4 To enable one-click access to HDD Protection, select the **Display icon on the Notification area (Taskbar)** check box.

Click **Apply**, then **OK**.

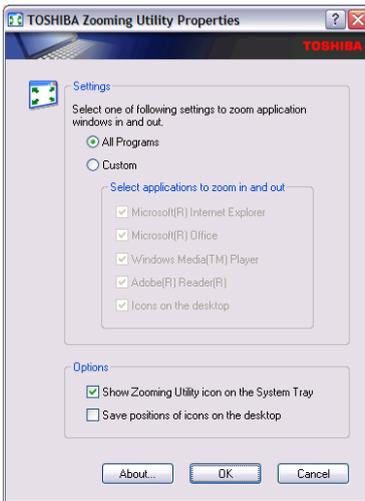
TOSHIBA Zooming Utility

This application allows you to zoom in or out of a specific list of applications (see below). You may select either the All Programs option that enables all of the listed applications or Custom option that allows you to select any one or all of the following programs:

- ❖ Microsoft Internet Explorer
- ❖ Microsoft Office
- ❖ Windows Media Player
- ❖ Adobe Reader
- ❖ Icons on the desktop

To configure the Toshiba Zooming Utility, double-click the **Toshiba Zooming Utility** on the task bar.

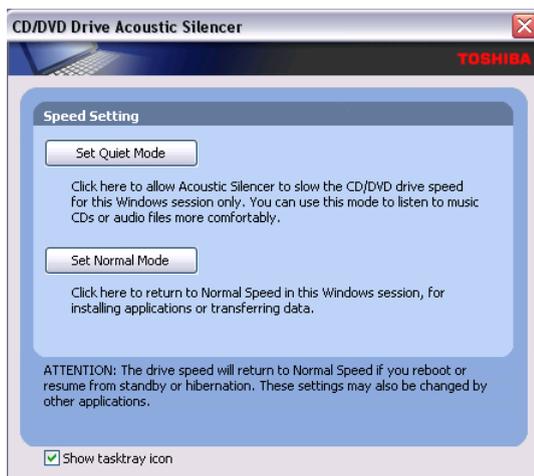
The TOSHIBA Zooming Utility Properties screen appears.



Sample TOSHIBA Zooming Utility Properties screen

To zoom in, hold down the Fn key and press 2; to zoom out, hold down the Fn key and press 1.

CD/DVD Drive Acoustic Silencer



Sample CD/DVD Drive Acoustic Silencer screen

This utility, available on Toshiba Assist, can slow the speed of your optical drive to make it run more quietly. You can use this utility to make listening to Music CDs more enjoyable.

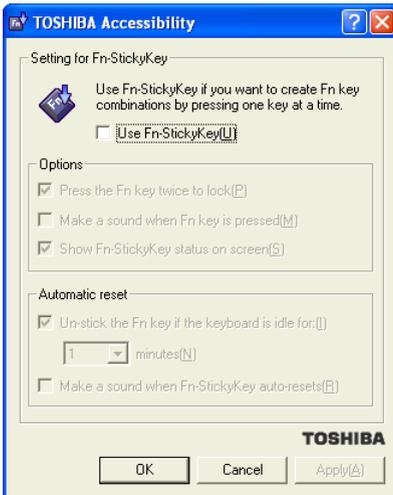
NOTE

When you change the CD/DVD drive to “Quiet” mode, the setting is only valid for the current Windows session. If you shut down, restart, log off, or resume from hibernation, the setting will revert back to Normal speed. The setting can also be changed by CD burning software or other applications that can set the drive speed.

To change the setting, open the Acoustic Silencer by double-clicking the tasktray icon.

- 1 Click **Set Quiet Mode** to make the drive run more slowly and quietly, for listening to Music CDs or Audio files on a CD.
- 2 Click **Set Normal Mode** to run the drive at normal speed, for transferring data.

TOSHIBA Accessibility



The Toshiba Accessibility window

The TOSHIBA Accessibility utility allows you to use the Fn key to create a hot key combination with one of the function keys without pressing the two keys simultaneously as is usually required. Using Accessibility lets you make the Fn key a *sticky key*, meaning you can press it once, release it, and then press a function key to activate the hot key function.

To open Accessibility:

- 1 Click **Start, All Programs, Toshiba, Utilities**, and then **Accessibility**.

The TOSHIBA Accessibility window appears.

- 2 Check the **Use Fn-StickyKey** box.
- 3 Put a check mark next to the desired option.

TOSHIBA SD Memory Boot Utility

The TOSHIBA SD Memory Boot Utility allows you to create an SD card you can use to boot up your computer.

To create a bootable SD card:

- 1 Attach a USB floppy drive to your computer, and insert a bootable floppy disk.

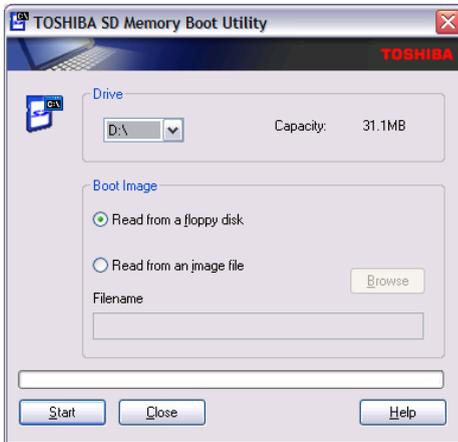
NOTE The USB floppy drive is optional and can be purchased from accessories.toshiba.com.

- 2 Insert the SD card.

NOTE Be sure to back up the data on the SD card before performing this procedure as data on the drive will be permanently deleted.

- 3 Click **Start, All Programs, Toshiba, Utilities**, and then **SD Memory Boot Utility**.

The TOSHIBA SD Memory Boot Utility screen appears.



Sample TOSHIBA SD Memory Boot Utility screen

- 4 Select the drive where the SD is located.
- 5 Select the **Read from a floppy disk** option.
- 6 Click the **Start** menu.

NOTE

To create a bootable SD with the Read from an image file option, you need a third-party application.

Booting from a bootable SD card

To boot from a bootable SD card:

- 1 Create a bootable SD card (see “[TOSHIBA SD Memory Boot Utility](#)” on page 163 for instructions).
- 2 Verify that you do not have a floppy in the optional external floppy disk drive.
- 3 Insert a bootable SD card into the SD card slot.
- 4 Power on the computer.

- 5 During the boot process, press the F12 key. The system displays the Boot menu.
- 6 Use the arrow keys to select the SD/Floppy icon.
- 7 Press the Enter key.

Fingerprint recognition utility

Your computer features OmniPass™, a utility that allows you to use a single master password for all Windows® passwords, application passwords, and online passwords. OmniPass also uses fingerprint recognition to verify a user's identity before granting permission to use the master password, thus providing a high degree of security.

Features of the OmniPass utility include:

- ❖ Master password—One master password replaces all of your Windows, application, and online passwords.
- ❖ Easy importing and exporting of existing passwords.
- ❖ Secure storage of unlimited passwords and related information.
- ❖ Security through fingerprint recognition technology.
- ❖ User-friendly Graphical User Interface (GUI) for password, user and identity management.
- ❖ Seamless integration with Windows, providing secure Windows logon.
- ❖ International language support.

Getting started

How OmniPass works

OmniPass allows you to use a single “master” password to gain access to all of your Windows accounts, application accounts, and online accounts. OmniPass also uses

fingerprint recognition technology to verify your identity so no one else can use your master password even if they know what it is.

To use OmniPass, you need to establish a master password, and register two fingerprints (from two separate fingers) which OmniPass will use to verify your identity. Then, you provide OmniPass with the appropriate information for each user account (application programs, Web sites, etc.) that is to be covered by the master password.

Enrolling in OmniPass

Before using OmniPass you must specify your user name and password, specify the device to be used for fingerprint authentication, and capture your fingerprints. This process is called enrollment.

Before you can enroll in OmniPass, you must have a Windows login password. If you do not have one, create one as follows:

- 1 Click **Start**, then select **Control Panel**.
- 2 Double-click **User Accounts**, then select **Change an Account**.
- 3 Select the user from the list, then select **Create Password** and follow the instructions.
- 4 When you are finished creating a Windows password, you are ready to enroll in OmniPass.

To enroll in OmniPass, perform the following steps:

- 1 Click **Start**, then select **All Programs, Softex, OmniPass Enrollment Wizard**.
- 2 The enrollment wizard displays the welcome screen. Click **Enroll** to continue.



Sample OmniPass welcome screen

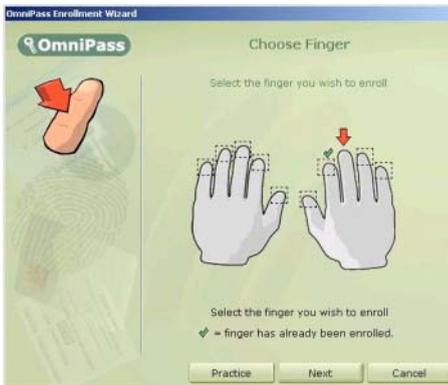
NOTE The first time you use your computer, OmniPass runs automatically. At that point, however, you do not yet have a Windows password. Therefore, **DO NOT** click **Enroll** in the welcome screen. Instead, click **Cancel** to exit OmniPass. To create a password, follow the instructions at the beginning of this section.

- 3 The wizard displays your Windows user name and domain. Enter your Windows password. This password will become your master password. Click **Next** to continue.



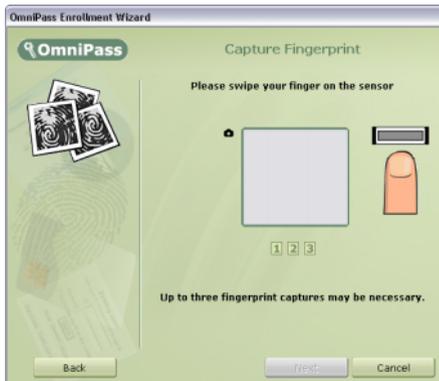
Sample verify user name and password screen

- 4 The **Choose Finger** screen appears. Select the finger you wish to enroll, then click **Next**.



Sample Choose Finger screen

- 5 The **Capture Fingerprint** screen appears. This screen controls the process of capturing your fingerprint.



Sample Capture Fingerprint screen

- 6 Swipe your fingertip on the fingerprint sensor (located to the right of the computer's Accupoint® II) as follows:
- ❖ Align the first joint of the finger to the center of the sensor.
 - ❖ Lightly touch the sensor, then while keeping your finger level, swipe your finger towards you until the sensor surface becomes visible on the screen.
 - ❖ Ensure that the center of your fingerprint is on the sensor while swiping the finger.

After you swipe your finger, one of the following occurs:

- ❖ The screen displays a green fingerprint, indicating a successful capture. Click **Next** to continue.
- ❖ The screen displays a red fingerprint, indicating that the capture attempt failed. In this case, swipe your finger again.

The **Capture Fingerprint** screen lets you try up to three times to capture your fingerprint. If you fail to capture your fingerprint after three tries, click **Back** to return to the **Choose Fingerprint** screen, then click **Next** and restart the capture process.

- 7 The **Verify Fingerprint** screen appears. To verify your fingerprint, swipe your finger on the sensor. Verification is successful if the message **Verification Successful** appears and the fingerprint turns green. Click **Next** to continue.



Sample Verify Fingerprint screen

- 8 OmniPass asks if you wish to enroll another fingerprint. Click **Yes**. When you are finished enrolling the second fingerprint, click **Next** in the **Verify Fingerprint** screen.
- 9 The **Audio and Taskbar Settings** screen appears. Select the type of audio prompts and taskbar tips that you want OmniPass to use, and click **Next**.

NOTE

Until you are familiar with OmniPass, it is recommended to accept the default settings shown in the sample Audio and Taskbar Settings screen.



Sample Audio and Taskbar Settings screen

- 10 The **Congratulations** screen appears indicating successful completion of enrollment. Click **Done** to exit.



Sample Congratulations screen

- 11 OmniPass asks if you would like to log on the new user. Click **Yes** to continue.



Sample Log on New User screen

Replacing your passwords

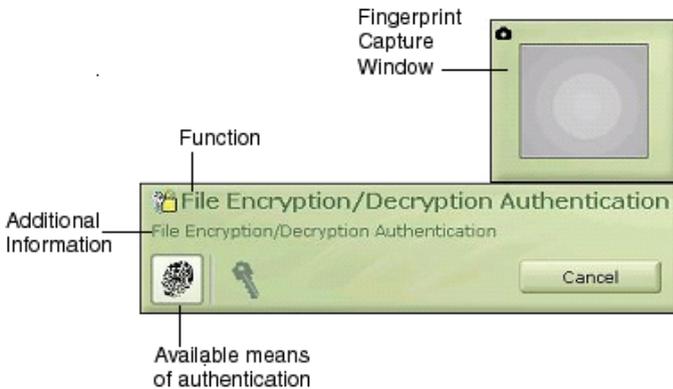
OmniPass Authentication Toolbar

When OmniPass is enabled, the Authentication Toolbar appears at each login for the functions that you selected in the Set Authentication Rules screen.

NOTE

For example, if you selected Windows and OmniPass Logon, the Authentication Toolbar appears during Windows or OmniPass login, when you unlock your computer, resume from Standby or Hibernate mode, etc. If you selected Application and Web site Password Replacement, the Authentication Toolbar appears when you login to an application requiring a password (provided you have already registered that application's login information with OmniPass).

The Authentication Toolbar appears whenever OmniPass is invoked to authenticate the user in order to grant or deny access to an application or Web site.



Sample Authentication Toolbar

- ❖ **Function:** This indicates the function that is being attempted (Login User or Access).
- ❖ **Additional information:** Additional instructions or information are displayed during authentication.
- ❖ **Fingerprint capture window:** This shows the results of fingerprint authentication.
- ❖ **Available means of authentication:** These icons indicate the types of authentication that are available for use. In particular, highlighted icons indicate the types of authentication used for the current function.

When prompted to authenticate, you must either enter the master password, or swipe your fingerprint, or both.

Remembering passwords

You can make OmniPass “remember” the login credentials (user name, password, etc.) for any password-protected resource, such as an application or a Web site using the **Remember Password** procedure. Once this is done, all you need to do to access the resource is to pass the authentication in effect for that resource; you no longer need to remember and enter the login information. This is of great benefit when

OmniPass is used to remember the login credentials for many different resources.

To use the **Remember Password** procedure to cause OmniPass to remember the login credentials for a resource:

- 1 Bring up the application, or direct your web browser to access the Web site.
- 2 When prompted to log in, enter all of the requested information, such as user name and password, but **DO NOT LOG IN** yet (e.g., do not click **Enter**, **OK**, etc.).
- 3 Right-click the OmniPass system tray icon and select **Remember Password** from the submenu.
- 4 The Windows cursor changes to a gold key . This is the OmniPass cursor.
- 5 Click the OmniPass cursor  anywhere within the login prompt window, but **DO NOT** click any button to commence login (e.g., **Login** or **Submit**).
- 6 In the **Friendly Name** window, enter a short description of the application or Web site, such as “XYZ Credit Card Password”.



Sample Friendly Name screen

- 7 Under **Settings for this Password Site**, select the settings you want OmniPass to use when accessing this application or Web site. For a detailed explanation of these settings, see “[Authentication settings](#)” below.
- 8 Click **Finish** to end the Remember Password procedure.
- 9 OmniPass automatically logs you in to the application or Web site.

The site location, the credentials you use to access the site, and the OmniPass authentication settings for the site are now stored in OmniPass’ secure database.

