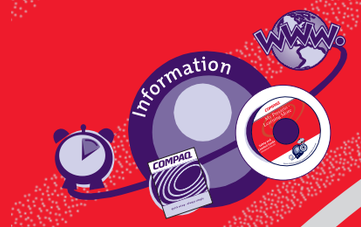
COMPAQ



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My Presario - Getting Started

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Compaq Presario
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CONTENTS

Chapter 1 Introduction 1-1

Who Should Read This Guide? 1-2

Using My Presario—Getting Started 1-2

Symbols and Graphics Used 1-3

Computer Illustrations and Features 1-3

Where Can I Find Information? 1-4

Safety 1-5

Safety and Comfort 1-5

How Do I Find Information on the CD-ROM? 1-6

Using My Presario—Learning More CD 1-6

Chapter 2 Setting Up Your Computer 2-1

Your Computer at a Glance 2-2

What's in Front? (5000 Series) 2-2

What's in Back? (5000 Series) 2-2

What's in Front? (3200 Series) 2-3

What's in Back? (3200 Series) 2-3

Plug In and Go! 2-4
Setting Up Your Computer (5000 Series) 2-4
Setting Up Your Computer (3200 Series) 2-5
Setup, Login, and Passwords 2-6
Setting up Microsoft Windows 2000 2-6
Registration 2-8
Registering with Compaq 2-8
Registering with Microsoft 2-9
Creating Your User Account 2-9
Printer Setup 2-10
Setting Up Your Printer (5000 Series) 2-10
Setting Up Your Printer (3200 Series) 2-11
Chapter 3 Windows Basics 3-1
Features of the Windows Desktop 3-2
Viewing the Windows Desktop 3-2
Using the Start Menu 3-3
Help 3-4
Accessing Online Help 3-4
Chapter 4 Using Your Computer 4-1
Keyboard Basics 4-2
Getting to Know the Standard Keyboard Keys 4-2
Keyboard Buttons 4-3
Using CD/DVD Control Buttons 4-3
Using Internet Zone Buttons 4-4
Using Quick Launch Web Buttons 4-5

Assigning the My programme Button 4-6
Adjusting the Volume 4-6
Putting Your Computer to Sleep 4-7
Waking Your Computer 4-7
Understanding the System Status Lights (available on select models) 4-8
Scroll Mouse 4-9
Making Screen Selections 4-9
Accessing Software and Files 4-9
Scrolling 4-9
Autoscrolling 4-10
Speakers 4-11
Turning on the Speakers 4-11
Diskette, Hard Drive, CD-ROM, CD-RW, DVD-ROM, and Zip Drives 4-12
Using the Diskette Drive (5000 Series) 4-12
Using the Diskette Drive (3200 Series) 4-12
Using the Hard Drive 4-13
CD-ROM, CD-RW, or DVD-ROM Drive (5000 Series) 4-14
CD-ROM, CD-RW, or DVD-ROM Drive (3200 Series) 4-15
Removing a Disc from a Drive (5000 Series) 4-16
Removing a Disc from a Drive (3200 Series) 4-16
Playing an Audio CD (5000 Series) 4-16
Playing an Audio CD (3200 Series) 4-17
Playing a DVD-ROM Movie 4-18
Using “Regionalized” DVDs 4-19

Creating Your Own CDs 4-20
Inserting a Disk Into the Zip Drive (available on select models) 4-21
Removing a Disk from the Zip Drive 4-21
Internet Video Camera 4-22
Using Logitech QuickCam Internet Video Camera (available on select models) 4-22
Chapter 5 Welcome to the Web 5-1
Basic Concepts 5-2
What Is the Internet? 5-2
What Is a Hyperlink? 5-2
Internet Connection 5-3
Connecting with AOL 5-3
Web Searches 5-4
Searching the Web Using AOL 5-4
E-mail 5-5
Setting Up Outlook Express E-mail 5-5
Typing an E-mail Message 5-5
Understanding E-mail Addresses 5-6
Sending an E-mail Using Outlook Express 5-7
Content Advisor 5-8
Reading Your Outlook Express E-mail Messages 5-8
Restricting Internet Content 5-9
My Presario Web Site 5-10
Checking Your Registration 5-10

Chapter 6 Common Tasks 6-1

Print Basics 6-2

Using the Menu to Print 6-2

Games. 6-3

Playing Games on Your Computer 6-3

Software 6-4

Installing Software from a CD, DVD, or Diskette 6-4

Installing Software Downloaded from the Internet . . 6-5

Chapter 7 Computer Upgrades 7-1

Internal Components 7-2

Accessing Internal Computer Components 7-2

Upgrading Components. 7-3

Upgrading the CD-ROM, CD-RW, and DVD-ROM Drives 7-3

Upgrading Computer Memory 7-5

Adding Components 7-6

Adding the Optional Hard Drive 7-6

Adding an Expansion or Option Card 7-8

Chapter 8 Need Some Help? 8-1

Helpful Hints 8-2

Entering BIOS (CMOS) Setup 8-2

QuickRestore CD 8-3

Using the QuickRestore CD 8-3

Compaq Support. 8-4

Troubleshooting 8-5

Audio 8-5

CD-ROM, CD-RW, or DVD-ROM 8-6

Diskette Drive 8-7
Display (Monitor) 8-9
Hard Drive 8-10
Internet Access 8-11
Keyboard and Scroll Mouse 8-12
Memory 8-13
Power 8-14

Glossary

Index

1 Introduction

In This Chapter

Who Should Read This Guide?, 1-2

Symbols and Graphics Used, 1-3

Where Can I Find Information?, 1-4

Safety, 1-5

How Do I Find Information on the CD-ROM?, 1-6

Congratulations! As the owner of a new Compaq Internet PC, you have joined the world-wide community of Presario computer users. Once your computer is set-up and connected to the Internet, you can explore vast regions of information, entertainment, and online services.

This guide is designed to help you:

- Get acquainted with computer features you'll want to try during the first few days or weeks.
- Keep your computer running smoothly with the tools on your computer.
- Solve problems if they occur.

Who Should Read This Guide?

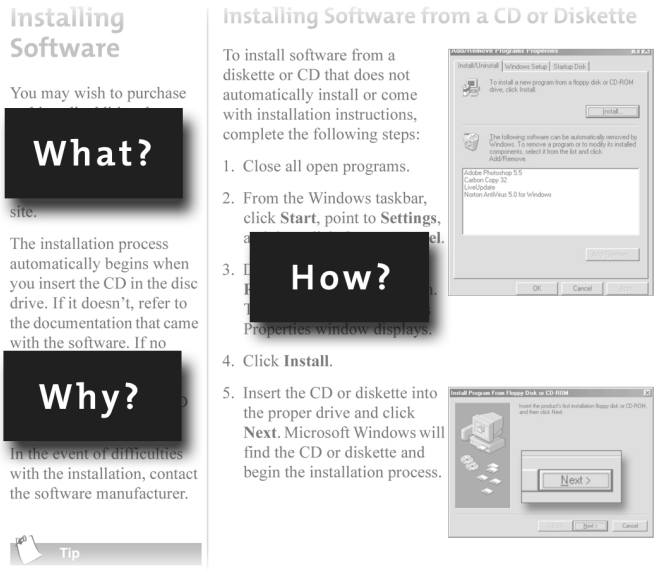
This guide is designed for both beginners and experienced computer users. You can read from cover to cover to learn basic information about your computer or scan the guide for information on a specific topic.

The Glossary, in the back of this guide, has brief definitions of computer terms in everyday language. The electronic Glossary on the *My Presario—Learning More* CD has even more terms.

This chapter shows you how to use this guide and directs you to other sources of information.

Using My Presario—Getting Started

This easy-to-scan guide helps you find the information you want as quickly as possible. The page layout allows you to see, at a glance, how the information is organised.



The first column lists major topics. It explains **what** the topic is and **why** it is important to you. This column also lists important warnings and useful tips, and it directs you to additional reference materials.

The second column explains **how** to perform a procedure. It contains step-by-step instructions.

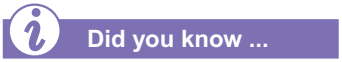
The third column uses graphics to help you visualise the task and to validate what you are doing, as you do it. Detailed graphics may span both columns.

Symbols and Graphics Used

Warnings and cautions are displayed to protect you from injury, your equipment from damage, and your files from data loss.

The following words and symbols have special meaning in this guide and the CD documentation:

Failure to follow directions may result in bodily harm or loss of life.



Understanding the background or concept may help you solve a problem.

Helpful hints make using your computer easier and faster.

Another document or another page in this document has related information.

Caution: Failure to follow directions may result in damage to equipment or loss of data.

Computer Illustrations and Features

The computer illustrations shown and the features described in this guide may differ slightly from your Compaq Presario Internet PC.

Where Can I Find Information?

Information is available in several forms: printed documents, electronic documents on the CD that came with your computer, and the Compaq Web site. Use this guide as your first point of reference, and then refer to the following documents:

- Quick Set-Up poster
- Warranty Certificate
- *My Presario—Learning More* CD
- *Getting Started: Microsoft Windows* manual

Did you know ...

The Compaq Web site is available worldwide. As you explore the Internet, go to the following address for information about products, services, and "cool" activities:

www.compaq.com

Warranty Certificate

The warranty details Compaq's commitment to repair or replace parts during the warranty period, and it lists important Compaq telephone numbers. ***In the event of a mechanical problem, contact Compaq, not the retailer that sold you the computer.***

Keep the warranty in a safe place for future reference.

Replacing Parts

The Easy Access design of your Internet PC allows you to access internal components: in most cases, without using any tools.

My Presario—Learning More CD describes procedures for upgrading and replacing computer components. If you experience a problem and you are unable to resolve the issue after referring to this guide and the *My Presario—Learning More* CD, contact Technical Support. If a replacement part is needed, the technician will send the replacement part, along with illustrated instructions for removing the factory-installed part and replacing it.

Upgrading Your Computer

Expand your Presario performance with upgrades like memory and additional peripherals, such as digital cameras and printers. To learn more, visit the online store at:

www.compaq.com

Safety

Your computer is an electrical device. Treat it with care to avoid personal injury and damage to the equipment.

Warning

To reduce the risk of electric shock and damage to the equipment, read the Safety and Comfort guide on the My Presario—Learning More CD before performing any procedures involving the internal components of your computer.

Did you know ...

During an electrical storm, disconnect your computer (and all peripherals) from the power source. After shutting down your computer, turn off the power button on the surge protector(s).

Safety and Comfort

My Presario—Learning More CD contains Safety and Comfort information on how to:

- Set up your work area for maximum comfort.
- Practice good posture, hand position, work habits, and health habits while using your computer.
- Use a grounding plug to prevent electrical shorts, shocks, or fires.
- Use a surge protector to regulate the flow of electricity to the computer, modem, and all peripherals, such as a printer, speakers, and monitor.
- Become static-free before removing the side panel.

How Do I Find Information on the CD-ROM?

The *My Presario—Learning More* CD has information on the following topics:

- Advanced features of your computer
- Solving computer problems
- Safety and comfort
- Compaq service and support
- Upgrading your computer
- Government regulatory information

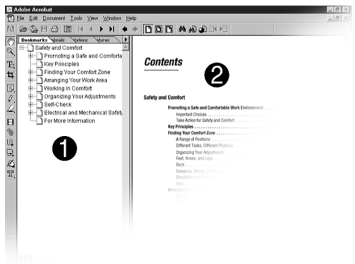
Did you know ...

Electronic documents often have hyperlinks to help you find information quickly. When you pass the cursor over a hyperlink, a small hand is displayed. When you click a hyperlink, it jumps to the referenced page. Hyperlinks are represented by navigation buttons, coloured text, and images.

Using My Presario—Learning More CD

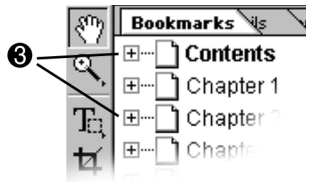
1. Choose the topic or manual you want to learn more about by clicking 2 times.
2. The screen displays the file hierarchy in the navigation panel on the left ❶ and the contents on the right ❷.

   Note: Click the **Plus** + sign ❸ next to a topic in the left panel to display subtopics.



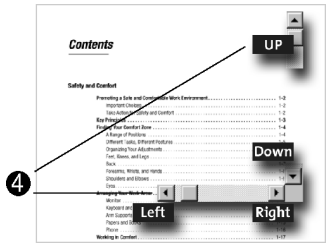
3. Click the topic you want to view. The screen displays the topic you selected.

   Note: If necessary, use the scroll bar ❹ to view all of the page.

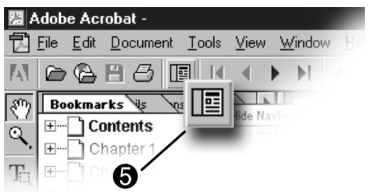


4. To view additional topics, click topics from the navigation panel ❶.

   Note: You can click the **Show/ Hide Navigation Pane** ❺ button to close the navigation panel and enlarge the contents panel.



5. When you finish, click the word **exit** (a hyperlink) in the lower right corner of the screen or click the **Close** ☒ button in the upper right corner of the screen (on the title bar).



Note: You can print individual pages from the CD or the entire set of documents. You can also print pages from a Web site.

Setting Up Your Computer

2

In This Chapter

Your Computer at a Glance, 2-2

Plug In and Go!, 2-4

Setup, Login, and Passwords, 2-6

Registration, 2-8

Printer Setup, 2-10

Your Internet PC is designed for complete ease of use—from setting up to upgrading new components. This chapter introduces you to the internal and external features of your computer. It also walks you through the process of registering your computer and setting up an Internet Service Provider (ISP) account. The remaining chapters of this guide show you how easy it is to use your Compaq Presario.

Note: Illustrations and features shown may differ slightly from your Computer.

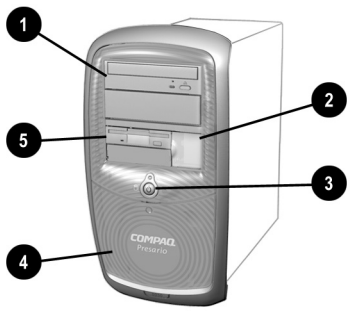
Your Computer at a Glance

Before you begin, you'll want to become familiar with the components of your Compaq Presario.

Tip

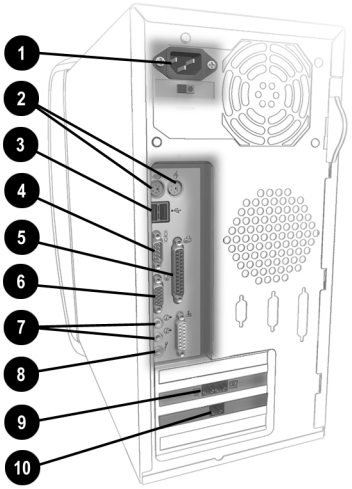
Some components have colour-coded connectors that match the ports on the back of your computer.

