

Finding Your Way around the System

You've bought your new computer and taken everything out of the box. Now you may be asking yourself, "OK, now what do I do?" Well, this chapter is for you. This chapter helps you set up your computer, gives you tips on working comfortably and takes you on a tour of the computer's features.

Make Sure You Have Everything

Your computer comes with everything you need to get up and running quickly. However, before you rush off, it's a good idea to make sure you received everything you were supposed to. This information is listed on the Quick Start Card at the top of the box.

If any items are missing or damaged, notify your dealer immediately. For additional help, contact Toshiba as described in "If You Need Further Assistance" on page 227.

Select a Place To Work

Your computer is portable, designed to be used in a variety of circumstances and locations. However, by giving some thought to your work environment, you can protect the computer and make your work hours more comfortable.

Keep the Computer Comfortable

Use a flat surface with enough room to operate comfortably. If you're planning to use a printer or other external device, make sure there's enough space for it as well.

To keep your computer in prime operating condition, make sure your work area is free from:

- ❖ dust, moisture and direct sunlight.
- ❖ liquids and corrosive chemicals.



Don't spill liquids into the computer. If you spill a liquid into the keyboard, turn the computer off, unplug it from the AC power source, and let it dry completely before turning it on again.

If the computer does not operate correctly after you turn it back on, contact a Toshiba authorized service provider.

- ❖ objects that generate a strong electromagnetic field, such as stereo speakers (except ones you have connected to the computer) or speakerphones.
- ❖ rapid changes in temperature or humidity and sources of temperature changes such as air conditioner vents or heaters.
- ❖ extreme heat, cold or humidity. Operate the computer within a temperature range of 40 to 95 degrees Fahrenheit (5 to 35 degrees Celsius) and a relative humidity of 20 to 80 percent.

Keep Yourself Comfortable

Strain and stress injuries are becoming more common as people spend more time using their computers. However, with a little care and proper use of the equipment, you can work comfortably throughout the day.



Using the computer keyboard incorrectly can result in discomfort and possible injury. If your hands, wrists, and/or arms bother you while typing, discontinue using the computer and rest. If your discomfort persists, consult a physician.

In addition to the hints provided in the following sections, there are a number of books available on ergonomics, repetitive strain injury, and repetitive stress syndrome.

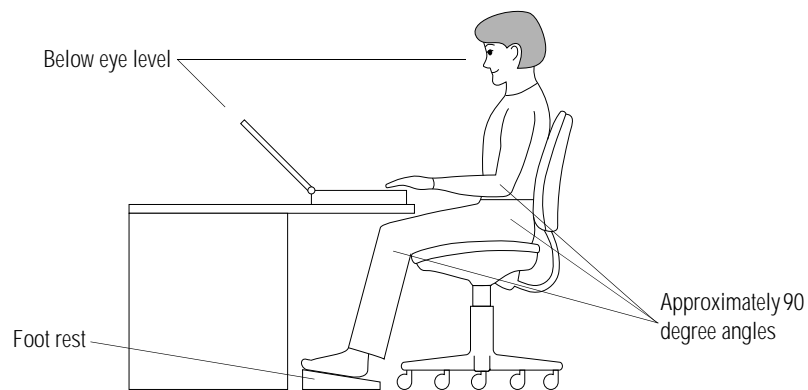
Placement of the Computer

Proper placement of the computer and external devices is important to avoid stress-related injuries:

- ❖ Place the computer on a flat surface at a comfortable height and distance. Your arms and hands should be in a relaxed position with your forearms parallel to the floor. The display should be no higher than eye level.
- ❖ Maintain good posture with your body relaxed and your weight distributed evenly. You should be able to type without twisting your torso or neck, and see the display panel without slouching.
- ❖ Adjust the display panel to avoid glare.
- ❖ If you use a paper holder, set it at about the same height and distance as the computer.

Seating and Posture

Proper seating is one of the primary factors in reducing work strain. Some people find a backless chair more comfortable than a conventional chair. Whichever type you choose, refer to the following guidelines to adjust your chair for maximum computing comfort.



Correct posture and positioning of the computer

- ❖ Position your chair so the keyboard is at or slightly below the level of your elbow. You should be able to type comfortably with your shoulders relaxed.

If you are using a conventional chair:

- ❖ Your knees should be slightly higher than your hips. If necessary, use a foot rest to raise the level of your knees and ease the pressure on the back of your thighs.
- ❖ Adjust the back of your chair so it supports the lower curve of your spine. If necessary, use a cushion to provide extra back support. Lower back support cushions are available at many office supply stores.
- ❖ Sit with your back straight so that your knees, hips and elbows form approximately 90 degree angles when you work. Do not slump forward or lean back too far.

Lighting

Proper lighting can improve the legibility of the display and reduce eye strain.

- ❖ Position the display panel so that sunlight or bright indoor lighting does not reflect off the screen. Use tinted windows or shades to reduce glare.
- ❖ Avoid placing your computer in front of a bright light that could shine directly in your eyes.
- ❖ If possible, use soft, indirect lighting in your computer work area.

Arms and Wrists

- ❖ Avoid bending, arching, or angling your wrists. Keep them in a relaxed, neutral position while typing.
- ❖ Exercise your hands, wrists and arms to improve circulation.

Work Habits

The key to avoiding discomfort or injury from repetitive strain is to vary your activities. If possible, schedule a variety of tasks into your work day. Finding ways to break up the routine can reduce stress and improve your efficiency.

- ❖ Take frequent breaks to change position, stretch your muscles, and relieve your eyes.
- ❖ Avoid performing repetitive activities for prolonged periods of time. Vary activities from one task to another.
- ❖ Focusing your eyes on your computer screen for long periods of time can cause eye strain. Look away from the computer frequently and focus your eyes on a distant object.

Find Out Where Everything's Located

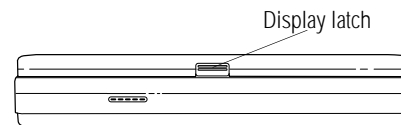
If you've never used a notebook computer before, you're probably wondering how an entire computer can fit into so small a case.

The next few pages take you on a guided tour of the computer and its components.

Rather than reading through this section, you may prefer to use it as a reference as you move through the remainder of the manual and need to locate specific parts of the computer. This information is also available in the electronic form of this manual, described in “Using Online Documentation” on page 187.

Don't worry if you don't know what some parts of the computer do. Some items in this tour are for more advanced computing functions that you may want to use as your computing needs and skills increase.

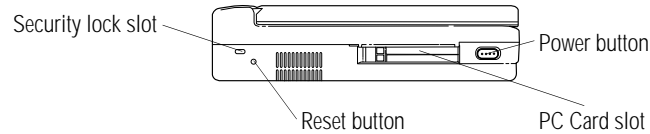
The Front with the Display Closed



The front with the display closed

Pressing the **display latch** lets you open the computer's display panel. For more information, see “Open the Display” on page 22.

The Left Side



The left side



Attaching a special cable to the **security lock slot** lets you anchor your computer to your desk or other large, heavy object. For more information, see “Applying Physical Restraints” on page 165.



Pressing the **reset button** restarts the computer. Use this button if all other attempts at restarting the computer have failed.



Don't use a pencil to press the reset button. Pencil lead can break off inside the computer and damage it. Instead, use a slender object such as an unbent paper clip.

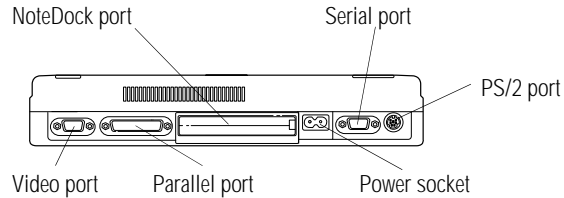


The **PC Card slot** lets you install up to two Type I or Type II PCMCIA-compatible PC Cards, or one Type III PC Card. The PC Card sockets are covered by PC Card socket protectors (see page 119) when not in use. For more information, see “Little Cards that Do Big Things” on page 115.



Pressing the **power button** turns the computer on and off. For more information, see “Turn the Computer On” on page 25.

The Back



The back



The **video port** allows you to connect an external monitor. For more information, see “Using an External Monitor” on page 139.



The **parallel port** lets you connect a printer or other parallel device, including ECP-compatible devices. For more information, see “Connecting a Parallel Printer” on page 21.



The **NoteDock port** allows you to connect the optional NoteDock™. The NoteDock provides all the ports of the computer plus another PS/2 port and two additional Type III PC Card slots. For more information, see “Using the Optional NoteDock™” on page 151.



The **power socket** is where you plug in the power cord. For more information, see “Connect to a Power Source” on page 15.



The **serial port** lets you connect a serial mouse, printer or other serial device. For more information, see “Connecting an External Modem” on page 127.



The **PS/2 port** provides access to an optional external PS/2-compatible mouse or keyboard. For more information, see “Using an External Keyboard” on page 143.

The Right Side



The right side



The **battery release latch** prevents the battery from falling out accidentally. This latch is locked when it is moved down. For more information, see “Replacing Batteries” on page 102.

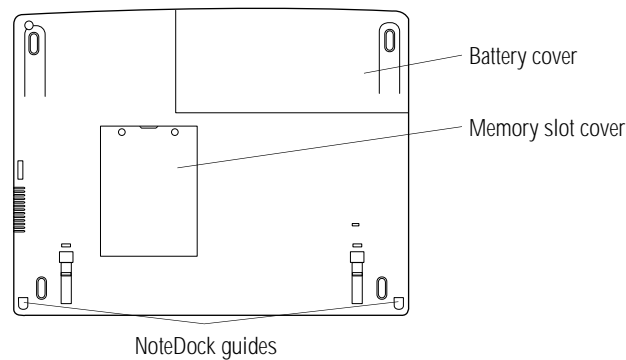


The **contrast control dial** adjusts the contrast of the display.



The **diskette drive** is compatible with 1.44MB and 720KB 3 1/2" diskettes.

The Underside



The underside

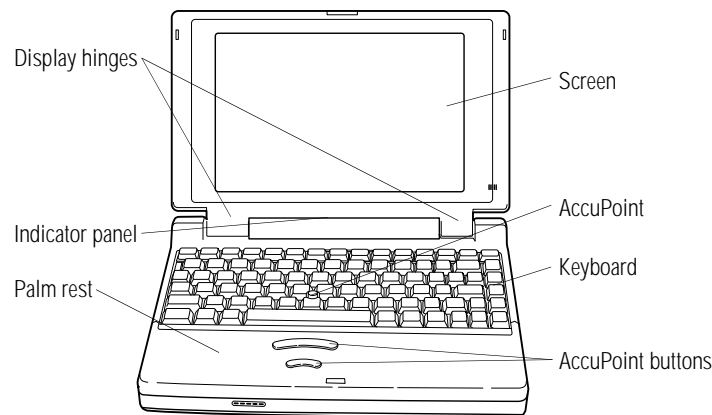
The **battery cover** protects the battery. The battery provides power to the computer when you're not using a wall outlet. For information about replacing the battery, see “Replacing Batteries” on page 102.



The **memory slot cover** protects a slot for adding extra memory to your computer. For more information, see “Adding Memory (Optional)” on page 16.

The **NoteDock guides** help align the optional NoteDock™. For more information, see “Using the Optional NoteDock™” on page 151.

The Front with the Display Open



The front with the display open

The **display hinges** attach the display panel to the computer.

The lights on the **indicator panel** provide information about various system functions. The next section discusses the indicator panel lights.

The front panel provides a **palm rest**.

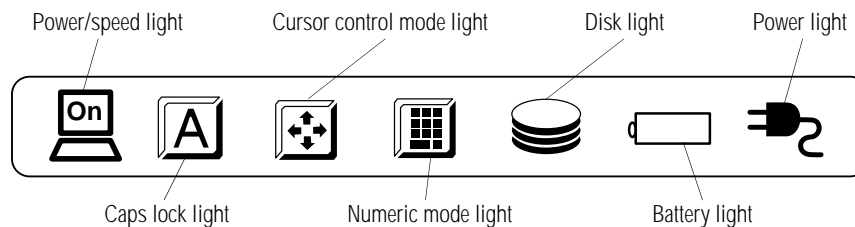
The computer's **screen** is a liquid crystal display (LCD) that provides clear, sharp images.

The **AccuPoint** pointing device combines the function of a mouse with the convenience of never having to remove your hands from the keyboard. For more information, see “Using the AccuPoint Pointing Device” on page 24.

The 82-key **keyboard** provides all the functionality of a full-sized 101-key keyboard. For more information, see “How to Use the Keyboard” on page 62.

The **AccuPoint buttons** and the AccuPoint let you access commands in your programs. The larger (primary) button acts as the left button on a mouse. The smaller (secondary) button acts as the right mouse button. For more information, see “Using the Accu-Point Pointing Device” on page 24.

The Indicator Panel



The indicator panel



The **power/speed light** indicates whether the computer is on or off and shows the speed at which the computer is processing information. The light glows green to indicate high speed and orange to indicate low speed.



The **caps lock light** comes on when you press the Caps Lock key. When this light is on, pressing a letter key on the keyboard produces an upper-case (capital) letter. For more information, see “The Character Keys” on page 62.



The **cursor control mode light** indicates whether the cursor control overlay is on. When the overlay is on, pressing an overlay key moves the cursor as shown by the white indicator printed on the left front of the key instead of the letter printed on the top of the key. For more information, see “The Cursor Control Overlay” on page 177.



The **numeric mode light** indicates whether the numeric overlay is on. When the overlay is on, pressing an overlay key produces the white number printed on the right front of the key instead of the letter printed on the top of the key. For more information, see “Typing Numbers” on page 64.



The **disk light** indicates whether the hard disk or diskette drive is currently in use. Do not turn the computer off if this light is on.



The **battery light** tells you about the current battery charge. For more information, see “Monitoring Battery Power” on page 90.



The **power light** lets you know whether or not the computer is connected to an external power source. For more information, see “Connect to a Power Source” on page 15.

Let's Start at the Very Beginning...

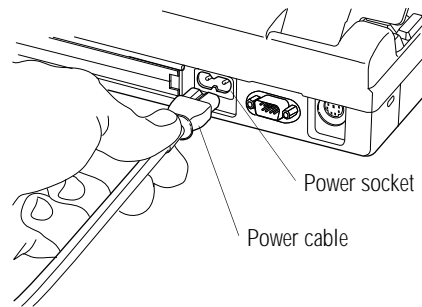
Now that you know where everything is, it's time to get to work. If you're new to computers or have never used a notebook computer before, this chapter provides easy-to-follow steps for getting the computer up and running.

Connect to a Power Source

Your computer requires power to operate. By connecting the computer to a power source you can provide power to run the computer and charge the battery. With the computer's built-in power supply, providing power to your computer requires only a power cord. Just plug the cord into the computer and a live power outlet.

Before you can use the battery to run the computer, you must charge it. Leave the computer plugged in for at least two and a half hours with the computer turned off. Soon the battery will be completely charged and ready to power the computer.

To connect your computer to a power source, follow these steps:



Connecting the power cable to the computer

- 1 Connect the power cable to the power socket on the back of the computer.**
- 2 Connect the other end of the power cable to a live wall outlet.**

The power light on the front of the computer glows green.

Adding Memory (Optional)

Your computer comes with enough memory to run most of today's popular applications. However, you may want to increase the computer's memory. With additional memory, the computer:

- ❖ can run more programs and open more documents at the same time.
- ❖ runs Windows 95 and Windows applications much faster.

By installing extra memory now, you'll be able to operate your computer at its maximum capacity from the start. Of course, you can always come back to this section if you decide to add memory at a later time.

Sizes of Memory Modules

Additional memory is easy to install. Memory modules, available from your dealer, come in the following sizes:

<i>Memory Module Size</i>	<i>Total Memory in System</i>
8MB	16MB
16MB	24MB
32MB	40MB

Install the Memory Module

The memory module installs into the memory expansion slot on the bottom of the computer as follows:

1 Click Start, then click Shut Down.

If the computer is already turned off, skip to step 3.

2 Click the button next to Shut down the computer, then click Yes.

Windows 95 shuts down and turns the computer off automatically.

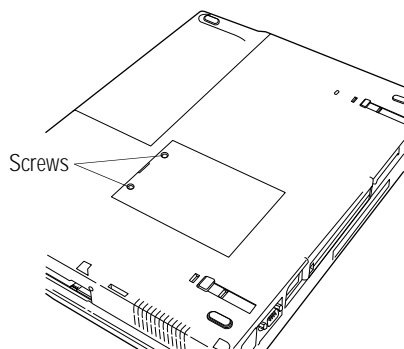
3 Unplug the computer.



Installing a memory card with the computer's power on may damage the computer, the card or both.

4 Close the display and remove any cables you may have connected. (If you're following the steps in this chapter, you haven't connected any yet.)

5 Turn the computer upside down.



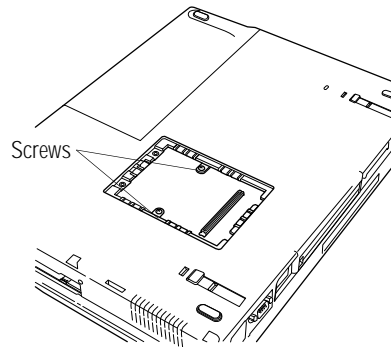
The memory slot cover

- 6 Use a small Phillips screwdriver to remove the two screws that secure the memory slot cover.**
- 7 Remove the memory slot cover.**



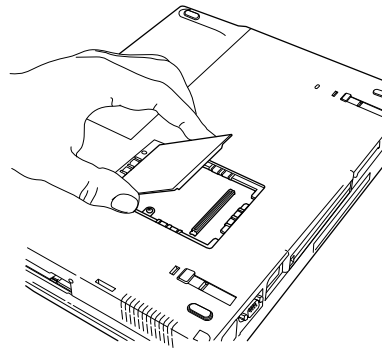
Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

To avoid damaging the memory module, be careful not to touch its pin connector (the side you insert into the computer).



Removing the screws

8 Remove the two screws from the memory slot.



Inserting the memory module

9 Carefully place the module in the slot. Line up the connector on the module with the connector in the computer.

10 Gently press the module down into place.

11 Secure the module in place with the two screws you removed in step 6.

12 Replace the memory slot cover.

13 Replace the screws you removed in step 4 and tighten them.

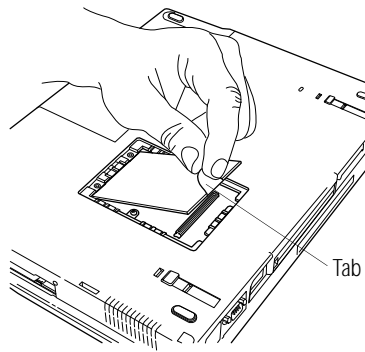
14 Turn the computer over.

When you turn your computer on, it will recognize the additional memory automatically.

Removing a Memory Module

If you ever need to remove the memory module:

1 Follow steps 1 through 8 in the previous section to open the memory slot and remove the screws that secure the card.



Removing the memory module

2 Lift up the memory card tab to remove the card.

3 Replace the screws that held the card in place.

4 Follow steps 10 through 12 in the previous section to close and secure the memory slot.

Connecting a Parallel Printer

If you've already purchased a printer, now is a great time to connect it to the computer. If you don't have a printer yet, don't worry. You can always connect one later.

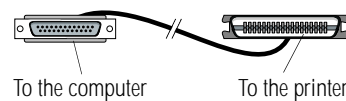
The most common type of printer is a parallel printer. To connect a parallel printer, you'll need a standard parallel printer cable. You may have received a cable when you purchased your printer. Otherwise, printer cables are available from your dealer and at most computer and electronics stores.



If your printer is ECP- or IEEE-compliant, make sure your printer cable is an IEEE 1284 cable.

To connect the printer to the computer, follow these steps:

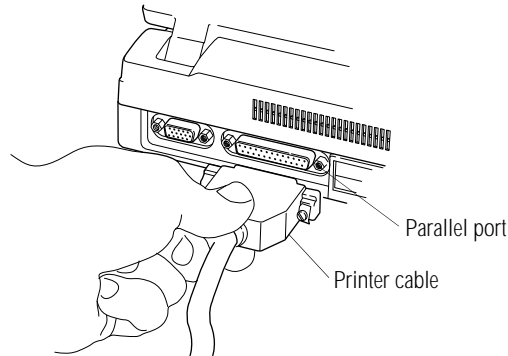
- 1 Identify the two ends of the printer cable. One end (with the male DB-25 connector) connects to the computer. The other end connects to the printer.**



Identifying the ends of the printer cable

- 2 Connect the printer cable to your printer.**

If you're unsure how to do this, please check the documentation that came with your printer.



Connecting the printer cable to the parallel port

- 3 Turn the computer off.**
- 4 Connect the printer cable to the computer's parallel port.**

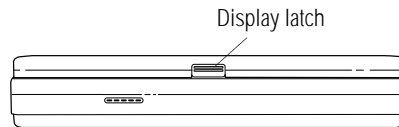


Don't connect the printer cable if the computer's power is on. Doing so may cause damage to the printer, the computer or both.

- 5 Plug the printer's power cable into a live AC outlet.**

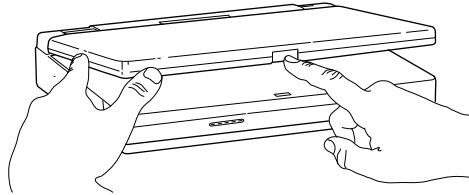
Open the Display

The final step before you turn your computer on is to open the display.



The display latch

- 1 Facing the front of the computer, locate the display latch on the front center of the display panel.**



Opening the display

- 2 Push on the display latch and lift the display panel.**
- 3 Adjust the display panel to a comfortable viewing angle.**



To avoid damaging the display panel, do not force the panel beyond where it moves easily.

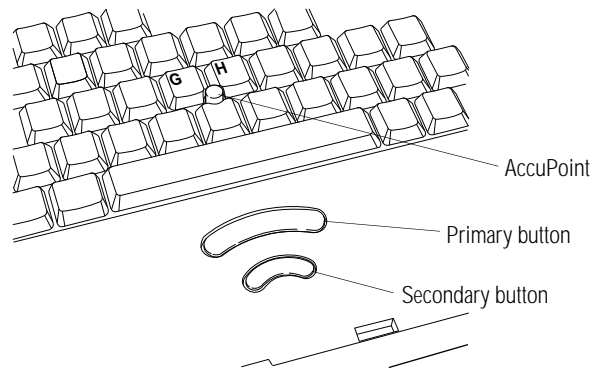
Fill In Your Registration Card and Mail It

Take a few minutes now to fill in and mail your product registration card. The card was on the keyboard of your computer when you first opened the display panel. Sending in your product registration card lets Toshiba keep you up to date with information about new products and upgrades.

Registering your computer also extends your Toshiba warranty world-wide at no charge to you. See the registration card and warranty information for details about the warranty options available through Toshiba.

Using the AccuPoint Pointing Device

The computer's AccuPoint pointing device enables you to move the cursor and to select items on the screen. If you're familiar with desktop computers, you may have used a mouse or trackball for this purpose. The AccuPoint provides all the functionality of a mouse or trackball without your hands ever leaving the keyboard. If you would rather use a mouse or trackball, you can connect one to the computer's serial port or PS/2 port. You may also use the mouse port on the optional NoteDock™.



The AccuPoint pointing device

To move the cursor, gently push the **AccuPoint** in the direction you want the cursor to move. Pushing harder on the AccuPoint moves the cursor faster.

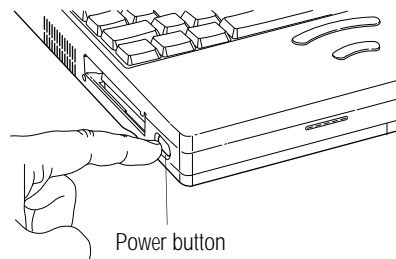
When a step instructs you to click or choose an item, move the cursor to the item, then press and release the **primary button**. To double-click, click the primary button twice in rapid succession.

The function of the **secondary button** depends on the programs you use. It corresponds to the right button on a mouse. Check your programs' documentation to find whether they use the right mouse button.

Turn the Computer On

Finally, the preparation is over. It's time to turn the computer on and get to work. To turn the computer on, follow these steps:

- 1 **Make sure there's no diskette in the diskette drive.**
- 2 **If you have a printer connected to your computer, turn the printer on and wait until the printer is ready (on line).**
- 3 **Locate the power/speed light on the indicator panel.**



Turning the power on

- 4 **Press and hold the power button on the left side of the computer. Hold the power button in until the power/speed light turns on.**

When You Turn the Computer on the First Time...

The first time you turn the computer on, it displays several messages and leads you through a series of startup screens. These screens lead you through the following activities:

- ❖ Choosing between Windows 95 and Windows 3.11 (**Satellite 100CS only**).
- ❖ Setting up Windows 95.
- ❖ Setting up Windows 95 to work with your printer.

- ❖ Selecting the Date/Time Properties.
- ❖ Creating Windows 95 diskettes.
- ❖ Exploring additional Windows 95 features.

Choose Windows 95 or Windows 3.11

If you purchased a Satellite 100CS, the system displays a number of introductory screens, then prompts you to choose between Windows 95 and Windows 3.11. Click Next to select the default (Windows 95), or choose Windows 3.11 from the drop-down list box.



Read the introductory screens carefully to avoid accidentally accepting the wrong operating system. Once you choose Windows 95 or Windows 3.11, the operating system you did not select is deleted permanently from your system.

If you purchased a Satellite 105CS computer, you won't have this choice—Windows 95 comes pre-installed.

All of the instructions in this guide are specific to Windows 95. If you choose Windows 3.11, a number of things will be different, including:

- ❖ “Getting Comfortable with Windows 95” on page 37 refers to Windows 95 only.
- ❖ Start MaxTime, Hardware Setup and Fn-esse by double-clicking their icons in the Toshiba Utilities group in Program Manager.
- ❖ There is no Suspend command in Windows 3.11. Use Resume Mode instead.

- ❖ Windows 95 contains the files your computer needs to communicate with optional PC Cards. If you're using Windows 3.11, use Toshiba Card Manager with your optional PC Cards.
- ❖ The steps in "Changing the Display Mode" on page 185 are for Windows 95. To change the display mode in Windows 3.11, double-click the Chips CPL icon in the Control Panel.

Continue with the next section.

Set Up Windows 95

The first time you turn your computer on, the Setup program displays the Welcome to Windows Setup dialog box.

Follow these steps to set up Windows 95:

1 In the Welcome to Windows Setup screen, click Next.

Setup starts gathering information about your system.

2 Select your Regional Settings and click Next. The default is English (American).

3 Select the keyboard layout and click Next. The default is United States.

4 Enter the requested User Information, then click Next.

Setup displays the License information.

5 Read the License information.

6 Click the button next to I accept the agreement in order to continue the installation, then click Next.

7 Type in the number from the Certificate of Authenticity that came with your computer, then click Next to continue with Configuring Your Computer.

Setup installs devices for your system and prompts you to restart the computer.

8 Click Finish to restart the computer.

You are now ready to set up Windows 95 for your printer.

Set Up Windows 95 for Your Printer

If you already have a printer, choose Next when the system prompts you to set up your printer. If you plan to purchase a printer later, choose Cancel now and see “Setting Up Windows 95 to Work with Your Printer” on page 67 when you’re ready to connect it.

To set up Windows 95 to work with your printer when you first open Windows 95, follow these steps:

- 1 When Windows 95 opens the Printers dialog box, scroll through the list of manufacturers and then printers until you find yours.**

If your printer is not listed, it probably came with its own diskette. Refer to your printer documentation for installation instructions.

- 2 Select your printer and choose Next.**
- 3 Set the port to LPT1: and choose Next.**
- 4 Type a new name for your printer or accept the default and choose Next.**
- 5 If your printer is connected and turned on, choose Finish to print a test page. To finish the setup procedure without printing a test page, choose No, then Finish.**

Select Date/Time Properties

As Setup continues, Windows 95 displays the Date/Time Properties dialog box. This dialog box has two tabs. Click on a tab to bring it to the front.

- 1 On the Time Zone tab, select your time zone by clicking the up and down arrow keys.**
- 2 On the Date and Time tab, set the correct date and time, if necessary.**
- 3 When you’re done, click Close.**

Create Windows 95 Diskettes

The Microsoft Create System Disks program creates program diskettes for the Windows 95 operating system. To run this program, choose Next when prompted during the initial startup procedure.

If you prefer to make these diskettes later, choose Cancel. When you're ready to make these diskettes, refer to "Running Microsoft Create System Disks" on page 31.

Complete the Initial Startup Procedure

After you've finished making Windows 95 diskettes, Windows 95 completes its setup procedure and displays the Welcome to Windows 95 screen (if you selected Windows 95 for your operating system). This screen provides the following options:

- ❖ The Windows 95 Tour gives you a brief overview of Windows 95. For a more complete introduction, see "Getting Comfortable with Windows 95" on page 37.
- ❖ Select What's New for answers to common questions about Windows 95.
- ❖ Online Registration lets you register Windows 95. This works only if you already have a modem installed.

Once you've finished looking at any or all of the above options, choose Close to finish the initial startup procedure and open Windows 95.

Create or Purchase Master Diskettes

When you buy a program at a computer store, you receive one or more program diskettes. These program diskettes contain the files necessary to install the program on your computer's hard disk. You can also use them to reinstall your software if necessary.

However, your computer comes with Windows 95 and a number of other programs already installed on the hard disk. If any of these programs is ever damaged or deleted, you'll need program diskettes to reinstall it.

There are two ways to obtain program diskettes for your pre-installed software:

- ❖ Buy blank diskettes and run Microsoft Create System Disks and Toshiba's Master Disk Creator.
- ❖ Purchase the diskettes from Toshiba using the order form that came with your computer.

Preparing to Create Master Diskettes

Disk image files on your hard disk contain all the information to create program diskettes for the factory pre-installed programs on your computer. Microsoft Create System Disks and Master Disk Creator copy these disk images to diskettes.

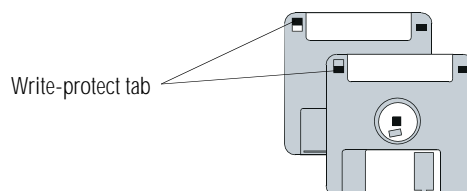


You cannot reinstall programs from the disk image files on the hard disk. You must use program diskettes created with Create System Disks or Master Disk Creator to reinstall any of the pre-installed programs.

To run these programs, you need:

- ❖ a few hours.
- ❖ blank, formatted, 3 1/2" high-density (1.44MB) diskettes, approximately 30 for Create System Disks and from 5 to 25 for Master Disk Creator. You can buy pre-formatted diskettes, or follow the instructions in "How to Prepare Diskettes for Use" on page 69 to format them yourself. We recommend you use high-quality new diskettes.

The diskettes must be write-enabled (the write-protect tab at the left corner of the diskette must cover the square hole).



Write-protected and write-enabled diskettes

Although you can run these programs at any time, it's a good idea to create your program diskettes the first time you start the computer. If you decide to put off the process until later, make sure you don't forget. You don't want to accidentally delete a program file and have no master diskettes available from which to reinstall it.

Running Microsoft Create System Disks

If you chose not to create Windows 95 diskettes when you turned the computer on the first time, you should do so now. Since Microsoft Create System Disks requires you to make all the Windows 95 diskettes at once, make sure you have at least 30 formatted high-density diskettes before you start the program.



NOTE

You can run Create System Disks only once. After you create the diskettes, the program deletes the images from your hard disk.

To run Create System Disks, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Accessories, then point to System Tools.**
- 3 Click Create System Disks.**

Windows 95 opens the Create System Disks program. Follow the instructions on the screen to create the program diskettes.

Running Master Disk Creator

Master Disk Creator is a very simple program to use. Once you have started it, follow the instructions on the screen, inserting and removing diskettes as prompted. Make sure you label the diskettes as indicated by Master Disk Creator.

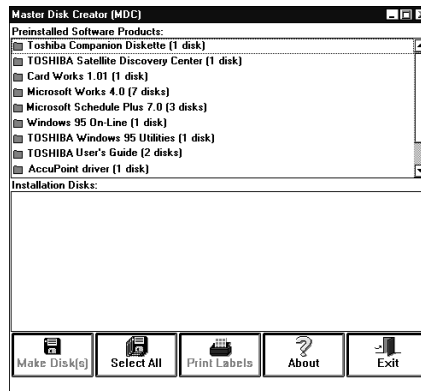
To run Master Disk Creator, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click Master Disk Creator.**

Master Disk Creator displays a welcome screen.

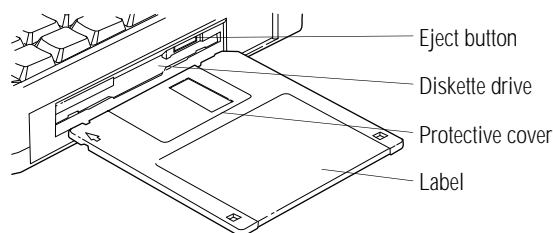
- 3 Choose OK by using the AccuPoint to move the pointer to it and clicking with the primary button.**

Master Disk Creator displays a list of the available disk images similar to the following:



A sample list of disk images

- 4 Select the programs for which you want to create program diskettes. To create a complete set of program diskettes, choose Select All.**
- 5 Choose Make Disks.**
- 6 Label the diskettes with the names shown on the screen.**



Inserting a diskette

7 Insert a blank diskette when Master Disk Creator prompts you for one.

The illustration above shows the correct insertion procedure. Make sure your fingers are touching the **label** and that the **protective cover** points toward the **diskette drive**. When the diskette is almost completely in the drive, you will feel a slight resistance. Push the diskette gently to secure it. When the diskette is completely in place, the **disk eject button** pops out.

8 Choose Create Disk to begin copying files to the diskette.

A meter lets you monitor the copying process.

9 When Master Disk Creator prompts you to, press the disk eject button to remove the diskette.



If the diskette drive light is on, do not remove a diskette. Doing so could destroy the information on the diskette and damage the diskette and/or the drive.

10 Write-protect the diskette by moving the tab on the back of the diskette to expose the write-protect hole.

Write-protecting a diskette prevents you from erasing or overwriting the information on the diskette.

11 Continue inserting and removing diskettes according to the instructions on the screen.

Since creating program diskettes will take some time, now is a good time to fill in your registration card if you haven't yet done so.

12 When you've finished making the master diskettes, store them together in a safe place.

Getting Comfortable with Windows 95

Your computer starts Windows 95 when you turn the power on. Windows 95 is the computer's operating system, providing a means of communication between your computer, your programs, and you. While using Windows 95 for the first time may be a bit confusing, you'll find it extremely easy once you gain a bit of experience.

This chapter introduces Windows 95 by taking you through a few basic tasks. If you're new to computers or have never used Windows before, the skill and confidence you'll gain will more than offset the small amount of time you spend going through these lessons.

