Satellite 110 Series User's Guide

FCC Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

❖ Reorient or relocate the receiving antenna.

❖ Increase the separation between the equipment and receiver.

❖ Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

❖ Consult the dealer or an experienced radio/TV technician for help.

STOP
WARNING

This equipment has been certified to comply with the limits for a Class B digital device, pursuant to Subpart B of Part 15 FCC Rules. Only peripherals certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals or peripherals not recommended by Toshiba is likely to result in interference to radio and TV reception. Shielded cables must be used between the external devices and the computer's serial port, parallel port, monitor port and PS/2 keyboard/mouse port. Changes or modifications made to this equipment not expressly approved by the FCC could void the user's authority to operate the equipment.

Industry Canada Requirement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Copyright

Export Administration Regulation

This document contains technical data that may be controlled under the U.S. Export Administration Regulations, and may be subject to the approval of the U.S. Department of Commerce prior to export. Any export, directly or indirectly, in contravention of the U.S. Export Administration Regulations is prohibited.

Disclaimer

This manual has been validated and reviewed for accuracy. The sets of instructions and descriptions were accurate for the Toshiba Satellite 100 Series notebook computers at the time of this manual's production. However, succeeding computers and manuals are subject to change without notification. Therefore, Toshiba assumes no liability for damages incurred directly or indirectly from errors, omissions or discrepancies between the computer and the manual.

Trademarks

MaxTime and Noteworthy are registered trademarks, and Fn-esse, AccuPoint, and NoteDock are trademarks of Toshiba America Information Systems.

IBM and IBM PS/2 are registered trademarks of IBM Corporation.

MS, MS-DOS, and Microsoft are registered trademarks and Windows is a trademark of Microsoft Corporation.

Intel 486, i486DX4, and Pentium are trademarks of Intel Corporation.

All other brand and product names are trademarks or registered trademarks of their respective companies.

Contents at a Glance

This section provides a quick look at the contents of this manual.

The Introduction serves as a guide to this manual. It presents icons and other conventions designed to make your reading easier, and discusses the rest of the documentation included with your computer.

Part I   Getting To Know Your Computer

Part I of this manual contains information on the day-to-day work-ings of your computer. It includes steps for many common tasks and suggestions for using your computer more effectively.

This chapter describes how to determine if you've received every-thing you need, and discusses factors to consider when you set up your computer. The chapter concludes with a tour of the com-puter's features.

This chapter describes ways to let your computer take you beyond your desktop (or wherever you're using it). The chapter introduces modems and how to use them to get onto the Internet, online services and other remote computers. It concludes with a discussion on how to connect your computer to a network.

Although your computer is a wonderful tool to take on the road, it's powerful enough to replace your desktop computer. This chapter describes optional equipment that can increase your comfort and convenience if you're using the computer at the office or at home.

This chapter introduces the computer's password feature and describes an optional device that helps to deter theft. It closes with a discussion about how to prevent, detect and remove computer viruses.

This chapter introduces some of the extras that can make your computer faster and more convenient to use. Once you're comfortable with your computer's day-to-day usage, check this chapter for extra hints.

When you're on the road, you'll probably get tired of carrying this book around with you all the time. The information in this manual is also available in the form of an electronic book on your hard drive. This chapter explains how to use this online documentation.

The information up to this point is presented as simply as possible. However, if you want to know more about how your computer works, this chapter provides some technical information.

viii

This is the place to turn if something goes wrong with your computer. This chapter contains troubleshooting tips, solutions for common problems and, if all else fails, suggestions on who to call for help.

Part II   Technical Reference

Your computer comes with several Toshiba programs designed to make your life easier. While the programs are introduced throughout the manual, these chapters provide a complete reference to each of these programs.

Part III   Appendixes

The manual concludes with several appendixes that present information, such as the system specifications and a listing of the resources the computer uses. At the very end of this part is a glossary of computer terms and a comprehensive index.

Where Do I Get My Questions Answered?

This section gives page numbers where you can find answers to common computer questions.

Basic Questions

Q. What are the parts of the computer?
A. See "Find Out Where Everything's Located" on page 6.

Q. How do I plug it in?
A. See "Connect to a Power Source" on page 15.

Q. How do I turn it on?
A. See "Turn the Computer On" on page 25.

Q. How do I turn it off?
A. See "How and When to Turn the Computer Off" on page 93.

Q. How do I take care of the computer?
A. See "Caring for Your Computer" on page 94.

Q. How do I set the time?
A. See "Lesson 10: Changing the Date and Time" on page 62.

Q. How do I change the battery?
A. See "Replacing Batteries" on page 120.

Q. How can I make it run faster?
A. See "Starting Programs Faster" on page 197.

Q. Where can I get information if I don't want to carry this manual with me?
A. See "Using The Electronic Guide" on page 217.

Q. How can I get program diskettes for the programs pre-installed on the computer's hard drive?
A. See "Create or Purchase Master Diskettes" on page 32.

Q. What if something goes wrong?
A. See "If Something Goes Wrong…" on page 235.

Using Programs

Q. How do I use Windows 95?
A. See "Getting Comfortable with Windows 95" on page 41.

Q. How do I use Windows 3.11?
A. See "Using Windows 3.11" on page 363.

Q. How do I start a program?
A. See "How to Start a Program" on page 74.

Q. How do I save my work?
A. See "How to Save Your Work" on page 82.

Q. How can I make the icons and type on the screen bigger?
A. See "Changing the Display Mode" on page 215.

Printing

Q. How do I print?
A. See "Connecting a Parallel Printer" on page 21 and "How to Print Something You've Created" on page 84.

Q. Why doesn't it print what I see on the screen?
A. See "Printers" on page 258.

The Keyboard and Pointing Devices

Q. What's the colored button between the G **and** H **keys?**
A. See "Lesson 1: Using the AccuPoint" on page 42.

Q. Is the keyboard just like a typewriter?
A. See "How to Use the Keyboard" on page 80.

Expansion

Q. What are PCMCIA-compatible PC Cards?
A. See "Little Cards that Do Big Things" on page 131.

Q. What are Card and Socket Services?
A. See "Programs that Make Your PC Card Work" on page 133.

Q. My PC Card documentation tells me to use the diskette that came with the card. Should I do this?
A. See "Programs that Make Your PC Card Work" on page 133.

Q. How do I add memory?
A. See "Adding Memory (Optional)" on page 17.

Using the Computer on Battery Power

Q. How do I use it away from my desk?
A. See "Taking Your Computer on the Road" on page 107.

Q. How can I save battery power?
A. See "Conserving Power" on page 122.

Transferring Information from the Hard Disk

Q. How do I copy stuff from one place to another?
A. See "How to Copy Something to a Diskette" on page 89.

Q. How do I back up the files on my hard disk?
A. See "How to Back Up Your Work" on page 90.

Connecting to Other Computers

Security

Technical Stuff

Contents

Part I: Getting To Know Your Computer

xiii

xviii

Part II: Technical Reference

xxii

Part III: Appendixes

Introduction

Welcome to the world of lightweight, portable, high-performance computing. With your new Toshiba computer, your work can follow you wherever you go. Toshiba's advanced design features, such as the integrated AC adapter and AccuPoint™ pointing device, free you from the need to carry extra parts like an external power supply or mouse.

However, when it comes to computing power, your computer is no lightweight. A fast Pentium processor, large hard disk drive and clear, sharp display give you all the power you'll need to get the job done on the road. By adding options such as PCMCIA-compatible PC Cards and Toshiba's NoteDock™, your computer is just as much at home in the office.

If You Don't Like To Read Books

If you don't like to read computer manuals, you're in luck. All of the information contained in this manual also exists in the form of an "electronic book" on your hard disk. Special indexing features and quick access to related topics make the electronic book an easy reference to use.

For a quick introduction to many of the features of your computer, browse through the Discovery Center.

Give it a try. Information on using the electronic book is found in "Using The Electronic Guide" on page 217.

If You Do Like To Read Books

If you do like to read books, there are at least two ways you can go through this manual:

❖ Read it from cover to cover.

❖ Page through the book and stop when a topic interests you.

❖ Use the tables of contents and the index to find specific information.

If you're new to computers or haven't used a notebook computer before, read through the first couple of chapters to familiarize yourself with the components of the computer and how to turn it on. After that, feel free to seek out whatever strikes your fancy.

Windows 95

When you turn your computer on for the first time, you'll be able to choose between Windows 95 and Windows for Workgroups. All of the information in this manual is valid if you're using Windows 95. For information specific to Windows for Workgroups, refer to "Using Windows 3.11" on page 363 and the online Windows for Workgroups documentation.

Models Covered in this Manual

This manual documents three computer models: the Satellite 110CS, the Satellite 110CT, and the Satellite 115CS.

Icons

This manual makes use of a number of icons to make finding your way around easier:

DEFINITION

This icon indicates the definition of a term used in the text. If you find an unfamiliar term that is not defined, refer to the "Glossary" on page 377.

NOTE

This icon indicates information that may be helpful in carrying out a procedure.

CAUTION

This icon alerts you to actions you should avoid (for instance, procedures that, if performed incorrectly, may result in data loss), and provides tips for what to do.

This icon alerts you to actions that can cause actual damage to you or your computer. For example, plugging in some devices with the power on may damage the computer's circuits.

This icon indicates technical information about your computer that you may not need to know to use the computer, but which may be of interest to you.

This icon indicates an option that conserves battery power.

Other Documentation

In addition to this manual, your computer comes with the following documentation:

❖ The *Companion Diskette Guide* explains when to use the Toshiba Companion Diskette and how to use the programs on the diskette that are not discussed in this manual.

❖ The *Reconfiguration Guide* provides instructions for reinstalling the programs that are pre-installed at the factory, should it become necessary.

❖ The *Toshiba Accessories Catalog* lists PCMCIA-compatible PC Cards and other accessories available from Toshiba and explains how to order them.

❖ The Windows 95 documentation explains the features of the Microsoft Windows 95 operating system.

Service Options

Toshiba offers a full line of service options built around our warranty programs. See the warranty and service material included with your computer for registration information.

If you have a problem or need to contact Toshiba, refer to "If Something Goes Wrong…" on page 235. This chapter contains problem-solving tips and phone numbers and addresses for Toshiba offices around the world.

PART I

GETTING TO KNOW YOUR COMPUTER

What's In Part I

This part explains what all the computer's components are and how to use them. If you're one of those folks who reads through a manual before you start working, you'll notice that this part begins with the most basic information and gradually introduces more complex topics.

But don't hesitate to skip around. Manuals, such as this one, aren't really meant to be read from cover to cover. They are meant to be used. Happy reading!

Chapter 1

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 explains how to 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 261.

1

Select a Place To Work

You 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.

CAUTION

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.

CAUTION

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 top of 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.

Below eye level

Approximately 90 degree angles

Foot rest
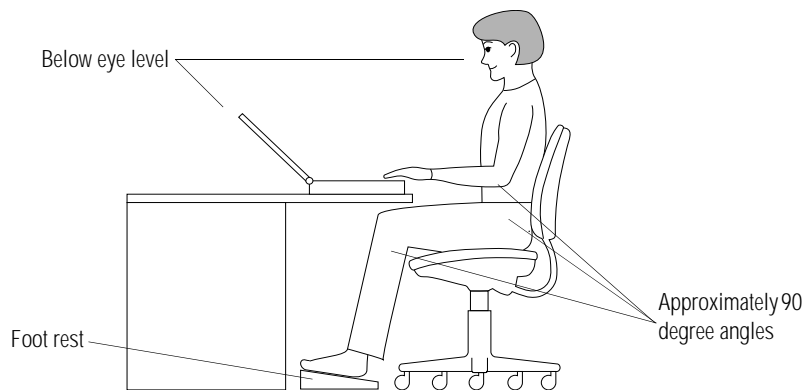
Correct posture and positioning of the computer

❖ 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 The Electronic Guide" on page 217.

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
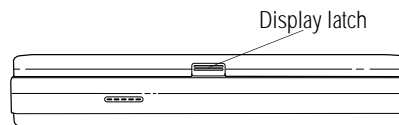
Display latch

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

Security lock slot

Power button

Reset button

PC Card slot
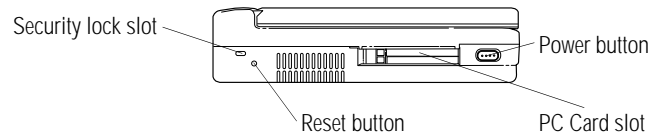
The left side

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 194.

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.

CAUTION

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 135) when not in use. For more information, see "Little Cards that Do Big Things" on page 131.

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

The Back

Expansion port   Serial port

PS/2 port

Monitor port   Parallel port   Power socket
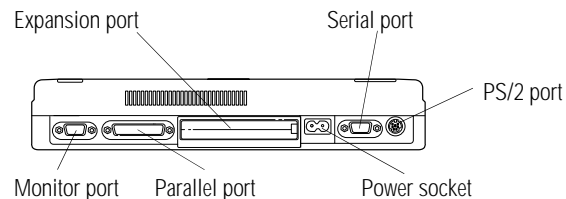
The back

The **monitor port** allows you to connect an external monitor. For more information, see "Using an External Monitor" on page 163.

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 **expansion port** allows you to connect the computer to an optional Toshiba port replicator, such as the NoteDock or the Noteworthy Port Replicator. The NoteDock provides all the ports of the computer, plus another PS/2 port and two additional Type III PC Card slots. The Noteworthy Port Replicator duplicates the ports of the computer, and includes an additional PS/2 port. For more information, see "Using the Optional Note-Dock™" on page 175 and "Using the Optional Noteworthy Port Replicator" on page 179.

> **CAUTION**
>
> *Keep foreign objects away from this port. Pins and other small objects can slip inside the port and damage the computer's circuitry.*

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 145.

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 167.

The Right Side

Contrast control

Battery release latch

Diskette drive
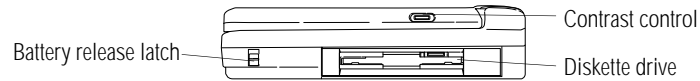
The right side

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 120.

The **contrast control dial** (CS model only) adjusts the contrast of the display.

The **diskette drive** is compatible with 1.44MB and 720KB 3.5-inch diskettes.

The Underside

Battery cover

Memory slot cover

Expansion port guides
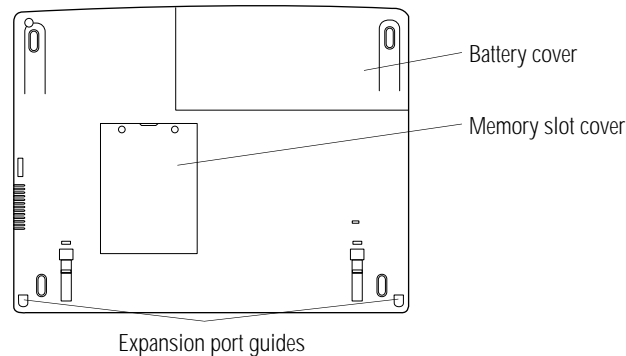
The underside

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 120.

The **memory slot cover** protects a slot for adding extra memory to your computer. For more information, see "Adding Memory (Optional)" on page 17.

The **expansion port guides** help align the computer and an optional Toshiba port replicator, such as the NoteDock or the Noteworthy Port Replicator. For more information, see "Using the Optional NoteDock™" on page 175 and "Using the Optional Noteworthy Port Replicator" on page 179.

The Front with the Display Open
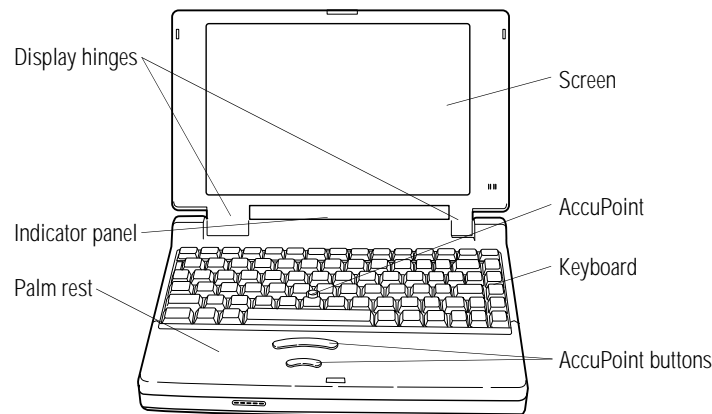
The front with the display open

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 80.

The **AccuPoint buttons** work with the AccuPoint. 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 AccuPoint Pointing Device" on page 24.

The Indicator Panel

Power/speed light   Cursor control mode light   Disk light   Power light

Caps lock light   Numeric mode light   Battery light
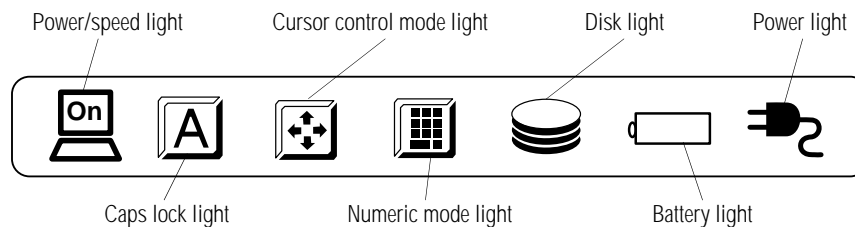
The indicator panel

The **power/speed light** glows when the computer is on and shows the speed at which the computer is processing information. Green indicates high speed and orange indicates low speed.

The **caps lock light** glows 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 80.

The **cursor control mode light** glows when the cursor control overlay is on. When the overlay is on, pressing an overlay key moves the cursor as shown by the white arrow 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 207.

The **numeric mode light** glows when 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 82.

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** indicates the current battery charge. For more information, see "Monitoring Battery Power" on page 108.

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.

Part I: Getting To Know Your Computer

Chapter 2

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.

15

Before you can use the battery to power 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.

> *Once the battery is charged the first time, don't leave the computer plugged in and turned off for more than several hours at a time.*
>
> **NOTE**

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

Power socket
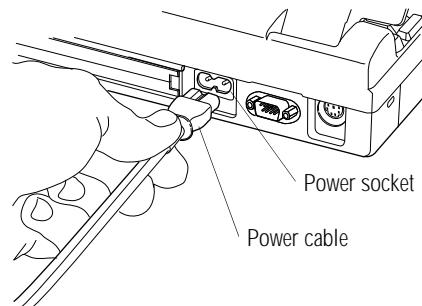
Power cable

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 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:

Memory Module Size	Total Memory in System
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. You'll need a small Phillips screwdriver for this procedure:

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.

Part I: Getting To Know Your Computer

3 Unplug the computer.

STOP
WARNING

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 con- nected any yet.

5 Turn the computer upside down.
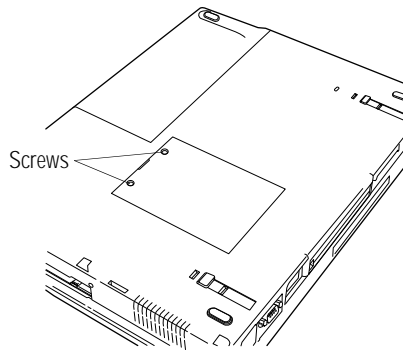
Screws

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.
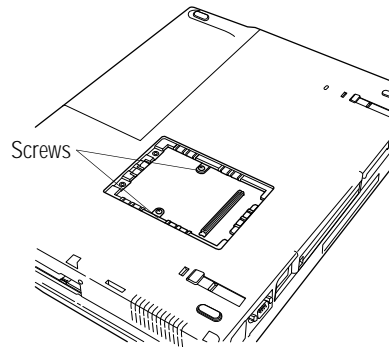
Removing the screws

8   Remove the two screws **from the memory slot.**

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 (on the side you insert into the computer).
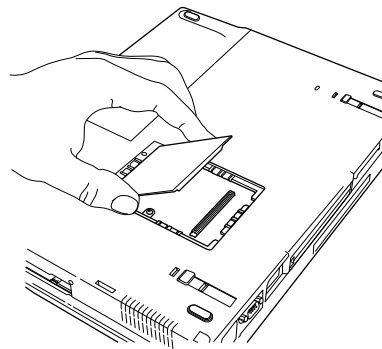
Inserting the memory module

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 recognizes 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.**
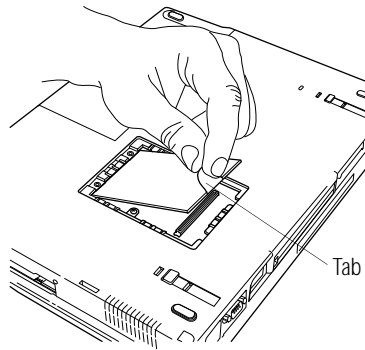
Removing the memory module

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 or don't wish to connect 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.

NOTE

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.

To the computer   To the printer
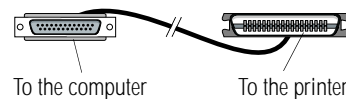
Identifying the ends of the printer cable

2   With the printer's power off, connect the printer cable to your printer.

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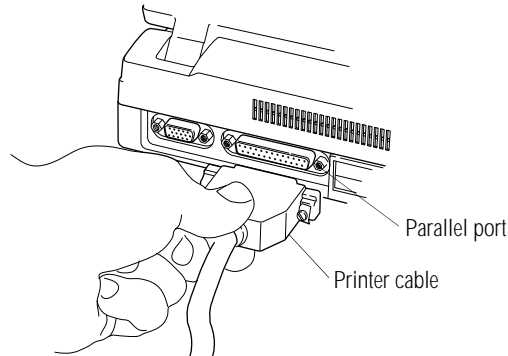
Connecting the printer cable to the parallel port

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.
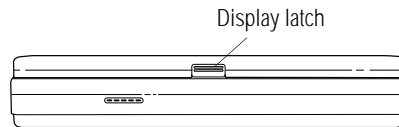
The display latch

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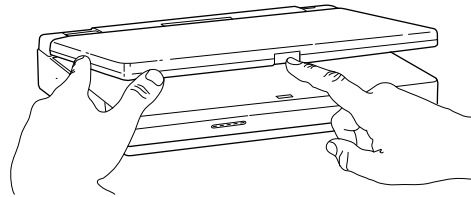
Opening the display

2   Push on the display latch and lift the display panel.

3   Adjust the display panel to a comfortable viewing angle.

![CAUTION]

To avoid damaging the display panel, be careful when opening and closing the panel, don't force the panel beyond where it moves easily, and never lift the computer by the display panel.

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 from 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™.
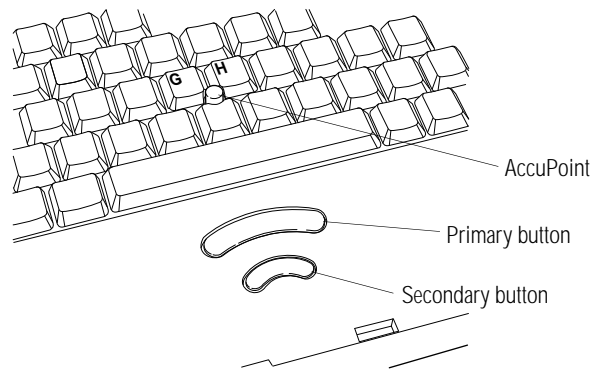
The AccuPoint pointing device

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 primary button corresponds to the left button on a mouse.

The function of the **secondary button** depends on the program you are using. It corresponds to the right button on a mouse. Check your programs' documentation to find whether it uses 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.
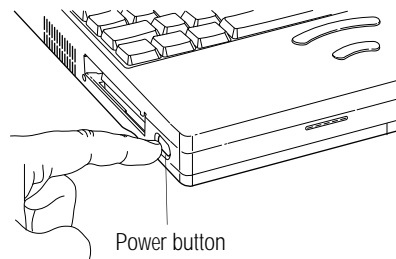
Power button

Turning the power on

4   Press and hold the power button **on the left side of the computer until the power/speed light turns on (about one second).**

When you turn the computer on the first time, do not turn the power off again until the operating system loads completely. The next section explains how to choose the operating system.

CAUTION

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 four welcome screens. Read each welcome screen carefully, then press Enter. These screens explain the procedures for creating master program diskettes and selecting an operating system (Windows 95 or Windows 3.11).

After you read the welcome screens, the system displays the Welcome to Windows 95 Setup screen. Complete the following steps to set up your system:

NOTE

If you plan to choose Windows 3.11, be aware that you'll need to complete about eight Windows 95 Setup screens before the setup program gives you the opportunity to choose your operating system. Read each screen carefully to avoid installing Windows 95 accidentally.

1 **In the Welcome to Windows 95 Setup screen, click Next.**

   Setup displays the Regional Settings screen.

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

   Setup displays Keyboard Layout screen.

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

   Setup displays the User Information screen.

4 **Type your name and company in the appropriate fields, then click Next.**

   Setup displays the License of Windows 95 screen.

5 **Read the license information, then click Next.**

   Setup displays the License Agreement screen.

6 Read the license agreement, then click the button next to "I accept the agreement."

You cannot complete the setup process without accepting the license agreement.

7 Click Next.

Setup displays the Certificate of Authenticity screen.

8 Type in the number from the Certificate of Authenticity, affixed to the Windows 95 manual that came with your computer, then click Next.

Setup displays the Windows Version screen.

9 Choose your operating system:

STOP

WARNING

Please consider your choice carefully. Once you choose Windows 95 or Windows 3.11, the setup program automatically (and permanently) deletes the unselected operating system from your system.

❖ To choose Windows 95 (the default), click Next.

❖ To choose Windows 3.11, click Change. Setup displays the Operating System Choice screen. Click "No, I want to install MS-DOS 6.22 and Microsoft Windows 3.11," then click OK.

Setup displays a Windows 95 Setup Wizard screen (even if you chose Windows 3.11) and installs the devices it found on your system.

NOTE

This screen displays the message "Please wait while Setup prepares your Windows 95 computer" whether you chose Windows 95 or not. If you chose Windows 3.11 and still see this message, don't be alarmed.

Setup displays the Finishing Setup screen, prompting you to restart your computer.

10 Click Finish to restart the computer.

The computer restarts and loads the operating system you selected. If you chose Windows 3.11, follow the instructions in "Finish the Windows 3.11 Setup Procedure" on page 28 to complete the setup procedure. If you chose Windows 95, follow the instructions in "Finish the Windows 95 Setup Procedure" on page 29 to complete the setup procedure.

Finish the Windows 3.11 Setup Procedure

After the computer restarts and loads Windows 3.11, the system displays a Windows Setup screen, prompting you for your name, company, and product number:

1   Type your name and company in the appropriate fields. You may leave the product number field blank, or type in the Windows 95 Certificate of Authenticity number.

2   Click Continue.

Setup prompts you to verify the information you just entered.

3   If the information is correct, click Continue.

To change any of the information displayed, click Change.

Setup displays the Printer Installation screen.

4   If you have a printer, use the ↑ and ↓ keys to select your printer from the list and click Install.

If you don't have a printer, choose No Printer from the list and click Install.

The computer restarts, loads Windows 3.11, and displays the Windows Program Manager screen.

How to Use this Guide with Windows 3.11

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

❖ The tutorial provided in "Getting Comfortable with Windows 95" on page 41 refers to Windows 95 only.

❖ The instructions in this manual for starting MaxTime®, Hardware Setup, and Fn-esse™ are for Windows 95 only. In Windows 3.11, start these programs by double-clicking their icons in the Toshiba Utilities group in Program Manager. Once started, these programs function in Windows 3.11 much the same as they do in Windows 95.

❖ Windows 3.11 does not include a Suspend command. 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 CardWizard with your optional PC Cards.

❖ The steps in "Changing the Display Mode" on page 215 are for Windows 95. To change the display mode in Windows 3.11, double-click the Chips CPL icon in the Control Panel.

For more information on using Windows 3.11, refer to "Using Windows 3.11" on page 363.

Finish the Windows 95 Setup Procedure

After the computer restarts and loads Windows 95, the system configures your system, displays several messages, then starts the Add Printer Wizard.

Set Up Windows 95 to Work With Your Printer

If you already have a printer, click Next when the system prompts you to set up your printer. If you plan to purchase a printer later, click Cancel now and see "Setting Up Windows 95 to Work with Your Printer" on page 85 when you're ready to connect it.

To set up Windows 95 to work with your printer now, follow
these steps:

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

   If your printer is not listed, it probably came with its own dis-
   kette. Insert this diskette into the diskette drive and click Have
   Disk. When Windows 95 displays the Install From Disk dialog
   box, click OK.

2 **Select your printer and click Next.**

3 **Set the port to LPT1: for a parallel printer (or COM1: for
a serial printer) and click Next.**

4 **Type in a new name for your printer or accept the default
and click Next.**

5 **If your printer is connected and turned on, click Finish to
print a test page.**

   To finish the setup procedure without printing a test page, click
   No, then Finish.

Select Date/Time Properties

As Setup continues, Windows 95 displays the Date/Time Proper-
ties 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, click Next when prompted during the initial startup procedure.

