

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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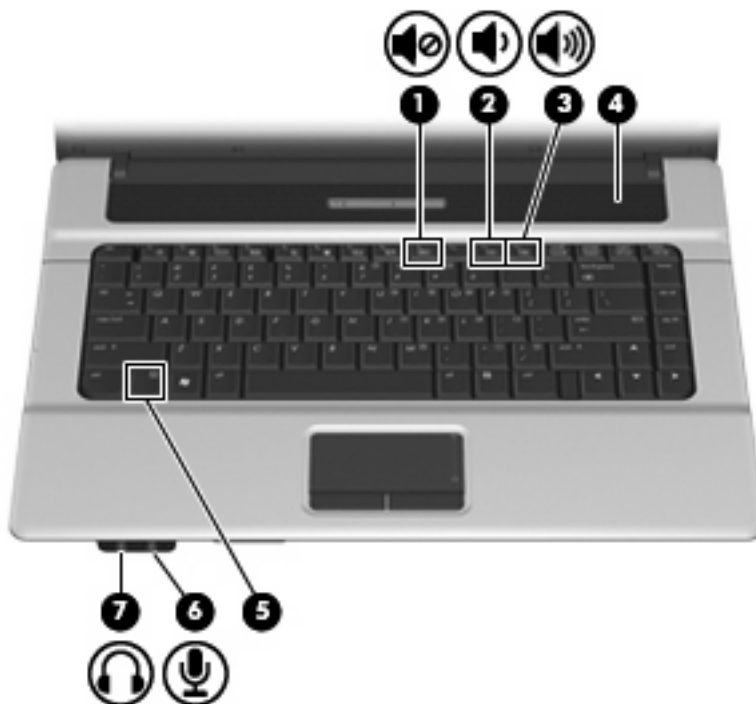
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1 Using multimedia hardware

Using the audio features

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

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



Component	Description
(1) Volume mute hotkey (f9)	Mutes and restores computer sound when pressed in combination with the fn key.
(2) Volume down hotkey (f11)	Decreases computer sound when pressed in combination with the fn key.
(3) Volume up hotkey (f12)	Increases computer sound when pressed in combination with the fn key.
(4) Speaker	Produces sound.
(5) fn key	Controls volume when pressed in combination with f9 , f11 , or f12 .

Component	Description
(6) Audio-in (microphone) jack	Connects an optional computer headset microphone, stereo array microphone, or monaural microphone.
(7) Audio-out (headphone) jack	Connects optional powered stereo speakers, headphones, ear buds, a headset, or television audio.

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. For additional safety information, refer to the *Regulatory, Safety and Environmental Notices*.
 - △ **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-out function of an audio device such as external powered speakers or a stereo system.

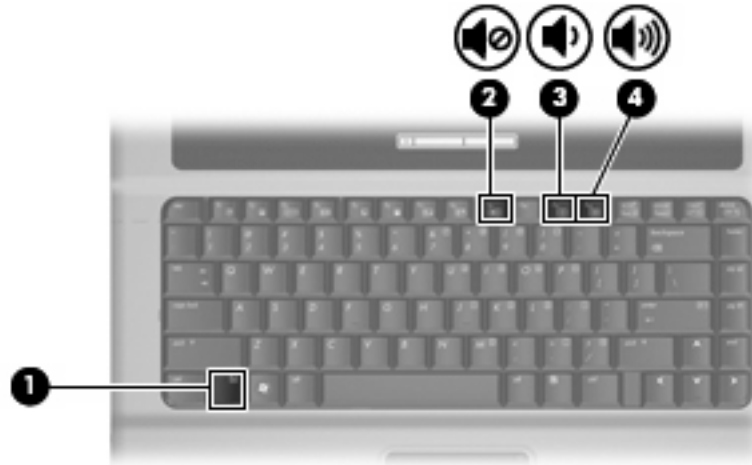
When connecting a device to the headphone jack, use only a 3.5-mm stereo plug.

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

Adjusting the volume

You can adjust the volume using the following controls:

- Computer volume hotkey—A combination of the **fn** key (1) and either the **f9** (2), **f11** (3), or **f12** (4) function key:
 - To mute or restore volume, press **fn+f9**.
 - To decrease volume, press **fn+f11**.
 - To increase volume, press **fn+f12**.



- 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. 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 Speakers column, you can increase or decrease the volume by moving the **Volume** 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 these steps to add it:

- 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:

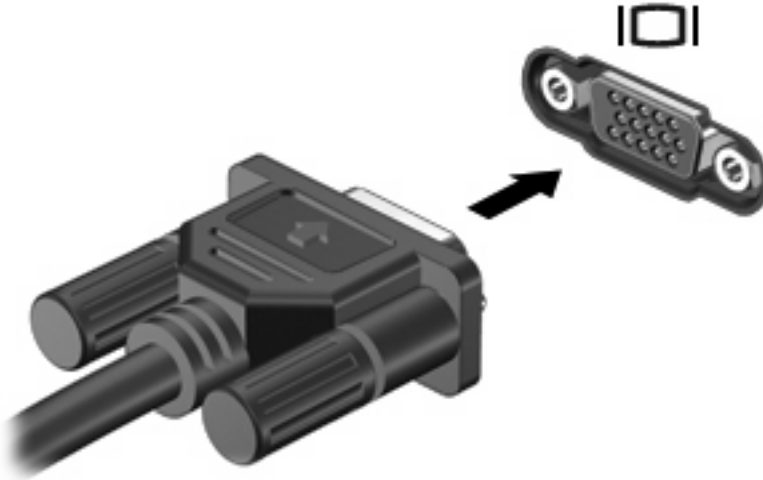
Volume can also be adjusted within some programs.


