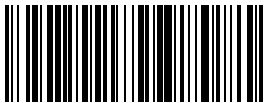


Machine type: FOAY [S20-00]

# Lenovo S20 Series User Guide

Version 1.0 2014.05



SP40G00685



***lenovo***

# Important Safety Information

Before using this manual, it is important that you read and understand all of the related safety information for this product. Refer to the *Safety and Warranty Guide* that you received with this product for the latest safety information. Reading and understanding this safety information reduces the risk of personal injury or product damage.

The interface and functions shown in this User Guide are provided for reference only and may differ from actual product appearance. Product design and specifications may be changed without notice.



**Danger:** Be aware of extremely hazardous or potentially lethal situations.



**Attention:** Be aware of possible damage to programs, devices, or data.



**Note:** Pay attention to this important information.

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# Using the Computer Hardware

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## **This chapter contains the following topics:**

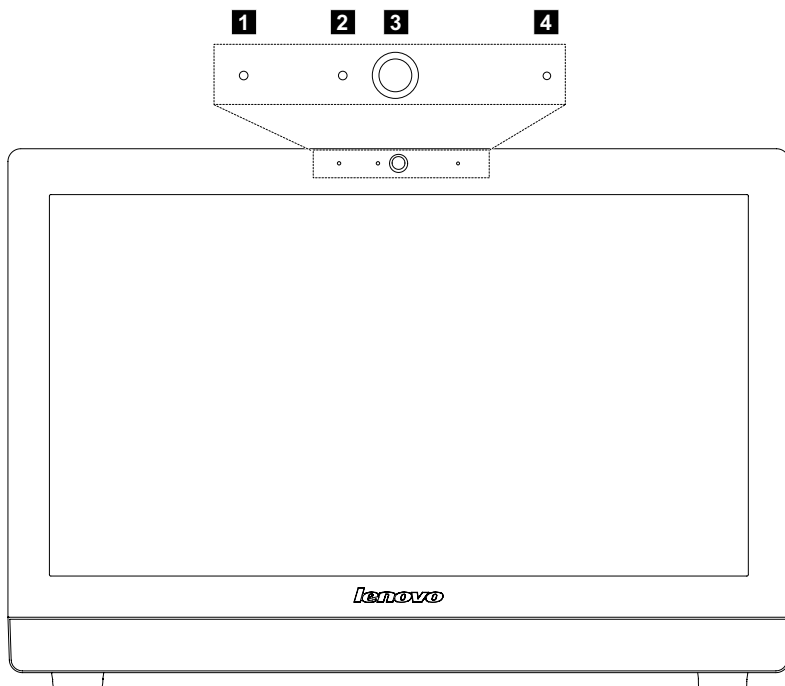
- Introduction to the computer hardware
- Information on computer connections

 **Note:** The descriptions in this chapter might be different from what you see on your computer, depending on the computer model and configuration.

# Front view of the computer



**Attention:** Be careful not to block any air vents on the computer. Blocked air vents can cause overheating.



**1** Built-in microphone

**3** Built-in camera

**2** Camera LED indicator

**4** Built-in microphone  
(selected models only)

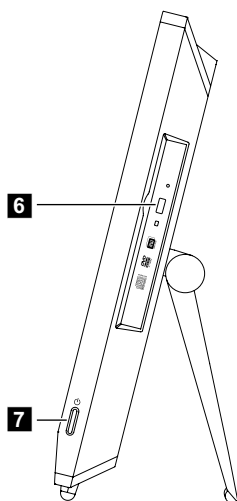
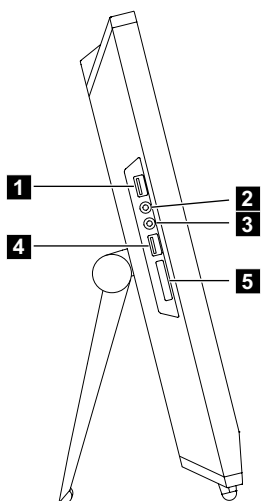


**Attention:** If your computer is equipped with an infrared (IR) remote control, do not put the USB IR receiver on the same plane as the screen.

# Left and right views of the computer



**Attention:** Be sure not to block any air vents on the computer. Blocked air vents may cause thermal problems.



**1** USB 3.0 connector

**3** Microphone connector

**5** Memory card reader  
(selected models only)

**7** Power button

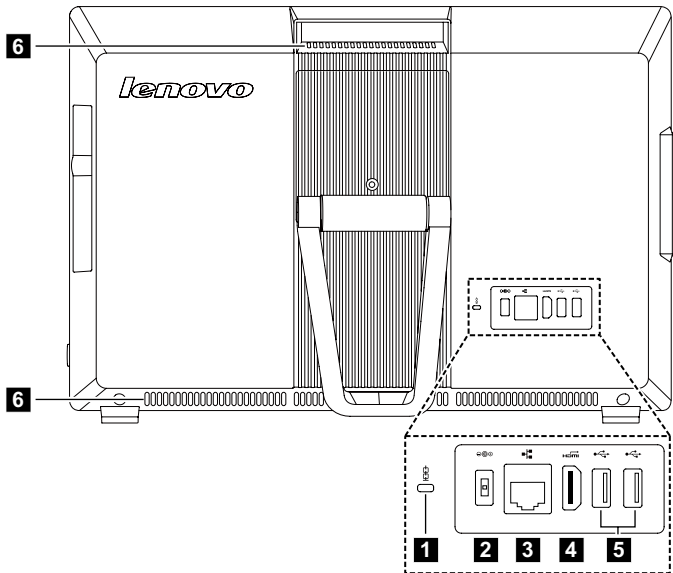
**2** Headphone connector

**4** USB 2.0 connector

**6** Optical drive eject button  
(selected models only)

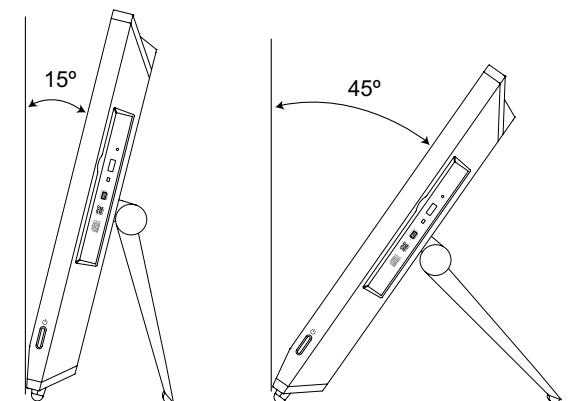


# Rear view of the computer



- |                                 |                          |
|---------------------------------|--------------------------|
| <b>1</b> Security cable slot    | <b>2</b> Power connector |
| <b>3</b> Ethernet connector     | <b>4</b> HDMI connector  |
| <b>5</b> USB 2.0 connectors (2) | <b>6</b> Air vents       |

# Computer stand



Use the stand to position the display to your preference. It can be rotated between 15° and 45° from the vertical.

## Basic connector instructions

**!** **Note:** Your computer may not have all of the connectors described in this section.

Connector	Description
Microphone	Use this connector to attach a microphone to your computer when you want to record sound or if you use speech-recognition software.
Headphone	Use this connector to attach headphones to your computer when you want to listen to music or other sounds without disturbing anyone.
USB connector	Use this connector to attach a device that requires a USB connection.
Ethernet connector	Use this connector to attach the computer to an Ethernet-type local area network.
HDMI connector (optional)	Connects to the HDMI connector on your display or TV.
Memory card reader (optional)	Use to view and share digital photos, music, and videos, stored on a media card.
Power connector	Connect to the power cable. The appearance of this connector may vary.



