

Multimedia User Guide

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Product notice

This user guide describes features that are common to most models. Some features may not be available on your computer.

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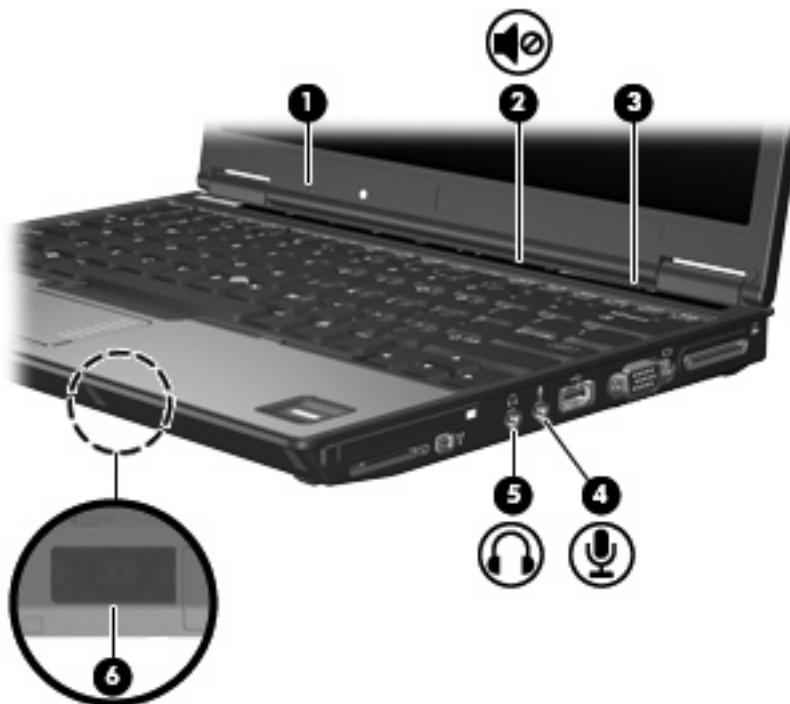
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1 Using multimedia hardware

Using the audio features

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



Component	Description
(1) Internal microphone	Records sound.
(2) Volume mute button	Mutes and restores computer sound.
(3) Volume scroll zone	Adjusts speaker volume. Slide your finger to the left to decrease volume and to the right to increase volume.
(4) Audio-in (microphone) jack	Connects an optional computer headset microphone, stereo array microphone, or monaural microphone.
(5) Audio-out (headphone) jack	Connects optional powered stereo speakers, headphones, ear buds, a headset, or television audio.
(6) Speaker	Produces sound.

Using the audio-in (microphone) jack

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

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.
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In addition to connecting headphones, the headphone jack is used to connect the audio input function of an audio device such as external powered speakers or a stereo system.

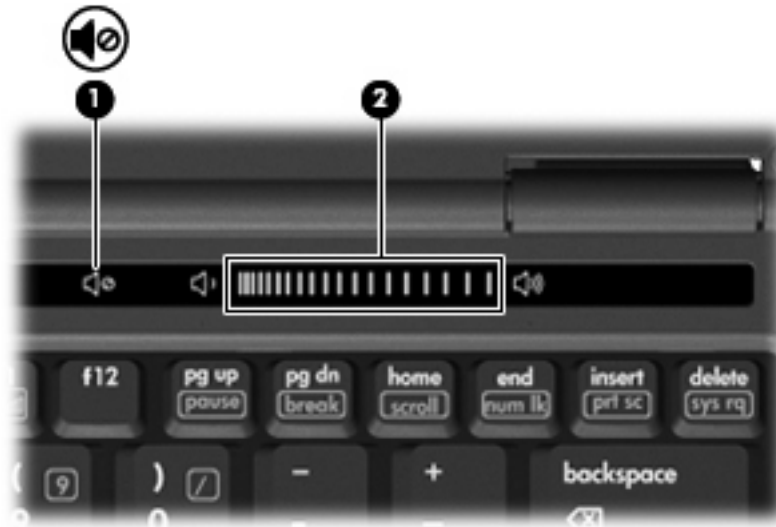
When connecting a device to the headphone jack, use only a 3.5-mm stereo plug.

