User Guide

Lenovo E31-70, Zhao Yang E31-70
Before using this information and the product it supports, be sure to read and understand the following:

- *Safety, Warranty, and Setup Guide*
- *Regulatory Notice*
- “Important safety information” on page v
- Appendix D “Notices” on page 59

The *Safety, Warranty, and Setup Guide* and the Regulatory Notice have been uploaded to the Web site. To refer to them, go to http://www.lenovo.com/UserManuals.

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Read this first

Be sure to follow the important tips given here to continue to get the most use and enjoyment out of your computer. Failure to do so might lead to discomfort or injury, or cause your computer to fail.

Protect yourself from the heat that your computer generates.

When your computer is turned on or the battery is charging, the base, the palm rest, and some other parts may become hot. The temperature they reach depends on the amount of system activity and the level of charge in the battery.

Extended contact with your body, even through clothing, could cause discomfort or even a skin burn.

- Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the computer for any extended time.
- Periodically take hands from using the keyboard by lifting your hands from the palm rest.

Protect yourself from the heat generated by the AC power adapter.

When the AC power adapter is connected to an electrical outlet and your computer, it generates heat.

Extended contact with your body, even through clothing, may cause a skin burn.

- Do not place the AC power adapter in contact with any part of your body while it is in use.
- Never use it to warm your body.

Prevent your computer from getting wet.

To avoid spills and the danger of electrical shock, keep liquids away from your computer.
Protect the cables from being damaged.

Applying strong force to cables may damage or break them.

Route communication lines, or the cables of an AC power adapter, a mouse, a keyboard, a printer, or any other electronic device, so that they cannot be walked on, tripped over, pinched by your computer or other objects, or in any way subjected to treatment that could interfere with the operation of your computer.

Protect your computer and data when moving it.

Before moving a computer equipped with a hard disk drive, do one of the following, and make sure that the power switch is off or is blinking:

- Turn it off.
- Put it in sleep mode.
- Put it in hibernation mode.

This will help to prevent damage to the computer, and possible loss of data.

Handle your computer gently.

Do not drop, bump, scratch, twist, hit, vibrate, push, or place heavy objects on your computer, display, or external devices.

Carry your computer carefully.

- Use a quality carrying case that provides adequate cushioning and protection.
- Do not pack your computer in a tightly packed suitcase or bag.
- Before putting your computer in a carrying case, make sure that it is off, in sleep mode, or in hibernation mode. Do not put a computer in a carrying case while it is turned on.
Important safety information

This information can help you safely use your notebook personal computer. Follow and retain all information included with your computer. The information in this document does not alter the terms of your purchase agreement or the Lenovo® Limited Warranty.

Customer safety is important. Our products are developed to be safe and effective. However, personal computers are electronic devices. Power cords, power adapters, and other features can create potential safety risks that can result in physical injury or property damage, especially if misused. To reduce these risks, follow the instructions in this document carefully. By carefully following the information contained in this document and provided with your product, you can help protect yourself from hazards and create a safer computer work environment.

Conditions that require immediate action

Products can become damaged due to misuse or neglect. Some product damage is serious enough that the product should not be used again until it has been inspected and, if necessary, repaired by an authorized servicer.

As with any electronic device, pay close attention to the product when it is turned on. On very rare occasions, you might notice an odor or see a puff of smoke or sparks vent from your product. Or you might hear sounds like popping, cracking or hissing. These conditions might merely mean that an internal electronic component has failed in a safe and controlled manner. Or, they might indicate a potential safety issue. However, do not take risks or attempt to diagnose the situation yourself. Contact the Customer Support Center for further guidance. For a list of Service and Support phone numbers, go to the following Web site: http://www.lenovo.com/support/phone

Frequently inspect your computer and its components for damage or wear or signs of danger. If you have any question about the condition of a component, do not use the product. Contact the Customer Support Center or the product manufacturer for instructions on how to inspect the product and have it repaired, if necessary.

In the unlikely event that you notice any of the following conditions, or if you have any safety concerns with your product, stop using the product and unplug it from the power source and telecommunication lines until you can speak to the Customer Support Center for further guidance.
- Power cords, plugs, power adapters, extension cords, surge protectors, or power supplies that are cracked, broken, or damaged.
- Signs of overheating, smoke, sparks, or fire.
- Damage to a battery (such as cracks, dents, or creases), discharge from a battery, or a buildup of foreign substances on the battery.
- A cracking, hissing or popping sound, or strong odor that comes from the product.
- Signs that liquid has been spilled or an object has fallen onto the computer product, the power cord or power adapter.
- The computer product, power cord, or power adapter has been exposed to water.
- The product has been dropped or damaged in any way.
- The product does not operate normally when you follow the operating instructions.

**Note:** If you notice these conditions with a product (such as an extension cord) that is not manufactured for or by Lenovo, stop using that product until you can contact the product manufacturer for further instructions, or until you get a suitable replacement.

### Safety guidelines

Always observe the following precautions to reduce the risk of injury and property damage.

### Service and upgrades

Do not attempt to service a product yourself unless instructed to do so by the Customer Support Center or your documentation. Only use a Service Provider who is approved to repair your particular product.

**Note:** Some computer parts can be upgraded or replaced by the customer. Upgrades typically are referred to as options. Replacement parts approved for customer installation are referred to as Customer Replaceable Units, or CRUs. Lenovo provides documentation with instructions when it is appropriate for customers to install options or replace CRUs. You must closely follow all instructions when installing or replacing parts. The Off state of a power indicator does not necessarily mean that voltage levels inside a product are zero. Before you remove the covers from a product equipped with a power cord, always make sure that the power is turned off and that the product is unplugged from any power source. If you have any questions or concerns, contact the Customer Support Center.
CAUTION:

Before replacing any CRUs, turn off the computer and wait three to five minutes to let the computer cool before opening the cover.

Power cords and power adapters

DANGER

Use only the power cords and power adapters supplied by the product manufacturer.

The power cords shall be safety approved. For Germany, it shall be H05VV-F, 3G, 0.75 mm², or better. For other countries, the suitable types shall be used accordingly.

Never wrap a power cord around a power adapter or other object. Doing so can stress the cord in ways that can cause the cord to fray, crack, or crimp. This can present a safety hazard.

Always route power cords so that they will not be walked on, tripped over, or pinched by objects.

Protect power cords and power adapters from liquids. For instance, do not leave your power cord or power adapter near sinks, tubs, toilets, or on floors that are cleaned with liquid cleansers. Liquids can cause a short circuit, particularly if the power cord or power adapter has been stressed by misuse. Liquids also can cause gradual corrosion of power cord terminals and/or the connector terminals on a power adapter, which can eventually result in overheating.

Ensure that all power cord connectors are securely and completely plugged into receptacles.

Do not use any power adapter that shows corrosion at the AC input pins or shows signs of overheating (such as deformed plastic) at the AC input pins or anywhere on the power adapter.
Do not use any power cords where the electrical contacts on either end show signs of corrosion or overheating or where the power cord appears to have been damaged in any way.

To prevent possible overheating, do not cover the power adapter with clothing or other objects when the power adapter is plugged into an electrical outlet.

Extension cords and related devices

Ensure that extension cords, surge protectors, uninterruptible power supplies, and power strips that you use are rated to handle the electrical requirements of the product. Never overload these devices. If power strips are used, the load should not exceed the power strip input rating. Consult an electrician for more information if you have questions about power loads, power requirements, and input ratings.

Plugs and outlets

⚠️ DANGER

If a receptacle (power outlet) that you intend to use with your computer equipment appears to be damaged or corroded, do not use the outlet until it is replaced by a qualified electrician.

Do not bend or modify the plug. If the plug is damaged, contact the manufacturer to obtain a replacement.

Do not share an electrical outlet with other home or commercial appliances that draw large amounts of electricity; otherwise, unstable voltage might damage your computer, data, or attached devices.

Some products are equipped with a three-pronged plug. This plug fits only into a grounded electrical outlet. This is a safety feature. Do not defeat this safety feature by trying to insert it into a non-grounded outlet. If you cannot insert the plug into the outlet, contact an electrician for an approved outlet adapter or to replace the outlet with one that enables this safety feature. Never overload an electrical outlet. The overall system load should not exceed 80 percent of the branch circuit rating. Consult an electrician for more information if you have questions about power loads and branch circuit ratings.
Be sure that the power outlet you are using is properly wired, easily accessible, and located close to the equipment. Do not fully extend power cords in a way that will stress the cords.

Be sure that the power outlet provides the correct voltage and current for the product you are installing.

Carefully connect and disconnect the equipment from the electrical outlet.

Power supply statement

⚠️ DANGER

Never remove the cover on a power supply or any part that has the following label attached.

Hazardous voltage, current, and energy levels are present inside any component that has this label attached. There are no serviceable parts inside these components. If you suspect a problem with one of these parts, contact a service technician.

External devices

Attention: Do not connect or disconnect any external device cables other than Universal Serial Bus (USB) cable while the computer power is on; otherwise, you might damage your computer. To avoid possible damage to attached devices, wait at least five seconds after the computer is shut down to disconnect external devices.
General battery notice

**DANGER**

Personal computers manufactured by Lenovo contain a coin cell battery to provide power to the system clock. In addition, many mobile products, such as notebook computers, utilize a rechargeable battery pack to provide system power when in portable mode. Batteries supplied by Lenovo for use with your product have been tested for compatibility and should only be replaced with approved parts.