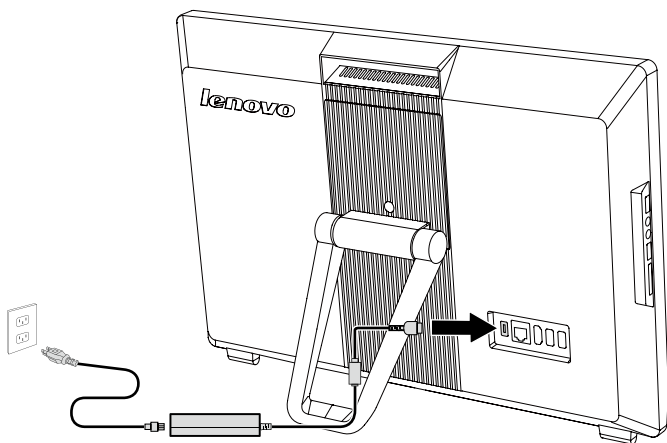
### Notes:

- If your computer is equipped with a wireless keyboard or mouse, follow the installation instructions for those devices.
- The effective range of the wireless keyboard and mouse dongle is 2 meters.

## Connecting your computer

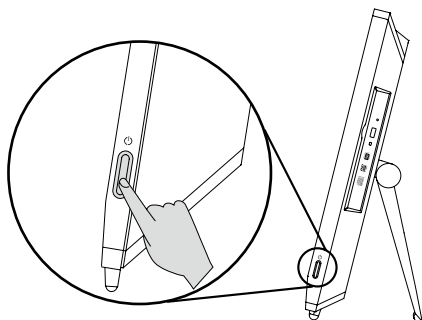
### Connecting the power cord

Connect the power cord to an electrical outlet. We recommend using a grounded connection or a surge protector.

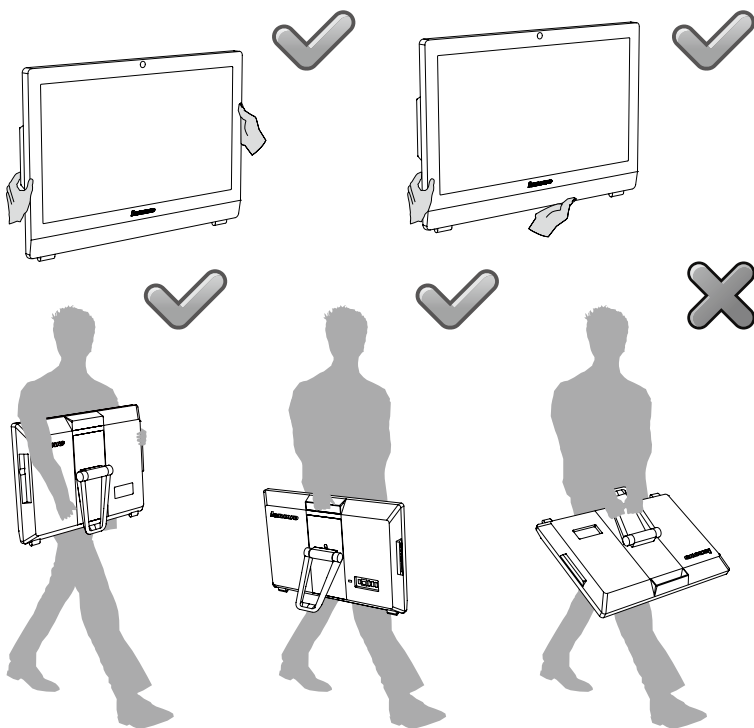


# Important information about using the computer

Press the power button on the side of the computer to turn on the computer.



Hold the computer tightly when you carry it.



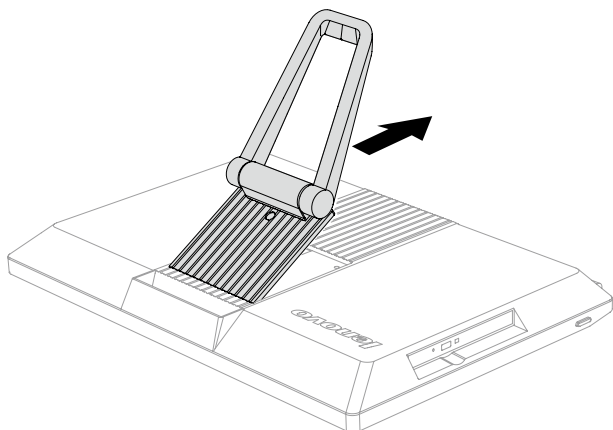
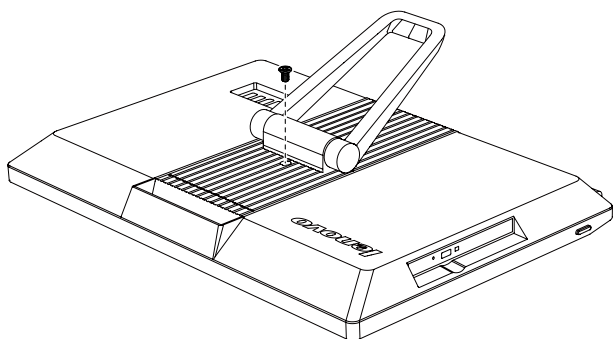
# Mounting the computer onto a wall

The computer can be mounted onto a wall. Before doing this, you will first need to install a UL listed **VESA wall mount\*** (to be purchased separately) onto the back of the computer.

## To install a VESA wall mount

**!** **Note:** It may be helpful to place the computer face-down on a soft flat surface for this procedure. Lenovo recommends that you use a blanket, towel, or other soft cloth to protect the touch screen from scratching or other damage.

1. Remove the screw that secure the stand to the back cover, then slide the stand out.



---

\* **VESA wall mount spec:** VESA100, 100mm x 100mm, M4 bolts.

2. Align the VESA wall mount with the mounting holes on the computer, and then secure it to the computer with the 4 screws.

## Connecting to the Internet

To connect to the Internet, you'll need a contract with an Internet Service Provider (ISP) and some hardware.

IPs and ISP offerings vary by country. Contact your ISP for offerings available in your country.

Your computer is designed to support a wireless (selected models only) or wired network that connects your computer to other devices.

### Wired network connection

For wired networks, connect one end of an Ethernet cable (purchased separately) to the Ethernet connector on your computer, and then connect the other end to the network router or broadband modem. Consult your ISP for detailed setup instructions.




**Note:** Broadband modem and router installation procedures vary depending on the manufacturer. Follow the manufacturer's instructions.

### Wireless network connection

For wireless networks, you can use the built-in wireless LAN antenna to access your wireless home network.

To connect your computer to the wireless network:

1. Move the cursor to the top right or bottom right corner of the screen, then click **Settings**. (If your computer is equipped with touch screen, swipe in from the right edge of the screen, then tap **Settings**.)
2. Click or tap the network icon , then select the name of your router. Click or tap **Connect**, then follow the steps on the screen.

Test the wireless network by opening your Web browser and accessing any Web site.

## Wired keyboard (selected models only)

**LVT** — After entering Windows, press this key to launch the LVT (Lenovo Vantage Technology) program, Lenovo's pre-loaded Home PC software. In addition to its own functions, the LVT program will allow you to start other Windows compatible software specially configured to run on this model of computer.



### Notes:

- Some models are not equipped with the LVT program.
- The LVT key on the keyboard is disabled in the models without the LVT program.