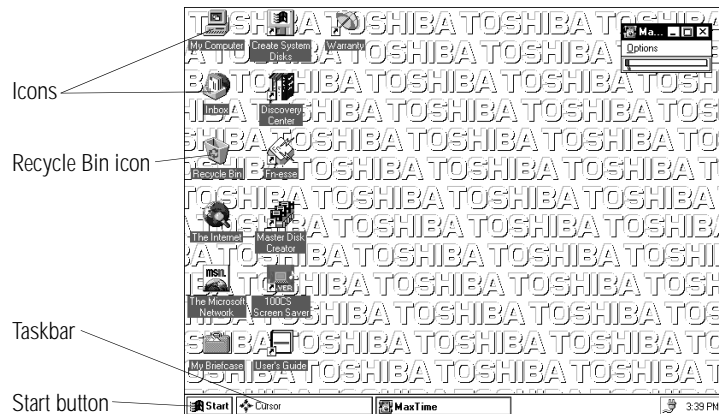
If you've used an earlier version of Windows, you'll notice that Windows 95 is very different. Even though many of the steps will seem obvious to you, you may still want to at least skim through the information in this chapter. Otherwise, Windows 95 Help discusses a number of the major differences in an easy question-and-answer format. Click Start, then Help to open Help, click the index tab, then type tips and double-click "for Windows 3.1 users."

One of the wonderful things about Windows 95 is its flexibility. There are many paths to reach a desired goal. While the steps in this chapter will accomplish the indicated tasks, there are often quicker ways of doing things. For example, if you've used earlier versions of Windows, many familiar key combinations will still work. If you're curious, refer to online help or your Windows 95 documentation for more information.

Exploring the Desktop

The desktop is the launching point for everything you want to do in Windows 95. You use its features to start programs, find documents, set up system components and most other computing tasks.

The following illustration identifies the major features of the desktop:



The desktop

The Start button does just what it says. You use the Start button to start programs, documents and anything else you might want to use within Windows 95. To learn how to use the Start button, see “Lesson 3: Starting Programs” on page 44.

The taskbar lets you know what documents you currently have open. It may also display the time. Right now, the taskbar is blank because you haven't started anything. As you work through the lessons in this chapter, the taskbar will change to reflect what you're doing.

The icons provide shortcuts to programs, documents and system features and components. To learn how to create and use these icons, refer to your Windows 95 documentation.

One special icon is the Recycle Bin. You use the Recycle Bin to delete files and remove object from the desktop. You'll learn more about the Recycle Bin in "Lesson 6: Removing Objects from the Desktop" on page 49.

Lesson 1: Using the AccuPoint Pointing Device

The AccuPoint is your basic tool for moving around and working in Windows 95. This lesson teaches you some of the things you can do with the AccuPoint.

Follow these steps:

1 With your index finger, push gently against the left side of the AccuPoint.

Notice how the arrow (pointer) moves to the right edge of the screen.

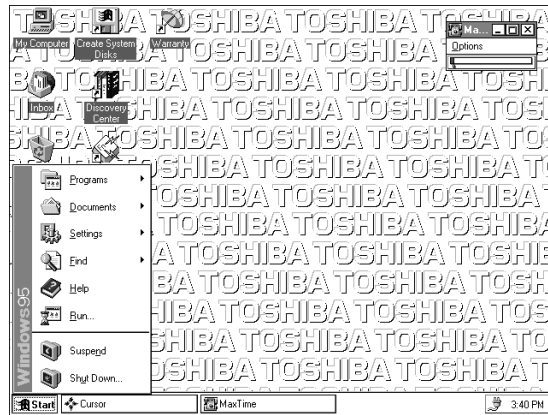
2 Push a bit harder against the right side of the AccuPoint.

Notice that the pointer moves faster as you increase the pressure on the AccuPoint.

3 Practice moving around the screen.

Experiment with moving in different directions and at different speeds. See how quickly you can point to a particular spot on the screen.

- 4 Move the pointer to the Start button and click the primary button (it's the larger one).**



The desktop with the Start menu open

Windows 95 opens the Start menu. You'll use this quite a bit once you get deeper into Windows 95.

- 5 Click an empty area of the desktop to close the Start menu.**
- 6 With the pointer in an empty area of the desktop, click the secondary button (the smaller one).**



NOTE

Throughout the remainder of this manual, the term "click" will refer to clicking the primary button. Instructions requiring the secondary button will specifically mention that button. For example, "click the secondary button."



The desktop shortcut menu

Windows 95 opens the desktop shortcut menu. As the name implies, shortcut menus provide quick access to many features of Windows 95. For more information about shortcuts in Windows 95, refer to help or your Windows 95 documentation.

7 Click an empty area to close the shortcut menu.

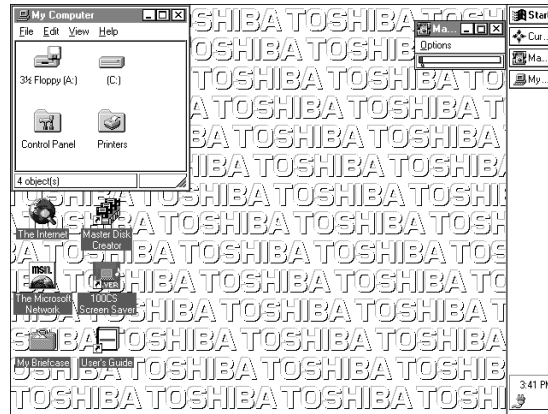
8 Move the pointer to the My Computer icon and rapidly click twice.



The desktop with the My Computer window open

The My Computer window opens. This process is known as “double-clicking.”

9 Click the taskbar at the bottom of the screen and, while holding the primary button, drag the pointer to the right edge of the desktop.



The desktop with the taskbar on the right

The taskbar moves from the bottom to the right edge of the desktop. You may move the taskbar to any of the desktop's four edges. This process is known as “clicking and dragging.”

10 Click the taskbar once again and drag it back to the bottom of the desktop.

Congratulations. You're now an AccuPoint expert and have all the tools you'll need to complete the remaining lessons.

Lesson 2: Creating a New Document

Now that you've gotten used to the desktop, you'll want to go on to where you can do some real work. Before you can actually do anything, you need to get off of the desktop and into a program.

Sometimes however, particularly if you're a new computer user, you'll want to do something, like type a letter, without knowing what program to use. Windows 95 lets you choose a type of file and then opens the program appropriate to that file type.

This lesson teaches you how to create a text file without first opening a program.

Follow these steps:

- 1 **Move the pointer to an empty area of the desktop and click the secondary button.**
- 2 **Click New, then click Text Document.**

Windows 95 creates an icon on the desktop called New Text Document with the icon name highlighted.

- 3 **You'll probably want to give your file a meaningful name, so type My New File and press Enter.**
- 4 **Double-click the icon.**



The Notepad window

Windows 95 opens the new file in Notepad, the text editor built into Windows 95. Notice that as you open the file there's a new icon on the taskbar that reads My New File - Notepad (the name may be too long to fit into the taskbar space, but if you point to the name, Windows 95 will display all of it). By displaying icons like this one, the taskbar helps you keep track of the programs and files you currently have open.

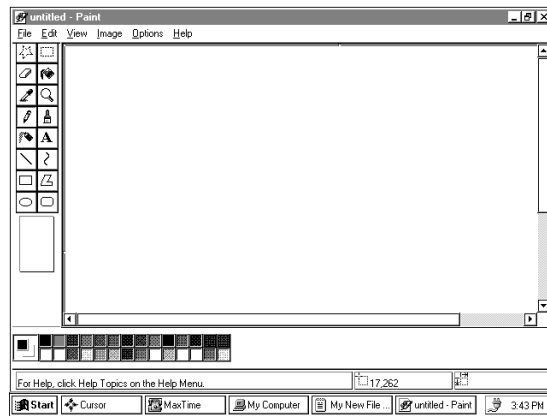
To learn more about Notepad, click Help or refer to your Windows 95 documentation. But for now, leave Notepad open and go on to the next lesson.

Lesson 3: Starting Programs

After you've gained some experience and added some programs of your own, you'll know exactly what program you want to use for a particular task. This lesson teaches you how to start programs from the desktop, using two of the programs built into Windows 95.

Follow these steps:

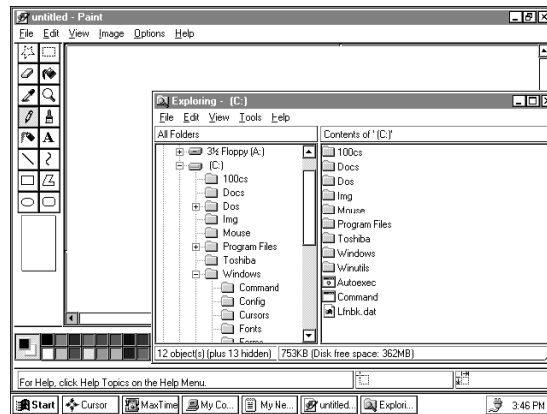
- 1 Click Start, then point to Programs.**
- 2 Point to Accessories, then click Paint.**



The desktop with Paint open

Windows 95 opens Paint, a simple drawing program. Your desktop now looks something like the above illustration. Notice again the new addition to the taskbar.

- 3 To open a second program click Start, then click Programs.**
- 4 Click Windows Explorer.**



The Explorer

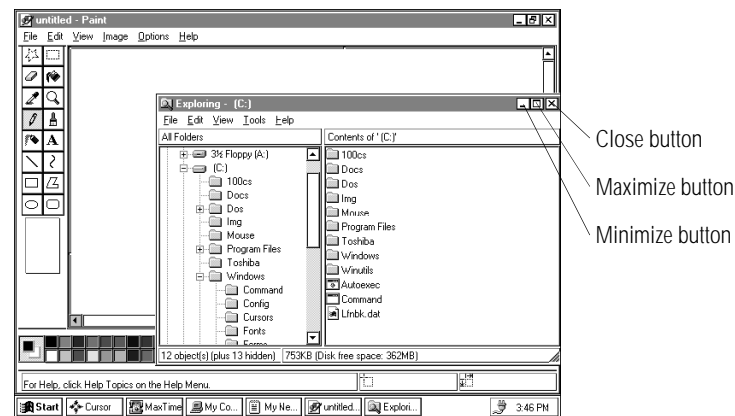
Windows 95 opens the Explorer and adds a new icon to the taskbar. The Explorer provides access to all your computer's resources. For example, the Explorer lets you see all the icons in a particular folder on the computer's hard drive.

Now you have three programs open on the desktop. Each of these programs is in its own window, with a border separating it from the desktop and other windows. You'll learn more about working with windows in the next lesson. Leave them open for now and go ahead.

Lesson 4: Resizing and Reshaping Windows

If you've been following the steps in this chapter, you now have a screen cluttered with several program windows. Fortunately, it's simple to recreate order out of this chaos. You can resize windows so you can see more than one of them at a time. You can also hide windows by removing them from the desktop without actually closing your document or program.

Take another look at the screen and notice the buttons at the top right of the Explorer Window. Two of these buttons let you change the size of the window:



The sizing buttons

- ❖ The **minimize button** reduces the window to a button on the taskbar.
- ❖ The **maximize button** increases the window so that it takes up the entire screen, except for the taskbar. When a window is maximized, the button changes into the restore button.

The close button closes the window. You'll learn more about the close button in "Lesson 5: Closing Your Programs and Files" on page 48.

This lesson teaches you several ways to adjust the size and shape of windows open on the desktop.

Follow these steps:



- 1 Click the minimize button at the top right of the Explorer window.**

Explorer disappears from the screen. However, it's still open, as you can see from the taskbar.

Minimizing program windows is a good way to clean up the desktop without actually closing programs.



- 2 Click the maximize button at the top right of the Paint window.

Paint expands to the full size of the screen, except for the taskbar. Notice that the maximize button has changed. It's now called the restore button.

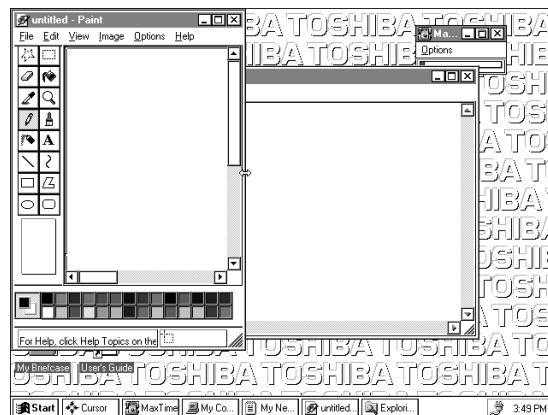
Maximizing a program is a good way to work when you're only using that program and don't want any other distractions on the screen.



- 3 Click the restore button.

Paint returns to its previous size and location. Again, notice how the restore button has changed back into the maximize button.

For the next few steps assume that you want to be able to see both Paint and Notepad at the same time.



Resizing the Paint window

- 4 Move the pointer to the right side of the Paint window. When the pointer changes to a two-headed arrow click and, while holding the primary button, drag the edge of the window until it takes up just less than half the width of the desktop.

- 5 **Click the title bar of the Paint window and, while holding the primary button, drag the window to the far left of the desktop.**
- 6 **Move the pointer to the left side of the Notepad window. When the pointer changes to a two-headed arrow click and, while holding the primary button, drag the edge of the window until it takes up just less than half the width of the desktop.**
- 7 **Click the title bar of the Notepad window and, while holding the primary button, drag the window to the far right of the desktop.**

Now that you've got them side-by-side, you could refer to one window while working in the other. Assume now that you want to refer back to the Explorer.

- 8 **Click the Explorer icon on the taskbar.**

The Explorer window returns to its previous size and location.

In your real work, resizing and moving windows gives you a great deal of flexibility. Don't hesitate to rearrange the desktop to suit your tastes and needs.

At this point you have three programs open on the desktop. Go on to the next lesson to learn how to close them.

Lesson 5: Closing Your Programs and Files

Once you're finished working with a document or program, it's a good idea to close it to free up the space in memory for something else. While you can run a number of programs at the same time in Windows 95, having a large number of programs and documents open at the same time can slow down your system. This lesson teaches you how to close the program you've opened earlier in this chapter.

Follow these steps:



Closing the Explorer



- 1 Click the close button at the top right of the Explorer window.

That's all there is to it. The Explorer program closes, removing the Explorer icon from the taskbar as well.

- 2 Close Paint, Notepad and the My Computer window (assuming it's still open by this time) by clicking their close buttons.

You're almost done. Now go on to the next section to finish cleaning up the desktop.

Lesson 6: Removing Objects from the Desktop

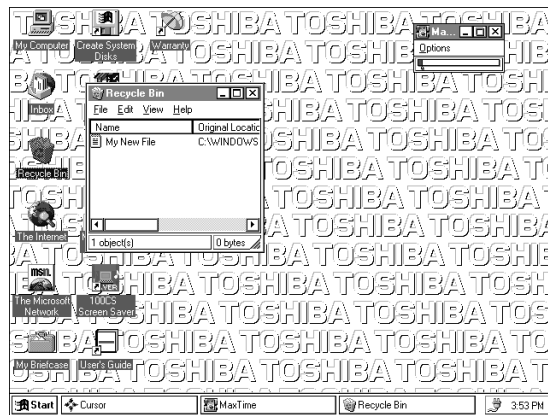
Back in "Lesson 2: Creating a New Document" on page 42, you created a new icon on the desktop. Since everything you've done to this point has been just practice for your real work, you'll want to return the desktop back to its original uncluttered state. This lesson teaches you how to remove objects from the desktop and introduces the Recycle Bin.

To remove your new icons from the desktop, follow these steps:

- 1 **Click the My New File icon and, while holding the primary button, drag it over the Recycle Bin icon.**

The My New File icon disappears. But, with Windows 95, it isn't really gone. It's merely set aside to where you can delete it completely later.

- 2 **Double-click the Recycle Bin icon.**



The Recycle Bin window

Windows 95 opens the Recycle Bin window. Notice that My New File is listed.

- 3 **To completely remove My New File, click it and click File, then click Delete.**

My New File is gone forever.

Later on—in your real work, not in this tutorial—you'll use the Recycle Bin to other things. Still, the process is the same. Drag its icon to the Recycle Bin and, sometime when you're absolutely certain that you never want to see it again, delete it from there.

That's most of the basics. Now go on to the next lesson to learn what to do if you get lost somewhere in the vast complexity of Windows 95.

Lesson 7: I'm Lost—Now What Do I Do?

Windows 95 has an excellent help facility. If you can't figure out how to do something, the answer is probably only a few clicks away. This lesson teaches you how to use some of the help features in Windows 95.

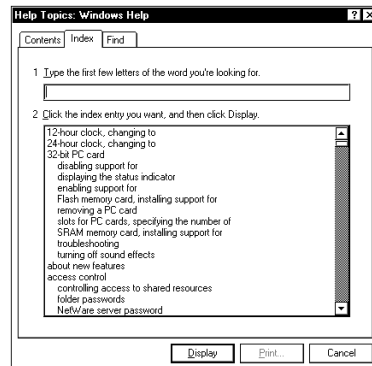
Assume that you want to draw a picture but don't know how.

Follow these steps:

1 Click Start, then click Help.

Windows 95 opens the Help window.

2 If you don't see the Index page, click the Index tab.



The Help window on the Index page

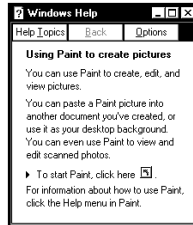
Help displays the Index page. Most of the screen contains a list of topics. The upper part of the screen, where the cursor is flashing, lets you type in a topic.

3 Type picture.

Notice as you type that the topic list adjusts to fit what you're typing. When you type the letter p, the topic list moves to the first entry that begins with P, etc.

There are a number of topics listed under Picture. One of them, drawing, looks promising.

4 Double-click drawing.



The Drawing help screen

Help opens a topic screen, giving a brief description of how to draw pictures, including an icon to start the Paint program.

5 Click the click here icon.

Windows 95 opens the Paint program.

Not every help topic screen contains an icon to start a program. However, when you do encounter one, it's a great way to move from reading about your question to an instant solution.

6 Just to clean up the desktop, close both Help and Paint by clicking their close buttons.

You're almost done! The next (and last) lesson tells you how to shut down Windows and turn your computer off.

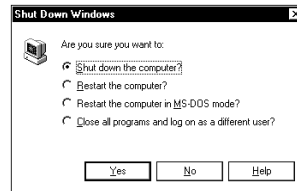
Lesson 8: Turning Your Computer Off

It's very important that you let Windows 95 shut down your computer before you turn the power off. As it shuts down, Windows 95 performs a number of tasks that ensure that everything's in place the next time you turn the computer on. This lesson teaches you how to shut down Windows 95 and turn your computer off.

To turn your computer off, follow these steps:

1 Click Start, then click Shut Down.

Windows 95 displays a dialog box similar to the following:



The Shut Down dialog box

2 Make sure the button next to Shut Down the computer is selected. If it isn't, click it now.

Windows 95 asks if you really want to shut down now.

3 Click Yes.

Windows 95 shuts down and turns the computer off automatically.

Learning the Basics

The information in this chapter is intended for the novice computer user. Simple steps describe many day-to-day computer operations. There are also lists of helpful computing tips. By the end of the chapter, you'll have developed many of the basic skills that more advanced users take for granted.

Computing Tips

It seems that everybody's grandmother has a list of rules that will make your life better. This section presents a few rules that your grandmother would include if she were teaching you how to use your computer.

Two Things Every User Learned the Hard Way

- ❖ Save your work frequently.

Both novice and experienced computer users occasionally forget to save their work. When the power goes out and you are looking at a blank screen that contained, only moments ago, an entire afternoon's work, you'll say, "I wish I had saved!"

See the instructions in "How to Save Your Work" on page 64.

- ❖ Back up your files on a regular basis.

It's easy to put off backing up because it takes time. However, if the power goes out or you can't access your hard disk, you'll wish you had taken the time to do backups.

See the instructions in "How to Back Up Your Work on Diskettes" on page 72.

Five More Things Every Computer User Should Do

- ❖ Take frequent breaks to avoid repetitive strain injuries and eye strain.

As indicated in "Keep Yourself Comfortable" on page 3, it's important to stay comfortable while you're working at your computer.

- ❖ Exit Windows 95 before turning the computer off, unless Resume Mode is on. See "How to Start Where You Left Off" on page 60 for information about Resume Mode.

Windows 95 records information, such as your Desktop setup during its shutdown procedure. If you don't let Windows 95 shut down, it can forget things such as new icon positions.

- ❖ Set up your computer to fit your tastes and needs.

You're the one that's going to be looking at the screen while you work. If you don't like the colors on the screen, go ahead and change them. See your Windows 95 documentation for information on changing the appearance of your screen.

- ❖ Scan all new files for viruses.

It's unlikely, but possible, that even new programs that you buy from your local computer store may contain a computer virus. See "Viruses and How To Cure Them" on page 165 for information about detecting and removing computer viruses.

- ❖ Run Create System Disks and Master Disk Creator or purchase master program diskettes.

At some point, you may need installation diskettes for the programs that came pre-installed on your computer's hard disk. See "Create or Purchase Master Diskettes" on page 29 for more information.

Five Things You Should Never Do

- ❖ **Don't** spill a drink into the computer.

If you do spill a drink that gets into the keyboard, turn the computer off immediately and unplug it. Leave it off overnight to give the keyboard time to dry out before you return to work.

- ❖ **Don't** format a disk that contains valuable information.

Formatting removes all the information that's currently on the disk. If your files are important to you, always double-check a disk before you format it.

- ❖ **Don't** turn the computer off when a drive indicator light is on.

Turning off the computer while it's reading from or writing to a disk may damage the disk, the drive or both.

- ❖ **Don't** put your diskettes or the computer near magnets, such as large stereo speakers.

Information on disks is stored magnetically. Getting a magnet too close to a disk can erase important files.

- ❖ **Don't** be afraid to use your computer, it's just a machine.

Many people are so nervous with their first computer that they forget it's merely a tool. Provided you follow the advice in this manual, you're unlikely to do your computer any harm. So use it and have fun.

How to Start a Program

Starting a program in Windows 95 is as easy as clicking the Start button, pointing to Programs and choosing the program's icon from the Programs menu. Of course, that only works if there is an icon for the program in the Programs menu.

Starting an MS-DOS program from a system prompt is a little more complex. To start an MS-DOS program, refer to the program's documentation for specific instructions.

Starting a Program from an Icon

To start a program from an icon, follow these steps, which use the Windows 95 Wordpad program as an example:

- 1 Click Start, then point to Programs.**

Windows 95 displays the Programs menu.

- 2 Point to Accessories.**

Windows 95 displays the Accessories menu.

- 3 Click Wordpad.**

Windows 95 opens Wordpad. Wordpad is a text editor — a scaled-down word processor without the frills.

That's really all there is to it. To close Wordpad, click the close button at the upper right corner of the window.

Starting a Program from the Explorer

These steps demonstrate how to start a program if it is not in the Start menu. To use this method, you need to know the file name and directory of the program you want to start.

This example, like the one above, opens Wordpad, using its file name of WORDPAD.EXE.

To start a program from the Explorer, follow these steps:

1 Click Start, then point to Programs.

2 Click Windows Explorer.

Windows 95 opens the Explorer.

3 In the left part of the screen, under the C: icon, double-click Program Files.

The Explorer shows the contents of the Program Files folder on the right side of the screen. The left side of the screen shows all the folders contained within Program Files.

4 Double-click Accessories.

The Explorer shows the Accessories files on the right side of the screen.

5 Double-click Wordpad.exe.

Windows 95 opens Wordpad.

When You Turn the Computer On...

Turning your computer on seems as easy as just pressing the power button. However, what you're not seeing is everything the computer does before it finishes its startup process.

All Those Messages...

When you turn the computer on, it flashes a number of messages across the screen before it loads Windows 95. Don't worry if you don't understand any of these messages. They indicate that the computer's going through its normal startup procedure.

If you're really interested in what's going on, there's more information in "What Really Happens When You Turn the Computer On?" on page 201. The next section tells you how to get to work immediately without waiting for all of the messages to appear.

How to Start Where You Left Off

Many times, you'll turn your computer off, intending to continue a bit later. Then, when you're ready to return to work, you turn the power on and wait while the computer displays messages and loads Windows 95, before you can load your program. Finally, you load your file and start to be productive.

There's an easier way. By using Windows 95's Suspend command or Toshiba's Resume Mode, you can start your computer and have everything back to where it was when you turned the power off. These modes provide a sort of electronic bookmark. They use the computer's backup battery to store its current state in memory while the power is off and, when you turn the computer back on, to restore the state the system was in before you turned the power off.

Suspending the computer is energy efficient. By avoiding the startup procedure, it extends the amount of work you can get done before recharging your battery.

Most of the time, you'll find the Windows 95 Suspend command quite convenient. However, if you want to use Toshiba's System Auto Off and Panel Power On/Off options, you'll need to turn on Resume Mode. For more information about these options, refer to "MaxTime" on page 241.

Using the Suspend Command

To turn the computer off using the Windows 95 Suspend command:

- 1 If you're on a network, save any network files you are using.**

Your network connections may be lost when you suspend your computer.

- 2 Click Start.**

- 3 Click Suspend.**

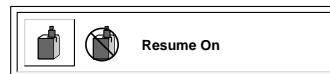
The Suspend command saves the current system settings, shuts down Windows 95, and turns the computer off.

Using Resume Mode

There are several ways to turn Resume Mode on and off. This section describes how to use a key combination, called a hotkey, to select Resume Mode. This is the quickest method. Turn to "Starting Again Where You Left Off" on page 99 for other methods.

To select Resume Mode, follow these steps:

- 1 Start MaxTime, if it's not already running.**
- 2 Press Fn + F3 to display the power-up pop-up window.**



The power-up pop-up window

- 3 While continuing to hold Fn, press F3 until Resume Mode is highlighted.**
- 4 Release the Fn key.**

The system is now in Resume Mode. The next time you turn your computer off and back on, you'll be right back where you left off.

How to Adjust the Display Panel

Where you use the computer will affect how easily you can see the images on the display panel. For example, the display panel may be more difficult to read outdoors in full sunlight than it is in a dimly lit room. Adjusting the display panel angle often helps, but you may also need to adjust the display brightness.

You can adjust the contrast of the display by rotating the contrast control dial on the right side of the display panel.

How to Use the Keyboard

If you've never used a computer before, you're probably asking yourself, "is this keyboard just like a typewriter? And if it is, what are all the extra keys for?" This section describes the keys on the keyboard and the differences between typing on a computer and that typewriter you may be used to using.

The Character Keys

For these keys, typing on a computer keyboard is very much like typing on a typewriter. However, there are some exceptions:

- ❖ When you press the spacebar, a computer does not simply pass over an area of the page like a typewriter does. Although you may not see anything on the screen, each time you press the spacebar, the computer creates a space character just as it creates characters representing letters or symbols.
- ❖ The lowercase l (el) and the number 1 are not interchangeable.

- ❖ The uppercase O and the number 0 are not interchangeable.
- ❖ On a typewriter, the shift lock key locks all the keys into their uppercase positions. On a computer keyboard, pressing the Caps Lock key changes only the alphabet keys to uppercase—the number and symbol keys aren't affected.

The Other Keys

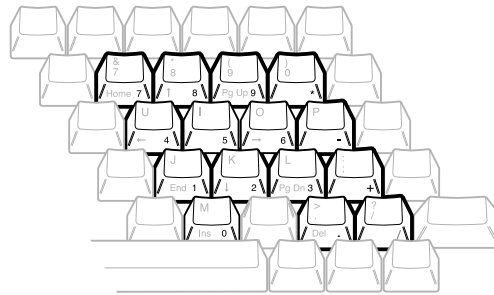
In addition to the character keys, the computer keyboard contains a number of keys that carry out special computer tasks. This section describes these special keys.

- ❖ The 12 function keys (F1, F2, etc.) across the top of the keyboard carry out program-specific tasks. To find out what these keys do in your program, refer to the program's documentation. Some software programs provide a template or quick reference card for these keys.
- ❖ The function of the Ctrl key (Control key) also varies according to the program you're using.
- ❖ If you're in Windows 95, pressing the Alt key lets you open menus.
- ❖ Pressing the Fn key simultaneously with one of the specially marked keys allows you to emulate a 101-key keyboard (discussed below), turn keyboard overlays on and off (page 176) and control various system functions.

Toshiba's powerful Fn-esse program lets you assign your own Fn key combination to launch a Windows program or document quickly from anywhere in Windows 95. Instructions for using this program are given in "Starting Programs Faster" on page 167.

Typing Numbers

The keys with white numbers on the right front are the numeric overlay. The following illustration highlights the keys in the numeric overlay.



The numeric overlay

To turn the numeric overlay on and off, press **Fn + F11**. The numeric lock light on the indicator panel shows whether the numeric overlay is on or off.

You can still use the overlaid keys to type alphabetic characters while the numeric overlay is on. To do so:

- ❖ for lower case letters, hold **Fn** down while you press the keys.
- ❖ for upper case letters, hold **Fn + Shift** down while you press the keys.

To use the cursor control overlay keys when the numeric overlay is on, press and hold **Shift** while you use the overlay keys. To return to the numeric overlay, release **Fn**.

How to Save Your Work

You've written the first chapter of the great American novel and it's time for a well deserved break. If you turn the computer off now (and Resume Mode is turned off), all your hard work will be lost. Before you go, save your work. This is one of the most important rules of computing.

When you're working in a file, all your work exists in the computer's memory. But information stored in memory is temporary: when you turn the computer off, everything in memory is lost. Therefore it's important to save your files to the hard disk or to a diskette.

Saving your files is quick and easy, and it's a good idea to get in the habit of saving frequently. That way, if you run into trouble, such as the power going out, you won't lose the product of many long hours of work.

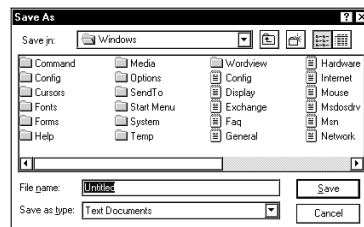
Many programs offer a feature that saves your files after a set period of time. Check your programs' documentation to see if they have an automatic save feature.

You use the same procedure to save files in all Windows programs. This section describes this procedure. If you're using an MS-DOS program, refer to your program documentation for instructions on saving files.

To save a file in a Windows program, follow these steps:

1 Choose Save from the File menu.

If you're working with a previously existing file, one that already has a file name, that's all there is to it. If you've created a new file, your program displays a Save As dialog box, like the following example. You use this dialog box to specify where to store the file and to give it a file name.



A sample Save As dialog box

2 Choose the drive and directory where you want your file to be stored.

3 Type a file name and choose OK.

Windows 95 supports file names of up to 255 characters. If you plan on sharing your files with a computer using MS-DOS or an older version of Windows, consider that file names in those operating systems may consist of up to eight characters followed by a period and a three-character extension. You may use all the letters and numbers on the keyboard plus the following characters: `_`, `^`, `$`, `~`, `!`, `#`, `%`, `&`, `{`, `}`, `(`, `)`, `@`, `'` and `~`. A file name must not contain a space.

Most programs assign an extension that identifies the file as being created in that program with a particular format. For example, Microsoft Word saves files with a `.DOC` extension. While you can create your own extension, this is usually unwise. Using the default for your program is a helpful reminder of where your file came from. Also the program is unlikely to recognize a strange extension and may refuse to handle your file correctly.

How to Print Something You've Created

By this time, you've probably created a document and saved it—if not, save it now. Naturally, you want to see the results of your work by printing your file.

Before you can print your work, you need to have:

- ❖ connected the printer to the computer (discussed in “Connecting a Parallel Printer” on page 21)
- ❖ set up your program to work with the printer (discussed below)

You only need to perform the setup step the first time you connect the printer. If you'll be using more than one printer or changing printers, you'll need to set up your programs to run with the additional printer(s).

Setting Up Windows 95 to Work with Your Printer

When you turned your computer on for the first time, the Windows 95 Setup program offered you the opportunity to introduce Windows 95 to your printer. Read this section if you didn't have a printer at that time, or want to set up a different printer.

Setting up a printer involves choosing a printer driver. This special program acts as a translator that turns your work into a form the printer can understand. This section describes how to select a printer driver in Windows 95. If you're using any non-Windows programs, you'll also need to set up a printer driver for each of those programs. Refer to your program's documentation for more information.

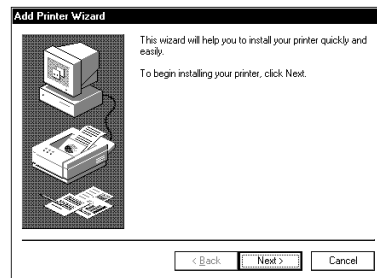
You set up a printer with the Add Printer Wizard. To set up Windows 95 to use your printer, follow these steps:

- 1 Click the Start button, then point to Settings.**
- 2 Click Printers.**

Windows 95 opens the Printers window.

- 3 Double-click Add Printer.**

Windows 95 opens the Add Printer Wizard.



The Printer Wizard

- 4 Click Next.**

The Add Printer Wizard may ask you whether you're installing a local or a network printer.



NOTE

If your printer is Plug and Play, Windows 95 recognizes it automatically. Ignore the remainder of this section.

- 5 If the printer you're setting up is connected to a network, select Network printer and click Next. If the printer isn't connected to a network, select Local printer and click Next.**

The Add Printer Wizard asks you to select your printer.

- 6 From the list of manufacturers and printers, select your printer and click Next.**

The Add Printer Wizard asks for the printer port.

- 7 Select the port settings according to the instructions in your printer's documentation and the port to which your printer is connected, then click Next.**

The Add Printer Wizard asks you to enter a "friendly" printer name.

- 8 Enter a name for your printer.**

If you're using more than one printer, make sure the name is descriptive enough to tell the difference.

- 9 If you want this printer to be the default printer for Windows 95, click Yes, then click Next. If you don't want this printer to be the default printer, click No, then click Next.**

Windows 95 prompts you to print a test page.

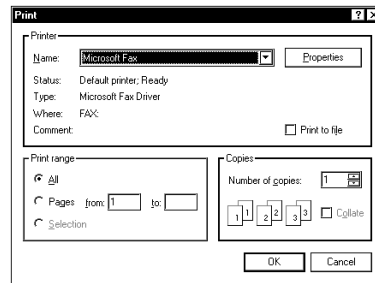
- 10 If your printer is connected and turned on, choose Finish to print a test page. To finish the setup procedure without printing a test page, choose No, then Finish.**

You're ready to print.

Printing Your Work

Once you have set up your printer and software correctly, it requires only a simple action to print a file from within a Windows application. Follow these steps:

- 1 Turn your printer on if it's not already on.**
- 2 Choose Print from the File menu of your Windows application.**



A sample Print dialog box

- 3 Choose OK to print.**

That's all there is to it. Depending on your application, you may see different messages indicating the status of your print job.

How to Prepare Diskettes for Use

Formatting makes it possible to use a diskette. You don't really need to know what's going on when you format a diskette, but if you're interested, the details are covered in "How Does a Disk Store Information?" on page 196.