Authentication settings

When OmniPass asks for a friendly name for the site being remembered (see “[Sample Friendly Name screen](#)” on [page 174](#)), you can also set how OmniPass authenticates access to the site (authentication settings). There are three effective settings for how OmniPass handles a remembered site.



Sample Authentication Settings in Friendly Name screen

Automatically click the OK or Submit button for this password protected site once the user is authenticated.

This is the default setting, and the most secure option. If this is selected, each time you navigate to this site, OmniPass asks you to authenticate yourself using either the master password or your fingerprint. Once you are successfully authenticated, OmniPass will automatically login to the site.

Automatically enter this password protected site when it is activated. Do not prompt for authentication.

This option is less secure than the previous one.

If this is selected, each time you navigate to this site, OmniPass logs you into the site without prompting for authentication.

NOTE

This setting makes accessing a site convenient—whenever you go to the site, you bypass all authentication procedures and gain instant access to the site. However, while you are logged into OmniPass, anyone using your computer (authorized use or not) can gain instant access to all of your password-protected sites. Be careful not to leave your system unattended or unlocked if you choose this setting.

No settings checked in this window.

If you leave both boxes unchecked in **Settings for this Password Site**, OmniPass will prompt for your master password or fingerprint. Once you are authenticated, your credentials will be filled in on the site login screen, but you will still have to click the appropriate button (**Submit**, **Login**, **OK**, etc.) to gain access to the site.

Once these settings have been set and saved, they can be changed at any time. For information on how to do so, see [“Password management” on page 176](#).

Password management

OmniPass provides an interface that allows you to manage the passwords (and all other credentials) of remembered resources. To access this interface:

- ❖ Double-click the OmniPass key in the system tray.
- ❖ Click **Vault Management**.
- ❖ OmniPass will prompt you to authenticate. Proceed with authentication as instructed.

- ❖ Once you gain access to Vault Management, click **Manage Passwords** under **Vault Settings** on the left side of the window.
- ❖ The **Manage Passwords** interface appears, as shown below.



Sample Manage Passwords interface screen

OmniPass user identities

User identities allow an OmniPass user to have multiple accounts with the same resource. For example, you can have two e-mail accounts, one for work use and the other for personal use, on a single Web site. To do this, you create a unique user identity for each account, so that each account has a unique user name and password.

To create and manage identities:

- ❖ Double-click the OmniPass key in the system tray.
- ❖ Click **Vault Management**.
- ❖ OmniPass will prompt you to authenticate.

- ❖ Once you gain access to Vault Management, click **Manage Identities** under **Vault Settings** (as shown above). Only the identities of the currently logged in OmniPass user can be managed.

To add a new identity:

- ❖ Click **New Identity** or double-click **<Click here to add a new identity>**.
- ❖ Name the new identity and click **OK**.
- ❖ Click **Apply** to ensure the settings are saved.
- ❖ You can now switch to the new identity and start remembering passwords.

To delete an identity:

- ❖ Highlight the identity you want to delete and click **Delete Identity**.
- ❖ Click **Apply** to ensure the settings are saved.

When you delete an identity, all the sites and password protected dialogs associated with the identity are no longer remembered.

To set the default identity:

- ❖ Highlight the identity you want to be the default.
 - ❖ Click **Set as Default**.
 - ❖ Click **Apply** to ensure the settings are saved.
-

NOTE

If you log in to OmniPass using the fingerprint sensor, you will automatically be logged in to the default identity for that OmniPass user. In order to choose the user identity at login, you must log in using the master password. For more information, see the following section.

Choosing user identity during login

To choose your identity during login:

- ❖ Enter your user name in the **User Name** field and press **Tab**. The **Domain** field should fill in automatically.
- ❖ Click the **Password** field to place the cursor in it. A pull-down menu will appear in the **Identity** field.
- ❖ Select the identity you wish to login as, then click **OK**.



Sample Choose Identity During Login

Switching user identity

To switch identities at any time:

- ❖ Right-click the OmniPass system tray icon.
- ❖ Click **Switch User Identity** in the menu as shown below.



Sample Switch User Identity screen

- ❖ The **Switch Identity** dialog appears. Select the desired identity, then click **OK**.



Sample Select Identity screen

Identities and password management

The Manage Passwords interface (see “[Password management](#)” on page 176) contains a pull-down selection box labeled **Identity**. This field lets you choose the identity whose passwords you wish to manage. When you select an identity here, only those password protected dialogs that are associated with that identity are shown (see below). You can perform all the functions explained in “[Password management](#)” on page 176.



Sample Managing Passwords for Multiple Identities

Care and maintenance of your fingerprint sensor

Failure to follow these guidelines and/or procedures might result in (1) damage to the sensor or cause sensor failure, (2) finger recognition problems, or lower finger recognition success rate.

- ❖ Do not scratch or poke the sensor with your nails or any hard or sharp objects.
- ❖ Do not press the sensor strongly.
- ❖ Do not touch the sensor with a wet finger or any wet objects. Keep sensor surface dry and free of water vapor.
- ❖ Do not touch the sensor with a soiled finger. Minute foreign particles on a soiled or dirty finger may scratch the sensor.
- ❖ Do not paste stickers or write on the sensor.
- ❖ Do not touch the sensor with a finger or any object with built-up static electricity.

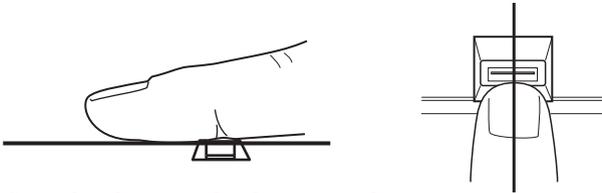
Observe the following before you swipe your finger on the sensor, whether for fingerprint enrollment/registration or recognition.

- ❖ Wash and dry your hands thoroughly.
- ❖ Remove static electricity from your fingers by touching any metal surface. Static electricity is a common cause of sensor failures, especially during dry seasons such as winter.
- ❖ Clean the sensor with a lint-free cloth. Do not use detergent to clean the sensor.
- ❖ Avoid the following finger conditions for enrollment or recognition as they may result in fingerprint enrollment errors or a drop in the fingerprint recognition success rate.
 - ❖ Soaked or swollen finger (e.g. after taking bath)
 - ❖ Injured finger

- ❖ Wet finger
- ❖ Soiled or oily finger
- ❖ Extremely dry skin condition on finger

Observe the following to improve the fingerprint recognition success rate.

- ❖ Enroll two or more fingers.
- ❖ Enroll additional fingers if recognition failure occurs often using enrolled fingers.
- ❖ Check your finger condition. Changed conditions, such as injured, rough, extremely dry, wet, soiled, dirty, oily, soaked, swollen fingers, may lower the recognition success rate. Also if the fingerprint is worn down or the finger becomes thinner or fatter, the recognition success rate may be lowered.
- ❖ The fingerprint for each finger is different and unique. Please ensure that only the registered or enrolled fingerprint or fingerprints are used for identification.
- ❖ Check sliding position and speed (see illustration below).



Sample aligning the finger on the sensor

Fingerprint sensor limitations

- ❖ The fingerprint sensor compares and analyzes the unique characteristics in a fingerprint. However, there may be instances where certain users are unable to register their fingerprints due to insufficiently unique characteristics in their fingerprints.
- ❖ A warning message will be displayed when recognition is abnormal or recognition is not successful within a fixed duration.
- ❖ The recognition success rate may differ from user to user.
- ❖ Toshiba does not guarantee that this fingerprint recognition technology will be error-free.
- ❖ Toshiba does not guarantee that the fingerprint sensor will recognize the enrolled user or accurately screen out unauthorized users at all times. Toshiba is not liable for any failure or damage that might arise out of the use of this fingerprint recognition software or utility.

Chapter 6

If Something Goes Wrong

Some problems you may encounter when using your computer are relatively easy to identify and solve. Others may require help from your network administrator or the manufacturer of a software program.

This chapter aims to help you solve many problems by yourself. It covers the problems you are most likely to encounter.

If all else fails, contact Toshiba. You will find information on Toshiba's support services at the end of this chapter.

Problems that are easy to fix

Your program stops responding.

If you are working with a program that suddenly freezes all operations, chances are the program has stopped responding. You can exit the failed program without shutting down the operating system or closing other programs.

To close a program that has stopped responding:

- 1** Press Ctrl, Alt, and Del simultaneously (once).

The Windows Task Manager window appears.

-
- 2 Click the **Applications** tab.

If a program has stopped responding, the words “not responding” appear beside its name in the list.

- 3 Select the program you want to close, then click **End Task**.

Closing the failed program should allow you to continue working. If it does not, continue with the next step.

- 4 Close the remaining programs one by one by selecting the program name, then **End Task**.

To power off your computer, do one of the following:

If you are not connected to a domain server:

- 1 Click **Start, Turn off computer**.

The Turn off computer window appears.

- 2 Click **Turn Off**.

The computer turns off.

If you are connected to a domain server:

- 1 Click **Start, Shut down**.

The Shut Down window appears.

- 2 Select **Shut down** from the drop-down list.

- 3 Click **OK**.

The computer shuts down completely.

Your program performs an illegal operation.

If you receive the message, “Your program has performed an illegal operation,” close the window and continue working. If it happens again, record the details of the message and consult the software manufacturer.

To record the details:

- 1 Click the **Details** button and select the text the operating system displays.
The Details button displays information that the software manufacturer needs to help you solve your problem.
- 2 Press Ctrl and c simultaneously to copy the text to the clipboard.
- 3 Open Notepad (click **Start, All Programs, Accessories,** and then **Notepad**).
- 4 Press Ctrl and v simultaneously to paste the details into Notepad.
- 5 Add a paragraph break and type some notes describing what you were doing when you received the message and how the error can be reproduced.
- 6 Save the file and refer to it when you contact the software manufacturer.

Problems when you turn on the computer

These problems may occur when you turn on the power.

The computer will not start.

Make sure you attached the AC adapter and power cord/cable properly or installed a charged battery.

Slide and hold the power switch for at least 10 seconds.

If you are using the AC adapter, check that the wall outlet is working by plugging in another device, such as a lamp.

Verify that the computer is on by looking at the On/off indicator. If the indicator is glowing, the computer is on.

If you are using an AC adapter, verify that the computer is receiving power from the external power source by looking at the AC power light. If the indicator is glowing, the computer is connected to a live external power source.

The computer starts but when you press a key nothing happens.

Verify that the active program accepts text input. Try clicking your mouse on an area where you can type text, and try typing again.

Your computer may be in Standby mode and have a software or resource conflict. When this happens turning the power on returns you to the problem instead of restarting the system. To clear the condition, press Ctrl, Alt, and Del simultaneously.

Clearing the condition may get the computer running, but it will not solve a resource conflict. Read the documentation that came with the conflicting device and [“Resolving a hardware conflict” on page 191](#).

The computer is not accessing the hard disk or the optional external diskette drive.

Your computer normally loads the operating system from the hard disk. If you have a hard disk problem, you will not be able to start the computer. Insert a system diskette into the optional external diskette drive and press F12 when the machine starts and use the arrow keys to select the boot-up device.

The computer displays the WARNING RESUME FAILURE message.

The computer was placed in Standby mode and the battery has discharged. Data stored in the computer’s memory has been lost. Data stored in the computer’s hard drive may not be affected.

Always save your data even when you are using Standby. If your battery fully discharges, information that has not been saved will be lost. Your computer can be configured to warn you when the battery is running low see [“What to do when the battery alarm sounds” on page 111](#).

If you are running on battery power, it is recommended that you do not leave the computer in Standby mode for long periods of time.

To charge the battery, leave the computer plugged into a live wall outlet for several hours. For more information see [“Charging the batteries” on page 106.](#)

The computer displays the Non-System disk or disk error message.

Make sure there is no diskette in the optional external diskette drive. If there is a diskette in the drive, remove it and press any key to continue. If pressing any key does not work, press Ctrl, Alt, and Del to restart the computer. For more information see [“The computer is not accessing the hard disk or the optional external diskette drive.” on page 187.](#)

The Windows® operating system is not working

Once you are familiar with the desktop and used to the way the operating system responds to your work routine, you can easily detect if the operating system is not working correctly. For example:

- ❖ The operating system fails to start after the Starting Windows XP message appears.
- ❖ The operating system takes a long time to start.
- ❖ The operating system responds differently from the normal routine.
- ❖ The screen does not look right.

Unless a hardware device has failed, problems usually occur when you change the system in some way such as installing a new program or adding a device.

If you experience any of these problems, use the options in the Startup menu to fix the problem.

Using Startup options to fix problems

If the operating system fails to start properly, you may have to change your system's configuration or verify the startup procedure to fix the problem. To do this, use the options in the Startup menu.

To open the Startup menu:

- 1 Restart your computer.
- 2 Press F8 when your computer starts and before Windows starts loading.

The Windows® Advanced Options menu displays these options:

- ❖ Safe Mode
- ❖ Safe Mode (with Networking)
- ❖ Safe Mode (with Command Prompt)
- ❖ Enable Boot Logging
- ❖ Enable VGA Mode
- ❖ Last known good configuration (your most recent settings that worked)
- ❖ Directory Services Restore Mode (Windows® domain controllers only)
- ❖ Debugging Mode
- ❖ Start Windows® normally
- ❖ Reboot
- ❖ Return to OS Choices (menu)

See your Windows® documentation for further explanation.

NOTE

If your computer is connected to a network, the Startup menu may display different versions of Safe mode.

Internet problems

My Internet connection is very slow.

Many factors contribute to the speed with which you can surf the Internet. They include: modem speed, telephone line conditions, time of day (when everyone else is surfing, your access can be slow) and popularity of the sites you are trying to access. If accessing a particular site is very slow, try later.

My browser cannot find the URL address I typed in.

Make sure you separated the domain names of the address with the forward slash (/). Check the spelling of each name and the syntax of the address carefully. A single incorrect letter or missed character will make it impossible for your browser to locate the site.

My browser cannot find a site I bookmarked.

The World Wide Web is constantly changing. A site you bookmarked yesterday may not be available today or its server may be down for temporary repair. Try again later.

The Windows® XP operating system can help you

If the operating system has started properly but you still have a problem using your computer, the online Help can assist you in troubleshooting the problem.

To access Windows® XP Help and Support:

1 Click **Start**, then click **Help and Support**.

The Help and Support window appears.

2 Then do one or both of the following:

- ❖ In the search field, type in the topic for which you need help and follow the on-screen instructions.
- ❖ Click a problem you would like help with from the listings and follow the on-screen instructions.

You can connect to Support Online by clicking **Support** from the menu or by going to pcsupport.toshiba.com.

Resolving a hardware conflict

If you receive an error message telling you there is a device driver conflict or a general hardware problem, try using Windows® Help and Support to troubleshoot the problem first.

For help on hardware conflicts:

- 1 Click Start, then click **Help and Support**.
- 2 Click the **Hardware** link in the window's left pane.
A list of category links appear.
- 3 Click the **Fixing a hardware problem** link.
- 4 Choose from specific topics and follow the steps.

If there is still a problem, the operating system should display a message that explains what the conflict is.

A plan of action

The smooth operation of the system depends on the interaction of all devices, programs, and features. If the system or one of its attached devices is not working, resolving the problem can be time-consuming and frustrating.

The recommended procedure for getting multiple devices to work together is to add and set up one device at a time. After you add each device, test it to make sure it and all previously connected devices work.

The device most recently connected to the system is the one most likely to be causing a hardware conflict.