What's in Front? (5000 Series)



1. CD-ROM, CD-RW, or DVD-ROM drive
2. Two USB connectors for connecting USB devices (varies by model)—ports for connecting peripheral devices, such as gamepads, joysticks, and video cameras
3. Power button
4. CD storage for storing five CDs
5. Diskette drive

What's in Back? (5000 Series)



1. Power port
2. PS/2 mouse port; PS/2 keyboard port
3. USB ports for connecting an Internet keyboard or other USB devices
4. Serial port for connecting a serial peripheral device
5. Parallel port for connecting peripheral devices, such as printers
6. Monitor port
7. Audio speaker ports
8. Microphone port
9. Modem port for connecting to a phone line
10. Ethernet port for connecting to an Ethernet network (if equipped)

Note: Connectors may vary by model.

What's in Front? (3200 Series)

❶ Power On button

❷ CD-ROM, CD-RW, or DVD-ROM drive

❸ Disk drive

❹ Two universal serial bus (USB) ports for connecting peripheral devices, such as gamepads, joysticks, and video cameras

What's in Back? (3200 Series)

❶ Modem port for connecting to a phone line

❷ Microphone port

❸ Audio In / Audio Out

❹ Monitor port

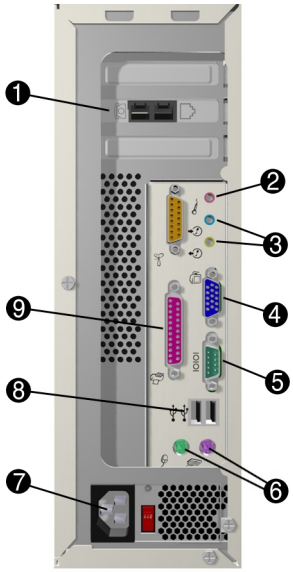
❺ Serial port for connecting a serial device such as a printer

❻ PS2 ports for connecting a keyboard or mouse

❼ A/C Power port

❽ USB ports for connecting an Internet keyboard, mouse, or other USB device

❾ Parallel port for connecting a peripheral device such as a printer



Note: Connectors or ports may vary depending on different model releases.

Plug In and Go!

If a cable is disconnected or you move your computer to another location, this topic helps you to quickly set up again.

Tip

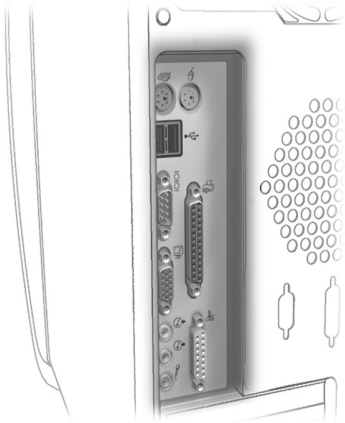
It's a good idea to purchase a surge protector to protect your computer from electrical spikes and power surges.

See also ...

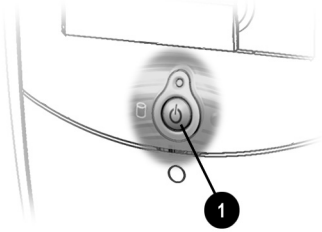
The Quick Set-Up poster that came with your computer is a visual guide to setting up your computer.

Setting Up Your Computer (5000 Series)

Note: Do not set up the printer until your computer has been set up.



1. Connect the monitor according to the colour coding, icons, and the instructions from the monitor manufacturer.
2. Connect the speaker cable and microphone cable (if applicable).
3. Connect the power cable.
4. Connect the keyboard to a USB port on the back of the unit and the mouse to the PS/2 mouse port.
5. Connect the telephone cable between the Modem Line In port and the wall outlet.
6. Plug the monitor and computer power cables into the wall outlet or surge protector.
7. Turn on the monitor and press the **Power On** ❶ button to turn on your computer.

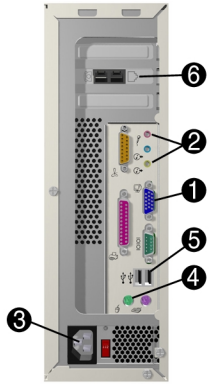


Note: If you are setting up your computer for the first time, follow the on-screen instructions to register both your operating system and your computer. The next two topics discuss the registration process.

Setting Up Your Computer (3200 Series)

Note: Do not set up the printer until your computer has been set up.

1. Connect the monitor according to the colour coding, icons, and the instructions from the monitor manufacturer.
2. Connect the speaker cable and microphone cable (if applicable).
3. Connect the power cable.
4. Connect the mouse to a PS2 port.
5. Connect the keyboard to the USB port at the back of the unit.



6. Connect the telephone cable between the Modem Line In port and the wall outlet.
7. Plug the monitor and computer power cables into the wall outlet or surge protector.
8. Turn on the monitor and press the **Power On** button to turn on your computer.

   Note: If you are setting up your computer for the first time, follow the on-screen instructions to register both your operating system and your computer. The next two topics discuss the registration process.

Setup, Login, and Passwords

Setting up Microsoft Windows 2000

Note: When you first start your computer, you may see a startup routine before the Setup Wizard appears. This may take several minutes, so do not restart the computer during this process.

IMPORTANT! It is recommended that you set up your computer as an Administrator, in order to take advantage of all of the features of your Presario PC. Under User mode, most functionality is significantly limited for security purposes.

When the Setup Wizard screen opens, you will see several dialog boxes that prompt you for information such as your name or your network type. Remember that not all of the options may be available, or that they may be in a different order.

- After you first start up your computer and the Setup Wizard dialog box appears, click **Next** to continue.
- You are prompted to accept the License Agreement; if you agree to the terms, check **I accept this agreement**, then click **Next**.
- You can change regional settings for your region, such as the default currency or the time and date formats. You can also change the default language of your computer or your keyboard layout. Click one of the **Customize** buttons and make your changes. Click **Next**.

Note: You can change these settings later using **Regional Options** on the **Control Panel**.

- In the **Personalize Your Software** dialog box, type your name and organization if applicable. After you have typed the information, click **Next** to continue.
- The next box shows the **Computer Name and Administrator Password** dialog box. Here you provide the name for your computer. If you are on a network, your network administrator can tell you what name to use. If you are not on a network you can use any name you want.

Caution: If you lose or forget the administrator password, you will have to reinstall the oporating system to recover.

Setup, Login,and Passwords (continued)

Note: You can change your computer name later using the System icon on the Control Panel.

➜ Type and Administrator password in order to keep your computer secure. Click **Next**.

IMPORTANT! You can leave this password blank if you do not want to set your PC up for multiple users with controlled access.

➜ Use the drop-down menus in the next dialog box to set up the date and time zone. After you have made the changes, click Next to continue.

➜ Your setup is now complete! Click **Finish**. After a few moments, your computer will restart.

Registration

It is very important that you register

- Your computer with Compaq
- Windows with Microsoft

Registering with Compaq enables you to receive technical support for the hardware, receive software updates for Compaq programs, and receive other special offers.

Registering with Microsoft enables you to receive software updates and important notices about new Microsoft products.

Did you know ...

Registering entitles you to the manufacturer's technical support. Therefore, be sure any time you install new software or hardware that you register it with the manufacturer.

Registering with Compaq

To register your new Presario Internet PC with Compaq, complete the enclosed pre-addressed postcard with your name, address, and other personal information and return it to Compaq.

Registering with Microsoft

The next step is to register with Microsoft. You can open the Getting Started with Windows 2000 screen at any time by clicking on **Start**, then **Run**. Type in **welcome**, and click **OK**. You will see the Microsoft Windows 2000 Professional register screen.

- Select **Register Now**, and the Microsoft Windows 2000 Registration Wizard screen appears. Follow the instructions on the screen to register your copy of Microsoft Windows 2000 Professional. Follow the steps on the screen. There will be a short Home User Questionnaire about how you use your computer.
- Another screen allows you to send your hardware inventory to Microsoft. On the **Connect to Microsoft Windows** screen click **Connect**. A dial-up connection is made transmitting the information to Microsoft.

Registration (continued)

- ➜ Follow the on-screen instructions until registration is complete.
- ➜ You will be returned to the Getting Started screen. Make a selection from the menu to learn more about Windows or connecting to the Internet. You can also click **Exit** to return to the desktop.
- ➜ If your computer detects new hardware, follow the on-screen instructions, which may require that you insert a disk for a printer or another component.

Creating Your User Account

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Users and Passwords**.
2. On the **Users** tab, click **Add** and enter basic information for the new user. Here you will be creating accounts for those using the computer such as family members or co-workers. Click **Next**.
3. Assign a password and type it in twice. Click **Next**.
4. Add the user and select the level of access you want the user to have, then click **Finish**. Go through the process again for additional users. Click **OK**.
5. On the **Group Membership** tab, click **Standard user**, and then click **OK**. If administration tasks are complete, log out and log in under your user name.

Note: The following definitions may be helpful:

User account: Information that defines each computer user such as user name and password. The user account identifies the groups in which the user account has membership and the permissions the user has for the computer.

Administrator account: the account that you use to perform administrative tasks, such as adding user accounts. Members of the Administrators group have full control over the computer.

6. Restart your computer for these setting to take effect.

Printer Setup

After setting up and registering your computer, you are ready to set up your printer.

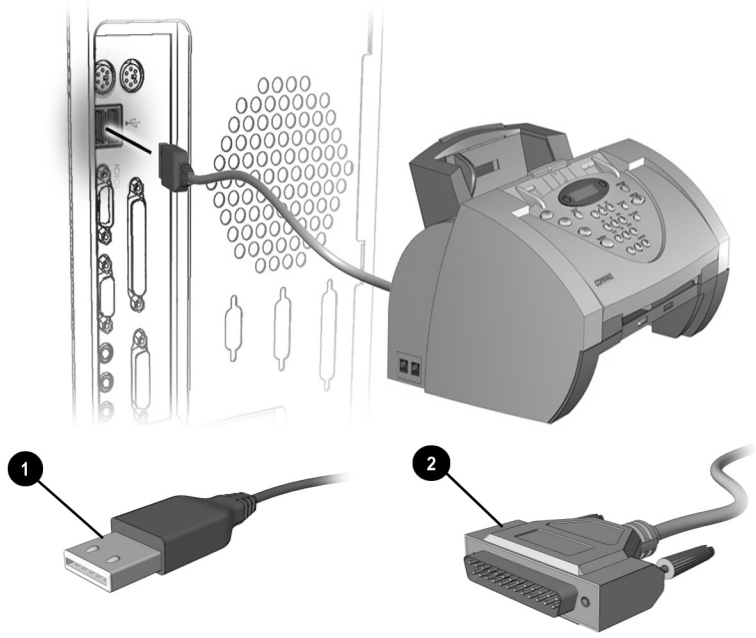
A printer allows you to print any document from your *My Presario—Learning More* CD, your e-mail, and Web sites.

Did you know ...

Most new computers have a Universal Serial Bus (USB) port for a new printer that uses the latest technology. Older printers, which plug into a parallel port, cannot be connected to a USB port. Your printer may use a USB plug ❶ (rather than a parallel plug ❷) for installation.

Setting Up Your Printer (5000 Series)

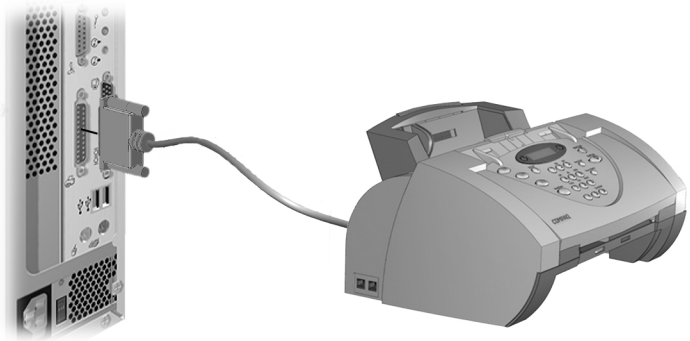
1. Complete Plug In and Go! and Registration first (described on previous pages).
2. Set up the printer according to the printer manufacturer's instructions.
3. Connect the printer to the back of your computer according to the icons.
4. Turn on your computer (if it's not already on).
5. Turn on the printer.
6. Follow the on-screen instructions.

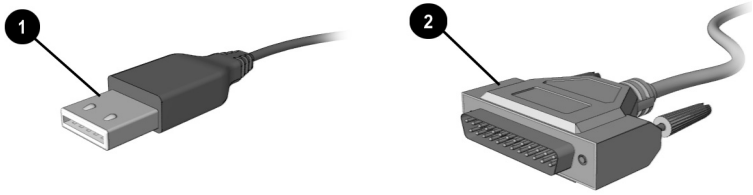


Note: Location and style of connectors may vary by model.

Setting Up Your Printer (3200 Series)

1. Complete Plug In and Go! and Registration first (described on previous pages).
2. Set up the printer according to the printer manufacturer's instructions.
3. Connect the printer to the back of your computer according to the icons.
4. Turn on your computer (if it's not already on).
5. Turn on the printer.
6. Follow the on-screen instructions.





Note: Location and style of connectors may vary by model.

Windows Basics

3

In This Chapter

Features of the Windows Desktop, 3-2

Help, 3-4

See also ...

For more information on the Windows desktop, refer to the Getting Started: Microsoft Windows manual that came with your computer.

Microsoft Windows is the operating system that runs on your computer. This means that Windows controls and manages your computer by translating your mouse and keyboard instructions into a language your computer can understand.

The Windows desktop is your personal workspace. On the Windows desktop, you give your computer instructions to perform tasks: accessing files, copying files, connecting to the Internet, reading e-mail, and more.

In this chapter, you will learn how to use the standard features of the Windows desktop.

Features of the Windows Desktop

Although computers vary based on specific hardware and software, the Windows desktop has many standard features.

In this section, you are introduced to the major components of the desktop:

- Icons
- Taskbar
- Start menu
- Help

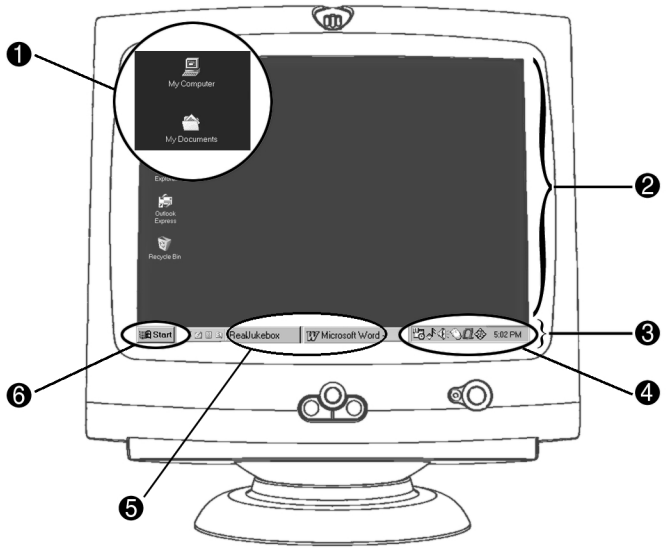
Did you know ...

Each time you access a programme, a button ❺ for that programme appears on the Windows taskbar ❸. Click a button to switch to the desired programme.

Viewing the Windows Desktop

When you turn on your computer, Microsoft Windows automatically starts. The first screen you see after Windows goes through the startup process is the Windows desktop, the area in which you work.