You can buy two types of diskettes: preformatted and unformatted. If you've purchased preformatted diskettes, you don't need the information in this section because the diskettes' manufacturer has taken care of the process for you. If the package doesn't say anything about formatting, your diskettes are probably unformatted.

This section describes the simplest way to format a diskette. For more options, and an explanation of the other items in the Format dialog box, see Windows 95 Help or your Windows 95 documentation.

To format a diskette, follow these steps:

1 Insert a write-enabled diskette into the diskette drive.

The tab at the left corner of the diskette should cover the square hole (see diagram on page 31).



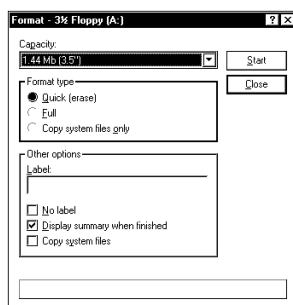
Formatting a disk erases all information currently on the disk. Do not format a disk unless you're sure it's blank or contains only files you no longer need.

2 Double-click My Computer.

Windows 95 opens the My Computer window.

3 Click the drive A: icon with the secondary button, then click Format.

Windows 95 opens the Format dialog box.



The Format dialog box

The options in the Format dialog box are already set to format your diskette.

4 Click Start.

Windows 95 formats the diskette, displaying the Format Results screen when it's finished.

5 Click Close.

6 Close the My Computer window.

How to Copy Something to a Diskette

Diskettes provide an easy means of transferring files from one computer to another. Copying a file to a diskette also gives you a backup copy in case something happens to the original on your hard disk. This section describes how to use the My Computer folder to copy a file from the hard disk to a diskette.

To copy a file from the hard disk to a diskette, follow these steps:

1 Insert a formatted diskette into the diskette drive. If you're unsure how to format a diskette, refer to "How to Prepare Diskettes for Use" on page 69.

2 Double-click My Computer.

Windows 95 opens the My Computer window.

3 Double-click the drive that contains the file you want to copy.

Windows 95 displays the contents of the drive.

4 Double-click the folder that contains the file, then click the file you want to copy.

As in earlier versions of Windows, you can use the Ctrl and Shift keys to select more than one file.

5 Click File, then click Send To.

6 Click the icon for the diskette drive (drive A).

Windows 95 copies the file(s).

How to Back Up Your Work on Diskettes

Murphy's law applies to everything—even computers. Therefore, it's a good idea to make a copy of everything on your computer's hard disk and store it in a safe place. This is called backing up your files. That way, if you somehow press the Delete key accidentally, you'll be able to recover your files quickly and easily.



DEFINITION

Murphy's Law: If anything can go wrong, it will, at the worst possible moment.

Your computer comes with Microsoft's Windows 95 backup program pre-installed on the hard disk. Other backup programs are available at many computer stores.

This section tells you how to use the backup program to back up all the files on your hard disk. Complete information on the backup program, including instructions for backing up only a portion of the files on your hard disk, is in Help and your Windows 95 documentation.



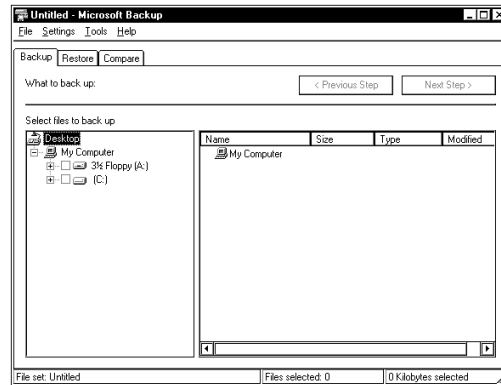
NOTE

Backing up all the files on your hard disk takes a considerable amount of time and lots of diskettes. However, in the unlikely event that you lose some or all of the information on your hard disk, you'll be glad you spent the time.

To back up all the files on your hard disk to diskette, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Accessories, then point to System Tools.**
- 3 Click Backup.**

Windows 95 opens the Backup window.



The Backup window

- 4 Click the files and folders you want to back up.**
- 5 Click Next Step.**
- 6 Click the drive where you want to back up the files.**
- 7 Click Start Backup.**
- 8 Type a name for the backup and press Enter.**
- 9 Insert new diskettes as Backup instructs you to do so.**

To restore information from your backup diskettes to your hard disk, use the Restore page in the backup program. Check Help or your Windows 95 documentation for information on restoring files.



When you're restoring files, the backup program prompts you if you try to overwrite a file that already exists on the hard disk. Make sure the backup version is the one you want before overwriting the existing file.

How and When to Turn the Computer Off

It's a good idea to turn your computer off when you're not using it for an extended length of time. There are, however, several things to keep in mind when you want to turn off the power:

- ❖ Use the Suspend command instead of Shut Down if you intend to use the computer shortly after turning it off. The next time you turn the computer on, you'll return to where you left off. If you're using battery power, this also saves power. For more information on suspending the computer, refer to "How to Start Where You Left Off" on page 60.
- ❖ Don't turn the power off if the disk-in-use light on the indicator panel is on. Doing so may damage your hard disk or diskette drive.
- ❖ If Resume Mode is turned off, shut down Windows 95 before you turn the computer off. The computer beeps when the Windows 95 shutdown procedure is complete. Turning the computer off before you hear the beep may produce unpredictable results.
- ❖ If you close the display panel while the computer is on, it beeps loudly until you turn the power off. To prevent this alarm from going off in the future, use MaxTime or TSETUP to set the Panel Close Alarm option to Disabled. See "MaxTime" on page 241 or "TSETUP" on page 273 for more information.

To turn the computer off, press and hold the power button until you hear a beep.

Caring for Your Computer

Take care of your computer and your computer will take care of you. It sounds like a cliché, but it's true. This section offers a few easy tips on looking after your computer.

Cleaning the Computer

To keep your computer clean, perform the following tasks regularly:

- ❖ Clean the exterior case of the computer with a lightly dampened cloth.
- ❖ To clean the screen, dilute a glass cleaner by adding an equal amount of water. Spray a small amount of the diluted cleaner on a cloth and gently wipe the screen.



Keep liquid, including cleaning fluid, out of the computer's keyboard and other openings. Never spray cleaner directly onto the computer. Never use harsh or caustic chemical products to clean the computer.

- ❖ Ask your Toshiba dealer for suggestions for appropriate cleaning products.

Moving the Computer

Your notebook computer is built to withstand reasonable shock and vibration. Before carrying or transporting your computer, remember these points:

- 1 Make sure all disk activity has ended (the drive indicator light stops glowing).**
- 2 Turn the computer off.**
- 3 Disconnect the power cord.**

4 Disconnect all external optional devices.

5 Close the display panel.



NOTE

Do not pick up the computer by its display panel or by the back (where the ports are located).

For long trips, transport the computer in a carrying case. You can purchase a carrying case for your computer from your Toshiba dealer or through the Toshiba Accessory Catalog.

Before You Go to a Computer Store...

If you're new to computers, buying computer hardware and programs (software) can be a confusing experience.

This chapter provides advice and explains what you need to know to purchase programs and devices that will work with your computer.

Buying Programs

The entertainment, business and personal programs you can buy are almost endless.

What Types of Programs Can I Buy?

The following sections describe some types of programs that may fit your needs.

If You're a Writer

Almost everyone needs a word processor. This includes professional writers as well as others who use computers for daily correspondence.

If you want to go beyond working with text and create a book, an advertisement or a newsletter you'll need a desktop publishing program.

If you are a public speaker, a presentation package can help you design professional-looking overheads, handouts, questionnaires and announcements.

If You Want to Draw

If you are a graphics artist or a creative artist, a variety of flexible two- and three-dimensional drawing programs are available. Some require a tablet connected to your computer through the serial port.

If You're an Accountant or Financial Analyst

There are a number of outstanding spreadsheet programs on the market. In addition, personal and professional accounting software is a category you should investigate.

If You're a Designer

Your computer dealer can introduce you to a variety of sophisticated design programs including programs to design a garden, or to build or remodel a house, as well as the more common Computer Aided Design (CAD) tools.

If You're a Researcher or Student

Online services such as CompuServe, America Online and Prodigy, and access to the Internet provide almost endless resources for conducting professional research.

In addition, you can purchase dictionaries, and other reference materials on disk for your own personal library.

Understanding the Information on the Box

In addition to listing the features of the product on the box, the manufacturer usually prints the system requirements.

Below is an actual example of the system requirements for a graphics program.

“Requires: Microsoft Windows 95, 8MB of RAM, VGA video adapter, mouse or other pointing device, 55MB free hard disk space”

“Recommended: SVGA video adapter and monitor, sound card and speakers, CD-ROM drive”

The following sections explain each of the characteristics above.

Windows Compatibility

The computer comes with Microsoft Windows 95. Windows 95 can run programs written for Windows (version 3.0 or later) or Windows for Workgroups version 3.11.

Processor

Your computer has an Intel 75MHz Pentium processor. It will run programs requiring up to 75MHz of processor speed and a 286, 386, 486 or Pentium processor.

Memory

The computer comes with 8MB of Random Access Memory (RAM). Unless you've added additional memory, use this number when evaluating program requirements. Some programs may list two memory numbers: an amount which is essential for running the program and a recommended amount for better performance.

To check your system's RAM, follow these steps:

- 1 Click the My Computer icon with the secondary button, then click Properties.**

Windows 95 displays the System Properties window.

- 2 Click the Performance tab.**

Windows 95 displays your computer's performance status, including the amount of memory installed in your computer.

Hard Disk

The computer comes with a 504MB hard disk drive. Although this capacity well exceeds the 55MB stated in the system requirements example, it is the amount of available hard disk that matters. Much of your hard disk may be filled with programs and data.

To determine the available space on your hard disk, follow these steps:

- 1 In the desktop, double-click the My Computer icon.**

Windows 95 opens the My Computer window.

2 Click (don't double-click) on the C: icon.

Windows 95 displays the space remaining (Free Space) and total capacity of the drive at the bottom of the My Computer window. These numbers are listed in megabytes (MB). See “How Big Is a Megabyte, Anyway?” on page 197 for more information on megabytes.

If you can't see these numbers, widen the window until you can see them. To resize a window, see “Lesson 4: Resizing and Reshaping Windows” on page 45.

Graphics Card

A graphics card is also called a display adapter. It may be a board installed in a desktop computer or a chip, as in your computer. Program requirements are generally listed by the type of adapter or the maximum resolution the adapter supports.

The display adapter is compatible with the VGA (Video Graphics Array) and SVGA (Super VGA) standards. The adapter has a maximum resolution of 1024 x 768. For programs requiring resolutions higher than 640 x 480, you'll need an external monitor or the internal display's virtual display mode. See “Using an External Monitor” on page 139 for more information about connecting an external monitor to your computer. Information about virtual display mode is found in “Changing the Display Mode” on page 185.

Pointing Device

The AccuPoint is a pointing device that performs all the functions of a mouse.

Tips on Buying Programs

Before you buy:

- ❖ It's a good idea to see a demonstration of the program.
- ❖ Talk to friends and your company's computer experts about the programs they recommend.
- ❖ Make sure you have enough space available on the hard disk.

For more information, see "Hard Disk" on page 82.

- ❖ Make sure your computer has enough memory.

For more information, see "Memory" on page 82.

Installing Programs

Windows 95 makes installing programs onto your computer's hard disk easy. Most programs come with installation programs on diskette. By following the steps in this section, you'll ensure that your installation program installs the program files completely and sets them up to run with Windows 95.

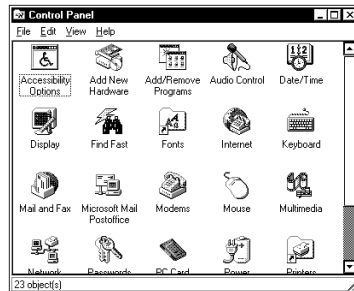


More and more programs are being written specifically for Windows 95 all the time. If you purchase a program designed for Windows 95, follow the installation instructions in the program's documentation.

To install a new program in Windows 95, follow these steps:

- 1 Click Start, then point to Settings.**
- 2 Click Control Panel.**

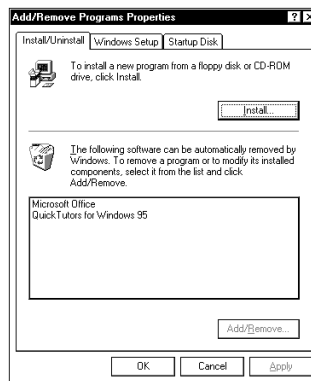
Windows 95 opens the Control Panel.



The Control Panel

3 Double-click the Add/Remove Programs icon.

Windows 95 opens the Add/Remove Programs property sheet.



The Add/Remove Programs property sheet

4 Click the Install/Uninstall tab.

The Install/Uninstall page moves to the front of the sheet.

5 Click Install.

6 Insert the program's installation diskette into the diskette drive.

7 Click Next.

Windows 95 searches the installation diskette for the installation program.



If Windows 95 doesn't find the installation program or searches the wrong drive, click the Browse button and find the installation program manually.

- 8 Click Finish to run the installation program.**
- 9 Continue with the program's normal installation process.**

Creating a Backup Copy of Program Diskette(s)

You'll need one blank, formatted diskette for each program diskette you have to copy.

Follow these steps:

- 1 Place the original diskette into the diskette drive.**
- 2 From the desktop, double-click the My Computer icon.**

Windows 95 opens the My Computer window.
- 3 Click the A: icon (don't double-click).**
- 4 Click File, then click Copy Disk.**
- 5 In the Copy Disk dialog box, click Start.**

Windows 95 copies the files on the diskette into memory and displays a message asking you to insert the destination diskette (the one you're copying to) into the diskette drive.

- 6 Remove the original diskette from the diskette drive and replace it with your blank one.**
- 7 Click OK.**

Windows 95 copies the files onto the new diskette.

- 8 Store the original diskettes in a safe place.**

Buying Hardware

In addition to the basic system requirements, some programs require devices such as a modem or printer. These items are available as add-on devices for your computer.

What Kind of Devices Can I Buy?

Many devices are available as PC Cards. For more information about these cards, see “Little Cards that Do Big Things” on page 115.

The Toshiba Accessories Catalog lists the add-on devices you can purchase from Toshiba. Talk to your dealer about these Toshiba options and other third-party devices.

This manual also lists a large number of available options. To find these, try looking in the Index under “devices.”

Tips on Buying Hardware

- ❖ If a device is cheaper than you think it should be, it may be an older version. On the other hand, depending on your needs, an older version may suit you just fine.
- ❖ Check the warranty and support policy.

Taking Your Computer on the Road

Probably the main reason you bought your computer was so you could use it in a variety of places. Of course, some of the places you'll be using it may not have a convenient power source.

This chapter describes all the aspects of running your computer on battery power.

Toshiba's Energy-Saver Design



Toshiba is a partner in the Environmental Protection Agency's (EPA) Energy Star Program. As an Energy Star Partner, Toshiba has determined that this product meets the Energy Star guidelines for energy efficiency.

The computer enters a low-power stand-by state when it is not being used, thereby conserving energy and saving money in the process. It has a number of other features that enhance its energy efficiency.

Many of these energy-saving features have been set by Toshiba. By leaving these features active, your computer can operate at its maximum energy efficiency.

Running the Computer on Battery Power

The computer contains a removable Nickel-metal hydride (NiMH) battery pack that provides power when you are away from an AC outlet. You can recharge the battery many times. If you spend a lot of time on the road, you may also purchase additional batteries, giving you the potential of many more working hours away from a power source.

To charge the battery, plug the computer into a live wall socket. The battery charges when the computer is on or off. It takes approximately two and a half hours to charge the battery with the computer off, or approximately three to eleven hours when the computer is on. There is also an optional battery charger that charges up to two batteries at the same time. See “Charging More than One Battery at a Time” on page 111 for more information about the battery charger.

Aside from the battery pack that powers the computer, there are two additional batteries: the backup battery and the real-time clock (RTC) battery. The backup battery maintains its charge for approximately three days with the computer turned off. If you're really curious about these batteries, see “What Other Batteries Does the Computer Have?” on page 196.

Monitoring Battery Power

The computer's battery light gives you an indication of the current battery charge. The possible states of the battery light are:

- ❖ Green indicates a full charge.
- ❖ Orange indicates the battery is charging.
- ❖ Flashing orange indicates that the charge is running low.

Toshiba's MaxTime program also contains a battery gauge that lets you check how much time you have before the power runs out. You can set MaxTime so that it is always visible, providing a constant reminder of your current battery state. This section describes how to use MaxTime to monitor the battery charge. To learn more about MaxTime, read the complete description of MaxTime features which starts in "MaxTime" on page 241.

The computer calculates the remaining battery charge as it operates, based on your current rate of power use.



The computer drains battery power more quickly at low temperatures. Check your remaining charge frequently if you're working in temperatures below 50 degrees Fahrenheit.

Opening the Battery Gauge

The battery gauge window is the first screen you see when you open MaxTime. To open MaxTime, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click MaxTime Manager.**

MaxTime displays a window showing the battery gauge:



The MaxTime battery gauge window with two modules displayed

The illustration above shows the battery gauge in two different forms. The next section describes how to choose between these forms.

Changing the Appearance of the Battery Gauge

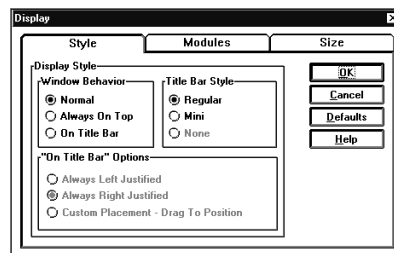
The battery gauge comes in different flavors, called modules. Each provides the same information in a different way:

- ❖ The Bargraph module displays the current battery charge as a horizontal bar graph.
- ❖ The Percent Remaining module displays the current battery charge as a percentage of battery capacity.

To set the module(s) you want displayed, follow these steps:

1 Choose Display from the MaxTime Options menu.

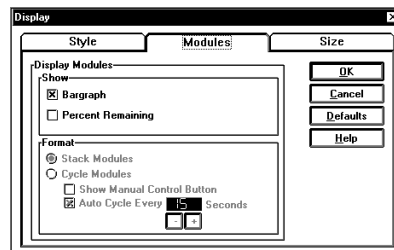
MaxTime opens the Display dialog box.



The Display dialog box

2 Choose the Modules page by clicking the Modules tab.

MaxTime displays a screen showing the available modules.



The Modules page

3 Click the checkbox next to each of the modules you wish to include in the battery gauge.

You may select either or both of these modules. If you don't choose either module, MaxTime displays the Bargraph module.

4 If you choose to display more than one module, the Format options are activated:

- ❖ Choose Stack Modules to display all selected modules at once.
- ❖ Choose Cycle Modules to cycle between the selected modules.

5 If you choose Cycle Modules, you can choose one or both of the following settings:

- ❖ Click Show Manual Control Button to include a manual control button in the MaxTime window. You can click this button to switch to the next selected module.
- ❖ Click Auto Cycle Every *xx* Seconds to switch to the next selected module every *xx* seconds, where *xx* is a number you set by clicking the + and - buttons.

6 Choose OK to save your changes, exit the dialog box and return to the battery gauge.

The battery gauge now shows the module(s) you selected.

Keeping the Battery Gauge Visible at All Times

When you first open the MaxTime battery gauge, it acts as a normal Windows program. Opening other programs may cover the battery gauge. If you prefer to see the battery gauge at all times, change the Style option in MaxTime.

The Style Option has these values:

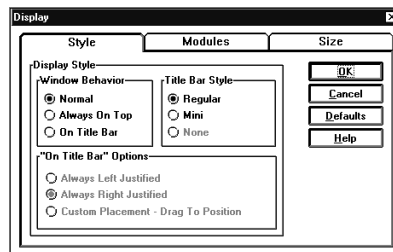
- ❖ Normal - sets the battery gauge to act as a normal Windows program. Other programs may display on top of the battery gauge.
- ❖ Always on Top - displays the battery gauge on top of all other Windows programs. This gives you a constant reminder of how long you have before running out of power.

- ❖ On Title Bar - places the battery gauge on the title bar of the active window. This also displays the battery gauge at all times.

To set how the battery gauge displays, follow these steps:

1 Choose Display from the MaxTime Options menu.

MaxTime opens the Display dialog box with the Style page on top.



The Display dialog box

2 Click the checkbox next to the setting you want.

If you don't select any of the options, the computer selects Normal.

3 If you choose On Title Bar, the On Title Bar Options become available:

- ❖ Click Always Left Justified to place the MaxTime window at the left side of the title bar of the currently active window.
- ❖ Click Always Right Justified to place the MaxTime window at the right side of the title bar of the currently active window.
- ❖ Click Custom Placement - Drag to Position to choose the placement of the MaxTime window on the title bar of the currently active window.

4 Choose OK to save your changes, exit the dialog box and return to the battery gauge.

MaxTime displays the battery gauge in the way you selected.

What to Do When Your Computer Doesn't Know the Battery Charge

When you insert a fresh battery, your computer may not be able to calculate the battery's charge immediately. In this case, you may want to estimate the battery charge yourself. To do this, follow these steps:

- 1 If MaxTime is open, go to step 4.**
- 2 Click Start, then point to Programs.**
- 3 Point to Toshiba Utilities, then click MaxTime Manager.**

MaxTime displays the battery gauge window.



The MaxTime battery gauge window

- 4 Choose Set Battery Charge from the MaxTime Options menu. This menu item is only available if the system does not know the current battery charge.**

MaxTime opens the Set Battery Charge dialog box.

- 5 Click and drag the slider left or right to set the estimated battery charge.**
- 6 Choose OK to accept your change and exit the dialog box.**

The battery gauge window changes to reflect the charge you set.

What to Do When the Battery Alarm Sounds

Don't panic.

The computer has three alarms, designed to give you sufficient warning before your battery becomes fully discharged. Two of the alarms, the Low Battery Alarm and the Critical Battery Alarm, function only when you're running Windows 95 and MaxTime is open (although MaxTime may be minimized). The third, the Emergency Battery Alert, operates at all times.

This section describes the three battery alarms, what they mean and how to set each one to fit your personal computing style.

Going... the Low Battery Alarm

If MaxTime is open, it warns you when you're beginning to get low on battery power. MaxTime beeps once and displays the Low Battery Alarm warning. This means you have less than 20% battery capacity remaining, unless you've changed this level.



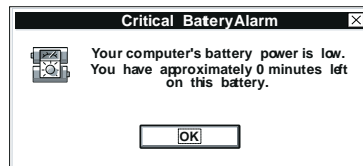
The Low Battery Alarm warning

This warning is just a reminder that the battery charge is a finite resource that can eventually run out. Unless you've told the system to display this message at a really low power level, you don't need to do anything at this point.

To close the Alarm dialog box, choose OK. To change the level of charge that sets off this warning, see "Setting the Alarms" on page 98.

Going... the Critical Battery Alarm

If MaxTime is open, it warns you when you're getting fairly low on battery power. MaxTime beeps once and displays the Critical Battery Alarm warning. This means you have less than 10% battery capacity remaining, unless you've changed this level.



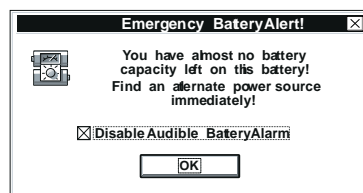
The Critical Battery Alarm warning

When this alarm goes off, start planning your remaining battery time carefully. No frantic actions are required yet, but it's a good idea to begin to think about what you absolutely must do before you find a place to plug in the power cord or turn the computer off.

To close the Alarm dialog box, choose OK. To set the level of charge that sets off this warning, see "Setting the Alarms" on page 98.

Gone... the Emergency Battery Alert

OK. Now it's serious. When the battery runs down and you have only about five minutes of time left, the computer starts beeping continuously. If MaxTime is open, it also displays the Emergency Battery Alert.



The Emergency Battery Alert

When you reach this point, plug the computer into a live power outlet or save all your files and turn the computer off immediately. Doing this ensures that you won't lose any work and also provides relief to everybody around you who's getting tired of the beeping sound from your computer.

If you don't manage to plug the computer in or turn it off before the battery completely runs out of power, the computer turns off automatically. Don't panic, all is not lost. Before shutting down, the computer automatically turns on Resume Mode (more fully described on page 99). Resume Mode keeps track of where you were so when you turn the power on again you can continue where you left off.

The computer's backup battery will keep this information in memory for about eight hours before it too runs out of power. So, the clock is ticking. If you ever want to see those unsaved files again, replace the battery or find a power outlet before eight hours are up.

Setting the Alarms

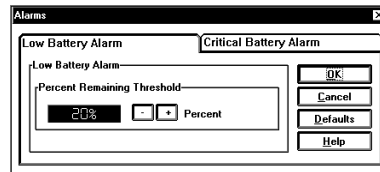
The Low Battery and Critical Battery alarm sound when the remaining battery charge reaches threshold power levels. The Low Battery Alarm is initially set to 20% of battery capacity. The initial threshold for the Critical Battery Alarm is 10% of battery capacity.

If these threshold levels don't fit your needs, you can use MaxTime to change them.

To set the threshold levels for the Low Battery and Critical Battery alarms, follow these steps:

1 Choose Alarms from the MaxTime options menu.

MaxTime displays the Alarms dialog box.



The Alarms dialog box

- 2 Switch to the desired page by clicking the tab for the alarm you want to set.**
- 3 To change the Percent Remaining Threshold, click the + or - buttons.**
- 4 Choose OK to save your settings and return to the Max-Time battery gauge window.**

Starting Again Where You Left Off

If you want to turn your computer off for a while but don't want to spend all the time it normally takes to start your computer up again, Toshiba's Resume Mode and Windows 95's Suspend command are for you. These modes provide a sort of electronic bookmark, storing the current state of the computer, including all your open files and programs, in memory until you turn the computer on again.

Suspending the computer uses power supplied by the backup battery to store this information. If the backup battery ever discharges completely, your information is lost. What this means to you is that, although suspending will store your open files, you should still save all your work before you turn the computer off.

There are four ways to suspend the computer:

- ❖ Click the Start button, then click Suspend.
- ❖ Use a special key combination (hotkey) to turn on Resume Mode from the keyboard, then turn the computer off by pressing the power button.
- ❖ Use MaxTime to turn on Resume Mode in Windows 95.
- ❖ Use TSETUP to turn on Resume Mode in MS-DOS. TSETUP is described in “TSETUP” on page 273.

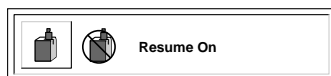
The Windows 95 Suspend feature is the easiest way to suspend the computer, however, if you want to use the Panel Power On/Off and System Auto Off options, you must suspend the computer using Toshiba’s Resume Mode. These options are described in “MaxTime” on page 241.

The following sections describe how to turn Resume Mode on and off with a hotkey and in MaxTime.

Using a Hotkey

To select Resume Mode with a hotkey, follow these steps:

- 1 Start MaxTime, if it’s not already running.**
- 2 Press Fn + F3 to display the power-up pop-up window.**



The power-up pop-up window

- 3 While continuing to press Fn, press F3 until the pop-up window indicates Resume On.**
- 4 Release the Fn key.**

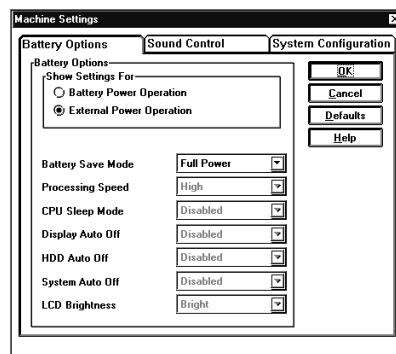
You're now in Resume Mode.

Using MaxTime

MaxTime lets you select Resume Mode when you're using Windows 95. Follow these steps:

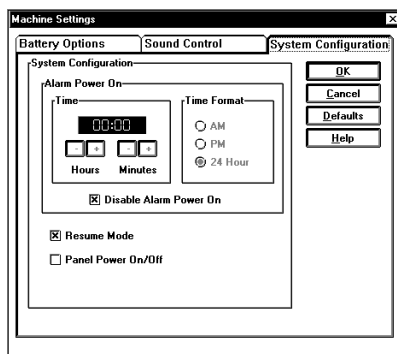
- 1 **From the MaxTime battery gauge window, choose Machine Settings from the MaxTime Options menu.**

MaxTime displays the Machine Settings dialog box.



The Machine Settings dialog box

- 2 **Switch to the System Configuration page by clicking the System Configuration tab.**



The System Configuration page

- 3 Click the checkbox next to **Resume Mode**. An **X** in this box turns **Resume Mode** on. An empty box turns **Resume Mode** off.
- 4 Choose **OK** to save your settings and return to the **Max-Time** battery gauge window.

Replacing Batteries

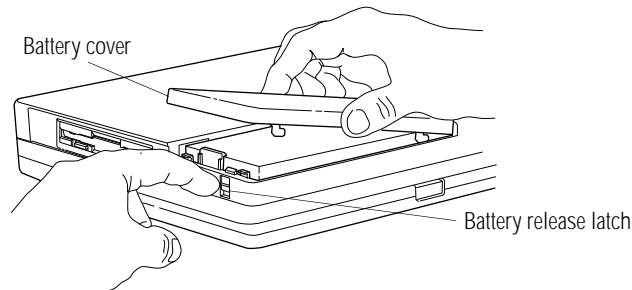
When your battery runs out of power, you have two options: plug in the computer or replace the battery with a charged spare, if you have one. You may also need to replace the battery if it becomes damaged or wears out after long years of use.



Replacing the battery requires you to open up part of the computer. Be careful when you're following these steps.

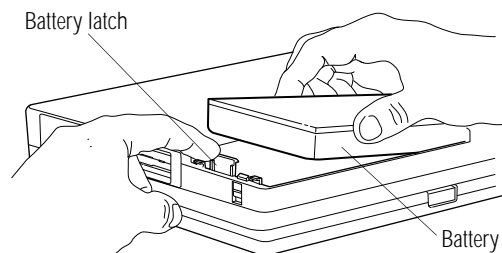
To replace the battery, follow these steps:

- 1 **Turn the computer off.**
- 2 **Turn the computer upside down.**



Releasing the battery

- 3 Slide the battery release latch toward the top of the computer and hold it there.**
- 4 Slide the battery cover about 1/2 inch toward the battery release latch.**
- 5 Lift the cover off completely.**



Removing the battery

- 6 With one hand, move the battery latch off the battery.**
- 7 With the other hand, remove the battery from the computer.**
- 8 Wipe the battery terminals of the charged battery with a clean cloth to ensure a good connection.**
- 9 Align the charged battery so the label is down, and the side terminals (the bumpy side) face away from the battery release latch.**
- 10 With one hand, move the battery latch to the left and hold it there.**

11 With the other hand, insert the battery into the slot.

Make sure it is held in place by the battery latch.

12 Place the battery cover over the battery and slide it back into place until it snaps closed.

13 Turn the computer right side up.

Disposing of Used Batteries Safely

Eventually, after years of faithful service, you'll need to retire your battery and replace it with a new one. Under federal, state and local laws, it may be illegal to dispose of old batteries by placing them in the trash.

The materials that came with your computer may include an insert regarding the disposal of batteries. If not, check with your local government for information on where to recycle or dispose of old batteries.

If you cannot find the information you need, contact Toshiba for assistance. See "Contacting Toshiba" on page 228 for information on contacting Toshiba offices around the world.

Conserving Power

It's a fact: if you're running your computer on battery power, your battery will eventually discharge. However, by using Toshiba's power-saving options, you can greatly increase the amount of time before you need to recharge the battery.

These options have been combined into preset battery save modes. Using these modes lets you choose between maximum power savings and peak system performance. You may also set individual power-saving options to suit your own tastes.

The following sections describe how to choose a battery save mode and discuss each power-saving option.

The Easy Way—Choosing a Battery Save Mode

There are two battery save modes:

- ❖ Full power provides maximum system performance, while using the most power.
- ❖ Low power provides maximum battery life by reducing overall system performance.

The following table shows the battery save option settings for both battery save modes:

<i>Battery Save Options</i>	<i>Full Power</i>	<i>Low Power</i>
Processing Speed	High	Low
CPU Sleep Mode	Disabled	Enabled
Display Auto Off	Disabled	3 Min.
HDD Auto Off	Disabled	3 Min.
System Auto Off	Disabled	30 Min
LCD Brightness	Bright	Semi-Bright

There is also a User Setting that lets you set the power-saving options individually.

You may set the battery save mode with a hotkey, in MaxTime (if you're working in Windows 95) or in TSETUP (if you're working in MS-DOS). This chapter covers setting the battery save mode with a hotkey and in MaxTime. Using TSETUP to set the battery save mode is discussed in "TSETUP" on page 273.

Using a Hotkey

To select a battery save mode with a hotkey, follow these steps:

- 1 **Start MaxTime, if it's not already running.**
- 2 **Press Fn + F2 to display the battery save pop-up window.**



The battery save pop-up window

- 3 **While continuing to press Fn, press F2 until you select the desired battery save mode.**
- 4 **Release the Fn key.**

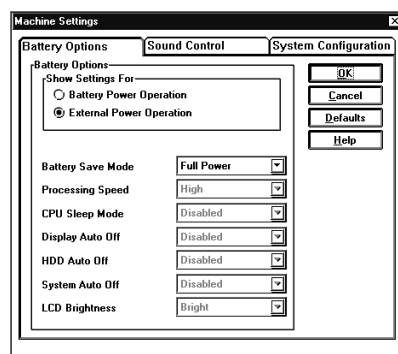
You're now in the selected mode.

Using MaxTime

To select a battery save mode in MaxTime, follow these steps:

- 1 **From the MaxTime battery gauge window, choose Machine Settings from the MaxTime Options menu.**

MaxTime displays the Machine Settings dialog box, with the Battery Options page on top.



The Machine Settings dialog box

- 2 Click the arrow next to the **Battery Save Mode** option list box to view the available settings.
- 3 Click the desired setting to highlight it.
- 4 Choose **OK** to save your settings and return to the **Max-Time** battery gauge window.

Setting Your Own Battery Save Options

If you set the battery save mode to User Settings, you can set your computer's power-saving options individually. For example, if you want the computer's processing speed set to its maximum level but want to take advantage of all the other power-saving features, this is the way to do it.

This section describes each of the power-saving options. Settings that save power are indicated with an Energy Star logo.

Processing Speed

This option sets the speed at which the computer processes information. You have two choices:



Low sets a lower processing speed and saves power.

High sets the computer to its maximum processing speed.

CPU Sleep Mode

This option temporarily shuts down the computer's central processing unit (CPU) when it is inactive. Pressing a key, moving the AccuPoint or a signal from a device returns the processor to its normal operating speed. You have two choices:



Enabled turns CPU Sleep Mode on.

Disabled turns CPU Sleep Mode off.

Display Auto Off

This option saves power by temporarily shutting down the display if you have not used the keyboard or AccuPoint for a selected period of time. To turn the display back on, press a key or move the AccuPoint. You have eight choices:

Disabled turns off Display Auto Off.