Resolving hardware conflicts on your own

Computer components need resources to accomplish a task. A device, such as a disk drive or a modem, needs a channel to the computer's Central Processing Unit (CPU). It also needs a direct channel to the computer's memory to store information as it works. These channels of communication are commonly referred to as system resources.

Interrupt Request Channel

The channel to the CPU is called an Interrupt Request (IRQ) because it interrupts what the processor is doing and requests some of the processor's time. If two or more devices use the same IRQ, the processor does not know which device is asking for attention. This causes a hardware conflict.

Direct Memory Access

Similarly, the data required by the device is stored in a specific place or address in memory called the Direct Memory Access (DMA). The DMA provides a dedicated channel for adapter cards to bypass the microprocessor and access memory directly. If two or more devices use the same DMA, the data required by one device overwrites the data required by the other causing a hardware conflict.

Plug and Play

With Plug and Play and the operating system, avoiding hardware conflicts is easy. Plug and Play is a computer standard that helps the system BIOS (basic input/output system) and the operating system to automatically assign system resources to Plug and Play-compliant devices. In theory, if every device connected to the computer is Plug and Play-compliant, no two devices will compete for the same system resources. Plug in the device and turn on your computer. The operating system is automatically set up to accommodate the new device.

If you install an older (legacy) device that the operating system cannot recognize, the operating system may have difficulty assigning resources to it. As a result, a hardware conflict can occur.

Resolving conflicts

There are several things you can do to resolve hardware conflicts:

- ❖ Get the most recent drivers from the manufacturer.
- ❖ Disable the device.
For an older device, remove it from the computer.
- ❖ Disable another system component and use its resources for the new device see [“Fixing a problem with Device Manager” on page 193](#).
- ❖ Reconfigure the device so that its requirements do not conflict. Refer to the device’s documentation for instructions about changing settings on the device.

Fixing a problem with Device Manager

Device Manager provides a way to check and change the configuration of a device.

CAUTION

Changing the default settings using Device Manager can cause other conflicts that make one or more devices unusable. Device Manager is a configuration tool for advanced users who understand configuration parameters and the ramifications of changing them.

Disabling a device

- 1 Click **Start, Control Panel, Performance and Maintenance, Administrative Tools, Computer Management**, and then **Device Manager**.
- 2 Select the specific device from the device category. To expand a device category, double-click the category.
- 3 In the toolbar, look to the far right for an icon of a monitor with a strike mark through a circle on the front. This is the disable feature.
- 4 Click the icon.
You are given the option of disabling the device.
- 5 Click **Yes** to disable the device or **No** to cancel.

Checking device properties

Device Manager provides a way to view the properties of a device. Properties include the name of the manufacturer, the type of device, the drivers installed, and the system resources assigned to the device.

To check a device's properties:

- 1 Click **Start, Control Panel, Performance and Maintenance, Administrative Tools, Computer Management**, and then **Device Manager**.
- 2 To view the device(s) installed, double-click the device type.
- 3 To view the properties, double-click the device.

The operating system displays the Device Properties dialog box, which provides an array of tabs. They may include:

- ❖ The **General** tab, which provides basic information about the device.

- ❖ The **Resource** tab, which lists resources assigned to the monitor, optional external DVD-ROM, optional external diskette drive, and other power-using functions. This tab does not appear if the device is not using resources.
- ❖ The **Driver** tab, which displays the drivers being used by the device.

The tabs that appear in the dialog box vary from one device to another. A Troubleshooting button is also present.

4 Click **Troubleshoot...**

A Help and Support window for that device appears.

For more information about Device Manager, refer to Windows[®] XP online help.

Memory problems

Incorrectly connected or faulty memory modules may cause errors that seem to be device-related. It is worthwhile checking for these first:

1 Click **Start, Turn off computer.**

2 Click **Turn Off.**

The operating system shuts down and turns off the computer automatically.

3 Remove the memory module, following the instructions in [“Removing a memory module” on page 52.](#)

4 Reinstall the memory module, following the instructions in [“Installing a memory module” on page 49,](#) making sure the module is seated properly.

-
- 5 Check for the error again.
 - 6 If the error recurs, remove the memory module entirely and check for the error again.

If removing the memory module eliminates the error, the memory module may be faulty. If the error recurs without the memory module installed, the error is not caused by the memory module.



TECHNICAL NOTE: You must have at least one memory module installed for the computer to work.

Power and the batteries

Your computer receives its power through the AC adapter and power cord/cable or from the system batteries (battery, optional high-capacity battery and real-time clock (RTC) battery). Power problems are interrelated. For example, a faulty AC adapter or power cord/cable will neither power the computer nor recharge the batteries.

Here are some typical problems and how to solve them:

The AC power light does not come on when you plug in the AC adapter and power cord/cable.

Make sure the AC adapter and power cord/cable are firmly plugged into both the wall outlet and the computer.

If the AC power light still does not come on, check that the wall outlet is working properly by plugging in a lamp or other appliance.

The AC adapter and power cord/cable work correctly, but the battery will not charge.

The battery does not charge while the computer is consuming full power. Try turning off the computer.

The battery may not be inserted correctly in the computer. Turn off the computer, remove the battery, clean the contacts with a soft dry cloth (if necessary) and replace the battery. See “[Changing batteries](#)” on page 111.

The battery may be too hot or too cold to charge properly. If you think this is the probable cause, let the battery reach room temperature and try again.

If the battery has completely discharged, it will not begin charging immediately. Leave the AC adapter and power cord/cable connected, wait 20 minutes, and see if the battery is charging.

If the battery light is glowing after 20 minutes, let the computer continue charging the battery for at least another 20 minutes before you turn on the computer.

If the battery light does not glow after 20 minutes, the battery may have reached the end of its useful life. Try replacing it.

The battery appears not to power the computer for as long as it usually does.

If you frequently recharge a partially charged battery, it may not charge fully. Let the battery discharge completely, then try charging it again.

Check the power options using the Power Management utility. Have you added a device, such as a PC Card or memory module, that takes its power from the battery? Is your software using the hard disk more? Is the display power set to turn off automatically? Was the battery fully charged to begin with? All these conditions affect how long the charge lasts.

After a period of time, the battery will lose its ability to perform at maximum capacity and will need to be replaced. This is normal for all batteries. To purchase a new battery pack, see your accessories information that shipped with your computer, or visit the Toshiba Web site at accessories.toshiba.com. Refer to this site often to stay

current on the most recent software and hardware options for your computer, and for other product information.

For more information on maximizing battery power see [“Charging the main battery” on page 45](#).

Keyboard problems

If, when you type, strange things happen or nothing happens, the problem may be related to the keyboard itself.

The keyboard produces unexpected characters.

A keypad overlay may be on. If the numlock light or cursor control mode light is on, press Fn and F10 simultaneously to turn off the cursor control mode light or Fn and F11 simultaneously to turn off the numlock light.

If the problem occurs when both the keypad overlays are off, make sure the software you are using is not remapping the keyboard. Refer to the software documentation and check that the program does not assign different meanings to any of the keys.

You have connected an external keyboard and the operating system displays one or more keyboard error messages.

The keyboard you connected may be defective or incompatible with the computer. Try using a different make of keyboard.

Nothing happens when you press the keys on the external keyboard.

You may have plugged the external keyboard in while the computer was turned on. Click **Start**, **Shut Down** or **Turn off computer**, and **Restart the computer** using the Accupoint II on the internal keyboard. The computer will restart and recognize the device.

Display problems

Here are some typical display problems and their solutions:

The screen is blank.

Display Auto Off may have gone into effect. Press any key to activate the screen.

You may have activated the instant password feature by pressing Fn and F1 simultaneously. If you have registered a password, press any key, type the password and press Enter. If no password is registered, press any key. The screen reactivates and allows you to continue working.

If you are using the built-in screen, make sure the display priority is not set for an external monitor. To do this, press Fn and F5 simultaneously (once). If this does not correct the problem, press Fn and F5 simultaneously again to return the display priority to its previous setting.



HINT: Holding the Fn key and pressing the F5 key several times will advance you through the display options.

If you are using an external monitor:

- ❖ Check that the monitor is turned on.
- ❖ Check that the monitor's power cord/cable is firmly plugged into a working power outlet.
- ❖ Check that the cable connecting the external monitor to the computer is firmly attached.
- ❖ Try adjusting the contrast and brightness controls on the external monitor.
- ❖ Press Fn and F5 simultaneously to make sure the display priority is not set for the built-in screen.

The screen does not look right.

You can change the display settings by clicking a blank area of the desktop with the secondary control button, then clicking **Properties**. This opens the Display Properties dialog box. The Appearance tab of this dialog box allows you to choose the colors for the screen. The Settings tab allows you to choose the screen resolution.

The built-in screen flickers.

Some flickering is a normal result of the way the screen produces colors. To reduce the amount of flickering, try using fewer colors.

To change the number of colors displayed:

- 1 Point at the desktop and click with the secondary button.
- 2 Click **Properties**, and then the **Settings** tab.
- 3 Change the Colors option and click **OK**.

For more information see Windows® Help.

A message tells you that there is a problem with your display settings and that the adapter type is incorrect or the current settings do not work with your hardware.

Reduce the size of the color palette to one that is supported by the computer's internal display.

To change the display properties:

- 1 Point at the desktop and click with the secondary button.
The Display Properties window appears.
- 2 Click **Properties**, then click the **Settings** tab.
- 3 Adjust the screen resolution and/or color quality.
- 4 Click **OK**.

The display mode is set to Simultaneous and the external display device does not work.

Make sure the external monitor is capable of displaying at resolutions of 800 x 600 or higher. Devices that do not support this resolution will only work in Internal/External mode, and not simultaneous mode.

Small bright dots appear on your TFT display when you turn on your computer.

Small bright dots may appear on your screen display when you turn on your PC. Your display contains an extremely large number of thin-film transistors (TFT) and is manufactured using high-precision technology. Any small bright dots that may appear on your display are an intrinsic characteristic of the TFT manufacturing technology. Over a period of time, and depending on the usage of the computer, the brightness of the screen will deteriorate. This is also an intrinsic characteristic of the screen technology. When the computer is operated on battery power, the screen will dim and you may not be able to increase the brightness of the screen while on battery power.

Disk drive problems

Problems with the hard disk or with a diskette drive usually show up as an inability to access the disk or as sector errors. Sometimes a disk problem may cause one or more files to appear to have garbage in them. Typical disk problems are:

You are having trouble accessing a disk, or one or more files appear to be missing.

Make sure you are identifying the drive by its correct name (A: or C:).

Error-checking

Run Error-checking, which analyzes the directories, files and File Allocation Table (FAT) on the disk and repairs any damage it finds:

To run Error-checking:

- 1 Click **Start**, then click **My Computer**.
 - 2 Right-click the drive you want to check.
The drive's Properties box appears.
-

NOTE This feature is not available for CD/DVD drives.

- 3 Click the **Tools** tab.
- 4 Click the **Check now** button.
The Check Disk All Apps box appears.
- 5 You can choose one or both options:
 - ❖ Automatically fix file system errors
 - ❖ Scan for and attempt recovery of bad sectors
- 6 Click **Start**.
Error-checking tests and repairs the disk.

Your hard disk seems very slow.

If you have been using your computer for some time, your files may have become fragmented. Run Disk Defragmenter. To do this, click **Start, All Programs, Accessories, System Tools**, and then **Disk Defragmenter**.

Your data files are damaged or corrupted.

Refer to your software documentation for file recovery procedures. Many software packages automatically create backup files.

You may also be able to recover lost data using utility software. Consult your network administrator.

Some programs run correctly but others do not.

This is probably a configuration problem. If a program does not run properly, refer to its documentation and check that the hardware configuration meets its needs.

A diskette will not go into the optional external diskette drive.

You may already have a diskette in the drive. Make sure the drive is empty.

You may be inserting the diskette incorrectly. Hold the diskette with the hub side facing down and insert it so that the metal head window cover goes into the drive first.

The metal cover or a loose label may be obstructing the path into the drive. Carefully inspect the diskette. If the metal cover is loose, replace the diskette. If the label is loose, replace the label and try inserting the diskette again.

The computer displays the Non-system disk or disk error **message.**

If you are starting the computer from a diskette, the diskette in the drive does not have the files necessary to start the computer. Replace it with a bootable diskette.

The drive cannot read a diskette.

Try another diskette. If you can access the second diskette, the first diskette (not the drive) is probably causing the problem. Run Error-checking on the faulty diskette (for instructions see [“Disk drive problems” on page 201](#)).

DVD-ROM or multi-function drive problems

You cannot access a disc in the drive.

Make sure the tray which holds the CD-ROM or DVD-ROM is closed properly. Press gently until it clicks into place.

Open the tray and remove the disc. Make sure the tray is clean. Any dirt or foreign object can interfere with the laser beam.

Examine the disc to see if it is dirty. If necessary, wipe it with a clean cloth dipped in water or a neutral cleaner.

Replace the disc in the tray. Make sure that the disc is lying flat, label side uppermost. Close the tray carefully, making sure it has shut completely.

You press the disc eject button, but the drive tray does not slide out.

Make sure the computer is connected to a power source and turned on. The DVD-ROM drive eject mechanism requires power to operate.

Make sure a program is not accessing the drive and preventing it from ejecting.

If you need to remove a disc and cannot turn on the computer (for example, if the battery is completely discharged), use a narrow object, such as a straightened paper clip, to press the manual eject button. This button is in the small hole next to the DVD-ROM eject button on the face of the DVD-ROM tray.

CAUTION

Never use a pencil to press the manual eject button. Pencil lead can break off inside the computer and damage it.

Some discs run correctly but others do not.

Check the type of disc you are using. The DVD-ROM drive supports the Digital Versatile Disc (DVD) formats DVD-ROM, DVD-R (read-only), plus CD-ROM, CD-R (read-only), and CD-RW (read-only).

If the problem is with a data CD or DVD, refer to the software's documentation and check that the hardware configuration meets the program's needs.

The disc will not come out of the drive when you click the eject button on the screen.

Press the button on the DVD-ROM drive itself. For additional information see [“You press the disc eject button, but the drive tray does not slide out.”](#) on page 204.

Sound system problems

You do not hear any sound from the computer.

Adjust the volume control.

Try pressing Fn + Esc to see if volume mute is disabled.

If you are using external headphones or speakers, check that they are securely connected to your computer.

The computer emits a loud, high-pitched noise.

This is feedback between the microphone and the speakers. It occurs in any sound system when input from a microphone is fed to the speakers and the speaker volume is too loud. Adjust the volume control.

PC Card problems

PC Cards (PCMCIA-compatible) include many types of devices, such as removable hard disks, additional memory, or pagers.

Most PC Card problems occur during installation and setup of new cards. If you are having trouble getting one or more of

these devices to work together, several sections in this chapter may apply.

Resource conflicts can cause problems when using PC Cards. See [“Resolving a hardware conflict”](#) on page 191.

Card Information Structure

When you insert a PC Card into a slot the computer attempts to determine the type of card and the resources it requires by reading its Card Information Structure (CIS). Sometimes the CIS contains enough information for you to use the card immediately.

Other cards must be set up before you can use them. Use the Windows® XP PC Card (PCMCIA) Wizard to set up the card. Refer to your Microsoft® documentation for more information, or refer to the documentation that came with the PC Card.

Some card manufacturers use special software called *enablers* to support their cards. Enablers result in nonstandard configurations that can cause problems when installing the PC Card.

If your system does not have built-in drivers for your PC Card and the card did not come with an operating system driver, it may not work under the operating system. Contact the manufacturer of the PC Card for information about using the card under the operating system.