Note: The programmes and icons displayed vary by model.



On the Windows desktop ❷ there are several small graphics ❶ (called icons). An icon represents a programme, disk drive, file, or folder, and provides easy access to the programmes or documents you use on a regular basis.

Across the bottom of the desktop is a gray bar (called the Windows taskbar ❸). The taskbar includes the **Start** button ❻, the Quick Launch area (which provides easy access to Internet Explorer, Outlook Express, Show Desktop, and Windows Media Player), buttons for each active programme ❺, and the system tray (systray) ❹. The taskbar allows you to pick and choose options or activities, and it is displayed on your desktop.

When you click the **Start** button, a menu is displayed that allows you to select tasks, such as:

- Starting a programme
- Finding or opening a document
- Changing your computer settings
- Shutting down the computer

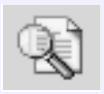
Did you know ...

*You should always turn off your computer by selecting **Shut Down** from the **Start** menu. If you shut off your computer before receiving the "It's now safe to turn off your computer." message, an error message is displayed the next time you turn on your computer.*

The systray ❹ contains icons for some of the system programmes that load automatically at startup. The system clock is also displayed on the systray.

Using the Start Menu

The following table lists some typical Start menu options and the function of each option. The available Start menu options vary by model.

Start Menu Options		Functions
	programmes	Displays a list of programmes available on your computer.
	Documents	Displays a recently accessed list of documents, which you can select to open again.
	Settings	Allows you to modify Windows desktop or computer settings.
	**Search**	Enables you to search for files or folders located on a drive that you specify.
	Help	Displays answers to your questions about Microsoft Windows.
	Run	Opens programmes and Web pages.
	Log Off	Logs off the current user so that a new user can log on.
	Shut Down	Shuts down or restarts your computer.

Help

Microsoft Windows includes online documentation to help answer your questions about how the computer operating system works.

Did you know ...

If you are not familiar with the features of Microsoft Windows, several tutorials are available through Microsoft's online Help file.

*The Microsoft Web site, at **www.microsoft.com**, offers numerous tools and information on the following topics:*

- *Windows*
- *Internet Explorer browser*
- *Microsoft Knowledge Base*

Accessing Online Help

1. Click the **Start** button.
2. Select **Help**. The Help screen is displayed.
3. Select the **Contents, Index, Search**, or **Favorites** tab for help.

Using Your Computer

4

In This Chapter

Keyboard Basics, 4-2

Keyboard Buttons, 4-3

Scroll Mouse, 4-9

Speakers, 4-11

Diskette, Hard Drive, CD-ROM, CD-RW, DVD-ROM, and Zip Drives, 4-12

Internet Video Camera, 4-22

In this chapter, you learn about the following exciting, easy-to-use features of your computer:

- **Keyboard**—Become familiar with the keyboard and all its capabilities, including one-button access to the Internet!
- **Scroll Mouse**—See how easy it is to use the scroll mouse and learn shortcuts to save time.
- **Speakers**—Enjoy the experience of high-quality sound with your computer.
- **Hard Drive, CD-ROM, and DVD-ROM Drives**—Use the various drives to listen to your favourite CDs or to watch movies.
- **Internet Video Camera** — Understand the many capabilities of an Internet video camera.

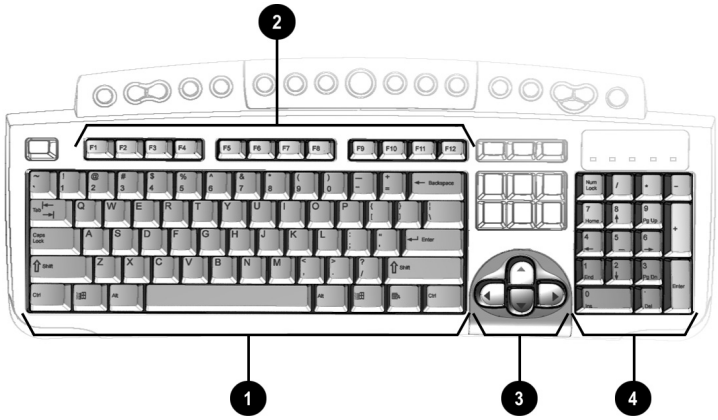
Keyboard Basics

The standard keys perform the following functions:

- **Main keys** are the typewriter-style keys.
- **Function keys** are the **F1** through **F12** keys. Two of these keys are active even without a programme running. **F1** allows you to get help on Windows-related topics. **F3** allows you to search for files or folders.
- **Arrow keys** can be used for games and to navigate in a document or Web site. These keys allow you to move left, right, up, and down, using the keyboard instead of the mouse.
- **Numeric keys** work like a calculator keypad.

Getting to Know the Standard Keyboard Keys

Some keys have special functions when used alone or combined with other keys. These functions vary depending on the programme you are using.



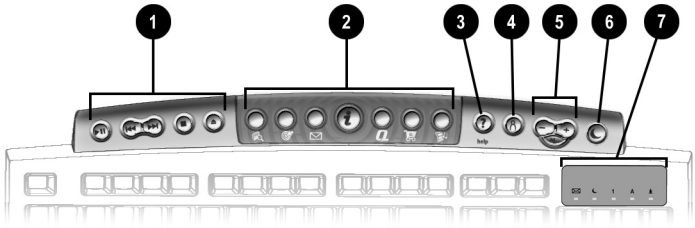
❶ Main keys
❷ Function keys
❸ Arrow keys
❹ Numeric keys

Note: Style of keyboard may vary.

Keyboard Buttons

The keyboard buttons make it easier and faster to get on the Internet, use your favourite software, or listen to your favourite CD. You might even want to watch a movie or send an e-mail.

The keyboard buttons are shown in the following illustration. They are discussed in detail on the following pages.

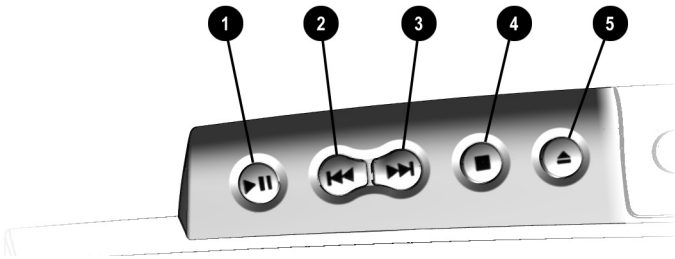


❶ CD/DVD Control Buttons
❷ Internet Zone Buttons
❸ Quick Launch Help Button
❹ Quick Launch My programme Button
❺ Volume/Mute Buttons
❻ Sleep Button
❼ LED Status Lights

Using CD/DVD Control Buttons

The CD/DVD control buttons provide a quick and easy way to play a CD or a DVD movie at the touch of a button.

Many CDs begin playing automatically when inserted into the drive. Refer to Playing an Audio CD in this chapter to play a CD.



❶ **Play/Pause** starts or stops a CD or DVD temporarily.
❷ **Rewind/Previous Track** skips to the previous track.
❸ **Fast Forward/Next Track** skips to the next track.
❹ **Stop** ends the CD or DVD play, rewind, and fast forward functions.
❺ **Eject/Load** ejects or loads the CD or DVD.

Note: Buttons may vary by model.

See also ...

Refer to Adjusting the Volume in this chapter to adjust the volume when playing a CD or a DVD.

Using Internet Zone Buttons

With the press of a keyboard button, you can get on the Internet fast, read your e-mail, or check out the latest in entertainment.

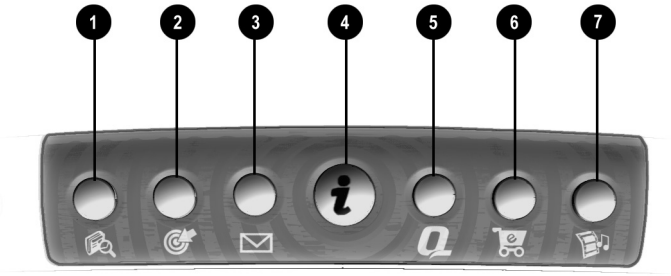
Depending on which Internet Service Provider (ISP) you have, the default options provided by the Internet Zone buttons may vary.

Did you know ...

Until you set up your Internet Service Provider (ISP), each Internet button takes you to a window that guides you through the ISP set-up process.

See also ...

Refer to the "Setting Up Your Computer" chapter in this guide for detailed information on setting up your ISP.

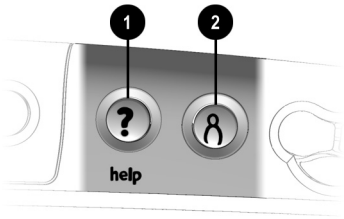


Note: Button functions may vary by model and by region.

No.	Description
❶	**Search** accesses a Web site that helps you locate news and information on the Internet. Search for topics including news and information, shopping, images, music, and video.
❷	**Activity** launches your favourite Internet Zone activity. The default brings you to your Community centre, a vibrant online community experience with chat sessions, discussion boards, clubs, home pages, photo albums, and more.
❸	**E-mail** provides one-touch access for sending and reading your e-mail.
❹	**Instant Internet** provides your daily start point to the Internet. It connects you to a Web page filled with local weather, news, sports and financial information.
❺	**My Presario** is your instant connection to Compaq for getting the most out of your computer and the Internet. Learn about the top Internet Zones or adventure into your favourite Activity centres to get creative using the Web.
❻	**Retail Central** provides an instant connection to your computer store and a variety of leading consumer companies.
❼	**Entertainment** is your online scoop on the world of entertainment featuring music downloads, streaming video, Web casts, entertainment news, and reviews.

Using Quick Launch Web Buttons

You can access your favourite programme, Web site, or document by pressing the **Quick Launch** Web buttons. These are the **Help ?** and **My programme** buttons.



No.	Description
❶	**Help** takes you to service and support information on the Windows desktop.
❷	**My programme** can be programmed to launch your favourite software, Web site, or document.

Note: Buttons and their function may vary by model and region.

See also ...

Refer to "Preventive Maintenance" on the My Presario—Learning More CD for additional information on service and support.

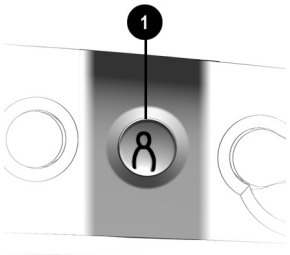
Assigning the My programme Button

After you assign the **My programme** button settings, pressing the button automatically opens your selected software, Web site, or document.

See also ...

Instructions for reassigning this button are found on the My Presario—Learning More CD.

1. Press the **My programme** button ❶. A window opens.
2. Select a programme or Web site.
3. Click **Next**.
4. Select **programme** or **Document**.
5. Select the programme or document you want to assign to the **My programme** button.
6. Click **OK** to verify your selection.
7. Click **OK**.



Adjusting the Volume

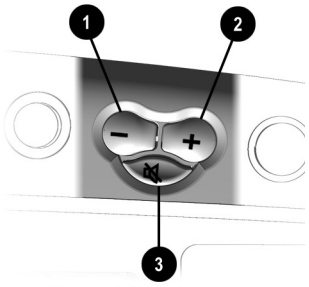
The **Volume Control** buttons allow you to control the volume of your computer. Or, if you want silence, press the **Mute** button. It's that simple!

Tip

You can also adjust the volume by clicking the Speaker icon located in the system tray at the bottom-right corner of the Windows taskbar.

When listening to or viewing a CD or DVD, use the following buttons on your keyboard to adjust the volume as needed:

- Press the **minus** − button ❶ to decrease the volume.
- Press the **plus** + button ❷ to increase the volume.
- Press the **mute** button ❸ to turn off the sound.



Putting Your Computer to Sleep

Press the **Sleep** button ❶ on the keyboard and your computer goes to sleep. Or, your computer will go to sleep automatically if no activity occurs within 20 minutes.

If you're going to be away from your computer but want to leave the power on, you can let your computer go to sleep. This process allows you to run programmes while your computer goes into a low-power state, which saves energy. However, some software—such as DVD software actively playing a DVD— may prevent the system from going to sleep.

Tip

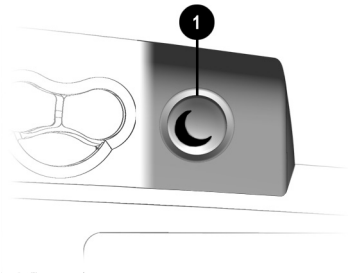
You can wake your computer by moving the mouse, by clicking a mouse button, or by pressing any of the keyboard buttons.

Did you know ...

You can change the amount of time that passes before your computer goes to sleep. See the My Presario—Learning More CD for instructions.

Waking Your Computer

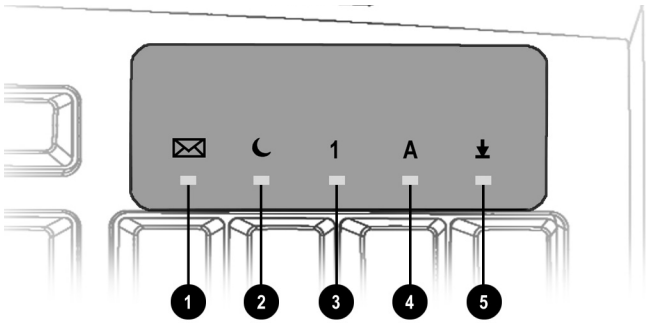
Press the **Sleep** button ❶ on the keyboard and your computer wakes up.



Understanding the System Status Lights (available on select models)

The system lights on the keyboard provide a quick status of your computer and keyboard settings.

The system status lights are shown in the following illustration, and the function of each light is explained.



Tip

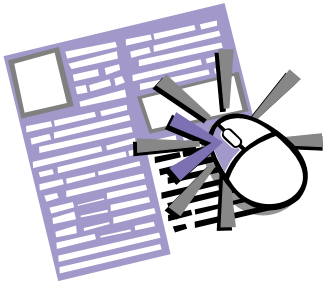
Post Office Protocol (POP) is a commonly used messaging protocol. The most widely used implementation of this protocol is POP3. POP3 is a retrieval protocol, used to retrieve mail messages from a POP server. E-mail messages received by the POP server are delivered to a server mailbox and messages reside there until you retrieve them.

No.	Description
❶	**E-mail** indicates when you have e-mail waiting to be read. **Note:** This light only works with POP3 Internet services such as Compaq.NET powered by MSN. The light does not work with proprietary Internet services such as AOL.
❷	**Sleep** indicates the computer is in the sleep mode.
❸	**Num Lock** indicates that you can use the numeric key pad to type numbers.
❹	**Caps lock** indicates all text typed will appear as capitalised letters.
❺	**Scroll lock** indicates when the scroll-lock function is engaged, allowing you to scroll through a document without moving the cursor.

Scroll Mouse

Your computer comes with a scroll mouse. The scroll mouse directs a cursor on the Windows desktop. You use the mouse to move quickly and easily through a document or Web site.

Instead of using the scroll bar to display pages, move the scroll wheel on your mouse forward or backward through a document or Web site to save time.

