

The logo for orbic AIRSURF 5G. The word "orbic" is in a lowercase, rounded sans-serif font, with a yellow circle partially overlapping the letter 'o'. To the right of "orbic" is a registered trademark symbol (®). Below "orbic" is the word "AIRSURF" in a larger, uppercase, sans-serif font. To the right of "AIRSURF" is the text "5G" with a signal strength icon (three curved lines) to its upper right.

orbic<sup>®</sup>  
AIRSURF  
5G

**USER  
MANUAL**

# Table of Contents

Device Overview .....	4
Features and Specifications .....	7
Charge your Orbic Airsurf 5G PC.....	8
Replacing the Nano SIM Card .....	9
Get Started with Your Computer .....	10
Windows Desktop .....	12
Connecting to the Internet .....	14
5G Connectivity .....	14
Connect to Wi-Fi networks .....	14
Forget a Wi-Fi network.....	14
Connecting to a WLAN.....	14
Using Bluetooth devices .....	15
Operating Modes.....	16
Entertainment Features.....	17
Interact with Your Computer.....	19
Keyboard hotkeys.....	19
Hotkey mode.....	20
Explore Your Computer.....	23
Reset or restore Windows.....	26
Windows System Restore .....	26
Create a system restore point manually.....	27
Restore from a system restore point.....	27
Reset Windows .....	27
Create a recovery drive .....	28
Use a recovery drive to restore or reset Windows.....	28
Managing Power Consumption .....	29
Trouble Shooting Your Windows Device .....	30

Thank you for purchasing the

## Orbic AirSurf 5G PC.

### About This Guide

- This guide applies to Copyright Orbic product model(s) listed below. Illustrations in this guide may look slightly different from your product.

Model name

**R141TL5**

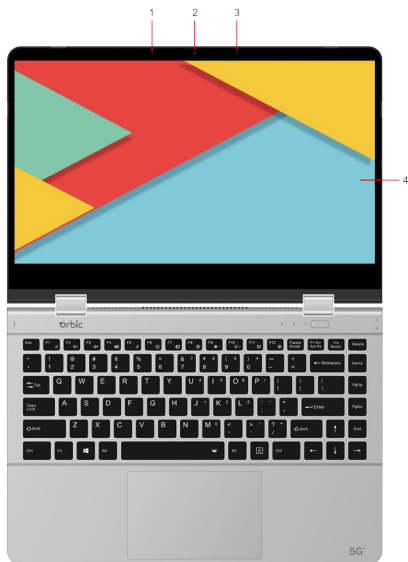
Machine type (MT)

**YOGA**

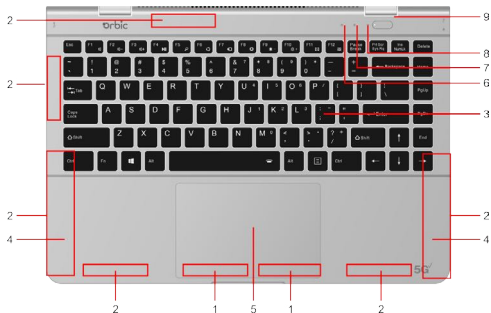
- This guide may contain information about accessories, features, and software that are not available on all models.
- This guide contains instructions that are based on the Windows 10 operating system. These instructions are not applicable if you install and use other operating systems.
- Microsoft® makes periodic feature changes to the Windows® operating system through Windows Update. As a result, the operating system-related instructions may become outdated. Refer to Microsoft resources for the latest information.
- The content of the guide is subject to change without notice. To obtain the latest version, go to -

<https://verizonwireless.com/support>

# Device Overview



1. **Microphones:** Capture or record sound and voice.
2. **Camera:** Take photos, record videos, and video chat using stills and moving images. Detect faces with face recognition.
3. **Digital MIC:** Recording function.
4. **Screen:** Display text, graphics, and videos.



1. **Wi-Fi Antennas:** Send and receive radio waves for the Bluetooth and Wi-Fi modules.

2. **Cellular Antennas:** Send and receive radio waves for the 4G/5G cellular module.

Note: Antennas are not visible from the outside of the computer.

3. **Keyboard:** Enter characters and interact with programs.

Note: The keyboard also includes hotkeys and function keys for changing settings and performing tasks quickly.

4. **Speakers:** Produces sound

5. **Touchpad:** Perform finger touch and all the functions of a traditional mouse.

Note: The touchpad also supports multi-touch function.

6. **Case Indicator Light:** Indicates if caps lock is enabled.

7. **Number Light:** Perform the first line on the keyboard using a number or function.