Never attempt to open or service any battery. Do not crush, puncture, or incinerate batteries or short circuit the metal contacts. Do not expose the battery to water or other liquids. Only recharge the battery pack strictly according to instructions included in the product documentation.

Battery abuse or mishandling can cause the battery to overheat, which can cause gasses or flame to “vent” from the battery pack or coin cell. If your battery is damaged, or if you notice any discharge from your battery or the buildup of foreign materials on the battery leads, stop using the battery and obtain a replacement from the battery manufacturer.

Batteries can degrade when they are left unused for long periods of time. For some rechargeable batteries (particularly Lithium Ion batteries), leaving a battery unused in a discharged state could increase the risk of a battery short circuit, which could shorten the life of the battery and also can pose a safety hazard. Do not let rechargeable Lithium-Ion batteries completely discharge or store these batteries in a discharged state.
Rechargeable battery notice

DANGER

Do not attempt to disassemble or modify the battery pack. Attempting to do so can cause an explosion, or liquid leakage from the battery pack. A battery pack other than the one specified by Lenovo, or a disassembled or modified battery pack is not covered by the warranty.

If the rechargeable battery pack is incorrectly replaced, there is danger of an explosion. The battery pack contains a small amount of harmful substances. To avoid possible injury:

• Replace only with a battery of the type recommended by Lenovo.
• Keep the battery pack away from fire.
• Do not expose it to water or rain.
• Do not attempt to disassemble it.
• Do not short-circuit it.
• Keep it away from children.
• Do not drop the battery pack.

Do not put the battery pack in trash that is disposed of in landfills. When disposing of the battery, comply with local ordinances or regulations.

The battery pack should be stored at room temperature, charged to approximately 30 to 50% of capacity. We recommend that battery pack be charged about once per year to prevent overdischarge.

Lithium coin cell battery notice

DANGER

Danger of explosion if battery is incorrectly replaced.

When replacing the lithium coin cell battery, use only the same or an equivalent type that is recommended by the manufacturer. The battery contains lithium and can explode if not properly used, handled, or disposed of.
Do not:
• Throw or immerse into water
• Heat to more than 100°C (212°F)
• Repair or disassemble

Dispose of the battery as required by local ordinances or regulations.

The following statement applies to users in the state of California, U.S.A.

California Perchlorate Information:

Products containing manganese dioxide lithium coin cell batteries may contain perchlorate.

Perchlorate Material - special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate

Heat and product ventilation

⚠️ DANGER

Computers, AC power adapters, and many accessories can generate heat when turned on and when batteries are charging. Notebook computers can generate a significant amount of heat due to their compact size. Always follow these basic precautions:

• When your computer is turned on or the battery is charging, the base, the palm rest, and some other parts may become hot. Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the computer for any extended length of time. When you use the keyboard, avoid keeping your palms on the palm rest for a prolonged period of time. Your computer generates some heat during normal operation. The amount of heat depends on the amount of system activity and the battery charge level. Extended contact with your body, even through clothing, could cause discomfort or even a skin burn. Periodically take breaks from using the keyboard by lifting your hands from the palm rest; and be careful not to use the keyboard for any extended length of time.
• Do not operate your computer or charge the battery near flammable materials or in explosive environments.
• Ventilation slots, fans and/or heat sinks are provided with the product for safety, comfort, and reliable operation. These features might inadvertently become blocked by placing the product on a bed, sofa, carpet, or other flexible surface. Never block, cover, or disable these features.

• When the AC power adapter is connected to an electrical outlet and your computer, it generates heat. Do not place the adapter in contact with any part of your body while using it. Never use the ac power adapter to warm your body. Extended contact with your body, even through clothing, may cause a skin burn.

For your safety, always follow these basic precautions with your computer:

• Keep the cover closed whenever the computer is plugged in.
• Regularly inspect the outside of the computer for dust accumulation.
• Remove dust from vents and any perforations in the bezel. More frequent cleanings might be required for computers in dusty or high-traffic areas.
• Do not restrict or block any ventilation openings.
• Do not operate your computer inside furniture, as this might increase the risk of overheating.
• Airflow temperatures into the computer should not exceed 35°C (95°F).

**Electrical current safety information**

⚠️ **DANGER**

Electric current from power, telephone, and communication cables is hazardous.

To avoid a shock hazard:

• Do not use your computer during a lightning storm.
• Do not connect or disconnect any cables or perform installation, maintenance, or reconfiguration of this product during an electrical storm.
• Connect all power cords to a properly wired and grounded electrical outlet.
• Connect to properly wired outlets any equipment that will be attached to this product.
- Whenever possible, use one hand only to connect or disconnect signal cables.
- Never turn on any equipment when there is evidence of fire, water, or structural damage.
- Disconnect the attached power cords, battery pack, and all the cables before you open the device covers, unless instructed otherwise in the installation and configuration procedures.
- Do not use your computer until all internal parts enclosures are fastened into place. Never use the computer when internal parts and circuits are exposed.

![DANGER]

| Connect and disconnect cables as described in the following procedures when installing, moving, or opening covers on this product or attached devices. |
|---|---|
| **To connect:** | **To disconnect:** |
| 1. Turn everything OFF. | 1. Turn everything OFF. |
| 2. First, attach all cables to devices. | 2. First, remove power cords from outlets. |
| 3. Attach signal cables to connectors. | 3. Remove signal cables from connectors. |
| 4. Attach power cords to outlets. | 4. Remove all cables from devices. |
| 5. Turn devices ON. | |

The power cord must be disconnected from the wall outlet or receptacle before installing all other electrical cables connected to the computer.

The power cord may be reconnected to the wall outlet or receptacle only after all other electrical cables have been connected to the computer.

## Laser compliance statement

**CAUTION:**
When laser products (such as CD-ROMs, DVD drives, fiber optic devices, or transmitters) are installed, note the following:
• Do not remove the covers. Removing the covers of the laser product could result in exposure to hazardous laser radiation. There are no serviceable parts inside the device.

• Use of controls or adjustments or performance of procedures other than those specified herein might result in hazardous radiation exposure.

![DANGER]

Some laser products contain an embedded Class 3A or Class 3B laser diode. Note the following:

Laser radiation when open. Do not stare into the beam, do not view directly with optical instruments, and avoid direct exposure to the beam.

Liquid crystal display (LCD) notice

CAUTION:
For products with mercury-containing fluorescent lamps (for example, non-LED)

• The fluorescent lamp in the liquid crystal display contains mercury; dispose of according to local, state, or federal laws.

• The LCD is made of glass, and rough handling or dropping the computer can cause the LCD to break. If the LCD breaks and the internal fluid gets into your eyes or on your hands, immediately wash the affected areas with water for at least 15 minutes; if any symptoms are present after washing, get medical care.

Using headphones or earphones

CAUTION:
Excessive sound pressure from earphones and headphones can cause hearing loss. Adjustment of the equalizer to maximum increases the earphone and headphone output voltage and the sound pressure level. Therefore, to protect your hearing, adjust the equalizer to an appropriate level.
Excessive use of headphones or earphones for a long period of time at high volume can be dangerous if the output of the headphone or earphone connectors do not comply with specifications of EN 50332-2. The headphone output connector of your computer complies with EN 50332-2 Sub clause 7. This specification limits the computer’s maximum wide band true RMS output voltage to 150 mV. To help protect against hearing loss, ensure that the headphones or earphones you use also comply with EN 50332-2 (Clause 7 limits) for a wide band characteristic voltage of 75 mV. Using headphones that do not comply with EN 50332-2 can be dangerous due to excessive sound pressure levels.

If your Lenovo computer came with headphones or earphones in the package, as a set, the combination of the headphones or earphones and the computer already complies with the specifications of EN 50332-1. If different headphones or earphones are used, ensure that they comply with EN 50332-1 (Clause 6.5 Limitation Values). Using headphones that do not comply with EN 50332-1 can be dangerous due to excessive sound pressure levels.

**Additional safety information**

⚠️ **DANGER**

Plastic bags can be dangerous. Keep plastic bags away from babies and children to avoid danger of suffocation.
Chapter 1. Product overview

This chapter introduces the computer hardware features.

- “Front view” on page 1
- “Left-side view” on page 4
- “Right-side view” on page 6
- “Bottom view” on page 8
- “Features and specifications” on page 9

Front view

Note: Your computer might have slight variations from the following illustration.

Figure 1. Front view
Camera
Use the camera to take pictures or hold a video conference.

Camera indicator
Indicates whether the camera is enabled.

Microphone hole
Captures sound.

Power button and power indicator
Press this button to turn on the computer. To turn off the computer, refer to “Power saving” on page 18.
- **Solid green**: The computer is turned on.
- **Slow-blinking green**: The computer is in sleep mode.

Left-click button

Right-click button

Touch pad
Move your fingertip across the touch pad to move the pointer. The right-click button and left-click button provide functions similar to the right button and left button on a mouse.