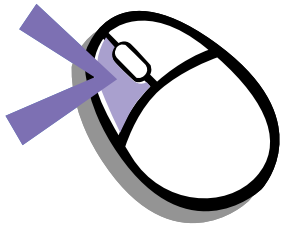


Tip

Some mouse functions may not work with all software.

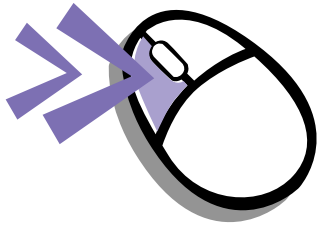
Making Screen Selections

Click by pressing and releasing the left mouse button quickly one time. You will hear a single clicking sound.



Accessing Software and Files

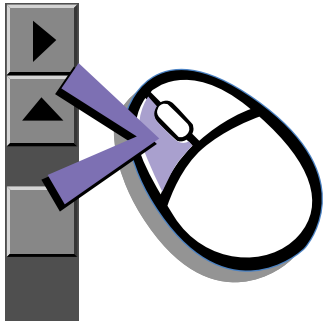
Double-click by pressing and releasing the left mouse button twice, quickly.



Scrolling

Click by pressing and holding down the left mouse button with the cursor positioned on a scroll bar.

Click and hold down on the scroll handle (the box in a scroll bar area) to position text. Or single-click the arrow buttons to move up or down one line at time.



Autoscrolling

AutoScroll allows you to move forward and backward through a document without having to move the mouse or mouse wheel continuously.

1. Open a programme and press the scroll wheel to begin autoscrolling.
2. Move the mouse once in the direction you want to scroll (vertically, horizontally, or diagonally). The farther you move the cursor from the starting point, the faster the scrolling.
3. To stop autoscrolling, press a mouse button.

Did you know ...

The scroll mouse can be customised for a left-handed user from the Mouse Properties dialog box. (Open the Control Panel and right-click the mouse icon.)

Speakers
(available on select models)

Speaker options depend on which model you purchase. However, the JBL Platinum Series are the standard speakers that come with most new Compaq Presario monitors. You can use the speakers freestanding or mount them to the side of the monitor. For more information, see the documentation that came with the speakers.

To set up the speakers, follow the directions on the monitor Quick Set-Up poster. If you purchased speakers separately, follow the included instructions.

Did you know ...

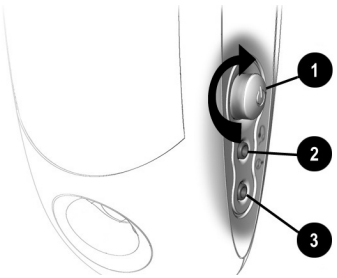
You can plug a digital MP3 portable audio player into the Audio In port on the right side of the speaker (on JBL Platinum Series speakers). Other portable music players include:

- *CD players*
- *Cassette players*
- *AM/FM Stereo*

These devices connect with a stereo cable (3.5 mm/3.5 mm plug) available at most electronic stores and computer retailers.

Turning on the Speakers

To turn the speakers on or off, press the **Power** button on the right side of the speaker. You can adjust the volume after the button pops out.



No.	Description
❶	**Power Button**—conveniently allows a quick power down when not in use, or mutes the sound. Simply push the button so that it pops out. Turn it to adjust the sound. The light indicates when the power is on.
❷	**Headphone Jack**—allows you to connect most stereo headphones for your personal listening pleasure.
❸	**Audio-In Port**—an advanced feature that lets you quickly connect your favourite digital MP3 player or any portable audio device and play audio directly through the speakers.

Note: The speakers receive power from the monitor, even when the monitor power is off. This allows your portable music player to be played without turning on your computer.

Diskette, Hard Drive, CD-ROM, CD-RW, DVD-ROM, and Zip Drives

Your computer may have one or more drives depending on the model you purchased:

- Diskette drive
- Hard drive
- CD-ROM drive
- CD-RW drive
- DVD-ROM drive
- Zip drive

Each drive has different size capacities for storing information.

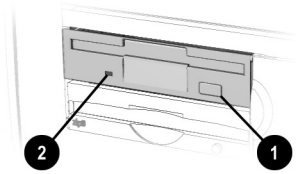
The diskette drive uses a diskette to store files. Once information is copied onto a diskette, it remains there until you delete or overwrite it.

The other drives are discussed on the following pages.

Using the Diskette Drive (5000 Series)

1. Hold a diskette with the label facing up and the arrow on the diskette pointing toward the drive; then gently push the diskette into the drive.

2. To remove a diskette, press the **Eject** button ❶ on the diskette drive.



▲ **Caution:** Wait until the diskette-drive activity is complete (the activity light ❷ stops glowing) before removing a diskette. Removing a diskette when the drive is reading from or writing to the diskette can damage the diskette or the information stored on it.

Note: Remove the diskette from the drive prior to shutting down Microsoft Windows.

Using the Diskette Drive (3200 Series)

The diskette drive uses a diskette to store files. After information is copied onto a diskette, it remains there until you delete or overwrite it.

1. Hold a diskette with the label facing to the right if you have chosen the upright configuration. Hold a diskette upward if you have chosen the desktop configuration. Ensure the diskette is pointing toward the drive as shown in the illustration, then gently push the diskette into the drive.

2. To remove a diskette, press the **Eject** button ❷ on the diskette drive.

Caution: Wait until the diskette-drive activity is complete (the activity light ❶ stops glowing) before removing a diskette. Removing a diskette when the drive is reading from or writing to the diskette can damage the diskette or the information stored on it.

Note: Remove the diskette from the drive before shutting down Microsoft Windows.

Using the Hard Drive

The hard drive stores system files, software, and data files inside your computer. When you install software, download files from the Internet, receive e-mail and attachments, or create new files, the computer saves them on your hard drive. The available storage space is gradually used. To regain storage space, you can delete files or programmes loaded on your computer, or save them on external media such as diskettes, CD-R or CD-RW discs.

CD-ROM, CD-RW, or DVD-ROM Drive (5000 Series)

The CD-ROM drive allows you to read data from a CD or listen to a music CD.

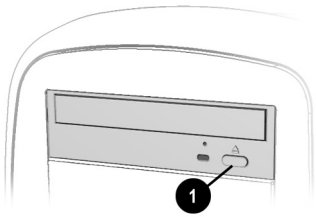
The CD-RW drive allows you to read and write data to a disc(s) for storage, and allows you to listen to music or read data CDs.

The DVD-ROM drive allows you to view your favourite movies, listen to music, or read information from CDs.

If a CD doesn't play, make sure the drive is closed.

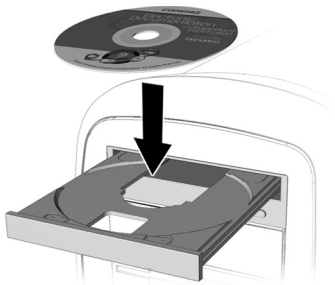
Note: Your computer must be turned on before you can insert or remove a disc.

1. Press the **Load/Eject** ⏏ ❶ button to open the drive.



2. Carefully lift the disc from the CD case by holding the disc only by the edges to avoid touching the surface.

3. Place the disc, label side facing up, into the round area of the tray. If the tray contains support tabs, carefully slide the disc under the tabs to position it correctly in the tray.



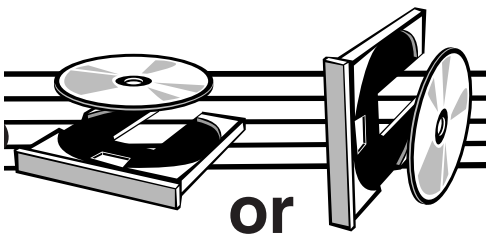
4. Press the **Load/Eject** ⏏ ❶ button to close the drive.

CD-ROM, CD-RW, or DVD-ROM Drive (3200 Series)

Note: Your computer must be turned on before you can insert or remove a disc.

To insert a CD into an optical drive, follow these steps:

1. Press the **Load/Eject** ❶ button to open the drive door.
2. Carefully lift the disc from the CD case by holding the disc only by the edges to avoid touching the surface.



3. Place the disc into the round area of the slot, label side facing upward for the desktop configuration. If you have chosen the upright configuration, place the disc with the label facing outward. If the tray contains support tabs, carefully slide the disc under the tabs to correctly position it in the tray.
4. Press the **Load/Eject** ❶ button to close the drive door.

A CD-ROM drive reads CDs, CD-R, and CD-RW media. A DVD-ROM drive reads all CD media, plus DVD discs.

When you have finished listening to the CD, store the disc in the storage compartment on the front of your computer or in its protective case.

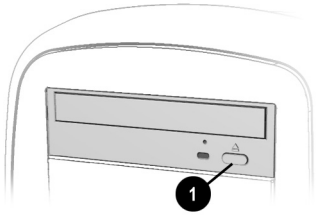
See also ...

To adjust the volume, refer to Adjusting the Volume in this chapter.

Did you know ...

If the CD-ROM, CD-RW, or DVD-ROM drive can't play a disc, check to be sure that the disc is inserted with the label face-up and properly seated in the drive. The DVD-ROM drive takes longer to begin playback because it has to determine the type of media being played.

Removing a Disc from a Drive (5000 Series)



1. Press the **Load/Eject** ⏏ ❶ button to open the drive.
2. Carefully lift the CD or the DVD from the drive.
3. Press the **Load/Eject** ⏏ button on the front of the drive to close the door.
4. Store the disc in its protective case or in the storage compartment on the front of the computer.

Removing a Disc from a Drive (3200 Series)

1. Press the **Load/Eject** ❶ button to open the drive door.
2. Carefully remove the CD or the DVD from the drive.
3. Press the **Load/Eject** ❶ button on the front of the drive to close the door.
4. Store the disc in its protective case.

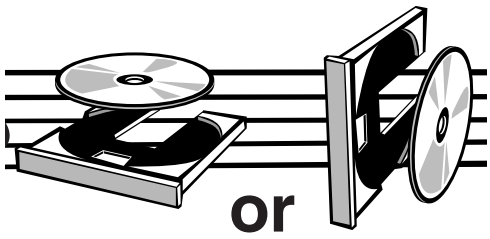
Playing an Audio CD (5000 Series)

1. Insert a disc into the CD-ROM or DVD-ROM drive with the label face up.

2. If, after a few seconds, the disc does not automatically start playing, press the **Play/Pause** ▶II button on the keyboard.
3. Perform the following tasks using your Internet keyboard as needed:
   - ➜ Click the **Pause** II button to pause play.
   - ➜ Click the **Forward** ▶▶I and **Back** I◀◀ buttons to skip tracks.
   - ➜ Click the **Stop** ■ button to stop playing the CD.
   - ➜ Press the **Eject** button on the drive to remove the disc.

Playing an Audio CD (3200 Series)

1. Press the **Load/Eject** button to open the drive door. Place the disc into the round area of the slot, label side facing upward for desktop configuration. Hold the disc with label facing outward for the upright position. If the tray contains support tabs, carefully slide the disc under the tabs to correctly position it in the tray.



2. Press **Load/Eject** button to close the drive door.
3. If, after a few seconds, the disc does not automatically start playing, press the **Play/Pause** button on the keyboard.
4. Perform the following tasks using your Internet keyboard as needed:
   - ➜ Click the **Pause** button to pause play.
   - ➜ Click the **Forward** and **Back** buttons to skip tracks.
   - ➜ Click the **Stop** button to stop playing the CD.
   - ➜ Press the **Eject** button on the drive to remove the disc.

Playing a DVD-ROM Movie

You can only play a DVD movie from a DVD-ROM drive. When you are finished watching a movie, store the DVD in its protective case.

Tip

You can control the actions of the DVD player (pause, rewind, etc.) from the CD/DVD control buttons on the keyboard.

See also ...

Refer to Adjusting the Volume in this chapter to adjust the volume when playing a DVD.

1. For best performance, close all running programmes before inserting a DVD movie. Insert the DVD disc into the DVD-ROM drive. Playback begins automatically.
2. If playback does not begin automatically, click the **Start** button on the Windows taskbar.
3. Point to **Programmes,** and then **Compaq DVD Express** ❶. (For the WinDVD player ❷ [lower picture], point to **Compaq WinDVD**.)
4. Choose **Compaq DVD Player** ❶ (select **DVD Player** if you have WinDVD ❷) and then click the **Play** ▶ button.

Using "Regionalized" DVDs

Some models have a "regionalized" feature that limits the playback of discs to specific geographical regions.

If your Desktop has this feature, the region code on the DVD drive must match the region code on the disc.

Although the DVD drive region code is set at the factory, some DVD drives (depending on the make and model) allow you to change the region code. If your Desktop has this feature, you can change the code a maximum of five times.

Identifying Your Region Setting

If your Desktop offers the option to change region settings, complete the following steps:

1. Insert a DVD disc into the DVD drive. The InterVideo WinDVD Player control panel opens automatically.
2. A dialog box appears indicating the disc's region setting (Add 4-15.bmp here).
3. Click **OK** to continue.

Note: Only the region that matches the disc inserted in the drive will be highlighted. All other options appear dimmed.

Did you know ...

*When attempting to play a DVD that does not match the drive's region setting, you will see the message, "**The disk region is different from the region of the drive … Do you wish to change the drive region?**"*

*To close the player without changing the drive's region setting, click **No**.*

*To change the region setting and play the DVD disc, click **Yes** and follow the on-screen instructions.*

You can only change the region code for the DVD drive five times. The fifth setting change you make becomes the permanent region on the player. Each time you make a change to the drive's region setting, the remaining number of changes allowed on the DVD drive is displayed.

Creating Your Own CDs

The CD-RW drive allows you to create your own CDs. You can buy two types of media: CD-R and CD-RW.

CD-R media can be played on most of the newer CD players, CD-ROM, and DVD-ROM drives. CD-R media can be written to only once. However, you can write to CD-RW media using multiple recording sessions until you Close out the disc.

CD-RW media can be used to make backups of your personal CDs or hard disk. These discs are reusable and can be erased and rewritten to numerous times.

The Adaptec Easy CD Creator software is intuitive. When you place the cursor over any of the functions, a description of the function is displayed.

See also ...

For more information about using the CD-ROM, CD-RW, or DVD-ROM drives, refer to the My Presario—Learning More CD.

CDs are created using the Adaptec Easy CD Creator (available on select models). Various uses of the CD-RW drive are shown below:

Note: Confirm that the Easy CD Creator software has been installed before you begin creating CDs.

Media	Uses
Audio	Create personal music CDs with your favourite music tracks and MP3/WMA files.
Data	Create a data CD to store data, such as files or folders from the hard disk. This feature is useful for backing up important files or sharing data with other people.
Direct CD	Write files directly to a CD-R/CD-RW just like you copy files to a disk drive. Drag-and-drop files from one drive to another in Microsoft Explorer without accessing Easy CD Creator.
CD Copier	Create entire copy of a CD or a back up of data files.
Jewel Case Creator	Make custom jewel case inserts and CD labels to indicate the title and contents of a CD (labels are sold separately).

Note: There is an extensive online Help built into the software. To view online Help you must load Adobe Acrobat Reader from the *My Presario—Learning More* CD.

