COMPAQ

Microsoft® Windows® 2000 Professional Operating System Manual for Presario Notebook

First Edition (April 2000)
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Compaq Computer Corporation

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The Hard Drive-based Recovery System is provided only for the purposes of restoring or reinstalling software on the hard disk of designated Customer Systems.

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Notebook Operating System

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The Microsoft Windows 2000 Professional operating system (herein after referred to as Windows or Windows 2000) allows you to perform tasks by clicking menu items and small pictures (called icons). Windows also allows more than one program to run at a time as well as share information between programs. When you turn on your Notebook for the first time, the Windows setup begins automatically.

Windows Desktop

See also

Windows Help for detailed information on customizing your desktop.

Customizing the Windows Desktop

The Windows desktop is the screen you see when the Windows startup is complete. You can arrange your desktop exactly the way you want it.

No.	Description
❶	**Icons** represent files, folders, programs, and other objects that you use.
❷	**Windows desktop** is the basic Windows work area.
❸	**Start** button displays a menu of commands for starting programs, changing system settings, locating files, updating your system, and getting help.
❹	**Windows taskbar** provides a way to organize your programs and files and navigate between files.

Did you know...

*You can also arrange your icons in organized rows by right-clicking the Windows desktop and choosing **Line Up Icons** from the Shortcut menu.*

Arranging Icons

You can arrange the icons on your desktop for quick and easy access to frequently used items.

To arrange icons, complete the following steps:

1. Right-click anywhere on the **Windows desktop**.
2. From the **Shortcut** menu, select **Arrange Icons**.
3. Choose the method you want to arrange the icons. You can arrange icons in the following ways:
   - By Name (alphabetically)
   - By Type (file extension)
   - By Size (size of the file)
   - By Date (date the file was created or edited)
   - Auto Arrange (automatic icon arrangement)

Selecting a Background

If you occasionally like a change of scenery, you can change the background setting on your desktop for a different look anytime you wish. You can install an assortment of wallpapers or you can use the default wallpaper provided by Windows 2000.

To change the background on your desktop, complete the following steps:

1. Right-click the **Windows desktop** and select **Properties** from the Shortcut menu.
2. Select the **Background** tab and click **Pattern**.
3. From the Patterns list, choose the background you prefer.
4. Click **OK** to close the Pattern dialog box, then click **OK** to apply the background.

Adding a Screen Saver

You can add or change your Notebook's screen savers at any time. Using screen savers allows you to change the scenes on your display screen when your Notebook is inactive for a specified period of time.

To add a screen saver, complete the following steps:

1. Right-click the **Windows desktop** and select **Properties** from the Shortcut menu.
2. Select the **Screen Saver** tab.
3. From the Screen Saver drop-down list, select the design you prefer.
4. Click the **Settings** button to choose options for the screen saver.
5. Click **Preview** to view the screen saver.
6. In the box next to **Wait**, enter the number of minutes you want your Notebook to wait before starting the screen saver.
7. Once you have selected the screen saver and settings you want, click **OK** to accept the changes and close the dialog box.

Did you know...

You can download new screen savers from the Internet or buy them in your local computer store.

Did you know...

All screen savers and other media downloaded from the Internet consume space on your hard disk.

Did you know...

You can set the length of time you want the computer to be inactive before the screen saver begins.

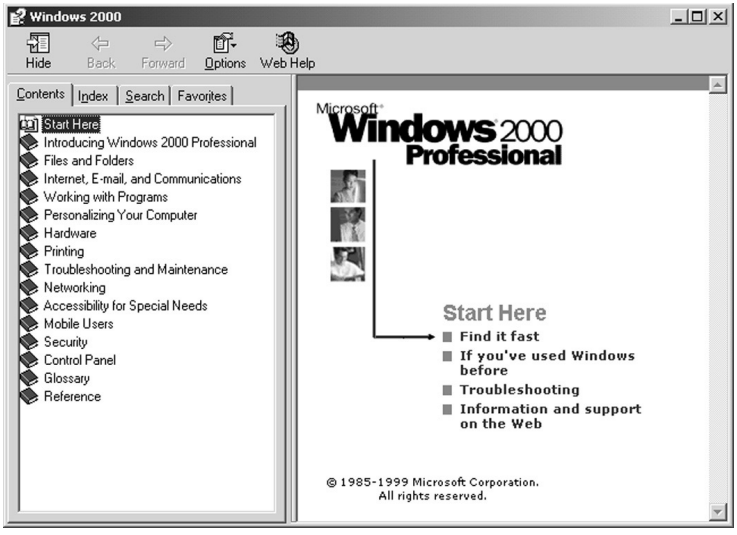
Windows Help

Finding Help

Windows Help is a valuable tool that can provide answers to many of your questions about Windows.

