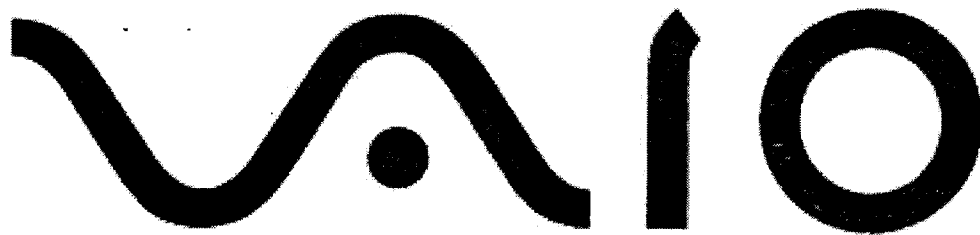


Sony
Notebook Computer
User Guide

PCG-705/707



SONY®

Notice to Users

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Safety Information

Owner's Record

The model number and serial number are located on the back of your Sony PC. Record the serial number in the space provided here. Refer to the model and serial number when you call your Sony Service Center.

Model Number: PCG-705/707

Serial Number: _____

- To prevent fire or shock hazard, do not expose your Sony PC to rain or moisture.
- Never install modem or telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations
- Never touch uninsulated telephone wire or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using the modem during an electrical storm.
- Do not use the modem or a telephone to report a gas leak in the vicinity of the leak.

! The use of optical instruments with this product will increase eye hazard.

Regulatory Information

Declaration of Conformity

Trade Name: SONY

Model No: PCG-705/707

Responsible Party:
Sony Electronics Inc.

Address:
1 Sony Drive
Park Ridge, NJ 07656

Telephone No.: 201-930-6970

Contact: Louis Mecseri

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 that may cause undesired operation.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

Only peripherals (computer input/output devices, terminals, printers, etc.) that comply with FCC Class B limits may be attached to this computer product. Operation with non-compliant peripherals is likely to result in interference to radio and television reception.

All cables used to connect peripherals must be shielded and grounded. Operation with cables, connected to peripherals, that are not shielded and grounded, may result in interference to radio and television reception.

FCC Part 68

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 equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

All applicable registration jack USCOs, any facility interface codes and service order codes associated with the services the equipment is to be connected.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total REN's, contact the telephone company to determine the maximum REN for the calling area.

If the terminal equipment (Notebook Computer PCG-705/707) causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't 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

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

If trouble is experienced with this equipment (Notebook Computer PCG-705/707), please contact 1-888-4SONYPC, or write to the Sony Customer Information Center, One Sony Drive, Park Ridge, NJ 07656 for repair and (or) warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you remove the equipment from the network until the problem is resolved.

Repair of this equipment should be made only by a Sony Service Center or Sony authorized agent. For the Sony Service Center nearest you, call 1-800-222-SONY (1-800-222-7669).

This equipment cannot be used on public coin service provided by the telephone company. Connection to Party Line Service is subject to state tariffs. (Contact the state utility service commission, public service commission or corporation commission for information.).

This equipment is compatible with certain hearing aids.


Telephone Consumer Protection Act of 1991

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains, in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your facsimile, see your fax software documentation.

DISPOSAL OF LITHIUM ION BATTERY

You can return your unwanted lithium ion batteries to your nearest Sony Service Center or Factory Service Center.

 In some areas the disposal of lithium ion batteries in household or business trash may be prohibited.

For the Sony Service Center nearest you call 1-800-222-SONY (United States only).

! Do not handle damaged or leaking lithium ion batteries

! Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instructions.

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

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Welcome

Congratulations on your purchase of the Sony Notebook Computer. Sony has combined leading-edge technology in audio, video, computing, and communications to provide you with state-of-the-art personal computing.

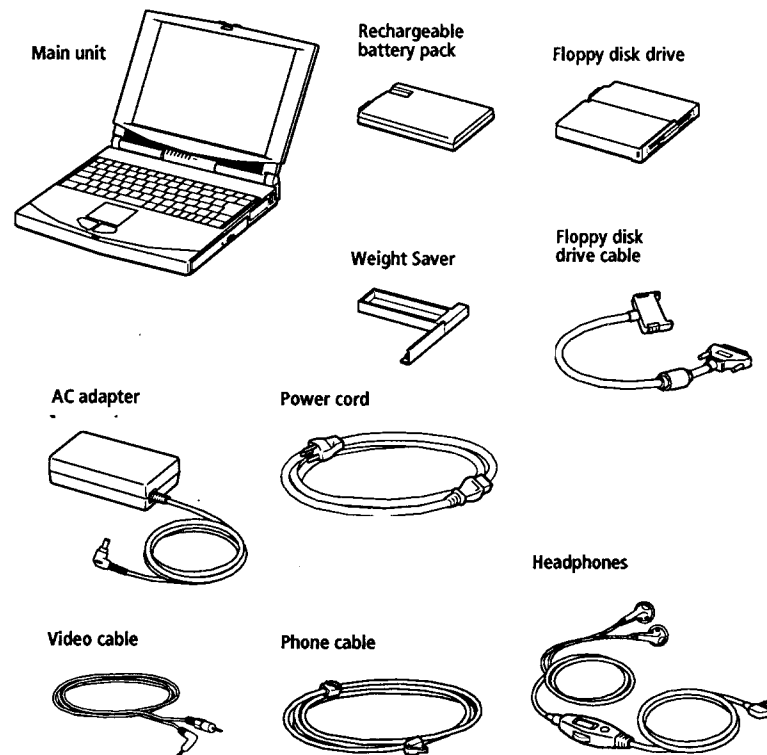
Here are just some of the features your Sony Notebook Computer has to offer.

- ❑ **Exceptional performance:** Your PC includes a fast Intel® Pentium® processor with MMX™ technology, a 14x (maximum performance) CD-ROM drive, and a 33.6 kbps full-duplex modem.
- ❑ **Portability:** The rechargeable battery pack provides two to three hours of use without AC power.
- ❑ **Sony audio and video quality:** High-quality, “Sony Tuned” MPEG1 video, which supports full-screen display (12.1-inch Active Matrix LCD screen) and enables you to take advantage of today’s advanced multimedia applications, games, and entertainment software.
- ❑ **Multimedia features:** Enjoy the stereo speakers or use the supplied headphones to listen to audio and video CDs. The headphones include a remote control. You can even listen to audio CDs when your computer is in suspend (sleep) mode.
- ❑ **Windows® 95:** Your system includes the latest operating system from Microsoft.
- ❑ **Communications:** Access popular online services, send e-mail, browse the Internet, and use the built-in speakerphone, answering machine, and fax features.
- ❑ **Excellent customer support:** Click the SOS icon to access Sony Online Support 24 hours a day, seven days a week. The SOS software enables a support representative to talk to you on the phone, perform remote diagnostics on your PC, and send you updates, all through a single phone call.

Setting Up Your Notebook Computer

Unpacking Your Computer

Remove the following hardware items from the box:

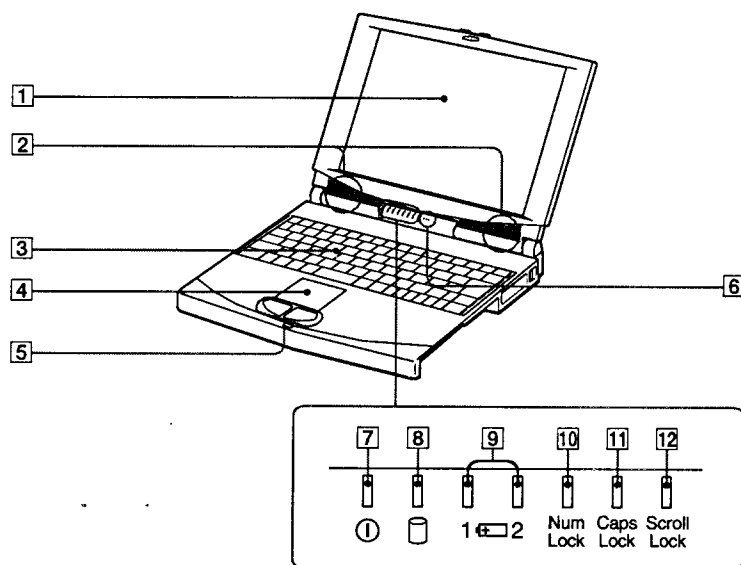


You can find the complete list of the items that come with your computer in the *About Your Sony Notebook Computer* guide.

Locating the Controls and Connectors

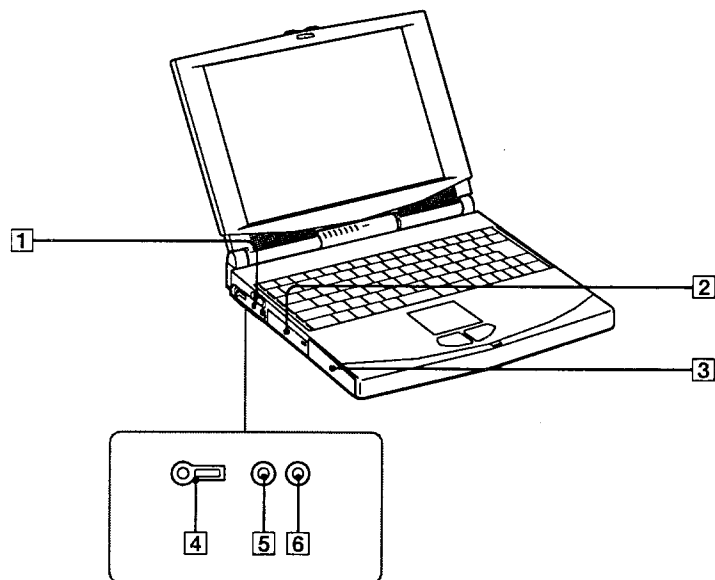
This section explains the controls and connectors available on your computer.




Front



- | | |
|-------------------------------------|--|
| 1 LCD screen (pages 39, 125) | 7 Power indicator (pages 35, 134) |
| 2 Speakers (page 27) | 8 Hard disk drive indicator (page 134) |
| 3 Keyboard (pages 29, 132) | 9 Battery 1/2 indicators (pages 100, 134) |
| 4 Touchpad (page 40) | 10 Num Lock indicator (page 135) |
| 5 Left/right button | 11 Caps Lock indicator (page 135) |
| 6 Microphone (page 28) | 12 Scroll Lock indicator (page 135) |

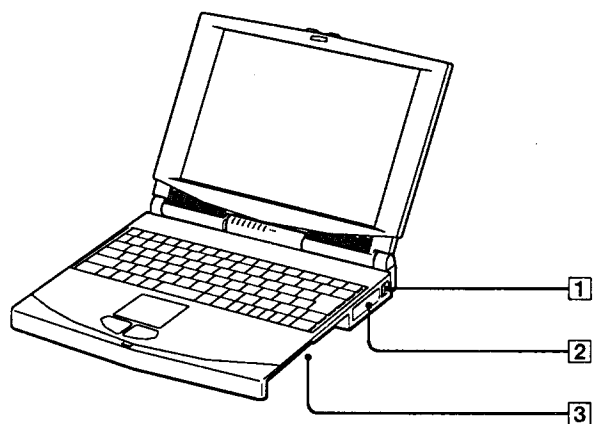
Left



- | | |
|------------------------------------|---|
| 1 Power switch (page 35) | 4  Headphones connector (page 22, 25) |
| 2 Hard disk drive | 5  Microphone connector (page 26) |
| 3 Battery bay (page 10, 19) | 6  Line In connector |



Right

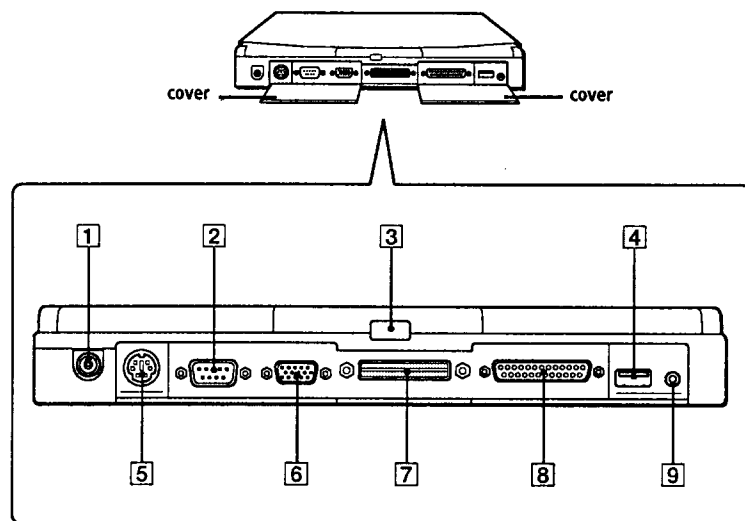


1 Phone line jack (page 8)

3 Drive bay (page 42)

2 PC card slots (page 51)

Back

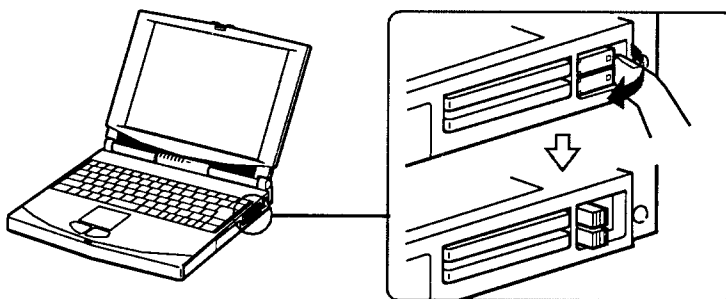


- | | | | |
|---|------------------------------------|---|---------------------------------|
| 1 | DC In (page 9) | 6 | Monitor connector (page 22) |
| 2 | Serial COM1 connector (page 31) | 7 | Docking station (page 14) |
| 3 | Infrared port (page 53) | 8 | FDD/Printer connector (page 30) |
| 4 | USB connector (page 33) | 9 | Video Out connector (page 25) |
| 5 | Mouse/Keyboard connector (page 29) | | |

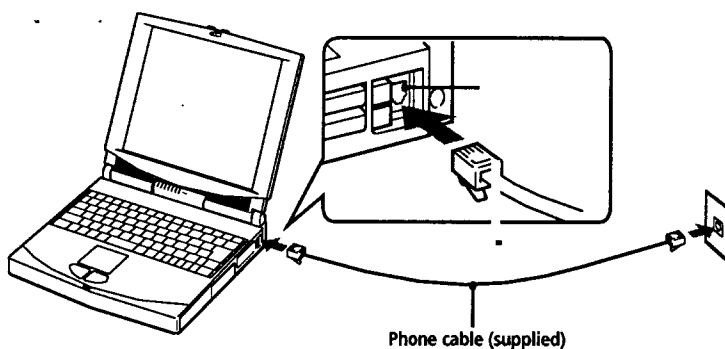
Connecting a Phone Line


You need to connect a phone line to take advantage of online services, the Internet, and Sony Online Support. The phone line also enables you to register your computer and software online.

- 1 Pull the PC card release buttons away from the computer.



- 2 Plug one end of the supplied phone cable into the phone line jack on the computer.
- 3 Plug the other end into the wall jack.



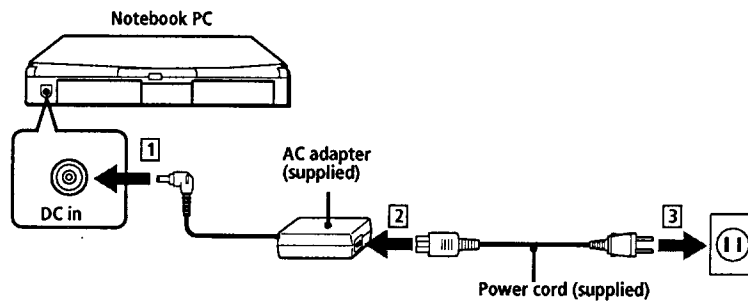
 Your computer does not work with party lines, cannot be connected to a coin-operated telephone, and may not work with multiple phone lines or a private branch exchange (PBX).

Connecting a Power Source

You can use either AC power or a rechargeable battery pack as a power source.

Using the AC Adapter

- 1 Plug the cable attached to the AC adapter into the DC In connector on the computer.
- 2 Plug one end of the power cord into the AC adapter.
- 3 Plug the other end of the power cord into an AC outlet.

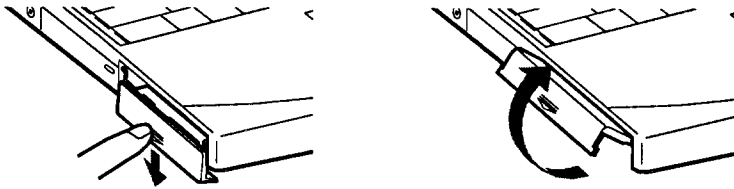


Using Battery Power

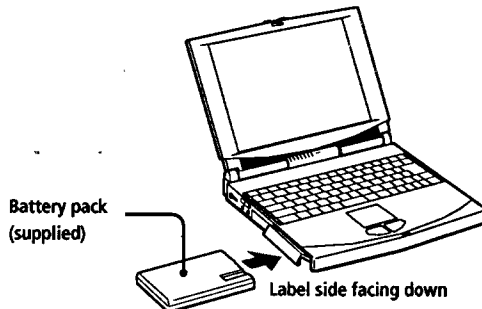
You can use one or two battery packs as a source of power. A second battery pack can be inserted into the drive bay on the right side of the computer. (See "Using a Second Battery Pack" on page 55.) Additional battery packs are available as a separate option.

To insert the battery pack

- 1 Open the cover of the battery bay.



- 2 Insert the battery pack into the battery bay on the left side of the computer.



- 3 Close the cover of the battery bay.

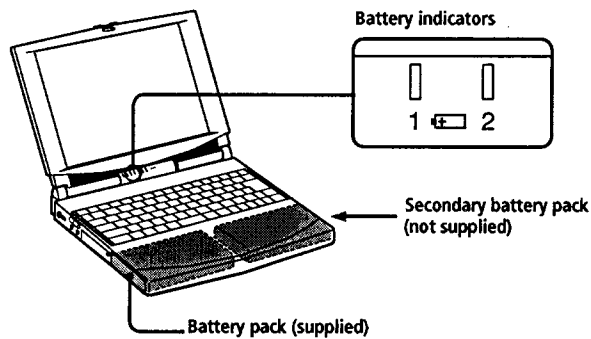
To charge the battery pack

- 1 Connect the AC adapter to the computer.
- 2 Insert the supplied battery pack.

The computer automatically charges the battery (the battery indicator light flashes while the battery is charging). When the battery is 85% charged, the battery indicator light turns off. This process takes approximately one and a half hours. To charge the battery completely, continue charging for an additional hour.

A fully charged battery pack supplies power for approximately two to three hours. See “Displaying Detailed Battery Information” on page 101 for information on checking the battery life.

There are two battery indicator lights on the computer:



Battery Indicator	Meaning
1	Indicates the status of the battery pack in the battery bay on the left side of the computer.
2	Indicates the status of the battery pack in the drive bay on the right side of the computer.

Battery Indicator Light Status	Meaning
On	The computer is using battery power.
Flashing quickly	The battery is running out of power.
Flashing slowly	The battery is charging.
Off	The computer is using AC power.

See “Using a Second Battery Pack” on page 55 for information on installing and charging a battery pack in the drive bay.

When two battery packs are inserted, the battery pack inserted first is charged first. The battery pack inserted second is charged when the first battery pack is 85% charged. You can determine which battery pack is being charged by the battery indicator light status.

Keep the battery pack in the computer while it is directly connected to AC power. The battery pack continues to charge while you are using the computer.

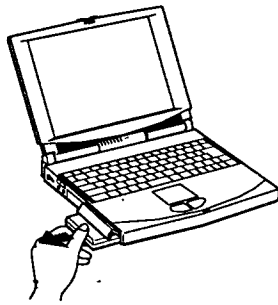
You can extend battery life by changing the power management modes in the PowerPanel utility. See "Controlling Power Management" on page 97.

The battery pack supplied with your computer is a lithium ion battery and can be recharged at any time. Charging a partially discharged battery does not affect battery life.

The battery indicator light is on while you use the battery pack as a power source. When battery life is nearly over, the battery indicator starts flashing.

To remove the battery pack

- 1** Open the cover of the battery bay.
- 2** Pull out the battery pack.



- 3** Close the cover of the battery bay.

Connecting Additional Peripherals

You can add functionality to your computer by connecting any of these peripherals:

- Docking station (page 14)
- External display (page 22)
- External speakers (page 27)
- External microphone (page 28)
- External mouse or keyboard (page 29)
- Printer (page 30)
- Digital still camera or other serial device (page 31)
- Digital video camera recorder (page 32)
- Universal serial bus (USB) device (page 33)

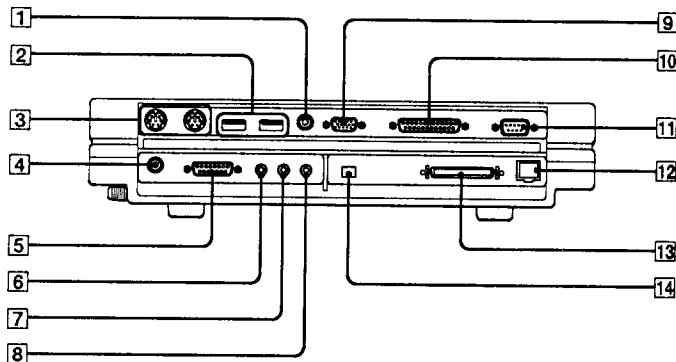
 Before you connect peripherals, turn off the computer and all peripherals.

