Chapter 1

Finding Your Way around the System

You've bought your computer and taken everything out of the box. You may be asking yourself, "Now, what do I do?" Well, this chapter explains how to set up your computer, gives you tips on working comfortably and takes you on a tour of the computer's features.

Make Sure You Have Everything

Your computer comes with everything you need to get up and running quickly. However, before you do anything else, it's a good idea to make sure you received everything you were supposed to. This information is listed on the Quick Start Card at the top of the box.

If any items are missing or damaged, notify your dealer immediately. For additional help, contact Toshiba as described in "If You Need Further Assistance" on page 357.

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Select a Place To Work

Your computer is portable, designed to be used in a variety of circumstances and locations. However, by giving some thought to your work environment, you can protect the computer and work in comfort.

Keep the Computer Comfortable

Use a flat surface which is large enough for the computer and any items you need to refer to while your work. Allow sufficient space behind the computer for adjusting the display panel. If you're planning to use a printer or other external device, make sure there's enough room for it as well.

Leave enough space around the computer and any other devices to give adequate ventilation. Otherwise they may overheat.

If you are going to use a power outlet, make sure it is nearby and easily accessible.

To keep your computer in prime operating condition, make sure your work area is free from:

❖ dust, moisture and direct sunlight.

❖ corrosive chemicals.

❖ sources of water or other liquids that could spill into the computer.

CAUTION

If you spill a liquid into the computer. If you spill a liquid into the keyboard, turn the computer off, unplug it from the AC power source, and let it dry out completely before turning it on again.

If the computer does not operate correctly after you turn it back on, contact a Toshiba authorized service provider.

❖ equipment that generates a strong electromagnetic field, such as stereo speakers or speakerphones.

Part I: Getting To Know Your Computer

❖ rapid changes in temperature or humidity. Keep the computer away from sources of temperature change such as air conditioner vents or heaters.

❖ extreme heat, cold or humidity. Operate the computer within a temperature range of 40 to 95 degrees Fahrenheit (5 to 35 degrees Celsius) and a relative humidity of 20 to 80 percent.

Keep Yourself Comfortable

Strain and stress injuries are becoming more common as people spend more time using their computers. However, if you use your computer properly, you can work comfortably all day.

When you cannot place your computer in the best position for working (on a journey for example) be careful to use it for short periods only.

> *Using the computer keyboard incorrectly can result in discomfort and possible injury. If your hands, wrists, and/or arms bother you while typing, discontinue using the computer and rest. If the discomfort persists, consult a physician.*
>
> **CAUTION**

In addition to the hints provided in the following sections, there are a number of books available on ergonomics, repetitive strain injury, and repetitive stress syndrome.

Placement of the Computer

Proper placement of the computer and external devices is important to avoid stress-related injuries:

❖ Place the computer on a flat surface, directly in front of you, at a comfortable height and distance. When you use the keyboard, your arms and hands should be in a relaxed position with your forearms parallel to the floor. You should be able to type without twisting your body or neck, and look at the screen without slouching.

❖ If you plan to use an external monitor, the top of the screen should be no higher than eye level.

❖ Adjust the screen to avoid reflections and glare.

❖ If you use a paper holder, set it at the same distance as the screen. If possible, adjust the holder so that the paper is at the same height as the screen.

Seating and Posture

When using your computer, sit comfortably and maintain good posture with your weight evenly distributed.

Proper seating is one of the primary factors in reducing work strain. Some people find a backless chair more comfortable than a conventional chair. Whichever type you choose, refer to the following guidelines to adjust your chair for maximum computing comfort.

Below eye level

Approximately 90 degree angles

Foot rest

Correct posture and positioning of the computer

❖ Position your chair so that the keyboard is at or slightly below the level of your elbow. You should be able to type comfortably with your shoulders relaxed.

If you are using a conventional chair:

❖ Your knees should be slightly higher than your hips. If necessary, use a foot rest to raise the level of your knees and ease the pressure on the back of your thighs.

❖ Adjust the back of your chair so it supports the lower curve of your spine. If necessary, use a cushion to provide extra back support. Lower back support cushions are available at many office supply stores.

❖ Sit with your back straight so that your knees, hips and elbows form approximately 90 degree angles when you work. Do not slump forward or lean back too far.

Lighting

Proper lighting can improve the legibility of the display and reduce eye strain.

❖ Position the display panel (or external monitor) so that sunlight or bright indoor lighting does not reflect off the screen. Use tinted windows or shades to reduce glare.

❖ Avoid placing your computer in front of a bright light that could shine directly in your eyes.

❖ If possible, use soft, indirect lighting in your computer work area.

Arms and Wrists

❖ Avoid bending, arching, or twisting your wrists. Keep them in a relaxed, neutral position while typing.

❖ Exercise your hands, wrists and arms several times during the day to improve circulation.

6

Work Habits

The key to avoiding discomfort or injury from repetitive strain is to vary your activities. If possible, schedule a variety of tasks into your working day. Finding ways to break up the routine can reduce stress and improve your efficiency.

❖ Take frequent short breaks to change position, stretch your muscles, and relieve your eyes. A break of two or three minutes every half hour is more effective than one long break after several hours.

❖ Avoid performing repetitive activities for prolonged periods of time. Plan your work so that you intersperse such activities with other tasks.

❖ Focusing your eyes on your computer screen for long periods of time can cause eye strain. Look away from the computer frequently, say every 15 minutes, and focus your eyes on a distant object for 30 seconds or so.
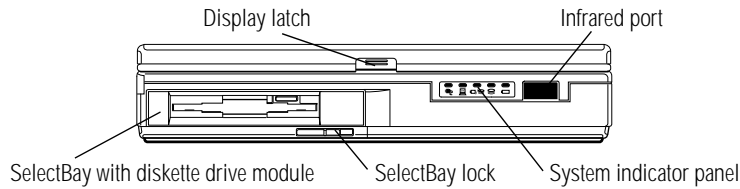
Find Out Where Everything's Located

If you've never used a notebook computer before, you're probably wondering how an entire computer can fit into so small a case. The next few pages take you on a guided tour of the computer and its components.

Rather than reading through this section, you may prefer to use it as a reference as you move through the remainder of the manual and need to locate specific parts of the computer. This information is also available in the electronic form of this manual, described in "Using The Electronic Guide" on page 303.

Don't worry if you don't know what some parts of the computer do. Some items in this tour are for more advanced computing functions that you may want to use as your computing needs and skills increase.

The Front with the Display Closed

Display latch   Infrared port

SelectBay with diskette drive module   SelectBay lock   System indicator panel

The front with the display closed

The **SelectBay**™ usually holds either a CD-ROM drive module or a diskette drive module. You can also use it to hold a second hard module. An external drive chassis holds the diskette drive module when you install another module in the SelectBay, so the diskette drive is always available. For more information about the Select-Bay, see "Swapping Drives in the SelectBay" on page 115.

The **SelectBay lock** prevents the SelectBay module from being removed accidentally.

Pressing the **display latch** lets you open the computer's display panel. For more information, see "Open the Display" on page 28.

〔IR〕The serial **infrared port** allows wireless communication with a computer or other device, such as a printer, that has an infrared port. There is another infrared port on the back of the computer.
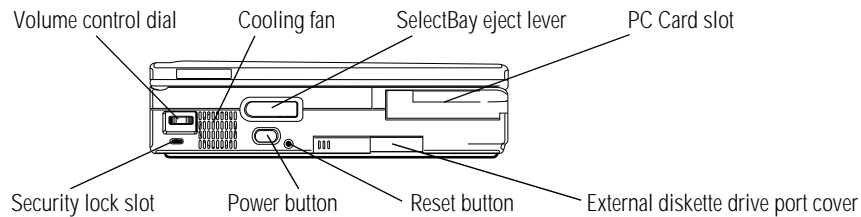
The lights on the **system indicator panel** provide information about various system functions. See "The System Indicator Panel" on page 14 for a description of the panel lights.

The Left Side

The left side

The **SelectBay eject lever** lets you remove the module installed in the SelectBay.

The **volume control dial** lets you adjust the loudness of the system speakers.

Attaching a special cable to the **security lock slot** lets you anchor your computer to your desk or other large, heavy object. For more information, see "Applying Physical Restraints" on page 270.

The **cooling fan** provides extra cooling when necessary to help keep the computer's Pentium processor from overheating. This lets the processor keep performing at its maximum speed.

To prevent possible overheating of the Pentium processor, make sure you don't block the fan vent.

CAUTION

Pressing the **power button** turns the computer on and off. For more information, see "Turn the Computer On" on page 30.

The **PC Card slot** lets you install up to two Type I or Type II PCMCIA-compatible PC Cards, or one Type III PC Card. For more information, see "Little Cards that Do Big Things" on page 193.

Pressing the **reset button** restarts the computer when it does not respond to the keyboard. Restarting the system in this way over-rides Suspend and Resume modes, which enable you to continue

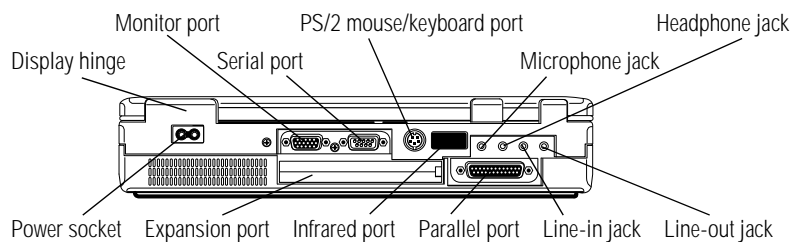working from where you left off. So use this button only if all other attempts at restarting the computer have failed.

Don't use a pencil to press the reset button. Pencil lead can break off inside the computer and damage it. Instead, use a slender object such as a straightened paper clip.

The **external diskette drive port cover** protects the external diskette drive port. You use this port to connect the external 3 1/2 inch diskette drive when the CD-ROM drive module is installed in the computer's SelectBay.

The Back

Monitor port   PS/2 mouse/keyboard port   Headphone jack

Display hinge   Serial port   Microphone jack

Power socket   Expansion port   Infrared port   Parallel port   Line-in jack   Line-out jack

The back

The **display hinges** attach the display panel to the computer.

The **power socket** is where you plug in the power cable. For more information, see "Connect to a Power Source" on page 17.

The **expansion port** allows you to connect the optional NoteDock II or Desk Station V Plus docking station. These devices provide additional expansion capability. For more information, see "The Desk Station V Plus" on page 233 and "The NoteDock II" on page 237.

Keep foreign objects away from this port. Pins and other small objects can slip inside the port and damage computer circuitry.

The **monitor port** allows you to connect an external monitor. For more information, see "Using an External Monitor" on page 225.

The **serial port** lets you connect a serial mouse, printer or other serial device.

The **PS/2® mouse/keyboard port** lets you connect an optional PS/2 compatible mouse or keyboard. For more information, see "Using a PS/2 Mouse" on page 230 or "Using an External Keyboard" on page 228.

The serial **infrared port** provides a cable free connection for transferring data between the computer and another device, such as a printer, that has a compatible infrared port. There is another infrared port on the front of the computer.

The **parallel port** lets you connect a parallel printer or other parallel device. For more information, see "Connecting a Parallel Printer" on page 27.

The 3.5 mm **microphone jack** lets you connect an external monaural microphone or other audio input device. Connecting a microphone or other device to this jack disables the internal microphone automatically.

The 3.5 mm **headphone jack** lets you connect stereo headphones or other audio output devices. Connecting headphones or other devices to this jack automatically disables the internal speaker.
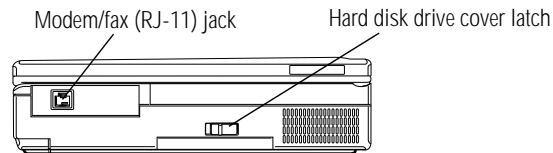
The 3.5 mm mini **line-in jack** lets you connect an external stereo device for audio input.

The 3.5 mm mini **line-out jack** lets you connect an external stereo device for audio output.

The Right Side

Modem/fax (RJ-11) jack   Hard disk drive cover latch
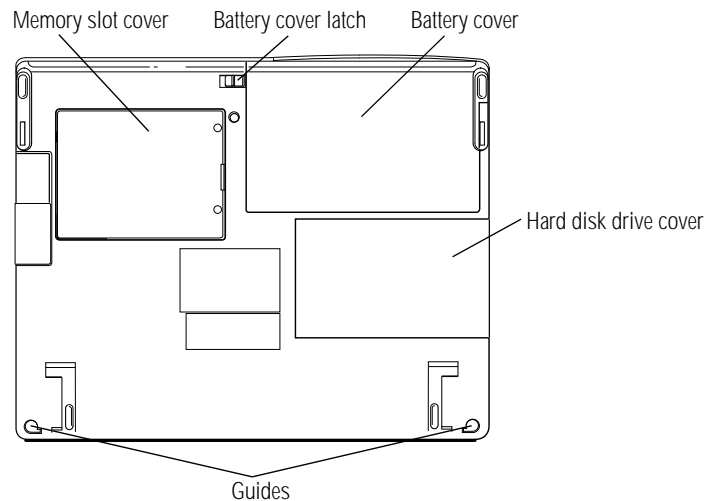
The right side

The **modem/fax (RJ-11) jack** lets you connect the computer's internal modem directly to a telephone line.

The **hard disk drive cover latch** prevents the hard disk drive from being removed accidentally.

The Underside

Memory slot cover   Battery cover latch   Battery cover

Hard disk drive cover

Guides

The underside

The **memory slot cover** protects a slot for adding extra memory to your computer. For more information, see "Adding Memory (Optional)" on page 19.

The **battery cover latch** prevents the battery from being removed accidentally.

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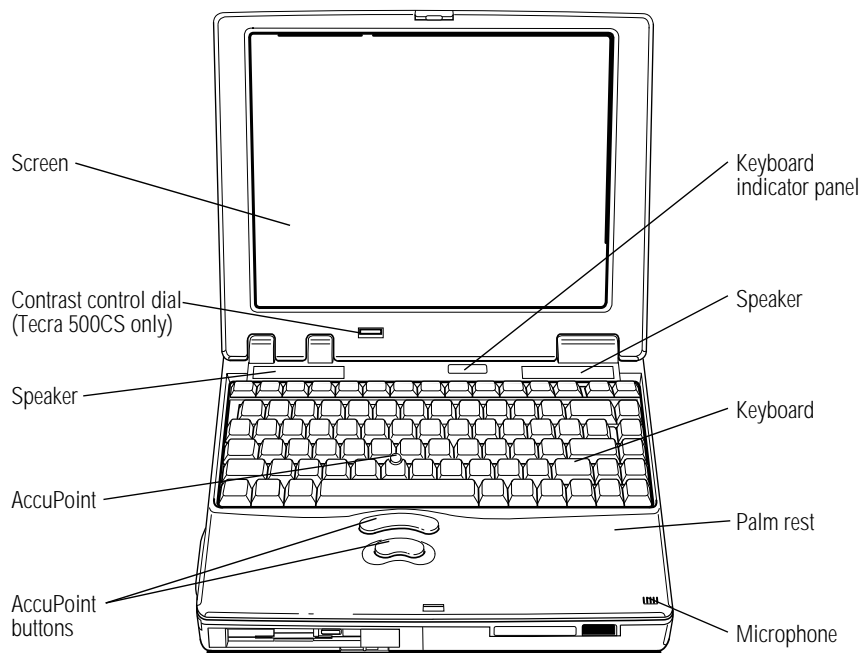
The **battery cover** protects the computer's Lithium ion battery, which provides power to the computer when you are not using an AC power outlet. For more information, see "Replacing Batteries" on page 153.

The **hard disk drive cover** protects the computer's removable hard disk drive.

The **guides** help align the optional Desk Station V Plus or NoteDock II. For more information, see "The Desk Station V Plus" on page 233 and "The NoteDock II" on page 237.

The Front with the Display Open

Screen

Contrast control dial (Tecra 500CS only)

Speaker

AccuPoint

AccuPoint buttons

Keyboard indicator panel

Speaker

Keyboard

Palm rest

Microphone

The front with the display open

The computer's **screen** is a liquid crystal display (LCD) that provides clear, sharp images.

The **contrast control dial** (Tecra 500CS only) adjusts the contrast of the display.

The **AccuPoint** pointing device combines the function of a mouse with the convenience of never having to remove your hands from the keyboard. For more information, see "Using the AccuPoint Pointing Device" on page 31.

The **AccuPoint buttons** work with the AccuPoint. The larger (primary) button acts as the left button on a mouse. The smaller (secondary) button acts as the right mouse button. For more information, see "Using the AccuPoint Pointing Device" on page 31.

The lights on the **keyboard indicator panel** provide information about various system functions. See "The Keyboard Indicator Panel" on page 15 for a description of the panel lights.

The **speakers** let you hear system alarms and sounds associated with your software. For more information.

The 82-key **keyboard** provides all the functionality of a full-sized 101-key keyboard. For more information, see "How to Use the Keyboard" on page 93.

The **palm rest** makes typing more comfortable.

The built-in **microphone** lets you record sounds and speak through the telephony modem.
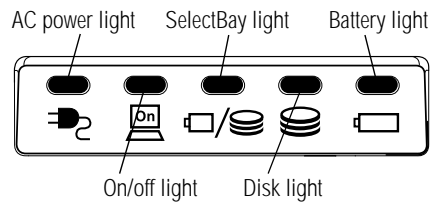
The Indicator Panels

Two panels of lights display the current state of your system. This section describes the two indicator panels.

The System Indicator Panel

This panel is located on the front of the computer.

The system indicator panel

The **AC power light** glows when the computer is connected to an external power source. For more information, see "Connect to a Power Source" on page 17.

The **on/off light** glows when the computer is on and shows the speed at which the computer is processing information. Green indicates high speed and orange indicates low speed.

The **SelectBay light** indicates the device in the SelectBay—the hard disk, diskette drive module, or CD-ROM drive module—is currently in use.

The **disk light** glows when the main hard disk drive or the diskette drive are in use.
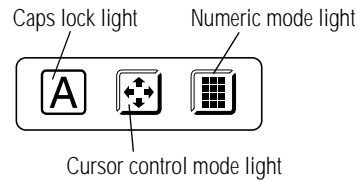
Do not turn the computer off if the SelectBay light or the hard disk light is on.

CAUTION

The **battery light** indicates the current battery charge. For more information, see "Monitoring Battery Power" on page 144.

The Keyboard Indicator Panel

Caps lock light   Numeric mode light

Cursor control mode light

The keyboard indicator panel

The **caps lock light** glows when you press the Caps Lock key. When this light is on, pressing a letter key on the keyboard produces an upper-case (capital) letter. For more information, see "The Character Keys" on page 93.

The **cursor control mode light** glows when the cursor control overlay is on. When the overlay is on, pressing an overlay key moves the cursor as shown by the white arrow printed on the left front of the key instead of the letter printed on the top of the key. For more information, see "The Cursor Control Overlay" on page 296.

The **numeric mode light** glows when the numeric overlay is on. When the overlay is on, pressing an overlay key produces the white number printed on the right front of the key instead of the letter printed on the top of the key. For more information, see "Typing Numbers" on page 94.

Chapter 2

Let's Start at the Very Beginning…

Now that you know where everything is, it's time to get to work. If you're new to computers or have never used a notebook computer before, this chapter provides easy-to-follow steps for getting the computer up and running.

Connect to a Power Source

Your computer requires power to operate. By connecting the computer to a power source you can provide power to run the computer and charge the battery. With the computer's built-in power supply, providing power to your computer requires only a power cable. Just plug the cable into the computer and a live power outlet.

Let's Start at the Very Beginning…
Connect to a Power Source

Before you can use the battery to power the computer, you must charge it. Leave the computer plugged in for at least two and a half hours with the computer turned off. Then the battery will be ready to power the computer.

> *Once the battery is charged for the first time, don't leave the computer plugged in and turned off for more than a few hours at a time. Overcharging the battery shortens its life.*
>
> **NOTE**

To connect your computer to a power source, follow these steps:

Power socket
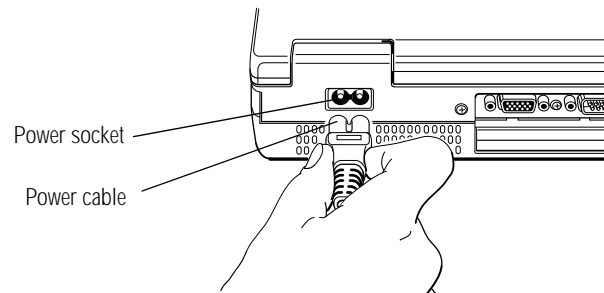
Power cable

Connecting the power cable to the power socket

1 **Connect the** power cable **to the** power socket **on the back of the computer.**

2 **Connect the other end of the power cable to a live wall outlet.**

The AC power light on the front of the computer glows green.

Adding Memory (Optional)

Your computer comes with enough memory to run most of today's popular applications. However, you may want to increase the computer's memory. With additional memory, the computer:

❖ can run more programs and open more documents at the same time.

❖ runs Windows 95 and Windows applications faster.

By installing extra memory now, you'll be able to operate your computer at its maximum capacity from the start. Of course, you can always come back to this section if you decide to add memory at a later time.

Sizes of Memory Modules

Additional memory is easy to install. Memory modules, available from your dealer, come in the following sizes:

Memory Module Size	Total Memory Installed
No module installed	16MB
8MB card installed	24MB
16MB card installed	32MB
32MB card installed	48MB
64MB card installed	80MB
128MB card installed	144MB

20 Let's Start at the Very Beginning…
Adding Memory (Optional)

Install the Memory Module

The memory module installs into the memory expansion slot on the bottom of the computer. You'll need a small Phillips screw-driver for this procedure.

1 Turn the computer off and unplug it.

STOP
WARNING

Installing a memory module with the computer's power on may damage the computer, the module or both.

2 Close the display.

3 Turn the computer upside down.
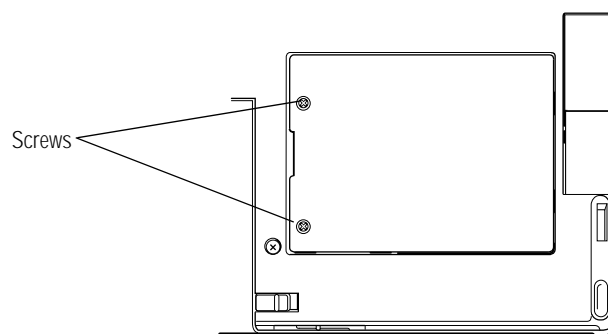
Screws

Locating the screws

4 Use a small Phillips screwdriver to remove the two screws **that secure the memory slot cover.**

5 Remove the memory slot cover.

Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

To avoid damaging the memory module, be careful not to touch its pin connector (on the side you insert into the computer).

Screws

Connector
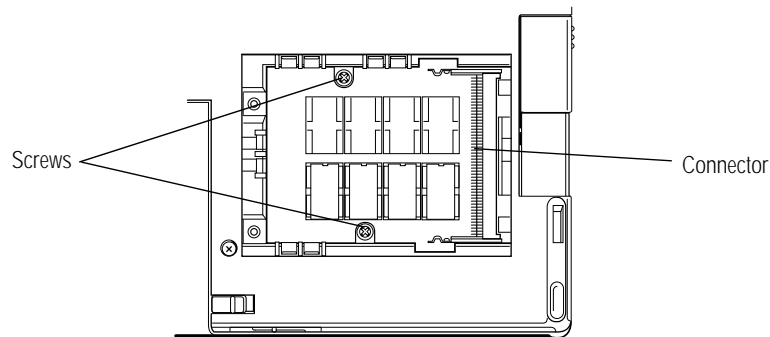
Removing the screws from the brace

6 If you are installing a full-sized memory module (one that will fill the entire memory slot), remove the two screws **from the brace at the center of the slot.**
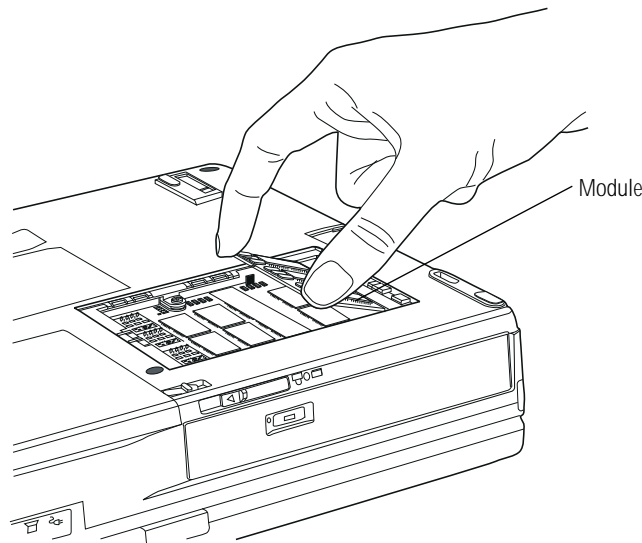
Inserting a half-sized memory module

7 **Place the** module **in the memory slot at a 45° angle, aligning the memory module's connector with the connector in the slot.**

The memory module fits only one way.

8 **Press the memory module firmly into the slot's connector.**
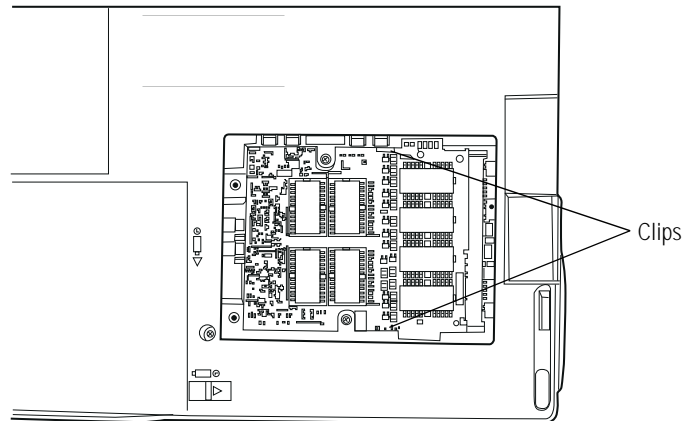
A half-sized memory module inserted correctly

**9   Press the free edge of the memory module into the slot
until the** clips **snap into place, securing the memory
module.**

**10 If you've installed a full-sized memory module, secure the
module by replacing the two screws you removed in step 6.**

11 Replace the memory slot cover.

12 Replace the screws you removed in step 4.

13 Turn the computer over.

When you turn your computer on, it recognizes the additional
memory automatically.

Removing a Memory Module

To remove a memory module, follow these steps:

**1   Remove the memory slot cover, following steps 1 through
6 in the previous section, "Install the Memory Module."**
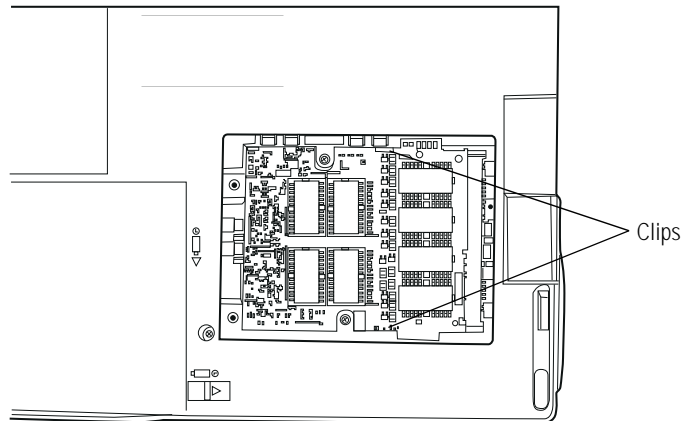
Removing a memory module

2 **Pull the** clips **away from the memory module.**

The memory module pops partially out of the slot.

3 **Carefully remove the module from the slot.**

4 **Replace the memory slot cover, following steps 10 through 13 in the previous section.**

Connect the External Diskette Drive

The computer's external 3 1/2" diskette drive is useful for installing programs on the hard disk, exchanging information with other systems, and making backup copies of the files stored on your hard disk.

If you prefer, you can remove the CD-ROM drive (optional in the Tecra 500 CS) and install the diskette drive into the SelectBay.

See "Swapping Drives in the SelectBay" on page 115 for more information.

NOTE

The external chassis (optional with the Tecra 500 CS) works with the diskette drive only. The CD-ROM drive and the second hard drive only work when installed in the SelectBay.

Disk eject button
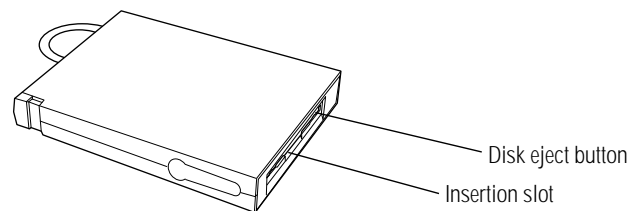
Insertion slot

The external diskette drive

A protective flap inside the disk **insertion slot** automatically retracts when you insert a diskette. Push the **disk eject button** when you want to remove a diskette from the drive.

Attaching the External Diskette Drive

To attach the external diskette drive to the computer, follow these steps:
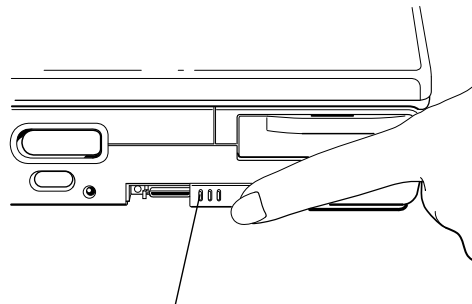
External diskette drive port cover

The external diskette drive port cover

1 Slide open the external diskette drive port cover, **located on the left side of the computer.**

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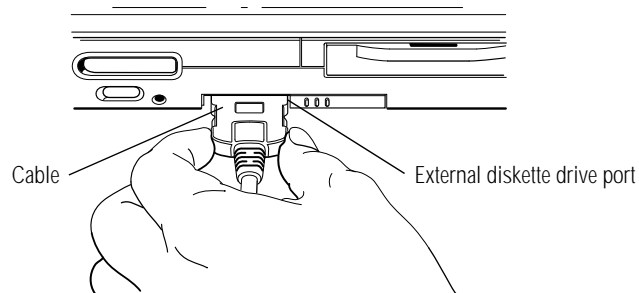
Attaching the external diskette drive

2 **Attach the** cable **from the external diskette drive to the** external diskette drive port**.**

You may attach the external diskette drive with the computer on or off. If you attempt to use the diskette drive and it is not attached to the computer, the computer displays an error message.

The computer automatically recognizes the external diskette drive and calls it the A drive.
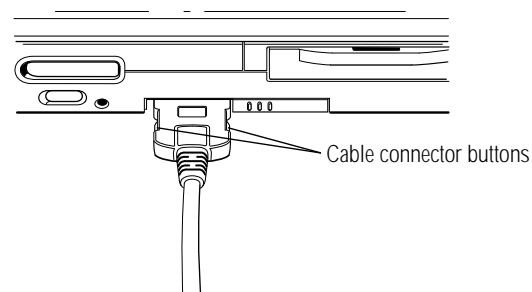
Locating the cable connector buttons

To detach the external diskette drive from the computer, press the **cable connector buttons** (on each side of the cable connector)

and gently pull the connector out of the external diskette drive port.

NOTE

If you try to access a diskette in the external diskette drive after disconnecting the drive, you will get a disk error message.

Connecting a Parallel Printer

If you've already purchased a printer, now is a great time to connect it to the computer. If you don't have printer or don't wish to connect it yet, don't worry. You can always connect one later.

The most common type of printer connection is through a parallel printer cable. You may have received this cable when you purchased your printer. Otherwise, printer cables are available from your dealer and at most computer and electronics stores.

NOTE

If your printer is ECP compatible and you wish to take advantage of high speed printing, you'll need to connect the printer to the computer using an IEEE 1284 printer cable.

To connect the printer to the computer, follow these steps:

1 Turn the computer's power off.

2 Identify the two ends of the printer cable.

One end connects to the computer. The other end connects to the printer.

To the computer   To the printer
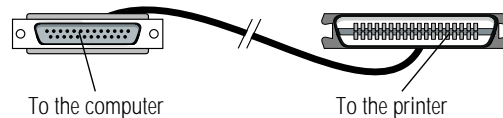
Identifying the ends of the printer cable

3 With the printer off, connect the printer cable to your printer.

If you're unsure how to do this, your printer's documentation will tell you.
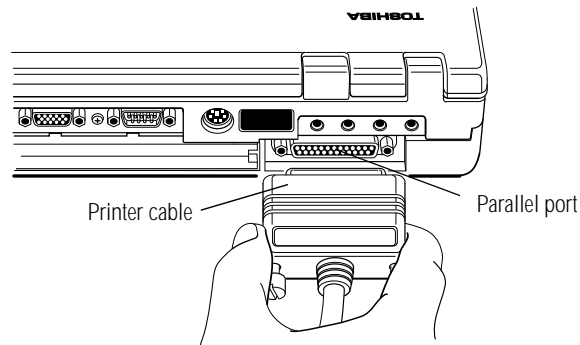
Connecting the printer cable to the parallel port

4 Connect the printer cable **to the computer's** parallel port**.**

Don't connect the printer cable if the computer's power is on. Doing so may cause damage to the printer, the computer or both.

5 Plug the printer's power cable into a live AC outlet.

Open the Display

The final step before you turn your computer on is to open the display.
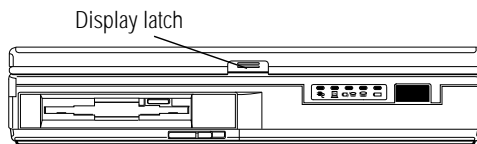
The display latch on the front of the computer

1 Locate the display latch **on the front of the display panel.**

Display panel

Display latch

Opening the display

2   Press the display latch **and lift the** display panel**.**

3   Adjust the display panel to a comfortable viewing angle.

To avoid damaging the display panel, be careful when open-ing and closing the panel. Do not force it beyond where it moves easily, and never lift the computer by the display panel.

Fill In Your Registration Card and Mail It

Take a few minutes now to fill in and mail your product registra-tion card. The card was on the keyboard of your computer when you first opened the display panel. Sending in your product regis-tration card lets Toshiba keep you up to date with information about new products and upgrades.

Registering your computer also extends your Toshiba warranty world-wide at no charge to you. See the registration card and warranty information for details about the warranty options available from Toshiba.

Turn the Computer On

Finally, the preparation is over. It's time to turn the computer on and get to work. To turn the computer on, follow these steps:

1   Make sure there's no diskette in the diskette drive.

2   If you have a printer connected to your computer, turn the printer on and wait until the printer is ready (on line).

3   Find the on/off light on the system indicator panel located on the front of the computer next to the infrared port.
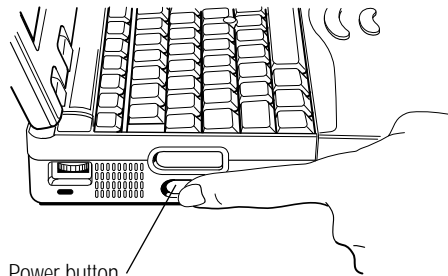
Power button

Turning the power on

4   Press and hold the power button **on the left side of the computer until the on/off light turns on (about one second).**

When you turn the computer on for the first time, do not turn the power off again until the operating system has loaded completely.

Using the AccuPoint Pointing Device

The computer's AccuPoint pointing device enables you to move the cursor and to select items on the screen. If you're familiar with desktop computers, you may have used a mouse or trackball for this purpose. The AccuPoint provides all the functionality of a mouse or trackball without your hands ever leaving the keyboard.

If you would rather use a mouse or trackball, you can connect one to the serial port or PS/2 mouse/keyboard port.
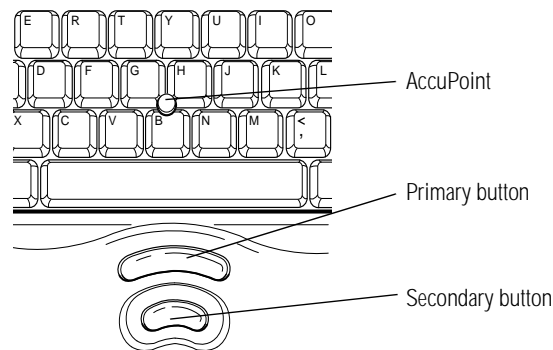
The AccuPoint pointing device

To move the cursor, gently push the **AccuPoint** in the direction you want the cursor to move. Pushing harder on the AccuPoint moves the cursor faster.

When a step instructs you to click or choose an item, move the cursor to the item, then press and release the **primary button**. To double-click, click the primary button twice in rapid succession. The primary button corresponds to the left button on a mouse.

The function of the **secondary button** depends on the program you are using. It corresponds to the right button on a mouse. Check your programs' documentation to find whether it uses the right mouse button.

When You Turn the Computer on the First Time…

The first time you turn the computer on, it displays several messages and leads you through four welcome screens. Read each welcome screen carefully, then press Enter. These screens explain the procedures for creating master program diskettes and selecting an operating system (Windows 95 or Windows for Workgroups).

After you read the welcome screens, the system displays the Welcome to Windows 95 Setup screen. Complete the following steps to set up your system:

STOP
WARNING

If you plan to choose Windows for Workgroups, be aware that you'll need to complete about eight Windows 95 Setup screens before the setup program gives you the opportunity to choose your operating system. Read each screen carefully to avoid installing Windows 95 accidentally.

1 **In the Welcome to Windows 95 Setup screen, click Next. (Use the Accupoint to move the pointer to the Next button and press the primary button.)**

   Setup displays the Regional Settings screen.

2 **Select your Regional Settings and click Next. The default is English (American).**

   Setup displays the Keyboard Layout screen.

3 **Select the keyboard layout and click Next. The default is United States.**

   Setup displays the User Information screen.

4 **Type your name and company in the appropriate fields, then click Next.**

   Setup displays the License of Windows 95 screen.

5 **Read the license information, then click Next.**

   Setup displays the License Agreement screen.

6 Read the license agreement, then click the button next to "I accept the agreement."

7 Click Next.

Setup displays the Certificate of Authenticity screen.

8 Type in the number from the Certificate of Authenticity, affixed to the Windows 95 manual that came with your computer, then click Next.

Setup displays the Windows Version screen.

9 Choose your operating system:

STOP
WARNING

Please consider your choice carefully. Once you choose Windows 95 or Windows for Workgroups, the setup program automatically (and permanently) deletes the unselected operating system from your system.

❖ To choose Windows 95 (the default), click Next.

❖ To choose Windows for Workgroups, click Change. Setup displays the Operating System Choice screen. Click "No, I want to install MS-DOS 6.22 and Microsoft Windows for Workgroups 3.1," then click OK.

Setup displays a Windows 95 Setup Wizard screen (even if you chose Windows for Workgroups) and installs the devices it found on your system.

NOTE

This screen displays the message "Please wait while Setup prepares your Windows 95 computer" whether you chose Windows 95 or not. If you chose Windows for Workgroups and still see this message, don't be alarmed.

Setup displays the Finishing Setup screen, prompting you to restart your computer.

10 Click Finish to restart the computer.

The computer restarts and loads the operating system you
selected. If you chose Windows for Workgroups, follow the
instructions in the following section, "Finish the Windows for
Workgroups Setup Procedure" to complete the setup proce-
dure. If you chose Windows 95, follow the instructions in
"Finish the Windows 95 Setup Procedure" on page 35 to com-
plete the setup procedure.

Finish the Windows for Workgroups Setup Procedure

After the computer restarts and loads Windows for Workgroups,
the system displays a Windows Setup screen, prompting you for
your name, company, and product number:

**1 Type your name and company in the appropriate fields.
You may leave the product number field blank, or type in
the Windows 95 Certificate of Authenticity number.**

2 Click Continue.

Setup prompts you to verify the information you just entered.

3 If the information is correct, click Continue.

To change any of the information displayed, click Change.

Setup displays the Printer Installation screen.

**4 If you have a printer, use the ↑ and ↓ keys to select your
printer from the list and click Install.**

If you don't have a printer, choose No Printer from the list and
click Install.

The computer restarts, loads Windows for Workgroups, and
displays the Windows Program Manager screen.

How to Use this Guide with Windows for Workgroups

The instructions in this guide are specific to Windows 95. If you chose Windows for Workgroups, a number of things will be different, including:

❖ From Lesson 2 onwards, the tutorial provided in "Getting to Know the Desktop" on page 47 applies to Windows 95 only.

❖ The system configuration instructions provided in this manual apply to Windows 95 only. Toshiba provides three programs for changing system settings in Windows for Workgroups: MaxTime, Hardware Setup, and Fn-esse. Access these programs by double-clicking their icons in the Toshiba Utilities group in Program Manager.

❖ Windows for Workgroups does not include a Suspend command. Use Resume Mode instead.

❖ Windows 95 contains the files your computer needs to communicate with optional PCMCIA-compatible PC Cards. If you're using Windows for Workgroups, use supplied CardWizard program with your optional PC Cards.

❖ The steps in "Changing the Display Mode" on page 300 are for Windows 95. To change the display mode in Windows for Workgroups, double-click the Chips CPL icon in the Control Panel.

Read "Using Windows for Workgroups" on page 495 for more information about using your Tecra 500 Series computer with Windows for Workgroups.

Finish the Windows 95 Setup Procedure

After the computer restarts it loads Windows 95, which configures your system, displays several messages, and then starts the Add Printer Wizard.

Set Up Windows 95 to Work With Your Printer

If you already have a printer, click Next when the system prompts you to set up your printer. If you plan to purchase a printer later, click Cancel now and see "Setting Up Windows 95 to Work with Your Printer" on page 98 when you're ready to connect it.

To set up Windows 95 to work with your printer now, follow these steps:

1 When Windows 95 opens the Printers dialog box, scroll through the lists of manufacturers and printers until you find yours.

If your printer is not listed, it probably came with its own diskette. Insert this diskette into the diskette drive and click Have Disk. When Windows 95 displays the Install From Disk dialog box, click OK.

2 Select your printer and click Next.

3 Set the port to LPT1: for a parallel printer (or COM1: for a serial printer) and click Next.

4 Type in a new name for your printer or accept the default and click Next.

5 If your printer is connected and turned on, click Finish to print a test page.

To finish the setup procedure without printing a test page, click No, then Finish.

Select Date/Time Properties

As Setup continues, Windows 95 displays the Date/Time Proper-
ties dialog box. This dialog box has two tabs. Click on a tab to
bring it to the front.

**1 On the Time Zone tab, select your time zone by clicking
the up and down arrow keys.**

**2 On the Date and Time tab, set the correct date and time, if
necessary.**

3 When you've finished, click Close.

Create Windows 95 Diskettes

The Microsoft Create System Disks program creates program dis-
kettes for the Windows 95 operating system. To run this program,
click Next when prompted during the initial startup procedure.

If you don't want to take the time to make these diskettes now,
click Cancel. When you're ready to make the diskettes, refer to
"Running Microsoft Create System Disks" on page 40.

NOTE

*You must create your own set of Microsoft Windows 95 dis-
kettes. If your hard disk ever crashes, you'll need the diskettes
to reinstall Windows 95 on your system. If this occurs and
you haven't made these diskettes, you will have to purchase a
new copy of Microsoft Windows 95.*

Complete the Initial Startup Procedure

Windows 95 completes its setup procedure and displays the Welcome to Windows 95 screen. This screen provides the following options:

❖ The Windows 95 Tour gives you a brief overview of Windows 95. For a more complete introduction, see "Getting to Know the Desktop" on page 47.

❖ Select What's New for answers to common questions about Windows 95.

❖ Online Registration lets you register Windows 95 with Microsoft®.

Once you've finished looking at any or all of the above options, click Close to finish the initial startup procedure and open Windows 95.

Create Master Diskettes or Purchase the CD-ROM

When you buy a program at a computer store, you receive a set of program diskettes or a CD-ROM containing the files necessary to install the program on your computer's hard disk. You can also use these program files to reinstall your software if necessary.

However, your computer comes with a number of programs, such as Microsoft Windows 95, already installed on the hard disk. If one or more of these programs is ever damaged or deleted, you'll need program files to reinstall it.

You must buy blank diskettes and run Microsoft's Create System Disks program to make a set of Microsoft Windows 95 diskettes.

There are two ways of obtaining programs files for your other pre-installed software (excluding Microsoft Windows 95):

❖ Buy blank diskettes and run Toshiba's Master Disk Creator program.

❖ Purchase the Toshiba drivers/utilities on CD-ROM from Toshiba, using the order form that came with your computer.

If your chose Windows for Workgroups, use Master Disk Creator to make its operating system diskettes.

Preparing to Create Master Diskettes

Disk image files on your hard disk contain all the information to create program diskettes for the factory pre-installed programs on your computer. Microsoft Create System Disks and Master Disk Creator copy these disk images to the diskettes.

You cannot reinstall programs from the disk image files on the hard disk. You must use program diskettes created with Create System Disks and Master Disk Creator to reinstall any of the pre-installed programs.

NOTE

To run these programs, you need:

❖ about four hours.

❖ up to 72 blank 3 1/2 inch high-density (1.44MB) diskettes. This includes 32 for Microsoft Windows 95 and up to 40 for your other pre-installed programs. The diskettes for Windows 95 must be formatted, but the others need not be. These diskettes must be write-enabled (the **write-protect tab** at the left corner of the diskette must cover the square hole).

Part I: Getting To Know Your Computer

Write-protect tab
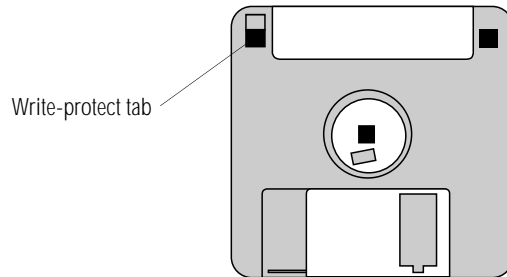
A write-enabled diskette

Although you can run these programs at any time, it's a good idea to create your program diskettes the first time you start the computer. If you decide to put off the process until later, make sure you don't forget. You don't want to accidentally delete a program file and have no master diskettes available from which to reinstall it.

Running Microsoft Create System Disks

If you chose not to create Windows 95 diskettes when you turned the computer on the first time, you should do so now. Since Microsoft Create System Disks requires you to make all the Microsoft Windows 95 diskettes at one time, make sure you have at least 32 new, formatted high-density diskettes before you start the program. Label the diskettes using the pre-printed Microsoft Windows 95 diskette labels provided with your computer.

You can run Create System Disks only once. After you create the diskettes, the program deletes the images from your hard disk.

NOTE

To run Create System Disks, follow these steps:

1   Click Start, then point to Programs.

2   Point to Accessories, then point to System Tools.

3   Click Create System Disks.

Windows 95 opens the Create System Disks program.

4   Follow the instructions on the screen to create the program diskettes.

Running Master Disk Creator

Master Disk Creator creates program diskettes for the rest of the programs pre-installed on your computer. It is a very simple program to use. You'll need up to 40 high-density diskettes to hold a complete set of program files (more if you are using Windows for Workgroups). Label the diskettes as indicated by Master Disk Creator.

To run Master Disk Creator, follow these steps:

1   Click Start, then point to Programs.

2   Point to Toshiba Utilities, then click Master Disk Creator.

Master Disk Creator displays a welcome screen.

3   Click OK.

Master Disk Creator displays a list of the available disk images.
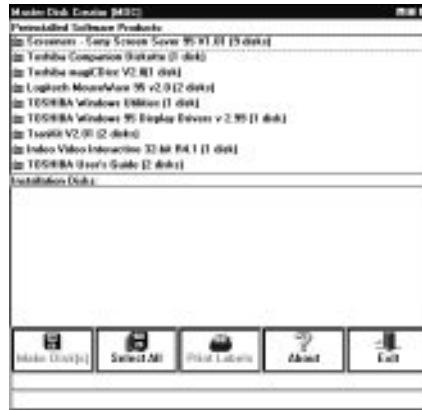
A sample list of disk images

4 To create a complete set of program diskettes, click Select All.

If you don't want to create a complete set of diskettes now, choose only those programs for which you want to create diskettes.

5 Label the diskettes with the names shown on the screen, or click Print Labels to print the labels automatically.

If you choose to print the labels automatically, make sure the computer is connected to a printer and you have enough printer diskette labels.

6 Click Make Disks.

Master Disk Creator displays the MDC Disk Creation Confirmation screen.

Disk eject button

Diskette drive

Protective cover
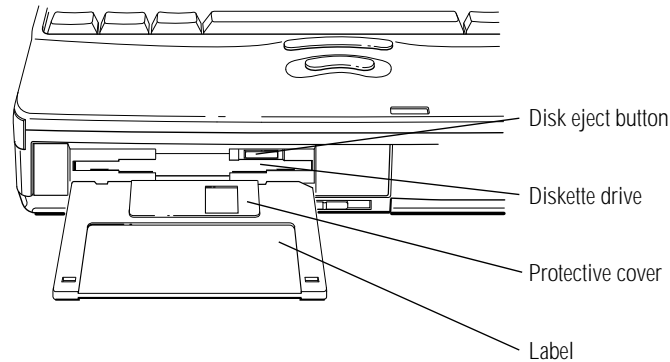
Label

Inserting a diskette

7   Insert the appropriately labeled blank formatted diskette into the diskette drive.

The previous illustration shows the correct insertion procedure. Make sure your fingers are touching the **label** and that the **protective cover** points toward the **diskette drive**. When the diskette is almost completely in the drive, you will feel a slight resistance. Push the diskette gently into place. When the diskette is securely in the drive, the **disk eject button** pops out.

8   In the MDC Disk Creation Confirmation screen, choose a Write method and click Create Disk.

Master Disk Creator begins copying files to the diskette and displays a meter monitoring the copying process.

9   When Master Disk Creator prompts you to, press the disk eject button to remove the diskette.

Check the system indicator panel on the front of the computer. If the disk light is on, do not remove a diskette. Doing so could destroy the information on the diskette and damage the diskette and/or the drive.

NOTE

10 Write-protect the diskette by moving the tab on the back of the diskette to expose the write-protect hole.

Write-protecting a diskette prevents you from erasing or over-writing the information on the diskette, but does not protect the diskette from damage caused by outside sources.

11 Continue inserting and removing diskettes according to the instructions on the screen.

Since creating program diskettes will take some time, now is a good time to:

❖ fill in your registration card (if you haven't yet done so).

❖ skim through the rest of this manual.

❖ fill in and mail the reader response card. Toshiba welcomes your comments and suggestions for improving the documentation.

12 When you've finished making the master diskettes, store them together in a safe place.

Chapter 3

Getting to Know the Desktop

This chapter is a tutorial showing you how to work with the desktop, which is the Windows 95 term for the screen.

When you have finished this tutorial you will have:

❖ learned how to use the AccuPoint

❖ explored the Windows 95 desktop

❖ created a new document and folder

❖ opened and closed programs

❖ resized, reshaped and moved windows on the desktop

❖ created and used shortcuts

❖ changed the properties of various objects on the desktop

❖ set the date and time

❖ used Windows Help

❖ turned your computer off properly

47

If you're new to computers or have never used Windows 95 before, the skill and confidence you'll gain going through these lessons will more than offset the small amount of time you will spend.

If you chose Windows for Workgroups and this your first notebook computer, read Lesson 1, then go on to Chapter 4.

NOTE

If you've used an earlier version of Windows, you'll notice that Windows 95 is very different, so you should find the information in this chapter helpful. You'll probably want to work through some of the lessons and skim others.

In addition, Windows 95 Help discusses a number of the major differences in an easy question-and-answer format. To open the on line Help, click Start, click Help, click the Index tab, then type tips and double-click "for Windows 3.1 users."

If you've used the Macintosh operating system, you'll find Windows 95 is similar in many ways. For instance, the Recycle Bin works like the Trash Can. Skim through this chapter to get a feel for the differences.

The aim of this tutorial is to help you start doing useful work quickly. It shows you one way of doing various basic tasks. As you gain experience with Windows 95 you will discover that there are often other ways of accomplishing a particular task. One of the most useful things about Windows 95 is its flexibility.

Lesson 1: Using the AccuPoint

The AccuPoint is a pointing device located between the G and H keys.
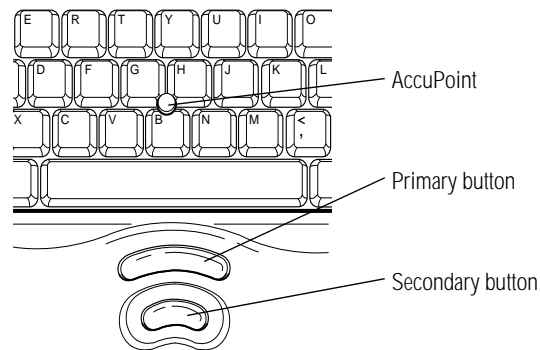
The AccuPoint

The AccuPoint is the basic tool for moving around the screen. It works together with the primary and secondary buttons. In this lesson you will learn how to use the AccuPoint.

Follow these steps to learn what you can do with the **AccuPoint**:

1 With your index finger, push gently against the left side of the AccuPoint.

Notice how the (arrow) pointer moves to the right edge of the desktop.

2 Push a bit harder against the right side of the AccuPoint.

Notice that the pointer moves faster as you increase the pressure on the AccuPoint.

3 Practice moving around the screen.

Experiment by moving in different directions and at different speeds. See how quickly you can point to a particular spot on the screen.

The two buttons in front of the keyboard are the Accupoint buttons. Clicking them tells Windows 95 to choose, select or use various objects on the desktop. The larger button is the **primary button**. The smaller button is the **secondary button**.

Throughout this manual, the term "click" refers to clicking the primary button. Instructions requiring the secondary button specifically mention that button. For example, "click the secondary button."

Now that you are familiar with the AccuPoint, continue to read the next lesson. You will learn about the objects on the desktop and their uses.

Lesson 2: Exploring the Desktop

The desktop is the launching pad for everything you can do in Windows 95. You use its features to start programs, find documents, set up system components and most other computing tasks.

The following illustration identifies the major features of the
desktop:

Icons

Recycle Bin

Pointer

Start button   Taskbar   Toshiba Access Panel
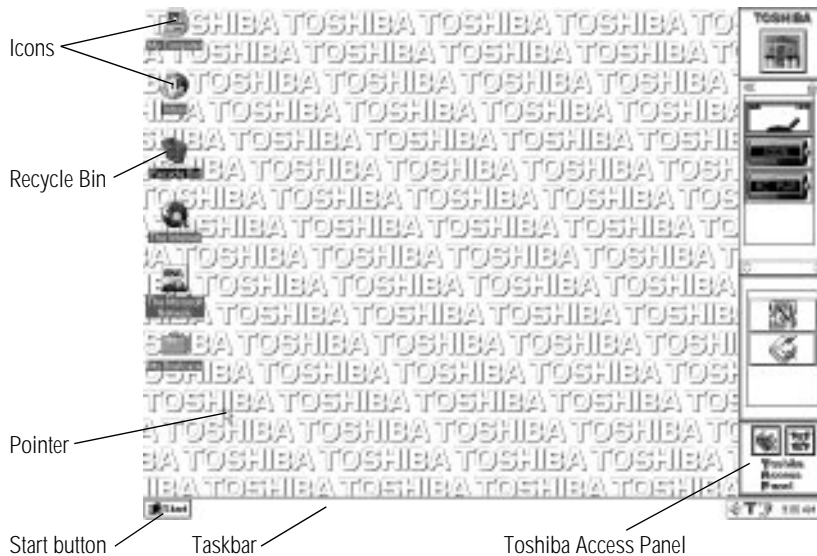
The desktop

The **Start button** does just what it says. You can use it to start
programs and open documents, files and folders within
Windows 95.