To search for information in Windows Help, complete the following steps:

1. Click the **Start** button, then click **Help**.
2. Select the **Contents**, **Index**, **Search**, or **Favorites** tab for help.



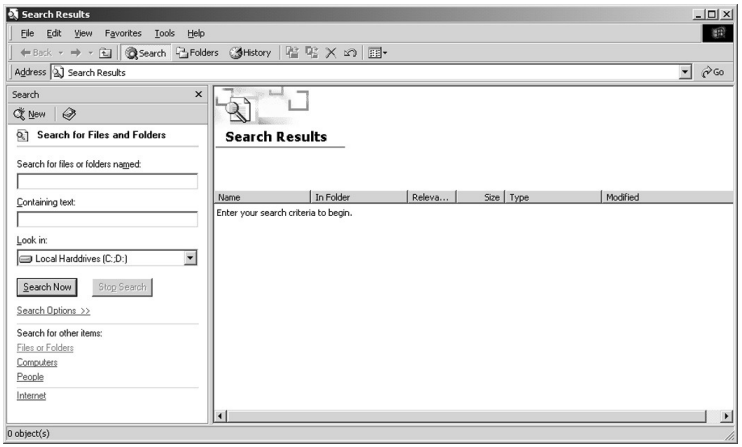
File Searches

Searching for Files or Folders

In Windows you can search for files or folders by entering a complete or partial name, the date the file was created, or the file type or size.

To search for a file or folder, complete the following steps:

1. From the Windows taskbar, click the **Start** button.
2. Point to **Search** and select **For File or Folders**.



3. In the **Search for files or folders named** box, type the name of the file or folder, or as much of it as you can remember.
4. Specify the drive, then click the **Search Now** button.
5. Click the check box next to **Include subfolders**.
6. Click **Find Now**. Your Notebook will search the drive and subfolders you selected and display a list of files or folders that match the search options you specified.

Did you know...

*From the **Date** tab in **Find File or Folders**, you can provide a time frame in which the file was created or modified to help search for and find a file or folder.*

*From the **Advanced** tab, you can specify the type or size of document to search for.*

Folders

Creating New Folders

Windows allows you to create folders to organize your files. For example, you can create a folder and name it Budget2000. In this folder you could store all files related to expenses, profits, taxes, and so forth.

To create a folder, complete the following steps:

1. Right-click the **Start** button and choose **Explore** from the Shortcut menu to open Windows Explorer.
2. From Windows Explorer, click to select the drive in which you want to place the new folder.
3. Right-click in Explorer and choose **New** from the Shortcut menu.
4. Choose **Folder**.
5. Type a name for the new folder and press **Enter**.

Did you know...

Deleted files and folders are temporarily stored on the hard disk. To permanently remove these files from your hard disk, you must periodically empty the Recycle Bin.

To empty the Recycle Bin, right-click the ***Recycle Bin*** *icon, then select* ***Empty Recycle Bin****.*

Deleting Files and Folders

To delete a file or folder, complete the following steps:

1. Right-click the file or folder you want to delete, then click **Delete** from the pop-up menu. The Confirm File Delete dialog box is displayed.
2. Click **Yes** if you want to delete the file or folder. If you do not want to delete the file or folder, click **No** or **Cancel**.

Shortcuts

Creating Shortcuts

Shortcuts are used to open files and programs without having to select them from the Start menu or from their permanent location on the hard drive. If you frequently use a certain file or folder, you can place a shortcut for it on your desktop as an icon or on the Start menu for quick access.

To create a shortcut to a file or folder, complete the following steps:

1. Right-click the **Start** button and choose **Explore** from the Shortcut menu to open Windows Explorer.
2. From Windows Explorer, locate the file or folder you want to use to create the shortcut.
3. Click the file or folder to select it.
4. Right-click the selected file or folder and choose **Create Shortcut** from the Shortcut menu.
5. Right-click and drag the shortcut to the Windows desktop, or a particular folder.
6. When Windows prompts you with a Shortcut menu, choose **Create Shortcut(s) Here**.

Did you know...

To use the shortcut, double-click the new shortcut icon.

Internet Zone Buttons

The Internet Zone buttons, located above your Notebook's keyboard, automatically connect you to the Internet. These buttons give you one-touch access to your most frequently used Internet activities.

Reprogramming the Internet Zone Buttons

You can reprogram the Internet Zone buttons to reflect your personal preferences.

To reprogram your Internet Zone buttons, complete the following steps:

1. From the Windows taskbar, click **Start**, point to **Settings** and then click **Control Panel.**
2. Double-click the **Easy Access Buttons** icon.
3. To reprogram the buttons, follow the instructions provided in the dialog box.