8. **Power Light Off :** Indicates if the computer is shut down or in sleep mode.

9. **Power Button :** The button turns ON or puts the computer to sleep.



1. **Power Connector/USB-C Connector:** Connect to power with the included power cord and AC power adapter. Connect to an external display, storage, or data device.

Note: An appropriate adapter may be needed for connecting external devices.

2. **Charging LED:** Indicate whether the computer is connected to AC power.

3. **USB 3.0:** Connect to an external storage, or data device.

4. **Combo Audio Jack:** Connect to headphones or headsets with a 3.5 mm (0.14 inch), 3-pole plug.

Note: This jack does not support standalone external microphones. If you use headsets, choose one with a single plug.

5. **USB-C Connector:** Connect to an storage, or data device.

Note: This connector cannot be used for charging.

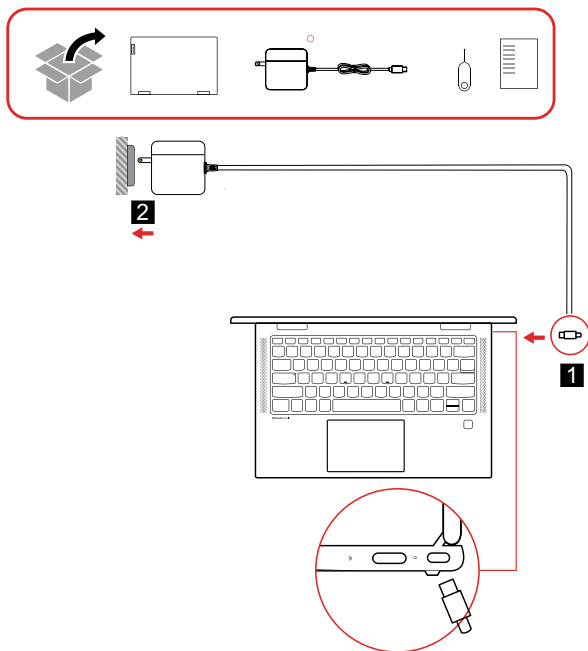
6. **SIM Card Tray Ejection Hole:** Use the SIM tray tool (included) to eject the nano SIM card tray.

## Features and Specifications

<b>Dimensions</b>	<ul style="list-style-type: none"><li>•Width: 324.0 mm (12.76 inches)</li><li>•Depth: 215 mm (8.74 inches)</li><li>•Thickness: 18.1 mm (0.71 inches)</li></ul>
<b>AC Power Adapter</b>	<ul style="list-style-type: none"><li>•Input: 100 V ac–240 V ac, 50 Hz–60 Hz</li><li>•Output: 19 V dc, 3.42 A</li><li>•Power: 65 W</li></ul>
<b>Battery pack</b>	<ul style="list-style-type: none"><li>•Capacity: 6000mAH</li><li>•Number of cells: 2</li></ul>
<b>Microprocessor</b>	To view the microprocessor information of your computer right-click the Start button and then select System.
<b>Memory</b>	<ul style="list-style-type: none"><li>•Type: low power double data rate 4x (LPDDR4x)</li><li>•Number of slots: 1</li></ul>
<b>Storage device</b>	<ul style="list-style-type: none"><li>•Type: SSD</li><li>•Bus: UFS 3.0</li></ul>
<b>Screen</b>	<ul style="list-style-type: none"><li>•Size: 355.6 mm (14 inches)</li><li>•Display resolution: 1920 × 1080 pixels (FHD)</li></ul>
<b>Keyboard</b>	<ul style="list-style-type: none"><li>•Function keys</li><li>•Hotkeys</li><li>•Keyboard backlight</li></ul>
<b>Connectors and slots</b>	<ul style="list-style-type: none"><li>•Combo audio jack</li><li>•USB-C connector × 2</li><li>–Support data transfer rates up to 10 Gbps for USB</li></ul>
<b>3.2 Gen 2</b>	<ul style="list-style-type: none"><li>–Support Display Port 3.0</li><li>–Provide power output up to 5 V and 3 A</li></ul>
<b>Security features</b>	<ul style="list-style-type: none"><li>•UEFI/BIOS password,</li><li>•Administrator password</li></ul>
<b>Wireless features</b>	<ul style="list-style-type: none"><li>•Bluetooth</li><li>•Wireless LAN</li></ul>