The **taskbar** lets you know what documents you currently have
open. It may also display the time. Right now, the taskbar is blank
because you haven't started anything. As you work through the
lessons in this chapter, the taskbar will change to reflect what
you're doing.

The **Toshiba Access Panel** displays gauges which monitor the
current battery capacity and lets you launch applications, set up
configurations, and configure the system's power management
settings.

The **icons** provide shortcuts to programs, documents, files, fold-
ers, system features and components. To learn how to create and
use these icons, refer to your Windows 95 documentation.

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Lesson 2: Exploring the Desktop

One special icon is the **Recycle Bin**. You use the Recycle Bin to delete files and remove objects from the desktop. You'll learn more about the Recycle Bin in "Lesson 11: Removing Objects from the Desktop" on page 73.

Follow these steps to explore the desktop:

1 Move the pointer **to the** Start button **and click once.**

Windows 95 displays a menu (a list of options) that contains everything you need to begin using your computer.

The Start menu

Here's what your system does when you point to each of the items on the Start menu.

When You Point to	*The System*
Programs	displays programs you can start.
Documents	displays documents you've opened previously.
Settings	displays system components for which you can change settings.
Find	allows you to search for a folder, document, shared computer, or mail message.
Help	opens Windows 95 on line Help.

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When You Point to	*The System*
Run...	starts a program or opens a folder when you type a program or folder name.
Suspend	saves the current system settings and turns the power off.
Shut Down...	shuts down or restarts your computer.

The "..." following a menu item indicates that upon clicking the menu item, Windows 95 will display a dialog box prompting you for more information.

The" ► " symbol next to a menu item indicates a submenu will appear when you point to the item.

2 Click Start again to close the menu.

3 To access an additional menu, called the shortcut menu, click Start with the secondary button.

Clicking most objects with the secondary button displays a shortcut menu of options which apply specifically to that object. The shortcut menu for the Start button provides three options:

When You Point to	*The System*
Open	opens the Start menu window
Explore	starts the Windows Explorer
Find	opens the Find dialog box and allows you to search for a document, folder, or program

4 Click an empty space in the desktop to close the menu.

Every time you start a program, open a folder or open a document, the system displays a button on the taskbar that reminds you the object is open or running. You can switch between the programs, folders or documents by clicking their buttons on the taskbar. When you close an object, its button disappears from the taskbar. Right now, the taskbar is blank because you haven't started anything.

My Computer

5 Double-click the My Computer icon in the upper left corner of the desktop.

Windows 95 opens the My Computer window, which displays icons for the computer's drives, along with the Control Panel Folder and the Printers Folder.
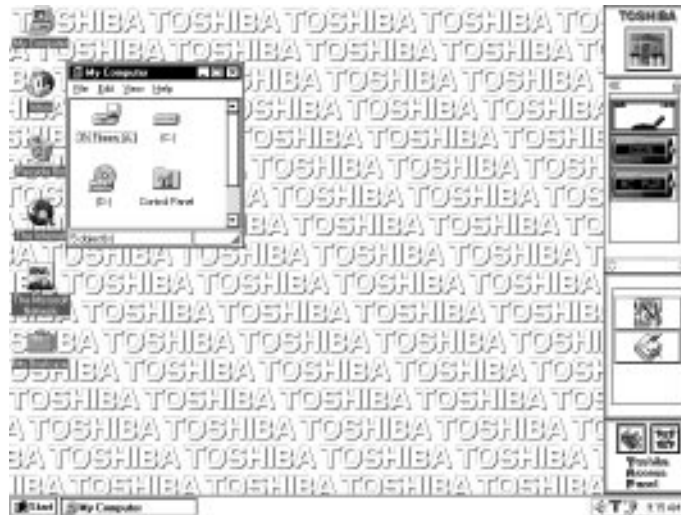
The desktop with the My Computer window open

The Control Panel folder contains the programs used to configure the computer.

The Printers Folder contains the tools necessary to configure or control printers connected to your computer.

☒ **6 Close the My Computer window by clicking the close button on its upper right corner.**

7 Click the My Computer icon with the secondary button to display a shortcut menu.

Open
E**x**plore
Find...
Create **S**hortcut
Rena**m**e
P**r**operties
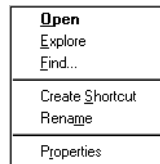
The My Computer shortcut menu

You can use this menu to create shortcuts to programs, documents, folders, system features and components. A shortcut is an icon that opens a program or a document directly from your desktop (or anywhere else). You will learn how to create shortcuts in "Lesson 8: Making Shortcuts" on page 67.

You can also use the My Computer shortcut menu to rename a folder or document. You'll learn how to do this in "Lesson 3: Creating a New Document" on page 57.

You can view the properties of an object by clicking Properties in the shortcut menu. You will learn about properties in "Lesson 9: Changing the Wallpaper" on page 69

8 Close the My Computer shortcut menu by clicking once in an empty area of the desktop.

You can move the taskbar to a different side of the desktop.

9 Click the taskbar and, while holding the primary button, drag the pointer to the right edge of the desktop, then release the primary button.

NOTE

You can move an object on the desktop by clicking the object, holding the primary button and dragging the object.

The taskbar moves from the bottom to the right edge of the desktop.

The desktop with the taskbar on the right

You can move the taskbar to any of the desktop's four edges.

10 Click the taskbar once again and drag it back to the bottom of the desktop.

Now that you have explored the desktop, continue to the next lesson where you will learn how to create a new document quickly.

Lesson 3: Creating a New Document

When you work in Windows 95 with a word processor, a data base, a graphic design tool, or a spreadsheet, you are working in a document. To see how quick and easy creating new documents can be, follow these steps:

1 **With the secondary button, click an empty area of the desktop.**

Windows 95 displays a menu of commands applicable to the desktop.

Arrange Icons ▶
Line up Icons
Paste
Paste Shortcut
Undo Rename
New ▶
Properties

The Desktop shortcut menu'

2 **Point to New, then click Text Document.**

Windows 95 creates an icon on the desktop called New Text Document.txt with the icon name highlighted.

3 **Click the document name.**

The name changes color.

4 **Give your document a meaningful name, like My New Document, and press** Enter**.**

5 **Double-click the icon.**

Your document opens in Notepad, the word processing pro- gram that comes with Windows 95.
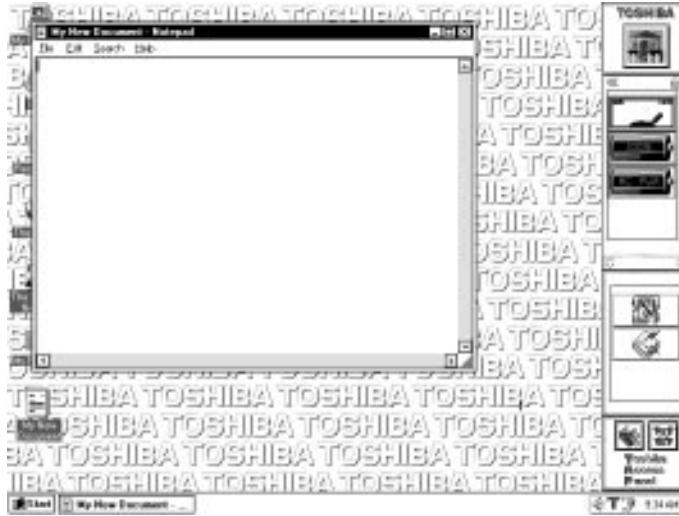
The Notepad window

Notice as you open the document that there's a new button on the taskbar that reads My New Document - Notepad (the name may be too long to fit into the taskbar space, but if you point to the name, the system displays all of it).

To learn more about Notepad, click the Help menu in Notepad. Leave Notepad open for now and follow the steps in the next lesson to create a new folder to store your document.

Lesson 4: Creating a New Folder

Windows 95 stores documents, tools, devices and programs in folders. It even stores other folders in folders. In this lesson you will learn how easy it is to create folders to store your documents. To create a new folder, follow these steps.

1   With the secondary button, click an empty area of the desktop, outside of the Notepad window.

Windows 95 displays a shortcut menu.

2   **Point to New and click Folder.**

Windows 95 creates a new folder icon with the name highlighted.

3   **Click the highlighted "New Folder" text in the frame under the folder icon.**

4   **Type a name for the folder and press** Enter**.**

☒ **5**   **Close the document by clicking the close button (the small x) on the right side of the Notepad title bar.**

Windows 95 displays the document as an icon on the desktop.

6   **Click the document icon and drag it to your new folder.**

The outline of the document icon moves across the desktop.

7   **Drop the document icon onto the folder icon.**

The document disappears. The folder now contains the document.

8   **To see your document, double-click the folder.**

The folder window opens and displays the document icon.

☒ **9**   **Close the folder by clicking its close button.**

Windows 95 closes the folder and returns it to the desktop ready for the next time you want to use it.

Now that you have created a folder to store your document, go on to the next lesson to learn how to start programs.

Lesson 5: Starting Programs

Another way to begin working on the desktop is to start a particular program. After you've gained some experience, you'll know exactly which program to use for a particular document.

This lesson demonstrates how to start programs from the desktop, using Paint and Windows Explorer, two of the programs that come with Windows 95.

Follow these steps:

1   Click Start, then point to Programs.

Windows 95 displays the list of program folders.

The Start menu

2   To open Paint, point to Accessories, then click Paint.

Paint, a simple drawing program, opens and the taskbar displays a new button.
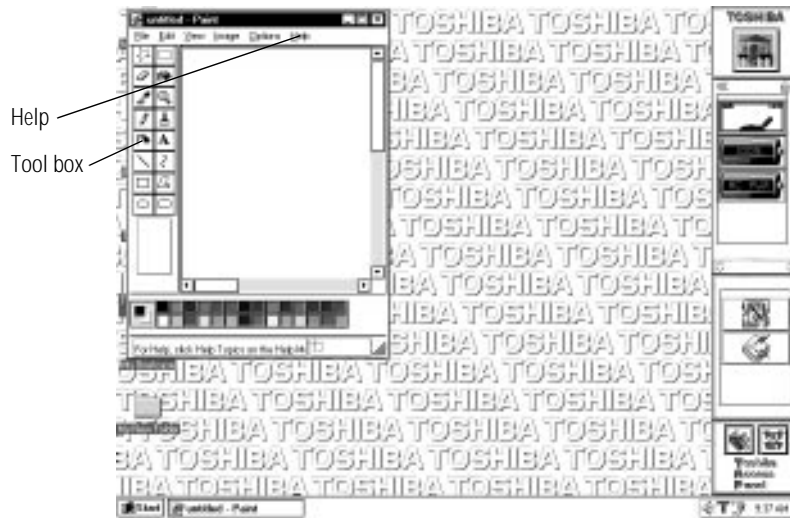
The desktop with Paint open

Your desktop now looks something like the above illustration.

You can use Paint to draw simple pictures, logos, maps and symbols. Paint allows you to create, edit, move and size a drawing. You can also print the drawing and save it on a disk for later use. The tools for Paint are in the tool box. To learn more about Paint, click Help in the Paint menu bar.

3   To open a second program, click Start, then click Programs.

4   Click Windows Explorer.

Windows Explorer opens and the taskbar displays a new button.

Windows Explorer open on the desktop

Windows Explorer provides access to all your computer's resources. For example, it lets you see all the icons in a particular folder on the computer's hard drive. The two sides of the Windows Explorer window display different but corresponding information.

Notice the taskbar now has two buttons on it, one for Paint and one for Windows Explorer.

5 Click the Paint button on the taskbar.

Windows 95 displays the Paint program. You can move back and forth between the two programs by clicking their buttons alternately.

Windows 95 places the active window on top of other windows on the desktop unless you have resized the windows.

Now that you have learned how to open programs, leave these two open on the desktop, each in its own window. Go on to the next lesson where you'll learn how to change the size, shape and position of these windows.

Lesson 6: Resizing and Reshaping Windows

If you've been following the steps in this chapter, you now have two programs open and two buttons on the taskbar, one for Paint and the other for Windows Explorer. You can resize windows so you can see more than one of them at a time. You can also hide windows by removing them from the desktop without actually closing your document or program. In this lesson you will learn how to do both of these things.
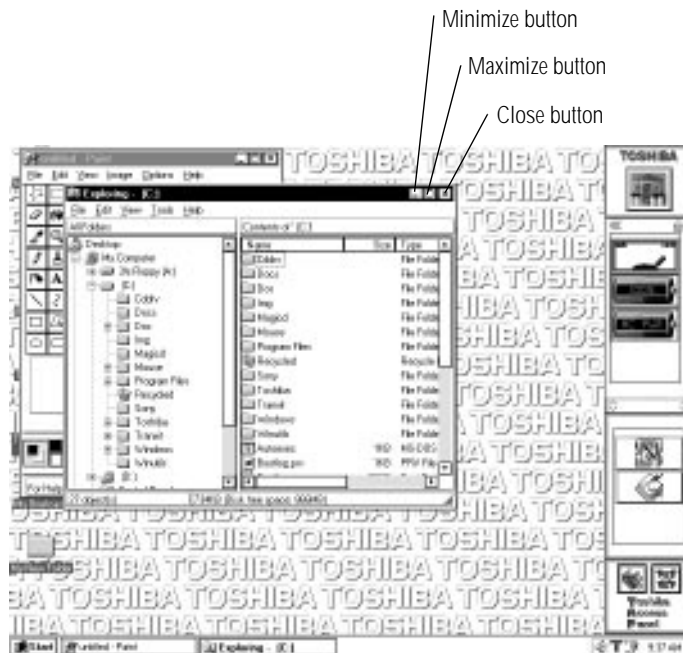
Windows Explorer open on the desktop

First, notice the three buttons on the right side of the title bar on the Windows Explorer window and the Paint window. From left to right these are the minimize, maximize and close buttons. Most windows have these three buttons.

To learn how to use these buttons, follow these steps:

**1   To make the Windows Explorer window the active win-
dow, click the Windows Explorer button on the taskbar.**

Windows displays Windows Explorer on top of other win-
dows on the desktop and highlights the menu bar to show it is
the active window.

**2   To remove Windows Explorer from the desktop, click the
minimize button at the top right of the Explorer window.**

Windows Explorer disappears from the desktop. However, it's
still open, as you can see from the taskbar.

Minimizing program windows is a good way to clean up the
desktop without actually closing programs.

**3   Minimize the Paint window by clicking the minimize
button.**

The Paint window disappears.

**4   Open the Paint window by clicking the Paint button on the
taskbar.**

Windows 95 opens the Paint window.

**5   To resize the Paint window to fill the entire screen, click
the maximize button at the top right of the Paint window.**

Paint expands to the full size of the desktop, except for the
taskbar. Notice that where the maximize button was, a new
button has appeared. It's now called the restore button.

Maximizing a program is a good way to work when you're
only using that program and don't want any other distractions
on the desktop.

6   To return Paint to its previous size, click the restore button.

The Paint window returns to its previous size and location. Notice how the restore button has changed back into the maximize button.

Now assume that you want to be able to see both the Paint window and the Windows Explorer window at the same time.

7   To open the Windows Explorer window, click the Windows Explorer button on the taskbar.

If the Windows Explorer is maximized (covering the entire screen), click the restore button to reduce the size of the window.

8   Move the pointer to the right side of the Paint window.

The pointer changes to a two-headed arrow.

9   Click and, while holding the primary button, drag the edge of the window back and forth.

The size and shape of the window change as you move the pointer.

10 When the window takes up just less than half the width of the desktop, drop the edge of the window by releasing the primary button.

11 Click the title bar of the Paint window and, while holding the primary button, drag the window to the right side of the desktop.

You can move any window by clicking its title bar and dragging it.

12 Adjust the size and position of the Windows Explorer window in the same way, placing it at the left side of the desktop.

Now that you've got the two windows side-by-side, you can see how you can refer to one window while working in another.

When you are working with documents and programs, resizing and moving windows allows you to rearrange the desktop to suit what you are doing. Experiment with different sizes and placements of windows to discover the most comfortable and efficient arrangement for your work.

In this lesson you learned how to change the size and position of windows on the desktop. You still have two programs open on the desktop. Go on to the next lesson to learn how to close them.

Lesson 7: Closing Programs and Documents

Once you're finished working with a document, folder or program, you may close it to free up the space in memory for something else. While you can run several programs at the same time, a large number of programs and documents open simultaneously can slow down your system. This lesson teaches you how to close the programs you opened in Lesson 4.

Follow these steps:

1 Click the close button at the top right of the Windows Explorer title bar.

That's all there is to it. The Windows Explorer program closes, removing its button from the taskbar.

2 Close Paint, and any other windows, folders or programs that might be open by clicking their close buttons.

You can close all folders, programs, documents and most windows by clicking the close button on the title bar.

Now that you know how to close programs and folders, go on to the next lesson to learn how to save time when you are working on the desktop.

Lesson 8: Making Shortcuts

In this lesson you will learn how to make shortcuts and to use Find. Shortcuts are icons you can click to open a program, a folder, or a document directly from the desktop. They are a quick and convenient way of accessing programs and documents you use frequently.

To make a shortcut, follow these steps.

1 Using the secondary button, click the folder you created in Lesson 4.

Windows 95 highlights the folder and displays the menu.

2 Click Create Shortcut.

Windows 95 creates a shortcut icon. This icon is similar to the object's icon with a small arrow on the left side.

You can drag this shortcut icon into any folder on the desktop. This feature will be more helpful when you actually begin working. It allows you to go directly from the desktop or any open folder to your destination.

You will probably want to create shortcuts for programs you use frequently. The remainder of this lesson shows you how to create a shortcut to two accessories in Windows 95, the Calculator and the Character Map.

1 Click Start, point to Find, then click Files or Folders.

Windows 95 displays the Find dialog box.

The Find dialog box

**2   On the Name and Location tab, type Calculator in the
Named: box.**

3   Click Find Now.

In the box, Windows 95 displays a list of all the files with
"Calculator" in their names.

4   Click the Calculator file and drag it to the desktop.

A shortcut to the calculator appears on your desktop.

**5   Create a shortcut to the character map on your computer
by following steps 1 through 4 substituting "character
map" for "calculator."**

You can also create a shortcut by clicking an object with the
secondary button.

Clicking the shortcut opens the program or folder immediately.
Shortcuts are helpful objects. Place as many shortcuts on your
desktop as you find useful.

Continue to the next lesson where you will discover the meaning
of object properties in Windows 95 by changing the wallpaper on
your desktop.

Lesson 9: Changing the Wallpaper

Windows 95 treats all objects —windows, icons, programs, disk drives, documents, folders, printers, and so on—as self-contained objects. Typical object properties include things such as the object's name, size, position on-screen, and color. One of the properties of the desktop is the wallpaper. Your computer came with the Toshiba wallpaper selected.

In this lesson you will learn how to view the properties associated with the objects on the desktop. First, you will look at the properties of the folder you created. Then you will look at the properties of the desktop and change the wallpaper.

To view and change the properties of the folder you created, follow these steps:

1 With the secondary button, click the New Folder you created in Lesson 4.

Windows 95 displays a shortcut menu.

2 Click Properties.

Windows 95 displays the properties for the folder.

My New Folder Properties dialog box

The dialog box shows the properties new folder, including the icon, type, location, size, and the time the document was created.

3   Click OK.

Windows 95 closes the My New Folder Properties dialog box.

4   With the secondary button, click any empty space on the desktop.

Windows 95 displays a shortcut menu.

5   Click Properties.

Windows 95 displays the Display Properties dialog box.

The Display Properties dialog box

By clicking various tabs below the title bar, you can select properties for backgrounds, screen savers, appearances or settings. If you tried the other tabs, return to the Background tab by clicking it.

6   Scroll through the wallpaper options by clicking the scroll arrows in the wallpaper list box.

7   Try a different wallpaper pattern by clicking a name in the list box.

Windows 95 displays a sample of the wallpaper selection in the monitor above the list box. Try several patterns.

8   To apply any of these patterns to your desktop, click Apply.

9 **After you have chosen a wallpaper pattern and applied it to your desktop, click OK.**

Windows 95 returns you to the desktop.

Now that you have viewed properties for two objects and experimented with options for your desktop wallpaper, continue with the next lesson where you will learn how set two other properties: the date and time.

Lesson 10: Changing the Date and Time

In this lesson you will learn how to change the date and time on your computer. You set the computer's date and time properties when you turned the computer on the first time and set up your operating system. To change the date and time settings now, follow these steps:

1 **Click Start, then point to Settings.**

2 **Click Control Panel.**

Windows 95 displays the Control Panel.

Date/Time icon

The Control Panel

3 **Double-click the Date/Time icon.**

The system displays the Date/Time Properties dialog box.

This dialog box has two tabs. Click the Date & Time tab to bring it to the front.
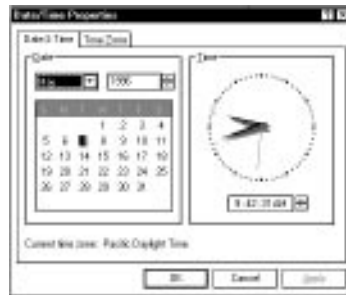
The Date/Time Properties dialog box

To open this dialog box more quickly, click the time display on the taskbar using the secondary button, then click Adjust Date/Time.

4 On the Date & Time tab, select the correct month, year, day, and time.

5 On the Time Zone tab, select your time zone by clicking the up and down arrow keys.

6 When you're done, click OK.

Now that you have learned how to change the date and time properties of your computer, continue with the next lesson to learn how to remove objects from your desktop.

Lesson 11: Removing Objects from the Desktop

In this tutorial, you created new icons on the desktop. Since everything you've done to this point has been just practice, you may want to return the desktop to its original uncluttered state. This lesson explains how to remove objects from the desktop with the Recycle Bin.

To remove the icons you created from the desktop, follow these steps:

1 Point to the icon for the new document you created, then click and hold the primary button.

2   Drag the icon until it's over the Recycle Bin.

Windows 95 highlights the Recycle Bin icon when the object you are dragging is over the Recycle Bin.

3 Release the primary button.

The My New Document icon disappears. But it hasn't really gone. It is stored in the Recycle Bin folder where you can restore it or delete it completely later.

4 Repeat steps 1 through 3 with the new folder, shortcut and any other icons you created during this tutorial.

Each icon disappears as you drop it on the Recycle Bin icon.

5 Double-click the Recycle Bin icon.

The Recycle Bin window opens.

The Recycle Bin window

Notice that all the icons you dropped on the Recycle Bin are listed.

6 To completely remove the new document you made, click it and click File, then click Delete.

Your new document is gone forever.

You can delete all the objects in the Recycle Bin at once by clicking Empty Recycle Bin in the File menu.

Later on—in your real work, not in this tutorial—you'll use the Recycle Bin to delete other objects such as folders, documents and even programs. The process is still the same. Drag an item's icon to the Recycle Bin and drop it in. When you're absolutely certain that you never want to see the item again, delete it from there.

If you change your mind and want to restore something you sent to the Recycle Bin, click the object with the secondary button and click Restore. Windows 95 restores the object to the place from which it was deleted.

NOTE

To delete all objects from the Recycle Bin when the Recycle Bin window isn't open, click the Recycle Bin icon with the secondary button, then click Empty Recycle Bin from the menu.

You have almost finished the tutorial. You now know how to remove icons and objects from the desktop. Continue reading to learn how to use the Help features if you get lost.

Lesson 12: Exploring the Toshiba Access Panel

The Toshiba Access Panel, located on the right side of the desktop, is a handy place to check the power usage gauges, launch Toshiba applications and other programs, access the variety of on line help features, and set up separate configurations for working at home, at the office, or when you are travelling.
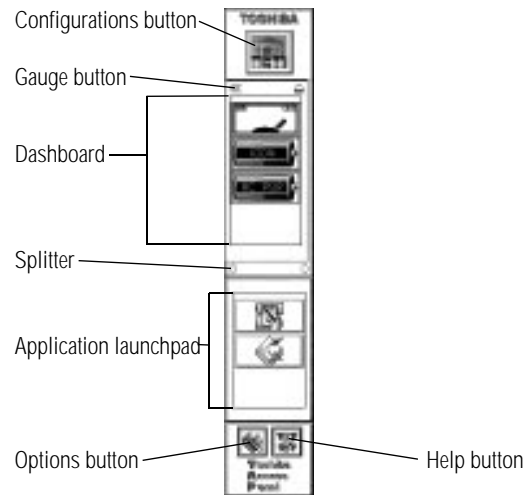
The Toshiba Access Panel

The illustration identifies the parts of the panel. The following
steps demonstrate some of the things you can do with the panel.

**1 To move the panel from the right side of the desk to the left
side, click the panel and, while holding the primary button,
drag it to the new position.**

Release the button when the panel is where you want it to stay.
The panel works only on the left or right sides.

The icon on the **configuration button** represents the current
configuration. The previous example represents a sample
home configuration.

**2 To change the configuration, click the configuration
button.**

The configurations bar

The configuration slider bar extends to the left, displaying the **home**, **office**, and **travel** buttons.

Multiple configurations let you set up the computer based on where or how you use your system. For example, if you use the battery while on the road and the AC adapter and power cord when in the office, you might have one configuration that turns on all the computer's battery saving features and another configuration that turns off the features. You would use the first configuration on the road and the second when in the office.

One click on a configuration button activates all settings for the selected configuration. You can change these settings and create your own configuration buttons. See "Saving Time with Multiple Configurations" on page 273 for more information.

3 To hide the configuration slider bar, click the configuration button again.

The bar disappears.

The **dashboard** section of the Toshiba Access Panel displays gauges that monitor the current battery capacity. You can choose which gauge(s) display in the dashboard.

4 Click the gauge button **just above the dashboard.**

The Gauge Gallery window opens to the left of the panel.

The Gauge Gallery

This window displays the three gauges you can choose to display on the dashboard:

❖ The Battery Remaining Gauge displays the current battery charge as the amount of time remaining.

❖ The Power Meter displays the computer's power usage in an LED or needle format.

❖ The Battery Capacity Gauge displays the percentage of battery charge remaining.

5 To hide the Gauge Gallery, click its close button.

The Gauge Gallery window disappears.

The **application launchpad** provides a convenient way to start programs. Clicking an icon starts the associated program.

You can add your own programs to the application launchpad.

6 For example, to add the briefcase to the panel, drag the My Briefcase icon and release it over the application launchpad section of the panel.

The panel displays a menu of two options.

7 Click Add to All to include the briefcase in all your configurations.

Click Add to Home/Office/Travel to add the briefcase to the current configuration only.

For a complete list of all the Toshiba Access Panel features, see "Toshiba Access Panel" on page 371.

Lesson 13: If I'm Lost, What Do I Do?

Windows 95 and the Toshiba Access Panel come with excellent online help. The Panel has video help, which not only explains but also demonstrates how to use its features.

This lesson demonstrates how to use Windows 95 help index and how to access the Toshiba Access Panel help.

Part I: Getting To Know Your Computer

Windows 95 Help

To use Windows 95 help, follow these steps:

1   Click Start, then click Help.

The Help window opens. The Contents tab lists help topics in
logical order. The Index tab lists topics in alphabetical order.
The Find tab lets you search for information using every word
that appears in the help text.

2   To use the index, click the Index tab.

Help displays the Index page.

The Index page of the Help window

Most of the window contains a list of topics. The upper part of
the window, where the pointer is flashing, lets you type in a
topic.

**3   For example, if you want to draw a picture but don't know
how you might type** picture**.**

Notice as you type that the topic list adjusts to locate what you
typed. When you type the letter p, the topic list moves to the
first entry that begins with P, and so on.

There are a number of topics listed under Picture. One of them,
drawing, looks promising.

4   Next, you might double-click drawing.

Help opens a topic window that gives a brief description of how to draw pictures, including an icon to start the Paint program.

The Drawing help window

5   To start Paint, click the Click here icon.

The Paint program opens.

Not every help topic window contains an icon to start a program. However, when you do encounter one, it's a great way to move from reading about your question to an instant solution.

6   Just to clean up the desktop, close both Help and Paint by clicking on their close buttons.

Toshiba Access Panel Help

The Toshiba Access Panel provides three types of help. Follow these steps:

1   Click the help button at the bottom of the panel.

The help bar extends to the left, displaying the **video help**, **general Help** and **about TAP** buttons.

General help button

Video help button   About TAP button

The help bar

2   Click one of the buttons and follow the instructions on the screen.

You're almost done! The next (and last) lesson tells you how to turn your computer off with the Start button.
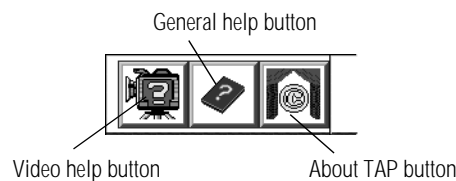
Lesson 14: Turning Your Computer Off

It's very important that you shut down your computer with the Start button. When you click Shut Down on the Start menu the system closes all open documents and system files while it puts everything in place. The next time you turn the computer on the operating system will restore the desktop to the way you left it.

To turn your computer off, follow these steps:

1   Click Start, then click Shut Down.

The system displays a dialog box similar to the following:

The Shut Down Windows dialog box

2   Click the button next to Shut down the computer?

3   Click Yes.

The system displays a message that it is shutting down and turns the computer off. When the power is off, the on/off light goes out.

You have completed the tutorial. You should be familiar with the desktop and the objects on it. You should be able to open and close programs, create documents and folders and delete them, and work with the properties of objects on the desktop. You also know how to find help if you get lost. Continue to use what you have learned in these lessons and you will soon feel completely at home with your computer.

Chapter 4

Learning the Basics

The information in this chapter is intended for the novice computer user. Simple steps describe many day-to-day computer operations. There are also lists of helpful computing tips. By the end of the chapter, you'll have developed many of the basic skills that more advanced users take for granted.

Computing Tips

It seems that everybody's grandmother has a list of rules that will make your life better. This section presents a few rules that your grandmother would include if she were teaching you how to use your computer.

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Two Things Every User Learned the Hard Way

❖ Save your work frequently.

Both novice and experienced computer users occasionally forget to save their work. When the network you are working on goes down and you must restart your computer to reconnect, or your battery runs out of charge mid-flight, you'll say, "I wish I had saved!"

See the instructions in "How To Save Your Work" on page 56.

❖ Back up your files on a regular basis.

It's easy to put off backing up because it takes time. However, if your hard disk suddenly fails (it's a mechanical device and sooner or later...), you'll wish you had taken the time to do backups.

See the instructions and the note in "How to Back Up Your Work" on page 109.

Five More Things Every Computer User Should Do

❖ Take frequent breaks to avoid repetitive strain injuries and eye strain.

As indicated in "Keep Yourself Comfortable" on page 3, it's important to stay comfortable while you're working at your computer.

❖ Turn the computer off using Windows 95's Shut Down or Suspend command, unless Resume Mode is on. See "How to Start Where You Left Off" on page 87 for information about Resume Mode.

Windows 95 records information such as your Desktop setup during its shutdown procedure. If you don't let Windows 95 shut down, it can forget things such as new icon positions.

❖ Set up your computer to fit your tastes and needs.

You're the one that's going to be looking at the screen while you work. If you don't like the colors or the fonts on the screen, go ahead and change them by clicking a blank area of the desktop with the secondary button, then clicking Properties. This causes Windows 95 to open the Display Properties dialog box. The Appearance tab of this dialog box allows you to choose the colors you see on the screen.

❖ Scan all new files for viruses.

This precaution is especially important for files you receive from your friends or download from the Internet. It's unlikely, but possible, that even new programs you buy from your local computer store may contain a computer virus. See "Viruses and How To Cure Them" on page 271 for information about detecting and removing computer viruses.

❖ Run Master Disk Creator or purchase master program diskettes.

At some point, you may need installation diskettes for the programs that came pre-installed on your computer's hard disk. See "Create Master Diskettes or Purchase the CD-ROM" on page 38 for more information.

Five Things You Should Never Do

❖ **Don't** spill a drink or other liquid into the computer's keyboard.

If you do spill a drink that gets into the keyboard, turn the computer off immediately and unplug it. Get as much liquid out of the keyboard as possible. Leave the system off overnight to give the computer time to dry out before you return to work.

❖ **Don't** format a disk that contains valuable information.

Formatting removes all the information that's currently on the disk. If your files are important to you, always double-check a disk before you format it.

❖ **Don't** turn the computer off when a drive indicator light is on.

Turning the computer off while it's reading from or writing to a disk may damage the disk, the drive or both.

❖ **Don't** expose your diskettes or the computer to magnetic fields, such as the field generated by large stereo speakers.

Information on disks is stored magnetically. Getting a magnet too close to a disk can erase important files.

❖ **Don't** be afraid to use your computer, it's just a machine.

Many people are so nervous with their first computer that they forget it's merely a tool. Provided you follow the advice in this manual, you're unlikely to do your computer any harm. So use it and have fun.

Turning the Computer On

Between the time you press the power button and the time you get to work, the computer goes through its normal self-test and startup procedure. Skip these steps by using Windows 95's Suspend command or Toshiba's Resume Mode to save time and battery power.

All Those Messages…

When you turn the computer on, it flashes a number of messages across the screen before it loads Windows 95. Don't worry if you don't understand any of these messages. They indicate that the computer's going through its normal startup procedure.

If you're really interested in what's going on, there's a complete explanation in "What About the Batteries?" on page 321. It also tells you how to get to work immediately without waiting for all of the messages to appear.

How to Start Where You Left Off

Often you'll turn your computer off, intending to continue working later. When you're ready to start again, you turn the power on and wait while the computer displays messages and loads Windows 95. Then you have to reload your applications before you can get back to work.

There's an easier way. By using Windows 95's Suspend command or Toshiba's Resume Mode, you can turn your computer off without exiting your software applications. When you turn the computer on again, the screen display is restored as you left it. So you can continue working where you left off.

These methods provide a sort of electronic bookmark. They use the computer's backup battery to store its current state in memory while the power is off. The system maintains this information until the backup battery loses its charge (after approximately eight hours).

As well as being convenient, using the Suspend command or Resume Mode is energy efficient. Avoiding the startup procedure extends the amount of work you can get done before recharging your battery.

Using Toshiba's Resume Mode allows you to configure the system to:

❖ automatically suspend/resume when you open/close the display panel. This option is available through the Start Up Options tab of the Toshiba System Control Panel, or through TSETUP.

❖ turn off automatically if you haven't used it for a set amount of time. This option is available through MaxTime or TSETUP.

❖ turn on automatically if it detects an incoming call through the fax/modem port. This option is available through the Start Up Options tab of the Toshiba System Control Panel, or through TSETUP.

Using the Suspend Command

To turn the computer off using Windows 95's Suspend command:

1 Save any files you are using over a local area network.

Your network connection may be lost when you suspend your computer.

CAUTION

2 Click Start.

3 Click Suspend.

The Suspend command saves the current system settings, shuts down Windows 95, and turns the computer off.

Using Resume Mode

There are several ways to turn Resume Mode on and off. This section describes how to use a key combination, called a hotkey, to select Resume Mode. This is the quickest method. Turn to "Starting Again Where You Left Off" on page 151 for the other methods.

To select Resume Mode, follow these steps:

1 Press Fn + F3 **to display the Resume Mode pop-up window.**

The Resume Mode pop-up window

2 While continuing to hold down Fn**, press** F3 **repeatedly until the Resume Mode icon is selected and the window displays "Resume On."**

3 Release the Fn **key.**

The system is now in Resume Mode.

Turning the Computer Off in Resume Mode

To turn your computer off when you are using Resume Mode, fol-
low these steps:

1   Save your files to the hard disk or a diskette.

2   Check that the disk activity light is off.

3   Turn the computer off.

**4   Turn off the power to any external devices connected to
     the computer.**

If you realize you can continue working after all, wait a few sec-
onds before turning the computer back on again.

Starting the Computer in Resume Mode

To start your computer when you are using Resume Mode, follow
these steps:

1   Turn on any external devices connected to the computer.

**2   Press the power button and hold it until the on/off light
     comes on.**

Windows 95 returns your desktop to the state it was in when
you turned the computer's power off.

NOTE

*If the system displays the WARNING RESUME FAILURE mes-
sage when you turn the computer back on in Resume Mode,
the computer's backup battery is probably discharged. This
may happen if you've had the computer turned off for a long
time. To recharge this battery, plug the computer's power
cable into an AC outlet and leave the computer turned off for
seven hours.*

How to Adjust the Display Brightness

Where you use the computer affects how easily you can see the images on the display panel. For example, the display panel may be more difficult to read outdoors in full sunlight than in a dimly lit room. Adjusting the display panel angle often helps, but you may also need to adjust the display brightness. To adjust the brightness, follow these steps:

1   **Click Start, then point to Settings.**

2   **Click Control Panel.**

    Windows 95 opens the Control Panel.

3   **Double-click the MaxTime icon.**

    The MaxTime Control Panel opens with the Power Settings tab on top.

The MaxTime Control Panel

4   **Set the Display Brightness option to Bright.**

    You can do this in two ways:

    ❖ Set the Power Usage Mode to Full Power. This automatically sets the Display Brightness option to Bright, and changes the other battery save option settings to maximize system performance.

❖ Set the Power Usage Mode to Custom Settings, then click Modify Custom Settings. MaxTime displays the Modify Custom Settings dialog box. Change the Display Brightness setting to Bright by moving the slider, then click OK.

5   Click OK to save your settings and close MaxTime.

For more information about using MaxTime, see "MaxTime" on page 405. You can also adjust the display brightness in TSETUP by changing the LCD Brightness option. For more information about TSETUP, refer to "TSETUP" on page 427.

How to Start a Program

Starting a program in Windows 95 is as easy as clicking the Start button, pointing to Programs and choosing the program's icon from the Programs menu. Of course, this only works if there is an icon for the program in the Programs menu.

Starting an MS-DOS™ program from a system prompt is a little more complex. Refer to "Starting an MS-DOS Program" on page 92.

Starting a Program from an Icon

To start a program from an icon, follow these steps, which use the Windows 95 Wordpad program as an example:

1   Click Start, then point to Programs.

Windows 95 displays the Programs menu.

2   Point to Accessories.

Windows 95 displays the Accessories menu.

3   Click Wordpad.

Windows 95 opens Wordpad. Wordpad is a text editor—a scaled-down word processor without the frills.

That's really all there is to it. To close Wordpad, click the close button at the upper right corner of the window.

Part I: Getting To Know Your Computer

Starting a Program from the Explorer

These steps demonstrate how to start a program if it is not in the Start menu. To use this method, you need to know the file name and directory of the program you want to start.

This example, like the one above, opens Wordpad, using its file name of WORDPAD.EXE.

To start a program from the Explorer, follow these steps:

1 **Click Start, then point to Programs.**

2 **Click Windows Explorer.**

   Windows 95 opens the Explorer.

3 **In the left part of the screen, under the C: icon, double-click Program Files.**

   The Explorer shows the contents of the Program Files folder on the right side of the screen. The left side of the screen shows all the folders contained within the Program Files folder.

4 **Click Accessories.**

   The Explorer shows the Accessories files on the right side of the screen.

5 **Double-click Wordpad.**

   Windows 95 opens Wordpad.

Starting an MS-DOS Program

To start an MS-DOS program, follow these steps:

1 **Click Start, then click Shut Down.**

   Windows 95 displays the Shut Down Windows dialog box.

2 **Click Restart the computer in MS-DOS mode, then click Yes.**

   Windows 95 shuts down the computer, then restarts it in MS-DOS mode and displays a system prompt.

3 **Refer to the program's documentation for the command that starts the program.**

4 **At the system prompt, type the command and press** Enter**.**

How to Use the Keyboard

If you've never used a computer before, you're probably asking yourself, "is this keyboard just like a typewriter? And if it is, what are all the extra keys for?" This section describes the keys on the keyboard and the differences between typing on a computer and using a typewriter.

The Character Keys

For these keys, typing on a computer keyboard is very much like typing on a typewriter. However, there are some exceptions:

❖ When you press the spacebar, a computer does not simply pass over an area of the page like a typewriter does. Although you may not see anything on the screen, each time you press the spacebar, the computer creates a space character just as it creates characters representing letters or symbols.

❖ The lowercase l (el) and the number 1 are not interchangeable.

❖ The uppercase O and the number 0 are not interchangeable.

❖ On a typewriter, the shift lock key locks all the keys into their uppercase positions. On a computer keyboard, pressing the Caps Lock key changes only the alphabet keys to uppercase—the number and symbol keys aren't affected.

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How to Use the Keyboard

The Other Keys

In addition to the character keys, the computer keyboard contains a number of keys that carry out special computer tasks. This section describes these special keys.

❖ The 12 function keys (F1, F2, etc.) across the top of the keyboard carry out program-specific tasks. To find out what these keys do, refer to the program's documentation.

❖ The function of the Ctrl key (Control key) also varies according to the program you're using.

❖ In Windows programs, pressing the Alt key lets you open menus.

❖ Pressing the Fn key simultaneously with one of the specially marked keys allows you to emulate a 101-key keyboard (discussed below), turn keyboard overlays on and off (page 296) and control various system functions.

Toshiba's powerful Fn-esse program lets you assign your own Fn key combination to launch a Windows program or document quickly from anywhere in Windows 95. Instructions for using this program are given in "Starting Programs Faster with Fn-esse" on page 284.

Typing Numbers

The keys with white numbers on the right-hand side of their fronts form the numeric overlay. This overlay lets you enter numeric data as you would using a ten-key numeric keypad. The following illustration highlights the keys in the numeric overlay.

Part I: Getting To Know Your Computer
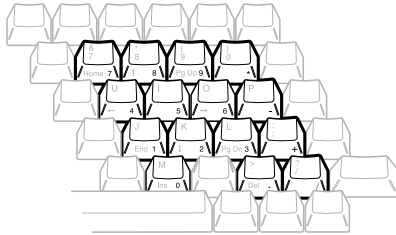
The numeric overlay

To turn the numeric overlay on and off, press Fn + F11. The numeric lock light on the indicator panel shows whether the numeric overlay is on or off.

You can still use the overlaid keys to type alphabetic characters while the numeric overlay is on. To do so:

❖ for lower case letters, hold Fn down while you press the keys.

❖ for upper case letters, hold Fn + Shift down while you press the keys.

The keys of the numeric overlay also act as a cursor control overlay, providing the $\uparrow$, $\downarrow$, $\leftarrow$, and $\rightarrow$ keys, as well as Ins, Del, Home, End, PgUp and PgDn. To use the cursor control keys when the numeric overlay is on, press and hold Shift while you use the overlay keys. To return to the numeric overlay, release Shift. For more information about the cursor control overlay, refer to "The Cursor Control Overlay" on page 296.

How to Save Your Work

When you're working in a document, all your work exists in the computer's temporary memory. When you turn the computer off, everything in memory is lost. Therefore, it's important to save

your files to the hard disk or to a diskette before turning the power off.

![CAUTION hand icon] *Save your data before turning the computer off even when you are using Resume Mode, in case the backup battery discharges before you return to work.*

Saving documents is quick and easy, and it's a good idea to get in the habit of saving frequently. That way, if you run into trouble, you won't lose many long hours of work.

Many programs offer a feature that saves documents at regular intervals, such as every 15 minutes. Check your programs' documentation to see whether they have an automatic save feature.

You use the same procedure to save files in all Windows programs. This section describes this procedure.

1   **Choose Save from the File menu of your Windows application.**

    If you're working with a document that already has a file name, that's all there is to it. If you've created a new document, your program displays a Save As dialog box.

A sample Save As dialog box

Use this dialog box to specify where to store the document and to give it a file name.

2   **Choose the drive and folder where you want your file to be stored.**

3   Type a file name and click OK.

Windows 95 supports file names of up to 255 characters, and the names can include spaces.

If you plan to share your files with a computer using MS-DOS or an older version of Windows, the file name must be no more than eight characters followed by a period and a three-character extension. You may use all the letters and numbers on the keyboard plus the following characters: _, ^, $, ~, !, #, %, &, {, }, (,), @ and '. An MS-DOS file name must *not* contain a space.

Most programs assign an extension that identifies the file as being created in that program with a particular format. For example, Microsoft Word saves files with a .DOC extension. While you can create your own extension, this is usually unwise. Using the default for your program is a helpful reminder of where your file came from. Also the program is unlikely to recognize a strange extension and may refuse to handle your file correctly.

How to Print Something You've Created

By this time, you've probably created a document and saved it— if not, save it now. Naturally, you want to see the results of your work by printing your file.

Before you can print your work, you need to have:

❖ connected the printer to the computer (discussed in "Connecting a Parallel Printer" on page 27)

❖ set up Windows 95 to work with the printer (discussed below)

You only need to perform the setup step the first time you connect the printer. If you'll be using more than one printer or changing printers, you'll need to set up Windows 95 to run with the additional printer(s).

Setting Up Windows 95 to Work with Your Printer

When you turned your computer on for the first time, the Windows 95 Setup program offered you the opportunity to define a printer. Read this section if you didn't have a printer at that time, or want to set up a different printer.

Setting up a printer involves choosing a printer driver. This special program acts as a translator that turns your work into a form the printer can understand. This section describes how to select a printer driver in Windows 95. If you're using any non-Windows programs, you'll need to set up a printer driver for each of those programs. Refer to your program's documentation for more information.

You set up a printer with the Add Printer Wizard. Follow these steps:

1   Click the Start button, then point to Settings.

2   Click Printers.

Windows 95 displays the Printers window.

3   Double-click Add Printer.

Windows 95 opens the Add Printer Wizard.

The Add Printer Wizard

4 Click Next.

The Add Printer Wizard asks you to select your printer.

NOTE

If your printer is Plug and Play, Windows 95 recognizes it automatically. You can ignore the remainder of this section.

5 If the printer you're setting up:

❖ **isn't connected to a network, select Local printer and click Next.**

❖ **is connected to a network, select Network printer and click Next.**

The Add Printer Wizard asks you to select your printer.

6 From the list of manufacturers and printers, select your printer and click Next.

The Add Printer Wizard asks for the printer port.

7 Select the port settings according to the instructions in your printer's documentation and the port to which your printer is connected, then click Next.

The Add Printer Wizard asks you to enter a "friendly" printer name.

8 Enter a name for your printer.

If you're using more than one printer, make sure the name is descriptive enough to help you tell the difference.

9 If you want this printer to be:

❖ **the default printer for Windows 95, click Yes, then click Next.**

❖ **available when specifically requested, click No, then click Next.**

Windows 95 prompts you to print a test page.

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How to Print Something You've Created

10 If your printer is connected and turned on, click Finish to print a test page.

To finish the setup procedure without printing a test page, click No, then Finish.

You're ready to print.

Printing Your Work

Once you have set up your printer and software correctly, it requires only a simple action to print a file from within a Windows application. Follow these steps:

1 Turn your printer on if it's not already on.

2 Choose Print from the File menu of your Windows application.
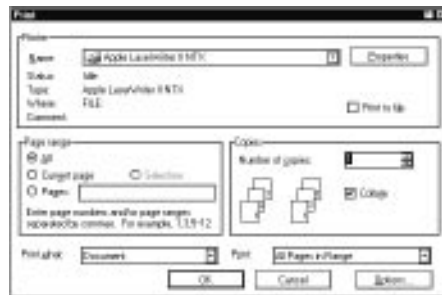
A sample Print dialog box

3 Click OK to print.

That's all there is to it. Depending on your application, you may see different messages indicating the status of your print job.

Using the CD-ROM Drive

The CD-ROM drive is easy to use. You insert compact discs into it while the computer is turned on, and change compact discs whenever you want to (as long as the system is not reading from the disc).

Once you insert a CD-ROM into the drive, refer to the documentation provided with the compact disc to perform any necessary installation procedures.

If the diskette drive module is currently installed in the SelectBay, remove it and insert the CD-ROM module, following the instructions in "Swapping Drives in the SelectBay" on page 115.

Inserting a Compact Disc

To insert a compact disc into the CD-ROM drive, follow these steps:
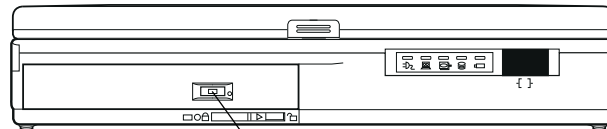
CD activity light

Locating the CD activity light

1   Make sure the CD activity light **is off.**
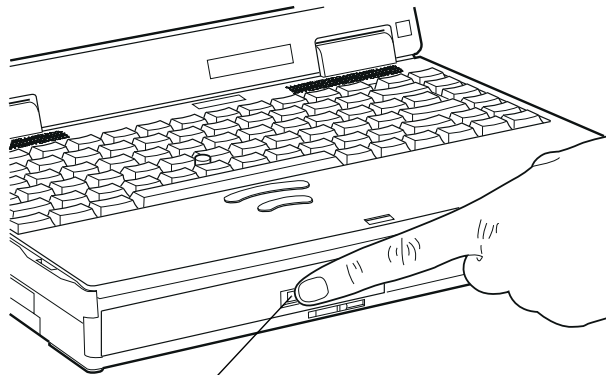
CD-ROM button

Pressing the CD-ROM button

2 Locate and press the CD-ROM button **on the front of the
computer.**

The CD-ROM drive slides partially open (about one inch).
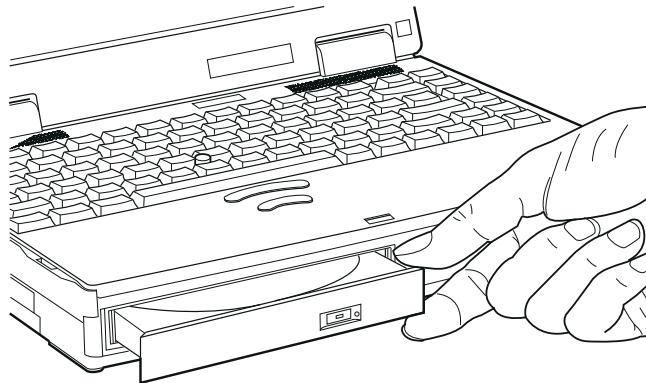
Opening the CD-ROM drive

**3 Grasp the sides of the CD-ROM tray and pull the drive
until it's fully open.**

**4 Check the compact disc to make sure it is free of dust
before inserting it.**

If the CD is dusty, clean it as described in "Taking Care of Compact Discs" on page 105.
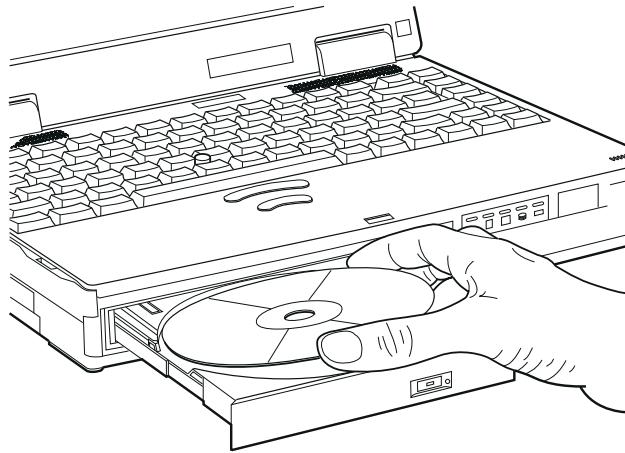
Placing the compact disc in the drive

5   **Carefully place the compact disc in the drive (with the label facing up).**

Compact disc
Spindle
Correct position

Incorrect positions
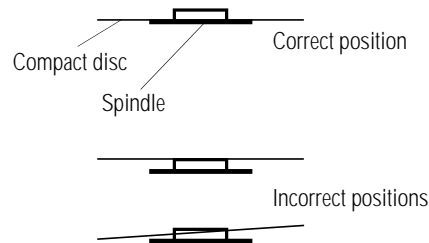
Positioning the compact disc on the spindle

6   **Gently press the** compact disc **onto the center** spindle **until you feel it click into place.**

Make sure the disc is completely on the spindle and is lying flat.

If you insert the compact disc incorrectly, it may jam in the drive. If this happens, see your dealer or an authorized service provider for assistance.

7 Push the CD-ROM tray in by pressing gently on the center of the tray until it clicks into place.

You are ready to use the CD-ROM.

Before moving the computer, even just across the room, remove the CD-ROM from the drive and put it in a safe place where it will not be damaged.

Removing a Compact Disc

To remove a compact disc from the CD-ROM drive, follow these steps:

1 Press the CD-ROM button on the front of the computer.

The CD-ROM drive slides partially open.

The computer must be on for the CD-ROM drive to open. If you need to remove a compact disc and cannot turn the computer on (for example, if the battery is completely discharged), use a narrow object, such as a straightened paper clip to press the emergency release button. This button is in the small hole next to the eject button.

2 Grasp the sides of the CD-ROM tray and pull the drive until it's fully open.

3 Remove the compact disc and place it in its protective cover.

4 Push the CD-ROM tray in to close the drive.

Taking Care of Compact Discs

To protect the data stored on your compact discs:

❖ Store your CDs in the containers they came in, to protect them from scratches and keep them clean.

❖ Do not bend a CD.

❖ do not apply a label or otherwise mar the surface of a CD.

❖ Hold a CD by its outside edge. Fingerprints on the surface of a CD can prevent the drive from reading the data properly.

❖ Do not expose CDs to direct sunlight or extreme heat or cold.

❖ Do not place heavy objects on top of CDs.

To clean a CD that is dusty or dirty, wipe it with a clean dry cloth. Wipe from the center outwards, not in a circle. If necessary, moisten the cloth with water or a neutral cleaner. Let the CD dry completely before inserting it in the drive.

How to Prepare Diskettes for Use

Formatting makes it possible to use a diskette. You don't really need to know what's going on when you format a diskette, but if you're interested, the details are covered in "How Does a Disk Store Information?" on page 316.

You can buy two types of diskettes: preformatted and unformatted. If you've purchased preformatted diskettes, you don't need the information in this section because the diskette manufacturer has taken care of the process for you. If the package doesn't say anything about formatting, your diskettes are probably unformatted.

This section describes the simplest way to format a diskette. For more options, and an explanation of the other items in the Format dialog box, see Windows 95 Help or your Windows 95 documentation.

To format a diskette, follow these steps:

1 Insert a write-enabled diskette into the diskette drive.

The **write-protect tab** at the left corner of the diskette must cover the square hole.

Write-protect tab

A write-enabled diskette

CAUTION
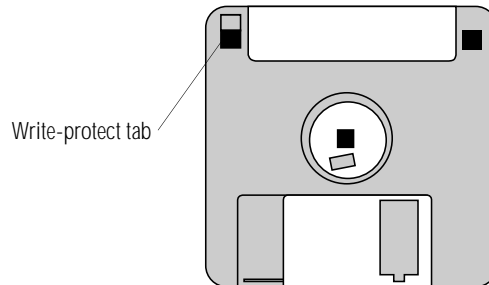
Formatting a disk erases all information currently on the disk. Do not format a disk unless you're sure it's blank or contains only unimportant files.

2 Double-click My Computer.

Windows 95 opens the My Computer window.

3 Click the icon for the diskette drive (drive A).

NOTE

If you double-click the diskette drive icon, Windows 95 will open a window displaying the contents of the diskette. If this happens, close this window before going on to the next step. Windows 95 will not format a disk whose contents are displayed in a window.