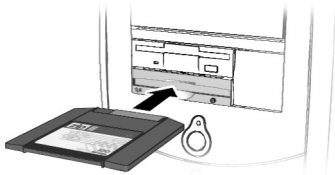
The Zip drive makes organising, copying, storing, and transporting large files easy. The Zip drive uses a Zip disk, which gives you more storage space than a diskette. A Zip disk offers extra space for the following types of tasks:

- Storing files from the Internet
- Backing up files from the hard drive
- Storing games
- Saving school or class projects
- Saving family files and budget records
- Creating a multimedia library with image, sound, and video files

Inserting a Disk Into the Zip Drive

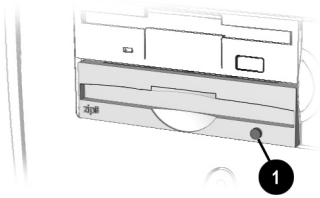
(available on select models)

Note: Your computer must be turned on before you can insert a Zip disk.



1. Hold the Zip disk, label-side facing up, and gently push the disk into the Zip drive until you hear it snap into place.
2. Right-click the **Start** button, and select **Explore**.
3. Browse in Windows Explorer to locate the Zip drive, which shows the Zip drive icon.
4. Move or copy files to and from the Zip drive as needed.

Removing a Disk from the Zip Drive



1. Press the **Disk Eject** button ❶ to eject the disk.
2. Store the Zip disk in its protective case.

Note: If you leave a Zip disk in the drive when you turn off your computer, the disk will automatically eject.

Internet Video Camera

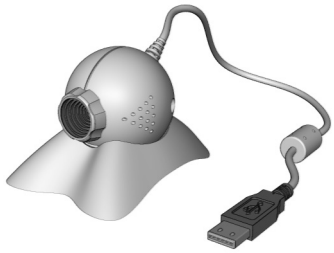
The Logitech QuickCam Express Internet video camera provides many useful features:

- Captures images at the touch of a button
- Sends photo and video e-mail as easily as text
- Allows video chatting for a face-to-face get-together with far away friends and family
- Allows you to save, print, or send a video image over the Internet with easy-to-use software
- Quickly creates a personal video
- Has one-click "Web camming," which lets you put the special events in your life online

Using Logitech QuickCam Internet Video Camera

(available on select models)

The Logitech camera installs within minutes. Refer to the Logitech documentation packed with the camera for detailed operating instructions.



Note: Do NOT plug the camera into your Internet PC until instructed to do so during the QuickCam software installation.

The camera software comes with free access to the Logitech Spotlife Web site which includes 15MB of free Web space for:

- Video broadcasting live over the Internet
- Chatting directly with viewers using text or audio

Visit the Spotlife Web site at **www.compaq.com/go/spotlife**

Welcome to the Web

5

In This Chapter

Basic Concepts, 5-2

Internet Connection, 5-3

Web Searches, 5-4

E-mail, 5-5

Content Advisor, 5-8

My Presario Web Site, 5-10

In just a few moments, you will be on the World Wide Web. It is estimated that thousands of new users will be joining you to connect to the Internet for the very first time!

In this chapter, you begin to explore the endless possibilities of the Internet—e-mail, shopping, news, entertainment, research, education, and much more.

Welcome to the World Wide Web. You are about to enter a very exciting new world!

Basic Concepts

Internet, Web, URL, hyperlinks, cyberspace—sound confusing?

The Internet definitely has its own terminology. Take a few moments to understand some basic concepts that will help you start surfing the Web.

To begin surfing, you need to establish an Internet Service Provider (ISP) account.

See also ...

Refer to the "Setting Up Your Computer" chapter in this guide for information on how to register for an ISP account.

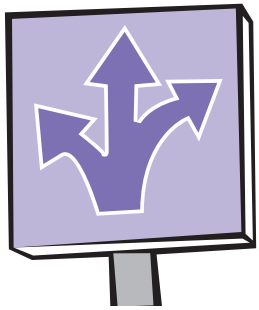
What Is the Internet?

The Internet is a network of computers connected using standard telephone lines. The Internet is worldwide, like the telephone system.

The Internet stores and transmits documents, pictures, music, and movies provided by computer users from all over the world.

When information on a particular topic, or related topics, is gathered in one location on the Internet, that's called a Web site.

What Is a Hyperlink?



Imagine you're reading a newspaper. As you read page 1, it says something like "For more details, see page 3, column 2."

Hyperlinks in a Web site work the same way. Use the mouse to click a hyperlink and you can move instantly from page to page, Web site to Web site. Linking files together is what gives the Web its name, weaving and connecting idea to idea, all over the world.

Internet Connection

Web pages are viewed with a Web browser, such as Microsoft Internet Explorer . A Web browser is a program that lets you view and explore information on the Web.

Common features of a Web browser include:

- Home page—your starting point for exploring the Web
- Bookmarks/ favourites—a list of Internet addresses you often visit
- History list—a list of Web sites you have visited

See also ...

The My Presario—Learning More CD has more information on Web browsers, e-mail, and news reader settings.

Note: AOL is available in selected countries only.

Note: Button functions may vary by model and by region.

Connecting with AOL

If you have chosen AOL as your ISP and completed "Setting the Internet Buttons to AOL," press the **Instant Internet** *i* button to access the AOL home page. Screen varies with version of AOL.

Web Searches

One way to find what you're looking for on the Web is to use a search engine—your personal guide to the Web.

A search engine takes information that is scattered on Web sites all around the world and lists it for easy viewing and printing.

Note: AOL is available in selected countries only.

Note: Button functions may vary by model and by region.

Searching the Web Using AOL

1. Complete the "Setting the Internet Buttons to AOL" procedure.
2. Press the **Search** button on the Internet keyboard. The AOL search page is displayed.

3. Enter a keyword in the Search box ❶.
4. Click the **Search!** button ❷. The search engine displays a list of Web pages containing your keyword.

E-mail

E-mail (electronic mail) is very similar to the mail the postal carrier delivers to your home or office—except much faster.

You can send letters, pictures, postcards—even music and video clips—to friends, family, and co-workers in an instant.

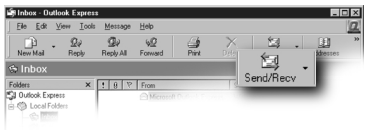
Outlook Express is an e-mail program that comes with your computer. Other e-mail programmes include AOL and Hotmail.

Tip

If you receive an error message saying that your e-mail was undeliverable, check the address, punctuation, and spacing and then try sending it again.

Note: Button functions may vary by model and by region.

Setting Up Outlook Express E-mail



1. Press the **Instant E-mail** button on the Internet keyboard.
2. Click the **Send and Receive** button on the toolbar. A dialog box requesting your password is displayed.
3. Type a password.
4. Click **Remember Password**.
5. Click **OK**. You are now set up and ready to use e-mail.

Typing an E-mail Message

Regardless of the e-mail software you choose, creating an e-mail message is like filling out a form. When typing an e-mail message, you must complete the following:

Feature	Description
To:	E-mail address of the recipient
Cc:	Person(s) receiving a copy of your message
Subject:	Summary of your message in a few words
Message:	Content of your message

Understanding E-mail Addresses

To send and receive e-mail, you need an e-mail address so that your Internet Service Provider (ISP) will know where to "pick up" and "deliver" mail.

Some ISPs allow you to pick an e-mail address, but others require you to follow a set pattern:

- your login name
- @
- ISP server name

ISP names can be longer and more complex, but basically anything to the right of the @sign is the ISP server name and anything to the left is the user name. For example:

See also ...

The My Presario—Learning More CD has information on finding e-mail addresses.

Did you know ...

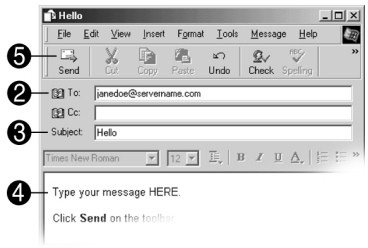
E-mail extensions identify the type of server where an organisation resides. Some of the most common e-mail extensions and their descriptions are as follows:

Extension	Description
.org	organisation
.com	commercial
.net	commercial
.edu	education
.gov	government agencies
.mil	military

Sending an E-mail Using Outlook Express

Now that you've connected to an ISP, set up Outlook Express, and have an Internet address, it's time to write your first e-mail message.

1. Press the **Instant E-mail** button on the Internet keyboard.
2. Click the **New Mail Message** icon ❶.
3. Type the recipient's e-mail address in the **To** box ❷.
4. Type the subject of your message in the **Subject** box ❸.
5. Type your message in the message window ❹.
6. Click **Send** ❺.



Tip

E-mail addresses are written in a very specific way. Be sure the e-mail address you enter contains no spaces and has a period after the server name. Dashes and underscores may be used. Capital letters may be required. Ask the e-mail recipients exactly how to write their e-mail address.

See also ...

The My Presario—Learning More CD has more information on using e-mail.

Note: Button functions may vary by model and by region.

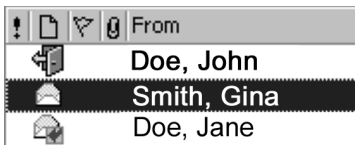
Content Advisor

You receive e-mail messages automatically, even when your computer is shut down! Your ISP stores these messages until you decide to open your e-mail program and read them.

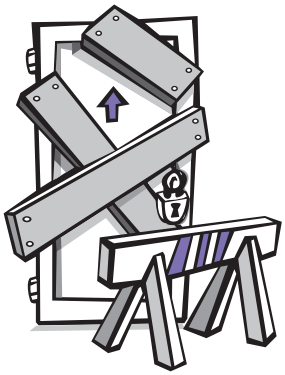
Note: Button functions may vary by model and by region.

Reading Your Outlook Express E-mail Messages

1. Press the **Instant E-mail** button on the Internet keyboard.
2. Click **Inbox**. New messages appear in bold type.
3. Double-click the message to display the message text.
4. Click the **Close** button in the upper right corner of the screen to close the e-mail, or press the **Delete** key on the keyboard to delete the message.



The Internet provides you with access to a wide variety ofinformation, but some information may not be suitable for every viewer.

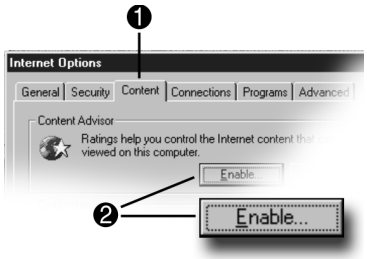


With Content Advisor, you can:

- Control Internet access.
- Set up a password.
- Set up a list of Web sites that people who use your computer cannot view.
- Adjust what types of content people who use your computer can view with or without your permission.

Restricting Internet Content

1. On the Windows taskbar, click **Start**, point to **Settings**, then **Control Panel**, and then **Internet Options**.
2. Click the **Content** tab ❶.
3. In the Content Advisor area, click **Enable** ❷.
4. Click **Settings**, and then type your password in the Password box.
5. Click a category in the list, and then drag the slider to set the limits you want to use.
6. Repeat this process for each category you want to limit, and then click **OK**.



My Presario Web Site

One of the first places you'll want to visit on the Internet is the My Presario Web site: **www.compaq.com/mypresario**

Whatever your interests, Compaq has something for everyone:

- entertainment
- gaming
- travel
- health
- sports

The My Presario Web site has advice for home-based businesses and being more productive on your computer, as well as basic information for first-time Web surfers. This Web site also has useful links to the Compaq Store and to sales and support that quickly get you to the information you need.

Press the a button and see what Compaq and this Web site have to offer you!

Note: Button functions may vary by model and by region.

Checking Your Registration

1. Press the a on the Internet keyboard. The Compaq **My Presario** Web site is displayed.
2. Click **customise My Presario**.
3. Verify that your personal information is correct.
4. Click **Sign in.**

Common Tasks

6

In This Chapter

Print Basics, 6-2

Digital Audio Files, 6-3

Games, 6-3

Software, 6-4

In this chapter, you learn how to perform some of the more common activities with your new Internet PC.

More details about these and other everyday activities can be found on the *My Presario—Learning More* CD.

Print Basics

To print one or more pages from a document file or Web page, you have to connect your printer and install the necessary software. These procedures are detailed in the "Setting Up Your Computer" chapter in this guide.

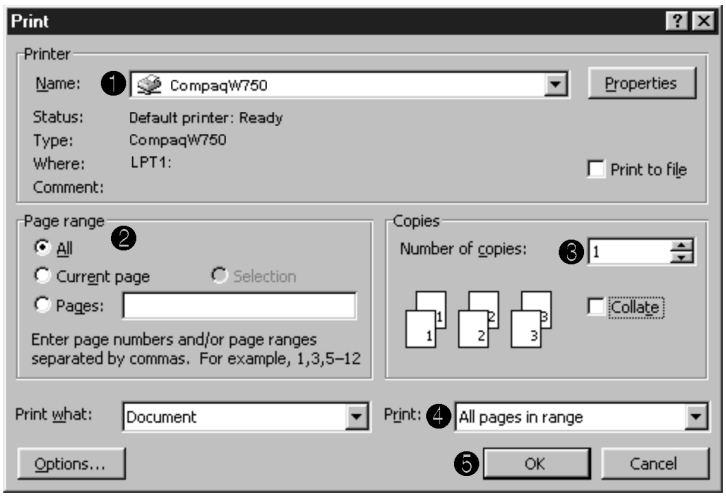
To see what the document will look like when printed, select the **Print Preview** option from the File menu. This option is available in most software packages.

See also ...

For additional information about your printer, refer to the manufacturer's documentation.

Using the Menu to Print

1. Click **File** on the menu bar.
2. Click **Print**. The Print dialog box is displayed.
3. Select the printing options you want.
   - ➜ Confirm the printer you are printing to ❶.
   - ➜ Choose the page range to print ❷.
     - All pages
     - The current page you are viewing
     - A range of pages (for example, type 1–4)
   - ➜ Confirm the number of copies you want to print ❸.
   - ➜ Select All, Odd, or Even pages in range ❹.



Note: These options vary depending on the printer installed.

4. Click **OK** ❺.

Games

Your new Internet PC is not only a powerful tool for surfing the Internet and running software, it also allows you to play some games. Before purchasing a game, check the computer requirements (listed on the outside of the game box) to make sure that your computer is configured correctly for the game you want to buy.

Did you know ...

You should always use the same disc drive (CD-ROM or DVD-ROM) that you used to install a game when you play the game. If you experience problems installing or playing a game, contact the game manufacturer for assistance, or visit their Web site for updates.

Playing Games on Your Computer

Your computer comes with a set of pre-installed games. To play, follow these steps:

1. From the Windows taskbar, click the **Start** button.
2. Point to **Programmes** and then **Games**.
3. Click the icon for the game you want to play.

You may purchase additional games, but first consult **www.microsoft.com** for compatibility.

Functionality of third-party software titles is limited to the operating system (OS), and Windows 2000 OS is designed for business purposes. You can verify software compatibility with Microsoft Windows 2000 at **www.microsoft.com/windows2000/upgrade/compat/default.asp**® with the software manufacturer, before installing the software on your PC. You can check Microsoft's Windows 2000 Software Compatibility Web site at: **www.microsoft.com/windows2000/upgrade/compat/search/software.asp** to further determine what software is Windows 2000 compatible.

