# Table of contents

## 1 Multimedia hardware

- Using the optical drive .......................................................... 1
  - Identifying the installed optical drive ...................................... 1
  - Inserting an optical disc .................................................. 2
  - Removing an optical disc (with power) .................................. 3
  - Removing an optical disc (without power) ............................ 4
- Using the media activity hotkeys .................................................. 5
- Using the media button .......................................................... 6
- Using the audio features .................................................. 7
  - Using the audio-in (microphone) jack ...................................... 8
  - Using the audio-out (headphone) jack ...................................... 8
  - Adjusting the volume .................................................. 8
- Using the video features .................................................. 9
  - Using the external monitor port ........................................ 9
  - Using the S-Video-out jack ........................................ 10

## 2 Multimedia software

- Identifying preinstalled multimedia software .......................... 12
- Installing multimedia software from a CD (select models only) ................. 12
- Using multimedia software ........................................ 12
- Preventing playback disruptions ........................................ 13
- Protecting the CD or DVD write process ................................ 13
- Changing DVD region settings ........................................ 14
- Observing the copyright warning ........................................ 14

Index .............................................................................. 15
1 Multimedia hardware

Using the optical drive

The optical drive allows you to play, copy, and create CDs or DVDs, depending on the type of installed drive and installed software.

Identifying the installed optical drive

▲ Select Start > Computer.
Inserting an optical disc

1. Turn on the computer.
2. Press the release button (1) on the drive bezel to release the media tray.
3. Pull out the tray (2).
4. Hold the disc by the edges to avoid touching the flat surfaces and position the disc label-side up over the tray spindle.

**NOTE** If the tray is not fully accessible, tilt the disc carefully to position it over the spindle.

5. Gently press the disc (3) down onto the tray spindle until the disc snaps into place.

6. Close the media tray.

**NOTE** After you insert a disc, a short pause is normal. If you have not selected a media player, an AutoPlay dialog box opens. It prompts you to select how you want to use the media content.
Removing an optical disc (with power)

If the computer is running on external or battery power:

1. Turn on the computer.

2. Press the release button (1) on the drive bezel to release the media tray, and then pull out the tray (2).

3. Remove the disc (3) from the tray by gently pressing down on the spindle while lifting the outer edges of the disc. Hold the disc by the edges and avoid touching the flat surfaces.

   **NOTE** If the tray is not fully accessible, tilt the disc carefully as you remove it.

4. Close the media tray and place the disc in a protective case.
Removing an optical disc (without power)

If external or battery power is unavailable:

1. Insert the end of a paper clip (1) into the release access in the front bezel of the drive.
2. Press in gently until the tray is released, and then pull out the tray (2).
3. Remove the disc (3) from the tray by gently pressing down on the spindle while lifting the outer edges of the disc. Hold the disc by the edges and avoid touching the flat surfaces.

   NOTE If the tray is not fully accessible, tilt the disc carefully as you remove it.

4. Close the media tray and place the disc in a protective case.
Using the media activity hotkeys

Media activity hotkeys are combinations of the fn key (1) and any of the 4 function keys. You can use these keys to control the play of an audio CD or a DVD that is inserted in the optical drive.

NOTE To control the play of an inserted video CD, use the media activity controls in your video CD player program.

- To play, pause, or resume an inserted audio CD or a DVD, press fn+f9 (2).
- To stop an inserted audio CD or a DVD that is playing, press fn+f10 (3).
- To play the previous track of an audio CD or the previous chapter of a DVD that is playing, press fn+f11 (4).
- To play the next track of an audio CD or the next chapter of a DVD that is playing, press fn+f12 (5).
Using the media button

NOTE The tapping sound made by the media button is enabled at the factory. You can disable the sound in the Setup Utility (f10).

The media button functions vary by model and installed software. With this button, you can watch DVD movies, listen to music, and view pictures.

Pressing the media button launches the QuickPlay program or DVDPlay program.

NOTE If the computer has been set up to require a logon password, you may be asked to log on to Windows. QuickPlay or DVDPlay launches automatically after you log on. Refer to the QuickPlay or DVDPlay online Help for more information.
Using the audio features

The following illustration and table describe the audio features of the computer.