4 Click File to open the File menu, then click Format.

Windows 95 opens the Format dialog box.

The Format dialog box

5 Make sure the options in the Format dialog box are set correctly, especially the Capacity option.

You cannot format 720KB diskettes for 1.44MB, or vice versa.

6 Click Start.

Windows 95 formats the diskette, displaying the Format Results screen when it's finished.

7 Click Close.

8 Press the eject button and remove the diskette from the drive.

9 To format another diskette, insert it in the drive and repeat steps 6 through 8.

10 When you have finished formatting diskettes, click Close to exit the Format dialog box.

11 Close the My Computer window by clicking its close button.

108 **Learning the Basics**
How to Copy Something to a Diskette

Taking Care of Diskettes

To protect the data on your diskettes:

❖ Store your diskettes in a suitable container to protect them and keep them clean. You can use the boxes in which the diskettes were supplied, or you can purchase special containers from your computer store.

❖ Do not slide back the protective metal cover.

❖ Do not touch the magnetic surface of a diskette. Fingerprints can prevent the drive from reading the data held on a diskette.

❖ Do not twist or bend a diskette.

❖ Keep diskettes at room temperature and don't expose them to direct sunlight. Otherwise data may be lost.

❖ Do not place heavy objects on your diskettes.

❖ Do not eat, smoke or use erasers near your diskettes. Foreign particles inside a diskette's protective jacket can damage its surface.

❖ Keep your diskettes away from speakers, radios, television sets and other sources of magnetic fields which could damage the data on the diskettes.

❖ If a diskettes is dirty, clean it with a soft cloth moistened in water. Do *not* use cleaning fluids.

How to Copy Something to a Diskette

Diskettes provide an easy means of transferring files from one computer to another. Copying a file to a diskette also gives you a backup copy in case something happens to the original on your hard disk. This section describes how to use the My Computer icon to copy a file from the hard disk to a diskette.

To copy a file from the hard disk to a diskette, follow these steps:

1   Insert a formatted diskette into the diskette drive.

2   Double-click My Computer.

Windows 95 opens the My Computer window.

3   Double-click the folder that contains the file you want to copy.

4   Click the file you want to copy.

You can use the Ctrl and Shift keys to select more than one file.

5   Click File, then click Send To.

6   Click the icon for the diskette drive (drive A).

You can also copy a file to diskette by clicking the file (or files) you want to copy with the secondary button, then pointing to Send To and clicking 3 1/2 Floppy (A).

NOTE

Windows 95 copies the file(s).

How to Back Up Your Work

Murphy's law applies to everything—even computers. Therefore, it's a good idea to make periodic copies of everything on your computer's hard disk and store them in a safe place. This is called backing up your files. That way, if you somehow press the Delete key accidentally, you'll be able to recover your files quickly and easily.

Murphy's Law: If anything can go wrong, it will, at the worst possible moment.

DEFINITION

Your computer comes with Microsoft's Windows 95 backup program pre-installed on the hard disk. Other backup programs are available at many computer stores.

This section explain how to use the Windows 95 backup program to back up all the files on your hard disk. Making backup copies of your computer's hard disk is not a one-only event. You should develop a habit of making regular backup copies of your hard disk. Complete information on the backup program, including instructions for backing up only a portion of the files on your hard disk, is in Help and your Windows 95 documentation.

> **NOTE**
>
> *Backing up all the files on your hard disk takes a considerable amount of time and lots of diskettes. However, in the unlikely event that you lose some or all of the information on your hard disk, you'll be glad you spent the time.*

To back up your files, follow these steps:

1 Attach the backup drive:

❖ If you're backing up your hard disk to diskettes, connect the external diskette drive or install the diskette drive module in the SelectBay.

❖ If you're backing up your hard disk to a tape drive or other external device, connect the drive to the computer, following the instructions provided with the drive.

2 Click Start, then point to Programs.

3 Point to Accessories, then point to System Tools.

4 Click Backup.

Windows 95 opens the Backup window.

The Backup window

5 Click the files and folders you want to back up.

When you select a file or folder, an X appears in the check box next to it.

6 Click Next Step.

7 Select the drive to which you are backing up your files (the diskette drive or any external drive you connected).

8 Click Start Backup.

9 Type a name for the backup.

10 Insert new diskettes as Backup instructs you to do so.

To restore information from your backup diskettes to your hard disk, use the Restore page in the backup program. Look in the online Help or your Windows 95 documentation for information on restoring files.

When you're restoring files, the backup program prompts you if you try to overwrite a file that already exists on the hard disk. Make sure the backup version is the one you want before overwriting the existing file.

Transferring Files to Another Computer

You've learned how to use diskettes to copy files from one com-
puter to another. One method for transferring files is to copy them
to a floppy diskette. The drawback to this method is that, unfortu-
nately, a high-density floppy diskette can only hold 1.44MB, a
serious limitation if you want to transfer a large amount of infor-
mation. There are several other ways. One is to use the Windows
95 briefcase. Another way is the TranXit™ program, included
with your computer, which lets you transfer files through your
computer's serial, parallel or infrared ports.

*The steps in this section provide an overview of how to use
TranXit to transfer files. For more detailed information about
TranXit, refer to the program's online help.*

To use TranXit to transfer files through:

❖ the serial port, you'll need a null modem serial cable.

❖ the parallel port, you'll need a LapLink®-compatible parallel
   cable.

❖ the infrared port, you'll need another computer with a compat-
   ible internal or external infrared port.

Set Up Your File Transfer

To set up your file transfer, follow these steps:

Serial port   Infrared port   Parallel port
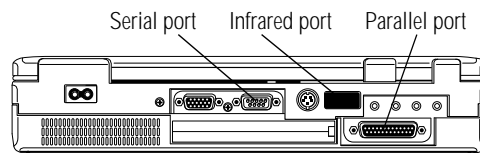
The back of the computer
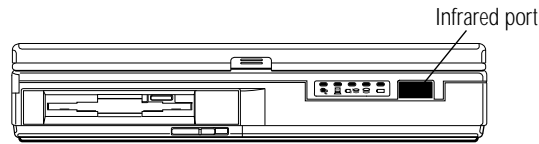
The front of the computer

1   **Use one of these methods to make the connection between the two computers:**

   ❖ For a serial connection, connect the serial cable to the serial port on the back of your computer. Connect the other end of the cable to the serial port on the other computer.

   ❖ For a parallel connection, connect one end of the parallel cable to the parallel port on the back of your computer. Connect the other end to the parallel port on the other computer.

   ❖ For an infrared connection, aim your computer's infrared port directly at the infrared port on the other computer. The two computers must be within 3 feet (1 meter) of each other. You can only use one of the computer's infrared ports at a time.

2   **On one of the computers, click Start, then point to Programs.**

3   **Point to TranXit2, then point to TranXit.**

   Windows 95 opens the TranXit program.

4   **Choose Connection from the Setup Menu.**

5   **If an appropriate Configured Connection is available, choose it and go on to step 9. Otherwise, continue with the next step.**

6   **Choose the appropriate type of connection in the Connection Type list.**

7   **Click the Setup Connection button.**

8   **Choose the port setting for the computer and click OK.**

9 Click the Enable Connection check box.

An X in the box indicates that a connection is enabled.

10 Click OK to accept the current settings.

11 Repeat steps 2 through 10 on the other computer, making sure that the connection has been set up identically on both computers.

Transfer Your Files

Now that you've set up the connection, it's time to transfer your files. Follow these steps:

1 If you haven't already done so, start TranXit on both computers.

2 Click the File Transfer tab, bringing the File Transfer page to the front, on both computers.

The connection status icon (the one that looks like a traffic signal) indicates your connection status:

❖ A red light indicates that a connection has not been enabled or no connection has been established.

❖ A yellow light indicates that TranXit is trying to establish a connection.

❖ A green light indicates that a connection has been established.

3 When the connection status icon is green, open the Options window on one computer.

4 If Auto New Window is checked, press Esc **to close the Options menu.**

If it is not checked, choose Auto New Window.

5 Drag the desired file(s) to the destination drive or directory (folder) icon.

TranXit asks you to confirm the operation.

6 Click Yes to proceed with the file transfer.

7 When you've finished transferring files, click the close button to close TranXit.

Using Additional Hard Drives

You can easily change the additional hard drive modules in the SelectBay. Purchasing additional hard drive modules (or hard drive PC cards) allows you to:

❖ store additional data on your computer

❖ transfer many files at once to another computer

❖ organize large amounts of data by projects

❖ organize large amounts of data by tasks

❖ separate data between home and office

❖ archive large amounts of data outside your computer

Swapping Drives in the SelectBay

This section provides instructions for changing modules in the computer's SelectBay. You can install any one of three modules:

❖ a CD-ROM drive

❖ a 3 1/2" diskette drive

❖ an additional hard drive

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Swapping Drives in the SelectBay

To use the CD-ROM drive or the additional hard drive, you'll have to install it in the SelectBay in the computer or the Desk Station V Plus. The external chassis works only with the diskette drive.

STOP
WARNING

Make sure the power is off before you swap a drive into or out of the SelectBay. Removing or inserting a drive while the computer is on may damage the computer, the drive or both.

Remove the Diskette Drive from the External Chassis

If you're installing the diskette drive into the SelectBay, the first step is to remove the diskette drive module from the external chassis.

If the diskette drive module is currently in the SelectBay, the external chassis should be empty. Proceed to the next section.

Follow these steps:

Drive eject button
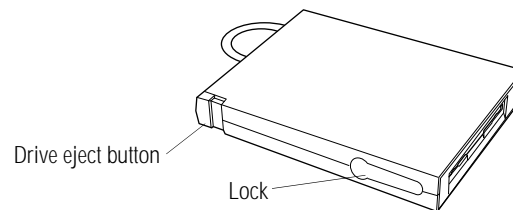
Lock

Releasing the drive in the external chassis

1 **With one hand, press and hold the drive** lock**.**

2 **With the other hand, press the** drive eject button**.**

The diskette drive module partially ejects from the chassis.
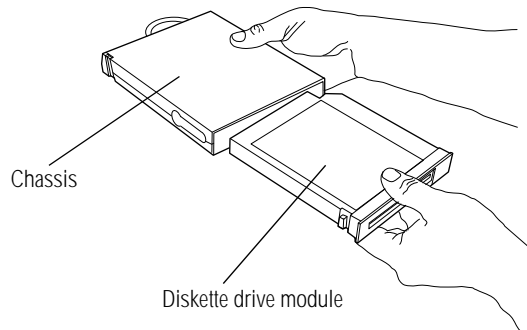
Removing the diskette drive module from the external chassis

3 **Pull the** diskette drive module **out of the** chassis **and set it aside.**

Prepare the Computer

Before swapping drive modules in the SelectBay, shut down the computer.

STOP
WARNING

Make sure the power is off before you swap a module into or out of the SelectBay. Removing or inserting a module while the computer is on may damage the computer, the drive or both.

Remove the Module from the SelectBay

Follow these steps to remove the module from the SelectBay:

SelectBay module lock
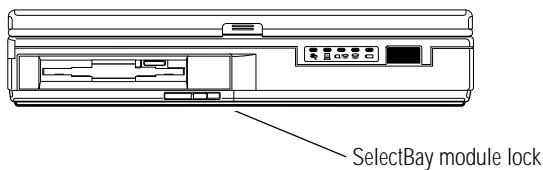
Opening the module cover

1 **Slide the** SelectBay module lock **on the front of the computer to the right, unlocking the SelectBay module.**

Pressing the module eject lever

2 **Press the** module eject lever**.**

The module eject lever pops out. Normally the module eject lever is flush with the case.
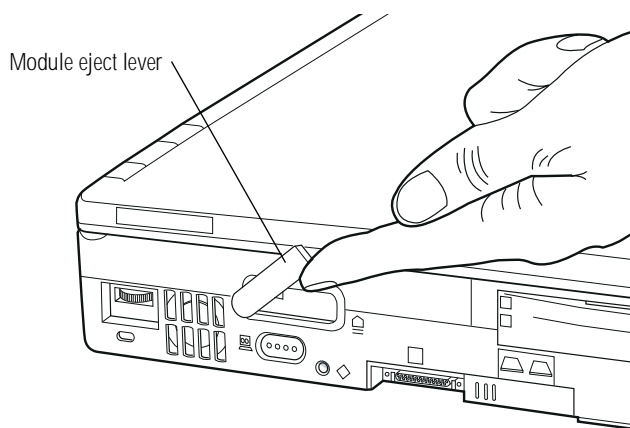
Turning the module eject lever

3 **Turn the** module eject lever **counterclockwise (up).**

The module pops out.

Do not turn the module eject lever clockwise (down). You can break the lever by turning it in the wrong direction.

CAUTION
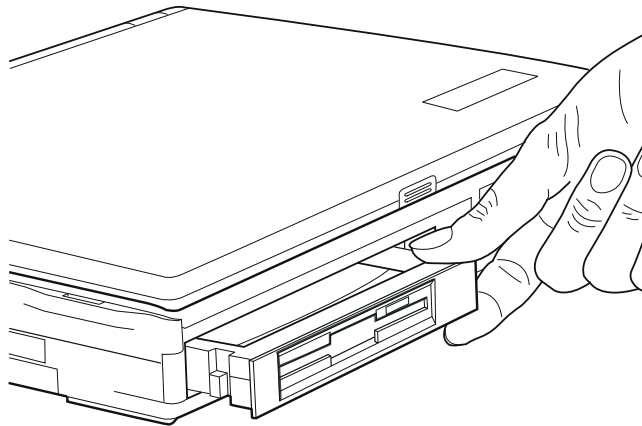
Removing the drive module from the SelectBay

4 **Remove the drive module.**

5 **If the module you removed from the SelectBay is:**

❖ the CD-ROM drive or the additional hard drive, set it aside.

❖ the diskette drive, slide it into the external chassis until you feel it click into place.

Install the Drives

To install the drive, follow these steps:

NOTE

You must install the CD-ROM drive or the additional hard drive into the SelectBay to use the drive. The external chassis only works with the diskette drive.

1 **Make certain the** SelectBay module lock **is in the unlocked position.**
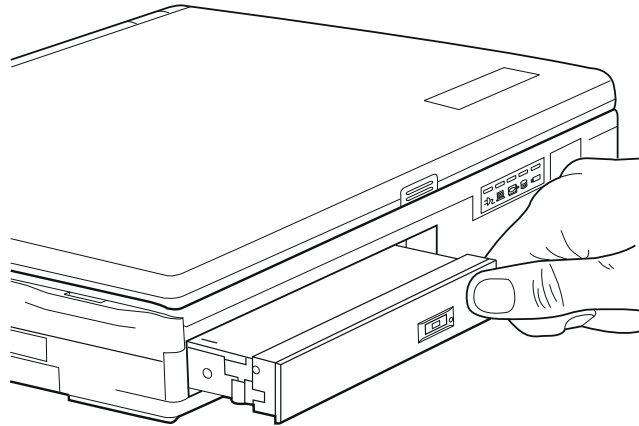
Inserting the drive module into the SelectBay

2 **Insert the drive module firmly but gently into the SelectBay.**

3 **Slide the SelectBay module lock to the left to the lock the module.**

4 **Push the module eject lever back into place, flush with the computer's case.**

Changing the Main Hard Drive

You may want to change the main hard drive in your computer. You may need a larger hard drive, you may want to use your hard drive in another computer or you may want to use more than one operating system.This section provides instructions for changing the main hard drive.

Prepare the Computer

Before changing the main hard drive, be sure to perform a proper Windows 95 shut down:

1   Click Start, then click Shut Down

Windows 95 displays the Shut Down Windows dialog box.

2   Click the button next to Shut down the computer?, then click Yes.

Windows 95 closes and turns the computer's power off.

STOP
WARNING

Make sure the power is off before you swap your computer's main hard drive. Removing or inserting a hard drive while the computer is on may damage the computer, the drive or both.

Remove the Main Hard Drive from the Computer

Follow these steps to remove the main hard drive from the computer:

1   Turn the computer over and turn it so you are facing the right side of the computer.
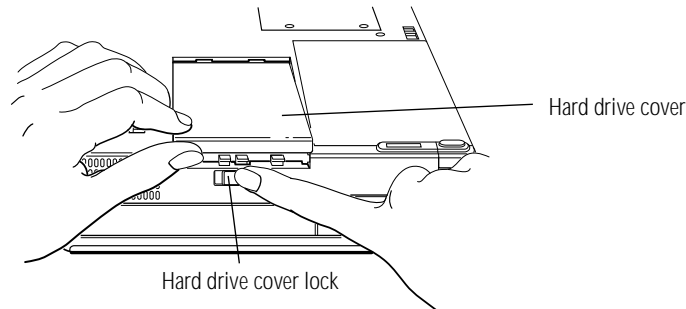
Removing the hard drive cover

2   **Slide the** hard drive cover lock **to the right.**

The main hard drive can become hot with use. If the cover feels very warm, do not remove it. Wait for it to cool, then proceed with the following steps.

3   **Slide the** hard drive cover **towards you and remove it.**
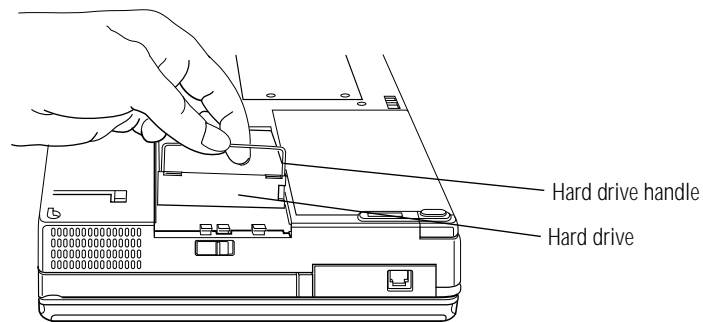
Removing the main hard drive

4   **Pull the** hard drive handle **forward, then lift the** hard drive **up and out.**

Installing the Main Hard Drive

To install the main hard drive, follow these steps:

1   Place the hard drive in the hard drive slot.
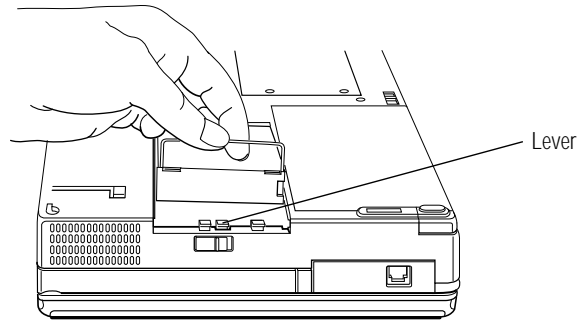
Locating the lever

2   Push the small lever **at the front of the slot to the right.**

The hard drive drops into the slot.

**3   Push the hard drive back into the hard drive slot so the
    drive joins firmly to the connector inside the slot.**

*Be certain the hard drive is joined to the connector in the hard
drive slot Do not push on the top of the drive. Press forward
on its outer edge. If the hard drive isn't connected, the com-
puter starts and goes through the memory check, but hangs
when it cannot access the hard drive.*

4   Fold the handle back against the hard drive.

5   Replace the hard drive cover.

6   Slide the hard drive cover lock **to the left to lock the cover.**

How and When to Turn the Computer Off

It's a good idea to turn your computer off when you're not using it for an extended length of time. There are, however, several things to keep in mind when you turn off the power:

❖ In Windows 95 use either the Shut Down or Suspend command to turn the computer off. If you have work in progress, use Suspend because it saves your system settings so that, when you turn the computer on again, you automatically return to where you left off. If you're using the battery, Suspend also saves power.

❖ Don't turn the power off if the disk light on the system indicator panel is on. Doing so may damage your hard disk, diskette drive or CD-ROM drive.

❖ If you close the display panel while the computer is on, it beeps loudly. To prevent this alarm from going off in the future, disable the alarm through the Miscellaneous tab of Toshiba System Control Panel (unclick the check box next to "Enable audible warning when panel closes") or TSETUP (disable the Panel Close Alarm option). See "TSETUP" on page 427 for more information.

Caring for Your Computer

This section offers easy tips on cleaning and moving your computer. For information about taking care of your computer's battery, refer to "Looking After Your Battery" on page 162.

Cleaning the Computer

CAUTION

Keep liquid, including cleaning fluid, out of the computer's keyboard, speaker grille and other openings. Never spray cleaner directly onto the computer. Never use harsh or caustic chemical products to clean the computer.

To keep your computer clean, perform the following tasks regularly:

❖ Clean the exterior case of the computer with a lightly dampened cloth.

❖ To clean the LCD, dilute a glass cleaner by adding an equal amount of water. Spray a small amount of the diluted cleaner on a soft, clean cloth and gently wipe the screen.

❖ Ask your Toshiba dealer for suggestions for appropriate cleaning products.

Moving the Computer

Your notebook computer is built to withstand reasonable shock and vibration. Before carrying or transporting your computer, follow these steps:

1 **Make sure all disk activity has ended (the drive indicator light stops glowing).**

2 **If a diskette is in the diskette drive, remove it.**

3 **If a compact disc is in the CD-ROM drive, remove it and make sure the drive tray is securely closed.**

4 **Turn the computer off.**

5 **Disconnect the power cord.**

6 **Disconnect the external diskette drive.**

7 **Disconnect all external optional devices.**

8 **Close the display panel.**

9 **Close all port covers.**

*Do not pick up the computer by its display panel or by the
back (where the ports are located).*

NOTE

For long trips, transport the computer in a carrying case. You can
purchase a carrying case from your Toshiba dealer or through the
Toshiba Accessory Catalog.

Chapter 5

Before You Go to a Computer Store...

If you're new to computers, buying computer equipment (hardware) and programs (software) can be a confusing experience.

This chapter provides advice and explains what you need to know to purchase programs and devices that will work with your Toshiba notebook computer.

Buying Programs

The range of entertainment, business and personal programs you can buy is enormous.

This section:

❖ gives you an overview of the types of programs you can buy

❖ discusses the question of integrated packages, such as "Office" suites, versus individual programs

❖ explains how to understand the information on the box

The Tecra 500 CDT comes with a 3 1/2" diskette drive module and a CD-ROM drive module that turns your computer into a complete multimedia powerhouse. These can be purchased for the Tecra 500 CS.

Buying programs on CD-ROM rather than diskettes saves you the time it would take to insert and remove all those installation diskettes, and eliminates the possibility of encountering a damaged diskette in the middle of a multi-diskette software installation.

What Types of Programs Can I Buy?

The following sections describe some types of programs that may fit your needs.

If You're a Writer

Almost everyone needs a word processor. This includes professional writers as well as others who use computers for daily correspondence.

To go beyond working with text and create a book, an advertisement or a newsletter you'll need a desktop publishing program.

If you are a public speaker, a presentation package can help you design professional-looking overheads, handouts, questionnaires and announcements.

If You Want to Draw

If you are a graphics artist or a creative artist, a variety of flexible two- and three-dimensional drawing programs are available. Some require a tablet connected to your computer through the serial port.

If You're an Accountant or Financial Analyst

There are a number of outstanding spreadsheet programs on the market. Professional accounting software is another category you should investigate. The programs available range from general purpose to highly specialized.

If you Want to Manage Your Money

You can choose from a variety of programs for keeping track of you income and expenditure. They range from simple programs for managing family finances to more comprehensive programs that are also suitable for small businesses. In addition there are programs for managing investments.

If You're a Designer

Your computer dealer can introduce you to a variety of sophisticated design programs including programs to design a garden, or to build or remodel a house, as well as the more common Computer Aided Design (CAD) tools.

There are also various specialist programs for use in engineering design.

If You're a Researcher or Student

Online services such as CompuServe, America Online and Prodigy, and access to the Internet provide almost endless resources for conducting professional research.

In addition, you can purchase dictionaries, and other reference materials on diskette or CD-ROM for your own personal library.

Do You Need a Database?

If you need to keep and update a set of records, such as a list of addresses or a catalog of items, that is what a database program is designed to do. You could use a database to hold details of a stamp collection or to provide an overall index to the recipes in various cookbooks and magazines.

Should I Buy an Integrated Package?

When you have decided which types of program you are interested in, you may find that you can buy some of the programs as a suite. This applies particularly to programs that are widely used in business.

Part I: Getting To Know Your Computer

The popular combination of word processor, drawing program and spreadsheet is available in two basic forms - as "Office" suites and as "Works" packages. Some of these also include a database program and/or a communications program.

An Office suite provides the same functionality as the manufacturer's individual programs. In addition it usually includes a set of buttons for swapping between the programs. Some Office suites also provide a means of easily moving data from one program to another.

Although expensive, an Office suite still works out cheaper than buying all the programs individually. So it is a good choice if you need all the programs it includes.

A Works package is much cheaper than an Office suite. It provides basic word processing, drawing and spreadsheet functions and is excellent value for money provided you don't need any of the features that have been omitted. Typically a Works package supports very few file formats, so transferring files between it and an Office suite can be a problem. This is so, even when the Office suite and the Works package are from the same software manufacturer.

Also, if you are used to a fully functioned word processor (or other program) the lack of features you use regularly can be very irritating.

Individual programs have their advantages, too. No single manufacturer produces the best program in each category. So you may prefer to buy A's word processor, B's drawing package and C's spreadsheet. All the well-known software companies make sure that their programs can transfer data to and from those of their competitors. And swapping between programs is easy with the Windows 95 taskbar.

Also, an Office suite takes up a lot of space on your hard disk. If you are only going to use a word processor and a drawing package, buying just the two programs you need is the best option.

Should I Buy the Diskette or the CD-ROM Version?

Many programs and most integrated packages are available either on diskette or on CD-ROM.

Loading programs from CD-ROM is faster and more convenient. It saves you the chore of inserting and removing all those installation diskettes, and eliminates the possibility of encountering a damaged diskette in the middle of a multi-diskette software installation.

So, if you have the Tecra 500CDT or you have purchased the optional CD-ROM drive, buy the CD-ROM version whenever you have the choice.

Understanding the Information on the Box

In addition to listing the features of the product on the box, the manufacturer usually prints the system requirements.

Below is an actual example of the system requirements for a Windows 95-compatible program. The Tecra 500 CDT computer meets all of these requirements (as does the Tecra 500 CS with the exception of the CD-ROM drive).

> "**Minimum Requirements:** Microsoft Windows 95, 16MB of RAM, VGA video adapter, mouse or other pointing device, 55MB free hard disk space"
>
> "**Recommended:** SVGA video adapter and monitor, sound card and speakers, CD-ROM drive"

The following sections explain each of the characteristics above.

Windows Compatibility

The computer comes with Microsoft Windows 95. Windows 95 can run programs written for Windows (version 3.0 or later), Windows for Workgroups (all versions), and MS-DOS. When possible, use programs written specifically for Windows 95.

Processor

The computer has a 120MHz Intel™ Pentium microprocessor. It will run programs designed for a 286, 386, 486 or Pentium processor.

Memory

The computer comes with 16MB of Random Access Memory (RAM). Unless you've added additional memory, use this number when evaluating program requirements. Some programs may list two memory numbers: an amount which is essential for running the program and a recommended amount for better performance.

Hard Disk

The computer comes with a 1.26 gigabyte (GB) hard drive. Although this capacity well exceeds the 55MB stated in the system requirements example, it is the amount of available hard disk that matters. After you have been using your computer for a few weeks, much of your hard disk may already be filled with programs and data.

To determine the available space on your hard disk, follow these steps:

1 In the desktop, double-click the My Computer icon.

Windows 95 opens the My Computer folder.

2 Click (don't double-click) on the C: icon.

Windows 95 displays the space remaining (Free Space) and total capacity of the drive on the bottom of the My Computer window. These numbers are listed in megabytes (MB). See "How Big Is a Megabyte, Anyway?" on page 317 for more information on megabytes.

If you can't see these numbers, widen the window until you can see them. To resize the window, see "Lesson 6: Resizing and Reshaping Windows" on page 63.

Graphics Card

A graphics card is also called a display adapter. It may be a board installed in a desktop computer or a chip, as in your computer. Program requirements are generally listed by the type of adapter or the maximum resolution the adapter supports.

Your display adapter is compatible with the VGA (Video Graphics Array) and SVGA (Super VGA) standards. The adapter has a maximum resolution of 1280 x 1024 pixels. For programs requiring resolutions higher than 800 x 600, the internal display uses virtual display modes to simulate these resolutions. Using an external monitor lets you take full advantage of the maximum resolution of the display adapter.

See "Changing the Display Mode" on page 300 for information about virtual display modes. See "Using an External Monitor" on page 225 for information on connecting and using an external monitor.

Multimedia

Your computer has a built-in SoundBlaster/Pro compatible sound chip. Your computer provides a headphone jack, speaker jack, line-in and line-out jacks, microphone, stereo speakers and volume control dial.

The Tecra 500 CDT comes with a removable CD-ROM drive.

Pointing Device

The AccuPoint is a pointing device that performs all the functions of a mouse.

If a program requires a joystick, you'll have to add one to your system through the optional Desk Station V Plus or NoteDock II. Talk to your dealer to find out which joysticks are compatible with your computer.

Part I: Getting To Know Your Computer

Tips on Buying Programs

Before you buy:

❖ It's a good idea to see a demonstration of the program.

❖ Talk to friends and your company's computer experts about the programs they recommend.

❖ Get on the Internet and find out what's new.

❖ Make sure you have enough space available on the hard disk.

For more information, see "Hard Disk" on page 134.

❖ Make sure your computer has enough memory.

For more information, see "Memory" on page 134.

Installing Programs

Windows 95 makes installing programs onto your computer's hard disk easy. Most programs come with an installation program on diskette or CD-ROM. By following the steps in this section, you'll ensure that your installation program installs the program files completely and sets them up to run with Windows 95.

To install a new program in Windows 95, follow these steps:

1 Click Start, then click Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

The Control Panel

3   Double-click the Add/Remove Programs icon.

Windows 95 opens the Add/Remove Programs property sheet.

The Add/Remove Programs property sheet

4   Click the Install/Uninstall tab.

The Install/Uninstall page moves to the front of the sheet.

5   Click Install.

6   Insert the program's installation diskette or CD-ROM into the drive.

7   Click Next.

Windows 95 searches the installation diskette or CD-ROM for the installation program.

NOTE

If Windows 95 doesn't find the installation program or searches the wrong drive, click the Browse button and find the installation program manually.

8 Click Finish to run the installation program.

9 Continue with the program's normal installation process.

Creating a Backup Copy of Program Diskette(s)

It's important to create backup diskettes for any programs you install on your computer, in case you accidentally damage or lose the original program diskettes. You'll need one blank, formatted diskette for each program diskette you have to copy.

Follow these steps:

1 Place the original diskette into the diskette drive.

2 From the desktop, double-click the My Computer icon.

Windows 95 opens the My Computer window.

3 Click the A: icon.

4 Click File, then click Copy Disk.

5 In the Copy Disk dialog box, click Start.

Windows 95 copies the files on the diskette into memory and displays a message asking you to insert the destination diskette (the one you're copying to) into the diskette drive.

6 Remove the original diskette from the diskette drive and replace it with your blank one.

7 Click OK.

Windows 95 copies the files onto the new diskette.

8 Repeat steps 1 through 7 for each diskette you want to back up.

Buying Hardware

In addition to the basic system requirements, some programs require devices such as a printer. These items are available as add-on devices for your computer.

What Kind of Devices Can I Buy?

Many devices, such as removable hard disk drives and network adapters are available as PC Cards. For more information about these cards, see "Little Cards that Do Big Things" on page 193.

The Toshiba Accessories Catalog lists the add-on devices you can purchase from Toshiba. Talk to your dealer about these Toshiba options and other third-party devices.

This manual also lists a large number of available options. To find these, try looking in the Index under "devices."

Tips on Buying Hardware

❖ If a device is cheaper than you think it should be, it may be an older version. On the other hand, depending on your needs, an older version may suit you just fine.

❖ Check the warranty and support policy.

❖ Make sure the device is supported by Windows 95, or that Windows 95 drivers are provided with the device.

❖ If you have access to the Internet, check the World Wide Web and relevant newsgroups for information about the product.

❖ Access Toshiba's BBS or the Toshiba Forum on CompuServe (refer to "Contacting Toshiba" on page 357 for instructions) and search for information about using the new hardware with your computer.

Chapter 6

Taking Your Computer on the Road

Probably the main reason you bought a notebook computer was so you could use it in a variety of places. Of course, some of the places you'll be using it may not have a convenient power source.

This chapter describes all the aspects of running your computer while traveling.

Toshiba's Energy-Saver Design

Toshiba is a partner in the Environmental Protection Agency's (EPA) Energy Star Program. As an Energy Star Partner, Toshiba has designed this product to meet the Energy Star guidelines for energy efficiency.

The computer enters a low-power stand-by state when it is not being used, thereby conserving energy and saving money in the process. It has a number of other features that enhance its energy efficiency.

Many of these energy-saving features have been set by Toshiba. We recommend that you leave these features active, so that your computer will operate at its maximum energy efficiency.

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Running the Computer on Battery Power

The computer contains a removable Lithium-Ion battery pack that provides power when you are away from an AC outlet. This is the main battery. You can recharge the battery many times. If you spend a lot of time traveling, you may purchase additional battery packs, giving you the potential of many more working hours away from a power source.

In addition to the main battery, the computer has two other batteries: the backup battery and the real-time clock (RTC) battery. These are nickel metal hydroxide (NiMH) batteries.

The backup battery provides the power to store information about the system when you suspend the computer using the Windows 95 Suspend command or Toshiba's Resume Mode. The backup battery maintains this information for up to eight hours after the battery pack discharges completely.

The RTC battery stores your system configuration settings and the current time and date information. It maintains this information for up to a month while the computer is turned off.

Charging the Batteries

To charge the main battery while it is in your computer, plug the computer into a live wall socket. The battery charges whether the computer is on or off. It takes approximately four hours to charge the battery with the computer off, and approximately four and a half to ten and a half hours when the computer is on.

The battery light glows orange while the battery is being charged.

Part I: Getting to Know Your Computer

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The battery may not start charging immediately under the following conditions:

❖ The battery is extremely hot or cold. To ensure that the battery charges to its full capacity, wait until it reaches room temperature (50 to 80 degrees Fahrenheit, 10 to 30 degrees Celsius).

❖ The battery is almost completely discharged. Leave the power connected and the battery should begin charging after a few minutes.

TECHNICAL NOTE

Once a battery pack is fully charged, we recommend that you operate your computer on battery power until the battery pack discharges completely. Doing this extends battery life and helps to ensure accurate monitoring of battery capacity.

You can purchase an optional battery charger that charges up to two batteries at the same time. See "Charging More than One Battery at a Time" on page 163 for more information about the battery charger.

In normal use, the main battery keeps the other batteries adequately charged. Occasionally, the backup and RTC batteries may lose their charge completely, especially if you've had the computer turned off for a long time. To recharge:

❖ the backup battery, plug the computer in and leave it turned *off* for 7 hours.

❖ the RTC battery, plug the computer in and turn it *on* for at least 24 hours.

Monitoring Battery Power

The computer's battery light indicates the main battery's current charge. The possible states of the battery light are:

❖ Green indicates a full charge.

❖ Orange indicates the battery is charging.

❖ Flashing orange indicates that the charge is running low.

The dashboard section of Toshiba Access Panel provides gauges that display the remaining battery charge in a variety of formats. This section describes how to use the Toshiba Access Panel to monitor the battery charge. To learn more about the Toshiba Access Panel, read the complete description of its features, which starts in "Toshiba Access Panel" on page 371.

The computer drains battery power more quickly at low temperatures. Check your remaining charge frequently if you're working in temperatures below 50 degrees Fahrenheit.

The computer calculates the remaining battery charge as it operates, based on your current rate of power use. With repeated discharges and recharges the battery's capacity will gradually decrease. So a frequently used older battery will not power the computer for as long as a new battery, even when both are fully charged. The Toshiba Access Panel indicates 100% charge for both old and new batteries, but the estimated time remaining will be shorter for an older battery.

Wait at least 16 seconds after turning on the computer before trying to monitor the remaining battery power. The computer needs this time to check the battery's remaining capacity and perform its calculations.

Changing the Appearance of the Dashboard

Gauge button — Undock button

Power Meter

Dashboard — Percent Remaining Gauge

Time Remaining Gauge
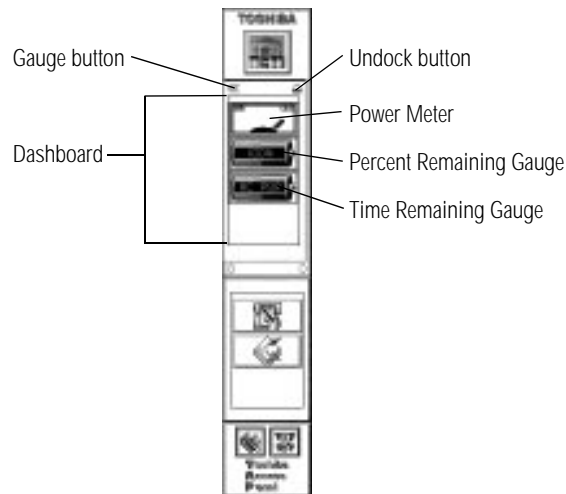
The Toshiba Access Panel

You can set up the **dashboard** section of the Toshiba Access Panel to display the remaining battery charge in three different formats. Each provides the same information in a different way:

❖ The **Power Meter** displays the computer's power usage in an LED or needle format.

❖ The **Time Remaining Gauge** displays the amount of time remaining before the battery will be completely discharged.

❖ The **Percent Remaining Gauge** displays the percentage of battery charge remaining.

Follow these steps to choose the gauge(s) you want displayed on the dashboard:

1   Click the gauge button **on the Toshiba Access Panel.**

The Gauge Gallery window opens to the left of the Toshiba Access Panel.

The Gauge Gallery

2 To add a gauge to the dashboard, simply click on the gauge in the Gauge Gallery and drag it onto the dashboard section of the Toshiba Access Panel.

The Toshiba Access Panel displays a shortcut menu, prompting you to choose whether to add the gauge to all configurations, or just to the current configuration.

3 To add the gauge to the dashboard for all configurations, click Add to All.

To add the gauge to your current configuration only, click the second menu item (for example, if you are currently using the Home configuration, click Add to Home).

4 To remove a gauge from the dashboard, click it with the secondary button.

The Toshiba Access Panel displays a shortcut menu, prompting you to choose whether to remove the gauge from all configurations, or from the current configuration.

5 To remove the gauge from the dashboard for all configurations, click Remove from All.

To remove the gauge from your current configuration only, click the second menu item (for example, if you are currently using the Home configuration, click Remove from Home).

The dashboard now shows the gauge(s) you selected.

Removing the Dashboard from the Toshiba Access Panel

Perhaps you prefer to work with the Toshiba Access Panel hidden, but still want to monitor your current battery charge using the dashboard battery gauges. If so, you can easily remove the dashboard from the Toshiba Access Panel so the gauges display in their own window.

To view the dashboard battery gauges separately from the Toshiba Access Panel, follow these steps:

1   Click the undock button on the Toshiba Access Panel.

The Dashboard window opens and displays the battery gauges.

The Dashboard window

2   To return the gauges to the Toshiba Access Panel, click the close button.

What to Do When the Battery Alarm Sounds

Don't panic.

The computer has three alarms, designed to give you sufficient warning before your battery becomes fully discharged. This section describes the three battery alarms, what they mean and how to set each one to fit your personal computing style.

Going. . . the Low Battery Alarm

When you're beginning to get low on battery power, the system beeps once and displays the Low Battery Alarm warning. Normally, this means you have less than 20% battery capacity remaining. To change the level of charge that sets off this warning, see "Setting the Alarms" on page 149.

The Low Battery Alarm warning

This alarm gives you early warning that your battery power is running out. Unless you've told the system to display this message at a really low power level or your work involves lengthy processing, you can continue with what you are doing.

To close the Low Battery Alarm dialog box, click OK.

Going. . . the Critical Battery Alarm

When you're getting fairly low on battery power, the system beeps once and displays the Critical Battery Alarm warning. Normally, this means you have less than 10% battery capacity remaining. To change the level of charge that sets off this warning, see "Setting the Alarms" on page 149

The Critical Battery Alarm warning

When this alarm goes off, start planning your remaining battery time carefully. No frantic actions are required yet, but you need to think about what you absolutely must do before you find a place to plug in the power cord or turn the computer off.

To close the Critical Battery Alarm dialog box, click OK. To change the level of charge that sets off this warning, see "Setting the Alarms" on page 149.

Gone. . . the Emergency Battery Alert

OK. Now it's serious. When the battery runs down and you have only about five minutes of time left, the computer starts beeping continuously.

When you reach this point, plug the computer into a live power outlet or save all your files and turn the computer off immediately. Doing this ensures that you won't lose any work and also provides relief to everybody around you who's getting tired of the beeping sound from your computer.

If you don't manage to plug the computer in or turn it off before the battery completely runs out of power, the computer turns off automatically. Don't panic, all is not lost. Before shutting down, the computer automatically turns on Resume Mode (more fully described in "Starting Again Where You Left Off" on page 151). Resume Mode keeps track of where you were so when you turn the power on again you can continue where you left off.

The computer's backup battery stores this information in memory for about eight hours before it too runs out of power. If you ever want to see those unsaved files again, replace the battery or find a power outlet before eight hours are up.

Setting the Alarms

The Low Battery and Critical Battery alarm sound when the remaining battery charge reaches threshold power levels. The threshold for the Low Battery Alarm is initially set to 20% of battery capacity. The initial threshold for the Critical Battery Alarm is 10% of battery capacity.

If these threshold levels don't fit your needs, you can use MaxTime to change them. To set the threshold levels for the Low Battery and Critical Battery alarms, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double-click the MaxTime icon.

The MaxTime Control Panel opens with the Power Settings tab on top.

4   Click the Battery Alarms tab to bring it to the front.
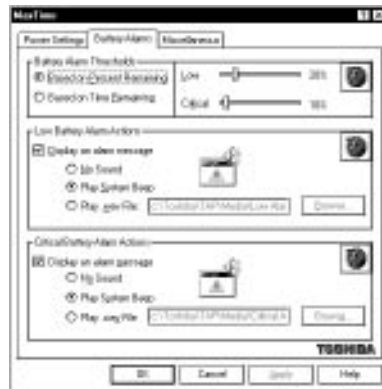
The Battery Alarms tab of the MaxTime Control Panel

5   Select the threshold that will trigger the battery alarms:

❖ To set the alarm to sound when the battery charge reaches the Time Remaining Threshold, click the button next to Based on Time Remaining.

❖ To set the alarm to sound when the battery charge reaches the Percent Remaining Threshold, click the button next to Based on Percent Remaining.

6   To change the Time Remaining or Percent Remaining Threshold, move the Low and Critical sliders in the Battery Alarm Thresholds section.

7   Click OK to save your settings and close the MaxTime Control Panel.

Starting Again Where You Left Off

If you want to turn your computer off for a while but don't want to spend all the time it normally takes to start your computer up again, Windows 95's Suspend command and Toshiba's Resume Mode are for you. These features provide a sort of electronic bookmark, storing the current state of the computer, including all your open files and programs, in memory until you turn the computer on again.

Suspending the computer uses power supplied by the backup battery to store this information. If the backup battery ever discharges completely (as it will if the main battery has discharged and you leave the computer off and unplugged for over eight hours), your information is lost. So, although suspending will store your open files, you should still save all your work before you turn the computer off.

There are two ways to suspend the computer:

❖ Click the Start button, then click Suspend.

❖ Turn on Toshiba's Resume Mode and press the power button.

The Windows 95 Suspend feature is the easiest way to suspend the computer. However, you'll have to use Resume Mode if you want to configure your system to:

❖ automatically suspend/resume when you open/close the display panel. This option is available through the Start Up Options tab of the Toshiba System Control Panel, or through TSETUP.

❖ turn off automatically when you haven't used it for a set amount of time. This option is available through MaxTime or TSETUP.

❖ turn on automatically when it detects an incoming call through the fax/modem port. This option is available through the Start Up Options tab of the Toshiba System Control Panel, or through TSETUP.

There are two ways to turn on Toshiba's Resume Mode in Windows 95:

❖ Use a special key combination (hotkey).

❖ Use the Toshiba System Control Panel.

The following sections describe how to turn Resume Mode on and off with a hotkey and with the Toshiba System Control Panel.

Using a Hotkey

To select Resume Mode, follow these steps:

1 **Press** Fn + F3 **to display the Resume Mode pop-up window.**

The Resume Mode pop-up window

2 **While continuing to hold down** Fn**, press** F3 **repeatedly until the Resume Mode icon is selected and the window displays "Resume On."**

3 **Release the** Fn **key.**

The system is now in Resume Mode.

Using the Toshiba System Control Panel

To select Resume Mode using the Toshiba System Control Panel, follow these steps:

1 **Click Start, then point to Settings.**

2 **Click Control Panel.**

Windows 95 opens the Control Panel.

3 **Double-click the Toshiba System icon.**

Windows 95 displays the Toshiba System Control Panel with the Start Up Options tab on top.

*The Start Up Options tab of the Toshiba System Control
Panel*

4 **In the Start Up Mode section, click the button next to
Resume.**

5 **Click OK to save your settings and close the Toshiba
System Control Panel.**

Replacing Batteries

When your main battery runs out of power, you have two options:
plug in the computer or replace the battery with a charged spare, if
you have one. You may need to replace the battery if it becomes
damaged or wears out after long years of use.

*When handling battery packs, do not drop or knock them.
Also be careful not to damage the casing or short-circuit the
terminals.*

To replace the battery, follow these steps:

1 **Save your work.**

2 **Turn the computer off or suspend it according to the
instructions in "Starting Again Where You Left Off" on
page 151.**

Part I: Getting to Know Your Computer

3 Remove all cables connected to the computer.

4 Turn the computer over with the front facing you.

Battery cover

Battery cover latch
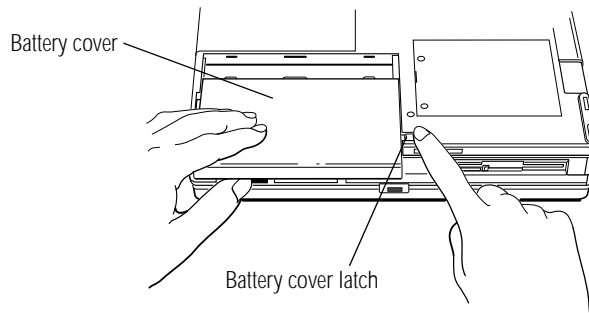
Removing the battery cover

5 Slide the battery cover latch **to the right.**

6 Remove the battery cover**.**

7 Press the battery eject lever on the left side of the battery slot.

8 Remove the battery from the battery slot.

If the battery is leaking or its case is cracked, put on protective gloves to handle it, and discard it immediately following the advice in the next section.

9 Wipe the battery terminals of the charged battery with a clean cloth to ensure a good connection.

10 Insert the charged battery into the battery slot, then slide it to the right and press it down to ensure a good connection.

The battery eject lever clicks into place.

11 Replace the battery cover.

12 Reconnect any cables you removed in step 3.

13 Turn the computer on.

If the backup battery or RTC battery need to be replaced, do not attempt to do so yourself. Contact your dealer or a Toshiba service representative.

Disposing of Used Batteries Safely

The life of a battery pack is about 500 recharges, so it should last for years. When your battery needs to be replaced, you'll notice that its ability to maintain a charge decreases significantly (the battery light flashes orange shortly after you have fully recharged the battery).

You must also discard a battery pack if it has become damaged.

The battery can explode if it is not disposed of properly. So don't simply throw it away. Putting spent batteries in the trash is not only irresponsible, it may also be illegal.

An insert regarding the disposal of batteries may have been provided with your computer. If not, check with your local government for information on where to recycle or dispose of old batteries.

If you cannot find the information you need, contact Toshiba for assistance. See "Contacting Toshiba" on page 357 for information on contacting Toshiba offices around the world.

Conserving Power

How long a fully charged battery pack lasts when you are using the computer depends on a number of factors, such as:

❖ How the computer is configured

❖ How much you use the hard disk, CD-ROM and diskette drives

❖ Whether you use any optional devices to which the battery supplies power

❖ Where you are working, since operating time decreases at low temperatures

There are various ways in which you can conserve power and extend the operating time of your battery:

❖ Enable Resume Mode, which saves power when you turn the computer off and back on again

❖ Use Toshiba's power saving options

By using the power saving options, you can greatly increase the length of time you can use the computer before you need to recharge the battery.

Toshiba has combined these options into preset power usage modes. These modes let you choose between maximum power savings and peak system performance. You may also set individual power-saving options to suit your needs.

The following sections describe how to choose a power usage mode and discuss each power-saving option.

The Easy Way—Choosing a Power Usage Mode

There are two preset power usage modes:

❖ Full power provides maximum system performance, while using the most power.

❖ Low power preserves battery charge by reducing overall system performance.

The following table shows the option settings for both power usage modes. The names of these options differ in the MaxTime Control Panel and TSETUP. The TSETUP option names are shown in parentheses.

Options	*Full Power*	*Low Power*
Hard Disk Auto Off (HDD Auto Off)	30 Min	3 Min.
Display Auto Off	30 Min	3 Min.
System Auto Off	Disabled	Disabled
Processing Speed	High	Low
Sleep Mode (CPU Sleep Mode)	Disabled	Enabled
Display Brightness (LCD Brightness)	Bright	Semi-Bright
Cooling Mode (Cooling Method)	Performance	Quiet

There is also a Custom Settings option that lets you set each power-saving option individually.

You may set the power usage mode with a hotkey, in MaxTime (if you're working in Windows 95) or in TSETUP (if you're working in MS-DOS). This chapter covers setting the power usage mode with a hotkey and in MaxTime. Using TSETUP to set the power usage mode is discussed in "TSETUP" on page 427.

Using a Hotkey

To select a power usage mode with a hotkey, follow these steps:

1   Press Fn + F2 **to display the power usage pop-up window.**

The power usage pop-up window

2   While continuing to press Fn**, press** F2 **repeatedly until you
select the desired power usage mode.**

3   Release the Fn **key.**

You're now in the selected mode.

Using MaxTime

To select a power usage mode in MaxTime, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 displays the Control Panel.

3   Double-click the MaxTime icon.

The MaxTime Control Panel opens with the Power Settings
tab on top.

The Power Settings tab of the MaxTime Control Panel

4   Choose the power source for which you want to set power-saving options:

❖ To set the power-saving options the system will use when it is running on battery power, click the button next to Battery.

❖ To set the power-saving options the system will use when it is running on AC power, click the button next to External.

5   Click the desired Power Usage Mode setting in the Power Usage Mode: list box.

6   Click OK to save your settings and exit the MaxTime Control Panel.

Setting Your Own Power Usage Options

If you set the power usage mode to Custom Settings, you can set your computer's power-saving options individually. For example, if you want the computer's processing speed set to its maximum level but want to take advantage of all the other power-saving features, this is the way to do it.

This section describes each of the power-saving options. The most energy efficient settings are indicated with an Energy Star logo.

Hard Disk Auto Off (HDD Auto Off)

This option saves power by temporarily shutting down the hard disk if it hasn't been accessed for a set period of time. The drive turns back on the next time the computer reads from or writes to it. You have eight choices:

1 Min, 3 Min, 5 Min, 10 Min, 15 Min, 20 Min and 30 Min turn the hard disk drive off if the computer hasn't accessed the hard disk for the time selected.

Display Auto Off

This option saves power by temporarily shutting down the display if you have not used the keyboard or AccuPoint for a selected period of time. To turn the display back on, press a key or move the AccuPoint. You have eight choices:

1 Min, 3 Min, 5 Min, 10 Min, 15 Min, 20 Min and 30 Min blank the display if you haven't used the keyboard or Accu-Point for the selected amount of time.

If you're using an external monitor, Display Auto Off blanks the monitor after the selected time.

System Auto Off

This option saves power by turning the computer off if it hasn't been used for a selected period of time. This option is available only if Resume Mode is turned on. You have seven choices:

Disabled leaves the computer on until you use the power button to turn it off.

10 Min, 20 Min, 30 Min, 40 Min, 50 Min and 60 Min turn the computer off if you haven't used it for the time selected.

Processing Speed

This option sets the speed at which the computer processes information. You have two choices:

Low sets a lower processing speed and saves power.

High sets the computer to its maximum processing speed.

Sleep Mode (CPU Sleep Mode)

This option temporarily shuts down the computer's central processing unit (CPU) when it is inactive. Pressing a key, moving the AccuPoint or a signal from a device returns the processor to its normal operating speed. You have two choices:

Enabled turns CPU Sleep Mode on.

Disabled turns CPU Sleep Mode off.

Display Brightness (LCD Brightness)

This option saves power by reducing the brightness of the computer's display. You have two choices:

Semi-bright reduces the brightness of the display.

Bright sets the display to its maximum brightness.

Cooling Mode (Cooling Method)

If the computer's central processing unit (CPU) starts to overheat, the CPU fan provides additional cooling to the CPU. This option lets you control how active the CPU fan is in cooling. You have two choices:

Performance mode uses the fan to cool the processor chip, maintaining maximum system performance. If the fan turns on frequently, you may want to set this option to Quiet to conserve battery life.

Quiet mode cools the system by temporarily reducing processing speed instead of using the fan.

Part I: Getting to Know Your Computer

Looking After Your Battery

It doesn't take much effort, but by treating your battery right you can make sure it provides maximum power storage for a long time. The following sections offer tips on how to take care of your battery.

Safety Precautions

❖ Never try to disassemble a battery pack.

❖ Don't overcharge or reverse charge a battery. Overcharging will shorten it life and reverse charging could destroy it, causing the release of toxic fumes.

❖ Never incinerate a spend battery as this will cause it to explode releasing toxic materials.

❖ If a battery is leaking or damaged, replace it immediately. Use protective gloves when handling a damaged battery.

❖ When you need to replace the main battery, use an identical battery from the same manufacturer.

Five Steps to a Happy Battery

❖ Don't leave the computer plugged in and unused for more than a week at a time. If you're not going to use the computer for a long period, disconnect the power cord and let the battery discharge completely.

❖ Alternate between batteries if you have a spare.

❖ Don't touch the metal terminals on the battery with another metal object.

❖ Always turn your computer off when you're replacing the battery pack

❖ Store spare battery packs in a cool dry place out of direct sunlight.

Additional Power Options

Depending on the amount of time you spend away from external power sources, the capacity of one battery pack may be sufficient for your needs. However, if you need more portable power, Toshiba provides three options:

❖ extra battery packs to use when the installed packs run out of power.

❖ a battery charger that charges more than one battery at a time.

❖ an automobile power adapter for charging a batter in your car.

Additional Battery Packs Extend Battery Time

Having one or more extra batteries gives you the opportunity to replace a discharged battery with a charged spare. This can greatly increase the amount of time you can work without having to find a power outlet.

Charging More than One Battery at a Time

The optional battery charger provides an alternative to charging the battery in your computer. This is especially useful if you have one or more extra batteries. You can charge up to two spares at a time in the battery charger while continuing to work on the computer. While the battery charger requires a power source, it provides an easy way for you to take more than one charged battery with you when you travel.

Use only Noteworthy™(Toshiba) battery chargers to charge your battery packs.

CAUTION

Charging the Computer's Battery in Your Car

The optional Noteworthy™ automobile power adapter lets you plug the computer into the cigarette lighter of your car. This is a great way to charge the computer's main battery while driving to your next appointment.