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

Adjusting the volume

You can adjust the volume using the following controls:

- Computer volume buttons (select models only):
 - To mute or restore volume, press the mute button **(1)**.
 - To decrease volume, slide your finger across the volume scroll zone **(2)** from right to left.
 - To increase volume, slide your finger across the volume scroll zone **(2)** from left to right.



- 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 slider up or down. Select the **Mute** check box to mute the volume.

– or –

- a. Double-click the **Volume** icon in the notification area.
- b. In the Master Volume column, you can increase or decrease the volume by moving the **Volume** slider up or down. You can also adjust the balance or mute the volume.

If the Volume icon is not displayed in the notification area, follow these steps to add it:

- a. Select **Start > Control Panel > Sounds, Speech, and Audio Devices > Sounds and Audio Devices > Volume** tab.
- b. Select the **Place volume icon in the taskbar** check box.
- c. Click **Apply**.

- Program volume control:

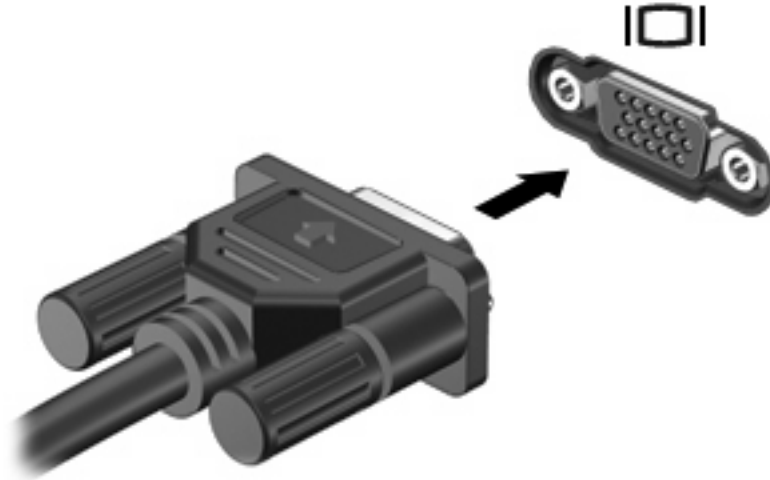
Volume can also be adjusted within some programs.

Using the video features

Using the external monitor port

The external monitor port connects an external display device, such as an external monitor or a 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. Repeatedly pressing **fn+f4** alternates the screen image between the computer display and the device.

Using an optical drive (select models only)

Depending on the type of optical drive and software installed in your computer, the optical drive plays, copies, and creates CDs or DVDs.


Identifying the installed optical drive

- ▲ Select **Start > My Computer**.

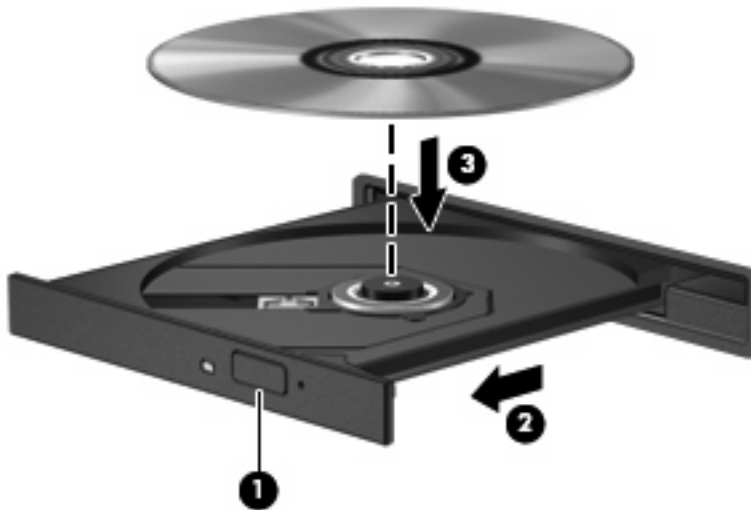
The type of optical drive installed in the computer is displayed under Devices with Removable Storage.

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.