## Charge your Orbic Airsurf 5G PC

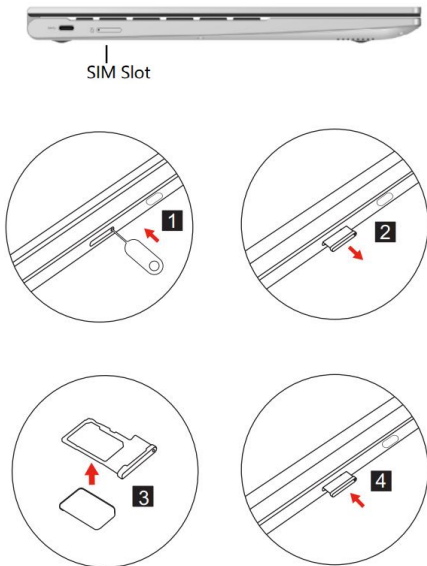
Use only the Orbic provided Type-C adapter designed for this product. Using any other adapter may damage the computer and may void your warranty. Please refer to your product warranty statement. Plug in the adapter provided in your laptop box, and then connect the adapter to the right-side Type-C of your computer, as shown. (add the rendering on how to charge your AirSurf) The battery starts charging.





## Replacing the Nano SIM Card

Your device comes with a Pre-Installed SIM card . If you wish to replace it , please refer to the instructions below.



**Step 1.** Use the ejector tool (included) to eject the nano SIM card tray, and then slide the tray out of the computer. If a nano SIM card is installed, gently take the nano SIM card out of the tray.

**Step 2.** Install a new nano SIM card into the tray and insert the tray into the nanoSIM card slot. Ensure that the new nano SIM card is installed in the correct orientation.

# Get Started with Your Computer

Learn the basics of Windows 10 and start working with it right away. For more information about Windows 10, see the Windows help information.

## Windows account

You must create at least one account to use the Windows operating system. It can be either a local account or a Microsoft account.

## Local accounts

A local account is created on a particular Windows-enabled device, and it can only be used on that device. It is recommended that you set a password for each local account to prevent unauthorized access to the device.

## Microsoft accounts

A Microsoft account is a user account that you use to sign into Microsoft software and services. If you use Microsoft services like OneDrive, Outlook.com, Xbox Live, Office 365, and Skype, you might already have one. If you don't have it, you can create one for free.

There are two main benefits of using a Microsoft account:

- Sign in only once. If you use a Microsoft account to sign into Windows 10, you don't need to sign in again to use OneDrive, Skype, Outlook.com, and other Microsoft services.
- Settings can be synced. If you use your Microsoft account to sign into multiple Windows-enabled devices, certain Windows settings can be synced among the devices.

## Switch between a local and a Microsoft account

If you are using a local account to sign into Windows 10, you can switch to using a Microsoft account instead.

Step 1. Open the Start menu and select **Settings > Accounts**.

Step 2. Select **Sign in with a Microsoft account instead**.

Step 3. If you already have a Microsoft account, enter the account name and password to sign in.

Otherwise, select **Create one** to create a new Microsoft account.

**Note:** The device must have Internet access the first time you use a Microsoft account on that device.

If you want to switch back to use a local account, open the Start menu and select **Settings > Accounts > Sign in with a local account instead**.

## Add additional user accounts

Your user account must be of the “Administrator” type to add additional user accounts to Windows. Add additional user accounts if you need to share your computer with family members or other users.

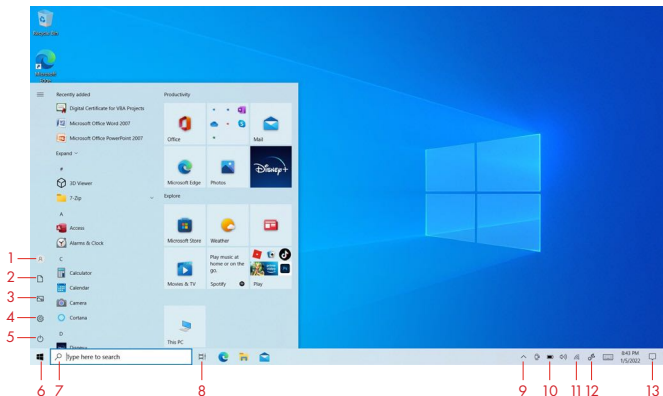
Step 1. Open the Start menu and select **Settings > Accounts > Family & other users**.

Step 2. Select **Add someone else to this PC**.

**Note:** To add family members, you need to sign in with a Microsoft account.

Step 3. Set the username and password for the user account.