PC Card checklist

- ❖ Make sure the card is inserted properly into the slot.
- ❖ Make sure all cables are securely connected.
- ❖ Occasionally a defective PC Card slips through quality control. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again it may be defective.

Resolving PC Card problems

Here are some common problems and their solutions:

The slot appears to be dead. PC Cards that used to work no longer work.

Check the PC Card status:

- 1 Click **Start**.
- 2 Click **My Computer** icon with the secondary button, then click **Properties**.

The System Properties dialog box appears.

- 3 Click the **Hardware** tab.
- 4 Click the **Device Manager** button.
- 5 Double-click the **PCMCIA adapter**.
- 6 Double-click the appropriate PC Card.

The operating system displays your PC Card's Properties dialog box, which contains information about your PC Card configuration and status.

The computer stops working (hangs) when you insert a PC Card.

The problem may be caused by an I/O (input/output) conflict between the PCMCIA socket and another device in the system. Use Device Manager to make sure each device has its own I/O base address. See [“Fixing a problem with Device Manager” on page 193](#) for more information.

Since all PC Cards share the same socket, each card is not required to have its own address.

Hot swapping (removing one PC Card and inserting another without turning the computer off) fails.

Follow this procedure before you remove a PC Card:

- 1 Double-click the **PC Card** icon on the taskbar.
- 2 Click **Safely remove xxxx**, where *xxxx* is the identifier for your PC Card.

The operating system displays a message that you may safely remove the card.

- 3 Remove the card from the slot.
-

CAUTION

Never swap modules when the computer is in Hibernation or Standby mode. This is known as “warm swapping” and is not supported with this computer. For more information on Hibernation and Standby modes see [“Using Hibernation” on page 99](#) and [“Using Standby” on page 100](#).

The system does not recognize your PC Card.

Refer to the PC Card documentation.

Removing a malfunctioning card and reinstalling it can correct many problems.

A PC Card error occurs.

Reinsert the card to make sure it is properly connected.

If the card is attached to an external device, check that the connection is secure.

Refer to the card’s documentation, which should contain a troubleshooting section.

Printer problems

This section lists some of the most common printer problems:

The printer will not print.

Check that the printer is connected to a working power outlet, turned on and ready (on line).

Check that the printer has plenty of paper. Some printers will not start printing when there are just two or three sheets of paper left in the tray.

Make sure the printer cable is firmly attached to the computer and the printer.

Run the printer's self-test to check for any problem with the printer itself.

Make sure you installed the proper printer drivers as shown in [“Connecting a local printer” on page 72](#) or in the instructions that came with the printer.

You may have connected the printer while the computer is on. Disable Standby mode, turn off the computer, and turn off the printer. Turn the printer back on, make sure it is on line, then turn the computer back on.

Try printing another file. For example, you could create and attempt to print a short test file using Notepad. If a Notepad file prints correctly, the problem may be in your original file.

If you cannot resolve the problem, contact the printer's manufacturer.

The printer will not print what you see on the screen.

Many programs display information on the screen differently from the way they print it. See if your program has a print preview mode. This mode lets you see your work exactly as it will print. Contact the software manufacturer for more information.

Modem problems

This section lists common modem problems:

The modem will not receive or transmit properly.

Make sure the cable from the modem to the telephone line is firmly connected to the computer's modem port and the telephone line jack.

Check the port settings to make sure the hardware and software are referring to the same COM port. See [“Determining the COM port” on page 124](#).

Check the communications parameters (baud rate, parity, data length and stop bits) specified in the communications program. It should be set up to transmit at 300, 1200, 2400, 4800, 9600, 14400, 28800, 33600 bps (bits per second) or higher. Refer to the program's documentation and the modem manual for information on how to change these settings.

The modem is on, set up properly and still will not transmit or receive data.

Make sure the line has a dial tone. Connect a telephone handset to the line to check this.

The other system may be busy or off line. Try making a test transmission to someone else.

For more information regarding your system's V.92 modem, visit the Toshiba web site at pcsupport.toshiba.com.

Wireless device problems

NOTE

This section provides general troubleshooting tips for networking problems, specifically wireless (Wi-Fi) networking.

The terms and concepts used assume a basic understanding of networks, and may be for more advanced users. If you need assistance or if you are not familiar with the terminology, please see Windows Help and Support or contact your computer technician.

- ❖ If your computer is equipped with an internal Wi-Fi® adapter, verify that the Wi-Fi antenna switch is on (the right-most light on the system indicator panel will be lit.)
-

NOTE

To determine if your computer has an internal Wi-Fi adapter, check the device list in Device Manager (part of the Windows Control Panel). Some Toshiba models may have a Wi-Fi antenna switch even though they do not have an internal Wi-Fi adapter.

- ❖ Verify that signal strength is good using the utility provided with the Wi-Fi adapter.
- ❖ If another computer is on the same network, verify that it has network access, and can connect to the Internet. If, for example, the other computer cannot browse to a public website, the ISP's (Internet Service Provider) service may be disrupted.
- ❖ Verify that the Service Set Identifier (SSID), or network name, is correct—i.e., that it matches the SSID assigned to the access point you are attempting to connect through. SSIDs are case-sensitive. Toshiba provides a Client Manager utility for setting and managing SSIDs.

- ❖ Check Control Panel's Device Manager to verify that the Wi-Fi adapter is recognized by Windows®, and that the driver is loaded. Carefully note any error messages—these will be very helpful if you should confer with a support technician at a later time.
- ❖ Verify that the network connection is configured to obtain its Internet Protocol (IP) address dynamically:
 - 1 Click **Start, Control Panel**.
 - 2 Double-click **Network Connections**.
 - 3 Right-click the name of your wireless network connection, then click **Properties**.
 - 4 Select **Internet Protocol (TCP/IP)**, then click **Properties**.
 - 5 Select **Obtain an IP address automatically**.
 - 6 Click **OK**, then click **Close**.
- ❖ Use IPCONFIG to verify that the computer has a useful IP address—one other than the private address of 169.254.xxx.xxx assigned by Windows.
 - ❖ Click **Start**, then click **Run...**
 - ❖ Enter **Cmd** and press **Enter**.
 - ❖ Enter **"IPCONFIG /ALL"** and press **Enter**.
 - ❖ The IP address for each active network adapter will be displayed.
- ❖ Connect your computer directly to your router or broadband modem, by plugging a standard CAT5 Ethernet patch cable (sold separately) into your computer's RJ45 Ethernet port. If your connection problem disappears, the problem lies in the Wi-Fi part of your network.

- ❖ Use the PING command to verify a connection to the gateway at 192.168.1.1 (a default gateway for most wireless routers).
 - ❖ Click **Start**, then click **Run...**
 - ❖ Enter **Cmd** and press **Enter**.
 - ❖ Enter **PING 192.168.1.1** at the command prompt, and press **Enter**.
 - ❖ If “Request Timed Out” or another error message appears in response, then the problem is probably Wi-Fi-related.
- ❖ If you have enabled any security provisions (closed system, MAC address filtering, Wired Equivalent Privacy (WEP), etc.), check the access point vendor's website for recent firmware upgrades. Problems with WEP keys, in particular, are frequently addressed in new firmware releases.

Special considerations for Windows XP

Wired Equivalent Privacy (WEP) encryption is not enabled on the wireless access point.

When you install a wireless access point device, Windows XP checks if WEP encryption is enabled on the device. If it is not enabled, Windows XP adds the device to its list of available wireless networks, but does not create a wireless connection using the device, since the connection would not be secure. You can still, however, use the access point. To use an access point without WEP encryption, follow these steps:

- ❖ Right-click the Wireless Network icon in the System Tray (far-right portion of the Windows Taskbar).
- ❖ Click **View Available Wireless Networks**.
- ❖ Select **Allow me to connect to the selected wireless network, even though it is not secure**.

- ❖ Windows XP will now try to establish a wireless connection.

The Windows XP wireless management facility does not work.

If you are using an external Wi-Fi adapter (a PC Card, USB adapter, or other variety), check if the adapter comes with its own management utility. If it does, the utility may be disabling the Windows XP wireless management facility, in which case you must use the adapter's management utility. If the documentation that accompanies the adapter does not provide enough information to determine if this is the case, contact that vendor's support group for further advice.

DVD operating problems

If you experience a problem playing DVDs, you may be able to fix the problem yourself.

For general problems playing a DVD title, try the following steps:

- 1 Verify that the disc is in a format that the drive supports.
- 2 Ensure that the disc is properly inserted in the drive tray.
- 3 Ensure that the Display properties are not True Color (24-bit). If it is set to 24-bit color, there will be a video format error. To verify your display settings:
 - ❖ Click **Start, Control Panel, Appearance and Themes**, and double-click **Display**.
 - ❖ Click on the **Settings tab** and check the **Color Palette**. It should be set to **High Color** (16-bit).
 - ❖ If it is not set to High Color, change the settings to **16-bit color** and click **OK**.
- 4 Clean the disc and try again.

A dirty drive can also cause audio problems. If you have tried several discs and all fail, consider sending your drive to an authorized service provider to get it cleaned.

- 5 Verify that your computer recognizes your DVD-ROM drive. To do this:
Double-click the **My Computer** icon on the desktop. The DVD-ROM drive should appear in the list.
- 6 See “[Checking device properties](#)” on page 194 for instructions on using Device Manager to view the DVD-ROM properties.
- 7 Check the Toshiba Web site for new information on DVD-ROM drives and their operation.

A blank screen appears while watching a DVD-ROM movie or title.

Disable the Shut off Monitor feature in the Display Properties using the following steps:

- 1 Click the secondary mouse button on a blank area of the desktop.
- 2 Click **Properties**.
- 3 Click the **Screen Saver** tab.
- 4 Deselect **Shut off Monitor**.

Jumping video lines appear around the DVD-ROM video window.

To change the screen’s display resolution:

- 1 Click **Start, Control Panel**.
The Control Panel window appears.
- 2 Click **Appearance and Themes**, and double-click the **Display** icon.
The Display Properties dialog box appears.
- 3 Click the **Settings** tab.
- 4 Next to the words **Desktop Area**, move the slider to a lower setting, such as 800 x 600 or 640 x 480.
- 5 Click **OK**.

DVD titles, games, or applications appear distorted.

Having Stretch enabled when your video resolution is set to 640 x 480 or 800 x 600 can cause distortion. To disable Stretch, follow the instructions below:

- 1 Right-click the **Desktop**, select **Properties**.
- 2 Select the **Settings** tab.
- 3 Select the **Advanced Flat Panel** tab.
- 4 Click **Disable Display Stretch Feature**.
- 5 Click **OK**.

The screen saver runs while you are watching a movie or title.

If the screen saver is enabled, it runs on top of any movie or title you are watching. To disable the screen saver:

- 1 Click **Start, Control Panel**.
The Control Panel window appears.
- 2 Click **Appearance and Themes**, and double-click the **Display** icon.
The Display Properties dialog box appears.
- 3 Click the **Screen Saver** tab.
In the Screen Saver list, the current screen saver is highlighted.
- 4 Click the down arrow at the right of the current screen saver name.
A list of screen savers displays.
- 5 Click and hold the up arrow by the list or move the slide to the top.
- 6 Click **None**.
- 7 Click **OK**.

Develop good computing habits

Make sure you are prepared.

Save your work frequently.

You can never predict when your computer will lock, forcing you to close a program and lose unsaved changes. Many software programs build in an automatic backup, but you should not rely solely on this feature. Save your work! See “[Computing tips](#)” on [page 78](#) for instructions.

On a regular basis, back up the information stored on your hard disk.

Here are some ways you can do this:

- ❖ Copy files to diskette.
- ❖ Connect a tape drive to the system and use specialized software to copy everything on the hard disk to a tape.
- ❖ Connect your computer to the office network and copy files to your network partition.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to diskette on a daily basis.

If you have installed your own programs, you should back up these programs as well as your data files. If something goes wrong that requires you to reformat your hard disk and start again, reloading all your programs and data files from a backup source will save time.

Read the user’s guides.

It is very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how the computer and its software work together.

Get familiar with all the user’s guides provided with your computer, as well as the manuals that come with the programs and devices you purchase.

Your local computer store or book store sells a variety of self-help books you can use to supplement the information in the manuals.

Data and system configuration backup in Windows XP

Windows XP offers some easy-to-use features for backing up your Windows settings and your data – documents and other important files. Take advantage of these features to protect yourself from much more difficult and time-consuming restoration procedures, and to safeguard your valuable data from loss.

Saving system configuration with Restore Points

The System Restore feature of Windows XP quickly creates Restore Points—‘snapshots’ of your Windows configuration—and saves them for later recall. If you experience problems after installing some new hardware or software, you can easily select a previously established Control Point to ‘turn back the clock,’ restoring Windows to the state it was in just prior to the installation. This is much easier and more effective than uninstalling the hardware or software, which often leaves behind unwanted files and settings. It’s also easy to undo a Restore Point selection, if you change your mind.

Follow these steps to create a Restore Point using the System Restore utility:

- 1 Click **Start**.
- 2 Click **Help and Support**.
- 3 Under **Pick a Task**, click **Undo changes to your computer with System Restore**.
- 4 Click **Create a restore point**, and then click **Next**.

-
- 5 In the **Restore point description** field, enter a name that is descriptive enough to be easily understood in the future, such as “Before installing Brand X Accounting app”. Then click **Create**.
 - 6 Windows creates the Restore Point and automatically stamps it with the current date and time.

Then, at a later time, you can re-establish your Windows configuration using the saved Restore Point. To do this:

- 1 Click **Start**.
- 2 Click **Help and Support**.
- 3 Under **Pick a Task**, click **Undo changes to your computer with System Restore**.
- 4 Click **Restore my computer to an earlier time**, then click **Next**.
- 5 A calendar will be presented, showing a month at a time. Each date for which a Restore Point has been set will be marked as bold. When a boldfaced date is clicked, a description of the Restore Point will appear in a list to the right.

NOTE This list may contain Restore Points that you did not create. Restore Points labeled System Checkpoint were automatically created by Windows XP. Other Restore Points may have been created automatically by applications when they were installed.

- 6 Select the desired Restore Point from the list, and then click **Next**.
- 7 Your Windows configuration will now be restored to the state it was in when the chosen Restore Point was created.

Backing up your data to CDs with Windows XP

For most of us, by far the most valuable component of our computer system is the data we've created with it, and stored on its hard disk drive. Since problems with either hardware or software can make the data inaccessible or even destroy it, the next most valuable component of your computer system may be a recent backup of your data.

Fortunately, Windows XP offers a convenient way to back up your important data files to CDs, a relatively high-capacity storage media. No additional software is required. Most of the CD and DVD drives built into recent Toshiba portable computer models can write to (or 'burn') as well as read from CDs. External CD and DVD writers are also widely available.

Follow these steps to back up files in the **My Documents** folder to one or more CDs:

- 1 Put a blank CD-R (CD-recordable) disc into the computer's CD or DVD drive.
- 2 A menu of options will appear. Select **Open writable CD folder using Windows Explorer**, and click **OK**.
- 3 A Windows Explorer window will open for the blank CD. This window will be referred to as "the CD window".
- 4 Open a second Windows Explorer window, by clicking **Start**, then **My Computer**.
- 5 In this second window, browse to the files you wish to back up. Click the down-pointing arrow at the upper right of the window (to the left of the **Go** button) to see a list of locations that includes **My Documents**—a likely location of your data.
- 6 Drag and drop folders or individual files from this window into the CD window. If the files do not immediately appear in the CD window, press **F5** (or click **View, Refresh**) to prompt Windows to display them.