The touch pad of your computer supports multi-touch with which you can zoom in, zoom out, or scroll on the screen while browsing the Internet or reading or editing a document.

Battery status indicator
- **Solid green**: The battery charge level is between 80% and 100%, or the battery discharge level is between 20% and 100%.
• **Slow-blinking green:** The battery charge level is between 20% and 80%, and charging is continuing.

• **Slow-blinking amber:** The battery charge level is between 5% and 20%, and charging is continuing.

• **Solid amber:** The battery has between 5% and 20% charge.

• **Fast-blinking amber:** The battery charge or discharge level is 5% or less.

• **Off:** The battery is detached or the computer is turned off.

### Device access status indicator

When this indicator is on, the hard disk drive or the optical drive is reading or writing data.

**Attention:**

• When the indicator is on, do not put the computer into sleep mode or turn off the computer.

• When the indicator is on, do not move the computer. Sudden physical shock might cause drive errors.

### Fingerprint reader

Register your finger and use the fingerprint reader for Windows log on.
Left-side view

Note: Your computer might have slight variations from the following illustration.

Figure 2. Left-side view

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</tbody>
</table>

1. Security keyhole  4. VGA connector
2. AC power connector  5. Memory card slot
3. DC-in indicator  6. Combo audio jack

1. Security keyhole
To protect your computer from theft, you can purchase a security cable lock that fits the security keyhole to lock the computer to a stationary object.
2 AC power connector
Attach the supplied AC power adapter here to provide power to the computer and charge the battery pack.

3 DC-in indicator
Indicates whether the computer is plugged into a working electrical outlet.

4 VGA connector
Used to connect an external monitor or a projector to your computer.

5 Memory card slot
For more information, refer to “Using the media card reader” on page 16 (not supplied).

6 Combo audio jack
To listen to the sound from your computer, connect headphones or a headset that has a 3.5-mm (0.14-inch), 4-pole plug to the combo audio jack.
Right-side view

**Note:** Your computer might have slight variations from the following illustration.

*Figure 3. Right-side view*

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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>1</strong> Novo button</td>
<td><strong>4</strong> Ethernet connector</td>
<td><strong>2</strong> Always on USB 3.0 connector (on some models)</td>
<td><strong>5</strong> HDMI-out connector</td>
<td><strong>3</strong> USB 3.0 connector</td>
</tr>
</tbody>
</table>
1 Novo button
When the computer is off, press this button to start the Lenovo OneKey Recovery system or the BIOS setup utility, or to enter the boot menu. For more information, refer to Chapter 5 “Lenovo OneKey Recovery system” on page 29.

2 Always on USB 3.0 connector
Used to connect a USB 1.1, 2.0, or 3.0 device, such as a USB printer or a digital camera.

Note: If the battery charge is more than 20%, the USB port with a 🌋 mark supports charging of an external USB device, even when the computer is turned off.

Attention: When you attach a USB cable to this connector, make sure that the USB mark is facing upward. Otherwise the connector might be damaged.

3 USB 3.0 connector
Used to connect a USB 1.1, 2.0, or 3.0 device, such as a USB printer or a digital camera.

Attention: When you attach a USB cable to this connector, make sure that the USB mark is facing upward. Otherwise the connector might be damaged.

4 Ethernet connector
Attach an Ethernet cable to this connector to connect your computer to a local area network (LAN).

⚠️ DANGER

To avoid the risk of electrical shock, do not connect the telephone cable to the Ethernet connector. You can only connect an Ethernet cable to this connector.

For more information, refer to “Ethernet connection” on page 22.

5 HDMI — out connector
Use the high-definition multimedia interface (HDMI) connector to connect a compatible digital audio device or video monitor, such as a high-definition television (HDTV).
Bottom view

Note: Your computer might have slight variations from the following illustration.

![Bottom view diagram]

Figure 4. Bottom view

<table>
<thead>
<tr>
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<th>Ventilation slots</th>
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<tbody>
<tr>
<td>2</td>
<td>Speakers</td>
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</table>

1 Ventilation slots
Enable air to circulate in the computer to ensure proper cooling, especially the cooling of the microprocessor.

Attention: To ensure proper airflow, do not place any obstacle in front of the ventilation slots.

2 Speakers
Provide audio output. To adjust the sound level of the built-in speakers, see “Hotkeys” on page 13.
Features and specifications

This topic lists the hardware features and specifications of your computer.

**Note:** The following specifications may contain technical inaccuracies or typographical errors. Lenovo reserves the right to improve and/or change specifications at any time without notice.

Processor

- To view the processor information of your computer, do the following:
  - Windows® 7: Click Start, right-click Computer, and then click Properties.
  - Windows 8.1: From the desktop, move the cursor to the top-right or bottom-right corner of the screen to display the charms. Then click Settings → PC info.

Form Factor

- Dimensions: Appr. 323 mm * 230 mm * 21.5 mm
- Weight: Appr. 1.59 kg

Memory

- Double data rate 3 low voltage (DDR3L) synchronous dynamic random access memory (SDRAM)

Storage device

- 2.5-inch hard disk drive
- 2.5-inch solid state hybrid drive (on some models)
- 2.5-inch solid state drive (on some models)

Display

- Size: 337.8 mm (13.3 inches)
- Resolution:
  - LCD: 1366 by 768 pixels or 1920 by 1080 (depending on the model)
  - External monitor: Maximum 2048 by 1536 pixels

Keyboard

- 6-row Lenovo keyboard
- Fn key
Input/output interface
- 4-in-1 digital media card reader
- AC power connector
- Combo audio jack x 1
- VGA connector x 1
- HDMI connector x 1
- RJ–45 Ethernet connector x 1
- USB 3.0 connector x 2

Note: For more information, refer to “Left-side view” on page 4 and “Right-side view” on page 6.

Communication
- Wireless LAN & Bluetooth combo card
- 100/1000 Mbps network interface card

AC power adapter
- Input: 100-240 V / 50-60 Hz
- Output: 20 V DC
- Power: 45 W

Battery pack
- Type: Li-Polymer battery pack
- Cells: 2 cells
- Capacity: 35 Wh
Chapter 2. Using your computer

This chapter provides information on using some of the computer components.

- “Frequently asked questions” on page 11
- “Configuring the operating system” on page 12
- “Registering your computer” on page 12
- “Using the keyboard” on page 12
- “Using the touch pad” on page 15
- “Power management” on page 16
- “Connecting to networks” on page 22

Frequently asked questions

The following are a few tips that will help you optimize the use of your computer.

Can I get my user guide in another language?

To download the user guide in another language, go to http://www.lenovo.com/UserManuals. Then follow the instructions on the screen.

How to use the battery power more effectively?

- To conserve power, or to suspend operation without exiting programs or saving files, see “Power saving” on page 18.
- If you are going to turn off the computer for an extended period, you can prevent battery power from draining by keeping battery capacity about 60%. For more information, see “Power management” on page 16.

Where are the recovery discs?

Your computer might not come with a recovery disc. Instead, some alternative recovery solutions are available on your computer. For more information, see Chapter 5 “Lenovo OneKey Recovery system” on page 29.

Where can I download the latest drivers?

The latest drivers for your computer are available from the Lenovo Support Web site. To download the latest drivers for your computer, go to http://www.lenovo.com/drivers and follow the instructions on the screen.
What can I do if the backup process fails?

If the backup process fails, do the following:

1. Close other applications, then restart the backup process.
2. Check if the destination medium is damaged. Select another file path and try again.

Configuring the operating system

Your computer comes with a preinstalled operating system. When you use the computer for the first time, you might be prompted to take the following steps to complete the configuration process:

• Accepting the end user license agreement
• Configuring the Internet connection
• Registering the operating system
• Creating a user account

Registering your computer

When you register your computer, information is entered into a database, which enables Lenovo to contact you in case of a recall or other severe problem. After you register your computer with Lenovo, you will receive quicker services when you call Lenovo for help. In addition, some locations offer extended privileges and services to registered users.

To register your computer with Lenovo, do one of the following:

• Go to http://www.lenovo.com/register and follow the instructions on the screen to register your computer.
• Connect your computer to the Internet and register your computer through a preinstalled registration program. The preinstalled Lenovo Product Registration program launches automatically after you have used your computer for a time. Follow the instructions on the screen to register your computer.

Using the keyboard

This chapter provides information on how to use the keyboard.

• “Special keys and indicators” on page 13
• “Setting the hotkey mode” on page 14
Special keys and indicators

The following illustration shows the locations of the special keys and indicators on your keyboard.

**Note:** Your computer might have slight variations from the following illustration.

![Special keys illustration]

*Figure 5. Special keys*

The following is a brief introduction to the hotkeys.

**1 Hotkeys**

To initiate the special function of each key, press the hotkeys directly.