How about a Carrying Case?

When you're travelling, you'll probably need a way to carry your computer with you. Toshiba offers four choices of carrying cases for the computer:

❖ a sturdy fabric carrying case

❖ a leather attaché

❖ a leather Executive Portfolio

❖ a backpack-style case

All of these cases help protect the computer from the bumps and scratches of normal travel. They also provide plenty of extra space for manuals, power cords, CD-ROMS and diskettes.

Chapter 7

The Wide World of Multimedia

The term *multimedia* refers to the presentation of ideas using a combination of text, graphics, sound, animation, or video. A multimedia *title* is the collection of media elements intended to be viewed (or experienced) together. You may purchase a multimedia title on compact disc or access one over the Internet.

Unlike television programs or audio tapes, multimedia titles allow you to interact with the information by choosing what to view or listen to and when to see it or hear it.

The Tecra 500CDT computer has everything you need to enjoy multimedia: a CD-ROM drive, a high-speed Pentium processor, a color display, and advanced sound capabilities.

The Tecra 500CS comes with the same capabilities as the Tecra 500CDT except for the CD-ROM drive. To enjoy multimedia on a Tecra 500CS computer, you need to purchase an optional CD-ROM drive module and follow the instructions in "Swapping Drives in the SelectBay" on page 115.

This chapter introduces the multimedia elements you can explore with the CD-ROM supplied with the Tecra 500 CDT (optional with the 500 CS). Without investing in additional hardware or software, you can, for example, capture a video and keep track of your compact discs.

In addition to the information in this chapter, there is a wide variety of helpful books that explain multimedia. You'll find a selection of them at your local computer or book store.

Building Your Compact Disc Library

Your Toshiba computer comes with a number of multimedia programs already installed on the hard disk and a library of compact discs. You will want to expand your library to include compact discs to help you at work, at home, in study or recreation.

The information available on compact discs is extensive. Some current examples are:

❖ audio CDs with music

❖ instructional CDs with full motion video

❖ data base CDs with medical books, telephone books, cookbooks and other extensive reference material.

❖ searchable texts of books, stories, poems, the Bible and other literature

❖ adventure games, fantasy games and simulations

❖ children's stories and learning games

❖ multimedia presentations

❖ photo CDs with your own electronic photographs

❖ CDs filled with clip art files

❖ CDs with computer programs to help you redesign your home or garden, plan your vacation, balance your budget, chart your stars or raise your child

❖ extensive catalogs of hobbies such as coin collections, astronomical references, and fishing lures

❖ data bases with census data, financial records, maps and charts

Playing a Pre-Installed Compact Disc

For each installed compact disc title, the hard disk holds a small program that displays the title's icon. It does not store the title's content. To view a compact disc:

1 Place the disc in the CD-ROM drive.

2 Click Start, then point to Programs.

3 Locate the folder that contains the compact disc icon and title.

4 Click the icon.

If you click the icon without having the compact disc in the drive, Windows 95 prompts you to insert the disc.

Adding New Titles

When you buy a new compact disc, always run the installation program that comes with the disc. This program installs the icon that will access the contents of the compact disc.

For more information about managing titles, see "Managing Your Compact Discs" on page 181.

Playing an Audio CD

If you insert an audio CD into your CD-ROM drive, Windows 95 loads CD Player, a program that automatically plays the CD. To view the CD Player window, click CD Player on the task bar.
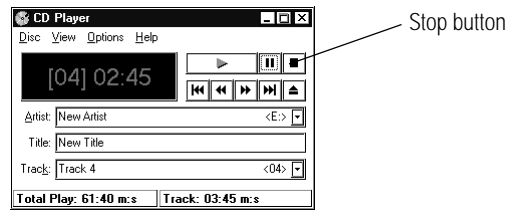
CD Player playing a CD

To increase or decrease the volume, turn the dial on the computer's chassis (located on the left side of the computer).

To stop the CD, click the stop button.

The Help facility of CD Player explains in detail how to use each component including how to store the name of each track.

If you exit from CD Player and want to start the program again, follow these steps:

1   Double-click the My Computer icon.

2   Click the Audio CD icon with the secondary AccuPoint button.

3   Click Play with the primary or secondary button.

Windows 95 opens the CD Player and starts playing your audio compact disc.

Playing Back Sound, Video and Animation Files

Multimedia files are stored in a variety of formats depending on the type of file.

Sound Files

Traditionally, sound is recorded in an analog form. For example, a magnetic tape recorder uses electrical signals to create a single model of a given sound or *waveform*.

Most multimedia computers support two types of sound files, wave files and MIDI files.

Digital Audio Wave Files

Digital audio uses computer-based technology to record, handle and recreate sound. Digital audio systems sample the waveform at fixed time intervals, for example, at 30 times per second, and reduce the sound to a sequence of numbers.

When you play back a digital waveform or wave file, the software transforms the numeric data back into its original acoustic waveform.

If you use the microphone to record sounds, the computer stores them as wave files.

Wave files have the extension .WAV.

MIDI Files

Musical Instrument Digital Interface (MIDI) is a standard language used by composers to create music to be played by a synthesizer. MIDI songs consist of commands, not actual digital sounds. For this reason, the size of a MIDI file is much smaller than a .WAV file.

You can connect an external MIDI device, such as a keyboard with a built-in synthesizer, or you can play MIDI files using the computer's internal synthesizer.

To learn more about the system's MIDI capabilities, look up MIDI in the Windows 95 help index.

MIDI files have the extension .MID.

Video and Animation Files

Full-motion video includes both traditional film and animation. A video plays back on your VCR at 30 frames per second. To play back the same video on your computer would require 9 megabytes of data per second at 640 x 480 resolution.

Since playing back video requires so much data, multimedia applications that use film or animation normally play back at 15 frames per second with a resolution of 320 by 200 pixels. This is why the video on a computer is not as smooth as what you are used to seeing on television.

To reduce the storage required, all video files must be compressed before they can be distributed and decompressed when you view them. Two compression and decompression techniques are in general use.

AVI Files

The most common technique for storing and playing back video on personal computers is Microsoft's Audio Video Interleaved (AVI) format. This software technique displays video using up to 15 frames per second in a small window.

AVI files have the extension .AVI.

A frame is a still picture that, when combined with thousands of others, makes a motion picture.

Full-motion video means motion pictures played back at 30 frames per second.

Interleaving video is the process of displaying every other row of pixels each time the computer refreshes the screen. This increases the rate at which the system updates the screen.

A pixel is the smallest dot on your screen that can be controlled by software.

Resolution is the number of pixels on the screen.

MPEG Files

Fifteen frames per second is not adequate for the games and multi-media titles the industry wants to produce. The Motion Picture Expert Group (MPEG) has developed compression and decompression standards that are capable of delivering true full-motion video on your computer.

MPEG files have the extension .MPG.

Full-Motion Video on the Tecra 500 Series Computer

For best results, MPEG requires specialized hardware to bypass the computer's Central Processing Unit (CPU) and system bus (the backbone of the computer to which all internal devices are connected).

Your computer comes with a Zoomed Video Port (ZV Port) which is an adaptation of the PC Card port for ZV Port Cards. These are PC Cards that conform to the new ZV Port standard and provide such services as video capture and the decompression of MPEG-compressed multimedia data (audio and video).

Audio and video data flow from the hard disk, a compact disc, the Internet or another source across the system bus to the PC Card controller. The controller passes them to the MPEG decoder on the PC Card, which delivers uncompressed video data back to the PC Card controller.

The PC Card controller then sends a decompressed video stream directly to the video/graphics controller, which displays it on your screen. It sends decompressed audio data directly to the audio sound chip, which controls the speakers.

By bypassing the CPU and system bus, the ZV Port can deliver high performance video data at 30 frames per second.

Play Back Programs

Windows 95 comes with three programs for playing multimedia files:

❖ CD Player is used to play an audio CD. The section "Playing an Audio CD" on page 170 explains how to use this program.

❖ Media Player is used to play back audio, video and animation files.

❖ Volume Control lets you adjust the volume.

Using Media Player

You can use Media Player to play back wave and Video for Windows files in addition to playing back several other formats such as MIDI and Quick Time for Windows files.

To play a file, follow these steps:

1 Click Start and point to Programs.

2 Point to Accessories, then point to Multimedia. Media Player.

3 Click Media Player.

Windows 95 displays the Media Player window.
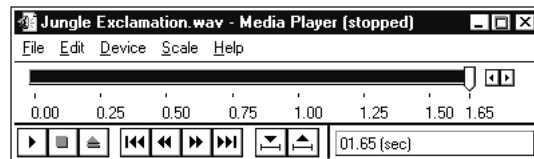
Media Player ready to play a wave file

4 Choose File Open.

5 Locate the file you want to play in the Look in box.

6 To display the list of file types Media Player can play, click the down arrow next to the Files of type list box.

7 Click the name of the file you want to play.

Another way to play a multimedia file is to click on the file name with the secondary button. This opens a list that includes the Play command.

Adjusting the Volume

You can set the volume in two ways:

❖ by using the Volume Control program

❖ by turning the volume dial

The Volume Control program sets the volume and balance for playing both CDs and multimedia files that contain sound.

To access this program, follow these steps.

1 Click Start and point to Programs.

2 Point to Accessories, then point to Multimedia.

3 Click Volume Control.

Windows 95 displays the Volume Control mixer window.
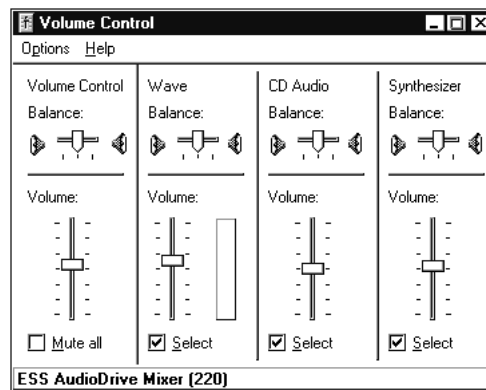
The volume control mixer window

4 Move the sliders to adjust the volume for the various types of sound files.

To avoid confusion, set all the mixer sliders in the Volume Control program to their medium settings and adjust the volume with the volume dial.

NOTE

Recording Sounds as Wave Files

You may record sounds through the built-in microphone or, using the microphone jack or line-in jack, from an outside source. This section describes how to record sounds.

Using the Built-In Microphone

The easiest way to record is through the computer's built-in microphone. To do this, follow these steps:

1 **Click Start, then point to Programs.**

2 **Point to Accessories, then point to Multimedia.**

3 **Click Sound Recorder.**

Windows 95 opens the Sound Recorder window.

4 **Click the Record button.**

(It's the red circle at the bottom right of the window.)

5 **Speak normally into the** microphone**.**
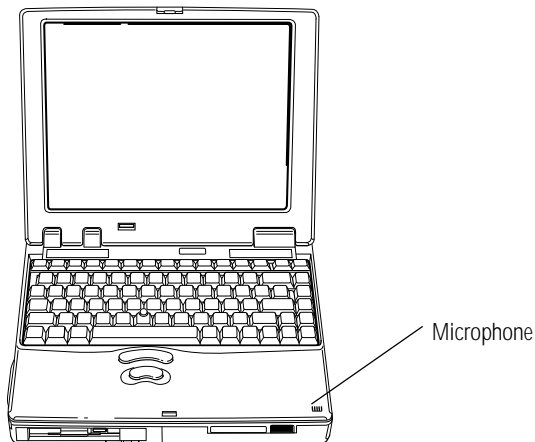
Locating the built-in microphone

6 **When you've finished recording, click the Stop button.**

The Audio Recorder window displays a graphical representation of the new sound file as a waveform display.

7 To hear what you just recorded, click the Play button.

8 To save the file, choose Save from the File menu.

Adjusting Recording Quality

You can adjust the quality of your recordings. However, the better the quality of the recording, the more disk space the sound file will require. Experiment to find a balance that fits your needs.

To adjust the recording quality, follow these steps:

1 If you already have the Sound Recorder open, skip to step 5.

2 Click Start, then point to Programs.

3 Point to Accessories, then point to Multimedia.

4 Click Sound Recorder.

Windows 95 opens the Sound Recorder window.

5 Click Edit, then click Audio Properties.

Sound Recorder opens the Audio Properties sheet.

6 Adjust the Recording Volume, Preferred device and Preferred quality according to your needs.

7 Click OK.

Your new settings will take effect the next time you record.

Using an External Microphone

The computer has a built-in microphone for recording sounds. To record higher quality sounds, you may wish to use an external microphone. To attach an external microphone, follow these steps:
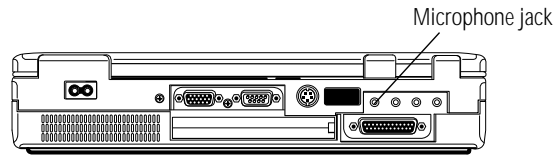
The microphone jack

1 **Locate the** microphone jack **on the back of the computer.**

2 **Plug the microphone cord into the microphone jack.**

3 **Turn the microphone on.**

The internal microphone is automatically disabled.

Once the external microphone is connected, the recording process is the same as with the built-in microphone. See "Using the Built-In Microphone" on page 177 for instructions.

Using an External Audio Input Device

To record sounds from an external audio device, such as a stereo amplifier, tape deck, or CD player, follow these steps:
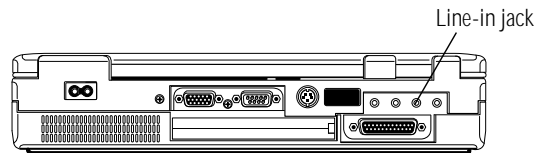
The line-in jack

1 **Locate the** line-in jack **on the back of the computer.**

2 **Using any necessary adapters, plug the cord from the audio device into the** line-in jack**.**

Once the external audio device is connected, the recording process is the same as with the built-in microphone. See "Using the Built-In Microphone" on page 177 for instructions. To adjust the quality of the recording, see "Adjusting Recording Quality" on page 178 for information.

Using External Speakers or Headphones

To play back sound files through an external device such as head-phones or stereo speakers, follow these steps:
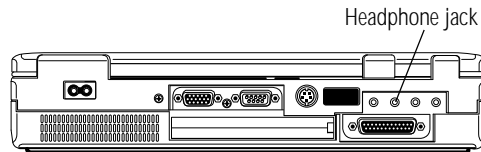
Headphone jack

The headphone jack

▶ **1 Locate the** headphone jack **on the back of the computer.**

2 Using any necessary adapters, plug the cord from the external audio device into the headphone jack. The head-phone jack requires a 16-ohm stereo mini-jack.

3 To adjust the volume, follow the steps in "Adjusting the Volume" on page 176.

Using an External Audio Device

You can record or play back sounds from the computer by con-necting the computer to an external audio device, such as a tape recorder or stereo amplifier. To connect an external audio device, follow these steps:
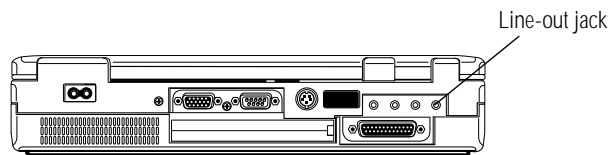
Line-out jack

The line-out jack

♪→ **1 Locate the** line-out jack **on the back of the computer.**

2 Using any necessary adapters, plug the cord from the external audio device into the line-out jack.

3 To adjust the volume, follow the steps in "Adjusting the Volume" on page 176.

Multimedia Options that Require Additional Equipment

You can capture video through your computer's ZV port technology. To capture video with the ZV port, you need to purchase a PC card called a "ZV Port Card" and insert it into the PC card slot on your computer. For more information see "Full-Motion Video on the Tecra 500 Series Computer" on page 174

You also need to purchase a video capture adapter and install it in the Desk Station V Plus. You would also need specialized software to edit your captured video.

To create an animation you need special graphics software.

To compose and play back sounds using the MIDI language you need additional equipment including a synthesizer.

Managing Your Compact Discs

If you have a large number of audio CDs and compact discs, you might find yourself wishing there were an easy way to keep track of what's on all of them. That's where Toshiba's magiCDisc™ management program comes in.

With magiCDisc, you can launch an associated program when you insert a compact disc into the CD-ROM drive. You can search for a specific compact disc by title, category or other key word, and look at only discs of a particular type, such as data, audio or photo.

If a compact disc includes programs to install on your hard disk, you can start the installation program from magiCDisc. You can also use magiCDisc to browse through and sample the multimedia files (sound, animation and graphical images) on a disc.

Opening magiCDisc

To open magiCDisc:

1 Click Start, then point to Programs.

2 Point to magiCDisc.

3 Click magiCDisc.

There are two primary screens in magiCDisc. The main screen is shown below. The other is the CD Rack, which contains a list of your compact discs. The CD Rack is described in "Looking at a List of CD-ROMs" on page 185.
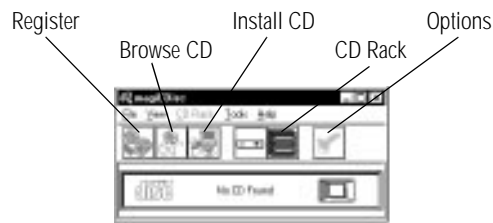
The main screen

From the main screen, you can:

❖ Add the compact disc to your list by clicking the **Register** button. See "Adding a Disc to the List" on page 183.

❖ Look through the files on the compact disc and play one or more of them by clicking the **Browse CD** button. See "Looking at and Playing the Files on a Compact Disc" on page 187.

❖ Start the installation of the software on the disc by clicking the **Install CD** button. See "Installing Programs from a Compact Disc" on page 188.

❖ View your list of compact discs by clicking the **CD Rack** button. See "Looking at a List of CD-ROMs" on page 185.

❖ Customize magiCDisc by clicking the **Options** button. See "Changing How magiCDisc Operates" on page 188.

Inserting a New CD or Compact Disc

The first time you insert an audio CD or compact disc into the drive, magiCDisc displays the Inspector dialog box.

The Inspector dialog box

This dialog box informs you that you have not previously registered the current disc. It also includes magiCDisc tools that let you register, browse or install the disc. This dialog box opens automatically, so you don't have to remember whether you registered the disc or not.

Adding a Disc to the List

To add an audio CD or compact disc to your list, follow these steps:

1   Click the Register button in the Inspector dialog box or from the magiCDisc toolbar.

The Registration dialog box opens.

The Edit Registration dialog box

There are three types of discs: compact discs that store data, audio CDs and photo CDs. The system determines the type of your disc and displays the appropriate icon in the upper right corner. The previous illustration shows the Registration dialog box for a data compact disc.

The options in the dialog box are different depending on the type of disc.

2 Enter a title and version (data compact disc), artist (audio CD) or date (photo CD).

3 Use the Category drop-down list box to enter a category.

To add a new category, click Add Category.

4 Type in any additional information in the Notes box.

5 Click:

❖ None if you don't want the system to start a program automatically when you insert the compact disc.

❖ Windows 95 AutoPlay Script to run the associated AutoPlay script file on the disc when you insert it. This option is available only if the disc you are registering supports the Windows 95 AutoPlay script capability.

❖ Default Media Player to start the default media player (defined on the Media Players tab of the Registration Options dialog box) each time you insert the disc. This option lets you change or upgrade the media player for all discs of a specific type, rather than change the AutoStart settings for each individual disc. To define the player, see "Customizing the Media Player" on page 191.

❖ Command Line to start a specific program when you insert the disc into the drive. Enter the exact command and working directory into the indicated boxes or use the Browse or Applications buttons to locate the program.

6   Click OK to complete the registration process and close the Registration dialog box.

That's all there is to it. The next time you look at the rack screen, your new disc will appear in the list (unless you've set the rack screen to display only discs of a different type).

Looking at a List of CD-ROMs

To examine a list of your registered discs, click the CD Rack button on the main screen. The rack screen opens.

The rack screen

If you've registered a large number of discs, you may want to limit how many are shown in the rack screen. Choose one of these options:

❖   To show all your discs, choose Display All CDs from the CD Rack menu.

❖   To show only one type of disc, choose Display *type* CDs only from the CD Rack menu, where *type* is Data, Audio or Photo.

❖   To show all the discs in one or more categories, choose Search by Category from the CD Rack menu. This opens the Search by Category dialog box. Select the desired category or categories from the list and click OK.

❖ To display those discs whose descriptions contain a key word, choose Search by Text from the CD Rack menu. This opens the Search for Text dialog box. Enter one or more key words separated by semicolons (;) into this box and click OK.

❖ To show all the discs of the selected type, (all, data, audio or photo), click Clear Previous Search.

The toolbar buttons are the same as those on the main screen. However, the Register, Browse and Install buttons have no effect unless you select a disc from the list. See the next section for details.

Selecting a Disc from the List

To select a disc from the list, click it. Once an item is selected, you can:

❖ Modify the registration information for the disc by clicking the Register button. You can change this information at any time. See "Adding a Disc to the List" on page 183.

❖ Browse through multimedia and data files on the disc and play one or more of them by clicking the Browse button.

You cannot browse an audio CD. You can only browse through the disc you selected in the rack if it is currently in the drive. See "Looking at and Playing the Files on a Compact Disc" on page 187.

❖ Install the disc by choosing the Install button. You can only install the disc you selected in the rack if it is currently in the drive. See "Installing Programs from a Compact Disc" on page 188.

Looking at and Playing the Files on a Compact Disc

To look through a list of files on a CD-ROM, follow these steps:

1 Click the Browse button.

This button is available both in the main and rack screens, and in the Inspector dialog box. You can only browse through a selected disc if it is currently in the drive.

The CD-ROM Browser opens.
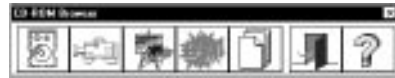
The initial CD-ROM Browser

2 Click the Audio, Video, Image, Animation or Data button to search for files of a particular type.

The extended CD-ROM Browser opens.

The CD-ROM Browser

3 Select one or more files in the playlist.

To select more than one file, press Ctrl as you click files beyond the first. To select several adjacent files, press Shift when you click the second and subsequent files.

4 Click the Play button to play the file.

Choosing the Next and Previous buttons moves you forward and backward through the selected files in the playlist.

To play all the selected files in the playlist, select AutoPlay before choosing the Play button. Click the AutoPlay Options button to set how the multiple files play. For example, you can set magiCDisc to limit the play time for each file.

5 When you've finished playing your files, click the Close button to close the CD-ROM Browser.

Installing Programs from a Compact Disc

Many compact discs have programs that you must install onto the hard disk. To install these files through magiCDisc click the Install CD icon on the toolbar. The magiCDisc program searches for the disc's installation program and lets you start it.

If there is more than one installation program, magiCDisc offers you a choice between them.

Changing How magiCDisc Operates

So far, you've seen how to manage your discs with all of magiCDisc's options set to their original values. However, you can customize many features of magiCDisc to fit your needs.

Customizing the Inspector

To customize how the Inspector works, follow these steps:

1 Click the Options button on the main or rack screen.

The Registration Options dialog box appears with the CD Inspector page selected.

The CD Inspector page

2 To enable the Inspector for unregistered discs, click the check box next to each desired type.

If the unregistered disc contains a Windows 95 AutoPlay script, the Inspector executes the script. If no Windows 95 AutoPlay script is found on the disc, the Inspector dialog box opens.

If the disc is an unregistered audio CD, the Inspector launches the default audio player.

3 To automatically start programs when you insert a registered disc, click the box next to Enable AutoStart Option.

A check appears in the box when the option is enabled.

NOTE

If this option isn't set, registered discs won't start programs automatically, even if the AutoStart option is selected in the individual disc's registration information.

4 Click OK to close the Options dialog box with your settings in effect.

Customizing CD-ROM Registration

To customize the registration process, follow these steps:

1 **Click the Options button from the main or rack screen.**

   The Registration Options dialog box appears with the CD Inspector page selected.

2 **Click the CD Registration tab to move to the CD Registration page.**

The CD Registration page

3 **Choose one type of CD-ROM to display the current categories for that type.**

4 **Change the list of categories as necessary:**

   ❖ To remove a category, select it and click the Remove button.

   ❖ To add a category, click the Add Category button.

5 **Click OK to close the Registration Options dialog box with your settings in effect.**

Customizing the Media Player

Setting a default media player lets you change or upgrade the media player for all discs of a specific type, rather than changing the AutoStart settings for each individual disc.

NOTE

Setting the default media player only affects an individual disc if AutoStart is set to Default Media Player in the disc's registration information.

To set the default media player for each type of CD-ROM, follow these steps:

1   Click the Options button from the main or rack screen.

The Registration Options dialog box appears with the CD Inspector page selected.

2   Click the Media Player tab to move to the Media Player page.

The Media Player page

3   Enter the Application name and Working Directory for the player of each type of disc.

You may use the Browse or Applications buttons to locate and select the desired media player.

4   Click OK to close the Registration Options dialog box with your settings in effect.

Chapter 8

Little Cards that Do Big Things

PCMCIA-compatible PC Cards greatly increase the capabilities of your computer. These cards pack all the performance of full-sized expansion cards into a case the size of a credit card.

There are three types of PC Card: Type I, Type II, and Type III. The difference between each type is the card size. Your computer comes with two stacked PC Card slots that let you install up to two Type I or Type II cards or one Type III card (Type III cards are much thicker). When you buy a PC Card, check the package for the Type of card you're buying.

Your computer's PC Card slots are Zoomed Video (ZV) Card and CardBus ready, allowing you to use PC Cards that comply with these standards.

This chapter describes the different types of PC Cards, tells you how to install PC Cards and provides general tips on using them. Since each card is different, you'll have to read your cards' documentation to use the card, but this chapter will help you get started.

CAUTION

If your PC Card came with a diskette, read "Programs that Make Your PC Card Work" on page 195 before installing any of its programs. The programs on the diskette may conflict with pre-installed Toshiba files designed specifically for your computer.

What Do PC Cards Do?

New PC Cards are being introduced every day. Among the PC Cards currently available are:

❖ Network adapters

❖ Hard disk and solid state memory drives

❖ SCSI adapters

❖ Global Positioning System (GPS) receivers

❖ ZV port card for video capture

Some PC Cards combine the functions of several different cards. These are handy if you want to get the most out of your PC Card slots.

CAUTION

PC Card technology has changed considerably over the last few years and it's important that your card is current with the times. Check the package to make sure the PC Card you buy conforms to the PCMCIA 2.01 standard (or later). Cards not conforming to this standard may work with your computer, but are likely to be much more difficult to set up and use.

Cards You Can Buy From Toshiba

Toshiba's Noteworthy PC Cards are specifically designed to work with your computer and are available from your Toshiba dealer. Noteworthy PC Cards include:

❖ Removable hard disk drives

❖ Token ring network adapters

❖ Ethernet network adapters

❖ SCSI adapters

❖ Global Positioning Systems (GPS)

Programs that Make Your PC Card Work

PC Cards require Card and Socket Services software. This may sound complicated but it's simply a set of programs that acts as a translator between the PC Card and the computer, and makes hot swapping (switching cards while the computer is on) possible.

Windows 95 comes with all the Card and Socket Services programs already installed. To ensure complete compatibility with all the features of Windows 95, use the Windows 95 built-in Card and Socket Services rather than the version that came with your PC Card.

To set up the Card and Socket Services programs for your PC Card, see "Setting Up Your PC Card for Your Computer" on page 198.

PC Cards and Suspending the Computer

Windows 95's Card and Socket Services software is designed to support Toshiba's Resume Mode and Windows 95's Suspend command. If you use another manufacturer's Card and Socket Services software instead, the system may not recognize your PC Card when you turn the computer on in Resume Mode.

If this happens, shut down the computer and restart it. The system will recognize the card.

Hot Swapping

One of the really great things about PC Cards is that you can replace one PC Card with another even while the computer is on. This is called "hot swapping." For example, if you want to switch between a hard disk and a modem PC Card, you can do it while you're working without turning the computer off and back on again.

Hot Swapping Cautions

While you can insert a PC Card at any time, applying a bit of common sense about when you remove a card will make your computing life much happier. Just remember not to remove a card while it's in use. You probably won't break anything, but you could lose valuable information. Some examples:

❖ Do not remove a hard disk card while the system is accessing the card.

❖ Do not remove a SCSI card while any of the SCSI devices are operating.

❖ Do not remove a network card while you are connected to the network.

❖ Use Windows 95 to stop the PC Card before removing it, according to the instructions in "Removing a PC Card" on page 200.

Inserting PC Cards

OK. You've bought your first PC Card and want to install it. This section describes how to install the card.

Before you insert your PC Card, read through the documentation that comes with the card to see if you need to do anything before you insert it.

Windows 95 provides the Card and Socket Services for your PC Card. Even if your PC Card comes with its own version of Card and Socket Services, you should use the files included in Windows 95.

You may insert Type I or Type II cards into either the upper or lower slot. For a Type III card you must use the lower slot. Inserting a Type III card takes up all the space for both slots—you cannot have a Type III card installed with any other card.

To insert a PC Card, follow these steps:
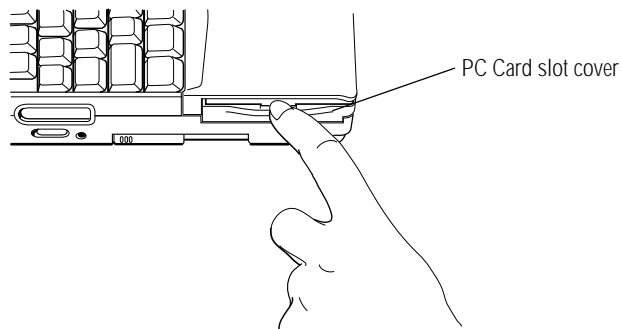
PC Card slot cover

Opening the PC Card slot cover

1 **Locate and open the** PC Card slot cover **on the left side of the computer.**
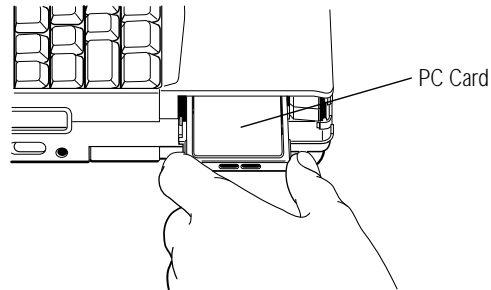
*Inserting a Type II PC Card into the lower half of the
PC Card slot*

2   Insert the PC Card**.**

If you have a Type III card, insert it into the lower part of the
slot. If you have a Type I or Type II card, insert it into either
the top or bottom half of the slot.

**3   When the card is almost all the way into the slot, push
firmly, but gently, to ensure a firm connection with the
computer.**

Do not force the card into position.

4   Close the PC Card slot cover.

Setting Up Your PC Card for Your Computer

Some PC Cards are ready to use as soon as you install them. Oth-
ers, such as hard disk cards, network cards and SCSI adapters,
require some additional work to set them up to work for your com-
puter.

Windows 95 makes setting up your PC Cards quick and easy.
This section describes how to set up Windows 95 to work with
your PC Card(s).

Setting Up PC Card Support in Windows 95

When you insert your PC Card, Windows 95 should display the New Hardware Found dialog box, prompting you to set up your PC Card. Follow the instructions on the screen to set up your PC Card.

If Windows 95 doesn't detect your card automatically, follow these steps:

1 Click the My Computer icon with the secondary button.

Windows 95 opens the System Properties sheet.

2 Click the Device Manager tab to access the Device Manager page.

The Device Manager page should list a PCMCIA socket. If it doesn't, return to the Control Panel, double-click the Add New Hardware icon and follow the instructions on the screen to add a PCMCIA socket controller.

3 Click the "+" to the left of the PCMCIA Socket icon in Device Manager.

Device Manager lists the controller(s).

4 The controller icon(s) will appear in one of the following ways:

❖ If the icon appears normally, PC Card support is set up correctly. Close the System Properties sheet and Control Panel.

❖ If there is a red X over the icon, you need to set up the PC Card drivers, Continue with the step 5.

❖ If there is a yellow exclamation point (!) over the icon, you need to configure the PC Card drivers. Continue with step 5.

5 Click OK to close the System Properties sheet and return to the Control Panel.

6 Double-click the PC Card (PCMCIA) icon.

Windows 95 opens the PCMCIA Wizard.

7 Follow the instructions on the screen to set up PC Card support.

Removing a PC Card

To remove a PC Card, follow these steps:

1 Click the PC Card button on the taskbar.

2 Click Stop *xxxx*, where *xxxx* is the identifier for your PC Card.

Windows 95 displays a message when you may safely remove the card.

3 If it's closed, open the PC Card slot cover on the left side of the computer.
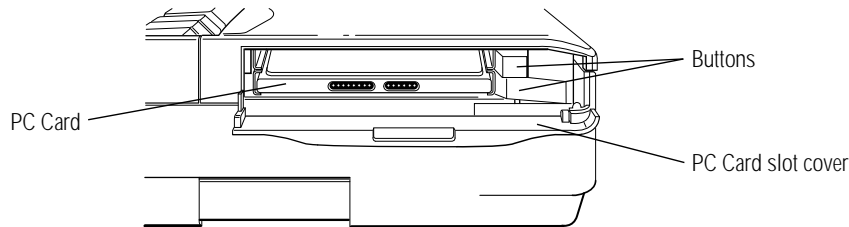
The PC Card release buttons

4 Push the button **that corresponds to the slot in which your PC Card is installed.**

The top button releases a card in the upper slot. The bottom button releases a card in the lower slot.

5 Grasp the edges of the PC Card **and slide it out of the slot.**

6 Close the PC Card slot cover**.**

Chapter 10

Using Your Computer on Your Desk

Your computer was designed to be easy to carry around and use while you travel. However, it's also powerful enough to use as your primary desktop computer.

This chapter describes how to connect several optional devices that can make your computer at home on your desk.

Using an External Monitor

You can easily attach an external VGS or Super VGA monitor to your computer. Some external monitors display more information than the computer's built-in LCD. Also, having an external monitor makes the entire display bigger.

You can also connect other video output devices, such as LCD projection panels (for overhead projectors) and other types of multimedia projection systems.

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Connecting an External Monitor

To connect an external monitor, follow these steps:

1   Turn the computer off.
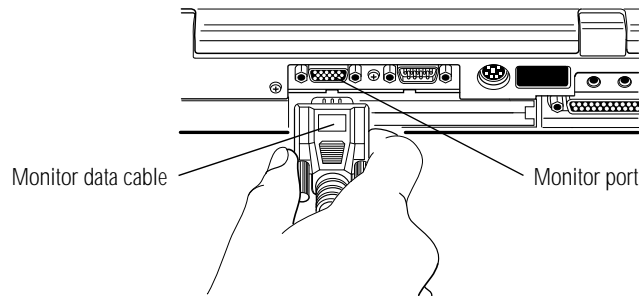
Connecting an external monitor

2   Connect the monitor's data cable **to the** monitor port **on the back of the computer.**

3   Connect the monitor's power cable to a live wall socket.

4   Turn the external monitor on.

5   Turn the computer on.

The computer uses the external monitor.

Directing the Display When You Turn the Computer On

When you turn the computer on, it sends information to the external monitor. To send information to the built-in LCD as well, you'll need to change the Power On Display option setting in TSETUP, or use the Display hotkey, Fn + F5.

The Power On Display option in TSETUP has two settings:

❖ Internal/External sends the display output to the external monitor. If no external monitor is attached, it sends the data to the computer's built-in LCD.

❖ Simultaneous sends display output to both the external monitor and the built-in LCD. This is especially useful if you're making a presentation and wish to guide the discussion from your notebook.

NOTE

Simultaneous mode won't work if your external monitor, or other projection device, can't display resolutions of 800 x 600 or higher, or if you're using a display mode not supported by the built-in display adapter.

This section explains how to change this option using the hotkey (Fn + F5). To set the Power On Display option using TSETUP, see the DISPLAY section of the TSETUP chapter on page 441.

To set this option using the hotkey, follow these steps:

1 Press Fn + F5**.**

2 Still holding Fn**, press** F5 **repeatedly until the setting you want takes effect.**

This hotkey cycles through the settings in the following order: built-in display only, external monitor only and simultaneous display.

3 Release the Fn **key.**

Using an External Keyboard

If you prefer to use a standard desktop keyboard, you can attach one to your computer. The computer's PS/2 mouse/keyboard port supports any PS/2-compatible keyboard. Toshiba makes two external keyboards specifically designed to work with your computer. One is a standard 101 key external keyboard. The other is a

multimedia keyboard with stereo speakers and audio connectors
on the keyboard. For more information, contact your dealer.

*You can only connect one PS/2 device at a time (unless you
purchase a special Y-cable to allow you to connect both
simultaneously). If you're already using a PS/2 mouse, you
must turn the computer off and remove the mouse before
connecting a PS/2 keyboard.*

NOTE

When you connect an external keyboard, you can use either the
external keyboard or the computer's internal keyboard.

Connecting the Keyboard

To connect an external keyboard, follow these steps:

1   Turn the computer off.

STOP

*If you connect the keyboard while the computer is on, you
must reboot the computer to make it recognize the external
keyboard.*

WARNING

Keyboard cable   PS/2 mouse/keyboard port
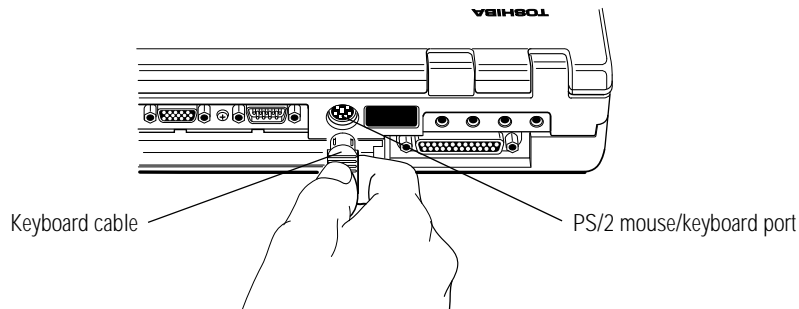
Connecting an external keyboard

2   Attach the keyboard cable **to the** PS/2 mouse/keyboard port
on the back of the computer.

3 See the keyboard's documentation for additional configuration steps.

4 Turn the computer on.

Disconnecting the External Keyboard

To disconnect the PS/2 keyboard:

1 Save your files.

2 Turn the computer off.

3 Remove the keyboard connector from the PS/2 mouse/keyboard port.

4 Turn the computer on again.

Making Your External Keyboard Pretend it Has the Fn Key

An external keyboard doesn't have the Fn key provided by the built-in keyboard. If you use the computer's hotkeys or have set up key combinations in Fn-esse, you'll probably miss these features when using an external keyboard. Don't worry: with the Fn Key Equivalent option, you can make your external keyboard act as though it had an Fn key.

You can set the Fn Key Equivalent option with TSETUP, Fn-esse, or through the Windows Control Panel. To find out how to set this option using Fn-esse, see "Using Fn-esse with an External Keyboard" on page 293. To find out how to set this option using TSETUP, see "TSETUP" on page 427.

To set the Fn Key Equivalent option through the Windows Control Panel, follow these steps:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 displays the Control Panel.

3 Double-click the Keyboard icon.

Windows 95 displays the Keyboard Properties dialog box.

4 Click the Toshiba tab to bring it to the front.

5 Click the circle to the left of the desired Fn Key Equivalent for External Keyboard setting.

6 Click OK to close the dialog box with your setting in effect.

Using a Serial Mouse

You may want to use a mouse instead of the AccuPoint. You can use a serial mouse or a PS/2 mouse. See "Using a PS/2 Mouse" on page 230 if you wish to use a PS/2 mouse.

Mouse cable   Serial port
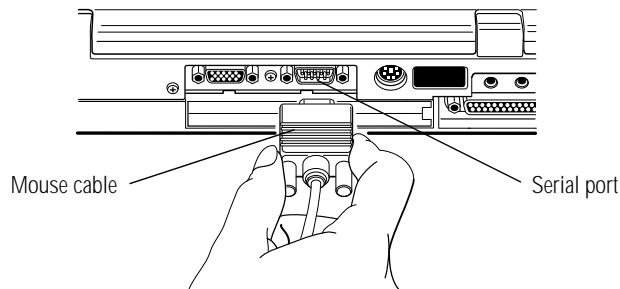
Connecting the cable to the serial port

To connect a serial mouse, plug the **mouse cable** into the computer's **serial port**. The AccuPoint is automatically disabled.

Using a PS/2 Mouse

If you prefer to use a PS/2-compatible mouse, you can attach one to your computer. The computer's PS/2 mouse/keyboard port supports any PS/2-compatible mouse.

You can only connect one PS/2 device at a time (unless you purchase a special Y-cable to allow you to connect both simultaneously). If you're already using a PS/2 keyboard, you must turn the computer off and remove the keyboard before connecting a PS/2 mouse.

NOTE

Check whether the mouse cable has a 6-pin connector for the PS/2 port. If it hasn't, you need an adapter cable. See your dealer.

Connecting the PS/2 Mouse

To connect a PS/2 mouse, follow these steps:

1 Turn the computer off.

STOP
WARNING

Make sure the computer is off before you attach the mouse. Connecting a mouse with the computer's power on may damage the mouse, the computer or both.

PS/2 mouse cable   PS/2 mouse/keyboard port
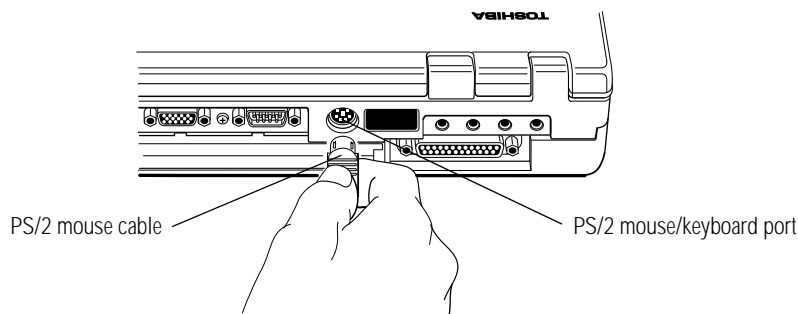
Connecting a PS/2 mouse

2 Attach the PS/2 mouse cable **to the** PS/2 mouse/keyboard port **on the back of the computer.**

3 See your mouse documentation for additional configuration steps.

4 Turn the computer on.

Part I: Getting To Know Your Computer

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Using a PS/2 Mouse

Setting Up a PS/2 Mouse

If you connect a PS/2 mouse to the PS/2 mouse/keyboard port, you may use the mouse, the AccuPoint or both.

To set how the PS/2 mouse works with the AccuPoint, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double-click the Toshiba System icon.

The Toshiba System Control Panel opens with the Start Up Options tab on top.

4   Click the Miscellaneous tab to bring it to the front.

The Miscellaneous tab of the Toshiba System Control Panel

5   In the Pointing Devices section of the tab, click the button next to the desired option.

6   Click OK.

The Toshiba System Control Panel displays the System Set-
tings Change dialog box, asking if you want to reboot (restart)
the computer.

7   Click Yes or No:

❖   Yes restarts the computer immediately with your changes
in effect.

❖   No allows you to save open files. After you save restart the
computer to make your changes take effect.

The Desk Station V Plus

The optional Desk Station V Plus docking station provides excep-
tional expansion capability. Besides replicating all the computer's
ports, it provides an additional SelectBay, a 5.5" expansion bay
and two full length expansion slots.

By docking the computer in the Desk Station V Plus, you have
immediate access to your external devices (such as printers, SCSI
devices, network adapters, external keyboard and pointing device)
instead of having to connect them up each time you return to your
desk with your computer.

With the Desk Station V Plus, you can dock the notebook while it
is on to use the peripheral devices. Then, by pushing one button,
you can undock the computer to take with you.

Windows 95 uniquely identifies each Desk Station V Plus, and
creates a unique hardware profile. When you dock your computer,
Windows 95 automatically determines which Desk Station the
computer is connected to, and uses the correct hardware profile.

For complete information about the Desk Station V Plus, talk to
your Toshiba dealer. For information about using a Desk Station
V Plus, refer to the *Desk Station V Plus User's Guide*.

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The Desk Station V Plus

Desk Station V Plus Features

The Desk Station V Plus provides the following features:

Use the SelectBay to easily install and remove a Toshiba 3 1/2" diskette drive module or a CD-ROM drive module.

Use the 5 1/4" expansion bay in the Desk Station V Plus to install any industry standard IDE or SCSI half-height 5 1/4" device (such as a hard disk, a tape drive or a CD-ROM drive).

Use the security lock slot to attach a Noteworthy Computer Lock cable to the Desk Station V Plus. This cable is discussed in "Applying Physical Restraints" on page 270.

Use the volume dial to adjust the loudness of the system speaker.

Use the two standard type III PC Card slots to connect up to two standard PCMCIA compatible PC Cards, such as network cards and ATA devices.

Use the two full-length expansion slots for most standard ISA and PCI expansion cards. A half-length expansion slot provides space for a PCI expansion card. You can install hard disk drive cards, network interface cards and many others.

Connect a parallel printer or other parallel device through the Centronics-compatible parallel port. If you do not use this parallel port for a printer, you can connect a LAN adapter, a tape backup device, a SCSI adapter or an ECP printer.

The MIDI/joystick port lets you connect a joystick or a MIDI device, such as a synthesizer.

You can connect SCSI devices internally and externally through the 50-pin, high-density shielded SCSI II port.

Use the standard 9-pin, RS-232C serial port to connect a serial device, such as a serial printer, modem or mouse.

You can use the monitor port to connect an external VGA or SVGA monitor to the monitor port if you prefer to use a full-sized monitor.

Use the PS/2 mouse port to connect a PS/2-compatible pointing device.

Use the PS/2 keyboard port to connect a PS/2 keyboard.

Use the microphone jack to connect an external monaural microphone or other audio input device.

Use the headphone jack to connect stereo headphones or externally powered stereo speakers.

Use the audio line-in jack to play and record stereo sound from an external audio device, such as a stereo system.

Use the audio line-out jack to connect your computer to a tape recorder or a stereo amplifier to record or play sounds from your computer.

Use the AC IN socket to connect the Desk Station V Plus to AC power, using a power cord.

Desk Station V Plus Security

"Using a Password" on page 243 describes how to set a password to protect your valuable data files. If you're using the Desk Station V Plus and have set a password, the password can provide protection for the notebook as well.

This password is called the Undock Password in the Toshiba System Control Panel, and the Eject Password in TSETUP. When you enable this option, you must enter a password before you can remove the computer from the Desk Station V Plus. This section describes how to set an Undock Password using the Toshiba System Control Panel. To find out how to set an eject password using TSETUP, refer to the PASSWORD section of the TSETUP chapter on page 431.

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The Desk Station V Plus

Turning On the Undock Password

To turn on the Undock Password, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double-click the Toshiba System icon.

The Toshiba System Control Panel opens with the Start Up Options tab on top.

4   Click the Security tab to bring it to the front.

The Security tab of the Toshiba System Control Panel

5   If you haven't registered a System Password, click the Set button in the System Password section of the tab.

If you have already registered a System Password, skip to step 10.

The Toshiba System Control Panel displays the Set Password dialog box.

The Set Password dialog box

6 Type a password of one to 16 characters in the Enter new password box.

You may use any combination of letters and numbers in your password.

7 Type the password again in the Re-enter new password box.

If the passwords match, the OK button is enabled.

8 Click OK.

The Toshiba System Control Panel displays the Security tab with the System Password listed as "Registered."

9 In the Undock Password section of the dialog box, click Enable.

10 Click OK.

The Undock Password is registered.

For more information on how the password function works see "Using a Password" on page 243.

The NoteDock II

The expansion port allows you to connect your computer to an optional NoteDock II port replicator. The NoteDock II is an excellent investment if you're using your computer both in and out of the office.

238 **Using Your Computer on Your Desk**
The NoteDock II

Imagine that you're a salesperson who frequently works away from the office. When you return to your desk, you want to be able to connect to your network, print reports from your computer, and use a mouse instead of the AccuPoint. Connecting cables for each of these devices every time you return to the office is time-consuming and inconvenient.

By connecting external devices to the NoteDock II instead of directly to your computer, you can leave the devices connected while you are using your computer away from your desk. When you return, you can quickly connect your computer to the NoteDock II and have immediate access to the devices.

NoteDock II Features

This section identifies and describes the features of the NoteDock II.
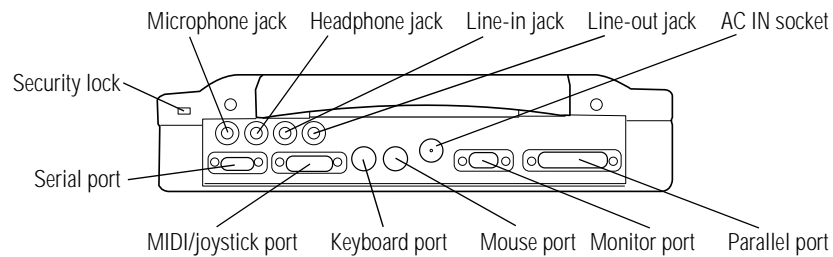
The rear of the NoteDock II

Use the **security lock slot** to attach a Noteworthy Computer Lock cable to the NoteDock II. This cable is discussed in "Applying Physical Restraints" on page 270.

Use the microphone jack to connect an external monaural microphone or other audio input device.

Use the **headphone jack** to connect stereo headphones or externally powered stereo speakers.

Use the audio **line-in jack** to play and record stereo sound from an external audio device, such as a stereo system.

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♪→   Use the audio **line-out jack** to connect your computer to a tape recorder or a stereo amplifier to record or play sounds from your computer.

[⋯]   Use the **serial port** to connect a serial device, such as a serial printer, modem or mouse.

     The **MIDI/joystick port** lets you connect a joystick or a MIDI device, such as a synthesizer.

     Use the **PS/2 keyboard port** to connect a PS/2 keyboard.

     Use the **PS/2 mouse port** to connect a PS/2-compatible pointing device.

     Use the **monitor port** to connect an external monitor.

     Use the **parallel port** to connect a parallel printer or other parallel device.

     Use the **AC IN socket** to connect the NoteDock II to AC power, using the power cord.

Volume dial

PC Card slots

(Slot 2)   (Slot 3)
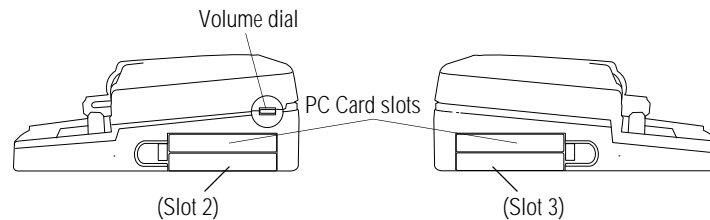
The right and left sides of the NoteDock II

     Use the two **PC Card slots** to install Type I, II or III PC Cards. The slot on the right side of the NoteDock II is referred to as **Slot 2**. The slot on the left side is referred to as **Slot 3**. These slots are Zoomed Video Card and CardBus ready. For more information, see "Using PC Cards in the NoteDock II" on page 241.

     Use the **volume dial** to adjust the loudness of the system speaker.
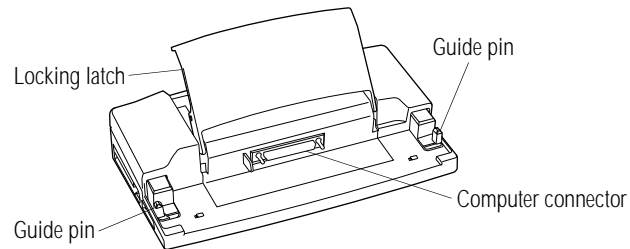
The front of the NoteDock II

The view of the NoteDock II above identifies:

❖ the **locking latch** and **metal latches** that secure the computer
to the NoteDock II.

❖ the **computer connector** that connects to the expansion port
on the back of your computer.

❖ the **guide pins** that help align the computer with the
NoteDock II, ensuring a proper connection.

Connecting the Computer to the NoteDock II

To attach the computer to the NoteDock II, follow these steps:

1   Remove all cables from the back of the computer.

2   Close the computer's port covers.
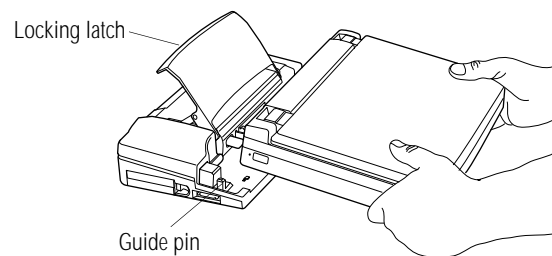
Attaching the computer to the NoteDock II

3   Lift the locking latch **on the NoteDock II.**

4   Align the two holes on the bottom of the computer with the
guide pins **on the NoteDock II.**

5 Gently press the locking latch **down.**

The computer slides into place and connects to the port replicator.

6 Attach the power cable to the NoteDock II's DC IN socket.

7 Connect the power cable to a wall socket.

Windows 95 uniquely identifies each NoteDock II. Every time you connect the computer to a different NoteDock II, Windows 95 creates a new hardware profile. This feature is extremely useful if you have a NoteDock II both at home and at the office, since Windows 95 automatically determines which port replicator the computer is connected to, and uses the correct hardware profile.

To disconnect the computer from the NoteDock II, turn the computer's power off, lift the locking latch, and remove the computer.

Using PC Cards in the NoteDock II

The NoteDock II provides two additional PC Card slots. These slots are Zoomed Video Card and CardBus ready, and function in the same way as those in the computer.

For information about setting up PC Cards, refer to "Setting Up Your PC Card for Your Computer" on page 198.

To use the PC Card slots in the NoteDock II, you will need to set up PC Card support the first time you connect to the NoteDock II.

To set up PC Card support, follow these steps:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 displays the Control Panel.

3 Select the PC Card (PCMCIA) icon.

4 Follow the setup instructions.

Chapter 11

Keeping Your Files Safe

At some time, you'll almost certainly have files on your computer that you want to keep private. Your computer comes with several options that can help you keep your computer and files safe from unwanted intrusion.

This chapter describes the security options for your notebook computer.

Using a Password

Setting a password lets you leave your computer, secure in the knowledge that nobody can access your files. When you set a password, you must enter the password before you can work on your computer again.

Toshiba supports the following types of passwords:

❖ A system password protects your system in two ways: as a power-on password, it requires you to enter the password every time you start or resume the computer; as an instant password, it allows you to get up and walk away from your computer for a few moments without turning it off.

243

❖ A hard disk password protects your data by requiring a pass-word when you try to access the hard disk, whether it's in your computer or in another system.

❖ An undock (eject) password protects your computer and data by requiring a password when connecting to or disconnecting from the optional Desk Station V Plus.

Working with System Passwords

The system password is the basic level of password security. For most users, this is all the password security you'll need.

You may create a system password in either the Toshiba System Control Panel or TSETUP. This section describes how to create a system password using the Toshiba System Control Panel and how to use it as an instant and power-on password. For more information about TSETUP, see "TSETUP" on page 427.

Creating a System Password

When you register a password in the Toshiba System Control Panel you cannot create a password service diskette. If you forget your password, you must contact Toshiba (US telephone number 800-999-4273) before you can start your computer again. To register a password and create a password service diskette, follow the steps in "Protecting Against Forgetfulness" on page 247 to use TSETUP.

CAUTION

To create (register) a password in the Toshiba System Control Panel, follow these steps:

1 If your diskette drive module is not installed in the Select-Bay, connect the external diskette drive or swap drives in the SelectBay.