-
- NOTE** Documents and other data files that you create as you work are typically stored in the My Documents folder. You may also wish to back up other important data files stored elsewhere on your hard disk drive, for example:
- ❖ E-mail files and settings—for Outlook, Outlook Express, or other e-mail apps. Visit the vendors' Web sites (www.microsoft.com, for example) for detailed instructions.
 - ❖ Newsgroup files and settings—for Outlook Express, or other newsgroup readers. Visit the vendors' Web sites for detailed instructions.
 - ❖ Other data files. If you don't find an application's data files in any of the folders within the My Documents folder, check the application's options or preferences settings to discover the locations of the files.
-

- 7** When you have finished copying files to the CD window, click **File, Write these files to CD**.
- 8** A CD Writing Wizard will appear, prompting for a name for the CD. You may accept the default name, or enter a new (more descriptive) name. Click **Next** to continue.
- 9** The CD Writing Wizard will now write the selected files to the CD. It is best not to use the computer for any other tasks during this operation, so as not to interrupt it.
- 10** Finally, click **Finish**. The CD will be ejected. It should contain all of the files you've selected, but you may easily verify this by placing the CD back into the drive, and viewing the list of files.

Favorites (bookmarks) for Internet Explorer and other Web browsers

Follow these steps to back up your Favorites for Internet Explorer (ver 5.0 or newer):

- 1 In Internet Explorer, click **File, Import and Export**.
- 2 The Import/Export Wizard will appear. Click **Next**.
- 3 Click **Export Favorites, Next**. (To restore the Favorites to the hard disk drive later you would select **Import Favorites** from this list.)
- 4 A list of your Favorites folders will appear, with the top-level Favorites folder selected (highlighted). Click **Next** to back up all of your Favorites, or select a particular Favorites folder to back up, then click **Next**.
- 5 In the Export Favorites Destination window, use the Browse button to browse to the **My Documents** folder. Click **Save** in the Select Bookmark file window, and then click **Next**.
- 6 Click **Finish**. The message “**Successfully exported favorites**” should appear.
- 7 Follow the steps above for backing up files from the **My Documents** folder to a CD.

Each CD has room for 650-700 megabytes of data. Follow this same set of steps any number of times to back up any number of files to as many CDs as is required to hold them.

Windows XP also includes a Backup utility, though it does not directly support writing to CDs. For more information, click **Start, Help and Support**, or start the Backup utility by clicking **Start, All Programs, Accessories, System Tools, Backup**.

General tips for installing hardware and software

Here are a few tips to help insure safe and easy installation of new hardware (printers, pointing devices, external hard drives, DVD writers, scanners, etc.) and software (applications like Microsoft Office and Adobe Photoshop, or utility software such as special toolbars for your web browser).

- ❖ Create a Restore Point (see [“Saving system configuration with Restore Points” on page 218](#)). Before installing anything, use the System Restore utility to set a Restore Point (see the section titled Restore Points). If anything goes wrong, you will then be able to easily restore Windows to the state it was in prior to the installation, undoing any changes the installation process introduced.
- ❖ Back up your critical data (see [“Backing up your data to CDs with Windows XP” on page 220](#)).
- ❖ Have your factory Restore/Reconfiguration CD(s) on hand in case you need any files from them.
- ❖ Don't guess; follow directions carefully! It is often necessary to run an installation utility first—before connecting a new hardware item to the computer. If the device is connected first, it may be very difficult to complete the installation successfully. Always carefully follow the installation instructions that accompany the hardware or software.
- ❖ Restart Windows. Always restart Windows after each installation, even if the installation utility does not prompt you to do so. This will insure that the installation is completed, and will clean up anything that the installation utility left behind.
- ❖ Do one installation at a time. If you have several new items to add to your computer system, install just one at a time, creating Restore Points immediately before each successive installation. This will make it much easier to determine the origin of any new problems. For best results, follow this sequence:

- 1 Back up critical data.
- 2 Create a Restore Point.
- 3 Install one item of hardware or software.
- 4 Restart Windows.
- 5 Use the new hardware or software for awhile, noting any new problems. Make sure that your critical applications (e-mail, business apps, etc.) are working correctly, and verify that important devices are still functioning.
- 6 For each additional hardware or software item, repeat these steps, starting at step 1 if any of your critical data has changed, or starting at step 2 if no critical data has changed.

If you need further assistance

If you have followed the recommendations in this chapter and are still having problems you may need additional technical assistance. This section contains the steps to take to ask for help.

Before you contact Toshiba

Since some problems may be related to the operating system or the program you are using, it is important to investigate other sources of assistance first.

Try the following before you contact Toshiba:

- ❖ Review the troubleshooting information in your operating system documentation.
- ❖ If the problem occurs while you are running a program, consult the program's documentation for troubleshooting suggestions. Contact the software company's technical support group for their assistance.

-
- ❖ Consult the dealer from whom you purchased your computer and/or program. Your dealer is your best source for current information.

Detailed system specifications are available at www.ts.toshiba.com by selecting your particular product and model number, clicking **GO**, and then clicking the **Detailed Specs** link from the menu on the left. You can also refer to the computer documentation shipped with your product.

For the number of a Toshiba dealer near you in the United States, call: (800) 457-7777.

Contacting Toshiba

If you still need help and suspect that the problem is hardware-related, Toshiba offers a variety of resources to help you.

Toshiba's Technical Support Website

For technical support, to stay current on the most recent software and hardware options for your computer, and for other product information, be sure to regularly check the Toshiba Web site at pcsupport.toshiba.com.

Toshiba voice contact

Before calling Toshiba, make sure you have:

- ❖ Your computer's serial number
- ❖ The computer and any optional devices related to the problem
- ❖ Backup copies of your Windows[®] operating system and all other preloaded software on your choice of media
- ❖ Name and version of the program involved in the problem along with its installation media
- ❖ Information about what you were doing when the problem occurred

- ❖ Exact error messages and when they occurred

For technical support, call the Toshiba Global Support Centre:

Within the United States at (800) 457-7777

Outside the United States at (949) 859-4273

Other Toshiba Internet Web sites

toshiba.com	Worldwide Toshiba corporate site
computers.toshiba.com	Marketing and product information in the USA
accessories.toshiba.com	Accessories information in the USA
www.toshiba.ca	Canada
www.toshiba-Europe.com	Europe
www.toshiba.co.jp/index.htm	Japan
http://servicio.toshiba.com	Mexico and all of Latin America

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9740 Irvine Blvd.
Irvine, California 92618
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800-457-7777 (within the US)

949-859-4273 (outside of the US -
this call may incur long-distance
charges)

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Sierra Candela No.111, 6to. Piso
Col. Lomas de Chapultepec.
CP 11000 Mexico, DF.

United Kingdom

Toshiba Information Systems
(U.K) Ltd.
Toshiba Court
Weybridge Business Park
Addlestone Road
Weybridge, Surrey KT15 2UL
United Kingdom

The Rest of Europe

Toshiba Europe (I.E.) GmbH
Hammfelddamm 8
D-4-1460 Neuss
Germany

For more information on additional Toshiba worldwide
locations, please visit: www.toshiba.co.jp/index.htm.

Appendix A

Hot Keys

Hot keys are keys that, when pressed in combination with the Fn key, turn system functions on and off. Hot keys have a legend on or above the key indicating the option or feature the key controls.

Volume Mute

Fn +



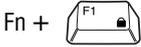
This hot key enables/disables volume mute on your computer.



When volume mute is enabled, no sound will come from the speakers or headphones.



Instant password security



This hot key blanks the display.

When the display re-appears, select your user name and enter the correct password if you have created one.

Power usage profile



This hot key displays the power usage pop-up window and cycles through the profiles.

The power usage profiles are:

Full Power, High Power, Normal, DVD Playback, Presentation, and Long Life.



Sample power usage modes

The properties of each mode are set in the Toshiba Power Management utility. For more information, see “Mobile Computing” on page 104.

Standby mode



This hot key puts the computer into Standby mode.

A message box is displayed by default to confirm that the computer is going into Standby mode. This message box can be set so it does not display.



Sample Standby confirmation box

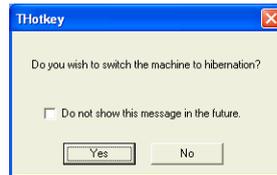
For more information about Standby mode, please see “Using Standby” on page 100.

Hibernation mode



This hot key puts the computer into Hibernation mode.

If Hibernation mode is enabled (the default), a message box is displayed by default to confirm the computer is going into Hibernation mode. The message box can be set so it does not display.



Sample Hibernation confirmation box

If Hibernation mode is disabled, this hot key will not respond. For more information on Hibernation mode, see “Using Hibernation” on page 99.

Display modes

Fn +



This hot key cycles through the power-on display options.

The display modes are:

- ❖ Built-in display panel only
- ❖ Built-in display panel and external monitor simultaneously
- ❖ External monitor only



Sample display options window

In order to use a simultaneous mode, you must set the resolution of the internal display panel to match the resolution of the external display device.

Display brightness

Fn +  This hot key decreases the screen brightness.

Fn +  This hot key increases the screen brightness.



Keyboard hot keys

Fn +  This hot key turns the cursor control overlay on and off.

Fn +  This hot key turns the numeric overlay on and off.

Fn +  This hot key turns the scroll lock feature on and off.

Fn +  This hot key turns the Zooming utility to zoom-out. For more information, see [“TOSHIBA Zooming Utility”](#) on page 160.

Fn +  This hot key turns the Zooming utility to zoom-in. For more information, see [“TOSHIBA Zooming Utility”](#) on page 160.

Appendix B

Power Cord/Cable Connectors

The computer features a universal power supply you can use worldwide. This appendix shows the shapes of the typical AC power cord/cable connectors for various parts of the world.

USA and Canada



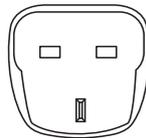
UL approved
CSA approved

Australia



AS approved

United Kingdom



BS approved

Europe



VDA approved
NEMKO approved

Appendix C

Using ConfigFree™ with your Toshiba Computer

ConfigFree™ is a set of utilities that makes it easy to control communication devices and network connections. ConfigFree also lets you identify communication problems and create profiles for easy switching between locations and communication networks.

NOTE For more information on using ConfigFree, see the ConfigFree online Help.

The ConfigFree utilities include the following:

- ❖ **Connectivity Doctor**—The Connectivity Doctor utility is used to analyze network connections and fix networking problems with your notebook computer. For more information, see [“Connectivity Doctor” on page 237](#).
- ❖ **Search for Wireless Devices**—The Search for Wireless Devices utility searches for wireless LAN and *Bluetooth*® devices used in the neighborhood, and displays information about them on a virtual map. For more information, see [“Search for Wireless Devices” on page 240](#).

- ❖ Profile Settings—The Profiles utility lets you switch between network configurations. For more information, see “Profile Settings” on page 245.
- ❖ ConfigFree SUMMIT—The ConfigFree SUMMIT utility is used to connect with other ConfigFree users for file sharing. For more information, see “ConfigFree SUMMIT” on page 248.

ConfigFree also includes a screen saver that you can customize by adding identifying text to devices. Click **Options** on the Connectivity Doctor screen to access the screen saver option.

Getting Started

This section contains information about the ConfigFree main screen, and how to start and setup ConfigFree.

For more detailed information on setting up and using ConfigFree, see the Help File included in the application.

Starting ConfigFree

To start ConfigFree, be sure the computer has a wired or wireless connection. Then perform any of the following steps:

- ❖ (Microsoft® Windows® XP or 2000) Click **Start, All Programs, TOSHIBA, Networking**, and then **ConfigFree**.
- ❖ Double-click the **ConfigFree** icon  on the taskbar.
- ❖ Press the **TOSHIBA Assist** button (if applicable to your system) to open the TOSHIBA Assist, and then click the **ConfigFree** icon.

-
- ❖ Click the **ConfigFree** icon  on the taskbar, and then click the desired utility.
-

NOTE

If your computer is not connected to a network, the ConfigFree icon on the taskbar is displayed with an “X.”

When you start a search for wireless devices, ConfigFree Launcher displays on your computer desktop. You can then click the appropriate icon on the Launcher to start the desired ConfigFree utilities.

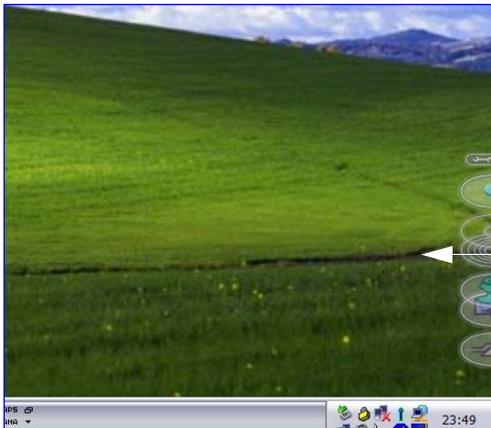


Sample ConfigFree Launcher

ConfigFree Launcher can be set to hide from view when it is not in use. When this setting is active (set the ConfigFree Launcher to Auto-hide mode), you can re-display ConfigFree Launcher by moving the mouse cursor to the right of the screen.



Sample ConfigFree Launcher Auto-hide mode setting



Sample ConfigFree Launcher coming back into view

ConfigFree Utilities

Connectivity Doctor

The Connectivity Doctor lets you analyze your network connections and fix network-connection problems. Using Connectivity Doctor, you can view detailed network information by simply moving the mouse pointer.

The Connectivity Doctor works with the following network devices:

- ❖ Wired and wireless network devices
- ❖ Routers, hubs, and bridges
- ❖ Access points

The Connectivity Doctor displays the following information:

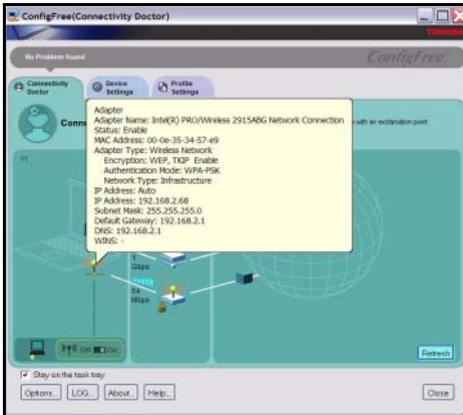
- ❖ WEP (Used, not Used)
- ❖ Wired connection line (link speed)
- ❖ Wireless connection line (signal strength and link speed)
- ❖ Location of wireless communication switch (identified with a yellow arrow)
- ❖ Status of wireless communication switch (on or off)



- 1 **Wired Network Devices**
- 2 **Wireless Network Devices**
- 3 **Router/Hub/Bridge**
- 4 **Access Point**
- 5 **Display if WEP key is set**
This is not displayed if WEP is not set.
- 6 **Wired Connection Line**
Displays the link speed.
- 7 **Wireless Connection Line**
Displays the signal strength and link speed.
- 8 **Location of wireless communication switch**
Displayed with a yellow arrow.
- 9 **Status of wireless communication switch**
Displays whether the wireless communication switch is on or off.

Sample Connectivity Doctor screen

Moving the mouse pointer over a wired or wireless network device icon displays information about the device, such as its IP address, subnet mask, and MAC address. A wireless network device also shows information such as the network SSID and the device's Wired Equivalent Privacy (WEP) key settings.



Sample viewing device information

If a problem or potential problem is detected, in most cases, a screen automatically displays showing you the possible cause and solution for the problem.