<table>
<thead>
<tr>
<th>Hotkey</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cuts off or turns on the volume.</td>
</tr>
<tr>
<td></td>
<td>Decreases the volume level.</td>
</tr>
<tr>
<td></td>
<td>Increases the volume level.</td>
</tr>
<tr>
<td></td>
<td>Closes the currently active window.</td>
</tr>
<tr>
<td></td>
<td>Refreshes the desktop or the currently active window.</td>
</tr>
<tr>
<td></td>
<td>Enables or disables the touch pad and touch pad buttons.</td>
</tr>
<tr>
<td>Hotkey</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Change the wireless settings (Windows 7). Enables or disables the airplane mode. When airplane mode is enabled, all wireless communication from and to this computer is unavailable (Windows 8.1).</td>
<td></td>
</tr>
<tr>
<td>Views the open applications.</td>
<td></td>
</tr>
<tr>
<td>Turns the LCD backlight on or off.</td>
<td></td>
</tr>
<tr>
<td>Selects the active display device. Use this function key combination to select the LCD of the computer, a connected external device, or both, as the active display device. <strong>Note:</strong> You also can use the Windows + P combination to get the same function.</td>
<td></td>
</tr>
<tr>
<td>Darkens the display.</td>
<td></td>
</tr>
<tr>
<td>Brightens the display.</td>
<td></td>
</tr>
</tbody>
</table>

## Caps lock indicator
Indicates whether the uppercase mode is enabled.

## Setting the hotkey mode
By default, the hotkey functions are accessible by pressing the appropriate hotkeys. However, the hotkeys may have specific functions in some software. To better use both of the functions, you may need to disable the hotkey mode in the BIOS setup utility.

To disable the hotkey mode:

**Step 1.** Shut down the computer.
**Step 2.** Press the Novo button and then select **BIOS Setup**.
**Step 3.** In the BIOS setup utility, open the **Configuration** menu, and change the setting of **Hotkey Mode** from **Enabled** to **Disabled**.
**Step 4.** Open the **Exit** menu, and select **Exit Saving Changes**.

When the hotkey mode is disabled, press the Fn key and the appropriate hotkey to access the corresponding hotkey functions.
Using the touch pad

The following illustration shows the controls on the touch pad. To enable or disable the touch pad, press  

**Note:** Your computer might have slight variations from the following illustration.

![Figure 6. Touch pad](image)

1. **Right-click button:** Functions the same as the right button on a conventional mouse.

2. **Left-click button:** Functions the same as the left button on a conventional mouse.

3. **Touch pad:** To move the cursor on the screen, slide your fingertip over the touch pad in the direction in which you want the cursor to move.
Using the media card reader

Your computer supports the following cards:

- Secure Digital (SD) card
- Secure Digital High Capacity (SDHC) card
- SD eXtended Capacity (SDXC) card
- MultiMediaCard (MMC)

**Note:** Your computer does not support the Content Protection for Recordable Media (CPRM) feature for the SD card.

**Attention:** When transferring data to or from a flash media card, such as an SD card, do not put your computer in sleep or hibernation mode before the data transfer is complete. To do so might cause damage to your data.

Inserting a memory card

To insert a memory card, do the following:

1. Make sure that the card is correctly oriented.
2. Insert the memory card until it touches the bottom of the slot.

Removing a memory card

To remove a flash media card, do the following:

Gently pull the memory card out of the memory card slot.

**Note:** If you do not remove the card from your computer after you eject the card from the Windows operating system, the card can no longer be accessed. To access the card, you must remove it and then insert it again.

Power management

Use your computer with AC power whenever AC power is available. Use your computer with battery power when AC power is not available.
Checking the battery status
The battery icon in the Windows notification area displays the percentage of battery power remaining. Different computer components consume power at different rates. The more you use the power-intensive components, the faster you consume battery power. Because each computer user has different habits and needs, it is difficult to predict how long a battery charge will last. There are two main factors:

- How much energy is stored in the battery when you begin to work.
- The way you use your computer:
  - How often you access the hard disk drive.
  - How bright you make the computer display.

Using the AC power adapter
When you use AC power, the battery charges automatically.

The AC power adapter that comes with your computer has two basic components:

- The transformer pack that converts AC power for use with the computer.
- The power cord that plugs into the AC outlet and into the transformer pack.

Attention: Using an improper power cord could cause severe damage to the computer.

Connecting the AC power adapter
To connect the AC power adapter, do the following:

1. Plug the power cord into an electrical outlet.
2. Connect the power cord to the transformer pack.
3. Connect the AC power adapter to the AC power connector of the computer.

Tips on using the AC power adapter
Observe the following guidelines when using the AC power adapter:

- When the AC power adapter is not in use, disconnect it from the electrical outlet.
- Do not bind the power cord tightly around the AC power adapter transformer pack when it is connected to the transformer.
- Before you charge the battery pack, make sure that its temperature is at least 10°C (50°F).
You can charge the battery when the AC power adapter is connected to the computer and the battery is installed. Charge it in any of the following conditions:

– When a new battery is installed
– If the battery meter at the bottom of your display indicates a low battery charge level
– If the battery has not been used for a long time

Attention: This computer is equipped with a built-in battery pack. If you need to remove or replace the battery, contact your local Customer Support Center.

Charging the battery

It is recommended that you charge the battery or replace it with a charged battery on any of the following conditions:

• The percentage of battery power remaining is low.
• The power alarm alerts you that the remaining power is low.

Maximizing the battery life

To maximize the battery life, suggest doing the following:

• Avoid battery usage or storage in low temperature or high temperature environment.
• Enable “conservation mode” in OneKey Optimizer if you keep AC adapter plug-in.
• Execute “gauge reset” in OneKey Optimizer every month to improve battery capacity accuracy.
• Enable saving function in OneKey Optimizer to extend battery life.

Power saving

There are several options that you can choose to conserve power.

Putting computer into sleep mode

If you are not going to use the computer for a short time, put the computer into sleep mode. This not only helps you conserve power, but also provides you the convenience to bypass the startup process and directly resume the computer for normal operation.
To put the computer into sleep mode, do one of the following:

- **Windows 7:**
  1. Click **Start**.
  2. Click the triangle mark next to the **Shut down** button, and then select **Sleep**.

- **Windows 8.1:**
  1. Move the cursor to the top-right or bottom-right corner of the screen to display the charms.
  2. Click **Settings**.
  3. Select **Sleep** from the **Power** menu options.

**Attention:** Wait until the power indicator starts blinking (indicating that the computer is in sleep state) before you move the computer. Moving the computer while the hard disk drive is spinning can damage the hard disk drive, causing loss of data.

To wake up the computer, do one of the following:
- Press the power button.
- Press any key on the keyboard.

**Shutting down the computer**

If you are not going to use the computer for a day or two, shut it down.

- **Windows 7:**
  Click **Start → Shut down**.

- **Windows 8.1:**
  1. Move the cursor to the top-right or bottom-right corner of the screen to display the charms.
  2. Click **Settings**.
  3. Select **Shut down** from the **Power** menu options.

  Or
  1. From the desktop, move the cursor to the bottom-left corner.
  2. Right-click **Start**.
  3. Select **Shut down** from the **Shut down or sign out** menu options.

  Or
  1. Click the power button on the top-right corner of the Start screen.
  2. Select **Shut down**.
Putting the computer into hibernation mode
As an alternative to shutting down the computer, you also can choose to put it into hibernation mode.

- **Windows 7:**
  1. Click **Start**.
  2. Click the triangle mark next to the **Shut down** button, and then select **Hibernation**.

- **Windows 8.1:**
  1. Move the cursor to the top-right or bottom-right corner of the screen to display the charms.
  2. Click **Settings**.
  3. Select **Hibernation** from the **Power** menu options.

**Attention:** In Windows 8.1, you can enable the **Hibernation** option with the following steps:

  1. Right-click the Start button on the taskbar to enter **Control panel**, and then click **Hardware and sound → Change what the power buttons do**.
  2. Click **Change settings that are currently unavailable**, and then select **Hibernate** under **Shutdown settings**.
  3. Move the cursor to the top-right or bottom-right corner of the screen to display the charms bar.
  4. Click **Settings**.
  5. Select **Hibernate** from the **Power** menu options.

**Note:** All user and program data in the memory is copied onto the hard disk for you to resume working when the computer is waken up from hibernation mode.

To wake up the computer, press the power button.
Handling the battery

The battery pack is a consumable supply. If your battery begins to discharge too quickly, replace the battery pack with a new one of the type recommended by Lenovo. For more information about replacing the battery pack, contact your Customer Support Center.

Attention: This computer is equipped with a built-in battery pack. If you need to remove or replace the battery, contact your local Customer Support Center.

DANGER

Do not drop, crush, puncture, or subject to strong forces. Battery abuse or mishandling can cause the battery to overheat, which can cause gasses or flame to “vent” from the battery pack or coin cell. If your battery is damaged, or if you notice any discharge from your battery or the buildup of foreign materials on the battery leads, stop using the battery and obtain a replacement from the battery manufacturer.

DANGER

Only recharge the battery pack strictly according to instructions included in the product documentation.

DANGER

Do not put the battery pack in trash that is disposed of in landfills. When disposing of the battery, comply with local ordinances or regulations and your company’s safety standards.