# Windows Desktop



1. **Account:** Change account settings, lock the computer, or sign out of the current account.
2. **Documents:** You can save received files in the Documents folder, which is a default location.
3. **Pictures:** You can save the received image files in the Pictures folder, which is a default folder.
4. **Settings:** Opens the Settings menu.
5. **Power:** Puts the computer into sleep mode or shuts it down.
6. **Start Button:** Open the start menu to access your PC's applications and various other settings.
7. **Windows Search:** Enter what you are looking for in the search box and get search results from your computer and the Web.
8. **Task View:** Display all opened apps and switch between them.
9. **Windows Notification Area:** Display notifications and status of some features.

- 10. Battery Status Icon:** Display power status and change battery or power settings.
- 11. Network Icon:** Connect to an available wireless network and display the network status.
- 12. Battery Status Icon:** Display power status and change battery or power settings.
- 13. Network Icon:** Connect to an available wireless network and display the network status.

**Note:** The network icon changes to reflect the type of the connected networks (wired, Wi-Fi, or cellular).

- 12. Windows Ink Workspace:** Share your ideas or draw on screenshots.
- 13. Action Centre:** Display the latest notifications from apps and provide quick access to some features.

## Windows Updates

Microsoft periodically releases feature and security updates to the Windows operating system. Updates that are applicable to your version of Windows are downloaded automatically when your computer is connected to the Internet. When updates are downloaded, you are prompted to restart the computer to install these updates.

### Manually check for updates

Updates to Windows are downloaded automatically. However, you can also manually check if there are available updates for the installed version of Windows.

**Attention:** Only download and install updates using Windows Update. Updates downloaded from other sources may include security risks.

Step 1. **Select Start > Settings > Update & Security.**

Step 2. Click Check for updates.

# Connecting to the Internet

## 5G Connectivity

Your Orbic Airsurf 5G PC has built in support for mobile broadband service on 5G and 4G networks . This capability gives you the power to access the internet, send emails, or connect to your corporate network without the need for a Wi-fi network.

Join from anywhere with the download speed of more than 1GB\*, built in speakerphone and intelligent audio.

\* 5G speeds vary with location

## Connect to Wi-Fi networks

Your computer comes with a wireless adapter, which allows you to connect to Wi-Fi networks.

**Step 1.** Click the network icon in the Windows notification area. A list of nearby networks is displayed.

Note: If no network is displayed, check that the airplane mode is off.

**Step 2.** Select a network and click Connect. Provide security key if prompted

Note: Network keys are usually managed by the network administrator.

## Forget a Wi-Fi network

Windows saves a list of Wi-Fi networks you have connected to, along with their passwords and other settings. By doing this, your computer is automatically connected when it is in the range of a previously connected network. However, if the network password has been changed, you need to forget the network to enter a new password.

**Step 1.** Select **Start > Settings > Network & Internet > Wi-Fi.**

**Step 2.** Click Manage known networks.

**Step 3.** Click the network name and click Forget.

## Connecting to a WLAN

NOTE: When you are setting up Internet access in your home, you must establish an account with an Internet service provider (ISP).

To purchase Internet service and a modem, contact a local ISP. The ISP will help set up the modem, install a network cable to connect your wireless router to the modem and test the Internet service.

## Using Bluetooth devices

A Bluetooth device provides short-range wireless communications that replace the physical cable connections that traditionally link electronic devices such as the following:

- Computers (desktop, notebook)
- Phones (cellular, cordless, smartphone)
- Imaging devices (printer, camera)
- Audio devices (headset, speakers)
- Mouse

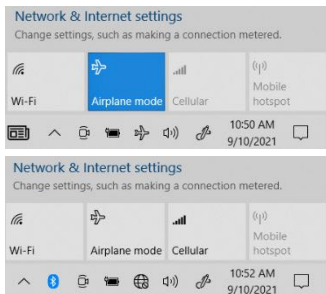
Bluetooth devices provide a peer-to-peer capability that allows you to set up a personal area network (PAN) of Bluetooth devices. For information about configuring

## Turn airplane mode ON and OFF

Airplane mode is a convenient setting to turn all wireless communications of your computer on and off. You may need to turn it on when boarding an airplane.




Step 1. Click the action center icon in the Windows status bar area at the low right corner.

Step 2. Click the Airplane mode icon to turn it on or off.



# Operating Modes

The screen of your computer can open to an angle of 360°, enabling you to use your computer for different purposes.

Mode	Suitable for	
Notebook mode	Entering text, drag and drop operations using the touchpad.	
Stand mode / Tablet mode	Giving a presentation, viewing a slide show and playing touch-enabled games.	
Tent mode	Watching movies	

Note: The illustrations may differ from your actual product.

## Turn on or off tablet mode

Windows 10 provides the tablet mode that makes touch operations more friendly. When rotating your computer screen to switch to tablet, stand, or tent mode, you will be prompted to switch to Windows tablet mode. You can also manually turn on or off Windows tablet mode.