If you don't want to take the time to make these diskettes now, click Cancel. When you're ready to make the diskettes, refer to "Running Microsoft Create System Disks" on page 33.

You must create your own set of Microsoft Windows 95 diskettes. If your hard disk ever crashes, you'll need the diskettes to reinstall Windows 95 on your system. If this occurs and you haven't made these diskettes, you will have to buy a new copy of Microsoft Windows 95.

NOTE

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. 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 41.

❖ Select What's New for answers to common questions about Windows 95.

❖ Online Registration lets you register Windows 95 with Microsoft®.

Once you've finished looking at any or all of the above options, click 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 a number of programs, such as Microsoft Windows 95, already installed on the hard disk. If one or more of these programs is ever damaged or deleted, you'll need program files to reinstall it.

You must buy blank diskettes and run Microsoft's Create System Disks program to make a set of Microsoft Windows 95 diskettes.

There are two ways to obtain program files for your other pre-installed software (not including Microsoft Windows 95):

❖ Buy blank diskettes and run Toshiba's Master Disk Creator program.

❖ Purchase the Toshiba drivers/utilities on diskette 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 the diskettes.

NOTE

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

To run these programs, you need:

❖ about four hours.

❖ up to 72 blank, formatted 3 1/2 inch high-density (1.44MB) diskettes. This includes 32 for Microsoft Windows 95 and up to 40 for your other pre-installed programs. These diskettes must be write-enabled (the **write-protect tab** at the left corner of the diskette must cover the square hole).

Write-protect tab
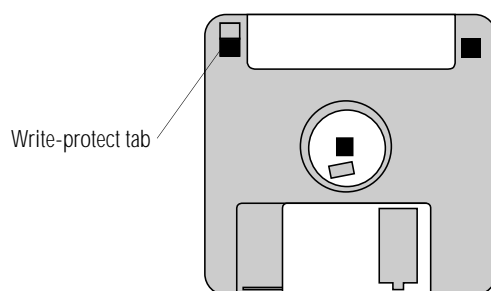
A write-enabled diskette

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 Microsoft Windows 95 diskettes at one time, make sure you have at least 32 new, formatted high-density diskettes before you start

the program. Label the diskettes using the pre-printed Microsoft Windows 95 diskette labels provided with your computer.

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

NOTE

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.

4   **Follow the instructions on the screen to create the program diskettes.**

Running Master Disk Creator

Master Disk Creator creates program diskettes for the rest of the programs pre-installed on your computer. It is a very simple program to use. You'll need up to 40 formatted high-density diskettes to create a complete set of program diskettes. 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 Click 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.
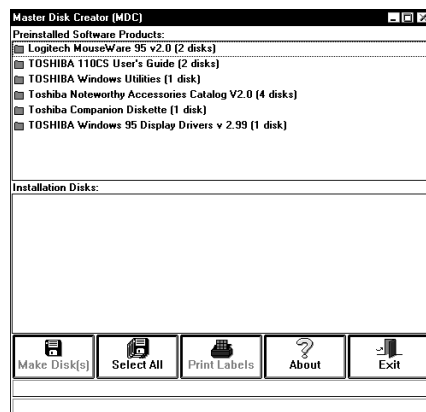
A sample list of disk images

4 To create a complete set of program diskettes, click Select All.

If you don't want to create a complete set of diskettes now, choose only those programs for which you want to create diskettes.

5 Label the diskettes with the names shown on the screen, or click Print Labels to print the labels automatically.

If you choose to print the labels automatically, make sure the computer is connected to a printer and you have enough printer diskette labels.

6 Click Make Disks.

Master Disk Creator displays the MDC Disk Creation Confirmation screen.

Eject button
Diskette drive
Protective cover
Label
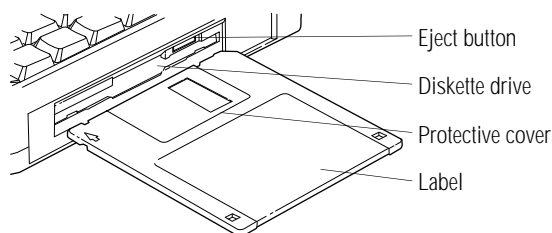
Inserting a diskette

7 **Insert the appropriately labeled blank formatted diskette into the diskette drive.**

The previous illustration 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 **In the MDC Disk Creation Confirmation screen, choose a Write method and click Create Disk.**

Master Disk Creator begins copying files to the diskette and displays a meter monitoring the copying process.

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

Check the system indicator panel on the front of the computer. If the disk 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.

NOTE

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 over-writing 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).

❖ skim through the rest of this manual.

❖ fill in and mail the reader response card. Toshiba welcomes your comments and suggestions for improving the documentation.

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

Where to Go from Here

If you're new to computers, you may be wondering what to do now that your computer is powered up and ready to go. This section contains tips on where to find the information you need to continue from here.

If you've used computers before you probably have some idea of what to do next. The various tables of contents and the index can help you find specific information that interests you.

What this Guide Covers

One common assumption is that a computer is a single package that lets you do everything—write letters, create spreadsheets, show multimedia presentations, and so on. In reality, to do all of these things you need not only the computer, but programs designed to carry out your desired tasks.

If you're a new user, this can be confusing. You may find yourself wondering why this guide doesn't tell you how to do something so simple as writing a letter. Unfortunately, there are a lot of programs out there that let you carry out tasks like these, and a guide containing information about all of them would be too heavy to lift.

This guide contains the information you need to operate each of the components of your computer, and presents a number of tips for using Windows 95. For carrying out tasks that use other programs, refer to the programs' documentation. For more information about Windows 95, click the Start button, then click Help. A number of excellent books are also available with information about using Windows 95 and many popular programs.

Using Programs Included with Your Computer

Your computer may have come with a number of CD-ROM titles and programs installed on your hard disk. Each of these programs includes complete documentation in either printed or electronic form. If you can't find a printed manual, here are some tips for finding the information you need:

❖ Most programs include a Help system. Start the program and click the Help menu to access this information.

❖ If a program on CD-ROM doesn't have a Help system, there may be a file on the CD-ROM that documents the program. Click Start, then click Programs. Look in the list of programs for your program's documentation.

❖ If you still have questions about using the program, contact the program's manufacturer.

Some of the programs you received may be reduced demonstration versions of a complete program. These versions let you experiment with a program's features without having to purchase the full program first. Spend some time playing with these programs. If you find one or more are just what you've been looking for, call the company and purchase the full version.

Adding New Programs

If you're wondering what sort of programs to buy, read through the information in "Before You Go to a Computer Store..." on page 97. This chapter describes the tasks for which some popular types of programs are designed. It also tells you how to determine whether a program you find in a computer store will work with your computer.

Chapter 3

Getting Comfortable with Windows 95

If you're new to computers or have never used Windows before, the skill and confidence you'll gain going through these lessons will more than offset the small amount of time you will spend.

When you have finished this tutorial you will have:

❖ learned how to use the AccuPoint

❖ explored the Windows 95 desktop

❖ created a new document and folder

❖ started and closed programs

❖ resized, reshaped and moved windows on the desktop

❖ created and used shortcuts

❖ changed the properties of various objects on the desktop

❖ set the date and time

❖ used Windows Help

❖ turned your computer off properly

If you've used an earlier version of Windows, you'll notice that Windows 95 is very different. So you should find the information

41

helpful. You'll probably want to work through some of the lessons and skim through others.

In addition, Windows 95 Help discusses a number of the major differences in an easy question-and-answer format. Click Start, then Help to open the online help, click the Index tab, then type tips and double-click "for Windows 3.1 users."

If you've used the Macintosh operating system, you'll find Windows 95 is similar in many ways. For instance, the Recycle Bin works like the Trash Can. Skim through this chapter to get a feel for the differences.

The aim of this tutorial is to help you start doing useful work quickly. It shows you one way of doing various basic tasks. As you gain experience with Windows 95, you'll discover that there are often other ways of accomplishing a particular task. One of the most useful things about Windows 95 is its flexibility.

Lesson 1: Using the AccuPoint

The AccuPoint pointing device is located between the G and H keys.
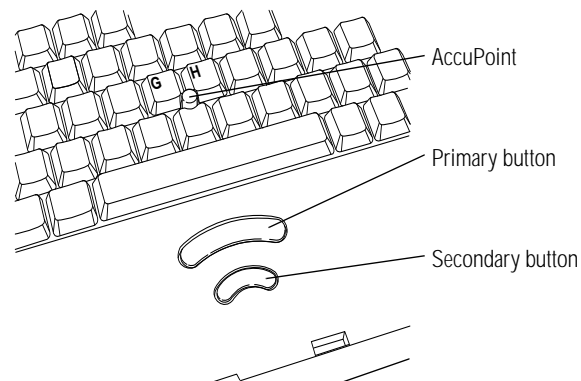
The AccuPoint

The AccuPoint is the basic tool for moving around the screen. It works together with the primary and secondary buttons. In this lesson you will learn how to use the AccuPoint.

Follow these steps to learn what you can do with the **AccuPoint**:

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

Notice how the pointer moves to the right edge of the desktop.

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 by moving in different directions and at different speeds.

The AccuPoint is part of the hardware of your system. When you push the AccuPoint, the hardware tells the software to move the pointer around the screen. Think of the hardware as the machine and its various parts. Think of software as the instructions that cause the hardware to do work. Think of the computer system as the hardware and software working together.

The curved buttons below the keyboard are the Accupoint buttons (hardware). Clicking them tells Windows (software) to choose, select or use various objects on the desktop. The larger button is the **primary button**. The smaller button is the **secondary button**.

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

Now that you are familiar with the AccuPoint, continue to read the next lesson. You will learn about the objects on the desktop and their uses.

Lesson 2: Exploring the Desktop

Windows 95 organizes the display on your computer screen as if it were a desktop. Various objects sit on the computer desktop like objects on the desktop in your office. Once you begin to treat the screen like a desktop, you will find how easy it is to move objects around, open them, close them and store them.

In this lesson you will learn the names and functions of the various parts of the desktop. You will also learn some simple organizing principles for your desktop.

Each icon on the desktop represents a single object, such as a program, a folder or a device. Programs are sets of instructions (software) for the computer system. Folders are containers to store documents, programs and other folders. Devices are disk drives, printers and other peripherals connected to your computer.

This what your computer screen looks like.
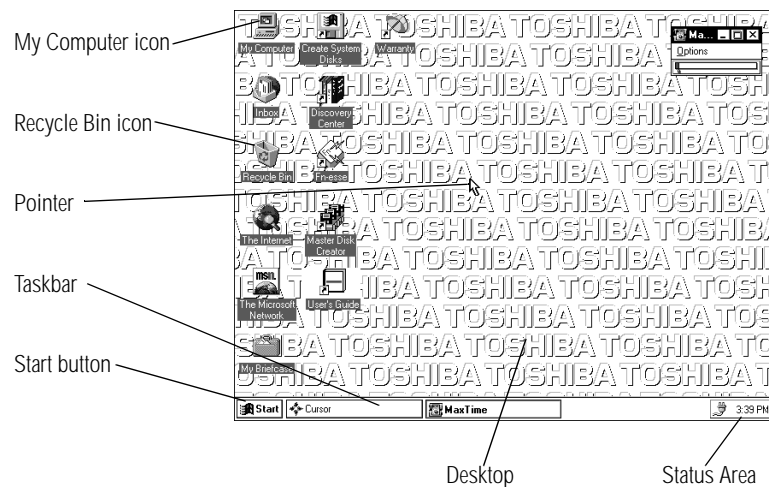
The Windows 95 desktop

Follow these steps to explore the desktop.
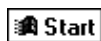
▨ Start

1 Move the pointer **to the Start button and click once.**

Windows 95 displays a menu (a list of options) that contains everything you need to begin using your computer.
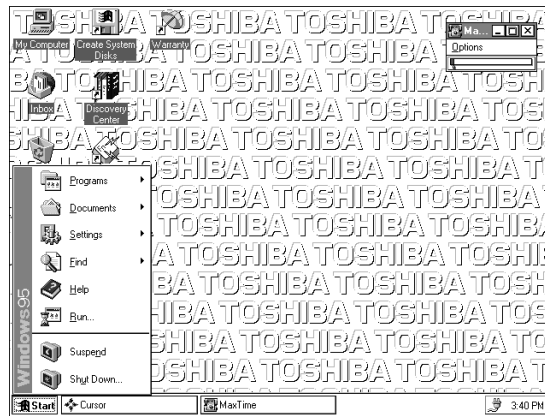
The desktop with the Start menu open

Here's what your system does when you point to each of the items on the Start menu.

When You Point to	The System
Programs	displays a list of programs you can start.
Documents	displays a list of documents you've opened previously.
Settings	displays a list of system components for which you can change settings.
Find	allows you to find a folder, document, shared computer, or mail message.
Help	allows you to use the Help program to find out how to do a task in Windows.
Run...	starts a program or opens a folder when you type a program or folder name.

When You Point to	The System
Suspend	saves the current system settings and turns the power off.
Shut Down...	shuts down or restarts your computer, or logs you off a network.

The "..." following a menu item tells you a dialog box is coming.

The " ► " symbol on the menu tells you a submenu appears when you point to this item.

2 Click Start again to close the menu.

3 To access an additional menu, called the shortcut menu, click Start with the secondary button.

Clicking most objects with the secondary button displays a shortcut menu of options specifically applicable to that object. The shortcut menu for the Start button has three options.

When You Point to	The System
Open	opens the Start menu window
Explore	starts the Windows Explorer
Find	opens the Find window and allows you to search for a document, folder, or program

4 Click an empty space in the desktop to close the menu.

Every time you start a program, open a folder or open a docu-ment, the system displays a button on the taskbar that reminds you the object is open or running. You can switch between the programs, folders or documents by clicking the buttons on the

taskbar. When you close an object, its button disappears from the taskbar. Right now, the taskbar is blank because you haven't started anything. You'll put a button on the taskbar when you create a new document in the next lesson.

There are other icons on the taskbar in the status area, such as a speaker that represents your sound system or an electric plug that represents the status of your battery. To view or change settings for an object in the status area, double-click on its icon.

5   Move the pointer to the My Computer icon in the upper left hand corner of the desktop.

The desktop with the My Computer window open

6   Double-click the My Computer icon.

Windows 95 opens the My Computer window. This window displays icons for each of the computer's drives, along with the Control Panel Folder and the Printers Folder.

The Control Panel folder contains the programs used to config-ure the computer.

The Printers Folder contains the tools necessary to configure or control printers connected to your computer.

7   Close the My Computer window by clicking the close but-ton on its upper right corner.

8 Click the My Computer icon with the secondary button to display a shortcut menu.

```
Open
Explore
Find...
─────────────
Create Shortcut
Rename
─────────────
Properties
```
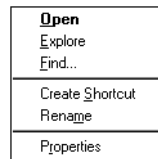
The My Computer shortcut menu

The system displays a menu of actions or options applicable to the My Computer icon. Most objects on the desktop display the main menu when you click them with the primary button and the shortcut menu when you click them with the secondary button.

You can use this menu to create shortcuts to programs, documents, folders, system features and components. A shortcut is an icon that opens a program or a document directly from your desktop (or anywhere else). You will learn how to create shortcuts in "Lesson 8: Creating Shortcuts" on page 58.

You can also use this menu to rename a folder or document. You'll learn how to do this in "Lesson 3: Creating a New Document" on page 50.

You can access the properties menu by clicking on Properties in the menu. You will learn about properties in "Lesson 9: Changing the Wallpaper" on page 60

9 Close the menu by clicking once in an empty area of the desktop.

One special icon is the Recycle Bin. You use the Recycle Bin to delete documents and remove objects from the desktop. You'll learn more about the Recycle Bin in "Lesson 11: Removing Objects from the Desktop" on page 63.

You can move the taskbar to the other sides of the window.

10 Click the taskbar at the bottom of the desktop and, while holding the primary button, drag the pointer to the right edge of the desktop, then release the primary button.

You can move an object on the desktop by clicking the object, holding the primary button and dragging the object.

DEFINITION

The taskbar moves from the bottom to the right edge of the desktop.

The desktop with the taskbar on the right

You may move the taskbar to any of the desktop's four edges.

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

Now that you have explored the desktop, you can continue to the next lesson where you will learn how to quickly create new documents.

Lesson 3: Creating a New Document

When you work in Windows 95 with a word processor, a data base, a graphic design tool, or a spreadsheet, you are working in a document. To see how quick and easy creating new documents can be, follow these steps.

1 **Click an empty area of the desktop with the secondary button.**

Windows 95 displays a menu of commands applicable to the desktop.

```
Arrange Icons    ▶
Line up Icons

Paste
Paste Shortcut

New              ▶

Properties
```

The Desktop shortcut menu

2 **Point to New, then click Text Document.**

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

3 **Click the document name.**

The name changes color.

4 **Give your document a meaningful name, like My New Document and press** Enter**.**

5 **Double-click the icon.**

Your document opens in Notepad, the word processing program that comes with Windows 95.

The Notepad window

Notice that as you open the document there's a new button on the taskbar that reads My New Document - Notepad (the name may be too long to fit into the taskbar space, but if you point to the name, the system displays all of it).

To learn more about Notepad, click the Help menu in Notepad. Leave Notepad open for now and follow the steps in the next lesson to create a new folder to store your document.

Lesson 4: Creating a New Folder

Windows 95 stores documents, tools, devices and programs in folders. It even stores other folders in folders. In this lesson you will learn how easy it is to create folders to store your documents. To create a new folder, follow these steps.

1 With the secondary button, click an empty area of the desktop outside the Notepad window.

Windows 95 displays the desktop shortcut menu.

2 Point to New and click Folder.

Windows 95 creates a new folder icon with the name highlighted.

3 Click the highlighted "New Folder" text in the frame under the folder icon.

4   Give the folder a name using the keyboard and press Enter**.**

5   Close your Notepad document by double-clicking the Close Button (the small x) on the right-hand side of the Notepad title bar.

Windows 95 displays the document as an icon on the desktop.

6   Click the document icon and drag it to your new folder.

The outline of the document icon moves across the desktop.

7   Drop the document icon onto the folder icon.

The document disappears. The folder now contains the document.

8   To see your document, double-click the folder.

The folder window opens and displays the document icon.

9   Close the folder by clicking the close button (the small x) on the upper right corner of the window.

Windows 95 closes the folder and returns the folder to the desktop ready for the next time you want to use it.

Now that you have created a folder to store your document, go on to the next lesson to learn how to start programs.

Lesson 5: Starting Programs

Another way to begin working on the desktop is to start a particular program. After you've gained some experience, you'll know exactly which program to use for a particular document.

This lesson demonstrates how to start programs from the desktop, using Paint and Windows Explorer, two of the programs that come with Windows 95.

Follow these steps:

1   Click Start, then point to Programs.

Windows 95 displays the list of program folders.

The Start menu

2 To open the drawing program, point to Accessories, then click Paint.

Paint, a simple drawing program, opens and the taskbar displays a new button.
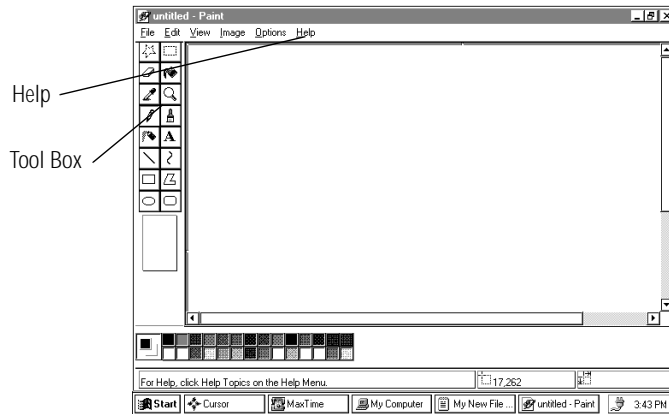
The desktop with Paint open

Your desktop now looks something like the above illustration. Notice again the new addition to the taskbar.

You can use Paint to draw simple pictures, logos, maps and symbols. The tools for Paint are in the **Tool Box**. To learn more about Paint, click **Help**.

3 To open a second program click Start, then click Programs.

4   Click Windows Explorer.

Windows Explorer opens and the taskbar displays a new button.
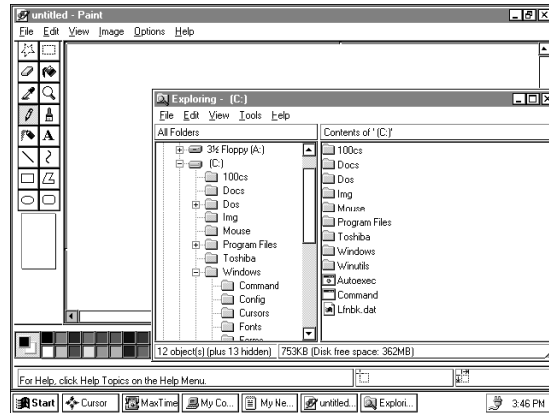
Windows Explorer open on the desktop

Windows Explorer provides access to all your computer's resources. For example, it lets you see all the icons in a particular folder on the computer's hard drive.

Notice the taskbar now has two buttons on it, one for Paint and one for Windows Explorer.

5   Click the Paint button on the Taskbar.

Windows 95 displays the Paint program. You can move back and forth between the two programs by clicking their buttons alternately.

Windows 95 places the active window on top of other windows on the desktop unless you have resized the windows.

Now that you have learned how to open programs, leave these two open on the desktop, each in its own window. Go on to the next lesson where you'll learn how to change the size, shape and position of these windows.

Lesson 6: Resizing and Reshaping Windows

If you've been following the steps in this chapter, you now have two programs open and two buttons on the taskbar, one for Paint and the other for Windows Explorer. 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. In this lesson you will learn how to do both of these things.

Close button

Maximize button
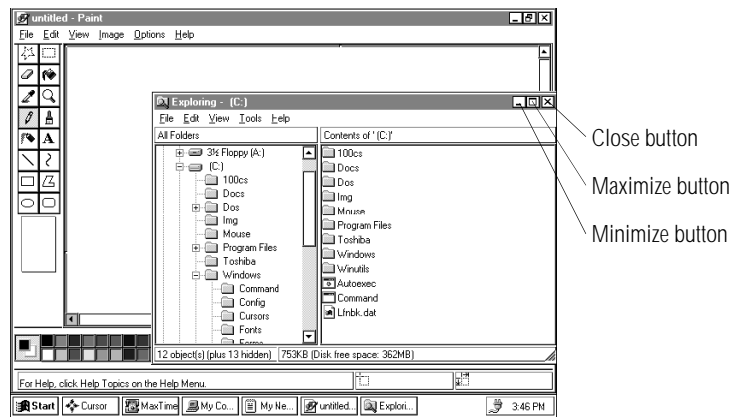
Minimize button

The sizing buttons

First, notice the three buttons on the right-hand side of the title bar on the Windows Explorer window and the Paint window. From left to right these are the minimize, maximize and close buttons. Most windows have these three buttons.

To learn how to use these buttons, follow these steps:

1 To make the Windows Explorer window the active window, click the Windows Explorer button on the taskbar.

Windows displays Windows Explorer on top of other windows on the desktop and highlights the menu bar to show it is the active window.

2 To remove Windows Explorer from the desktop, click the minimize button at the top right of the Explorer window.

Windows Explorer disappears from the desktop. 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.

3   Minimize the Paint window by clicking the minimize button.

The Paint window disappears.

4   Open the Paint window by clicking the Paint button on the taskbar.

Windows 95 opens the Paint window.

5   To cause the Paint window to fill the entire screen, click the maximize button at the top right of the Paint window.

Paint expands to the full size of the desktop, 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 desktop.

6   To return Paint to its previous size, click the restore button.

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

Now assume you want to be able to see both the Paint window and the Windows Explorer window at the same time.

7   To open the Windows Explorer window, click the Windows Explorer button on the taskbar.

If the Windows Explorer is maximized (covering the entire screen), click the restore button to reduce the size of the window.

8   Move the pointer to the right side of the Paint window.

The pointer changes to a two-headed arrow.

9 Click and, while holding the primary button, drag the edge of the window back and forth.

The size and shape of the window change as you move the pointer.

10 When the window takes up just less than half the width of the desktop, drop the edge of the window by lifting your finger from the button.

11 Click the title bar of the Paint window and, while holding the primary button, drag the window to the right side of the desktop.

You can move any window by clicking its title bar and dragging it.

12 Adjust the size and position of the Windows Explorer window in the same way, placing it at the left side of the desktop.

Now that you have the windows side-by-side, you can see how you could refer to one window while working in the other.

When you are working with documents and programs, resizing and moving windows allows you to rearrange the desktop to suit what you are doing. Experiment with different sizes and placements of windows to discover the most comfortable and efficient arrangement for your work.

In this lesson you learned how to change the size and position of windows on the desktop. You still have two programs open on the desktop. Go on to the next lesson to learn how to close them.

Lesson 7: Closing Programs and Documents

Once you're finished working with a document, folder or program, you may close it to free up the space in memory for something else. While you can run several programs at the same time, having a large number of programs and documents open simultaneously can slow down your system. This lesson teaches you how to close the programs you opened in Lesson 5.

Follow these steps:

1 Click the close button at the top right of the Windows Explorer title bar.

That's all there is to it. The Windows Explorer program closes, removing its button from the taskbar.

2 Close Paint, and any other windows, folders or programs that might be open by clicking their close buttons.

You can close all folders, programs, documents and most windows by clicking the close button on the title bar.

Now that you know how to close programs and folders, go on to the next lesson to learn how to save time when you are working on the desktop.

Lesson 8: Creating Shortcuts

In this lesson you will learn how to create shortcuts and to use Find. Shortcuts are icons you can click to open a program, a folder, or a document directly from the desktop. They are a quick and convenient way of accessing programs and documents you use frequently.

To create a shortcut, follow these steps.

1 Double-click the folder you created in Lesson 4.

Windows 95 highlights the folder and displays the menu.

2 Click Create Shortcut.

Windows 95 creates a shortcut icon. This icon is similar to the object's icon with a small arrow on the left side.

You can drag this shortcut icon into any folder on the desktop. This feature will be more helpful when you actually begin working. It allows you to go directly from the desktop or any open folder to your destination.

You will probably want to create shortcuts for programs you use frequently. The remainder of this lesson shows you how to

create a shortcut to two accessories in Windows 95, the Calculator and the Character Map.

3   Click Start, point to Find, then click Files or Folders.

Windows 95 displays the Find dialog box.
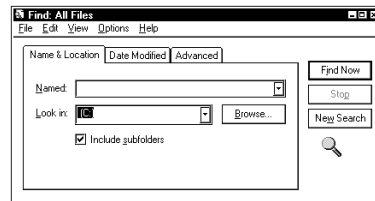
The Find dialog box

4   On the Name and Location tab, type calculator **in the Named box.**

5   Click the Find Now button.

In the box, Windows 95 displays a list with all the files with "calculator" in their names.

6   Click the Calculator file with the secondary button and drag it to the desktop.

A menu appears.

7   Click Create Shortcut(s) Here.

A shortcut to the calculator appears on your desktop.

8   Create a shortcut to the character map on your computer by following steps 3 through 7 substituting "character map" for "calculator."

You can also create a shortcut by clicking an object with the secondary button.

Clicking the shortcut opens the program or folder immediately. Shortcuts are helpful objects. Place as many shortcuts on your desktop as you find useful.

Continue to the next lesson where you will discover the meaning of object properties in Windows 95 by changing the wallpaper on your desktop.

Lesson 9: Changing the Wallpaper

Windows 95 treats all objects —windows, icons, programs, disk drives, documents, folders, printers, and so on—as self-contained objects. Typical object properties include things such as the object's name, size, position on-screen, and color. One of the properties of the desktop is the wallpaper. Your computer came with the Toshiba wallpaper pre-selected.

In this lesson you will learn how to access the properties windows associated with the objects on the desktop. First, you will look at the properties of the desktop and change the wallpaper. Then you will look at the properties of the folder you created in Lesson 4.

To change the wallpaper, follow these steps.

1   **With the secondary button, click any empty space on the desktop.**

Windows 95 displays a menu.

2   **Click Properties.**

The Display Properties dialog box appears.
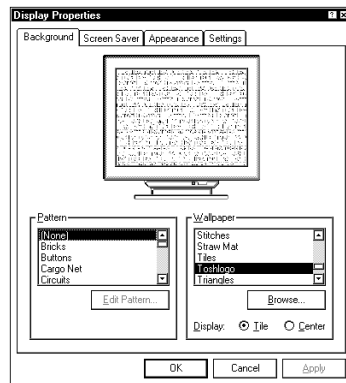
The Display Properties dialog box

By clicking the tabs below the title bar, you can select properties for backgrounds, screen savers, appearances or settings.

3 Click the Background tab, if it's not in front.

4 Scroll through the wallpaper options by clicking the scroll arrows in the wallpaper list box.

5 Try a different wallpaper pattern by clicking a name in the list box.

Windows 95 displays the selected wallpaper above the list box. Try several patterns.