A triangle containing an exclamation point also appears on the Connectivity Doctor screen and an orange frame describes the relevant location. You can also view the possible cause and solution for the problem by clicking the exclamation point. If multiple triangles display, you can toggle between each of their cause and solution information screens by clicking its exclamation point.

For example, if the connection to a wireless network cannot be established because the wireless communication switch is turned off, the problem description screen will normally display automatically when you start the Connectivity Doctor, and an exclamation point will appear next to the wireless communication switch.

The following checkboxes and buttons are provided on the Connectivity Doctor screen:

Stay on the task tray	When checked, the ConfigFree icon resides in the system tray.
Options	Displays ConfigFree setting screen.
Log	Lets you create a diagnostic log, view a history of log files, or delete the history. Log files are saved as CFhtmlxxxxx.htm, where <i>xxxxx</i> is the creation date and time. They reside in the folder: C:\Documents and Settings\ <i>username</i> \Local Settings\Temp
About	Displays the version of Connectivity Doctor.
Help	Displays online help.
Close	Closes the Connectivity Doctor screen.

Search for Wireless Devices

The Search for Wireless Devices utility searches for wireless LAN and *Bluetooth*® devices currently used in the neighborhood, and displays information about them on a virtual map.

To search for wireless devices:

- 1 Click the  icon in the system tray.
- 2 Click **Search for Wireless Devices**.

A virtual map appears with a graphical representation of the wireless devices that have been detected.

NOTE

Search for Wireless Devices can also be started from the ConfigFree Launcher.

For Wi-Fi networks, the intensity of a signal is displayed in five levels or “bands.” The signal from the connected access point is displayed in the bands surrounding the PC icon at the center of the map. The closer to the center, the stronger the connection. Placing the pointer over the displayed “point of light” shows detailed information about the wireless device.

NOTE

The wireless device shown near the center of the map is not necessarily near your notebook computer. If a wireless device located a distance away also has a strong signal, it appears near the center of the map as well.

The Search for Wireless Devices feature identifies if a device is IEEE 802.11a, b, or g. It also includes an option to display hidden access point availability.



Sample viewing Wi-Fi devices

Creating a new wireless connection

NOTE

This feature is only supported on systems running Windows XP SP2.

To add a new wireless connection to an Access Point:

- 1 Open the Search for Wireless Devices option from ConfigFree Launcher.
- 2 Drag and drop the device you want to connect to the PC icon at the center of the map. The Wireless Settings screen appears.



Sample dragging a device to the Access Point



Sample Wireless settings screen

-
- 3 Enter the SSID/WEP information and connect to the device.
-

NOTE

After the Access Point is set up and added to the connection list, the system displays the Connection screen rather than the Wireless settings screen.

Creating a detected device wireless connection

The following screen shows an example of *Bluetooth*® devices that are detected using the **Search for Wireless Devices** option. Moving the mouse cursor over a device icon displays information about the device.



Sample viewing Bluetooth devices

You can connect to devices shown on the *Bluetooth* map:

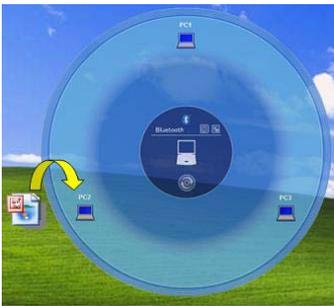
- 1 Drag and drop the device you want to connect to the PC icon at the center of the map.
- 2 Configured devices are automatically connected. Devices not yet configured launch the Add New Connection Wizard, where you can configure and connect to the device.

Transferring files using *Bluetooth*®

There are several ways to use *Bluetooth* to send files to other devices.

To select the device using the *Bluetooth* radar screen:

- ❖ Open the *Bluetooth* radar screen, and drag and drop the file directly onto the icon for that *Bluetooth* device.



Sample dragging the file to the Bluetooth device icon

To be prompted for the device:

- 1 Drag and drop the file to the *Bluetooth* radar icon on the ConfigFree Launcher.



Sample dragging the file to the Bluetooth radar icon

Or, you can right click on the file and select **Send to Bluetooth Devices**.



Sample selecting Send to Bluetooth Devices option

- 2 Choose a file recipient.
- 3 Click **Send**.

NOTE

During a file transfer, connecting and disconnecting to the selected device will occur automatically.

Disconnecting from a *Bluetooth*® device

To disconnect from a *Bluetooth* device:

- 1 Place the cursor on top of the connected line. The icon changes to a pair of scissors.
- 2 Click to disconnect from the device.

Profile Settings

The Profile Settings utility lets you save network settings in “profiles.” ConfigFree profiles are useful for easily switching network settings and devices. You can switch network settings simply by selecting the profile with the desired settings.

If you visit a client company occasionally, for example, you can set up a profile to match that environment and connect to the network. Similarly, users who access networks in the

office and at home can set up profiles to handle these networking environments.

A profile contains the currently configured network settings on the computer, as well as information about any network devices. The following settings can be saved (or “captured”) in a profile:

- ❖ **Internet settings** — includes LAN settings (proxy server settings) and the address of a home page that opens automatically when Internet Explorer starts.
- ❖ **Devices** — lets you enable or disable settings of wired and wireless network devices, infrared devices, and set the power status of *Bluetooth*® antennas.
- ❖ **TCP/IP settings** — includes DHCP, IP address, subnet mask, default gateway, DNS server, and WINS server settings.
- ❖ Personal firewall settings for Internet connections.
- ❖ Dial-up connection settings for the default connection.
- ❖ File and printer sharing settings.
- ❖ Printer settings for the default printer.
- ❖ *Bluetooth*® Security Level (for example, high or medium).

To create a profile:

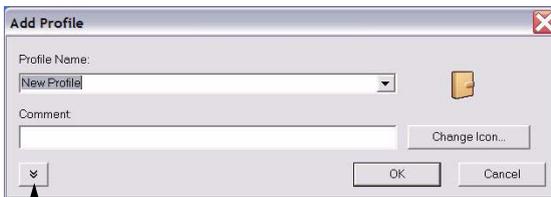
- 1 Click the  icon in the system tray.
- 2 Move the pointer to **Profile**.
- 3 Click **Add**. The Add Profile screen appears.
- 4 Select **Capture** and click **OK**. The Add Profile screen appears.
- 5 Enter the name of the profile you want to create.
- 6 Enter any optional comments, if desired.
- 7 Click **Change Icon** and select an icon for this profile.

- 8 Click the  icon at the bottom of the screen to display more capture options.
- 9 Under **Captured Items**, select the items you want to capture for this profile.
- 10 If connecting with a wireless network, select the desired **Auto Switch Settings**. (These options are unavailable if wireless devices have been disabled.)
- 11 Under **Execute this program after switching**, click the **Browse** button and select the program, file, or Web site URL that is to start after switching to this profile.

For example to have Internet Explorer start in Windows XP after switching profiles, type:

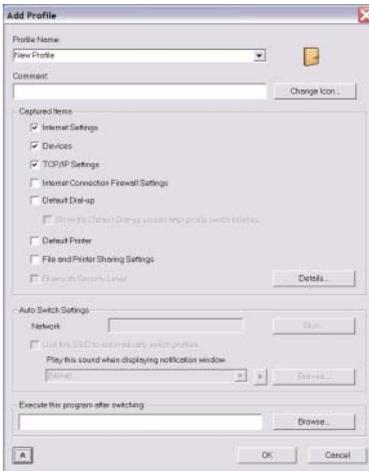
C:\Program Files\Internet Explorer\IEXPLORE.EXE

- 12 Click **OK**.



Press to show more capture options

Sample Add Profile screen



Sample expanded Add Profile screen

NOTE

The online help provides real-world examples of setting up profiles for different networking environments.

After you set up one or more profiles, you can check their settings and fine-tune them as necessary. Profiles can also be imported and exported. This feature is useful when transferring profile settings to other computers. For more information about modifying, importing, and exporting profiles, refer to the online help.

ConfigFree SUMMIT

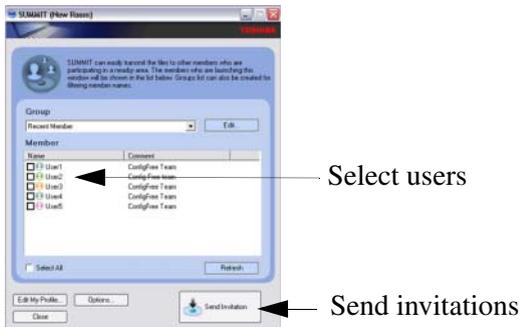
The ConfigFree SUMMIT utility is a convenient way to share files with other users and to transfer files between your computers at home and at work. This utility is faster and more dependable than sending the files via email.

Use this utility, which handles files regardless of size, to distribute presentations, reports, or music files to meeting attendees or to users at different locations.

The SUMMIT utility uses the following types of connections:

- ❖ Wireless LAN via Access Point
- ❖ Wireless LAN via Ad-Hoc
- ❖ LAN (same subnet)
- ❖ *Bluetooth*® PAN/LAP
- ❖ Cross cable (Ethernet or Gbit Ethernet)

To host a ConfigFree SUMMIT, click the SUMMIT icon on the ConfigFree Launcher, select the users that you want to attend the SUMMIT meeting, and send them an invitation.



Sample of inviting users to SUMMIT meeting

When a user joins the SUMMIT, their icon appears on the SUMMIT table.



Sample of users attending SUMMIT meeting (user icons appear on SUMMIT table)

Files can be shared with one user or all users attending the meeting.

- ❖ To share a file with one user, drag and drop the file on the user's icon.

NOTE

Only the SUMMIT Host (the initiator) can share files with multiple user's by this method. SUMMIT user's can share a file with only one other user.



Sample of sharing a file with one user

-
- ❖ To share a file with all users, drag the file to the center of the SUMMIT table where users can access it as desired.
-

NOTE

If you are the Host of the summit, and drag a file to the center of the SUMMIT table, it will automatically be sent to all SUMMIT users who can then accept or decline the file as desired.



Sample of sharing a file with all users

NOTE

Participating users must be connected by LAN, wireless LAN, or *Bluetooth*® (PAN). Firewall software may prevent ConfigFree SUMMIT from working.

Using ConfigFree SUMMIT

To host a ConfigFree SUMMIT:

- 1 Click the  icon in the system tray.

-
- 2 Click **SUMMIT**. Other users appear on the SUMMIT main window.
-

NOTE

SUMMIT can also be started from the ConfigFree Launcher.

- 3 Select the appropriate users and invite them to the SUMMIT meeting. As users join the SUMMIT, their icons appear on the SUMMIT table.
- 4 Use drag and drop to share documents with SUMMIT users:
 - ❖ To share a file with one user, drag the file to the user's icon.
 - ❖ To share a file with all users, drag the file to the center of the summit table.

There are other ways to send files to users.

To send files to all SUMMIT users:

- 1 Right click on the file and select **Send to SUMMIT Devices**.
- 2 Click **Send**.

To send files to a user without creating a SUMMIT meeting:

- 1 Drag and drop the file to the Wireless radar icon on the ConfigFree Launcher.
- 2 Right click on the file and choose a file recipient.
- 3 Click **Send**.

An Access Point may not always be available. To find out how to use Quick Connect to launch ConfigFree Summit, see [“Direct Link Toshiba Device” on page 255](#).

Quick Connect

The Quick Connect feature includes two options:

- ❖ **Toshiba Wireless Projector.** Switches the Wireless LAN connection to connect to a Toshiba Wireless Projector
- ❖ **Direct Link Toshiba Device.** Launches ConfigFree SUMMIT

Toshiba Wireless Projector

The Quick Connect feature switches the Wireless LAN connection to connect to a Toshiba Wireless Projector. Once the projector utility is installed, launching the Quick Connect utility automatically opens the Wireless Data Projector Application. There you can configure how you would like to use the projector.

To connect to a Toshiba Wireless Projector:

- 1 Click the  icon in the system tray.
- 2 Move the mouse pointer to **Toshiba Wireless Projector (DPJ)**, then click **Connect**.

Launching Quick Connect prevents you from using the network to connect to a Toshiba Wireless Projector when the wireless LAN Configuration is set to Ad hoc. If you are connected to an access point, the connection is broken and re-established later.

To review the current Toshiba Wireless Projector settings and change them if necessary:

- 1 Click the  icon in the system tray.
- 2 Move the mouse pointer to **Toshiba Wireless Projector (DPJ)**, then click **Settings**. The Quick Connect properties dialog box appears.

- 3 Complete the settings. Refer to the online help if necessary.
- 4 Click **OK**.

NOTE

The default connection setting is for Ad hoc mode, therefore, if the setting on the Toshiba Wireless Projector is in Infrastructure mode, it will not connect, however; you can change the settings to Infrastructure mode to match the settings on the projector.



Sample Projector icon when connected with Quick Connect

If the wireless mode for the wireless setting is set for 5 GHz (802.11a), Quick Connect changes this mode to 2.4 GHz (802.11b) and then connects to the projector.

The wireless LAN configuration returns to the settings that were last used before the Quick Connect function was started:

- ❖ If the Toshiba Wireless Projector utility is closed.
- ❖ If you select Toshiba Wireless Projector (DPJ) from the ConfigFree tray menu (this disconnects the wireless LAN connection).

- ❖ If you select a profile from the ConfigFree tray menu or when you disable a wireless device.
- ❖ If you close ConfigFree.

Direct Link Toshiba Device

When Access Point is not available, use the Direct Link Toshiba Device feature to connect your computer in ad-hoc (peer-to-peer) mode and use the Summit feature.

To use this feature:

- 1 Display the ConfigFree menu.
- 2 Select the ConfigFree Link option from the Direct Link Toshiba Device submenu. This action switches the computer's wireless network setting to ad-hoc mode, and launches the SUMMIT feature.



Sample using the Direct Link Toshiba Device feature

Using the Automatic Switch

The Automatic Switch feature allows the computer to automatically switch profiles the next time it is powered on. This feature is particularly useful if you want your computer to automatically switch from the network configuration you use in your office to the one you use at home.

The Auto Switch feature contains options for automatically switching between wired and wireless devices. With these options, the computer automatically switches to a wireless LAN network when the cable of the wired LAN network is removed from the computer. When the cable is reconnected, the connection to the wired LAN is re-established.

To use the Automatic Switch feature:

- 1 Right-click the  icon in the system tray.
- 2 Click **Auto Switch**. The Auto Switch dialog box appears.
- 3 Check **Enable Wireless when cable disconnect occurs**.
- 4 Click **OK**.

NOTE

If your computer is connected to multiple wireless LAN devices, the Auto Switch (SSID) feature is disabled. To enable this feature, only one wireless LAN device can be used.

Semi-Automatic Switch Feature

The Semi-Automatic feature alerts you when the computer connects to a Service Set Identifier (SSID) stored in a profile. When the computer connects to the designated SSID, a notification window appears. You can then click this window to connect using the settings specified in the profile.

To use the Semi-Automatic Switch feature:

- 1 Right-click the  icon in the system tray.
- 2 Click **Auto Switch**. The Auto Switch dialog box appears.
- 3 Select the **Auto Switch (SSID)** tab.
- 4 Select the profile to be automatically selected when the SSID is detected, then click **Add**. The profile is moved to the **List of target SSIDs and profiles**.
- 5 Repeat the previous step for each additional profile you want to select.
- 6 Select **Automatically switch profiles when connected to this SSID**.
- 7 Check **Automatically switch profile when connected to this SSID**.
- 8 Click **OK**.