To swap drives, see "Swapping Drives in the SelectBay" on page 115.

2 Click Start, then point to Settings.

3 Click Control Panel.

Windows 95 opens the Control Panel.

4 Double-click the Toshiba System icon.

The Toshiba System Control Panel opens with the Start Up Options tab on top.

5 Click the Security tab to bring it to the front.

The Security tab of the Toshiba System Control Panel

6 Click the Set button in the System Password section of the tab.

The Toshiba System Control Panel displays the Set Password dialog box.

The Set Password dialog box

7 Type a password of one to 16 characters in the Enter new password box.

You may use any combination of letters and numbers in your password.

> ✋ **CAUTION**
>
> *Make sure you use a password you can remember easily and create a password service diskette. If you ever lose or forget your password, contact Toshiba PC Product Support (US telephone number 800-999-4273). Password service diskettes are discussed in "Protecting Against Forgetfulness" on page 247.*

8 Type the password again in the Re-enter new password box.

If the passwords match, the OK button is enabled.

9 Click OK.

The Toshiba System Control Panel displays the Security tab with the System Password listed as "Registered."

10 If you would like, you may also enter a Password Prompt in the Prompt text box.

This text will appear with the password message any time you start or restart the computer.

Protecting Against Forgetfulness

If you ever forget your password, a password service diskette lets you bypass the password when starting your computer. You can create a password service diskette when you register a password in TSETUP.

> *If you forget your password and have lost your password service diskette, contact Toshiba service (US telephone number 800-999-4273).*
>
> **CAUTION**

To register a password in TSETUP and create a password service diskette, follow these steps:

1 If your diskette drive is not installed in the SelectBay, connect the external diskette drive or swap drives in the SelectBay.

To swap drives, see "Swapping Drives in the SelectBay" on page 115.

2 Insert a diskette into the diskette drive.

> *Run TSETUP outside of Windows 95, at a system prompt. If you try to run TSETUP from an MS-DOS session under Windows 95, results can be unpredictable.*
>
> **NOTE**

3 If you're currently in Windows 95, click Start, then click Shut Down.

4 Click the button next to Restart the computer in MS-DOS mode and click Yes.

Windows 95 shuts down the computer, then restarts it in MS-DOS mode and displays a system prompt.

5 Type: c:\dos\tsetup

TSETUP displays a screen similar to the following:

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```
                          SYSTEM SETUP (1/2)              BIOS VERSION = X.XX
          ┌─────── MEMORY ───────┐              ┌─────── BATTERY ───────┐
          │ Total        = 16384KB │            │ Battery Save Mode = Full Power │

          ┌─────── DISPLAY ───────┐              ┌─────── OTHERS ───────┐
          │ Display Adaptor    = VGA Compatible │  Power-up Mode      = Boot
          │ LCD Display Colors = 256K Colors    │  CPU Cache          = Enabled
          │ Power On Display   = Internal/External│ L2 Cache           = Enabled
          │ Text Mode Stretch  = Enabled        │  Auto Power On      = Disabled
                                                   Alarm Volume       = High
          ┌─────── PASSWORD ──────┐                System Beep        = Enabled
          │ Not Registered         │
                                                   Keyboard          = Layout/Fn
                                                   Boot Priority     = FDD→HDD
          ┌─────── HARD DISK ──────┐               Pointing Devices  = Auto-Selected
          │ Int. Standard HDD      │               PC Card Controller Mode
          │   Mode       = Enhanced IDE (Normal) │                   = PCIC Compatible
```