Windows Accessories

Using Windows Accessories

Windows is equipped with a number of accessories. The following are brief descriptions of the accessories available to you:

- **Accessibility** allows you to configure Windows for your vision, hearing, and mobility needs.
- **Communications** offers the following features:
  - **Network and Dial-up Connections** enables you to connect to another computer or to a network.
  - **HyperTerminal** enables you to connect to a remote computer, send and receive files, and connect to computer bulletin boards or similar information services.
  - **Phone Dialer** enables you to place calls using your computer. It also stores a list of your calls for you to review as needed.
- **Entertainment** offers the following features:
  - **Windows Media Player** allows you to play multimedia files (audio and video) saved in these and other formats: *.wav*, *.mid*, *.rmi*, *.avi*, and *.mpg*.
  - **CD Player** allows you to play CD Audio on conventional CD discs.
  - **Sound Recorder** allows you to record sounds on your Notebook.
  - **Volume Control** provides the power to control Windows sound. You can control the balance between the left and right speakers, change the volume, and mute certain devices.

Did you know...

You can attach a microphone to your Notebook and record sounds using the Windows Sound Recorder.

- **Games** provides several activities for your entertainment.
- **System Tools** offers various utilities for your system, including Clipboard Viewer, Disk Cleanup, Disk Defragmenter, and ScanDisk.
- **Calculator** provides a means to perform simple and complex calculations.
- **Imaging** allows you to view, zoom, rotate, and print a previewed image.
- **Notepad** offers a place to work with unformatted text.
- **Paint** allows you to create and edit graphics.
- **WordPad** provides basic word-processing features.

To use any one of these accessories, complete the following steps:

1. From the Windows taskbar, click the **Start** button, and then point to **Programs**.
2. Click **Accessories** and select the feature you want to use.

Notebook Configuration 2

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This chapter shows you how to configure your Presario Notebook after you have set up Microsoft Windows 2000 Professional operating system (herein after referred to as Windows or Windows 2000).

This guide is a supplemental reference to the *Microsoft 2000 Professional* guide that came with your Windows 2000 Professional software.

The Control Panel

This section covers:

- Adding or Removing Hardware
- Adding/Removing Windows Components
- Adding or Removing Programs

Tip

If you are ever prompted for Windows 2000 CD, go to the following directory on your hard drive: C:\i386.

Adding or Removing Hardware

Most hardware devices are plug and play compliant. Windows will locate the proper device driver or prompt you to insert the media provided by your hardware manufacturer. Follow the on-screen instructions and use any diskette or CD that has been provided by your hardware manufacturer. If no diskette or CD has been provided, you may find the drivers in the following directory: *C:\i386*.

Adding/Removing Windows Components

To add or remove different components from Windows, complete the following steps:

1. Click the **Start** button**,** point to **Settings**, then to **Control Panel**.
2. Double-click the **Add/Remove Programs** icon. A welcome dialog box is displayed.
3. Click the **Add/Remove Windows Components** button. The Windows Components Wizard is displayed showing the various components of your Notebook.
4. Select the component you want to configure, then click the **Details** button. The Component Details dialog box is displayed.
5. Select the component(s) you want to add or remove, and click **Next.** The adding or removing process begins. You are alerted when it is complete.

Adding or Removing Programs

To add or remove programs on your Notebook, complete the following steps:

1. Click the **Start** button**,** point to **Settings**, then to **Control Panel**.
2. Double-click the **Add/Remove Programs** icon. A welcome dialog box is displayed.
3. Click **Next**. The Add/Remove Programs dialog box is displayed with the following three buttons on its right side:
   - Change or Remove Programs
   - Add New Programs
   - Add/Remove Windows Components
4. Click one of the buttons to display its dialog box and follow the on-screen instructions.

Change or Remove Programs

When you click the **Change or Remove Programs** button, you see all the programs that are installed on your Notebook.

> **Caution:** Programs should never be removed from your Notebook by deleting program files and folders in Windows Explorer.

You can display these programs in the Add/Remove Programs dialog box according to their name, size, frequency of use, or date last used.

> **Caution:** Programs added to your Notebook interact with the software that is already there. Removing programs incorrectly can damage software you want to keep. Programs you have installed with the Add/Remove Programs utility can later be safely deleted with that utility.

To change or remove a program, complete the following steps:

1. Click the **Start** button**,** point to **Settings**, then to **Control Panel**.
2. Double-click the **Add/Remove Programs** icon. A welcome dialog box is displayed.
3. Select the program you want to change or remove.
4. Click the **Change/Remove** button. The Confirm File Deletion dialog box is displayed.