- Step 1. Select the action center icon in the Windows notification area.
- Step 2. Select the Tablet mode icon to turn it on or off.



## Turn on screen rotation lock

In stand, tent, or tablet mode, auto-rotation is turned on so that the orientation of the screen

changes based on how you place or hold the computer. However, you can turn on the


rotation lock to keep the screen in a fixed orientation.

Step 1. Select the action center icon in the Windows notification area.

Step 2. Select the Rotation lock icon to turn it on.

Note: Rotation lock is disabled in notebook mode.

## Use Windows touch keyboard

In stand, tent, or tablet mode, the physical keyboard of your computer is disabled to prevent inadvertent typing. In these three modes, the Windows touch keyboard  is automatically displayed when text input is required. If it is not, select the touch keyboard icon in the Windows notification area.

Note: If you are not seeing the touch keyboard icon, tap and hold the taskbar and select Show touch keyboard button.

## Turn on or off tablet mode

Windows 10 provides the tablet mode that makes touch operations more friendly. When rotating your computer screen to switch to tablet, stand, or tent mode, you will be prompted to switch to Windows tablet mode. You can also manually turn on or off Windows tablet mode.

Step 1. Select the action center icon in the Windows notification area.

Step 2. Select the Tablet mode icon to turn it on or off.

# Entertainment Features

## Using a webcam (select products only)

Your computer has a 2MP webcam (integrated camera) that records video and captures photographs. Some models allow you to video conference and chat online using streaming video.

To access the camera, type camera in the taskbar search box, and then select Camera from the list of applications.

## Using audio

You can download and listen to music, stream audio content (including radio) from the web, record audio, or mix audio and video to create multimedia. To enhance your listening enjoyment, attach head-phones or speakers.

## Connecting speakers

You can attach wired speakers to your computer by connecting them to the audio-out (headphone) jack on your computer or on a docking station.

## Connecting headsets

**WARNING!** To reduce the risk of personal injury, lower the volume setting before putting on headphones, earbuds, or a headset. You can connect wired headsets to the audio-out (headphone jack) on your computer. To connect wireless headsets to your computer, follow the device manufacturer's instructions.

## Using sound settings

Use sound settings to adjust system volume, change system sounds, or manage audio devices.

To view or change sound settings:

Type control panel in the taskbar search box

- Select Control Panel
- Select Hardware and Sound
- Then select Sound
- 

– or –

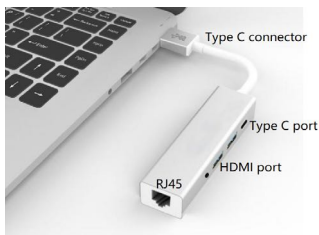
- Right-click the Start button
- Select Settings
- Then sound

## Using video

Your computer is a powerful video device that enables you to watch streaming videos from your favorite websites and download video and movies to watch on your computer.

To enhance your viewing enjoyment, use one of the video ports on the computer to connect an external monitor, projector, or TV.

**IMPORTANT:** Be sure that the external device is connected to the correct port on the computer, using the correct cable. Follow the device manufacturer's instructions. You can connect to an external display by extended ports like an HDMI port, as shown below.














**NOTE:** This cable is not included in the package.

## Interact with Your Computer

### Keyboard hotkeys

Some keys on the keyboard are printed with icons. These keys are called hotkeys and can be pressed alone or in combination with the Fn key to open certain apps or change certain settings quickly. The functions of the hotkeys are symbolized by the icons printed on them.

Hotkey	Function
	Mute/Unmute sound
	Decrease/Increase system volume
	Play/Pause Music/Video
	Open Edge browser
	Open Search app
	Switch display devices
	Open the Windows Settings app
	Decrease/Increase screen brightness
	Open Email app
	Disable/Enable touchpad
	Turn on/off or adjust the brightness of the keyboard backlight

**Note:** This hotkey must be used with the Fn key.

## Hotkey mode

Some hotkeys share keys with function keys (F1 to F12). The hotkey mode is a UEFI/BIOS setting that changes how hotkeys (or function keys) are used. Pressing Fn+ESC can also turn hotkey mode on or off.

Hotkey mode setting	How to use hotkeys	How to use function keys
---------------------	--------------------	--------------------------

Disabled	Hold down the Fn key and press one of the hotkeys.	Press the function keys directly.
Enabled	Press the hotkeys directly.	Hold down the Fn key and press one of the function keys.