Software

You may want to purchase and install additional software. Software can be installed from a CD, DVD, or diskette, and it can be downloaded from a Web site.

The installation process automatically begins when you insert the CD in the disc drive. If the installation process doesn't automatically begin, refer to the documentation that came with the software. If no documentation exists, follow the procedure listed here to install software from a CD or diskette.

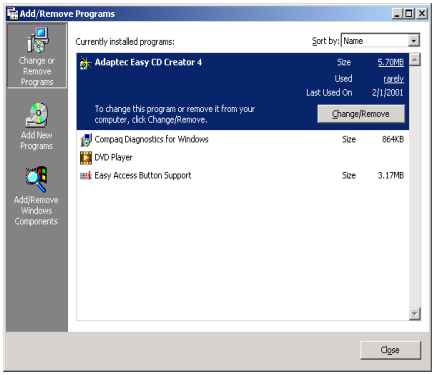
In the event of difficulties with the installation, contact the software manufacturer.

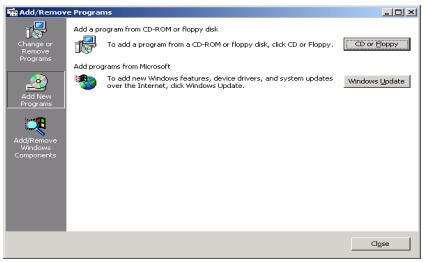
Tip

When selecting software for your computer, make sure the packaging states that it is compatible with your version of Microsoft Windows, your computer memory, processor, and available disk space.

Installing Software from a CD, DVD, or Diskette

1. Close all open programmes.
2. From the Windows taskbar, click the **Start** button, point to **Settings**, and then click **Control Panel**.
3. Double-click the **Add/Remove Programmes** icon. The Add/Remove programmes Properties window is displayed.
4. Click **Add New Programmes.**
5. Insert the CD or diskette into the proper drive and click **CD or Floppy**. Microsoft Windows will begin the installation process.





If you download software from a Web site, follow the installation instructions that are usually displayed on the Web page. If installation instructions are not available, complete the steps listed here.

Did you know ...

Before downloading files of any kind from the Internet, make sure that call-waiting is disabled, and that your anti-virus utility is running.

Did you know ...

If the download process is interrupted, you must restart the download procedure from the beginning.

See also ...

For more information on anti-virus software, see "Preventive Maintenance" on the My Presario—Learning More CD.

Installing Software Downloaded from the Internet

1. Before you start downloading, note the location on the hard drive where the files will be stored. Also, be sure that you have enough disk space available.
2. After the download is complete, terminate your Internet connection.
3. Close all other open programmes.
4. From the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.
5. Double-click the **Add/Remove Programmes** icon. This window displays.
6. Click **Add New Programmes**. A window displays.
7. Click **CD or Floppy**. The Installation Programme window is displays. Click **Next.**
8. Click **Browse**.
9. Locate and select the **Setup.exe** or **Install.exe** file for the downloaded software.
10. Click **Open** to begin the installation process.

Computer Upgrades

7

In This Chapter

Internal Components, 7-2

Upgrading Components, 7-3

Adding Components, 7-6

In this chapter, you learn how to access the internal parts of the computer and how to perform basic upgrades.

Many components of the computer are replaceable and upgradable. This chapter should be used as a supplement to the instructions provided with your new component.

Note: All descriptions in this chapter refer to the 5000 Series.

Internal Components

Your Computer is constructed with an Easy Access panel. This design makes accessing the internal parts easy.

Warning

Failure to disconnect the power from the computer may result in personal injury.

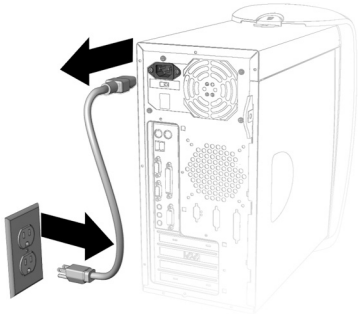
Caution: Before working with the components inside the computer, you must ground yourself and the equipment to prevent static electricity from damaging the parts. To discharge any static buildup, you should touch a metal part of the computer chassis before touching any internal parts.

Did you know ...

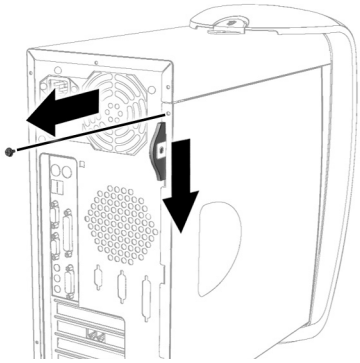
The screw securing the side access panel does not need to be replaced. The screw securing the side panel is used for shipping purposes only.

Accessing Internal Computer Components

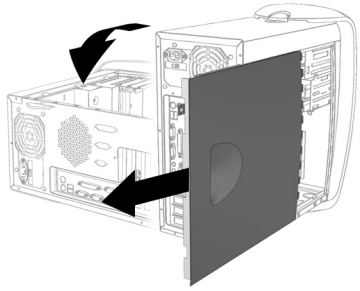
1. Press the Power button to turn off the computer.
2. Disconnect the power cable from the wall and computer.



3. Remove the screw securing the side access panel.
4. Locate the latch directly below the screw, pull down, and hold in the down position.



5. Grab the handle and slide the side panel from the chassis.
6. Turn the computer on its side, with the open side facing up.



Upgrading Components

The CD-ROM, CD-RW, and DVD-ROM drives are often called optical drives because they use light to read and write information.

Your CD-ROM drive reads data from a CD. They are a popular choice for software and data distribution due to the combination of large storage capacity and high quality performance.

The CD-RW drive uses advanced technology to write and rewrite to compact disc(s). CD-RW drives are capable of writing multiple formats, such as saving data or video and audio files.

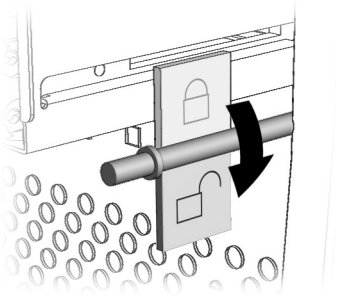
The DVD-ROM drive allows you to listen to music or watch movies.

Did you know ...

You do not have to place the lock in the up position after replacing the new drive(s).

Upgrading the CD-ROM, CD-RW, and DVD-ROM Drives

1. Complete the Accessing Internal Computer Components procedure.
2. Locate the drive door lock inside the chassis.
3. Rotate the lock to the down position to unlock the upper front panel door.



4. Press the indention located on the lower front panel to open the lower door.

Tip

The upper front panel door was designed with finger holes to make opening the door easy.

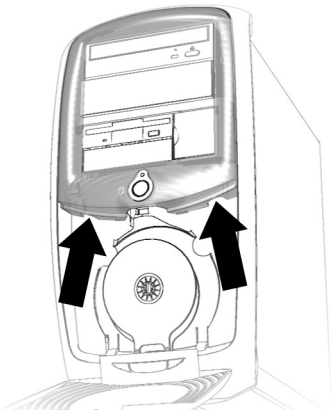
Tip

The drive data cable has a colour pull tab to help you identify the cable.

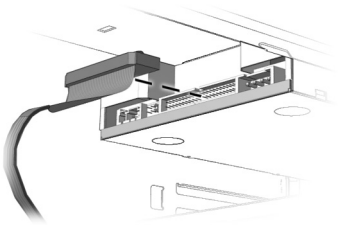
Tip

The drive rails snap on and off the drive(s). Save the drive rails that came with your computer. They will be used on your new drive(s).

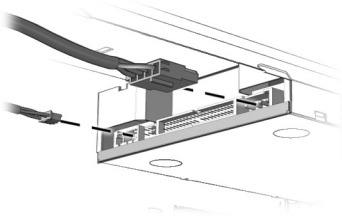
5. Grasp under the bottom of the upper front panel door, lift up, and gently remove from the hooks.



6. Press both sides of the drive rails and pull the empty drive bay from the front of the computer.
7. Remove rails from empty drive bay and attach them to the new drive by connecting them to the industry standard holes located on each side.
8. Slide drive into the empty drive bay.
9. Connect the data cable to the new drive.



10. Connect the audio and power cables to the new drive.



Upgrading Computer Memory

Memory is the workspace for your computer. Data and instructions are stored temporarily in memory. The most powerful processor and the fastest hard drive will not perform well without the workroom to keep the programme and data close at hand.

There are several different types of memory modules. Your computer uses Synchronous Dynamic Access Memory (SDRAM).

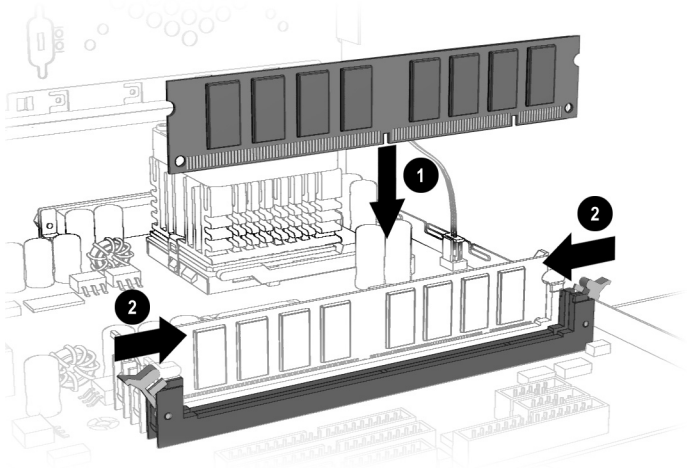
Did you know ...

If a blank screen is displayed after replacing the memory module, the memory is incorrectly installed. Repeat the procedure to ensure the memory module is properly positioned.

Tip

Upgrade memory modules of identical type and speed to match what was originally installed in your computer.

1. Complete the Accessing Internal Computer Components procedure.
2. Pull outward on the release latches found on both ends of the memory slot.
3. Align the Memory Module ❶ with the memory slot.
4. Push the module carefully and firmly into the slot ensuring that the latches ❷ on both ends snap into place.



Note: Press gently to ensure the memory module is properly positioned.

Adding Components

The hard drive is used to store information permanently inside your computer.

Did you know ...

You need a screw and a data (ribbon) cable to install an optional hard drive. The empty bracket for the optional hard drive already exists in your computer chassis.

Tip

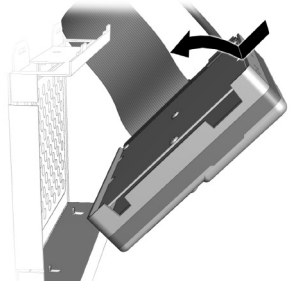
The existing hard drive data cable has a color pull-tab to help you identify the cable. You must replace the existing data cable for the optional hard drive to function properly.

Adding the Optional Hard Drive

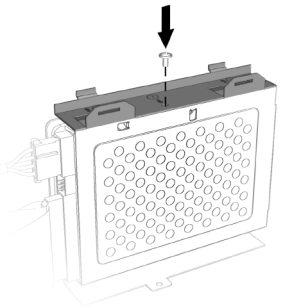
1. Complete the "Accessing Internal Computer Components" procedure before adding an optional hard drive. The optional hard drive shown may differ slightly from your particular optional hard drive.

   Caution: Dropping the hard drive may cause the read/write heads to dig into the media, resulting in damage to the heads and the media, and loss of data.

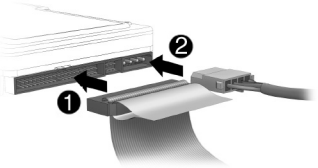
2. Remove the screw that secures the empty hard drive bracket to the chassis included within the system. Insert the second hard drive, and line up the two pins on the bracket with the holes on the hard drive. Snap the optional hard drive in place inside the optional hard drive bracket.



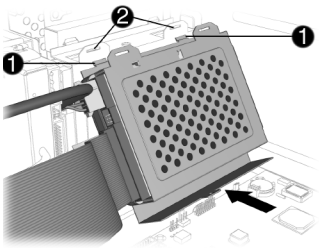
3. Insert the screw from your purchased kit to secure the hard drive to the bracket.



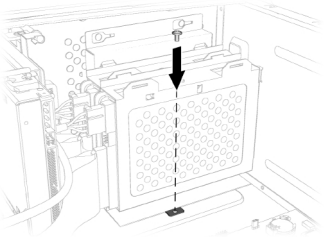
4. Line up the hard drive data cable with the pins on the hard drive. Make sure you do not bend the pins. Connect the hard drive data cable ❶ and power cable ❷ to the new hard drive.



5. Insert the optional hard drive bracket tabs ❶ into the primary hard drive bracket slots ❷. Ensuring that all cables are clear, push the base of the optional hard drive bracket into position.



6. Replace the screw securing the optional hard drive bracket to the chassis.



Adding Components (continued)

An expansion card is a circuit board that fits into a computer expansion slot to add a certain function such as a modem, sound or audio card, Network Interface Card (NIC), or Small Computer System Interface (SCSI) adapter.

This topic shows you how to add or replace expansion and option cards in your computer.

Did you know ...

The type and number of expansion slots may vary by model..

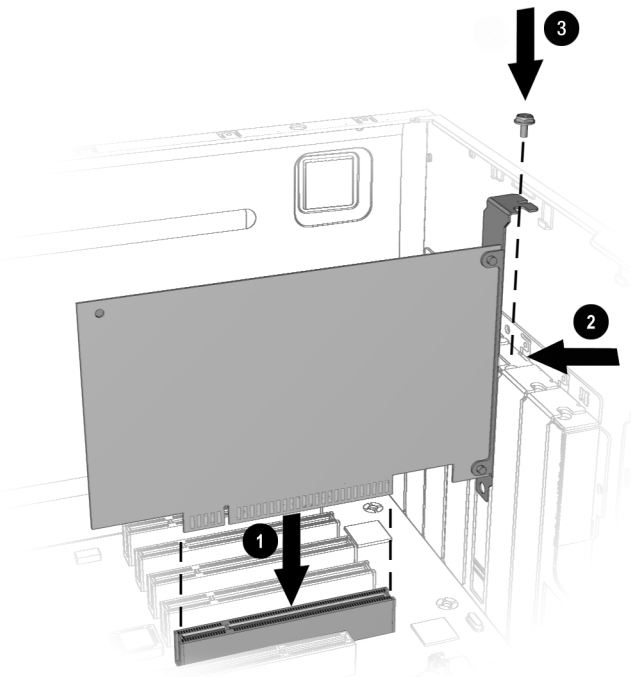
Tip

Be sure the expansion card is properly positioned in the rear connector slot on the chassis.

Adding an Expansion or Option Card

Note: Some Presarios come with AGP slots for graphics card options only.

1. Complete the "Accessing Internal Computer Components" procedure.
2. Align the card ❶ with the connector on the system board and with the rear connector slots ❷ on the chassis.
3. Insert the card carefully and firmly into the connector on the system board.



4. Place the slot screw ❸ into the chassis slot and secure the expansion card to the chassis.

Need Some Help?