DANGER

There is a danger of an explosion if the backup battery is incorrectly placed. The lithium battery contains lithium and can explode if it is not properly handled, or disposed of. Replace only with a battery of the same type. To avoid possible injury or death, do not: (1) throw or immerse into water, (2) allow it to heat to more than 100°C (212°F), or (3) attempt to repair or disassemble it. Dispose of it as required by local ordinances or regulations and your company’s safety standards.
Connecting to networks

Your computer has one or more network cards for connecting to the networks.

Ethernet connection

Your computer has one Ethernet connector. Using the connector and a wired cable, you can connect to your network or a broadband connection, such as digital subscriber line (DSL) or cable television (CATV). This connection enables you to do 1 Gbps half-duplex or full-duplex data transmission.

Wireless connection

Wireless communication is the transfer of data without the use of cables but by means of radio waves only.

Wireless LAN

A wireless LAN covers a relatively small geographic area, such as an office building or a house. Devices based on the 802.11 standards can connect to this network.

Your computer comes with a built-in wireless network card and a configuration utility to help you make wireless connections and monitor the status of your connection, so that you can stay connected to your network while you are in the office, in a meeting room, or at home, with no need for a wired connection.

Establishing a wireless connection

To establish a wireless connection, do the following:

1. If the wireless feature is disabled, press ⊙ to turn on the wireless feature (Windows 7) or to turn off the airplane mode (Windows 8.1).
2. Click the wireless network connection status icon in the Windows notification area. A list of available wireless networks is displayed.
3. Double-click a network to connect to it. Provide required information if needed.
Chapter 3. You and your computer

This chapter provides information about accessibility and comfort.

Accessibility and comfort

Good ergonomic practice is important to get the most from your personal computer and to avoid discomfort. Arrange your workplace and the equipment you use to suit your individual needs and the kind of work that you perform. In addition, use healthy work habits to maximize your performance and comfort while using your computer.

The following topics provide information about arranging your work area, setting up your computer equipment, and establishing healthy work habits.

Lenovo is committed to providing the latest information and technology to our customers with disabilities. Refer to our accessibility information which outlines our efforts in this area.

Ergonomic information

Working in the virtual office might mean adapting to frequent changes in your environment. Following some simple rules will make things easier and bring you the maximum benefits of your computer. Keeping in mind such basics as good lighting and proper seating, for example, can help you improve your performance and achieve greater comfort.

This example shows someone in a conventional setting. Even when not in such a setting, you can follow many of these tips. Develop good habits, and they will serve you well.
**General posture:** Make minor modifications in your working posture to deter the onset of discomfort caused by long periods of working in the same position. Frequent, short breaks from your work also help to prevent minor discomfort associated with your working posture.

**Display:** Position the display to maintain a comfortable viewing distance of 510-760 mm (20-30 inch). Avoid glare or reflections on the display from overhead lighting or outside sources of light. Keep the display screen clean and set the brightness to levels that enable you to see the screen clearly. Press Fn + up/down arrow to adjust display brightness.

**Head position:** Keep your head and neck in a comfortable and neutral (vertical, or upright) position.

**Chair:** Use a chair that gives you good back support and seat height adjustment. Use chair adjustments to best suit your desired posture.

**Arm and hand position:** If available, use chair arm rests or an area on your working surface to provide weight support for your arms. Keep your forearms, wrists, and hands in a relaxed and neutral (horizontal) position. Type with a soft touch without pounding the keys.

**Leg position:** Keep your thighs parallel to the floor and your feet flat on the floor or on a footrest.
What if you are traveling?

It might not be possible to observe the best ergonomic practices when you are using your computer while on the move or in a casual setting. Regardless of the setting, try to observe as many of the tips as possible. Sitting properly and using adequate lighting, for example, will help you maintain desirable levels of comfort and performance.

Questions about vision?

The visual display screens of Lenovo notebook computers are designed to meet the highest standards and to provide you with clear, crisp images and large, bright displays that are easy to see, yet easy on the eyes. Of course, any concentrated and sustained visual activity can be tiring. If you have questions on eye fatigue or visual discomfort, consult a vision care specialist for advice.
Chapter 4. Security

This chapter provides information about protecting your computer from theft and unauthorized use.

- “Attaching a mechanical lock” on page 27
- “Using passwords” on page 27

Attaching a mechanical lock

You can attach a mechanical lock to your computer to prevent it from being removed without your permission.

Attach a mechanical lock to the keyhole of the computer; then secure the chain on the lock to a stationary object. Refer to the instructions shipped with the mechanical lock.

Note: You are responsible for evaluating, selecting, and implementing the locking devices and security features. Lenovo makes no comments, judgments, or warranties about the function, quality, or performance of locking devices and security features.

Using passwords

Using passwords helps prevent your computer from being used by others. Once you set a password and enable it, a prompt appears on the screen each time you power on the computer. Enter your password at the prompt. The computer cannot be used unless you enter the correct password.

Note: This password can be a combination of one to sixteen alphanumeric characters.

For more information about how to set the password, refer to the online help information system on the right screen of the BIOS program.

Note: To start the BIOS program, power off the computer; press the Novo button and then select BIOS Setup Utility.
Chapter 5. Lenovo OneKey Recovery system

Lenovo OneKey Recovery system is an easy-to-use backup and recovery software. Using this software, you can back up the entire system partition as an image file and use it to restore the system in case of system failure. If your computer is preinstalled with any version of a Windows operating system, Lenovo provides an image of the system on a “hidden” partition of the hard disk drive.

**Note:** If your computer is preinstalled with a GNU/Linux operating system, the Recovery system is not available.

### Backing up the system partition

Step 1. In Windows, press the Novo button or double click OneKey Recovery icon to start the Lenovo OneKey Recovery system.

Step 2. Click **System Backup**.

Step 3. Select a location to store the image file and then click **Next**.

**Note:** If you want to choose a location on an external storage device, make sure the device is connected and configured properly.

Step 4. Click **Start** to start the backup process.

The backup process may take several hours to complete. Make sure your computer is plugged in during this process.

### Restoring the system partition when Windows can be started

In cases you find your computer is slow due to virus infection or other malicious attacks, you may use the Lenovo OneKey Recovery system to restore the system partition to a previous backup point or the factory status. To do this, follow the steps below.

Step 1. In Windows, press the Novo button or double-click Onekey Recovery icon to start the Lenovo OneKey Recovery system.

Step 2. Click **System recovery**. The computer restarts to the recovery environment.
Step 3. Select a backup image or the factory image and then follow on-screen instructions.

**Note:** If the backup image is stored on an external storage device, make sure the device is connected and configured properly.

When the recovery process is completed, the computer restarts and the system partition reverts back to the previous backup point or the factory status.

**Attention:** All data on the system partition created after the backup or factory point will be deleted. Make sure to make a copy of all important data before restoring the system partition.

**Attention:** The recovery process may take several hours to complete. Make sure your computer is plugged in during this process.

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**Restoring the system partition when Windows cannot be started**

In case Windows cannot be started, follow the steps below to restore the system partition to a previous backup point or the factory status.

Step 1. Shut down the computer.
Step 2. Press the Novo button.
Step 3. From the Novo button menu, select **System recovery** and press **Enter**. The computer starts to the recovery environment.
Step 4. Select a backup image or the factory image and then follow on-screen instructions.

**Note:** If the backup image is stored on an external storage device, make sure the device is connected and configured properly.

When the recovery process is completed, the computer restarts and the system partition reverts back to the previous backup point or the factory status.

**Attention:** All data on the system partition created after the backup or factory point will be deleted. Make sure to make a copy of all important data before restoring the system partition.

**Attention:** The recovery process may take several hours to complete. Make sure your computer is plugged in during this process.
Chapter 6. Preventing problems

An important part of owning a Lenovo notebook computer is maintenance. With proper care, you can avoid common problems. The chapter provides information that can help you keep your computer running smoothly.

• “General tips for preventing problems” on page 31
• “Taking care of your computer” on page 32

General tips for preventing problems

This topic provides general tips for you to prevent problems when using your computer.

1. Check the capacity of your hard disk drive from time to time. If the hard disk drive gets full, the operating system will slow down and might produce errors.
2. Empty your recycle bin on a regular basis.
3. To free up disk space, uninstall unused programs.
4. Clean out your Inbox, Sent, and Trash folders from your e-mail client program.
5. Back up your data at least once a week. If critical data is present, it is recommended that you perform a daily backup operation. Lenovo has many backup options available for your computer. CD-RW drives and CD-RW/DVD drives are available for most computers and can be installed easily.
6. Schedule system restore operations to take a system snapshot periodically. **Note:** Always take a system snapshot before installing new drivers, updating software, or installing new software.
7. Update device drivers and the BIOS program when needed.
8. Profile your machine at http://www.lenovo.com/support to keep up to date with current drivers and revisions.
9. Keep up to date for device drivers on other non-Lenovo hardware. You might want to read the device driver information release notes before updating for compatibility or known issues.
10. Keep a log book. Entries might include major hardware or software changes, driver updates, minor issues you have experienced, and how you resolved the minor issues.

**Note:** When calling the Customer Support Center, ensure that you have your machine model type, serial number, and the computer in front of you. Also, if the computer is producing error codes, it is helpful to have the error screen on or the message written down.