Connect the power cord only after connecting all cables.

Turn on the computer only after turning on all peripherals.

Connecting the Docking Station

Attaching an optional docking station enables you to connect additional peripherals as shown below. There are two types of docking station: the Personal Docking Station and the Network Docking Station. The Personal Docking Station does not include the SCSI, Network (ethernet), and DV In/Out connectors.



- | | | | |
|---|--------------------------|----|----------------------------------|
| 1 | Video Out (page 25) | 8 | Line Out |
| 2 | USB * (page 33) | 9 | Monitor (page 22) |
| 3 | Mouse/Keyboard (page 29) | 10 | Printer |
| 4 | DC In (page 9) | 11 | IO/Serial COM1 (page 31) |
| 5 | Game | 12 | Network (ethernet) [†] |
| 6 | Microphone (page 26) | 13 | SCSI [†] |
| 7 | Line In | 14 | DV In/Out (page 32) [†] |

* USB ports are included to provide state-of-the-art technology. Your operating system supports a limited number of USB devices. You may need to install software (device drivers) supplied with your USB device before using the USB device.

[†] Network docking station only.

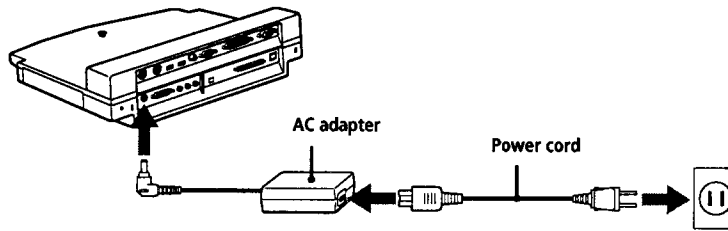
⚠ When your computer is connected to the docking station, you cannot use the system suspend or save to disk power saving modes.


To listen to audio CDs through the computer's built-in speakers, insert the CD-ROM drive into the computer's drive bay. Audio from a CD in the docking station's drive bay cannot be heard through the built-in speakers.

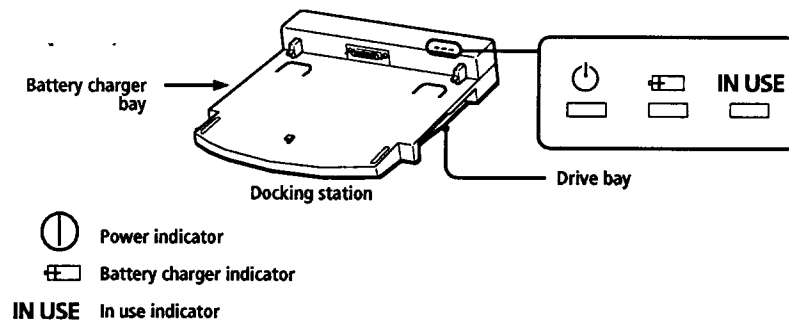
To attach your computer to the docking station

To supply power to your computer while it is connected to the docking station, you can connect the supplied AC adapter directly to the docking station.

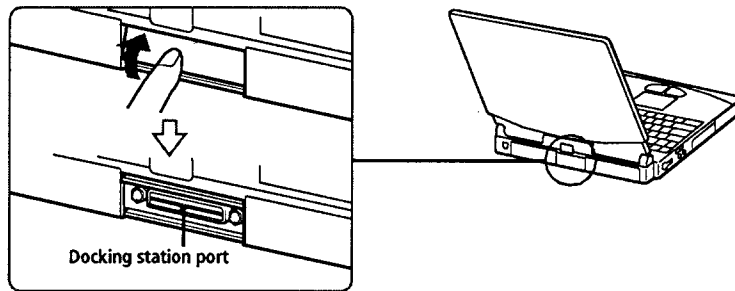
- 1 Turn off your computer and disconnect all peripherals.
- 2 Plug the cable attached to the AC adapter into the DC In connector on the docking station. Plug the power cord into the AC adapter and an AC outlet.



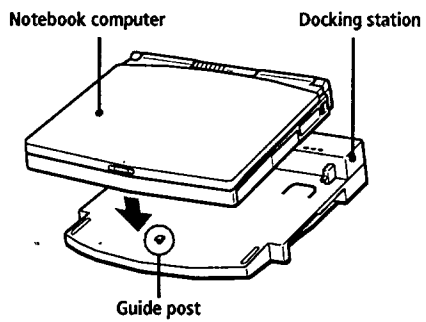
The  power indicator light turns green.



- 3** On the back of the computer, lift the cover that protects the docking station port.

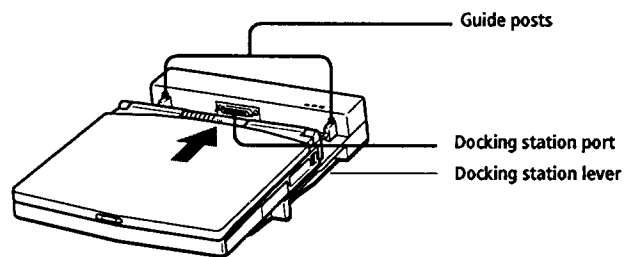


- 4** Align the indentation on the bottom of the computer with the guide post on the docking station.



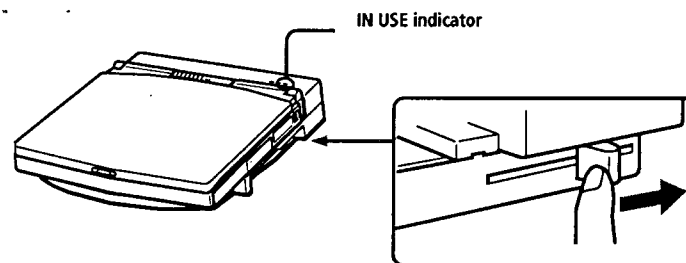
- 5** Make sure the docking station lever is pulled all the way forward.
- Slide the computer in the direction of the arrow until the computer clicks into place. Connect the docking station port on the computer to the port on the docking station.

Make sure that the guide posts on the docking station are aligned so that they enter the corresponding openings on the back of the computer.



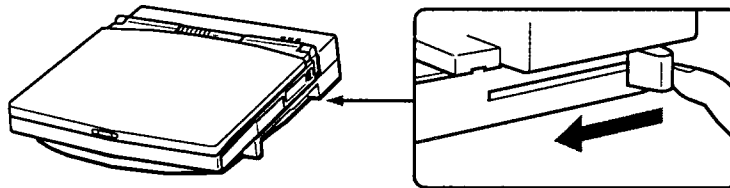
- 6** Slide the docking station lever all the way to the rear to secure your computer in the docking station.
- 7** Turn on the computer.

The **IN USE** indicator light turns on.

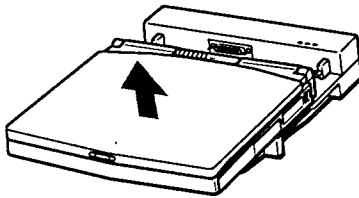


To remove your computer from the docking station when the power is off

- 1 Turn off your computer and the connected peripherals.
- 2 Slide the docking station lever forward until the lever stops once. Continue to slide the lever forward until the computer is disengaged from the docking station.



- 3 Lift the computer away from the docking station.




- 4 Close the docking station port cover on the back of your computer.

To remove your computer from the docking station when the power is on

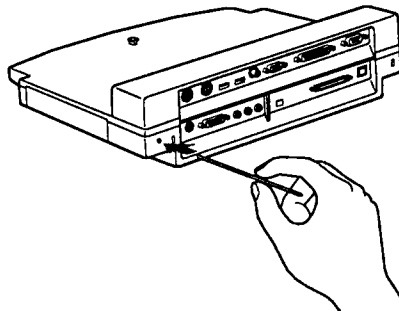
- 1 On the Start menu, select Eject. Alternatively, press Fn+F9.

The **IN USE** indicator turns off. If you press Fn+F9, the computer beeps once.

 Do not remove the computer before the **IN USE** indicator light turns off. Removing the computer before the light turns off may cause malfunction.

- 2 Slide the docking lever forward until the lever stops once.
- 3 Lift the computer away from the docking station.
- 4 Close the docking station port cover on the back of your computer.

⚠ If the docking station lever does not move, turn off your computer and insert a sharp, pointed object into the manual eject hole on the rear of the docking station.

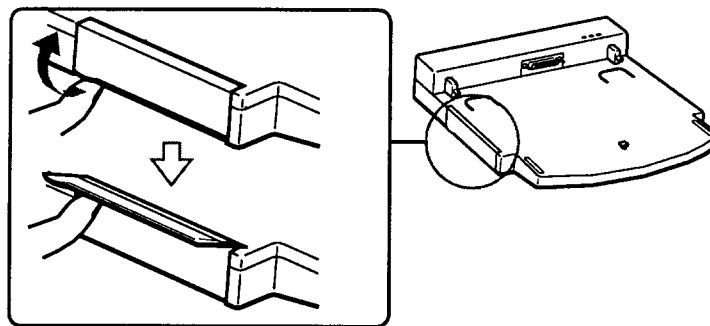


To charge a battery pack using the docking station

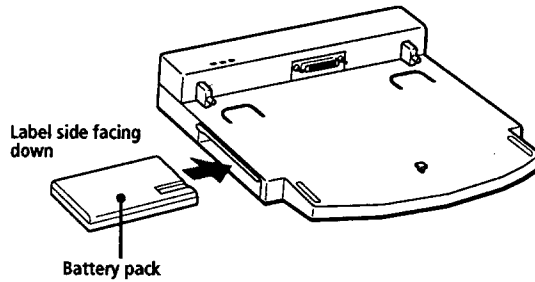
The docking station can be used as a battery charger. Just connect the docking station to an AC outlet and insert the battery pack into the docking station charger bay.

To insert a battery pack

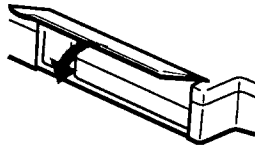
- 1 Open the cover of the battery charger bay.




- 2 Insert the battery pack.



- 3 When the battery pack is fully inserted, close the cover.

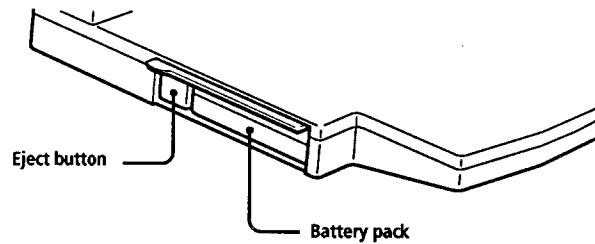


The docking station automatically charges the battery. The  battery charger indicator light is on while the battery is charging. When the battery is fully charged, the battery charger indicator light turns off.

The battery pack can be recharged as long as the docking station is connected to AC power.

To remove the battery pack

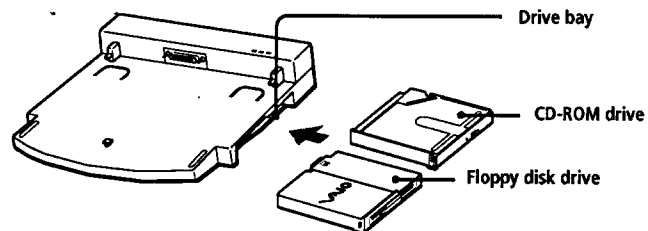
- 1** Open the cover of the battery charger bay.
- 2** Press the Eject button.



- 3** Pull out the battery pack.
- 4** Close the cover of the battery charger bay.

To insert the CD-ROM or floppy disk drive into the docking station

You can use the supplied CD-ROM drive or the floppy disk drive in the docking station. By using the drive bays in both the computer and the docking station, you can use the CD-ROM drive and the floppy disk drive at the same time.



 Turn off the computer before inserting or removing the drive.

To remove the drive

There is an Eject lever on the bottom of the drive. Slide the lever in the direction of the arrow.


 Remove the floppy disk before you remove the floppy disk drive.

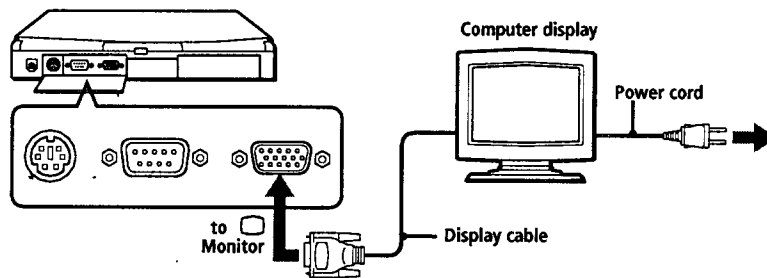
Connecting an External Display

You can connect an external display to your notebook computer. For example, you can use the computer with a:

- ❑ Computer display (monitor) (page 22)
- ❑ Multimedia computer display (page 23)
- ❑ Projector (page 24)
- ❑ TV (page 25)

To connect a computer display

- ❑ Use the  symbol on the back of the computer to locate the Monitor connector. Plug the display cable into this port on the back of the computer.
- ❑ If necessary, plug one end of the display power cord into the display, and the other end into an AC outlet.

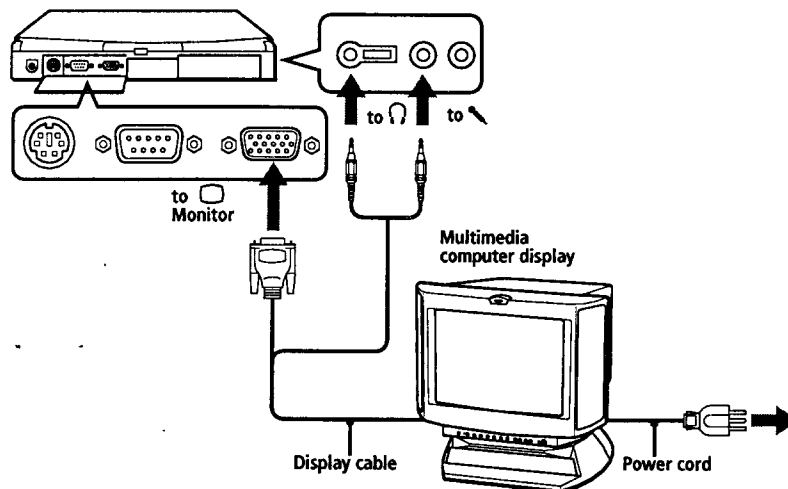


 See the manual that came with your computer display for more information on installation and use.

To connect a multimedia computer display

You can connect the notebook computer to a multimedia computer display that includes built-in speakers and a microphone.

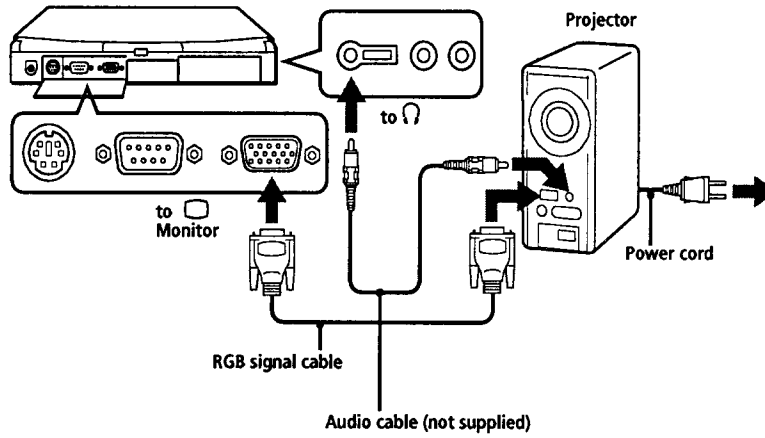
- 1 Use the □ symbol to locate the Monitor connector. Plug the display cable into this connector.
- 2 Use the ♫ symbol to locate the Headphones connector. Plug the speaker cable into this connector.
- 3 Use the 🗣️ symbol to locate the Microphone connector. Plug the microphone cable into this connector.



➤ See the manual that came with your multimedia computer display for more information on installation and use.

To connect a projector

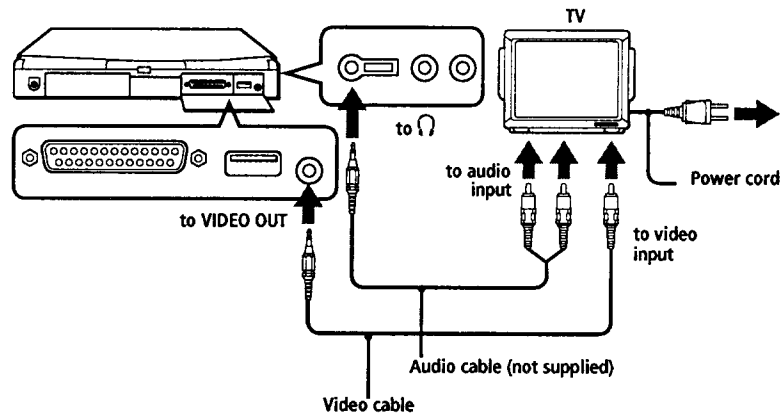
You can use a projector as an external display, such as Sony's LCD Projector.



See the manual that came with your projector for more information on installation and use.

To connect a TV

You can connect a TV that has audio and video connectors by using optional A/V connecting cables.



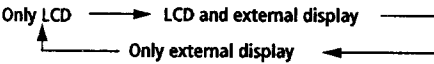
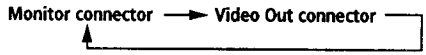
See the manual that came with your TV for more information on installation and use.



To select a display

When you connect an external display to the monitor connector, you can toggle the output among the Liquid Crystal Display (LCD) the external monitor, or both devices. When you use the Video Out connector to send the output to a TV, you can toggle between the LCD and the TV.

Use the following keys to select a display. See also "Selecting the Display Mode" on page 103 for more information.

To	Press	Result
Switch to the VGA monitor	Fn+F7	Toggles among the LCD, the external display connected to the Monitor connector, and both the LCD and external display. 
Select LCD or TV	Fn+F8	Toggles between the LCD and TV (the display connected to the Video Out connector). 


Connecting External Speakers

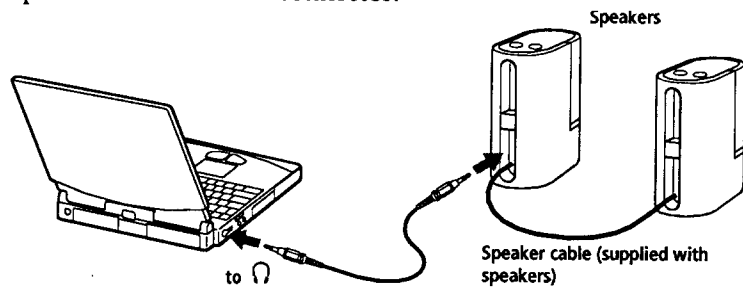
You can enhance the sound quality of your computer by connecting external speakers.

⚠ Make sure your speakers are designed for computer use.

Turn down the volume of the speakers before you turn them on.

To connect external speakers


- Use the  symbol to locate the Headphones connector. Plug the speaker cable into this connector.




⚠ See the manual that came with your speakers for more information on installation and use.

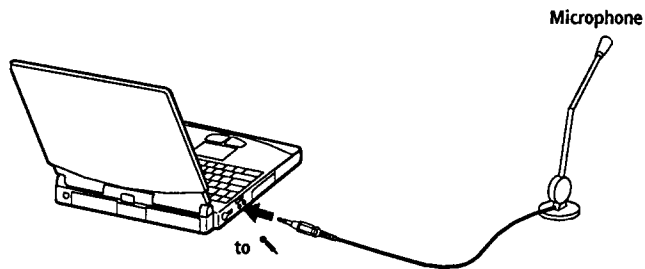
Connecting an External Microphone


You can enhance the quality of sound input by using an external microphone.

 Make sure your microphone is designed for computer use.

To connect an external microphone

- Use the  to locate the Microphone connector. Plug the microphone cable into this connector.






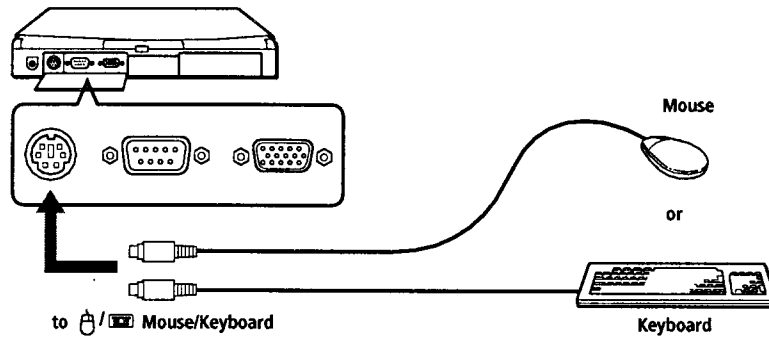
 See the manual that came with your microphone for more information on installation and use.

Connecting an External Mouse or Keyboard

You can connect an external mouse or keyboard to your computer. To connect both a mouse and a keyboard, use the docking station (see "Connecting the Docking Station" on page 14). The Mouse/Keyboard connector requires a PS/2-style plug or adapter.

To connect an external mouse or keyboard

- ❑ Use the  /  symbol to locate the Mouse/Keyboard connector. Plug the keyboard cable or mouse cable into this connector with the  mark facing up.



➤ See "Using Your Notebook Computer" on page 35 for more information on using the keyboard.

See the manual that came with your mouse or keyboard for more information on installation and use.


Before you connect or disconnect the mouse or keyboard, turn off the computer.