6 To apply any of these patterns to your desktop, click Apply.

7 After you have chosen a wallpaper and applied it to your desktop, click OK.

Windows 95 returns you to the desktop.

To view the properties of the folder you created in Lesson 4, follow these steps:

1 With the secondary button, click the folder you created in Lesson 4.

Windows 95 displays a menu which includes Properties.

2 Click Properties.

Windows 95 displays the properties dialog box for the folder.
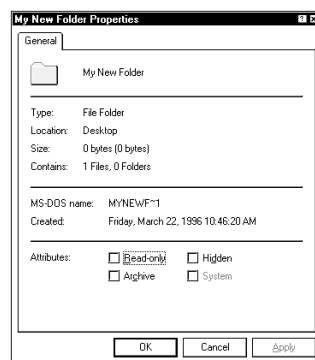
My New Folder Properties dialog box

The dialog box displays the folder's properties, such as its icon, type, location, size, and the time it was created.

3   Click OK.

Windows 95 closes the Properties dialog box.

Lesson 10: Changing the Date and Time

In this lesson you will learn how to change the date and time on your computer.You set the computer's date and time properties when you turned the computer on the first time and set up your operating system. To change the date and time settings now, follow these steps:

1   Click Start, then point to Settings.

2   Click Control Panel.

The Control Panel opens.
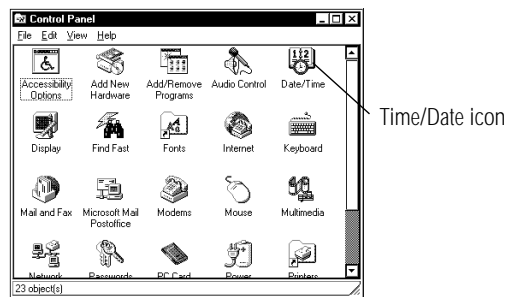
The Control Panel

3   Double-click the Time/Date icon.

The system displays the Date/Time Properties dialog box.

This dialog box has two tabs. Click on a tab to bring it to the front.
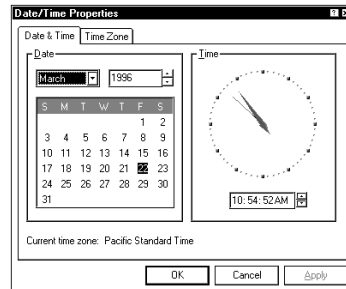
The Date/Time Properties dialog box

NOTE

To open this dialog box more quickly, right-click the time display on the taskbar, then click Adjust Date/Time.

4 On the Date and Time tab, select the correct month, year, day, and time.

5 On the Time Zone tab, select your time zone by clicking the up and down arrow keys.

6 When you're done, click OK.

Now that you have learned how to change the date and time properties of your computer, continue with the next lesson to learn how to remove objects from your desktop.

Lesson 11: Removing Objects from the Desktop

Back in "Lesson 3: Creating a New Document" on page 50, "Lesson 4: Creating a New Folder" on page 51, and "Lesson 8: Creating Shortcuts" on page 58 you created new icons on the desktop. Since everything you've done to this point has been just practice, you may want to return the desktop to its original uncluttered state. This lesson explains how to remove objects from the desktop with the Recycle Bin.

To remove the icons you created from the desktop, follow these steps:

1 Point to the icon for the new folder you created, then click and hold the primary button.

2 Without releasing the primary button, press the AccuPoint and drag the icon until it's over the Recycle Bin.

When you position an object over the Recycle Bin, Windows 95 highlights the Recycle Bin icon.

3 Release the primary button.

The My New Folder icon disappears, but it isn't really gone. It is stored in the Recycle Bin folder where you can restore it or delete it completely later.

Another way to send an object to the Recycle Bin is to select the object and press Del.

NOTE

4 Repeat step 1 through 3 with any other icons you created during this tutorial.

Each icon disappears as you drop it on the Recycle Bin icon.

5 Double-click the Recycle Bin icon.

The Recycle Bin window opens.
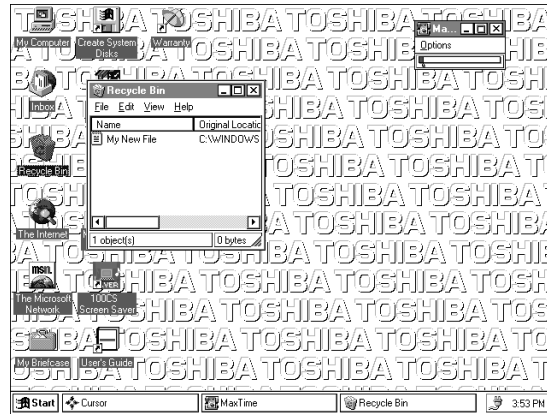
The Recycle Bin window

Notice that all the icons you dropped on the Recycle Bin are listed.

6   To completely remove the new document you made, click it and choose Delete from the File menu.

Windows 95 displays the Confirm File Delete dialog box.

7   Click Yes to delete the file.

Your new document is gone forever.

> *You can also delete all the objects in the Recycle Bin at once:*
> *If the Recycle Bin window is open, choose Empty Recycle Bin from the File menu.*
> *If the Recycle Bin window is closed, click the Recycle Bin icon with the secondary button, then click Empty Recycle Bin.*

NOTE

Later on—in your real work, not in this tutorial—you'll use the Recycle Bin to delete other objects such as folders, documents and even programs. The process is still the same. Drag an item's icon to the Recycle Bin and drop it in. When you're absolutely certain that you never want to see the item again, delete it from there.

If you change your mind and want to restore something you sent to the Recycle Bin, click the object with the secondary button and

click Restore. Windows 95 restores the object to the place from which it was deleted.

You have almost finished the tutorial. You now know how to remove icons and objects from the desktop. Continue reading to learn how to use the Help features if you get lost.

Lesson 12: I'm Lost—Now What Do I Do?

Your computer 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 available to you.

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

Follow these steps:

1   Click Start, then click Help.

The Help window opens.

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

Help displays the Index page.
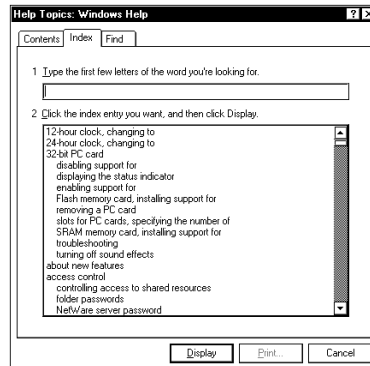
The Help window on the Index page

Most of the window contains a list of topics. The upper part of the window, where the pointer is flashing, lets you type in a topic.

3 Type picture**.**

Notice as you type that the topic list adjusts to locate what you typed. When you type the letter p, the topic list moves to the first entry that begins with P, and so on.

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

4 Double-click Drawing.

Help opens a topic window that gives a brief description of how to draw pictures, including an icon to start the Paint program.
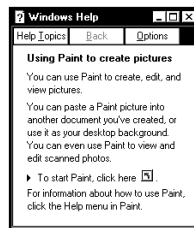
The Drawing help screen

5 Click the Click here icon.

The Paint program opens.

Not every help topic window 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 on their close buttons.

You're almost done! The next (and last) lesson tells you how to turn your computer off with the Start button.

Lesson 13: Turning Your Computer Off

It's very important that you shut down your computer with the Start button. When you click Shut Down on the Start menu the system closes all open documents and system files while it puts everything in place. The next time you turn the computer on the operating system will restore the desktop to the way you left it.

To turn your computer off, follow these steps:

1   Click Start, then click Shut Down.

The system displays a dialog box similar to the following:
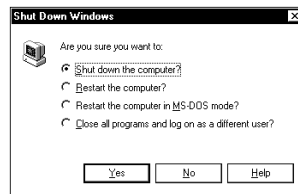
The Shut Down dialog box

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

3   Click Yes.

The system displays a message that it is shutting down and turns the computer off. When the power is off, the power light goes out.

You have completed the tutorial. You should be familiar with the desktop and the objects on it. You should be able to open and close programs, create documents and folders and delete them, and work with the properties of objects on the desktop. You also know how to find help if you get lost. Continue to use what you have learned in these lessons and you will soon feel completely at home with your computer.

Chapter 4

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.

71

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 network you're working on goes down and you must restart your computer to reconnect, or your battery runs out of charge mid-flight, you'll say, "I wish I had saved!"

   See the instructions in "How to Save Your Work" on page 82.

❖ Back up your files on a regular basis.

   It's easy to put off backing up because it takes time. However, if the network crashes and you can't access the network drive without restarting your computer, 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 page 90.

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.

❖ Turn the computer off using Windows 95's Shut Down command, unless Resume Mode is on. See "How to Start Where You Left Off" on page 76 for information about Resume Mode.

   Windows 95 records information, such as your Desktop setup, during its shut down 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 or the fonts on the screen, go ahead and change them: click a blank area of the desktop with the secondary button, then click Properties. This causes Windows 95 to open the Display Properties dialog box. The Appearance tab of this dialog box lets you choose the colors you see on the screen.

❖ Scan all new files for viruses.

This precaution is especially important for files you receive from your friends or download from the Internet. It's unlikely, but possible, that even new programs you buy from your local computer store may contain a computer virus. See "Viruses and How To Cure Them" on page 195 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 32 for more information.

Five Things You Should Never Do

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

If you do spill a drink that gets into the keyboard, turn the computer off immediately and unplug it. Leave the system off overnight to give the computer 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 the computer off while it's reading from or writing to a disk may damage the disk, the drive or both.

❖ **Don't** expose your diskettes or the computer to magnetic fields, such as the field generated by 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…

When you press the power button, the system performs its normal self-test and startup procedure, then lets you get to work. Using Windows 95's Suspend command or Toshiba's Resume Mode bypasses these steps and saves time and battery power.

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 233.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. When you're ready to return to work, you turn the power on and wait while the computer displays messages and loads Windows 95. Then, finally, you can get back to work.

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 features 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, using Toshiba's Resume Mode lets you set additional power saving options in MaxTime:

❖ Enabling the System Auto Off option turns the system off automatically when you aren't using it.

❖ Enabling the Panel Power On/Off option turns the system on when you open the display panel, and off when you close the display panel.

For more information about setting these options, refer to "MaxTime" on page 275.

Using the Suspend Command

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

1   If you're on a network, save any files you are using over a local area network.

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

CAUTION

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 117 for the 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.**
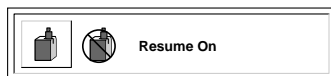
🔋	🚫 **Resume On**

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.

NOTE

If the system displays the WARNING: RESUME MODE FAILURE message when you turn the computer back on in Resume Mode, the computer's backup battery is probably discharged. This may happen if you've had the computer turned off for a long time. Since the backup battery receives its charge from the battery pack, you'll need to charge the battery pack first, then wait approximately seven hours for the backup battery to charge completely.

How to Adjust the Display Panel

Where you use the computer affects 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 in a dimly lit room. Adjusting the display panel angle often helps, but you may also need to adjust the display brightness.

If you purchased a Satellite 110CS or a Satellite 115CS, you can adjust the contrast of the display by rotating the contrast control dial on the right side of the display panel.

To adjust the display brightness, follow these steps:

1 **Start MaxTime, if it's not already running.**

2 **Choose Machine Settings from the Options menu.**

MaxTime displays the Machine Settings dialog box.

3 **Set the LCD Brightness option to Bright.**

You can do this two ways:

❖ Set the Battery Save Mode to Full Power. This automatically sets the LCD Brightness option to Bright, and changes the other battery save option settings to maximize system performance.

❖ Set the Battery Save Mode to User Settings, then set the LCD Brightness option to Bright. This method doesn't affect any other battery save option settings.

4 **Click OK to save your settings and exit the Machine Settings dialog box.**

For more information about using MaxTime, see "MaxTime" on page 275.

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, refer to the program's documentation.

❖ 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 206) 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 197.

Typing Numbers

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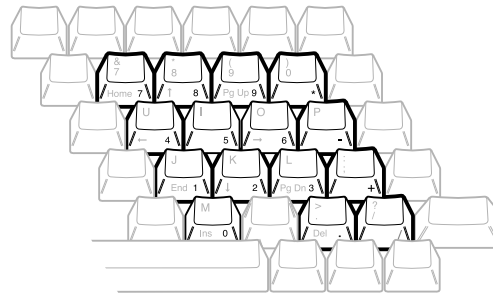
The numeric overlay

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.
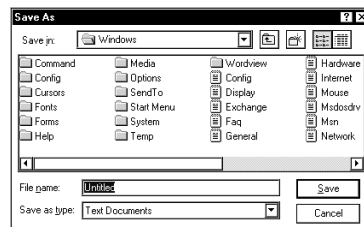
A sample Save As dialog box

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

3 Type a file name and click 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.
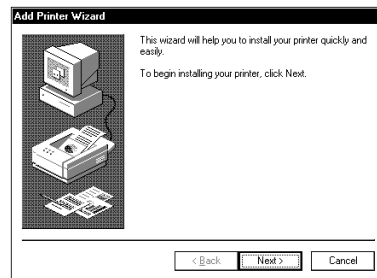
The Printer Wizard

4 Click Next.

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

*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, click Finish to
print a test page. To finish the setup procedure without
printing a test page, click 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.
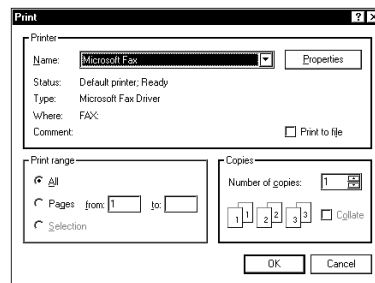
A sample Print dialog box

3   Click 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 228.

You can buy two types of diskettes: pre-formatted and unformatted. If you've purchased pre-formatted 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 33).

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.
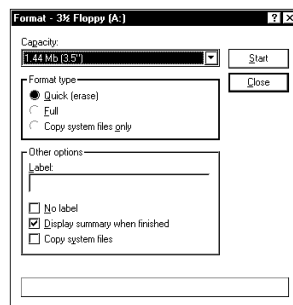
The Format dialog box

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 icon 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 87.**

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).

You can also copy a file to a diskette by clicking the file (or files) you want to copy with the secondary button, then pointing to Send To and clicking 3 1/2 Floppy (A).

NOTE

Windows 95 copies the file(s).

How to Back Up Your Work

Murphy's law applies to everything—even computers. Therefore, it's a good idea to make a periodic copies 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.

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

DEFINITION

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. Making backup copies is not a one-time event—you should develop a regular habit of backing up 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 your files, follow these steps:

1 **If you're backing up your hard disk to a tape drive or other external device (not the diskette drive), connect the drive to the computer, following the instructions provided with the drive.**

2 **Click Start, then point to Programs.**

3 **Point to Accessories, then point to System Tools.**

4 **Click Backup.**

Windows 95 opens the Backup window.
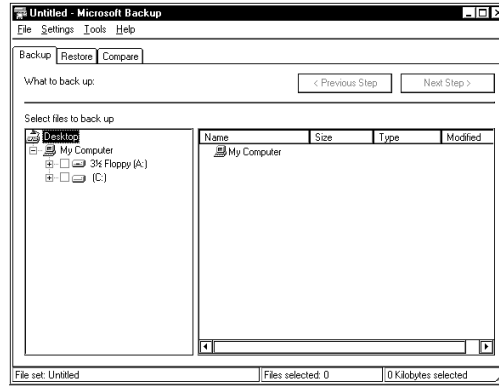
The Backup window

5 **Click the files and folders you want to back up.**

When you select a file or folder, an X appears in the checkbox next to it.

6 **Click Next Step.**

7 **Click the drive to which you are backing up your files (the diskette drive or any external drive you connected in step 1).**

8 **Click Start Backup.**

9 **Type a name for the backup and press** Enter**.**

10 **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 76.

❖ 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 shut down 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 275 or "TSETUP" on page 307 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 cliche, 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.

> **CAUTION**
>
> *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.

Chapter 5

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 Prod-igy, 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"

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 100MHz Pentium processor. It will run programs requiring up to 100MHz of processor speed and a 286, 386, 486 or Pentium processor.

Memory

The computer comes with 8MB of EDO Dynamic Random Access Memory (DRAM). 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 an 810 million byte (772MB) 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 229 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 6: Resizing and Reshaping Windows" on page 55.

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 800 x 600, you'll need an external monitor or the internal display's virtual display mode. See "Using an External Monitor" on page 163 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 215.

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 100.

❖ Make sure your computer has enough memory.

For more information, see "Memory" on page 100.

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.
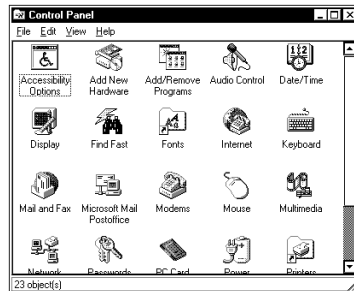
The Control Panel

3   Double-click the Add/Remove Programs icon.

Windows 95 opens the Add/Remove Programs property sheet.
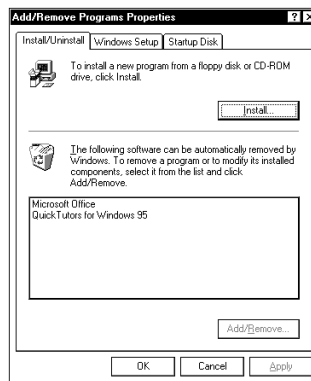
The Add/Remove Programs property sheet

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.

NOTE

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 131.

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.

Chapter 6

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.

107

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 129 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 228.

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 275.

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.

NOTE

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.
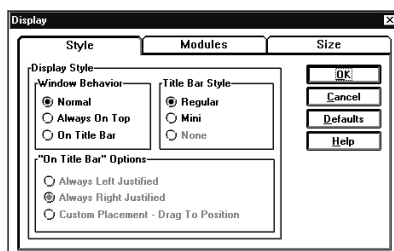
The Display dialog box

2 Choose the Modules page by clicking the Modules tab.

MaxTime displays a screen showing the available modules.
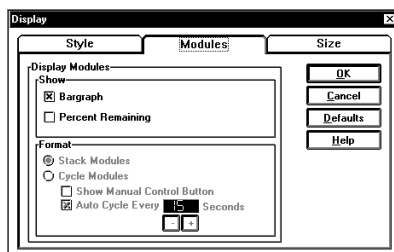
The Modules page

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:

❖   Click Stack Modules to display all selected modules at once.

❖   Click 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   Click 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.
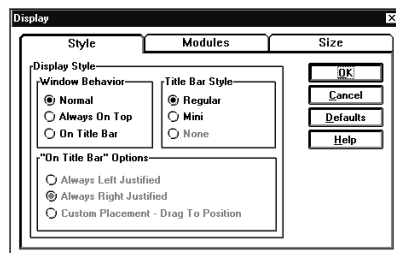
The Display dialog box

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 Click 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.
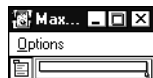
The MaxTime battery gauge window

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 Click 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.
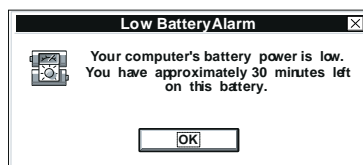
The Low Battery Alarm warning

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, click OK. To change the level of charge that sets off this warning, see "Setting the Alarms" on page 116.

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.

```
┌──────────────────────────────────────┐
│  Critical  Battery Alarm        [X]   │
├──────────────────────────────────────┤
│ ┌──┐   Your computer's  battery  power is  low. │
│ │  │   You  have  approximately 0 minutes  left │
│ └──┘          on  this  battery.      │
│                                        │
│            ┌────────┐                  │
│            │   OK   │                  │
│            └────────┘                  │
└──────────────────────────────────────┘
```
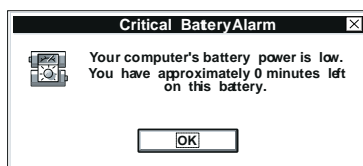
The Critical Battery Alarm warning

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, click OK. To set the level of charge that sets off this warning, see "Setting the Alarms" on page 116.

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.

```
┌──────────────────────────────────────┐
│  Emergency  Battery Alert!      [X]   │
├──────────────────────────────────────┤
│ ┌──┐      You  have  almost  no  battery │
│ │  │      capacity  left  on  this  battery! │
│ └──┘     Find  an  alternate  power  source │
│               immediately!             │
│                                        │
│   ⊠ Disable Audible  Battery Alarm     │
│            ┌────────┐                  │
│            │   OK   │                  │
│            └────────┘                  │
└──────────────────────────────────────┘
```
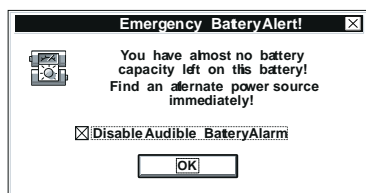
The Emergency Battery Alert

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 117). 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.
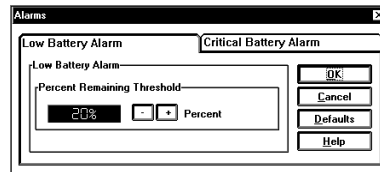
The Alarms dialog box

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   Click OK to save your settings and return to the MaxTime 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 307.

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 275.

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.**
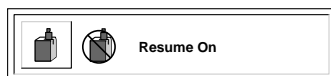
The power-up pop-up window

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.
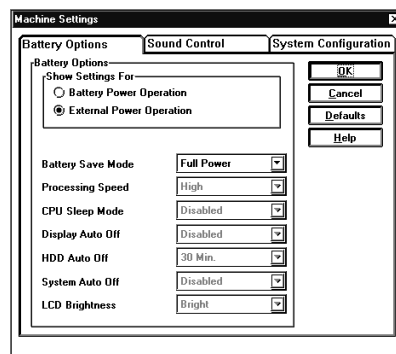
The Machine Settings dialog box

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

```
Machine Settings                                    [X]
 Battery Options   Sound Control   System Configuration
 System Configuration
  Alarm Power On                                    OK
   Time           Time Format
    00:00          O AM                            Cancel
                   O PM                            Defaults
   [  ] [  ]      (O) 24 Hour                       Help
   Hours  Minutes
        [X] Disable Alarm Power On

   [X] Resume Mode

   [ ] Panel Power On/Off
```

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   Click OK to save your settings and return to the MaxTime 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.*

CAUTION

To replace the battery, follow these steps:

1   Turn the computer off.

2   Turn the computer upside down.
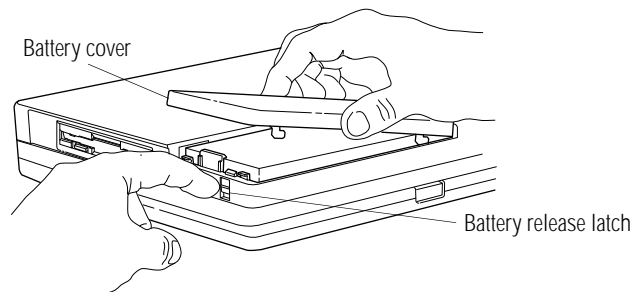
Releasing the battery

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.**
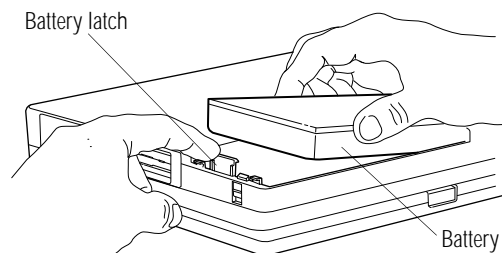
Removing the battery

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.**

Part I: Getting To Know Your Computer

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 262 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 over-all system performance.

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

Battery Save Options	Full Power	Low Power
Processing Speed	High	Low
CPU Sleep Mode	Disabled	Enabled
Display Auto Off	Disabled	3 Min.
HDD Auto Off	30 Min.	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 307.

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

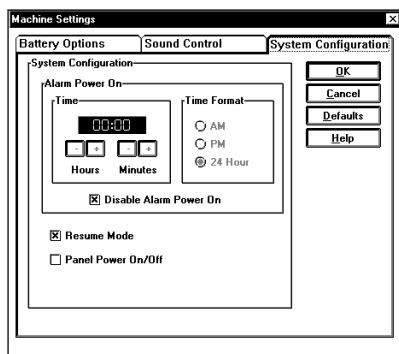To select a battery save mode in MaxTime, follow these steps:

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.
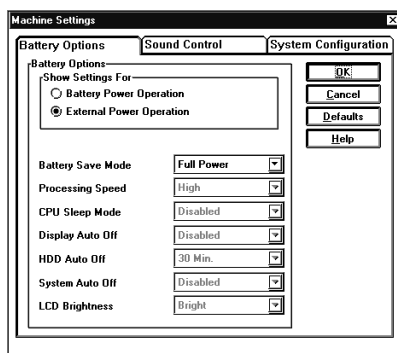
The Machine Settings dialog box

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   Click OK to save your settings and return to the MaxTime 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 Accu-Point 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 seven choices:

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 122.**

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 attache

❖ 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.

Chapter 7

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.

CAUTION

If your PC Card came with a diskette, read "Programs that Make Your PC Card Work" on page 133 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

❖ Sound/SCSI adapters

❖ Global Positioning System (GPS) cards

❖ ATA hard disk cards

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 136.

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.

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 (ATA) 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 Start, then point to Settings.**

2 **Click Control Panel.**

   Windows 95 opens the Control Panel.

3 **Double-click the PC Card (PCMCIA) icon.**

   If PC Card support for your card is not installed, Windows 95 opens the PCMCIA Wizard.

   If support for your card is installed, Windows 95 displays the Properties screen for your card. Skip the remaining steps in this section.

4 **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.
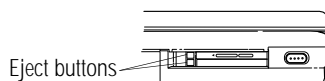
Eject buttons

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).

Chapter 8

Connecting with the World

On its own, your Satellite 110 Series computer is an extremely powerful tool. However, not until you connect it to one or more additional computers, through a modem or network connection, can you begin to recognize its full potential.

This chapter explains how to install and set up a modem or fax/modem and to fax a document directly from your computer. It describes the many ways you can use your modem to connect to other computers and services, such as the Internet.

If You're Ready to Go

This section provides a brief overview of the steps contained in the remainder of the chapter. If you're an experienced computer user, this may be enough for you. If you need more help, each step tells you where to go for more information. Follow these steps:

1   **Install the fax/modem or modem:**

    You may use a PC Card or an external serial fax/modem or modem. For more information, see "Setting Up" on page 142.

2 Determine the COM port.

You'll need to know this to set up your communications program. If you're using a communications program designed for Windows 95, your program may determine the COM port automatically. For more information, see "Determining the COM Port" on page 147.

3 Install the communications program.

This may be a general-purpose communications program or one supplied by a specific service provider. For more information, see "Choosing the Communications Program" on page 148.

4 Sign up.

If you're planning to use an online service or the Internet, you'll need to register with a service provider. For more information, see "Logging On to an Online Service or the Internet" on page 154.

Setting Up

To communicate with the outside world you'll need:

❖ a modem (see the next section for information).

❖ a telephone line.

❖ a communications program (see "What Do You Need?" on page 156 if you're planning on using an online service or the Internet, or "Connecting Directly to Another Computer" on page 159 for information about general communications programs).

❖ if you're planning on using the Internet, you'll need an access provider (see "Gaining Access to the Internet" on page 155).

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 Satellite 110 Series computer. You can use either:

❖ a PCMCIA-compatible PC Card modem that slips into one of your computer's PC Card sockets. PC 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 information. Transmission speed has a lot to do with how convenient 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* 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.

Connecting and Setting Up Your Modem

Once you've purchased your modem and taken it out of its box, this section describes how to make it ready to use.

Installing a PC Card Modem

If you purchased a PC Card modem, follow these steps:

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

PC Card socket protectors

Eject buttons

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.

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.

For more information about using PC Cards, see "Little Cards that Do Big Things" on page 131.

NOTE

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:
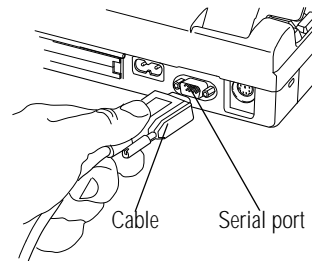
Cable   Serial port

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 Modem

Before you can use your modem, you must tell Windows 95 the model number of your modem, who manufactured it and the COM port to which it is connected. If you don't know which COM port your modem is using, follow the steps in "Determining the COM Port" on page 147 before continuing.

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 COM2), then click Next.**

11 **Input the location information requested, then click Next.**

12 **Click Finish.**

Determining the COM Port

Your modem is connected to one of the computer's COM (communications) ports.

Although the terms are often used interchangeably, the serial port and COM port are really two different things. The serial port is the physical port on the left side of the computer. The COM port is a unique identifier the computer uses to communicate with the serial port or other serial devices.

DEFINITION

If you're using a Windows 95 communications program, such as Hyperterminal, it determines the COM port automatically. Skip to the following section.

If you're going to install and set up a non-Windows 95 communications program, you must tell it which COM port your modem is using.