**F2** — Your computer has the Lenovo Rescue System installed. To learn more about this program, repeatedly press and release the F2 key once turning on the computer until the Lenovo Rescue System open.

# Using Windows 8.1

---

## **This chapter contains the following topics:**

- Switching between the main Windows 8.1 interfaces
- The Charms Bar
- Shutting down the computer
- Switching between apps
- Closing an app
- Opening other system programs
- Windows Help and Support



**Attention:** The Windows 8.1 operating system is provided by Microsoft Corporation. Please use it in accordance with the END USER LICENSE AGREEMENT (EULA) between you and Microsoft. For any question related to the operating system, please contact Microsoft directly.




# Switching between the main Windows 8.1 interfaces

Windows 8.1 comes with two main user interfaces: the Start Screen and the Windows desktop.

To switch from the Start Screen to the Windows desktop, do one of the following:

- Select the Windows desktop tile on the Start Screen.
- Press the Windows key  + D.


To switch from the desktop to the Start Screen, do one of the following:

- Select **Start** from the Charms Bar.
- Move the cursor to the bottom left corner, then select the Start Screen thumbnail when it is displayed.
- Press the Windows key .

## The Charms Bar

Charms provide new and faster ways to perform many basic tasks.

To display the charms, do one of the following:

- Move the cursor to the top right or bottom right corner of the screen.
- If your computer is equipped with touch screen, swipe in from the right edge of the screen.
- Press the Windows key  + C.

## Shutting down the computer

To shut down the computer:

1. Move the cursor to the top right or bottom right corner of the screen, then click **Settings**. (If your computer is equipped with touch screen, swipe in from the right edge of the screen, then tap **Settings**.)
2. Select **Power** → **Shutdown**.

## Switching between apps

Sometimes you want to get back to an app you were just using, or quickly switch through your recent apps.

To switch between apps:

Move the cursor to the top left corner, then click to bring in the next app. (If your computer is equipped with touch screen, swipe in from the left edge of the screen to bring in the next app.)

## Closing an app


To close an app, do one of the following:

- Move the cursor to the top left corner of the screen. When the thumbnail appears, drag it to the bottom of the screen.
- Move the cursor to the top edge of the screen. When the cursor becomes a hand, drag the app page to the bottom of the screen.
- If your computer is equipped with touch screen, swipe in from the top edge of the screen. When the app page becomes smaller, drag it to the bottom of the screen.

## Opening other system programs


There is a fast way to open other system programs.

To open the menu, do one of the following:

- Move the cursor to the bottom left corner of the screen. When the thumbnail appears, right-click with the mouse to open the menu.
- Press the Windows key  + X.

## Windows Help and Support

If you have a problem with the operating system, see the Windows Help and Support file. To open the Windows Help and Support file, do one of the following:

- Select the **Settings** charm, then select **Help**.
- Press the Windows key  + F1.

You can read the Windows Help and Support file on your computer. You can also get online help and support by clicking on one of the two links listed under **More to explore**.



# Touch screen instructions

---



## **This chapter contains the following topics:**

- Touch Screen Calibration
- User Gesture Instructions for the Touch screen
- Attentions when using the Touch Screen

The monitor is touch-sensitive thanks to its touch-sensitive screen. A touch screen is an input device just like a mouse or a keyboard, and the user's fingers transmit position information via the touch screen to the computer. With this technology, you only need to touch the pictures or words on the computer display lightly with your finger, and the computer will react.

## **Touch Screen Calibration**

Prior to first use or whenever the touch screen reacts in a different place where you are touching it, start the calibration program. The procedure is as follows:

1. In Control Panel, select "Hardware and Sound".
2. In "Hardware and Sound" window, select "Tablet PC Settings".
3. In "Tablet PC Settings" dialogue, click "Calibrate" button.

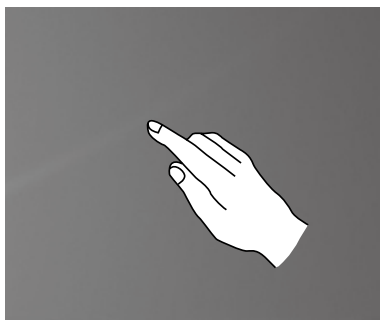
## **User Gesture Instructions for the Touch screen**

The Touch screen supports single touch and rotational movements, enlargement and reduction multi-touch operations, and the user can transmit position information to the computer via touch. The touch screen uses a very low pressure movement recognition method, which only needs the finger to move lightly on the computer display screen or make a simple hand gesture to be detected by the main computer processor.

## Basic Hand Gestures

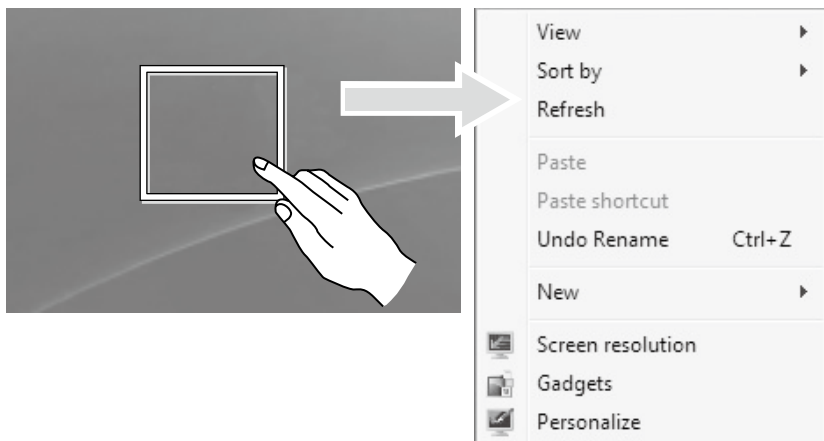
### 1. Single Click / Double Click

For the item selected on the touch screen, with one finger touch it one or two times, to perform a single click or double click operation. This is similar to the action performed by clicking the mouse left button.



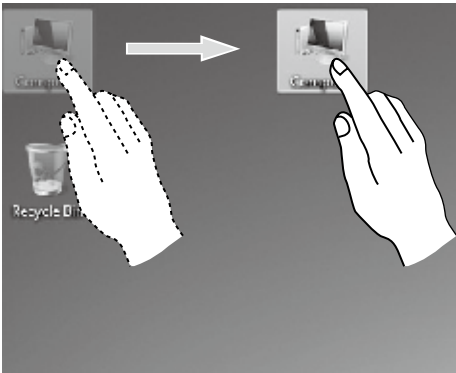
### 2. Single Finger Right Click

For the item selected on the touch screen, press and hold your finger on the screen until a circle appears. After lifting your finger from the touch screen, a menu bar will pop up, completing the single finger right click operation. This is similar to the action performed by clicking the mouse right button.



### 3. Dragging Movement

First touch your finger on the desired item on the screen and hold it there, then make a dragging movement. This is similar to the click and drag movement you can make with a mouse.



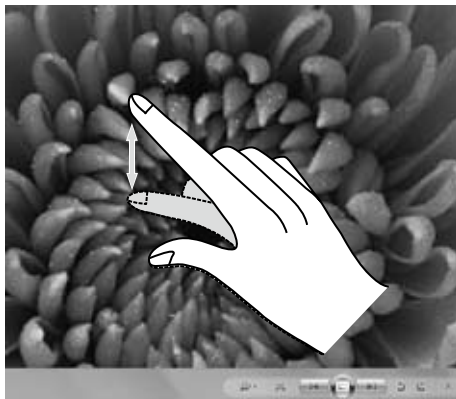
### 4. Rolling Movement

When you move your finger one time vertically (or horizontally) on the touch screen, this is called a Rolling Operation. For example: This operation is similar to moving the scroll wheel on the top of a mouse, and produces the same results as the scroll wheel interface does.



