

# Lenovo ThinkPad X131e Notebook Computer Checklist and Useful Tips

## I. Introduction

The Lenovo ThinkPad X131e notebook computer is provided to your department by Information Technology Services (ITS) for sharing among HKIEd staffs. As notebook computer is a relatively expensive but delicate piece of equipment, user departments should use and keep it with good care. Note also that most of its accessories, including the AC adapter and cable, are PC-specific equipment and they may only be replaced from Lenovo, if lost.

The following provides a checklist of items included in the package, the detailed specifications of the Lenovo notebook and some tips for using it. Hope that you will find them useful.

For any further queries, please feel free to contact our hotline at 2948 6601.

## II. Checklist

1. Lenovo ThinkPad X131e Notebook
2. 6-cell battery
3. AC Adapter
4. AC Adapter Power Cable
5. USB External Mouse
6. Carrying Case

## III. Specifications

- Intel Core i3-2367M Processor (1.40GHz 3MB cache)
- 4GB DDR3-1600 RAM
- 320GB SATA 7200rpm HDD
- 11.6" HD LED backlight Anti-Glare display (1366 x 768)
- Intel HD Graphics 3000
- HD Audio
- Built-in Gigabit Ethernet LAN
- Built-in Wireless LAN (802.11 a/b/g/n)
- Integrated Bluetooth
- Integrated 720P HD Webcam

## IV. Tips for Using the Lenovo ThinkPad X131e

List of Tips:

- A. Start Using the Notebook
- B. Shutting Down
- C. Using Microphone
- D. Connecting to Campus Network (LAN)
- E. Connecting to Wireless Network
- F. Using External Display Device
- G. Using Microsoft Outlook
- H. Using WinSCP
- I. System Restore
- J. Connecting to AC Power Supply
- K. Useful Links

### A. Start Using the Notebook

1. Open the LCD panel.
2. Press the Power Button (Figure A-1) above the keyboard to turn on the computer.



(Figure A-1)

3. When you see the 'Boot Menu', select Windows 7 and press Enter.

Besides using the software installed in the computer, you can also browse the Internet using WWW browser or get access to email system if the notebook is connected to the network either wireless connection (see section E) or by connecting directly to the campus network with a network cable (see section D).

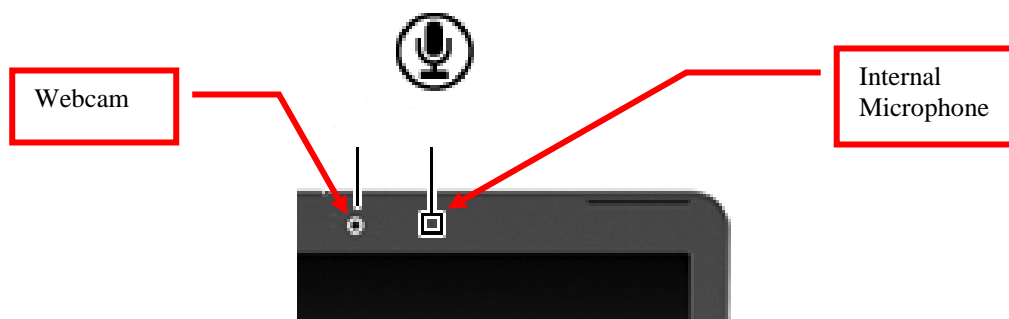
### B. Shutting Down

We have configured the Lenovo notebook so that you may shut it down simply by pressing the Power Button. Alternatively, you may shut down the computer by using the Start menu of Windows 7. The computer can be turned on next time by pressing the Power Button.

Please note that if the LCD panel is closed without shutting down the computer, or if the computer has been idle for more than 5 minutes while running on battery, it will be turned into suspend mode. In that case, programs and data will be stored in memory and operations can be resumed by opening the LCD panel and pressing the Power Button. However, data may be lost at low battery condition if you leave the computer in suspend mode for a long period of time without connecting it to power supply.

### C. Using Microphone

The Lenovo notebook comes with an internal microphone located just above the notebook LCD screen (Figure C-1) that user can make use of it when needed (e.g. sound recording).



(Figure C-1)

### D. Connecting to Campus Network (LAN)

The computer comes with a built-in LAN device (support 10/100/1G Mbps) for connecting the computer directly to the campus network provided that you can locate a network port in the area concerned. For instance, you may wish to connect the notebook to the network when teaching in a classroom. To do this, follow the steps:

1. Turn off the computer.
2. Connect a network cable to the **network jack** (Figure D-1) on the **left hand side** of the computer.
3. Connect the other end of the cable to a network port in the classroom. If there are two network ports in the classroom, use the one that labelled with a smaller port number.
4. Turn on the computer.



(Figure D-1)

## E. Connecting to Wireless Network

The Lenovo notebook equipped with a wireless LAN adapter for connecting to wireless network. To enable or disable the wireless LAN adapter press “**Fn + F5**”.

**Note:** Using the Wireless LAN in a public network is not secure in general; please kindly follow the instructions given by the Wireless LAN service providers.