1 Min, 3 Min, 5 Min, 10 Min, 15 Min, 20 Min and 30 Min blank the display if you haven't used the keyboard or AccuPoint for the selected amount of time.

If you're using an external monitor, Display Auto Off blanks the monitor after the selected time.

HDD Auto Off

This option saves power by temporarily shutting down the hard disk if it hasn't been accessed for a set period of time. The drive turns back on the next time the computer reads from or writes to it. You have eight choices:

Disabled turns the option Off.



1 Min, 3 Min, 5 Min, 10 Min, 15 Min, 20 Min and 30 Min turn the hard disk drive off if the computer hasn't accessed the hard disk for the time selected.

System Auto Off

This option saves power by turning the computer off if it hasn't been used for a selected period of time. This option is available only if Resume Mode is turned on. You have seven choices:

Disabled leaves the computer on until you use the power button to turn it off.



10 Min, 20 Min, 30 Min, 40 Min, 50 Min and 60 Min turn the computer off if you haven't used it for the time selected.

LCD Brightness

This option saves power by reducing the brightness of the computer's display.



Semi-bright reduces the brightness of the display.

Bright sets the display to its maximum brightness.

Looking After Your Battery

It doesn't take much effort, but by treating your battery right you can make sure it provides maximum power storage for a long time. The following sections offer tips on how to take care of your battery.

Five Steps to a Happy Battery

- ❖ Don't leave the computer plugged in and unused for more than a week at a time. If you're not going to use the computer for a long period, disconnect the power cord and let the battery discharge completely.
- ❖ Alternate between batteries if you have a spare.
- ❖ Don't touch the metal terminals on the battery with another metal object.

- ❖ Always turn your computer off when you're replacing the battery.
- ❖ Follow the steps in the next section to maintain your battery's maximum potential.

Maximizing Your Battery's Potential

Over time, the amount of charge your battery can store may decrease. If you notice a decrease in your battery life, or as a monthly maintenance routine, follow these steps:

- 1 Set the battery save mode to Full Power by following the steps in “Conserving Power” on page 104.**
- 2 Turn the computer off.**
- 3 Disconnect the power plug.**
- 4 Turn the computer on and leave it on until the battery completely discharges and the system automatically shuts down.**
- 5 Remove the battery and wait 30 seconds.**
- 6 Reinsert the battery.**
- 7 Connect the power plug and leave the computer off until the battery is fully charged (approximately two and a half hours).**

The battery light glows green when the battery is fully charged.

Additional Power Options

Depending on the amount of time you spend away from external power sources, the capacity of one battery pack may be sufficient for your needs. However, if you need more portable power, Toshiba provides two options:

- ❖ You can buy extra battery packs.
- ❖ You can buy a battery charger that charges more than one battery at a time.

Additional Battery Packs Extend Battery Time

Having one or more extra batteries gives you the opportunity to replace a discharged battery with a charged spare. This can greatly increase the amount of time you can work without having to find a power outlet.

Charging More than One Battery at a Time

The optional battery charger provides an alternative to charging the battery in your computer. This is especially useful if you have one or more extra batteries. You can charge up to two spares at a time in the battery charger while continuing to work on the computer. While the battery charger requires a power source, it provides an easy way for you to take more than one charged battery with you when you travel.

Charging the Computer's Battery in Your Car

The optional Statpower automobile power adapter lets you plug the computer into the cigarette lighter of your car. This is a great way to charge the computer's battery between stops.

How about a Carrying Case?

When you're on the road, you'll probably want a way to carry your computer with you. Toshiba offers four choices of carrying cases for your computer:

- ❖ a sturdy fabric carrying case
- ❖ a leather attaché
- ❖ a leather Executive Portfolio
- ❖ a backpack-style case

All of these cases help protect the computer from the bumps and bruises of normal travel. They also provide plenty of extra space for manuals, power cords and diskettes.

Little Cards that Do Big Things

PCMCIA-compatible PC Cards greatly increase the capabilities of your computer. These cards pack all the performance of full-sized expansion cards into a case the size of a credit card.

Your computer comes with two stacked PC Card sockets that let you take advantage of these little cards. You can install up to two Type I or Type II cards or one Type III card (Type III cards are much thicker). When you buy a PC Card, check the package for the Type of card you're buying.

This chapter describes the different types of PC Cards, tells you how to install PC Cards and provides general tips on using them. Since each card is different, you'll have to read your cards' documentation to use the card, but this chapter will help you get started.



If your PC Card came with a diskette, read "Programs that Make Your PC Card Work" on page 117 before installing any of its programs. The programs on the diskette may conflict with the built-in Windows 95 drivers.

What Do PC Cards Do?

New PC Cards are being introduced every day. Among the PC Cards currently available are:

- ❖ Modems and fax/modems
- ❖ Network adapters
- ❖ Hard disk and solid state memory drives
- ❖ SCSI adapters
- ❖ Global Positioning System (GPS) receivers

Some PC Cards combine the functions of several different cards. One popular example is a PC Card that combines sound with a SCSI adapter. These are handy if you want to get the most out of your PC Card slot.



PC Card technology has changed considerably over the last few years and it's important that your card is current with the times. Check the package to make sure the PC Card you buy conforms to the PCMCIA 2.1 standard (or later). Cards not conforming to this standard may work with your computer, but are likely to be much more difficult to set up and use.

Cards You Can Buy From Toshiba

Toshiba's Noteworthy PC Cards are specifically designed to work with your computer and are available from your Toshiba dealer. Among the Noteworthy PC Cards currently available are:

- ❖ Fax/Modems (some cellular-ready)
- ❖ Token ring network adapters
- ❖ Ethernet network adapters
- ❖ SCSI adapters

Programs that Make Your PC Card Work

PC Cards require Card and Socket Services software. While this title sounds rather complex, it's nothing to worry about—it's merely a set of programs that acts as a translator between the PC Card and the computer, and makes hot swapping (switching cards while the computer is on) possible.

Windows 95 comes with all the Card and Socket Services programs already installed. Rather than using the version of these programs that come with your PC Card, using the Windows 95 versions ensures complete compatibility with all the features of Windows 95.

To set up the Card and Socket Services programs for your PC Card, see “Setting Up Your PC Card for Your Computer” on page 120.

PC Cards and Suspending the Computer

Windows 95's Card and Socket Services software is designed to support Toshiba's Resume Mode and the Windows 95 Suspend command. If you use another manufacturer's Card and Socket Services software instead, the system may not recognize your PC Card when you turn the computer on after suspending.

Shut down and restart the computer and the system will recognize the card.

Hot Swapping

One of the really great things about PC Cards is that you can replace one PC Card with another even while the computer is on. This is called “hot swapping.” For example, if you want to switch between a hard disk and a modem PC Card, you can do it while you're working without turning the computer off and back on again.

Hot Swapping Cautions

While you can insert a PC Card at any time, applying a bit of common sense about when you remove a card will make your computing life much happier. Just remember not to remove a card while it's in use. You probably won't break anything, but you could lose valuable information. Some examples:

- ❖ Do not remove a modem card while it is communicating.
- ❖ Do not remove a hard disk card while the system is accessing the card.
- ❖ Do not remove a SCSI card while any of the SCSI devices are operating.
- ❖ Do not remove a network card while the network drivers are loaded.



Before removing a PC Card, stop the card by clicking the PC Card (PCMCIA) icon on the taskbar.

Inserting PC Cards

OK. You've bought your first PC Card and want to install it. This section describes how to install the card.



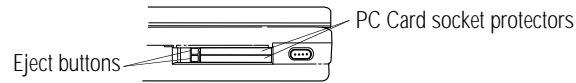
Windows 95 provides the Card and Socket Services for your PC Card. Even if your PC Card comes with its own version of Card and Socket Services, you should use the files included in Windows 95.

The PC Card slot has two PC Card sockets. You may insert Type I or Type II cards into either the upper or lower socket. You may only insert a Type III card into the lower socket. Inserting a Type III card takes up all the space for both sockets—you cannot have a Type III card installed with any other card.

Each PC Card socket is covered by a PC Card socket protector. These protectors prevent dust or other foreign materials from damaging the sockets. Remove the socket protector before inserting a PC Card. If you're inserting a Type III card, you'll need to remove both PC Card socket protectors. Set the protectors aside, as you'll want to use them after you remove the PC Card.

To insert a PC Card, follow these steps:

1 Locate the PC Card slot on the left side of the computer.



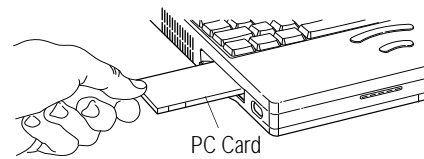
The PC Card slot

2 Unfold the eject button that corresponds to the socket you wish to use and press it to eject the PC Card socket protector.

The top button corresponds to the upper socket, the bottom button to the lower socket.

3 Grasp the edges of the socket protector and slide it out of the slot.

Set the protector aside so you can reinsert it after you remove the PC Card.



Inserting a Type II PC Card into the PC Card slot

4 Insert the PC Card.

If you have a Type III card, insert it into the lower socket. If you have a Type I or Type II card, insert it into either socket.

- 5 When the card is almost all the way into the slot, push firmly, but gently, to ensure a firm connection with the computer.**

When the card is fully seated, an eject button pops out: the top button for the upper socket and the bottom button for the lower socket.

- 6 Pull the eject button out slightly and fold it to the left.**

Do not force the eject button into position.

Setting Up Your PC Card for Your Computer

Some PC Cards, such as many fax/modems and hard disk (AT) cards, are ready to use as soon as you install them. Others, such as hard disk cards, network cards and SCSI adapters, require some additional work to set them up to work for your computer.

Windows 95 makes setting up your PC Cards quick and easy. This section describes how to set up Windows 95 to work with your PC Card(s).

Setting Up PC Card Support in Windows 95

When you insert your PC Card, Windows 95 should display the New Hardware Found dialog box, prompting you to set up your PC Card. Follow the instructions on the screen to set up your PC Card.

If Windows 95 doesn't detect your card automatically, follow these steps:

- 1 Click the My Computer icon with the secondary button, then click Properties.**

Windows 95 opens the System Properties sheet.

2 Click the Device Manager tab to access the Device Manager page.

The Device Manager page should list a PCMCIA socket. If it doesn't, refer to the steps under "The system does not recognize your PC Card or PCMCIA socket controller." on page 223 to set up PC Card support.

3 Click the "+" to the left of the PCMCIA Socket icon in Device Manager.

Device Manager lists the controller(s).

4 The controller icon(s) will appear in one of the following ways:

- ❖ If the icon appears normally, PC Card support is set up correctly. Close the System Properties sheet and Control Panel.
- ❖ If there is a red X over the icon, you need to set up the PC Card drivers, Continue with the remainder of this section.
- ❖ If there is a yellow exclamation point (!) over the icon, refer to "PC Cards" on page 221 for troubleshooting information.

5 Click OK to close the System Properties sheet and return to the Control Panel.

6 Double-click the PC Card (PCMCIA) icon.

Windows 95 opens the PCMCIA Wizard.

7 Follow the instructions on the screen to set up PC Card support.

Depending on the type of card inserted, Windows 95 may need to install additional software. For example, a network card will need to be set up for your network environment.

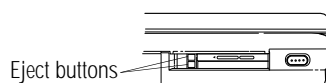
Removing a PC Card



To remove a PC Card, follow these steps:

- 1 Click the PC Card icon on the taskbar.**
- 2 Click Stop *xxxx*, where *xxxx* is the identifier or name for your PC Card.**

Windows 95 displays a message that you may safely remove the card.



Locating the PC Card eject buttons

- 3 If the eject button that corresponds to the socket in which your PC Card installed is folded, unfold it and press it to eject the PC Card.**

The top button corresponds to the upper socket, the bottom button to the lower socket.

- 4 Grasp the edges of the PC Card and slide it out of the slot.**
- 5 Reinsert the PC Card socket protector(s).**

Connecting to the World

You've used your computer at 30,000 feet and in your den while watching television. Now you want to send e-mail (electronic mail), explore the world of the Internet or transmit data back to the office while you're on the road.

This chapter describes what you'll need, how to prepare your system for communications and some of the interesting things to do on the Internet. The chapter concludes with tips on connecting your computer to a network.

What You'll Need

To communicate with the outside world you'll need:

- ❖ a modem
- ❖ a telephone line
- ❖ communications software

Choosing a Modem

A modem converts the digital signals from a computer into the analog signals required by a voice-grade telephone line. Two types of modems work with your computer. You can use either:

- ❖ a PCMCIA-compatible PC Card modem that slips into one of your computer's PC Card sockets.

Cards that support the cellular network let you communicate from your car or a cellular telephone.

- ❖ an external modem connected to the computer through the serial port.

Which Modem is for Me?

You would use an external modem only while in your office or at home. For traveling you need a PC Card modem. Really, the only reason to use an external modem is if you already own one and don't want to invest in a PC Card modem right now.

Faster is Better

Modems support a variety of speeds from 300 bits per second (bps) to 28.8 megabits per second (for use on regular telephone lines). In general, you should buy the fastest modem you can afford.

The faster the modem, the quicker you'll be able to send and receive messages, files and other online services. Transmission speed has a lot to do with how easy the modem is to use.

Where to Buy a Modem

Toshiba sells PC Card fax/modems specifically designed to work with your computer. Refer to the *Accessories Catalog* provided with your computer for more information on how to purchase one. Your dealer may be able to sell you other fax/modem and fax/voice/modem PC Cards.

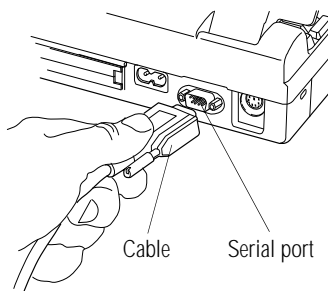
Installing a PC Card Modem

If you purchased a PC Card modem, install it according to the instructions in “Inserting PC Cards” on page 118.

After you’ve installed the card, connect the telephone cable from the card to the wall jack.

Connecting an External Modem

To connect an external modem to the computer, follow these steps:



Connecting the cable to the serial port

- 1 Plug one end of the serial cable into the modem and the other end into the computer’s serial port.**
- 2 Plug one end of the modem’s power cable into the modem and other end into a live wall outlet.**
- 3 Plug one end of the telephone cable into the line out jack on the modem and the other end into the wall jack.**

Make sure you turn the modem’s power on before you attempt to use it.

Setting Up the External Modem

Before you can use your modem, you must tell Windows 95 what the model number of your modem is and who manufactured it. To set up your modem, follow these steps:

1 Click the Start button and point to Settings.

2 Click Control Panel.

Windows 95 displays the Control Panel.

3 Double-click the Add New Hardware icon.

Windows 95 opens the Add New Hardware Wizard.

4 Click Next.

The Add New Hardware Wizard asks if it should detect the new hardware for you.

5 Select No, then click Next.

The Add New Hardware Wizard displays a menu of different hardware types.

6 Select Modem, then click Next.

The Add New Hardware Wizard asks if it should detect the modem for you.

7 Click Next. If it finds a modem, go to step 11.

8 Click Next.

The Install New Modem window displays a list of manufacturers and their respective model numbers.

9 Select the manufacturer and model number of your modem, then click Next.

10 Select the port the modem is connected to (typically COM1), then click Next.

11 Input the location information requested, then click Next.

12 Click Finish.

Connecting to a Telephone Line

Once you have the modem, you need a voice-grade telephone line with a standard modular phone jack. As the business world becomes more accustomed to busy executives and their portable computing needs, it's becoming much easier to find these jacks. For example, many hotels that cater to business travelers have one or more phone jacks in each room.

If you are using the telephone line at home, disable call waiting before you connect through the modem. Call waiting interrupts transmission.

If you have a modem that is capable of transmitting over the cellular network you can use any cellular line. Always stop and remain stationary while transmitting data over a cellular phone. Transmitting data while you move will cause problems when the cellular network hands off the call to the next cell.

Using a Communications Program

There are three types of communications programs:

- ❖ general purpose communications programs
- ❖ remote control programs
- ❖ specialized communications programs

This section discusses these types of programs and gives some general information you'll need to get a communications program up and running.

General-Purpose Communications Programs

A general-purpose communications program lets you use the modem to call another computer for the purpose of sending and receiving messages or files.

Your computer comes pre-installed with a general-purpose communications program, Hyperterminal. Hyperterminal is a basic Windows 95 program. See your Windows 95 documentation for more information about how to use Hyperterminal.

If your needs are more complex than Hyperterminal can handle, there are a number of options available to you. For example, your modem may have come with a communications program. Also, general-purpose communications programs are available at most computer stores.

You can use this type of program to dial into an online service, such as CompuServe, or the Internet. If you use a general-purpose communications program for this purpose, you must be familiar with how to use the online service or be conversant with UNIX (to use the Internet).

For more information about online services, see “Using Online Services” on page 133. For more information about connecting to the Internet see “Using the Internet” on page 134.

Telecommuting with Remote Control Programs

A remote control program lets you operate a computer over a telephone line. With this type of program, you can call in from home and actually work as if you were in your office. You can access all of the drives on your office computer or network, and transfer files to and from your computer.

There are a number of remote control packages available at most computer stores. You can also telecommute using the Internet. For more information on the Internet, refer to “Using the Internet” on page 134.

Specialized Software

As more and more people join online services and the Internet, online service providers and independent companies are offering programs designed to make accessing the online service or the Internet easier.

Installing the Program

Whichever type of program you choose, follow the installation instructions contained in the program's documentation.

Assigning the Communications Port

Unless the program is Windows 95 aware, you must tell the program what the COM port is and configure the computer for the same COM port. Since Hyperterminal is Windows 95 aware, all you have to do is tell Windows 95 what modem you are calling from. Don't worry about selecting a COM port.

If you're using a PC Card modem, the communications port is already set to COM2. If you're using an external modem, the serial port should be configured as COM1.



Assigning the COM port is the way you connect your communications program to the physical port on your computer. The serial port can be COM1 or COM2. The name you assign to the physical port must be the same as the name selected in your program, or the modem won't work.

Sending a Fax

Sending a fax through your computer's fax/modem is almost as simple as printing a document. All you need is a fax program. One may have come with your PC Card. Otherwise, commercial fax programs are available at computer stores.

Once your fax program is installed, Windows 95 treats it as if it is another printer. To send a fax:

- 1 Choose Print Setup from within the program you're using to prepare your document.**
- 2 Select your fax printer driver from the list of available printers.**

3 Choose Print.

What happens next depends upon your fax program. However, it's something like this: your program prompts you for a telephone number and gives you an opportunity to attach a standard cover sheet.

4 Choose Send to send the fax.

Using an Electronic Bulletin Board Service

The idea of using bulletin boards is an old one. Everybody's seen them. Big flat pieces of cork with lots of papers pinned to them. They're used to post messages, advertise a business or just to read some amusing stuff that somebody else had put up.

With the rise of the computer age, bulletin boards have gone electronic. Now there are thousands of electronic bulletin board services (BBSs) around the world. Like their mundane counterpart, these services let you post messages for friends or questions to which a wide variety of people can respond. Many BBSs also offer software (programs) that you can copy to your computer (called downloading).



NOTE

When you download software from a BBS, it's a good idea to check it for computer viruses. See "Viruses and How To Cure Them" on page 165.

Most BBSs serve a particular interest group and are run by an individual or small group of people. For example, a science fiction BBS may have messages from people looking for out-of-print books and offer a few sample sections of new works.

Most computer companies offer a BBS as one way to provide customers with software updates and answers to their questions. Toshiba's 24-hour BBS offers Toshiba computing information and is a good source of Toshiba utilities files and technical bulletins. Complete information about accessing Toshiba's BBS is found in "Toshiba's Bulletin Board Service" on page 229.

Some BBSs charge for their services. Also, smaller BBSs may not have toll-free telephone numbers. You'll have to add the cost of a toll call into the amount you pay to use the BBS.

For a list of BBSs, ask your dealer or computer store.

Using Online Services

You've probably heard of some of the more popular online services, such as CompuServe, Prodigy and America Online. Think of online services as super BBSs. They provide easy access to home shopping, travel arrangements, stock quotes and forums on a huge variety of topics.

You can send messages to other members, post questions on almost any subject and access a variety of reference materials. Most online services also have vast libraries of software that you can download for your own use.

Like many BBSs, online services cost money. Some charge a monthly fee, while others charge for the time you're connected to the service. Still others combine a monthly fee with additional online charges for specialized services.



If you're using an online service that charges for online time, make sure to pay attention to the amount of time you're connected to the service. It's easy to get so involved that you lose track of the time.

Many companies provide technical support through online services. For example, the Toshiba Forum on CompuServe provides 24 hour product support and lets you share tips with thousands of Toshiba computer users. To access the Toshiba Forum, type go toshiba at any CIS prompt.

Most online services offer starter packs. You can obtain these from a computer store or by calling the service. For a toll-free number to call, watch television advertisements or look in PC magazines.

Using the Internet

The Internet (INTERnational NETwork of computers) is a huge computer network. Actually, it's really a network of networks. Universities, government agencies, commercial offices and other sites around the world are connected, giving users on one network access to information on all the other connected networks.

What You Can Do on the Internet

The Internet offers a huge variety of information and experiences. The world is, quite literally, at your fingertips. For example, you can:

- ❖ send electronic mail (e-mail) to any of the millions of Internet users around the world.
- ❖ participate in thousands of specialized “newsgroups” covering almost any topic through the Usenet, a network of user groups.
- ❖ carry on a real-time conversation with someone in the next building or around the world.
- ❖ join a mailing list and receive articles published by others on specific topics.
- ❖ publish your own articles and circulate them to a mailing list.
- ❖ look through a virtually limitless number of electronic publications.
- ❖ play games with other users.
- ❖ download an enormous amount of free software (don't forget to check for viruses, following the steps in “Viruses and How To Cure Them” on page 165).
- ❖ work at home on a computer many miles away or communicate with the office using video conferencing.

- ❖ access information over the Internet's Wide Area Information Service (WAIS).
- ❖ search the World Wide Web (WWW) using a hypertext search for interesting network sites and information.



NOTE

While you're on the WWW, look up Toshiba America's home page at <http://www.toshiba.com>.

Where Do I Sign Up?

To use the Internet as an individual, you need an account with a service provider. Some service providers also provide software that makes the Internet easier to use. The easiest way to get on the Internet is to buy one of the programs that comes from a service provider.

When you dial-up the service provider's Internet site for the first time you will be asked to supply your credit card number. This initial process opens an account for you with the service provider.

What Does it Cost?

Although "traveling" on the Internet is free, accessing it through a service provider costs money. Most software packages for the Internet come with some free access time. After you've used up this time you may pay hourly charges in addition to a monthly charge.

If you use a service provider that can only be accessed over a private telephone network such as SprintNet, you'll have to pay additional telephone charges for access to the telephone network.

Make sure you ask about all the charges before you choose a software package and service provider.

How Do I Learn More About the Internet?

Explaining how to use the Internet goes far beyond the scope of this manual. However, there are a number of excellent books available that can help you get started. Each book presents the Internet in a slightly different way, telling you how to access information that is of particular interest to the author. Skim through a number of books to find the one that seems to point you in the direction you want to go.

Connecting to a Network

Although your computer is designed to be carried around on your travels, there may be times that you want to tap into your company's network. This section gives tips on how to connect your computer to an existing network.

Since most of the details in connecting to a network depend upon the network operating system your company uses and the type of cabling or wireless system installed, this section gives only a brief overview specific to your computer. Talk to your network administrator for assistance in getting up and running on your network.

What Do I Need to Connect to a Network?

Before you can connect to a network, you need to purchase a network adapter card. These come in two forms that will work with your computer:

- ❖ PCMCIA-compatible PC network adapter card
- ❖ Parallel network adapter

The PC Card runs faster, but takes up one of your PC Card slots. The parallel adapter leaves more space for PC Cards and can be connected so that you can still use a parallel printer.

Making the Connection

Connecting to a Microsoft network requires these general steps:

1 Insert the PC network adapter card in the slot.

Windows 95 automatically detects the card and installs the software for it.

2 Enter the network information.

Ask your network administrator for the Workgroup name and other requested information.

3 Click Close.

Windows 95 copies the necessary network files, then prompts you to restart your computer.

4 Click Yes.

Windows 95 restarts and prompts you to enter your name and password.

5 Type your name and password and click OK.

To connect to another type of network, refer to Windows Help, your network adapter documentation, and ask your network administrator for assistance.

Networks and Suspending the Computer

If you're connected to a network, don't suspend the computer until you've logged off of the network. Not all networks and programs work with Windows 95's Suspend command and Toshiba's Resume Mode. When you turn the computer back on after suspending, you may lose access to your network drives and programs. If this happens, press the reset button to restart your computer.



Don't use a pencil to press the reset button. Pencil lead can break off inside the computer and damage it.

Using Your Computer on Your Desktop

Your computer was designed to be easy to carry around and use while you travel. However, it's also powerful enough to use as your primary desktop computer.

This chapter describes how to connect several optional devices that can make your computer look at home on your desk.

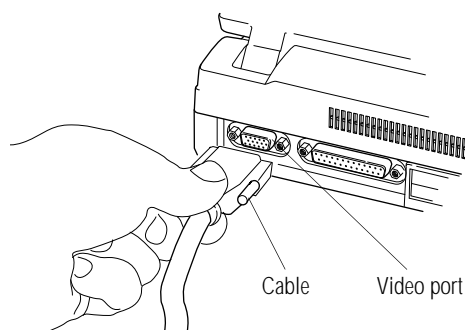
Using an External Monitor

You can easily attach an external monitor to your computer. Some external monitors display more information than the computer's built-in screen. Also, having an external monitor makes the entire display bigger.

Connecting an External Monitor

To connect an external monitor, follow these steps:

1 Turn the computer off.



Connecting an external monitor

2 Connect the monitor's video cable to the video port on the back of the computer.

3 Turn the external monitor on.

4 Turn the computer on.

The computer uses the external monitor.

If your external monitor can display higher resolution video modes than 640 x 480, you can take advantage of this feature by changing the video mode. To do this, see "Changing the Display Mode" on page 185.

Directing the Display When You Turn the Computer On

When you turn the computer on, it sends information to the external monitor. To send information to the built-in display as well, you'll need to change the setting in Hardware Setup or TSETUP. The Power On Display option has two settings:

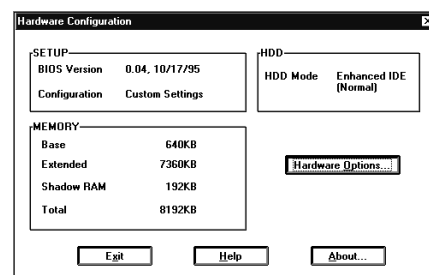
- ❖ Internal/External sends the display to the external monitor. If no external monitor is attached, it sends information to the computer's built-in display. (This is the default).
- ❖ Simultaneous sends display output to both the external monitor and the built-in display. This is especially useful if you're making a presentation and cannot see the external monitor easily.

This section explains how to change the Power On Display option using Hardware Setup. To change this option using TSETUP, see "TSETUP" on page 273.

The Hardware Configuration program lets you set configuration options in Windows 95. To set the Power On Display option in Windows 95, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click Hardware Setup.**

Hardware Setup displays the Hardware Configuration dialog box.

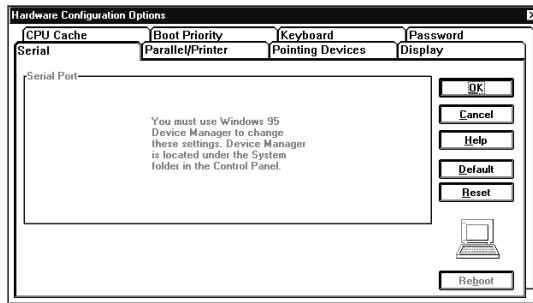


The Hardware Configuration dialog box

This box contains information about the system.

- 3 Choose Hardware Options.**

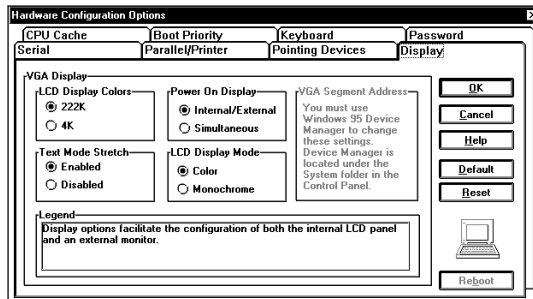
Hardware Setup displays the Hardware Configuration Options dialog box.



The Hardware Configuration Options dialog box

4 Click the Display tab.

Hardware Setup displays a page of display options.



The Display page

5 Click the circle to the left of the desired Power On Display setting.

6 Choose OK.

Hardware Setup displays a dialog box asking if you want to reboot (restart) the computer.

7 Choose:

- ❖ Yes to restart the computer immediately with your changes in effect.
- ❖ No, if you have programs open with unsaved files. Save your files, then restart the computer (click Start, then Shut Down, and select Restart the computer) to make your changes take effect.

Using an External Keyboard

If you prefer to use a standard desktop keyboard, you can attach one to your computer. The PS/2 port supports any PS/2-compatible keyboard.



NOTE

You can only connect one PS/2 device at a time. If you're already using a PS/2 mouse, you must remove it before connecting a PS/2 keyboard.

Connecting the Keyboard

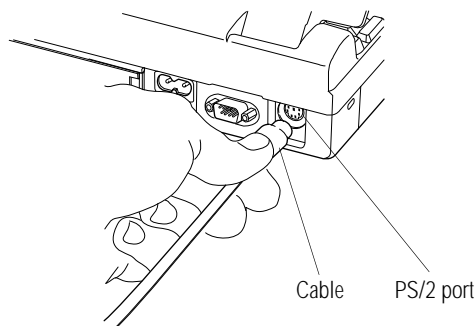
To connect an external keyboard, follow these steps:

1 Turn the computer off.



WARNING

Make sure the computer is off before you attach the keyboard. Connecting a keyboard with the computer's power on may damage the keyboard, the computer or both.



Connecting an external keyboard

- 2 Attach the keyboard cable to the PS/2 port on the back of the computer.**
- 3 See the keyboard’s documentation for additional configuration steps.**
- 4 Turn the computer on.**

The keyboard is ready to use. If you experience any problems, refer to “The Keyboard” on page 216.

Making Your External Keyboard Pretend it Has the Fn Key

An external keyboard doesn’t have the Fn key contained on the computer’s built-in keyboard. If you use the computer’s hotkeys or have set up key combinations in Fn-esse, you’ll probably miss these features when using an external keyboard. Don’t worry: with the Fn Key Emulation option in Hardware Setup or TSETUP, you can make your external keyboard act as if it had the Fn key.

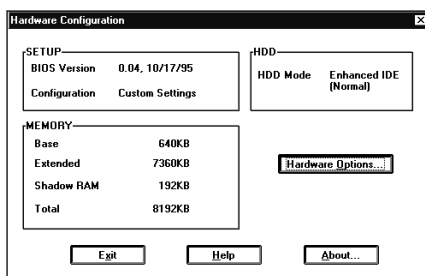
For more information about Fn-esse, see “Starting Programs Faster” on page 167.

To find out how to set the Fn Key Emulation option using TSETUP, see “TSETUP” on page 273.

To set the Fn Key Emulation option in Hardware Setup, follow these steps:

- 1 Click Start, then point to Programs.
- 2 Point to Toshiba Utilities, then click Hardware Setup.

Hardware Setup displays the Hardware Configuration dialog box.

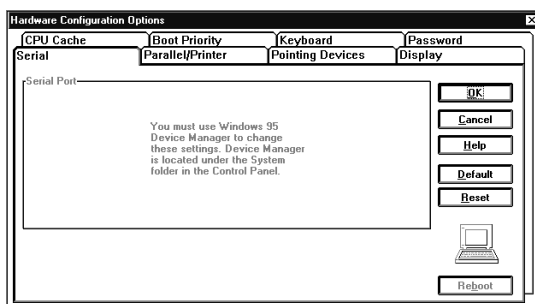


The Hardware Configuration dialog box

This box displays information about the system.

- 3 Choose Hardware Options.

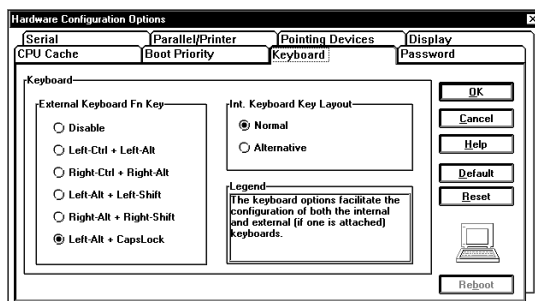
Hardware Setup displays the Hardware Configuration Options dialog box.



The Hardware Configuration Options dialog box

- 4 Click the Keyboard tab.

Hardware Setup displays a page with the External Keyboard Fn Key option.



The Keyboard page

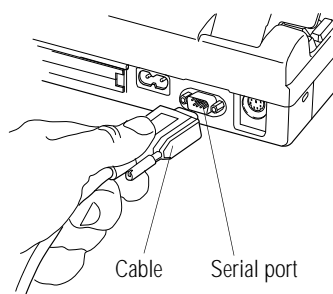
- 5 Click the circle to the left of the desired External Keyboard Fn Key setting.
- 6 Choose OK to close Hardware Setup with your setting in effect.

Using a Serial Mouse

You may want to use a mouse instead of the AccuPoint. You can use a serial mouse or a PS/2 mouse. See “Using a PS/2 Mouse” on page 147 if you wish to use a PS/2 mouse.

To connect a serial mouse, follow these steps:

- 1 Turn the computer off.



Connecting the cable to the serial port

- 2 Plug the mouse cable into the computer’s serial port.
- 3 Turn the computer on.

Before you use the serial mouse for the first time, you will need to complete the following steps:

1 Click the Start button and point to Settings.

2 Click Control Panel.

Windows 95 displays the Control Panel.

3 Double-click Add New Hardware.

Windows 95 starts the Add New Hardware Wizard.

4 Click Next.

The Add New Hardware Wizard asks if it should search for new hardware.

5 Select No, then click Next.

The Add New Hardware Wizard prompts you to choose a hardware type.

6 Select Mouse, then click Next.

The Add New Hardware Wizard prompts you to choose your mouse.

7 Select your mouse from the list provided and click Next.

Typically, you'll select Standard Serial Mouse.

8 Click Finish, then Yes to load the new settings.

Using a PS/2 Mouse

If you prefer to use a PS/2-compatible mouse, you can attach one to your computer. The PS/2 port supports any PS/2-compatible mouse.



You can only connect one PS/2 device at a time. If you're already using a PS/2 keyboard, you must remove it before connecting a mouse.