NOTE Your computer may look slightly different from the illustration in this section.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Speakers (2)</td>
<td>Produce computer sound.</td>
</tr>
<tr>
<td>(2) Volume mute button</td>
<td>Mutes and restores computer sound.</td>
</tr>
<tr>
<td>(3) Volume scroll zone</td>
<td>Adjusts speaker volume. Slide your finger to the left to decrease volume and to the right to increase volume.</td>
</tr>
<tr>
<td>(4) Audio-in (microphone) jack</td>
<td>Connects an optional computer headset microphone, stereo array microphone, or monaural microphone.</td>
</tr>
<tr>
<td>(5) Audio-out (headphone) jack</td>
<td>Connects optional powered stereo speakers, headphones, earbuds, a headset, or television audio.</td>
</tr>
</tbody>
</table>
Using the audio-in (microphone) jack

The computer is equipped with a stereo (dual-channel) microphone jack that supports a stereo array and monaural microphone. Using sound recording software with external microphones allows for stereo recording and stereo playbacks.

When connecting a microphone to the microphone jack, use a microphone with a 3.5-mm plug.

Using the audio-out (headphone) jack

⚠️ WARNING! To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset.

⚠️ CAUTION To prevent possible damage to an external device, do not plug a single sound channel (monaural) connector into the headphone jack.

In addition to connecting headphones, the headphone jack is used to connect the audio input function of an audio/video device such as a television or VCR.

When connecting a device to the headphone jack, use only a 3.5-mm stereo plug.

NOTE When a device is connected to the headphone jack, the internal speakers are disabled.

Adjusting the volume

You can adjust the volume using the following controls:

- Computer volume buttons:
  - To mute or restore volume, press the volume mute button.
  - To decrease the volume, slide your finger across the volume scroll zone from right to left. Alternatively, you can tap the left half of the scroll zone to decrease the volume.
  - To increase the volume, slide your finger across the volume scroll zone from left to right. Alternatively, you can tap the right half of the scroll zone to increase volume.

NOTE The tapping sound made by the volume button is enabled at the factory. You can disable the sound in the Setup Utility (F10).

- Windows volume control:
  a. Click the Volume icon in the notification area, at the far right of the taskbar.
  b. Increase or decrease the volume by moving the Volume slider up or down. Click the Mute icon to mute the volume.

  or

  a. Right-click the Volume icon in the notification area, and then click Open Volume Mixer.
  b. In the Device column, increase or decrease the volume by moving the slider up or down. You can also mute the volume by clicking the Mute icon.
If the Volume icon is not displayed in the notification area, follow the steps below to place it there:

a. Right-click in the notification area, and then click **Properties**.

b. Click the **Notification Area** tab.

c. Under System icons, select the **Volume** check box.

d. Click **OK**.

- Program volume control:
  
  Volume can also be adjusted within some programs.

**Using the video features**

The computer includes the following video features:

- External monitor port that connects a television, monitor, or projector to the computer

- S-Video-out jack that connects a range of video components that allow you to maximize your multimedia features

**Using the external monitor port**

The external monitor port connects an external display device, such as an external monitor or projector, to the computer.

To connect a display device, connect the device cable to the external monitor port.

**NOTE** If a properly connected external display device does not display an image, press **fn+f4** to transfer the image to the device.
Using the S-Video-out jack

The 7-pin S-Video-out jack connects the computer to an optional S-Video device such as a television, VCR, camcorder, overhead projector, or video capture card.

The computer can support one S-Video device connected to the S-Video-out jack, while simultaneously supporting an image on the computer display or any other supported external display.

NOTE To transmit video signals through the S-Video-out jack, you need an S-Video cable, available from most electronics retailers. If you are combining audio and video functions, such as playing a DVD movie on your computer and displaying it on your television, you also need a standard audio cable, available from most electronic retailers, to connect to the headphone jack.

To connect a video device to the S-Video-out jack:

1. Plug one end of the S-Video cable into the S-Video-out jack on the computer.

2. Connect the other end of the cable to the video device, according to the manufacturer's instructions included with the device.

3. Press the fn+f4 keys to switch the image between display devices connected to the computer.

NOTE If the S-Video-out jack on the computer is not accessible because the computer is connected to an optional expansion product, connect the S-Video cable to the S-Video-out jack on the expansion product.
The computer includes preinstalled multimedia software. Some models may be shipped with additional multimedia software on an optical disc.

Depending on the hardware and software included with the computer, the following multimedia tasks may be supported:

- Playing digital media, including audio and video CDs, audio and video DVDs, and Internet radio
- Creating or copying data CDs
- Creating, editing, and burning audio CDs
- Creating, editing, and burning a video or movie to a DVD or video CD

**NOTE** For details about using software included with the computer, refer to the software user guides. These guides may be provided on CD or as online Help files within the specific program. User guides may also be found on the software manufacturer’s Web site.
Identifying preinstalled multimedia software

To view and access the preinstalled multimedia software on the computer:

▲ Select Start > All Programs.

NOTE You can also reinstall multimedia software on the computer. Select Start > All Programs > Software Setup.