```
↑↓←→:Select items  Space, BkSp:Change Values  PgDn, PgUp: Change pages
Esc:Exit without saving  Home:Set default values  End:Save changes and Exit
```

The first page of the System Setup screen

6 **Press** p **to highlight the Password section.**

7 **Press the spacebar.**

TSETUP asks you to enter a new password.

8 **Type a password of one to 16 characters and press** Enter**.**

You may use any combination of letters and numbers in your password.

9 **When TSETUP prompts you to do so, verify the password by typing it again and pressing** Enter**.**

If the two passwords match, TSETUP displays: Registered.

If the two passwords don't match TSETUP displays an error message. Repeat steps 6 and 7 to enter the password again.

10 Press End **to save your change and close TSETUP.**

11 Press Y **to confirm you want to quit.**

CAUTION

The computer overwrites all existing information on the password service diskette. Make sure the diskette you use does not contain any important information.

TSETUP asks you to enter the type of diskette you're using.

12 **Press** 2 **if you're using a 1.44MB diskette or press** 1 **if you're using a 720KB diskette.**

TSETUP creates the password service diskette and displays a message when it's finished.

13 **Remove the diskette and press any key to continue.**

TSETUP closes, returning you to the system prompt. The next time you start the computer your password will be in effect.

14 **Place your password service diskette in a safe place, away from the computer.**

Do not use your password service diskette for any other purpose. If you try to access the diskette, you'll receive an error message, and will have to reset your password and create a new password service diskette.

Power-On Password

Whenever you start or restart your computer with a power-on password in effect, the computer prompts you to enter the password before it goes through its normal startup procedure. The power-on password operates whether or not the computer is operating in Resume Mode.

When your computer prompts you to enter your password, type it in and press Enter. If you enter the password correctly, the computer continues with its normal startup procedure. If you enter an incorrect password, the computer beeps. After three incorrect attempts, the beep sounds continuously and the computer turns off automatically.

If you've forgotten your password, follow these steps:

1 If your diskette drive is not installed in the SelectBay, connect the external diskette drive or swap drives in the SelectBay.

To swap drives, see "Swapping Drives in the SelectBay" on page 115.

2 Press the reset button.

The system prompts you for your password.

3 Insert the write-enabled password service diskette into the diskette drive and press Enter**.**

The system prompts you, "Set Password Again (Y/N)?"

The password service diskette is not reusable. Once you use it, you must create a new diskette, even if you set the same password.

NOTE

4 To enter TSETUP and reset your password, press Y**. Follow the instructions in "Protecting Against Forgetfulness" on page 247 to reset your password.**

To remove your password, press N. It will no longer be registered.

Instant Password

An instant password secures your system with a single keystroke. Use this feature when you need to leave your desk for a few minutes and don't want to turn the computer off.

To use an instant password, press Fn + F1. Pressing this hotkey freezes the keyboard and AccuPoint and blanks the screen. An instant password has no effect on an optional serial mouse or trackball.

To unlock the password, follow these steps:

1   Press Enter**.**

If you've registered a password, the screen remains blank. If you haven't registered a password, the computer returns to where it was when you pressed the hotkey.

2   If you registered a password, type your password and press Enter**.**

If you enter the password correctly, the computer returns to where it was when you pressed the hotkey.

Disabling a System Password

To disable your password, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double-click the Toshiba System icon.

Toshiba
System

The Toshiba System Control Panel opens with the Start Up Options tab on top.

4   Click the Security tab to bring it to the front.

5   In the System Password section of the tab, click Remove.

The Toshiba System Control Panel displays the Verify Password dialog box.

The Verify Password dialog box

6   Type your password in the Enter existing password box.

If the password matches the one you set, the OK button is enabled.

7   Click OK.

The Toshiba System Control Panel displays the Security tab
with the System Password listed as "Not Registered."

8   Click OK to exit the Toshiba System Control Panel.

Using a Hard Disk Drive Password

Setting a hard disk drive password prevents an unauthorized user
from accessing your hard disk, even if it is removed and installed
on another computer. The password option is stored on the hard
disk, and requires a password to be entered before any data on the
disk can be accessed.

Setting a Hard Disk Drive Password

There are two types of passwords that can be assigned to your
hard disk drive, a User password and a Master password. The
User password is the first level of security that requires you to
enter your password each time you access the drive to start your
computer.

The Master password provides a second level of security. This
optional password lets you bypass the User password and access
your hard disk, in case you forget the User password.

STOP
WARNING

*Make sure you choose a hard disk password you can remem-
ber easily. If you set a hard disk password and later forget the
password or lose your password diskette, you will never be
able to access your hard disk again.*

*Toshiba is not responsible for any data loss, lack of use,
inability to access the hard disk drive, or any other loss to you
or any other person or organization that results from an
inaccessible hard disk drive.*

Setting a Hard Disk Drive Master Password

If you choose to set a hard disk drive Master password, you must set it before setting the hard disk drive User password.

NOTE

To set a hard disk drive Master password, follow these steps:

1 Click Start, then point to Programs.

2 Click Windows Explorer.

The Windows Explorer window opens.

3 Double-click the Windows folder in the C: drive directory.

The right side of the Explorer window displays all the folders in the Windows directory.

4 Double-click the HDDPWD folder.

The right side of the Explorer window displays the two HDD Password programs. They are:

❖ hddpwd16.exe (choose this file if you are running Windows for Workgroups).

❖ hddpwd32.exe (choose this file if you are running Windows 95).

5 Double-click the hddpwd file that is best for you.

The HDD Password utility displays a warning box. Read this information carefully.

The HDD Password warning box

6   Click OK to continue.

To exit without setting a hard disk drive password, click Cancel.

The HDD Password utility displays a dialog box that lists the hard disk drives installed in the system. (Your dialog box may differ from the one shown).

The Toshiba HDD Password Utility dialog box

7   Click Master.

The HDD Password utility displays the Master Password dialog box.
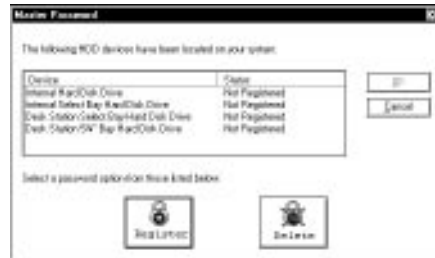
The Master Password dialog box

8   Click Register.

The HDD Password utility displays a Register Password dialog box that lists all the unregistered hard disk drives available for password assignments.

The Register Password dialog box

9   Select one or more of the hard drives listed by clicking in the box next to the drive.

To use the same password for all drives, click the box next to the message "Use the same password for all devices".

A check mark appears in the box when it is clicked.

10 Click OK to continue setting the password.

The Register Master Password warning box informs you that the Master password is used as an emergency bypass for the User password. Read this information carefully.

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Using a Hard Disk Drive Password

The Register Master Password warning box

11 Click Yes to continue registering the Master password.

The Register Password dialog box displays the name of drive being registered after the message, Enter the password for…

The Register Password dialog box

12 Type the password in the New Password field.

13 Confirm the password by typing the password again in the Confirm new password field.

14 Click OK.

To exit without setting a hard disk drive password, click Cancel.

The HDD Password utility warns you for the last time that you are about to register a Master password. Read this carefully.

The Register Master Password warning box

15 Click Yes to register the password.

Click No to cancel the password registration.

The HDD Password utility registers the password. If you chose to register a unique password for each hard disk drive, the HDD Password utility prompts you to enter the next password.

16 Repeat steps 12 through 15 for each drive that requires a new password.

Once you have entered a password for all selected hard disk drives, the HDD Password utility prompts you to create a password backup diskette. For instructions, see "Creating a Password Backup Diskette" on page 262.

Setting a Hard Disk Drive User Password

STOP
WARNING

If you want to create a Master password that will bypass the User password in case it is forgotten, you must create a Master password first. See "Setting a Hard Disk Drive Master Password" on page 253 for details.

To set a hard disk drive User password, follow these steps:

1 Click Start, then point to Programs.

2 Click Windows Explorer.

The Windows Explorer window opens.

3 Double-click the Windows folder in the C: drive directory.

The right side of the Explorer window displays all the folders in the Windows directory.

4 Double-click the HDDPWD folder.

The right side of the Explorer window displays the two HDD Password programs. They are:

❖ hddpwd16.exe (choose this file if you are running Windows for Workgroups).

❖ hddpwd32.exe (choose this file if you are running Windows 95).

5 Double-click the hddpwd file that is best for you.

The HDD Password utility displays a warning box. Read this information carefully.

The HDD Password warning box

6 Click OK to continue.

To exit without setting a hard disk drive password, click Cancel.

The HDD Password utility displays a dialog box that lists the hard disk drives installed in the system. (Your dialog box may differ from the one shown).

The Toshiba HDD Password Utility dialog box

7   Click User.

The HDD Password utility displays the User Password dialog box.

The User Password dialog box

8   Click Register.

The HDD Password utility displays a Register Password dialog box that lists all the unregistered hard disk drives available for password assignments.

The Register Password dialog box

9 **Select one or more of the hard drives listed by clicking in the box next to the drive. To use the same password for all drives, click the box next to the message "Use the same password for all devices".**

A check mark appears in the box when it is clicked.

10 Click OK to continue setting the password.

The Register User Password warning box informs you that the User password is used to protect against unauthorized access to your drive. Read this information carefully.

The Register User Password warning box

11 Click Yes to continue registering the User password.

The Register Password dialog box displays the name of the drive being registered after the message, "Enter the password for:".

The Register Password dialog box

12 Type the password in the New Password field.

13 Confirm the password by typing the password again in the Confirm new password field.

14 Click OK.

To exit without setting a hard disk drive password, click Cancel.

The HDD Password utility warns you for the last time that you are about to register a User password. Read this carefully.

The Register User Password warning box

15 Click Yes to register the password.

Click No to cancel the password registration.

The HDD Password utility registers the password. If you chose more than one drive that uses a different password, the HDD Password utility prompts you to enter the next password.

16 Repeat steps 12 through 15 for each drive that requires a new password.

After you've complete all these steps, the HDD Password utility prompts you to create a password backup diskette. Refer to the next section for instructions.

Creating a Password Backup Diskette

Once a password has been registered for each selected hard disk drive, the HDD Password utility prompts you to create a password backup file called an HDD key-file.
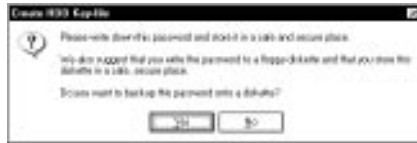
The Create HDD Key-file dialog box

1   Click Yes to backup your password to diskette.

HDD Password utility displays the Creating HDD Key file status window while copying the Key-file to the diskette drive.

The Creating HDD Key file status window

2   Insert a formatted blank diskette in diskette drive A.

3   Press Enter**.**

The blue status bar moves from left to right as the utility copies the Key file to the diskette drive.

When the backup copy is complete, the HDD Password utility displays the following dialog box.

The Create HDD Key-file confirmation dialog box

4   Click OK to confirm that the Key-file copy was successful.

Once this procedure is completed for all selected drives, the following dialog box displays.

The Register User Password dialog box

5   Click OK.

The Toshiba HDD Password Utility dialog box displays. An assigned password is indicated by the word, "Registered," under the type of password, Master or User.

Toshiba HDD Password Utility dialog box

6   Click Exit to finish registering the assigned passwords.

Click Cancel if you wish to cancel all the password changes made during this session.

The final dialog box displays asking you to commit the password changes that you made.

The Toshiba Hard Disk Password Utility commitment dialog box

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7   Click OK to commit the password changes.

8   Click the Start button, then Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

9   Click the box next to the message, Restart the computer? then click Yes for your password changes to take effect.

Deleting a Hard Disk Password

To delete a hard disk drive password, follow these steps:

1   Click Start, then point to Programs.

2   Click Windows Explorer.

The Windows Explorer windows opens.

3   Double-click the Windows folder in the C: drive directory.

The right side of the Explorer window displays all the folders contained in the Windows directory.

4   Double-click on the HDDPWD folder.

The right side of the Explorer window displays the two HDD Password programs. They are:

❖ hddpwd16.exe (choose this file if you are running Windows for Workgroups).

❖ hddpwd32.exe (choose this file if you are running Windows 95).

5   Double-click the hddpwd file that is best for you.

The HDD Password utility displays a warning box.

The HDD Password Warning box

6 Click OK to continue deleting a registered password.

Clicking Cancel allows you to exit the program.

The HDD Password utility displays the Toshiba HDD Password Utility dialog box. The hard disk drives with a registered password display "Registered" under the Master or User columns. (Your dialog box may differ from the one shown).

The Toshiba HDD Password Utility dialog box

> *You must delete the hard disk drive User password before you can delete the hard disk drive Master password.*
>
> *NOTE*

7 Click Master or User depending on the type of password you want to delete.

The HDD Password utility displays the Password Option dialog box.

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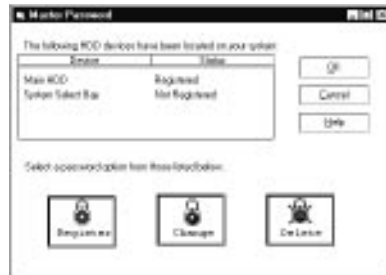
The Password option dialog box

8   Click Delete.

The following dialog box displays all the hard disk drives with registered passwords.

The Delete Password dialog box

9   Select one or more of the hard drives listed by clicking the box next to the drive.

10 Click OK.

The Delete Password dialog box displays the name of the drive for which the password is being deleted after the message, Enter the password for: …

The Delete Password dialog box

11 Type the password for the drive shown in the dialog box.

12 Click OK.

Clicking Cancel cancels the deletion process for the current drive and starts the deletion process for the next selected drive.

The HDD Password utility displays a warning box offering you one chance to cancel the deletion process.

13 Click Yes.

Clicking No cancels the deletion process.

After all the selected drives have been processed, the HDD Password utility displays the following dialog box.

The Delete Master Password pending dialog box

14 Click OK.

The Toshiba HDD Password Utility dialog box displays those drives with deleted passwords as "Deleted (Pending)" in the status column.

15 Click Exit.

If you try to change the password before restarting the computer, the password that was in place the last time the computer was started will be the effective password.

16 Click the Start button, then Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

17 Click the box next to the message, Restart the computer?, then click Yes for your password changes to take effect.

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Using an Undock (Eject) Password

Turning on the Undock Password option (called the Eject Password in TSETUP) prevents an authorized user disconnecting the computer from, or attaching the computer to, the optional Desk Station V Plus. This protects both your computer and your data. The undock password is the same as the system password.

NOTE

You must register a system password in the Toshiba System Control Panel or TSETUP before you can use an undock password option.

This section provides instructions for setting an undock password through the Toshiba System Control Panel. For information about setting an eject password in TSETUP, refer to "TSETUP" on page 427.

Setting an Undock Password

To turn the undock password option on, follow these steps:

NOTE

You must register a system password in the Toshiba System Control Panel or TSETUP before you can use an undock password option.

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

Toshiba
System

3 Double-click the Toshiba System icon.

The Toshiba System Control Panel opens with the Start Up Options tab on top.

4 Click the Security tab to bring it to the front.

The Security tab of the Toshiba System Control Panel

5   In the Undock Password section of the dialog box, click Enable.

6   Click OK.

The Undock Password is registered.

Removing the Undock Password

To turn the undock password option off, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double-click the Toshiba System icon.

The Toshiba System Control Panel opens with the Start Up Options tab on top.

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4   Click the Security tab to bring it to the front.

5   In the Undock Password section of the tab, click Remove.

The Toshiba System Control Panel displays the Verify Password dialog box.

The Verify Password dialog box

6   Type your password in the Enter existing password box.

If the password matches the one you set, the OK button is enabled.

7   Click OK.

The Toshiba System Control Panel displays the Security tab with the Undock Password listed as "Password not required."

Applying Physical Restraints

You can connect the optional Noteworthy Computer Lock cable to deter theft. One end of this cable fits into the security lock slot on the left side of the computer. Secure the other end of the cable to your desk or other large, heavy object.

If you're using an optional Notedock port replicator, you'll want to purchase two of these cables: one for the computer and another for the port replicator.

Viruses and How To Cure Them

Over the last few years, there have been a number of computer virus scares. Pranksters seem to find pleasure in unleashing these potentially destructive programs on the general public.

Viruses, while a potential problem, need not have a devastating effect on your computer. By taking a few simple precautions, you can avoid infection. And, by making sure you have a complete backup of all your programs and data files, you can ensure a speedy recovery if you do run into problems.

Windows for Workgroups comes with Microsoft Antivirus for Windows (MWAV.EXE) and DOS (MSAV.EXE). Windows 95 does not provide any virus protection software. If you chose Windows 95, you'll need to purchase a third party virus detection/removal program.

There are many virus detection/removal programs available. Ask your dealer for help in selecting one that adequately meets your needs.

Chapter 12

Making Life Easier

Your notebook comes ready to use for both work and play without changing any system options. However, you may want to customize one or more of the computer's built-in features to make your life even easier.

This chapter discusses several convenient options. Feel free to experiment with how they work. There is no one correct way to use the computer. Toshiba's built-in configuration options make it possible to customize the way the computer works to meet your needs.

Saving Time with Multiple Configurations

Imagine it's time to go home at the end of the day's work. You've been using your computer all day with a docking station to send financial data to corporate headquarters, access the corporate database and run a statistical package. You take the computer home with you so you can write some memos and help your son or daughter with their homework.

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In the office, you want your Toshiba Access Panel to contain the icons that launch the programs you use most frequently for work. At home, you need your word processor and possibly a game or two to play when your child's homework is finished.

You can set up the Toshiba Access Panel so that when a hardware event occurs, such as undocking the computer from the Desk Station at work, the icons and information displayed on the panel change.

The Toshiba Access Panel provides five configurations, three of which come already named and preset with options and settings as follows:

❖ Home launches the programs you use most when at home.

❖ Office is the configuration you use at work.

❖ Travel might be a different configuration from both Home and Office. You would use this configuration when on the road.

NOTE

A configuration specifies the basic features of your system. A Toshiba Access Panel configuration specifies the power and battery settings, Fn-esse assignments, the gauges displayed on the panel and which programs to launch from the Panel.

You can change the settings for Home, Office and Travel. In addition, you can define settings for two additional configurations

Which Configuration Am I Currently Using?

At the top of the panel is a button that identifies the current configuration.

Home, Office and Travel Configuration Buttons

The configuration you choose can affect all aspects of the Panel including hardware configuration settings, the display of the battery gauges and the program icons from which you can launch programs.

Changing Configurations

To change your configuration, click the current configuration button. A slider bar appears. To change the configuration, click one of the other buttons.

More Reasons to Use Configurations

There are any number of reasons for using multiple configurations to simplify using the computer. For example, if you are a student or an instructor and you use your computer to take notes or to illustrate your lectures, you might want to decrease the volume of the battery alarm so as not to interrupt a lecture or discussion. Later at home, you may want the alarms to sound at full volume.

If one configuration is designed for classroom use and another for home, all you need to do is click the classroom button and you are ready to load the program for taking notes or delivering a lecture.

Perhaps you always power the computer through the Desk Station at work, while you use the power cord at home. In both places you have no need for the battery save options because you're not using the battery. When you travel, however, you want to take advantage of the computer's battery saving features. A quick change of the configuration by clicking the travel button prepares the system for the road.

Managing Configurations

To access the configuration options, follow these steps:

1 Click the Options button at the lower end of the Toshiba Access Panel.

A bar of options slides out.

2 Click the Configuration Management button on the slider bar.

The panel opens the Configuration Management dialog box.

Configuration Management dialog box

3 To modify an existing configuration, click its button, then click Properties.

4 To remove an existing configuration, click its button, then click Remove.

5 To create a new configuration, click one of the unused configuration buttons, then click Enable.

6 To reorder a button on the slider bar, select the button and click Move Right or Move Left.

Creating Your Own Button Icon

The button icons used to identify the configuration are small bit-map drawings that are 45 by 42 pixels. To assign your own unique icon to one of the configuration buttons, locate a piece of clip art you like or create an icon using a program for drawing bitmaps or icons.

DEFINITION

If you're new to computers, an icon is a small drawing that represents a task, function or feature.

A pixel is the smallest area of the screen that the system can control. Some screens contain a total of 640 x 480 pixels. Others contain 800 x 600 pixels. All information displayed consists of combinations of colored or black and white pixels.

Clip art is the term that refers to computer-ready graphics you can buy from a graphics company or over the Internet.

A bitmap is drawing that consists of tiny dots (in this case, pixels) that when viewed from a distance form a picture.

If you draw an icon, save it as a bitmap or as an icon, making sure it has the extension .BMP or.ICO. Save it or copy it to the c:\toshiba\tap\images folder.

To assign your icon, follow these steps:

1   **Click the configuration button you wish to modify.**

2   **Click Properties.**

The Configuration Properties dialog box opens.

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The Configuration Properties dialog box

3   To change the name for the configuration, type in a name in the Name box.

4   To assign a different icon, click Change Image.

The Change Configuration Image dialog box opens.

The Change Configuration Image dialog box

The example above shows the name of the bitmap file for the Travel configuration icon.

5   Change the Files of type list to display either bitmapped files or icon files.

6   To view a bitmap or icon before you commit to using it, click Preview.

The system displays the icon to the right of the preview button.

Choosing When to Automatically Change Configurations

The computer can change configurations automatically under these conditions:

❖ when you connect it to the Desk Station

❖ when you remove it from the Desk Station

❖ when using AC power

❖ when using battery power

❖ when using a specific Windows 95 hardware configuration (if multiple configurations exist)

To define when you want the configuration change to occur:

1   Click Advanced on the Configuration Management dialog box.

The Advanced Configuration Management dialog box opens.
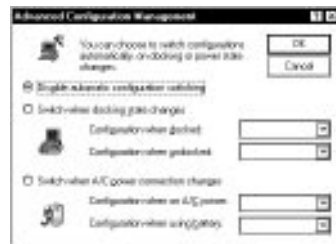
The Advanced Configuration Management dialog box

2   Select the appropriate setting:

❖ Choose Disable automatic configuration switching if you plan to change the configuration yourself by clicking the button at the top of the Toshiba Access Panel.

❖ Choose one of the other settings to cause the system to change configurations automatically.

Creating Your Own Configuration

To use one of the blank buttons to create your own configuration, follow these steps:

1 Click the blank configuration button.

2 Click Enable.

The Enable Configuration dialog box opens.

The Enable Configuration dialog box

3 Enter a name for the configuration in the Name box.

4 Assign the icon for the button.

The procedure for assigning the icon using this dialog box is the same as the procedure for assigning the icon using the Configuration Properties dialog box. See "Creating Your Own Button Icon" on page 277.

5 Choose one of the existing configurations from which to copy the hardware and application settings.

You must copy settings from an existing configuration when you create a new one. In the next section you'll see how to change the settings for your new configuration.

Changing Configuration Settings

You customize hardware settings after you've created a new con-
figuration. Both MaxTime and Toshiba System include the Con-
figurations icon for assigning the current settings to your chosen
configuration.

Changing Battery Settings

All battery settings are controlled by MaxTime. The easiest way to
configure the system's power settings is by clicking the MaxTime
Wizard button on the Toshiba Access Panel. This starts the Max-
Time Wizard, which selects power settings based on how you pre-
fer to work and assigns the settings to the appropriate
configurations.

If you prefer to control each power saving option individually, you
can do so through the MaxTime Control Panel. To access the
MaxTime Control Panel, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double-click the MaxTime icon.

4   The MaxTime Control Panel opens.

You can also open the MaxTime Control Panel by double-
clicking the Toshiba Power icon in right corner of the Win-
dows 95 taskbar.

**5   Click the Configuration button to assign settings to a
specific configuration.**

The computer displays this icon any time you can assign an
option to a configuration.

MaxTime displays the Power Usage dialog box for the current
power source (in this example, the External Power Usage
dialog box):

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The External Power Usage dialog box

Each configuration is represented by a tab.

6 Click the tab for the configuration you want to change.

7 Choose one of the Power Usage Modes from the list box:

❖ Low Power mode conserves power when you're using the battery.

❖ Full Power mode maximizes system performance.

❖ Custom Settings lets you decide how to configure each of the Power Usage Details below the list box. See "Conserving Power" on page 155 for more information on what each of these options means.

8 Click OK to close the dialog box.

9 Click OK to exit the MaxTime Control Panel.

Changing Warning Volumes

The warning volumes are controlled by the Toshiba System program in Control Panel. To assign volume settings to a specific configuration, follow these steps:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

3 Double-click the Toshiba System icon.

The Toshiba System Control Panel opens.

4   Click the Miscellaneous tab to bring it to the front.

The Miscellaneous tab of the Toshiba System Control Panel

5   Click the Configuration button in the Warnings section of the tab.

The Toshiba System Control Panel displays the Configuration Specific Alarm dialog box:

The Configuration Specific Alarm dialog box

6   Select the tab for the configuration you want to set.

7   Select the warning volume and turn on (enable) or turn off (disable) the Enable system beep warning.

8   Click OK to close the dialog box.

9   Click OK to exit the Toshiba System Control Panel.

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Starting Programs Faster with Fn-esse

You may think that when you have one Windows program open and want to open a different program, you must click Start, point to Programs and click on the program you want to open. Not necessarily—Windows 95 shortcuts and Toshiba's Fn-esse program provide quick ways to open programs, documents and folders from within any Windows program. For more information on making Windows 95 shortcuts see: "Lesson 8: Making Shortcuts" on page 67. The following section describes how to use the Fn-esse program to quickly access your programs and files.

By assigning a key combination with the Fn key, you can:

❖ open a Windows program.

❖ open a file in its associated Windows program.

❖ display a customized folder of Windows programs and/or files from which to choose.

You can assign any key that is not associated with a hotkey or a keyboard overlay. This section explains how to assign Fn key combinations and use them to open programs and files quickly.

Starting Fn-esse

To start Fn-esse, click the Fn-esse button on the Toshiba Access Panel.

Fn-esse displays the Fn-esse keyboard:

The Fn-esse keyboard

The keys are coded as follows:

❖ black keys are available keys (not yet assigned)

❖ colored keys are assigned (blue is the default color)

❖ dark gray keys are not assignable

❖ keys with a small triangle on the upper left corner open either a program folder or a custom folder.

To view an existing key assignment, position the pointer over the key on the Fn-esse keyboard. A pop-up hint appears showing you what program, file or folder is associated with the key.

If a key is unassigned, the hint reads "No Assignment."

Assigning Keys

You can assign a file, program folder, or custom folder to a Fn key combination by:

❖ Clicking the key on the Fn-esse keyboard, then clicking Assign To and following the instructions on the screen.

❖ Dragging a program or file icon from the Windows Explorer and dropping it onto a key on the Fn-esse keyboard.

❖ Clicking a file or folder with the secondary button, then choosing Assign to Fn key from the shortcut menu that appears.

The following sections discuss the first two methods listed above.

Assigning a Key to a Program or a File

To assign a key combination the task of opening a program or file and its associated program, follow these steps:

1 Open Fn-esse.

2 Click the desired key in the Fn-esse keyboard.

Fn-esse displays a shortcut menu.

3 Point to Assign To.

Fn-esse allows you to choose between File, Program Folder and Custom Folder.

4 Click File.

Fn-esse displays the Assignment dialog box with the Assignment Type set to File.

The Assignment dialog box

5 **Fill in the Description, Target and Start in text boxes with the file information, or click Programs or Browse to choose your file from a list:**

❖ Clicking Programs displays the Programs Browser dialog box, which lists the items in the Programs menu.

❖ Clicking Browse displays the Open dialog box, which allows you to select your file from a directory tree.

6 **Click the folder which contains the program or file you want to assign.**

Fn-esse displays the selected folder's contents.

7 **Click the program icon (or the file icon) to which you want to assign the** Fn **key combination.**

8 **Exit the dialog box:**

❖ Click OK if you're in the Programs Browser.

❖ Click Open if you're in the Open dialog box.

Fn-esse displays the Assignment dialog box with the Description, Target and Start in text boxes filled in.

9 **Choose a Run Mode:**

❖ Clicking Normal starts the program in a normal window on a portion of the desktop.

❖ Clicking Minimized starts the program without opening it on the desktop. It also adds an icon to the Task Bar.

❖ Clicking Maximized starts the program in a window that fills the desktop.

10 To activate the program if it is already running when you press its assigned Fn **key combination, click the check box next to "Switch to running target application, if one exists."**

This option does not function with the Windows Explorer.

NOTE

11 Click OK to save your key assignment and exit the dialog box.

The program or document is now associated with the key you just selected. To open the program or file, press Fn plus the appropriate key from within Windows.

Assigning a Key to a Program Folder

To assign a key the task of opening a program folder, follow these steps:

1 Open Fn-esse.

2 Click the desired key in the Fn-esse keyboard.

Fn-esse displays a shortcut menu.

3 Point to Assign To.

Fn-esse allows you to choose between File, Program Folder and Custom Folder.

4 Click Program Folder.

Fn-esse displays the Assignment dialog box, with the Assignment Type set to Program Folder.

5 Fill in the Description and Target text boxes with the folder information or click Program Folders to choose your folder from the Program Folder Browser.

Fn-esse displays the Programs Browser with a list of program folders in the left box.

6 Click the folder to which you want to assign the Fn **key combination.**

Fn-esse displays the contents of the selected folder on a shaded background indicating the individual programs and folders are unavailable.

7 Click OK.

Fn-esse displays the Assignment dialog box with the Description and Target text boxes filled in.

8 Click OK to save your key assignment and exit the dialog box.

The program folder is now associated with the Fn key combination. To open the program folder, press Fn plus the appropriate key from within Windows.

Assigning Key to a Custom Folder

To create a custom folder and assign a key combination to the task of opening that custom folder, follow these steps:

1 Open Fn-esse.

2 Click the desired key in the Fn-esse keyboard.

Fn-esse displays a shortcut menu.

3 Point to Assign To.

Fn-esse allows you to choose between File, Program Folder and Custom Folder.

4 Click Custom Folder.

Fn-esse displays the Assignment dialog box, with the Assignment Type set to Custom Folder.

5 Type a name for your custom folder in the Description field.

6 To add programs or files to your custom folder, click Add.

Fn-esse displays a directory tree that allows you to select a program or file.

7 Select the folder which contains the program or file you want to add to your custom folder.

The browser displays the file name you select in the text field.

8 Click Open.

Fn-esse displays the Assignment dialog box and adds the selected program or file to the list of files in the custom folder.

The Assignment dialog box with the added files

9 In the Popup display options section of the dialog box, select how the items in the pop-up list will display:

❖ To display the program or file without the path, select No Path displayed.

❖ To display the program or file without the file extension, select No Extension displayed.

❖ To display the programs and files ordered by most recent usage, select Most Recently Used Sort.

10 To remove a file from the list of current files, select the file and click Remove.

To remove all files from the current list, click Remove All.

11 Click OK to save your key assignment and exit the dialog box.

The custom folder containing the files you selected is now associated with the Fn key combination. To open the custom folder, press Fn plus the appropriate key from within Windows.

Using Drag-and-Drop

You can also assign a key combination to a program or file by dragging the icon for the program or file from the Windows Explorer and dropping it onto one of the keys on the Fn-esse keyboard. To use the drag and drop method to assign tasks to keys, follow these steps:

1 Open both Fn-esse and the Windows Explorer.

2 Resize the Explorer window so you can see both the Fn-esse keyboard and the Explorer at the same time.

If you're unsure how to do this, refer to "Lesson 6: Resizing and Reshaping Windows" on page 63.

3 In the Explorer window, highlight the program or document file you wish to assign to a key.

4 Drag the highlighted item from the Explorer to the key on the Fn-esse keyboard to which you wish to assign it.

Fn-esse displays the Assignment dialog box completely filled in to reflect the selected program or document.

5 Click OK to close the Assignment dialog box with your key assignment in place.

The program or document is now associated with the key you just selected. To open the program or document, press Fn plus the appropriate key from within any Windows program.

Changing or Removing Existing Key Assignments

To change or remove an existing key assignment, follow these steps:

1 Click the key on the Fn-esse keyboard you wish to change.

Fn-esse displays a shortcut menu.

Re-Assign To...
Move
Clear
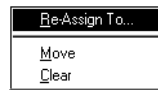
The shortcut menu

2 To Re-assign the key to the task of opening a program, a document or a folder, click Re-assign to.

When Fn-esse displays the Assignment dialog box, click Re-assign To, select the new task and follow the instructions earlier in this section for assigning that task.

3 To move the existing key assignment to another key, click Move and click the new key.

The previously assigned key becomes black. The newly assigned key changes color, indicating it is now an assigned key.

4 To remove the key assignment, click Clear.

Fn-esse displays a dialog box, prompting you to confirm the clearing of the key assignment.

5 Click Yes.

The key becomes black.

Setting Options

This section describes the options you can set by clicking the Options button on the Fn-esse keyboard. When you click the Options button, Fn-esse displays the Fn-esse Options dialog box. This dialog box provides two pages of options, each with its own tab: Options and Ext Keyboard Fn Key. The options discussed in this section are on the Options tab.

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Notifying on Launch

If you click the check box next to Notify on Launch, Fn-esse displays the title while it opens the assigned program or file.

Confirming Changes in Existing Key Assignments

If you click the check box next to Confirm Key Changes, Fn-esse asks you to confirm changes in existing key assignments.

Setting Colors

To choose colors for each of the three assigned key tasks, follow these steps.

1 Click the scroll arrow to see the available colors.

As you scroll down the list of colors, the keys or the popup changes color.

2 To set the color for the:

❖ assigned keys, use Assigned Keys.

❖ triangle at the left top of keys assigned the task of opening a program folder, use Program Folder.

❖ triangle at the left top of keys assigned the task of opening a custom folder, use Custom Folder.

3 Click the color to select it.

4 To apply the new colors to your Fn-esse keyboard, click Apply.

5 To cancel your color selections and return to the previously applied colors, click Cancel.

6 To save the settings and exit the dialog box, click OK.

Using Fn-esse with an External Keyboard

You can use Fn-esse even if you're working with an external keyboard that doesn't have an Fn key. To set a key combination to emulate the Fn key, follow these steps:

1 Click the Options button on the Fn-esse keyboard.

Fn-esse displays the Fn-esse Options dialog box with the Options tab in front.

2 Click the Ext Keyboard Fn Key tab.

Fn-esse displays the tab.

3 Click the button next to the key combination you wish to emulate the Fn key.

4 Click OK.

The key combination is assigned. When you use the external keyboard, use this key combination instead of pressing Fn.

Making the Key Assignment Configuration Aware

You can assign key combinations to different tasks in each of your Toshiba Access Panel configurations. To remove a key assignment from one or more of the configurations, follow these steps:

1 Click the key you wish to change on the Fn-esse keyboard.

Fn-esse displays a shortcut menu.

2 Click Re-assign To.

Fn-esse displays the Assignment dialog box.

3 Click the Configuration management button in the upper right corner of the Assignment dialog box.

Fn-esse displays the Assignment window with tabs for each configuration.

**4   Select the tab for the configuration from which you want
to remove the key assignment.**

5   Remove the assignment by clicking Clear.

6   Click OK.

Fn-esse displays the Assignment dialog box with all the text
boxes grayed out. To change any settings for this key combi-
nation you must first choose a configuration.

7   Click OK to save your settings and exit this dialog box.

Using Device Manager to Configure the Computer

The Windows 95 Device Manager lets you set up many of the
individual components of your system. You'll need to use it if, for
example, you want to change the COM port name assigned to the
serial port or the range of memory reserved for the display adapter.
This section gives a brief overview of how to use Device
Manager.

To change a component's setting in Device Manager, follow these
steps:

1   Click the My Computer icon with the secondary button.

2   Click Properties.

Windows 95 opens the System Properties sheet.

3   Click the Device Manager tab.

The Device Manager page opens.

The Device Manager

This page lists all of the components of the system that you can change through Device Manager.

4   Double-click the device you want to modify. For example, if you want to modify the serial port settings, double-click Ports.

5   Click the Resources tab to move to the Resources page.

6   Make the desired changes.

> *If you're unused to working with the computer's configuration, it's a good idea to leave the Use Automatic Settings box checked. These settings were chosen to work together within the system and with most available optional devices.*
>
> **NOTE**

7   Click OK when you've finished your changes.

Working with the Keyboard

This section introduces additional keyboard options.

Making Your Keyboard Pretend it Has More Keys

The 101-key enhanced keyboard has two Enter, Ctrl and Alt keys. The computer's built-in keyboard has only one of each.

Most of the time this makes no difference. However, some programs assign separate functions to the right and left Ctrl and Alt keys, or to the regular and numeric pad Enter keys on the enhanced keyboard. The Fn key allows the built-in keyboard to simulate these separate keys, as follows:

To simulate the:

❖ Ctrl key on the right side of the enhanced keyboard, press Fn + Ctrl.

❖ Alt key on the right side of the enhanced keyboard, press Fn + Alt.

❖ Enter key on the numeric pad of the enhanced keyboard, press Fn + Enter.

The Cursor Control Overlay

The keys with the white arrows and white symbols on the left front are the cursor control overlay. This illustration highlights the keys in the cursor control overlay:
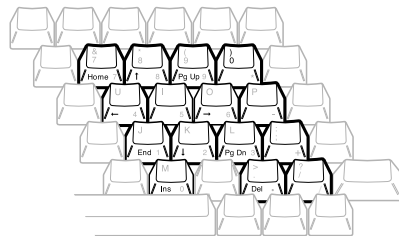
The cursor control overlay

You can use these keys to:

❖ move the cursor up, down, left or right on the screen.

❖ move up or down one page.

❖ move to the beginning or end of a document.

❖ delete or insert characters.

How these keys function may vary with the program you're using. Check your program's documentation for information on how the cursor keys function.

To turn the cursor control overlay on and off, press Fn + F10. The cursor control light on the indicator panel glows when the cursor control overlay is on.

You can use the overlaid keys to type alphabetic characters while the overlay is on. To do this:

❖ for lower case letters, press and hold Fn while you type

❖ for upper case letters, press and hold Fn + Shift while you type.

Release Fn to continue using the overlay.

The keys of the cursor control overlay also act as a numeric overlay, providing the numeric keys of a ten-key numeric keypad. To use the numeric overlay when the cursor control overlay is on, press and hold Shift while you use the overlaid keys. To return to the cursor control overlay, release Shift. For more information on the numeric overlay, refer to "Typing Numbers" on page 94.

Different Ways to Turn the Computer On

So far you've turned your computer on by pressing the power button. Now it's time to learn some new tricks. This section explains how to:

❖ set the computer to turn on automatically at a time and optionally a date you choose (the Alarm Power On option). This option is helpful if you are expecting to receive files by modem and want to do the transfer at night, when the rates are cheaper. You can set the computer to turn on and receive the files while you are asleep.

❖ turn the computer on and off by opening and closing the display panel (the Panel Power On/Off option). This option not only makes it easier to turn the computer's power on, but makes it impossible to close the display panel while the computer is on. This option is only available if you turn Resume Mode on.

❖ turn the computer on whenever it detects an incoming call through the internal serial modem.

If the Alarm Power On option starts the computer in Resume Mode, and you have a password registered, the computer turns on with the instant password function enabled. Although the password message is not displayed, you must enter your password to use the computer.

You can set these options with TSETUP or through the Toshiba System Control Panel. This section shows you how to change the options using the Toshiba System Control Panel. For information on using TSETUP, refer to "TSETUP" on page 427.

Follow these steps:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

3 Double-click the Toshiba System icon.

Windows 95 displays the Toshiba System Control Panel with the Start Up Options tab on top.

The Start Up Options tab of the Toshiba System Control Panel

4 In the Start Up Mode section, click the check box next to Resume Mode.

5 To turn the computer on when your internal modem detects an incoming call, click the check box next to "Trigger resume when modem receives an incoming call."

An X in the check box turns the option on.

6 To set the computer to turn on or off when you open or close the display panel, click the check box next to "Trigger suspend/resume when panel closes/opens."

An X in the check box turns the option on.

7 Click the Power On Timer tab to bring it to the front.

The Power On Timer tab of the Toshiba System Control Panel

8   To turn the computer on at a particular time, click the check box next to On.

9   Choose the Time Format you wish to use, then click the up and down arrow buttons until the Time field displays the time at which you want the computer to turn on. You may also set a specific date, using the Month and Date fields.

Do not disconnect the computer from both AC and battery power when you use any of these features. Otherwise, the time settings and data saved by Resume Mode will be lost, and when you restore power, you must reset this option.

NOTE

10 Click OK to exit the Toshiba System Control Panel and save your changes.

Changing the Display Mode

Perhaps you would like to change how much information your screen displays, or adjust the number of colors it uses. You can control these options by using the Display Properties sheet.

To change your display mode, follow these steps:

1 With the pointer positioned over a blank area of the desk-top, click the secondary button.

2 Click Properties.

Windows 95 opens the Display Properties sheet.

3 Click the Settings tab to move to the Settings page.

4 Change the number of colors the display can show by changing the Color palette setting.

5 Change the screen resolution by clicking and dragging the Desktop area slider.

6 When you've made all your changes, click OK.

To close the Display Properties sheet without enabling your changes, click Cancel.

Windows 95 may ask you to set up your display. If you get this message, choose SVGA from the list of display options.

NOTE

If you're using a display mode, such as SVGA, that uses more space than the built-in display has available, the display goes into virtual display mode. In this mode, the display pretends it's bigger than it really is by stretching the Windows desktop so that part of it is off the screen. To see the remainder of the desktop, move the pointer to the edge of the display and keep moving it in the direction of the part of the desktop you would like to see.

Display modes that use less than the maximum resolution of the internal display (800 x 600) occupy a smaller area of the screen. In these modes, you'll see a black border around the screen image.

Chapter 13

Using The Electronic Guide

Your Tecra 500 Series computer comes with this guide in electronic form on your hard disk. The best thing about electronic books is that they are stored on the computer so you don't have to take the printed documentation with you when you travel.

The electronic *User's Guide* is a copy of this printed book. This chapter explains how to us the electronic version of the guide.

Opening the Book

To open the book, follow these steps:

1 **Click Start, then point to Programs.**

2 **Point to Toshiba Utilities, then click User's Guide.**

Windows 95 opens the guide.

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The Parts of the Window

The electronic book opens at the title page.
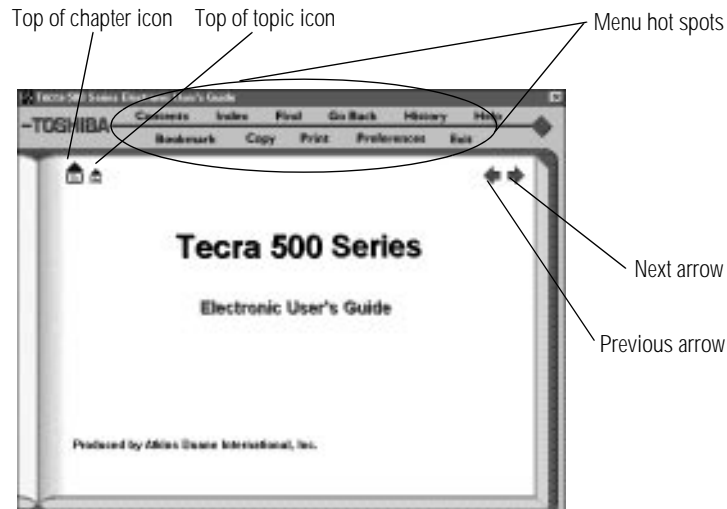
The title page

The **menu hot spots** above the book provide these options.

❖ **Contents** displays the table of contents for the entire book.

❖ **Index** displays the index you normally find at the back of the book.

❖ **Find** lets you input a term and search for it in the book.

❖ **Go Back** retraces your steps through the book.

❖ **History** shows a list of all the places you have been.

❖ **Help** explains how to use the book's features.

❖ **Bookmark** marks a topic so you can return to it in the future.

❖ **Copy** copies selected text to the clipboard.

❖ **Print** prints the current topic.

❖ **Preferences** lets you customize the books features.

❖ **Exit** closes the book.

Part I: Getting To Know Your Computer

Clicking the **Top of chapter icon** returns you to the beginning of the current chapter or topic.

Clicking the **Top of topic icon** returns you to the beginning of the current topic.

The **previous** and **next** arrows allow you to move forward or backward from topic to topic.

Finding a Topic Quickly

As in a printed book, to find a particular topic you can either search the index or use the table of contents.

In addition to providing an index and table of contents, the electronic *User's Guide* maintains a list of all the words in the book. If the index and table of contents do not contain the word you're looking for, try the Find option. You can search the current topic or the entire *User's Guide*. Follow these steps:

1   Click Find.

The book displays a box for you to enter the word or phrase.

2   Enter the word or phrase and press Enter or click Search.

Find displays a list of all the sections that contain this term.

3   Select the section you wish to read and press Enter.

Find displays the section.

Reading a Topic

If the topic contains more text than will fit on the screen, use the scroll bar to read the additional text.

When you get to the end of the topic, click the next arrow to go to the next topic or the previous arrow to the go to the previous topic. Clicking the next arrow takes you through the electronic book in the same sequence as the printed book.

Cross-References

The topic you located using the Index, Contents or Find may still not be the one you are looking for but, as you read the text a cross-reference may point you to the section you need.

Cross-references are shown in green underlined text. To view a cross-reference, follow these steps:

1   Position the pointer over the cross-reference.

The pointer changes to a pointing hand symbol.
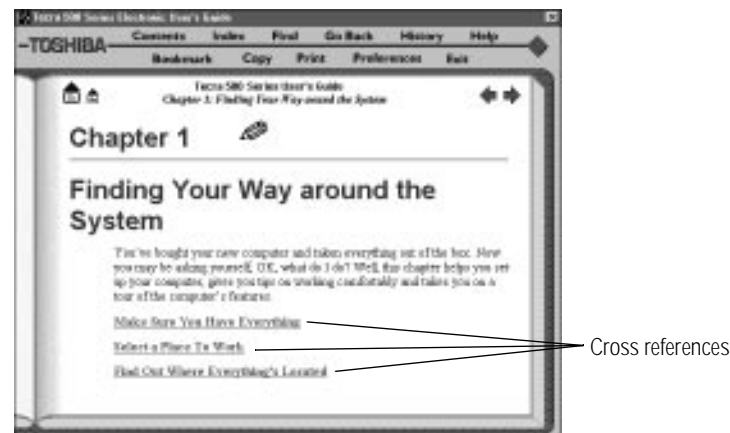
Using a cross reference

2   Click the cross-reference.

The program displays the section that contains the information relating to the cross-reference you selected.

When you have finished reading the cross-referenced material, click Go Back to return you to the original topic.

Using Bookmarks

Creating a bookmark allows you to mark a portion of the text that you want to be able to find quickly in the future.

Creating a New Bookmark

To create (or define) a bookmark, follow these steps:

1   Position the pointer at the beginning of the text you want to find again.

2   Click the Bookmark hot spot.

The bookmark dialog box

3   Enter a name for the bookmark.

This can be any name you choose.

4   Press Enter or click the X in the upper right corner of the box.

The program places a bookmark at the bottom of the window.

Viewing the Topic Marked by a Bookmark

To view a marked topic, click its bookmark. Moving the pointer over the bookmark displays the name you assigned.

Another way to locate the topic you marked is through the bookmark list. Follow these steps:

1   Click the Bookmark hot spot

2   Select the bookmark name you wish to find.

3   Click the box above the list to go to the topic.

Deleting a Bookmark

To delete a previously defined bookmark, follow these steps:

1   Enter the name of the bookmark or locate it in the drop-down list box.

2   Click Remove Entry.

The program deletes the bookmark.

Keeping Track of Where You've Been

An electronic book can keep track of what you've already read. If you wish you could go back to the page you read five minutes ago, but you don't remember where you were, follow these steps:

1   Click History.

The program displays a list of all the topics you've viewed in this session.
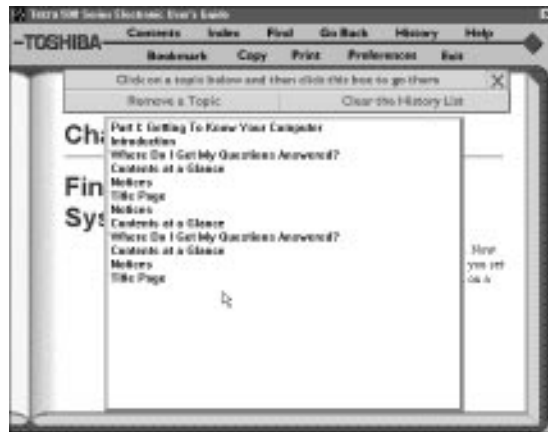
A history list

2   Click the topic's title.

3   Click the top box and you're back where you were before.

You can delete topics from this list or clear the list entirely by clicking the appropriate boxes.

Getting Help

The electronic guide comes with its own help text. If you are not sure about a feature, click Help.

Help is context sensitive. If you keep the Help window open, the Help text changes to describe the current feature you are pointing at with your pointer.

Using Material from the Book

Although this book is copyrighted, you may select text and copy it to the clipboard for use in your own projects. You may also print individual topics or selected text.

Copying a Selection

To copy a selection, follow these steps:

1 Click Copy.

The book displays the Copy dialog box.

Selected text ready to copy

2 Select the text to copy.

3 Click "Copy the selection to the clipboard."

You can insert this text into another document.

Printing a Selection or Topic

Follow these steps to print:

1 Click the Print hot spot.

2 Select the text you wish to print.

Do not select any text if you wish to print the entire topic.

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3   Click "Print a Selection" to print the text you selected.

Click "Print the Current Topic" to print the whole topic.

The program prints to the current printer. Before you click Print, make sure the printer's is on line (ready) and the printer has paper.

Changing How the Book Works

The Preferences hot spot lets you customize the electronic book's features to meet your preferences.

The preferences dialog box

Audible Alerts sound for various functions. To turn these off click the Audible Alerts option.

If you would rather not see the **Bookmark Icons**, click here to turn them off. If bookmark icons are off, click Bookmark to view a list of the bookmarks.

Checkpoints are dialog boxes that appear when you are about to do something you may not wish to do.

You can control the size of the text in the book window by clicking the **Text Size** option.

The **Match Color for Find** option changes the color the book uses to highlight the text you are searching for.

Reinstalling the Electronic User's Guide

If for any reason you need to restore this book to the hard drive, you must use the master program diskette that contains the book files. For more information about master program diskettes, see "Create Master Diskettes or Purchase the CD-ROM" on page 38.

Follow these steps to reinstall online documentation:

1 If the CD-ROM drive is in the SelectBay, replace it with the internal diskette driver or connect the external diskette drive.

To exchange drives in the SelectBay, see "Swapping Drives in the SelectBay" on page 115.

2 Insert the master program disk that contains the book.

3 Click Start, then click Run.

Windows 95 displays the Run dialog box.

4 In the Run dialog box, type the command line a:\install **and click OK.**

Always install the book into the C:\DOCS folder.

5 When the installation is complete, eject the diskette from the drive.

Chapter 14

If You Want to Know More

You can use your computer without knowing what the various components do, just as you can drive your car without knowing what is under the hood. However, people who understand auto mechanics usually reckon their knowledge is useful, particularly when things go wrong.

Knowing how your computer's hardware functions can be helpful in the same way. This chapter gives you details of how your computer works.

What Is a Computer?

Your computer consists of a number of components. Some of these—like the display panel, keyboard, PC Card slots, serial ports and parallel ports—you are already familiar with. Others are hidden away inside the case.

The hidden components are the processor, main memory and PCI bus.

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What Is a Computer?

Processor

The processor is the computer's engine; it is where the actual computing takes place. Your Tecra 500 computer contains an Intel Pentium microprocessor chip, which operates at 120 MHz. It incorporates a math co-processor for high speed numerical calculations, and 16KB of cache memory to boost performance further.

Cache reduces the time the processor spends waiting while new data is retrieved from main memory for processing or results are stored. By default, main memory is accessed only when necessary to update the cache contents. This caching policy is known as write-back and gives the best performance. You can choose a write-through policy instead. It accesses the main memory every time the processor handles data. See the TSETUP chapter for details of how to set caching policy.

Because it has a relatively high power consumption, the processor could overheat when you are working with large spreadsheets or databases, or doing intensive manipulation of graphics. To prevent this happening, the chip has a cooling fan and an internal temperature sensor. If the temperature rises above a certain level, the fan is turned on and/or the processing speed is reduced.

Again, you can choose the cooling policy in the MaxTime Control Panel or TSETUP. If you are using an AC outlet, you will probably want to use the fan for cooling so that you maintain the computer's performance. If you are using battery power, you may choose to reduce processor speed and sacrifice performance to conserve the battery.

Main Memory

Random Access Memory or RAM is where the computer stores data it is currently using, such as a document you are writing. Accessing data in RAM is much faster than accessing it on a disk, but is slower than accessing cache.

The amount of RAM has a significant effect on your computer's performance. This is because, when Windows runs out of RAM, it uses the hard disk as an overflow work area. You need to keep 15% of your hard disk space free for Windows to use in this way.

> *If your hard disk is more than 85% full, the system will keep crashing as Windows runs out of space for the RAM overflow.*

NOTE

For optimum performance you need Windows to make as little use of the overflow area as possible. The more actual RAM your computer has, the fewer work files will overflow onto the hard disk.

Normally, a Tecra 500 computer is supplied with 16 MB of RAM which is sufficient for most purposes. However, if you use CAD or DTP software or have a very large database, you may find your computer is slower than you'd expected. If this happens, installing more RAM should give you a significant increase in performance.

PCI Bus

The system bus is the electronic highway that connects the processor with the memory, display, disk/CD-ROM drives, PC Card slots and ports. It is the path along which data flows.

PCI is a particular type of system bus. It provides a 32-bit highway, which means that it can transfer 4 bytes of data (4 characters) at a time.

Besides being the fastest system bus in general use, PCI bus provides plug and play technology, so installing additional devices is easy.

Part I: Getting To Know Your Computer

How Does a Disk Store Information?

The answer depends on the type of disk.

Hard Disk and Diskettes

Hard disk and diskette drives work in the same way, although the hard disk has much higher capacity and provides much faster data access than a diskette.

Like a tape recorder, a disk drive reads and writes magnetically encoded information on magnetic media. The drive positions a read/write head above the surface of the disk when it records and retrieves information.

Before a drive can read from or write to a disk, the disk must have a specific structure. Formatting a disk creates this structure.

Tracks   Sectors (within one track)

Item of information
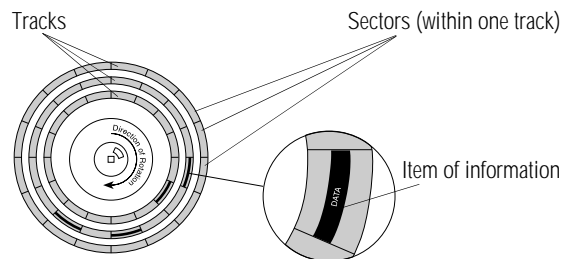
Tracks and sectors of a disk

Formatting divides each side of the disk into concentric circles called tracks. Each track is divided into sectors. Each item of information stored on a disk has a specific address composed of its side, track and sector number. This address makes it possible for the computer to locate the information on the disk.

A diskette has just two surfaces. A hard disk consists of a set of platters on a central spindle. So it has several surfaces, with a read/write head for each.

The amount of data a diskette can hold depends on how it is formatted. In double-density format it holds 720 KB, in high-density format it holds 1.44 MB. Your computer's diskette drive can handle both formats.

A had disk holds as much data as several hundred diskettes. Your computer's hard disk hold 1.265 gigabytes (1.358 billion bytes.)

How Big Is a Megabyte, Anyway?

You may be wondering what terms kilobyte, megabyte and gigabyte mean. In normal metric terminology, kilo means thousand, mega means million and giga means billion. But computer terminology is different.

Computers use base two arithmetic, also called binary arithmetic. Because of this, all numbers in computing are based on powers of two. One megabyte is actually equal to 1,048,576 bytes (2^{20}), the closest binary number to 1,000,000. One gigabyte is 1,024 megabytes.

Compact Discs

Like an audio CD, a CD-ROM is an optical storage medium. Data is stored in concentric tracks on one side of the disc, and the read head incorporates a laser beam.

Unlike hard disk drives, which rotate at a constant speed, a CD-ROM drive changes its rotational speed according to which part of the CD it is accessing. This allows the laser to read data at a constant speed regardless of whether it is accessing an inner or an outer track. Because of the momentum of the disc, this continuous acceleration and deceleration means that accessing data is slower than for a hard disk.

Your computer is supplied with a quadruple speed CD-ROM. That means it rotates four times faster than an audio CD. However, the rotational speed of the drive is only one factor in the performance equation. The size and type of the drive buffer, the head movement mechanism and the type of interface all affect performance.

The measures of performance are:

❖ transfer rate, the speed with which the drive can transfer data to the host PC

❖ seek time, the time taken to move the laser read head to a particular part of the CD.

For small files which are read directly from the buffer, transfer rates are high. But the speed drops once the buffer overflows.

Although a CD-ROM is no match for a hard disk drive in terms of transfer rate and seek time, it is faster than a diskette. Also it holds a far greater amount of data than a diskette - 640 MB against 1.44 MB. That means it can hold a complete set of programs, a catalog, or a multimedia encyclopedia. A typical integrated suite of programs for the office takes approximately 30 diskettes, but it fits comfortably onto a CD.

How Does the Screen Display Information?

Images on the computer's built-in liquid crystal display (LCD) are created by turning individual dots on the screen on or off in various combinations. These dots are called pixels.
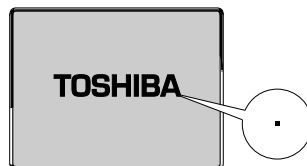
A pixel on the display

A pixel is the smallest element on the screen. On a color display, each pixel is made up of three subpixels: one red, one green and one blue (RGB). Each subpixel may be either on or off. Mixing on and off subpixels is like blending the primary colors to create other colors.
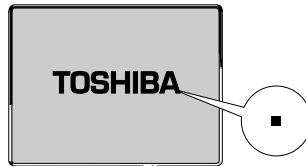
A pel formed by several pixels

The smallest element that your programs can control is called a pel. Pels are arranged on the screen in a grid-like fashion. Depending on the video mode a program selects, a pel may be a single pixel or several pixels.

The pel size determines the clarity of the image—called screen resolution. Larger individual pels reduce the total number of available pels, resulting in lower resolution. Smaller pels increase the number of pels that can fit on the screen, resulting in higher resolution and a clearer image.

Displaying Colors

The pel size also determines how many colors the display can produce. By combining pixels of different colors within a pel, the display can produce many more colors than are available within a single pixel. Therefore, larger individual pels increase the number of colors available to the display.

Video Modes

Video modes are sets of industry-standard rules about resolution and the maximum number of distinct colors that can be displayed simultaneously on the screen. Programs that adhere to the rules of a video mode will run on any system that supports that mode.

Most display adapters provide several video modes. The SVGA-compatible display adapter supports all VGA modes and some SVGA modes.

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How Does the Screen Display Information?

The video mode required by a program depends on:

❖ whether the program displays graphics or text.

❖ the resolution required for the text or graphics.

❖ the number of colors used.

❖ the font size (in pixels) of the text.

Based on these requirements, computers recognize two categories of video modes: graphics modes and text modes.

In a graphics mode, programs can turn on and off individual pels to display a variety of images. The computer controls every pel on the screen individually. This provides maximum display flexibility while somewhat reducing the speed at which the display produces images.

An image produced this way could be a drawing or picture, like a pie chart, graph or photograph. It could also be an icon or a variation on a text character, like italics or bold type.

Windows 95 and Windows programs use graphics modes.

NOTE

If you're using a display mode, such as SVGA, that uses more space than the built-in display has available, the display goes into virtual display mode. In this mode, the display pretends it's bigger than it really is by stretching the desktop so that part of it is off the screen. To see the remainder of the desktop, move the pointer to the very bottom and right of the screen.

Display modes that use less than the maximum resolution of the internal display (800 x 600) occupy a smaller area of the screen. In these modes, you'll see a black border around the screen image.
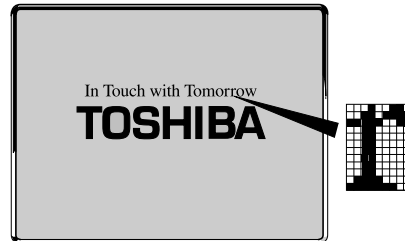
Character cell in a text mode

In a text mode, a character cell is the smallest element a program can control. A character cell is a grid of pels. All cells are the same size. Each cell displays a single letter or symbol. Character cells are arranged in rows and columns. In a text mode, only characters from a predefined set are available. If your program uses a text mode, refer to the program's documentation for a list of available characters.

What About the Batteries?

A battery converts chemical energy into electrical energy. Rechargeable batteries, like those in your computer, can take an electrical current and store it as chemical energy for later use.

In addition to the main battery that powers your system when you're away from an AC outlet, your computer has two other batteries:

❖ The backup battery supports Resume Mode. When you turn the computer off in Resume Mode, a special memory powered by the backup battery keeps track of everything for the next time you turn the computer on. The backup battery gets its charge from the main battery. It maintains its charge for up to eight hours after the main battery discharges.

❖ The RTC (real-time clock) battery powers the RTC memory which stores the computer's configuration information. When you make changes in TSETUP, the MaxTime Control Panel or the Toshiba System Control Panel, this memory keeps track of those settings. The RTC battery also operates the computer's internal clock. Like the backup battery, the RTC battery gets its charge from the main battery. It maintains its charge for up to one month.

Be careful not to overcharge a battery. If you know your main battery is fully charged, use it rather than connecting to an AC power source.

Batteries gradually discharge when not used. If your main battery has been idle for several days, you will need to charge it again before you use it.

Don't leave your battery packs dormant for long periods. Even if you use AC power most of the time, use the main battery periodically to keep it fresh.

What Really Happens When You Turn the Computer On?

When you press the power button, the following occurs:

1 The computer's BIOS (Basic Input/Output System) loads a bootstrap program.

This program, named from the expression "pull yourself up by your bootstraps," checks and displays the amount of memory in the system before proceeding.

2   The bootstrap program attempts to load Windows 95.

It looks first for a diskette in the diskette drive and then at the
hard disk (unless you've set the Boot Priority option to
HDD→FDD in the Toshiba System Control Panel or
TSETUP). If a diskette without the necessary startup files is in
the drive, the bootstrap program displays an error message.

3   As Windows 95 loads, it configures the system.

4   Windows 95 loads the desktop.

Chapter 15

If Something Goes Wrong…

Some problems you may encounter when using the Tecra 500 CS and Tecra 500 CDT computer are relatively easy to identify and solve. Others may require help from your dealer or the manufacturer of a software program.

This chapter aims to help you solve many problems yourself without needing additional help. It covers the problems you are most likely to encounter.

Read the section headings on the opposite page, then turn to the section that covers the type of problem you are having. Read the section and see if it describes your problem. If so, follow the steps for solving it.

If all else fails, contact Toshiba. You will find information on Toshiba's support services at the end of this chapter.

Problems that are Easy to Fix

The more you work with your computer, the more likely you are to encounter one or more of the following problems. Don't panic! You can solve them relatively easily.

Software Problems

Your program stops responding

If you are working with a program that suddenly freezes all operations, the program has probably stopped responding. Don't worry. You can exit the failed program without shutting down Windows 95 or closing other programs.

To close a program that has stopped responding, follow these steps:

1 **Type** Ctrl + Alt + Del **once.**

   Windows 95 displays the Close Program dialog box. The box lists all the programs and processes currently in operation. If a program has stopped responding, the words "not responding" appear beside its name in the list.

2 **Select the program you want to close, then click End Task.**

   Closing the failed program should allow you to continue working. If it does not, continue with step 3.

3 **Close the remaining programs by clicking End Task.**

4 **Click Shut Down.**

   The Shutdown window appears.

5 **Select Restart, then click Yes.**

   Your computer shuts down and restarts Windows 95, thus restoring operations.

Typing Ctrl + Alt + Del twice to restart your computer is not recommended. By closing all open programs prior to shutting down Windows 95 you ensure that all data is saved.

Your program performs an illegal operation

If you receive the message, "Your program has performed an illegal operation," you should record the details of the message and consult the software manufacturer.

To record the details:

1 **Click the Details button and select the text Windows 95 displays.**

   The Details button displays information that the software manufacturer needs to help you solve your problem.

2 **Type** Ctrl + c **to copy the text to the clipboard.**

3 **Open Notepad (click the Start button, point to Programs, then point to Accessories and click Notepad).**

4 **Type** Ctrl + v **to paste the details into Notepad.**

5 **Add a paragraph break and type some notes describing what you were doing when you received the message.**

6 **Save the file and refer to it when you contact the software manufacturer.**

You receive a "Non-System Disk" error message

A disk is in the diskette drive while the computer is starting Windows 95. Remove the diskette from the drive and press any key to continue.

You open a program that immediately stops responding

If CPU sleep mode is on (enabled), it may stop a program from responding. Close the program you are trying to open and turn off (disable) sleep mode. Then, try to run the program again.

To close the program:

1 **Type** Ctrl + Alt + Del**.**

   The Close Program dialog box appears, listing all the programs and processes currently in operation. If the program has stopped responding, the words "not responding" appear beside it.

2 **Click End Task, then click Cancel.**

You disable sleep mode in the MaxTime Control Panel or
TSETUP. Continue with these steps to disable sleep mode using
the MaxTime Control Panel:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

3 Double-click the MaxTime icon.

The MaxTime Control Panel opens with the Power Settings
tab on top.

The Power Settings tab of the MaxTime Control Panel

4 Set the Power Usage Mode to Custom Settings.

5 Click Modify Custom Settings.

MaxTime displays the Modify Custom Settings dialog box.

**6 Change the Sleep Mode setting to Disabled by moving the
slider, then click OK.**

7 Click OK to save your settings and close MaxTime.

If the problem continues, contact the manufacturer of the program

You cannot load a software package

The diskette or CD-ROM may be damaged, or the program may
be corrupted. Try loading another copy of the software.

Part I: Getting To Know Your Computer

An error message appears while you are using a program

Refer to the program's documentation. Typically this will include a trouble-shooting section or a summary of error messages.

Hardware Problems

If your computer or one of the devices connected to it isn't working properly, try this procedure first:

1   **Turn off the computer and any peripheral devices connected to it. This includes your printer and any other external devices.**

2   **If you are not in your home or office, check that the wall outlets are working by plugging in another appliance such as a lamp.**

3   **Check that the power cords are firmly plugged in.**

4   **Check that all cables connecting peripheral devices to the computer are correctly and firmly attached. Loose cables can cause signal errors.**

5   **Turn the peripheral devices on.**

6   **Turn the computer on.**

7   **If you are running the computer on battery power, check that the battery charge isn't low.**

If the equipment still isn't working properly, refer to the device-specific sections of this chapter.

Problems When You Turn the Computer On

These problems may occur when you turn the power on.

The computer won't start.

If you did not follow the steps in the previous section, make sure you attached the power cord properly or installed a charged battery.

Press and hold the power button for a few seconds.

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Problems When You Turn the Computer On

The computer starts, but then shuts down and the power indicator glows orange and blinks.

The computer has become too hot, so it has automatically entered Resume mode and shut down. Leave the computer turned off until its interior has reached room temperature (88F/30C or less).

The computer starts but, when you press a key on the keyboard or touch the AccuPoint, nothing happens.

You are probably in Resume Mode and have a software or resource conflict. When this happens, turning the power on returns you to the problem instead of restarting the system. To clear the condition, press Ctrl + Alt + Del or press the reset button.

Clearing the condition may get you running by disabling Resume Mode, but it won't solve a resource conflict. Read the documentation that came with the conflicting device and "Resolving a Hardware Conflict" on page 335.

You push the power button and hear the system start, but you receive a hard disk drive (HDD) error message.

There is a problem starting Windows 95 from your hard disk. Follow these steps:

1 Insert a startup disk in the diskette drive.

2 Restart your computer and press F10 when the system starts.

Pressing F10 changes the Boot Priority option setting in TSETUP. This command instructs the computer to start from the diskette drive.
The message "Starting Windows 95" appears followed by the MS-DOS prompt, A:>.

3 Eject the startup disk from the diskette drive and insert Windows 95 disk #1.

4 Type setup, then press Enter.

If your hard disk is intact, Setup installs Windows 95 again without removing information you have saved on the hard disk. Follow the messages that appear on your screen.

If you receive another error message, contact Toshiba technical support. See "If You Need Further Assistance" on page 357.

Windows 95 Isn't Working

Once you are familiar with the desktop and used to the way Windows 95 responds to your work routine, you can easily detect if Windows 95 isn't working correctly. For example:

❖ Windows 95 fails to start after the Starting Windows 95 message appears.

❖ Windows 95 takes a long time to start.

❖ Windows 95 does not follow its normal routine.

❖ The display on your screen looks different.

Unless a hardware device has failed, these problems usually occur when you change the system configuration, add a device, install a new program, or do something that changes the system's established routine.

If you experience any of these problems, use the startup options in the Windows 95 Startup Menu to fix them.

Using Startup Options to Fix Problems

If Windows 95 fails to start properly, you may have to change your system's configuration or verify the startup procedure to fix the problem. To do this, use the startup options in the Windows 95 Startup menu. This section describes each startup option and when to use the procedure.

To open the Windows 95 Startup menu:

1 Restart your computer.

2 Press F8 **when your computer starts.**

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Windows 95 Isn't Working

The Windows 95 Startup Menu displays the following options:

❖ Normal

❖ Logged (BOOTLOG.TXT)

❖ Safe Mode

❖ Step-by-Step Confirmation

❖ Command Prompt Only

❖ Safe Mode Command Prompt Only

NOTE

If your computer is connected to a network, the Startup Menu may display different versions of Safe Mode.

Normal

Selecting Normal starts Windows 95 under normal conditions. Start the computer in Normal mode when there are no apparent problems with the system.

Logged (BOOTLOG.TXT)

Selecting Logged starts Windows 95 under normal conditions and creates a startup log file named C:\BOOTLOG.TXT. This records every step of the system's startup process.

You or a qualified Windows 95 expert can use this log file to check the loading and initializing of Windows 95 device drivers. A device driver is a file that contains information to help the system BIOS control the operations of devices connected to the system.

Safe Mode

Selecting Safe Mode bypasses basic startup files and starts
Windows 95 enabling only the mouse, keyboard, and standard
VGA drivers.

Running Safe Mode allows you to undo any changes you made to
the system configuration that may have caused Windows 95 or a
device to fail. For example, if you choose a resolution that is not
supported by the display, Windows 95 will have a problem start-
ing correctly. Safe Mode bypasses the setting and allows you to
change the resolution to one supported by the display. Once you
have done this, Windows 95 will start correctly.

Other problems may involve a device driver. See "Windows 95
Can Help You" on page 334 to fix the problem.

*Windows 95 automatically starts in Safe Mode if it detects
that system startup failed or the Windows 95 Registry is
corrupted.*

NOTE

Step by Step Confirmation

When you turn your computer on, Windows 95 processes the star-
tup directory. With Step by Step Confirmation, the system asks
you to confirm each line of the startup process as it appears on the
screen. Use this option when:

❖ The startup process fails while loading the startup files.

❖ You need to verify all drivers are being loaded.

❖ You need to temporarily disable a specific driver(s).

❖ You need to check for errors in the startup files.

Windows 95 uses a new system file, IO.SYS, which contains all
the information needed to start the computer. Although your com-
puter does not need CONFIG.SYS and AUTOEXEC.BAT to
start, it does process these files to support backward compatibility
with some applications and device drivers. The same holds true

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Windows 95 Isn't Working

for SYSTEM.INI and WIN.INI. Most of the information contained in these files is now stored in the Windows 95 Registry. However, they are still processed during startup. BOOT-LOG.TXT file contains a record of all the components and drivers being loaded during startup and the status of each. When you select Step by Step Confirmation, you can view all these files in the startup directory line by line to troubleshoot a problem.

Command Prompt Only

Selecting Command Prompt Only starts the basic operating system with all the startup files and device drivers.

Use this option when you want to run MS-DOS or Windows 95 commands. This option is for advanced users who are familiar with MS-DOS and know what these commands do.

Safe Mode Command Prompt Only

Selecting Safe Mode Command Prompt Only bypasses the system startup files and displays the command prompt.

Use this option under the following conditions:

❖ When Windows 95 fails to start even in Safe Mode.

❖ When you want to run MS-DOS commands such as edit to make changes to your startup files.

❖ When you want to avoid loading HIMEM.SYS (extended memory manager), or IFSHLP.SYS (file system manager).

Windows 95 Can Help You

If Windows 95 has started properly, but you still have a problem using your computer, Windows 95 Help can assist you in troubleshooting the problem.

To open the Windows 95 troubleshooting aid, follow these steps:

1 Click the Start button and click Help.

The Help Topics: Windows Help dialog box appears.

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2 **Click the Contents tab and select Troubleshooting.**

3 **Double-click a problem you would like help with, and follow the steps.**

Resolving a Hardware Conflict

If you receive an error message telling you there is a device driver conflict or a general hardware problem, try using Windows Help to troubleshoot the problem first.

1 **From the Windows Help menu, click the Contents tab and select Troubleshooting.**

2 **Click "If you have a hardware conflict" and follow the steps.**

If there is still a problem, Windows 95 should display a message that explains what the conflict is. If this happens, you may need to solve the problem on your own.

A Plan of Action

The smooth operation of the system depends on the interaction of all devices, programs and features. If the system or one of its attached devices isn't working, resolving the problem can be time consuming and frustrating.

The recommended procedure for getting multiple devices to work together is to add and configure one device at a time. After you add each device, test it to make sure it and all previously connected devices work.

The device most recently connected to the system is the one most likely to be causing a hardware conflict.

A word to the wise: if you get too tired, take a break. Having a meal or a good night's sleep refreshes you mentally as well as physically. Talking the problem over with a friend can help too.

NOTE

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Resolving Hardware Conflicts on Your Own

Computer components need resources to accomplish a task. A device, such as a CD-ROM drive or a modem, needs a channel to the computer's Central Processing Unit (CPU). It also needs a direct channel to the computer's memory to store information as it works. These channels of communication are commonly referred to as system resources.

Interrupt Request Channel

The channel to the CPU is called an Interrupt ReQuest (IRQ) because it interrupts what the processor is doing and requests some of the processor's time. If two or more devices use the same IRQ, the processor doesn't know which device is asking for attention. This causes a problem.

Direct Memory Address

Similarly, the data required by the device is stored in a specific place or address in memory called the Direct Memory Address (DMA). If two or more devices use the same DMA, the data required by one device overwrites the data required by the other. If either of these situations occur, you have a hardware conflict.

Plug and Play

With Plug and Play and Windows 95, avoiding hardware conflicts is easy. Plug and Play is a computer standard that helps the system BIOS (basic input/output system) and Windows 95 to automatically assign system resources to Plug and Play-compliant devices. In theory, if every device connected to the computer is Plug and Play-compliant, no two devices will compete for the same system resources. You simply plug in the device and turn your computer on. Windows 95 automatically configures your system to accommodate the new device.

However, if you install an older (legacy) device that Windows 95 cannot detect, Windows 95 may have difficulty assigning system resources to it. As a result, a hardware conflict can occur. To find out what resources Windows 95 has assigned to the legacy device, see "Checking Device Properties" on page 338. If Windows 95 is unable to provide the information you need, the pre-assigned settings for IRQs, DMAs and I/O assignments are listed in "System Resources" on page 481 for your reference.

Resolving Conflicts

There are three things you can do to resolve hardware conflicts.

❖ Disable the device.

For an older device, remove it from the computer. For a Plug and Play device, see "Fixing a Problem with Device Manager" on page 299.

❖ Disable another system component and use its resources for the new device.

See "Fixing a Problem with Device Manager" on page 337.

❖ Reconfigure the device so its requirements do not conflict.

Refer to the device's documentation for instructions about changing settings on the device.

Fixing a Problem with Device Manager

Device manager provides a way to check and change the configuration of a device.

Changing the default settings using Device Manager can cause other conflicts that make one or more devices unusable. Device Manager is a configuration tool for advanced users who understand configuration parameters and the ramifications of changing them.

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Resolving a Hardware Conflict

Disabling a Device in Windows 95

To disable a device using Device Manager, follow these steps:

1 Click Start and point to Settings, then click Control Panel.

2 Double-click the System icon.

The System Properties dialog box appears.

3 Click the Device Manager tab.

4 Double-click the device type to display the device installed.

5 Uncheck the device.

A warning message asks you to confirm the device removal.

6 Click OK.

Checking Device Properties

Device Manager provides a way to view the properties of a device. Properties include the name of the manufacturer, the type of device, the drivers installed, and the system resources assigned to the device. To check a device's properties follow these steps:

1 Click the Start button and point to Settings, then click on Control Panel.

2 Double-click the System icon.

Windows 95 displays the System Properties dialog box.

3 Click the Device Manager tab.

4 Double-click the device type

5 To view the properties, double-click the device.

Windows 95 displays the Device Properties dialog box, which provides various tabs to choose from. Some of the common ones are:

❖ The General tab provides basic information about the device.

❖ The Resources tab lists the resources assigned to the device. If you have a device conflict, it is shown in the Conflicting device list.

❖ The Drivers tab displays the drivers being used by the device.

For further information about Device Manager, refer to Windows 95 on-line help.

Fixing Device Related Problems

If you don't have a hardware conflict, but you think your problem could be related to one of your computer's devices, the first thing to do is run a system verification test. A system verification test confirms that the factory-installed devices connected to the computer are working. This includes testing the memory, hard disk, disk drive, etc.

Then read the relevant parts of this section which describes problems and solutions related to specific devices. For more extensive testing see "The Diagnostic Test" on page 451.

Running the System Verification Test

To verify the system when Resume mode is off, follow these steps:

1 Turn the computer off.

2 Hold down the spacebar while you press the power button.

To verify the system when Resume Mode is on, hold down the spacebar while you press the reset button.

System verification displays the following message for a few seconds as the computer tests memory:

(C) Copyright 19*>xx* Toshiba Corp. All rights reserved.
MEMORY TEST *xxxx*KB

Successful Test Results

If the test verifies that the factory-installed components connected to the system are functional, the computer sounds a short beep then starts the operating system.

Unsuccessful Test Results

If the system verification test fails, the computer does one of the following:

❖ Stops updating the memory counter and does not proceed to display information or messages.

❖ Sounds a beep but displays no new messages.

❖ Displays random characters and does not function normally.

❖ Displays an error message.

Verify the system again. Before you do so, turn the computer off and make sure all optional devices are connected properly and turned on. Then, turn the computer on and run the test again. If the test fails a second time, you have demonstrated that you can reproduce the problem and it's time to contact a trained technician.

Other Circumstances

The computer normally beeps at the conclusion of a successful system verification. If the system speaker is set to Disabled, this beep will not occur.

If the speaker is turned on (enabled) and the system verification completes but you don't hear a beep, the speaker may be faulty. Though this does not affect the computer's operation, you may wish to contact your dealer and have it repaired.

If the system verification is successful but the operating system
won't load, refer to "Problems When You Turn the Computer On"
on page 329. If all seems correct, treat this as a hardware error and
contact your dealer.

Where Do I Go from Here?

If you determined that you have a problem with a specific device,
the following sections list problems related to specific devices and
offer some solutions.

Memory Card Problems

Incorrectly connected or faulty memory cards may cause errors
that seem to be device-related. So it's worthwhile checking for
these first:

1   Click Start, then click Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

**2   Click the button next to Shut down the computer, then
click Yes.**

Windows 95 shuts down and turns the computer off
automatically.

3   Remove the memory card.

**4   Reinstall the memory card, following the instructions in
See "Adding Memory (Optional)" on page 19 and making
sure it's seated properly.**

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5 **Replace the memory expansion slot cover.**

6 **Check for the error again.**

7 **If the error reoccurs, remove the memory card entirely and check for the error again.**

If removing the memory card eliminates the error, the memory card may be faulty. If the error reoccurs without the memory card installed, the error is not caused by the memory card.

Power and the Batteries

Your computer receives its power through the built-in power supply and power cord or from the system batteries (main battery, real-time clock (RTC) battery and backup battery). Power problems are interrelated. For example, a faulty power cord will neither power the computer nor recharge the batteries.

Here are some typical problems and how to solve them:

The power light doesn't come on when you plug in the power cord.

Make sure the power cord is firmly plugged into both the wall outlet and the computer.

If the power light still doesn't come on, check that the wall outlet is working properly by plugging in a lamp or other appliance.

The power cord works correctly, but the battery won't charge.

The main battery may not be inserted correctly in the computer. Turn off the computer, remove the battery, clean the battery contacts with a soft cloth dipped in alcohol and replace the battery.

The battery may be too hot or too cold to charge properly. Its temperature needs to be in the range 50-88F (10-30C). If you think this is the probable cause, let the battery reach room temperature and try again.

If the battery has completely discharged, it will not begin charging immediately. Leave the AC adapter connected, wait 20 minutes and see whether the battery is charging.

If the battery icon is glowing after 20 minutes, leave the computer to continue charging the battery for at least another 20 minutes before you turn the computer on.

If the battery icon doesn't glow after 20 minutes, the battery may have reached the end of its useful life. Try replacing it.

The battery appears not to power the computer for as long as it usually does.

If you frequently recharge a partially charged battery, it may not charge fully. Let the battery discharge completely, then try charging it again.

Check the power-saving features in the MaxTime Control Panel or TSETUP. Have you added a device, such as a PC Card or memory module, that takes its power from the battery? Is your software using the hard disk more heavily? Is the display power set to turn off automatically? Is the battery fully charged to begin with? All these conditions affect how long the charge lasts.

For more information on maximizing battery power, refer to "Looking After Your Battery" on page 162 and "Conserving Power" on page 155.

The Keyboard

If, when you type, strange things happen or nothing happens, the problem may be related to the keyboard itself.

The keyboard produces unexpected characters.

A keypad overlay may be on. If the numeric keypad or cursor control light is on, press Fn + F10 to turn off the cursor control light or Fn + F11 to turn off the numeric keypad light.

If the problem occurs when both the keypad overlays are off, make sure the software you are using is not remapping the keyboard. Refer to the software's documentation and check that the program does not assign different meanings to any of the keys.

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Fixing Device Related Problems

You've connected an external keyboard and Windows 95 displays one or more keyboard error messages.

The keyboard you connected may be defective or incompatible with the computer. Try using a different make of keyboard.

Nothing happens when you press the keys on the external keyboard.

If you are using a NoteDock™, make sure the PS/2 keyboard is plugged into the PS/2 keyboard port and not the PS/2 mouse port.

You may have plugged the external PS/2 keyboard in while the computer was turned on. Click Start, Shut Down and Restart the computer using the AccuPoint on the internal keyboard. The computer will restart and recognize the device.

The keyboard locks and the computer will not restart.

Make sure the power is on and press the reset button.

The AccuPoint

Some of the keyboard conditions listed above may also affect the AccuPoint.

Your finger easily slides off the AccuPoint.

The AccuPoint cap may be greasy. Remove the cap and clean it with a cotton swab dipped in rubbing alcohol.

Or the cap may have become worn. Replace the cap with one of the spares that came with your computer. Follow these steps:

1   **Remove the AccuPoint cap by grasping it firmly and pulling it straight up.**

The AccuPoint spindle is now visible.

2   **Position the new cap on the spindle and press it into place.**

The Display

Here are some typical display problems and their solutions:

The display is blank.

Display Auto Off may have gone into effect. Press any key to activate the screen.

You may have activated the instant security feature by pressing Fn + F1. Enter your password if you have registered one, or press Enter to return to work.

If you are using the built-in screen, try changing the display priority to make sure it is not set for an external monitor. To do this, press Fn+F5.

If you are using an external monitor:

❖ check that the monitor is turned on

❖ check that the monitor's power cord is firmly plugged in to a working power outlet

❖ check that the cable connecting the external monitor to the computer is firmly attached

❖ try adjusting the contrast and brightness controls on the external monitor

❖ press Fn+F5 to make sure that the display priority is not set for the built-in LCD screen

The display doesn't look right.

See "Changing the Display Mode" on page 300 to adjust your screen resolution or color settings.

The built-in screen flickers.

Some flickering is a normal result of the way the screen produces colors. To reduce the amount of flickering, try using fewer colors.

Windows 95 displays a message that there is a problem with your display settings and that the adapter type is incorrect or the current settings don't work with your hardware.

Reduce the size of the color palette to one that is supported by the computer's internal display. See "Changing the Display Mode" on page 300 for instructions.

The Disk Drives

Problems with the hard disk or with a diskette drive usually show up as an inability to access the disk or as sector errors. Sometimes a disk problem may cause one or more files to appear to have garbage in them. Typical disk problems are:

You are having trouble accessing a disk, or some of the data appears to be missing.

Make sure you're identifying the drive by its correct name (A or C).

Run ScanDisk, which analyzes the directories, files and File Allocation Table (FAT) on the disk and repairs any damage it finds. To run ScanDisk, follow these steps:

1   Click Start, then point to Programs.

2   Point to Accessories, then point to System Tools.

3   Click ScanDisk.

Windows 95 opens the ScanDisk window.

Your hard disk seems very slow.

If you have been using your computer for some time, your files may have become fragmented. Run Disk Defragmenter. Click Start/Programs/Accessories/System Tools/Disk Defragmenter.

Your data files are damaged or corrupted.

Refer to your software documentation for file recovery procedures. Many software packages automatically create backup files.

You may also be able to recover lost data by using utility software, which is available from your dealer.

Some programs run correctly but others do not.

This is probably a configuration problem. Where a program doesn't run properly, refer to its documentation and check that the hardware configuration meets its needs.

A diskette won't go into the built-in diskette drive.

You may already have a diskette in the drive. Make sure the drive is empty.

You may be inserting the diskette incorrectly. Hold the diskette by the label with the hub side facing down, and insert it so the metal head window cover goes into the drive first.

The metal cover or loose labels may be obstructing the path into the drive. Carefully inspect the diskette. If the metal cover is loose, replace the diskette. If the label is loose, replace the label and try inserting the diskette again.

The computer displays the Non-system disk or disk error message.

If you're starting the computer from the hard disk, make sure there's no diskette in the diskette drive.

If you're starting the computer from a diskette, the diskette in the drive doesn't have the files necessary to start the computer. Replace it with a bootable diskette.

A diskette won't format properly.

Make sure you've chosen the correct disk capacity in the Format dialog box. You can't format double-density diskettes as high-density diskettes and vice versa.

Try using a different diskette. If the computer completes the for-matting of the new diskette, run ScanDisk to check the new diskette. If the drive formats properly and ScanDisk doesn't report any errors during the test, the problem was probably a faulty dis-kette.

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The drive can't read a diskette.

Try another diskette. If you can access the second diskette, the first diskette (not the disk drive) is probably causing the problem. Run ScanDisk on the faulty diskette.

If the problem occurs with each diskette you attempt to access, run the diagnostic test. Refer to "The Diagnostic Test" on page 451.

CD-ROM Drives

You cannot access a CD in the drive.

Make sure the drawer has closed properly. Press gently until it clicks into place.

Open the drawer and remove the CD. Make sure the drawer is clean. Any dirt or foreign object can interfere with the laser beam.

Examine the CD to see whether it is dirty. If necessary, wipe it with a clean cloth dipped in water or a neutral cleaner.

Replace the CD in the drawer. Make sure that the CD is lying flat, label side uppermost. Close the drawer carefully, making sure it has shut completely.

Some CDs run correctly but others do not

Check the type of CD you are using. The drive supports ISO 9660 and CD Plus data CDs, audio CDs and photo CDs.

If the problem is with a data CD, refer to the software's documentation and check that the hardware configuration meets the program's needs.

Sound System

No sound

Adjust the volume control.

If you are using an external microphone or speakers, check that they are securely connected to your computer.

In TSETUP, check that the sound function is enabled.

Loud high-pitched noise

This is feedback between the microphone and the speakers. It occurs in any sound system when input from a microphone is fed to the speakers and the speaker volume is too loud. Adjust the volume control.

If you have changed the settings for the Record Monitor feature in the Recording Control Utility (default Off) or the Mute feature in the Mixer Utility (default Enabled) these may cause feedback. Revert to the default settings.

Optional Devices

Optional devices can include a printer, PC Cards, an external monitor, or any other device you connect to your computer to expand its capabilities. This section begins with some general comments and continues with sections for specific devices.

For an external monitor, see "The Display" on page 345.

PC Cards

PC Cards (PCMCIA-compatible) include many types of devices, such as a removable hard disk, additional memory, fax/modem or pager. The applications for these devices continue to grow as new products come onto the market almost daily.

Most PC Card problems occur during installation and setup of new cards. If you're having trouble getting one or more of these devices to work together, several sections in this chapter may apply.

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❖ Resource conflicts can cause problems when using PC Cards. Refer to "Resolving a Hardware Conflict" on page 335.

❖ If the device is a modem, see "Modems" on page 354.

Card Information Structure (CIS)

When you insert a PC Card into a slot, the computer attempts to determine the type of card and the resources it requires by reading its CIS. Sometimes the CIS contains enough information for you to use the card immediately. Other cards must be configured before you can use them.

Use the Windows 95 PC Card (PCMCIA) Wizard to configure the card.

Some card manufacturers use special software called enablers to support their cards. Enablers result in nonstandard configurations that can cause problems when installing another PC Card.

If Windows 95 doesn't have built-in drivers for your PC Card and the card didn't come with a Windows 95 driver, it may not work under Windows 95. Contact the manufacturer of the PC Card for information about operating the card under Windows 95.

PC Card Checklist

❖ Make sure the card is inserted properly into the slot.

Refer to "Little Cards that Do Big Things" on page 193 for how to insert PC Cards, and to the documentation that came with the PC Card.

❖ Make sure all cables are securely connected.

❖ Make sure the computer has only one version of Card and Socket Services loaded.

❖ Occasionally a defective PC Card slips through quality control. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again, it may be defective.

Resolving PC Card Problems

Here are some common problems and their solutions:

The slots appear to be dead. PC Cards that used to work no longer work.

Follow these steps to view the PC Card status:

1   Click the My Computer icon with the secondary button, then click Properties.

Windows 95 displays the System Properties dialog box.

2   Click the Device Manager tab.

3   Double-click the device listed as your PC Card.

Windows 95 displays your PC Card's Properties dialog box. This dialog box contains information about your PC Card configuration and status.

The computer stops working (hangs) when you insert a PC Card.

The problem may be caused by an I/O (input/output) conflict between the PCMCIA socket and another device in the system. Make sure each device has its own I/O base address.

Since all PC Cards share the same socket, each card is not required to have its own address.

Hot swapping (removing one PC Card and inserting another without turning the computer off) fails.

Follow this procedure each time you want to remove a PC Card:

1   Click the PC Card icon on the taskbar.

2   Click Stop *xxxx*, where *xxxx* is the identifier for your PC Card.

Windows 95 displays a message saying you may safely remove the card.

3   Remove the card from the slot.

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Fixing Device Related Problems

The system does not recognize your PC Card or PCMCIA socket controller.

Windows 95 may not have built-in drivers for your PC Card. Follow these steps to install PC Card support:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

3 Double-click Add New Hardware.

Windows 95 opens the Add New Hardware Wizard.

4 Click Next.

5 Follow the instructions on the screen to install support for your PC Card or PCMCIA socket controller.

There is still a yellow exclamation point (!) over the PCMCIA controller icon in Device Manager.

You've gone through the PCMCIA Wizard in Windows 95 as described in "Setting Up PC Card Support in Windows 95" on page 199, but the system still reports the controller with a yellow !.

Your computer may not be firmly attached to the optional Note-Dock. To fix the problem:

1 Click Start, then click Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

2 Click the button next to Shut down the computer, then click Yes.

Windows 95 shuts down and turns the computer off automatically.

3 Lift the locking latch on the NoteDock.

4 Gently lift the computer and slide it off of the NoteDock.

5   **Reconnect the computer and NoteDock, making sure to press them together firmly.**

Refer to "Connecting the Computer to the NoteDock II" on page 240 for instructions.

6   **Turn the computer on and try setting up PC Card support again.**

A PC Card error occurs

Reinsert the card to make sure it is properly connected.

If the card is attached to an external device, check that the connection is secure.

Refer to the card's documentation which should contain a troubleshooting section.

Printers

This section lists some of the most common printer problems.

The printer doesn't print.

Check that the printer is connected to a working power outlet and is turned on.

Check that the printer has plenty of paper. Some printers won't start printing when there are just two or three sheets of paper left in the tray.

Make sure the printer cable is firmly attached to both the computer and the printer.

If your printer is ECP- or IEEE 1284-compliant, make sure you have an IEEE 1284 printer cable.

Run the printer's self test to check for any problem with the printer itself.

Make sure you installed the proper printer drivers, as shown in "Setting Up Windows 95 to Work with Your Printer" on page 98.

You may have connected the printer while the computer was turned on. Disable Resume Mode, turn off the computer, and turn off the printer. Turn the printer back on, make sure it's ready (online), then turn the computer back on.

You may have selected an incorrect Printer Port Type setting. To change this option setting, refer to "Toshiba System Control Panel" on page 415.

The printer doesn't print what I see on the screen.

Many programs display information on the screen differently from the way they print it. See if your program has a print preview mode. This mode lets you see your work exactly as it will print. Contact the software manufacturer for more information.

Modems

A modem, fax/modem or fax/voice/modem is a serial device. This section lists common modem problems.

The modem won't receive or transmit properly.

Make sure the RJ-11 cable (the one that goes from the modem to the telephone line) is firmly connected to the modem's RJ-11 jack and the telephone line socket.

Check the serial port settings to make sure the hardware and software are referring to the same COM port (in Device Manager under Modems for a PC Card modem or in TSETUP for an external modem).

Check the communications parameters (baud rate, parity, data length and stop bits) specified in the communications program. It should be configured to transmit at 300, 1200, 2400, 4800, 9600, 14400 or 28800 bps (bits per second). Refer to the program's documentation and modem manual for information on how to change these settings.

The modem is on, configured properly and still won't transmit or receive data.

Make sure the line has a dial tone. Connect a telephone handset to the line to check this.

The other system may be busy or off-line. Try making a test transmission to someone else.

The PC Card modem used to work, but doesn't anymore.

Check in Device Manager to see if the modem is listed.

If it is listed but has an X next to it, the modem is disabled. Double-click the device and then check the Undocked and Docked (if present) options before clicking OK.

If the modem is listed and has an exclamation point (!) next to it there may be a conflict with another device that Windows 95 is unable to resolve. See "Resolving Hardware Conflicts on Your Own" on page 336 for suggestions on solving the conflict.

Developing Good Computing Habits

Sometimes we're in such a hurry to use a computer that we fail to adequately prepare for the problems that may occur. This section suggests some good habits to develop so you are prepared if things go wrong.

Save your work frequently.

You can never predict when your computer will lock, forcing you to close a program and lose unsaved changes. Many software programs build in an automatic backup, but you shouldn't rely solely on this feature. Save your work!

On a regular basis, back up the information stored on your hard disk.

Here are a few ways you can do this:

❖ Copy files to diskettes in Windows 95, following the steps in "How to Copy Something to a Diskette" on page 108 or "How to Back Up Your Work" on page 109.

❖ Connect a tape drive to the system and use specialized software to copy everything on the hard disk to a tape.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to diskette on a daily basis.

If you've added your own software to your system, you should back up the software as well as the data. If something goes wrong that requires you to format your hard disk and start again, reloading all your software and data from a backup will save time.

Read the manuals.

It's very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how the computer and its software work together.

Get familiar with all the manuals provided with your computer, as well as the manuals that come with the programs and devices you purchase.

Your local computer store or book store contains a variety of self-help books you can use to supplement the information in the manuals.

If problem solving is taking a long time, take a break.

If you've been fighting to solve a problem for a long period of time, you're probably frustrated by now. Stand up, take a deep breath and do something else - make some coffee, look out the window, phone a friend. Often, you can find a new solution to a problem just by stepping away from it for a few moments.

If You Need Further Assistance

If you have followed the recommendations in this chapter and are still having problems, you may need additional technical assistance. This section contains the steps to take to ask for help.

Before You Call

Since some problems may be related to the operating system or the program you're using, it's important to investigate other sources of assistance first. Try the following before contacting Toshiba:

❖ Review the troubleshooting information in your Windows 95 documentation.

❖ If the problem occurs while you are running a program, consult the program's documentation for troubleshooting suggestions. Contact the software company's technical support group for their assistance.

❖ Consult the dealer from whom you purchased your computer and/or program. Your dealer is your best source for current information.

For the number of a Toshiba dealer near you in the United States, call 1-800-457-7777.

Contacting Toshiba

If you still need help and suspect that the problem is hardware related, Toshiba offers a variety of resources to help you.

Start with the Automated Fax Service. Chances are you are not the only person to experience this problem. Toshiba has prepared useful information that can be faxed to you automatically. For instructions see "Toshiba's Automated Fax Service" on page 322.

Next, try one of Toshiba's on-line services. The Toshiba Forum can be accessed through Compuserve, and the Toshiba Bulletin Board Service (BBS) can be reached free of charge from any PC with a modem.

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If you still can't find a solution to your problem, you can call Toshiba directly. See "Toshiba Voice Contact" on page 323 for details.

Toshiba's Automated Fax Service

Toshiba's Automated Fax Service System (AUTOFAX) provides ready access to useful information about Toshiba computers and accessories. You may select the documents using your touch-tone telephone. Toshiba's AUTOFAX System will send the requested information to your fax machine.

Follow these steps to access the system:.

1 **Dial the Toshiba AUTOFAX System at (800) 999-4273.**

2 **Select option 4, then option 1. (You will be connected to the AUTOFAX system.)**

3 **To have an index of available documents faxed to you, press** 1**.**

4 **If you know the document number for the information you need, press** 2**.**

5 **Follow the automated instructions provided by the system.**

NOTE

When entering the area code for your fax number, do not include the "1" prefix.

The AUTOFAX System automatically calls your fax number and sends the requested information. The process usually takes minutes, but load conditions can vary. So please allow up to 24 hours to receive the information.

If your fax machine telephone number is busy or otherwise unavailable, the system makes up to three attempts to complete a transaction.

Toshiba's Bulletin Board Service

Toshiba's Bulletin Board Service (BBS) is available 24-hours a day, and is free of charge to anyone with a PC and a modem. From Toshiba's BBS, you can download files and obtain other useful information to keep your computer running at peak performance.

Be sure you set your modem to Toshiba's BBS protocol:

Data Bits: 8
Parity: None
Stop Bits: 1

You may use the following telephone numbers:

714-837-4408
714-837-4409

The Toshiba Forum

Toshiba's Forum on CompuServe (CIS) gives you the opportunity to ask questions of system operators, to download information, and to access several Toshiba libraries that contain product information, User to User tips, and much more.

To access the Toshiba Forum:

1 Log on to Compuserve.

2 From the CIS prompt type go Toshiba**.**

Toshiba Voice Contact

To aid Toshiba, make sure you have:

❖ The computer and any optional devices related to the problem.

❖ The Microsoft Windows 95 diskettes, the Toshiba Companion Diskette, and the rest of the master diskettes. You created the Microsoft Windows 95 diskettes using Create System Disks and either made the other diskettes using Master Disk Creator or purchased a CD-ROM containing the Toshiba drivers/utilities directly from Toshiba.

Part I: Getting To Know Your Computer

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If You Need Further Assistance

❖ The name and version of the program involved in the problem along with its installation diskettes.

❖ The information about what you were doing when the problem occurred.

❖ The exact error messages and when they occurred.

You can reach Toshiba PC Product Support at:

800-999-4273

Toshiba's Worldwide Offices

For additional help, contact one of these Toshiba offices:

Argentina
Smart, S.A.
Mexico (Street) 630
Buenos Aires, 1097
Argentina

Australia
Toshiba (Australia) Pty. Limited
Information Systems Division
84-92 Talavera Road
North Ryde NSW 2113
Sydney
Australia

Austria
A&D
Lindenrabengasse 21
A 1238 Wien
Austria

Belgium
Toshiba Information Systems
Benelux (Belgium) B.V.
Excelsiorlaan 40
B-1930 Zaventem
Belgium

Brazil
Sistema Operacional
Rua Helena 170; 8 Andar
V. Olimpia, CEP 04552-050
Sao Paulo
Brasil

Canada
Toshiba Canada Ltd.
191 McNabb Street
Markham, Ontario
L3R - 8H2
Canada

Czech Republic
CHG Toshiba, s.r.o.
Sumavska 31
612 54 Brno

Denmark
Scribona System A/S TPC Service
Naverland 27
DK2600 Glostrup
Denmark

Finland
Scribona System OY
Sinimäentie 14
P.L. 83
02630 ESPOO
Finland

France
Toshiba Systèmes (France) S.A.
7, Rue Ampère
92804 Puteaux Cédex
France

Germany
Toshiba Europe (I.E.) GmbH
Leibnizstraße 2
D-93055 Regensburg
Germany

Greece
Ideal Electronics S.A.
109 Syngrou Avenue
176 71 Kalithea
Athens
Greece

Hungary
Technotrade Kft.
Ov utca 185
1147 Budapest
Hungary

Ireland
Same as United Kingdom

Italy
Pregetto Elettronica 92 s.r.l.
Via Galliari 1/A
20156 Milano
Italy

Japan
Toshiba Corporation
International Operations-
Personal Computers
1-1, Shibaura 1-Chome
Minato-KU, Tokyo, 105-01
Japan

Luxembourg
Same as Belgium

Mexico
Toshiba de Mexico
Paseo de la Reforma no. 30, 4-Piso
Centro 06048 D.F.
Mexico City
Mexico

Part I: Getting To Know Your Computer

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If You Need Further Assistance

Morocco
C.B.I.
22 Rue de Bethune
Casablanca
Morocco

The Netherlands
Toshiba Information Systems
Benelux B.V.
Rivium Boulevard 41
2909 LK, Capelle a/d Ijssel
The Netherlands

New Zealand
Toshiba (New Zealand) Pty. Limited
Level 4, 3 Ferncroft Street
Grafton Auckland
New Zealand

Norway
Scribona Norge A/S
Toshiba PC Service
Stalfjaera 20
Posboks 51/Kalbakken
N-0901 OSLO 9
Norway

Papua New Guinea
Fujitsu (PNG) Pty. Ltd.
P.O. Box 4952 Boroko
NCD, Papua
New Guinea

Poland
Wittelsbach Service Polska
ul. Okopowa 47
01-059 Warszawa
Poland

Portugal
Quinta Grande Assistencia Tecnica
Informatica, Lda.
Av. Moinhos no. 15A
Ur. Quinta Grande
2720 Alfragide
Portugal

Slovakia
HTC s.r.o.
Kukucinova 26
831 03 Bratislava
Slovakia

Slovenia
INEA d.o.o.
Ljudljanska 80
61230 Domzale
Slovenia

Spain
Toshiba Information Systems
(España) S.A.
Parque Empresarial San Fernando
Edificio Europa, Planta 1
Escalera A
28831 Madrid
Spain

Sweden
Scribona TPC AB
Sundbybergsväegen 1
Box 1374
Solna 171 27
Sweden

Switzerland
Ozalid AG
Herostrasse 7 Postfach
8048 Zürich
Switzerland

United Kingdom
Toshiba Information Systems
(U.K) Ltd.
Toshiba Court
Weybridge Business Park
Addlestone Road
Weybridge/Surrey KT15 2UL
United Kingdom

United States
Toshiba America Information
Systems, Inc.
9740 Irvine Boulevard
Irvine, California 92718
United States

For the most recent list of addresses, access Toshiba's AUTOFAX
system (see page 358).

Chapter 16

The Hotkeys

Hotkeys are keys that, pressed in combination with the Fn key, turn system functions on and off. A hotkey has a white legend on the front indicating the option or feature the key controls.

Instant Password Security
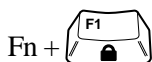
Fn + [F1 key]   This hotkey prevents other people using your computer. It locks the keyboard, blanks the display and turns off the hard disk drive's motor. You must enter your password to began work again. If you haven't registered a password, press Enter or F1.

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Power

Power

Fn + [F2]
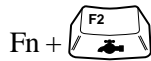
This hotkey changes the battery save mode. When you press it a pop-up window appears. Hold down Fn and press F2 repeatedly to cycle through the battery save modes: Full Power, Low Power, and User Setting.

Resume Mode

Fn + [F3]
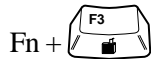
This hotkey turns Resume Mode on and off. When you press it a pop-up window appears. Hold down Fn and press F3 again to change the Resume Mode setting.

Sound

Fn + [F4]
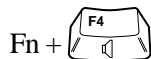
This hotkey cycles the alarm volume through Off, Low, Medium and High. Off is always first. Hold down Fn and press F4 repeatedly to reach the setting you want. A beep sounds to let your hear the current volume.

Part II: Technical Reference
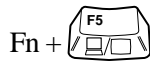
Display

Fn + [F5]   This hotkey cycles through the following display options: built-in display only, external monitor only and simultaneous display. Hold down Fn and press F5 repeatedly to reach the setting you want.

If you're using an external monitor that can't show resolutions higher than 640 x 480, it will not work in simultaneous mode.

Keyboard
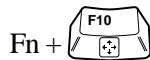
Fn + [F10]   This hotkey turns the cursor control overlay On and Off.
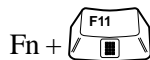
Fn + [F11]   This hotkey turns the numeric overlay On and Off.
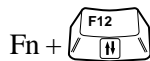
Fn + [F12]   This hotkey turns the scroll lock feature On and Off.

Part II: Technical Reference

Chapter 17

Toshiba Access Panel

The Toshiba Access Panel not only displays the battery gauges, but also lets you start programs, configure the system and get help.

This chapter identifies the parts of the Toshiba Access Panel and documents each button, dialog box and menu. The buttons and dialog boxes are in alphabetical order. The menus are documented in the section titled "Secondary Button Menus" on page 374.

There are several ways to find these dialog boxes. Each discussion begins with at least one way to access the box.

Panel Components

Configuration button

Gauge gallery button

Dashboard

Dashboard undock button

Dashboard scroll arrow
(appears if dashboard size reduced)

Splitter

Application launchpad

Application launchpad arrow
(appears if launchpad size reduced)

Options button

Help button
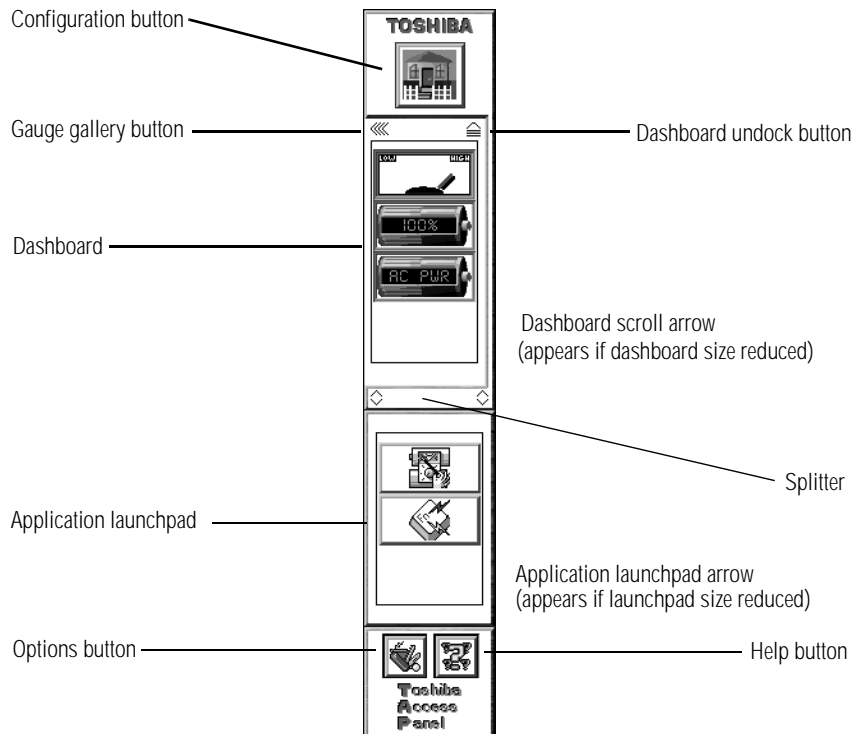
The Toshiba Access Panel

Option	*Usage*
Configuration button	This button identifies the current configuration. To change your configuration, click the configuration button with the primary Accu-Point button. The configuration slider bar appears. Select a configuration by clicking one of the configuration icons. Selecting a configuration or clicking outside the configuration slider bar hides the slider bar.

Option	*Usage*
Gauge gallery button	This button displays the Gauge Gallery dialog box.
Dashboard undock button	This button opens a separate window for the battery gauges. The space on the panel used by the battery gauges becomes available to the Application launchpad.
Dashboard	This area contains the battery gauges. You can move the gauges on the dashboard, change the properties for the gauges or remove gauges from the dashboard by clicking a gauge with the secondary AccuPoint button.
Dashboard scroll arrow	If you reduce the size of the dashboard by enlarging the application launchpad, a wide arrow appears below the battery gauge(s). Click this arrow to see the remaining gauge(s).
Splitter	This bar separates the dashboard from the application launchpad. You can click and drag this bar to change the sizes of the dashboard and application launchpad.
Application launchpad	This area provides space for the icons used to start programs. To add a program to the launchpad, drag the program icon to the launchpad and release the primary AccuPoint button. To move a program's icon from one place on the launchpad to another, click and hold the primary AccuPoint button while the cursor is over the icon. Drag the icon to the new position and drop it by releasing the button.

374 **Toshiba Access Panel**
Secondary Button Menus

Option	*Usage*
Application launchpad scroll arrow	If you reduce the size of the application launchpad so that one or more icons cannot be displayed, this arrow appears.
Options button	This button displays the Options slider bar. From this bar you can customize the Toshiba Access Panel.
Help button	This button displays the Help slider bar. From this bar you can access text and video help.

To change the properties of the Toshiba Access Panel itself, click the configuration button with the secondary AccuPoint button and click Properties... with the primary AccuPoint button.

Secondary Button Menus

Clicking the primary button on the components of the Toshiba Access Panel activates the feature or displays a dialog box.

Clicking the secondary button on a component displays a menu of options. Each menu varies. The following table lists all the menu options that may appear:

Component	*Menu Item*	*Usage*
Dashboard	Remove from All	removes the selected dashboard gauge from all configurations.
	Remove from *configuration name*	removes the selected dashboard gauge from the current configuration.
	Properties...	displays the Toshiba Access Panel Properties dialog box.
Application launchpad	Remove from All	removes the selected application icon from all configurations.

Part I: Getting To Know Your Computer

	Remove from *con-figuration name*	removes the selected application icon from the current configuration.
	Properties...	displays the Toshiba Access Panel Properties dialog box. For more information see "Toshiba Access Panel Properties dialog box" on page 399.
Battery gauge when the gauges are undocked	Remove From *configuration name*	reconfigures the selected configuration to show the battery gauges in the separate window.
	Remove from All	reconfigures all configurations to show the battery gauges in the separate window.
	Gauge Palette	allows gauges to be added to the dashboard by dragging and dropping them into the dashboard or by right clicking on an item in the palette window.
	Title Bar	tells the system to display the gauge on the title bar of the currently active program.
	Dashboard Properties	displays the Dashboard Properties dialog box.

Advanced Configuration Management Dialog Box

This dialog box tells the system when to automatically switch configurations.

To access this dialog box, click the Configuration button to display the Configuration Management dialog box, then click the Advanced... button.
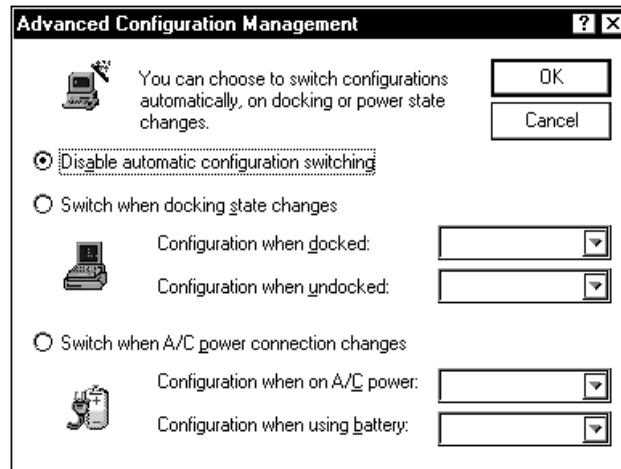
Advanced Configuration Management dialog box

Option	*Usage*
Disable automatic configuration switching	disables all automatic switching. The system will change configuration only when you select a new configuration from the configuration slider bar on the Toshiba Access Panel.
Switch when docking state changes	enables the system to switch configurations when you connect or disconnect your computer from a NoteDock or a Desk Station V Plus. Clicking this option displays two drop-down lists allowing you to select the docked configuration name and the undocked configuration name.
Switch when A/C power connection changes	enables the system to switch configurations when you change the computer's power source from A/C to battery or vice versa. Clicking this option displays two drop-down lists allowing you to select the A/C power configuration name and the battery power configuration name.

Switch configuration based on hardware profile	enables the system to select the configuration based on the current Windows 95 hardware profile.
	This option appears only if you have multiple Windows 95 Hardware Profiles on your computer.
	Selecting this option displays two list boxes: Hardware Profile and TAP Configuration. When you make a selection, the system highlights all the options associated with it.
OK	saves your changes and closes the dialog box.
Cancel	discards your changes and closes the dialog box.

Animation Dialog Box

This dialog box controls the animation sequences that are part of the Toshiba Access Panel.

To access this dialog box, click Animation... on the TAP Window Styles dialog box.
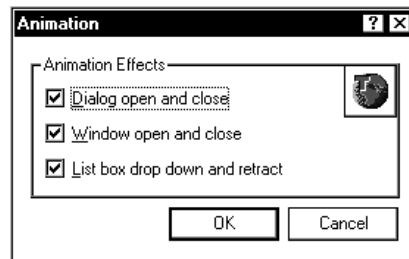
Animation dialog box

Option	*Usage*
Dialog open and close	when selected, dialog boxes in the Toshiba Access Panel scroll up when opened and scroll down when closed

378 **Toshiba Access Panel**
Animation Effects Dialog Box

Option	*Usage*
Window open and close	when selected, windows in the Toshiba Access Panel scroll up when opened and scroll down when closed.
List box drop down and retract	when selected, lists in the Toshiba Access Panel scroll down when opened, and scroll up when a selection is made.
Configuration management button	displays the Animation Effects window and allows you to set unique animation effects for each configuration.
OK	saves your changes and closes the dialog box.
Cancel	discards your changes and closes the dialog box.

Animation Effects Dialog Box

This dialog box lets you assign animation effects to specific configurations.

To access this dialog box, click the configuration management button in the Animation dialog box.
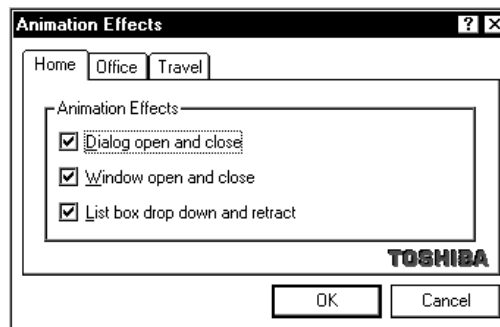
Animation Effects dialog box

Browse for Sound Dialog Box

Use this dialog box as you would use the Windows 95 Open File dialog box.
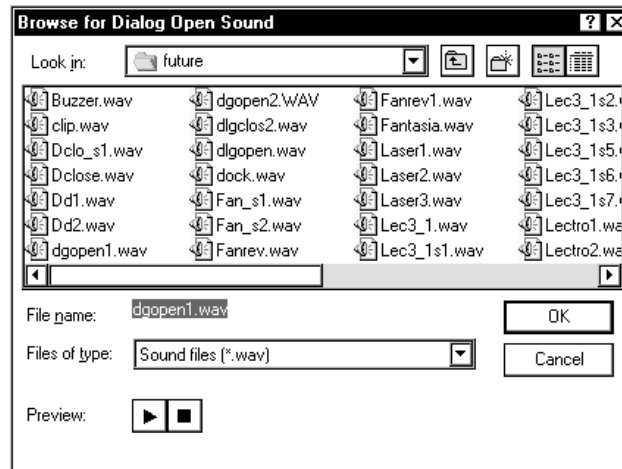
Browse for Sound dialog box

Option	*Usage*
File name	is the name of the sound file.
Files of type	selects the type of sound file to use.
Play button (sideways-facing triangle)	plays the selected sound file so you can see if you want to assign it.
Stop button (solid square)	stops playing the selected sound file.

380 **Toshiba Access Panel**
Dashboard Properties Dialog Box

Dashboard Properties Dialog Box

The Dashboard Properties dialog box lets you customize the dash-board's position and style. You define these options using the two property pages that are part of the Dashboard Properties dialog box. They are:

❖ The Styles property page

❖ The Gauges property page

To access this dialog box, click the Dashboard undock button to separate the dashboard from the panel, and choose Dashboard Properties... from the Options menu.
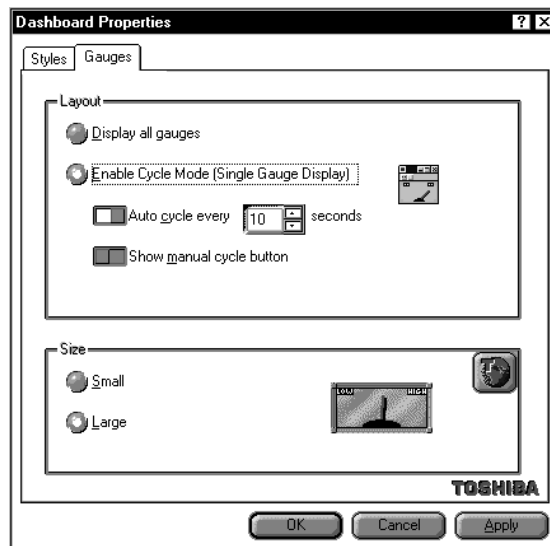
Dashboard Properties dialog box

Styles Property Page

The Styles property page allows you to control the dashboard's overall appearance on the desktop.

Window Style

The Window Style section of the Styles property page defines the position of the dashboard on the desktop relative to the other open windows.

Option	*Description*
Stay On Top	This is an on/off switch that determines the relative position of the dashboard window.
	Off causes the dashboard to become a standard window. It can be placed in front of or behind other windows on the desktop.
	On causes the dashboard to become the top window when possible. The system determines whether the dashboard belongs on top of a currently active window. For full screen programs and pop-up windows, the system places the dashboard immediately behind these active windows. For normal programs running in a standard window with a caption, the dashboard is the top window.
Place on title bar of active window	You can set this control only when the Stay On Top option is on. When on, this control places the dashboard on the active window's title bar, provided it meets the Stay On Top criteria.
	The dashboard initially aligns itself to the left of the minimize button, but can be moved to another position on the title bar by dragging and dropping. The background color of the dashboard matches the active title bar color, making the battery gauges look like part of the current caption.

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Dashboard Properties Dialog Box

Dashboard Title Bar Style

This section of the Styles property page defines how the dashboard is displayed.

Option	*Description*
Standard	This style displays the dashboard with a caption that includes a system menu, minimize button, and a close button. It includes a tool bar with Properties and Help buttons and a standard border that can be resized.
Mini	This style displays a small caption with no buttons or toolbar. It includes a standard border that can be resized.
None	This style does not display a caption or border allowing the dashboard to fit exactly in the caption of an active window.
	This option is available only when the "Place on title bar of active window" is selected.

Gauges Property Page

The Gauges property page allows you to customize how the dashboard gauges are displayed.

Layout

The Layout section defines which battery gauges are displayed on the dashboard at one time.

Option	*Description*
Display all gauges	All battery gauges are displayed at one time.

Option	*Description*
Enable Cycle Mode	This option allows you to cycle through battery gauges one at a time. The method of doing this is determined by the set of controls under this option.
Auto Cycle	This option causes the system to cycle through the gauges at a time interval you specify.
Show manual cycle button	This option displays a cycle button that allows you to manually cycle through the gauges by clicking the button.
	This option is enabled automatically if Enable Cycle Mode is selected and Auto Cycle is turned off.

Size

The size section of the Gauges property page determines the size of the battery gauges.

Option	*Description*
Small	Displays the dashboard gauges in a smaller window.
Large	Displays the dashboard gauges in a larger window.
Configuration button	Displays the Gauge Size dialog box that allows you to set the dashboard gauge size for each Toshiba Access Panel configuration.

384 **Toshiba Access Panel**
Change Configuration Image Dialog Box

Change Configuration Image Dialog Box

The Change Configuration Image dialog box uses the Windows 95 Open File dialog box to select a bitmap (.bmp) or icon (.ico) to associate with a Toshiba Access Panel configuration.

The Configuration button shows the icon currently associated with the configuration.

To access this dialog box, click the Configuration button with the secondary AccuPoint button, click Configuring Management..., click Properties, and click Change Image...
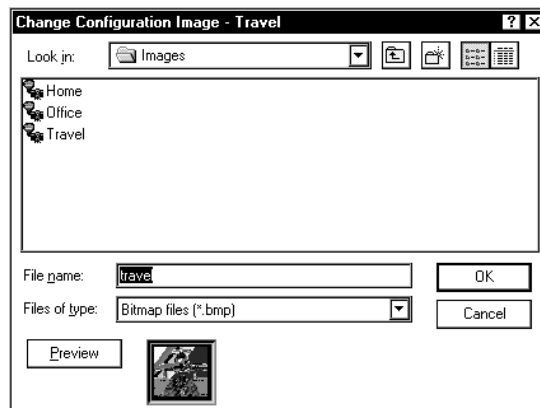
Change Configuration Image dialog box

Option	Usage
File name	is the name of the file that contains the icon.
Files of type	selects the type of file to use for the icon.
Preview	displays the currently selected file so you can decide if this is the one you want to assign.
OK	closes the dialog box and accepts the changes you made.
Cancel	closes the dialog box without making the changes.

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Close TAP Applications Dialog Box

If you create or remove a Toshiba Access Panel configuration, all other panel applications must be shut down for the creation or removal to take effect. Once you click OK, to enable or remove a configuration, the system checks for any open applications. If any are found the Close TAP Applications dialog box appears.

The Close TAP Applications dialog box allows you to switch to an open application, close one application or close all open applications.
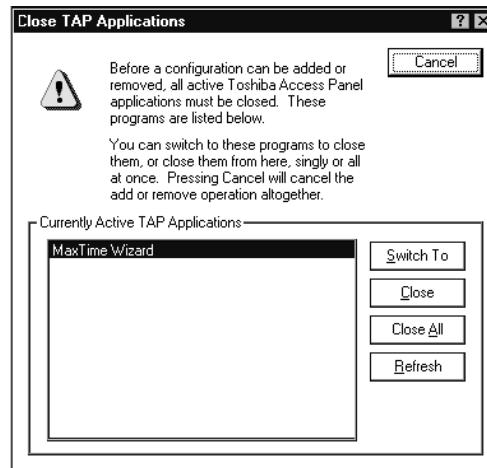
Close TAP Applications dialog box

Option	*Usage*
Currently Active TAP Applications	lists the titles of any Toshiba Access Panel application currently running.
Switch to	brings into view the currently selected application for inspection. You may complete any tasks you wish to and close the application
Close	closes the currently selected application.
Close All	closes all the currently running applications.

Option	*Usage*
Refresh	refreshes the currently Active TAP Applications window. If you switch to an application and closes it, the closed application will not be removed from the active list until you click the Refresh button.

Configuration Button

Click the Configuration button to display the Configuration slider bar from which you can change your current configuration. Clicking on any area other than the Configuration slider bar hides the slider bar.
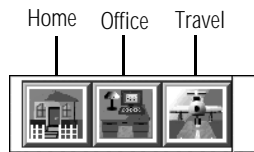
The Configuration slider bar

Option	*Usage*
Configuration slider bar	contains a button for each configuration. The system comes with three preset configurations. You can add two of your own or modify the preset configurations.
Home	configures the computer for your work at home.
Office	configures the computer for your work at the office.
Travel	is a configuration for taking the computer on the road.

Configuration Management Dialog Box

You use the Configuration Management Dialog box to change the properties of a configuration, remove a configuration, or create a new configuration.

To display this dialog box, click the Configuration button using the secondary AccuPoint button and click Configuration Management... with the primary AccuPoint button. Another way to access this dialog box is to click the Options button (at the bottom of the panel) and the Configuration Management icon.
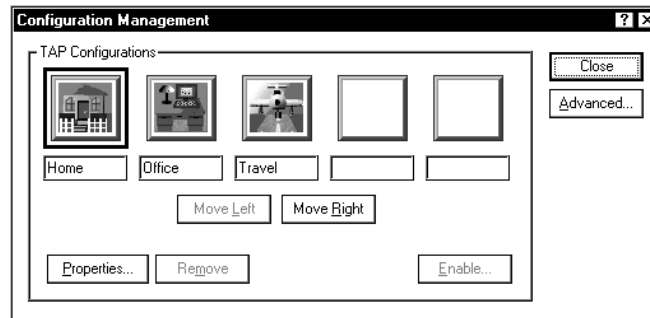
Configuration Management dialog box

Pressing the arrow keys on your keyboard changes the configuration selection.

Option	*Usage*
Move Left	moves the selected configuration image on the configuration slider bar one position to the left.
Move Right	moves the selected configuration image on the configuration slider bar one position to the right.
Properties	displays the Configuration Properties dialog box for the selected configuration.
Remove	removes the selected configuration from the system. You cannot remove the currently enabled configuration.

Part I: Getting To Know Your Computer

Enable   displays the Enable Configuration dialog box when an inac-
                tive configuration button is selected. This allows you to create
                a new Toshiba Access Panel configuration.

Close   applies all changes and closes the dialog box.

Advanced   displays the Advanced Configuration Management dialog box
                for the selected configuration. For more information see
                "Advanced Configuration Management Dialog Box" on
                page 375.

Configuration Properties Dialog Box

In this dialog box you can rename or change the icon for a
configuration.

You access this dialog box by clicking the Properties... button on
the Configuration Management dialog box.
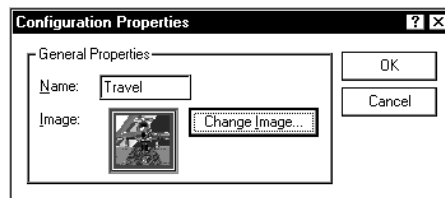
Configuration Properties dialog box

Option	*Usage*
Name	provides a place to enter a new name.
Change Image	displays the Change Configuration Image dialog box.
OK	saves the new properties and closes the dialog box.
Cancel	discards the changes and closes the dialog box.

Edit Sound Schemes Dialog Box

This dialog box allows you to change the sound properties of any sound scheme present on the system, to create new schemes or remove any scheme other than "Default."
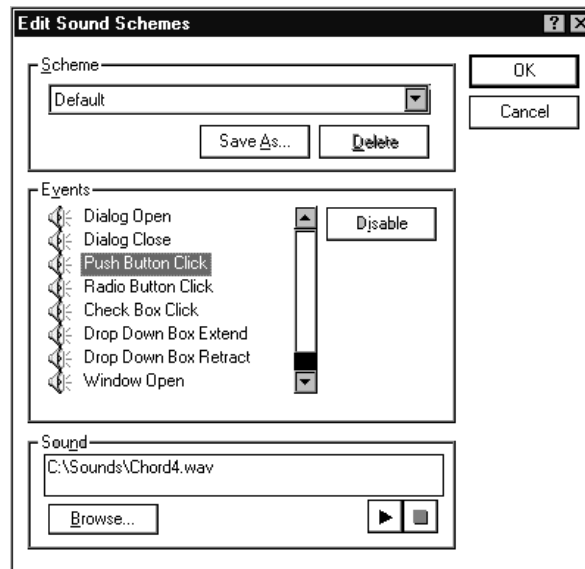
Edit Sound Schemes dialog box

Option	*Usage*
OK	saves your changes and closes the dialog box.
Cancel	discards your changes and closes the dialog box.

Scheme Section

Option	*Usage*
Scheme text box	displays the currently selected scheme name. You can see all the available sound schemes by pressing the down arrow to display a drop-down menu.

390 **Toshiba Access Panel**
Edit Sound Schemes Dialog Box

Option	*Usage*
Save As	allows you to save the current scheme to a new scheme name. This button displays the Save Scheme As dialog box for you to fill in with the new scheme name.
Delete	removes the selected scheme from the system. You cannot delete "Default." The sound files themselves are not deleted.

Events Section

Option	*Usage*
Events text box	displays all possible sound events in the selected scheme. A loudspeaker icon indicates the event is currently enabled.
	The full path sound file associated with the sound event is displayed in the Sound section below.
Disable/Enable	changes the state of the event. If the selected event is enabled, this button has the caption "Disable." If the event is disabled, this button has the caption "Enable."

Sound Section

Option	*Usage*
Sound	shows the current sound file name. You can edit the file name in this text box.
Browse	displays the Browse for Event Sound dialog box. For more information, see the following section.
Play button (sideways-facing triangle)	plays the sound file currently listed in the Sound box.

Part I: Getting To Know Your Computer

Option	*Usage*
Stop button (solid square)	stops playing the sound file.

Enable Configuration Dialog Box

This dialog box appears when you choose to create your own configuration.

To access this dialog box, click the Configuration button with the secondary AccuPoint button, select one of the blank configuration buttons and click Enable.
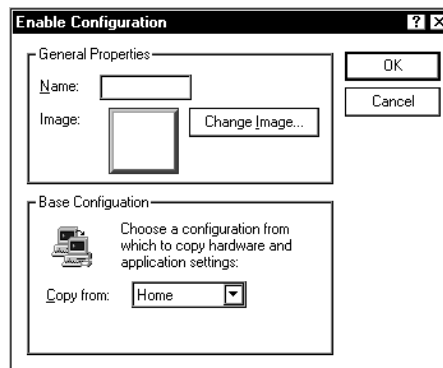
Enable Configuration dialog box

General Properties Section

Option	*Usage*
Name	is a data entry box where you enter the name of the configuration you are creating.
Image	displays the image you selected.
Change Image...	displays the Change Configuration Image dialog box.

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Base Configuration Section

Option   *Usage*

Copy from   identifies the existing configuration which you plan
                      to modify to form the new configuration. When you
                      create a new configuration, you must base it on an
                      existing configuration.

Gauge Gallery Dialog Box

This dialog box explains what each battery gauge means. To use
one of the gauges, drag it to the dashboard.

To access this dialog box, click the gallery gauge button.
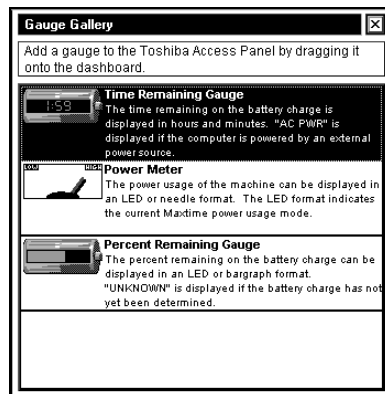
Gallery Gauge dialog box

To remove a gauge from the dashboard, click the gauge with the
secondary AccuPoint button and click either Remove from All or
Remove from the current configuration.

Gauge/Icon Size Dialog Box

This dialog box lets you assign gauge/icon sizes to specific configurations.

To access this dialog box, click the configuration management icon in the Gauge/Icon Size section.
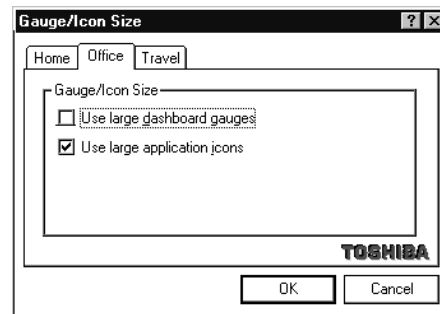
Gauge/Icon Size dialog box

The options are the same as for the Gauge/Icon Size Section of the Toshiba Access Panel Properties dialog box.

Options Button

The Options button displays the Options slider bar. This bar provides access to the panel's customization features.

TAP Properties   TAP Window Styles   Configuration Management
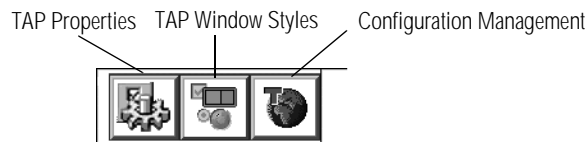
The Options slider bar

394 Toshiba Access Panel
Save Scheme As Dialog Box

Clicking on any area other than the Options slider bar hides the slider bar.

Option	*Usage*
TAP Properties	displays the Toshiba Access Panel Properties dialog box. For more information see "Toshiba Access Panel Properties dialog box" on page 399.
TAP Window styles	displays the Toshiba Access Panel Windows Styles dialog box. For more information see "TAP Window Styles Dialog Box" on page 397.
Configuration Management	displays the Toshiba Access Panel Properties dialog box. For more information see "Configuration Management Dialog Box" on page 387.

Save Scheme As Dialog Box

This dialog box saves a new sound scheme.

To access this box, click the Save As... button on the Edit Sound Schemes dialog box.
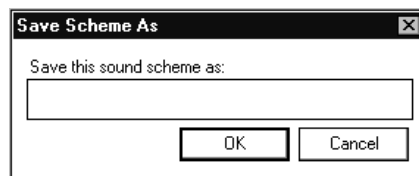
Save Scheme As dialog box

Sound Effects Dialog Box

This dialog box allows you to assign sound effects to a configuration.

To access this dialog box, click the Options button, click the TAP Window Styles button, then click the Sounds... button, and, finally, click the configuration management icon.
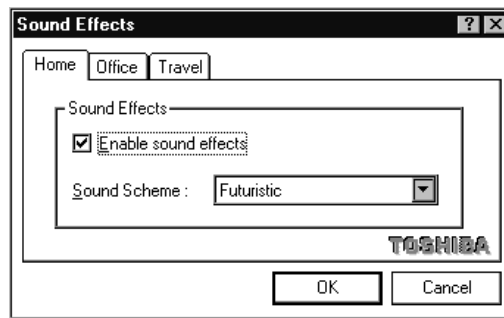
The Sound Effects Dialog Box

The options are the same as the Sounds dialog box.

Sounds Dialog Box

This dialog box allows you to select a sound scheme to use with the Toshiba Look and Feel.

To access this dialog box, click the Options button, then click the TAP Window Styles button, and click the Sounds... button

396 Toshiba Access Panel
Sounds Dialog Box
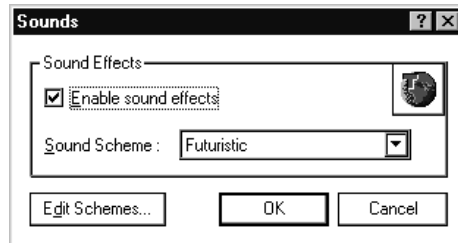
The Sounds dialog box.

Option	*Usage*
Enable sound effects	enables sounds defined by the chosen sound scheme
Sound Scheme	displays a drop-down list of all the sound schemes present on the system. You may select any scheme on the list.
Configuration management button	displays the Sound Effects dialog box and allows you to make the settings for sound effects unique for each configuration.
Edit Schemes	displays the Edit Sound Schemes dialog box. For more information see the next section.
OK	saves your changes and closes the dialog box.
Cancel	discards your changes and closes the dialog box.

Special Effects Dialog Box

This dialog box lets you associate sounds and animations with specific configurations.

To access this dialog box, click the configuration management icon in the Special Effects section.
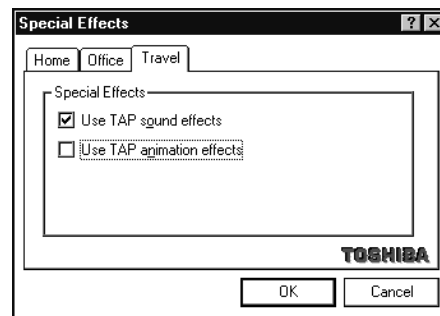
Special Effects dialog box

The options are the same as for the Special Effects section of the Toshiba Access Panel Properties dialog box.

TAP Window Styles Dialog Box

This dialog box sets the properties of the Toshiba Look and Feel.

To access this dialog box, click the Options button and click the TAP Window styles button.

398 Toshiba Access Panel
TAP Window Styles Dialog Box
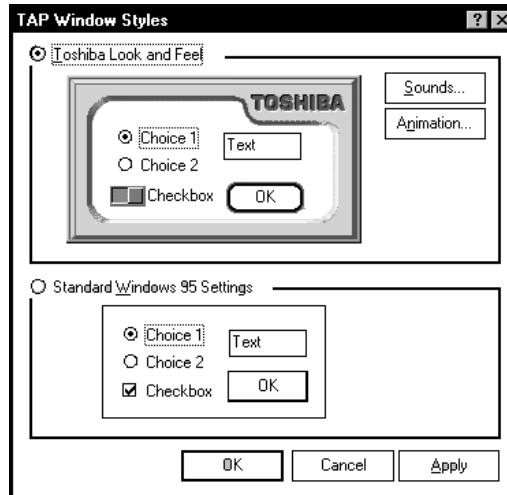
TAP Window Styles dialog box

If you select Toshiba Windows Styles and your computer's display is set to 256 colors or lower, the system displays an error message. To change your system's color display, follow the instructions in the error message.

Option	*Usage*
Toshiba Look and Feel	displays panel applications with the Toshiba Look and Feel graphics styles and behavior.
Sounds	displays the Sounds dialog box.
Animation	displays the Animation dialog box.
Standard Windows 95 Settings	displays panel applications with the normal Windows 95 style.
OK	saves your changes and closes the dialog box.
Cancel	discards your changes and closes the dialog box.
Apply	applies your changes immediately.

Part I: Getting To Know Your Computer

Toshiba Access Panel Properties Dialog Box

The Toshiba Access Panel Properties dialog box defines the characteristics of the panel itself

To access this dialog box, click the Configuration button using the secondary AccuPoint button and click Properties…
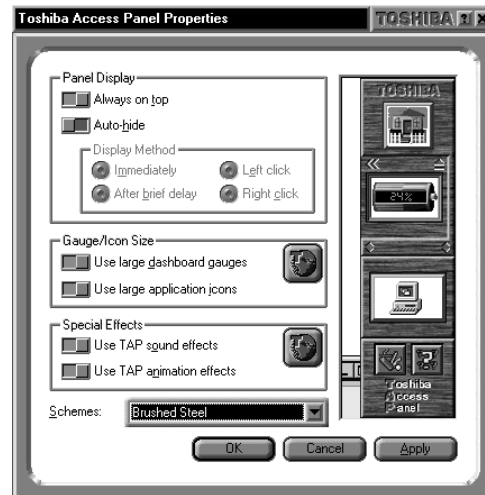
Toshiba Access Panel Properties dialog box

Panel Display Section

Option	Usage
Always on top	displays the panel on top of all other windows. If this box is unchecked, the panel may be obscured by other windows.
Auto-hide	causes the panel to recede into the edge of the desktop. Selecting one of the options in the Display Method group box determines when the panel reappears.
Immediately	The panel reappears as soon as you place the cursor over the thin edge of the screen.

After a brief delay	The bar reappears two seconds after you place the cursor over the thin edge of the screen.
Left click	The panel reappears after you place the cursor over the thin edge of the screen and click the primary AccuPoint button.
Right click	The panel reappears after you place the cursor over the thin edge of the screen and click the secondary AccuPoint button.
Schemes	This list box shows a list of overall looks for the Toshiba Access Panel. Click a scheme and the panel changes when you click OK.
OK	saves your changes and closes the dialog box.
Cancel	discards your changes and closes the dialog box.
Apply	applies your changes and closes the dialog box.

Gauge/Icon Size Section

Option	*Usage*
Use large dashboard gauges	displays battery gauges in a large format.
Use large application icons	displays application icons on panel in a large format.
Configuration Management button	displays Gauge/Icon Size window and allows you to make the settings for the battery gauge and icon size unique for the each configuration.

Special Effects Section

Option	*Usage*
Use TAP sound effects	automatically associates sound effects with the following system events:
	Bar auto-hide Bar reappear (from auto-hide) Sliderbar slideout (options/help/configurations) Sliderbar retract (options/help/configurations) Dashboard undock Dashboard redock
Use TAP animation effects	automatically animates the same events as those for sound effects.

Help Button

You can click the Help button to display the Help slider bar and access the panel's help features. Clicking on any area other than the Help slider bar hides the slider bar.

Video help   Text help   About box
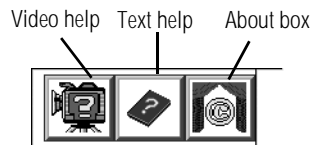
The Help slider bar

Option	*Usage*
Help slider bar	contains a button for each of the panel's major help features.
Video help	displays the Video Help dialog box.

Part I: Getting To Know Your Computer

402 **Toshiba Access Panel**
Video Help Selection Dialog Box

Option	*Usage*
Help	displays a standard Windows 95 help dialog box.
About	displays the About dialog box showing the product name, the version, the amount of physical memory installed and the free disk space.

Video Help Selection Dialog Box

This dialog box provides to access several videos that demonstrate how to use the Toshiba Access Panel.

Option	*Usage*
Open	starts running the selected video.
Cancel	closes the dialog box.

Chapter 18

MaxTime

You can use the MaxTime Wizard or the MaxTime Control Panel to customize the Tecra 500's power saving features.

To use the MaxTime Wizard, click its button on the Toshiba Access Panel and follow the instructions on the screen.

To enter your power settings using the MaxTime Control Panel, follow these steps:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 opens the Control Panel.

3 Double-click the MaxTime icon.

The MaxTime Control Panel opens.

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406 MaxTime

This control panel provides three pages of configuration options, arranged like a stack of file folders. Each page of options has its own file folder tab.

To view or change these options, click the corresponding tab.

In addition to the three tabs, there are four buttons located at the bottom of the MaxTime Control Panel. The following table summarizes these buttons:

Button	*Function*
OK	saves current settings and exits the dialog box.
Cancel	ignores current settings and exits the dialog box.
Apply	applies the settings to the current session.
Help	access online help.

Part II: Technical Reference

The Power Settings Page

The Power Settings page

The Power Settings page controls the power usage mode and the custom settings for both battery and external power usage.

Option	*Settings*	*Usage*
Power Settings	Battery External	Lets you choose the power source for which you are selecting power usage settings.
Power Usage Mode	Full Power (default) Low Power Custom Settings	Allows you to select a preset battery save mode or customize the battery save options. For more information about choosing a power usage mode, see "The Easy Way—Choosing a Power Usage Mode" on page 156.

Part II: Technical Reference

408 **MaxTime**
The Power Settings Page

If you choose Custom Settings for the Power Usage Mode option, you can click the Modify Custom Settings button to set each power-saving option individually.

NOTE

The custom settings for each power source may be different.

The Modify Custom Settings dialog box

To change an option setting, move the slider next to the option. The following table explains the available settings for each option:

Option	*Settings*	*Usage*
Hard Disk Auto Off	01 Min.	Turns the hard disk drive off if it is not used for the specified time.
	03 Min. (Low Power default)	
	05 Min.	
	10 Min.	
	15 Min.	
	20 Min.	
	30 Min. (Full Power default)	

Option	*Settings*	*Usage*
Display Auto Off	01 Min.	Turns the display off if it is not used for the specified time. For more information, see "Display Auto Off" on page 160.
	03 Min. (Low Power default)	
	05 Min.	
	10 Min.	
	15 Min.	
	20 Min.	
	30 Min. (Full Power default)	
	Disabled	
System Auto Off	10 Min.	Turns the system off if you haven't used the computer for the specified time. This option is available only if Resume Mode is on. For more information, see "System Auto Off" on page 160.
	20 Min.	
	30 Min.	
	40 Min.	
	50 Min.	
	60 Min.	
	Disabled (default)	
Processing Speed	High (Full Power default)	Sets the speed at which the Central Processing Unit (CPU) processes information. High runs at 120MHz. Low adds pauses, effectively reducing processing speed.
	Low (Low Power default)	

410 **MaxTime**
The Power Settings Page

Option	*Settings*	*Usage*
Sleep Mode	Enabled (Low Power default) Disabled (Full Power default)	When enabled, temporarily shuts down the processor when there are no processing requests, such as keyboard input or pointing device movement. For more information, see"Sleep Mode (CPU Sleep Mode)" on page 161.
Display Brightness	Bright (Full Power default) Semi-Bright (Low Power default)	Sets the brightness of the display. For more information, see"Display Brightness (LCD Brightness)" on page 161.
Cooling Mode	Performance (Full Power default) Quiet (Low Power default)	Sets the cooling method. Performance mode uses the fan to cool the processor chip, maintaining maximum system performance. Quiet mode cools the system by temporarily reducing processing speed in preference to using the fan, conserving battery life. If the CPU is still too hot, the fan turns on as well.

The Battery Alarms Page
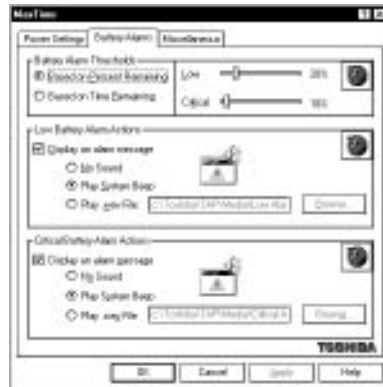
The Battery Alarms page

This page controls the settings for Low Battery Alarm and the Critical Battery Alarm.

Option	*Settings*	*Usage*
Battery Alarm Thresholds	Based on Percent Remaining Based on Time Remaining	Triggers the alarm based on either the Percent Remaining or Time Remaining Threshold. Sliders to the right of this option let you set the thresholds for the Low and Critical Battery Alarms.

Part II: Technical Reference

412 **MaxTime**
The Battery Alarms Page

The lower half of the Battery Alarms page controls how the system displays the battery alarm messages. These options are identical for both the Low Battery Alarm and the Critical Battery Alarm:

Option	*Settings*	*Usage*
Display an alarm message	Enabled (check) Disabled (no check)	Enables and disables the battery alarm message. If you enable the alarm message, you can choose the sound that occurs when the alarm message appears: No Sound, Play System Beep, or Play .wav file.

The Miscellaneous Page

The Miscellaneous page

The Miscellaneous page controls the following options:

Option	Settings	Usage
Power Source Change	Automatically adjust the Power Usage Mode	Controls how the system behaves when you change the computer from battery power to AC power, or vice versa.
	Prompt to adjust the Power Usage Mode	
Enable the power source indicator on the Windows 95 taskbar	Enabled (check)	Turns the Toshiba power source indicator on the taskbar on and off.
	Disabled (no check)	

Chapter 19

Toshiba System Control Panel

To open the Toshiba System Control Panel, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

Windows 95 opens the Control Panel.

3   Double click the Toshiba System icon.

The Toshiba System Control Panel opens.

The Toshiba System Control Panel

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416 Toshiba System Control Panel

This control panel provides four pages of configuration options, arranged like a stack of file folders. Each page of options has its own file folder tab.

To view or change these options, click the corresponding tab.

In addition to the four tabs, there are four buttons located at the bottom of the Toshiba System Control Panel. The following table summarizes these buttons:

Button	*Function*
OK	saves current settings and exits the dialog box.
Cancel	ignores current settings and exits the dialog box.
Apply	applies the settings to the current session.
Defaults	returns the settings to their default values.

The Start Up Options Page

The Start Up Option page

The options on this page control how the system starts.

Option	*Settings*	*Usage*
Start Up Sequence	Floppy disk first, then hard disk Hard disk first, then floppy disk	Determines whether the system looks for the operating system first on the hard disk (HDD) or the diskette drive (FDD) when you turn the computer on. This option is equivalent to the Boot Priority option in TSETUP.
Start Up Mode	Boot Resume	Alternates between Resume Mode and Boot Mode. This option is equivalent to the Power-up Mode option in TSETUP.

Part II: Technical Reference

Option	*Settings*	*Usage*
Trigger suspend/ resume when panel closes/opens	Enabled (check) Disabled (no check)	Turns the computer on or off when you open or close its display panel. This option is only available when Resume Mode is selected. This option is equivalent to the Panel Power On/Off option in TSETUP.
Trigger resume when modem receives an incoming call	Enabled (check) Disabled (no check)	Turns the computer on when the built-in modem detects an incoming call. This option is only available when Resume Mode is selected. This option is equivalent to the Auto Power On Ring feature in TSETUP.

The Power-on Timer Page

The Power-on Timer page

The Power-on Timer page lets you set the system to turn on auto-matically at a time and date you specify.

Option	*Settings*	*Usage*
Status	On Off	Turns the computer on at a given time. If you choose On, a message to the right of the option displays the scheduled start up time. This option is equivalent to the Auto Power On option in TSETUP.
Time	*xx:xx*	Lets you specify the time at which the system turns on. Click the up and down arrow keys to change the time displayed in the box.

Part II: Technical Reference

420 **Toshiba System Control Panel**
The Security Page

Option	*Settings*	*Usage*
Time Format	AM PM 24 Hour	Lets you select the format in which you want the time to display.
Set time for specific date	Enabled (check) Disabled (no check)	Enabling this option lets you specify the date on which the system turns on automatically. Choose a date from the calendar below the option.

The Security Page

The Security page

The Security page allows you to protect your system from unauthorized use by setting a System Password. If you connect your computer to an optional DeskStation V Plus, you can set an

Undock Password that prevents an unauthorized user from removing your notebook from its docking station.

Option	*Settings*	*Usage*
System Password	Registered Not Registered	Shows whether you've set a system password. For information about using a system password, refer to "Creating a System Password" on page 244.
Play sound file when resuming a docked machine	Enabled (check) Disabled (no check)	When enabled, this option lets you assign a sound file to play when you resume a computer that is connected to the Desk Station V Plus.

Enabling a sound if you're using a password with the DeskStation V is very important because this is the only prompt you will receive to enter your password when resuming a docked computer.

NOTE

Undock Password	Password not required Password required	Shows whether you've set an undock password. For information about using an undock password, refer to "Setting an Undock Password" on page 268.

Part II: Technical Reference

Option	*Settings*	*Usage*
Play sound file when undocking	Enabled (check) Disabled (no check)	When enabled, this option lets you assign a sound file to play when you undock your computer from the Desk Station V Plus.
Password Prompt		This option lets you type in the text you wish the system to display when it starts and prompts you for your password. The system always displays "Password =" The text you enter here appears on the line before the "Password =" prompt. For example, you might use "Enter your personal password please..."

The Miscellaneous Page

The Miscellaneous page

The Miscellaneous page controls options related to the system's
warnings, pointing devices, and parallel port.

Option	Settings	Usage
Warning Volume	Off Low Medium High	Sets the volume at which the low battery alarm and other system alarms beep. This also affects sounds generated by any PC Card modem installed. This option is equivalent to the Alarm Volume option in TSETUP.
Enable audible warning for emergency battery condition	Enabled (check) Disabled (no check)	Enables and disables the system's built-in audible battery alarm. This option is equivalent to the Low Battery Alarm option in TSETUP.

424 **Toshiba System Control Panel**
The Miscellaneous Page

Option	*Settings*	*Usage*
Enable audible warning when panel closes	Enabled (check) Disabled (no check)	Enables and disables the alarm that sounds when you close the display panel while the computer is on. For more information, see "How and When to Turn the Computer Off" on page 124. This option is equivalent to the Panel Close Alarm option in TSETUP.
Enable system beep warning	Enabled (check) Disabled (no check)	Enables and disables your software's use of the system speaker. This affects alarms and system beeps, but not the sound system. This option is equivalent to the System Beep option in TSETUP.

Option	*Settings*	*Usage*
Pointing Devices	Enable AccuPoint only if PS/2 mouse is not connected at power-on time Enable both AccuPoint and PS/2 mouse simultaneously	Selects whether an external pointing device disables the Accupoint. This option is equivalent to the Pointing Devices option in TSETUP. (This option does not affect serial pointing devices.)
Parallel Port Mode	ECP Standard Bi-directional	Lets you choose the parallel port mode. Set this option to Std. Bi-directional if the documentation for your parallel device instructs you to do so, or you are having problems with your printer or other parallel device.

Chapter 20

TSETUP

TSETUP is an MS-DOS-based program you can use to configure your system. To open TSETUP, follow these steps:

1   From Windows 95, Click Start, then click Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

2   Click Restart the computer in MS-DOS mode, then click Yes.

Windows 95 shuts down the computer, then restarts it in MS-DOS mode and displays a system prompt.

3   At the system prompt, type c:\dos\tsetup **and press** Enter**.**

TSETUP displays the first page of the System Setup screen.

The TSETUP options are arranged on two pages. The following sections describe how to make changes in TSETUP and list the setup options on each page.

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Making Changes in TSETUP

This table lists the keys to use in TSETUP.

Key(s)	Result
← and →	Moves between the two columns.
↑ and ↓	Moves between items in a column.
Spacebar and BkSp	Changes the selected item.
PgDn and PgUp	Switch between the first and second pages
Esc	Quits TSETUP without saving changes.
End	Saves your changes and quits TSETUP, restarting the computer if necessary.
Home	Resets each option to its factory preset value.

You can go directly to a specific group of options by entering the first letter of the group's name. For example, press B to go to the Battery group.

Press PgUp (page up) or PgDn (page down) to change pages.

CAUTION

When you're making changes in TSETUP, it's possible to create a resource conflict (for example, you might set both the serial port and sound to IRQ7). If this occurs, TSETUP displays a message notifying you of the conflict. Change the settings to resolve the conflict before saving your changes and exiting TSETUP.

Closing TSETUP

To close TSETUP and keep your changes, press End. When TSETUP asks you to confirm your action, press Y. TSETUP closes with your changes in effect and restarts the computer or returns you to the system prompt, depending on the changes you made.

To close TSETUP without saving your changes, press Esc, then Y. TSETUP returns you to the system prompt.

If you attempt to close TSETUP with one or more resource conflicts resulting from your changes, TSETUP will display an error message. You may choose to exit anyway, or return to TSETUP and resolve the conflict.

The First Page