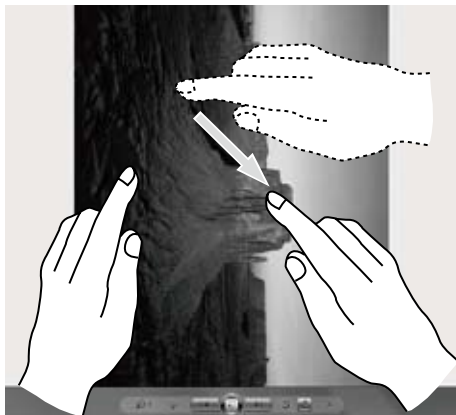
## 5. Zoom Operation


Touch two fingers lightly on the desired item on the touch screen, then keeping both fingers on the screen, change the distance between them. By increasing (or decreasing) the distance, you can perform a zoom in (or zoom out) operation. For example: you can enlarge or reduce the picture size in Windows Photo Viewer.



## 6. Rotation Operation

Use two figures to touch the desired item on the touch screen, then rotate them in the desired direction. For example: you can rotate the picture which is being displayed in Windows Photo Viewer.

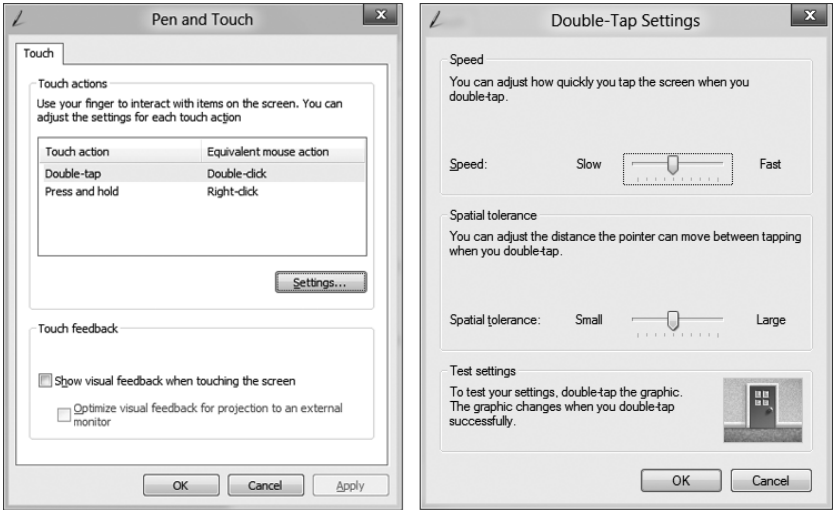


**Note:** To learn more about how to use the touch screen, refer to **Windows Help and Support** by press Windows key  + F1 or Select **Settings** charm, then select **Help**.



# Related Touch Screen Settings

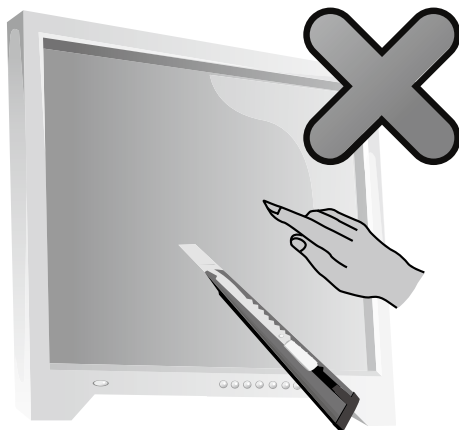
- Select **Hardware and Sound** → **Pen and Touch** from the **Settings** charm.
- Select touch actions which you wish to adjust. By clicking on “**Settings**”, you can adjust the “**Speed**” and “**Spatial tolerance**” parameters, to match the user’s natural way of double-clicking. You can double-click on the lower right corner of the icon to test this.



**!** **Note:** Users can access more help information from the **Windows Help and Support** menu.

# Precautions when using the Touch Screen

1. When using the touch screen, be careful not to tear the surface with any sharp objects.



2. To ensure normal use of the touch screen, ensure that both the screen surface and your fingers are clean and dry.
3. To ensure precise positioning on the touch screen, avoid handling or touching the glass frame when you are touching the screen.
4. Turn the computer off for safety before cleaning the screen and frame with a soft cotton cloth. Do not wipe it with a wet cloth as this may leave a water mark and affect touch operation.
5. Avoid using the touch screen in dusty environments or hot or humid conditions. Any abrupt temperature change may cause condensation on the inside surface of the glass screen, which will disappear after a short time and does not affect normal use.

**ⓘ Note:** The touch screen will not affect other computer processes when used normally.

6. Recognition of touch gestures can be influenced by the following:
  - Touching the correct place on the screen.
  - The speed of movement.
  - The time interval from when the screen was last touched.

**ⓘ Note:** The user can consult this manual and also the related Windows help content to learn accurate hand gestures.

7. The touch screen does not function in Rescue System mode.
8. The touch screen also does not function during the startup process, in Hibernate mode and in Sleep mode or Safe mode.

# Using the Rescue System

---

## This chapter contains the following topics:

- OneKey Recovery
- Driver and Application Installation




**Attention:** Using OneKey Recovery will result in loss of data.

- You can restore the C: drive of the computer to factory default settings or to the last system backup status using **OneKey Recovery**. If you do this, all of the existing data on drive C: will be lost, but the content and format of the other partitions of the hard disk drive will remain unchanged.
- If you want to install an operating system and back it up with **OneKey Recovery**, you must format the C: partition in **NTFS** format and install the operating system on the C: partition. Otherwise, the **OneKey Recovery** system cannot run.

## Note about the service partition:

The files and relevant data used by the rescue system are saved in the service partition. Deleting this partition will make the rescue system unusable. For more detailed information, see the following instructions:

From the **Search** charm, select **Apps** → **Control Panel** → **Administrative Tools** → **Computer Management** → **Disk Management**, you can see the service partition, which must not be deleted.


 **Note:** The recovery files and relevant data used by the rescue system are saved in the service partition. If the service partition is deleted or damaged by someone other than authorized Lenovo service personnel, Lenovo will not be liable for any losses arising therefrom in any way.

## OneKey Recovery

**OneKey Recovery** is an easy-to-use application. You can use it to restore your computer to the system default or to a previously backed up state.

### Detailed Operation Procedure

1. Repeatedly press and release the **F2** key once turning on the computer until the **Lenovo Rescue System** opens, then select **OneKey Recovery**.

 **Note:** System Recovery will overwrite all of the data on the C: drive. To prevent loss of data, be sure to back up relevant data before performing system recovery.

2. Follow the on-screen instructions to select the backup task you want to restore from and the disk where you want to install the operating system, then press **Next** to start the restore.
3. Please wait during the process of system recovery. Do not interrupt the operation during the recovery process.
4. After the system is recovered successfully, the software will prompt you to restart the computer. Restart the computer and start the operating system.

# Driver and Application Installation

The **Driver and Application Installation** function in the rescue system provides a way for the user to conveniently reinstall all of the Lenovo applications and drivers that were shipped with your Lenovo hardware.

## Method 1: Automatic Installation

Repeatedly press and release the **F2** key once turning on the computer until the **Lenovo Rescue System** opens, then select **Driver and Application Installation**.

Follow the on-screen prompts to install the Lenovo drivers and applications. Click **OK** to start installing the **Lenovo Driver and Application Installation** software.