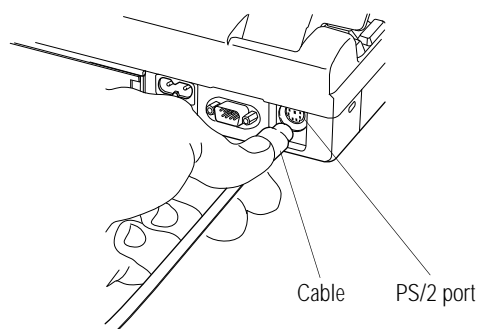
Connecting the PS/2 Mouse

To connect a PS/2 mouse, follow these steps:

1 Turn the computer off.



Make sure the computer is off before you attach the mouse. Connecting a mouse with the computer's power on may damage the mouse, the computer or both.



Connecting a PS/2 mouse

- 2 Attach the PS/2 mouse cable to the PS/2 port on the back of the computer.**
- 3 See your mouse documentation for additional configuration steps.**
- 4 Turn the computer on.**

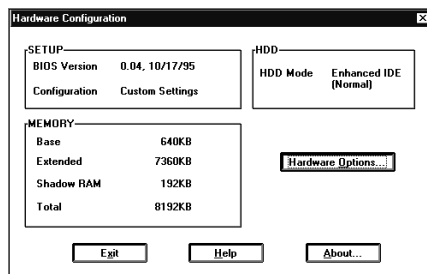
Setting Up a PS/2 Mouse

If you connect a PS/2 mouse to PS/2 port, you may use the mouse, the AccuPoint or both.

To set how the PS/2 mouse works with the AccuPoint, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click Hardware Setup.**

Hardware Setup displays the Hardware Configuration dialog box.

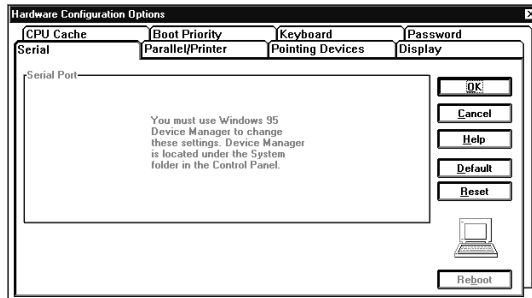


The Hardware Configuration dialog box

This box contains information about the system.

- 3 Choose Hardware Options.**

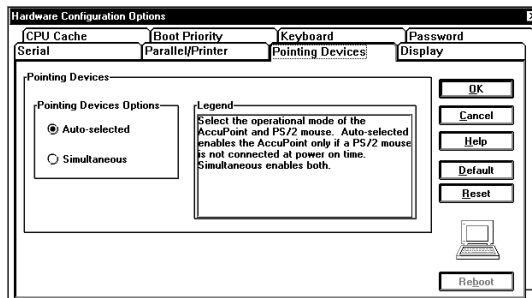
Hardware Setup displays the Hardware Configuration Options dialog box.



The Hardware Configuration Options dialog box

4 Click the Pointing Devices tab.

Hardware Setup displays a page of pointing device options.



The Pointing Devices page

5 Choose the desired option.

Auto-Selected checks for a PS/2 mouse. If one is connected, the mouse is active and the AccuPoint is disabled. If no PS/2 mouse is connected, the AccuPoint is active.

Simultaneous lets you use both the AccuPoint and the PS/2 mouse.

6 Choose OK.

Hardware Setup displays a dialog box asking if you want to reboot (restart) the computer.

7 Choose:

- ❖ Yes to restart the computer immediately with your changes in effect.
- ❖ No, if you have programs open with unsaved files. Save your files, then restart the computer (click Start, then Shut Down, and select Restart the computer) to make your changes take effect.

Using the Optional NoteDock™

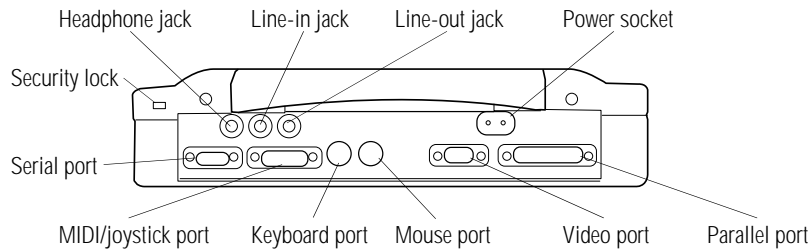
The NoteDock port allows you to connect your computer to an optional enhanced port replicator, the NoteDock. The NoteDock is an excellent investment if you're using your computer both in and out of the office.

Imagine that you're a salesperson who frequently works away from the office. When you return to your desk, you want to be able to connect to your network, print reports from your computer, and use a mouse instead of the AccuPoint. Connecting cables for each of these devices every time you return to the office is time-consuming and inconvenient.

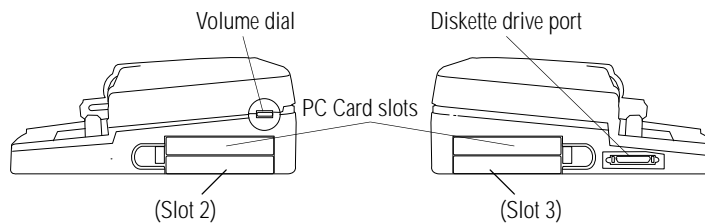
By connecting external devices to the NoteDock instead of directly to your computer, you can leave the devices connected while you are using your computer away from your desk. When you return, you can quickly connect your computer to the NoteDock and have immediate access to the devices.

NoteDock Features

This section identifies and describes the features of the NoteDock.



The rear of the NoteDock



The right and left sides of the NoteDock



Use the **serial port** to connect a serial device, such as a serial printer, modem or mouse. This port replaces the computer's serial port.



Use the **PS/2 keyboard port** to connect a PS/2 keyboard. This port replaces the computer's PS/2 keyboard port.






Use the **PS/2 mouse port** to connect a PS/2-compatible pointing device.



Use the **video port** to connect an external monitor. This port replaces the computer's video port.

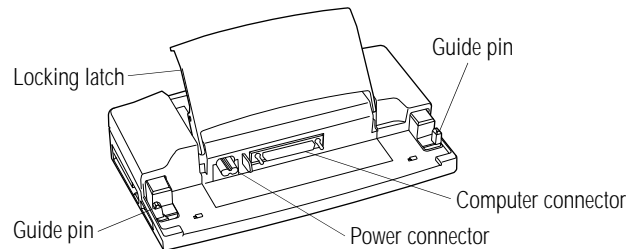


Use the **parallel port** to connect a parallel printer or other parallel device. This port replaces the computer's parallel port.

-  Use the **power socket** to connect the NoteDock to AC power, using a power cord.
-  Use the **security lock slot** to attach a security cable to the NoteDock. This cable is discussed in “Applying Physical Restraints” on page 165.
-  Use the two **PC Card slots** to install Type III PC Cards. The slot on the right is referred to as Slot 2. The slot on the left side is referred to as Slot 3. For more information, see “Using PC Cards in the NoteDock” on page 155.

The following features are designed for a different Toshiba computer and do not operate on this model:

-  The **headphone jack**
-  The **audio line-in jack**
-  The **audio line-out jack**
-  The **MIDI/Joystick port**
-  The **volume dial**
-  The **diskette drive port**



The front of the NoteDock

The view of the NoteDock above identifies:

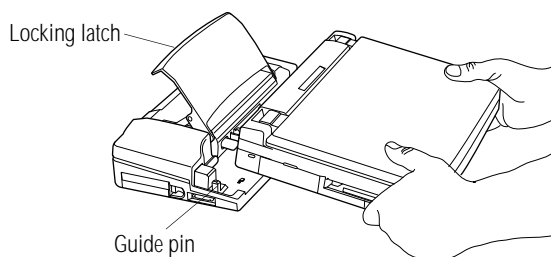
- ❖ the **locking latch** and **metal latches** that secure the computer to the NoteDock.
- ❖ the **computer connector** that connects to the NoteDock port on the back of your computer.

- ❖ the **power connector** that provides power to the computer when you connect the NoteDock to a power source.
- ❖ the **guide pins** that help align the computer with the NoteDock, ensuring a proper connection.

Connecting the Computer to the NoteDock

To attach the computer to the NoteDock, follow these steps:

- 1 Turn the computer off.**
- 2 Remove all cables from the back of the computer.**



Attaching the computer to the NoteDock

- 3 Lift the locking latch on the NoteDock.**
- 4 Align the two holes on the bottom of the computer with the guide pins on the NoteDock.**
- 5 Gently press the locking latch down.**

The computer slides into place and connects to the NoteDock.

- 6 Attach the power cord to the NoteDock's power socket.**
- 7 Connect the power cord to a wall socket.**

To disconnect the computer from the NoteDock, turn the computer's power off, lift the locking latch and remove the computer.

Using PC Cards in the NoteDock

The NoteDock provides two additional PC Card slots. These slots function in the same way as those in the computer.

For information about setting up PC Cards, refer to “Setting Up Your PC Card for Your Computer” on page 120.

The first time you use the NoteDock, Windows 95 will create a “Dock 1” configuration, that will be able to determine when you are docked (connected) to the NoteDock.

To use the PCMCIA card slots in the NoteDock, you will need to setup PC Card support the first time you connect to the NoteDock. To setup PC Card support, follow these steps:

- 1 Click the Start button and point to Settings.**
- 2 Click Control Panel.**

Windows 95 displays the Control Panel.
- 3 Select the PC Card (PCMCIA) icon.**
- 4 Follow the setup instructions.**

Keeping Your Files Safe

At some time, you'll almost certainly have files on your computer that you want to keep private. Your computer comes with several options that can help you keep your computer and files safe from unwanted intrusion.

This chapter describes the security options for your computer.

Using a Password

Setting a password lets you leave your computer, secure in the knowledge that nobody can access your files. When you set a password, you must enter the password before working on your computer.

There are three types of passwords on the computer:

- ❖ A power-on password requires you to enter the password every time you start or restart the computer.
- ❖ An instant password lets you get up and walk away from your computer for a few moments without having to turn the computer off.

- ❖ A supervisor-level password protects system settings by restricting who can make changes in MaxTime, Hardware Setup and TSETUP. This is useful if more than one person is using the computer.

Working with User-Level Passwords

The user-level password is the basic level of password security. For most users, this is all the password security you'll need.

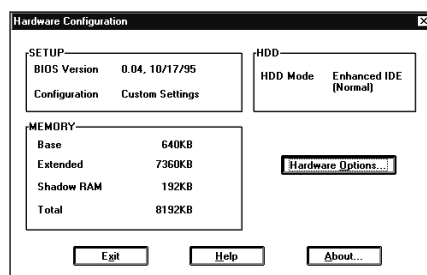
You may create a user-level password in either Hardware Setup or TSETUP. This section describes how to create a user-level password in Hardware Setup and how to use it as an instant and power-on password. For more information about TSETUP, see "TSETUP" on page 273.

Creating a User-Level Password

To create (register) a password, follow these steps:

- 1 **Click Start, then point at Programs.**
- 2 **Point at Toshiba Utilities, then click Hardware Setup.**

Hardware Setup displays the Hardware Configuration dialog box.

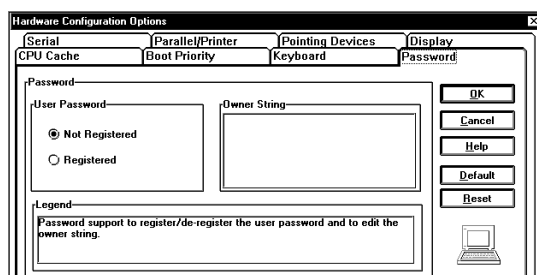


The Hardware Configuration dialog box

- 3 **Click Hardware Options.**

Hardware Setup opens the Hardware Configuration Options screen.

- 4 **Click the Password tab to access the Password page.**



The Password page

5 Click Registered.

Hardware Setup asks you to enter a password.

6 Type a password of one to 16 characters and press Enter.

You may use any combination of letters and numbers in your password.



Make sure you use a password you can remember easily and create a password service diskette. If you ever lose or forget your password, contact Toshiba service (US telephone number 800-999-4273). Password service diskettes are discussed in "Protecting Against Forgetfulness" on page 160.

7 When Hardware Setup prompts you to do so, verify the password by typing it again and pressing Enter.

If the two passwords match, Hardware Setup displays Registered.

If the two passwords don't match Hardware Setup displays an error message. Repeat steps 5 and 6 to enter the password again.

8 If you would like, you may also enter an Owner String that will appear with the password message any time you start or restart the computer.

9 Continue with the next section to create a password service diskette.

Protecting Against Forgetfulness

If you ever forget your password, a password service diskette lets you bypass the password when starting your computer.

To create a password service diskette, follow these steps:

- 1 Follow the steps in the previous section to create a password.**
- 2 Insert a low-density (720KB) diskette into the diskette drive.**



The computer overwrites all existing information on the password service diskette. Make sure the diskette you use does not contain any important information.

- 3 While still in Hardware Setup, click OK.**

Hardware Setup asks you to confirm your choice.

- 4 Press Y.**

Hardware Setup writes your password to the diskette and prompts you to remove the diskette.

- 5 Remove the diskette and click Reboot.**

The computer restarts with your password in effect.

- 6 Place your password service diskette in a safe place, away from the computer.**



If you forget your password and have lost your password service diskette, contact Toshiba service (US telephone number 800-999-4273).

Do not use your password service diskette for any other purpose. If you try to access the diskette, you'll receive an error message, and will have to reset your password and create a new password service diskette.

Power-On Password

Whenever you start or restart your computer with a power-on password in effect, the computer prompts you to enter the password before it goes through its normal startup procedure. The power-on password operates whether or not the computer is operating in Resume Mode.

When your computer prompts you to enter your password, type it in and press Enter. If you enter the password correctly, the computer continues with its normal startup procedure. If you enter an incorrect password, the computer beeps. After three incorrect attempts, the computer beeps, then turns off automatically.

If you've forgotten your password, follow these steps:

1 Turn the computer on with Resume Mode turned off.

The system prompts you for your password.

2 Insert the password service diskette into the diskette drive and press Enter.

The system prompts you, "Set Password Again (Y/N)?"



The password service diskette is not reusable. Once you use it, you must create a new diskette, even if you set the same password.

3 To enter Hardware Setup and reset your password, press Y. Follow the instructions in "Creating a User-Level Password" on page 158 to reset your password.

To remove your password, press N. It will no longer be registered.

Instant Password

An instant password secures your system with a single keystroke. Use this feature when you need to leave your desk for a few minutes and don't want to turn the computer off.

To use an instant password, press Fn + F1. Pressing this hotkey freezes the keyboard and AccuPoint and blanks the screen. An instant password has no effect on an optional serial mouse or trackball.

To unlock the password, follow these steps:

1 Press Enter.

If a password is registered, the screen remains blank.

2 Enter your password and press Enter.

If you enter the password correctly, the computer returns to where it was when you pressed the hotkey.

Disabling a User-Level Password

To disable your password, follow these steps:

1 Click Start, then point at Programs.

2 Point at Toshiba Utilities, then click Hardware Setup.

Hardware Setup displays the Hardware Configuration dialog box.

3 Click Hardware Options.

Hardware Setup opens the Hardware Configuration Options screen.

4 Click the Password tab to access the Password page.

5 Click Not Registered.

Hardware Setup asks you to enter the current password.

6 Type the existing password and press Enter.

If you entered the correct password, Hardware Setup displays Not Registered.

If you entered an incorrect password, Setup displays an error message. Repeat steps 5 and 6 to enter the password again.

If you enter an incorrect password three times, Hardware Setup displays an Access Denied message indicating that you cannot change the password. The password remains registered.

7 Click OK to restart the computer with the password disabled.

Working with Supervisor-Level Passwords

When a supervisor-level password is set, you must enter the supervisor password to make changes in MaxTime, Hardware Setup or TSETUP. This section describes how to create and use a supervisor-level password.

Creating a Supervisor-Level Password

To create a supervisor-level password, follow these steps:

- 1 If you're currently in Windows 95, click Start, then click Shut Down.**
- 2 Click the button next to Restart the computer in MS-DOS mode and click Yes.**

Windows 95 shuts down the computer, then restarts it in MS-DOS mode and displays a system prompt.

- 3 Type `c:\dos\svpw` and press Enter.**

The Supervisor Password program asks if you want to register (create) a password.

- 4 Press Y.**

The Supervisor Password program asks you to enter a password.

5 Type in a password and press Enter.

A password can be any combination of up to 10 letters and numbers. To protect from spying eyes, the Supervisor Password program displays an asterisk (*) for each character you type.

The Supervisor Password program indicates that your password is registered.

6 Type in the password again to verify it and press Enter.

7 Type `exit` to return to Windows 95.

Deleting a Supervisor-Level Password

To delete a supervisor-level password, follow these steps:

1 If you're currently in Windows 95, click Start, then click Shut Down.

2 Click the button next to Restart the computer in MS-DOS mode and click Yes.

Windows 95 shuts down the computer, then restarts it in MS-DOS mode and displays a system prompt.

3 Type `c:\dos\svpw` and press Enter.

The Supervisor Password program asks if you want to delete a password.

4 Press Y.

The Supervisor Password program asks you to enter your password. Once again, the program displays an asterisk for each character you type.

5 The Supervisor Password program indicates that a password is not registered.

6 Type `exit` to return to Windows 95.

Applying Physical Restraints

You can connect the optional Noteworthy Computer Lock to deter theft. One end of this cable fits into the security lock slot on the left side of the computer. Secure the other end of the cable to your desk or other large, heavy object.

If you're using an optional NoteDock, you'll want to purchase two of these cables: one for the computer and another for the NoteDock.

Viruses and How To Cure Them

Over the last few years, there have been a number of computer virus scares. Pranksters seem to find pleasure in unleashing these potentially destructive programs on the general public.

Viruses, while a potential problem, don't have to have a devastating effect on your computer. By taking a few simple precautions, you can avoid infection. And, by making sure you have a complete backup of all your programs and data files, you can ensure a speedy recovery if you do run into problems.

There are many virus detection/removal programs available. Ask your dealer for help in selecting one that adequately meets your needs.

Making Life Easier

Your computer is a computing powerhouse right out of the box. You can run the most powerful business programs and work for hours away from an external power source without needing to change anything. By adding extras and using the additional built-in features of your computer, you can make your life even easier.

This chapter discusses some convenient options that are already included with your computer.

Starting Programs Faster

Normally, when you have a Windows program open and want to open a different program, you need to wade through the long maze of the Start menu. While you may use Windows 95 shortcuts, Toshiba's Fn-esse program provides a quick way to open programs and documents from within any Windows program.

By assigning a key combination with the Fn key, you can:

- ❖ open a Windows program or a document in a Windows program.
- ❖ display a pop-up list of Windows programs and/or documents from which to choose.
- ❖ switch between open programs and documents.

You can assign any key that is not associated with a hotkey or a keyboard overlay. This section explains how to assign your Fn key combinations and use them to open programs and documents quickly.

Starting Fn-esse

To start Fn-esse, follow these steps:

- 1 Click Start, and point to Programs.**
- 2 Point to Toshiba Utilities, then click Fn-esse.**

Fn-esse displays the Fn-esse window:



The Fn-esse window

The keys are color coded as follows:

- ❖ available keys are black
- ❖ assigned keys are blue
- ❖ unavailable keys are dark gray
- ❖ keys associated with a pop-up list have a small red dot on the upper left corner of the key

Assigning a Key to a Program or Document

There are three ways to assign a key to open a program or document:

- ❖ drag-and-drop
- ❖ the Browse for Applications dialog box
- ❖ the Application Explorer dialog box

The following sections describe each of these methods. Experiment with each to find the one that best suits your tastes.

Using Drag-and-Drop

To use the drag-and-drop method of assigning a key to a program or document, follow these steps:

- 1 Open both Fn-esse and the Windows Explorer.**
- 2 Resize the Explorer window so that you can see both the Fn-esse keyboard and the Explorer at the same time.**

If you're unsure how to do this, refer to "Lesson 4: Resizing and Reshaping Windows" on page 45.

- 3 In the Explorer window, highlight the program or document file you wish to assign to a key.**
- 4 Click and hold the primary button as you drag the highlighted item from the Explorer to the key on the Fn-esse keyboard to which you wish to assign it.**
- 5 Release the primary button.**

Fn-esse displays the Add/Edit Command dialog box completely filled in to reflect the selected program or document.

- 6 Choose OK to close the Add/Edit Command dialog box with your key assignment in place.**

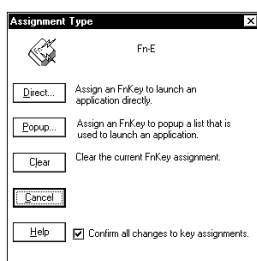
The program or document is now associated with the key you just selected. To open the program or document, press Fn plus the appropriate key from within any Windows program.

Using the Browse for Applications Dialog Box

To use the Browse for Applications dialog box to assign a key to a program or document, follow these steps:

- 1 **Click the desired key in the Fn-esse keyboard with the secondary button.**

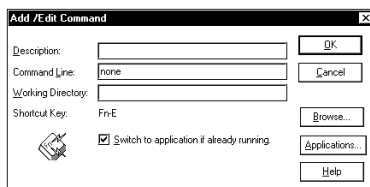
Fn-esse displays the Assignment Type dialog box.



The Assignment Type dialog box

- 2 **Choose Direct.**

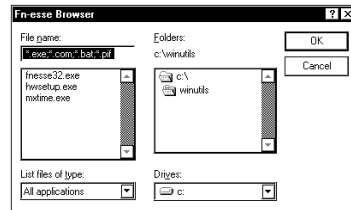
Fn-esse displays the Add/Edit Command dialog box:



The Add/Edit Command dialog box

- 3 **Choose Browse.**

Fn-esse displays the Browse for Applications dialog box.



The Browse for Applications dialog box

- 4 Locate your file. You may narrow down your search with the List Files of Type list box.**
- 5 In the File Name field, highlight the file you wish to assign to the key and choose OK.**

F_n-esse displays the Add/Edit Command dialog box completely filled in to reflect your choice.

- 6 Choose OK to save your key assignment and exit the dialog box.**

The program or document is now associated with the key you just selected. To open the program or document, press F_n plus the appropriate key from within any Windows program.

Using the Application Explorer Dialog Box

To use the Application Explorer dialog box to assign a key to a program or document, follow these steps:

- 1 Click the desired key in the F_n-esse keyboard with the secondary button.**

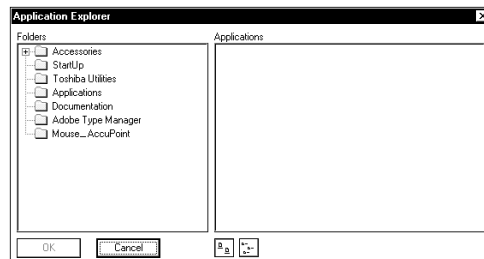
F_n-esse displays the Assignment Type dialog box.

2 Choose Direct.

Fn-esse displays the Add/Edit Command dialog box.

3 Choose Applications.

Fn-esse displays the Application Explorer dialog box.



The Application Explorer dialog box

4 Select the desired program folder.

5 Select the desired program or document and choose OK.

6 Fn-esse displays the Add/Edit Command dialog box again with everything filled in to reflect your choice.

7 Choose OK.

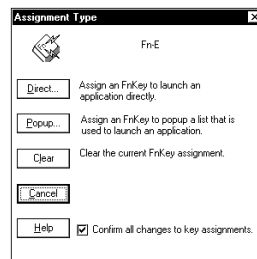
The program or document is now associated with the key you just selected. To open the program or document, press Fn plus the appropriate key from within any Windows program.

Defining a Pop-up Key Assignment

To assign a key to open a program or document from a pop-up list, follow these steps:

- 1 Click the desired key in the Fn-esse keyboard with the secondary button.**

Fn-esse displays the Assignment Type dialog box:



The Assignment Type dialog box

- 2 Choose Popup.**

Fn-esse displays the Application Explorer dialog box.

- 3 Select the desired folder.**

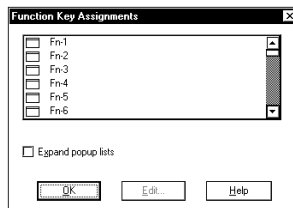
The left side of the Application Explorer displays the folders in the Programs menu. The right side lists the programs and documents in the folder. These are the items that will appear in the pop-up list. To create a pop-up list with items from various folders, or to pick only a few items from a folder, create a new folder containing only the desired programs and documents. If you're unsure how to do this, refer to your Windows 95 documentation.

- 4 Choose OK.**

The folder is now associated with the key you just selected. To open a pop-up list showing the items in that folder, press Fn plus the appropriate key from within any Windows program.

Viewing Existing Key Assignments

To view the existing key assignments, choose Assignments from the Fn-esse keyboard. Fn-esse displays the Function Key Assignments dialog box:



The Function Key Assignments dialog box

This box lists all the key assignments and the program or document to which they're assigned. To view items in a pop-up list, choose the Expand pop-up lists checkbox.

The buttons at the bottom of the dialog box operate as follows:

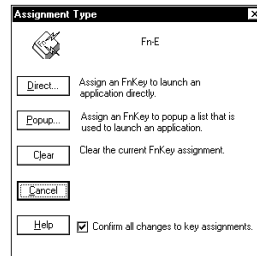
- ❖ OK exits the dialog box.
- ❖ Edit opens the Assignment Type dialog box, allowing you to change a key assignment.
- ❖ Help displays context-sensitive online help.

Changing or Removing Existing Key Assignments

To change or remove an existing key assignment, follow these steps:

- 1 Click in the Fn-esse keyboard on the key you wish to change with the secondary button.**

Fn-esse displays the Assignment Type dialog box.



The Assignment Type dialog box

- 2 To change the key assignment, choose Direct or Popup and continue as if you were creating a new assignment. To remove the key assignment, choose Clear.**

Options

This section describes additional Fn-esse options. All of these are accessed through the Fn-esse Options menu.

Setting Colors

Choosing Colors opens an additional menu with the following choices:

- ❖ Assigned Keys sets the color for the assigned keys.
- ❖ Mark Popups sets the color for the dot indicating a key assigned to a pop-up list.
- ❖ Hints sets the background color for pop-up hints.

Keeping Fn-esse On Top

Choosing (checking) Always on Top keeps the Fn-esse keyboard on top of your currently active window.

Marking Pop-ups

Choosing (checking) Mark Popups marks keys assigned to pop-up lists with a small dot on the Fn-esse keyboard.

Automatically Minimizing the Fn-esse Window

Choose (check) Minimize on Use to minimize the Fn-esse window automatically when you use it to open or switch to a program or document.

Displaying Hints

Pop-up hints appear on the Fn-esse keyboard whenever you move the AccuPoint pointer slowly over the keys. Hints show you what program, program group or document is associated with a particular key.

If a key is unassigned, the hint reads “~NONE~.”

Choosing Hints from the Options menu turns pop-up hints on and off.

Confirming Key Assignment Changes

If you choose Confirm Changes from the Options menu, Fn-esse asks you to confirm changes in existing key assignments.

Working with the Keyboard

This section introduces additional keyboard options.

Making Your Keyboard Pretend it Has More Keys

The 101-key enhanced keyboard has two Enter, Ctrl and Alt keys. The computer’s keyboard has only one of each.

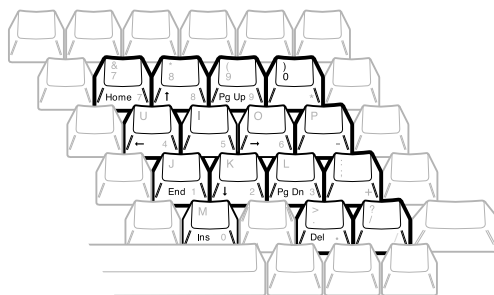
Most of the time there’s no difference between the two keys. However, some programs assign separate functions to the right and left Ctrl and Alt keys, or to the regular and numeric pad Enter

keys on the enhanced keyboard. The Fn key allows the keyboard to simulate these separate keys, as follows:

- ❖ Press Fn + Ctrl to simulate the Ctrl key on the right side of the enhanced keyboard.
- ❖ Press Fn + Alt to simulate the Alt key on the right side of the enhanced keyboard.
- ❖ Press Fn + Enter to simulate the Enter key on the numeric pad of the enhanced keyboard.

The Cursor Control Overlay

The keys with the white arrows and blue symbols on the left front are the cursor control overlay. This illustration highlights the keys in the cursor control overlay:



The cursor control overlay

You can use these keys to:

- ❖ move the cursor up, down, left or right on the screen.
- ❖ move up or down one page.
- ❖ move to the beginning or end of a document.
- ❖ delete or insert characters.

How these keys function may vary with the program you're using. Check your program's documentation for information on how the cursor keys function.

To turn the cursor control overlay on and off, press Fn + F10. The cursor control light on the indicator panel shows whether the cursor control overlay is on or off.

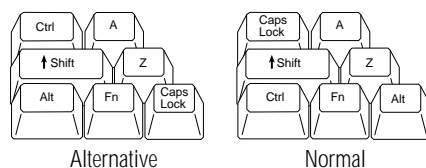
You can use the overlaid keys to type alphabetic characters while the overlay is on. To do this:

- ❖ for lower case letters, press and hold Fn while you type.
- ❖ for upper case letters, press and hold Fn + Shift while you type.

To use the numeric keys when the cursor control overlay is on, press and hold Shift while you use the overlaid keys. To return to the cursor control overlay, release Fn.

Selecting the Keyboard Layout

Depending on what type of computer keyboard you are accustomed to, the position of the Caps Lock, Ctrl and Alt keys on your computer may seem odd to you. You can change the layout of these keys by setting the Int. Keyboard Key Layout option in Hardware Setup or TSETUP:



The Alternative and Normal keyboard key layouts

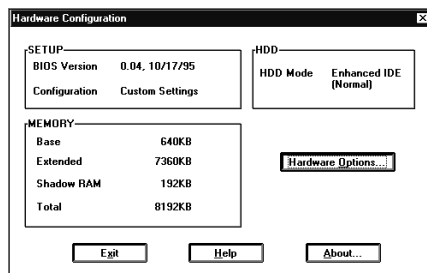
To find out how to set the Int. Keyboard Key Layout option using TSETUP, see “TSETUP” on page 273.

To set the Int. Keyboard Key Layout option in Hardware Setup, follow these steps:

- 1 Click Start, then point to Programs.**

2 Point to Toshiba Utilities, then click Hardware Setup.

Hardware Setup displays the Hardware Configuration dialog box.

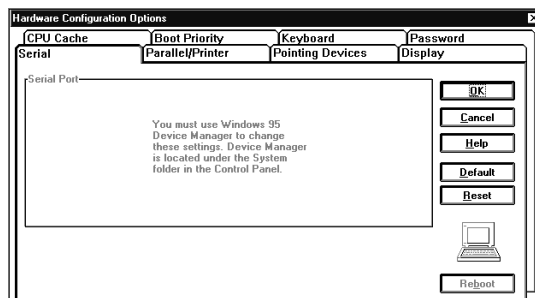


The Hardware Configuration dialog box

This box displays information about the system.

3 Choose Hardware Options.

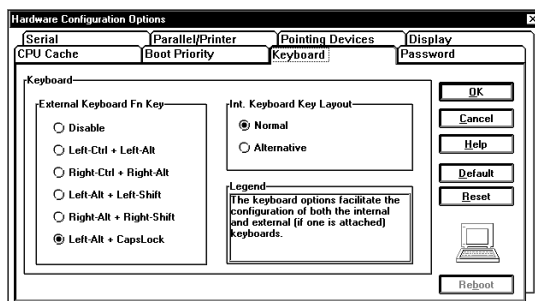
Hardware Setup displays the Hardware Configuration options dialog box.



The Hardware Configuration Options dialog box

4 Click the Keyboard tab.

Hardware Setup displays a page with the Int. Keyboard Key Layout option.



The Keyboard page

5 Click the circle to the left of the desired Int. Keyboard Key Layout setting.

Normal is the default setting.

6 Choose OK.

Hardware Setup displays a dialog box asking if you want to reboot (restart) the computer.

7 Choose:

- ❖ Yes to restart the computer immediately with your changes in effect.
- ❖ No, if you have programs open with unsaved files. Save your files and restart the computer (click Start, then click Shut Down and select Restart the computer) to make your changes take effect.

Using Device Manager to Configure Your System

The Windows 95 Device Manager lets you set up many of the individual components of your system. You'll need to use it if, for example, you want to change the COM port name assigned to the serial port or the range of memory reserved for the display adapter. This section gives a brief overview of how to use Device Manager.

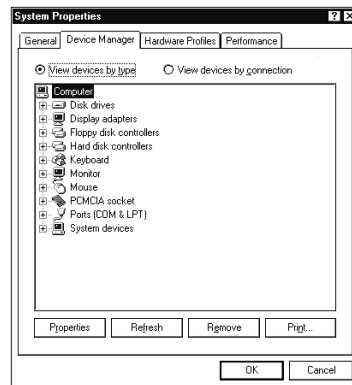
To change a component's setting in Device Manager, follow these steps:

- 1 **Click on the My Computer icon with the secondary button, then click Properties.**

Windows 95 opens the System Properties sheet.

- 2 **Click on the Device Manager tab.**

The System Properties sheet moves to the Device Manager page.



The Device Manager

This page lists all of the components of the system that you can change through Device Manager.

- 3 **Double-click on the type of device you want to modify. For example, if you want to modify the serial port settings, double-click on Ports.**

Device Manager extends the branch, showing all devices of the type you chose.

- 4 **Double-click on the device you want to modify.**
- 5 **Click the Resources tab to move to the Resources page.**

6 Make the desired changes.

NOTE

If you're unused to working with the computer's configuration, it's a good idea to leave the Use Automatic Settings box checked. These settings were set to work together within the system and with most available optional devices.

7 Click OK when you've finished your changes.

Different Ways to Turn the Computer On and Off

Now that you've mastered turning your computer on by pressing the power button, it's time to learn some new tricks. This section explains how to:

- ❖ set the computer to turn on automatically at a time you choose (the Alarm Power On option). This option is helpful if you are expecting to receive files by modem and want to do the transfer at night, when the rates are cheaper. You can set the computer to turn on and receive the files while you are asleep.
- ❖ turn the computer on and off by opening and closing the display panel (the Panel Power On/Off option). This option not only makes it easier to turn the computer's power on, but makes it impossible to close the display panel while the computer is on. This option is only available if you turn Resume Mode on.
- ❖ set the computer to turn off automatically after a set amount of time in which no computing activity has occurred (the System Auto Off option). This option is only available if you turn Resume Mode on.

You can set the Alarm Power On, Panel Power On/Off and System Auto Off options using either MaxTime or TSETUP. This section shows you how to change the options using MaxTime. For information on using TSETUP, refer to "TSETUP" on page 273.

Follow these steps to set the Alarm Power On and Panel Power On/Off options:

- 1 Click **Start**, then point to **Programs**.
- 2 Point to **Toshiba Utilities**, then click **MaxTime Manager**.

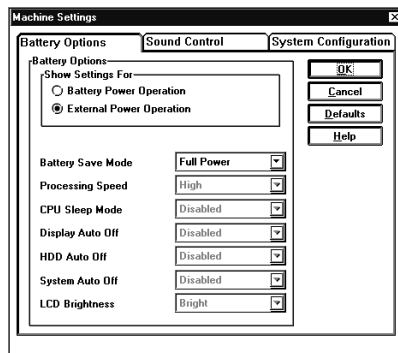
MaxTime displays the battery gauge window.