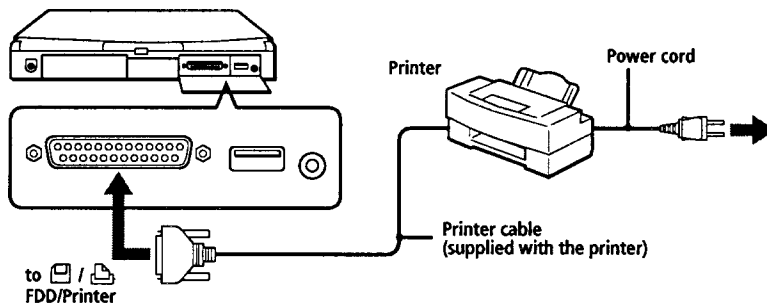
To use a mouse connected to the Serial port, make sure the mouse is compatible with the Serial port.

Connecting a Printer

You can connect a Windows 95-compatible printer to your computer to print documents.

To connect a printer

- Use the  symbol to locate the FDD/Printer connector. Plug the printer cable (supplied with the printer) into this port on the computer.




 See the manual that came with your printer for more information on installation and use.

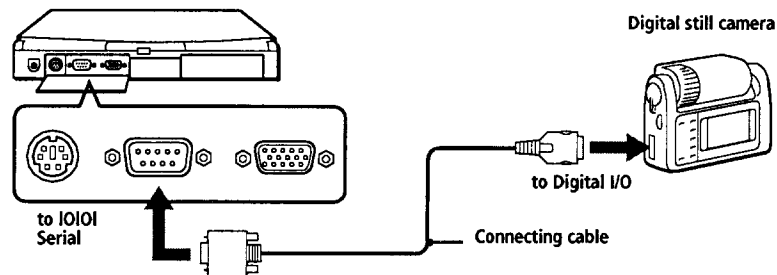
Before using the printer, you may need to change the FDD/Printer setting in the Sony Notebook Setup software. See "Setting Up Your Notebook Computer" on page 3.

Connecting a Digital Still Camera or Other Serial Device

You can connect other computer peripherals, such as Sony's Digital Still camera, to the Serial connector on your computer.

To connect a digital still camera

- Use the  symbol to locate the Serial connector. Plug the connecting cable into this port on the computer and into the Digital I/O connector on the digital still camera.



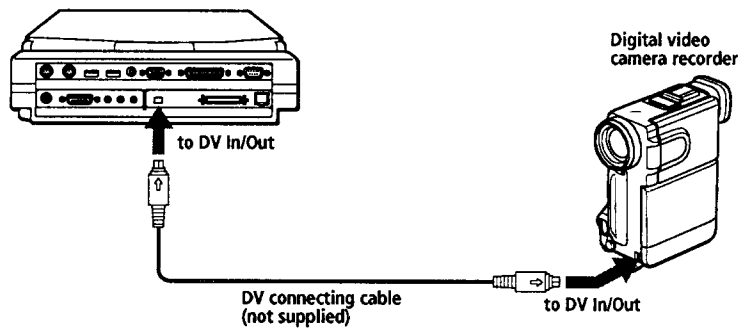
- ⚠ Sony's Digital Still camera (DSC-F1) is pictured; your camera may need to be connected differently.
- ▾ See the manual that came with your digital camera or other serial device for more information on installation and use.
- ▾ You can connect the DSC-F1 either to the Serial port or by using an infrared communication.
- ▾ If you use a digital camera that has an infrared data communication system or other infrared communication device, see "Using Infrared Communication Devices" on page 53.

Connecting a Digital Video Camera Recorder

You can connect a digital video camera recorder to the DV In/Out connector on the docking station.

To connect a digital video camera recorder

- Plug the DV connecting cable into the DV In/Out connector on the rear of the docking station and the DV In/Out connector on the digital video camera recorder.



⚠ Sony's digital video camera recorder (DCR-PC7) is pictured; your digital video camera recorder may need to be connected differently.

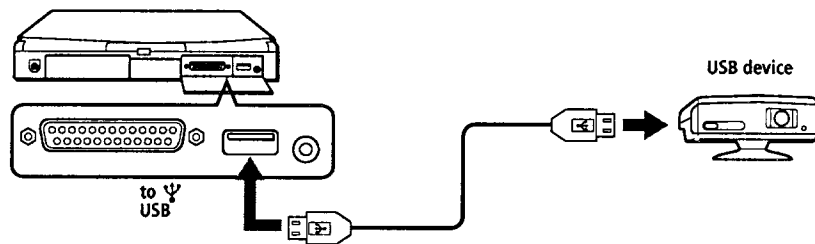
See the manual that came with your digital video camera recorder for more information on installation and use.

Connecting a Universal Serial Bus (USB) Device

You can connect a USB device to your computer.

To connect a USB device

- Use the Ψ symbol to locate the USB connector. Plug the USB cable into this port.



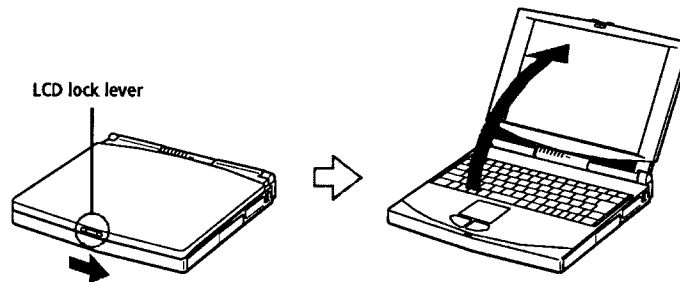
- ✎ USB ports are included to provide state-of-the-art technology. You may need to install software (device drivers) supplied with your USB device before using the USB device.
To use your USB device, you must install the USB supplemental software using your Sony Application Recovery utility.
See the manual that came with your USB device for more information on installation and use.

Using Your Notebook Computer

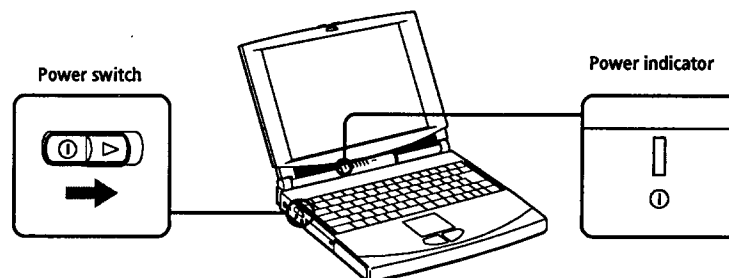
This section describes how to start using your computer and how to use your computer's internal and external devices, such as the touchpad, floppy disk drive, and CD-ROM drive.

Starting Your Computer

- 1 Slide the LCD lock lever in the direction of the arrow, and lift the cover.



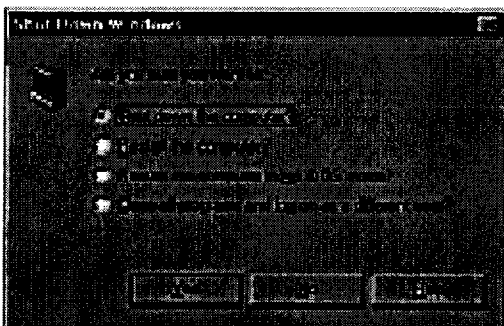
- 2 Slide the power switch on the left side toward the front of the computer until the power indicator light turns on.



Shutting Down Your Computer

! To avoid potential loss of data, follow these steps to shut down your computer.

- 1 Click the Start button on the Windows 95 taskbar.
- 2 Click Shut Down at the bottom of the Start menu to display the Shut Down Windows dialog box.



- 3 Select Shut Down the Computer.
 - 4 Click Yes.
- Respond to any prompts warning you to save documents.
- 5 Wait for your computer to turn off automatically.
 - 6 Turn off any peripherals connected to your computer.

⚠ If you are unable to shut down your computer using the steps described above, press the Ctrl+Alt+Delete keys at the same time to restart the computer. If you are unable to restart the computer in this way, you can slide the power switch forward and hold for four seconds. This operation may result in data loss.

During a period of inactivity, you can conserve battery life by using system suspend mode. See "Controlling Power Management" on page 97.

Registering Windows® 95

The first time you turn on your computer, you need to complete a few steps to register and configure the Windows 95 software that is already installed on your computer.

 You must register Windows 95 before you can use the computer.

The on-screen instructions guide you through the registration and configuration process. The following is an overview of the process.

1 Gathering information:

- Enter your name.
- Read and accept the License Agreement.
- Enter your Certificate of Authenticity number located on the cover of the *Introducing Windows 95* manual.

2 Windows 95 setup:

- Click the Finish button on the Windows 95 Setup Wizard screen.

3 Selecting your computer settings:

- If necessary, change the Time Zone, Date and Time on the Date/Time Properties screen.

4 Learning about Windows 95:


- If you want, take the tour of Windows 95.

Registering Your Computer

You can take advantage of Sony's commitment to quality customer support and receive the following benefits by registering your computer with Sony:

- ❑ **Sony Online Support** – Talk to a Support Representative to troubleshoot problems you may be having with your computer.
- ❑ **Limited Warranty** – Protect your investment. See the Limited Warranty Card for details.
- ❑ **Express service** – Provides convenient resolution of problems.

Follow these steps to use the Sony notebook computer's online registration service.

 You must connect your phone line before using any online services, including the online registration service. See "Connecting a Phone Line" on page 8.

- 1** Enter the information requested on the first online registration form. Press the Tab key to move from box to box.
- 2** Click the Next button to advance to the next form.
- 3** Complete the remaining forms by clicking the Next button each time you complete a form.
- 4** Click the Register Now button to register your computer. Your computer automatically transfers your registration information using your built-in modem and a toll-free telephone number.

Adjusting the Brightness

You can adjust the brightness and contrast of the display by using the following keyboard keys.

To	Press
Increase the brightness	Fn+F5 and then ↑ or Fn+F5 and then →
Decrease the brightness	Fn+F5 and then ↓ or Fn+F5 and then ←

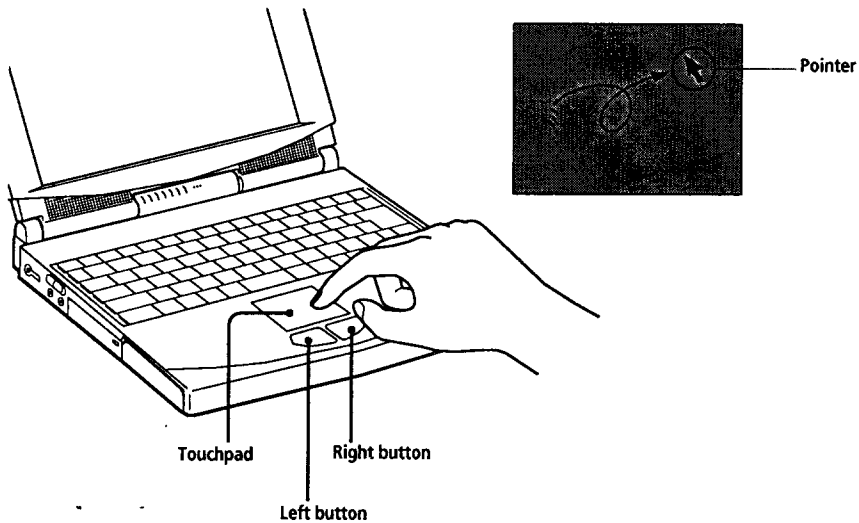
Adjusting the Volume

You can adjust the speaker volume by using the following keyboard keys.

To	Press
Increase the volume	Fn+F4 and then ↑ or Fn+F4 and then →
Decrease the volume	Fn+F4 and then ↓ or Fn+F4 and then ←

Using the Touchpad

The keyboard contains a cursor-pointing device called a touchpad. You can point to, select, drag, and scroll objects on the screen using the built-in touchpad. With the touchpad, you have the option to press the left or right buttons, or tap the pad.



Actions	Descriptions
Point	Place the pointer on an item or object.
Click	Tap the touchpad with one finger once or press the left button once.
Double-click	Tap the touchpad with one finger twice or press the left button twice.
Drag	Tap once quickly and then move your finger on the touchpad. Or, move one finger while holding down the left button. Use this action to select text and move objects.
Click the right button	Tap the touchpad with three fingers once or press the right button once. In many applications, this action displays a shortcut menu of context-sensitive choices.
Scroll	Move your finger along the right edge of the touchpad.



Notes on Mouseware

See Mouseware Help for information on additional features of the touchpad, such as middle button click and Wheel Mouse functionality.

To access Mouseware Help:

- 1** Click the Start button.
- 2** Point to Settings and click on Control Panel.
- 3** Double-click the Mouse icon.
- 4** Click the Help button on the Mouse Properties screen.

Using the Floppy Disk Drive



There are two ways to connect the supplied floppy disk drive to your computer:

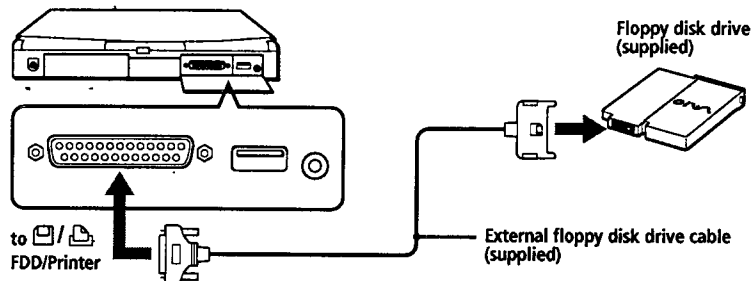
- ❑ Externally, by connecting it to the computer's FDD/Printer connector.
- ❑ Internally, by inserting it into the drive bay.

The CD-ROM drive is inserted into the drive bay at the factory. If you want to use both the CD-ROM and the floppy disk drive at the same time, use the floppy disk drive as an external drive.

If you connect the floppy disk drive externally while your computer is on, use the Sony Notebook Setup utility to select Floppy Disk Drive. See "Displaying the Sony Notebook Setup Screen" on page 95 for details.

To connect the floppy disk drive externally

- ❑ Connect the floppy disk drive to the  /  FDD/Printer connector using the supplied external floppy disk drive cable.

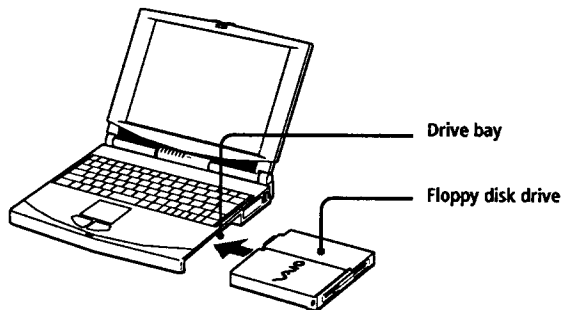


To insert the floppy disk drive

- 1** Turn off the computer.
- 2** If another device is in the drive bay, remove the device.

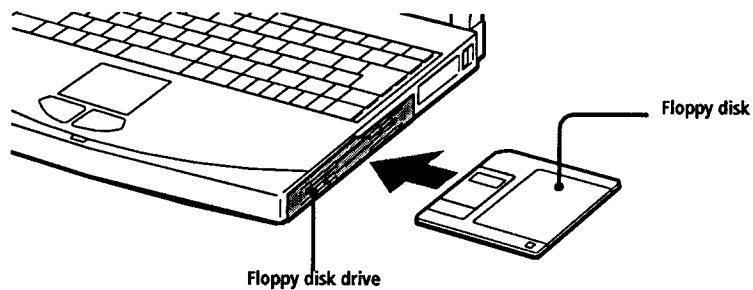
There is an Eject lever on the bottom of the CD-ROM drive. To remove the CD-ROM drive, turn off the computer, and slide this lever in the direction of the arrow.

- 3** Insert the floppy disk drive into the drive bay with the VAIO label facing up.



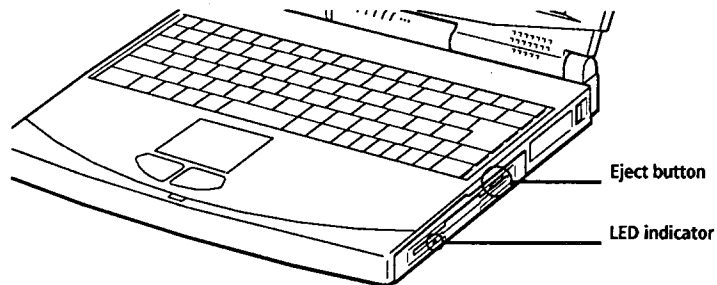
To insert a floppy disk


- 1** Hold the floppy disk with the label side facing up.
- 2** Gently push the floppy disk into the drive until it clicks into place.



To remove a floppy disk

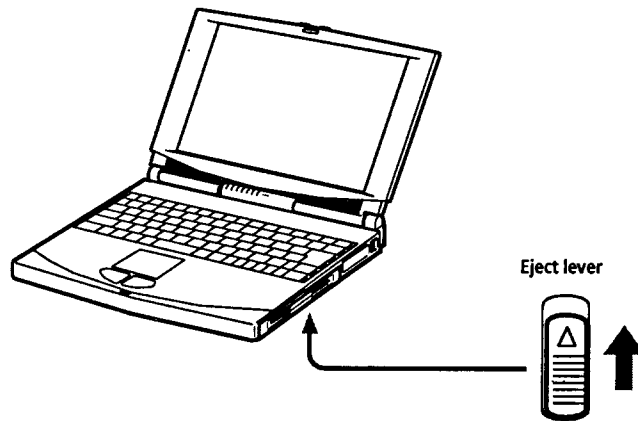
- When you finish using the floppy disk, press the Eject button to remove the floppy disk.



 If you have difficulty removing a floppy disk from the floppy disk drive, remove the floppy disk drive from the drive bay.

To remove the floppy disk drive

- Turn off the computer before removing the floppy disk drive.
- There is an Eject lever on the bottom of the floppy disk drive. To remove the floppy disk drive, slide this lever in the direction of the arrow.

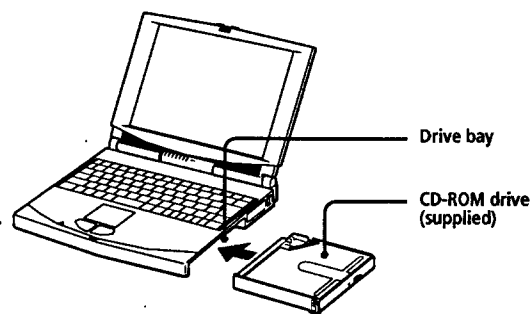


Using the CD-ROM Drive

The supplied CD-ROM drive is inserted at the factory. You can remove it so that you can use other devices in the drive bay.


To insert the CD-ROM drive

- 1 Turn off the computer.
- 2 If another device is in the drive bay, remove the device.
There is an Eject lever on the bottom of the floppy disk drive. To remove the floppy disk drive, slide this lever in the direction of the arrow.
- 3 Insert the CD-ROM drive into the drive bay with the label side facing up.



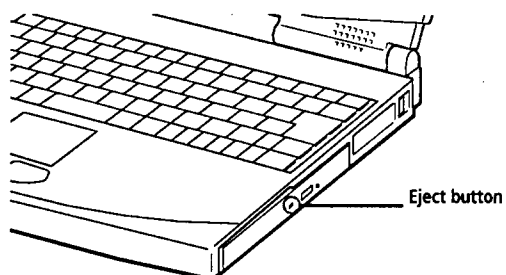
To insert a CD-ROM disk

- 1 Turn on the computer.

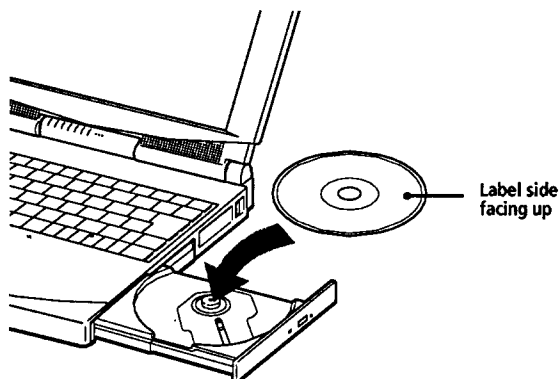
 When the computer is in system suspend or system save to disk mode, you cannot insert a CD-ROM disk. See "Controlling Power Management" on page 97 for more information on system suspend and system save to disk modes.

- 2** Press the Eject button to open the CD-ROM drive.


The CD tray slides out.



- 3** Place the CD-ROM disk in the tray with the label side facing up.



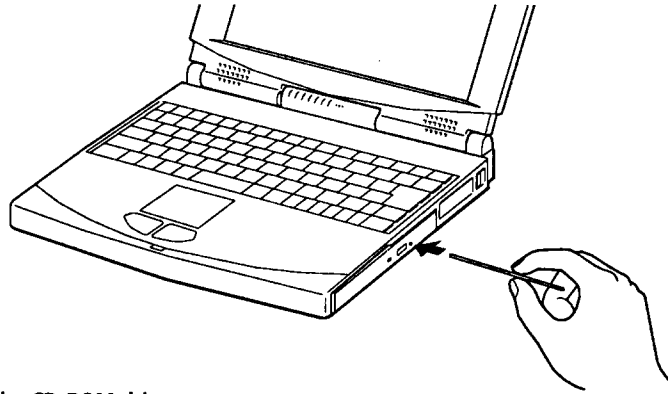
- 4** Close the tray by pushing it gently.

 Be sure to seat the CD-ROM disk firmly over the CD-ROM drive hub fingers. Failure to do so could damage your CD-ROM drive.

When you finish using the CD-ROM, press the Eject button to remove the CD-ROM disk.