   > **Caution:** You may not be prompted to confirm deletion after clicking the Add/Remove button. Make sure you want to remove the program before clicking the Add/Remove button.

5. Click **Yes** if you want to remove the program or click **No** if you don't want to remove it.

Add New Programs

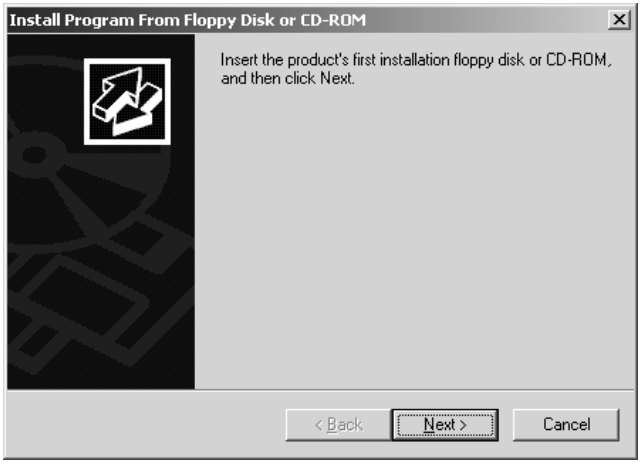
You can use the Add New Programs feature to do one of the following:

- Add programs using a diskette or a CD
- Add new Windows features and device drivers using Windows 2000 updates

Add New Programs Using a Diskette or a CD

To add new programs, complete the following steps:

1. Click the **Start** button**,** point to **Settings**, then the **Control Panel**.
2. Double-click the **Add/Remove Programs** icon. A welcome dialog box is displayed.
3. Click the **CD or Floppy** button. The Install Program from the Floppy Disk or CD-ROM Wizard is displayed. The Wizard prompts you to insert a CD or a floppy disk.



4. Once you insert the CD or the diskette, the Add/Remove Wizard selects the setup file from the CD or the diskette and installs the program on your Notebook.

Note: If the Wizard does not select the setup file, click **Browse** and find the correct setup file on your diskette or CD.

Caution: When selecting software for your Presario Notebook, make sure the packaging states clearly that it is compatible with your Windows operating system.

Modem Settings

This section covers:

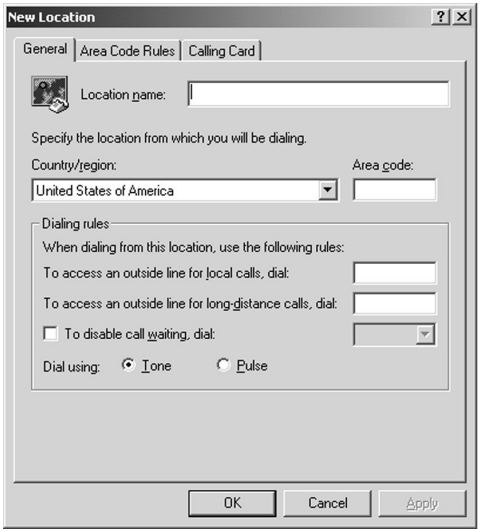
- Country Selection for the Compaq 56K V.90 PCI Modem
- Audio Indication During Modem Dial-up
- Zoom Video Audio

Country Selection for the Compaq 56K V.90 PCI Modem (available on select models)

You must set the modem on your Notebook to the country in which you are located. If the modem is set for another country, it could be configured incorrectly and not work properly. In addition, the incorrect setting could violate the telecommunication regulations and laws of your country.

To change the assigned country for your modem, complete the following steps:

1. Select the **Start** button, point to **Settings**, then click the **Control Panel**.
2. Double-click the **Phone and Modem Options** icon. The Phone and Modem Options dialog box is displayed.
3. In the Phone and Modem Options dialog box, click the **New...** button. The New Location dialog box is displayed.



4. In the New Location dialog box, select the appropriate location, then click **OK** to return to the Phone and Modem Options dialog box.
5. Click **OK** to close the Phone and Modem Options.

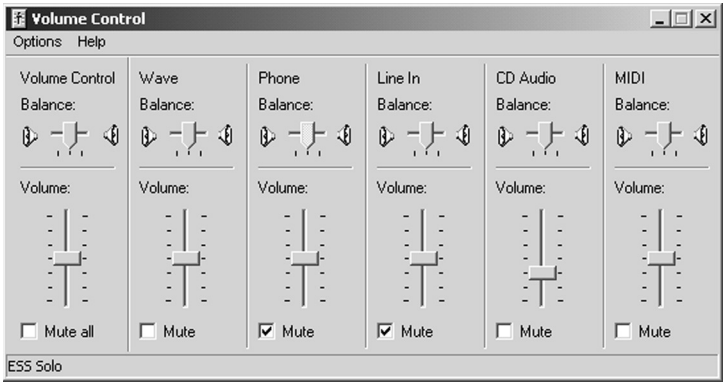
Audio Indication During Modem Dial-up

If you want to hear dial tones during modem dial-up, change the default setting by completing the following steps:

1. In the right corner of the taskbar, double-click the **Volume** icon to open the Volume Control panel.

2. Click the **Options** menu, then **Properties** to open the Properties dialog box.

3. Check the **Phone** option, then click **OK**. The Phone section is displayed on the Volume Control panel.



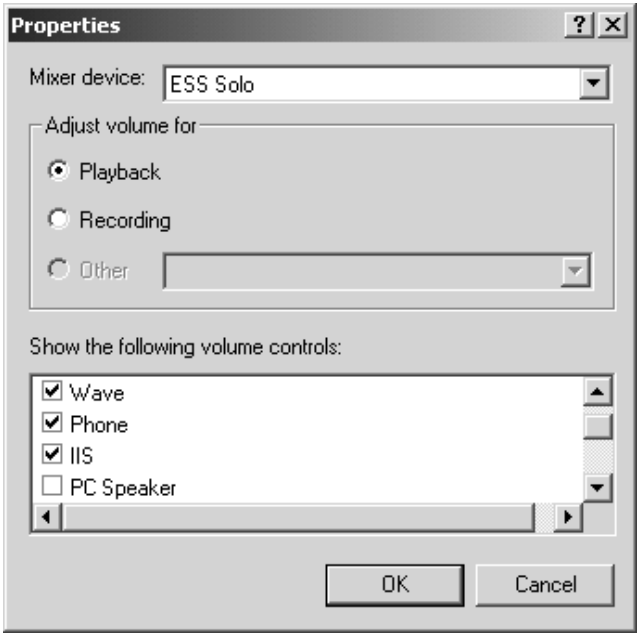
4. Under Phone, ensure that the box next to **Mute** is *not* checked.

5. Click the **x** at the top of the dialog box to close the Volume Control panel.

Zoom Video Audio (available on select models)

When using a Zoom Video Card, the audio capabilities are set to mute by default. To enable the audio sound, follow these steps:

1. In the right corner of the taskbar, double-click the **Volume** icon to open the Volume Control panel.
2. Click **Options**, then **Properties** to open the Properties dialog box.
3. Ensure that the box next to the **IIS** option is checked, and click **OK** to confirm. The **IIS** section is displayed on the Volume Control panel.



4. Under **IIS**, ensure that the box next to **Mute** is *not* checked.
5. Close the Volume Control panel.

Power Management

This section covers:

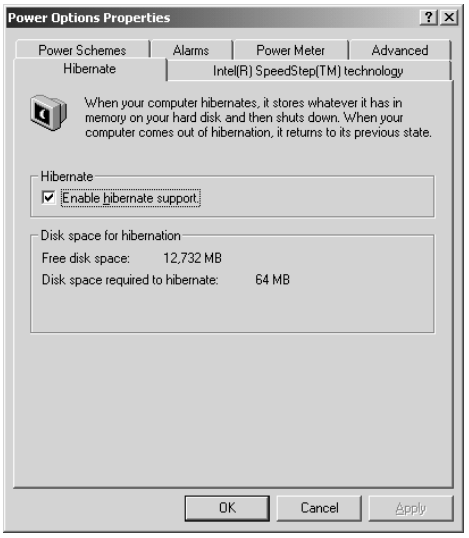
- Changing Power Management Setting
- Changing the Power Switch Settings
- Changing the Critical-Battery Setting

Changing Power Management Setting

To change the Power Management settings, do the following:

Caution: Changing any of these settings could cause your Notebook behavior to change. Compaq recommends keeping these settings at the original default settings as described in this document.

1. From the Windows taskbar, click the **Start** button, point to **Settings**, then click **Control Panel**.
2. In the Control Panel window, double-click the **Power Options** icon. The Power Options Properties dialog box is displayed.



3. Select the **Power Schemes** tab.
4. Use the various drop-down lists to change any settings as necessary. Click **Apply** or the changes will not be made.
5. Click **OK** to accept the changes and close the dialog box.

Changing the Power Switch Settings

To change the Power Switch settings to the Hibernate mode on your Notebook, follow these steps:

> **Caution:** If you change the function of the **Power** button to anything other than Hibernate, data loss will occur in a low-battery state.

1. Click the **Start** button, point to **Settings**, then click **Control Panel**.
2. Double-click the **Power Options** icon to open the Power Options Properties dialog box, then select the **Advanced** tab.
3. Under **Power Options**, select the following option from the drop-down list: **When I press the power button on my computer: Hibernate**, then click **OK** to close the dialog box.