The computer is now configured to use the Semi-Automatic Switch feature. When the computer connects to an SSID in a profile, a display notification window appears. You can then click **Switch** on the window to switch profiles. You can also set the option for having the switch be automatic without the need for a notification.

NOTE

Several profiles can be defined for a single SSID. In this case, several notification windows are displayed. By clicking these windows, you can switch to the profile for that location.

Glossary



TECHNICAL NOTE: Some features defined in this glossary may not be available on your computer.

Acronyms

These acronyms may appear in this user's guide.

AC	alternating current
BIOS	basic input/output system
bps	bits per second
CD	compact disc
CD-ROM	compact disc read-only memory
CD-RW	compact disc rewrite memory
CMOS	complementary metal-oxide semiconductor
COM1	communications port 1 (serial port)
COM2	communications port 2 (serial port)
CPU	central processing unit

DC	direct current
DMA	direct memory access
DIMM	dual inline memory module
DOS	disk operating system
DPI	dots per inch
DSTN	dual supertwist nematic
DVD	digital versatile (or video) disc
DVD-ROM	digital versatile (or video) disc read-only memory
ECP	enhanced capabilities port
EPROM	erasable programmable read-only memory
FAT	file allocation table
FCC	Federal Communications Commission
GB	gigabyte
HDD	hard disk drive
HTML	Hypertext Markup Language
IEEE	Institute of Electrical and Electronics Engineers
I/O	input/output
IRQ	interrupt request
ISP	Internet service provider
KB	kilobyte
LAN	local area network
LCD	liquid crystal display
LPT1	line printer port 1 (parallel port)
LSI	large-scale integration
MB	megabyte
MIDI	Musical Instrument Digital Interface
PC	personal computer
PCI	Peripheral Component Interconnect
PCMCIA	Personal Computer Memory Card International Association

RAM	random access memory
RFI	radio frequency interference
ROM	read-only memory
RTC	real-time clock
SCSI	small computer system interface
DDRAM	double data random access memory
SRAM	static random access memory
SVGA	super video graphics adapter
TFT	thin film transistor
USB	universal serial bus
URL	uniform resource locator
WAN	wide area network
www	World Wide Web

Terms

These terms may appear in this user's guide.

A

active-matrix display — A liquid crystal display (LCD) made from an array of liquid crystal cells using active-matrix technology. Also known as a “TFT display,” in its simplest form there is one thin film transistor (TFT) for each cell. This type of display works well with notebook computers because of its shallow depth and high-quality color. Active-matrix displays are viewable from wider angles than most passive-matrix displays.

adapter — A device that provides a compatible connection between two units. For example, the computer's internal display adapter receives information from the software and translates it into images on the screen. An adapter can take a number of forms, from a microprocessor to a simple connector. An intelligent adapter (one that is capable of doing some processing) may also be called a controller.

alternating current (AC) — The type of power usually supplied to residential and commercial wall outlets. AC reverses its direction at regular intervals. Compare *direct current (DC)*.

application — A computer program that you use to perform tasks of a specific type. Applications include word processors, spreadsheets, and database management systems. See also *program*.

B

backup — A copy of a file, usually on a removable disk, kept in case the original file is lost or damaged.

basic input/output system (BIOS) — See *BIOS*.

baud rate — The speed at which a communication device, such as a printer or modem, transmits information. Baud rate is the number of signal changes per second (not necessarily the same as bits per second). See also *bits per second*.

BIOS (basic input/output system) — Basic instructions, stored in read-only memory (ROM), containing the information the computer needs in order to check hardware and load the operating system when you start up the computer.

bit: — Short for “binary digit.” A bit is the smallest unit of information used by a computer. A group of eight bits is a byte. See also *byte*.

bits per second (bps) — A way of measuring the speed at which information is passed between two devices. The basic measure used in modem communications, bps is similar, but not identical, to the baud rate. See also *baud rate*.

boot — To start the computer. The term “boot” originates from bootstrap program (as in “pulling itself up by its bootstraps”), a program that loads and initializes the operating system. See also *reboot*.

boot disk — See *system disk*.

boot priority (startup sequence) — The order in which the computer accesses its disk drives to locate the startup files. Under the default startup sequence, the computer looks for the startup files in the diskette drive before checking the hard disk.

bus — An electrical circuit that connects the central processing unit (CPU) with other parts of the computer, such as the video adapter, disk drives, and ports. It is the pathway through which data flows from one device to another. See also *bus speed*, *frontside bus*.

bus speed — The speed at which the central processing unit (CPU) communicates with the other parts of the computer.

byte — A sequence of eight bits. A byte is the smallest addressable unit of data. See also *bit*, *gigabyte*, *kilobyte*, *megabyte*.

C

cache — A section of very fast memory in which frequently used information is duplicated for quick access. Accessing data from cache is faster than accessing it from the computer's main memory. See also *CPU cache*, *L1 cache*, *L2 cache*.

CD — An individual compact disc. See also *CD-ROM*.

CD-ROM (compact disc read-only memory) — A form of high-capacity storage that uses laser optics instead of magnetic means for reading data. See also *CD*. Compare *DVD-ROM*.

central processing unit (CPU) — The chip that functions as the “brain” of the computer. It takes information from outside sources, such as memory or keyboard input, processes the information, and sends the results to another device that uses the information.

character — Any letter, number, or symbol you can use on the computer. Some characters are non-printing characters, such as a paragraph break in a word-processing program. A character occupies one byte of computer storage.

chip — A small piece of silicon containing computer logic and circuits for processing, memory, input/output, and/or control functions. Chips are mounted on printed circuit boards.

click — To press and release the Accupoint II pointing device control button or mouse button without moving the cursor or mouse. In the Windows® operating system, this refers to the left mouse button or primary Accupoint II pointing device control button, unless otherwise stated. See also *double-click*.

color palette — A set of specified colors that establishes the colors that can be displayed on the screen at a particular time.

compatibility — The extent to which computers, programs, or devices can work together harmoniously, using the same commands, formats, or language as another.

configuration — (1) The collection of components that make up a single computer system. (2) How parts of the system are set up (that is, configured).

controller — A device that controls the transfer of data from a computer to a peripheral device and vice versa. For example, disk drives, monitors, keyboards, and printers all require controllers.

CPU — See *central processing unit (CPU)*.

CPU cache — A section of very fast memory residing between the CPU and the computer's main memory that temporarily stores data and instructions the CPU will need to execute commands and programs. See also *cache, L1 cache, L2 cache*.

cursor — A symbol that indicates the current position on the screen. The shape of the cursor varies, depending on the program you are using and what you are doing.

D

default — The setting selected by a program when the user does not specify an alternative setting.

device — A component attached to the computer. Devices may be external (outside the computer's case) or internal (inside the computer's case). Printers, disk drives, and modems are examples of devices.

device driver — A program (called a “driver”) that permits a computer to communicate with a device.

dialog box — An on-screen window displayed by the operating system or a program giving a direction or requesting input from the user.

direct current (DC) — The type of power usually supplied by batteries. DC flows in one direction. Compare *alternating current (AC)*.

direct memory access (DMA) — A dedicated channel, bypassing the CPU, that enables direct data transfer between memory and a device.

directory — See *folder*.

disable — To turn a computer option off. See also *enable*.

disc — A round, flat piece of metal, designed to be read from and written to by optical (laser) technology, and used in the production of optical discs, such as CDs and DVDs. Compare *disk*.

- disk** — A round, flat piece of material that can be magnetically influenced to hold information in digital form, and used in the production of magnetic disks, such as diskettes and hard disks. Compare *disc*. See also *diskette*, *hard disk*.
- disk drive** — The device that reads and writes information and programs on a diskette or hard disk. It rotates the disk at high speed past one or more read/write heads.
- diskette** — A thin, flexible disk in a protective jacket that stores magnetically encoded data. Diskettes can be removed from the computer and come in two sizes: 5.25-inch and 3.5-inch. Your computer uses 3.5-inch diskettes. See also *double-density diskette*, *high-density diskette*.
- document** — Any file created with an application and, if saved to disk, given a name by which it can be retrieved. See also *file*.
- double-click** — To press the Accupoint II pointing device control button or mouse button rapidly twice without moving the cursor or mouse. In the Windows® operating system, this refers to the primary Accupoint II pointing device control button or left mouse button, unless otherwise stated.
- double-density diskette** — A 3.5-inch diskette that can hold up to 720 KB of information (half the capacity of a high-density diskette). See also *diskette*, *high-density diskette*.
- download** — (1) In communications, to receive a file from another computer through a modem or network. (2) To send font data from the computer to a printer. See also *upload*.
- drag** — To hold down the Accupoint II pointing device control button or mouse button while moving the cursor to drag a selected object. In the Windows® operating system, this refers to the primary Accupoint II pointing device control button or left mouse button, unless otherwise stated.
- driver** — See *device driver*.
- DVD** — An individual digital versatile (or video) disc. See also *DVD-ROM*.

DVD-ROM (digital versatile [or video] disc read-only memory) — A very high-capacity storage medium that uses laser optics for reading data. Each DVD-ROM can hold as much data as several CD-ROMs. Compare *CD-ROM*.

E **emulation** — A technique in which a device or program imitates another device or program.

enable — To turn on a computer option. See also *disable*.

executable file — A computer program that is ready to run. Application programs and batch files are examples of executable files. Names of executable files usually end with a .bat or .exe extension.

expansion device — A device that connects to a computer to expand its capabilities. Other names for an expansion device are port expander, port replicator, docking station, or network adapter.

extension — See *file extension*.

external device — See *device*.

F **file** — A collection of related information, saved on disk with a unique name. A file may be a program, information used by a program, or a document. See also *document*.

file allocation table (FAT) — The section of a disk that keeps track of the location of files stored on the disk.

file name — A set of characters that uniquely identifies a file within a particular folder. It consists of two parts: the actual name and the file name extension. See also *file extension*.

file extension — The three characters following the period (pronounced “dot”) at the end of a file name. The extension indicates the type of file. Examples are .exe for program files and .hlp for help files. See also *file name*.

folder — Also called *directory*. A container for organizing files saved to a disk. A folder is symbolized on screen by a graphical image (icon) of a file folder. A folder can contain files and other folders.

format — (verb) To prepare a blank disk for use with the computer's operating system. Formatting creates a structure on the disk so the operating system can write information to the disk or read information from it.

frontside bus — The primary pathway (bus) between the CPU and the computer's main memory. Also called "system bus." See also *bus*.

function keys — The keys labeled F1 through F12, typically located on the keyboard. Their function is determined by the operating system and/or individual programs.

G

gigabyte (GB) — A unit of data equal to 1,073,741,824 bytes ($1024 \times 1024 \times 1024$ bytes). 1 Gigabyte (GB) means $1000 \times 1000 \times 1000 = 1,000,000,000$ bytes using powers of 10. The computer operating system, however, reports storage capacity using powers of 2 for the definition of $1 \text{ GB} = 1024 \times 1024 \times 1024 = 1,073,741,824$ bytes, and therefore may show less storage capacity. Available storage capacity will also be less if the product includes one or more preinstalled operating systems, such as Microsoft Operating System and/or preinstalled software applications, or media content. Actual formatted capacity may vary. See also *byte*.

ground — A conductor to which all components of an electric circuit are connected. It has a potential of zero (0) volts, is connected to the earth, and is the point of reference for voltages in the circuit.

H

hard disk — A storage device composed of a rigid platter or platters that can be magnetically coded with data. Hard disks hold much more information than diskettes and are used for long-term storage of programs and data. The primary (or only) hard disk in a computer is usually fixed, but some computers have secondary hard disks that are removable. By default, the hard disk is referred to as drive C.

hardware — The physical components of a computer system. Compare *software*.

Hibernation — A feature of many Toshiba notebook computers that saves to the hard disk the current state of your work, including all open files and programs, when you turn the computer off. When you turn on the computer again, your work is returned to the same state it was when the computer was turned off. See also *Standby*, *Suspend*.

high-density diskette — A 3.5-inch diskette that holds 1.44 MB of data. See also *diskette*.

hot key — (1) A feature in which certain keys in combination with the Fn key can set system options or control system parameters, such as the battery save mode. (2) A key or combination of keys that activates a memory resident program.

hot swapping — The ability to add or remove devices from a computer while the computer is running and have the operating system automatically recognize the change.

icon — A small image displayed on the screen that represents a function, file, or program.

interlaced — A method of refreshing a computer screen, in which only every other line of pixels is refreshed. Interlaced monitors take two passes to create a complete screen image. Compare *non-interlaced*.

internal device — See *device*.

Internet — The decentralized, world-wide network of computers that provides electronic mail, the World Wide Web, and other services. See also *World Wide Web*.

K **keyboard shortcut** — A key or combination of keys that you use to perform a task instead of using a pointing device such as the Accupoint II pointing device.

kilobyte (KB) — A unit of data equal to 1024 bytes. See also *byte*.

L **L1 (level one) cache** — Memory cache built into the processor to help improve processing speed. See also *cache*, *CPU cache*, *L2 cache*.

L2 (level two) cache — Memory cache installed on the motherboard to help improve processing speed. It is slower than L1 cache and faster than main memory. See also *cache*, *CPU cache*, *L1 cache*.

LAN (local area network) — A group of computers or other devices dispersed over a relatively limited area and connected by a communications link that enables any device to interact with any other on the network.

liquid crystal display (LCD) — A type of display that uses a liquid substance between two transparent electrode panels. When an electric current passes through the electrodes, the molecules in the liquid form a crystalline pattern that polarizes the light passing through it. A filter over the electrodes permits only non-polarized light to pass to the surface of the display, creating light and dark pixels.

load — To move information from a storage device (such as a hard disk) into memory for processing.

local area network — See *LAN*.

logical drive — A section of a disk that is recognized by the operating system as a separate disk drive. A system's logical drives may differ from its physical drives. For example, a single hard disk drive may be partitioned into two or more logical drives.

M

megabyte (MB) — A unit of data equal to 1,048,576 bytes (1024 x 1024 bytes). See also *bytes*.

memory — Typically refers to the computer's main memory, where programs are run and data is temporarily stored and processed. Memory can be volatile and hold data temporarily, such as RAM, or it can be nonvolatile and hold data permanently, such as ROM. A computer's main memory is RAM. See *RAM*, *ROM*.

microprocessor — See *central processing unit (CPU)*.

MIDI (Musical Instrument Digital Interface) — A standard for connecting musical instruments, synthesizers, and computers. The MIDI standard provides a way of translating music into a form computers can use, and vice versa.

modem — Short for "modulator/demodulator." A device that converts information from digital to analog and back to digital, enabling information to pass back and forth between digital computers and analog telephone lines.

motherboard — The main circuit board in the computer. It contains the processor, memory, and other primary components.

MS-DOS® prompt — See *system prompt*.

multi-function drive—A DVD drive that can read and write to CD and DVD media.

multimedia — A combination of two or more media, such as sound, animation, and video in a computer program or presentation.

Musical Instrument Digital Interface — See MIDI.

N

network — A collection of computers and associated devices that are connected by communications facilities. A network allows you to share data and peripheral devices, such as printers, with other users and to exchange electronic mail.

non-interlaced — A method of refreshing a computer screen, in which each pixel of every line is refreshed as the electron beam scans across and down the screen. Compare *interlaced*.

non-system disk — A disk for storing programs and data that cannot be used to start the computer. Compare *system disk*.

O

online — Available through the computer. Online may refer to information being read from your own computer's hard disk, such as online documentation or online help, or to information coming from another company on a company network or the Internet.

operating system — A set of programs that controls how the computer works. Examples of operating systems are Windows® XP and Windows® 2000.

