

Getting to Know Your Lenovo Laptop

The pictures below will help you become familiar with the connections and buttons available to you on your laptop.

Opening Your Laptop Cover



Slide tab to the **right** to unlock the cover. Gently lift the cover open.

Where I Plug in My Power Cord?

Look at the **back** of your laptop:



Your **power cord** connects here.

Connections on the FRONT of the laptop

Firewire connection. You won't need this.

Wireless. Make sure this button is always on and the green is showing.



Connection for **headphones** (Notice the headphones icon)

Connection for **microphone** (notice the microphone icon)



SD Card Slot: Like a digital camera card

Connections on the RIGHT SIDE of the laptop



DVD and CD-RW drive: Insert DVDs to play them. Insert CDs to play them or burn to them.

Telephone line connection. You won't need this.

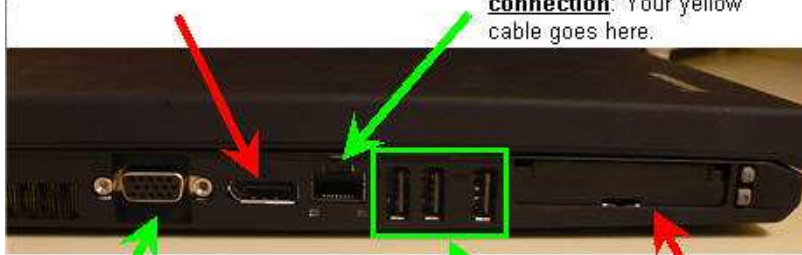
Connections on the LEFT SIDE of the laptop

HDMI connection

for HD TVs. You won't need this.

Network cable connection

Your yellow cable goes here.



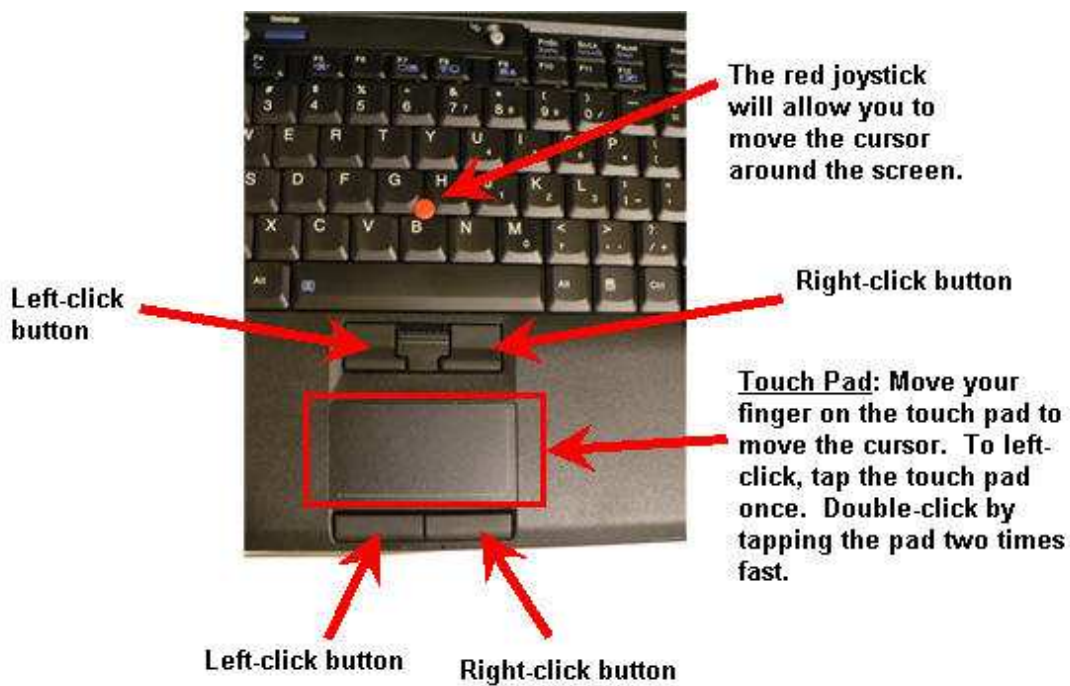
Connection for the Promethean board projector.