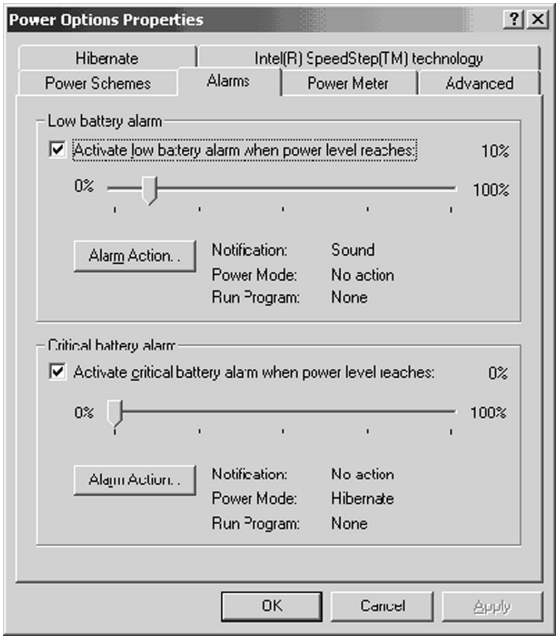
Changing the Low-Battery Settings

Your Notebook settings on the **Alarms** tab are preset for optimum performance.

The following instructions are intended only for returning alarms to their default settings.

To reset the low battery alarm, complete the following steps:

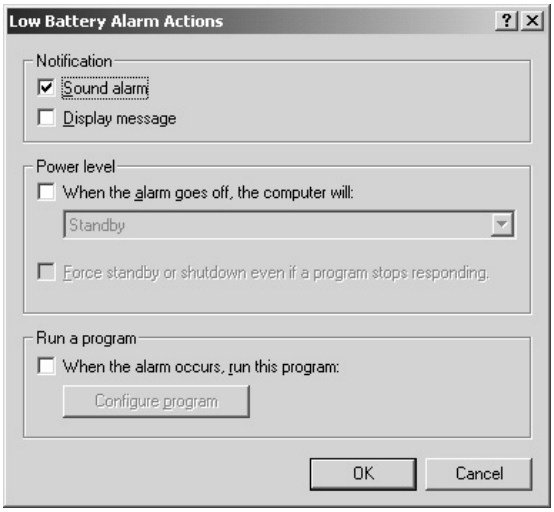
1. In the Power Management Properties dialog box, click the **Alarms** tab.



2. Check the box next to **Activate low battery alarm when power level reaches**.

3. Under the Low Battery alarm, click and drag the percentage slider to 10%. This setting tells your Notebook to sound an alarm when the battery power drops below ten percent.

4. Click the **Alarm Action** button to open the Low Battery Alarm Actions dialog box.



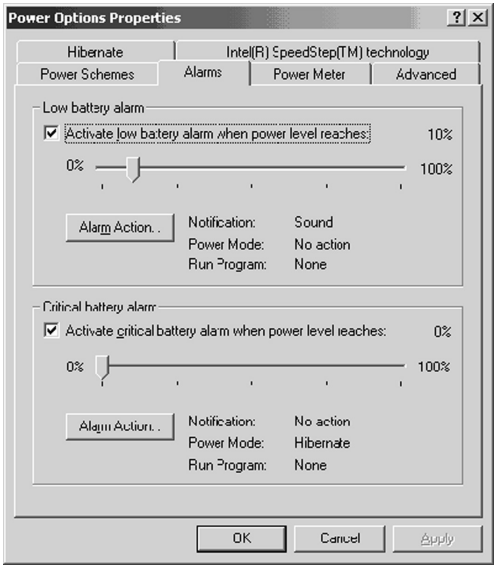
5. Under **Notification**, check the box next to **Sound alarm**. This tells your Notebook to sound an alarm when the battery power is low.
6. Ensure that all other boxes are *not* checked.
7. Click **OK** to close the Low Battery Alarm Actions dialog box.

Changing the Critical-Battery Setting

To ensure that you do not lose data when your Notebook powers off due to low-battery power, change the Critical-Battery setting on your Notebook to the Hibernate mode by following these steps:

> **Caution:** Changing any of these settings could cause your Notebook behavior to change. Compaq recommends keeping these at the original default settings as described in this document.