P

palette — See *color palette*.

parallel — Processes that occur simultaneously. In communications, it means the transmission of more than one bit of information at a time. On your computer, the parallel port provides a parallel communications interface between the computer and an appropriate device. Most modern printers are parallel. Compare *serial*.

password — A unique string of characters entered by a user to verify his or her identity to the computer or the network.

PC Card — A credit-card-sized expansion card designed to increase the capabilities of notebook computers. PC Cards provide functions such as modem, fax/modem, hard disk drive, network adapter, sound card, or SCSI adapter.

peripheral — Any device, such as a printer or joystick, that is attached to the computer and controlled by the computer's CPU.

pixel — Short for "picture element." The smallest dot that can be produced on a screen or printer.

Plug and Play — Generally, refers to the computer's ability to automatically configure itself to work with peripheral devices. When capitalized, refers to a standard that, when followed by a device manufacturer, allows a PC to configure itself automatically to work with the device.

pointing device — Any device, such as the Accupoint II pointing device or a mouse, that enables you to move the cursor on the screen.

port — A socket on the computer where you plug in a cable for connection to a network or a peripheral device.

processor — See *central processing unit (CPU)*.

program — A set of instructions that can be executed by a computer. The general classes of programs (also called software) are operating system, application, and utility. See also *operating system, application, utility*.

properties — The attributes of an object or device. For example, the properties of a file include the file's type, size, and creation date.

R

RAM (random access memory) — Volatile memory that can be written to as well as read. By volatile, we mean that information in RAM is lost when you turn off your computer. This type of memory is used for your computer's main memory. See also *memory*. Compare *ROM*.

random access memory — See *RAM*.

read-only memory — See *ROM*.

reboot — See *boot, restart*.

removable disk — A disk that can be removed from a disk drive. A diskette is one example of a removable disk.

resolution — A measure of the sharpness of the images that can be produced by a printer or displayed on a screen. For a printer, resolution is expressed in dots per inch (dpi). For a screen, it is expressed as the number of pixels available horizontally and vertically.

restart — Synonymous with reboot. To reset the computer by reloading the operating system without turning the computer off. See also *boot*.

RJ-11 — A modular connector used on most U.S. telephone systems and direct-connect modems. The RJ-11 connector is a 6-wire connector.

ROM (read-only memory) — Non-volatile memory that can be read but not written to. By non-volatile, we mean that information in ROM remains whether or not the computer is receiving power. This type of memory is used to store your computer's BIOS, which is essential instructions the computer reads when you start it up. See also *BIOS, memory*. Compare *RAM*.

S

select — To highlight or otherwise specify text, data, or graphics with the intent to perform some operation on it.

serial — Processes that occur one at a time. In communications, it means the transmission of one bit at a time sequentially over a single channel. On your computer, the serial port provides a serial interface between the computer and an appropriate device. Compare *parallel*.

shortcut — See *keyboard shortcut*.

software — See *program*. Compare *hardware*.

Standby — A feature of some Windows® operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

Suspend — A feature of some Windows® operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

system disk — A diskette that contains the operating system files needed to start the computer. Any diskette can be formatted as a system disk. A system disk is also called a “bootable disk” or a “startup disk.” Compare *non-system disk*.

system prompt — The symbol (in MS-DOS®, generally a drive letter followed by a “greater than” sign) indicating where users are to enter commands.

T U

TFT display — See *active-matrix display*.

universal serial bus (USB) — A serial bus that supports a data transfer rate of up to 480 Mbps (480 million bits per second). USB can connect up to 127 peripheral devices through a single all-purpose USB port. USB allows hot swapping of peripherals. See also *bus*, *hot swapping*, *serial*.

upload — To send a file to another computer through a modem or network. See also *download*.

USB — See *universal serial bus (USB)*.

utility — A computer program designed to perform a narrowly focused operation or solve a specific problem. Utilities are often related to computer system management.

W

Web — See *World Wide Web*.

Wi-Fi — A trademarked term by the Wi-Fi Alliance which stands for Wireless Fidelity, and is another term for the communication protocol to permit an Ethernet connection using wireless communication components.

World Wide Web (www) — The worldwide network of Web sites linked together over the Internet. A user of the Web can jump from site to site regardless of the location of the computer hosting the site. See also *Internet*.

Index

Numerics

101-key keyboard 80

A

AC adapter 42

AC power cord/cable connectors
233

Accessibility 162

accessories

 memory 48

 optional writable external
 optical media drive 54

Accupoint II pointing device 64

Acoustic Silencer 161

Adding external devices 41

adding memory 49

adjusting recording quality 134

Alt keys 81

applications

 installing 63

assign keys

 Fn-esse 143

audio

 .wav files 133

 playing 94

audio features 133

Automatic Switch 256

B

backing up files 79

battery

 alarms 111

 caring for 114

 changing 111

 charge not lasting 197

 charging 45, 107

 conserving power 117

 disposal 116

 not charging 196

 power usage hot key 118

 power usage mode 229

 removing 113

 unlocking 112

battery power

 displaying remaining 109

 monitoring 109

BIOS Setup

See also Toshiba Hardware Setup

button

power 48, 55
start 122

buttons

CD Player 95

C

CD Player control panel 95

CD/DVD Drive Acoustic Silencer 161

channels

DMA 192
IRQ 192

character keys 80

charging

main battery 107

charging the battery 45

checking device properties 194

communications

network connection 126
system resources 192

computer

non-system disk or disk error message 188

not accessing disk drives 187

setting up 38, 49

turning off 65

warning resume failure message 187

computer setup 38

computer-friendly environment 34

computing tips 78

ConfigFree 234

ConfigFree SUMMIT 248

ConfigFree Utilities 237

connecting to a power source 42

connection

set up 127

Connectivity Doctor 237

creating recovery CDs/DVDs (U100) 55

critical applications 3

Ctrl keys 81

D

desktop

creating new icon 121
major features 121

desktop exploration 120

desktop icons 121

Device Manager 193

checking properties 194

devices

keyboard 71
mouse 72

discs

handling 93
inserting 93

Disk Defragmenter 202

disk drive

corrupted/damaged data files 202

missing files/trouble accessing a disk 201

running slow 202

diskette drive

cannot insert a diskette 203

cannot read a diskette 203

display

does not look normal/flickers 200

external monitor not working 201

screen is blank 199

display brightness hot key 232

display device

external 69

display modes hot key 231

display output settings 70
display panel
 closing 65
display, external
 adjusting 71
disposal information 20
disposing of used batteries 116
DMA (Direct Memory Access) 192
drivers
 installing 63
DVD player
 general problems 214
DVD-ROM drive
 opening 93
 problems 204
 troubleshooting 204
DVD-ROM/multi-function drive
 problems 204

E

energy saving features 104
error messages
 device driver conflict 191
 general hardware problem 191
 non-system disk or disk error
 188, 203
 problem with display settings/
 current settings not
 working with hardware
 200
 program has performed an
 illegal operation 185
 warning resume failure 187
error-checking 202
Ethernet LAN port 127
expansion memory slot 51
exploring the desktop 120
external
 monitor
 not working 201

 mouse 72
external devices 41
external display, adjusting 71

F

FAT (File Allocation Table) 201
FCC Notice “Declaration of Con-
formity Information” 3
FCC requirements 4
file extensions 89
file names 88
files
 backing up 79, 90
 printing 90
 restoring 91
 saving 87
Fingerprint recognition utility 165
FN keys 81
Fn-esse 141
 assigning a key 141
 starting 141
 using drag-and-drop 142
 using to assign keys 143
function keys 81

H

hard disk drive
 recovery media (U100) 59
 recovery partition (U100) 56
Hard Disk Recovery Utility (U100)
 deleting 62
Hard Drive Recovery
 partition (U100) 56
 Utilities (U100) 54
hardware conflicts 191
 resolving 193
HDD Protection 158
headphones
 using 134
Help and Support

- Windows XP 190
- Hibernation
 - enabling 150
- Hibernation mode 99
 - configuring 99
 - starting again from 100
- Hibernation mode hot key 230
- hot key
 - Display brightness 232
 - display modes 231
 - Hibernation mode 230
 - Instant password security 229
 - instant password security 229
 - keyboard overlays 232
 - power usage mode 118, 229
 - Power usage profile 229
 - Standby mode 230
 - utility 152
 - volume mute 228
- hot key utility 152
- hot keys 228
- I**
- icon 121
 - desktop 121
 - Internet Explorer 122
 - moving to desktop 121
 - recycle bin 122
 - safety 31
- Industry Canada requirement 4
- installation
 - memory module 49
- installing
 - applications 63
 - drivers 63
 - memory modules 48, 49
 - mouse 72
- Instant Password security hot key 229
- instant passwords, using 155

- Internet
 - bookmarked site not found 190
 - connecting to 130
 - features 131
 - slow connection 190
 - surfing 131
 - uploading and downloading files 132
 - URL address not found 190
- Internet Explorer icon 122
- Internet Service Providers 130
- IRQ (Interrupt Request) 192
- ISPs 130
- J**
- jack
 - RJ-11 126
- K**
- keeping comfortable 35
- key
 - assign 143
 - changing 145
 - direct assign 143
 - popup 144
 - removing 145
- key assignments
 - changing or removing existing 145
 - viewing existing 144
- keyboard
 - character keys 80
 - external 71
 - full-size 80
 - function keys 81
 - hot keys 232
 - not working 187
 - overlay keys 82
 - PS/2-compatible 71

- troubleshooting 198
 - using 80
 - Windows special keys 82
- L**
- LCD power-saver 66
- libretto DVD Dock 67
- M**
- memory
 - adding 48, 49
 - expansion slots 49
 - problem solving 195
 - removing expansion slot cover 51
- memory cards
 - Secure Digital 138
- memory module
 - inserting 51
 - installation 49
 - removing 53
- microphone 133
- modem
 - determining COM port 124
 - problem solving 210
 - resetting port to default settings 124
 - upgrading 124
- monitor 69
 - connecting 69
 - not working 199
- mouse
 - installing 72
 - serial 72
- N**
- network
 - accessing 126
 - Dial-Up Networking Wizard 126
- networking
 - wireless 126
- O**
- OmniPass 165
- opening the display panel 46
- other documentation 32
- overlay keys 82
- P**
- password
 - deleting a supervisor 158
 - disabling a user 156
 - instant, using 155
 - setting user 155
 - supervisor
 - set up 157
- PC Card
 - checklist 206
 - CIS (Card Information Structure) 206
 - computer stops working 207
 - configuring 137
 - errors 208
 - hot swapping fails 208
 - inserting 135
 - modem default 124
 - not recognized 208
 - problem solving 205, 207
 - removing 136
 - setting up 137
- PC Diagnostic Tool 148
- playing audio 94
- Plug and Play 192
- port
 - COM 124
 - Ethernet LAN 127
 - RGB 69
- power
 - alarms 111

- computer will not start 186
- options 119
- problem solving 196
- taking care of your battery 114
- turning on 47
- universal power supply 233
- power button 48, 55
- power mode
 - creating new 151
 - customizing 152
- power source 42
- power usage mode
 - hot key 118
- power usage mode hot key 229
- power usage modes 118
- Power usage profile hot key 229
- powering down
 - using Standby 101
- precautions 35
- primary button 64
- printer
 - Add Printer Wizard 73
 - local, connecting 72
 - problem solving 209
- printing a file 90
- problem solving
 - AC power 196
 - accessing disk drives 187
 - battery charge does not last 197
 - battery not charging 196
 - cannot insert diskette in drive 203
 - cannot read a diskette 203
 - changing display properties 200
 - checking device properties 194
 - computer hangs when PC Card inserted 207
 - computer will not power up 186
 - contacting Toshiba 224, 225
 - corrupted/damaged data files 202
 - Device Manager 193
 - disk drive is slow 202
 - display is blank 199
 - external display not working 201
 - external monitor 199
 - faulty memory 195
 - hardware conflict 191, 192
 - high-pitched noise 205
 - illegal operation 185
 - Internet bookmarked site not found 190
 - Internet connection is slow 190
 - keyboard
 - not responding 187
 - missing files/trouble accessing a disk 201
 - modem not receiving or transmitting 210
 - no sound 205
 - non-system disk or disk error 188, 203
 - PC Card 205
 - checklist 206
 - error occurs 208
 - hot swapping fails 208
 - not recognized 208
 - slot appears dead 207
 - power and batteries 196
 - printer 209
 - program not responding 184
 - program not working properly 203
 - screen does not look right/flickers 200
 - Startup options 189

- system resources 192
 - trouble prevention 217
 - URL address not found 190
 - warning resume failure 187
 - Windows will not start 187
 - Windows XP not working 188
- program, starting 84
- programs
- not running correctly 203
- projector 69
- connecting 69
- protection of stored data 2
- ## Q
- Quick Launch Utility 149
- ## R
- recharging
- main battery 107
- recording
- .wav files 133
 - sounds 133
- recording quality 134
- recording sounds 133
- recovery CDs/DVDs
- creating (U100) 55
- recycle bin icon 122
- RJ-11 jack 126
- Run dialog box 86
- ## S
- safety
- disposing of batteries 116
 - icons 31
 - precautions 35
- saving files 87
- screen
- blank 199
 - does not look normal/flickers 200
- SD Memory Boot Utility 163
- secondary button 64
- Secure Digital card 138
- inserting 137
 - removing 138
 - using 137
- selecting a place to work 34
- Semi-Automatic Switch 257
- setting up
- adding memory 48
 - computer 38, 49
 - printer 73
- setting up a connection 127
- setting up your computer 38
- shutting down more quickly 97
- sound
- problem solving 205
- sounds
- recording 133
- speakers
- using external 134
- Standby 100
- Standby mode
- going into more quickly 102
 - starting again from 102
- Standby mode hot key 230
- start button 122
- starting a program 84
- Run dialog box 86
 - Windows Explorer 85
 - Windows Start menu 84
- starting up the computer
- from Shut down 98
 - from Standby 102
- Startup menu
- problem solving 189
- stored data protection 2
- supervisor password, deleting 158
- supervisor password, set up 157

system tray 123

T

taskbar 123

television

adjusting display 71

Toshiba

Internet Web sites 226

worldwide offices 226

TOSHIBA Accessibility 162

Toshiba Dual Pointing Device 64

Toshiba online resources 103

TOSHIBA SD Memory Boot Utility
163

Toshiba utilities 140

TOSHIBA Zooming Utility 160

troubleshooting

DVD player

general problems 214

DVD-ROM drive 204

external keyboard 198

keyboard 198

keypad overlay 198

turning off the computer 65

turning on the computer 48

turning on the power 47

U

U100

deleting Hard Disk Recovery
Utility 62

Hard Disk Drive Recovery
media 59

hard disk drive recovery
partition 56

Hard Drive Recovery partition
56

Hard Drive Recovery Utilities
54

user password, disabling 156

user passwords

setting 155

using a file extension 89

using the Toshiba Dual Pointing De-
vice 64

utilities

Toshiba Power Saver Utility
150

V

video projector

adjusting display 71

volume mute hot key 228

W

warranty

limited warranty 33

Web sites 225

Toshiba 226

Wi-Fi

wireless networking 126

Windows Explorer 85

Windows Start menu 84

Windows XP

Help and Support 190

problem solving 188

Windows XP Professional desktop
120

wireless interoperability 7

wireless networking 126

Wizards

Add Printer 73

Dial-Up Networking Wizard
126

Z

Zooming Utility 160