The system will restart. After the system has restarted, the drivers and application installation process will continue until it has completed.

## Method 2: Manual Installation

In the Windows system, Select **Driver and Application Installation** from the **Search** charm.

After starting the procedure, install the drivers and software manually by following the prompts.

### Notes:

1. Do not install software which is already installed on the computer.
2. Make sure that the Driver and Application Installation software has been automatically installed before starting the operating system. The manual installation function can only be used after the software has been installed.



# Using the Software

---

## **This chapter contains the following topic:**

- Software instructions

**!** **Note:** The interface and functionality of these features will depend on which software was shipped with the computer model you purchased.



# Lenovo Support

The Lenovo Support program enables you to register your computer with Lenovo, download and view user manuals for your computer, get the warranty information of your computer, and explore help and support information.

## **To open this program, do the following:**

Click the Lenovo Support icon from the Start Screen or Search Screen.

**The main functions of this program are listed below.** (This program supports online upgrades. The functions shown below are for reference only, functionality will depend on the program icons currently displayed.)

## Registration

Registration provides you with access to product support, upgrades and alerts on topics. Take advantage of award-winning Lenovo services.

## User Guide

The User Guide provides more information about your computer.

## Service and Warranty

You can extend the warranty of your computer through this option. Lenovo provides flexible options to meet your personal or business needs.

# Troubleshooting and Confirming Setup

---

## This chapter contains the following topic:

- Troubleshooting and Problem Resolution



**Note:** The description of the TV tuner card in this manual is only applicable to machines which have the TV tuner card. It does not apply to machines that do not have a TV tuner card.

# Solving Problems

**Follow these tips when troubleshooting your computer:**

- If you added or removed a part before the problem started, review the installation procedures to ensure that the part is correctly installed.
- If a peripheral device does not work, ensure that the device is properly connected.
- If an error message appears on the screen, write down the exact message. This message may help support personnel diagnose and fix the problem(s).
- If an error message occurs in a program, see the Help document of this program.

## Troubleshooting Display Problems

**Problem:** Blank screen or no image is displayed on the monitor.

**Troubleshooting and problem resolution:**

1. Make sure the power cord is plugged into your computer and a functioning power outlet.
2. Unplug the power cord and plug the power cord back in securely and restart the computer.
3. If the LCD screen has a LCD On/Off button, check that the LCD screen has been turned on.

If still cannot solve the problem, contact Lenovo Customer Service.

**Problem:** You need to change the display property settings.

**Setting display background and icon properties:**

1. Right-click the desktop anywhere except over an icon, then select Personalize from the pop-up menu.
2. From here, select the appropriate options to:
  - Change the desktop background
  - Select a screen saver
  - Select Windows color options for borders and taskbar
  - Select a themes
3. Right-click the desktop anywhere except over an icon, then select **Screen resolution** from the pop-up menu to change the appearance.

**Problem:** Ripple on screen.

**Troubleshooting and problem resolution:**

1. Check to see if any of the following devices are located less than one meter from the computer: refrigerators, electric fans, electric dryers, UPS systems, regulators, fluorescent lamps or other computers that may be generating magnetic interference.
2. Move any interfering devices away from the computer.
3. If the problem persists, contact Lenovo Service.

## Troubleshooting Touch screen

**Problem:** The touch screen reacts, but not where you are touching it.

**Troubleshooting and problem resolution:**

Touch Screen Calibration:

1. In Control Panel, select "Hardware and Sound".
2. In "Hardware and Sound" window, select "Tablet PC Settings".
3. In "Tablet PC Settings" dialogue, click "Calibrate" button.

## Troubleshooting Audio Problems

**Problem:** No sound from the integrated speakers.

**Troubleshooting and problem resolution:**

- Adjust the Windows volume control — select the speaker icon from the **Settings** Charm or click the arrow on taskbar to show the hidden icons in Windows desktop mode, then click the speaker icon. Ensure that the volume is turned up and the sound is not muted. Adjust the volume, bass, or treble controls to eliminate distortion.
- Reinstall the audio driver.
- Disconnect any headphones from the headphone connector — sound from the speakers is automatically disabled when headphones are connected to the computer's side-panel headphone connector.

**Problem:** No sound from headphones.

**Troubleshooting and problem resolution:**

- Check the headphone cable connection — ensure that the headphone cable is securely inserted into the headphone connector.
- Adjust the Windows volume control — select the speaker icon from the **Settings** Charm or click the arrow on taskbar to show the hidden icons in Windows desktop mode, then click the speaker icon. Ensure that the volume is turned up and the sound is not muted.

## Troubleshooting Software Problems

**Problem:** You are unable to exit a running program normally.

**Troubleshooting and problem resolution:**

1. Open the **Task Manager** window by pressing **Ctrl**, **Alt** and **Delete** at the same time.
2. Select the problem program, then click the **End Task** button.

**Problem:** You need to install or uninstall a program.

**Problem resolution:**

***During installation*** never abort the install process by powering the system off or through other drastic means. This can cause system program problems or even failure during system initialization.

***During the uninstall process***, never directly delete the files or folders. This is harmful to the operating system, and might cause a system-wide malfunction. Use the following procedure to properly uninstall programs:

1. Back up all documents and system settings related to the program before removing it.
2. If the program has its own uninstaller, run it directly to uninstall the program.
3. If the program does not have its own uninstaller, then select **Apps** → **Control Panel** from the **Search** charm.
4. From the **Control Panel**, choose **Programs** → **Programs and Features**.
5. Find the applicable program from the **Programs and Features** dialog box and then select **Uninstall/Change**.
6. Perform the instructions displayed to uninstall the software.

# Troubleshooting Problems with Optical Drives and Hard Disks

**Problem:** The Optical drive is unable to read a CD/DVD.

**Troubleshooting and problem resolution:**

1. Check to determine if there is an optical drive icon in the resource manager of the operating system. If not, restart your computer. If there is still no icon, contact Lenovo Service. Otherwise, continue with the next step of this procedure.
2. Confirm that the CD/DVD has been properly placed in the drive. If not, reload the CD or DVD. Otherwise, continue with the next step of this procedure.
3. Check the specifications that came with your computer to confirm that this optical drive is capable of reading this type of CD or DVD.
4. If the CD/DVD cannot be read, replace it with a known good CD/DVD such as one that was shipped with the computer.
5. If the known good CD cannot be read, visually check the operating side of the CD/DVD for defects.

**Problem:** The capacity of the hard disk, as indicated by the system, is less than the nominal capacity.

**Troubleshooting and problem resolution:** For computers equipped with the OneKey Recovery feature, the system recovery feature needs to occupy some hard disk space. This may account for the apparent hard disk capacity deficit.

**Further Technical Explanation:** The nominal capacity of the hard disk is expressed in the decimal system as 1000 bytes. But the actual hard disk capacity is expressed in the binary system as 1024 bytes (For example, the nominal capacity 1G is 1000M, while the actual capacity 1G is 1024M).

The capacity of the hard disk shown in Windows can be calculated according to the calculations in the following example:

The nominal capacity of the hard disk is 40G, while its actual capacity should be:  $40 \times 1000 \times 1000 \times 1000 / (1024 \times 1024 \times 1024) = 37\text{G}$ .

If the Service partition of 3G -  $3 \times 1000 \times 1000 \times 1000 / (1024 \times 1024 \times 1024) = 2.79\text{G}$  is subtracted, the capacity of the hard disk shown in the system can be obtained.

The capacity of the hard disk as calculated using this method may be slightly different from the actual capacity due to the rounding of totals.