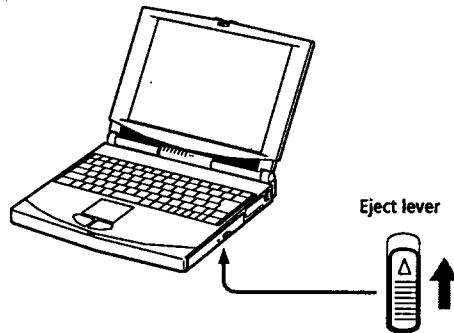
When the computer is in system suspend or system save to disk mode, you cannot remove a CD-ROM disk. See "Controlling Power Management" on page 97 for more information about system suspend and system save to disk modes.

⚠ If the CD-ROM disk does not come out after you press the Eject button, turn off the computer and insert a sharp, pointed object into the manual eject hole.



To remove the CD-ROM drive

- ❑ Turn off the computer before removing the CD-ROM drive.
- ❑ There is an Eject lever on the bottom of the CD-ROM drive. To remove the CD-ROM drive, slide this lever in the direction of the arrow.




Using the Headphones with Remote Control

Your computer includes headphones, which you can use to listen to audio and video CDs. You can listen to audio CDs even when your computer is in system suspend mode.


To use the remote control when your computer is active, you must use the Music/Movie Player software. To use the remote control when your computer is in system suspend mode, follow the directions in the next section.

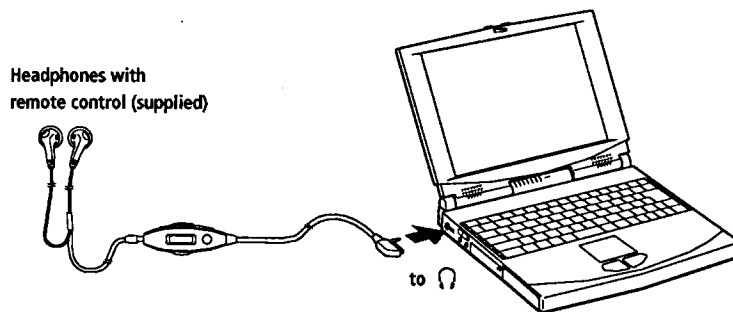
See "Using the Music/Movie Player" on page 93 for more information on how to play audio CDs.


To listen to audio CD's in system suspend mode

- 1 Connect the micro-plug of the headphones to the headphone remote control, not to the  Headphone connector of the computer.

Connect the headphones firmly to the remote control. A loose connection may cause noise during playback.

- 2 Connect the headphone remote control to the  Headphone connector on the computer.



- 3 While holding down the Fn key, press Esc.
The computer enters system suspend mode.
- 4 Press the  Stop button on the remote control.

5 Press the Eject button to open the CD-ROM drive.

The CD Tray slides out.

6 Place the audio CD in the tray and close the tray by gently pushing the tray.

7 Press the ► Play button on the remote control.

Playback begins.

To stop playback, press the ■ Stop button and press the Eject button on the CD-ROM drive. Then remove the audio CD.

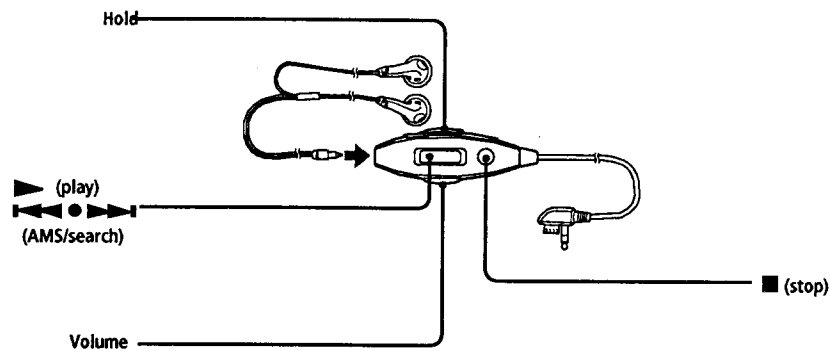
See "Controlling Power Management" on page 97 for more information about system suspend mode.

To recover from system suspend mode, press any key on the keyboard.

Use only the supplied headphone remote control. You cannot operate this computer with the remote control supplied with other models.

To remove an audio CD from the CD-ROM drive, remove the CD within one minute after pressing the ■ Stop button on the remote control. If the CD tray does not open, press the ■ Stop button and try again.

Using the Remote Control to Play an Audio CD



To	Press
Find the beginning of the current track (AMS*)	◀◀ (◀◀ side of ▶) once**
Find the beginning of previous tracks (AMS)	◀◀ (◀◀ side of ▶) repeatedly**
Find the beginning of the next track (AMS)	▶▶ (▶▶ side of ▶) once**
Find the beginning of succeeding tracks (AMS)	▶▶ (▶▶ side of ▶) repeatedly**
Go forward quickly	Hold down ▶▶ (▶▶ side of ▶) **
Go backwards quickly	Hold down ◀◀ (◀◀ side of ▶) **

*AMS = Automatic Music Sensor


**These operations are possible in both the play and pause modes.

Using the Hold Switch

You can use the Hold switch to lock the controls of the headphone remote control. When you are not using the headphone remote control, slide Hold in the direction of the arrow. To unlock, slide Hold back.

Using PC Cards

Your computer includes two PC card slots. PC cards allow you to connect portable external devices, such as another hard disk drive, additional memory, or to connect a network.

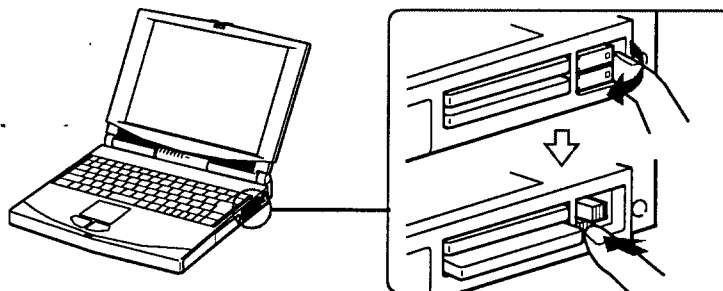
 The PC card slots can accommodate (at the same time) two Type I, two Type II, or one Type III PC card. These slots are compatible with Card Bus. The lower slot is compatible with ZV (Zoomed Video) port.

To insert a PC card

Use the lower slot for Type III PC cards.

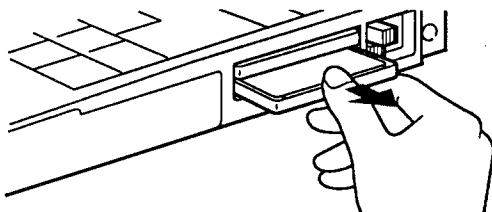
 You do not need to shut down the computer before inserting or removing a PC card.

- 1 Pull the PC card release button up away from the computer and push it in.

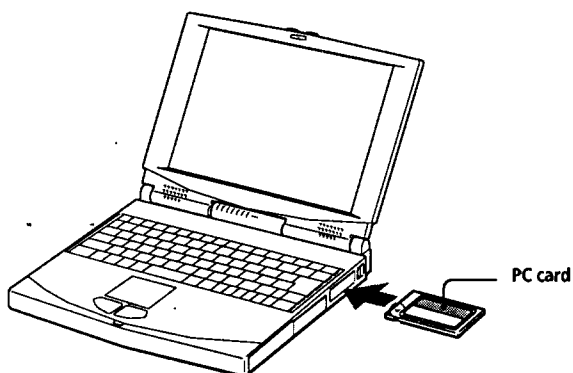


- 2 Remove the PC card slot protector.

When you use a Type III PC card, you need to remove both the top and bottom PC card slot protectors.



- 3 Insert the PC card into the PC card slot, label side facing up. Gently push the card into the slot until the card is fixed into the connector. The release button comes out.



 Do not force a card into the slot. It may damage the connector pins.

If you have difficulty inserting a card, check that you are inserting the card with the correct orientation.

To remove a PC card

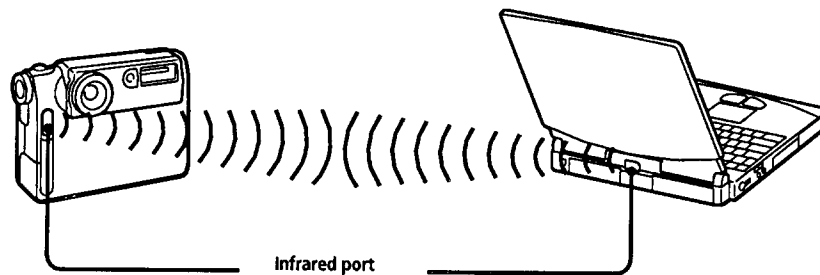
- 1 Pull the PC card release button up and press it.
- 2 Gently grasp the card and pull it out.
- 3 Insert the PC card slot protector back into the empty slot.

Using Infrared Communication Devices

Your computer includes an infrared port, located on the back panel. You can use this port to communicate with other infrared-equipped devices with compatible protocols, such as a digital still camera or other computers.

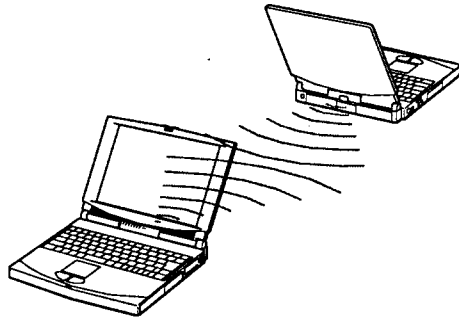
To use infrared communication with a digital still camera

Align the infrared ports on the computer and the digital camera so that they are in a direct line.



To use infrared communication with another computer

Align the infrared ports on the two computers so that they are in a direct line.



Check the Status tag of the Infrared Monitor in the Windows Control Panel to determine if the infrared device is detected.

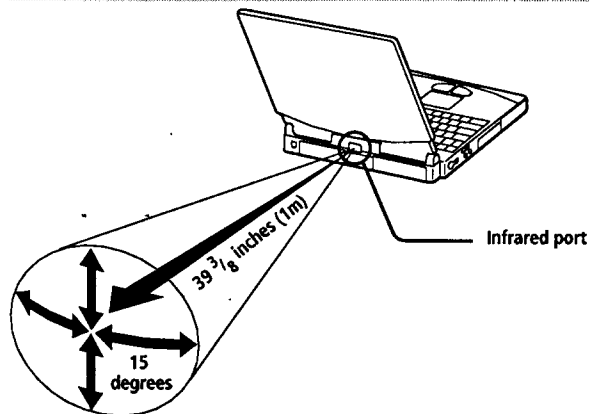
If the two devices are too far apart or too close together, data transfer may be interrupted or there may be noise in the transmission.

Do not cover the infrared ports with your hand or any other objects.

Avoid direct sunlight, fluorescent light, or flashing incandescent light close to the infrared ports.

See the manual that came with your digital still camera or other infrared communication device for more information on installation and use.

The active area of infrared transmission extends about 39 ³/₈ inches (1m) with a radius of 15 degrees.



Using a Second Battery Pack

You can purchase a second rechargeable battery pack. With two battery packs, you can extend the time that you use your computer with battery power.

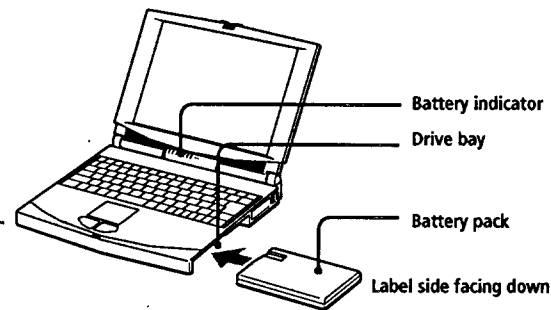
To insert a second battery pack

- 1 If another device is in the drive bay, remove the device.

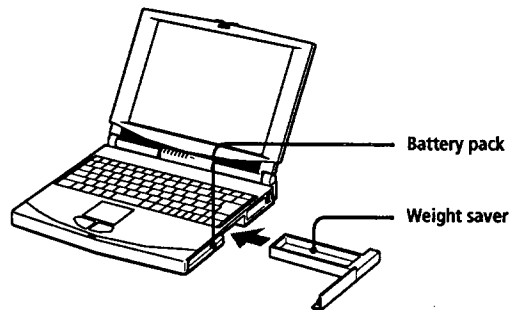
There is an Eject lever on the bottom of the floppy disk drive and CD-ROM drive. To remove the drive, slide this lever in the direction of the arrow.

- 2 Insert the battery pack into the drive bay.

The battery 2 indicator light turns on.

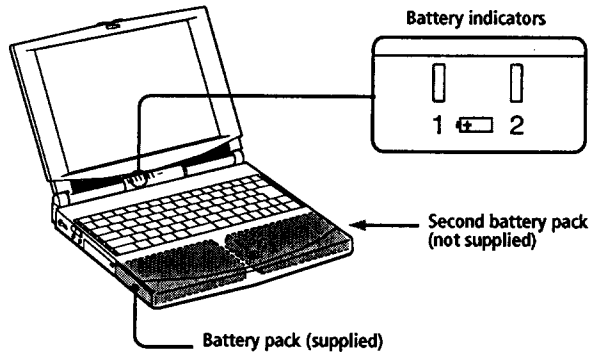


- 3 Attach the Weight Saver to the computer to stabilize the battery pack. See also "Using the Weight Saver" on page 57.



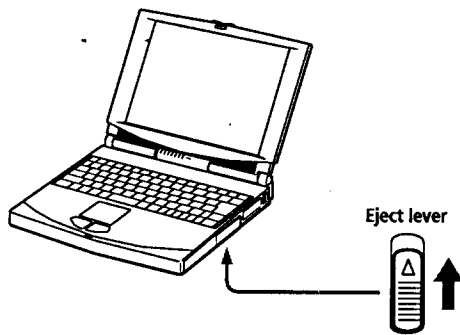
To charge the second battery pack


Keep the battery pack in the computer while you are connected to AC power. The battery indicator flashes while the battery is charging. See also "To charge the battery pack" on page 10 for more information.



To remove the second battery pack

There is an Eject lever on the bottom of the weight saver. To remove the battery pack, slide this lever in the direction of the arrow, remove the weight saver, and then pull out the battery pack.



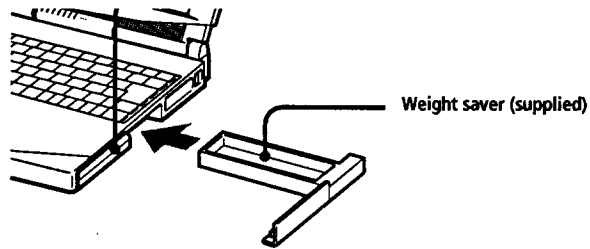
 To determine the amount of time the battery lasts, see "Displaying Battery Information" on page 100.

Using the Weight Saver

The weight saver protects the drive bay when it is empty.

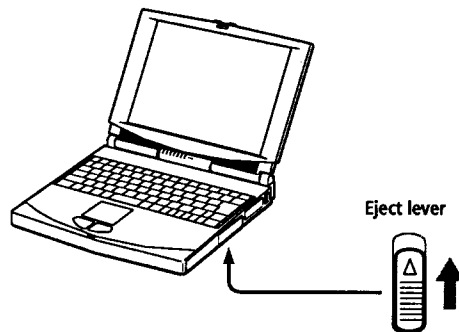
To attach the Weight Saver

- 1 If another device is in the drive bay, remove the device.
There is an Eject lever on the bottom of the floppy disk drive and CD-ROM drive. To remove the drive, slide this lever in the direction of the arrow.
- 2 Slide the weight saver in the direction of the arrow until it clicks.



To remove the Weight Saver

There is an Eject lever on the bottom of the weight saver. To remove the weight saver, slide this lever in the direction of the arrow.



Using the Communication Center

The Communication Center is a complete, powerful, flexible, yet simple-to-use communications system.

You can use the Communication Center as a speakerphone and as a full-featured answering machine with multiple mailboxes and optional password protection.

The Phone Book allows you to speed dial frequently used numbers. You can create recipient groups, which streamlines the process of sending messages.

You can send and receive faxes, e-mail, and data files, and attach documents to your faxes.

Other features include:

- Voicemail
- Pager notification
- Message forwarding

Opening and Closing the Communication Center

To open the Communication Center


- Click the Communication Center icon on the desktop.

If this is the first time you are using the Communication Center, the Setup Wizard is displayed.

If you have used the Communication Center before, the Main screen is displayed (see page 61 for details on the Main screen).



To close the Communication Center

- 1 Click the  button on the Main screen.
- 2 Click Yes to close the Communication Center.

Getting Started with the Communication Center

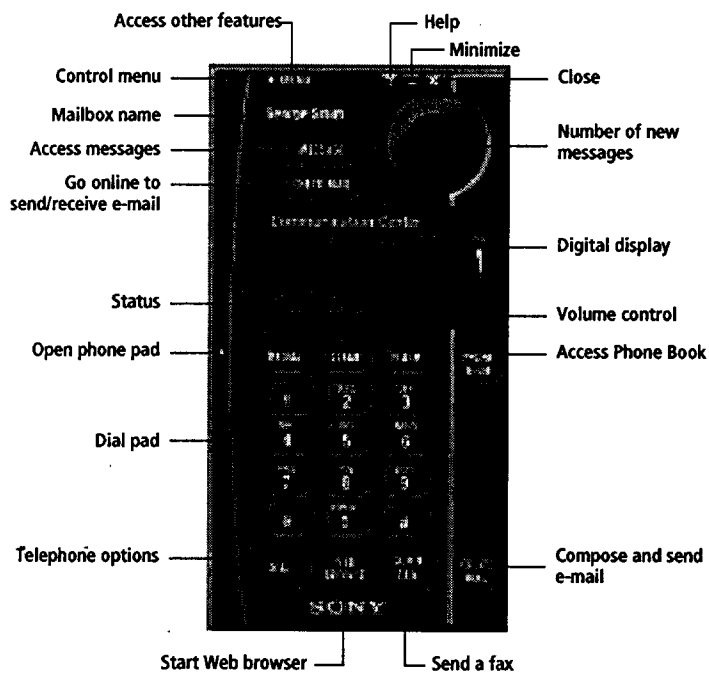
The first time you start the Communication Center, the Setup Wizard is displayed, and you are prompted to provide information that the Communication Center needs to configure your system properly. To reconfigure the Communication Center later, you can run the Setup Wizard again.

To access the Setup Wizard

- 1 Click the MENU button on the Main screen and choose Configure.
- 2 Select Setup Wizard to open the Setup Wizard.
- 3 Follow the Wizard's instructions to change your settings as needed.


Communication Center Main Screen

You can access most of the Communication Center's features from the Main screen, including: placing and receiving calls, sending and receiving faxes, checking your messages, and using your Phone Book.




The dial pad allows you to quickly enter phone numbers. Click the DIAL button to place the call. Information on the status of your call, along with date and time, the name of the current mailbox, and the number of messages, is displayed on the digital display.

Many features of the Communication Center are available in a variety of ways. There are buttons on the Main screen that take you directly to your messages, the Phone Book, quick fax, and a Web browser. The Communication Center's main screen expands into a phone pad when you click the left edge of the Main screen. By clicking on the title of the expanded screen you can toggle through expanded screens.




The MENU button gives you access to other features, such as adding mailboxes, recording and changing greetings, setting up special services for your callers, and customizing the Communication Center.

Getting Help

 Although this manual includes instructions for the most commonly used features and functions of the Communication Center, you will find more detailed instructions on advanced features by using the program's online help.

While using the Communication Center, you can access online help by:

- Pressing F1 from the Main Screen or when viewing a dialog box.
- Clicking the MENU button on the Main screen and selecting Help.
- Clicking the  button on the Main screen.

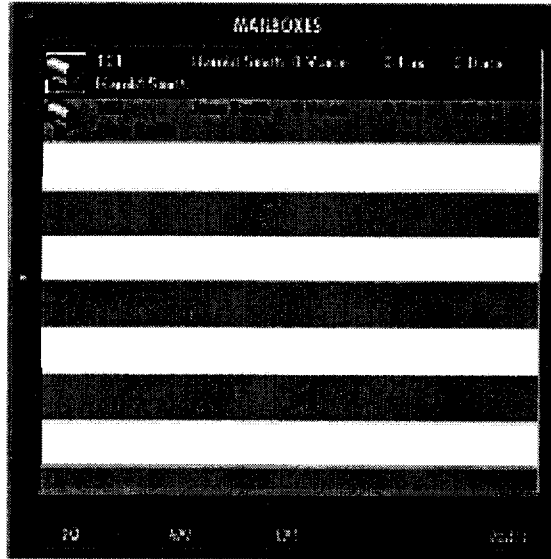
Using Mailboxes and Greetings

Mailboxes organize messages for each Communication Center user. When you start the Communication Center, one mailbox is automatically created for you. You can add other mailboxes at any time. Each mailbox contains several pre-recorded greetings. You can record your own greeting or choose one of the existing greetings.

When a caller calls into the Communication Center, the default mailbox answers the call. Callers can then leave a message in this mailbox, or transfer to another mailbox. You can set up the Communication Center to answer all incoming calls, or to answer fax or data calls only.

Accessing Mailboxes

- ❑ Click the MENU button on the Main screen, choose Configure and select Mailboxes.



The Mailboxes screen displays a list of all mailboxes, including the name of each mailbox, its extension number, and the number of new messages.

Before you can access mailbox messages, record greetings, or change mailbox options for a mailbox, you need to select the mailbox. To select the mailbox, click the mailbox from the list of mailboxes on this screen. The selected mailbox is displayed on the Main screen above the new message indicator.