To find out which port your modem is connected to, follow these steps:

1   **Click the My Computer icon with the secondary AccuPoint button.**

2   **Choose Properties.**

Windows 95 displays the System Properties sheet.

3   **Click the Device Manager tab.**

4   **Double-click on the modem you're checking.**

Part I: Getting To Know Your Computer

5 **Click on the Modem tab.**

The COM port is listed under Port.

6 **Make a note of the port number.**

7 **Click OK twice to close Device Manager.**

Choosing the Communications Program

The communications program you use depends on what you're planning to do. For example, to access the Internet, you'll need some form of Internet access program. To transfer files from your office network, you'll need a remote access program.

To log on to an online service or the Internet, see "What Do You Need?" on page 156. General-purpose programs are discussed in "Connecting Directly to Another Computer" on page 159.

Connecting to a Telephone Line

You need to connect the modem to a voice-grade telephone line. Normally you do this using a telephone cable and a standard modular phone jack. As the business world becomes more accustomed to busy executives and their portable computing needs, phone jacks are becoming available in more locations. 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. You need to remain stationary while transmitting data over a cellular phone. Transmitting data while you are moving will cause problems when the cellular network hands off the call to the next cell.

Now that you're set up it's time to communicate. You're ready to send a fax (see the following section) or use the modem to connect to the exciting virtual world of the Internet or an online service (see "The Internet and Other Fascinating Places" on page 150).

Faxing a Document

Sending a fax through your computer's fax/modem is almost as simple as printing a document. All you need is a fax program, such as MS Fax, included with Windows 95.

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

1 **Set up your fax/modem, following the steps in "Connecting and Setting Up Your Modem" on page 144.**

2 **Choose Print Setup from within the program you're using to prepare your document.**

3 **Select your fax printer driver from the list of available printers.**

If you're using MS Fax, set the printer to MS Fax. For more information about using MS Fax, refer to the MS Fax online Help program.

4 **Choose Print.**

If you're using MS Fax, it prompts you for a telephone number and gives you the opportunity to attach a standard cover sheet.

Other fax programs will operate in much the same way. If you're using a different fax program, refer to the program's documentation for more information.

5 **Choose Send to send the fax.**

The Internet and Other Fascinating Places

If you've never used a modem before, you may not be aware of the vast array of possibilities that await you. There are four basic options. You can:

❖ Subscribe to an online service.

❖ Explore the vastness of the Internet.

❖ Log on to an electronic Bulletin Board Service (BBS).

❖ Communicate directly with another computer, such as one owned by a friend or one in your office.

The following sections describe each of these options, discuss some of the factors to consider when choosing which ones to use, and provide a brief overview of how to access them.

Online Services

Online services, such as America Online (AOL) and CompuServe, provide easy access to home shopping, travel arrangements, stock quotes, and forums on a wide variety of topics. You can send electronic mail (e-mail) to other subscribers, ask questions on almost any subject, and access a variety of reference materials. Information on most of these services is available through an easy-to-use interface. Most online services also provide full access to the Internet. Information about the Internet is contained in the following section.

Exploring the World of the Internet

This section contains only a brief overview of the Internet. For more information, look through the books on the Internet that are available at your local book or computer store.

NOTE

The Internet is a network of computer networks located all around the world. Information available on the Internet is actually contained on one or more of the member networks. The Internet's origins trace back to the ARPANET, a system created by the U.S. Defense Department. The National Science Foundation (NSF) greatly expanded the system, providing researchers at various sites, such as universities, access to one large body of information.

Since then, the Internet has grown like a mutant being in a science fiction film. Its users range from individuals in their homes to large multinational corporations.

An online service, such as CompuServe or AOL, is operated by a governing corporate body. The Internet, on the other hand, is much more random. No governing body controls who may access its resources or what information may be published on it. Every user is free to contribute and participate without restriction. As more users log on, contributing their own personal styles, the Internet continues to change. The open, international nature of the Internet makes it impossible to regulate or control effectively.

Here are some of the things you can do on the Internet:

❖ Send and receive electronic mail (e-mail).

❖ Join a written conversation in progress with one or more other people.

❖ Shop and do your banking.

❖ Get computer programs and other information files.

❖ Search for information on any topic.

❖ Publish your own articles, books and multimedia works.

❖ Listen to the radio.

❖ Play games with people from around the world.

❖ Watch live concerts and interviews.

Types of Internet Sites

Each network that belongs to the Internet is a "site" on the Internet. There are different types of Internet sites:

❖ Mail servers store and forward electronic mail (e-mail). In many ways, e-mail is like regular mail, but it can be much faster and more convenient.

❖ FTP sites store computer files. You can download files from an FTP site or upload your files to it. For example, many computer companies distribute minor upgrades to their programs through FTP sites.

When you download a file you transfer the file from another computer (or an FTP site) to your computer. Uploading is sending one or more files from your computer to another.

DEFINITION

❖ Usenet sites maintain newsgroups, lists of messages dedicated to a particular topic. Subscribers to a newsgroup can read and respond to messages posted by others, and post messages of their own.

❖ LISTSERV sites administer mailing lists, which are lists of people who are interested in the same topics. Individuals send their message to the centralized LISTSERV site. The LIST-SERV server "broadcasts" the message to all the members of the mailing list. This way one person can correspond with lots of people all at once. Mailing lists are different from newsgroups in that you receive all messages automatically.

❖ Chat sites allow people to "talk" in real time. Whereas you send your written message to a newsgroup to be read later, in a chat session you type your message and other people in the virtual chat session can respond immediately.

❖ Gopher sites provide lists of what is available elsewhere on the Internet. Searching a gopher site is a good way to look for specific information.

❖ Telnet sites let you log on to a computer somewhere else in the world and use its resources as if it were on your own local network.

❖ A World Wide Web (WWW) site is a place where people can publish their own home pages. Each page has a unique address, in the form of a Universal Resource Locator (URL). You can locate a specific home page by entering its URL or you can click on a hypertext link—indicated by a different color of text or some other obvious means—and jump to the connecting page.

Understanding Internet Addresses

Every Internet user and site has an address. The first type of address is the individual address, used for e-mail. A sample e-mail address is:

user@host.subdomain.domain

where:

> *user* is the name you select when you first sign up with your online service or Internet access provider. See "What Do You Need?" on page 156 for information about Internet access providers.

> *host* is the computer on which your Internet account is located.

> *subdomain* indicates a local network or computer within the host's system. Many addresses do not include a subdomain.

> *domain* indicates the type of host. In the United States, there are six domains:

❖ com is for commercial hosts

❖ gov is for hosts in government institutions

❖ edu is for educational institutions

❖ mil is for military organizations

❖ net is for network and service companies

❖ org is for other organizations

Part I: Getting To Know Your Computer

The second type of address is the Universal Resource Locator (URL), used to locate specific sites on the Internet. A sample URL is:

http://*aaa.bbb.ccc*/*dir1*/*dir2*/*dir3*

where:

> http:// is the resource type, indicating that the site is designed in hypertext markup language. HTTP stands for Hypertext Transfer Protocol and indicates a site on the WWW. Other resource types you might see in a URL include Gopher, FTP and Telnet.

> *aaa.bbb.ccc* indicates the address of the actual computer where the information is stored.

> *dir1/dir2/dir3* indicates the folder (directory on the host computer) in which the information is located.

Logging On to an Online Service or the Internet

This section gives some tips for logging on to an online service or the Internet.

Choosing What Is Best for You

Deciding which online service or Internet provider is best for you can be a little confusing. Fortunately, you always have the option of changing your mind. In making a decision, consider the following:

❖ Online services combine an easy-to-use interface and a wide range of useful services with full Internet access. Each online service has a different flavor. Look at advertising material for a few services to see what each provides. Then decide which service seems most suitable for you.

❖ If you don't need the special services offered by an online service, logging directly on to the Internet may be best for you. Because of the enormous size and number of options on the Internet, and the lack of the easy interface of the online services, it can be more difficult to find your way around. If possible, ask a knowledgeable friend to help you.

Gaining Access to the Internet

To log directly on to the Internet, you need an access provider. Some access providers, such as NetCom and Pipeline provide service to a large area. Others may serve an area as small as a single county. To find out about Internet access providers in your area, check with your computer store, look in computer magazines and local newspapers, or ask a friend who's already connected.

What Will it Cost?

When you call to sign up to an online service or Internet access provider, make sure you have a credit card handy. Even if your service offers an initial free period, your credit card will be billed for use beyond that time.

When you sign up with an Internet service provider or online service, make sure you understand the costs involved. Most services charge a monthly rate that includes a certain amount of use. An hourly rate applies to additional time online. If you don't have a local telephone access number, long distance call charges also apply.

If your service charges by the hour, make sure you know how long you've been online. It's easy to lose track of time and run up the costs when you're exploring the Internet or an online service.

What Do You Need?

To subscribe to an online service or log on to the Internet directly, you need a suitable communications program:

❖ If you're signing up with an online service or one of the large Internet access providers, such as NetCom or Pipeline, you need the startup kit for the service. The startup kit includes everything you need to set up your account along with the program you use to access the service. It may be supplied free, as an inducement to use that service, or you may need to buy it.

❖ If you're signing up with a local Internet access provider, you need one or more third-party commercial programs. Your access provider may supply a collection of shareware programs for accessing the Internet. You may also purchase a separate program, such as Netscape Navigator, that combines the functions of the entire collection into one consistent interface.

NOTE

Shareware programs are copyrighted programs that you can try out free of charge. If you decide you like the program, you must send in a small registration fee. Upon registering some shareware programs, you may receive additional benefits, such as a printed manual or free future upgrades.

Etiquette Online

When you use the Internet, it's important to remember that you're dealing with other people, not computers. You should give other people and "local" customs the same respect online as you would face-to-face.

Keep the following points in mind:

❖ If you're unsure about what might or might not be proper behavior, most newsgroups have a list of FAQs (Frequently Asked Questions). There's also a list of general Internet FAQs on the news.announce.newusers newsgroup.

❖ If you're still unsure, read the offerings from others before you post something of your own (this is called "lurking"). This way you can get a feel for what's going on without letting anybody know you're there or making a social blunder.

❖ Whenever you post something on the Internet, include your name and e-mail address. It's a common courtesy to let others know who they're dealing with, and gives them a chance to respond.

❖ Be considerate. Just as nobody likes being insulted face-to-face, it's no fun online either. This isn't to say you can't disagree with anybody on the Internet. A wide variety of differing viewpoints is one of the things that keeps the Internet so vital and alive.

Some Interesting Places to Start

If you're new to the Internet and don't know where to start, this section gives you a few sites you might find interesting.

The Internet is constantly changing. It's possible that some of these sites have changed addresses or disappeared altogether.

NOTE

Interesting WWW Sites

- ❖ http://river.ihs.gov/ has some great information and pictures about Grand Canyon river running.

- ❖ http://snow.water.ca.gov/ gives information about the California snow pack

- ❖ http://www.irs.ustreas.gov/prod/cover.html is the site operated by the U.S. Internal Revenue Service.

- ❖ http://nwsfo.atmos.albany.edu/www/otherwx.html provides a complete list of WWW sites dedicated to weather information and forecasts.

- ❖ http://www.epicurious.com/ presents a delicious array of recipes and information on food and drink.

A Few Newsgroups

- ❖ alt.comedy.british is for fans of British humor.

- ❖ alt.sports.badminton lets you keep current with information about badminton.

- ❖ news.newusers.questions is dedicated to information for new users of the Internet.

- ❖ rec.backcountry contains information about outdoor activities, such as backpacking and camping.

- ❖ sci.anthropology provides discussions on anthropology.

Additional Places of Interest

- ❖ president@whitehouse.gov is the e-mail address of the U.S. President.

- ❖ marvel.loc.gov is the gopher for the Library of Congress.

Using Bulletin Board Services

Local electronic bulletin board services (BBSs), like their mundane counterpart hanging on your wall, 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).

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 263.

To access a BBS, you'll need a general-purpose communications program. See the following section for information about using such programs.

Connecting Directly to Another Computer

If you're connecting directly to another computer, you'll need a general-purpose communications program, such as the Hyperterminal program included with Windows 95. This section describes some of the things you'll need to know to connect to another computer, but does not contain specific instructions for any communications programs. Refer to Hyperterminal's Help for information about using Hyperterminal.

There are two things you need to know before you can connect to another computer:

❖ The communications parameters

❖ The file transfer protocol (if you're downloading or uploading files)

The following sections explain what these mean.

Part I: Getting To Know Your Computer

Communications Parameters

There are four communications parameters:

❖ Modem speed is the speed at which the modem transfers information. Speeds are measured in bits per second. Your modem manual documents the speed of your modem.

❖ Data bits is the number of bits in one character. This number is usually seven or eight.

❖ Stop bits indicate the end of a character. This number is usually one or two.

❖ Parity is an error-checking method and will be set to even, odd or none.

These parameters, except for the modem speed, are usually abbreviated and combined. Common examples are N81 (no parity, eight data bits and one stop bit) and E72 (even parity, seven data bits and 2 stop bits).

You set each of these in your communications program. Each parameter must be set the same on both computers or you won't be able to connect.

File Transfer Protocols

File transfer protocols are standards that govern how computers transfer files between modems over a telephone line. Protocols determine what type of error checking and data compression, if any, occur during transfer. Based on a number of factors, some protocols are faster than others. Popular protocols include XMODEM (one of the earliest and still one of the most reliable protocols) and ZMODEM (about the fastest available these days).

You don't really need to know anything about specific protocols—just make sure you're using the same protocol as the computer with which you're communicating. If you would like to know more, protocols are described in any book on telecommunications, available at your local book or computer store.

Discovering Toshiba's Online Resources

Toshiba maintains a number of online sites to which you can connect. These sites can provide information about Toshiba products, help with technical questions and keep you up to date with future upgrades.

❖ On CompuServe, type go toshiba

❖ On the Microsoft Network, type go toshiba

❖ On the Internet World Wide Web, type http://www.toshiba.com/ tais/

❖ To access Toshiba's BBS, set your modem to N81 and call either 714-837-4408 or 714-837-4409

Chapter 9

Using Your Computer on Your Desk

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.
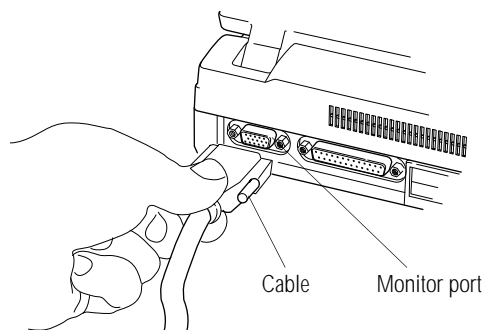
Connecting an external monitor

2   Connect the monitor's cable **to the** monitor 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 800 x 600, you can take advantage of this feature by changing the video mode. To do this, see "Changing the Display Mode" on page 215.

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 307.

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.
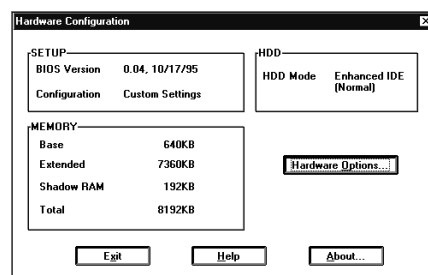
The Hardware Configuration dialog box

This box contains information about the system.

3   Click 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.
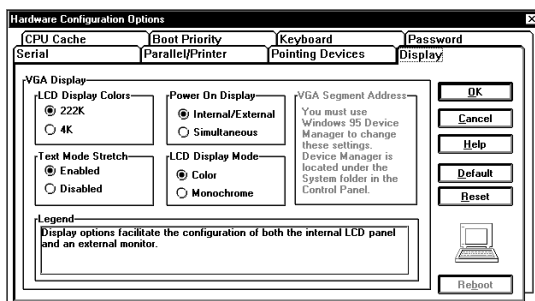
The Display page

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

6   Click OK.

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

7   Click:

❖ 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-compati-
ble keyboard.

*You can only connect one PS/2 device at a time (unless you
purchase a special Y-cable to allow you to connect both
simultaneously). If you're already using a PS/2 mouse, you
must turn the computer off and remove the mouse before
connecting a PS/2 keyboard.*

Connecting the Keyboard

To connect an external keyboard, follow these steps:

1   Turn the computer off.

*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.*

Cable   PS/2 port

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 251.

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 197.

To find out how to set the Fn Key Emulation option using TSETUP, see "TSETUP" on page 307.

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.

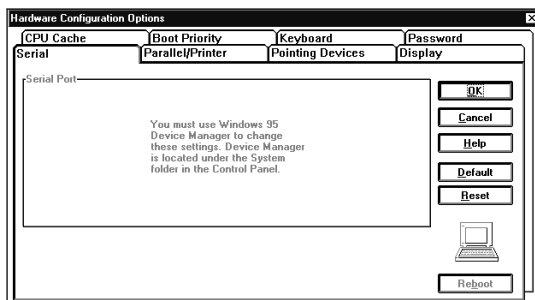Hardware Setup displays the Hardware Configuration dialog box.

The Hardware Configuration dialog box

This box displays information about the system.

3 Click 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.
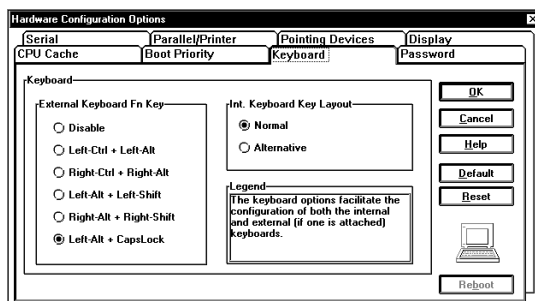
The Keyboard page

5   Click the circle to the left of the desired External Keyboard Fn Key setting.

6   Click 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 172 if you wish to use a PS/2 mouse.

Connecting the Serial Mouse

To connect a serial mouse, follow these steps:

1   Turn the computer off.
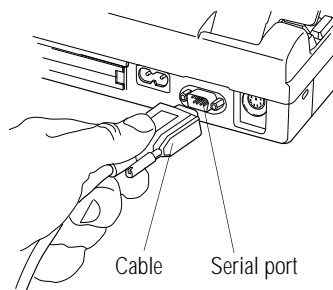
Cable   Serial port

Connecting the cable to the serial port

2   Plug the mouse cable **into the computer's** serial port**.**

3   Turn the computer on.

Setting Up the Serial Mouse

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.

NOTE

You can only connect one PS/2 device at a time (unless you purchase a special Y-cable to allow you to connect both simultaneously). If you're already using a PS/2 keyboard, you must turn the computer off and remove the keyboard before connecting a PS/2 mouse.
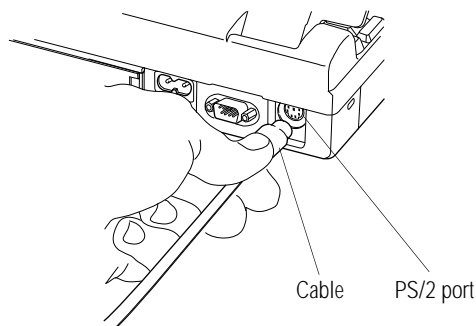
Connecting the PS/2 Mouse

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

1   Turn the computer off.

STOP
WARNING

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.
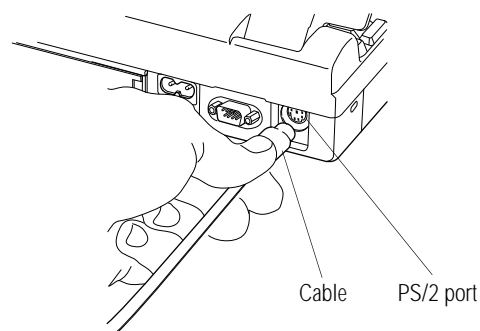
Cable   PS/2 port

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 configura-
tion 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.

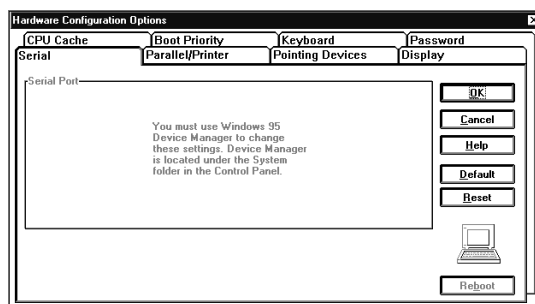Hardware Setup displays the Hardware Configuration
dialog box.
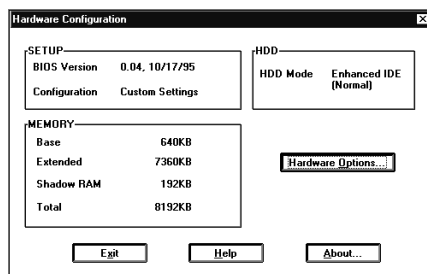
The Hardware Configuration dialog box

This box contains information about the system.

3   Click Hardware Options.

Hardware Setup displays the Hardware Configuration Options
dialog box.
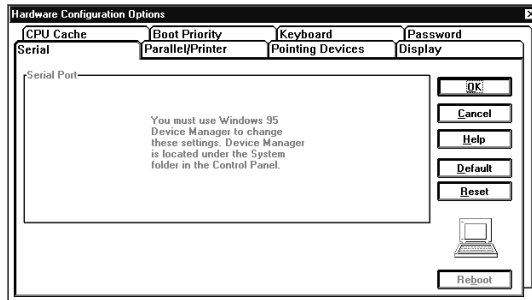
The Hardware Configuration Options dialog box

4   **Click the Pointing Devices tab.**

Hardware Setup displays a page of pointing device options.
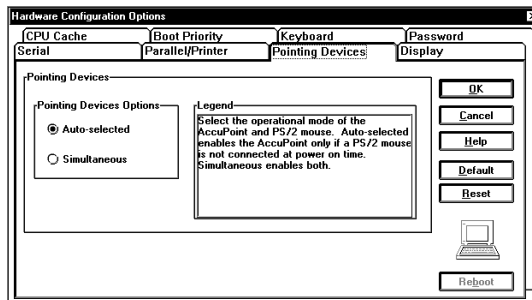
The Pointing Devices page

5   **Click 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 Click OK.

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

7 Click:

❖ 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 expansion 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 Note-Dock and have immediate access to the devices.

NoteDock Features

This section identifies and describes the features of the NoteDock.

The rear of the NoteDock
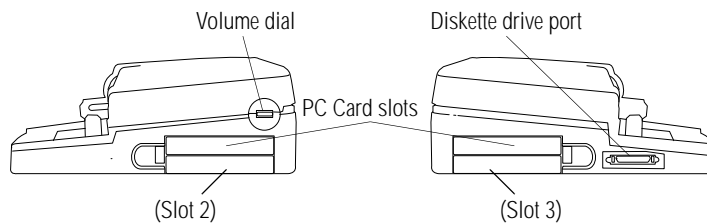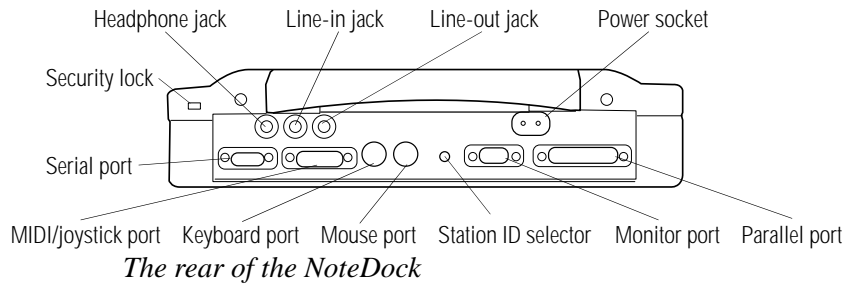
The right and left sides of the NoteDock

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 **monitor port** to connect an external monitor. This port replaces the computer's monitor 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 Note-Dock. This cable is discussed in "Applying Physical Restraints" on page 194.

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 179.

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 **station ID selector**
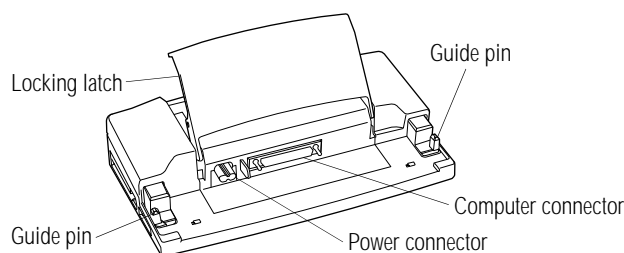
The front of the NoteDock

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 expansion 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 Note-Dock, 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.

Locking latch
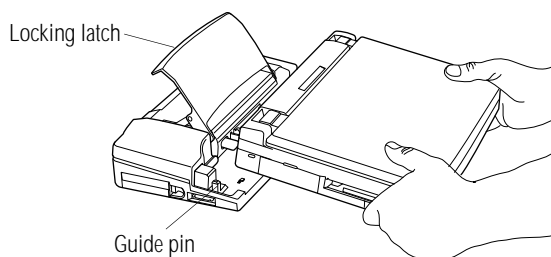
Guide pin

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 136.

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.**

Using the Optional Noteworthy Port Replicator

The Noteworthy Port Replicator provides many of the benefits of the NoteDock. It allows you to connect external devices to the computer (through the Noteworthy Port Replicator), then remove the computer from the Port Replicator and take your work on the road. When you return to your desk, you can connect your computer to the Port Replicator (and all your external devices) in one easy step.

Noteworthy Port Replicator Features

This section identifies and describes the features of the
Noteworthy Port Replicator.
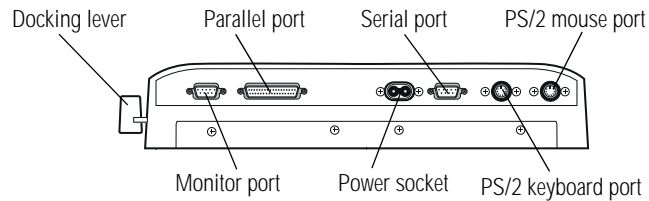
The back of the Port Replicator

Use the **monitor port** to connect an external monitor.

Use the **parallel port** to connect a parallel printer or other parallel
device.

Use the **power socket** to connect the Port Replicator to AC power,
using the power cord.

Use the **serial port** to connect a serial device, such as a serial
printer, modem or mouse.

Use the **PS/2 keyboard port** to connect a PS/2 keyboard.

Use the **PS/2 mouse port** to connect a PS/2-compatible pointing
device.
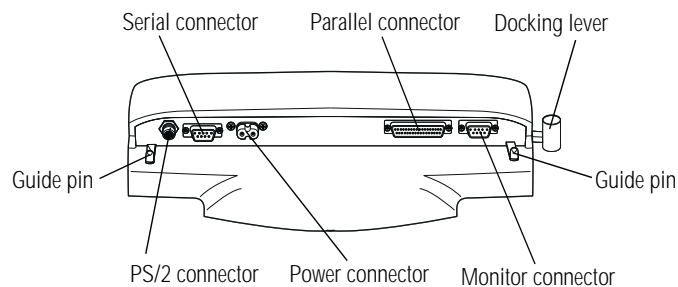
The front of the Port Replicator

The **guide pins** align the computer with the Port Replicator.

The **PS/2 connector** connects to the computer's PS/2 port.

The **serial connector** connects to the computer's serial port.

The **power connector** connects to the computer's power socket.

The **parallel connector** connects to the computer's parallel port.

The **monitor connector** connects to the computer's monitor port.

The **docking lever** secures the computer to the Port Replicator.

Connecting the Computer to the Noteworthy Port Replicator

To connect your computer to the Port Replicator, follow these steps:

1 **Turn the computer off.**

2 **Remove all cables from the back of the computer.**

3 **Place the Port Replicator on a level surface with the front facing you.**

4 **Holding the Port Replicator with your left hand, push the** docking lever **away from you.**

The **guide pins** on the Port Replicator move forward to receive your computer.
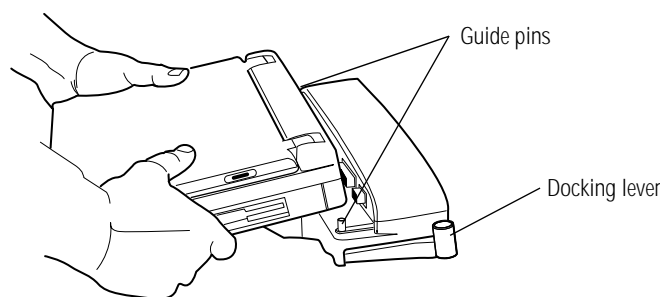
Aligning the computer with the guide pins

5 **Align the two holes on the bottom of the computer with** guide pins **on the Port Replicator.**

6 **Set the computer on the guide pins.**

Docking lever
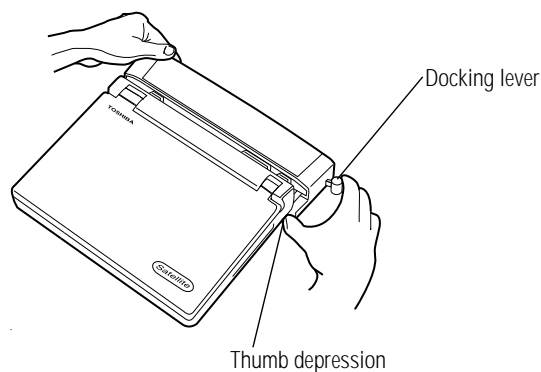
Thumb depression

Pulling the docking lever forward

7 **Holding the left side of the Port Replicator with your left hand, place your right thumb in the** thumb depression **on the right side of the Port Replicator.**

8 **With your right forefinger, pull the** docking lever **forward slowly.**

It is not necessary to pull the docking lever completely forward to make a firm connection.