USB connections

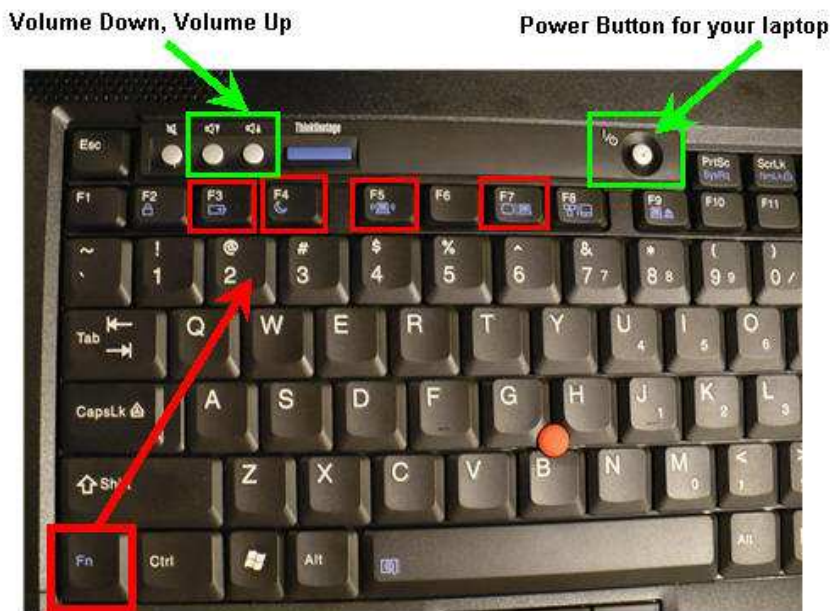
Use to connect flash drives, CPS clicker receivers, mouse, etc.

Slot for your wireless card. You won't need this.

Options for Using the Built-in Mouse



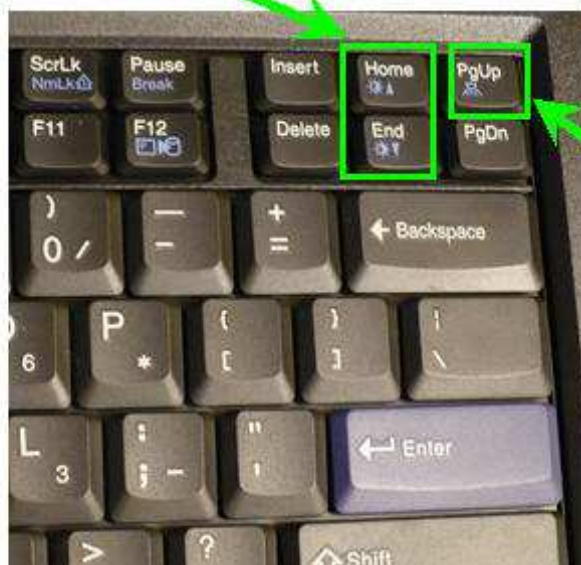
Using the Function Key (Fn) to Access the Blue Tools on Your Keyboard



Function Key (Fn) activates the blue buttons:

- **Holding down the Fn key and clicking F3 key:** Turns off your monitor, but not your laptop, to save the battery life. Click Fn + F3 to turn the monitor back on.
- **Holding down the Fn key and clicking F4 key:** Puts your laptop in “stand by mode” - often referred to as “falling asleep”. To wake your computer back up, click Fn + F4.
- **Holding down the Fn key and clicking F5 key:** Turns on and off your wireless. This will not be needed at school.
- **Holding down the Fn key and clicking F7 key:** is used to toggle the image from your laptop onto a projector. Sometimes this needs to be clicked more than once to work.

Use the **Fn** key to activate these **blue** buttons: They will increase or decrease the **brightness on your screen**.



Use the **Fn** key to activate the blue button to turn on a **small light** on the top cover of your laptop. Be sure to turn it off when you are done.

Connecting a microphone headset to your laptop:



Notice the **microphone** icon. This plugs into the pink slot on the front of your laptop that has the **microphone** icon.

Notice the **headphones** icon. This plugs into the green slot on the front of your laptop that has the **headphones** icon.