Adding a Mailbox

You can add up to 50 mailboxes. If you have multiple mailboxes, you must designate a default mailbox.

- ❑ Click Add on the Mailboxes screen or
- ❑ Click the DO button on the Mailboxes screen and select Add

The Mailbox Wizard is displayed to guide you through the process of setting up the mailbox. Follow the Wizard's instructions to add a mailbox.



Accessing Mailbox Options

You can customize mailbox options. For example, you can change a mailbox extension, assign or change passwords, specify a length and number of messages. To customize your mailbox:

- ❑ Click the MENU button on the Main screen and select Options, then select the Mailbox tab or
- ❑ Click the DO button on the Mailboxes screen and select Options, then select the Mailbox tab or
- ❑ Right-click on the mailbox and select Options

Mailbox Passwords

You can assign passwords to protect against unauthorized access to your mailbox. Local passwords prevent access to your mailbox from your computer; remote passwords prevent access to your mailbox from a remote telephone.

Keep the following in mind when working with passwords:


- ❑ Remote passwords must be numeric and four characters long. Remote passwords may not begin with a 0 (zero).
- ❑ Local passwords can be any letters, symbols or numbers, and up to eight characters long. Local passwords are case sensitive.
- ❑ You can set different passwords for remote and local mailbox access.
- ❑ Do not forget your local password. You will not be able to access the mailbox from your computer if you forget its local password. If you forget your local password, you must reinstall the Communication Center using the Application Recovery CD (see "Using the System and Application Recovery CD" on page 115). Be sure to select the option "I want to save my old information, but clear all passwords." This will preserve your messages.
- ❑ If you forget your remote password, you can re-configure the mailbox by running the Setup Wizard, and re-entering the remote password.

Setting the Default Mailbox

If you have more than one mailbox, you must set one as the default mailbox. The default mailbox is used to answer all incoming calls and to instruct callers how to transfer to other mailboxes or services.


The default mailbox is indicated by a yellow border around its icon on the Mailboxes screen.

- 1 Click the MENU button on the Main screen, choose Configure and select Mailboxes. The Mailboxes screen is displayed.
- 2 Select the mailbox you want to set as the default.
- 3 Click the DO button on the Mailboxes screen and select Set Default.
- 4 Click OK. The selected mailbox is set as the default.

 You can right-click on the mailbox that you want to set as the default and select Set Default from the pop-up menu.

To delete a mailbox

When you delete a mailbox, all messages and information in the mailbox are also deleted.

 You cannot delete the default mailbox. If you want to delete a mailbox that is the default mailbox, first set a different mailbox as the default.

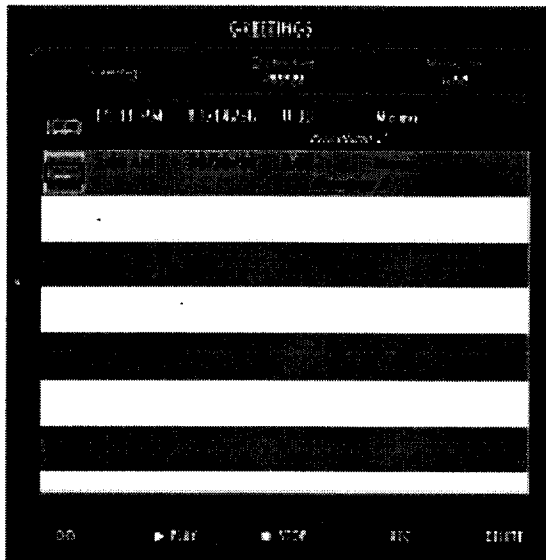
- 1 Click the MENU button on the Main screen, choose Configure and select Mailboxes. The Mailboxes screen is displayed.
- 2 Select the mailbox you want to delete.
- 3 If the mailbox has a local password, enter the password.
- 4 Click the DELETE button on the Mailboxes screen.
- 5 Click Yes to delete the mailbox.

Mailbox Greetings

A mailbox greeting plays for your callers when the Communication Center answers a call. Your mailbox contains several pre-recorded greetings that tell callers how to leave a message, transfer to other mailboxes, and access other services. Each new mailbox you create contains a pre-recorded greeting that tells callers how to leave a message for this mailbox. You can listen to the pre-recorded greetings and decide if you want to use one of them as your default greeting or record your own greeting.

To access greetings

- 1 Click the MENU button on the Main screen, choose Configure and select Greetings.
- 2 Select the Greetings tab.



The Greeting screen displays a list of all the greetings available for this mailbox, along with the information about this recording. The yellow border around the greeting icon indicates the default greeting for this mailbox.

To play a greeting

- ❑ Click the PLAY button on the Greetings screen. The selected greeting is played.

To record a greeting

Your greeting should instruct callers to press the pound key (#) after recording their message. This allows them to hear more options, such as marking the message “urgent.”

- 1** On the Greetings screen, click the REC button to start recording and begin speaking into the computer’s microphone.
- 2** When you finish speaking, click the STOP button to end the recording.
- 3** The greeting is recorded and added to the list of greetings for the mailbox.

If you want the new greeting to play for your callers, you can make it the default greeting for the mailbox.

To set the default greeting

You must set a default greeting for every mailbox that has more than one greeting.

When the Communication Center answers an incoming call, the default mailbox’s default greeting is played. If a caller transfers to another mailbox, that mailbox’s default greeting is played.

The default greeting is indicated by a yellow border around its icon on the Greetings screen.

- ❑ Select a greeting, click the DO button on the Greetings screen, and select Set Default.

The selected greeting is set as the default for the current mailbox.

To delete a greeting

You cannot delete the default greeting. If you want to delete a greeting that is the default greeting, first set a different greeting as the default.

- 1 Select the greeting you want to delete.
- 2 Click the DELETE button on the Greetings screen or click the DO button on the Greetings screen and select Delete.

The selected greeting is deleted.

Accessing Mailboxes Remotely

You can retrieve your messages, record greetings, and access mailbox contents and other services from any touch tone telephone using the Communication Center remote access feature. You can access mailboxes remotely by pressing keys on the remote telephone (DTMF tones).

To access the default mailbox

- 1 Dial the telephone number of your Communication Center system.
The default mailbox's greeting answers the call.
- 2 While the default greeting is playing:
 - If the mailbox has a remote password, press the star (*) key, enter the password, then the pound key (#).
or
 - If the mailbox does not have a remote password, press the star key (*) followed by the pound key (#).The Main Menu options are played.
- 3 Follow the Main Menu instructions to listen to messages or to access other services.

To access a different mailbox

- 1** Dial the telephone number of your Communication Center system.
The default mailbox's greeting answers the call.
- 2** While the default greeting is playing, dial that mailbox extension number followed by the pound key (#).
The mailbox greeting starts playing.
- 3** While the mailbox greeting is playing:
 - If the mailbox has a remote password, press the star (*) key, enter the password, then the pound key (#).
or
 - If the mailbox does not have a remote password, press the star key (*) followed by the pound key (#).
The Main Menu options are played.
- 4** Follow the Main Menu instructions to listen to messages or to access other services.

Using Messages

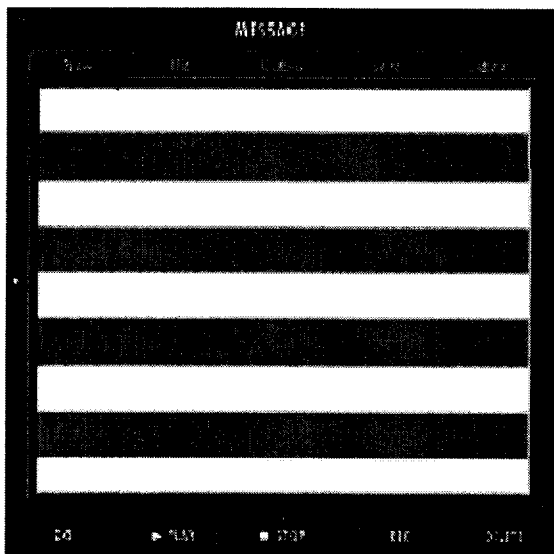
Incoming e-mail messages appear simultaneously in all mailboxes. An incoming fax or data file is placed in the default mailbox. Faxes, e-mail, and data files that you send or schedule to be sent are also stored as messages in your mailbox. This makes it easy for you to manage all communications activities from one place.

Accessing Messages

If you have multiple mailboxes, you first need to select the mailbox in which you want to access messages.

- 1 Click the MENU button on the Main screen, point to Mailboxes, and select the mailbox in which you want to access messages.
- 2 Click the MESSAGE button on the Main screen.

The Message screen is displayed.





Message Folders

In Message folders, each message type (audio, fax, e-mail, and data) is represented by an icon. Message folders are organized as follows:

- ❑ New messages and e-mail messages marked “unread” are stored in the New folder.
- ❑ Messages you have played or saved, and e-mail messages marked “read,” are moved to the Old folder.
- ❑ Messages scheduled for future transmission are stored in the Outbox folder (with a Pending status) until they are sent.
- ❑ Successfully transmitted and canceled messages are stored in the Sent folder.
- ❑ Unsuccessfully transmitted messages are stored in the Outbox folder (with a Pending status). The Communication Center attempts to send the message up to a maximum number of tries you have specified. If, after the maximum number of attempts, transmission is still unsuccessful, these messages marked as unsuccessful, and moved to the Sent folder.
- ❑ You can move fax and data messages you want to save for future reference to the Cabinet folder.



To play or view messages

The digital display on the Main screen displays the number of new messages in the current mailbox. After you play each new message, the indicator is updated, and the messages are moved to the Old folder.

- 1** Click the MESSAGE button on the Main screen.
The Messages screen is displayed.
- 2** Select a message you want to play or view from any folder.
- 3** Click the Play button on the Messages screen or click the DO button on the Messages screen and select Open.

After each new message is played, it is moved to the Old folder.

Managing Messages

You can copy fax and data messages, view detailed information on a message, delete a message from the mailbox, and forward it to another mailbox.

- 1** Click the MESSAGE button on the Main screen.
The Messages screen is displayed.
- 2** Select a message and click the DO button on the Messages screen.
- 3** Choose a command from the selection.

Sending Faxes

You can use the Communication Center to send faxes in a number of different ways:

- Quick Fax — available directly on the Main screen, for sending a short one page fax. You can also attach a document to a fax.
- Fax from any Windows application — by using an application's Print command.
- Fax by "drag and drop" — for faxing any file that supports OLE or one of the Communication Center's messages.

When you send a fax, select the Communication Center Fax printer driver as the current printer. By changing the properties of the Communication Center Fax printer, you can change the characteristics of how the fax is transmitted.


Before sending out your first fax, you may want to check the different options available in the Fax options dialog. (Click the MENU button on the Main screen and select Options, then select the Fax tab.)


To configure Communication Center fax

- 1** Click Start on the Windows 95 taskbar.
- 2** -Point to Settings, then click Printers.
The Printers screen is displayed.
- 3** Select Communication Center Fax. If it is not the default printer, you may want to select Set as Default from the File menu.
- 4** Select Properties from the File menu.
The Communication Center Fax Properties dialog is displayed.



You can modify the following options:

Option	Description
Specify how faxes are positioned on the page	Change Portrait or Landscape orientation on the Paper tab.
Change paper size	Change Paper size on the Paper tab The following paper sizes are supported: <ul style="list-style-type: none"><input type="checkbox"/> Letter (8.5"x11") (default)<input type="checkbox"/> Legal (8.5"x14")<input type="checkbox"/> A4 (210x297 mm)
Specify the resolution at which faxes are sent	Change resolution on the Graphics tab. <ul style="list-style-type: none"><input type="checkbox"/> High sends the highest quality image.<input type="checkbox"/> Low sends a lower quality image and reduces transmission time.
Improve display of gray shading in graphics	Change dithering on the Graphics tab. <ul style="list-style-type: none"><input type="checkbox"/> Use None if you want no dithering.<input type="checkbox"/> Use Coarse if your resolution setting is 300 dpi or higher.<input type="checkbox"/> Use Fine if your resolution setting is 200 dpi or lower.<input type="checkbox"/> Use Line art if your graphics include well-defined borders between black, white and gray shadings.<input type="checkbox"/> Use Error diffusion if your graphics do not have sharp, well-defined edges. <p> The best settings for printing graphics in the Communication Center faxes is Fine dithering with Current Intensity set at 190.</p>
Specify how dark to print graphics	Change Intensity on the Graphics tab.
Restore the original printer settings	Click Restore Defaults on the Device Options tab



To send a Quick Fax

The easiest way to send a fax is Quick Fax — a short, one page message. You can attach a document to a Quick Fax.

- 1 Click the QUICK FAX button on the Main screen.

The Send Fax dialog is displayed.

- 2 Fill in the recipient information and type your message in the Note field.

For more information about the Send Fax dialog, see “Filling in the Send Fax Dialog” on page 76.

- 3 Click Send Fax Now.

The Communication Center begins sending the fax. To stop transmission, click Cancel.

To send a fax from another application

You can fax a document from any Windows application that supports the Print command (e.g., your word processing or spreadsheet program).

- 1 Open the Windows program and create or open the document you want to fax.

- 2 Select Print or the equivalent command from the program's File menu.

The program's Print dialog is displayed.

- 3 Select Communication Center Fax as the current printer.

- 4 Click OK or the program's equivalent command to print the document.


The Send Fax dialog is displayed.

- 5 Fill in the Send Fax dialog.

For more information, see “Filling in the Send Fax Dialog” on page 76.

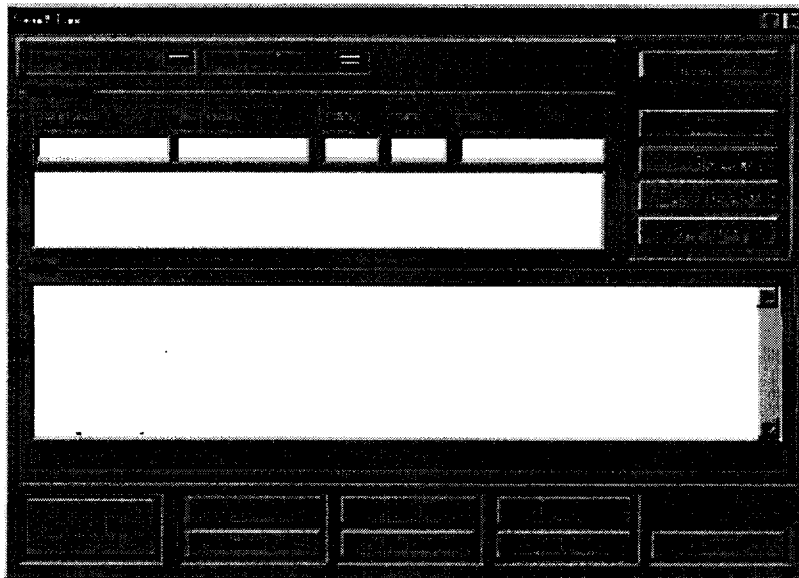
- 6 Click Send Fax Now.

The Communication Center begins sending the fax. To stop transmission, click Cancel.

 Faxes cannot exceed 100 pages.

Filling in the Send Fax Dialog


The Send Fax dialog appears when you send a fax, either from the Communication Center or from another program.



To send a fax, you must specify at least the recipient's fax number.

The following fields and buttons are available on the Send Fax dialog:

Option	Description
Use Cover Page	Lets you use a cover page for faxes that are longer than 1 page. Quick Faxes always use a cover page.
High Resolution	When the light is on, indicates that a fax will be sent at high resolution.

Option	Description
First Name, Last Name, Country Code, Area Code, Fax Number	Recipient information. To send a fax, you must specify at least the recipient's fax number.
Documents	Lets you attach documents to the fax. A green light indicates that the fax contains attachments (click the button to see the list of attached documents).
Phones	Lets you use your Phone Book to fill in the recipient information. Make sure a fax number is entered in the Fax field.
Add Recipient	Lets you address the fax to several people. To add multiple recipients, fill in the recipient information and click Add Recipient, then repeat for each recipient.  You can create Groups in your Phone Book to send faxes to people who frequently receive the same information. See "Using the Group Feature" on page 78.
Delete Recipient	Deletes the selected recipient from the list.
Save Phone	Adds recipient information to your Phone Book.
Note	Type the information to put on the fax cover page or the Quick Fax message. The note cannot exceed 23 lines.
Send Fax Now	Sends the fax.
View	Opens the Fax Viewer displaying the fax.
Print to File	Copies the fax to a location you specify in .tif file format.
Options	Lets you change fax options.
Schedule Fax	Lets you schedule the fax for future transmission.
To File Cabinet	Copies the fax to the Cabinet folder of the current mailbox.
Cover Page	Lets you select and view fax cover pages.
Cancel	Closes the Send Fax dialog without sending the fax.



Using the Group Feature

To create or change a group:

- 1 Click the PHONE BOOK button on the Main screen to open the Phone Book.
- 2 Right-click the name of the person you would like to add to the group, and select Edit from the pop-up menu that appears.
- 3 Make sure that a fax number has been entered in the Fax field.
- 4 Click the GROUPS button.
- 5 If you are creating a new group, click the NEW GROUP button and enter the name of the group.

The Group Membership field lists all the groups to which this person belongs. The Available Groups field lists all the groups to which this person does not belong.

- 6 To add this person to a group, select the group from the Available Groups list and click the ADD button.

To remove this person from a group, select the group from the Group Membership list and click the DELETE button.

To send a fax to the group:

- 1 Click the QUICK FAX button.
- 2 Click the PHONES button.
- 3 Click the SELECT button.
- 4 Click the Group Membership drop-down box and select the group to which you would like to send the fax.
- 5 Click OK.
- 6 Click All in List.

Sending E-mail


If you used the Communication Center Setup Wizard to configure the Communication Center for e-mail, the Send command connects you to your service provider. Incoming e-mail is then delivered to the New folder, and outgoing mail is delivered from the Outbox.

If you do not want the Communication Center to connect automatically to your service provider, clear the "Deliver outgoing messages immediately" checkbox on the E-mail tab of the Options dialog.

If you did not select to use the Communication Center to send and receive e-mail during set up, you need to enable e-mail. Select Configure from the main menu and run the Setup Wizard. The Setup Wizard guides you through the steps of setting up e-mail in the Communication Center and correctly configures Microsoft® Exchange/Windows Messaging.

To enable e-mail

- 1** Click the MENU button on the Main screen and select Options
The Options dialog is displayed.
- 2** Select the E-mail tab.
The E-mail options dialog is displayed.
- 3** Change the option from "Do not log on to Microsoft Exchange/Windows Messaging."
You are prompted to restart the Communication Center for your changes to take effect.
- 4** Click Yes.
The Communication Center is restarted with e-mail enabled.



To send an e-mail message

1 Click the CREATE MAIL button on the Main screen.

The New Message dialog is displayed.

2 Address and compose your message.


3 Click the button with the icon of the envelope.

If the Communication Center is not set up to deliver outgoing messages immediately, the message is moved to the Outbox folder. To send e-mail messages from the Outbox folder, click the CHECK MAIL button on the Main screen.

To send a data file

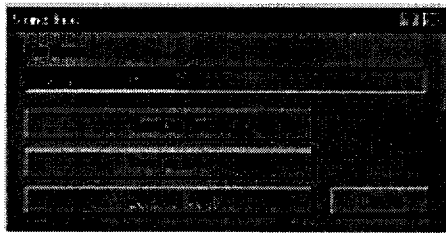
You can use drag-and-drop to send a file or a Communication Center message to any computer that is capable of receiving a data file, such as one running the Communication Center, a terminal program, or a BBS.

You can drag-and-drop directly from any computer application that supports object linking and embedding (OLE), the Windows Explorer, the desktop, or any Communication Center folder.

 Before sending data files, make sure that the computer to which you are sending the file is running and is ready to receive data.

- 1 Drag the icon of the file or the Communication Center message you want to send onto the Main screen.

The Send File dialog is displayed.



- 2 Click Send as Data.

The Send Data dialog is displayed.

- 3 Fill in the Send Data dialog.

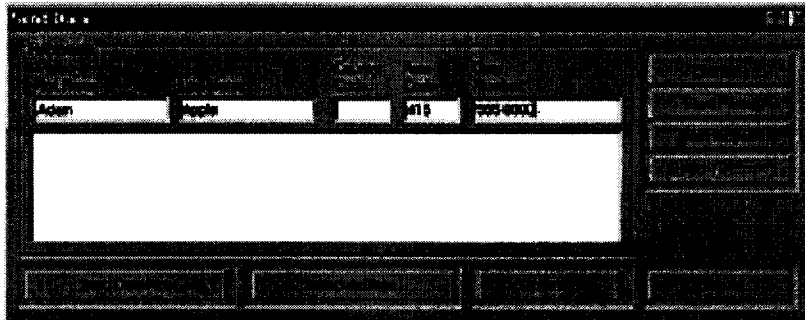
For more information, see "Filling in the Send Data Dialog" on page 82.

- 4 Click Send Data Now.


The Communication Center begins sending the data file. To cancel transmission, click the HANGUP button on the Main screen.

Filling in the Send Data Dialog

The Send Data dialog appears when you send or resend data.



To send data, you must specify at least the recipient's telephone data number. The following fields and buttons are available on the Send Data dialog.