**Note:** Hotkeys that do not share keys with function keys are not affected by the hotkey mode setting. They should always be used with the Fn key.

## To use the Fn hot keys



The combination of the Fn key plus another key creates a hot key—a short-cut key sequence—for various system controls. Press and hold Fn while pressing the appropriate key.

### Hot key combinations-

Fn+F1	Close the sound
Fn+F2	Reduce the sound
Fn+F3	Increase the voice
Fn+F4	Suspended
Fn+F5	To search
Fn+F6	Internet services
Fn+F7	Search for wireless display and audio devices
Fn+F8	Settings
Fn+F9	Reduce LCD brightness
Fn+F10	Increase LCD brightness
Fn+F11	Email
Fn+F12	On/off touch mouse

## To use the Windows and Applications keys



The Windows key brings up the Windows Start menu. This is the same as clicking the start button on the taskbar.

### Windows key combinations

Windows key + E	File Explorer
Windows key + F1	Viewing Internet Connections
Windows key + F	Feedback usage information
Windows key + R	Administrator Run

## Use the multi-touch screen

The computer screen supports multi-touch functions, you can navigate the screen with simple touch gestures.

**Note:** Not all gestures are available on all apps.



### Tap once

- From the Start menu: Open an app or item.
- From the desktop: Select an app or item.
- In an open app: Perform an action such as Copy, Save and Delete, depending on the app.



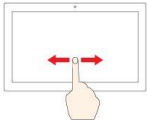
### Tap twice quickly

Open an app or item from the desktop.



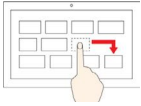
### Tap and hold

Open a shortcut menu.

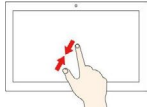


### **Slide**

Scroll through items, such as lists, pages, and photos.

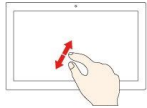


### **Drag an item to the location you want**



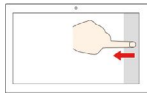
### **Move two fingers closer together**

Zoom out.



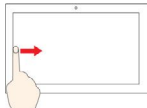
### **Move two fingers farther apart**

Zoom in.



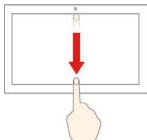
### **Swipe in from the right edge**

Open the action center to see your notifications and quick actions.



### **Swipe in from the left edge**

View all your open windows in task view.



### **Swipe downwards shortly from the top edge**

(for full-screened app or when your computer is in the tablet mode) Show a hidden title bar.

**Swipe in from the top edge to the bottom edge** (when your computer is in the tablet mode) Close the current app.

# Explore Your Computer

## Manage power

Use the information in this section to achieve the best balance between performance and power efficiency.

## Check the battery status

The battery status icon or is in the Windows notification area. You can check the battery status, view the current power plan, and access battery settings quickly.

Click the battery status icon to display the percentage of battery power remaining and change the power mode. A warning message is displayed when the battery is low.

## Charge the battery

When the remaining battery power is low, charge your battery by connecting your computer to AC power.

The battery is fully charged in about two to four hours. The actual charging time depends on the battery capacity, the physical environment, and whether you are using the computer.

Note: To maximize the life of the battery, the computer does not start recharging the battery if the remaining power is greater than 95%.

## Set power button behavior

By default, pressing the power button puts the computer to sleep mode. However, you can change the power button behavior in Windows Control Panel.

- Step 1.** Right-click the battery status icon in the Windows notification area.  
**Step 2.** Select Power Options > Choose what the power button does.

## Change or create a power plan

A power plan is a set of power-saving settings. You can choose a pre-defined power plan or you can create your own plans.

## To set up password protection

You can protect your computer from access by another user when you setup password protection, which is available either through Windows (software) or through the BIOS Setup utility (hardware). Both provide protection when the computer is rebooted: a user must then enter the password. However, the BIOS password protection does not ask for a password when your computer resumes after standby (save to RAM) or hibernation (save to disk)

## To set up password protection through Windows 10

1. Select Start, Settings, Accounts, Sign-in options, Password.
2. Select Add/Change.
3. Enter your old Windows10 password, if you had one;
4. Enter your new password twice
5. Click OK and Close.

## Change settings in UEFI/BIOS setup utility

This section introduces what is UEFI/BIOS and the operations you can perform in its setup utility.

### What is UEFI/BIOS setup utility

UEFI/BIOS is the first program that runs when a computer starts. UEFI/BIOS initializes hardware components and loads the operating system and other programs. Your computer may include a setup program (setup utility) with which you can change certain UEFI/BIOS settings.