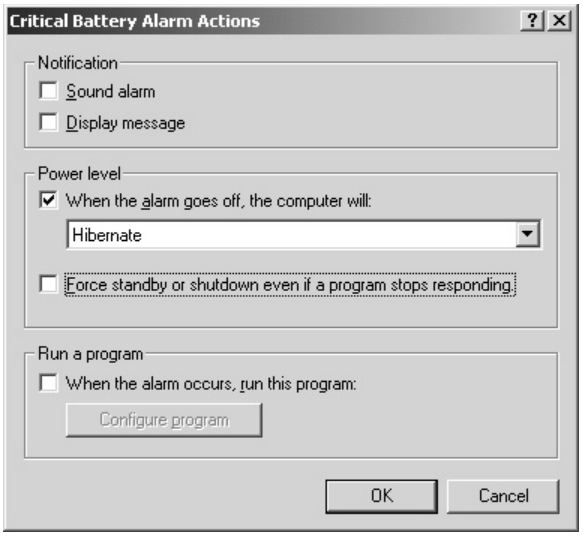
1. Click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Power Options** icon to open the Power Options Properties dialog box.



3. Select the **Alarms** tab, then set the **Critical Battery Alarm** to **0 percent** by sliding the bar flush to the left.
4. Under **Critical Battery Alarm**, click the **Alarm Action…** button to open the Critical Battery Alarm Actions dialog box.

> **Caution:** If the Critical Battery Alarm is set at anything other than 0%, the battery gauge does not calibrate and may function improperly.

5. Select **When the alarm goes off, the computer will** and select **Hibernate.**



6. Click **OK** to confirm your selection, then click **OK** to close the Power Options Properties dialog box.

Network Connection for Internal Ethernet Hardware

This section covers:

- Understanding Network Connection Problems
- Creating a Hardware Profile in Windows 2000
- Configuring the No Ethernet Profile
- Testing the No Ethernet Profile
- Deleting a Hardware Profile in Windows 2000

Understanding Network Connection Problems

If your Notebook is configured with an internal Ethernet controller (network card), and you have configured the Ethernet hardware in Windows, you may encounter one or both of the following situations:

- You experience delays while starting Windows or when using certain network-related software programs such as Microsoft Outlook or other e-mail programs when your Notebook is not connected to the network (the network cable is not physically plugged into your Notebook).
- You use the Notebook in both home and office situations in which you are logged into the office network directly through the Ethernet hardware and logged into a network at home (either the office network or an ISP network) through the modem. In this situation, when you are logged into the network through the modem you will not be able to map to network drives or access other network features that are typically present when your Notebook is logged into a network at the office.

These problems are associated with the functionality of Windows. If Ethernet hardware is configured in a Notebook, Windows tries to access the network through the Ethernet hardware. If a connection does not exist, then startup delays or loss of functionality can occur.

One way to overcome these situations is to use the Hardware Profile feature of Windows. This feature allows you to create two different Hardware Profiles that are selectable upon startup: one with the internal Ethernet hardware *enabled* and one with the internal Ethernet hardware *disabled*.

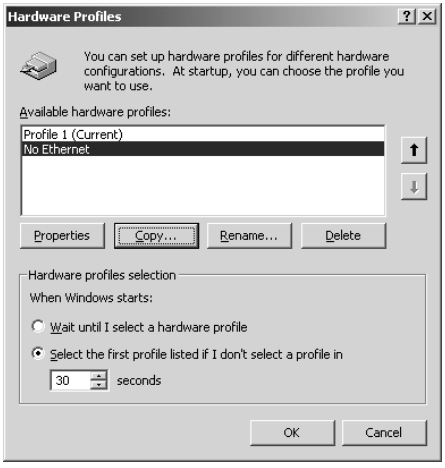
Creating a Hardware Profile in Windows 2000

To create a hardware profile in Windows 2000, complete the following steps:

1. Start Windows 2000 with all hardware fully enabled. If prompted to log on to a network or into Windows, enter your login name and password and click **OK**.

   Note: You must log on with Administrator privilege to create hardware profiles and change your hardware settings.

2. Right-click **My Computer** on the Windows desktop and click **Properties** to open the System Properties dialog box.
3. Select the **Hardware** tab, then click the **Hardware Profiles** button to open the Hardware Profiles dialog box.
4. Select **Profile 1 (Current)** and click **Copy**.
5. Type **No Ethernet** as the name of the new profile and click **OK**.



Note: No Ethernet" should show up along with "Profile 1 (Current)" in the Hardware Profiles tab.

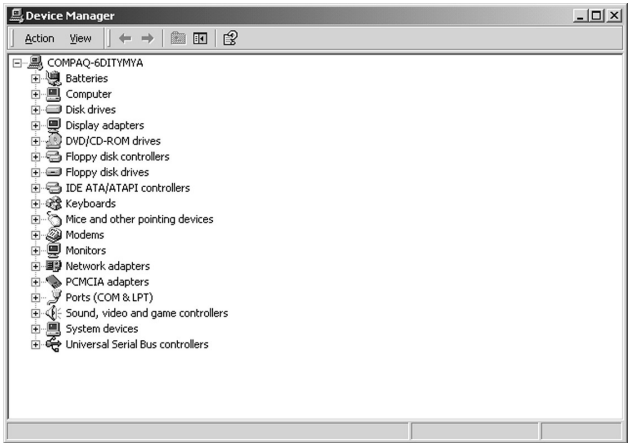
6. Click **OK** to close the System Properties dialog box.