## Special considerations for troubleshooting Windows

Record the following information as it may be useful later when troubleshooting system problems:

The drivers for this computer model only support the Windows 8.1 system.

## Windows Help and Support

If you have a problem with the operating system, see the Windows Help and Support file. To open the Windows Help and Support file, do one of the following:

- Select the **Settings** charm, then select **Help**.
- Press Windows key  + F1.

You can read the Windows Help and Support file on your computer. You can also get online help and support by clicking on one of the two links listed under **More to explore**.

## BIOS setup utility

### What is the BIOS setup utility?

The BIOS setup utility is ROM-based software. It communicates basic computer information and provides options for setting boot devices, security, hardware mode, and other preferences.

### How can I start the BIOS setup utility?

To start the BIOS setup utility:

1. Shut down the computer.
2. Repeatedly press and release the F1 key once turning on the computer to start the Setup Utility program.

### How can I change the boot mode?

There are two boot modes: UEFI and Legacy. To change the boot mode, start the BIOS setup utility and select **Startup** → **Boot Priority**, then set boot mode to UEFI or Legacy support on the boot menu.

### When do I need to change the boot mode?

The default boot mode for your computer is the UEFI mode. If you need to install a legacy Windows operating system (any operating system before Windows 8.1) on your computer, you must change the boot mode to Legacy support. The legacy Windows operating system cannot be installed if you don't change the boot mode.

## Performing Daily Maintenance Tasks

### Cleaning the computer components

Because many of the computer components consist of sophisticated integrated circuit boards, it is very important to periodically clean the computer to prevent dust buildup. The cleaning supplies you need to clean the components include: a vacuum cleaner, a soft cotton cloth, pure water (preferably purified or distilled water) and cotton swabs.



**Attention:** Before you clean your computer, disconnect the computer from the electrical outlet. Clean your computer with a soft cloth dampened with water. Do not use liquid or aerosol cleaners, which may contain flammable substances.



**Note:** To avoid damaging the computer or display, do not spray cleaning solution directly onto the display. Only use products specifically designed for cleaning displays, and follow the instructions included with the product.

### The following are general methods for cleaning the components:

- You can use a soft cloth to remove dust on the surface of the computer, the monitor, the printer, the speakers and the mouse.
- You can use a vacuum cleaner to clean in otherwise inaccessible corners.
- To clean the keyboard thoroughly, shut down the computer and scrub it gently with a wet cloth. Do not use the keyboard until it is dry.

### Do not do any of the following:

- Allow water to enter the computer.
- Use a heavily dampened cloth.
- Spray water directly onto the surface of the monitor or inside the computer.

LCD monitor should be cleaned daily. Use a dry cloth to brush dust from the monitor and keyboard every day. Keep all surfaces clean and free of grease stains.





# Hardware Replacement Guide

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## **This chapter contains the following topics:**

- Removing the computer cover
- Replacing the memory module
- Replacing the hard disk drive
- Replacing the optical drive

# Overview

This guide is intended to be used by customers who are replacing Customer Replaceable Units (CRUs) as well as trained service personnel who are replacing Field Replaceable Units (FRUs). In this guide, CRUs and FRUs will often be referred to as parts.



**Note:** Trained service personnel should refer to the *Hardware Maintenance Manual* (HMM) for parts ordering information.

This guide does not include procedures for all parts. It is expected that cables, switches, and certain mechanical parts can be replaced by trained service personnel without the need for step-by-step procedures.

This guide contains procedures for replacing the following parts:

- Memory modules
- Hard disk drive
- Optical drive

## Safety information for replacing CRUs

Do not open your computer or attempt any repairs before reading the “Important safety information” in the *Safety and Warranty Guide* that was included with your computer. If you no longer have this copy of the *Safety and Warranty Guide*, you can obtain one online from the Support Web site at <http://support.lenovo.com>.

## Additional information resources

If you have Internet access, the most up-to-date information for your computer is available from the World Wide Web.

You can find the following information:

- CRU removal and installation information
- Publications
- Troubleshooting information
- Parts information
- Links to other useful sources of information

To access this information, go to: <http://support.lenovo.com>

## Tools required

To disassemble the computer, you need the following tools:

- Wrist grounding strap and conductive mat for preventing electrostatic discharge
- Flat screwdriver
- Phillips screwdriver
- Hex screwdriver
- Plastic flat screwdriver
- Plastic tweezers



**Note:** The screws for the different components vary in size. During the disassembly procedure, group the screws with their corresponding components to avoid a mismatch when replacing the components.

## Handling static-sensitive devices

Static electricity, although harmless to you, can seriously damage computer components.

When you are replacing a part, do not open the anti-static package containing the new part until the defective part has been removed from the computer and you are ready to install the new part.

When you handle parts and other computer components, take these precautions to avoid static electricity damage:

- Limit your movement. Movement can cause static electricity to build up around you.
- Always handle parts and other computer components carefully. Handle adapters, memory modules, system boards, and microprocessors by the edges. Never touch any exposed circuitry.
- Prevent others from touching the parts and other computer components.
- Before you replace a new part, touch the anti-static package containing the part to a metal expansion slot cover or other unpainted metal surface on the computer for at least two seconds. This reduces static electricity in the package and your body.
- When possible, remove the new part from the anti-static packaging, and install it directly in the computer without setting the part down. When this is not possible, place the anti-static package that the part came in on a smooth, level surface and place the part on it.
- Do not place the part on the computer cover or other metal surface.

# Replacing hardware



**Attention:** Do not remove the computer cover or attempt any repairs before reading the “Important safety information” in the *Safety and Warranty Guide* that was included with your computer or in the *Hardware Maintenance Manual* (HMM) for the computer. To obtain copies of the *Safety and Warranty Guide* or *HMM*, go to the Support Web site at: <http://support.lenovo.com>



**Note:** Use only parts provided by Lenovo.

## General information

### Pre-disassembly instructions

Before proceeding with the disassembly procedure, make sure that you do the following:

1. Turn off the power to the system and all peripherals.
2. Unplug all power and signal cables from the computer.
3. Place the system on a flat, stable surface.