NOTE

The guide pins pull the computer toward the Port Replicator.

Do not force a connection.

CAUTION

If the PS/2 connector engages fully with the computer's PS/2 port, your Port Replicator requires no further adjustment. If the PS/2 connector does not engage fully, refer to the documentation provided with the Port Replicator for instructions on adjusting the connection.

Chapter 10

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.

185

❖ 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 307.

Creating a User-Level Password

CAUTION

When you register a password in Hardware Setup you cannot create a password service diskette. If you forget your password, you must contact Toshiba (US telephone number 800-999-4273) before you can start your computer again. To register a password and create a password service diskette, follow the steps in "Protecting Against Forgetfulness" on page 188 to use TSETUP.

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

1 **Click Start, then point at Programs.**

2 **Point at Toshiba Utilities, then click Hardware Setup.**

Hardware Setup displays the following dialog box:
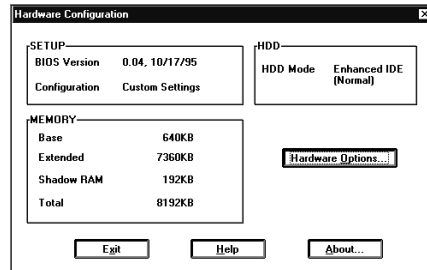
The Hardware Configuration dialog box

3   Click Hardware Options.

Hardware Setup opens the Hardware Configuration Options
screen.

4   Click the Password tab to access the Password page.
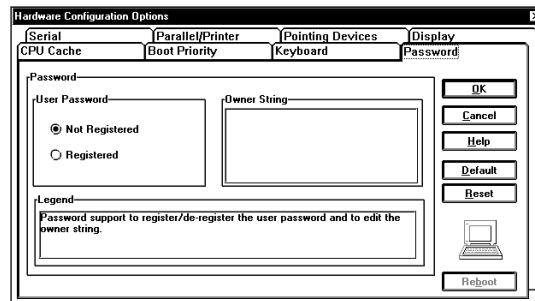
The Password page

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.

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

The Owner String 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. You can create a password service diskette when you register a password in TSETUP.

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

To register a password in TSETUP and create a password service diskette, follow these steps:

1   Insert a diskette into the diskette drive.

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.

2   If you're currently in Windows 95, click Start, then click Shut Down.

3   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.

4   Type: c:\dos\tsetup

TSETUP displays a screen similar to the following:

```
                            SYSTEM SETUP              BIOS Version = X.XX
              ┌── MEMORY ──┐              ┌─── I/O PORTS ───┐
  Total           =  8192KB        Serial Port    = COM1 (IRQ4/3F8H)
  Base            =   640KB        Parallel Port  = LPT1 (378H)
  Extended        =  7360KB
  Shadow BIOS ROM =   192KB
                                          ┌──── OTHERS ────┐
              ┌── DISPLAY ──┐       Power-up Mode     = Resume
  Display Adaptor    = VGA Compatible    CPU Cache         = Enabled
  LCD Display Mode   = Color             Battery Save Mode = Full Power
  VGA Segment Address = E000H
  LCD Display Colors = 222K Colors       Alarm Volume      = High
  Power On Display   = Internal/External System Beep       = Enabled
  Text Mode Stretch  = Enabled           Panel Power On/Off = Disabled
              ┌── HARD DISK ──┐          Alarm Power On    = Disabled
  HDD Mode      = Enhanced IDE (Normal)  Keyboard          = Layout/Fn
                                         Pointing Devices  = Auto-Selected
              ┌── PASSWORD ──┐           Boot Priority     = FDD→HDD
  Not Registered


↑↓←→:Select items  Space, BkSp:Change Values
Esc:Exit without saving  Home:Set default values  End:Save changes and Exit
```

A sample System Setup screen

5   Press p **to highlight the Password section.**

6   Press the spacebar.

TSETUP asks you to enter a new password.

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

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

8   When TSETUP prompts you to do so, verify the password by typing it again and pressing Enter**.**

If the two passwords match, TSETUP displays: Registered.

If the two passwords don't match TSETUP displays an error message. Repeat steps 6 and 7 to enter the password again.

9   Press End **to save your change and close TSETUP.**

10 Press Y **to confirm you want to quit.**

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

TSETUP asks you to enter the type of diskette you're using.

11 Press 2 **if you're using a 1.44MB diskette or press** 1 **if you're using a 720KB diskette.**

TSETUP creates the password service diskette and displays a message when it's finished.

12 Remove the diskette and press any key to continue.

TSETUP closes, returning you to the system prompt. The next time you start the computer your password will be in effect.

13 Place your password service diskette in a safe place, away from the computer.

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 beep sounds repeatedly and 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 write-enabled 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.

NOTE

3   **To enter TSETUP and reset your password, press** Y**. Follow the instructions in "Protecting Against Forgetfulness" on page 188 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.

Chapter 11

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 6: Resizing and Reshaping Windows" on page 55.

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 Click 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.
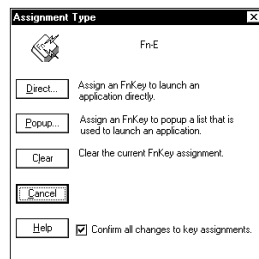
The Assignment Type dialog box

2 Click Direct.

Fn-esse displays the Add/Edit Command dialog box:
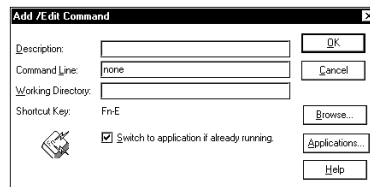
The Add/Edit Command dialog box

3 Click Browse.

Fn-esse displays the Browse for Applications dialog box.
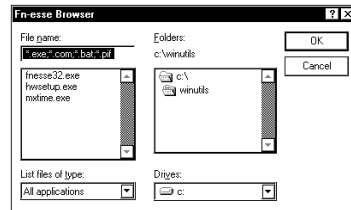
The Browse for Applications dialog box

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 click OK.

Fn-esse displays the Add/Edit Command dialog box completely filled in to reflect your choice.

6 Click 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 Fn 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 Fn-esse keyboard with the secondary button.

Fn-esse displays the Assignment Type dialog box.

2   Click Direct.

Fn-esse displays the Add/Edit Command dialog box.

3   Click Applications.

Fn-esse displays the Application Explorer dialog box.

Application Explorer	☒
Folders	Applications
⊞☐ Accessories	
☐ StartUp	
☐ Toshiba Utilities	
☐ Applications	
☐ Documentation	
☐ Adobe Type Manager	
☐ Mouse_AccuPoint	
OK Cancel	
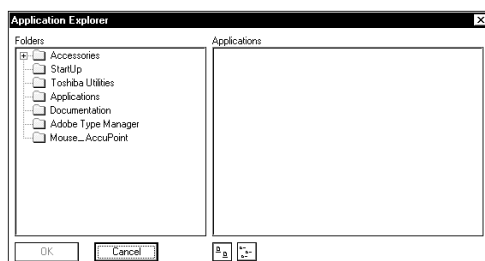
The Application Explorer dialog box

4   Select the desired program folder.

5   Select the desired program or document and click OK.

6   Fn-esse displays the Add/Edit Command dialog box again with everything filled in to reflect your choice.

7   Click 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:
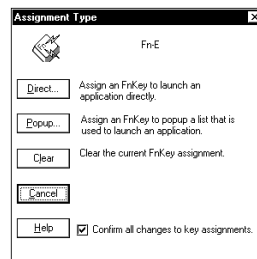

The Assignment Type dialog box

2   **Click 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   **Click 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:
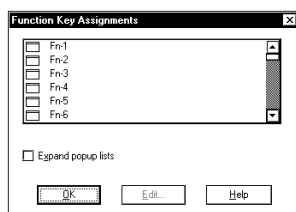
The Function Key Assignments dialog box

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, click 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.
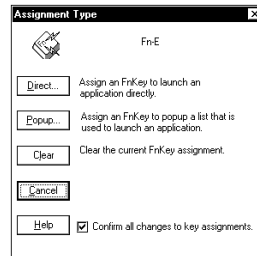
The Assignment Type dialog box

2   To change the key assignment, click Direct or Popup and continue as if you were creating a new assignment. To remove the key assignment, click 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

Click (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:
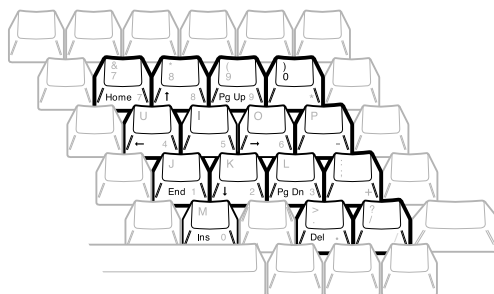
The cursor control overlay

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:
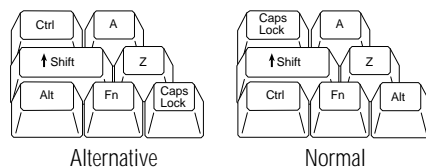
The Alternative and Normal keyboard key layouts

To find out how to set the Int. Keyboard Key Layout option using TSETUP, see "TSETUP" on page 307.

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.

```
┌─────────────────────────────────────────────────────┐
│ Hardware Configuration                            ⊠ │
├─────────────────────────────────────────────────────┤
│ ┌─SETUP────────────────────┐  ┌─HDD──────────────┐  │
│ │ BIOS Version  0.04, 10/17/95│ │ HDD Mode  Enhanced IDE │
│ │ Configuration  Custom Settings│ │           (Normal) │
│ └──────────────────────────┘  └──────────────────┘  │
│ ┌─MEMORY───────────────────┐                         │
│ │ Base          640KB       │                         │
│ │ Extended      7360KB      │   ┌─────────────────┐   │
│ │ Shadow RAM    192KB       │   │ Hardware Options...│  │
│ │ Total         8192KB      │   └─────────────────┘   │
│ └──────────────────────────┘                         │
│        ┌───Exit───┐   ┌───Help───┐   ┌──About...──┐  │
│        └──────────┘   └──────────┘   └────────────┘  │
└─────────────────────────────────────────────────────┘
```

The Hardware Configuration dialog box

This box displays information about the system.

3   Click Hardware Options.

Hardware Setup displays the Hardware Configuration options dialog box.

```
┌─────────────────────────────────────────────────────┐
│ Hardware Configuration Options                    ⊠ │
├─────────────────────────────────────────────────────┤
│ CPU Cache    Boot Priority   Keyboard     Password   │
│ Serial       Parallel/Printer  Pointing Devices  Display │
│ ┌─Serial Port────────────────────┐  ┌────────┐      │
│ │                                │  │   OK   │      │
│ │  You must use Windows 95       │  ├────────┤      │
│ │  Device Manager to change      │  │ Cancel │      │
│ │  these settings. Device Manager│  ├────────┤      │
│ │  is located under the System   │  │  Help  │      │
│ │  folder in the Control Panel.  │  ├────────┤      │
│ │                                │  │ Default│      │
│ │                                │  ├────────┤      │
│ │                                │  │  Reset │      │
│ │                                │  └────────┘      │
│ │                                │                   │
│ └────────────────────────────────┘  ┌────────┐      │
│                                      │ Reboot │      │
│                                      └────────┘      │
└─────────────────────────────────────────────────────┘
```
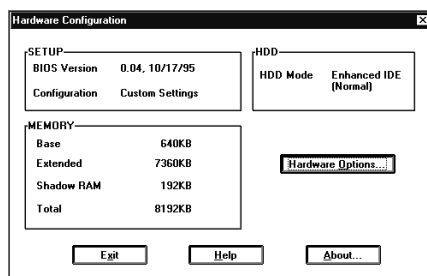
The Hardware Configuration Options dialog box

4   Click the Keyboard tab.

Hardware Setup displays a page with the Int. Keyboard Key Layout option.
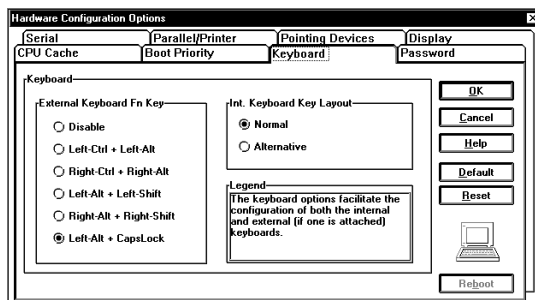
The Keyboard page

5   Click the circle to the left of the desired Int. Keyboard Key Layout setting.

Normal is the default setting.

6   Click OK.

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

7   Click:

❖   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.
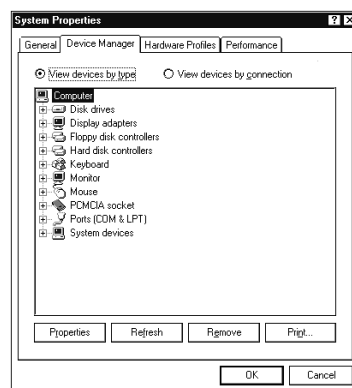
The Device Manager

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 307.

Follow these steps to set the Alarm Power On and Panel Power On/Off options:

1   Click Start, then point to Programs.

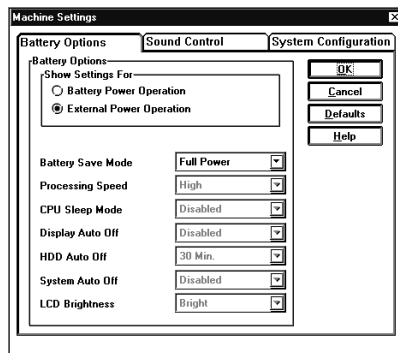**2   Point to Toshiba Utilities, then click MaxTime Manager.**

MaxTime displays the battery gauge window.

The MaxTime battery gauge window

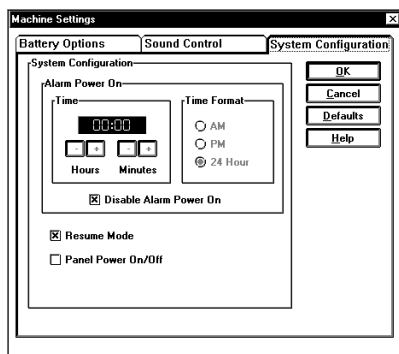**3   Choose Machine Settings from the Options menu.**

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 Click 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 357 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.

Chapter 12

Using The Electronic Guide

Your computer comes with this guide in electronic form on your hard disk. The best thing about electronic books is that they are stored on the computer so you don't have to take the printed documentation with you when you travel.

The electronic *User's Guide* is a copy of this printed book. This chapter explains how to us the electronic version of the guide.

Opening the Book

To open the book, follow these steps:

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

2   **Point to Toshiba Utilities, then click User's Guide.**

Windows 95 opens the guide.

The Parts of the Window

The electronic book opens at the title page.

Top of chapter icon   Top of topic icon   Menu hot spots

The title page

Next arrow

Previous arrow
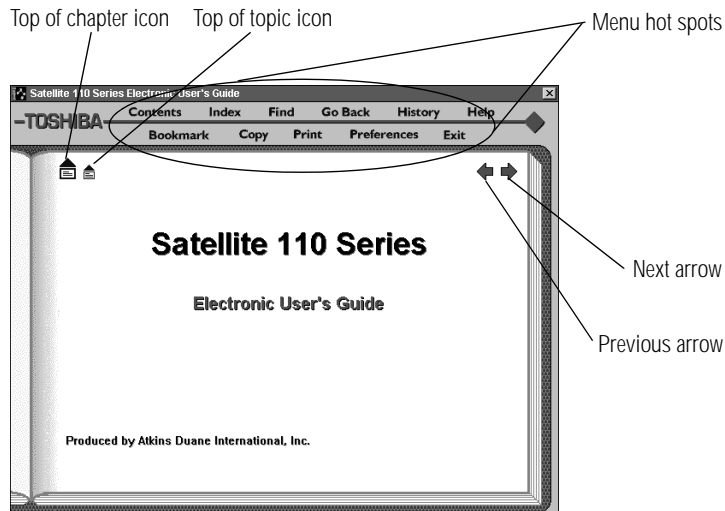
The **menu hot spots** above the book provide these options.

❖ **Contents** displays the table of contents for the entire book.

❖ **Index** displays the index you normally find at the back of the book.

❖ **Find** lets you input a term and search for it in the book.

❖ **Go Back** retraces your steps through the book.

❖ **History** shows a list of all the places you have been.

❖ **Help** explains how to use the book's features.

❖ **Bookmark** marks a topic so you can return to it in the future.

❖ **Copy** copies selected text to the clipboard.

❖ **Print** prints the current topic.

❖ **Preferences** lets you customize the books features.

❖ **Exit** closes the book.

Clicking the **Top of chapter icon** returns you to the beginning of the current chapter or topic.

Clicking the **Top of topic icon** returns you to the beginning of the current topic.

The **previous** and **next** arrows allow you to move forward or backward from topic to topic.

Finding a Topic Quickly

As in a printed book, to find a particular topic you can either search the index or use the table of contents.

In addition to providing an index and table of contents, the electronic *User's Guide* maintains a list of all the words in the book. If the index and table of contents do not contain the word you're looking for, try the Find option. You can search the current topic or the entire *User's Guide*. Follow these steps:

1   **Click Find.**

The book displays a box for you to enter the word or phrase.

2   **Enter the word or phrase and press Enter or click Search.**

Find displays a list of all the sections that contain this term.

3   **Select the section you wish to read and press Enter.**

Find displays the section.

Reading a Topic

If the topic contains more text than will fit on the screen, use the scroll bar to read the additional text.

When you get to the end of the topic, click the next arrow to go to the next topic or the previous arrow to the go to the previous topic. Clicking the next arrow takes you through the electronic book in the same sequence as the printed book.

Cross-References

The topic you located using the Index, Contents or Find may still not be the one you are looking for but, as you read the text a cross-reference may point you to the section you need.

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 symbol.
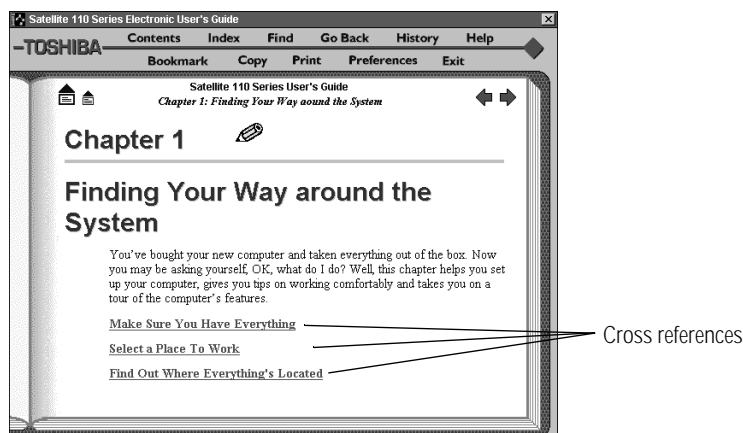
Using a cross reference

2   Click the cross-reference.

The program displays the section that contains the information relating to the cross-reference you selected.

When you have finished reading the cross-referenced material, click Go Back to return you to the original topic.

Using Bookmarks

Creating a bookmark allows you to mark a portion of the text that you want to be able to find quickly in the future.

Creating a New Bookmark

To create (or define) a bookmark, follow these steps:

1 Position the pointer at the beginning of the text you want to find again.

2 Click the Bookmark hot spot.

Add a bookmark (enter name):			☒
Entry Up	Entry Down	Remove Entry	Clear List

The bookmark dialog box

3 Enter a name for the bookmark.

This can be any name you choose.

4 Press Enter or click the X in the upper right corner of the box.

The program places a bookmark at the bottom of the window.

Viewing the Topic Marked by a Bookmark

To view a marked topic, click its bookmark. Moving the pointer over the bookmark displays the name you assigned.

Another way to locate the topic you marked is through the bookmark list. Follow these steps:

1 Click the Bookmark hot spot

2 Select the bookmark name you wish to find.

3 Click the box above the list to go to the topic.

Deleting a Bookmark

To delete a previously defined bookmark, follow these steps:

1 Enter the name of the bookmark or locate it in the torpedoing list box.

2 Click Remove Entry.

The program deletes the bookmark.

Part I: Getting To Know Your Computer

Keeping Track of Where You've Been

An electronic book can keep track of what you've already read. If you wish you could go back to the page you read five minutes ago, but you don't remember where you were, follow these steps:

1 Click History.

The program displays a list of all the topics you've viewed in this session.
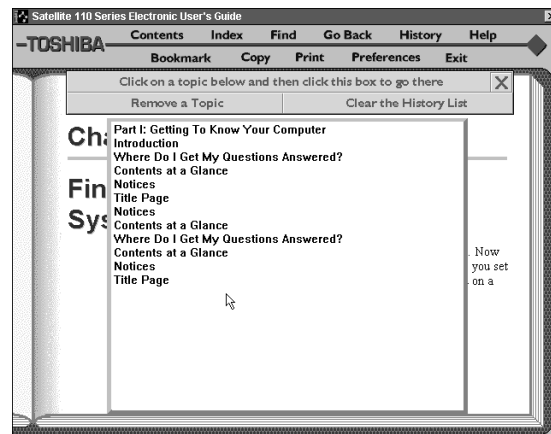
A history list

2 Click the topic's title.

3 Click the top box and you're back where you were before.

You can delete topics from this list or clear the list entirely by clicking the appropriate boxes.

Getting Help

The electronic guide comes with its own help text. If you are not sure about a feature, click Help.

Help is context sensitive. If you keep the Help window open, the Help text changes to describe the current feature you are pointing at with your pointer.

Using Material from the Book

Although this book is copyrighted, you may select text and copy it to the clipboard for use in your own projects. You may also print individual topics or selected text.

Copying a Selection

To copy a selection, follow these steps:

1   Click Copy.

The book displays the Copy dialog box.
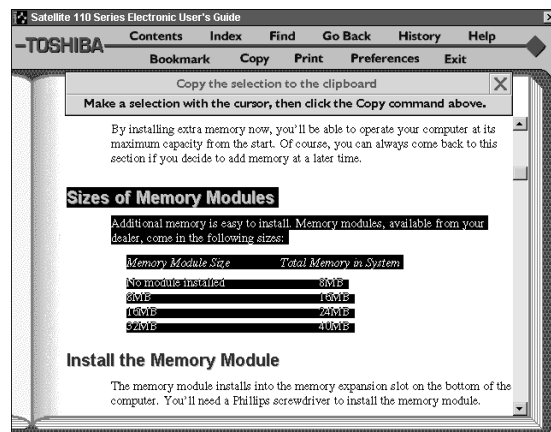
Selected text ready to copy

2   Select the text to copy.

3   Click "Copy the selection to the clipboard."

You can insert this text into another document.

Printing a Selection or Topic

Follow these steps to print:

1   Click the Print hot spot.

2   Select the text you wish to print.

Do not select any text if you wish to print the entire topic.

Part I: Getting To Know Your Computer

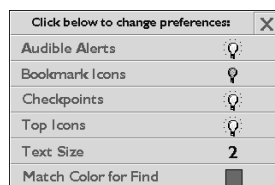**3 Click "Print a Selection" to print the text you selected.**

Click "Print the Current Topic" to print the whole topic.

The program prints to the current printer. Before you click Print, make sure the printer's is on line (ready) and the printer has paper.

Changing How the Book Works

The Preferences hot spot lets you customize the electronic book's features to meet your preferences.

Click below to change preferences:	✕
Audible Alerts	💡
Bookmark Icons	💡
Checkpoints	💡
Top Icons	💡
Text Size	2
Match Color for Find	■

The preferences dialog box

Audible Alerts sound for various functions. To turn these off click the Audible Alerts option.

If you would rather not see the **Bookmark Icons**, click here to turn them off. If bookmark icons are off, click Bookmark to view a list of the bookmarks.

Checkpoints are dialog boxes that appear when you are about to do something you may not wish to do.

You can control the size of the text in the book window by clicking the **Text Size** option.

The **Match Color for Find** option changes the color the book uses to highlight the text you are searching for.

Reinstalling the Electronic User's Guide

If for any reason you need to restore this book to the hard drive, you must use the master program diskette that contains the book files. For more information about master program diskettes, see "Create or Purchase Master Diskettes" on page 32.

Follow these steps to reinstall online documentation:

1 **Insert the master program disk that contains the book into the diskette drive.**

2 **Click Start, then click Run.**

   Windows 95 displays the Run dialog box.

3 **In the Run dialog box, type the command line** a:\install **and click OK.**

   Always install the book into the C:\DOCS folder.

4 **When the installation is complete, eject the diskette from the drive.**

Chapter 13

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 110 Series notebook 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.
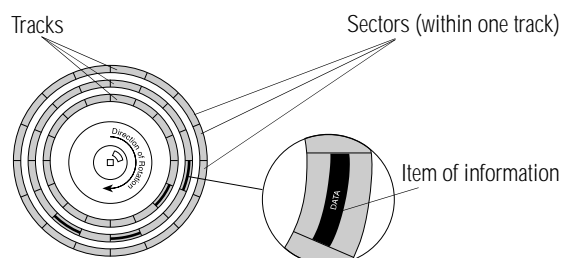
Tracks and sectors of a disk

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 772 megabytes. You can convert this to millions of bytes by multiplying the number of megabytes (772) by the number of bytes in a megabyte (1,048,576). The result is 809,500,672, approximately 810 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.
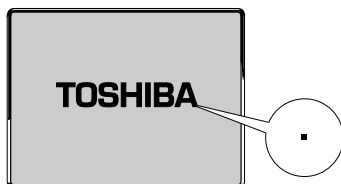
A pixel on the display

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.
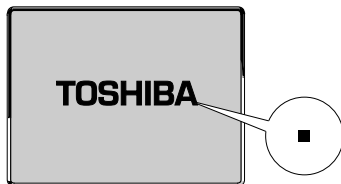
A pel formed by several pixels

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.
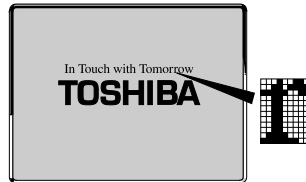
Character cell in a text mode

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.

Chapter 14

If Something Goes Wrong…

Some problems you may encounter when using the Satellite 110 Series computer are relatively easy to identify and solve. Others may require help from your dealer or the manufacturer of a software program.

The goal of this chapter is to help you solve many problems on your own before you need to seek additional help. To begin, read the chapter headings on the opposite page, then turn to a section that sounds like the kind of problem you are having. Each section describes a problem and provides a solution. Read the section and see if it describes your problem. If so, follow the steps. Remember, not every problem can be described in this chapter, but this should be a good place to start.

If all else fails, contact Toshiba. The end of this chapter details all the pertinent information for Toshiba's support services.

Start with the Easy Problems to Fix

The more you work with your computer, the more likely you are to encounter one or more of the following problems. Don't panic! You can resolve them relatively easily.

Your program stops responding

If you are working with a program that suddenly freezes all operations, chances are the program has stopped responding. Don't worry. You can exit the failed program without shutting down Windows 95 or closing other programs.

To close a program that has stopped responding, follow these steps:

1 Type Ctrl + Alt + Del **once.**

Windows 95 displays the Close Program dialog box. The box lists all the programs and processes currently in operation. If a program has stopped responding, the words "not responding" appear beside its name in the list.

2 Select the program you want to close, then click End Task.

Closing the failed program should allow you to continue working. If it does not, follow these steps:

3 Close the remaining programs by clicking End Task.

4 Click Shut Down.

The Shutdown window displays.

5 Select Restart, then click Yes.

Your computer shuts down and restarts Windows 95, thus restoring operations.

Typing Ctrl + Alt + Del twice to restart your computer is not recommended. Closing all open programs prior to shutting down Windows 95 ensures that all data is saved.

NOTE

Your program performs an illegal operation

If you receive the message, "Your program has performed an illegal operation," you should record the details of the message and consult the software manufacturer.

To record the details:

1 Click the Details button and select the text Windows 95 displays.

The Details button displays information that the software manufacturer needs to help you solve your problem.

2 Type Ctrl + c **to copy the text to the clipboard.**

3 Open Notepad by clicking the Start button and pointing to Programs, Accessories, and clicking Notepad.

4 Type Ctrl + v **to paste the details into Notepad.**

5 Add a paragraph break and type some notes describing what you were doing when you received the message.

6 Save the file and refer to it when you contact the software manufacturer.

You receive a "Non-System Disk" error message

A disk is in the floppy disk drive while the computer is starting Windows 95. Remove the disk from the drive and press any key to continue.