12. If you want to get the latest software source for Microsoft Windows product updates, go to http://www.microsoft.com. Lenovo provides technical assistance with installation of, or questions related to, Service Packs for your Lenovo-preinstalled Windows products.

## Taking care of your computer

Although your computer is designed to function reliably in normal work environments, you need to use common sense in handling it. By following these important tips, you will get the most use and enjoyment out of your computer.

### Be careful about where and how you work

- Do not eat or smoke over your keyboard. Particles that fall into your keyboard can cause damage.
- Store packing materials safely out of the reach of children to prevent the risk of suffocation from plastic bags.
- Keep your computer more than 13 cm or 5 inches away from magnets, activated cellular phones, electrical applicances, or speakers.
- Avoid subjecting your computer to extreme temperatures (below 5°C/41°F or above 35°C/95°F).
- Some appliances, such as certain portable desktop fans or air purifiers, produce negative ions. If a computer is close to such an appliance, and is exposed for an extended time to air containing negative ions, it might become electrostatically charged. Such a charge might be discharged through your hands when you touch the keyboard or other parts of the computer, or through connectors on I/O devices connected to it. Even though this kind of electrostatic discharge (ESD) is the opposite of a discharge from your body or clothing to the computer, it poses the same risk of a computer malfunction.

Your computer is designed and manufactured to minimize any effects of electrostatic charge. An electrostatic charge above a certain limit, however, increases the risk of ESD. Therefore, when using the computer close to an appliance that produces ESD, give special attention to the following:

- Avoid directly exposing your computer to the air from an appliance that produces negative ions.
Keep your computer and peripherals as far as possible from such an appliance.
Wherever possible, ground your computer to facilitate safe electrostatic discharge.

Note: Not all such appliances cause a significant electrostatic charge.

Be gentle with your computer
- Avoid placing any objects (including paper) between the display and the keyboard or the palm rest.
- Do not open the display beyond 180 degrees, as this might damage the computer hinge.
- Do not turn your computer over while the AC power adapter is plugged in. This could break the adapter plug.

Carry your computer properly
- Before moving your computer, be sure to remove any media, turn off attached devices, and disconnect cords and cables.
- Before moving your computer, ensure that it is in sleep or hibernation mode, or turned off. This prevents damage to the hard disk drive and avoids data loss.
- When picking up your open computer, hold it by the bottom. Do not pick up or hold your computer by the display.
- Use a quality carrying case that provides adequate cushion and protection. Do not pack your computer in a tightly packed suitcase or bag.

For outdoor use
- Back up your critical data before you take your computer outdoors.
- Ensure that the battery is fully charged.
- Be sure to turn off the power and close the LCD when not in use.
- When you leave the computer in your car, place it on the back seat to avoid being insolated.
- Carry the AC power adapter and power cord with the computer.

Handle storage media and drives properly
- If your computer comes with an optical drive, do not touch the surface of a disc or the lens on the tray.
- Wait until you hear the CD or DVD click into the center pivot of the drive before closing the tray.
• When installing the hard disk drives or optical drives, follow the instructions shipped with your hardware, and apply pressure only where needed on the device.

• Turn off your computer if you are replacing the hard disk drive.

• Store your external and removable hard disk drives or optical drives in the appropriate containers or packaging when not in use.

• Before you install any of the following devices, touch a metal table or a grounded metal object. This action reduces any static electricity from your body. The static electricity could damage the device.
  – Memory cards, such as SD cards, Memory Stick cards, MultiMediaCards, and Memory Stick Pro cards
  – Memory modules

  **Note:** Not all devices listed are included in your computer.

• When transferring data to or from a flash media card, such as an SD card, do not put your computer in sleep or hibernation mode before the data transfer is complete. Otherwise, data might be damaged.

**Clean the computer cover**

Occasionally clean your computer cover by doing the following:

**Note:** Before cleaning the computer cover, ensure that you have turned off the computer and disconnected the power cord.

1. Prepare a mixture of a gentle kitchen-use detergent (one that does not contain abrasive powder or strong chemicals such as acid or alkaline). Use 5 parts water to 1 part detergent.
2. Absorb the diluted detergent into a sponge.
3. Squeeze excess liquid from the sponge.
4. Wipe the cover with the sponge, using a circular motion and taking care not to let any excess liquid drip.
5. Wipe the cover to remove the detergent.
6. Rinse the sponge with clean running water.
7. Wipe the cover with the clean sponge.
8. Wipe the cover again with a dry, soft, lint-free cloth.
9. Wait for the cover to dry completely and remove any fibers from the cloth.

**Clean the computer keyboard**

To clean the computer keyboard, do the following:

1. Apply some isopropyl rubbing alcohol to a soft, dust-free cloth.

  **Note:** Avoid spraying cleaner directly onto the keyboard.
2. Wipe each keytop surface with the cloth. Wipe the keys one by one; if you wipe several keys at a time, the cloth might hook onto an adjacent key and possibly damage it. Ensure that no liquid drips onto or between the keys.
3. Allow the keyboard to dry.
4. To remove any crumbs and dust from beneath the keys, use a camera blower with a brush or cool air from a hair drier.

**Clean the computer display**

To clean the computer display, do the following:

1. Gently wipe the display with a dry, soft, lint-free cloth. If you see a scratchlike mark on the display, it might be a stain transferred from the keyboard when the cover was pressed from the outside.
2. Wipe or dust the stain gently with a soft, dry cloth.
3. If the stain remains, moisten a soft, lint-free cloth with water or a 50-50 mixture of isopropyl alcohol and water that does not contain impurities.

   **Note:** Avoid spraying cleaner directly onto the display.
4. Wring out as much of the liquid as you can.
5. Wipe the display again; do not let any liquid drip into the computer.
6. Be sure to dry the display before closing it.

**Keep the following in mind:**

- Only an authorized Lenovo repair technician should disassemble and repair your computer.
- Do not modify or tape the latches to keep the display open or closed.
Chapter 7. Troubleshooting computer problems

This chapter provides information on what to do if you experience a problem with your computer.

Troubleshooting

To make sure that your computer has the features that are introduced in the following sections, consult the online help or the list shipped with your computer.

Battery and power problems

This topic provides instructions on troubleshooting battery and power problems.

Print these instructions first.

**The computer turns off before the battery status indicator shows empty, or the computer operates after the battery status indicator shows empty.**

Reset the battery gauge using OneKey Optimizer. If the problem persists, replace with a new battery pack.

**The operating time of a fully charged battery pack is short.**

Discharge and recharge the battery pack. If the problem persists, contact your local Customer Support Center.

**The computer does not operate with a fully charged battery pack.**

The surge protector in the battery pack might be active. Turn off the computer for one minute to disable the surge protector; then turn on the computer again.

**The battery pack cannot be charged.**

You cannot charge the battery when it is too hot. If the battery is hot, remove it from the computer and let it cool to room temperature. After it cools, reinstall it and recharge the battery pack. If the problem persists, contact your local Customer Support Center.

**The AC power adapter is connected to both the computer and the working electrical outlet, but the AC power adapter icon is not displayed in the Windows notification area, and the AC power indicator does not light up.**
Do the following:

1. Turn off the computer, and then disconnect the AC power adapter.
2. Reconnect the AC power adapter, then turn on the computer. Ensure that the AC power adapter is correctly and securely connected.
3. Turn on the computer.

If the problem persists, contact your local Customer Support Center.

A startup problem

Print these instructions now and keep it with your computer for reference later.

The Microsoft Windows operating system does not start.

Use the recovery program provided on your computer to identify and troubleshoot the problem. For details, refer to Chapter 5 “Lenovo OneKey Recovery system” on page 29.

Sleep and hibernation problems

Print these instructions now and keep it with your computer for reference later.

A critical low-battery error occurs, and the computer immediately turns off.

This indicates that the battery power is getting too low. Connect the AC power adapter to your computer and plug the other end of the AC power adapter into an electrical outlet. You also can solve the problem by replacing the battery with a charged one.

The computer enters sleep mode immediately after the power-on self-test.

Ensure that:

- The battery is charged.
- The operating temperature is within the acceptable range. Refer to Chapter 7 “Preventing problems” on page 31.

Computer screen problems

Print these instructions first.
The screen is blank.

This indicates that the battery power is getting too low. Connect the AC power adapter to your computer and plug the other end of the AC power adapter into an electrical outlet. You also can solve the problem by replacing the battery with a charged one.

If the problem persists, do the following:
• If you are using the AC power adapter or using the battery pack, and the battery status indicator is on, press $\uparrow$ to increase the screen brightness.
• If the power indicator is blinking, press the power button to resume the computer from sleep mode.
• Check if the LCD backlight feature is enabled.
• Check if the display device driver is installed correctly.
• Check if the screen resolution and color quality are correctly set.
• Check if the monitor type is correct.

The screen is unreadable or distorted.

Ensure that:
• The display device driver is installed correctly.
• The screen resolution and color quality are correctly set.
• The monitor type is correct.

Incorrect characters are displayed on the screen.

Ensure that the operating system and programs are correctly installed on your computer. If the problem persists, contact your local Service Provider.

When I turn on the computer, nothing is displayed on the screen and the computer does not beep while starting up.