```
                              SYSTEM SETUP (1/2)              BIOS VERSION = X.XX
          ┌──────── MEMORY ────────┐          ┌──────── BATTERY ────────┐
          │ Total         = 16384KB │          │ Battery Save Mode = Full Power │
          └─────────────────────────┘          └─────────────────────────┘

          ┌──────── DISPLAY ────────┐          ┌──────── OTHERS ────────┐
          │ Display Adaptor   = VGA Compatible │  │ Power-up Mode      = Boot       │
          │ LCD Display Colors = 256K Colors   │  │ CPU Cache          = Enabled    │
          │ Power On Display   = Internal/External │ L2 Cache          = Enabled    │
          │ Text Mode Stretch  = Enabled       │  │ Auto Power On      = Disabled   │
          └─────────────────────────┘          │ Alarm Volume       = High       │
                                                │ System Beep        = Enabled    │
          ┌──────── PASSWORD ────────┐          │                                 │
          │ Not Registered          │          │ Keyboard           = Layout/Fn  │
          └─────────────────────────┘          │ Boot Priority      = FDD→HDD    │
                                                │ Pointing Devices   = Auto-Selected │
          ┌──────── HARD DISK ────────┐         │ PC Card Controller Mode         │
          │ Int. Standard HDD       │          │                    = PCIC Compatible │
          │    Mode        = Enhanced IDE (Normal) │ └─────────────────────────┘
          └─────────────────────────┘

↑↓←→:Select items  Space, BkSp:Change Values  PgDn, PgUp: Change pages
Esc:Exit without saving  Home:Set default values  End:Save changes and Exit
```

The first page of the System Setup screen

MEMORY

This group shows how much memory the computer has installed.

Memory Type	*Description*
Total	Displays the total amount of memory installed in the computer.

This value is calculated by the system and cannot be changed.

430 TSETUP
The First Page

DISPLAY

This group configures the Liquid Crystal Display (LCD) and video port output.

Option	*Settings*	*Usage*	*Restart*
Display Adaptor	VGA Compatible (default) Not Used	Turns the computer's internal display adapter on or off.	Y
LCD Display Colors	256K Colors 16M Colors	Gives the number of colors available to the display.	N/A
Power On Display	Internal/External (default) Simultaneous	Internal/External sends output to the external display, if one is connected, when you turn the computer on. Otherwise it sends output to the internal display panel. Simultaneous sends output to both the internal and external displays	Y

Option	*Settings*	*Usage*	*Restart*
Text Mode Stretch	Enabled (default) Disabled	The screen has a height of 600 pixels. In text mode, which uses 400 pixels, this leaves a blank space above and below the text on the screen. Enabling this mode stretches the text to fill more of the screen. This mode only has an effect when you run the computer in DOS mode.	N

PASSWORD

This group lets you set or reset the user-level password for power-on and instant security. See "Using a Password" on page 243 for complete information on your computer's password features.

Settings	*Usage*	*Restart*
Registered Not Registered (default)	Shows whether a password has been set.	N

HARD DISK

This section lets you set the hard drive mode. There will always be an option for Int. Standard HDD. This is the computer's built-in hard disk.

432 TSETUP
The First Page

If you've installed a hard disk in the SelectBay, there will also be settings for Int. SelectBay. If you've installed an additional hard disk in the optional Desk Station V Plus, it's settings will be under Ext. SelectBay.

Option	*Settings*	*Usage*	*Restart*
Mode	Enhanced IDE (Normal) (default)	Use Enhanced for MS-DOS, Windows or OS/2.	Y
	Standard IDE	Use Standard for Novell Netware, or Unix environments that do not recognize hard disks larger than 540MB.	

Formats for Enhanced IDE and Standard IDE are different so, if you change the setting, you will have to reformat the hard disk for the new setting.

BATTERY

The options in this section let you set the computer's power-saving modes.

Option	*Settings*	*Usage*	*Restart*
Battery Save Mode	Full Power (default)	Allows you to select a preset battery save mode or customize the battery save options. For more information about choosing a battery save mode, see "The Easy Way—Choosing a Power Usage Mode" on page 156.	N
	Low Power		
	User Settings		

Option	*Settings*	*Usage*	*Restart*
	When you select the Battery Save Mode, a drop-down box appears with the battery save options. You can change these option settings only if you chose User Settings for the Battery Save Mode.		
Processing Speed	High (full power default) Low (low power default)	Sets the speed at which the Central Processing Unit (CPU) processes information. High runs at 120MHz. Low adds pauses, effectively reducing processing speed.	N
CPU Sleep Mode	Enabled (Low Power default) Disabled (Full Power default)	When enabled, temporarily shuts down the processor when there are no processing requests, such as keyboard input or pointing device movement. For more information, see"Sleep Mode (CPU Sleep Mode)" on page 161.	N

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Option	*Settings*	*Usage*	*Restart*
Display Auto Off	01 Min.	Turns the display off if it is not used for the specified time. For more information, see "Display Auto Off" on page 160.	N
	03 Min. (Low Power default)		
	05 Min.		
	10 Min.		
	15 Min.		
	20 Min.		
	30 Min. (full power default)		
	Disabled		
HDD Auto Off	01 Min.	Turns the hard disk drive off if it is not used for the specified time.	N
	03 Min. (low power default)		
	05 Min.		
	10 Min.		
	15 Min.		
	20 Min.		
	30 Min. (Full Power default)		

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Option	*Settings*	*Usage*	*Restart*
System Auto Off	10 Min. 20 Min. 30 Min. 40 Min. 50 Min. 60 Min. Disabled (default)	Turns the system off if you haven't used the computer for the specified time. This option is available only if Resume Mode is on. For more information, see"System Auto Off" on page 160.	N
LCD Brightness	Bright (Full Power default) Semi-Bright (Low Power default)	Sets the brightness of the display. For more information, see"Display Brightness (LCD Brightness)" on page 161.	N
Cooling Method	Performance (full power default) Quiet (low power default)	Sets the first choice of cooling method. Performance mode uses the fan to cool the processor chip, maintaining maximum system performance. Quiet mode cools the system by temporarily reducing processing speed in preference to using the fan, conserving battery life. If the CPU is still too hot, the fan turns on as well.	N

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OTHERS

This group allows you to set many other configuration options. Whether or not you need to use these options depends primarily on the software and devices you use.

Option	*Settings*	*Usage*	*Restart*
Power-up Mode	Resume Boot (default)	Alternates between Resume Mode and Boot Mode.	N
CPU Cache	Enabled (default)	Improves system performance when enabled.	Y
	Disabled	Disable this option only if your programs and/or optional devices require you to do so.	

If you set the CPU Cache option to Enabled, a drop-down box lets you set the Write Policy option.

Write Policy	Write-back (default)	Write-back provides maximum performance.	Y
	Write-through	Write-through reduces performance to offer compatibility with older programs that may not run on a fast system.	

Option	*Settings*	*Usage*	*Restart*
L2 Cache	Enabled (default) Disabled	Improves performance when enabled. This option only appears if the CPU Cache option is Enabled. Disable this option only if your programs and/or optional devices require you to do so.	Y
Auto Power On	Enabled Disabled (default)	Turns the computer on at a given time and, optionally, date. When you enable this option, a box appears where you set the time and date at which you want the system to start. If Resume Mode is on, you can also enable or disable the Ring feature which allows a modem signal to turn the computer on. For more information, see "Different Ways to Turn the Computer On" on page 298.	N

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Option	*Settings*	*Usage*	*Restart*
Alarm Volume	Off Low Medium High (default)	Sets the volume at which the low battery alarm and other system alarms beep. This also affects sounds generated by any PC Card modem installed.	N

When you highlight the Alarm Volume option, a box appears that lets you set Low Battery Alarm and Panel Close Alarm.

Low Battery Alarm	Enabled (default) Disabled	Enables and disables the system's built-in audible battery alarm.	N
Panel Close Alarm	Enabled (default) Disabled	Enables and disables the alarm that sounds when you close the display panel while the computer is on. For more information, see "How and When to Turn the Computer Off" on page 124.	N
System Beep	Enabled (default) Disabled	Enables and disables your software's use of the system speaker. This affects alarms and system beeps, but not the sound system.	N

Option	*Settings*	*Usage*	*Restart*
Panel Power On/Off	Enabled Disabled (default)	Turns the computer on or off when you open or close its display panel. This option is only available when Resume Mode is selected. For more information, see "Different Ways to Turn the Computer On" on page 298.	N

When you highlight the Keyboard option, a drop-down list box lets you set the Ext. Keyboard "Fn" Key Equivalent option.

Option	*Settings*	*Usage*	*Restart*
Ext. Keyboard "Fn" Key Equivalent	Disabled (default) left Ctrl + left Alt right Ctrl + right Alt left Alt + left Shift right Alt + right Shift left Alt + CapsLock	allows you to use the selected key combination to emulate the computer's Fn key on an external keyboard. For more information, see"Making Your External Keyboard Pretend it Has the Fn Key" on page 206.	N

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Option	*Settings*	*Usage*	*Restart*
Boot Priority	FDD→HDD (default) HDD→FDD	Determines whether the system looks for the operating system first on the hard disk (HDD) or the diskette drive (FDD) when you turn the computer on.	N
Pointing Devices	Auto-selected (default) Simultaneous	Selects whether an external pointing device disables the Accupoint (Auto-selected) or not (Simultaneous). (This option does not affect serial pointing devices.)	Y
PC Card Controller Mode	PCIC Compatible (default) CardBus/16bit	Sets up the PC Card controller. This option affects all PC Card slots in the system, including any installed in an optional NoteDock II or Desk Station V Plus. Sets this option to CardBus/16bit only if you are using a PC Card that is CardBus compatible.	Y

The Second Page