Option	Description
First Name, Last Name, Country Code, Area Code, Data Number	Recipient information. When addressing a data file to a system that is password protected, follow the data number by the password in brackets (e.g. 555-4444[1234]).
Phones	Lets you use your Phone Book to fill in the recipient information. Make sure a Data Number is entered in the Data field.
Save Phone	Adds recipient information to your Phone Book.
Add Recipient	Lets you address the data file to several people. To add multiple recipients, fill in the recipient information and click Add Recipient, then repeat for each recipient. <div style="background-color: #cccccc; padding: 2px;"> <p> You can create Groups in your Phone Book to send data files to people who frequently receive the same information. See "Using the Group Feature" on page 78.</p> </div>
Delete Recipient	Deletes the selected recipient from the list.
Send Data Now	Sends the data file.
Schedule Data	Lets you schedule future data transmission.
Options	Lets you change data options.
Cancel	Closes the Send Data dialog without sending the data file.

To record a message

- 1** Click the MESSAGE button on the Main screen.
The Messages screen is displayed.
- 2** Click the REC button on the Messages screen to start recording the message, and begin speaking.
- 3** Click the STOP button on the Messages screen to finish recording.
The message is saved in the selected mailbox's New folder.

Receiving Faxes

When the Communication Center is on, it receives faxes automatically. The Fax Operation screen is displayed when an incoming call is from a fax machine. You can also receive faxes manually when you are online.

New faxes are stored in the New folder of the default mailbox. Faxes you have viewed or saved are moved to the Old folder.

If you are using the Communication Center for e-mail and have Microsoft Fax installed as a service, Microsoft Fax is automatically launched with the Communication Center. To ensure that your incoming fax calls are answered correctly, do one of the following:

- Remove Microsoft Fax from your Microsoft Exchange/Windows Messaging profile.
- Disable answering on Microsoft Fax.
- Specify each service to answer after a different number of rings (for example, set the Communication Center to answer after 2 rings, and Microsoft Fax to answer after 4 rings).

To receive faxes manually

- While you are online, click the MENU button on the Main screen, choose Tools and select Manual Fax Receive.

To forward faxes

You can forward incoming faxes to another fax number automatically. Select Options from the main menu and choose the Forwarding tab. Click the FAX FORWARDING button. To enable forwarding, change the Never Forward option to Forward All. Then enter the fax number to which faxes should be forwarded and click OK. To disable fax forwarding, change the Forward All option back to Never Forward.


To print a fax

You can print the current fax or an existing fax using Fax Viewer.

- 1 Click the MESSAGE button on the Main screen, select the fax you want to print from any folder and click the PLAY button or click View on the Send Fax dialog.

The Fax Viewer is displayed.

- 2 Click the PRINT button (or select Print from the File menu).

 Make sure that the Communication Center Fax is not selected as the current printer. Printing to the Communication Center Fax will send the fax.

- 3 Click OK.

The fax is printed on the selected printer.

To receive e-mail

If you used the Communication Center Setup Wizard to configure the Communication Center for e-mail, the Communication Center receives e-mail when you click the CHECK MAIL button on the main screen. If not, run the Communication Center Setup Wizard to enable e-mail.

To receive data files

When the Communication Center is on, it receives data files automatically. New data messages are stored in the New folder of the default mailbox. Data messages you have viewed or saved are moved to the Old folder.

To force the Communication Center to answer in data mode, select the Answer as data only option in the Answering tab of the Options menu. Note that with this setting, the Communication Center does not receive voice messages or faxes. To enable voice and fax reception again, change this setting back Complete Answering Machine.

⚡ If someone wants to send a data file to the Communication Center from a terminal program, they must add "09" to the end of the number they dial. The "09" tells the Communication Center to switch into data mode. If the Communication Center is not answering data calls correctly, the sending party should try adjusting the number of commas before the "09" so that the "09" will be transmitted while the Communication Center is playing the greeting. Each comma normally produces a two-second pause in terminal programs. If the sender is also running the Communication Center program, it is not necessary to add "09" because the Communication Center sends "09" automatically. However, the sender may want to change the Delay After Dialing setting in Options/Data to adjust the length of the pause before the "09" is transmitted.

Placing and Receiving Phone Calls

To place a phone call

- 1 Dial or select the number you want to call. You can:
 - Dial the number using the Communication Center's dial pad or the numeric keypad on your keyboard, then click the DIAL button.
 - Click the PHONE BOOK button, select the Phone Book tab, then double-click the name of the person you want to call.
 - Click the REDIAL button on the Main screen to redial the last number you called.
 - Previously placed calls are logged in the Call Log. To call any of these numbers again, select an entry from the Log tab of the Phone Book, then click the DIAL button.


 If you make a mistake while dialing, click the CLEAR button on the Main screen to delete one digit, or double-click to delete the entire number.

- 2 To end the conversation, click the HANGUP button on the Communication Center's handset.

To answer a phone

If you want to be able to answer incoming calls while working in another program, the "Maximize on Ring" checkbox on the Interface tab of the Options dialog should be checked. "Maximize on Ring" is the default option.

- When you have an incoming call, the SPEAKERPHONE button on the Main screen changes to the ANSWER button. Click this button to answer the call.

 If you are running another data terminal application that is answering incoming calls instead of the Communication Center, change the settings in the data terminal application so that it will not answer incoming calls, or set it to answer after a number of rings that is greater than the number of rings that the Communication Center is set to answer calls.

Telephone Options

You can use the following telephone options:

Option	Description
Do Not Disturb	Turn Do Not Disturb on if you want the Communication Center to answer automatically incoming calls and take a message without disturbing you. To turn Do Not Disturb on, click the MENU button on the Main screen and select Options, then select the Interface tab and check the "Do Not Disturb" checkbox.
Call Screening	Turn Call Screening on if you want to monitor your calls. With Call Screening on, incoming messages will be played through your computer's speakers. To turn Call Screening on, click the MENU button on the Main screen and select Options, then select the Interface tab and check the "Call Screening" checkbox.
Adjust ring volume	Click the right mouse button on the Volume slider and adjust the Ring slider.


While having a telephone conversation, you can:


Option	Description
Answer call waiting	Click the FLASH button to disconnect the line for five seconds to answer call waiting (when available from your telephone company), or to transfer the call (in a multiple line telephone system).
Receive a fax while online	Click the MENU button and select Manual Fax Receive to receive a fax while online.
Hang up	Click the HANGUP button to finish the conversation.
Record the conversation	Click the MESSAGE button, then click the REC button on the Messages screen. (There may be legal limitations on recording conversations.)
Adjust speaker volume	Adjust the VOL slider.
Play a message online	Click the MESSAGE button, select the message you want to play, then click the PLAY button on the Messages screen.
Mute the audio	Click the MUTE button when you need temporary privacy. To restore audio transmission, click the MUTE button again.

Using the Phone Book

You can use the Phone Book to store your contacts' names, phone and fax numbers, street and e-mail addresses, and more. You can also create a group name, sort your Phone Book, and select graphics to help you visually identify entries. You can even import information from other databases into your Phone Book so that all your contact information is in one place. You can use the Phone Book to automate dialing when placing phone calls, sending data files, and sending faxes.

If you are using the Communication Center to send and receive e-mail, the data from Microsoft Exchange/Windows Messaging Phone Book will be displayed and used with the Communication Center's Phone Book. Therefore, if you add or change Phone Book entries, your Microsoft Exchange/Windows Messaging Phone Book is also updated. If at any time you decide not to use the Communication Center for e-mail, you will be prompted to synchronize the two Phone Books. The synchronization updates the data in the Communication Center Phone Book with the data from Microsoft Exchange/Windows Messaging Phone Book.

 Large Phone Books will take a long time to synchronize.



Accessing the Phone Book

- Click the PHONE BOOK button on the MAIN screen, then select the Phone Book tab. Or click Phones on dialog boxes that have this button.

The Phone Book is displayed along with the list of your phone entries. You can scroll through this list to find an entry, or you can choose to display only specific entries. You can also add new entries, change the sort order, print the Phone Book, import or export data from the Phone Book to a file and do many other Phone Book management functions. To access these features, click the DO button and choose from the list of available functions.

Managing Phone Book Entries

You can add new entries, change an existing entry, search for a specific entry, import and export the Phone Book data information into a data file, and perform many other Phone Book management functions. To access these functions:

- 1** Click the PHONE BOOK button on the Main screen.
- 2** Click the DO button on the Phone Book screen.
- 3** Choose a command from the selection.


Filling in the Phone Book Entry Dialog

The Phone Book Entry dialog is displayed when you add or edit a Phone Book entry or group.

The following fields and buttons are available on the Phone Book Entry dialog:

Option	Description
First Name, Last Name	The person's first and last name.
Company	The name of the company where the person works.
Address, City, State, Zip Code	The person's address.
Memo	Any additional information you need for this person.
Home	The person's home area code and telephone number.
Business	The person's business area code and telephone number.
Fax	The person's area code and fax number.
Pager	The person's area code and pager number.
Cellular	The person's area code and cellular telephone number.

Option	Description
Data	The person's area code and data number.
E-mail Address	The person's e-mail address.
Country	The country code you need to dial when calling this person.
Select	Lets you select a picture to help you visually identify the entry in the Phone Book.
Clear	Changes the picture you selected back to the default picture of a telephone.
Other Phones	Lets you provide additional telephone numbers for this person.
Caller ID	Lets you assign or change a Caller ID for this person.
Groups	Lets you assign or change Group membership for this person.

 The fax and data fields must be filled in if you want to send a fax or data, even if the fax or data number is the same as the regular phone number.

If there are many entries in your Phone Book, you may want specific entries to always appear at the top of the list, such as emergency numbers. You can do this by adding a symbol, such as (*) +, % in front of the first letter of the entry. Entries that are preceded by symbols will automatically appear at the top of the Phone Book. You must refresh the Phone Book screen before the new order takes effect.

Using the Music/Movie Player

The Music/Movie Player allows you to play audio and video from a CD in the CD-ROM drive, or from audio or video files in various formats on your hard drive.

To start the Music/Movie Player

- 1 Click the Windows 95 Start menu.
- 2 Point to the Sony Folder.
- 3 Point to Sony Utilities.
- 4 Select Music-Movie Player.

The Player bar comes up as a single control bar across the top of the screen, with buttons similar to the controls on a VCR or CD-player remote control.



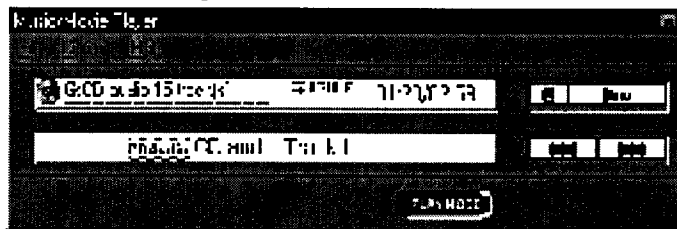
To expand the Music/Movie Player bar

You can expand the bar to double-height to access more functions by clicking the Expand button (▼) at the far right. To return to single height, click the Restore button (▲).



To change the Player bar to a floating window

To change the bar into a floating window, drag the bar to the center of the screen. The bar opens into a window with File, Control, and Help menus.




Music/Movie Player Functions

You can use the Player bar to:

- Start and stop the playback of audio or video CDs or files.
- Navigate through selections on a CD.
- Pause and resume playback at the point where play left off.
- Set up automatic playback modes, including:
 - Repeat all of the selections in order.
 - Repeat a single selection.
 - Play all of the selections in a random order.

Video images are displayed in a separate Movie window, which you can move and resize. If the CD supports PlayBack Control (for example, Video CD-ROM format), you can select specific scenes or still images by their assigned numbers.

 The Music/Movie Player features an extensive and detailed online help you may refer to for more information about the player's functions. To access, select Help from the right-click menu of the Player Bar.

Customizing Your Notebook Computer

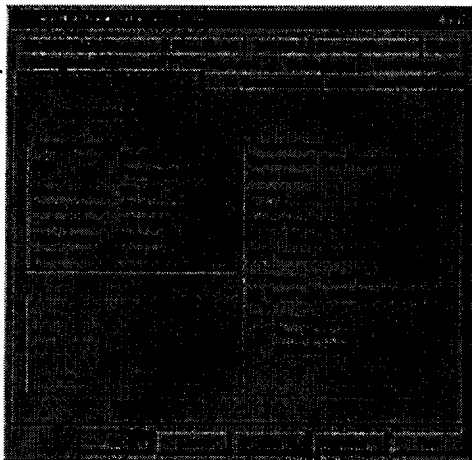
You can customize the settings of your notebook computer. The following sections briefly describe how to change your computer's default settings. You can also refer to the Help for Sony Notebook Setup for more detailed information.

Displaying the Sony Notebook Setup Screen

To display the Sony Notebook Setup screen:

- 1 Click the Start button on the Windows 95 taskbar.
- 2 Point to the Sony Folder, point to Sony Utilities, and then click Sony Notebook Setup.


The Sony Notebook Setup screen appears.



- 3 Select the tab for the item you want to change. See "Notebook Setup Tabs" on page 96.
- 4 When you are finished, click OK.

Notebook Setup Tabs

Tab	Descriptions
About This Computer	Display system information, including memory capacity, serial number, and BIOS version.
Infrared	Change the infrared communication settings depending on the infrared equipment your computer is using to communicate.
Printer/FDD	Switch between connecting a printer or floppy disk drive without turning off the power. Change printer port mode settings.
Power On Device Sequence	Select the order of drives and devices from which you want to load the operating system. You can specify the hard drive inserted into the docking station as well as other drives inserted into your computer.
Power Control	Conserve battery power by selecting a power control mode.
Touchpad	When you connect an optional mouse to the Serial port of your computer, you can make your touchpad inactive. You can also customize the settings of your mouse using the mouse utility.
Power On Password	Set the password to secure your computer.
Enable Ports	Change the hardware resources such as I/O address, IRQ, or DMA depending on the optional hardware or software you use. Disabling ports releases resources to the system. To change the serial, audio, and modem settings, click Advanced on the Basic/Advanced tab.
Basic/Advanced	Toggle between Advanced mode (additional screens with advanced settings) and Basic mode of display. Advanced mode includes Serial, Audio, Built-in Modem, Enable Ports, and View Resources tabs.

 For more information about each option, click Help on the Notebook Setup screen to display the help file.

Controlling Power Management

The PowerPanel utility allows you to control the power management of your notebook computer and provides key information about system activity and battery life. The following sections briefly describe how to conserve your computer's battery power. You can also refer to the Help for PowerPanel for more detailed information.

Power Management Settings

PowerPanel provides settings ranging from maximum power management to no power management. The available settings include:



Maximum Performance – Provides the best system performance while still conserving power.



Maximum Battery Life – Provides power saving features to give you maximum battery life and good performance. It sets a slower clock speed and puts the system into system suspend mode after a specified time period.



Custom Settings – Activates power saving settings from the custom profile in the BIOS.



Power Management Off – Turns off all power management features such as system standby, system suspend, and system save to disk modes. This is the normal state of the system. If system power management is disabled, the system remains in this state until the power is turned off.



AC Profile – The power management state when AC power is connected. Similar to the Power Management Off setting. PowerPanel automatically loads the AC profile unless you disable this feature.



System Standby – Puts the system into standby mode, a power management state. When the system enters standby mode, the hard disk and video display enter a low power state. The CPU clock and the processor stop.



System Suspend – Puts the system into suspend mode, a power management state. The state of the system and peripheral devices is saved in memory (RAM). Power consumption is reduced to a minimum, and the system remains on. To return the system to the active state, press any key or the power switch on your computer.



System Save to Disk – Provides for the lowest level of power consumption. The state of the system and peripheral devices is written to the hard disk and the system power is turned off. To return the system to the original state, use the power switch to turn on power. The system data is saved in the Save to Disk Partition on the hard drive.



Video Standby – Turns off the LCD to save power. If video power management is turned off, the display remains active except when the system enters system standby or system suspend mode. The video display system is one of the largest consumers of power in the system.



Hard Disk Standby – Turns off the hard disk spindle motor. Although you can manually turn off the power to the hard disk through this command, any system request to the hard disk will turn on the power to the hard disk. During the power management states of system standby and system suspend, the peripheral devices not in use can be turned off to conserve power.



Modem On – Turns on the internal modem.



Modem Off – Turns off the modem to save power. If you open software that requires the internal modem while the internal modem is in off mode, an error may occur. If this happens, click Modem On, and then restart the software.



PCMCIA Control – Controls the PC card sockets. Double click this button to open the PC Card (PCMCIA) Properties dialog box. You can view the properties for the PC cards.

To activate PowerPanel

- 1** Double-click the PowerPanel icon on the taskbar.

The Power Management toolbar appears. When you move the pointer over the atomic icon on the taskbar, a tooltip with the name of the currently active power management profile appears.



- 2** Click the button you want to set.

The power management function of the button you select activates.

To customize the PowerPanel toolbars

You can customize the PowerPanel toolbar to suit your portable computing needs. You can add any one of the predefined Power Management buttons or create your own buttons. Refer to PowerPanel Help for more information.

Displaying Battery Information

You can display detailed battery information for multiple batteries used in your computer and docking station. The following sections briefly describe how to display your computer's general battery information. You can also refer to the Help for BatteryScope for more detailed information.

Activating BatteryScope

To activate BatteryScope





- 1 Click the Start button on the Windows 95 taskbar.
- 2 Point to the Sony Folder, point to Sony Utilities, and then click BatteryScope.

When you move the pointer over the battery icon on the taskbar, a tooltip appears indicating the total capacity remaining in the battery and the estimated time until the battery is fully discharged.



- Percentage indicator**
Displays the percentage of the remaining capacity.
- Time indicator**
Displays estimated time (hours/minutes) remaining before the battery is fully drained, also referred to as the time-to-empty.

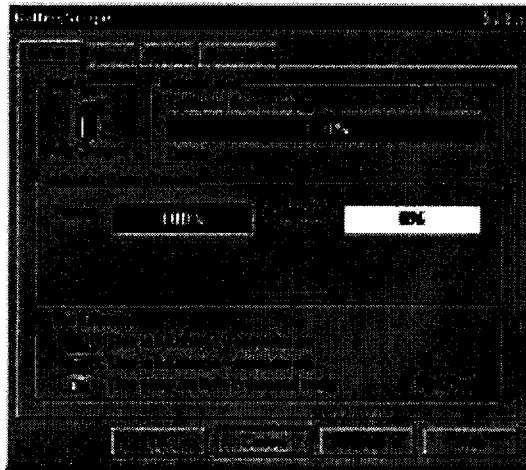
Battery Icon Descriptions

Battery icon	Battery status
	Discharging
	Charging
	Not in use
	No battery

Displaying Detailed Battery Information

You can obtain detailed information about the batteries.

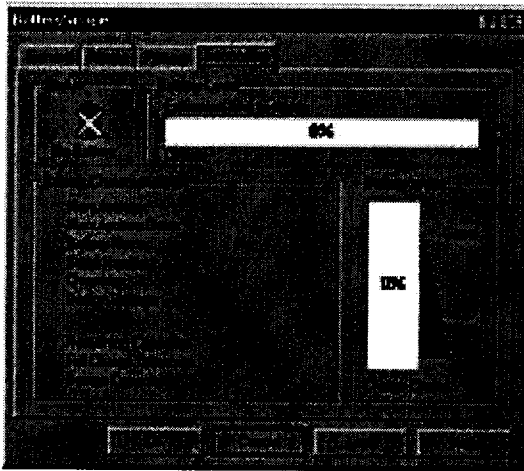
- ❑ Click the battery icon on the application bar to display the BatteryScope window.
The screen appears displaying the General tab, which contains information such as the estimated time-to-empty and charging time.



To display information on individual batteries

- 1 Click the Primary battery tab to display information on the battery inserted in the bay on the left side.
- 2 Click the Secondary battery tab to display information on the battery inserted in the bay on the right side.

You can display the information about each battery, such as estimated time to empty or product information.



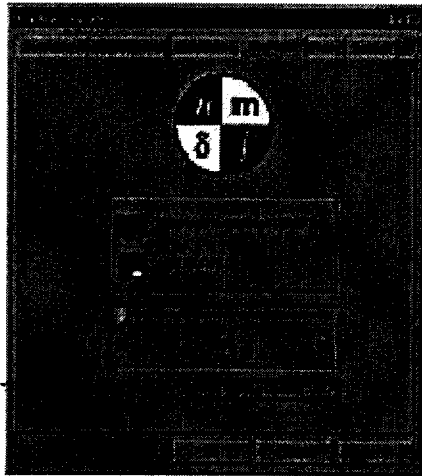
To customize the BatteryScope application bar and alarm system

You can customize the BatteryScope application bar to suit your portable computing needs as well as to modify the alarm settings. Refer to the Help for BatteryScope for more information.

Selecting the Display Mode

When you connect an external display, you can select the display mode between the LCD on your computer and external displays.

- 1 Click the Start button to open the Start menu.
- 2 Point to Settings and click Control Panel.
- 3 Double-click Display.
- 4 Click the NeoMagic tab.




- 5 Click Display Options.

6 Select one of the display options listed under Display Mode.

Display modes	Functions
Monitor	Displays only an external display connected to the Monitor connector on your computer.
LCD	Displays only the Liquid Crystal Display (LCD) on your computer.
Monitor/LCD	Displays both an external display connected to the Monitor connector on your computer and the LCD simultaneously.
TV	Displays only a TV or projector connected to the Video Out connector on your computer.

7 Click OK.

 You cannot use the following displays simultaneously:

- The computer's LCD and an external display using the Video Out connector.
- External displays using the Monitor connector and the Video Out connector.

You can adjust the refresh rate when you select Monitor as the display mode.

When You Select TV

When you select TV as the display mode, you can adjust the TV display position and select TV system you want to use.

To select TV options

After you select TV in Step 6, select the TV options.