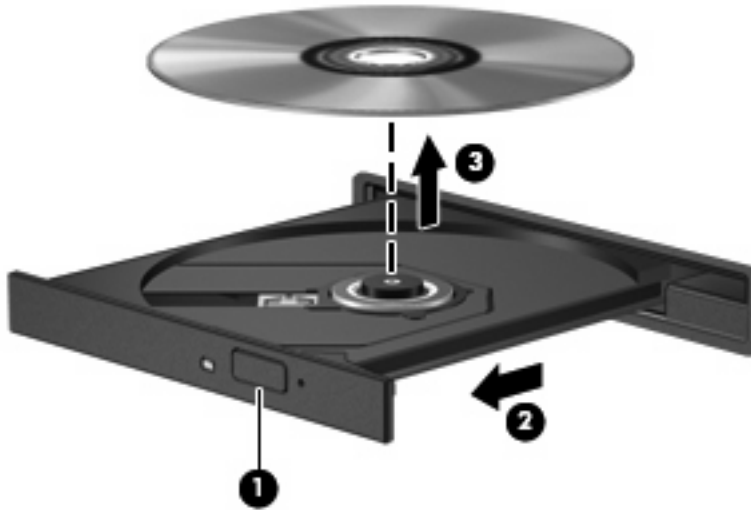
6. Close the media tray.

 **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 when running on battery or external power

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

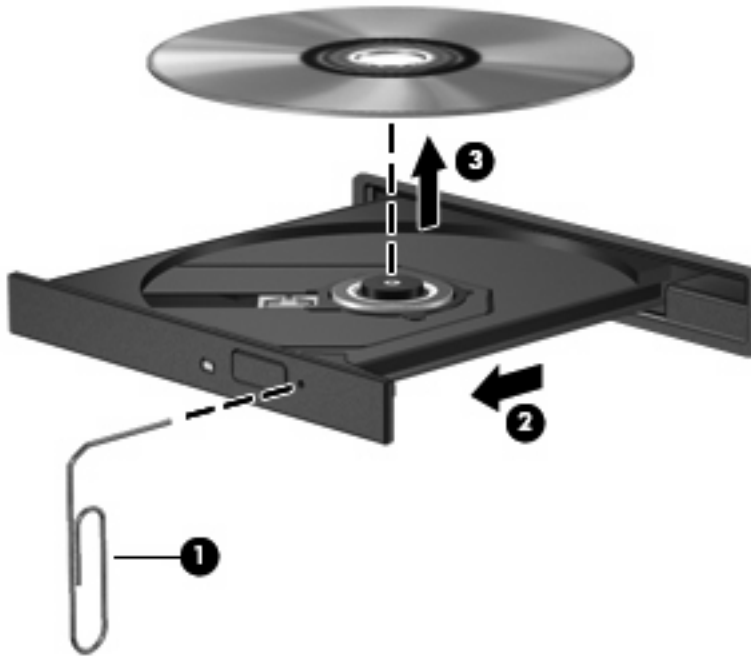


3. Close the media tray and place the disc in a protective case.

Removing an optical disc when no computer power is available

1. Insert the end of a paper clip (1) into the release access in the front bezel of the drive.
2. Press in gently on the paper clip until the tray is released, and then pull out the tray (2) until it stops.
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.

2 Working with multimedia software

The computer includes preinstalled multimedia software. Some computer models also include 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

△ **CAUTION:** To prevent loss of information or damage to a disc, observe the following guidelines:

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.

📖 **NOTE:** For information about using software included with the computer, refer to the software manufacturer's instructions that may be provided on disc, as online Help files, or on the software manufacturer's Web site.

Opening preinstalled multimedia software


1. Select **Start > All Programs**.
2. Click the program that you want to open.

Installing multimedia software from a disc

1. Insert the disc into the optical drive.
2. When the installation wizard opens, follow the on-screen instructions.
3. Restart the computer if prompted to do so.

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 Standby 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, the computer may behave in either of the following ways:

- 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.

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 > My Computer**.
2. Right-click in the window and select **Properties > Hardware tab > Device Manager**.
3. Click the "+" sign next to **DVD/CD-ROM drives**, right-click the DVD drive for which you want to change region settings, and then click **Properties**.
4. Make the desired changes on the **DVD Region** tab.
5. 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.

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