Ensure that:
• The battery is installed correctly.
• The AC power adapter is connected to the computer and the power cord is plugged into a working electrical outlet.
• Press the power button again to ensure that the computer is turned on.

If the problem persists, contact your local Service Provider.
When I turn on the computer, only a white cursor is displayed on a blank screen.

Restore the entire contents of your hard disk drive to the original factory contents using the recovery programs provided on your computer.

If the problem persists, contact your local Service Provider.

My screen goes blank while the computer is on.

Your screen saver or power management might be enabled. Do one of the following to exit from the screen saver or to resume from sleep or hibernation mode:

- Press any key on the keyboard.
- Press the power button.
- Press  to check whether the LCD screen has been turned off.

Problems with drives and other storage devices

This topic provides instructions on troubleshooting problems with drives and other storage devices.

Hard disk drive problems

Print these instructions first.

The hard disk drive makes a rattling noise intermittently.

The rattling noise might be heard when:

- The hard disk drive begins or finishes getting access to data.
- You carry the hard disk drive.
- You carry your computer.

This is a normal characteristic of a hard disk drive and can be ignored.

OneKey Recovery program problems

Print these instructions first.

Backup cannot be made.

Ensure that:

- You are using a Windows operating system.
- There is enough space on your hard disk drive to store the backup data.
Fail to restore the system partition to the factory default state.
The cause might be that the partition properties such as the size or the capacity of your system has been modified.

A password problem
Print these instructions now and keep it with your computer for reference later.

I forgot my password.
Do any of the following:
- If you forget the BIOS user password, ask the system administrator to reset your user password.
- If you forget your hard disk drive password, a Lenovo authorized servicer cannot reset your password or recover data from the hard disk drive. You must take your computer to a Lenovo authorized servicer or a marketing representative to have the hard disk drive replaced. Proof of purchase is required, and a fee will be charged for parts and service.
- If you forget the BIOS supervisor password, a Lenovo authorized servicer cannot reset your password. You must take your computer to a Lenovo authorized servicer or a marketing representative to have the system board replaced. Proof of purchase is required, and a fee will be charged for parts and service.

A sound problem
Print these instructions now and keep it with your computer for reference later.

No sound can be heard from the speaker even when the volume is turned up.
Make sure that:
- The mute function is off.
- The combo audio jack is not used.
- Speakers are selected as the playback device.

Other problems
Print these instructions first.

Your computer does not respond.
Do either of the following:
• Turn off your computer by pressing and holding the power button for four seconds or more. If the computer still does not respond, remove the AC power adapter.

• Your computer might lock when it enters sleep mode during a communication operation. Disable the sleep timer when you are working on the network.

I need to start the computer from a connected device, but the device does not appear on the boot device list.

Check the boot mode setting in the BIOS setup utility. If the **Boot Mode** is set to **UEFI**, make sure that the device or the medium in the device supports UEFI boot. If the device or the medium in the device does not support UEFI boot, set **Boot Mode** to **Legacy Support**. If the device still does not support UEFI boot, set **Boot Mode** to **Legacy Support**. If the device still does not appear in the boot device list, replace with a new device or medium.

The connected external device does not work.

Ensure that:

• The external device is connected by USB cables while the computer is turned on; otherwise, your computer might be damaged.

• When you are using a high-power-consumption external device such as an external USB optical drive, ensure that you use the power cable that comes with the external device. Otherwise, the device might not be recognized, or the computer might be turned off.

For more technical support information, go to:
http://www.lenovo.com/support
Appendix A. Regulatory information

Wireless related information

Wireless interoperability

The Wireless LAN PCI Express Mini Card is designed to be interoperable with any wireless LAN product that is based on DSSS, CCK, and/or OFDM radio technology, and is compliant to:

- The 802.11b/g Standard, 802.11a/b/g or 802.11n draft 2.0 on Wireless LANs, as defined and approved by the Institute of Electrical and Electronics Engineers.
- The WiFi certification as defined by the Wi-Fi Alliance.

Your Bluetooth card is compliant to Bluetooth Specification 4.0 as defined by the Bluetooth Special Interest Group SIG, it supports the following profiles:

- Advanced Audio Distribution Profile (A2DP)
- Audio/Video Control Transport Protocol (AVCTP)
- Audio/Video Distribution Transport Protocol (AVDTP)
- A/V Remote Control Profile (AVRCP)
- Basic Imaging Profile (BIP)
- Basic Printing Profile (BPP)
- Dial-Up Networking Profile (DUN)
- File Transfer Profile (FTP)
- Generic Access Profile (GAP)
- Generic A/V Distribution Profile (GAVDP)
- Hardcopy Cable Replacement Profile (HCRP)
- Headset Profile (HSP)
- Hands-Free Profile (HFP)
- Human Interface Device Profile (HID)
- Message Access Profile (MAP)
- Object Exchange Protocol (OBEX)
- Object Push Profile (OPP)
- Personal Area Networking Profile (PAN)
- Phone Book Access Profile (PBAP)
- Service Discovery Protocol (SDP)
- Synchronization Profile (SYNC)
- Video Distribution Profile (VDP)
- Generic Attribute Profile (GATT)
- Proximity Profile
- Find Me Profile
- Immediate Alert Profile
- Battery Status Profile

**Usage environment and your health**

Integrated wireless cards emit radio frequency electromagnetic energy like other radio devices. However, the level of energy emitted is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Due to the fact that integrated wireless cards operate within the guidelines found in radio frequency safety standards and recommendations, Lenovo believes they are safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situation or environment, the use of integrated wireless cards may be restricted by the proprietor of the building or responsible representatives of the organization. These situations and areas may for example include:

- Using the integrated wireless cards on board of airplanes, in hospitals or near petrol stations, blasting areas (with electro-explosive devices), medical implants or body-worn electronic medical devices, such as pace makers.
- In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies to the use of wireless devices in a specific organization (such as airport or hospital), you are encouraged to ask for authorization to use integrated wireless cards prior to turning on the computer.
ENERGY STAR model information

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

Lenovo is proud to offer our customers products with the ENERGY STAR qualified designation. Lenovo computers of the following machine types, if the ENERGY STAR mark is affixed, have been designed and tested to conform to the ENERGY STAR program requirements for computers.

- 80KC
- 80KX
- 80KW

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

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

Lenovo encourages you to make efficient use of energy an integral part of your day-to-day operations. To help in this endeavor, Lenovo has preset the following power-management features to take effect when your computer has been inactive for a specified length of time:
Table 1. ENERGY STAR power-management features

<table>
<thead>
<tr>
<th>Windows® 7</th>
<th>Windows® 8.1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Power plan: Energy Saver</strong></td>
<td><strong>Power plan: Balanced</strong></td>
</tr>
<tr>
<td>(settings when plugged into AC power)</td>
<td>(settings when plugged into AC power)</td>
</tr>
<tr>
<td>• Turn off the display: After 10 minutes</td>
<td>• Turn off the display: After 5 minutes</td>
</tr>
<tr>
<td>• Put the computer to sleep: After 25 minutes</td>
<td>• Put the computer to sleep: After 25 minutes</td>
</tr>
<tr>
<td>• Advanced power settings:</td>
<td>• Advanced power settings:</td>
</tr>
<tr>
<td>– Turn off hard disk drives: After 20 minutes</td>
<td>– Turn off hard disk drives: After 20 minutes</td>
</tr>
<tr>
<td>– Hibernate: Never</td>
<td>– Hibernate: Never</td>
</tr>
</tbody>
</table>

To awaken your computer from Sleep mode, press any key on your keyboard. For more information about these settings, see your Windows Help and Support information system.

**Brazil regulatory notice**

Ouvir sons com mais de 85 decibéis por longos períodos pode provocar danos ao sistema auditivo.

**Export classification notice**

This product is subject to the United States Export Administration Regulations (EAR) and has an Export Classification Control Number (ECCN) of 4A994.b. It can be re-exported except to any of the embargoed countries in the EAR E1 country list.

**Electronic emission notices**

The following information refers to Lenovo E31–70, Zhao Yang E31–70, machine type 80KC, 80KX, 80KW.
Federal Communications Commission (FCC) Declaration of Conformity

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an authorized dealer or service representative for help.

Lenovo is not responsible for any radio or television interference caused by using other than specified or recommended cables and connectors or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user’s authority to operate the equipment.

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

Responsible Party:
Lenovo (United States) Incorporated
1009 Think Place - Building One
Morrisville, NC 27560
Phone Number: 919-294-5900

Industry Canada Class B emission compliance statement

This Class B digital apparatus complies with Canadian ICES-003.
European Union - Compliance to the Electromagnetic Compatibility Directive

This product is in conformity with the protection requirements of EU Council Directive 2004/108/EC on the approximation of the laws of the Member States relating to electromagnetic compatibility. Lenovo cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product, including the installation of option cards from other manufacturers.

This product has been tested and found to comply with the limits for Class B Information Technology Equipment according to European Standard EN 55022. The limits for Class B equipment were derived for typical residential environments to provide reasonable protection against interference with licensed communication devices.