The MaxTime battery gauge window

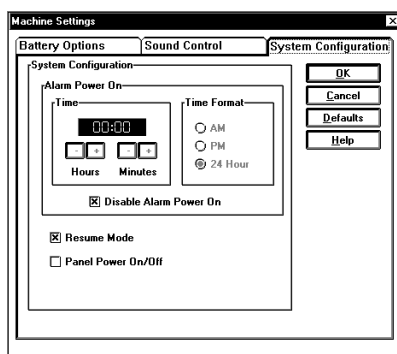
- 3 Choose **Machine Settings** from the **Options** menu.

MaxTime displays the Machine Settings dialog box.



The Machine Settings dialog box

- 4 Switch to the **System Configuration** page by clicking the **System Configuration** tab.



The System Configuration page

- 5 To turn on the computer at a particular time, click the checkbox next to **Disable Alarm Power On**. This box is blank when Alarm Power On is turned on. Choose the Alarm Power On Time Format you wish to use, then click the + and - buttons until the Time field displays the time at which you want the computer to turn on.**

An X in the checkbox turns off the Alarm Power On feature.

- 6 To set the computer to turn on or off when you open or close the display panel, click the checkbox next to **Panel Power On/Off**. This option is only available if Resume Mode is turned on.**
- 7 Choose OK to exit the dialog box and save your changes.**

Changing the Display Mode

Perhaps you would like to change how much information your screen displays, or adjust the number of colors it uses. You can control these options by using the screen display program. Any changes you make using this program affect Windows 95 only and will not change how your screen looks in DOS.

To open the program, follow these steps:

1 Click Start, then point to Settings.

2 Click Control Panel.

Windows 95 displays the Control Panel.

3 Double-click the Display icon.

Windows 95 opens the Display Properties sheet.

4 Click the Settings tab to move to the Settings page.

5 Change the number of colors the display can show by changing the Color palette setting.



NOTE

Setting the palette to High Color (16-bit) provides 64k colors. True Color (24-bit) provides 16 million colors. Some color modes and resolutions are available only on an external monitor. See "Video Modes" on page 323 for the modes available on the internal display.

6 Change the screen resolution by clicking and dragging the Desktop area slider.

7 When you've made all your changes, click OK. To close the Display Properties sheet without enabling your changes, click Cancel.

Using Online Documentation

Your computer comes equipped with this manual in the form of an electronic book, called online documentation. Cross-references in the text allow you to move through a series of related topics in the order you desire.

This section shows you how to:

- ❖ open the online documentation.
- ❖ select and read a topic.
- ❖ use the index.
- ❖ create and use bookmarks.
- ❖ cross-reference selected topics.
- ❖ search for selected information.
- ❖ get help with using the online documentation.
- ❖ reinstall online documentation.

Opening Online Documentation

To open online documentation, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click Online Documentation.**

Windows 95 opens the online documentation program.

Reading a Selected Topic

The online manual is a “virtual” book, that looks and operates like a spiral-bound notebook referenced with index tabs. You can expand each section in the table of contents by clicking the file folder icon to the left of each chapter heading.

To read a section of a manual:

- ❖ To select a subsection, click its index tab or click Contents and select the section from the list displayed.
- ❖ To move to the beginning of the table of contents, click Contents.
- ❖ To move up or down in a section, click and drag the scroll box or click the up and down arrows at the right side of the screen.
- ❖ To move forward or backward one section at a time, click the left and right arrow icons at the bottom of the screen.

Using the Index

The online documentation program provides an alphabetical index for quick access to related topics. To use the index to select a topic:

1 Choose Index.

Online documentation displays the Index dialog box.

2 Select the topic you wish to read and choose OK.

Online documentation displays the topic.

Using Bookmarks

Online documentation has a bookmark feature that allows you to switch quickly between marked sections. Bookmarks are saved for your future reference until you choose to delete them.

Creating a New Bookmark

To create (or define) a bookmark, follow these steps:

1 Choose Define from the Bookmark menu, or click the yellow bookmark icon in the lower-right corner of the screen.

Online documentation displays the Define Bookmark dialog box. This dialog box automatically shows the current chapter in the Bookmark Name field as the default name, and displays a list of currently defined bookmarks.

2 Choose OK to accept the current chapter name as the bookmark.

To change the default bookmark name, type the new name and choose OK.

If the name is already assigned to another bookmark, online documentation displays a message stating that the name already exists. Type the new bookmark name and choose OK.

Online documentation creates a consecutively numbered bookmark and places it in the online text. The bookmark appears at the upper edge of the online “book.”

To view a marked section, click its assigned bookmark. Online documentation switches to the corresponding text location.

Deleting a Bookmark

To delete a previously defined bookmark, follow these steps:

- 1 Choose Define from the Bookmark menu or click the yellow bookmark icon in the lower-right corner of the screen.**

Online documentation displays the Define Bookmark dialog box, which displays the list of currently defined bookmarks.

- 2 Select the bookmark name you wish to delete from the list.**
- 3 Choose delete.**

Online documentation deletes the bookmark.

- 4 Choose OK to close the Define Bookmark dialog box.**

Using Cross-References

Online documentation’s cross-reference feature allows you to move quickly to sections containing information related to the material in your current section. For example, from the batteries section you can cross-reference to the MaxTime section.

Cross-references are shown in green underlined text.

To view a cross-reference, follow these steps:

- 1 Position the pointer over the cross-reference.**

The pointer changes to a pointing hand icon.

2 Click the cross-reference.

Online documentation displays the section containing the information relating to the cross-reference you selected.

When you have finished reading the cross-referenced material, clicking Go Back returns you to the original topic.

Searching for a Topic

Online documentation has a full-text search feature that locates every topic that contains a word or phrase you are looking for. To use the full-text search feature, follow these steps:

1 Choose Search.

Online documentation displays the Search dialog box.

2 Type the word or phrase for which you would like to search in the Search by Word field.

You can substitute the last characters in a word with an asterisk (*) to find all the forms of the word. For example, typing bat*, would find “batch,” “battery,” “batteries,” “battery-powered” and “battery-save.”

3 Choose OK to start the search.

Online documentation displays the Search Results dialog box, displaying the list of topics containing the selected text.

4 Select the topic you wish to view and choose Go To.

Online documentation displays the topic with the word or phrase highlighted.

To exit the Search Results dialog box, choose Cancel.

To start a new search, choose To Search.

Getting Help

Choose Help Contents from the Help menu or press F1 to open online help. The help text explains the options available in the online documentation feature you're currently using.

Reinstalling Online Documentation

If for some reason you remove the online documentation from the hard disk, you'll need to restore it before you can use it again. To restore the online documentation to your hard disk, you must use the master program diskette that contains the online documentation files. For more information about master program diskettes, see "Create or Purchase Master Diskettes" on page 29.

Follow these steps to reinstall online documentation:

1 Click Start, then click Run.

Windows 95 displays the Run dialog box.

2 In the Run dialog box, type the command line `a:\install` and choose OK.

Follow the instructions on the screen to define the location of the files. If the directory you choose does not exist, the installation program creates it for you.

3 When the installation is complete, eject the diskette from the drive.

What's Really Going On?

By now, you've probably become pretty good at using your computer. However, you may be curious as to what is really going on while you're pounding away at the keyboard. This chapter gives you details of how your computer works.

What Is a Computer?

In one sense, your Satellite 100CS or Satellite 105CS is a computer. Technically speaking however, the processor chip, where the actual computing takes place, is the computer. All the other components are outside the computer because they either provide information to the processor or receive the results of the processor's computations.

What Other Batteries Does the Computer Have?

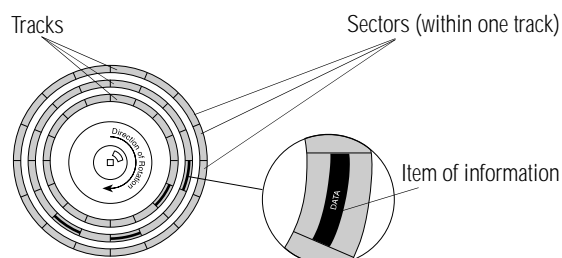
In addition to the main battery that powers your system when you're away from an AC outlet, your computer has two other batteries:

- ❖ The backup battery supports Resume Mode. When you turn the computer off in Resume Mode, a special memory powered by the backup battery keeps track of everything for the next time you turn the computer on. The backup battery gets its charge from the main battery. It maintains its charge for approximately four hours after the main battery discharges.
- ❖ The RTC (real-time clock) battery stores the computer's configuration information, which is stored in the RTC memory. When you make changes in TSETUP or Hardware Setup, this memory keeps track of those settings. The RTC battery also operates the computer's internal clock. It is charged by the main battery.

How Does a Disk Store Information?

Like a tape recorder, a disk drive reads and writes magnetically encoded information on magnetic media. The drive positions a read/write head above the surface of the disk when it records and retrieves information.

Before a drive can read from or write to a disk, the disk must have a specific structure. Formatting a disk creates this structure.



Tracks and sectors of a disk

Formatting divides each side of the disk into concentric circles called tracks. Each track is divided into sectors. Each item of information stored on a disk has a specific address composed of its side, track and sector number. This address makes it possible for the computer to locate the information on the disk.

How Big Is a Megabyte, Anyway?

When you read about the size of your hard disk, you may be confused by the discrepancy between megabytes and millions of bytes. “Wait a minute,” you say, “doesn’t a megabyte equal one million bytes?” Well, not exactly...

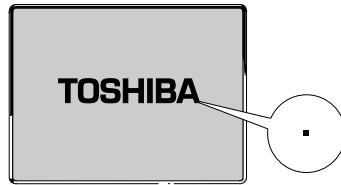
Computers use base two arithmetic, also called binary arithmetic. Because of this, all numbers in computing are based on powers of two. One megabyte is actually equal to 1,048,576 bytes (2^{20}), the closest binary number to 1,000,000.

In the early days of personal computers, the difference was very minor because hard disks were small and computers didn’t have much memory. As hard disk capacities and memory sizes have increased, the difference has become much more significant.

The hard disk that comes with your computer holds approximately 504 megabytes. You can convert this to millions of bytes by multiplying the number of megabytes (504) by the number of bytes in a megabyte (1,048,576). The result is 528,482,304, approximately 528 million bytes.

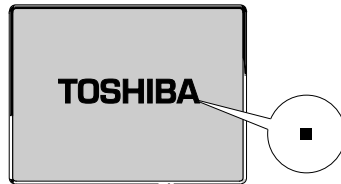
How Does the Screen Display Information?

Images on the computer's built-in liquid crystal display (LCD) are created by turning individual dots on the screen on or off in various combinations. These dots are called pixels.



A pixel on the display

A pixel is the smallest element on the screen. On a color display, each pixel is made up of three subpixels: one red, one green and one blue (RGB). Each subpixel may be either on or off. Mixing on and off subpixels is like blending the primary colors to create other colors.



A pel formed by several pixels

The smallest element that your programs can control is called a pel. Pels are arranged on the screen in a grid-like fashion. Depending on the video mode a program selects, a pel may be a single pixel or several pixels.

The pel size determines the clarity of the image—called screen resolution. Larger individual pels reduce the total number of available pels, resulting in lower resolution. Smaller pels increase the number of pels that can fit on the screen, resulting in higher resolution and a clearer image.

Displaying Colors

The pel size also determines how many colors the display can produce. By combining pixels of different colors within a pel, the display can produce many more colors than are available within a single pixel. Therefore, larger individual pels increase the number of colors available to the display.

Video Modes

Video modes are sets of industry-standard rules about resolution and the maximum number of distinct colors that can be displayed simultaneously on the screen. Programs that adhere to the rules of a video mode will run on any system that supports that mode.

Most display adapters provide several video modes. The computer's SVGA-compatible display adapter supports all VGA modes and some SVGA modes.

The video mode required by a program depends on:

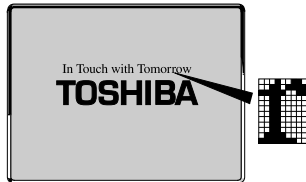
- ❖ whether the program displays graphics or text.
- ❖ the resolution required for the text or graphics.
- ❖ the number of colors used.
- ❖ the font size (in pixels) of the text.

Based on these requirements, computers recognize two categories of video modes: graphics modes and text modes.

In a graphics mode, programs can turn on and off individual pels to display a variety of images. The computer controls every pel on the screen individually. This provides maximum display flexibility while somewhat reducing the speed at which the display produces images.

An image produced this way could be a drawing or picture, like a pie chart, graph or photograph. It could also be an icon or a variation on a text character, like italics or bold type.

Windows 95 and Windows programs use graphics modes.



Character cell in a text mode

In a text mode, a character cell is the smallest element a program can control. A character cell is a grid of pels. All cells are the same size. Each cell displays a single letter or symbol. Character cells are arranged in rows and columns. In a text mode, only characters from a predefined set are available. If your program uses a text mode, refer to the program's documentation for a list of available characters.

What Is Plug and Play?

Plug and Play is a clever name for a new technology developed jointly by Intel and Microsoft that seeks to make upgrading a computer system easy.

Computer systems, operating software and add-on products that are designed according to this standard work together the first time you connect them. Plug and Play eliminates the time-consuming frustration of figuring out which IRQ and memory addresses to assign.

Since Plug and Play is an important part of Windows 95, your computer lets you take advantage of all its features.

What Really Happens When You Turn the Computer On?

When you press the power button, the following occurs:

1 The computer's BIOS (Basic Input/Output System) loads a bootstrap program.

This program, named from the expression “pull yourself up by your bootstraps,” checks and displays the amount of memory in the system before proceeding.

2 The bootstrap program attempts to load Windows 95.

It looks first for a diskette in the diskette drive and then at the hard disk. If a diskette without the necessary startup files is in the drive, the bootstrap program displays an error message.



NOTE

If you've changed the Boot Priority option in TSETUP, the computer will check the hard disk before the diskette drive.

3 As Windows 95 loads, it configures the system.

4 Windows 95 loads the desktop.

If Something Goes Wrong...

Some problems you may encounter when using your computer are relatively easy to identify and solve. Others may require help from your dealer or the manufacturer of a program.

This chapter offers suggestions to help you track down the source of any problem and solve it. At the end of the chapter is a list of the addresses and telephone numbers for Toshiba services and support.

Develop Good Habits

We all know that an ounce of prevention is worth a pound of cure, but sometimes we're in such a hurry to use a computer that we fail to adequately prepare for the inevitable problems that will occur.

On a regular basis, back up the information stored on your hard disk. There are two ways you can do this:

- ❖ copy files to diskette in Windows 95, following the steps in “How to Copy Something to a Diskette” on page 71 or “How to Back Up Your Work on Diskettes” on page 72.
- ❖ connect a tape drive to the system and use a specialized program to copy everything on the hard disk to a tape.

Some people use a combination of these methods, backing up all files to tape each week and copying critical files to diskette on a daily basis.

If you've added your own programs to your system, you should back up these programs as well as the data. If something goes wrong that requires you to format your hard disk and start over, reloading your data and programs from a backup will save time.

Diagnosing the Problem

The components used to manufacture computers are built to last for years. They rarely fail and when they do, don't panic: it's usually something simple.

Your first task is to define the problem by observing carefully what is happening. It's a good idea to stop what you're doing and jot down on a piece of paper what seems to be going wrong. If you receive an error message, write it down. This activity will suggest things you can try to further diagnose the problem.

Try to remember what you were doing just before the problem occurred. If you installed a new program or device, try removing it and see if the problem goes away.

Is it Hardware or Software?

The next thing to decide is if your problem is related to the programs you're using or to the computer itself (the hardware). This may not be as easy as it sounds. Some software problems masquerade as hardware problems and vice versa.

To check your hardware, follow these steps:

- 1 Click the My Computer icon with the secondary button, then click Properties.**

Windows 95 opens the System Properties dialog box.

- 2 Click the Device Manager tab.**

The Device Manager page displays a list of system components. If a component is not working properly, a yellow exclamation point (!) appears beside the component name.

If none of the components has a yellow ! beside it, the problem is most likely software-related.

If there is a red X beside it, the device is disabled. Double-click on the device and check the configuration name listed as Current in Device Usage.



If it looks like your problem is software-related, it will require a software solution. Having an authorized service provider add or replace system components will have no effect on the software.

Pay Attention to the Little Things

If you've used your computer for a while, you know how it normally works.

- ❖ Is everything suddenly working slower than usual?
- ❖ Do you see any error messages or unusual characters on the screen? If so, what are they?

- ❖ Is there anything missing from the screen that you're used to seeing?
- ❖ Are any indicator lights on or flashing? If so, which ones?
- ❖ Do you hear any beeps? If so, how many? Are they long or short?

It helps if you can make the problem happen every time you try the same steps. A problem that can be reproduced can be solved. So, after you've read the next section, try to make the problems happen again.

Where Do I Go From Here?

The following table lists the sections of this chapter that refer to specific areas of the computer.

<i>Component</i>	<i>Page</i>
General Protection Faults and System Errors	page 210
Power and the Batteries	page 215
PC Cards	page 221
Modems	page 225
Printers	page 224
Software and CPU Sleep Mode	page 209
Turning the Computer On	page 212
The Keyboard	page 216
The AccuPoint	page 216
The Display	page 217
The Disk Drives	page 218
Optional Devices	page 219
Resolving Resource Conflicts	page 226

Ten Things to Do to Keep Your Sanity

- ❖ If you're able to do so, save your work immediately.

If the system is locked (you can type or move the mouse, but nothing happens when you do), you won't be able to save your work. In this case, you may have to start again from the last version of the file on disk or from your backup.

- ❖ Review what you just did.

Many problems occur because you made an error. Read the section in your software manual that deals with what you are currently doing and follow any suggestions that seem to apply.

- ❖ If your screen displays an error message, go to your software manual first.

If you can't find the error in your software manual, refer to your Windows 95 manual. If the error is not documented anywhere, write it down exactly as it appears on the screen.

If you must call for help, you need to be able to tell the technician on the other end of the phone (who can't see your screen) exactly what the error message said.

- ❖ Make sure all cables are firmly attached.

Loose cables can cause unrelated error conditions and/or messages. For example, if you're using an external monitor and the monitor's data cable (connected to the computer's video port) comes loose, the colors on the monitor may seem to fade. You may think the monitor is the problem, but really it's just a loose cable.

- ❖ Make sure the battery has power or the computer is plugged into a live wall outlet.

- ❖ Call a friend who has experience with a similar configuration.

Almost all computer users have someone they can call to discuss such problems. If you don't know anyone to call, find an electronic information source such as Toshiba's Bulletin Board Service or CompuServe.

- ❖ If you've just installed a new program or a new device, the problem is probably related to that program or device.

You may need to uninstall the program or remove the device, make sure everything works correctly and then reinstall the program or device using a different Interrupt Request level (IRQ), memory address, or other option.

- ❖ Read the manuals.

It's very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how computers and programs work together.

Read all the manuals provided with your computer, as well as the manuals that come with the programs and devices you purchase. In addition, your local computer store or book store contains a variety of self-help books you can use to supplement the information in this manual.

If you're one of those people for whom computers are an utter mystery, you're not alone! Don't hesitate to purchase an elementary computer book.

- ❖ Press Ctrl + Alt + Del.

If you're in Windows 95 when you do this, Windows 95 displays the Close Program window. You can choose End Task to close the offending program, or Shut Down to restart the computer. Even if Windows 95 closes the program for you, it's a good idea to restart the computer.

If the computer is in Resume Mode, you may have to press the reset button, located on the left side of the computer.

- ❖ Take a break.

If you've been fighting to solve a problem for a long period of time, you're probably frustrated by now. Stand up and take a deep breath. Often, you can find a new solution to a problem just by stepping away from it for a few moments.

Software Tips

For the most part, this chapter discusses specific problems related to the computer itself. It does not cover software problems because there's no way Toshiba can know which programs you are using. This is why one of the steps in "Ten Things to Do to Keep Your Sanity" on page 207 involves searching your software manuals.

This section provides some general software tips.

Software and CPU Sleep Mode

If you've turned on (enabled) CPU sleep mode, and you open a program that immediately stops working (locks), turn off (disable) sleep mode and try to run the program again.

You can disable sleep mode in MaxTime or TSETUP. For instructions on using TSETUP to disable sleep mode, refer to "TSETUP" on page 273.

Follow these steps to disable sleep mode in MaxTime:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click MaxTime Manager.**
Windows 95 opens MaxTime.
- 3 Choose Machine Settings from the MaxTime Options menu.**
MaxTime displays the Machine Settings dialog box.
- 4 Click Battery Options.**
MaxTime displays the battery options.
- 5 Set the Battery Save Mode to User Settings.**
- 6 Choose Disabled for Sleep Mode.**

- 7 Choose OK or press Enter to save your changes and exit the dialog box.**
- 8 Minimize MaxTime or close the program by choosing Exit from the File menu. You don't have to restart the computer for this change to take effect.**

If the problem continues, contact the manufacturer of the program.

General Protection Faults and System Errors

If you encounter a General Protection Fault or System Error while using a Windows program, restart the computer (press Ctrl + Alt + Del) before you continue. (Press the reset button if Resume Mode is enabled.)

A General Protection Fault is an indication that Windows 95 has tried to assign two or more programs to the same area in memory. A System Error indicates a problem within one program. While a System Error is not as serious as a General Protection Fault, it's still a good idea to quit Windows 95 and restart your computer before continuing to work.

Unlike a General Protection Fault, a System Error usually lets you save files, if you have other programs open. Make sure you save these files before you shut down the computer.

What to Do for a General Protection Fault

Follow these steps if you receive a General Protection Fault or a System Error:

- 1 Choose OK to close the error message dialog box.**
- 2 If you are able to do so, save any open files. If your computer does not respond, continue with step 3.**
- 3 Press Ctrl + Alt + Del to restart your computer. If this has no effect, press the reset button.**

When the computer starts and loads Windows 95 again you may continue working.

Memory Card Problems

Bad or improperly connected memory cards may also cause these errors. To correct this problem:

1 Click Start, then click Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

2 Click the button next to Shut down the computer, then click Yes.

Windows 95 shuts down and turns the computer off automatically.

3 Remove the memory card.

4 Reinstall the memory card, making sure it's seated properly.

5 Replace the memory expansion slot cover.

6 Check for the error again.

7 If the error reoccurs, remove the memory card entirely and check for the error again.

If removing the memory card eliminates the error, the memory card may be bad. If the error reoccurs without the memory card installed, the error is not caused by the memory card.

Your Computer May Be Too Fast for Your Program

If an older program will not run, the computer may be running too fast for it. Try setting the Processing Speed option in MaxTime to Low, or change the CPU Cache option in TSETUP to Write-through.

Solving Computer Problems

If you're sure your problem is not software related, you probably have a good idea which component is not working properly. The rest of this chapter explains possible solutions for various problems. The chapter discusses each system component in turn.

Turning the Computer On

When you turn the power on with Resume Mode off, the system loads what's called a bootstrap program stored in the computer's Basic Input/Output System (BIOS), then loads Windows 95.

These problems might appear when you turn the power on:

The computer won't start.

Make sure you attached the power cord properly or installed a charged battery. Press and hold the power button for a few seconds.

The computer is not accessing the hard disk or the diskette drive.

If the Boot Priority option in Hardware Setup or TSETUP is set to HDD→FDD and you have a hard disk problem you won't be able to start the computer. Insert a system diskette into the diskette drive and press F10 while you turn the power on.

The computer seems to start correctly but, when you press a key on the keyboard or press the AccuPoint, nothing happens.

You are probably in Resume Mode and have a software or resource conflict. When this happens, turning the power on returns you to the problem instead of restarting the system. To clear the condition, press Ctrl + Alt + Del or the reset button on the left side of the computer.

Clearing the condition may get you running by disabling Resume Mode, but it won't solve a resource conflict. Read the documentation that came with the conflicting device and "Resolving Resource Conflicts" on page 226.

The computer displays the WARNING: RESUME MODE FAILURE **message.**

The backup battery is discharged. To charge the backup battery, plug the computer in and turn it on for at least 24 hours.

The computer displays the Non-System disk or disk error **message.**

Make sure there are no diskettes in the diskette drive. If there is one, remove it and press any key to continue. If pressing any key does not work, press Ctrl + Alt + Del or press the reset button to restart the computer.

Verifying the System

A system verification test confirms that all the components connected to the computer are working. This includes testing the memory, hard disk, diskette drive, etc. Use this test if you suspect a problem with any of these internal components.

Running the Test

To verify the system, follow these steps:

- 1 Turn the computer off.**
- 2 Hold the spacebar as you press the power button. If Resume Mode is on, hold the spacebar as you press the reset button.**

System verification displays the following message, which remains on the screen for a few seconds as the computer tests memory:

```
(C) Copyright 19xx Toshiba Corp. All rights reserved.  
MEMORY TEST xxxxKB
```

Successful Test Results

If the system verification test completes successfully, the computer sounds a short beep and attempts to open the operating system, first from drive A, then from drive C.

Unsuccessful Test Results

If the system verification test fails, the computer does one of the following:

- ❖ Stops updating the memory counter and does not proceed to display information or messages.
- ❖ Sounds a beep but displays no new messages.
- ❖ Displays random characters and does not function normally.
- ❖ Displays an error message.

Other Circumstances

The computer normally beeps at the conclusion of a successful system verification. If the system speaker is set to Disabled in MaxTime or TSETUP, this beep will not occur.

If the speaker is turned on (enabled) and the system verification completes but you don't hear a beep, the speaker may be faulty, though this does not affect the computer's operation. Contact your dealer.

If the system verification completes successfully but Windows 95 won't load, refer to "Turning the Computer On" on page 212. If all seems correct, treat this as a hardware error and contact your dealer.

See if You Can Reproduce the Error

Verify the system again. Before you do so, turn the computer off and make sure all optional devices are connected properly. Then, run the test again. If the test fails a second time, you have demonstrated that you can reproduce the problem and it's time to contact your dealer.

Power and the Batteries

Your computer receives its power through the built-in power supply and power cord or from the system batteries (main battery, real-time clock (RTC) battery and backup battery). Power problems are interrelated. For example, a bad power cord will neither power the computer nor recharge the batteries.

Here are some typical problems and how to solve them:

The power light doesn't come on when you plug in the power cord.

Make sure the power cord is firmly plugged into both a working wall outlet and the computer.

The power cord works correctly, but the battery won't charge.

The main battery may not be inserted correctly in the computer. Turn off the computer, remove the battery, clean the battery contacts with a soft, dry cloth and replace the battery.

The battery appears not to power the computer for as long as it usually does.

Check the power-saving features in MaxTime or TSETUP. Have you added a device, such as a PC Card or memory module, that takes its power from the battery? Is your software using the hard disk more? Is the display power set to turn off automatically? Is the battery fully charged to begin with? All these conditions affect how long the charge lasts.

For more information on maximizing battery power, refer to "Looking After Your Battery" on page 109 and "Conserving Power" on page 104.

The Keyboard

If, when you type, strange things happen or nothing happens, the problem may or may not be related to the keyboard itself.

The keyboard produces unexpected characters.

A keypad overlay may be on. If the numeric keypad or cursor control light is on, press Fn + F10 to turn off the cursor control light or Fn + F11 to turn off the numeric keypad light.

Make sure the software you are using is not remapping the keyboard.

You've connected an external keyboard and Windows 95 displays one or more keyboard error messages.

The keyboard you connected may be defective or incompatible with the computer. Try using a different brand of keyboard.

Nothing happens when you press the keys on the external keyboard.

Make sure the PS/2 keyboard is plugged into the PS/2 keyboard port and not the PS/2 mouse port on the NoteDock™.

You may have plugged the external PS/2 keyboard in while the computer was turned on. Press Ctrl + Alt + Del or press the reset button to restart the computer so it recognizes the device.

The keyboard locks and the computer will not restart.

Make sure the power is on and press the reset button.

The AccuPoint

Some of the keyboard conditions listed above may also affect the AccuPoint.

Your finger easily slides off the AccuPoint.

The AccuPoint cap may be oily. Remove the cap and clean it with a cotton swab dipped in rubbing alcohol.

Or the cap may have become worn. Replace the cap with one of the spares that came with your computer. Follow these steps:

1 Remove the AccuPoint cap by grasping it firmly and pulling it straight up.

The AccuPoint spindle is now visible.

2 Position the new cap on the spindle and press it into place.

The Display

Here are some typical display problems and their solutions:

The display is blank.

Display Auto Off may have gone into effect. Press any key to activate the screen.

You may have activated the instant security feature by pressing Fn + F1. Enter your password if you have registered one, or press Enter to return to work.

The display doesn't look right.

See "Changing the Display Mode" on page 185 to adjust your screen resolution or color settings.

The built-in screen flickers.

Some flickering is a normal result of the way the screen produces colors. To reduce the amount of flickering, try using fewer colors.

Windows 95 displays a message that there is a problem with your display settings and that the adapter type is incorrect or the current settings don't work with your hardware.

Reduce the size of the color palette to one that is supported by the computer's internal display. See "Changing the Display Mode" on page 185 for instructions.

The Disk Drives

Problems with the hard disk or with a diskette drive usually show up as an inability to access the disk or as sector errors. Sometimes a disk problem may cause one or more files to appear to have garbage in them. Typical disk problems are:

You are having trouble accessing a disk, or some of the data appears to be missing.

Make sure you're identifying the drive by its correct name (A or C).

Run ScanDisk, which analyzes the directories, files and File Allocation Table (FAT) on the disk and repairs any damage it finds. To run ScanDisk, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Accessories, then point to System Tools.**
- 3 Click ScanDisk.**

Windows 95 opens the ScanDisk window.

Your data files are damaged or corrupted.

Refer to your software documentation for file recovery procedures. Many software packages automatically create backup files.

You may also be able to recover lost data by using utility software, which is available from your dealer.

A diskette won't go into the built-in diskette drive.

You may already have a diskette in the drive. Make sure the drive is empty.

You may be inserting the diskette improperly. Hold the label of the diskette with the hub side facing down, and insert it so the metal head window cover goes into the drive first.

The metal cover or loose labels may be obstructing the path into the drive. Carefully inspect the diskette. If the metal cover is loose, replace the diskette. If the label is loose, replace the label and try inserting the diskette again.

The computer displays the Non-system disk or disk error message.

If you're starting the computer from the hard disk, make sure there's no diskette in the diskette drive.

If you're starting the computer from a diskette, the diskette in the drive doesn't have the files necessary to start the computer. Replace it with a bootable diskette.

A diskette won't format properly.

Make sure you've chosen the correct disk capacity in the Format dialog box. You can't format double-density diskettes as high-density diskettes and vice versa.

Try using a different diskette. If the computer completes the formatting of the new diskette, run ScanDisk to check the new diskette. If the drive formats properly and ScanDisk doesn't report any errors during the test, the problem is probably a faulty diskette.

The drive can't read a diskette.

Try another diskette. If you can access the second diskette, the first diskette (not the disk drive) is probably causing the problem. Run ScanDisk on the faulty diskette.

If the problem occurs with each diskette you attempt to access, run the diagnostic test. Refer to "The Diagnostic Test" on page 289.

Optional Devices

Optional devices can include a printer, PC Cards, an external monitor, or any other device you connect to your computer to expand its capabilities. This section begins with some general comments and continues with sections for specific devices.

General Things to Look Out For

- ❖ Make sure you turn on the power to all optional devices before you turn the computer on.
- ❖ Check that all connecting cables are correctly and firmly attached. Loose cables can cause erroneous or intermittent signals. You may need to inspect connecting cables for loose wires, and check connectors for loose, bent or pushed-in pins. On very rare occasions, the cable wiring may be faulty. Try a different cable or check the device's wiring requirements.

A Plan for Action

The smooth operation of the system depends on the interaction of all devices, programs and features. If the system or one of its attached devices isn't working, resolving the problem can be time consuming and frustrating.

The recommended procedure for getting multiple devices to work together is to add and configure one optional device at a time. After you add each device, test to make sure it, and all previously connected devices work.

The problem is probably with the most recently connected device or its driver and configuration options.

Make sure there are no resource conflicts between the device you're adding and the other devices connected to the system.



A word to the wise: if you get too tired, take a break. You'll be surprised how different things will look when you've had a good night's sleep.

PC Cards

PCMCIA-compatible PC Cards include many types of devices, such as a removable hard disk, additional memory, fax/modem or pager. The applications for these devices continue to grow as new products come onto the market almost daily.

Most PC Card problems occur during installation and setup of new cards. If you're having trouble getting one or more of these devices to work together, several sections in this chapter may apply.

- ❖ Resource conflicts can cause problems when using PC Cards. Refer to “Optional Devices” on page 219 and “Resolving Resource Conflicts” on page 226.
- ❖ If the device is a modem, see “Modems” on page 225.

Card Information Structure (CIS)

When you insert a PC Card into a slot, the computer attempts to determine the type of card and the resources it requires by reading its CIS. Sometimes the CIS contains enough information for you to use the card immediately. Other cards must be configured before you can use them.

Use the Windows 95 PC Card (PCMCIA) Wizard to configure the card.

Some card manufacturers use special software called enablers to support their cards. Enablers result in non-standard configurations that can cause problems when installing another PC Card.

If Windows 95 does not have built-in drivers for your PC Card and the card did not come with a Windows 95 driver, it may not work under Windows 95. Contact the manufacturer of the PC Card for information on operating the card under Windows 95.

Basic Things to Check

- ❖ Make sure the card is inserted properly into the slot.
Refer to “Little Cards that Do Big Things” on page 115 for how to insert PC Cards, and to the documentation that came with the PC Card.
- ❖ Make sure all cables are connected.
- ❖ Make sure the computer is loading only one version of Card and Socket Services.
- ❖ Every once in a while a defective PC Card slips through. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again, it may be defective.

Resolving Problems

Here are some common problems and their solutions:

The slots appear to be dead. PC Cards that used to work no longer work.

Follow these steps to view the PC Card status:

- 1 Click the My Computer icon with the secondary button, then click Properties.**

Windows 95 displays the System Properties dialog box.

- 2 Click the Device Manager tab.**

- 3 Double-click the device listed as your PC Card.**

Windows 95 displays your PC Card's Properties dialog box. This dialog box contains information about your PC Card configuration and status.

The computer stops working (hangs) when you insert a PC Card.

The problem may be caused by an I/O (input/output) conflict between the card and another device in the system. Make sure each device has its own I/O base address.

The PCMCIA socket should have its own I/O base address. Since all cards share the same socket, each card is not required to have its own address.

Hot swapping (removing one PC Card and inserting another without turning the computer off) fails.

Follow this procedure each time you want to remove a PC Card:

- 1 Click the PC Card icon on the taskbar.**
- 2 Click Stop xxxx, where xxxx is the identifier for your PC Card.**

Windows 95 displays a message that you may safely remove the card.