8

In This Chapter

Helpful Hints, 8-2

QuickRestore CD, 8-3

Compaq Support, 8-4

Troubleshooting, 8-5

This chapter provides information on how to identify and fix common problems that may occur with your computer. Without contacting a technician, you can easily diagnose and fix many computer problems on your own.

Helpful Hints

See also ...

For additional troubleshooting information relating to your printer or monitor, see the documentation that came with your equipment.

If you encounter problems with your computer, monitor, or software, review the following check list before taking further action:

- Check that the computer and monitor are plugged into a working electrical outlet.
- Check to see that the computer is turned on and the power light located on the front of the computer is on.
- Check to see that the monitor is turned on and the power light on the front of the monitor is on.
- Turn up the brightness and contrast controls of the monitor if the screen is dim.
- Check all cable connections for loose or incorrect connections.
- Remove the diskette from the diskette drive before turning on your computer.
- Run Windows Diagnostics to determine and repair minor problems. Refer to the *My Presario—Learning More* CD for instructions.

Entering BIOS (CMOS) Setup

If you need to enter the BIOS setup, very soon after your computer powers on press the **F10** key (on most models, this is when the cursor is blinking in the upper right corner of the display with the word COMPAQ displayed in red on a black background).

Caution: The BIOS setup is for advanced users. Be careful when changing the BIOS Setup. If you make a change to this setup, you may disable some of your computer's functionality.

QuickRestore CD

The QuickRestore CD can reinstall the software to the state it was in when you purchased the computer.

You also have the option of restoring your computer to the way it was when you performed the last User Backup.

Tip

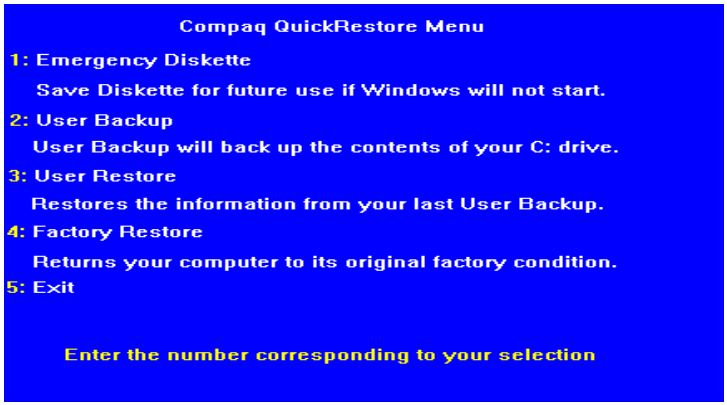
User Backup creates USER.PQI files. These files are read-only—you cannot edit their contents.

Did you know ...

Everything added to the drive since the last User Backup will be lost after you perform a User Restore.

Using the QuickRestore CD

Restarting your computer with the QuickRestore CD in the drive displays the following menu:



- The **Emergency Diskette** option creates a recovery diskette, which stores the software option information that came with your computer. This diskette is necessary if you ever need to restore your computer to the condition it was in when you first unpacked it.
- The **User Backup** option creates a backup of the current Windows configuration and saves it on a separate partition on your hard drive. The backup is stored in USER. PQI files.
- The **User Restore** option extracts the data in the USER.PQI files from the D drive and restores the desktop to the settings that existed at the time of your last User Backup.
- The **Factory Restore** option restores the computer to its original factory condition. You will need to re-enter your factory registration information again, and you may be prompted to insert your emergency diskette.
- The **Exit** option exits the QuickRestore CD.

Compaq Support

If you have a computer problem or question, check the following resources for answers:

- Review the "Need Some Help?" chapter in this guide for suggestions on how to fix the problem.
- Press the **Help ?** button on the keyboard to access service and support information related to your Presario, to find information about your computer and computer-related peripherals, and to access links to online technical help.
- Visit the Compaq Web Site at:

  www.compaq.com

- Contact Compaq Technical Support at the telephone number listed in your Certificate of Warranty.

Troubleshooting

If a solution does not fix your problem, try all solutions for the symptom or try the solution a second time.

Tip

Before contacting Technical Support, keep in mind that the information needed to correct the problem may be at your fingertips. Try pressing the ***Help ?*** *button on the keyboard. This button accesses important service-and-support information and tools.*

Information in this section is divided into three areas: Symptom, Problem, and Solution.

The **Symptom** line describes the symptom or warning for the type of problem you are having. The **Problem** column identifies one or more reasons why the symptom may have occurred. The **Solution** column describes what you should do to try to fix the problem.

Note: Some of the symptoms listed for certain troubleshooting problems will not apply to your computer. For specific problems relating to the monitor or printer, refer to the documentation that came with the equipment.

Audio

Symptom
No sound.

Problem	Solution
Speaker cables are not properly connected.	Shut down your computer using the normal shutdown procedure. Reconnect the speakers. Refer to the Quick Set-Up poster for instructions.
Volume has been muted.	On the Windows taskbar, click the **Volume** icon and clear the **Mute** check box.
Computer is in Sleep mode. This mode is identified when the Power Status light on your Internet keyboard is lit in amber.	See Waking Your Computer in the chapter “Using Your Computer” in this guide.

CD-ROM, CD-RW, or DVD-ROM

Symptom	Problem	Solution
CD-ROM, CD-RW, or DVD-ROM drive cannot read a disc or takes too long to start.	CD has been inserted upside down.	Reinsert the CD with the label facing up.
	The DVD-ROM drive will take longer to start because it has to determine the type of media being played, such as audio or video.	Wait at least 30 seconds to let the DVD-ROM drive determine the type of media being played. If the disc still does not start, read the other solutions listed in this topic.
	CD or DVD disc is dirty.	Clean CD or DVD with a CD cleaning kit, which is available in most computer stores.
	Windows does not detect CD-ROM or DVD-ROM driver.	1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**. The Control Panel window is displayed. 2. Double-click the **System** icon. The System Properties dialog box is displayed. 3. Click the **Device Manager** tab. 4. Click the plus sign + next to the CD or DVD drive, and select the installed driver. 5. Click the **Remove** button, and click **OK** twice. 6. Restart your computer, and let Windows detect the CD or DVD driver.
Recording audio CDs is difficult or impossible.	Wrong or poor quality media type.	Verify that you are using the correct media for the drive. Try a different brand of media. Quality varies widely between manufacturers.

Note: See online Help in the Easy CD Creator software for detailed troubleshooting tips.

Diskette Drive

Symptom	Problem	Solution
Not reading drive: “Abort, Retry, Fail?” message appears.	A non-formatted diskette has been inserted.	To format the diskette: 1. Double-click the **My Computer** icon on the Windows desktop. 2. Select the **diskette (A)** drive. 3. Click **File**, and point to **Format**. 4. Select desired options, and click **Start** to begin formatting the diskette.
	Diskette is damaged.	Replace the diskette with a new one.
“Non-system disk or disk error” message is displayed.	A diskette that does not contain system files needed to start your computer has been inserted in drive.	When drive activity stops, remove the diskette and press the **Spacebar**. Computer should start up.
	Disk error has occurred.	Restart your computer by pressing the **Start/ Reset** button. If the error returns, see the next problem “System files have been damaged.”
	System files have been damaged.	1. Insert a start-up disk in the diskette drive. 2. Restart your computer. 3. At the **A:>** prompt, type **SYS C:** and press the **Enter** key. The following message is displayed: SYSTEM TRANSFERRED. This task will restore the system files to the hard disk. 4. Restart your computer.
	Hard drive has failed.	Call Compaq Technical Support. Refer to your Certificate of Warranty for details.

Symptom	Problem	Solution
Diskette drive light stays on.	Diskette has been improperly inserted.	Remove the diskette and reinsert it as follows: Insert the edge with the sliding cover into the drive, face up, and push all the way in until the diskette stops.
	Diskette is damaged.	Remove the diskette and insert a new diskette. If a problem persists, run the Windows Maintenance Wizard to repair the drive: 1. From the Windows taskbar, click the **Start** button. 2. Point to **Programmes**, then **Accessories**, then **System Tools**, and then click **Maintenance Wizard**. 3. Select **Perform maintenance now**. 4. Click **OK**.
Diskette drive cannot save information to diskette.	Diskette is not formatted.	To format the diskette: 1. On the Windows desktop, double-click the **My Computer** icon. 2. Select the **diskette (A)** drive. 3. Click **File**, and point to **Format**. 4. Select the desired options, and click **Start** to begin formatting the diskette.
	Diskette is write-protected.	Slide the write-protection tab to the unlocked position on the diskette.
	Diskette is full or file is too big.	Use another diskette or compress the file to reduce the size.
	File save command not properly executed.	When saving information to the diskette drive, verify that you are using the correct drive letter.
	Diskette is damaged.	Replace the damaged diskette.

Symptom	Problem	Solution
Diskette drive cannot read a diskette.	Diskette drive has failed.	Call Compaq Technical Support. Refer to your Certificate of Warranty for details.
	Diskette is not formatted.	To format the diskette: 1. On the Windows desktop, double-click the **My Computer** icon. 2. Select the **diskette (A)** drive. 3. Click **File**, and point to **Format**. 4. Select the desired options, and click **Start** to begin formatting the diskette.
	Diskette drive has failed.	Call Compaq Technical Support. Refer to your Certificate of Warranty for details.

Display (Monitor)

Symptom	Problem	Solution
Screen is blank, and monitor power light is not lit.	Monitor power cable is not connected to monitor or wall outlet.	Reconnect the power plug on back of monitor and to wall outlet.
Screen is blank.	Monitor is not turned on.	Press the **Power** button on the front of the monitor.
	Monitor connector cable is not properly connected to back of computer.	Inspect the monitor video connector for bent pins. If bent pins do not exist, reconnect the monitor connector cable on back of computer.
	Screen saver is enabled.	Press any key or move mouse to make screen display.
	Computer is in Sleep mode, as shown on the keyboard LED panel.	See Waking Your Computer in the "Using Your Computer" chapter in this guide.
	If you have a flat-panel monitor (available on select models), you may need a Digital Video Interface and connector.	Refer to your Certificate of Warranty for details.

Hard Drive

Symptom	Problem	Solution
Computer seems to be locked up.	Programme in use has stopped responding to commands.	Attempt a normal Windows shutdown. If this fails, press the **Reset** button for four or more seconds to turn off the power. To restart your computer, press the **Reset** button again.
Hard drive error message is displayed.	Part of hard drive has failed.	Run the Windows Maintenance Wizard to repair the drive: 1. From the Windows taskbar, click the **Start** button. 2. Point to **Programmes**, then **Accessories**, then **System Tools**, and then click **Maintenance Wizard**. 3. Select **Perform maintenance now**. 4. Click **OK**.
Hard drive fault protection error message is displayed.	Part of hard drive has potential to fail or could already have failed.	Call Compaq Technical Support. Refer to your Certificate of Warranty for details.

Internet Access

Symptom	Problem	Solution
Cannot connect to the Internet.	Internet Service Provider (ISP) account is not set up properly.	Verify Internet settings or contact your ISP for assistance.
	Modem is not set up properly.	Reconnect the modem, verifying the following connections: telephone line to telephone (for external phone sets) and telephone line to wall jack (from computer to wall).
	Web browser is not set up properly.	Verify that the Web browser is installed and set up to work with your ISP.
Cannot automatically launch Internet programmes.	You must log in to your ISP before some programmes will start.	Log in to your ISP and launch the desired programme.
Internet takes too long to download Web sites.	Modem is not set up properly.	Verify that correct modem speed and COM port are selected: 1. Click **Start** and point to **Settings**. 2. Click **Control Panel**. The Control Panel window is displayed. 3. Double-click **Modems**. Windows detects the modem(s) you have installed. 4. Click the **Properties** button. An identification window is displayed. 5. Verify that the correct modem port is set and the maximum speed of your modem is selected. Reset these settings if necessary. 6. Click **OK** to close the identification window. 7. Click **Close** to close the Modems Properties Window. 8. Click The **Close** ☒ button in the upper right corner of the Control Panel window to return to the Windows desktop.

Keyboard and Scroll Mouse

Symptom	Problem	Solution
Keyboard commands and typing are not recognised by computer.	Keyboard connector is not properly connected.	1. On the Windows taskbar, click the **Start** button. 2. On the Start menu, click **Shut Down...** The Shut Down Windows dialog box is displayed. 3. Select the **Shut down** option. 4. Click **OK**. 5. After the shutdown is complete, reconnect the keyboard to the back of your computer and restart your computer.
	Programme in use has stopped responding to commands.	Shut down your computer using the mouse. Refer to the problem below, "Mouse connector is not properly connected."
	Keyboard needs repair.	Refer to your Certificate of Warranty for details.
Mouse does not respond to movement or is too slow.	Mouse connector is not properly connected.	Shut down your computer using the keyboard: 1. Press the **Ctrl** and **Esc** keys at the same time to display the Start menu. 2. Use the up or down arrow key to select **Shut Down...**, and then press the **Enter** key. 3. Select the **Shut down** option. You may need to use the up or down arrow key. 4. Press the **Enter** key to select **OK**. 5. After the shutdown is complete, reconnect the mouse connector on the back of your computer (or the keyboard) and restart your computer.
Mouse will only move vertically or horizontally.	Mouse roller ball is dirty.	Remove roller ball cover from bottom of mouse and clean with mouse cleaning kit available in most computer stores.
	Programme in use has stopped responding to commands.	Shut down your computer using the keyboard. Refer to the preceding problem "Mouse connector is not properly connected" for details on how to shut down using the keyboard.
	Mouse needs repair.	Call Compaq Technical Support. See your Certificate of Warranty for details.

Memory

Symptom	Problem	Solution
Insufficient memory message is displayed.	All memory in computer is being used by open programmes, and memory is needed for desired task.	To avoid Windows automatically running unnecessary programmes at startup: 1. From the Windows desktop, click the **Start** button. 2. Select **Run**. 3. In the Open box, type **MSCONFIG**. 4. Click **OK**. The System Configuration Utility dialog box is displayed. 5. Click the **Startup** tab, and clear the check box(es) for any unnecessary programmes. Close one or more programmes, and restart Windows to recover memory. If the error message is displayed again, repeat the preceding steps and close one or more programmes.

Power

Symptom	Problem	Solution
Computer will not turn on.	Line voltage selection switch is not in the proper position for your region (115V/ 230V).	Set the line voltage selection switch to the correct setting for your region, or call Compaq Technical Support for assistance. Refer to your Certificate of Warranty for details.
	Wall outlet is bad.	Test the outlet by connecting a different electrical device to outlet.
"Illegal Operation has Occurred" error message is displayed.	Software being used is not Microsoft-certified for your version of Windows.	Verify that the software is certified by Microsoft for your version of Windows (see programme packaging for this information).
	Configuration files are corrupt.	If possible, save all data, close all programmes, and restart your computer. If the error message returns, you may need to back up your data files and use the QuickRestore CD. Refer to the QuickRestore CD table in this chapter for details. ▲ **Caution:** Factory Restore reformats your hard drive; all data files will be lost.
Computer will not start.	System files may have been damaged. You will need to insert a start-up disk or Windows Start-Up disk to restart your computer.	1. Insert a start-up disk in the diskette drive. 2. Restart your computer. 3. At the **A:>** prompt, type **SYS C:** and press the **Enter** key. The following message will be displayed: SYSTEM TRANSFERRED. This task will restore the system files to your hard drive. 4. Restart your computer. If this task does not restart your computer, call Compaq Technical Support. Refer to your Certificate of Warranty for details.
	Wrong memory modules were used in upgrade, or memory modules were installed in the wrong location.	Verify the installation of memory modules by calling Compaq Technical Support. Refer to your Certificate of Warranty for details.
	Hard drive has been damaged.	Call Compaq Technical Support. Refer to your Certificate of Warranty for details.