```
                              SYSTEM SETUP (2/2)          BIOS VERSION = X.XX
                  ─DISPLAY ─                        ─ DRIVES I/O ─
   VGA Segment Address = E400H-EFFFH          Internal HDD
                                                 = Primary IDE (1F0H/IRQ14)
                  ─ I/O PORTS ─                 Int Selectable Bay
   Serial        = COM1 (3F8H/IRQ4)              = Secondary IDE (170H/IRQ15)
   Built-In Modem = COM2 (2F8H/IRQ3)
   Parallel      = LPT1 (378H/IRQ7/CH3)
   Sound         = Enabled                       ─ FLOPPY DISK I/O ─
                                              Floppy Disk   = (3F2H/IRQ6/CH2)
                  ─PCI BUS ─
   PCI BUS       = IRQ Not Used

↑↓←→:Select items  Space, BkSp:Change Values  PgDn, PgUp: Change pages
Esc:Exit without saving  Home:Set default values  End:Save changes and Exit
```

The second page of the System Setup screen

DISPLAY

This group sets the memory address used by the display.

Option	Settings	Usage	Restart
VGA Segment Address	C000H-CBFFH E000H-EBFFH E000H-EFFFH E400H-EFFFH (default)	Lets you set the memory location for video BIOS. The default of E400 - EFFF uses 48KB of UMB (upper memory block) memory. If your application is having video problems, try using the E000-EFFF setting.	Y

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I/O PORTS

This group allows you to configure communications port settings for the serial, infrared, parallel and sound ports. It also lets you control the settings for the joystick port on the optional Notedock II or Desk Station V Plus.

Option	*Settings*	*Usage*	*Restart*
Serial	COM1 (3F8H/IRQ4) (default)	Sets the serial port name through which your communications software sends output to the serial port. Also sets the interrupt request level (IRQ).	Y
	COM2 (2F8H/IRQ3)		
	COM3 (3E8H/IRQ4)	If your new setting conflicts with the setting for the modem, the port name for the conflicting port is changed to Not Used.	
	COM3 (3E8H/IRQ5)		
	COM3 (3E8H/IRQ7)		
	COM4 (2E8H/IRQ3)		
	COM4 (2E8H/IRQ5)		
	COM4 (2E8H/IRQ7)		
	Not Used		

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Option	*Settings*	*Usage*	*Restart*
Built-In Modem	COM1 (3F8H/IRQ4)	Sets the COM port name your modem/fax and telephony software uses to send and receive information. Also sets the interrupt request level (IRQ).	Y
	COM2 (2F8H/IRQ3) (default)		
	COM3 (3E8H/IRQ4)	If your new setting conflicts with the Serial Port settings, the conflicting port name is changed to Not Used.	
	COM3 (3E8H/IRQ5)		
	COM3 (3E8H/IRQ7)		
	COM4 (2E8H/IRQ3)		
	COM4 (2E8H/IRQ5)		
	COM4 (2E8H/IRQ7)		
	Not Used		

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Option	*Settings*	*Usage*	*Restart*
Parallel	LPT1 (378H/ IRQ7/CH3) (default) LPT2 (278H/ IRQ5/CH3) LPT3 (3BCH/ IRQ7/CH3) Not Used	Sets the port name, address, interrupt request level and DMA channel through which the computer communicates with the parallel port. The DMA channel is only displayed if you select ECP (Enhanced Capability Port).	Y

If you set the Parallel Port to anything other than Not Used, a drop-down list box appears offering a choice between ECP and Std. Bi-directional. If you choose ECP, you may also set the DMA channel. Set this option to Std. Bi-directional if the documentation for your parallel device instructs you to do so, or you are having problems with your printer or other parallel device.

| Sound | Enabled (default)

Not Used | Lets you turn the sound system on or off. | Y |

The following sound system options are in a drop -down list box that appears when you highlight Enabled for the Sound option.

| WSS I/O Address | 534H (default)

608H

E84H

F44H | Lets you set a unique I/O address for the sound system when you are using it as Windows Sound System compatible. | Y |

Option	*Settings*	*Usage*	*Restart*
SBPro I/O Address	220H (default) 240H	Lets you set a unique I/O address for the sound system when you are using it as SoundBlaster Pro compatible.	Y
Synthesizer I/O Address	388H	Displays the address used by the synthesizer. This cannot be changed.	N/A
WSS & SBPro IRQ Level	IRQ5 (default) IRQ7 IRQ9 IRQ11 IRQ15	Lets you set an interrupt request level for the Windows Sound System/ SoundBlaster Pro compatible mode of the sound system.	Y
WSS & SBPro DMA Playback	Channel 0 Channel 1 (default) Channel 3	Lets you set a DMA channel to be used for playback of the Windows Sound System/Sound-Blaster Pro compatible sound file.	Y

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Option	*Settings*	*Usage*	*Restart*
WSS & SBPro DMA Record	Channel 0 (default) Channel 1 Channel 3	Lets you set a DMA channel to be used for recording the Windows Sound System/Sound-Blaster Pro compatible sound file.	Y

If you set the WSS & SBPro Playback and WSS & SBPro Record options to the same channel, the Record option will display its setting as "same as playback," and full duplex will not be supported for speakerphone operation.

NOTE

Control I/O Address	120H	Displays the address used to control the sound device. This cannot be changed.	N/A
MPU401 (MIDI I/f)	Not Used (default) 330H/IRQ9 330H/IRQ11 330H/IRQ15 330H/IRQ5 330H/IRQ7	Enables the joystick port (on the NoteDock II or Desk Station V Plus) to function with an external MIDI device.	Y

PCI BUS

This section shows the interrupt level used by the optional Desk Station V Plus, when connected.

Option	Settings	Usage	Restart
PCI BUS	IRQ Not Used IRQ11 (typical)	This automatically defaults to IRQ11 when you connect the computer to an optional Desk Station V Plus. If IRQ11 is being used by an expansion card in the Desk Station V Plus, this IRQ level will change according to current resource availability. When the computer is not connected to a Desk Station V Plus, this is set to IRQ Not Used.	N/A

If the system cannot assign an interrupt level to the PCI bus when you connect the Desk Station, you will hear a warning beep and see the message "PCI BUS = IRQ Not Used".

When this happens, you cannot use the Desk Station's PCI bus slots, ISA bus slots, PCMCIA card slots or SCSI port.

DRIVES I/O

This section sets the memory range and interrupt level used by the system's hard disk and CD-ROM drives. Internal HDD refers to the built-in hard disk. Drives in the SelectBay are affected by the Int Selectable Bay option. The DS Selectable Bay option effects drives installed in the optional Desk Station V Plus SelectBay. The Selectable Bay options appear only if there is a drive installed in the SelectBay.

Option	*Settings*	*Usage*	*Restart*
Internal HDD	Primary IDE (1F0H/IRQ14) (default)	Sets the I/O address and interrupt for the drive.	Y
	Not Used	Setting this option to Not Used disables the drive.	
	No Drive	If a drive is not installed, this option is automatically set to No Drive.	
Int Selectable Bay	Secondary IDE (170H/IRQ15) (default)	Sets the I/O address and interrupt for a drive in the SelectBay.	Y
	Not Used	Setting this option to Not Used disables the drive.	
	No Drive	If a drive is not installed, this option is automatically set to No Drive.	

FLOPPY DISK I/O

This section sets the memory range and interrupt level used by the system's diskette drive.

Option	*Settings*	*Usage*	*Restart*
Floppy Disk	3F2H/IRQ6/ CH2 (default)	Displays diskette drive resource assignments.	N/A
	No Drive	If the diskette drive is not connected to the system, this option is automatically set to No Drive.	

Chapter 21

The Diagnostic Test

This chapter explains how to use the diagnostic test program TDIAGS.EXE to determine if your system components are working properly.

Use the diagnostic test if you have a problem you could not identify with the tips listed in the chapter"If Something Goes Wrong…". The test verifies that the following system components (hardware) are in working order:

❖ system (the computer's internal hardware)

❖ memory

❖ video

❖ diskette drive

❖ hard disk drive

❖ printer (if you have one attached)

This chapter explains each of these tests in detail.

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Starting the Diagnostic Test

Starting the Diagnostic Test

To test hardware, it's important to start the diagnostic test without optional features or programs (for example, without memory-resident programs). To do so, you should run TDIAGS from the Toshiba Companion Diskette using the Toshiba Companion Utility (even though the TDIAGS program is on the hard disk).

Before you start the test, check all cables for loose connections. If any errors occur during the test, check all cable connections again.

To run the diagnostic test, follow these steps:

1 **If you're using the diskette drive externally, make sure it's connected to the computer.**

2 **Put the Toshiba Companion Diskette in drive A.**

3 **From Windows 95, click Start, then click Shut Down.**

   Windows 95 displays the Shut Down Windows dialog box.

4 **Click Restart the computer, then click Yes.**

   Windows 95 shuts down the computer, then restarts it and displays a Welcome screen.

5 **Press** Enter**.**

   The Toshiba Companion Utility loads the diagnostic test and displays its main menu:

   Main Menu

   Install Utilities and Files
   View README Documents
   Setup Your Computer
   Run Diagnostics
   Exit to DOS

6   **Use the arrow keys to select Run Diagnostics and press** Enter**.**

TDIAGS asks you to confirm that you want to run the diagnostic test.

7   **To run the diagnostic test, press** Y **(for yes), and press** Enter**.**

The following sections explain the diagnostic test options.

Choosing Test Options

Before the test begins, the program asks several questions about which components you wish to test.

1   **The first question asks if you want to test the diskette drive(s). The computer displays:**

Test the FDD (Y/N)?

2   **To test the diskette drive(s), type** Y **and press** Enter**. To bypass the test, type** N **and press** Enter**.**

The FDD (floppy disk drive) test tests the computer's diskette drive.

If you have installed the CD-ROM drive module in the Select-Bay, make sure you attach the diskette drive before performing this test.

The test writes test patterns on any disk in the drive. These patterns destroy all information on the disk(s). Make sure there is no information you want to keep on the disk(s) you use.

If you choose the FDD test, you must format and write enable these disks before the test. For 3 1/2" disks, move the write-protect tab to cover the square hole.

The next prompt asks if you want to test the hard disk drive:

Test the HDD (Y/N)?

3 To test the hard disk, type Y **and press** Enter**. Otherwise, type** N **and press** Enter**.**

The hard disk test overwrites a portion of the information stored on the disk. Back up any important files before you test the hard disk.

The following prompt appears:

Test the printer (Y/N)?

4 Type Y **to test the printer, or** N **to skip the test, and press** Enter**.**

Before beginning the test, make sure the printer is connected to the computer, the power is turned on, and the printer is on line.

If you chose to test the printer, the prompt displays:

Compatible with IBM printer (Y/N)?

5 To test an IBM® or an IBM-compatible printer, type Y **and press** Enter**. To test a non–IBM-compatible printer, type** N **and press** Enter**.**

If you choose an IBM printer when your printer is not an IBM or IBM-compatible printer, the test output will be unintelligible and may cause the printer to eject multiple blank pages. If you're not sure about your printer's compatibility, type N for a non–IBM-compatible printer.

Test Sequence

The diagnostic test checks the computer's components and printer in a predefined sequence as follows:

❖ system test

❖ memory test

❖ display test

❖ FDD (floppy disk drive or external diskette drive) test

❖ HDD (hard disk drive) test

❖ printer test

While a test is in progress, the program displays:

 IN PROGRESS *TSSDSS*

where *T* indicates the test number, the first *SS* indicates the subtest number, *D* indicates the drive (if tested), and the second *SS* indicates the hardware status. This message may remain on the screen for a moment. The following sections describe each subtest.

System Functions and Memory

The system functions and the memory tests run together for approximately five seconds. The system functions test doesn't display any messages. The memory test displays the following message:

PROGRESS *xxxxxx*

where *xxxxxx* is the current memory location being tested. The memory test includes conventional and extended memory.

If either test aborts:

1 **Write down everything that appears on the screen.**

2 **Press** Ctrl + Pause **to return to the diagnostics menu.**

3 **Consult your dealer.**

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Test Sequence

Character Attributes

When the memory test completes, the diagnostic test displays the
following screen:

```
CHARACTER ATTRIBUTES

  NEXT LINE SHOWS NORMAL DISPLAY.
       NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN

  NEXT LINE SHOWS INTENSIFIED DISPLAY.
       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII

  NEXT LINE SHOWS REVERSE DISPLAY.
       RRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRR

  NEXT LINE SHOWS BLINKING DISPLAY.
       BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
```

BLUE
RED
MAGENTA
GREEN
CYAN
YELLOW
WHITE

`Press [Enter] key`

Character attributes test screen

Look under the message NEXT LINE SHOWS BLINKING
DISPLAY to make sure the line is actually blinking.

If your screen doesn't match the diagnostic test display, write
down the differences and contact your dealer. If your screen
matches the display, press Enter to go to the next test.

320 X 200 Graphic display

The next test is the 320 x 200 GRAPHIC DISPLAY (13) test. The
test screen displays 16 colored horizontal bars with the name of
the color.

Go to the next test by pressing Enter.

Character Sets

The next two tests are character set tests. The first checks that the
screen can display characters in a 40 column by 25 row format
(the characters are wider than normal).

The display screen should look like the following:

```
CHARACTER SET IN 40*25

   ☺☻♥♦♣♠•◘○◙♂♀♪♫☼►◄↕‼¶§▬↨↑↓→←∟↔▲▼!"#$%&'
()*+,-./ 0123456789 :;<=>?@ABCDEFGHIJKLMNO
PQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvw
xyz{|}~⌂ÇüéâäàåçêëèïîìÄÅÉæÆôöòûùÿÖÜ¢£¥₧ƒ
áíóúñÑªº¿⌐¬½¼¡«»░▒▓│┤╡╢╖╕╣║╗╝╜╛┐└┴┬├─┼╞
╟╚╔╩╦╠═╬╧╨╤╥╙╘╒╓╫╪┘┌█▄▌▐▀αßΓπΣσµτΦΘΩδ∞φε∩
≡±≥≤⌠⌡÷≈°∙·√ⁿ²■
```

```
PRESS [ENTER] KEY.
```

First character set test screen

If the screen matches this illustration, go to the next character set
test by pressing Enter. If your screen doesn't match the diagnostic
test display, write down the differences and contact your dealer.

The second test checks that the screen can display characters in an
80 column by 25 row format. The display should look like the
following:

```
80*25 CHARACTER DISPLAY
0123456789012345678901234567890123456789012345678901234567890123456789
 !"3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmno
!"3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnop
"3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopq
3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqr
%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrs
&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrst
'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstu
()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuv
)*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvw
*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwx
+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxy
,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz
-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{
./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|
/0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~
0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~D
123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~DÇ
23456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~DÇü
34567889:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~DÇüé
456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~DÇüéâ

PRESS [ENTER] KEY.
```

Second character set test screen

If the screen matches this illustration, continue with the tests by
pressing Enter. If your screen doesn't match the diagnostic test
display, write down the differences and contact your dealer.

Graphics Capabilities

The next subtests check the screen's graphic capabilities for each of the computer's graphics modes.

During the test, the resolution and mode number appear above an image representing the mode's capabilities. The number inside the brackets is the mode number.

The next illustration shows the test image for one of the 320 x 200 graphics modes (mode 4).

`320*200 GRAPHICS DISPLAY : [4]`

`PRESS [ENTER] KEY`

Graphics capabilities test screen

A similar screen appears for each of the computer's graphics modes.

Press Enter to proceed with the next screens, which differ primarily in resolution. Make a note of any screen which doesn't appear correct and contact your dealer. Press Enter to go to the next test.

Diskette Drives

If you selected the diskette drive test, you see a prompt that asks you to insert a disk into each drive you want to test.

Insert a formatted, write-enabled diskette into each drive(s).

> *This test may destroy all information on the diskettes. Make sure there is no information you want to keep on the diskettes you use.*
>
> **NOTE**

To skip this test and return to the diagnostics menu, press Ctrl + Pause.

After you insert the diskette(s) in the drive(s), press Enter. The test begins and displays this message:

FLOPPY DISK IN PROGRESS 503000

If an error occurs, the test displays the ABORTED message. Write down the highlighted numbers and return to the main menu by pressing Ctrl + Pause.

If a diskette drive fails the test, check the following:

❖ Does the drive contain a diskette?

❖ Is the diskette properly formatted?

❖ Is the diskette write-enabled?

❖ Is the diskette undamaged?

Repeat the test with another diskette. If the test displays the ABORTED message again, see your dealer.

If the test completes successfully, and you selected the hard disk test, the diagnostic test begins checking the hard disk. If you did not select the hard disk or printer test, the diskette drive test concludes by displaying the TDIAGS screen. To exit TDIAGS, go to "Exiting the Diagnostic Menus" on page 462.

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Test Sequence

Hard Disk

If the diskette drive(s) test is successful and you selected the hard disk drive test, the hard disk test briefly displays this message:

HARD DISK TEST IN PROGRESS 805100

If an error occurs, the test displays the ABORTED message. Write down all messages and highlighted numbers and consult your dealer. Your computer or your drive may need service. To return to the main menu, press Enter.

> **CAUTION**
>
> *The hard disk test does not destroy all of the information stored on the hard disk. However, this test overwrites a small portion of the disk. Back up any important files before you test the hard disk.*

If the test completes successfully, and you selected the printer test, the diagnostic test begins the printer test. If you did not select the printer test, the hard disk test concludes by displaying the TDIAGS screen. To exit TDIAGS, go to "Exiting the Diagnostic Menus" on page 462.

Printer

If the hard disk drive tests successfully and you selected to test the printer, the printer test displays this message:

PRINTER TEST IN PROGRESS 60*xxxx*

where *xxxx* is a counter that shows the test is still in progress. If you specified an IBM-compatible printer, the test sends the following output to the printer:

```
 PRINTER TEST
1.  THIS LINE SHOWS NORMAL PRINT.
2.   THIS LINE SHOWS DOUBLE WIDTH PRINT.
3. THIS LINE SHOWS COMPRESSED PRINT.
4.  THIS LINE SHOWS EMPHASIZED PRINT.
5.  THIS LINE SHOWS DOUBLE STRIKE PRINT.
6.  ALL CHARACTERS PRINT

 !"#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_`abcdefghijklmn
opqrstuvwxyz{|}~
```

IBM-compatible printer output

If you specified a non–IBM-compatible printer, the test sends the
following output to the printer:

```
 !"#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmno
!"#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnop
"#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopq
#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqr
$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrs
%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrst
'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstu
()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstuv
)*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstuvw
*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstuvwx
+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstuvwxy
```

Non-IBM-compatible printer output

If an error occurs, the test displays the ABORTED message. Write
down all messages and highlighted numbers and check the follow-
ing items:

❖ Is the printer power cord securely plugged into a live wall
outlet?

❖ Is the printer cable properly connected to the computer?

❖ Is the printer turned on?

❖ Is the printer ready (on line or selected)?

Run the test. If the test displays the ABORTED message again, or
your printout doesn't match the output shown in the illustrations,
consult your dealer to have the printer and the cable serviced.

If the printer tests successfully, the test displays the
COMPLETED message. Press Enter to return to the TDIAGS
screen. To exit TDIAGS, continue with the next section.

Exiting the Diagnostic Menus

To exit the diagnostic menu, follow these steps:

1 **When TDIAGS completes system components testing, type** N **and press** Enter**.**

   TDIAGS returns you to the Main menu.

2 **Remove the Toshiba Companion Diskette from the diskette drive and press** Ctrl + Alt + Del **or the reset button to restart the computer.**

   The computer restarts.

PART III CONTENTS

PART III

APPENDIXES

What's In Part III

This part provides additional technical information about the computer. Review this material if you have additional questions or need additional information.

Appendix A

Features and Specifications

This appendix lists the features of the computer and summarizes its specifications.

Built-in Features

This section lists the computer's features.

Technology and Processor

Microprocessor	120MHz, 3.3/2.9 volt Intel Pentium with internal math coprocessor
LSI and CMOS	large scale integrated and complementary metal-oxide semiconductor technology, providing minimum size and weight, low power usage and high reliability
L2 cache	8ns, 256KB external write-through level two cache

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468 *Built-in Features*

PCI Bus	high performance PCI system bus supports external PCI docking capability
Zoomed Video Card ready	provides support for Zoomed Video (ZV) Cards, allowing advanced multimedia capabilities, such as video conferencing, on-screen television and video playback.
Cardbus ready	provides support for CardBus Cards, enabling connection to high-speed peripherals used for multimedia communications and fast Ethernet.
Memory	3.3-volt 64 bit bus, EDO (Extended Data Output) DRAM (Dynamic Random Access Memory), delivers high performance with a 60 nanosecond (ns) access time
Video Graphics Controller	SVGA graphics controller with a PCI local bus, VESA Extended VGA BIOS (including VBE/PM/DPMS), supports high-resolution, high-color video modes listed in Appendix D "Video Modes" on page 489
ECP	the parallel port is an IEEE1284 8-bit Enhanced Capability Port (ECP-compliant port), providing increased performance when you're using an ECP-compatible parallel device

Power

Computer	Integrated 30 watt, AC power adapter input voltage: 100-240V AC, 50/60Hz
Main Battery	removable, rechargeable 1200mAh x3.6V x9=38.9Wh Li-Ion battery pack
Backup Battery	7.2v x 30mAh Nickel-metal hydride (NiMH) battery provides power for special memory features, such as Resume Mode
RTC battery	3.6v x 30mAhNiMH battery provides power for the internal real time clock and calendar
Intelligent power supply	detects low battery charge and displays the time remaining, in MaxTime
Automatic power off	saves battery power by automatically turning off the display and hard disk when either have not been accessed for a set length of time

470 *Built-in Features*

Storage Capacity

3 1/2" diskette drive module	accommodates both 1.44MB, high density (2HD) and 720KB, double-density (2DD) diskettes
CD-ROM drive module	5.25 inch 6X speed, MPC-compliant, photo-CD capable CD-ROM drive module lets you run programs from CD-ROMs (compact discs). The CD-ROM drive module is provided with Tecra 500CDT computers and is optional for Tecra 500CS computers.
Hard disk	2 1/2" integrated drive and controller provides non-volatile storage for 1.26GB
Additional Hard Drive module	2 1/2" integrated drive and controller provides non-volatile storage for 1.26GB

Ports

Modem/fax (RJ-11) port	RJ-11 jack lets you connect the internal modem directly to a telephone line
Parallel	selectable, ECP-compatible parallel port that provides a Centronics-compatible connection to a printer or other parallel output or bi-directional device
Serial	9-pin, RS-232-C-compatible, high speed, buffered serial port lets you connect an external modem, mouse, serial printer or other serial device
Video	15-pin, analog VGA port lets you connect an external SVGA monitor (color or monochrome)

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PS/2 mouse/keyboard	PS/2-compatible port allows you to connect a PS/2 keyboard or mouse
Expansion port	240-pin port lets you connect an optional Desk Station V Plus or NoteDock II
External diskette drive port	lets you connect the external 3 1/2" diskette drive, if you've removed it to install the CD-ROM drive module
Infrared port (front and back)	Infrared Data Association (IrDA)-compliant serial infrared port enables 4Mbps cableless data transfer with IrDA 1.1 compatible external devices.
Microphone jack	3.5 mm stereo jack lets you connect an external monaural microphone or other audio input device.
Headphone jack	3.5 mm stereo jack lets you connect stereo headphones or other audio output device, such as external speakers.
Line-in jack	3.5 mm mini line-in stereo jack lets you connect an external stereo device for audio input.
Line-out jack	3.5 mm mini line-out stereo jack lets you connect an external stereo device for audio output.

472 *Built-in Features*

Standard Hardware

Memory	16MB, 3.3 volt, 64 bit bus EDO DRAM
Display	The Tecra 500CS has a 12.1 inch (measured diagonally) Dual Scan Twisted Nematic color LCD that displays up to 64K colors simultaneously at 800 x 600 resolution.
	The Tecra 500CDT has an 12.1 inch (measured diagonally) active matrix Thin Film Transistor (TFT) color LCD that displays up to 16M colors simultaneously at 800 x 600 resolution.
Telecommunications	integrated 28.8 Kbps V.34 data/v.17 modem/fax
	integrated speaker phone and answering machine capabilities through Multimedia Connect software
	The data modem supports the following protocols: Bell-103/212A, CCIT-V.21/V.22, CCIT-V.23, CCIT-V.22bis, CCIT-V.32, CCIT-V.32bis, CCIT-V.32 terbo, CCIT-V.34, MicroCom Network Protocol (MNP) classes 1-4, MNP class 5 for up to 2x data compression, CCIT-V.42bis for up to 4x data compression
	The fax modem supports the following protocols: V.21 ch2, V.27ter, V.29, V.17, Fax Class 1, Class1 ECM
Keyboard	enhanced 82-key (84-key in Europe) keyboard emulates the IBM PS/2 keyboard and includes embedded numeric and cursor control overlays and dedicated cursor control keys

Sound	Crystal Semiconductor CS4232, Yamaha OPL3 (YMF262), and Yamaha D/A converter (YAC512) compatible with Windows Sound System and SoundBlaster Pro
AccuPoint and buttons	provides the complete function of a mouse or other pointing device from within the keyboard

Standard Software

Operating System	MS-DOS 6.22 - Windows for Workgroups 3.11 / Windows 95 user selectable pre-install
Configuration Programs	MaxTime, Hardware Setup and TSETUP let you change configuration options and set preferences
Power	APM and MaxTime monitor the battery charge and provide access to the power-saving features
Telephony	Multimedia Connect provides speaker phone, fax, and voice mail capabilities in Windows 95 and Windows for Workgroups 3.11.

474 *Built-in Features*

Special Features

Resume Mode	electronic bookmark that records what you're doing when you turn the computer off and returns you to the same place when you turn the power back on
Advanced Power Management	lets you set power consumption levels through MaxTime or TSETUP
Security	instant, power-on and hard disk passwords help protect your files

Documentation

User's Guide	explains how to set up the computer, gives instructions for basic computing tasks and documents all system components and features
Online Documentation	provides the *User's Guide* in hypertext form
	Load this manual into memory and refer to it when you have questions about the computer.
Microsoft Windows 95 documentation	documents the Windows 95 operating system

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Optional Accessories and Devices

This section lists the options available for the computer.

Power Devices

Battery charger	charges extra battery packs
Additional battery packs	use as spare or replacement packs to extend the time you can operate the computer away from a live wall outlet

CD-ROM

CD-ROM Drive	Optional for CS, standard for CDT

Memory Modules

8MB	expands the computer's memory to 24MB
16MB	expands the computer's memory to 32MB
32MB	expands the computer's memory to 48MB
64MB	expands the computer's memory to 80MB
128MB	expands the computer's memory to 144MB

476 *Optional Accessories and Devices*

Expansion Capability

PC Card   lets you install one Type III or up to two Type I or
                           Type II PC cards. These slots are Zoomed Video
                           Card and CardBus ready.
                           Maximum slot thickness: 10.5 mm

Desk Station V Plus   optional docking station that provides access to the
                           following: built-in AMD SCSI controller, internal
                           IDE connector, two Type III PC Card slots, slots
                           for ISA or PCI expansion cards, drive bay for an
                           extra half-height 5 1/4" drive, SelectBay for dis-
                           kette drive or CD-ROM drive module, headphone
                           jack, microphone jack, external diskette drive port,
                           PS/2 mouse port, PS/2 keyboard port, audio line-in
                           jack, audio line-out jack, serial port, video port,
                           parallel port, MIDI/joystick port, AC in/out and
                           security lock slot

NoteDock II   optional docking station that provides access to the
                           following: two Type II PC Card slots, serial port,
                           parallel port, external diskette drive port, video
                           port, PS/2 mouse port, PS/2 keyboard port, micro-
                           phone jack, headphone jack, audio line-in jack,
                           audio line-out jack, MIDI/joystick port, AC in/out
                           and security lock slot

Others

Carrying case   sturdy fabric or leather carrying case protects the
                           computer while traveling

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Security

Cable   Noteworthy Computer Lock cable to deter com-
                         puter theft

Specifications

Physical Dimensions

Weight   less than 8 lbs with diskette drive module

                         less than 8 lbs with CD-ROM drive module

Size   width x depth x height

                         11.77" x 9.25" x 2.28"
                         (301.79 mm x 237.18 mm x 58.46 mm)

Appendix B

Power Cord Connectors

The computer features a universal power supply you can use worldwide. This appendix shows the shapes of the typical AC power cord connectors for various parts of the world.

USA and Canada
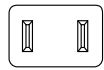
UL approved
CSA approved

United Kingdom

BS approved

Australia
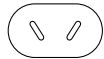
AS approved

Europe

VDA approved
NEMKO approved

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Appendix C

System Resources

This appendix lists the pre-assigned IRQ levels, DMA channels and I/O port addresses.

IRQ Level Assignments

The direct line to the CPU is called an Interrupt ReQuest (IRQ) level or channel. You'll hear both terms used by technical experts. They mean the same thing. The following table lists the default IRQ level assignments for the computer:

IRQ	Use	Notes
0	Timer	
1	Keyboard	
2	PIC #2	
3	Reserved	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, PC Card, modem

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482 *IRQ Level Assignments*

IRQ	Use	Notes
4	COM	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, PC Card, modem
5	Sound System	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, printer, PC Card, modem
6	3 1/2" diskette drive	
7	LPT1	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, PC Card, modem
8	Real-time clock	
9	Available	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, printer, sound system, PC Card
10	Available	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, printer, PC Card
11	External PCI Bus	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, PC Card
12	PS/2 Mouse	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, PC Card
13	Math Coprocessor	
14	Hard disk	Choice for diskette drive, CD-ROM, secondary hard disk, printer, COM port, serial infrared port, PC Card
15	CD-ROM	Choice for diskette drive, main hard disk, CD-ROM, secondary hard disk, COM port, serial infrared port, printer, PC Card

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DMA Channel Assignments

Direct Memory Access (DMA) allows some devices to transfer data to and from memory at high speeds, without using the CPU. Such devices are each assigned a unique DMA channel. The computer has two DMA controllers with four channels on each controller, a total of eight DMA channels.

The following table lists the computer's DMA channel assignments.

DMA	Use	Notes
0	Reserved	Choice for Sound System
1	Sound System	Choice for ECP
2	3 1/2" diskette drive	Choice for ECP
3	ECP	Choice for diskette drive, ECP, or Sound System
4	Cascade from DMAC 1	
5	Reserved	
6	Reserved	
7	Reserved	

Input/Output Port Address Assignments

The CPU accesses input/output devices, such as modems, by reading from them or writing to them. Each command to read or write must specify the address (in memory) for the port. Each device that communicates with the CPU must have a unique I/O port address.

Part III: Appendixes

484 *Input/Output Port Address Assignments*

The following table lists the device names and their assigned I/O
port addresses for the computer.

Port address(h)	*Device/function*	*Notes*
000-01F	82C37: DMA Controller 1	
020-03F	82C59: PIC 1	
040-05F	82C54: Timer	
060-06F	Keyboard Controller	060 and 064 are KBC. 061 is system status port.
070	NMI mask register	
070-07F	Real Time Clock	
080-09F	DMA page register	
0A0-0BF	82C59: PIC 2	
0C0-0DF	82C37: DMA Controller 2	
0E0-0E1	PCI Bus	
0F0-0F7	Math Coprocessor	
100-1EF	VGA	
170-177	CD-ROM (Secondary IDE Controller)	
1F0-1FF	Hard Disk Controller (Primary IDE Controller)	
201	Joy Stick	
202-21F	Not used	

Port address(h)	*Device/function*	*Notes*
220-22F	Not used	SoundBlaster Pro
240-24F	Not used	Available for Sound System
260-277	Not used	
278-27F	Parallel PRT 2	
280-2E7	Not used	
2E8-2EF	Serial Port, Infrared Port, or Built-In Modem (COM4)	
2F0-2F7	Not used	
2F8-2FF	Serial Port, Infrared Port, or Built-In Modem (COM2)	
300-33F	Not used	
340-35F	Not used	
360-375	Not used	
376-377	Not used	Secondary IDE Controller
378-37F	Parallel PRT 1	
380-387	Not used	
388-38B	Sound System OPL3 (MIDI)	
38C-38F	Not used	

486 *Input/Output Port Address Assignments*

Port address(h)	*Device/function*	*Notes*
390-39F	Not used	
3A0-3AF	Bisynchronous 1	
3BC-3BE	Parallel PRT 3	
3C0-3DF	CGA, EGA, VGA	
3E2-3E3	Secondary PCMCIA Controller when docked (only in PCIC mode)	
3E8-3EF	Serial Port, Infrared Port, or Built-In Modem (COM3)	
3F0-3F7	3 1/2" diskette drive controller	I/O ports 3F6 and 3F7 are used for the HDC also.
3F8-3FF	Serial Port, Infrared Port, or Built-In Modem (COM1)	
400-47F	Not used	
480-49F	DMA High-Page Register	
530-537	Windows Sound System	
604-60B	Not used	Available for Windows Sound System
E80-E87	Not used	Available for Windows Sound System
F44-F47	Not used	Available for Windows Sound System

Appendix D

Video Modes

This appendix lists the video modes supported by the display adapter, and identifies the characteristics of each mode.

The columns of the following tables are defined as follows:

Mode is the mode number in hexadecimal, and is generally used by programmers to specify video modes in programs.

Type identifies the display adapter that first supported the mode, and specifies whether the mode is text or graphics.

Resolution is the measure of the screen's dimensions in terms of horizontal and vertical pixels (in graphics modes), or rows and columns of characters (in text modes).

Grid is the default number of pels per character.

LCD Colors is the maximum number of simultaneous colors, or shades of gray, that the mode can display on the built-in screen.

CRT Colors is the maximum number of simultaneous colors, or shades of gray, that the mode can display on an external monitor.

Scan Freq hor/vert is the horizontal and vertical scanning frequency in Hertz. This is for external monitors only

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490 *Tecra 500CS Video Modes*

Tecra 500CS Video Modes

This table lists the video modes for the Tecra 500CS computer:

| Mode (hex) | Type | Resolution | Internal LCD | | External Monitor | | Scan Freq hor/vert |
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
0, 1	VGA Text	40 x 25 char	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
2, 3	VGA Text	80 x 25 char	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
0*, 1*	VGA Text	40 x 25 char	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
2*, 3*	VGA Text	80 x 25 char	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
0+, 1+	VGA Text	40 x 25 char	8(9) x 16	16/256K	9 x 16	16/256K	31.5KHz/70Hz
2+, 3+	VGA Text	80 x 25 char	8(9) x 16	16/256K	9 x 16	16/256K	31.5KHz/70Hz
4, 5	VGA Graph	320 x 200 pels	8 x 8	4/256K	8 x 8	4/256K	31.5KHz/70Hz
6	VGA Graph	640 x 200 pels	8 x 8	2/256K	8 x 8	2/256K	31.5KHz/70Hz
7	VGA Text	80 x 25 char	8(9) x 14	Mono	9 x 14	Mono	31.5KHz/70Hz
7+	VGA Text	80 x 25 char	8(9) x 16	Mono	9 x 16	Mono	31.5KHz/70Hz
D	VGA Graph	320 x 200 pels	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
E	VGA Graph	640 x 200 pels	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
F	VGA Graph	640 x 350 pels	8 x 14	Mono	8 x 14	Mono	31.5KHz/70Hz
10	VGA Graph	640 x 350 pels	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
11	VGA Graph	640 x 480 pels	8 x 16	2/256K	8 x 16	2/256K	31.5KHz/60Hz
12	VGA Graph	640 x 480 pels	8 x 16	16/256K	8 x 16	16/256K	31.5KHz/60Hz
13	VGA Graph	320 x 200 pels	8 x 8	256/256K	8 x 8	256/256K	31.5KHz/70Hz
20	SVGA Graph	640 x 480 pels	8 x 16	16/256K	8 x 16	16/256K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz

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| Mode (hex) | Type | Resolution | Internal LCD | | External Monitor | | Scan Freq hor/vert |
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
22	SVGA Graph	800 x 600 pels	8 x 8	16/256K	8 x 8	16/256K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
24	SVGA Graph	1024 x 768 pels	8 x 16	16/256K (virtual)	8 x 16	16/256K	35.5KHz/87Hz 48.5KHz/60Hz 60.0KHz/75Hz 68.8 KHz/85Hz
28	SVGA Graph	1280 x 1024 pels	8 x 16	16/256K (virtual)	8 x 16	16/256K	35.5KHz/ 87Hz*
30	SVGA Graph	640 x 480 pels	8 x 16	256/256K	8 x 16	256/256K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz
32	SVGA Graph	800 x 600 pels	8 x 16	256/256K	8 x 16	256/256K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
34	SVGA Graph	1024 x 768 pels	8 x 16	256/256K (virtual)	8 x 16	256/256K	35.5KHz/ 87Hz* 48.5KHz/60Hz 60.0KHz/75Hz 68.8KHz/85Hz
38	SVGA Graph	1280 x 1024 pels	8 x 16	256/256K (virtual)	8 x 16	256/256K	35.5KHz/ 87Hz*
40	SVGA Graph	640 x 480 pels	8 x 16	32K/32K	8 x 16	32K/32K	31.5 KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz
41	SVGA Graph	640 x 480 pels	8 x 16	64K/64K	8 x 16	64K/64K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz
42	SVGA Graph	800 x 600 pels	8 x 16	32K/32K	8 x 16	32K/32K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
43	SVGA Graph	800 x 600 pels	8 x 16	64K/64K	8 x 16	64K/64K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
44	SVGA Graph	1024 x 768 pels	8 x 16	32K/32K (virtual)	8 x 16	32K/32K	48.5KHz/60Hz
45	SVGA Graph	1024 x 768 pels	8 x 16	64K/64K (virtual)	8 x 16	64K/64K	48.5KHz/60Hz
50	SVGA Graph	640 x 480 pels	N/A	N/A	8 x 16	16M/16M	31.5KHz/60Hz
52	SVGA Graph	800 x 600 pels	N/A	N/A	8 x 16	16M/16M	37.9KHz/60Hz

* These modes are interlaced. All others are non-interlaced.

Part III: Appendixes

492 *Tecra 500CDT Video Modes*

Tecra 500CDT Video Modes

This table lists the video modes for the Tecra 500CDT computer:

Mode (hex)	Type	Resolution	Internal LCD		External Monitor		Scan Freq hor/vert
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
0, 1	VGA Text	40 x 25 char	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
2, 3	VGA Text	80 x 25 char	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
0*, 1*	VGA Text	40 x 25 char	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
2*, 3*	VGA Text	80 x 25 char	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
0+, 1+	VGA Text	40 x 25 char	8(9) x 16	16/256K	9 x 16	16/256K	31.5KHz/70Hz
2+, 3+	VGA Text	80 x 25 char	8(9) x 16	16/256K	9 x 16	16/256K	31.5KHz/70Hz
4, 5	VGA Graph	320 x 200 pels	8 x 8	4/256K	8 x 8	4/256K	31.5KHz/70Hz
6	VGA Graph	640 x 200 pels	8 x 8	2/256K	8 x 8	2/256K	31.5KHz/70Hz
7	VGA Text	80 x 25 char	8 x 14	Mono	9 x 14	Mono	31.5KHz/70Hz
7+	VGA Text	80 x 25 char	8 x 16	Mono	9 x 16	Mono	31.5KHz/70Hz
D	VGA Graph	320 x 200 pels	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
E	VGA Graph	640 x 200 pels	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
F	VGA Graph	640 x 350 pels	8 x 14	Mono	8 x 14	Mono	31.5KHz/70Hz
10	VGA Graph	640 x 350 pels	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
11	VGA Graph	640 x 480 pels	8 x 16	2/256K	8 x 16	2/256K	31.5KHz/60Hz
12	VGA Graph	640 x 480 pels	8 x 16	16/256K	8 x 16	16/256K	31.5KHz/60Hz
13	VGA Graph	320 x 200 pels	8 x 8	256/256K	8 x 8	256/256K	31.5KHz/70Hz
20	SVGA Graph	640 x 480 pels	8 x 16	16/256K	8 x 16	16/256K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz

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Mode (hex)	Type	Resolution	Internal LCD		External Monitor		Scan Freq hor/vert
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
22	SVGA Graph	800 x 600 pels	8 x 8	16/256K	8 x 8	16/256K	37.9KHz/ 60Hz* 46.9KHz/75Hz 53.7KHz/85Hz
24	SVGA Graph	1024 x 768 pels	8 x 16	16/256K (virtual)	8 x 16	16/256K	35.5KHz/ 87Hz* 48.5KHz/60Hz 60.0KHz/75Hz 68.8KHz/85Hz
28	SVGA Graph	1280 x 1024 pels	8 x 16	16/256K (virtual)	8 x 16	16/256K	35.5KHz/ 87Hz*
30	SVGA Graph	640 x 480 pels	8 x 16	256/256K	8 x 16	256/256K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz
32	SVGA Graph	800 x 600 pels	8 x 16	256/256K	8 x 16	256/256K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
34	SVGA Graph	1024 x 768 pels	8 x 16	256/256K (virtual)	8 x 16	256/256K	35.5KHz/ 87Hz* 48.5KHz/60Hz 60.0KHz/75Hz 68.8KHz/85Hz
38	SVGA Graph	1280 x 1024 pels	8 x 16	256/256K (virtual)	8 x 16	256/256K	35.5KHz/ 87Hz*
40	SVGA Graph	640 x 480 pels	8 x 16	32K/32K	8 x 16	32K/32K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz
41	SVGA Graph	640 x 480 pels	8 x 16	64K/64K	8 x 16	64K/64K	31.5KHz/60Hz 37.6KHz/75Hz 43.2KHz/85Hz
42	SVGA Graph	800 x 600 pels	8 x 16	32K/32K	8 x 16	32K/32K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
43	SVGA Graph	800 x 600 pels	8 x 16	64K/64K	8 x 16	64K/64K	37.9KHz/60Hz 46.9KHz/75Hz 53.7KHz/85Hz
44	SVGA Graph	1024 x 768 pels	8 x 16	32K/32K (virtual)	8 x 16	32K/32K	48.5KHz/60Hz
45	SVGA Graph	1024 x 768 pels	8 x 16	64K/64K (virtual)	8 x 16	64K/64K	48.5KHz/60Hz
50	SVGA Graph	640 x 480 pels	8 x 16	16M/16M	8 x 16	16M/16M	31.5KHz/60Hz
52	SVGA Graph	800 x 600 pels	8 x 16	16M/16M	8 x 16	16M/16M	37.9KHz/60Hz

* These modes are interlaced. All others are non-interlaced.

Part III: Appendixes

Appendix E

Using Windows for Workgroups

If you selected Windows for Workgroups when you first started your computer, you may be wondering how much of this guide is relevant to you. In fact, many of the instructions for Windows 95 procedures are very similar to those you use in Windows for Workgroups.

This appendix tells you how to carry out the procedures described in this guide if you're using Windows for Workgroups.

Using Windows for Workgroups

This section gives a brief introduction to Windows for Workgroups. For more information, click Help, then click Contents to access the online help.

Starting Windows for Workgroups

When you turn your computer on it loads the MS-DOS operating system and displays the command prompt (for example, C:\>). To start Windows for Workgroups, type c:\windows\win and press Enter.

Windows for Workgroups loads and displays the Program Manager window.

What's on the Screen?

Program Manager is the gateway to your programs and all the other features of Windows for Workgroups. This section describes the features of Program Manager. Many of these features, such as the menu bar and minimize button, are also present in other programs you run under Windows for Workgroups.

When you start Windows for Workgroups, you see a screen similar to the following:
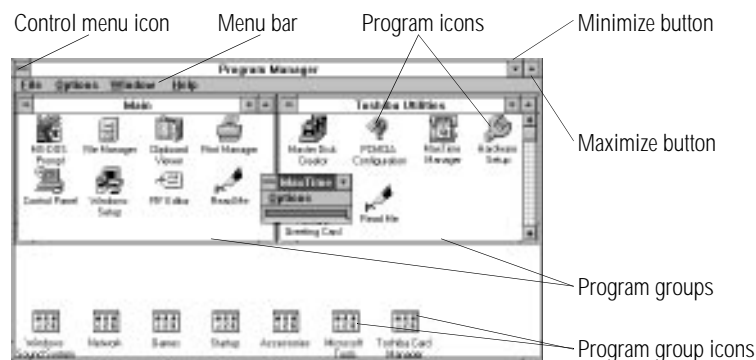
A sample Program Manager window

❖ Clicking the **control menu icon** opens the control menu. This menu lets you set features such as the size and shape of the current window. Double-clicking this icon closes the current window.

❖ Clicking one of the words on the **menu bar** opens a list of related activities.

❖ Clicking the **minimize button** reduces the current window to an icon. The program in the window is still running—it has just moved out of the way to make room for other windows.

❖ Clicking the **maximize button** expands the current window to take up the entire screen. When a program is maximized, the maximize button changes to a double arrow called the restore button. Click the restore button to return the window to its original size.

❖ Double-clicking a **program icon** starts the program represented by the icon.

❖ **Program groups** contain one or more icons representing related programs. For example, the Toshiba Utilities program group contains Toshiba programs, such as MaxTime and Hardware Setup.

❖ Double-clicking a **program group icon** opens the program group represented by the icon.

There is no close button in Windows for Workgroups.

Starting Programs

To start a program in Windows for Workgroups, double-click its icon in Program Manager.

If the program doesn't have a Program Manager icon, you have the following two choices:

❖ In Program Manager, click File, then click Run. Type in the name of your program file or click Browse to locate the program file, then click OK.

❖ In File Manager, double-click the icon for the program file. See the next section for information about File Manager.

Working with Files

You use File Manager to copy and move files, and to perform other file operations in Windows for Workgroups. To start File Manager, double-click the File Manager icon in Program Manager's Main program group.

For information about using File Manager, click Help, then click Contents. Type in the subject you wish to explore, or browse through the list of topics provided.

Running Programs Described in the Guide

This guide describes a number of programs that come with your computer. These programs work differently in Windows for Workgroups than in Windows 95. This section lists each of the programs and explains how to start them in Windows for Workgroups. For information about using each program, refer to the program's online help.

Master Disk Creator

Master Disk Creator works as described in "Running Master Disk Creator" on page 41 with the following exceptions:

❖ Master Disk Creator also creates program disks for Windows for Workgroups. There is no Windows for Workgroups equivalent for Microsoft's Windows 95 Create System Disks program.

❖ To start Master Disk Creator, go into Program Manager and double-click the Master Disk Creator icon in the Toshiba Utilities program group.

MaxTime

MaxTime opens automatically each time you start Windows for Workgroups. If MaxTime is not already open, go into Program Manager and double-click the MaxTime icon in the Toshiba Utilities program group.

MaxTime controls your system's power saving options. These options are also available through TSETUP. For information about what each option does, read "TSETUP" on page 427.

Hardware Setup

To start Hardware Setup, go into Program Manager and double-click the Hardware Setup icon in the Toshiba Utilities program group.

Use Hardware Setup to control your hardware configuration. These options are also available through TSETUP. For information about what each option does, read "TSETUP" on page 427.

TSETUP

To open TSETUP, follow these steps:

1 Close any programs you are running and exit Windows, if it's open.

Run TSETUP outside of Windows, at a system prompt. If you run TSETUP from an MS-DOS session under Windows by clicking the MS-DOS prompt icon, results can be unpredictable.

2 At the system prompt, type c:\dos\tsetup **and press** Enter**.**

Once you've opened TSETUP, it operates as described in "TSETUP" on page 427.

Fn-esse

To open Fn-esse, go into Program Manager and double-click the Fn-esse icon in the Toshiba Utilities program group.

Use Fn-esse to assign Fn key combinations to documents, programs, or program groups. For more information about Fn-esse, click Help.

magiCDisc

To open magiCDisc, go into Program Manager and double-click the magiCDisc icon in the Toshiba Utilities program group. Once you've opened magiCDisc, it operates as described in "Managing Your Compact Discs" on page 181.

Turning the Power Off

This section describes how to turn the computer off correctly.

Using Resume Mode

This guide describes two ways you can turn the computer off and return to the same place in your work when you turn it on again: the Suspend Command and Resume Mode. The Suspend Command is a feature of Windows 95. With Windows for Workgroups you must use Resume mode instead. You can turn Resume Mode on using MaxTime, a hotkey (Fn + F3) or TSETUP.

Turning the Computer Off

When you're ready to turn the computer off, assuming Resume Mode isn't turned on, follow these steps:

1   Save your files and close any programs you're using.

2   In Program Manager, press Alt + F4 **to exit Windows.**

3 Wait for MS-DOS to display the command prompt.

Always wait until you see the command prompt before you turn the computer off. You may get unpredictable results the next time you start Windows if you don't let it shut down completely.

4 Turn the computer off.

Using Optional Devices in Windows for Workgroups

Windows for Workgroups does not support the plug-and-play standard described for Windows 95. This means that when you connect an optional device, such as a PC Card, you'll have to set it up yourself. This section provides information you'll need for using optional devices with Windows for Workgroups.

Using PC Cards

"Little Cards that Do Big Things" on page 193 describes the programs required to use PC Cards. These programs are part of Windows 95.

For Windows for Workgroups, the CardWizard software supplied with your computer provides the Card and Socket Services programs you need to use PC Cards on your system. See the CardWizard documentation for instructions for setting up PC Card support.

The CardWizard programs were specifically designed for your Toshiba computer. Even if your PC Card comes with its own Card and Socket Services programs, try CardWizard first.

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Resolving Resource Conflicts

If you add a device that uses the resources already assigned to
another device your system stops working and you must resolve
the resource conflict. For an introduction to the resources used by
the system, see "Resolving Hardware Conflicts on Your Own" on
page 336.

Make a list of all the resources used by your optional devices. The
documentation for each device will tell you how to determine
these.

Once your list is complete, check it against the lists in "System
Resources" on page 481. Make sure that none of your optional
devices conflicts with the preset system assignments.

If you can't locate the source of the conflict, remove all optional
devices and add them one at a time. Each time you add a device
check to see if the conflict reappears.

Getting Help

Your computer comes with an electronic book that documents
Windows for Workgroups. It is called *Windows QuickStart 3.11
Edition.* To open this book, follow these steps:

1 Open the Toshiba Utilities program group.

2 Double-click the Windows QuickStart 3.11 Edition icon.

Windows opens the book at the table of contents.

Reading a Selected Topic

To read a section of the *Windows QuickStart 3.11 Edition*:

❖ Select a part of the book, click its index tab or click Contents and select the section from the list displayed.

❖ To move to the beginning of the table of contents, click Contents.

❖ To move up or down in a section, click and drag the scroll box or click the up and down arrows at the right side of the screen.

❖ To move forward or backward one section at a time, click the left and right arrow icons at the bottom of the screen.

❖ To use the alphabetical index, choose Index and click on a topic name.

❖ To get help, choose Help Contents from the Help menu or press F1.

Using Bookmarks

Just as you would with a printed book, you can mark your place with a bookmark.

Creating a New Bookmark

To create (or define) a bookmark, follow these steps:

1 **Position the pointer at the beginning of the text you want to find again.**

2 **Choose Define from the Bookmark menu, or click the yellow bookmark icon in the lower-right corner of the screen.**

The dialog box automatically shows the current chapter in the Bookmark Name field as the default name, and displays a list of currently defined bookmarks.

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3 Type in a name for your bookmark and choose OK.

If you choose OK without typing a name, the current chapter name becomes the bookmark.

If the name is already assigned to another bookmark, the program displays a message. Type in a new bookmark name and choose OK.

The electronic book program creates a consecutively numbered bookmark and places it in the text at the upper edge of the "book."

To view a marked section, click its assigned bookmark and the program switches to the corresponding text location.

Deleting a Bookmark

To delete a previously defined bookmark, follow these steps:

1 Choose Define from the Bookmark menu or click the yellow bookmark icon in the lower-right corner of the screen.

The program displays the Define Bookmark dialog box, which includes the list of currently defined bookmarks.

2 Select the name of the bookmark name you wish to delete.

3 Choose Delete then choose OK.

Using Cross-References

Cross-references, which display as underlined text, allow you to move quickly to sections containing information related to the material in the current section. For example, from the batteries section you can go directly to the MaxTime discussion by clicking the cross reference.

To view a cross-reference, follow these steps:

1 Position the pointer over the cross-reference.

The pointer changes to a pointing hand symbol.

2 Click the cross-reference.

The program displays the section containing the information that relates to the cross-reference you selected.

When you have finished reading the cross-referenced material, clicking Go Back returns you to the original topic.

Searching for a Topic

The QuickStart book has a full-text search feature, which can locate every topic that contains a word or phrase you are looking for. To use the full-text search feature, follow these steps:

1 Choose Search and type the word or phrase in the Search Word field.

To find all the forms of a word, you can substitute an asterisk (*) for the last characters in the word. For example, typing bat*, would find "batch," "battery," "batteries," "battery-powered" and "battery-save."

2 Choose OK to start the search.

The program displays the list of topics that contain the text.

3 Select the topic to view and choose Go To.

The program displays the topic with the word or phrase highlighted.

To exit the Search Results dialog box, choose Cancel.

To start a new search, choose To Search.

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Reinstalling the Electronic Book

To restore a deleted or damaged electronic book, use the master program diskette that contains the electronic book files. For more information about master program diskettes, see "Create Master Diskettes or Purchase the CD-ROM" on page 38.

Follow these steps to reinstall the *Windows QuickStart 3.11 Edition*:

1 If your diskette drive is not installed in the SelectBay, connect the external diskette drive or replace the CD-ROM drive in the SelectBay with the diskette drive.

To exchange the drives, see "Swapping Drives in the Select-Bay" on page 115.

2 Choose Run from the File menu and type the command line a:\install**.**

Windows for Workgroups displays the Run dialog box.

3 In the Run dialog box, choose OK to accept the default directory and follow the instructions on the screen to define the location of the files.

If the directory does not exist, the installation program creates it for you.

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