You open a program that immediately stops responding

If CPU sleep mode is on (enabled), it may stop a program from responding. Close the program you are trying to open and turn off (disable) sleep mode. Then, try to run the program again.

To close the program:

1 Type Ctrl + Alt + Del**.**

The Close Program dialog box displays all the programs and processes currently in operation. If the program has stopped responding, the words "not responding" appear beside it.

2 Click End Task, then click Cancel.

You disable sleep mode in MaxTime or TSETUP. Follow these steps to disable sleep mode using MaxTime:

3 Click Start, then point to Programs.

4 **Point to Toshiba Utilities, then click MaxTime.**

MaxTime displays the MaxTime battery gauge window.

5 **Select Machine Settings from the MaxTime Options menu.**

MaxTime displays the Machine Settings dialog box.

6 **Click Battery Options.**

MaxTime displays the battery options.

7 **Set the Battery Save Mode to User Settings.**

8 **Select Disabled for Sleep Mode.**

9 **Select OK or press** Enter **to save your changes and exit the dialog box.**

10 **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.

Problems Turning the Computer On

These problems might occur when you turn the power on.

The computer won't start.

Make sure you attached the AC adapter properly or installed a charged battery. Press and hold the power button for a few seconds.

The computer starts, but when you press a key on the keyboard or touch 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 press the reset button.

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 Hardware Conflicts on Your Own" on page 244.

Windows 95 Isn't Working

Once you are familiar with the desktop and comfortable with the way Windows 95 responds to your work routine, you can easily detect if Windows 95 isn't working correctly. A problem causes a break in routine operations.

Unless a hardware device has failed, problems usually occur when you change the system configuration, add a device, install a new program, or do something that changes the system's established routine. As a result, one of the following problems may occur.

❖ Windows 95 fails to start after the Starting Windows 95 message displays.

❖ Windows 95 takes a long time to start.

❖ Windows 95 responds differently from the normal routine.

❖ Your display doesn't look right.

If you experience any one of these problems, use the startup options in the Windows 95 Startup Menu to fix the problem.

Using Startup Options to Fix Problems

If Windows 95 fails to start properly, you may have to change your system's configuration or verify the startup procedure to fix the problem. To do this, use the startup options in the Windows 95 Startup menu. The following section describes each startup option and when to use the procedure.

To open the Windows 95 Startup menu:

1 **Restart your computer.**

2 **Press** F8 **when your computer starts.**

The Windows 95 Startup Menu displays the following options:

❖ Normal

❖ Logged (BOOTLOG.TXT)

❖ Safe Mode

❖ Step-by-Step Confirmation

❖ Command Prompt Only

❖ Safe Mode Command Prompt Only

If your computer is connected to a network, the Startup Menu may display different versions of Safe Mode.

NOTE

Normal

Selecting Normal starts Windows 95 under normal conditions. Start the computer in Normal mode when there are no apparent problems with the system.

Logged (BOOTLOG.TXT)

Selecting Logged starts Windows 95 under normal conditions and creates a hidden startup log file named C:\BOOTLOG.TXT. This file records every step of the system's startup process. You can view this file through Explorer by setting the View Options to View All Files.

You or a Windows 95 expert can use this log file to check the loading and initializing of Windows 95 device drivers.

A device driver is a file that contains information to help the computer's BIOS (Basic Input/Output System) control operations of devices connected to the system.

DEFINITION

Safe Mode

Selecting Safe Mode bypasses basic startup files and starts
Windows 95 enabling only the mouse, keyboard, and standard
VGA drivers.

Running Safe Mode allows you to undo any changes you made to
the system configuration that may have caused Windows 95 or a
device to fail. For example, if you choose a resolution that is not
supported by the display, Windows 95 will have a problem start-
ing correctly. Safe Mode bypasses the setting and allows you to
change the resolution to one supported by the display. Once
changed, Windows 95 will start correctly. Other problems may
involve a device driver. See "Windows 95 Can Help You" on
page 242. to fix the problem.

*Windows 95 automatically starts in Safe Mode if it detects
that system startup failed or the Windows 95 Registry is
corrupted.*

NOTE

Step by Step Confirmation

When you turn your computer on, Windows 95 processes the star-
tup directory. By selecting Step by Step Confirmation, the system
asks you to confirm each line of the startup process once it dis-
plays. Use this option when:

❖ The startup process fails while loading the startup files.

❖ You need to verify all drivers are being loaded.

❖ You need to temporarily disable a specific driver(s).

❖ You need to check for errors in the startup files.

Windows 95 uses a new system file, IO.SYS, which contains all
the information needed to start the computer. Although your com-
puter does not need CONFIG.SYS and AUTOEXEC.BAT to
start, it does process these files to support backward compatibility
with some applications and device drivers. The same holds true

for SYSTEM.INI and WIN.INI. Most of the information contained in these files is now stored in the Windows 95 Registry. However, they are still processed during startup. A hidden text file called BOOTLOG.TXT contains a record of all the components and drivers being loaded during startup and the status of each. When Step by Step Confirmation is selected, all these files that comprise the startup directory can be viewed line by line to troubleshoot a problem.

Command Prompt Only

Selecting Command Prompt Only starts the basic operating system with all the startup files and device drivers.

Use this option when you want to run MS-DOS or Windows 95 commands. This option is for advanced user's who are familiar with MS-DOS and know what these commands do.

Safe Mode Command Prompt Only

Selecting Safe Mode Command Prompt Only bypasses the system startup files and displays the command prompt.

Use this option under the following conditions:

❖ When Windows 95 fails to start even in Safe Mode.

❖ When you want to run MS-DOS commands such as edit to make changes to your startup files.

❖ When you want to avoid loading HIMEM.SYS (extended memory manager), or IFSHLP.SYS (file system manager).

Windows 95 Can Help You

If Windows 95 has started properly, but you still have a problem using your computer, Windows 95 Help can assist you in troubleshooting the problem.

To open Windows 95 troubleshooting aid, follow these steps:

1 Click the Start button and click Help.

The Help Topics: Windows Help dialogue box displays.

2 Click the Contents tab and select Troubleshooting.

3 Double-click a problem you would like help with, and follow the steps.

What to Do with a Hardware Conflict

If you receive an error message telling you there is a device driver conflict or a general hardware problem, try using Windows Help to troubleshoot the problem first.

1 From the Windows Help menu, click the Contents tab and select Troubleshooting.

2 Click "If you have a hardware conflict" and follow the steps.

If there is still a problem, Windows 95 should display a message that explains what the conflict is. If this happens, you may need to solve the problem on your own. See "Resolving Hardware Conflicts on Your Own" on page 244 for more information.

A Plan of 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 device at a time. After you add each device, test it to make sure it and all previously connected devices work.

Chances are the problem is with the device most recently connected to the system that is causing a hardware conflict.

A word to the wise: if you get too tired, take a break. You'll be surprised how different things look when you've had a good night's sleep.

NOTE

Resolving Hardware Conflicts on Your Own

Just as a business person needs a telephone and a computer to get the job done, so also computer components need resources to accomplish a task. A device, such as a CD-ROM drive or a modem, needs a channel to the computer's Central Processing Unit (CPU). It also needs a direct channel to the computer's memory to store information as it works. These channels of communication are commonly referred to as system resources.

The channel to the CPU is called an Interrupt ReQuest (IRQ) because it interrupts what the processor is doing and requests some of the processor's time. If two or more devices use the same IRQ, the processor doesn't know which device is asking for attention. This causes a problem.

Similarly, the data required by the device is stored in a specific place or address in memory called the Direct Memory Address (DMA). If two or more devices use the same DMA, the data required by one device overwrites the data required by the other. If either of these situations occur, you have a hardware conflict.

With Plug and Play and Windows 95, avoiding hardware conflicts is easy. Plug and Play is a type of computer standard present in your Toshiba Satellite 110 Series computer that helps the system BIOS (basic input/output system), Windows 95 and a Plug and Play-compliant devices work together to automatically assign system resources to the device. In theory, if every device connected to the computer is Plug and Play-compliant, no two devices would compete for the same system resources. You simply plug in the device and turn your computer on. Windows 95 automatically configures your system to accommodate the new device.

However, if you install an older (legacy) device that Windows 95 cannot detect, Windows 95 may have difficulty assigning system resources to it. As a result, a hardware conflict can occur. To see what resources Windows 95 has assigned to the legacy device, See "Checking Device Properties" on page 246.. If Windows 95 is unable to provide the information you need, the pre-assigned settings for IRQs, DMAs and I/O assignments are listed in "System Resources" on page 351 for your reference.

There are three things you can do to resolve hardware conflicts.

❖ Disable the device.

For an older device, remove it from the computer. For a Plug and Play device, See "Fixing a Problem with Device Manager" on page 245..

❖ Disable another system component and use its resources for the new device.

See "Fixing a Problem with Device Manager" on page 245..

❖ Reconfigure the device so its requirements do not conflict.

Refer to the device's documentation for instructions about changing settings on the device.

Fixing a Problem with Device Manager

Device manager provides a way to check and change the configuration of a device.

Changing the default settings using Device Manager can cause other conflicts that make one or more devices unusable. Device Manager is a configuration tool for advanced users who understand configuration parameters and the ramifications of changing them.

Disabling a Device in Windows 95

To disable a device using Device Manager, follow these steps:

1 Click Start and point to Settings, then click Control Panel.

2 Double-click the System icon.

The System Properties dialogue box displays.

3 Click the Device Manager tab.

4 Double-click the device type to display the device installed.

5 Select the device and click Remove.

A warning message asks you to confirm the device removal.

6 Click OK.

Checking Device Properties

Device Manager provides a way to view the properties of a device. Properties include the name of the manufacturer, the type of device, the drivers installed, and the system resources assigned to the device. To check a device's properties follow these steps:

1 Click the Start button and point to Settings, then click on Control Panel.

2 Double-click the System icon.

Windows 95 displays the System Properties dialog box.

3 Click the Device Manager tab.

4 To view the device installed, double-click the device type.

5 To view the properties, double-click the device.

Windows 95 displays the Device Properties dialog box, which provides up to three tabs to choose from:

❖ The general tab provides basic information about the device.

❖ The Resources tab lists the resources assigned to the device. If you have a device conflict, it displays in the Conflicting device list.

❖ The Drivers tab displays the drivers being used by the device.

For further information about Device Manager, refer to Windows 95 on-line help.

Fixing Device Related Problems

If you don't have a hardware conflict, but you think your problem could be related to one of your computer's devices, the first thing to do is run a system verification test. A system verification test confirms that all the devices connected to the computer are working. This includes testing the memory, hard disk, disk drive, etc.

Once you have done that, read the rest of this section that describes problems and solutions related to specific devices.

Running the System Verification 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 for a few seconds as the computer tests memory:

(C) Copyright 19>*xx* Toshiba Corp. All rights reserved.
MEMORY TEST *xxxx*KB

Successful Test Results

If the system verifies that all components connected to the system are functional, the computer sounds a short beep then starts the operating system.

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.

Part I: Getting To Know Your Computer

❖ Displays random characters and does not function normally.

❖ Displays an error message.

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 a trained technician.

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, you may wish to contact your dealer and have it repaired.

If the system verification is successful but the operating system won't load, refer to "Problems Turning the Computer On" on page 238. If all seems correct, treat this as a hardware error and contact your dealer.

Where do I Go from Here

If you determined that you have a problem with a specific device, the following section lists problems related to specific devices and offers some solutions.

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.**

    If you're unsure how to remove and reinstall the memory card,
    see "Adding Memory (Optional)" on page 17.

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.

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 127 and "Conserving Power" on page 122.

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.

Part I: Getting To Know Your Computer

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 215 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 215 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 323.

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.

PC Cards

PC Cards (PCMCIA-compatible) 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 "Resolving Hardware Conflicts on Your Own" on page 244.

❖ If the device is a modem, see "Modems" on page 259.

Card Information Structure (CIS)

When you insert a PC Card into a slot, the computer attempts to determine the type of card and 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 nonstandard configurations that can cause problems when installing another PC Card.

If Windows 95 doesn't have built-in drivers for your PC Card and the card didn't come with a Windows 95 driver, it may not work under Windows 95. Contact the manufacturer of the PC Card for information about operating the card under Windows 95.

PC Card Checklist

❖ Make sure the card is inserted properly into the slot.

Refer to "Little Cards that Do Big Things" on page 131 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 quality control. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again, it may be defective.

Resolving PC Card 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 137, but the system still reports the controller with a yellow !.

Your computer may not be firmly attached to the optional Note-Dock. 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 178 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 85.

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 293.

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.

Part I: Getting To Know Your Computer

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 and exclamation point (!) next to it there may be a conflict with another device and that Windows 95 is unable to resolve the conflict. See "Develop Good Computing Habits" on page 260 for suggestions on solving the conflict.

Develop Good Computing Habits

Sometimes we're in such a hurry to use a computer that we fail to adequately prepare for the inevitable problems that occur. This section suggests some good habits to develop so you are prepared should a problem occur.

Get in the habit of saving your work often.

You can never predict when your computer will lock, forcing you to close a program and lose unsaved changes. Many software programs build in an automatic backup, but you shouldn't rely solely on this feature. Save your work!

On a regular basis, back up the information stored on your hard disk.

Here are a few ways you can do this:

❖ Copy files to disk in Windows 95, following the steps in "How to Copy Something to a Diskette" on page 89 or "How to Back Up Your Work" on page 90.

❖ Connect a tape drive to the system and use specialized software to copy everything on the hard disk to a tape.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to disk on a daily basis.

If you've added your own software to your system, you should back up the software as well as the data. If something goes wrong that requires you to format your hard disk and start over, reloading all your software and data from a backup will save time.

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 the computer and its software work together.

Get familiar with all the manuals provided with your computer, as well as the manuals that come with the programs and devices you purchase.

Your local computer store or book store contains a variety of self-help books you can use to supplement the information in the manuals.

If problem solving is taking a long time, 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.

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 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.

Part I: Getting To Know Your Computer

❖ 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, Toshiba offers a variety of resources to help you.

Start with the Automated Fax Service. Chances are you are not the only person to experience this problem. Toshiba has prepared useful information that can be faxed to you automatically. For instructions See "Toshiba's Automated Fax Service" on page 262..

Next, try one of Toshiba's on-line services. The Toshiba Forum can be accessed through Compuserve, and the Toshiba Bulletin Board Service (BBS) can be reached from any PC with a modem.

If you still can't find a solution to your problem, you can call Toshiba directly. See "Toshiba Voice Contact" on page 264 for details.

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 Follow the automated instructions provided by the system to select the AUTOFAX system and request documents.

When entering the area code for your fax number, do not include the "1" prefix.

NOTE

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. From Toshiba's BBS, you can download files and obtain other useful information to keep your computer running at peak performance.

Be sure you set your modem to Toshiba's BBS protocol:

Data Bits: 8
Parity: None
Stop Bits: 1

You may use the following telephone numbers:

714-837-4408
714-837-4409

The Toshiba Forum

Toshiba's Forum on CompuServe (CIM) gives you the opportunity to ask questions of system operators, to download information, and to access several Toshiba libraries that contain product information, User to User tips, and much more.

To access the Toshiba Forum:

1 **Log on to Compuserve.**

2 **From the CIM prompt type** go Toshiba**.**

Toshiba Voice Contact

To aid Toshiba, make sure you have:

❖ The computer and any optional devices related to the problem.

❖ The Microsoft Windows 95 diskettes, the Toshiba Companion Diskette, and the rest of the master diskettes. You created the Microsoft Windows 95 diskettes using Create System Disks and either made the other diskettes using Master Disk Creator or purchased diskettes containing the Toshiba drivers/utilities 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. Limited
Information Systems Division
84-92 Talavera Road
North Ryde NSW 2113
Sydney
Australia

Austria
A&D
Lindenrabengasse 21
A 1238 Wien
Austria

Belgium
Toshiba Information Systems
Benelux (Belgium) B.V.
Excelsiorlaan 40
B-1930 Zaventem
Belgium

Brazil
Sistema Operacional
Rua Helena 170; 8 Andar
V. Olimpia, CEP 04552-050
Sao Paulo
Brasil

Canada
Toshiba Canada Ltd.
191 McNabb Street
Markham, Ontario
L3R - 8H2
Canada

Czech Republic
CHG Toshiba, s.r.o.
Sumavska 31
612 54 Brno

Denmark
Scribona System A/S TPC Service
Naverland 27
DK2600 Glostrup
Denmark

Finland
Scribona System OY
Sinimäentie 14
P.L. 83
02630 ESPOO
Finland

France
Toshiba Systèmes (France) S.A.
7, Rue Ampère
92804 Puteaux Cédex
France

Germany
Toshiba Europe (I.E.) GmbH
Leibnizstraße 2
D-93055 Regensburg
Germany

Greece
Ideal Electronics S.A.
109 Syngrou Avenue
176 71 Kalithea
Athens
Greece

Hungary
Technotrade Kft.
Ov utca 185
1147 Budapest
Hungary

Ireland
Same as United Kingdom

Part I: Getting To Know Your Computer

Italy
Pregetto Elettronica 92 s.r.l.
Via Galliari 1/A
20156 Milano
Italy

Japan
Toshiba Corporation
International Operations-
Personal Computers
1-1, Shibaura 1-Chome
Minato-KU, Tokyo, 105-01
Japan

Luxembourg
Same as Belgium

Mexico
Toshiba de Mexico
Paseo de la Reforma no. 30, 4-Piso
Centro 06048 D.F.
Mexico City
Mexico

Morocco
C.B.I.
22 Rue de Bethune
Casablanca
Morocco

The Netherlands
Toshiba Information Systems
Benelux B.V.
Rivium Boulevard 41
2909 LK, Capelle a/d Ijssel
The Netherlands

New Zealand
Toshiba (New Zealand) Pty. Limited
Level 4, 3 Ferncroft Street
Grafton Auckland
New Zealand

Norway
Scribona Norge A/S
Toshiba PC Service
Stalfjaera 20
Posboks 51/Kalbakken
N-0901 OSLO 9
Norway

Papua New Guinea
Fujitsu (PNG) Pty. Ltd.
P.O. Box 4952 Boroko
NCD, Papua
New Guinea

Poland
Wittelsbach Service Polska
ul. Okopowa 47
01-059 Warszawa
Poland

Portugal
Quinta Grande Assistencia Tecnica
Informatica, Lda.
Av. Moinhos no. 15A
Ur. Quinta Grande
2720 Alfragide
Portugal

Slovenia
INEA d.o.o.
Ljudljanska 80
61230 Domzale
Slovenia

Sweden
Scribona TPC AB
Sundbybergsväegen 1
Box 1374
Solna 171 27
Sweden

United Kingdom
Toshiba Information Systems
(U.K) Ltd.
Toshiba Court
Weybridge Business Park
Addlestone Road
Weybridge/Surrey KT15 2UL
United Kingdom

Slovakia
HTC s.r.o.
Kukucinova 26
831 03 Bratislava
Slovakia

Spain
Toshiba Information Systems
(España) S.A.
Parque Empresarial San Fernando
Edificio Europa, Planta 1
Escalera A
28831 Madrid
Spain

Switzerland
Ozalid AG
Herostrasse 7 Postfach
8048 Zürich
Switzerland

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 262).

PART II CONTENTS

PART II

TECHNICAL REFERENCE

What's In Part II

This part documents the Toshiba utility programs that come with the computer.
If you are using MaxTime, Hardware Setup or TSETUP and you encounter an
option you don't understand, you'll find it listed and explained in this part of the
manual.

If you're new to computers, you can skip this part until you need it. If you're an
old hand with computers, you may find explanations for the options you're
using more quickly in this part than in Part I.

Chapter 15

The Hotkeys

Hotkeys are keys that, pressed in combination with the Fn key, turn system functions on and off. Hotkeys have a white legend on the front of the key indicating the option or feature the key controls.

Instant Password Security

Fn + [F1 key with lock symbol]
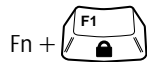
This hotkey locks the keyboard and blanks the display. You must enter your password, if registered, or press Enter to begin work again.

271

Power

Fn + [F2]
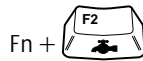
This hotkey displays the battery save pop-up window (in Windows 95 with MaxTime running) and switches among battery save modes: Full Power, Low Power, and User Settings.

Resume Mode

Fn + [F3]
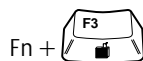
This hotkey displays the power-up pop-up window (in Windows 95 with MaxTime running) and turns Resume Mode on and off.

Sound

Fn + [F4]
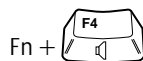
This hotkey cycles the alarm volume through Off, Low, Medium and High. Off is always first.

Display

Fn + [F5]
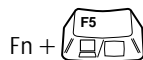
This hotkey switches between the following Power On Display display settings: Internal, External and Both.

Keyboard
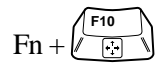
Fn +   This hotkey turns the cursor control overlay on and off.
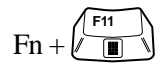
Fn +   This hotkey turns the numeric overlay on and off.

Fn +   This hotkey turns the scroll lock feature on and off.

Chapter 16

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 MaxTime Options menu.
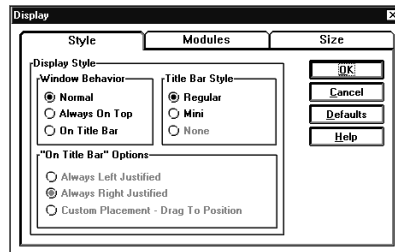
The Display dialog box

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:

Button	Function
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
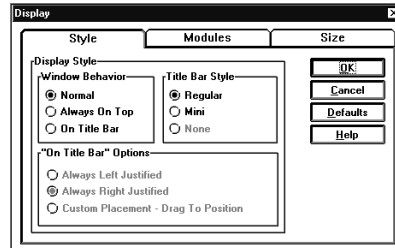
The Style page

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:

Settings	*Description*
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 111.

The Title Bar Style option controls the size of the MaxTime window's title bar. The available settings are:

Settings	*Description*
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:

Settings	*Description*
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
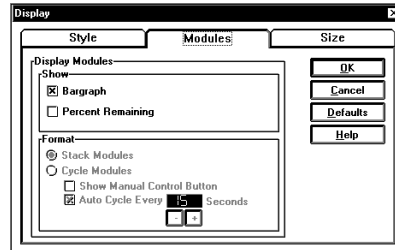
The Modules page

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:

Module	*Description*
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 110.

If you choose more than one module for the Show option, the Format option is activated. The available settings are:

Settings	*Description*
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:

Settings	*Description*
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 *xx* Seconds	switches to the next selected module every *xx* seconds, where *xx* is a number you set by clicking the + and - buttons.

The Size Page
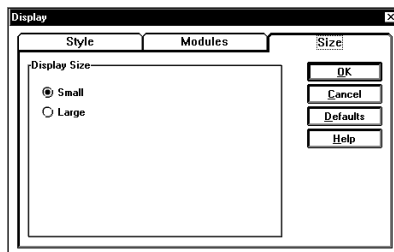
The Size page

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.
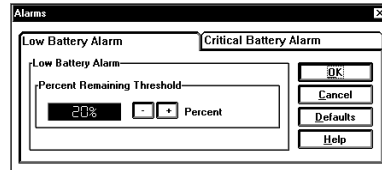
The Alarms dialog box

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:

Button	*Function*
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:

Option	*Settings*	*Usage*
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 116.

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:

Button	*Function*
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:

Option	Settings	Usage
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 113.

The Machine Settings Dialog Box

To open the Machine Settings dialog box, choose Machine Settings from the MaxTime Options menu.
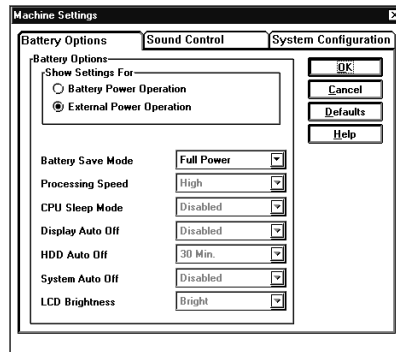
The Machine Settings dialog box

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.

> *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 193 for more information about supervisor-level passwords.*
>
> **NOTE**

To view or change these options, click the corresponding tab.

The Battery Options Page
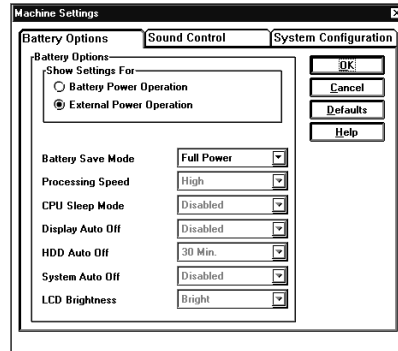
The Battery Options page

This page controls the battery options. The available options are:

Option	*Settings*	*Usage*
Show Settings For	Battery Power Operation	shows settings for use with battery power operation or external power operation.
	External Power Operation	
Battery Save Mode	Full Power	allows you to select a preset battery save mode or customize the battery save options. For more information, see "Conserving Power" on page 122.
	Low Power	
	User Settings	

Option	*Settings*	*Usage*
Processing Speed	High (Full Power default) Low (Low Power default)	sets the speed at which the Central Processing Unit (CPU) processes information. For more information, see "Processing Speed" on page 125.
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 125.
Display Auto Off	1 Min. 3 Min. (Low Power default) 5 Min. 10 Min. 15 Min. 20 Min. 30 Min. (Full Power CT default) Disabled (Full Power CS default)	turns the display off if it is not used for the time selected. For more information, see "Display Auto Off" on page 126.

Option	*Settings*	*Usage*
HDD Auto Off	1 Min. 3 Min. (Low Power default) 5 Min. 10 Min. 15 Min. 20 Min. 30 Min. (Full Power default)	turns the hard disk drive off if it is not used for the time selected. For more information, see "HDD Auto Off" on page 126.
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 selected. For more information, see "System Auto Off" on page 126.
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 127.

Part II: Technical Reference

The Sound Control Page

The Sound Control page

This page sets the sound control options. The available options are:

Option	Settings	Usage
Alarm Volume	0% 33% 66% 100%	sets the volume at which the speaker plays sounds.
Panel Close Alarm	Enabled (check) Disabled (no 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 93.

Option	*Settings*	*Usage*
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
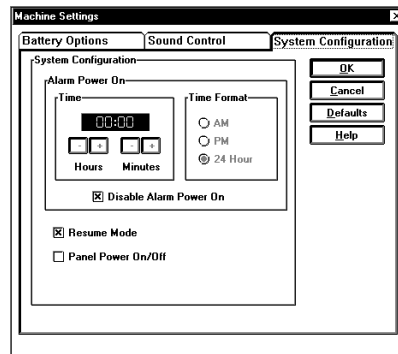
The System Configuration page

This page controls the system configuration options. The available options are:

Option	*Settings*	*Usage*
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 212.

Part II: Technical Reference

Option	*Settings*	*Usage*
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 117.
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 212.

Chapter 17

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:
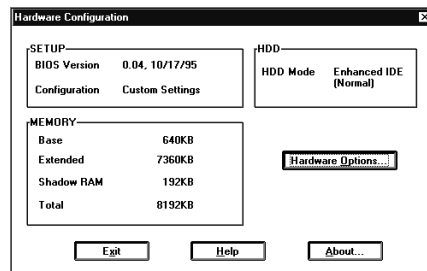
The Hardware Configuration dialog box

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 193 for more information about supervisor-level passwords.

NOTE

Buttons

The following table summarizes the buttons on the Hardware Configuration dialog box:

Button	Function
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:

Information	*Discussion*
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.

Memory Type	*Description*
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.

Part II: Technical Reference

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, click Hardware Options in the Hardware Configuration dialog box.
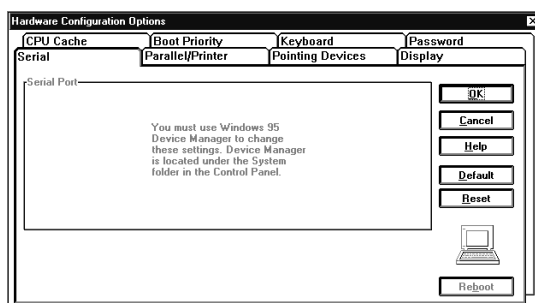
The Hardware Configuration Options dialog box

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 right 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:

Button	*Function*
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 210 for instructions.

The Parallel/Printer Page
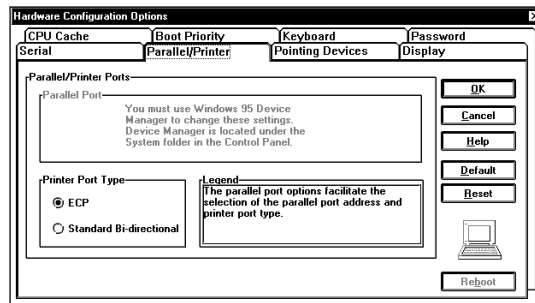
The Parallel/Printer page

This page controls the computer's parallel port:

Option	Settings	Usage	Restart
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 210 for instructions.