The system does not recognize your PC Card or PCMCIA socket controller.

Windows 95 may not have built-in drivers for your PC Card. Follow these steps to install PC Card support:

- 1 Click Start, then point to Settings.**
- 2 Click Control Panel.**
Windows 95 opens the Control Panel.
- 3 Double-click Add New Hardware.**
Windows 95 opens the Add New Hardware Wizard.
- 4 Click Next.**
- 5 Follow the instructions on the screen to install support for your PC Card or PCMCIA socket controller.**

There is still a yellow exclamation point (!) over the PCMCIA controller icon in Device Manager.

You've gone through the PCMCIA Wizard in Windows 95 as described in "Setting Up PC Card Support in Windows 95" on page 120, but the system still reports the controller with a yellow !.

Your computer may not be firmly attached to the optional NoteDock. To fix the connection:

1 Click Start, then click Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

2 Click the button next to Shut down the computer, then click Yes.

Windows 95 shuts down and turns the computer off automatically.

3 Lift the locking latch on the NoteDock.

4 Gently lift the computer and slide it off of the NoteDock.

5 Reconnect the computer and NoteDock, making sure to press them together firmly.

Refer to "Connecting the Computer to the NoteDock" on page 154 for instructions.

Printers

This section lists some of the most common printer problems.

The printer doesn't print.

Make sure the printer cable is firmly attached to both the computer and the printer. Make sure you installed the proper printer drivers, as shown in "Setting Up Windows 95 to Work with Your Printer" on page 67.

If your printer is ECP- or IEEE 1284-compliant, make sure you have an IEEE 1284 printer cable.

You may have connected the printer with the computer on. Disable Resume Mode, turn off the computer, and turn off the printer. Turn the printer back on, make sure it's ready (online), then turn the computer back on.

You may have selected an incorrect Printer Port Type setting. To change this option setting, refer to "Hardware Setup" on page 259.

The printer doesn't print what I see on the screen.

Many programs display information on the screen differently from the way they print it. See if your program has a print preview mode. This mode lets you see your work exactly as it will print. Contact the software manufacturer for more information.

Modems

A modem, fax/modem or fax/voice/modem is a serial device. This section lists common modem problems.

The modem won't receive or transmit properly.

Make sure the RJ-11 cable (the one that goes from the modem to the telephone line) is firmly connected to the modem's RJ-11 jack and the telephone line socket.

Check the serial port settings to make sure the hardware and software are referring to the same COM port (in Device Manager under Modems for PC Card modems or in Hardware Setup or TSETUP for an external modem).

Check the communications parameters (baud rate, parity, data length and stop bits) specified in the communications program. It should be configured to transmit at 300, 1200, 2400, 4800, 9600, 14400 or 28800 bps (bits per second). Refer to the program's documentation and modem manual for information on how to change these settings.

The modem is on, configured properly and still won't transmit or receive data.

Make sure the line has a dial tone. Connect a telephone handset to the line to check this.

The other system may be busy or off-line.

The PC Card modem used to work, but doesn't anymore.

Check in Device Manager to see if the modem is listed.

If it is listed but has an X next to it, the modem is disabled. Double-click the device and then check the Undocked and Docked (if present) options before clicking OK.

If the modem is listed and has an exclamation point (!) next to it there may be a conflict with another device and that Windows 95 is unable to resolve the conflict. See "Resolving Resource Conflicts" on page 226 for suggestions on solving the conflict.

Resolving Resource Conflicts

Just as a business person needs a telephone and a computer to get a job done, the computer and the components you add to the system need certain resources to accomplish a task. A device, such as a CD-ROM drive or a modem, needs a direct line to the computer's Central Processing Unit (CPU). It also needs room in the computer's memory to store information as it works.

The direct line to the CPU is called an Interrupt ReQuest (IRQ) level or channel. You'll hear both terms used by technical experts. They mean the same thing. The memory required by a device begins at a specific place or address in memory called the Direct Memory Address (DMA).

The devices that come pre-installed, including the hard disk, diskette drive, and ports, have pre-assigned IRQ levels and DMAs. If you connect a new device that uses an IRQ or DMA that conflicts with the pre-assigned settings, the system and/or the device won't work.

Windows 95 automatically resolves most conflicts through its Plug and Play support. If Windows 95 is unable to solve the problem, you'll need to check the pre-assigned settings for IRQs, DMAs and input/output assignments (listed in "System Resources" on page 317) and make sure you haven't assigned the same settings to any additional devices.

If Your Hard Disk Goes Blank...

Take a deep breath. Take another deep breath. Now look at the *Reconfiguration Guide* that came with your computer. This short guide provides information on how to reinstall all the programs that were pre-installed on your computer when you bought it. These programs include:

- ❖ Microsoft Windows 95
- ❖ Toshiba programs such as MaxTime, Hardware Setup, and Fn-esse
- ❖ Any other programs that came bundled with your computer

To reinstall these programs, you need to have created or purchased master diskettes. If you do not have these diskettes, contact Toshiba Product Support for assistance.

In addition to reinstalling the pre-installed programs, you need to reinstall any programs or work you had saved on the hard disk. Use your backup installation and data diskettes to recover these files.

If You Need Further Assistance

If you have followed the recommendations in this chapter and are still having problems, you may need additional technical assistance. This section contains the steps to take as you prepare to ask for help.

Before You Call

Since some problems may be related to the operating system or the program you're using, it's important to investigate other sources of assistance first. Try the following before contacting Toshiba:

- ❖ Review the troubleshooting information in your Windows 95 documentation.
- ❖ If the problem occurs while you are running a program, consult the program's documentation for troubleshooting suggestions. Contact the software company's technical support group for their assistance.
- ❖ Consult the dealer from whom you purchased your computer and/or program. Your dealer is your best source for current information.

For the number of a Toshiba dealer near you in the United States, call 1-800-457-7777.

Contacting Toshiba

If you still need help and suspect that the problem is hardware related, or if you would like to learn more about a particular topic, Toshiba provides a variety of ways to receive help and to learn more.

Toshiba's Automated Fax Service

Toshiba's Automated Fax Service System (AUTOFAX) provides ready access to useful information about Toshiba computers and accessories. You may select the documents using your touch-tone telephone. Toshiba's AUTOFAX System will send the requested information to your fax machine.

Follow these steps to access the system:

- 1 Dial the Toshiba AUTOFAX System at (800) 999-4273.**
- 2 Select option 4, then option 1. (You will be connected to the AUTOFAX system.)**
- 3 To have an index of available documents faxed to you, press 1.**
- 4 If you know the document number for the information you need, press 2.**
- 5 Follow the automated instructions provided by the system.**



NOTE

When entering the area code for your fax number, do not include the "1" prefix.

The AUTOFAX System automatically calls your fax number and sends the requested information. The process usually takes minutes, however, please allow up to 24 hours to receive the information due to varying load conditions.

If your fax machine telephone number is busy or otherwise unavailable, the system makes up to three attempts to complete a transaction.

Toshiba's Bulletin Board Service

Toshiba's Bulletin Board Service (BBS) is available 24-hours a day, and is free of charge to anyone with a PC and a modem.

You may use the following telephone numbers:

714-837-4408

714-837-4409

The Toshiba BBS uses the following protocol:

Data Bits: 8

Parity: None

Stop Bits: 1

Accessing Toshiba Online

You can reach Toshiba on CompuServe (CIS), the Microsoft Network (MSN) or the Internet World Wide Web (WWW):

- ❖ On CompuServe, type go toshiba
- ❖ On the Microsoft Network, type go toshiba
- ❖ On the Internet World Wide Web, type <http://www.toshiba.com/tais/csd/support/>

Toshiba Voice Contact

To aid Toshiba, make sure you have:

- ❖ The computer and any optional devices related to the problem.
- ❖ The Windows 95 diskettes, the Toshiba Companion Diskette, and the rest of the master diskettes. You created these using Create System Disks and Master Disk Creator or purchased them directly from Toshiba.
- ❖ The name and version of the program involved in the problem along with its installation diskettes.
- ❖ The information about what you were doing when the problem occurred.
- ❖ The exact error messages and when they occurred.

You can reach Toshiba PC Product Support at:

800-999-4273

Toshiba's Worldwide Offices

For additional help, contact one of these Toshiba offices:

Argentina

Smart, S.A.
Mexico (Street) 630,
Buenos Aires, 1097
Argentina

Australia

Toshiba Australia Pty. Ltd.
Information Systems Division
84-92 Talavera Road North Ryde
N.S.W. 2113
Sydney
Australia

Austria

Toshiba Europe GmbH
Geschäftsbereich
Deutschland-Österreich
Hammfelddamm 8,
D-41460 Neuss
Austria

Belgium

Toshiba Information Systems
(Belgium)
S.A.N.V.
Rue Colonel Bourg Straat 123-125
B1140 Brussels
Belgium

Brazil

Sistema Operacional
Rua Helena 170; 8 Andar,
V. Olimpia, CEP 04552-050
Sao Paulo, Brasil

Canada

Toshiba of Canada Ltd.
191 McNabb Street,
Markham, Ontario
L3R 8H2
Canada

Denmark

Scribona System AS,
Naverland 27,
DK2600 Glostrup
Denmark

Finland

Scribona System OY,
Sinimäentie 14,
02631 Espoo
Finland

France

Toshiba Systems France S.A.
7, rue Ampère,
92804 Puteaux Cédex
France

Germany

Toshiba Europe GmbH
Geschäftsbereich
Deutschland-Österreich
Hammfelddamm 8,
D-41460 Neuss
Germany

Italy

CERO S.p.A
Via Saronnese, 16,
1-20025 Legnano (MI)
Italy

Mexico

Toshiba de Mexico
Paseo de la Reforma no. 30, 4-Piso,
Centro 06048 D.F.
Mexico City
Mexico

Norway

Scribona Norway AS,
Postboks 51, Kalbakken,
0901 Oslo 9
Norway

Spain

Toshiba Information Systems,
Parque Empresarial San Fernando
Edificio Europa, la planta,
Escalera A 28831 Madrid
Spain

Switzerland

Ozalid AG
Herostasse 7
8048 Zürich
Switzerland

Japan

Toshiba Corporation
International Operations-
Personal Computers
1-1, Shibaura 1-chome,
Minato-ku, Tokyo, 105-01
Japan

Netherlands

Toshiba Information Systems,
Benelux B.V.
Rivium Boulevard
41 2909 LK Capelle a/d Ussel
Netherlands

Portugal

DLI Distribucao,
Av. do Forte n.3-
Piso 4 (Ed. Suecia 11), P-
2795 Linda-a-Velha
Portugal

Sweden

Scribona System AB
Sundbybergsväegen 1,
17127 Solna,
Sweden

United Kingdom

Toshiba Information Systems
(U.K) LTD
Toshiba Court/Weybridge Business
Park
Addlestone Road
Weybridge, Surrey KT15 2UL
United Kingdom

United States

Toshiba America Information
Systems, Inc.
9740 Irvine Boulevard
Irvine, California 92718
United States

For the most recent list of addresses, access Toshiba's AUTOFAX system (see page 228).

The Hotkeys

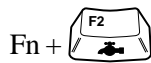
Hotkeys are keys that, pressed in combination with the Fn key, turn system functions on and off. Hotkeys have a dark blue legend on the front of the key indicating the option or feature the key controls.

Instant Password Security



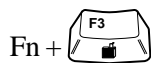
This hotkey locks the keyboard and blanks the display. You must enter your password, if registered, or press Enter to begin work again.

Power



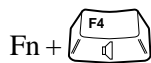
This hotkey displays the battery save pop-up window (in Windows 95 with MaxTime running) and switches among battery save modes: Full Power, Low Power, and User Settings.

Resume Mode



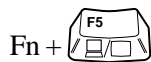
This hotkey displays the power-up pop-up window (in Windows 95 with MaxTime running) and turns Resume Mode on and off.

Sound



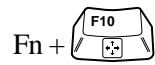
This hotkey cycles the alarm volume through off, low, medium and high. Off is always first.

Display

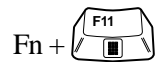


This hotkey alternates among the following display options: built-in display only, simultaneous display and external monitor only.

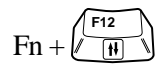
Keyboard



This hotkey turns the cursor control overlay on and off.



This hotkey turns the numeric overlay on and off.



This hotkey turns the scroll lock feature on and off.

MaxTime

MaxTime opens automatically each time you start Windows 95. If MaxTime is not already open, follow these steps:

- 1 Click Start, then point to Programs.**
- 2 Point to Toshiba Utilities, then click MaxTime Manager.**

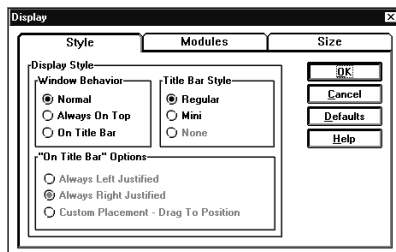
Upon opening, MaxTime displays the MaxTime battery gauge.



The MaxTime battery gauge

The Display Dialog Box

To open the Display dialog box, choose Display from the Max-Time Options menu.



The Display dialog box

This dialog box controls the appearance of the MaxTime window. It provides three pages of display options, arranged like a stack of file folders. Each page of options has its own file folder tab.

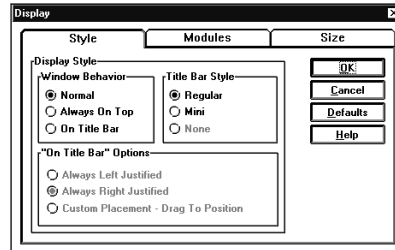
To view or change these options, click the corresponding tab.

Buttons

The following table summarizes the buttons on the Display dialog box:

<i>Button</i>	<i>Function</i>
OK	saves current settings and exits the dialog box.
Cancel	ignores current settings and exits the dialog box.
Defaults	returns to the default settings.
Help	accesses online help.

The Style Page



The Style page

This page controls the Display Style options: Window Behavior, Title Bar Style, and “On Title Bar” Options.

The Window Behavior option controls where the MaxTime window appears on your screen. The available settings are:

<i>Settings</i>	<i>Description</i>
Normal (default)	allows the MaxTime window to be covered by other active windows.
Always On Top	keeps the MaxTime window on top of all other windows.
On Title Bar	places the MaxTime window on the title bar of the currently active window.

For more information about the Display Style option, refer to “Keeping the Battery Gauge Visible at All Times” on page 93.

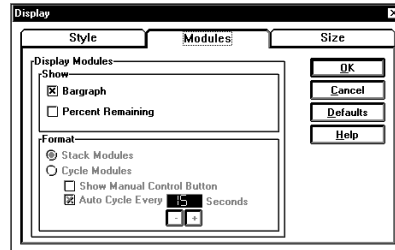
The Title Bar Style option controls the size of the MaxTime window's title bar. The available settings are:

<i>Settings</i>	<i>Description</i>
Regular (default)	displays the MaxTime title bar at full size.
Mini	reduces the size of the MaxTime title bar. This setting is only available when you have the Display Style option set to Normal or Always On Top.
None	hides the MaxTime title bar. This setting is only available when you have the Display Style option set to On Title Bar.

The “On Title Bar” Options option controls where on the title bar the MaxTime window appears when you have the Window Behavior options set to On Title Bar. The available settings are:

<i>Settings</i>	<i>Description</i>
Always Left Justified	always places the MaxTime window at the left side of the title bar of the currently active window.
Always Right Justified	always places the MaxTime window at the right side of the title bar of the currently active window.
Custom Placement - Drag to Position	allows you to choose the placement of the MaxTime window on the title bar of the currently active window.

The Modules Page



The Modules page

This page controls the Display Modules options: Show and Format.

The Show option lets you choose which modules are displayed in the MaxTime window. The available modules are:

<i>Module</i>	<i>Description</i>
Bargraph (default)	displays the current battery charge as a horizontal bar graph.
Percent Remaining	displays the current battery charge as a percentage.

For more information about choosing the MaxTime modules, refer to “Changing the Appearance of the Battery Gauge” on page 92.

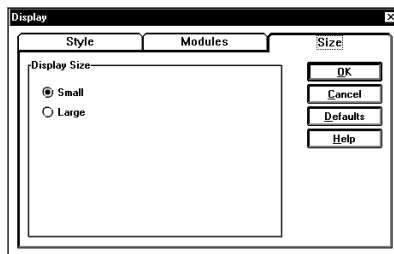
If you choose more than one module for the Show option, the Format option is activated. The available settings are:

<i>Settings</i>	<i>Description</i>
Stack Modules	shows all selected modules at once.
Cycle Modules	cycles between the selected modules.

If you set the Format option to Cycle Modules, you can choose one or both of the following settings:

<i>Settings</i>	<i>Description</i>
Show Manual Control Button	includes a manual control button in the MaxTime window. You can click this button to switch to the next selected module.
Auto Cycle Every <i>xx</i> Seconds	switches to the next selected module every <i>xx</i> seconds, where <i>xx</i> is a number you set by clicking the + and - buttons.

The Size Page

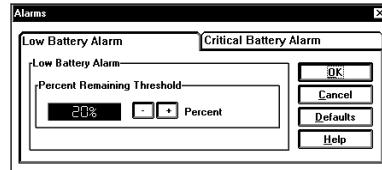


The Size page

This page controls the size of the modules in the MaxTime window. The available settings are: Small and Large.

The Alarms Dialog Box

To open the Alarms dialog box, choose Alarms from the Max-Time Options menu.



The Alarms dialog box

This dialog box displays the options for the Low Battery Alarm and the Critical Battery Alarm on two separate pages, arranged like a stack of file folders. Each page of options has its own file folder tab. The options for these alarms are identical.

To view or change these options, click the corresponding tab.

Buttons

The following table summarizes the buttons on the Alarms dialog box:

<i>Button</i>	<i>Function</i>
OK	saves current settings and exits the dialog box.
Cancel	ignores current settings and exits the dialog box.
Defaults	returns to the default settings.
Help	accesses online help.

Alarm Options

The Alarms dialog box lets you set the following option:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Percent Remaining Threshold	.xx% (where xx is a percentage you set)	allows you to set the trigger point for the battery alarm.

For more information about setting the battery alarms, refer to “Setting the Alarms” on page 98.

The Set Battery Charge Dialog Box

To open the Set Battery Charge dialog box, choose Set Battery Charge from the MaxTime Options menu. You may only choose this option when the battery charge is unknown to the system.

This dialog box allows you to estimate the battery charge.

Buttons

The following table summarizes the buttons on the Set Battery Charge dialog box:

<i>Button</i>	<i>Function</i>
OK	saves current settings and exits the dialog box.
Cancel	cancels current settings and exits the dialog box.
Help	accesses online help.

Battery Charge Options

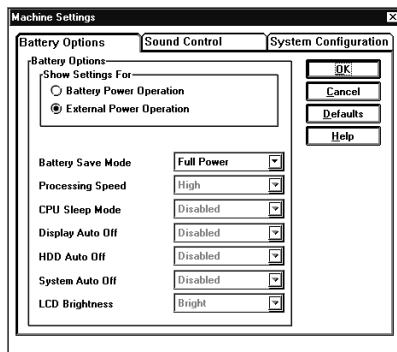
The following table summarizes the battery charge options:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Battery Charge	xx% (where xx is a percentage you set)	allows you to estimate the percentage of battery charge remaining.
Disable automatic battery charge inquiry	Enabled (check) Disabled (no check)	enables and disables the system's automatic battery charge inquiry.

For more information on setting an unknown battery charge, see “What to Do When Your Computer Doesn’t Know the Battery Charge” on page 95.

The Machine Settings Dialog Box

To open the Machine Settings dialog box, choose Machine Settings from the MaxTime Options menu.



The Machine Settings dialog box

This dialog box controls the battery, sound control, and system configuration options. It provides three pages of options, arranged like a stack of file folders. Each page of options has its own file folder tab.

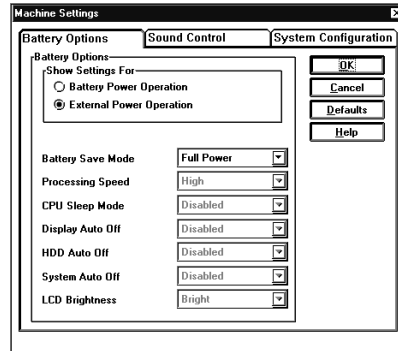


NOTE

If a supervisor-level password is registered, you must enter it before you can use the Machine Settings dialog box. See "Working with Supervisor-Level Passwords" on page 163 for more information about supervisor-level passwords.

To view or change these options, click the corresponding tab.

The Battery Options Page



The Battery Options page

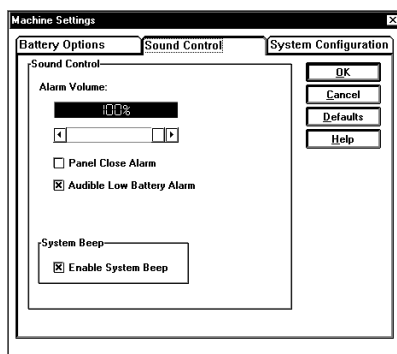
This page controls the battery options. The available options are:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Show Settings For	Battery Power Operation External Power Operation	shows settings for use with battery power operation or external power operation.
Battery Save Mode	Full Power Low Power User Settings	allows you to select a preset battery save mode or customize the battery save options. For more information, see “Conserving Power” on page 104.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Processing Speed	High (default) Low	sets the speed at which the Central Processing Unit (CPU) processes information. For more information, see “Processing Speed” on page 107.
CPU Sleep Mode	Enabled (Low Power default) Disabled (Full Power default)	when enabled, temporarily shuts down the processor when there are no processing requests, such as keyboard input or pointing device movement. For more information, see “CPU Sleep Mode” on page 108.
Display Auto Off	1 Min. 3 Min. (Low Power default) 5 Min. 10 Min. 15 Min. 20 Min. 30 Min. Disabled (Full Power default)	turns the display off if it is not used for the time selected. For more information, see “Display Auto Off” on page 108.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
HDD Auto Off	1 Min.	turns the hard disk drive off if it is not used for the time selected. For more information, see “HDD Auto Off” on page 108.
	3 Min. (Low Power default)	
	5 Min.	
	10 Min.	
	15 Min.	
	20 Min.	
	30 Min.	
	Disabled (Full Power default)	
System Auto Off	10 Min.	turns the system off if you haven't used the computer for the time selected. For more information, see “System Auto Off” on page 109.
	20 Min.	
	30 Min.	
	40 Min.	
	50 Min.	
	60 Min.	
	Disabled (default)	
LCD Brightness	Bright (Full Power default)	sets the brightness of the display. For more information, see “LCD Brightness” on page 109.
	Semi-Bright (Low Power default)	

The Sound Control Page



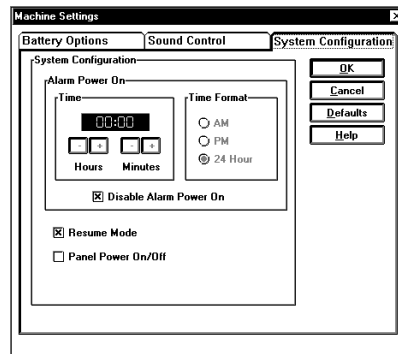
The Sound Control page

This page sets the sound control options. The available options are:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Alarm Volume	0%	sets the volume at which the speaker plays sounds.
	33%	
	66%	
	100%	
Panel Close Alarm	Enabled (check)	enables and disables the alarm that sounds when you close the display panel while the computer is on. For more information, see “How and When to Turn the Computer Off” on page 74.
	Disabled (no check)	

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Audible Low Battery Alarm	Enabled (check) Disabled (no check)	enables and disables the system's built-in audible battery alarm.
Enable System Beep	Enabled (check) Disabled (no check)	enables and disables the system beeps.

The System Configuration Page



The System Configuration page

This page controls the system configuration options. The available options are:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Alarm Power On	hour:minute	sets the system to turn on at the time selected (in AM, PM, or 24-hour format). For more information, see “Different Ways to Turn the Computer On and Off” on page 182.

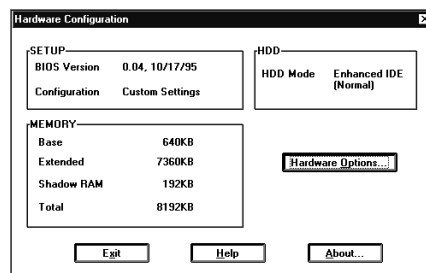
<i>Option</i>	<i>Settings</i>	<i>Usage</i>
Disable Alarm Power On	Enabled (check) Disabled (no check)	when enabled, turns off the Alarm Power On feature.
Resume Mode	Resume Mode (check) Boot Mode (no check)	turns Resume Mode on and off. For more information, see “Starting Again Where You Left Off” on page 99.
Panel Power On/Off	Enabled (check) Disabled (no check)	turns the computer on/off when you open/close the computer's display panel. This option is only available when Resume Mode is selected. For more information, see “Different Ways to Turn the Computer On and Off” on page 182.

Hardware Setup

To open Hardware Setup, follow these steps:

- 1 Click Start, then point to Programs.
- 2 Point to Toshiba Utilities, then click Hardware Setup.

Hardware Setup displays the following dialog box:



The Hardware Configuration dialog box

The Hardware Configuration Dialog Box

This dialog box displays system information. The values are calculated by the system and cannot be changed. It is for reference only.



If a supervisor-level password is registered, you must enter it before you can use Hardware Setup. See "Working with Supervisor-Level Passwords" on page 163 for more information about supervisor-level passwords.

Buttons

The following table summarizes the buttons on the Hardware Configuration dialog box:

<i>Button</i>	<i>Function</i>
Exit	exits the dialog box.
Help	accesses online help.
About	displays information about the Hardware Setup program.
Hardware Options	opens the Hardware Configuration Options dialog box.

The SETUP section

This section of the Hardware Configuration dialog box displays general information about the system:

<i>Information</i>	<i>Discussion</i>
BIOS Version	indicates the version and date of the computer's Basic Input/Output System (BIOS).
Configuration	indicates whether you're using the default configuration settings (Default Settings), or have changed any of the configuration settings (Custom Settings).

The MEMORY section

This section shows how the computer's memory is allocated. These values are calculated automatically by the system and cannot be changed.

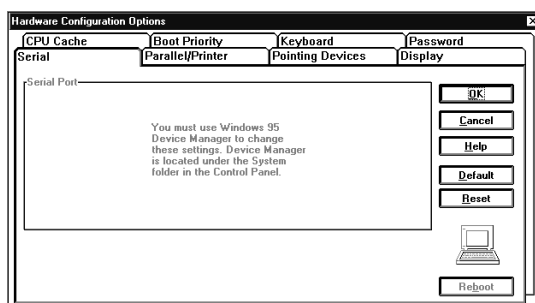
<i>Memory Type</i>	<i>Description</i>
Base	displays the amount of conventional memory available to the computer.
Extended	displays the amount of extended memory available.
Shadow RAM	displays the amount of memory available for Shadow RAM. Shadow RAM copies (shadows) the computer's BIOS functions from ROM into faster RAM to improve system speed.
Total	displays the total amount of memory installed.

The HDD section

This section shows that the hard disk is set to Enhanced IDE mode. This is for your information only and cannot be changed.

The Hardware Configuration Options Dialog Box

To open this dialog box, choose Hardware Options in the Hardware Configuration dialog box.



The Hardware Configuration Options dialog box

This dialog box controls the hardware configuration options. It provides eight pages of options, arranged like a stack of file folders. Each page of options has its own file folder tab.

To view or change these options, click the corresponding tab.

Restart Indicators

When you change an option that does not require the system to restart, Hardware Setup displays a small gray triangle to the left of the tab caption.

When you change an option that requires the system to restart, Hardware Setup displays a small lightning bolt icon to the left of the tab caption and in the computer screen at the lower right corner of the dialog box.

The Legend Field

Each page of hardware configuration options has a Legend field. This field displays information to help you choose option settings. For example, when you choose the Parallel/Printer, the Legend field displays the following message: “The parallel port options facilitate the selection of the parallel port address and printer port type.”

Buttons

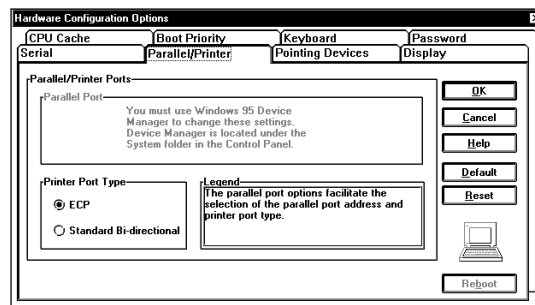
The following table summarizes the buttons on the Hardware Configuration Options dialog box:

<i>Button</i>	<i>Function</i>
OK	accepts your changes and exits the dialog box.
Cancel	ignores the changes you made and exits the dialog box.
Help	accesses online help.
Default	returns all options to their default settings. To make the defaults permanent, you must click OK.
Reset	returns all options to the settings in effect when you opened the dialog box.
Reboot	immediately restarts the computer. This button is available only if you change an option that requires a restart.

The Serial Page

The options on this page are grayed out and cannot be changed. Use the Ports icon in Windows 95 Device Manager to change the Serial Port setting. Refer to “Using Device Manager to Configure Your System” on page 180 for instructions.

The Parallel/Printer Page



The Parallel/Printer page

This page controls the computer's parallel port:

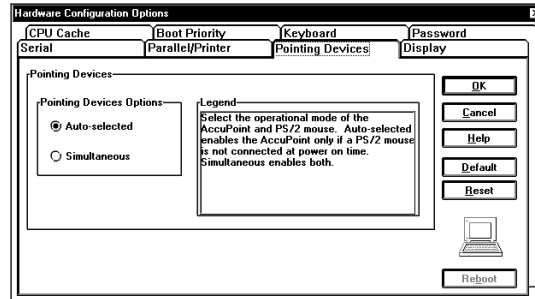
<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Printer Port Type	ECP (default) Standard Bi-directional	configures the parallel port to be used with a printer or other parallel device. Refer to the device's documentation to determine the setting it requires.	Y



NOTE

The Parallel Port option is grayed out and cannot be changed. Use the Ports icon in Windows 95 Device Manager to change this setting. Refer to “Using Device Manager to Configure Your System” on page 180 for instructions.

The Pointing Devices Page

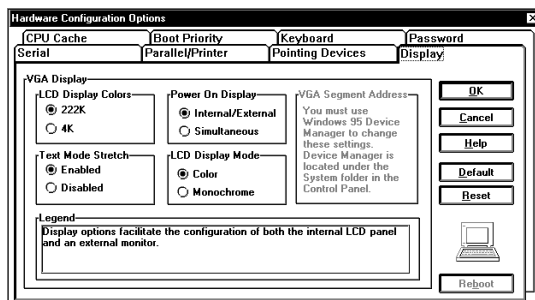


The Pointing Devices page

This page controls the pointing devices option.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Pointing Devices	Auto-selected (default) Simultaneous (This option does not affect serial pointing devices.)	lets you use the AccuPoint, an optional PS/2 pointing device connected to the NoteDock, or both.	Y

The Display Page



The Display page

This page controls the display options. The available settings are:

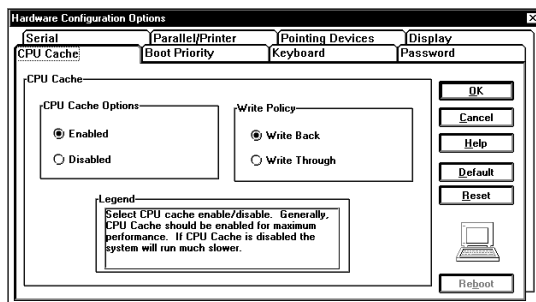
<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
LCD Display Colors	222K	controls the number of colors available to the display.	Y
	4K		
Power On Display	Internal/External (default)	controls whether the system sends output to the internal display, the external display, or both when you turn the computer on.	Y
	Simultaneous		
Text Mode Stretch	Enabled (default)	slightly modifies the spacing in MS-DOS programs so that the program uses the entire screen. With this option disabled, there is a small blank space at the top and bottom of the screen.	
	Disabled		

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
LCD Display Mode	Color (default) Monochrome	controls whether the computer displays images in color or in black and white.	Y



The VGA Segment Address option is grayed out and cannot be changed. Use the Display adapters icon in Windows 95 Device Manager to change this setting. Refer to "Using Device Manager to Configure Your System" on page 180 for instructions.

The CPU Cache Page

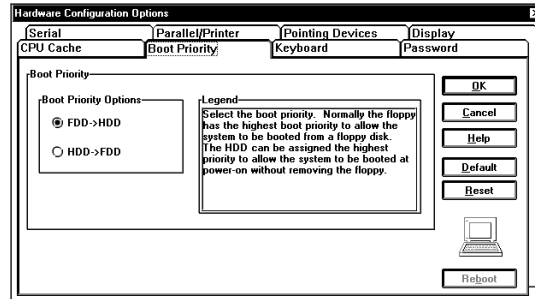


The CPU Cache page

This page controls the CPU Cache option.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
CPU Cache	Enabled (default)	improves system performance when enabled. Disable this option only if your software requires you to do so.	Y
	Disabled		

The Boot Priority Page

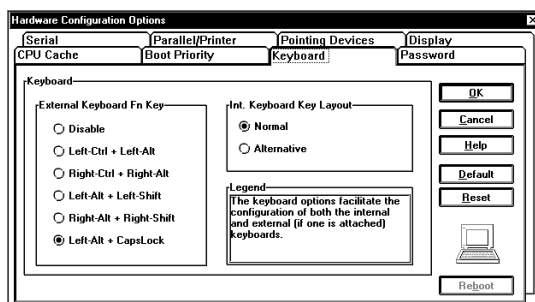


The Boot Priority page

This page controls the Boot Priority option.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Boot Priority	FDD→HDD (default) HDD→FDD	determines whether the system looks for the operating system first on the hard disk (HDD) or the diskette drive (FDD) when you turn the computer on.	N

The Keyboard Page



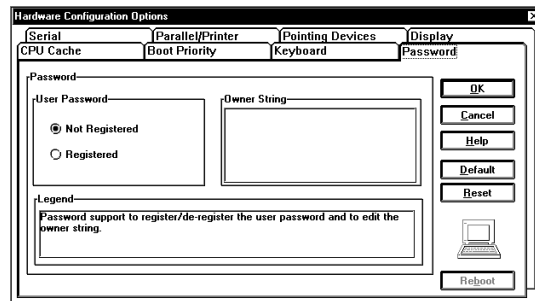
The Keyboard page

The page controls the keyboard options.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
External Keyboard Fn Key	<ul style="list-style-type: none"> Disable (default) Left-Ctrl + Left-Alt Right-Ctrl + Right-Alt Left-Alt + Left-Shift Right-Alt + Right-Shift Left-Alt + CapsLock 	<p>allows you to use the selected key combination to emulate the computer's Fn key on an external keyboard. For more information, see “Making Your External Keyboard Pretend it Has the Fn Key” on page 144.</p> <p>If you select Left-Ctrl + Left-Alt or Right-Ctrl + Right-Alt for this option, you cannot use the selected keys to reboot the computer in combination with Del (Ctrl + Alt + Del).</p>	N

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Int. Keyboard Key Layout	Normal (default) Alternative	selects the layout of the keyboard's Caps Lock, Ctrl, and Alt keys. For more information, see "Selecting the Keyboard Layout" on page 178.	Y

The Password Page



The Password page

This page controls the user-level password feature. For complete information about the computer's password security, see "Using a Password" on page 157.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
User Password	Not Registered Registered	registering a password helps prevent unauthorized use of your computer.	Y
Owner String		identifies the owner of a particular password whenever it's used.	Y

TSETUP



Run TSETUP outside of Windows 95, at a system prompt. If you try to run TSETUP from an MS-DOS session under Windows 95, results can be unpredictable.