Configuring the No Ethernet Profile

Two hardware profiles exist: the original configuration profile and the No Ethernet profile. You must restart the No Ethernet profile and configure it to turn off the Ethernet hardware.

To configure the No Ethernet profile, complete the following steps:

1. Restart your Notebook by clicking **Start, Shutdown,** then **Restart** from the drop-down selections.
2. You are then prompted to pick the Hardware Profile that includes the original configuration and the No Ethernet configuration. Select **No Ethernet**.
3. If prompted to log on to a network or log into Windows, type in your login name and password, then click **OK**.
4. When Windows starts, right-click the **My Computer** icon on the Windows desktop and select **Properties** to open the System Properties dialog box.
5. Click the **Hardware** tab, then click the **Device Manager** button to open the Device Manager dialog box.



6. Click the **+** sign next to **Network Adapters** to expand this option.

7. Right-click your Ethernet adapter and click the **Properties** button to open the Properties dialog box for the Ethernet Controller.

   Note: The name of your Ethernet adapter may vary from system to system.

8. Click the **General** tab in the Device Usage drop-down field of the Properties dialog box, then select **Do not use this device in the current hardware profile (disable)**.

Note: In the Device Manager window, an **X** is displayed over the icon of the Ethernet Controller.

9. Click **OK** to close the Ethernet Controller Properties dialog box, click the **X** button at the top right-hand corner to close the Device Manager window, then click **OK** to close the System Properties window.

Both hardware profiles are configured as follows:

- The original configuration contains all of the hardware present in your Notebook and should be used when the network is accessed directly through the built-in Ethernet Controller.
- The No Ethernet configuration has the built-in Ethernet Controller hardware turned off. This profile is used whenever the Ethernet controller is not connected to a network.

Testing the No Ethernet Profile

You must restart Windows to test the No Ethernet profile. To test the No Ethernet profile, complete the following steps.

1. Restart your Notebook by selecting **Start, Shutdown,** and then **Restart** from the drop-down menu.
2. When prompted for the Hardware Profile, select **No Ethernet**.
3. When prompted, type in your login password.

Note: The Windows login dialog box is displayed rather than the Network login dialog box. If your Notebook is set for multiple users, you will be prompted to log on.

Deleting a Hardware Profile in Windows 2000

If at any time you would like to delete the No Ethernet hardware profile, complete the following steps:

1. Start your Notebook using the **Profile 1** hardware profile. If prompted to log on to a network or into Windows, enter your login name and password, then click **OK**.
2. Right-click the **My Computer** icon on the Windows desktop and select **Properties** to open the System Properties dialog box.
3. In the System Properties dialog box, click the **Hardware** tab.
4. Click the **Hardware Profiles** button to open the Hardware Profiles dialog box.
5. Select **No Ethernet,** click **Delete**, then click **Yes** to delete the hardware profile.
6. Click **OK** to close the System Properties dialog box.
7. Restart your Notebook by clicking **Start, Shutdown,** and then **Restart** from the drop-down selections.

Your Notebook should go directly into Windows without prompting for the Hardware Profile when it is restarted.

System Recovery CD

Using the QuickRestore CD

In the event of a system failure, call the Compaq Customer Support to send you the QuickRestore CD. You can use the QuickRestore Recovery CD to bring your Notebook back to an operating state.

Caution: Full Restore deletes all information on your hard disk. Save all personal files, software, and data to diskettes or other external storage devices before proceeding.

To run the QuickRestore CD, complete the following steps:

Caution: if your Presario Notebook is attached to a Port Replicator (QuikDock), you must turn the power to your Notebook off, disconnect it from the QuikDock, and plug it into an external power socket. Disconnect any printer cables or other peripherals from the Notebook before using Quick Restore.

1. Insert the Quick Restore CD (bootable disk) in the CD drive, and press **Enter**. A **WARNING** message is displayed advising that you are attempting to totally reformat your hard drive. Confirm by following the next step.
2. Press **1** and then **Enter** to continue. The Power Quest Quick Restore Wizard starts copying and uncompressing data to the local hard drive. This process takes approximately 7 to 10 minutes.
3. When prompted, remove the CD from the CD drive and restart your Notebook to apply the changes.

After the operating system completes the installation process, you may install any application software.

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