## Removing the computer cover

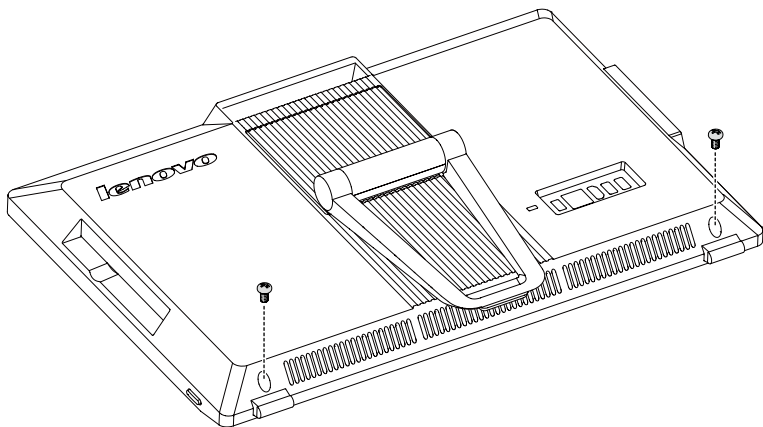


**Attention:** Turn off the computer and wait 3 to 5 minutes to let it cool down before removing the cover.



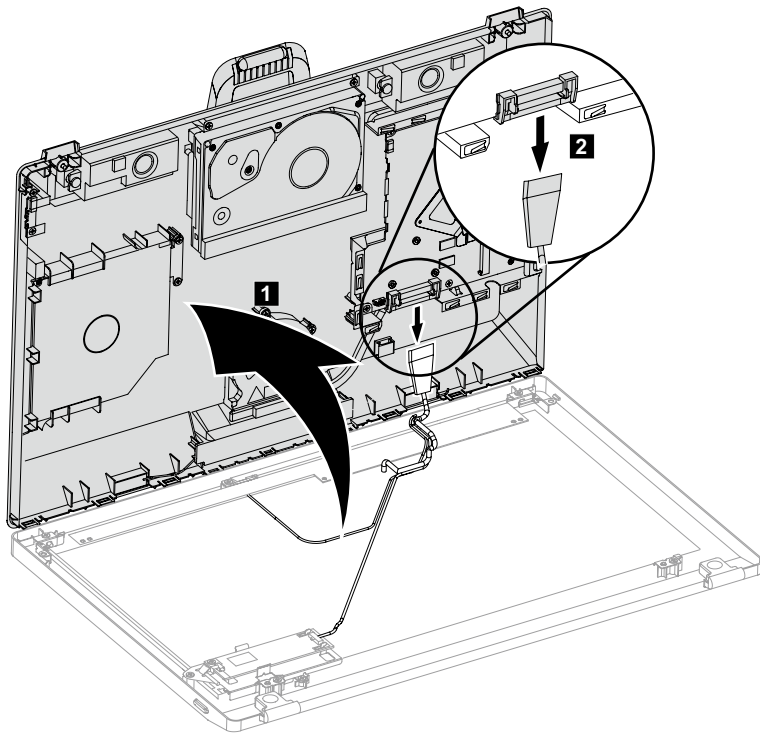
**Note:** It may be helpful to place the computer face-down on a soft flat surface for this procedure. Lenovo recommends that you use a blanket, towel, or other soft cloth to protect the touch screen from scratches or other damage.

1. Remove any media (disks, CDs, or memory cards) from the drives, shut down the operating system, and turn off the computer and all attached devices.
2. Unplug all power cords from electrical outlets.
3. Disconnect all cables attached to the computer. This includes power cords, input/output (I/O) cables, and any other cables that are connected to the computer. Refer to “Left and right views” and “Rear view” for help with locating the various connectors.
4. Remove the two screws that secure the computer cover to the front panel.



5. Lift up the computer cover from the bottom as shown, and disconnect LVDS cable from the connector on the motherboard.

**⚠ Note:** Use a flat-head screw driver to separate the computer cover from the front panel if necessary.



6. To reattach the computer cover:
  - a. Reconnect the LVDS cable to the connector on the motherboard.
  - b. Line up the mounting pins on the computer cover with the mounting holes on the front panel, then place the computer cover into position.
  - c. Use the two screws secure the computer cover to the front panel.



## Replacing a memory module

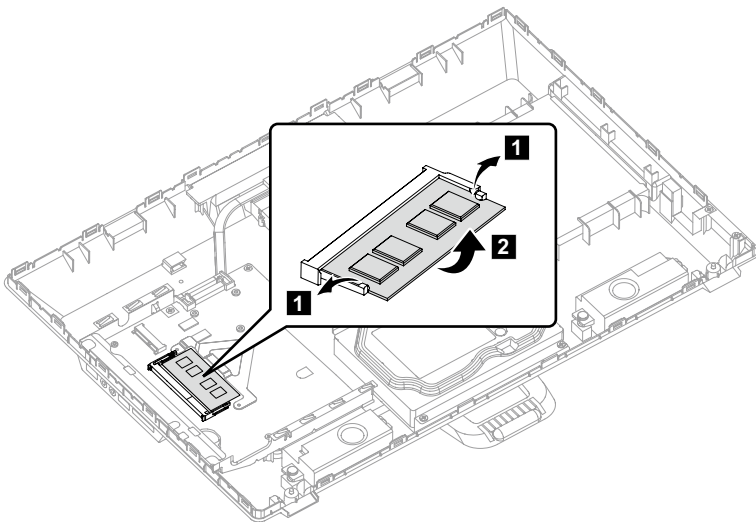


**Attention:** Turn off the computer and wait 3 to 5 minutes to let it cool down before removing the cover.



**Note:** It may be helpful to place the computer face-down on a soft flat surface for this procedure. Lenovo recommends that you use a blanket, towel, or other soft cloth to protect the touch screen from scratches or other damage.

1. Remove any media (disks, CDs, or memory cards) from the drives, shut down the operating system, and turn off the computer and all attached devices.
2. Unplug all power cords from electrical outlets.
3. Disconnect all cables attached to the computer. This includes power cords, input/output (I/O) cables, and any other cables that are connected to the computer. Refer to “Left and right views” and “Rear view” for help with locating the various connectors.
4. Remove the computer cover. Refer to “Removing the computer cover”.
5. Push out the latches on both sides of the memory socket to release the memory module **1** and gently pull the memory module upward to remove it from its socket. **2**



6. To install the memory module:

Align the new memory module with the memory socket, then insert it and push down on the top edge. Make sure the latches lock the memory module in place.

7. Reattach the computer cover.

## Replacing the hard disk drive

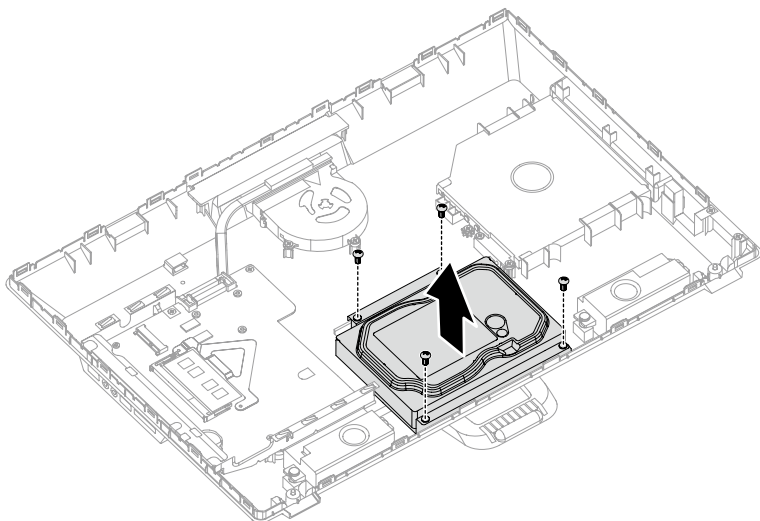


**Attention:** Turn off the computer and wait 3 to 5 minutes to let it cool down before removing the cover.

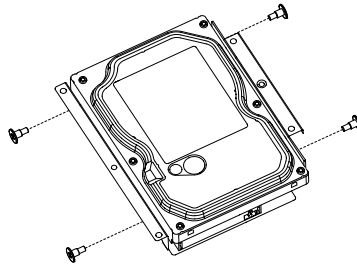


**Note:** It may be helpful to place the computer face-down on a soft flat surface for this procedure. Lenovo recommends that you use a blanket, towel, or other soft cloth to protect the touch screen from scratches or other damage.

1. Remove any media (disks, CDs, or memory cards) from the drives, shut down the operating system, and turn off the computer and all attached devices.
2. Unplug all power cords from electrical outlets.
3. Disconnect all cables attached to the computer. This includes power cords, input/output (I/O) cables, and any other cables that are connected to the computer. Refer to “Left and right views” and “Rear view” for help with locating the various connectors.
4. Remove the computer cover. Refer to “Removing the computer cover”.
5. Remove the four screws that secure the hard disk drive assembly to the chassis, then lift up the assembly and disconnect the power and data cable from the connector on the hard disk drive.