TV Options	Function
Image Filter	Adjusts the flicker.
Optional TV Setting	Adjusts the optional image size.
NTSC/PAL/SECAM	Selects the TV system.

To select the TV system

You can select the TV system using TV options. After you select TV in Step 6, select the TV system from the TV options. Color systems are different in each country. Use the country names below to select the appropriate color system for your location.

TV System	Country
NTSC system	Bahama Islands, Bolivia, Canada, Central America, Chile, Colombia, Ecuador, Jamaica, Japan, Korea, Mexico, Peru, Surinam, Taiwan, the Philippines, U.S.A., Venezuela
PAL system	Australia, Austria, Belgium, China, Czech Republic, Denmark, Finland, Germany, Great Britain, Holland, Hong Kong, Italy, Kuwait, Malaysia, New Zealand, Norway, Portugal, Singapore, Slovak Republic, Spain, Sweden, Switzerland, Thailand

 If you select the Optional TV setting, you must restart the computer.


Getting Help

This section describes how to get help and support from Sony, as well as troubleshooting tips for your computer.

About Sony's Support Options

Sony provides several support options for your computer. When you have questions about your computer and the preinstalled software, check these places for answers:

- ❑ **This guide** explains how to set up and use your computer, use the utility programs, and perform basic computer tasks.
- ❑ **The online help files** that accompany your preinstalled software contain instructions on using the software.
- ❑ **The *About Your Sony Notebook Computer* guide** lists the telephone support numbers for your preinstalled software titles. This guide also includes a packing list and technical specifications for your notebook computer.
- ❑ **The Sony Sales and Marketing Support number** offers information about your notebook computer and other Sony products that work with your computer. To contact Sony Sales and Marketing Support, call 1-888-4SONYPC (1-888-476-6972).
- ❑ **The Sony fax-back service** provides you with answers to commonly asked questions. You can use this automated service to request a list of available topics and then select the topics that you want to receive. To contact the Sony fax-back service, call 1-888-4SONYPC (1-888-476-6972).
- ❑ **The Sony e-mail support service** answers your questions by electronic mail. Just send your question in an e-mail message, and a Customer Service Representative will send you a reply with the answer. To send a question to Sony e-mail support, address the message to SOS@info.sel.sony.com.

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- ❑ **The FirstAid® '97** (Sony SOS Edition) software intercepts crashes caused by Windows 3.1x and Windows 95 applications, finds and fixes startup problems for all Sony preinstalled applications, uses a knowledge base to find and fix additional problems, and automatically backs up your computer's critical configuration files.
 - ❑ **Oil Change™** (Sony SOS Edition) software is a useful companion to SOS. Using the Internet, it provides updated device drivers, software fixes and updates provided by Sony for the software titles included with your Notebook Computer. SOS Oil Change scans your computer to identify software applications and their versions. It then logs on to the Internet, compares your software configuration against the Sony database, and notifies you of the software fixes, and updates available for your computer. For each fix and update, it provides an explanation. After selecting the software fixes and updates you require, SOS Oil Change downloads, uncompresses, and installs the selected items. If, for any reason, the new software/device driver is not installed successfully, your current configuration will be retained. To contact SOS Oil Change support dial 1-888-4SONYPC (1-888-476-6972).
 - ❑ **The SOS software** connects you to a Customer Support Representative. SOS is available toll-free 24 hours a day, seven days a week. You can contact SOS by telephone or by using your built-in modem. Be sure to connect your modem before you call, so that the representative can access your system if necessary. For information on calling SOS with your built-in modem, see the next section, "Calling SOS" on page 109. To call SOS using your telephone, dial 1-888-4SONYPC (1-888-476-6972). Before calling SOS, try running First Aid and Oil Change. You may find that this resolves your problem. First Aid, Oil Change, and SOS are all available on the Sony Online Support screen. To access this screen, click the Start button, point to the Sony Folder, and click Sony Online Support.

Calling SOS

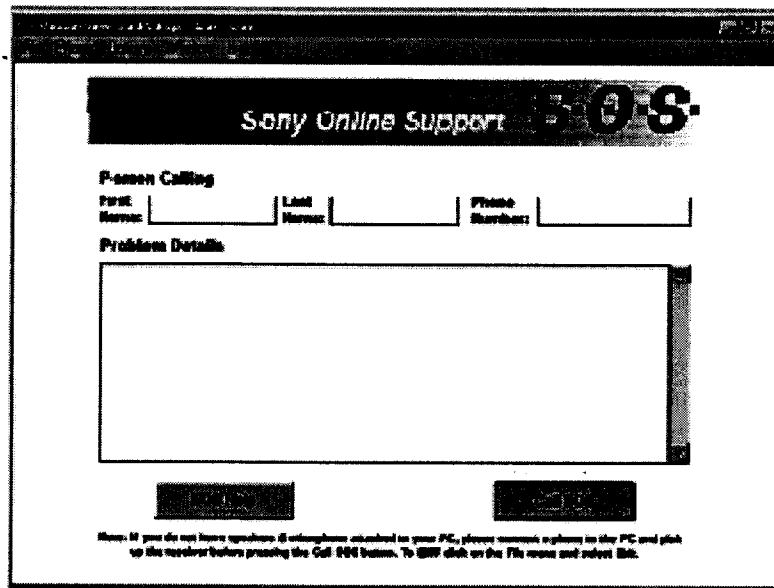
The SOS application enables you to exchange information with a Sony Customer Support Representative (CSR). The built-in speakerphone is a convenient way to contact SOS. Here's how it works:

- Type your name and a description of the problem in the SOS window.
- Dial the SOS hotline with a single click of the mouse.
- Specify the access level for the CSR.
- The CSR resolves the problem.

Before using SOS, make sure the computer is connected to a phone line as described in "Connecting a Phone Line" on page 8. If you do not have a phone line connected to your computer, you can call SOS by dialing 1-888-4SONYPC (1-888-476-6972).

To place a call to SOS

- 1 Select SOS from the Sony Folder on the Start menu and click the Connect to SOS icon in the Sony Online Support screen.



The screenshot shows the Sony Online Support SOS application window. At the top, it says "Sony Online Support" and "SOS". Below that, there is a section for "Person Calling" with three input fields: "First Name", "Last Name", and "Phone Number". Underneath is a "Problem Details" section with a large text area for entering the problem description. At the bottom of the window, there are two buttons: "Call" and "Cancel". A small note at the very bottom reads: "Note: If you do not have a speaker or microphone attached to your PC, please connect a phone to the PC and pick up the receiver before pressing the Call SOS button. To end call on the PC, click on the File menu and select Exit."

- 2 In the SOS window, type your name, phone number, and a description of the problem.
- 3 Click the Call SOS button.
- 4 When the Remote Command Security dialog box appears, select an access level by clicking one of these options:

Options	Descriptions
Full access	Allows the CSR to fully interact with your computer. The CSR can access all the files on your hard disk drive and can copy files to and from your computer to solve your problem.
Limited access	Lets the CSR view your system, but you must approve every action the CSR takes. If the CSR wants to copy a file, for example, the Remote Command Permission dialog box prompts you to approve this action.
No access	Prevents the CSR from accessing your system. You must perform all the operations as described to you by the CSR.

 You can change the access level during your call to SOS.

- 5 Discuss the problem with the CSR and follow the CSR's instructions to resolve the problem.

 If you experience difficulty hearing the CSR, turn down the speaker volume.

When a file is being transmitted between your computer and SOS, a status box displays the progress of the file transfer.

- 6 To end a call, click the SpeakerPhone button.
- 7 Click the Close box at the top right corner of the SOS window or select Exit from the File menu to close the SOS window.

Troubleshooting

This section describes how to solve common problems you may encounter when using your computer. Many problems have simple solutions, so try these suggestions before you call Sony Online Support.

My computer won't start

- Check that the computer is plugged into a power source and that it is turned on. Check that the power indicator on the front panel of the computer indicates that the power is on.
- Check that the battery packs are inserted properly and that they are charged.
- Make sure a floppy disk is not in the floppy disk drive.
- Confirm that the power cord and all cables are connected firmly, as described in "Setting Up Your Notebook Computer" on page 3.
- If you plugged the computer into a power strip or UPS, make sure the power strip or UPS is turned on and working.
- If you are using an external display, check that it is plugged into a power source and turned on. Check that the brightness and contrast controls are adjusted correctly. See the manual that came with your display for details.
- Moisture condensation may have occurred. Do not use the computer for at least one hour and then turn on the computer.

My LCD does not display anything

- Check that the computer is plugged into a power source and that it is turned on. Check that the power indicator on the front panel of the computer is on.
- Check that the battery packs are inserted properly and that they are charged.
- Adjust the brightness of the LCD (page 39).
- The computer may be in video standby mode. Press any key to activate the display.
- The video output may be directed to an external display. Press Fn+F7 until video output appears on the LCD.
- The video output may be directed to a TV. Press Fn+F8 until video output appears on the LCD.

The screen image on my external display is not centered or sized properly


Use the controls on your external display to adjust the image. See the manual supplied with your display for more information.

The video image on my screen is too dark

If an external display is connected to the Monitor connector, disconnect the display.

My computer "locks up"

- Try restarting the computer. On the Windows taskbar, click the Start button, click Shut Down, and then click Restart the computer.
- If you cannot restart as described in the preceding step, you can restart the computer by pressing Ctrl+Alt+Delete.
- If the previous step does not work, slide the power switch toward the front and hold it for at least four seconds. This turns off the power.
- If your computer locks up while playing a CD-ROM, stop the CD-ROM, and restart the computer by pressing Ctrl+Alt+Delete.

 Pressing Ctrl+Alt+Delete may result in data loss in files that are currently open.

My CD-ROM drive tray won't open

- Check that the CD-ROM drive is properly inserted.
- Make sure the computer is turned on.
- Press the Eject button on the CD-ROM drive.
- If the Eject button does not work, you can open the CD tray by inserting a sharp, pointed object into the hole to the right of the Eject button.

I cannot play a CD-ROM disk

- Make sure the label of the CD-ROM is facing up.
- If the CD-ROM disk requires software, make sure the software is installed according to the program's instructions.
- Moisture condensation may have occurred. Leave the computer for at least 1 hour while the computer is turned on.

When I double-click an application icon a message appears, such as "You must insert the application CD into your CD-ROM drive", and the software does not start

- ❑ Some titles require specific files that are located on the application's CD-ROM disk. Insert the disk and try starting the program again.
- ❑ Make sure you place the disk in the tray with the label side facing up.

My floppy disk drive cannot write to a floppy disk

- ❑ The floppy disk is write-protected. Disable the write-protect feature or use a floppy disk that is not write-protected.
- ❑ Check that the floppy disk is properly inserted into floppy disk drive.

My software program "locks up" or crashes

Contact the software publisher or designated provider for technical support. See the *About Your Sony Notebook Computer* guide for a complete list of phone numbers.

My speakers have no sound

- ❑ The built-in speakers are turned off. Press Fn+F3 to turn on the speakers.
- ❑ The speaker volume is turned to the minimum. Press Fn+F4, and then press ↑ or → to increase the volume.
- ❑ If your computer is powered by batteries, check that the battery packs are inserted properly and that they are charged.
- ❑ If you are using an application that has its own volume control, check that the volume is turned up.
- ❑ Check the volume controls in Windows 95.
- ❑ If you connect external speakers, check that the speakers are properly connected and the volume is turned up. If the speakers have a mute button, make sure it is off. If the speakers are powered by batteries, check that the batteries are inserted properly and that they are charged.
- ❑ If you have connected headphones or an audio cable to the Headphone connector, disconnect the cable.
- ❑ If the CD-ROM drive is in the docking station's drive bay, you cannot hear sound from your computer's built-in speakers.



When I press Fn+F3, I see the message "Sound Disabled"

Click the System icon in the Control Panel. Change the settings under Device Manager so that sound is enabled.

My modem doesn't work

- Check that the phone line is plugged into the line jack. See "Connecting a Phone Line" on page 8 for details.
- Check that the phone line is working. You can check the line by plugging in an ordinary phone and listening for a dial tone.
- Check that the phone number the program is dialing is correct.
- Check that the software you are using is compatible with the Sony Notebook Computer modem. (All preinstalled programs are compatible.) Call the software publisher or Sony Online Support.

My microphone doesn't work

If you are using an external microphone, check that the microphone is plugged into the Microphone connector.

My mouse doesn't work

If you are using an external mouse, check that the mouse is plugged into the mouse connector. See "Connecting an External Mouse or Keyboard" on page 29 for details.

My computer does not shut down

Slide the power switch forward and hold for at least four seconds.

My PC card is not working


- Make sure the PC card is compatible with Windows 95.
- Use the Sony Notebook Setup utility to disable devices you are not currently using.

Using the System and Application Recovery CD

The following sections describe how to use the System Recovery and Application Recovery utilities. The procedures vary depending on the model of Sony Notebook Computer you purchased.

For Models	See Instructions on Pages
PCG-705C	115 to 118
PCG-707C	115 to 118
PCG-705E	118 to 121
PCG-707E	118 to 121

Using the System Recovery CD (Models PCG-705C/707C Only)

 The following instructions are for models PCG-705C/707C only. If you have model PCG-705E or 707E, see the instructions on page 118.

You can reinstall software titles that shipped with your computer if they are corrupted or accidentally erased. You may not need to recover the entire contents of your hard drive. If you experience a problem with your computer, reinstalling an individual device driver or software title may correct the problem. Use the Application Recovery CD to reinstall individual applications or device drivers. See "Using the Application Recovery CD (Models PCG-705C/707C Only)" on page 117.

The System Recovery CD contains a backup copy of the all the software originally installed on your hard disk drive. **It can be used only to recover the hard disk of the Sony PC computer you purchased.**


The System Recovery utility gives you two options:

- Full Restore without Format** restores all the software titles that originally came with your computer without formatting the hard disk.

- ❑ **Full Restore with Format** formats the hard disk drive and then restores all the original software.

! Formatting the hard disk drive removes all the information on the hard disk. If you choose this option, you will lose any software you have installed and any other files you have created since you started to use your computer. This means you will have to reinstall any applications that were not included with the computer when you purchased it. If you choose to restore all software titles without formatting the hard disk drive, you may need to reinstall applications that were not included with the computer when you purchased it. If you have any questions on using the System Recovery CD, contact Sony Online Support (SOS).

To use the System Recovery CD

 The CD-ROM drive must be inserted in the computer — not the docking station — to use the System Recovery CD.


- 1** Insert the Sony System Recovery CD in the CD-ROM drive.
- 2** Shut down your computer as described in “Shutting Down Your Computer” on page 36.
- 3** Wait four seconds and turn on your computer.
- 4** Click OK to signify you have read and accept the Microsoft End-User License Agreement.
- 5** When the System Recovery menu appears, follow the on-screen instructions to complete the recovery process.

 The recovery process takes between 30 to 60 minutes to complete.


If your computer does not start from the Recovery CD

- 1 Slide the power switch forward and hold it for more than four seconds to turn off the computer.
- 2 Turn on the computer while holding down the F2 key. The BIOS screen appears.
- 3 Press the Esc key. The Exit screen appears.
- 4 Select Get Default Value using the cursor keys and then press the Enter key.
- 5 Press the Esc key, and then press the Enter key. The computer restarts from the Recovery CD.

Using the Application Recovery CD (Models PCG-705C/707C Only)


 The following instructions are for models PCG-705C/707C only. If you have model PCG-705E or 707E, see the instructions on page 120.

The Application Recovery CD allows you to reinstall individual applications and device drivers if they are corrupted or accidentally erased. Reinstalling an individual device driver or software title may correct a problem you are experiencing with your computer, and you may not need to recover the entire contents of your hard drive. If you do need to reinstall all the software titles that shipped with your computer, use the System Recovery CD. See "Using the System Recovery CD (Models PCG-705C/707C Only)" on page 115.


 You must be in Windows to run the Application Recovery CD. The application will not run from DOS. If you have any questions on using the Application Recovery CD, contact Sony Online Support (SOS).

To use the Application Recovery CD

- 1 Turn on your computer. If your computer is already on, close all applications.

- 
- 2 When the Windows desktop appears, insert the Sony Application Recovery CD in the CD-ROM drive. The Application Recovery utility loads automatically.
 - 3 When the Application Recovery menu appears, follow the on-screen instructions to complete the recovery process.

Using the System Recovery Utility (Models PCG-705E/707E Only)

 The following instructions are for models PCG-705E/707E only. If you have model PCG-705C or 707C, see the instructions on page 115.

You can reinstall the software titles that shipped with your computer if they are corrupted or accidentally erased. Your System/Application Recovery CD provides a System Recovery utility to do this. If you want to reinstall individual applications, use the Application Recovery utility. See "Using the Application Recovery Utility (Models PCG-705E/707E Only)" on page 120.

The System Recovery utility contains a backup copy of the software originally installed on your hard disk drive. **It can be used only to restore the hard disk of the Sony PC computer you purchased.**


The System Recovery utility gives you two options:

- Full Restore without Format** restores all the software titles that originally came with your computer without formatting the hard disk.

- Full Restore with Format** formats the hard disk drive and then restores all the original software.

! Formatting the hard disk drive removes all the information on the hard disk. If you choose this option, you will lose any software you have installed and any other files you have created since you started to use your computer. This means you will have to reinstall any applications that were not included with the computer when you purchased it. If you choose to restore all software titles without formatting the hard disk drive, you may need to reinstall applications that were not included with the computer when you purchased it. If you have any questions on using the System Recovery CD, contact Sony Online Support (SOS).

To use the System Recovery Utility

 The CD-ROM drive must be inserted in the computer — not the docking station — to use the System Recovery CD.


- 1** Insert the Sony System/Application Recovery CD in the CD-ROM drive.
- 2** Shut down your computer as described in “Shutting Down Your Computer” on page 36.
- 3** Wait four seconds and turn on your computer.
- 4** Click OK to signify you have read and accept the Microsoft End-User License Agreement.
- 5** When the System Recovery menu appears, follow the on-screen instructions to complete the recovery process.

 The recovery process takes between 30 to 60 minutes to complete.

If your computer does not start from the System/Application Recovery CD


- 1** Slide the power switch forward and hold it for more than four seconds to turn off the computer.
- 2** Turn on the computer while holding down the F2 key. The BIOS screen appears.
- 3** Press the Esc key. The Exit screen appears.
- 4** Select Get Default Value using the cursor keys and then press the Enter key.
- 5** Press the Esc key, and then press the Enter key. The computer restarts from the Recovery CD.

**Using the Application Recovery Utility
(Models PCG-705E/707E Only)**

 The following instructions are for models PCG-705E/707E only. If you have model PCG-705C or 707C, see the instructions on page 117.

You can reinstall individual applications and device drivers that shipped with your computer if they are corrupted or accidentally erased. The Application Recovery utility on your System/Application Recovery CD allows you to select the software title you need to install.

If you experience a problem on your computer, reinstalling an individual device driver or software title may correct the problem, and you may not need to recover the entire contents of your hard drive. If you do need to reinstall all the software titles that shipped with your computer, use the System Recovery utility on the disk. See "Using the System Recovery Utility (Models PCG-705E/707E Only)" on page 118 for instructions.

 You must be in Windows to run the Application Recovery utility. The application will not run from DOS.
If you have any questions on using the Application Recovery utility, contact Sony Online Support (SOS).



To use the Application Recovery Utility

- 1** Turn on your computer. If your computer is already on, close all applications and return to the Windows screen.
- 2** When the Windows desktop appears, insert the Sony System/Application Recovery CD in the CD-ROM drive. The Application Recovery utility loads automatically.
- 3** When the Application Recovery menu appears, follow the on-screen instructions to complete the recovery process.

Other Information


This section summarizes the power saving modes available on your computer. It also describes safety guidelines, ergonomic considerations, keyboard references, and precautions to help protect your computer from potential damage.

Power Saving Modes

Your computer has three distinct power saving modes that allow you to conserve battery life.

Normal Mode

This is the normal state of your computer when it is in use. To save power, you can turn off a specific device such as the LCD or the modem. The power indicator light is on in this mode.

 For details, see "Controlling Power Management" on page 97.

System Standby Mode

This mode is convenient if you do not need to use your computer for a brief period. The hard disk and video display enter a low power state, and the CPU clock and processor stop. The power indicator light is on in this mode.

To activate system standby mode

Press Fn+S. You can also enter system standby mode using the PowerPanel utility.

To return to normal mode

Press any key.

System Suspend Mode

The computer saves the current state of the system in RAM and switches off power to the CPU. If the remaining battery charge drops to less than 5% during system suspend mode, the computer automatically enters the system save to disk mode. The power indicator light flashes in this mode.

To activate system suspend mode

Press Fn+Esc, or slide the power switch forward and hold it for at least four seconds. You can also use the PowerPanel utility to enter system suspend mode.

To return to normal mode

Press any key.

System Save to Disk Mode


The state of the system is saved on the hard drive and power is turned off. The power indicator light is off in this mode.

To activate system save to disk mode

Press Fn+F12. You can also use the PowerPanel utility to enter system save to disk mode.

To return to normal mode

Turn on the computer by sliding the power switch forward. The computer returns to its previous state.

 When returning from system save to disk mode, the system status stored on the hard disk is erased and the computer starts normally if you slide the power switch forward and hold for at least four seconds.