Part II: Technical Reference

The Pointing Devices Page
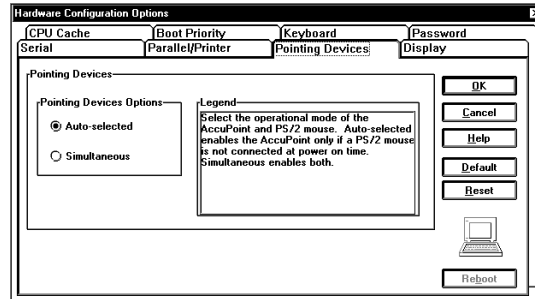
The Pointing Devices page

This page controls the pointing devices option.

Option	*Settings*	*Usage*	*Restart*
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
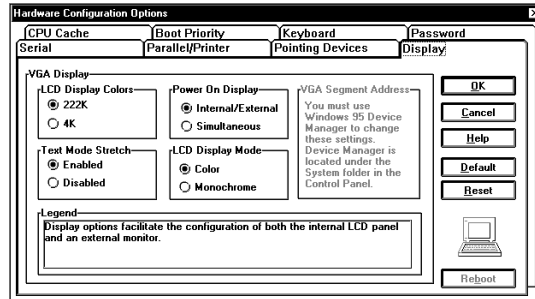
The Display page

This page controls the display options. The available settings are:

Option	Settings	Usage	Restart
LCD Display Colors (CT models)	256K colors	controls the number of colors available to the display.	Y
LCD Display Colors (CS models)	222K 4K	controls the number of colors available to the display.	Y
Power On Display	Internal/Exter-nal (default) Simultaneous	controls whether the system sends output to the internal display, the external display, or both when you turn the computer on.	Y

Option	Settings	Usage	Restart
Text Mode Stretch	Enabled (default) Disabled	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.	
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 210 for instructions.

The CPU Cache Page
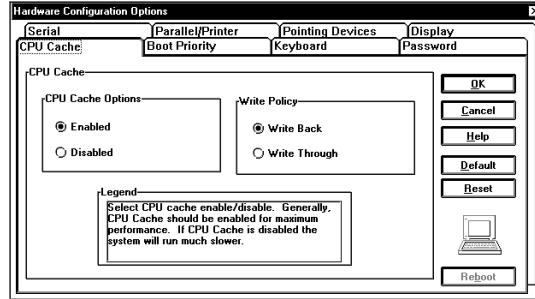
The CPU Cache page

This page controls the CPU Cache option.

Option	Settings	Usage	Restart
CPU Cache	Enabled (default) Disabled	improves system performance when enabled. Disable this option only if your software requires you to do so.	Y

The Boot Priority Page
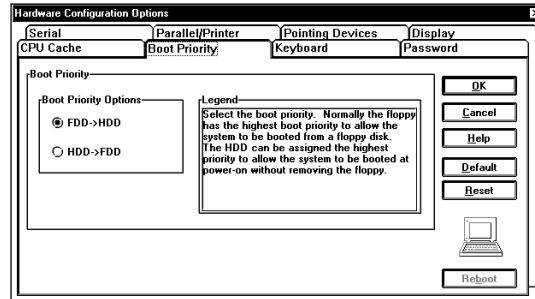
The Boot Priority page

This page controls the Boot Priority option.

Option	*Settings*	*Usage*	*Restart*
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
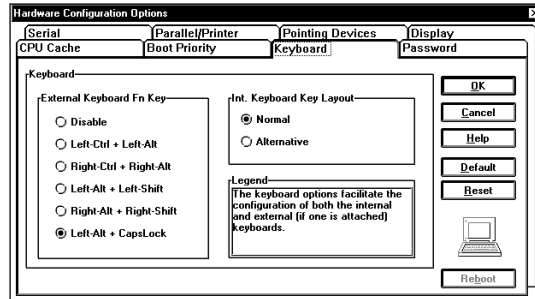
The Keyboard page

The page controls the keyboard options.

Option	Settings	Usage	Restart
External Key-board Fn Key	Disable (default)	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 168.	N
	Left-Ctrl + Left-Alt		
	Right-Ctrl + Right-Alt		
	Left-Alt + Left-Shift	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).	
	Right-Alt + Right-Shift		
	Left-Alt + CapsLock		

Option	*Settings*	*Usage*	*Restart*
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 208.	Y

The Password Page
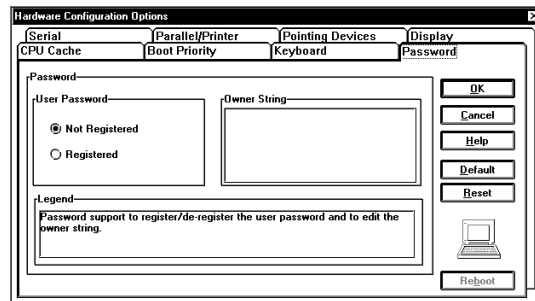
The Password page

This page controls the user-level password feature. For complete information about the computer's password security, see "Using a Password" on page 185.

Option	*Settings*	*Usage*	*Restart*
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.	N/A

Chapter 18

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.**

   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 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                        I/O PORTS
  Total           = 8192KB        Serial Port     = COM1 (IRQ4/3F8H)
  Base            =  640KB        Parallel Port   = LPT1 (378H)
  Extended        = 7360KB
  Shadow BIOS ROM =  192KB
                                                 OTHERS
                                 Power-up Mode       = Resume
                DISPLAY          CPU Cache           = Enabled
  Display Adaptor    = VGA Compatible    Battery Save Mode  = Full Power
  LCD Display Mode   = Color
  VGA Segment Address = E000H   Alarm Volume        = High
  LCD Display Colors = 222K Colors    System Beep         = Enabled
  Power On Display    = Internal/External   Panel Power On/Off = Disabled
  Text Mode Stretch  = Enabled    Alarm Power On      = Disabled
                                 Keyboard            = Layout/Fn
                HARD DISK         Pointing Devices    = Auto-Selected
  HDD Mode      = Enhanced IDE (Normal)   Boot Priority   = FDD→HDD

                PASSWORD
  Not Registered
```

```
↑↓←→: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.

NOTE

If a supervisor-level password is registered, you must enter it before you can use TSETUP. See "Working with Supervisor-Level Passwords" on page 193 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.

Memory Type	*Description*
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.

Part II: Technical Reference

DISPLAY

This group configures the Liquid Crystal Display (LCD) and video port output.

Option	*Settings*	*Usage*	*Restart*
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 (CT models)	256K Colors	controls the number of colors available to the display.	Y
LCD Display Colors (CS models)	222K Colors (default) 4096 Colors	controls the number of colors available to the display.	Y

Part II: Technical Reference

Option	*Settings*	*Usage*	*Restart*
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
Text Mode Stretch	Enable (default) Disable	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

NOTE

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 210.

HARD DISK

This section shows that the hard disk is set to Enhanced IDE mode. You cannot change this setting

Option	*Setting*
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 185.

Settings	*Restart*
Registered	N (although the password doesn't take effect until you restart the computer)
Not Registered (default)	

If you set a new password, TSETUP offers you the chance to create a password service diskette. This diskette lets you start the computer even if you forget your password. For complete information about creating and using a password service diskette, see "Protecting Against Forgetfulness" on page 188.

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 210.

NOTE

Option	*Settings*	*Usage*	*Restart*
Serial Port	COM1 (IRQ4/3F8H) (default)	sets the serial port name through which your communications software sends output to the serial port.	Y
	COM2 (IRQ3/2F8H)		
	COM3 (IRQ4/3E8H)		
	COM4 (IRQ3/2E8H)		
	Not Used		
Parallel Port	LPT1 (378H) (default)	sets the parallel port name through which the computer communicates with the parallel port.	Y
	LPT2 (278H)		
	LPT3 (3BCH)		
	Not Used		

Option	*Settings*	*Usage*	*Restart*
	If you set the Parallel Port to LPT1, LPT2, or LPT3, a drop-down list box appears, allowing you to set the Printer Port Type option.		
Printer Port Type	ECP 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.	Y

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.

Option	*Settings*	*Usage*	*Restart*
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.	Y

If you set the CPU Cache option to Enabled, a drop-down box lets you set the Write Policy option.

Option	*Settings*	*Usage*	*Restart*
Write Policy	Write-back (default) 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
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 about choosing a battery save mode, see "The Easy Way—Choosing a Battery Save Mode" on page 123.	N

When you select the Battery Save Mode, a drop-down box appears with the battery save options. You can only change these option settings if you chose User Settings for the Battery Save Mode.

Option	*Settings*	*Usage*	*Restart*
Processing Speed	High (Full Power default) Low (Low Power default)	sets the speed at which the Central Processing Unit (CPU) processes information. High runs at 100MHz. Low adds pauses, effectively reducing processing speed to 50MHz.	Y

Option	*Settings*	*Usage*	*Restart*
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 125.	N
Display Auto Off	01 Min. 03 Min. (Low Power default) 05 Min. 10 Min. 15 Min. 20 Min. 30 Min. (Full Power default) Disabled	turns the display off if it is not used for the time set. For more information, see"Display Auto Off" on page 126.	N

Option	*Settings*	*Usage*	*Restart*
HDD Auto Off	01 Min.	turns the hard disk drive off if it is not used for the time set.	N
	03 Min. (low power default)		
	05 Min.		
	10 Min.		
	15 Min.		
	20 Min.		
	30 Min. (Full Power default)		
System Auto Off	10 Min.	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 126.	N
	20 Min.		
	30 Min. (Low Power default)		
	40 Min.		
	50 Min.		
	60 Min.		
	Disabled (Full Power default)		
LCD Brightness	Bright (Full Power default)	sets the brightness of the display. For more information, see"LCD Brightness" on page 127.	N
	Semi-Bright (Low Power default)		

Part II: Technical Reference

Option	*Settings*	*Usage*	*Restart*
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

When you highlight the Alarm Volume option, a drop-down box appears that lets you set the Low Battery Alarm and Panel Close Alarm options.

Low Battery Alarm	Enabled (default) Disabled	enables and disables the system's built-in audible battery alarm.	N
Panel Close Alarm	Enabled (default) Disabled	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 93.	N
System Beep	Enabled (default) Disabled	enables and disables your software's use of the system speaker.	N

Option	*Settings*	*Usage*	*Restart*
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 212.	N
Alarm Power On	*xx:xx:xx* (hour:minute: second) Disabled (default)	turns the computer on at the time set, in a 24-hour format. For more information, see "Different Ways to Turn the Computer On and Off" on page 212.	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 208.	Y

Option	*Settings*	*Usage*	*Restart*
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 168.	N
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

Chapter 19

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.

323

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**.**

CAUTION

*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 3.5-inch disks, move the write-
protect tab to cover the square hole.

Part II: Technical Reference

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:
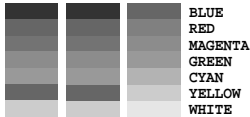
1 Write down everything that appears on the screen.

2 Press Ctrl + Pause **to return to the diagnostics menu.**

3 Consult your dealer.

Part II: Technical Reference

Character Attributes

When the memory test completes, the diagnostic test displays the following screen:

```
CHARACTER ATTRIBUTES

  NEXT LINE SHOWS NORMAL DISPLAY.
     NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN

  NEXT LINE SHOWS INTENSIFIED DISPLAY.
     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII

  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).

The display screen should look like the following:

```
CHARACTER SET IN 40*25

  ☺☻♥♦♣♠•◘○◙♂♀♪♫☼►◄↕‼¶§▬↨↑↓→←∟↔▲▼!"#$%&'
()*+,-./ 0123456789 :;<=>?@ABCDEFGHIJKLMNO
PQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvw
xyz{|}~⌂ÇüéâäàåçêëèïîìÄÅÉæÆôöòûùÿÖÜ¢£¥₧ƒ
áíóúñÑªº¿⌐¬½¼¡«»░▒▓│┤╡╢╖╕╣║╗╝╜╛┐└┴┬├─┼╞
╟╚╔╩╦╠═╬╧╨╤╥╙╘╒╓╫╪┘┌█▄▌▐▀αßΓπΣσµτΦΘΩδ∞φε∩
≡±≥≤⌠⌡÷≈°∙·√ⁿ²■
```

```
PRESS [ENTER] KEY.
```

First character set test screen

If the screen matches this illustration, go to the next character set test by pressing Enter. If your screen doesn't match the diagnostic test display, write down the differences and contact your dealer.

The second test checks that the screen can display characters in an 80 column by 25 row format. The display should look like the following:

```
80*25 CHARACTER DISPLAY
0123456789012345678901234567890123456789012345678901234567890123456789
 !"3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmno
!"3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnop
"3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopq
3%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqr
%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrs
&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrst
'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstu
()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuv
)*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvw
*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwx
+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxy
,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{
-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|
./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~
/0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~
0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~⌂
123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~⌂Ç
23456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~⌂Çü
3456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~⌂Çüé
456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~⌂Çüéâ

PRESS [ENTER] KEY.
```

Second character set test screen

If the screen matches this illustration, continue with the tests by pressing Enter. If your screen doesn't match the diagnostic test display, write down the differences and contact your dealer.

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 334.

Part II: Technical Reference

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 Menus" on page 334.

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 60*xxxx*

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[\]~_^abcdefghijklmno
!"#$%'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnop
"#$%'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopq
#$%'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqr
$%'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrs
%'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrst
'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstu
()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstuv
)*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]~_^abcdefghijklmnopqrstuvw
```

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.

PART III CONTENTS

PART III

APPENDIXES

What's In Part III

This part provides additional technical information about the computer. Review this material if you have additional questions or need additional information.

Appendix A

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	100MHz, 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	8MB of 3.3-volt 16 megabit EDO DRAM, delivers high performance with a 60 nanosecond (ns) access time, hyperpage mode, 64-bit data bus width
Video Graphics Controller	Chips & Technologies F65548 SVGA graphics controller with a 32-bit VL local bus that supports a BiTBLT accelerator, supports high-resolution, 256K (18 bit) color video modes listed in Appendix D "Video Modes" on page 357; 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 (Universal)
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

Part III: Appendixes

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

3.5 inch 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 772MB (810 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
Monitor	15-pin, analog RGB port lets you connect an external RGB monitor
PS/2	PS/2-compatible port allows you to connect a 101/102-key keyboard or mouse

| Expansion | 176-pin port lets you connect the computer to an optional Toshiba port replicator: either the Note-Dock™ or the Noteworthy Port Replicator. |
| | The NoteDock duplicates all the ports of the computer, plus an additional PS/2 port and two PC Card slots. |

Standard Hardware

Memory	8MB, 3.3 volt, 16-megabit EDO (Extended Data Output) dynamic RAM chips
Display	The Satellite 110CT has an 11.3 inch (measured diagonally) Thin Film Transistor (TFT) color LCD that displays up to 64K colors simultaneously at 800 x 600 resolution
	The Satellite 110CS and the Satellite 115CS have an 11.3 inch (measured diagonally) Dynamic Super Twisted Nematic (DSTN) color LCD that displays up to 256 colors simultaneously at 800 x 600 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 or DOS 6.22-Windows 3.11 with SVGA drivers and the Max-Time 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' 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

Part III: Appendixes

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 *User's Guide* in hypertext form
	Load this manual into memory and refer to it when you have questions about the computer
Discovery Center	Provides a quick introduction to many of the computer's features
Microsoft Windows 95 booklet	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, monitor port, parallel port, AC in and security lock slot
Noteworthy Port Replicator	Optional port replicator that provides access to the following: PS/2 mouse port, PS/2 keyboard port, serial port, monitor 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 (3.17 kilograms)
Size	width x height x depth
	11.7" x 2.1" x 9.3" (299mm x 55mm x 238mm)

Appendix B

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
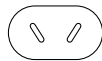
AS approved

Europe

VDA approved
NEMKO approved

Appendix C

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:

IRQ	Use	Notes
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	3.5-inch diskette drive	

IRQ	Use	Notes
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.

DMA	Use	Notes
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.

Port address(h)	Device/function	Notes
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	

Port address(h)	Device/function	Notes
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	3.5-inch 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	

Part III: Appendixes

Appendix D

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.

357

CS Model Video Modes

This table lists the video modes for the Satellite 110CS and the Satellite 115CS:

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	37.5KHz/75Hz
22	SVGA Graph	800 x 600	8 x 8	16/222K	8 x 8	16/256K	46.9KHz/75Hz

Part III: Appendixes

| 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[+] 60.0KHz/75Hz
30	SVGA Graph	640 x 480	8 x 16	256/222K	8 x 16	256/256K	37.5KHz/75Hz
32	SVGA Graph	800 x 600	8 x 16	256/222K	8 x 16	256/256K	46.9KHz/75Hz
34	SVGA Graph	1024 x 768	8 x 16	256/222K	8 x 16	256/256K	35.5KHz/87Hz[+] 60.0KHz/75Hz
40	SVGA Graph	640 x 480	8 x 16	32K/32K	8 x 16	32K/32K	31.5KHz/60Hz
41	SVGA Graph	640 x 480	8 x 16	64K/64K	8 x 16	64K/64K	31.5KHz/60Hz
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.

Satellite 110CT Video Modes

This table lists the video modes for the Satellite 110CT:

| 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	16/256K	8 x 8	16/256K	31.5KHz/70Hz
2, 3	VGA Text	80 x 25	8 x 8	16/256K	8 x 8	16/256K	31.5KHz/70Hz
0*, 1*	VGA Text	40 x 25	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
2*, 3*	VGA Text	80 x 25	8 x 14	16/256K	8 x 14	16/256K	31.5KHz/70Hz
0+, 1+	VGA Text	40 x 25	8(9) x 16	16/256K	9 x 16	16/256K	31.5KHz/70Hz
2+, 3+	VGA Text	80 x 25	8(9) x 16	16/256K	9 x 16	16/256K	31.5KHz/70Hz
4, 5	VGA Graph	320 x 200	8 x 8	4/256K	8 x 8	4/256K	31.5KHz/70Hz

Part III: Appendixes

| Mode (hex) | Type | Resolution | Internal LCD | | External Monitor | | Scan Freq hor/vert |
			Grid (pelxpel)	Colors	Grid (pelxpel)	Colors	
6	VGA Graph	640 x 200	8 x 8	2/256K	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	16/256K	8 x 8	16/256K	31.5KHz/70Hz
E	VGA Graph	640 x 200	8 x 8	16/256K	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	16/256K	8 x 14	16/256K	31.5KHz/70Hz
11	VGA Graph	640 x 480	8 x 16	2/256K	8 x 16	2/256K	31.5KHz/60Hz
12	VGA Graph	640 x 480	8 x 16	16/256K	8 x 16	16/256K	31.5KHz/60Hz
13	VGA Graph	320 x 200	8 x 8	256/256K	8 x 8	256/256K	31.5KHz/70Hz
20	SVGA Graph	640 x 480	8 x 16	16/256K	8 x 16	16/256K	37.5KHz/75Hz
22	SVGA Graph	800 x 600	8 x 8	16/256K	8 x 8	16/256K	46.9KHz/75Hz
24	SVGA Graph	1024 x 768	8 x 16	16/256K	8 x 16	16/256K	35.5KHz/87Hz[+] 60.0KHz/75Hz
30	SVGA Graph	640 x 480	8 x 16	256/256K	8 x 16	256/256K	37.5KHz/75Hz
32	SVGA Graph	800 x 600	8 x 16	256/256K	8 x 16	256/256K	46.9KHz/75Hz
34	SVGA Graph	1024 x 768	8 x 16	256/256K	8 x 16	256/256K	35.5KHz/87Hz[+] 60.0KHz/75Hz
40	SVGA Graph	640 x 480	8 x 16	32K/32K	8 x 16	32K/32K	31.5KHz/60Hz
41	SVGA Graph	640 x 480	8 x 16	64K/64K	8 x 16	64K/64K	31.5KHz/60Hz
42	SVGA Graph	800 x 600	N/A	32K/32K	8 x 16	32K/32K	37.9KHz/60Hz
43	SVGA Graph	800 x 600	N/A	64K/64K	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.

Part III: Appendixes

Appendix E

Using
Windows 3.11

If you selected Windows 3.11 when you first started your com-
puter, you may be wondering how much of this guide is relevant
to you. In fact, many of the instructions for Windows 95 proce-
dures are very similar to those you use in Windows 3.11.

This appendix tells you how to carry out the procedures described
in this guide if you're using Windows 3.11.

Using Windows 3.11

This section gives a brief introduction to Windows 3.11. For more
information, click Help, then click Contents to access the online
help.

363

Starting Windows 3.11

When you turn your computer on it loads the MS-DOS operating system and runs Windows 3.11 automatically. If Windows doesn't start, type c:\windows\win and press Enter.

Upon starting, Windows 3.11 loads and displays the Program Manager window.

What's on the Screen?

Program Manager is the gateway to your programs and all the other features of Windows 3.11. This section describes the features of Program Manager. Many of these features, such as the menu bar and minimize button, are also present in other programs you run under Windows 3.11.

When you start Windows 3.11, you see a screen similar to the following:
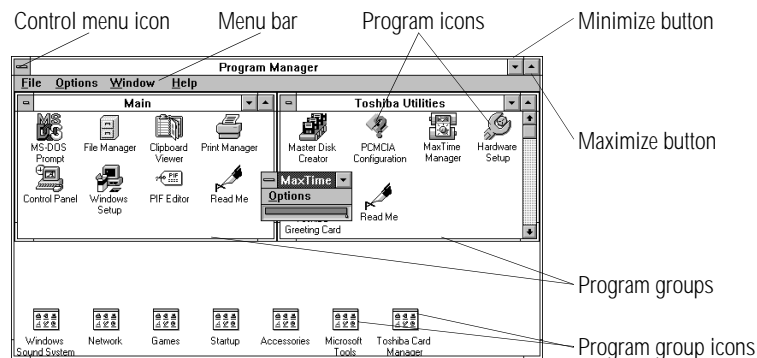
A sample Program Manager window

❖ Clicking the **control menu icon** opens the control menu. This menu lets you set features such as the size and shape of the current window. Double-clicking this icon closes the current window.

❖ Clicking one of the words on the **menu bar** opens a list of related activities.

❖ Clicking the **minimize button** reduces the current window to an icon. The program in the window is still running—it has moved out of the way to make room for other windows.

❖ Clicking the **maximize button** expands the current window to take up the entire screen. When a program is maximized, the maximize button changes to a double arrow called the restore button. Click the restore button to return the window to its original size.

❖ Double-clicking a **program icon** starts the program represented by the icon.

❖ **Program groups** contain one or more icons representing related programs. For example, the Toshiba Utilities program group contains Toshiba programs, such as MaxTime and Hardware Setup.

❖ Double-clicking a **program group icon** opens the program group represented by the icon.

There is no close button in Windows 3.11. To close a program in Windows 3.11, use the Exit or Close command in the program's file menu.

Starting Programs

To start a program in Windows 3.11, double-click its icon in Program Manager.

If the program doesn't have a Program Manager icon, you have the following two choices:

❖ In Program Manager, click File, then click Run. Type in the name of your program file or click Browse to locate the program file, then click OK.

❖ In File Manager, double-click the icon for the program file. See the next section for information about File Manager.

Part III: Appendixes

Working with Files

You use File Manager to copy and move files, and to perform other file operations in Windows 3.11. To start File Manager, double-click the File Manager icon in Program Manager's Main program group.

For information about using File Manager, click Help, then click Contents. Type in the subject you wish to explore, or browse through the list of topics provided.

Running Programs Described in the Guide

This guide describes a number of programs that come with your computer. Using these programs under Windows 3.11 is almost the same as using them under Windows 95. This section lists each of the programs, describes the differences between the Windows 95 and Windows 3.11 versions and points to the instructions for using them.

Master Disk Creator

Master Disk Creator works as described in "Running Master Disk Creator" on page 34 with the following exceptions:

❖ Master Disk Creator also creates program disks for Windows 3.11.

❖ To start Master Disk Creator, go to Program Manager and double-click the Master Disk Creator icon in the Toshiba Utilities program group.

MaxTime

MaxTime opens automatically each time you start Windows 3.11. If MaxTime is not already open, go into Program Manager and double-click the MaxTime icon in the Toshiba Utilities program group.

Once you've opened MaxTime, it operates as described throughout this guide. The following table lists where to look for information about specific MaxTime tasks.

Monitoring battery power	See "Monitoring Battery Power" on page 108.
Setting Resume Mode	See "Starting Again Where You Left Off" on page 117.
Setting the battery-save mode and power-saving options	See "Conserving Power" on page 122.
Overview of all of MaxTime's features	See "MaxTime" on page 275.

Hardware Setup

To start Hardware Setup, go into Program Manager and double-click the Hardware Setup icon in the Toshiba Utilities program group.

Once you've opened Hardware Setup, it operates as described throughout this guide, with one exception. Windows 3.11 doesn't have Device Manager. Instead, you use Hardware Setup to set all options on the Serial, Parallel/Printer, Display and Sound System pages. The following table lists where to look for information about specific Hardware Setup tasks.

Creating an `Fn` key on an external keyboard	See "Making Your External Keyboard Pretend it Has the Fn Key" on page 168.
Directing display output at system startup	See "Directing the Display When You Turn the Computer On" on page 165.
Setting up a PS/2 mouse	See "Using a PS/2 Mouse" on page 172.
Using user-level passwords	See "Working with User-Level Passwords" on page 186.

Selecting an alternate key-board layout	See "Selecting the Keyboard Layout" on page 208.
Overview of all Hardware Setup's features	See "Hardware Setup" on page 293.

TSETUP

To open TSETUP, follow these steps:

1   **Close any programs you are running and exit Windows, if it's open.**

Run TSETUP outside of Windows, at a system prompt. If you run TSETUP from an MS-DOS session under Windows by clicking the MS-DOS prompt icon, results can be unpredictable.

2   **At the system prompt, type** c:\dos\tsetup **and press** Enter**.**

Once you've opened TSETUP, it operates as described in "TSETUP" on page 307.

Fn-esse

To open Fn-esse, go into Program Manager and double-click the Fn-esse icon in the Toshiba Utilities program group. Once you've opened Fn-esse, it operates as described in "Starting Programs Faster" on page 197, with the following exceptions.

When you're using Fn-esse under Windows 3.11, there is no Application Explorer dialog box. Instead, you may select a program in the ProgMan Browser dialog box. To use this 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.

2   Click Direct.

Fn-esse displays the Add/Edit Command dialog box.

3   Click ProgMan.

Fn-esse displays the ProgMan Browser dialog box.
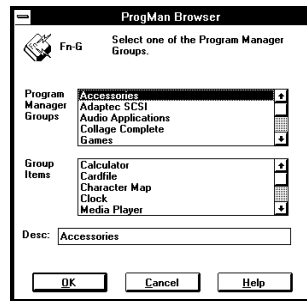
The ProgMan Browser dialog box

**4   Select the desired program group in the Program Man-
       ager Groups window.**

5   Select the desired Group Item and click OK.

Fn-esse displays the Add/Edit Command dialog box again
with everything filled in to reflect your choice.

6   Click OK.

Turning the Power Off

This section describes how to turn the computer off correctly.

Using Resume Mode

This guide describes two ways you can turn the computer off and
return to the same place in your work when you turn it on again:
the Suspend Command and Resume Mode. The Suspend Com-
mand is a feature of Windows 95. With Windows 3.11 you must
use Resume Mode instead. You can turn Resume Mode on in any
of the ways described in this guide: MaxTime, a hotkey or
TSETUP.

Part III: Appendixes

Turning the Computer Off

When you're ready to turn the computer off, assuming Resume Mode isn't turned on, follow these steps:

1 **Save your files and close any programs you're using.**

2 **In Program Manager, press** Alt + F4 **to exit Windows.**

    You may also click File, then click Exit Windows.

3 **Wait for MS-DOS to display the command prompt.**

Always wait until you see the command prompt before you turn the computer off. You may get unpredictable results the next time you start Windows if you don't let it shut down completely.

4 **Turn the computer off.**

Using Optional Devices in Windows 3.11

Windows 3.11 does not support the plug-and-play standard described for Windows 95. This means that when you connect an optional device, such as a PC Card, you'll have to set it up yourself. This section provides information you'll need for using optional devices with Windows 3.11.

Using PC Cards

"Little Cards that Do Big Things" on page 131 describes the programs required to use PC Cards. These programs are part of Windows 95.

For Windows 3.11, the CardWizard software supplied with your computer provides the Card and Socket Services programs you need to use PC Cards on your system. See the CardWizard documentation for instructions for setting up PC Card support.

The CardWizard programs were specifically designed for your Toshiba computer. Even if your PC Card comes with its own Card and Socket Services programs, use CardWizard. If the card doesn't work, contact Toshiba PC Product Support, according to the instructions in "Contacting Toshiba" on page 262, for assistance.