- 1 If you're currently in Windows 95, click Start, then click Shut Down.**
- 2 Click the button next to Restart the computer in MS-DOS mode and click Yes.**

Windows 95 shuts down the computer, then restarts it in MS-DOS mode and displays a system prompt.

3 Type: c:\dos\tsetup

TSETUP displays a screen similar to the following:

```

                                SYSTEM SETUP
                                BIOS VERSION = X.XX
-----MEMORY-----
Total           = 8192KB
Base            = 640KB
Extended       = 7360KB
Shadow BIOS ROM = 192KB

-----DISPLAY-----
Display Adaptor = VGA Compatible
LCD Display Mode = Color
VGA Segment Address = E000H
LCD Display Colors = 222K Colors
Power On Display = Internal/External
Text Mode Stretch = Enabled

-----HARD DISK-----
HDD Mode = Enhanced IDE (Normal)

-----PASSWORD-----
Not Registered

-----I/O PORTS-----
Serial Port = COM1 (IRQ4/3F8H)
Parallel Port = LPT1 (378H)

-----OTHERS-----
Power-up Mode = Boot
CPU Cache = Enabled
Battery Save Mode = Full Power
Alarm Volume = High
System Beep = Enabled
Panel Power On/Off = Disabled
Alarm Power On = Disabled
Keyboard = Layout/Fn
Pointing Devices = Auto-Selected
Boot Priority = FDD→HDD

↑←→:Select items Space, BkSp:Change Values
Esc:Exit without saving Home:Set default values End:Save changes and Exit
    
```

A sample System Setup screen

Making Changes in TSETUP

This table lists the keys to use in TSETUP.

Key(s)	Result
← and →	Moves between the two columns.
↑ and ↓	Moves between items in a column.
Spacebar and BkSp	Changes the selected item.
Esc	Quits TSETUP without saving changes.
End	Saves your changes and quits TSETUP, restarting the computer if necessary.
Home	Resets each option to its factory preset value.



If a supervisor-level password is registered, you must enter it before you can use TSETUP. See "Working with Supervisor-Level Passwords" on page 163 for more information about supervisor-level passwords.

Closing TSETUP

To close TSETUP and keep your changes, press End. When TSETUP asks you to confirm your action, press Y. TSETUP closes with your changes in effect and restarts the computer or returns you to the system prompt, depending on the changes you made.

To close TSETUP without saving your changes, press Esc, then Y. TSETUP returns you to the system prompt.

MEMORY

This group shows how the computer's memory is allocated.

<i>Memory Type</i>	<i>Description</i>
Total	displays the total amount of memory installed.
Base	displays the amount of conventional memory available to the computer.
Extended	displays the amount of extended memory available.
Shadow BIOS ROM	displays the amount of memory available for Shadow BIOS ROM. Shadow BIOS ROM copies (shadows) the computer's BIOS functions from ROM into faster RAM to improve system speed.

These values are calculated by the system and cannot be changed.

DISPLAY

This group configures the Liquid Crystal Display (LCD) and video port output.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Display Adaptor	VGA Compatible (default)	automatically turns on the computer's internal display adapter. This setting cannot be changed.	N/A
LCD Display Mode	Color (default) Monochrome	controls whether the computer displays images in color or in black and white.	Y
VGA Segment Address	E000h (default) E4000h C000h	Lets you set the memory location for video BIOS. The default of E000 - EFFF uses 64KB of UMB (upper memory block) memory. The other options use only 48KB of UMB memory.	Y
LCD Display Colors	222K Colors (default) 4096 Colors	controls the number of colors available to the display.	Y
Power On Display	Internal/External (default) Simultaneous	controls whether the system sends output to the internal display, the external display, or both when you turn the computer on in boot mode.	Y

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Text Mode	Enable (default)	The screen has a height of 480 pixels. In a text mode, which uses 400 pixels, this leaves a small amount of space above and below the text on the screen. Enabling this mode stretches the text to fill the entire screen.	N
Stretch	Disable		



Changes you make to the VGA Segment Address setting in TSETUP will not affect Windows 95. To set this option for Windows 95, use the Display adapters icon in Windows 95 Device Manager. Refer to "Using Device Manager to Configure Your System" on page 180.

HARD DISK

This section shows that the hard disk is set to Enhanced IDE mode. You cannot change this setting

<i>Option</i>	<i>Setting</i>
HDD Mode	Enhanced IDE (Normal) (default)

PASSWORD

This group lets you set or reset the user-level system password. For more information about the computer's password features, see "Using a Password" on page 157.

<i>Settings</i>	<i>Restart</i>
Registered	N
Not Registered (default)	

I/O PORTS

This group allows you to configure communications port settings for the serial and parallel ports.



Changes you make to these settings in TSETUP will not affect Windows 95. To set these options for Windows 95, use the Ports icon in Windows 95 Device Manager. Refer to "Using Device Manager to Configure Your System" on page 180.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Serial Port	COM1 (IRQ4/3F8H) (default) COM2 (IRQ3/2F8H) COM3 (IRQ4/3E8H) COM4 (IRQ3/2E8H) Not Used	sets the serial port name through which your communications software sends output to the serial port.	Y
Parallel Port	LPT1 (378H) (default) LPT2 (278H) LPT3 (3BCH) Not Used	sets the parallel port name through which the computer communicates with the parallel port.	Y

If you set the Parallel Port to anything other than Not Used, a drop-down list box appears offering a choice between ECP and Standard Bi-directional. ECP is the setting to use for most printers and any other ECP-supported devices. Set this to Bi-directional only if the documentation for your parallel device instructs you to do so.

OTHERS

This group allows you to set many other configuration options. Whether or not you need to use these options depends primarily on the software and devices you use.

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Power-up Mode	Resume Boot (default)	alternates between Resume Mode and Boot Mode.	N
CPU Cache	Enabled (default) Disabled	improves system performance. Disable this option only if your software or optional devices require you to do so. If you set the CPU Cache to Enabled, a drop-down box lets you choose between Write-back (default) and Write-through. Write-back provides maximum performance. Write-through reduces performance to offer compatibility with older programs that may not run on a fast system.	Y

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Battery Save Mode	Full Power Low Power User Settings	allows you to select a pre-set battery save mode or customize the battery save options. For more information about choosing a battery save mode, see “The Easy Way—Choosing a Battery Save Mode” on page 105.	N
Alarm Volume	Off Low Medium High (default)	sets the volume at which the system’s alarms beep (such as the low battery alarm). This also affects sounds generated by any PC Card modem installed.	N
System Beep	Enabled (default) Disabled	enables and disables your software’s use of the system speaker.	N
Panel Power On/Off	Enabled Disabled (default)	turns the computer on/off when you open/close the computer’s display panel. This option is only available when Resume Mode is selected. For more information, see “Different Ways to Turn the Computer On and Off” on page 182.	N

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Alarm Power On	xx:xx:xx (hour:minute: second) Disabled (default)	turns the computer on at the time set. For more information, see “Different Ways to Turn the Computer On and Off” on page 182.	N
Int. Keyboard Key Layout	Normal (default) Alternative	selects the layout of the keyboard's Caps Lock, Ctrl, and Alt keys. For more information, see “Selecting the Keyboard Layout” on page 178.	Y
Ext. Keyboard “Fn” Key Equivalent	Disabled (default) left Ctrl + left Alt right Ctrl + right Alt left Alt + left Shift right Alt + right Shift left Alt + CapsLock	allows you to use the selected key combination to emulate the computer's Fn key on an external keyboard. For more information, see “Making Your External Keyboard Pretend it Has the Fn Key” on page 144.	N

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Pointing Devices	Auto-selected (default) Simultaneous (This option does not affect serial pointing devices.)	sets which pointing device is active when you connect an external PS/2 pointing device to the computer.	Y
Boot Priority	FDD→HDD (default) HDD→FDD	determines whether the system looks for the operating system first on the hard disk (HDD) or the diskette drive (FDD) when you turn the computer on.	N

The following battery save options appear in a drop-down list box when you highlight Battery Save Mode. You can only change the settings in this box if the Battery Save Mode is set to User Settings:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Processing Speed	High (default) Low	sets the speed at which the Central Processing Unit (CPU) processes information. High runs at 75MHz. Low adds pauses, effectively reducing processing speed to 40MHz.	Y

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
CPU Sleep Mode	Enabled (Low Power default) Disabled (Full Power default)	when enabled, temporarily shuts down the processor when there are no processing requests, such as keyboard input or pointing device movement. For more information, see “CPU Sleep Mode” on page 108.	N
Display Auto Off	01 Min. 03 Min. (Low Power default) 05 Min. 10 Min. 15 Min. 20 Min. 30 Min. Disabled (Full Power default)	turns the display off if it is not used for the time set. For more information, see “Display Auto Off” on page 108.	N

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
HDD Auto Off	01 Min. 03 Min. (low power default) 05 Min. 10 Min. 15 Min. 20 Min. 30 Min. Disabled (Full Power default)	turns the hard disk drive off if it is not used for the time set.	N
System Auto Off	10 Min. 20 Min. 30 Min. 40 Min. 50 Min. 60 Min. Disabled (default)	turns the system off if you haven't used the computer for the time set. This option is available only if Resume Mode is on. For more information, see "System Auto Off" on page 109.	N
LCD Brightness	Bright (Full Power default) Semi-Bright (Low Power default)	sets the brightness of the display. For more information, see "LCD Brightness" on page 109.	N

The following sound options are in a drop-down list box that appears when you select Low, Medium or High for Alarm Volume:

<i>Option</i>	<i>Settings</i>	<i>Usage</i>	<i>Restart</i>
Low Battery Alarm	Enabled (default)	enables and disables the system's built-in audible battery alarm.	N
	Disabled		
Panel Close Alarm	Enabled (default)	enables and disables the alarm that sounds when you close the display panel while the computer is on. For more information, see "How and When to Turn the Computer Off" on page 74.	N
	Disabled		

The Diagnostic Test

This chapter explains how to use the diagnostic test program TDIAGS.EXE to determine if your system components are working properly.

Use the diagnostic test if you have a problem you could not identify with the tips listed in the chapter “If Something Goes Wrong...”. The test verifies that the following system components (hardware) are in working order:

- ❖ system (the computer's internal hardware)
- ❖ memory
- ❖ video
- ❖ diskette drive
- ❖ hard disk drive
- ❖ printer (if you have one attached)

This chapter explains each of these tests in detail.

Starting the Diagnostic Test

To test hardware, it's important to start the diagnostic test without optional features or programs (for example, without memory-resident programs). To do so, you should run TDIAGS from the Toshiba Companion Diskette using the Toshiba Companion Utility (even though the TDIAGS program is on the hard disk).

Before you start the test, check all cables for loose connections. If any errors occur during the test, check all cable connections again.

To start the test, follow these steps:

1 Click Start, then click Shut Down.

Windows 95 displays the Shut Down Windows dialog box.

2 Click the button next to Restart the computer in MS-DOS mode and click Yes.

Windows 95 shuts down, then restarts in MS-DOS mode and displays a system prompt.

3 Put the Toshiba Companion Diskette in drive A and press Ctrl + Alt + Del.

After a moment, the computer displays a Welcome screen.

4 Press Enter.

The Toshiba Companion Utility loads the diagnostic test and displays its main menu:

Main Menu

Install Utilities and Files
View README Documents
Setup Your Computer
Run Diagnostics
Run Master Diskette Creator
Exit to DOS

- 5 Use the arrow keys to select **Run Diagnostics** and press Enter.

TDIAGS asks you to confirm that you want to run the diagnostic test.

- 6 To run the diagnostic test, press **Y (for yes)**, and press Enter.

The following sections explain the diagnostic test options.

Choosing Test Options

Before the test begins, the program asks several questions about which components you wish to test.

- 1 The first question asks if you want to test the diskette drive(s). The computer displays:

Test the FDD (Y/N)?

- 2 To test the diskette drive(s), type **Y** and press Enter. To bypass the test, type **N** and press Enter.



The test writes test patterns on any disk in the drive. These patterns destroy all information on the disk(s). Make sure there is no information you want to keep on the disk(s) you use.

If you choose the FDD test, you must format and write enable these disks before the test. For 3 1/2" disks, move the write-protect tab to cover the square hole.

The next prompt asks if you want to test the hard disk drive:

Test the HDD (Y/N)?

- 3 To test the hard disk, type Y and press Enter. Otherwise, type N and press Enter.**
-



The hard disk test overwrites a portion of the information stored on the disk. Back up any important files before you test the hard disk.

The following prompt appears:

Test the printer (Y/N)?

- 4 Type Y to test the printer, or N to skip the test, and press Enter.**

Before beginning the test, make sure the printer is connected to the computer, the power is turned on, and the printer is on line.

If you chose to test the printer, the prompt displays:

Compatible with IBM printer (Y/N)?

- 5 To test an IBM or an IBM-compatible printer, type Y and press Enter. To test a non-IBM-compatible printer, type N and press Enter.**

If you choose an IBM printer when your printer is not an IBM or IBM-compatible printer, the test output will be unintelligible and may cause the printer to eject multiple blank pages. If you're not sure about your printer's compatibility, type N for a non-IBM-compatible printer.

Test Sequence

The diagnostic test checks the computer's components and printer in a predefined sequence as follows:

- ❖ system test
- ❖ memory test
- ❖ display test
- ❖ FDD (floppy disk drive or diskette drive) test
- ❖ HDD (hard disk drive) test
- ❖ printer test

While a test is in progress, the program displays:

```
IN PROGRESS TSSDSS
```

where *T* indicates the test number, the first *SS* indicates the subtest number, *D* indicates the drive (if tested), and the second *SS* indicates the hardware status. This message may remain on the screen for a moment. The following sections describe each subtest.

System Functions and Memory

The system functions and the memory tests run together for approximately two seconds. The system functions test doesn't display any messages. The memory test displays the following message:

```
PROGRESS xxxxxx
```

where *xxxxxx* is the current memory location being tested. The memory test includes conventional and extended memory.

If either test aborts:

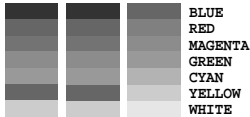
- 1 Write down everything that appears on the screen.**
- 2 Press Ctrl + Pause to return to the diagnostics menu.**
- 3 Consult your dealer.**

Character Attributes

When the memory test completes, the diagnostic test displays the following screen:

```
CHARACTER ATTRIBUTES
NEXT LINE SHOWS NORMAL DISPLAY.
NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN
NEXT LINE SHOWS INTENSIFIED DISPLAY.
IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
NEXT LINE SHOWS REVERSE DISPLAY.
RRRRRRRRRRRRRRRRRRRRRRRRRRRRRRR
NEXT LINE SHOWS BLINKING DISPLAY.
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

```



```
BLUE
RED
MAGENTA
GREEN
CYAN
YELLOW
WHITE
```

Press [Enter] key

Character attributes test screen

Look under the message NEXT LINE SHOWS BLINKING DISPLAY to make sure the line is actually blinking.

If your screen doesn't match the diagnostic test display, write down the differences and contact your dealer. If your screen matches the display, press Enter to go to the next test.

320 X 200 Graphic display

The next test is the 320 x 200 GRAPHIC DISPLAY (13) test. The test screen displays 16 colored horizontal bars with the name of the color.

Go to the next test by pressing Enter.

Character Sets

The next two tests are character set tests. The first checks that the screen can display characters in a 40 column by 25 row format (the characters are wider than normal).

Graphics Capabilities

The next subtests check the screen's graphic capabilities for each of the computer's graphics modes.

During the test, the resolution and mode number appear above an image representing the mode's capabilities. The number inside the brackets is the mode number.

The next illustration shows the test image for one of the 320 x 200 graphics modes (mode 4).

320*200 GRAPHICS DISPLAY : [4]



PRESS [ENTER] KEY

Graphics capabilities test screen

A similar screen appears for each of the computer's graphics modes.

Press Enter to proceed with the next screens. Each screen has a similar image (three boxes of different shades of gray), differing primarily in resolution. If a different image appears on your screen, contact your dealer. If the screens match the display, press Enter to go to the next test.

Diskette Drives

If you selected the diskette drive test, you see a prompt that asks you to insert a disk into each drive you want to test.

Insert a formatted, write-enabled diskette into each drive(s).



This test may destroy all information on the diskettes. Make sure there is no information you want to keep on the diskettes you use.

To skip this test and return to the diagnostics menu, press Ctrl + Pause.

After you insert the diskette(s) in the drive(s), press Enter. The test begins and displays this message:

FLOPPY DISK IN PROGRESS 503000

If an error occurs, the test displays the ABORTED message. Write down the highlighted numbers and return to the main menu by pressing Ctrl + Pause.

If a diskette drive fails the test, check the following:

- ❖ Does the drive contain a diskette?
- ❖ Is the diskette properly formatted?
- ❖ Is the diskette write-enabled?
- ❖ Is the diskette undamaged?

Repeat the test with another diskette. If the test displays the ABORTED message again, see your dealer.

If the test completes successfully, and you selected the hard disk test, the diagnostic test begins checking the hard disk. If you did not select the hard disk or printer test, the diskette drive test concludes by displaying the TDIAGS screen. To exit TDIAGS, go to “Exiting the Diagnostic Menus” on page 300.

Hard Disk

If the diskette drive(s) test is successful and you selected the hard disk drive test, the hard disk test displays this message:

HARD DISK TEST IN PROGRESS 805100

If an error occurs, the test displays the ABORTED message. Write down all messages and highlighted numbers and consult your dealer. Your computer or your drive may need service. To return to the main menu, press Enter.



The hard disk test does not destroy all of the information stored on the hard disk. However, this test overwrites a small portion of the disk. Back up any important files before you test the hard disk.

If the test completes successfully, and you selected the printer test, the diagnostic test begins the printer test. If you did not select the printer test, the hard disk test concludes by displaying the TDIAGS screen. To exit TDIAGS, go to “Exiting the Diagnostic Menu” on page 300.

Printer

If the hard disk drive tests successfully and you selected to test the printer, the printer test displays this message:

PRINTER TEST IN PROGRESS 60xxxx

where xxxx is a counter that shows the test is still in progress. If you specified an IBM-compatible printer, the test sends the following output to the printer:

```
PRINTER TEST
1. THIS LINE SHOWS NORMAL PRINT.
2. THIS LINE SHOWS DOUBLE WIDTH PRINT.
3. THIS LINE SHOWS COMPRESSED PRINT.
4. THIS LINE SHOWS EMPHASIZED PRINT.
5. THIS LINE SHOWS DOUBLE STRIKE PRINT.
6. ALL CHARACTERS PRINT
```

IBM-compatible printer output

If you specified a non-IBM-compatible printer, the test sends the following output to the printer:

```
! "#$% '()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnop
! "#$% '()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnop
"#$% '()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnopq
#$% '()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnopqr
$% '()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnopqrs
% '()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnopqrst
'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnoprstu
()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnoprstuv
)*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNopqrstuvwxyz[\ ]~^_`abcdefghijklmnoprstuvw
```

Non-IBM-compatible printer output

If an error occurs, the test displays the ABORTED message. Write down all messages and highlighted numbers and check the following items:

- ❖ Is the printer power cord securely plugged into a live wall outlet?
- ❖ Is the printer cable properly connected to the computer?
- ❖ Is the printer turned on?
- ❖ Is the printer ready (on line or selected)?

Run the test. If the test displays the ABORTED message again, or your printout doesn't match the output shown in the illustrations, consult your dealer to have the printer and the cable serviced.

If the printer tests successfully, the test displays the COMPLETED message. Press Enter to return to the TDIAGS screen. To exit TDIAGS, continue with the next section.

Exiting the Diagnostic Menus

To exit the diagnostic menu, follow these steps:

- 1 **When TDIAGS completes system components testing, type N and press Enter.**

TDIAGS returns you to the Main menu.

- 2 **Remove the Toshiba Companion Diskette from the diskette drive and press Ctrl + Alt + Del or the reset button to restart the computer.**

The computer restarts.

Features and Specifications

This appendix lists the features of the computer and summarizes its specifications.

Built-in Features

This section lists the computer's features.

Technology and Processor

Microprocessor	75MHz, 2.9 volt/3.3 volt Intel Pentium with Voltage Reduction Technology (VRT) and a 16KB write-back internal cache
LSI and CMOS	large scale integrated and complementary metal-oxide semiconductor technology, providing minimum size and weight, low power usage and high reliability

Memory	3.3-volt 16 megabit EDO DRAM, delivers high performance with a 70 nanosecond (ns) access time, hyperpage mode, 64-bit data bus width
Video Graphics Controller	Chips & Technologies F65548 SVGA graphics controller with a 32-bit VESA local bus supports BiTBLT accelerator, supports high-resolution, high-color video modes listed in Appendix D “Video Modes” on page 323; 1MB VRAM using 5 volt, 60 nanosecond DRAM memory
ECP	the parallel port is an IEEE 1284 8-bit Enhanced Capability Port (ECP-compliant port), providing increased performance when you’re using an ECP-compatible parallel device

Power

Computer	Integrated 30 watt, AC power adapter input voltage: 100-240V AC, 50/60Hz
Main Battery	removable, rechargeable Nickel-metal hydride (NiMH) battery pack
Backup Battery	NiMH battery provides power for special memory features, such as Resume Mode
RTC battery	NiMH battery provides power for the internal real-time clock and calendar
Intelligent power supply	detects low battery charge and displays the time remaining, in MaxTime

Automatic power off features	saves battery power by automatically turning off the display, hard disk and system when they have not been accessed for a set length of time
------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

Storage Capacity

3 1/2" diskette drive	accommodates both 1.44MB, high density (2HD) and 720KB, double-density (2DD) diskettes
-----------------------	----------------------------------------------------------------------------------------

Hard disk	2 1/2" integrated Enhanced IDE drive and controller provides non-volatile storage for 504MB (528 million bytes)
-----------	-----------------------------------------------------------------------------------------------------------------

Ports

Parallel	selectable, ECP-compatible parallel port that provides a Centronics-compatible connection to a printer or other parallel output or bi-directional device
----------	----------------------------------------------------------------------------------------------------------------------------------------------------------

Serial	9-pin, RS-232-C-compatible high-speed buffered UART serial port lets you connect an external modem, mouse, serial printer or other serial device
--------	--------------------------------------------------------------------------------------------------------------------------------------------------

Video	15-pin, analog VGA port lets you connect an external VGA or SVGA monitor (color or monochrome)
-------	------------------------------------------------------------------------------------------------

Keyboard-PS/2 mouse	PS/2-compatible port allows you to connect a 101/102-key keyboard or a PS/2 mouse
---------------------	-----------------------------------------------------------------------------------

NoteDock™ 176-pin port lets you connect an optional NoteDock that contains a number of ports and two PC Card slots, and supports an ID function for use with Windows 95: when customizing multiple docking configurations Windows 95 will be able to identify the connected unit

Standard Hardware

Memory 8MB, 3.3 volt, 16-megabit EDO (Extended Data Output) dynamic RAM chips

Display 10.4 inch (measured diagonally) Dual Scan Supertwist Nematic (DSTN) color LCD that displays up to 256 colors simultaneously at 640 x 480 resolution

Keyboard enhanced 82-key (84-key in Europe) keyboard emulates the IBM PS/2 keyboard and includes embedded numeric and cursor control overlays and dedicated cursor control keys

AccuPoint and buttons provides the complete function of a mouse or other pointing device from within the keyboard

Standard Software

Operating System	Microsoft Windows 95 with SVGA drivers and the MaxTime power management program
Configuration Programs	Hardware Setup and TSETUP let you change configuration options and set preferences
Power	APM and MaxTime monitor the battery charge and provide access to the computer's power-saving features
Faxing and Telecommunications	Microsoft Fax and Hyperterminal (Windows 95)

Special Features

Resume Mode	electronic bookmark that records what you're doing when you turn the computer off and returns you to the same place when you turn the power back on
Advanced Power Management	determines the system's power needs and automatically configures the computer for maximum power savings
Security	instant and power-on passwords help protect your files

Documentation

User's Guide	explains how to set up the computer, gives instructions for basic computing tasks and documents all system components and features
Online Documentation	provides the <i>User's Guide</i> in hypertext form Load this manual into memory and refer to it when you have questions about the computer
Microsoft Windows 95 documentation	documents the Windows 95 operating system

Optional Accessories and Devices

This section lists the options available for the computer.

Power Devices

Battery charger	charges extra battery packs
Additional battery packs	use as spare or replacement packs to extend the time you can operate the computer away from a live wall outlet

Memory Cards

8MB	expands the computer's memory to 16MB
16MB	expands the computer's memory to 24MB
32MB	expands the computer's memory to 40MB

Expansion Capability

PC Card slot	lets you install one Type III or up to two Type I or Type II PC Cards. Maximum slot thickness: 10.5 mm
NoteDock™	optional docking station that provides access to the following: PS/2 mouse port, PS/2 keyboard port, two Type III PC Card slots, serial port, video port, parallel port, AC in and security lock slot

Others

Carrying case	sturdy fabric or leather carrying case protects the computer while traveling
---------------	------------------------------------------------------------------------------

Security

Cable Noteworthy Computer Lock cable to deter computer theft

Specifications

Physical Dimensions

Weight 6.9 lbs (3.13 kilograms)

Size width x depth x height
11.8" x 9.1" x 2.2" (299mm x 233mm x 53mm)

Power Cord Connectors

The computer features a universal power supply you can use worldwide. This appendix shows the shapes of the typical AC power cord connectors for various parts of the world.

USA and Canada



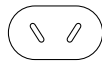
UL approved
CSA approved

United Kingdom



BS approved

Australia



AS approved

Europe



VDA approved
NEMKO approved

System Resources

This appendix lists the pre-assigned IRQ levels, DMA channels and I/O port addresses.

IRQ Level Assignments

The direct line to the CPU is called an Interrupt ReQuest (IRQ) level or channel. You'll hear both terms used by technical experts. They mean the same thing. The following table lists the IRQ level assignments for the computer:

<i>IRQ</i>	<i>Use</i>	<i>Notes</i>
0	Timer	
1	Keyboard	
2	PIC #2	
3	COM2	COM4 or PC Card
4	COM1	COM3 or PC Card
5	Available	Choice for PC Card
6	3 1/2" diskette drive	

<i>IRQ</i>	<i>Use</i>	<i>Notes</i>
7	LPT1	Choice for ECP or PC Card
8	Real-time clock	
9	Software redirect to INT 0Ah	Choice for ECP or PC Card
10	Reserved	Choice for ECP or PC Card
11	Reserved	Choice for ECP or PC Card
12	PS/2 Mouse/AccuPoint or PC Card	
13	Numeric Data Processor	
14	Hard disk, ECP, or PC Card	
15	ECP or PC Card	

DMA Channel Assignments

Direct Memory Access (DMA) allows some devices to transfer data to and from memory at high speeds, without using the CPU. Such devices are each assigned a unique DMA channel. The computer has two DMA controllers with four channels on each controller, a total of eight DMA channels.

The following table lists the computer's DMA channel assignments.

<i>DMA</i>	<i>Use</i>	<i>Notes</i>
0	Reserved	
1	Reserved	ECP
2	3 1/2" diskette drive, or ECP	
3	Reserved	ECP
4	Cascade from DMAC 1	
5	Reserved	
6	Reserved	
7	Reserved	

Input/Output Port Address Assignments

The CPU accesses input/output devices, such as modems, by reading from them or writing to them. Each command to read or write must specify the address (in memory) for the port. Each device that communicates with the CPU must have a unique I/O port address.

The following table lists the device names and their assigned I/O port addresses for the computer.

<i>Port address(h)</i>	<i>Device/function</i>	<i>Notes</i>
000-01F	82C37: DMA Controller 1	
020-03F	82C59: PIC 1	
040-05F	82C54: Timer	
060-06F	Keyboard Controller	060 and 064 are KBC 061 is system status port
070	NMI mask register	
070-07F	Real Time Clock	
080-09F	DMA page register	
0A0-0BF	82C59: PIC 2	
0C0-0DF	82C37: DMA Controller 2	
0E0-0EF	Special Register	
0F0-0F7	Math Coprocessor	
100-1EF	VGA	
1F0-1FF	Hard Disk Controller	
201	Not used	
202-21F	Not used	
220-22F	Not used	
230-23F	Not used	
240-24F	Not used	
250-25F	Not used	

320 System Resources

Input/Output Port Address Assignments

<i>Port address(h)</i>	<i>Device/function</i>	<i>Notes</i>
260-277	Not used	
278-27F	LPT2	
280-2E7	Not used	
2E8-2EF	Serial Port (COM4)	
2F0-2F7	Not used	
2F8-2FF	Serial Port (COM2)	
300-33F	Not used	
340-35F	Not used	
360-377	Not used	
378-37F	LPT1	
380-387	Not used	
388-38B	Not used	
38C-38F	Not used	
390-39F	Not used	
3A0-3AF	Bisynchronous 1	
3B0-3BF	LPT3	
3C0-3DF	CGA, EGA, VGA	
3E0-3E7	Not used	
3F0-3F7	3 1/2" diskette drive controller	I/O ports 3F6 and 3F7 are used for the HDC also
3E8-3EF	Serial Port (COM3)	
3F8-3FF	Serial Port (COM1)	
400-47F	Not used	
480-49F	DMA High-Page Register	

Video Modes

This appendix lists the video modes supported by the display adapter, and identifies the characteristics of each mode.

The columns of the following tables are defined as follows:

Mode is the mode number in hexadecimal, and is generally used by programmers to specify video modes in programs.

Type identifies the display adapter that first supported the mode, and specifies whether the mode is text or graphics.

Resolution is the measure of the screen's dimensions in terms of horizontal and vertical pixels (in graphics modes), or rows and columns of characters (in text modes).

Grid is the default number of pels per character.

LCD Colors is the maximum number of simultaneous colors, or shades of gray, that the mode can display on the built-in screen.

CRT Colors is the maximum number of simultaneous colors, or shades of gray, that the mode can display on an external monitor.

Scan Freq hor/vert is the horizontal and vertical scanning frequency in Hertz. This is for external monitors only.

324 Video Modes

This table lists the video modes:

Mode (hex)	Type	Resolution	Internal LCD		External Monitor		Scan Freq hor/vert
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
0, 1	VGA Text	40 x 25	8 x 8	16/222K	8 x 8	16/256K	31.5KHz/70Hz
2, 3	VGA Text	80 x 25	8 x 8	16/222K	8 x 8	16/256K	31.5KHz/70Hz
0*, 1*	VGA Text	40 x 25	8 x 14	16/222K	8 x 14	16/256K	31.5KHz/70Hz
2*, 3*	VGA Text	80 x 25	8 x 14	16/222K	8 x 14	16/256K	31.5KHz/70Hz
0+, 1+	VGA Text	40 x 25	8(9) x 16	16/222K	9 x 16	16/256K	31.5KHz/70Hz
2+, 3+	VGA Text	80 x 25	8(9) x 16	16/222K	9 x 16	16/256K	31.5KHz/70Hz
4, 5	VGA Graph	320 x 200	8 x 8	4/222K	8 x 8	4/256K	31.5KHz/70Hz
6	VGA Graph	640 x 200	8 x 8	2/222K	8 x 8	2/256K	31.5KHz/70Hz
7	VGA Text	80 x 25	8(9) x 14	Mono	9 x 14	Mono	31.5KHz/70Hz
7+	VGA Text	80 x 25	8(9) x 16	Mono	9 x 16	Mono	31.5KHz/70Hz
D	VGA Graph	320 x 200	8 x 8	16/222K	8 x 8	16/256K	31.5KHz/70Hz
E	VGA Graph	640 x 200	8 x 8	16/222K	8 x 8	16/256K	31.5KHz/70Hz
F	VGA Graph	640 x 350	8 x 14	Mono	8 x 14	Mono	31.5KHz/70Hz
10	VGA Graph	640 x 350	8 x 14	16/222K	8 x 14	16/256K	31.5KHz/70Hz
11	VGA Graph	640 x 480	8 x 16	2/222K	8 x 16	2/256K	31.5KHz/60Hz
12	VGA Graph	640 x 480	8 x 16	16/222K	8 x 16	16/256K	31.5KHz/60Hz
13	VGA Graph	320 x 200	8 x 8	256/222K	8 x 8	256/256K	31.5KHz/70Hz
20	SVGA Graph	640 x 480	8 x 16	16/222K	8 x 16	16/256K	31.5KHz/60Hz 37.9KHz/72Hz 37.5KHz/75Hz
22	SVGA Graph	800 x 600	8 x 8	16/222K	8 x 8	16/256K	37.9KHz/60Hz 48.1KHz/72Hz 46.9KHz/75Hz

Mode (hex)	Type	Resolution	Internal LCD		External Monitor		Scan Freq hor/vert
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
24	SVGA Graph	1024 x 768	8 x 16	16/222K	8 x 16	16/256K	35.5KHz/87Hz ⁺ 48.4KHz/60Hz 57.5KHz/70Hz 60.0KHz/75Hz
30	SVGA Graph	640 x 480	8 x 16	256/222K	8 x 16	256/256K	31.5KHz/60Hz 37.9KHz/72Hz 37.5KHz/75Hz
32	SVGA Graph	800 x 600	8 x 16	256/222K	8 x 16	256/256K	37.9KHz/60Hz 48.1KHz/72Hz 46.9KHz/75Hz
34	SVGA Graph	1024 x 768	8 x 16	256/222K	8 x 16	256/256K	35.5KHz/87Hz ⁺ 48.4KHz/60Hz 57.5KHz/70Hz 60.0KHz/75Hz
40	SVGA Graph	640 x 480	N/A	N/A	8 x 16	32K/32K	31.5KHz/60Hz 72KHz/37.9Hz 75KHz/37.5Hz
41	SVGA Graph	640 x 480	N/A	N/A	8 x 16	64K/64K	31.5KHz/60Hz 72KHz/37.9Hz 75KHz/37.5Hz
42	SVGA Graph	800 x 600	N/A	N/A	8 x 16	32K/32K	37.9KHz/60Hz
43	SVGA Graph	800 x 600	N/A	N/A	8 x 16	64k/64k	37.9KHz/60Hz
50	SVGA Graph	640 x 480	N/A	N/A	8 x 16	16M/16M	31.5KHz/60Hz

⁺ These modes are interlaced. All others are non-interlaced.