Glossary

This Glossary defines commonly used terms to help new users understand computer concepts. Some of the terms are used in this guide. An extensive Glossary is provided on the *My Presario—Learning More* CD.

1394 port A new type of connector for plugging in peripherals with extremely fast data transfer rates, such as video cameras.

B

back up To copy files in case the original files are lost or damaged.

browser Software that searches for, displays, and downloads text, graphics, sound, and video from the Web.

C

click (left click) To press and quickly release the left mouse button to select an item.

Ctrl+Alt+Delete Pressing and holding down the **Ctrl** key, then the **Alt** key, then the **Delete** key, and then releasing all three keys, to close a programme that is locked (not responding).

cursor The blinking vertical line on the screen that indicates where the next character appears when you type.

D

dialog box A small window that requests information from the user before a command can be completed.

double-click To press and quickly release the left mouse button two times in rapid succession to open an item.

download To receive files from another computer on the Internet.

drive A device that reads and sometimes writes to storage media. Examples are CD-ROM, CD-R, CD-RW, DVD-ROM, Zip, diskette, and hard drives.

drop-down menu A list of options that displays when you click a menu, on the menu bar, or on the down arrow of a dialog box.

E

e-mail (electronic mail) Messages sent over the Internet.

F

fax modem A modem that allows your computer to transmit and receive faxes.

file extension A period and three characters after a file name that indicate the programme in which the file was created. For example, *filename.doc*. The *.doc* extension indicates that the file was created in Microsoft Word.

G

game port A connector on the back of the computer for plugging in a gamepad, joystick, or steering wheel.

H

hard disk Internal storage media for permanent storage of system files, programme files, utility files, and data files.

hardware The physical components of a computer—the parts you can physically touch.

HTML (hypertext markup language) The standard language for documents designed for viewing on the Web with a browser. They are easily identified by the file extension *.htm* or *.html*. See *file extension*.

hyperlink An embedded link to another document or Web site. When you position the cursor over a hyperlink (coloured text or image), a small hand is displayed. When you click the hyperlink, your browser displays the new document or Web site.

I

icon A small picture that represents a menu command, file, programme, tool, or peripheral.

Internet A worldwide collection of computer networks that are interconnected so that users can share electronic information.

ISP (Internet service provider) A company that provides access to the Internet. To use the service, you need the ISP software, a user name, a password, and access phone number(s).

M

maximise To enlarge the screen (or maximise the window) in a Windows-based programme by clicking the **Maximise** button—the button with an open square in the upper-right corner of a window that has not been maximised.

minimise To shrink a running programme window into a button on the Windows taskbar by clicking the **Minimise** button—the button with the minus sign in the upper-right corner of a window. Click the button on the taskbar to view the window again.

modem A device inside the computer that converts data from digital format to analogue format so that it can be transferred through a standard telephone line to another computer. The modem in the receiving computer converts the data back to digital format.

N

navigate To move through a Web site or online document by clicking the hyperlinks embedded in the text or images.

network Two or more computers linked together to share resources, such as programmes, files, and printers.

O

OS (operating system) The interface that permits a person and a computer to "talk" to one another.

P

parallel port A connector on the back of the computer for plugging in a parallel cable attached to a parallel device, such as a printer.

peripheral An external device connected to a computer. Examples are a monitor, keyboard, mouse, joystick, scanner, printer, and digital camera.

pop-up menu A list of options that pops up when you right-click an icon on the desktop or taskbar, the vacant part of the desktop, a selection in a document, or a file in Windows Explorer. See *right-click*.

programme A set of instructions, written in invisible code, that tells the hardware what tasks to perform. See *software*.

R

RAM (random access memory) The main memory of the computer.

right-click To press and quickly release the right mouse button to display a menu of options. See *pop-up menu*.

S

scroll To gradually move information across the screen when a document or Web page is too long or too wide to view all at once.

search engine A programme, accessed on the Internet, that allows you to search large databases for information, using keywords or phrases.

serial port A small connector on the back of the computer (or keyboard) for plugging in a thin cable attached to a serial device, such as a mouse.

server A computer with a large hard disk that serves (provides information to) other computers connected to it by a network. The Internet is a network of servers. When you send or receive e-mail, it travels from the sender's computer to the receiver's computer through a a number of servers.

shortcut An icon on the Windows desktop that you double-click to launch a programme.

software A programme that you can install on a computer from a diskette, CD, DVD, Zip disk, or the Internet. See *programme*.

surf To jump from place to place on the Internet, searching for topics of interest, by clicking hyperlinks. See *hyperlink*.

surge protector A device that regulates the flow of electricity to the computer and prevents high-voltage surges from damaging the equipment.

U

upload To send information to another computer on the Internet.

URL (uniform resource locator) The address of a Web site, such as **www.compaq.com**.

USB port (universal serial bus port) A connector for plugging in multiple, ultra-high-speed peripherals. USB ports are gradually replacing serial ports and parallel ports and eliminating the need for so many connectors and cables.

V

virus A set of software instructions written to harm computers.

W

window A screen that displays on the Windows desktop after you select an item or open a programme.

Windows desktop The main screen you see when your computer completes startup.

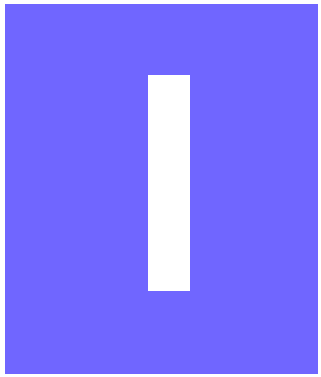
Windows taskbar The gray bar across the bottom of the screen when your computer completes startup.

World Wide Web A system of Internet servers that support documents formatted in HTML. See *HTML*.

Z

zipped file A file that has been compressed to a smaller size by compression software, such as WinZip. It can be identified by the file extension *.zip*. See *file extension*.

Index



Symbols

@ sign 5-6

A

AC power port 2-2, 2-3
Adaptec Easy CD Creator
    creating CDs 4-20
Add/Remove Programmes 6-4
AOL
    connecting with 5-3
    searching 5-4
Application and Web buttons
    Help 4-5
    My Programme 4-5
arrow keys 4-2
audio
    playing a CD 4-16
    port 2-2
    speaker port 2-3
autoscrolling 4-10

B

backup files 8-3
BIOS setup 8-2
browser
    common features 5-3
button
    Back 4-16
    CD/DVD Control 4-3
    Close 5-8
    Eject 4-16
    Forward 4-16
    Instant E-mail 5-5
    keyboard 4-3
    My Programme 4-6
    Play/Pause 4-16
    Quick Launch Web 4-5
    Send and Receive 5-5
    sleep 4-7
    Start 3-2, 3-3
    Stop 4-16
    volume 4-6

C

cable
  speaker 2-4, 2-5
CD
  creating 4-20
  recovery 8-3
CD drive 2-2, 2-3, 7-3
CD/CD-RW drive
  replacing 7-3
CD/DVD drive
  inserting a CD or DVD 4-16
CD/DVD-ROM
  cleaning 8-6
  Windows does not detect driver 8-6
CD/DVD-ROM Control buttons 4-3
  Eject/Load 4-3
  Fast Forward/Next Track 4-3
  Play/Pause 4-3
  Rewind/Previous Track 4-3
  Stop 4-3
CD/DVD-ROM drive 2-2, 2-3
  inserting a CD or DVD 4-16
CD-ROM drive 2-2, 2-3
  inserting a disc 4-14
  location, illustrated 2-3
  removing a disc 4-14, 4-16
CD-RW drive 7-3
  backup disc 4-20
CDs
  inserting into drive 4-15
Compaq
  registration 2-4, 2-5
  Web site 1-4
Compaq Support 8-4
computer
  changing settings 3-3
  set up 2-2
computer problems 8-4
connector
  colour coding 2-2
Content Advisor 5-9
  password 5-9

D

desktop 3-1, 3-2
  features 3-2
  icons 3-2
  viewing 3-2
disk error 8-7
diskette
  disk error 8-7
  drive 2-2
  drive failure 8-7
  inserting into drive, illustrated 4-12
  printer set-up 2-10, 2-11
  reformatting 8-7
  removing 4-12
  removing from drive 4-12
  using 4-12
diskette drive
  location, illustrated 2-3
double-click 4-9
downloading software 6-5
drive 7-3
  CD 4-12
  CD/DVD 2-2
  CD-ROM 2-2, 4-14
  CD-RW 2-2, 4-12, 4-14, 7-3
  diskette 2-2, 4-12
  DVD 4-12
  DVD-ROM 2-2, 2-3, 4-14
  hard drive 4-12
  replacing DVD 7-3
  Zip 4-12, 4-21
DVD-ROM
  playing a movie 4-18

E

electronic documents
  defined 1-3
e-mail
  address criteria 5-6
  Close button 5-8
  defined 5-5
  delete key 5-8
  extensions 5-6
  Hotmail 5-5
  Inbox 5-8
  message window 5-7
  Message/New Message 5-7
  New Mail 5-7
  Outlook Express 5-5
  reading 5-8
  receiving 5-6, 5-8
  Send and Receive 5-5
  sending 5-6, 5-7
  Subject box 5-7
  To box 5-7
  undeliverable 5-5
  using 5-6
  writing messages 5-5
emergency diskette 8-3
energy saver
  low-power state 4-7
Ethernet
  network 2-2
  port 2-2

F

files
  accessing 4-9
function keys F1 through F12 4-2

H

hard drive
  backup 4-20
  damaged 8-14
  failure 8-7
  problems with 8-10
  storing system files 4-13
  using 4-13
Help
  Service and Support folder 4-5
  Windows desktop 4-5
helpful hints 8-2
Hotmail 5-5
hyperlink 1-6
  defined 5-2

I

icons 3-2
  New Mail Message 5-7
install
  downloaded files 6-5
  software 6-4
Instant E-mail 5-5
internal components
  upgrading 7-2
Internet
  defined 5-2
  direct link to Compaq 5-10
  hyperlink 5-2
  parental controls 5-9
  password 5-5
  problems with 8-11
  restricting content 5-9
  searching 5-9
Internet buttons
  Activity 4-4
  E-mail 4-4
  Entertainment 4-4
  Instant Internet 4-4

My Presario 4-4
Retail/Affinity Central 4-4
Search 4-4
setting 5-3
Internet Service Provider
See also ISP 4-4
Internet Video Camera
features 4-22
ISP 5-2, 5-6, 5-7, 5-8
problems with account 8-11
server name 5-6
user name 5-6

J

Jewel Case Creator 4-20

K

keyboard
arrow keys 4-2
function keys F1 through F12 4-2
main keys 4-2
numeric keys 4-2

L

log off 3-3
Logitech QuickCam Express
installing 4-22

M

memory
problems with 8-14
replacing 7-5
Synchronous Dynamic Access Memory (SDRAM) 7-5
microphone
port 2-2
modem
line in 2-4, 2-5
monitor
flat-panel monitor 8-9
port 2-2
port, illustrated 2-3
problems with 8-9
mouse
See also Scroll Mouse
problems 8-12
My Presario
registration 5-10
My Programme button
assigning 4-6

N

network
Ethernet 2-2
numeric keys 4-2

O

online Help
accessing 3-4
Index tab 3-4
operating system 3-1
Outlook Express 5-5
Inbox 5-8
setting up 5-5

P

parallel port 2-2
illustrated 2-3
parental controls 5-9
password 5-9
remembering 5-5
port
1394 2-2
audio 2-2
Ethernet 2-2
microphone 2-2
modem 2-2
monitor 2-2

parallel 2-2, 2-10
power 2-2, 2-3
PS2 2-2
serial 2-2
USB 2-2, 2-10
ports
1394, illustrated 2-3
for connecting joysticks, gamepads, video controllers 2-3
monitor 2-3
parallel 2-3
serial 2-3
USB 2-3
power
port 2-2, 2-3
problems with 8-14
Power On button 2-2
Power On button, illustrated 2-3
printer
setting up 2-10, 2-11
printing
documents 6-2
from the Internet 6-2
options 6-2
problems 8-5
audio driver 8-5
computer 8-4
diskette 8-7
hard drive 8-10
hard drive damaged 8-14
hard drive failed 8-7
identifying 8-5
insufficient memory 8-13
Internet 8-11
Internet Service Provider 8-11
keyboard commands 8-12
memory 8-14
monitor 8-9
power 8-14
sleep mode 8-5
speakers 8-5
system files damaged 8-7
volume 8-5
probllems
diskette drive 8-8

Q

Quick Launch Web buttons 4-5
Help 4-5
My Programme 4-5
Quick Set-Up poster 2-4, 2-5

R

recovery CD 8-3
removing programmes 6-4
replacing
CD/CD-RW drive 7-3
DVD-ROM drive 7-3
replacing the memory 7-5

S

Scroll Mouse
See also mouse
autoscrolling 4-10
choosing button assignments 4-9
clicking 4-9
controlling cursor movements 4-9
customising 4-9
double-clicking 4-9
dragging and dropping files 4-9
scrolling 4-9
setting up 4-9
wheel 4-9
SDRAM 7-5
search engine 5-4
See also... notices
defined 1-3
serial port, illustrated 2-3
service and support 8-4

sleep mode 4-7, 8-9
customising 4-7
software
installing downloaded files 6-5
speakers
Audio In port 4-11
cassette player 4-11
CD player 4-11
MP3 player 4-11
turning on 4-11
volume control 4-11
start a programme 3-3
Start button 3-2, 3-3
Start Menu
shutting down your computer 3-3
Start menu options
Help 3-3
Log Off 3-3
Programmes 3-3
Run 3-3
Settings 3-3
Shut Down 3-3
start-up disk 8-14
status lights
caps lock 4-8
e-mail 4-8
number lock 4-8
scroll lock 4-8
sleep 4-8
storage 2-2
surge protector 1-5, 2-4, 2-5
system files 8-14
system tray 3-2

T

taskbar 3-2
Start button 3-2
Tip notices
defined 1-3

U

upgrading components 7-2
USB
port, illustrated 2-3

V

video camera 4-22
volume
adjusting 4-6

W

waking your computer 4-7
Warning notices
defined 1-3
warranty 1-4
Web
See also Internet
accessing favourite sites 4-5
browser 5-3
Compaq Store site 5-10
downloading files 6-5
My Presario site 5-10
site 5-2
Windows
desktop 3-1, 3-2
Help 3-4
operating system 3-1
World Wide Web
See also Internet

Z

Zip drive or Zip disk
inserting a disk 4-21
removing 4-21
removing a disk 4-21