### Open the UEFI/BIOS setup utility

**Step 1.** Turn off your device then power on the computer.

**Step 2.** In the process of powering on, press the ESC key or Delete key repeatedly.

**Step 3.** The computer will enter UEFI/BIOS interface.

### Change the startup sequence

You may need to change the startup sequence to allow the computer to start from another device or a network location.

**Step 1.** Open the UEFI/BIOS setup utility.

**Step 2.** Navigate to the Boot menu.

**Step 3.** Follow on-screen instructions to change the order of devices



**Note:** You can also change the startup sequence temporarily without opening the setup utility. To do so, turn off your device then power on the computer. In the process of powering on, press the ESC key or Delete key

## **Set the UEFI/BIOS administrator password**

You set the administrator password to prevent unauthorized access to the UEFI/BIOS setup utility.

**Important:** If you forget the administrator password, you should take your computer to a service provider who can help you further.

- Step 1.** Open the UEFI/BIOS setup utility.
- Step 2.** Select Security-Administrator Password and press Enter.
- Step 3.** Enter a password string that contains only letters and numbers and then press Enter.
- Step 4.** Enter the password again and press Enter.
- Step 5.** Select Exit > Exit Saving Changes.

Next time you start the computer, you must enter the administrator password to open the setup utility.

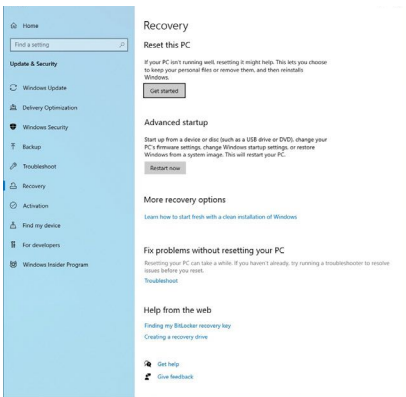
## **Change or remove administrator password**

Only the administrator can change or remove the administrator password.

- Step 1.** Open the UEFI/BIOS setup utility using the administrator password.
- Step 2.** Select Security-Administrator Password then press Enter.
- Step 3.** Enter the current password.
- Step 4.** In the Enter New Password text box, enter the new password.
- Step 5.** In the Confirm New Password text box, enter the new password again.

# Reset or restore Windows

This section introduces the recovery options of Windows 10. Ensure that you read and follow the on-screen recovery instructions.



**Important:** The data on your computer might be deleted during the recovery process. To avoid data loss, make a backup copy of all the data that you want to keep.

Select **Get started**, follow up the screen-tips to complete computer reset.

## Windows System Restore

System Restore is a tool included in Windows 10. It monitors changes to Windows system files and saves the system state as a restore point. If your computer does not work well after installing apps, drivers, or updates, you can revert your system to a previous restore point.

**Note:** If you revert your system to a previous restore point, personal data is not affected.

System Restore creates restore points:

- automatically (when it detects changes to Windows system files)
- at regular intervals (if set up by the user)
- at any time (if initiated manually by the user)

## Create a system restore point manually

You can use Windows System Restore to create a restore point at any time.

**Step 1.** In the Windows 10 search box, enter Create a restore point and select the matched result.

**Step 2.** Select the System Protection tab and then select Create.

Note: System protection must be turned on for the system drive (typically with drive letter C) before you can create restore points. Select a drive and then select Configure to turn on or disable system protection.

## Restore from a system restore point

**Step 1.** In Windows 10 search box, enter Recovery and select the matched result.

**Step 2.** Select Open System Restore > Next.

**Step 3.** Select a restore point and then select Next > Finish.

Note: You may select Scan for affected programs to check which program and driver installation is associated with a particular restore point.

## Reset Windows

If Windows is not running well as usual, you can choose to reset it.

**Step 1.** Open the Start menu and then select **Settings > Update & Security > Recovery**.

**Step 2.** Under Reset this PC, click Get started.

**Step 3.** Choose either keep my files or Remove everything.

**Attention:** Back up personal data before choosing Remove everything.

**Step 4.** Follow on-screen instructions to complete the reset process.

## Create a recovery drive

Use a USB drive with a Type-A connector (not supplied) to create a Windows recovery drive. If Windows will not start, you can use the recovery drive to restore or reset Windows.

**Step 1.** In the Windows 10 search box, enter Create a recovery drive and select the matched result.

**Step 2.** Make sure Back up system files to the recovery drive is selected and then select Next.

**Step 3.** Plug a USB drive into your computer, select it, and then select Next > Create.

**Attention:** Previous files on the drive will be deleted. Back up personal files before using it to create a recovery drive.