Installing multimedia software from a CD (select models only)

To install multimedia software from a CD included with the computer:

1. Insert the multimedia software CD into the optical drive.
2. When the installation wizard opens, follow the installation instructions on the screen.
3. Restart the computer if prompted.

Repeat the installation procedure for all multimedia software on CD that you want to install.

Using multimedia software

1. Select Start > All Programs, and then open the multimedia program you want to use. For example, if you want to use Windows Media Player to play an audio CD, click Windows Media Player.

NOTE Some programs may be located in subfolders.

2. Insert the media disc, such as an audio CD, into the optical drive.
3. Follow the instructions on the screen.

– or –

1. Insert the media disc, such as an audio CD, into the optical drive.
   An AutoPlay dialog box opens.
2. Click a multimedia task from the list of tasks.
Preventing playback disruptions

To reduce the possibility of playback disruption:

- Save your work and close all open programs before playing a CD or a DVD.
- Do not connect or disconnect hardware while playing a disc.

Do not initiate Hibernation or Sleep while playing a disc. Otherwise, you may see a warning message asking if you want to continue. If this message is displayed, click No. After you click No:

- Playback may resume.
- or –
- Playback may stop and the screen may clear. To return to playing the CD or DVD, press the power button and then restart the disc.

Protecting the CD or DVD write process

⚠️ CAUTION To prevent loss of information or damage to a disc:

Before writing to a disc, connect the computer to a reliable external power source. Do not write to a disc while the computer is running on battery power.

Before writing to a disc, close all open programs except the disc software you are using.

Do not copy directly from a source disc to a destination disc or from a network drive to a destination disc. Instead, copy from a source disc or network drive to your hard drive, and then copy from your hard drive to the destination disc.

Do not use the computer keyboard or move the computer while the computer is writing to a disc. The write process is sensitive to vibration.
Changing DVD region settings

Most DVDs that contain copyrighted files also contain region codes. The region codes help protect copyrights internationally.

You can play a DVD containing a region code only if the region code on the DVD matches the region setting on your DVD drive.

⚠️ **CAUTION**  The region settings on your DVD drive can be changed only 5 times.

- The region setting you select the fifth time becomes the permanent region setting on the DVD drive.
- The number of allowable region changes remaining on the drive is displayed in the Changes remaining box on the DVD Region tab. The number in the field includes the fifth and permanent change.

To change settings through the operating system:

1. Select **Start > Computer > System properties**.
2. In the left pane, click **Device Manager**.

   📝 **NOTE**  Windows includes the User Account Control feature to improve the security of your computer. You may be prompted for your permission or password for tasks such as installing applications, running utilities, or changing Windows settings. Refer to Windows online Help for more information.

3. Click the "+" sign next to **DVD/CD-ROM drives**.
4. Right-click the DVD drive for which you want to change region settings, and then click **Properties**.
5. Make the desired changes on the **DVD Region** tab.
6. Click **OK**.

Observing the copyright warning

It is a criminal offense, under applicable copyright laws, to make unauthorized copies of copyright-protected material, including computer programs, films, broadcasts, and sound recordings. Do not use this computer for such purposes.
Index

A
audio features 7
audio-in (microphone) jack 8
audio-in (microphone) jack, identifying 7
audio-out (headphone) jack 8
audio-out (headphone) jack, identifying 7

B
buttons
media 6
volume mute 7, 8

C
CD
inserting 2
playing 13
protecting 13
removing, with power 3
removing, without power 4
writing to 13
copyright warning 14

D
DVD
changing region setting 14
inserting 2
playing 13
protecting 13
removing, with power 3
removing, without power 4
writing to 13
DVD region settings 14

E
earbuds 7
external monitor port, identifying 9

H
headphones 7

J
jacks
audio-in (microphone) 7, 8
audio-out (headphone) 7, 8
S-Video-out 10

M
media activity hotkeys, identifying 5
media button, identifying 6
microphones, supported 8
monitor, connecting 9
multimedia software
described 11
identifying 12
installing 12
using 12
mute button 7, 8

O
optical disc
inserting 2
removing, with power 3
removing, without power 4
writing to 13
optical drive
playing 13
protecting 13

P
ports, external monitor 9
programs
identifying 12
installing 12
multimedia 11
using 12
projector, connecting 9
protecting playback 13

Q
QuickPlay 6

R
region codes, DVD 14
software
identifying 12
installing 12
multimedia 11
using 12
speakers, identifying 7

T
TV 8

V
VCR 8
volume mute button 8
volume mute button, identifying 7
volume scroll zone 8
volume scroll zone, identifying 7
volume, adjustment 8