6. Remove the four screws that secure the hard disk drive to the bracket.



7. To install the new hard disk drive:
  - a. Line up the new hard disk drive with the bracket and secure it with the four screws.
  - b. Connect the power and data cable to the new hard disk drive.
  - c. Place the hard disk drive assembly into position and secure it to the chassis with the four screws.
8. Reattach the computer cover.

## Replacing the optical drive



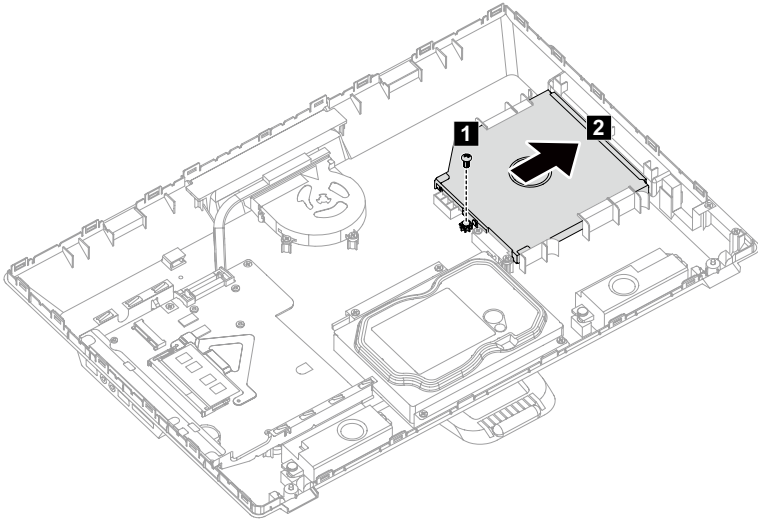
**Attention:** Turn off the computer and wait 3 to 5 minutes to let it cool down before removing the cover.



**Note:** It may be helpful to place the computer face-down on a soft flat surface for this procedure. Lenovo recommends that you use a blanket, towel, or other soft cloth to protect the touch screen from scratches or other damage.

1. Remove any media (disks, CDs, or memory cards) from the drives, shut down the operating system, and turn off the computer and all attached devices.
2. Unplug all power cords from electrical outlets.
3. Disconnect all cables attached to the computer. This includes power cords, input/output (I/O) cables, and any other cables that are connected to the computer. Refer to “Left and right views” and “Rear view” for help with locating the various connectors.
4. Remove the computer cover. Refer to “Removing the computer cover”.

5. Remove the screw that secures the optical drive to the chassis **1**, then push out the drive as shown. **2**



6. To install the new optical drive:
  - a. Slide the new optical drive into the drive bay.
  - b. Secure the optical drive to the chassis with the screw.
7. Reattach the computer cover.



# Appendix.

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## Declaration

Thank you for using Lenovo products.

Carefully read all documents shipped with your computer before you install and use the product for the first time. Lenovo is not responsible for any loss except when caused by installation and operations performed by Lenovo professional service personnel. You are responsible if you fail to operate the product according to instructions and requirements in the manuals included with your computer, or operate the product inappropriately.

This manual could include technical inaccuracies or typographical errors. Changes are made periodically to the information herein; these changes will be incorporated in new editions of the publication. To provide better service, Lenovo reserves the right to improve and/or modify the products and software programs described in the manuals included with your computer, and the content of the manual, at any time without additional notice.

The manuals included with your computer are provided to help you use Lenovo's products appropriately. For the configuration of the product, refer to the related contract (if any) or product packing list, or consult the distributor for the product sales.

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The software interface and function and hardware configuration described in the manuals included with your computer might not match exactly the actual configuration of the computer that you purchase. You are welcome to contact us about the manuals included with your computer. For the latest information or any questions or comments, contact or visit the Lenovo Web site:

Service Web site: <http://support.lenovo.com>

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## Energy Star Statement



ENERGY STAR® is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy aimed at saving money and protecting the environment through energy efficient products and practices.

Lenovo is proud to offer our customers products with an ENERGY STAR compliant designation. The following machine types have been designed and tested to conform to the ENERGY STAR program requirement for computers at the time of manufacture. For more information about ENERGY STAR ratings for Lenovo computers, go to <http://www.lenovo.com>.

- FOAY

By using ENERGY STAR compliant products and taking advantage of the power-management features of your computer, you reduce the consumption of electricity. Reduced electrical consumption contributes to potential financial savings, a cleaner environment, and the reduction of greenhouse gas emissions.

For more information about ENERGY STAR, go to: <http://www.energystar.gov>.

Lenovo encourages you to make efficient use of energy an integral part of your day-to-day operations. To help in this endeavor, Lenovo has preset the following power-management features to take effect when your computer has been inactive for a specified duration:

ENERGY STAR power-management features, by operating system.

Microsoft Windows Vista, Windows 7, Windows 8 and Windows 8.1
Power plan: Balanced <ul style="list-style-type: none"><li>• Turn off the display: After 10 minutes</li><li>• Put the computer to sleep: After 25 minutes</li><li>• Advanced power settings:<ul style="list-style-type: none"><li>- Turn off hard disk drives: After 20 minutes</li><li>- Hibernate: Never</li></ul></li></ul>


To awaken your computer from a Sleep or System Standby mode, press any key on your keyboard. For more information about these settings, refer to your Windows Help and Support information system.

## Enabling ErP compliance mode

You can enable the energy-related products directive (ErP) compliance mode through the **Power** menu in the Setup Utility program. This mode reduces electricity consumption when your computer is in standby mode or turned off.

To enable ErP compliance mode in the Setup Utility program, do the following:

1. Repeatedly press and release the F1 key when turning on the computer to start the Setup Utility program.
2. From the Setup Utility program main menu, select **Power** → **ErP** and press Enter.
3. Select **Enabled** and press Enter.
4. Press F10 to save changes and exit the Setup Utility program. Press Enter when prompted to confirm.

 **Note:** When ErP compliance mode is enabled, you only can wake up your computer by pressing the power switch.



In Windows 8 or Windows 8.1 operating system, you also need to disable Fast Startup function to meet the off mode requirement of ErP compliance.

To disable the Fast Startup function, do the following:

1. Select **Apps** → **Control Panel** from the **Search** charm.
2. From the **Control Panel**, choose **All Control Panel Items** → **Power Options**.
3. Select **Choose what the power buttons do** from the pop-up dialog box.
4. Choose **Change settings that are currently unavailable** option, and uncheck the **Turn on fast startup** option from the **Shutdown Settings** list.

Additional information as required by EU Regulation 617/2013 implementing Directive 2009/125/EC with regard to ecodesign requirements for computers and computer servers can be found here: [www.lenovo.com/ecodeclaration](http://www.lenovo.com/ecodeclaration).

## Electronic emissions notices

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The following information refers to Lenovo machine type:

- FOAY

### Federal Communications Commission (FCC) Declaration of Conformity

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, may cause harmful interference to radio communications. However, there is no guarantee the 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 into an outlet on a circuit different from that to which the receiver is connected.
- Consult an authorized dealer or service representative for help.

Lenovo is not responsible for any radio or television interference caused by using other than recommended cables or connectors or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications 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: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party:

Lenovo (United States) Incorporated  
1009 Think Place - Building One  
Morrisville, NC 27560  
U.S.A.  
Telephone: (919) 294-5900



## **Mexico regulatory notice**

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**Advertencia:** En Mexico la operación de este equipo está sujeta a las siguientes dos condiciones: (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