EU contact: Lenovo, Einsteinova 21, 851 01 Bratislava, Slovakia

German Class B compliance statement

Deutschsprachiger EU Hinweis:

Hinweis für Geräte der Klasse B EU-Richtlinie zur Elektromagnetischen Verträglichkeit


Deutschland:

Einhaltung des Gesetzes über die elektromagnetische Verträglichkeit von Betriebsmitteln


Informationen in Hinsicht EMVG Paragraf 4 Abs. (1) 4: Das Gerät erfüllt die Schutzanforderungen nach EN 55024 und EN 55022 Klasse B.

Korea Class B compliance statement

<table>
<thead>
<tr>
<th>B급 기기 (가정용 방송통신기자재)</th>
</tr>
</thead>
<tbody>
<tr>
<td>이 기기는 가정용(B급) 전자파적합기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다</td>
</tr>
</tbody>
</table>

Japan VCCI Class B compliance statement

この装置は、クラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。
取扱説明書に従って正しい取り扱いをして下さい。 VCCI-B

Japan compliance statement for products which connect to the power mains with rated current less than or equal to 20 A per phase

日本の定格電流が 20A/相 以下の機器に対する高調波電流規制
高調波電流規格 JIS C 61000-3-2 適合品
Lenovo product service information for Taiwan

台灣 Lenovo 產品服務資訊如下：
荷蘭商聯想股份有限公司台灣分公司
台北市內湖區堤頂大道二段89號5樓
服務電話：0800-000-702
Appendix B. WEEE and recycling statements

Lenovo encourages owners of information technology equipment to responsibly recycle their equipment when it is no longer needed. Lenovo offers a variety of programs and services to assist equipment owners in recycling their IT products. Information on product recycling offerings can be found on Lenovo's Internet site at http://www.lenovo.com/recycling.

China WEEE statement

《废弃电器电子产品回收处理管理条例》提示性说明

联想鼓励拥有联想品牌产品的用户当不再需要此类产品时，遵守国家废弃电器电子产品回收处理相关法律法规，将其交给当地具有国家认可的回收处理资质的厂商进行回收处理。更多回收服务信息，请点击进入http://support.lenovo.com.cn/activity/551.htm

Important WEEE information

The WEEE marking on Lenovo products applies to countries with WEEE and e-waste regulations (for example, European Directive 2002/96/EC, India E-Waste Management & Handling Rules, 2011). Appliances are labeled in accordance with local regulations concerning waste electrical and electronic equipment (WEEE). These regulations determine the framework for the return and recycling of used appliances as applicable within each geography. This label is applied to various products to indicate that the product is not to be thrown away, but rather put in the established collective systems for reclaiming these end of life products.
Users of electrical and electronic equipment (EEE) with the WEEE marking must not dispose of end of life EEE as unsorted municipal waste, but use the collection framework available to them for the return, recycle, and recovery of WEEE and to minimize any potential effects of EEE on the environment and human health due to the presence of hazardous substances. For additional WEEE information go to: http://www.lenovo.com/recycling

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### Japan recycling statements

#### Collecting and recycling a disused Lenovo computer or monitor

If you are a company employee and need to dispose of a Lenovo computer or monitor that is the property of the company, you must do so in accordance with the Law for Promotion of Effective Utilization of Resources. Computers and monitors are categorized as industrial waste and should be properly disposed of by an industrial waste disposal contractor certified by a local government. In accordance with the Law for Promotion of Effective Utilization of Resources, Lenovo Japan provides, through its PC Collecting and Recycling Services, for the collecting, reuse, and recycling of disused computers and monitors. For details, visit the Lenovo Web site at: http://www.lenovo.com/services_warranty/jp/ja/recycle/pcrecycle/.

Pursuant to the Law for Promotion of Effective Utilization of Resources, the collecting and recycling of home-used computers and monitors by the manufacturer was begun on October 1, 2003. This service is provided free of charge for home-used computers sold after October 1, 2003. For details, go to http://www.lenovo.com/services_warranty/jp/ja/recycle/personal/.

#### Disposing of Lenovo computer components

Some Lenovo computer products sold in Japan may have components that contain heavy metals or other environmental sensitive substances. To properly dispose of disused components, such as a printed circuit board or drive, use the methods described above for collecting and recycling a disused computer or monitor.
Disposing of disused lithium batteries from Lenovo computers

A button-shaped lithium battery is installed on the system board of your Lenovo computer to provide power to the computer clock while the computer is off or disconnected from the main power source. If you want to replace it with a new one, contact your place of purchase or ask for a repair service provided by Lenovo. If you have replaced it by yourself and want to dispose of the disused lithium battery, insulate it with vinyl tape, contact your place of purchase, and follow their instructions. If you use a Lenovo computer at home and need to dispose of a lithium battery, you must comply with local ordinances and regulations.

Disposing of a disused battery pack from Lenovo notebook computers

Your Lenovo notebook computer has a lithium ion battery pack or a nickel metal hydride battery pack. If you are a company employee who uses a Lenovo notebook computer and need to dispose of a battery pack, contact the proper person in Lenovo sales, service, or marketing, and follow that person’s instructions. You also can refer to the instructions at http://www.lenovo.com/jp/ja/environment/recycle/battery/. If you use a Lenovo notebook computer at home and need to dispose of a battery pack, you must comply with local ordinances and regulations. You also can refer to the instructions at http://www.lenovo.com/jp/ja/environment/recycle/battery/.

Recycling information for Brazil

Declarações de Reciclagem no Brasil

Descarte de um Produto Lenovo Fora de Uso

Equipamentos elétricos e eletrônicos não devem ser descartados em lixo comum, mas enviados à pontos de coleta, autorizados pelo fabricante do produto para que sejam encaminhados e processados por empresas especializadas no manuseio de resíduos industriais, devidamente certificadas pelos órgãos ambientais, de acordo com a legislação local.

A Lenovo possui um canal específico para auxiliá-lo no descarte desses produtos. Caso você possua um produto Lenovo em situação de descarte, ligue para o nosso SAC ou encaminhe um e-mail para: reciclar@lenovo.com, informando o modelo, número de série e cidade, a fim de enviarmos as instruções para o correto descarte do seu produto Lenovo.
Battery recycling information for the United States and Canada

US & Canada Only

Battery recycling information for Taiwan

Battery recycling information for the European Union

EU

Notice: This mark applies only to countries within the European Union (EU).

Batteries or packaging for batteries are labeled in accordance with European Directive 2006/66/EC concerning batteries and accumulators and waste batteries and accumulators. The Directive determines the framework for the return and recycling of used batteries and accumulators as applicable throughout the European Union. This label is applied to various batteries to indicate that the battery is not to be thrown away, but rather reclaimed upon end of life per this Directive.
In accordance with the European Directive 2006/66/EC, batteries and accumulators are labeled to indicate that they are to be collected separately and recycled at end of life. The label on the battery may also include a chemical symbol for the metal concerned in the battery (Pb for lead, Hg for mercury, and Cd for cadmium). Users of batteries and accumulators must not dispose of batteries and accumulators as unsorted municipal waste, but use the collection framework available to customers for the return, recycling, and treatment of batteries and accumulators. Customer participation is important to minimize any potential effects of batteries and accumulators on the environment and human health due to the potential presence of hazardous substances. For proper collection and treatment, go to: http://www.lenovo.com/lenovo/environment
Appendix C. Restriction of Hazardous Substances Directive (RoHS)

India RoHS
RoHS compliant as per E-Waste (Management & Handling) Rules, 2011.

China RoHS

中国有害物质声明
为满足中国电子电气产品有害物质限制相关的法律法规和其他要求，联想公司对本产品中有害物质，按部件分类，声明如下。

<table>
<thead>
<tr>
<th>部件名称</th>
<th>有害物质</th>
<th>铅(Pb)</th>
<th>汞(Hg)</th>
<th>镉(Cd)</th>
<th>六价铬(Cr(VI))</th>
<th>多溴联苯(PBB)</th>
<th>多溴二苯醚(PBDE)</th>
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<tr>
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<tr>
<td>底壳、顶盖和扬声器</td>
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</tbody>
</table>

本表格依据 SJ/T 11364 的规定编制。某些型号的产品可能不包含表中的部分部件。
〇：表示该有害物质在该部件所有均质材料中的含量均在 GB/T 26572 规定的限量要求以下。
×：表示该有害物质至少在该部件的某一均质材料中的含量超出 GB/T 26572 规定的限量要求。标记 “×” 的部件，皆因全球技术发展水平限制而无法实现有害物质的替代。
*印刷电路板组件包括印刷电路板及其零部件，电容和连接器等。

在中华人民共和国境内销售的电子信息产品必须标识此标志。
圆圈内的数字表示正常使用状态下产品的环保使用期限。
Turkish RoHS

The Lenovo product meets the requirements of the Republic of Turkey Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (EEE).

Türkiye EEE Yönetmeliğine Uygunluk Beyanı

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EEE Yönetmeliğine Uygundur.

Ukraine RoHS

Цим підтверджуємо, що продукція Леново відповідає вимогам нормативних актів України, які обмежують вміст небезпечних речовин

European Union RoHS

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For more information about Lenovo progress on RoHS, go to: http://www.lenovo.com/social_responsibility/us/en/RoHS_Communication.pdf
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