When the recovery drive is created, you may see a Delete the recovery partition from your PC option. If you want to free up drive space on your computer, select it and then select Delete. Otherwise, select Finish.

## Use a recovery drive to restore or reset Windows

If Windows cannot start, you can use a recovery drive (created in advance) to restore or reset Windows.

**Step 1.** Connect the recovery drive to your computer; restart your computer and set it to start from the recovery drive.

**Step 2.** On the Choose an option screen, select Troubleshoot.

**Step 3.** Choose a recovery option. Select Advanced Options > System Restore to restore your computer to a system restore point. Or select Recover from a drive to reset your computer

**Note:** If you did not select the Backup system files to the recovery drive option when creating the recovery drive, Recovery from a drive is not available.

**Important:** All personal files created on your computer will be deleted after recovering from the drive.

# Managing Power Consumption

When you are not using your computer, you will want to maximize battery operating time without compromising performance. It is not necessary to turn the computer off to reduce power consumption and extend battery life.

- Power management options can be set to occur automatically, based on timeout values that you have entered.
- Power management options may be invoked manually at any time by pressing the power key. See “To use manual power management”.

## To use automated power management

System standby, monitor, and hard disk timeouts automatically occur based on the values set in the Power Management Properties window. The following tables describe the power management timeouts you can set in Windows.

### Turn off monitor

**Action** Turns off the display. This not only conserves battery power, but also extends the life of the display.

**When No** activity of the keyboard or mouse for the specified interval.

**Resume** Press any key or move the pointer to return to your current

### Turn off hard disks

**Action** Turns off only the hard disk drive. This is usually set to occur shortly

**When No** after the monitor is turned off.  
hard disk access for the specified interval.

**Resume** Press any key or move the pointer to return to your current session.

## System standby

**Action** Turns off the display and hard disk drive to conserve battery power. Saves current session to RAM.

**When No** activity of the keyboard or mouse, no disk drive access, and no port (serial, parallel, and IR) activity for the specified interval.

**Resume** Press the blue power button to return to your current session.

The computer automatically alerts you when the battery drops to a very low level. First, you will see pop-up low battery warnings and if you don't take any action within a short period of time, the system will shut down automatically. You won't be able to turn the computer on again until you connect an AC

## Trouble Shooting Your Windows Device

### No sound from the speakers

1. Press Fn+F3 several times.
2. Click the speaker icon on the taskbar to ensure that Mute is not checked.
3. When you are playing video or game, you may find that the sound does not operate properly. Use Windows applications for full use of sound capabilities.

### The recording function not working

1. Check software controls for recording sound: Start, Programs, Accessories, Multimedia (or Entertainment), Sound Recorder.

### U disk-ROM Drive Problems

1. Make sure the U disk is a bootable U disk
2. If you always want to boot from a U disk when one is present, check the boot order in BIOS Setup and follow the steps below-
  - From the Start menu, shut down, then power on the computer.
  - When you see the ORBIC logo, press Delete key to enter the BIOS Setup utility.
  - Open the Boot menu. The default boot sequence is usb flash drive.
  - If the default startup mode is changed, the OS is automatically updated after confirmation.
  - Reboot yourself after the update is complete.

## **No sound from the speakers**

1. Press Fn+F3 several times.
2. Click the speaker icon on the taskbar to ensure that Mute is not checked.
3. When you are playing video or game, you may find that the sound does not operate properly. Use Windows applications for full use of sound capabilities.

## **The recording function not working**

1. Check software controls for recording sound: Start, Programs, Accessories, Multimedia (or Entertainment), Sound Recorder.

## **U disk-ROM Drive Problems**

1. Make sure the U disk is a bootable U disk
2. If you always want to boot from a U disk when one is present, check the boot order in BIOS Setup and follow the steps below-
  1. From the Start menu, shut down, then power on the computer.
  2. When you see the ORBIC logo, press Delete key to enter the BIOS Setup utility.
  3. Open the Boot menu. The default boot sequence is usb flash drive.
  4. If the default startup mode is changed, the OS is automatically updated after confirmation.
  5. Reboot yourself after the update is complete.

## **The laptop is on, but the screen is blank**

1. Try pressing Fn+F10 to increase the contrast or Fn+F9 to decrease the contrast. (TFT displays do not require contrast control and therefore do not offer it.)
2. Press the power button if the computer is in sleep mode

## **The screen is difficult to read**

1. Check whether the display resolution is set to its default setting—1920×1080
2. If you have a separate display, try to press Fn+F9/ Fn+ F10 to decrease/increase the contrast.

If part of the Windows desktop is not visible and you have to scroll down to see the task bar.