- ❑ Time to return to normal mode:
System standby < System suspend < System save to disk
- ❑ Power consumption:
System standby > System suspend > System save to disk

Notes on Use

On Handling the LCD Screen

- ❑ Do not leave the LCD facing the sun as it can damage the LCD. Be careful when using the computer near a window.
- ❑ Do not scratch the LCD or exert pressure on it. This could cause malfunction.
- ❑ Using the computer in low temperature conditions may produce a residual image on the screen. This is not a malfunction. When the computer returns to normal temperature, the screen returns to normal.
- ❑ A residual image may appear on the screen if the same image is displayed for a lengthy period of time. The residual image disappears in a while. You can use a screen saver to prevent residual images.
- ❑ The screen becomes warm during operation. This is normal and does not indicate a malfunction.
- ❑ The LCD is manufactured using high-precision technology. You may, however, see tiny black points and/or bright points (red, blue, or green) that continuously appears on the LCD. This is a normal result of the manufacturing process and does not indicate a malfunction.

On the Power Source

- ❑ Your computer operates on 120V-240V AC 50/60 Hz.
- ❑ Do not share the AC outlet with other power-consuming equipment, such as a copying machine or shredder.
- ❑ You can purchase a power strip with a surge protector. This device prevents damage to your computer caused by sudden power surges such as those that may occur during an electrical storm.
- ❑ Do not place heavy objects on the power cord.
- ❑ To disconnect the cord, pull it out by the plug. Never pull the cord itself.
- ❑ Unplug your computer from the wall outlet if you will not be using the computer for a long time.
- ❑ When the AC adapter is not used, unplug it from the AC outlet.
- ❑ Use only the AC adapter supplied. Do not use any other AC adapter.

On Handling

- Clean the cabinet with a soft, dry cloth or a soft cloth lightly moistened with a mild detergent solution. Do not use any type of abrasive pad, scouring powder, or solvent such as alcohol or benzine, as these may damage the finish of your computer.
- Should any solid object or liquid fall into the computer, shut down your computer and then unplug it. You may want to have the computer checked by qualified personnel before operating it any further.
- Do not drop the computer or place heavy objects on top of the computer.

On Installation

- Do not place your computer in a location subject to:
 - Heat sources, such as radiators or air ducts
 - Direct sunlight
 - Excessive dust
 - Moisture or rain
 - Mechanical vibration or shock
 - Strong magnets or speakers that are not magnetically shielded
 - Ambient temperature of more than 95° F (35° C) or less than 50° F (10° C)
 - High humidity
- Do not place electronic equipment near your computer. The computer's electromagnetic field may cause a malfunction.
- Provide adequate air circulation to prevent internal heat build-up. Do not place your computer on porous surfaces such as rugs or blankets, or near materials such as curtains or draperies that may block its ventilation slots. Leave a space of at least 8 inches behind the back panel of the computer.
- The computer uses high-frequency radio signals and may cause interference to radio or TV reception. Should this occur, relocate the computer a suitable distance away from the set.
- Use only specified peripheral equipment and interface cables; otherwise, problems may result.
- Do not use cut or damaged connection cables.

- ❑ Your computer will not work with party lines, cannot be connected to a coin-operated telephone, and may not work with multiple phone lines or a private branch exchange (PBX).
- ❑ If the telephone company makes a service call to your home or office and determines that your computer is responsible for a problem, the telephone company may bill you for the service call. Also, if you do not disconnect your computer when it is adversely affecting the telephone line, the telephone company has the right to disconnect your service until you correct the problem.

On Moisture Condensation

If the computer is brought directly from a cold location to a warm one, moisture may condense inside your computer. In this case, allow at least an hour before turning on your computer. If any problems occur, unplug your computer, and contact your Sony Service Center.

On Upgrading the System

- ❑ The procedures described in “Upgrading Your Notebook Computer” on page 139 assume familiarity with the general terminology associated with personal computers and with the safety practices and regulatory compliance required for using and modifying electronic equipment.
- ❑ Disconnect the system from its power source and from any telecommunications links, networks, or modems before you open the system or do any of the procedures described in “Upgrading Your Notebook Computer” . Failure to do so may result in personal injury or equipment damage.
- ❑ Electrostatic discharge (ESD) can damage disk drives and other components. Perform the procedures described in “Upgrading Your Notebook Computer” only at an ESD workstation. If such a station is not available, do not work in a carpeted area, and do not handle materials that produce or hold static electricity (cellophane wrappers, for example). Ground yourself by maintaining contact with an unpainted metal portion of the chassis while performing the procedure.



On Handling Diskettes

- Do not open the shutter manually and touch the surface of the diskette.
- Keep diskettes away from magnets.
- Keep diskettes away from direct sunlight and other heat sources.

On Handling CD-ROM Disks


- Do not touch the surface of the disk.
- Do not drop or bend the disk.

On Cleaning CD-ROM Disks

- Fingerprints and dust on the surface of a disk may cause read errors. Proper care of the disk is essential to maintain its reliability. Do not use solvents such as benzine, thinner, commercially available cleaners or anti-static spray, as they may cause damage to the disk.
- For normal cleaning, hold the disk by its edge and use a soft cloth to wipe the surface from the center out.
- If the disk is badly soiled, moisten a soft cloth with water, wring it out well, and use it to wipe the surface of the disk from the center out. Wipe off any remaining moisture with a dry soft cloth.

On Using Batteries

- Never leave the battery pack in temperatures above 140° F (60° C), such as in a car parked in the sun or under direct sunlight.
- Battery life is shorter in a cold environment. This is due to decreased battery efficiency at low temperatures.
- Charge the batteries at temperatures between 50° F and 80° F (10° C to 30° C). Lower temperatures require a longer charging time.
- While the battery is in use or being discharged, the battery pack heats up. This is normal and is not cause for concern.
- Keep the battery pack away from all sources of heat.
- Keep the battery pack dry.
- Do not open or try to disassemble the battery pack.
- Do not expose the battery pack to any mechanical shock.

- 
- ❑ If you are not using the computer for an extended period of time, remove the battery pack from the computer to prevent damage to the battery.
 - ❑ If, after fully charging the battery pack, the battery power is still low, the battery pack may be reaching the end of its life and should be replaced.
 - ❑ You do not need to discharge the battery before recharging.
 - ❑ If you have not used the battery pack for a considerable amount of time, recharge the battery.

On Using the Headphones

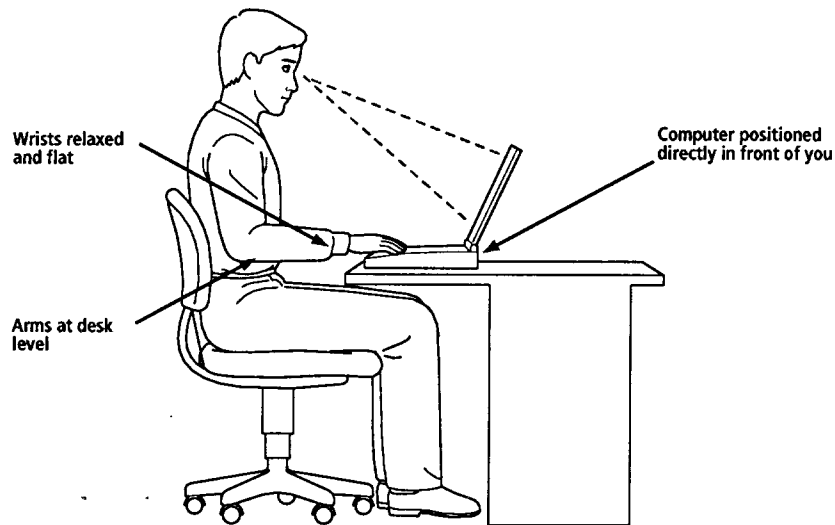
- ❑ **Road safety** – Do not use headphones while driving, cycling, or operating any motorized vehicle. It may create a traffic hazard and is illegal in some areas. It can also be potentially dangerous to play your headphones at high volume while walking, especially at pedestrian crossings. You should exercise extreme caution or discontinue use in potentially hazardous situations.
- ❑ **Preventing hearing damage** – Avoid using headphones at high volume. Hearing experts advise against continuous, loud and extended play. If you experience a ringing in your ears, reduce the volume or discontinue use.

On Maintenance

- ❑ Make sure to disconnect the power cord before cleaning the computer.
- ❑ Avoid rubbing the LCD screen as this can damage the screen. Use a soft, dry cloth to wipe the LCD screen.
- ❑ Clean the computer with a soft cloth lightly moistened with a mild detergent solution. Do not use any type of abrasive pad, scouring powder or solvent, such as alcohol or benzine.

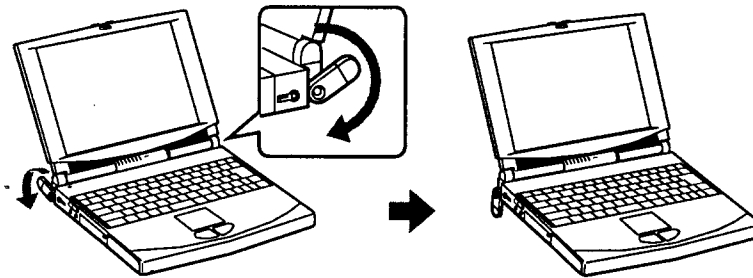
Ergonomic Considerations

You will be using your notebook computer as a portable device in a variety of environments. Whenever possible, you should attempt to apply the following ergonomic considerations to both stationary and portable environments.



- ❑ **Position of your computer** – The computer should be directly in front of you as you work. Keep your forearms horizontal with your wrists in a neutral, comfortable position while using the keyboard, touchpad, or external mouse. Let your upper arms hang naturally at your sides. Take breaks during sessions with your computer. Excessive use of the computer may strain muscles or tendons.

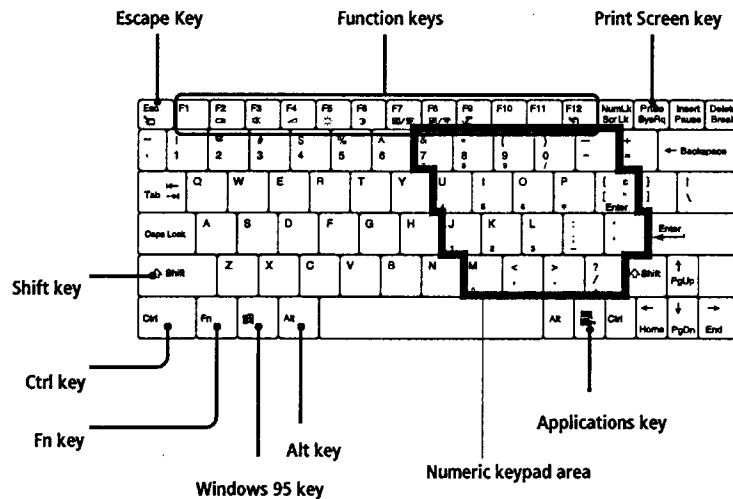
- ❑ **Furniture and posture** – Sit in a chair with good back support and armrests. Adjust the level of the chair so your feet are flat on the floor. A footrest may make you more comfortable. Sit in a relaxed, upright posture and avoid slouching forward or leaning far backward.
- ❑ **Viewing angle of the computer's display** – Use the display's tilting feature to find the best position. You can reduce eye strain and muscle fatigue by adjusting the tilt of the display to the proper position. Adjust the contrast or brightness settings of the display also.
- ❑ **Lighting** – Choose a location where windows and lights do not create glare and reflection on the display. Use indirect lighting to avoid bright spots on the display. You can also purchase accessories for your display that help reduce glare. Proper lighting adds to your comfort and work effectiveness.
- ❑ **Tilt stand** – You use the tilt stand to place the computer at an angle that allows comfortable typing.





- ❑ **Placement of an external display** – When using an external display, set the display at a comfortable viewing distance. Make sure the display screen is at eye level or slightly lower when you are sitting in front of the monitor.

Using the Keyboard










Your keyboard is very similar to a typewriter's, but the keyboard has additional keys that perform specific computer-related tasks.







Keys	Descriptions
Numeric keypad area	Contains the keys found on a typical calculator. Use the numeric keypad area to type numbers or to perform mathematical calculations such as addition and subtraction. Note that you must press the Num Lock key to activate the numeric keypad. (When you do so, the Num Lock light will be on.)
Navigation keys	Several keys are devoted to moving the cursor on the screen (the four arrow keys which also function as the Home, End, Page Up, and Page Down keys).
Correction keys	The Insert, Back Space, and Delete keys enable you to make corrections in your documents.

Keys	Descriptions
Function keys	The twelve function keys along the top of the keyboard are used to perform designated tasks. For example, in many applications, F1 is the Help key. The task associated with each function key may vary from one application to the next.
Escape key	The Esc (Escape) key is used to cancel commands
Print Screen key	The Print Screen key takes an electronic snapshot of the screen and places it in the Windows Clipboard. You can then paste the screen shot into a document and print it.
Operator keys	Several keys are always used with at least one other key: Ctrl, Alt, and Shift. When held down with another key, the Ctrl (Control) and Alt (Alternate) keys offer another way to give commands. For example, in many applications, instead of choosing the Save command from a menu, you can hold down Ctrl and press S (referred to as Ctrl+S). The Shift key operates the same way as on a typewriter; it's used to produce capital letters or special symbols such as @ and \$.
Windows 95 key 	The key with the Windows logo displays the Windows 95 Start menu; it's the equivalent of clicking the Start button on the task bar. See "Combinations and Functions with the Windows 95 Key" on page 134.
Fn key	The Fn key is used in combination with other keys. To issue commands. See "Combinations and Functions with the Fn Key" on page 136.
Applications key 	The Applications key displays a shortcut menu of context-sensitive choices; pressing this key is the equivalent of clicking the right mouse button.

Combinations and Functions with the Windows 95 Key












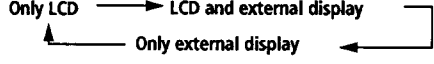
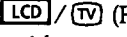



Combinations	Functions
 + F1	Displays Windows Help.
 + Tab	Switches the selected button on the taskbar.
 + E	Displays Windows Explorer.
 + F	Displays the Windows Find window to find a file or folder. This is the equivalent of selecting Find from the Start menu.
 + Ctrl + F	Displays Find window which is for finding in other computers. This is the equivalent of selecting Find from the Start menu.
 + M	Minimizes all displayed windows.
Shift +  + M	Returns all minimized windows to their previous size.
 + R	Displays the Run window. This is the equivalent of selecting Run from the Start menu.
 + Pause + Break	Displays the Properties window. This is the equivalent of double-clicking the System icon in the Control Panel.


Indicators

Indicators	Functions
Power 	Lights when the power to the computer is turned on. Flashes in system suspend mode. Turns off when the computer is in system save to disk mode or powered off.
Hard disk 	Lights when data is being read from or written to the hard drive. Do not enter system suspend mode or turn off the computer when this indicator light is on.
Battery 1 1 	Indicates the status of the battery inserted in the battery bay on the left side of the computer.
Battery 2  2	Indicates the status of the battery inserted in the drive bay on the right side of the computer.

Light	On	Off
Num Lock	Turns on when the number keys area in the numeric keypad are active.	Turns off when the alphanumeric characters keys in the keypad area are active.
Caps Lock	Turns on when the letters appear in uppercase as you type. The Shift key lowers the case of typed letters when Caps Lock is on.	Turns off when letters appear in lower case as you type (unless you hold down the Shift key).
Scroll Lock	Turns on when the screen scrolls differently. (Exactly how it scrolls depends on the specific application. It has no effect in many applications.)	Turns off when information moves across the display normally.

Combinations and Functions with the Fn Key

Combinations/ Feature	Functions
Fn+  (ESC) System suspend mode	Puts the system into system suspend mode, a power management state. To return the system to the active state, press any key or press the power switch on your computer.
Fn+  (F2) Display power status	Displays the power status, as in the two examples below: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Using AC power</p> </div> <div style="text-align: center;">  <p>Charging the battery</p> </div> </div>
Fn+  (F3) Speaker switch	Toggles the built-in speaker between off and on.
Fn+  (F4) Speaker volume	Adjusts the built-in speaker volume. To increase volume, press Fn+F4, then ↑ or →. To decrease volume, press Fn+F4, then ↓ or ←.
Fn=  (F5) Brightness control	Adjusts the brightness of the LCD. To increase light intensity, press Fn+F5 and then ↑ or →. To decrease light intensity, press Fn+F5 and then ↓ or ←.
Fn=  (F6) Contrast control	The contrast control is not currently used on the LCD display.
Fn+  /  (F7) Switch to the external display	Toggles through the LCD, external display (connected to the  Monitor connector) and both LCD and external display. <div style="text-align: center; margin-top: 10px;">  </div>
Fn+  /  (F8) Select video out	Toggles between LCD and TV connected to the  Video Out connector.
Fn+  (F9)	Disconnects from the docking station when the power is on.

Combinations/ Feature	Functions
Fn+  (F12) System save to disk mode	Provides for the lowest level of power consumption. When you execute this command, the state of the system and state of the peripheral devices are written to the hard disk and the system power is turned off. To return the system to the original state, use the power switch to turn on power.
Fn+E Eject CD-ROM	Ejects the CD-ROM drive.
Fn+F Change the display size	Zooms in or zooms out the display size.
Fn+D Video standby	Turns off the LCD in order to save power.
Fn+S System standby	Puts the system in standby mode, a power management state. When the system enters standby mode, the hard disk and video enter a low power state, and the CPU clock and the processor are not active.

Upgrading Your Notebook Computer

In the future you may want to install memory modules to expand the functionality of your computer. This section describes how to add memory.

Adding Memory

You can increase memory to 128MB by installing optional memory modules. There are two memory module slots in your computer. A 16MB Expansion Memory Module and a 32MB Expansion Memory Module are available as optional memory modules.

! Make sure you observe the proper safety precautions when you install memory modules in your computer. See "Notes on Use" on page 99.

Be careful when adding memory. Mistakes when installing or removing a memory module may cause malfunction.

⚡ Electrostatic discharge can damage electronic components. Before touching a memory expansion board, ensure the following:

- You are discharged of static electricity by touching a grounded metal object.
- Do not work in a carpeted area.
- Do not open the package of the memory module until ready for use. The package protects the memory module from electrostatic discharge.
- Use the special bag for preventing electrostatic discharge or use aluminum foil when you store the memory module.

Typical expansion memory configuration

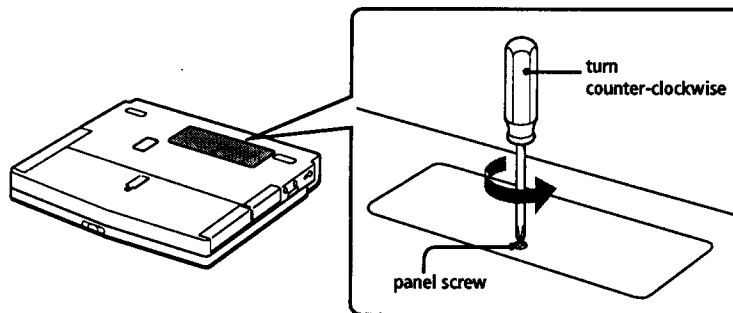
Total System Memory (MB)	Slot 1 (MB)	Slot 2 (MB)
16*	16	Empty
32	32	Empty
32	16	16
48	32	16
64	32	32
128	64	64

* 16MB is the default memory amount for PCG-705 and PCG-707.

The memory options in Slot 1 and Slot 2 are interchangeable.

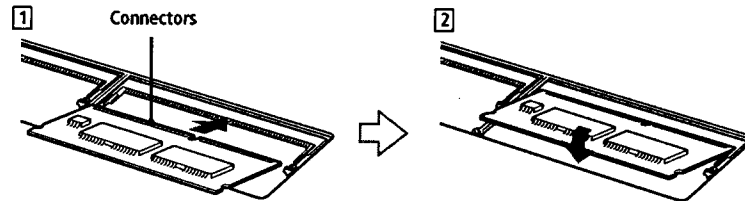
To install a memory module

- 1 Shut down your computer and disconnect all peripheral devices, such as your printer.
- 2 Unplug your computer and remove the battery packs.
- 3 Wait until the computer cools down. Then turn your computer upside down and open the cover on the bottom.



4 Remove the memory module from its packaging.

5 Install the memory module.



1 Slide the memory module into the slot.

2 The connectors snap into place when the board is correctly seated.

6 Close the cover and tighten the screws.

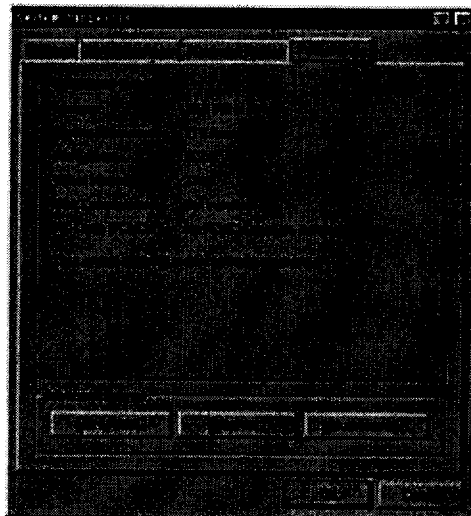
7 Turn on the computer.

8 Click the My Computer icon with the right button and select Properties.

The System Properties screen appears.

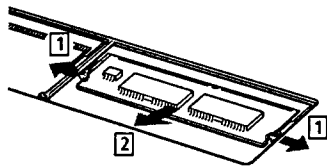
9 Click the Performance tab to view memory.

If the additional memory is not shown, repeat steps 1-9.



To remove a memory module

- 1** Shut down your computer and disconnect all peripheral devices.
- 2** Unplug your computer and remove the battery packs.
- 3** Turn your computer upside down and open the cover on the bottom.
- 4** Remove the memory module.



- 1** Pull the tabs in the direction of the arrows. The memory module is released.
 - 2** Pull the memory module in the direction of the arrow.
- 5** Close the cover.

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