Using the video features

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


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

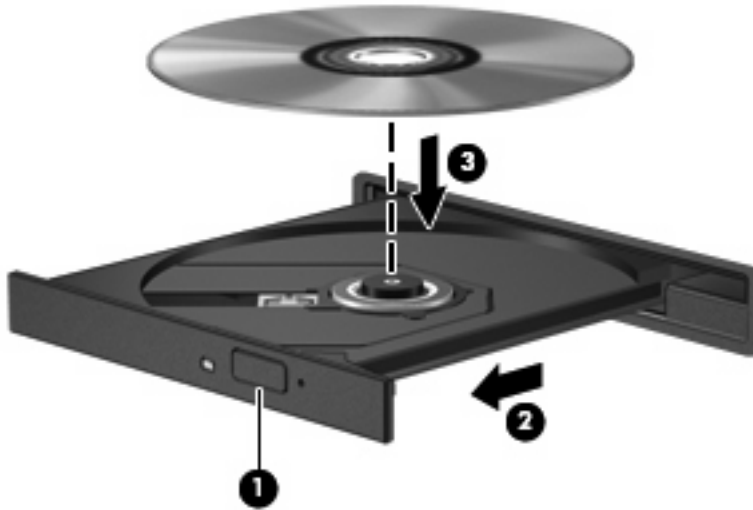
- ▲ Select **Start > Computer**.

Inserting an optical disc (CD or DVD)


1. Turn on the computer.
2. Press the release button (1) on the drive bezel to release the disc 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 disc 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.

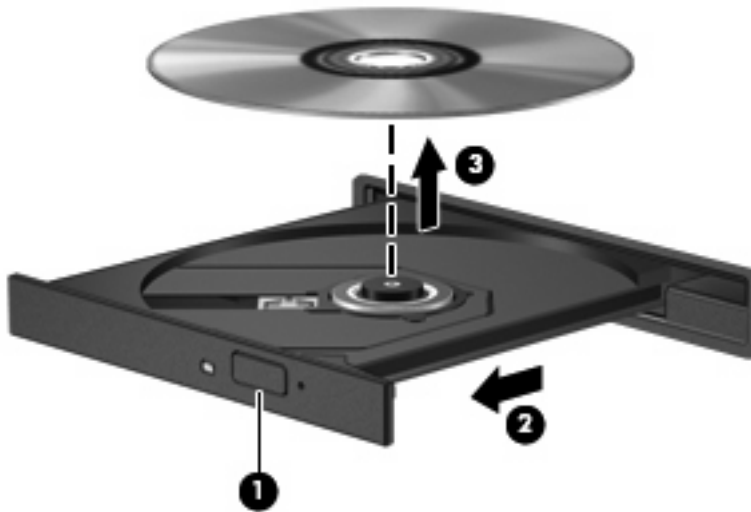
Removing an optical disc (CD or DVD)

There are 2 ways to remove a disc, depending on whether the disc tray opens normally or not.

When the disc tray opens

1. Press the release button **(1)** on the drive bezel to release the disc 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.




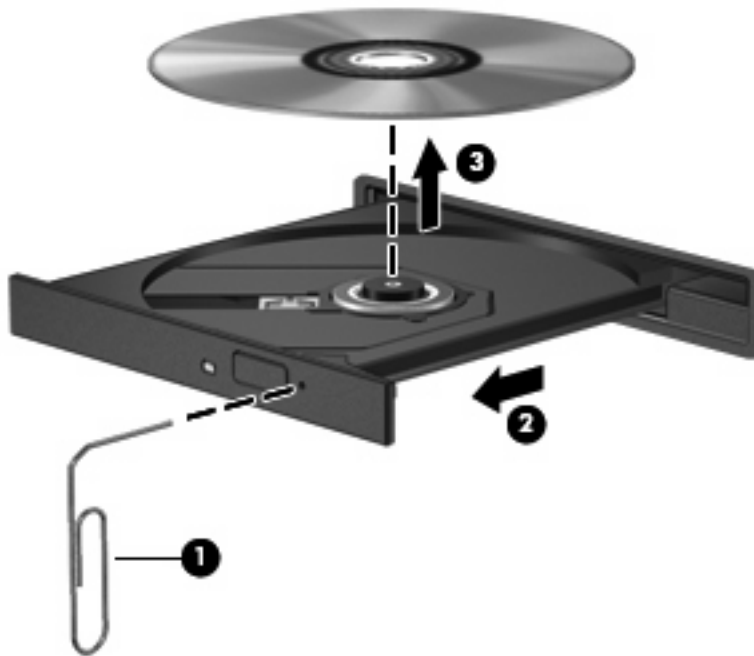
3. Close the disc tray and place the disc in a protective case.

When the disc tray does not open

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

- Playback may resume.
– or –
- The playback window in the multimedia program may close. To return to playing the CD or DVD, click the **Play** button in your multimedia program to restart the disc. In rare cases, you may need to exit the program and then restart it.

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 region changes remaining is displayed on the DVD Region tab.

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.

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