Resolving Resource Conflicts

If you add a device that uses the resources already assigned to another device your system stops working and you must resolve the resource conflict. For an introduction to the resources used by the system, see "Resolving Hardware Conflicts on Your Own" on page 244.

Make a list of all the resources used by your optional devices. The documentation for each device will tell you how to determine these.

Once your list is complete, check it against the lists in "System Resources" on page 351. Make sure that none of your optional devices conflict with the preset system assignments.

If you can't locate the source of the conflict, remove all optional devices and add them one at a time. Each time you add a device, check to see if the conflict reappears.

Getting Help

Your computer comes with an electronic book that documents Windows 3.11. It is called *Windows QuickStart 3.11 Edition*. To open this book, follow these steps:

1 In Program Manager, open the Toshiba Utilities program group.

2 Double-click the Windows QuickStart 3.11 Edition icon.

Windows opens the book at the table of contents.

Reading a Selected Topic

To read a section of the *Windows QuickStart 3.11 Edition*:

❖ Select a part of the book, 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.

❖ To use the alphabetical index, choose Index and click on a topic name.

❖ To get help, choose Help Contents from the Help menu or press F1.

Using Bookmarks

Just as you would with a printed book, you can mark your place with a bookmark.

Part III: Appendixes

Creating a New Bookmark

To create (or define) a bookmark, follow these steps:

1　**Position the pointer at the beginning of the text you want to find again.**

2　**Choose Define from the Bookmark menu, or click the yellow bookmark icon in the lower-right corner of the screen.**

　　The dialog box automatically shows the current chapter in the Bookmark Name field as the default name, and displays a list of currently defined bookmarks.

3　**Type in a name for your bookmark and choose OK.**

　　If you choose OK without typing a name, the current chapter name becomes the bookmark.

　　If the name is already assigned to another bookmark, the program displays a message. Type in a new bookmark name and choose OK.

The electronic book program creates a consecutively numbered bookmark and places it in the text at the upper edge of the "book."

To view a marked section, click its assigned bookmark and the program 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.**

　　The program displays the Define Bookmark dialog box, which includes the list of currently defined bookmarks.

2　**Select the name of the bookmark you wish to delete.**

3　**Choose Delete, then choose OK.**

Using Cross-References

Cross-references, which display as underlined text, allow you to move quickly to sections containing information related to the material in the current section. For example, from the batteries section you can go directly to the MaxTime discussion by clicking the cross reference.

To view a cross-reference, follow these steps:

1 **Position the pointer over the cross-reference.**

   The pointer changes to a pointing hand symbol.

2 **Click the cross-reference.**

   The program displays the section containing the information that relates 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

The quick start book has a full-text search feature, which can locate 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 and type the word or phrase in the Search Word field.**

   To find all the forms of a word, you can substitute an asterisk (*) for the last characters in a word. For example, typing bat*, would find "batch," "battery," "batteries," "battery-powered" and "battery-save."

2 **Choose OK to start the search.**

   The program displays the list of topics that contain the text.

3 Select the topic to view and choose Go To.

The program 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.

Reinstalling Online Documentation

To restore a deleted or damaged electronic book, use the master program diskette that contains the electronic book files. For more information about master program diskettes, see "Create or Purchase Master Diskettes" on page 32.

Follow these steps to reinstall the *Windows QuickStart 3.11 Edition*:

1 In Windows 3.11, choose Run from the File menu and type the command line a:\install**.**

Windows 3.11 displays the Run dialog box.

2 In the Run dialog box, choose OK to accept the default directory and follow the instructions on the screen to define the location of the files.

If the directory does not exist, the installation program creates it for you.

Part III: Appendixes

Glossary

Acronyms

AC: Alternating Current

ANSI: American National Standards Institute

ASCII: American Standard Code for Information Interchange

BBS: Bulletin Board Service

BIOS: Basic Input/Output System

CMOS: Complementary Metal-Oxide Semiconductor

CPU: Central Processing Unit

DC: Direct Current

DOS: Disk Operating System

ECP: Enhanced Capabilities Port

EDO: Extended Data Out

EMS: Expanded Memory Specification

EPP: Enhanced Parallel Port

FDD: Floppy Disk Drive

377

GND: Ground

HDD: Hard Disk Drive

HMA: High Memory Area

I/O: Input/Output

IrDA: Infrared Data Association

KB: Kilobyte

LCD: Liquid Crystal Display

LSI: Large Scale Integration

MB: Megabyte

PCMCIA: Personal Computer Memory Card International Association

RAM: Random Access Memory

RFI: Radio Frequency Interference

RGB: Red, Green, Blue

ROM: Read-Only Memory

RTC: Real-Time Clock

STN: SuperTwist Neumatic

UART: Universal Asynchronous Receiver/Transmitter

UMA: Upper Memory Area

UMB: Upper Memory Block

VGA: Video Graphics Array

XMS: eXtended Memory Specification

A *adapter:* An electronic piece that provides a compatible connection between two units. For example, the computer's built-in display adapter takes information from the computer and translates it into images on the screen. An adapter can take a number or forms, such as a chip on the motherboard or a PC Card. An adapter may also be called a controller.

address: A number that identifies a location in the computer's memory or on disk. It tells the computer where to find information or a device. The most common form of address is a memory address. A device, such as a PC Card, may use a specific memory address to pass information between the device and the computer. See also *hexadecimal*.

allocate: To assign space or resources for a specific task. This is often used to refer to memory or disk space.

alphanumeric: All the numbers, symbols and letters you can type or print. The term is a combination of alpha (letters) and numeric (numbers).

application: A computer program that you use to do your work. Types of applications include word processors, spreadsheets and database management systems. See also *program*.

American National Standards Institute (ANSI) character set: The set of characters available in Microsoft Windows 95. The character set includes, letters, numbers, symbols and foreign language characters.

American Standard Code for Information Interchange (ASCII): A set of binary codes that represent the 256 most commonly used letters, numbers and symbols. See also *binary*.

asynchronous: Operating at two different rates of time. For example, if you're using a modem to exchange information with another computer, information is sent in small pieces. This keeps the timing between the two modems from getting too far off.

AUTOEXEC.BAT: A batch file that the computer performs every time you start or restart it. For example, your computer's original AUTOEXEC.BAT file contains commands that set the path and load Windows 95. See also *batch file*.

Part III: Appendixes

B *backup:* A copy of a file, usually on a diskette, kept in case the original is lost or damaged. It's a good idea to keep backup copies of all your important files.

base memory: See *conventional memory.*

basic input/output system (BIOS): A set of basic computer instructions. The BIOS, in a ROM chip, contains the information the computer needs to perform such tasks as determine the amount of memory, check the presence of the keyboard and other devices, and load the operating system.

batch file: A file, ending with a .BAT extension, containing commands that you can perform together, rather than typing them one at a time. Batch files are useful if you have a series of commands that you need to type fairly often. For example, you could use a batch file that contains all the commands needed to log onto a network. See also *AUTOEXEC.BAT.*

baud (baud rate): The speed at which communications devices such as printers, terminals, and modems transmit information. Information travels as a series of electronic signals. The baud rate measures the rate of change in these signals. This is not necessarily the same as bits per second, although the two are related. It is named for Emil Baudot, a pioneer in printing telegraphy. See also *bits per second.*

binary: The base two number system, in which the only digits are 0 and 1. This system is used in computers since it can be implemented as a series of electronic signals that are either off (0) or on (1). While it's possible to convert numbers from binary to decimal manually, many calculators and calculator programs can do the work for you. See also *decimal.*

bit: The basic unit of information used by the computer, a bit may be either one or zero. This represents electronic signals in the computer that may be either on (1) or off (0). While an individual bit cannot contain a significant amount of information, by combining bits into larger units, such as bytes (a group of eight connected bits), your computer can deal with huge blocks of data. See also *byte*.

bits per second (BPS): A way of measuring the speed at which information is passed between two devices. This is the basic measure used in modem communications. This is similar, but not identical, to the baud rate. See also *baud*.

board: A thin card containing chips and other electronic components connected by metallic lines etched into the surface. Most of the basic components of a computer, such as the BIOS and memory are contained on one board, called the motherboard. A computer may contain additional boards, called daughterboards, that provide specific functions beyond those on the motherboard.

boot: To start the computer. There are two types of boot. When you turn the power on with Resume Mode turned off, it's called a cold boot. Restarting the computer by pressing Ctrl + Alt + Del or the restart button is called a warm boot. The term boot originates from bootstrap program (as in pulling itself up by its bootstraps), a program that loads and initializes the operating system. See also *AUTOEXEC.BAT, CONFIG.SYS*.

boot priority: The order in which the computer accesses its disk drives to locate the startup files. Under the standard boot priority, a computer looks for a diskette in the A drive before checking the hard disk.

buffer: A portion of the computer's memory set aside for temporary storage. Buffers are frequently used to make up for the fact that different parts of the system are faster than others. For example, the computer sends information to a printer many times faster than even the fastest printer can handle it. A print buffer stores printer information, enabling the computer to go ahead with other business. Then, as the printer prints a page, it looks into the buffer to see what to do next.

bus: An electrical circuit that connects the microprocessor with other parts of the computer, such as the video adapter, disk drives and ports. See also *local bus*.

Part III: Appendixes

byte: A sequence of eight bits. A byte is the smallest usable unit in memory. Each byte is large enough to represent an integer up to 255 (that's a decimal number, in binary it's 11111111), or a character (such as a letter, numeral, or other symbol). See also *binary*, *bit, kilobyte*, *megabyte*.

C   *cache:* A portion of memory in which frequently used information is duplicated for quick access. Accessing information from a cache is faster than accessing it from RAM.

capacity: The amount of information that can be stored in a computer's memory or on a storage device such as a hard disk, diskette, or CD-ROM. Capacity is usually measured in terms of kilobytes or megabytes (MB). See also *kilobyte*, *megabyte*.

card: See *board*.

CD-ROM: Compact Disk Read Only Memory. A high-capacity (approximately 600MB) storage medium that uses laser optics rather than magnetic means for reading data. The system can read data from these disks, but cannot write data to the disks.

central processing unit (CPU): The chips where all the computing takes place. It is often referred to as the "brain" of the computer. The CPU takes information from outside sources, such as memory or keyboard input, processes it and sends the results to another outside device, such as the display.

character: Any letter, number or symbol you can use on the computer. Some characters are non-printing characters, such as a paragraph break in a word processing program.

chip: A small piece of silicon containing circuits for processing, memory and/or other computer functions. Chips are connected to printed circuit boards.

choose: To use the pointing device or keyboard to select a command. The command may take a form such as a menu item, a button or an icon.

COM1, COM2, COM3 and *COM4:* Names MS-DOS gives the computer's serial ports to distinguish between them.

commands: Instructions that tell the computer and its devices what to do. You can enter commands from the system prompt or combine them into programs. See also *program.*

compatibility: The ability of two computers, programs and/or devices to operate together. For example if you install a modem that is not compatible with your computer, the modem will not operate.

component: A part of the computer system. Many components are combined to create the whole system.

compression: Making things smaller. In computer terms, files are compressed by removing repetitive and blank characters. Depending on the type of file, this can result in a size reduction of over 90%. Modems use compression to reduce the amount of time needed to send or receive a file.

CONFIG.SYS: A file containing commands that customize the way the computer works. For example, the CONFIG.SYS file allows you to turn system features on or off, set limits on resources such as memory, and load some device drivers.

configuration: 1) The set of devices available to the system (such as terminals, printers, disk drives, etc.). 2) How parts of the system are set up. For example, the configuration of the serial port includes the baud rate, parity, data bits and stop bits.

controller: An electronic device that automatically operates a unit or regulates a process. For example, the computer's built-in disk drive controller takes information from the computer and translates it into a form usable by the hard drive. A controller can take a number or forms, such as a chip on the motherboard or a PC Card. An adapter may also be called a controller.

conventional memory: The first 640KB of random access memory (RAM) where the operating system runs programs and stores information. Also called base memory.

cooling method: The method used to keep the computer's internal temperature at an operating level that is safe for the computer.

cursor: A symbol that indicates the current location on the screen. In DOS it is a small rectangle or horizontal line, usually blinking. In Windows 95 it takes various forms depending on what you are doing.

D   *data:* Information used by the computer. The word "data" is actually plural for "datum," meaning a single piece of information.

decimal: The base ten numbering system normally used by people. Computers, on the other hand, generally use binary or hexadecimal numbering systems. See also *binary*, *hexadecimal*.

default: Values or options selected by the processor or a program when you do not specify a setting. Also called preset.

delete: To remove information. Examples are removing a line of text from within a program or removing files from a disk or other storage device.

device: A component attached to the computer. Internal devices include the hard disk, CD-ROM drive and display. External devices you can connect to the computer include a monitor, printer and NoteDock™.

device driver: A program that controls communication between a device and the computer For example, the computer uses separate device drivers for the display, CD-ROM drive and printer. The CONFIG.SYS file loads many device drivers when you turn the computer on.

directory: Part of the organizational structure that allows the operating system to locate files. Each directory can hold multiple files and subdirectories.

disable: To turn a computer option off. See also *enable*.

disk: A circular platter coated with a magnetic material, that can store computer information. The platter is enclosed inside some type of protective case (except for a CD-ROM). See also *hard disk*, *diskette*.

disk cache: A program that reserves a portion of memory for the information most recently read from or written to a disk. Since reading from and writing to memory is quicker than using a disk drive, disk caches can considerably improve system performance.

disk drive: The device designed to read and write information and programs on a diskette or hard disk.

diskette: (also called floppy disk) A thin, flexible disk in a protective jacket that stores magnetically encoded information used by a computer. Diskettes can be removed from the computer, and come in two sizes: 5.25-inch and 3.5-inch.

display: An external monitor, flat plasma display, or liquid crystal display (LCD) used as a computer output device.

documentation: The set of manuals and/or other instructions written for the users of a computer system or program. Computer system documentation typically includes procedural and tutorial information as well as descriptions of system functions.

double-density diskette: A diskette that holds up to 360KB (5.25-inch) or 720KB (3.5-inch) of information.

download: To receive a file from another computer through a modem. See also *upload.*

driver: See *device driver.*

E *enable:* To turn a computer option on.

erase: See *delete*.

escape: Cancel the task currently in progress.

execute: To perform a command or run a program.

executable file: A computer program that is ready to run. Application programs and batch files are examples of executable files. Names of executable files usually end with a .BAT, .COM or .EXE extension.

expanded memory: A way of setting up memory beyond the 640KB of conventional memory. This memory is used according to the standard developed jointly by Lotus, Intel, and Microsoft (LIM), known as the Expanded Memory Specification (EMS). This standard is abbreviated LIM-EMS.

extended memory: Memory beyond 1MB. Microsoft Windows 95, OS/2 and some MS-DOS programs use extended memory.

external device: Any device connected to a port on your computer. Examples of external devices are parallel printers, tape backup units, and external modems.

F *file:* A collection of information, saved on disk with a unique name (such as the information required for a program or document).

file allocation table (FAT): The section of a disk that keeps track of the location of files stored on the disk.

firmware: A type of memory chip that contains permanent information, such as the ROM chips that contain the instructions for direct control of a computer's components.

floppy disk: Another name for a diskette.

format: To prepare a blank disk for use with the computer's operating system. Formatting creates a structure on the disk so the drive can read from and write to the disk.

function keys: The keys labeled F1 through F12. They are located above the alphanumeric keys on the keyboard. Their function is determined by the operating system and/or individual programs.

G *gigabyte (GB):* 1,073,741,824 bytes (1024 x 1024 x 1024 bytes).

graphics: Information presented as drawings, pictures or other images, such as charts or graphs.

ground: A conductor to which all components of an electric circuit are connected. It is the point of reference for voltages in the circuit.

H   *hard disk:* A storage device, also called a fixed disk, composed of a rigid platter or platters that store information magnetically. Hard disks hold much more information than diskettes and are used for long-term storage. Hard disks are not usually user-removable. By default, the hard disk is referred to as drive C.

hardware: The physical, electronic and mechanical components of a computer system, including devices such as a display, disk drive, printer, mouse and processor.

hexadecimal: The base 16 numbering system used by programmers to represent binary numbers by programmers. Digits above nine are represented by letters (the 15 digits are 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E and F). See also *binary, decimal*.

high-density diskette: A diskette that holds 1.2MB (5.25-inch) or 1.44MB (3.5-inch) of information.

high memory area: The first 64KB of extended memory.

hotkey: A feature in which certain keys in combination with the Fn key alternate system option settings or control system parameters, such as the battery save mode.

I   *icon:* A small picture that represents a function, file, or program. In Windows 95, you can run programs by choosing icons rather than having to remember the program name and type a command.

input: Information that is put into a computer. This information may come from a keyboard, pointing device, disk drive or other device.

input/output (I/O): Input and output are two of the three functions that computers perform (the other is processing). Input/Output describes the interrelated tasks of providing information to the computer and providing the results of processing to the user. I/O devices include keyboards (input) and printers (output). A disk drive is both an input and an output device, since it can both provide information to the computer and receive information from the computer.

instruction: A statement in a computer program that performs a particular function or task.

interface: A connection between two parts of a system that lets them to work together. There are several types of interface: 1) Elements such as the graphics design, prompts and menus of a program allow you to interact with the program. These elements make up the user interface. 2) A physical connection between one system or device and another so that information can be exchanged.

interlaced: A method of refreshing a computer screen, in which only every other line of pixels is refreshed. Interlaced monitors take two passes to create a complete screen image.

internal command: An MS-DOS command (such as DIR, COPY, or DEL) that loads into memory as part of the computer's startup procedure. You can run an internal command at any time. These commands execute very quickly because they are already present in memory.

K *keyboard:* The device you use to type information into the computer. Each key on the keyboard is a switch that is activated when you press it. The switch sends a specific code, representing the character printed on the key, to the computer.

kilobyte (KB): 1024 bytes. Its abbreviations (K and KB) are taken from the Greek word kilo, meaning 1000, although the abbreviation refers to 1024, or 2 raised to the 10th power. See also *byte*.

L *liquid crystal display (LCD):* A type of display that uses a liquid substance between two transparent electrode panels. By selectively turning the electrodes on and off, the LCD creates the images you see on the screen.

load: To put information into memory, making it available to the computer for processing.

local bus: A type of bus that connects devices directly to the microprocessor. Because there are no wires between the CPU and the device, information is passed at a much greater speed than through a traditional bus. See also *bus*.

logical drive: A section of a disk that is recognized by the operating system as a separate disk drive. A system's logical drives may differ from its physical drives. For example, a single hard disk drive may be partitioned into two or more logical drives.

M *main board*: See *motherboard*.

math coprocessor: A special processor that performs arithmetic calculations on exponential numbers. Since a computer's main processor calculates with integers, adding a math coprocessor to your computer can greatly improve system speed if you work with large spreadsheets or some graphics programs. Some processor chips, such as the Intel Pentium in your computer, include a built-in math coprocessor.

megabyte (MB): The abbreviation for megabyte or one million bytes. One megabyte is actually 1,048,576 bytes (1024 x 1024 bytes).

memory: Chips the computer uses for temporary information storage. Information in memory is available to the computer for processing. Two types of memory are Random Access Memory (RAM) and Read-Only Memory (ROM). See *Random Access Memory* and *Read-Only Memory.*

menu: A list of options on the screen, from which you can choose.

microphone: an device that records sound.

microprocessor: A single integrated circuit ("chip") that executes instructions, and monitors and controls functions. One such chip forms the Central Processing Unit (CPU) of you computer.

mode: An operational state or method of operation, for example, Resume Mode or Boot Mode.

modem: A device for transmitting computer information over telephone lines. A modem converts (modulates) digital information for transmission and also converts (demodulates) information it receives back to digital format. A smart modem also interprets and executes commands received from the computer.

monitor: An external display device. A cathode ray tube (CRT) is a common type of monitor.

motherboard: The main printed circuit board in the computer. It contains the processor chip, memory and other major system components.

multimedia: A combination of two or more elements, such as sound, animation and video in a computer program or presentation. Multimedia programs, which require huge amounts of storage space, have become very popular with the wide availability of CD-ROM drives.

musical instrument digital interface (MIDI): A standard for connecting musical instruments, synthesizers and computers. The MIDI standard provides a way of translating music into a form the computer can use, and vice versa.

multitasking: The computer runs one program for a short time and then switches to the next program. Because people's sense of time is much slower than the computer's speed the programs seem to run simultaneously.

N *non-interlaced:* A method of refreshing a computer screen, in which each pixel of every line is refreshed as the electron beam scans across and down the screen.

non-system disk: A diskette for storing programs and files that cannot be used to start the computer. See *system disk*.

non-volatile memory: Memory, usually read-only memory (ROM), that is capable of permanently storing information. Turning the computer's power off does not alter information stored in non-volatile memory.

O *on line:* A functional state in which a device is ready to receive or transmit information.

online: Available through the computer. Online may refer to information on the hard disk, such as online documentation or online help, or a connection, through a modem, to another computer.

operating environment: A program that interacts with the computer's operating system to provide a consistent interface through which you communicate with your programs. Windows is an operating environment that uses a graphical user interface (GUI).

operating system: A collection of computer programs that control how the computer works. Operating system functions include creating programs and data files, and controlling the flow of information between the processor, memory and devices. Examples of operating systems used by Toshiba computers include Windows 95, MS-DOS and OS/2.

operating system diskette: The disk containing the operating system. This is also known as a system diskette.

output: The results of a computer operation. Familiar forms of output are information 1) printed on paper, 2) displayed on a screen, 3) sent through the serial port or internal modem, or 4) stored on disk. See also *input/output (I/O)*.

P   *palette:* In some programs, a palette is a collection of drawing tools, brush widths, line widths, and colors. In other programs the palette determines the number of colors that can be displayed on the screen.

parallel: Things that happen at the same time without interfering with each other.

parallel interface: A type of information exchange that simultaneously transmits characters along seven or eight data lines. In contrast, a serial interface transmits characters along one data line, making it much slower than a parallel interface.

parity: A method in serial communications of making sure that the information received is the same as the information that was sent. When you're using a modem to connect to another computer, you can set parity to none, odd or even. In general, you should set parity to none, unless you're requested to do otherwise.

password: A unique string of characters used to identify a specific user. A password is usually used for security purposes, to prevent unauthorized persons from using the computer.

pel: A single pixel (dot), or multiple contiguous pixels. A pel is the smallest area of a display that a computer program can control directly.

Part III: Appendixes

392

peripheral devices: Computer devices other than the CPU and memory. A peripheral device may be internal (inside the case), or external (outside the case).

pixel: A picture element. The smallest dot that can be produced on a display or printer.

port: The electrical connection through which the computer sends and receives information to and from devices or other computers. Standard ports include parallel and serial ports.

power up: To turn the computer on.

power up mode: The mode that determines what happens when you press the power button to turn the computer on. Your computer has two power up modes: Resume Mode and Boot Mode.

plug and play: A standard computer architecture that hardware manufacturers use to produce hardware that can be configured automatically.

processor: See *central processing unit*.

program: A set of instructions that tells the computer what to do. Programs call for information (input), which is entered at the keyboard or by means of a pointing device, or obtained from a file. The computer processes the data, according to the instructions in the program, and sends the results to a device such as a display, a printer or a disk. See also *application*, *utility*.

prompt: An audible or visible signal, such as a beep or a screen message, that tells you that you need to do something or that a process is complete. See also *system prompt*.

protocol: A collection of rules and conventions that make it possible to transfer information between computers. If you're transmitting a file, both modems must use the same protocol—just as two people talking on the telephone must speak the same language to pass information back and forth.

R *radio frequency interference (RFI):* All computer equipment generates radio frequency signals. The FCC regulates the amount of RFI a computing device can leak past its shielding. A Class A device is sufficient for office use. Class B is a more stringent classification for home equipment use. Toshiba computers comply with Class B computing device regulations.

radio frequency interference (RFI) shield: A metal shield enclosing the printed circuit boards of the printer or computer to prevent interference with radio and TV reception.

RAMDrive: Part of the computer's random access memory assigned to simulate a disk. RAMDrive is a feature of MS-DOS.

random access memory (RAM): High-speed memory which holds a copy of the operating system, any currently executing application programs, and any information undergoing processing. RAM is volatile, which means that all information in RAM is lost when you turn the computer off (unless Resume Mode is on).

read-only memory (ROM): A type of memory which the computer can access but cannot change. ROM is non-volatile memory, which means that the information stored in ROM is permanent—it is not lost when you turn the computer off.

reboot: See *boot*, *restart*.

Registry: The central information database for Windows 95. The Registry eliminates the need for AUTOEXEC.BAT, CONFIG.SYS, and INI files previously essential for Windows 3.1. The Registry serves as a central holding area for hardware specific information that supports hardware detection and Plug and Play system components.

remapping: Redefining a computer component. For example, remapping the keyboard refers to assigning a new symbol or letter for each key.

restart: Resetting a computer without turning it off (also called "warm boot" or "soft reset"). To restart the computer while it is on, press Ctrl + Alt + Del or press the reset button. See also *boot*.

RJ-11: A modular telephone connector used on most telephone networks and direct-connect modems.

Part III: Appendixes

394

root directory: The directory on a disk at the "top" of the directory structure. All subdirectories on the disk connect directly or indirectly to the root directory. In MS-DOS, the root directory on drive C is referred to as C:\.

RS-232-C: The standard defining control, data and status signals for connecting cables with computers, printers, communications and other peripheral devices.

S *serial:* The handling of data bits one after the other.

serial communications: A communications technique that uses as few as two interconnecting wires to send bits one after another.

serial interface: An interface between systems or system components in which information is transmitted sequentially, one unit at a time. The transmitted bits are reassembled at the receiving component. A common serial interface is a modem.

serial port: The communications port to which a serial device, such as a modem, a mouse or a serial printer, can be attached.

session: The time during which a program is running. For example, an MS-DOS session under Windows 95 is the time during which you execute MS-DOS commands or runs an MS-DOS program.

software: The computer programs or instructions that tell the hardware what tasks to perform. The three general classes of software are operating systems, applications and utilities.

stop bit: In serial communications, one or more bits indicating the end of a block of characters. Stop bits let both the transmitting and receiving modems keep in time with each other.

suspend: To stop a process temporarily. In this manual, *suspending the computer* refers to turning the computer off using the Windows 95 Suspend command or Toshiba's Resume Mode, which allow you to turn the computer off, then start again later where you left off.

synchronous: Having a constant time interval between successive bits, characters or events.

system disk: A disk that contains the operating system files that are needed to start the computer. Any physical disk can be formatted as a system disk. A system disk is also called a bootable disk.

system prompt: One or more characters that indicate that the operating system is ready for you to enter a command. You can enter an operating system command or start a program from a system prompt. To get to a system prompt from within Windows 95, quit Windows 95 or choose the MS-DOS prompt icon in the Main program group. A system prompt is often called a DOS prompt.

T *terminate-and-stay-resident (TSR):* A type of program, also called memory resident, that stays in memory even when you aren't using it.

U *upper memory area (UMA):* The area of memory between 640KB and 1MB. This area, used mostly for video memory and other system functions, may also contain small blocks of unused memory (upper memory blocks) that the computer can use for device drivers and other memory resident programs.

upper memory block (UMB): Continuous regions of the upper memory area into which the computer may load programs and device drivers.

utility: A computer program that lets you modify how certain aspects of your computer work. Utilities differ from applications because you don't use them to do real work—they just make your life easier. Different utilities manage your fonts, compress files and check for viruses. MaxTime and Hardware Setup are examples of utilities.

V *volatile memory:* Random Access Memory (RAM) that is capable of storing information only as long as the computer is powered on (or in Resume Mode, until the battery discharges).

W *write protection:* A safeguard that physically prevents you from deleting the information on a diskette or other storage media. 5.25-inch diskettes have a notch which must be covered to protect information on the diskette. 3.5-inch diskettes have a small square hole with a plastic tab. To protect information on the diskette, slide this tab to uncover the hole.

Index

397

410

U

user setting: 125 to 127
user-level passwords: 186 to 192
using
    communications programs:
           159 to 160
    external keyboard: 167 to 170
    external monitor: 163 to 167
    NoteDock: 175 to 179
    PC Cards: 131 to 138
        Windows 3.11: 370 to 371
    printer: 84 to 87
    PS/2 mouse: 172 to 175
    serial mouse: 170 to 171

V

verification test: 247 to 248
VGA: 101
video modes: 215, 231 to 232,
    357 to 360
viruses: 195
volume
    hotkey: 272
    MaxTime: 288
    TSETUP: 318

W

warning
    Non-system disk error: 254
    Resume failure: 78
warranty: 23
Windows 3.11: 363 to 375
    setting up: 26 to 28
        warning: 26
Windows 95: 41 to 68
    compatibility: 99
    copying files: 89 to 90
    diskettes: 32
    formatting diskettes: 87 to 89
    problems: 239 to 243
    setting up: 26 to 28
    setting up a printer: 29 to 30
    setting up printers: 85 to 86
    Suspend command: 77
working environment: 2 to 5
write-enabled diskettes: 33