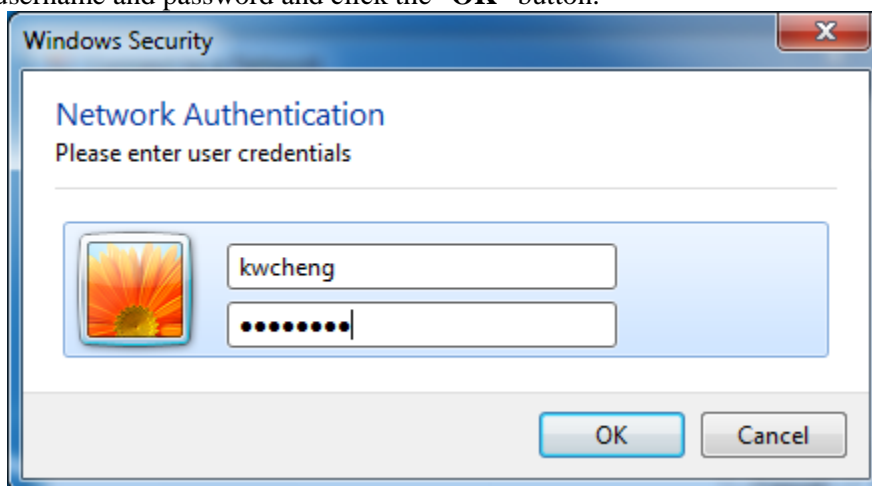
### HKIED wireless network

Though there are a few ways to connect to the HKIED wireless network, we recommend using the more secured ways, i.e. using the WPA/WPA2 or VPN connection methods. For instance, using the WPA/WPA2 method, just follow the steps below:

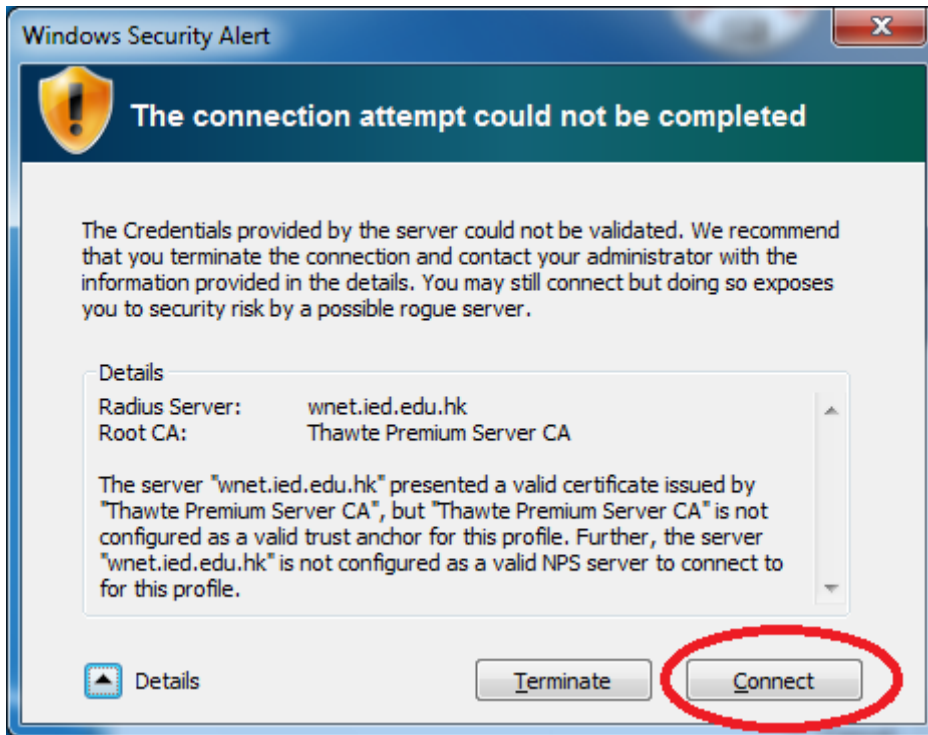
1. Go to a location in the campus where wireless network is available.
2. Enable the wireless adapter and the wireless network will be automatically detected.
3. Click on the network tray icon, then you will see a list of wireless network available. Then click “HKIED” and press “**Connect**”. (**Note:** If the option “Connect automatically” is ticked, Windows 7 will save your username and password. Next time the system will connect automatically while you are in the coverage of this wireless network.)



4. Enter your username and password and click the “**OK**” button.



5. If this is the first time you connect to this wireless network, you will be prompted for the security alert. Then click “**Connect**” to access this certificate.



6. After successfully login, you will be able to access the wireless network.

For more details about the HKIED wireless network, please visit <http://www.ied.edu.hk/its/network/wireless.htm>.

### Using 802.1x wireless network

Besides the HKIED wireless network, there are chances that you may need to setup the notebook to use other 802.1x wireless network (e.g. using the Eduroam service in a participant institution or using wireless network in cybercafé). To do so, you may setup a new connection with the above method.

## F. Using External Display Device

When an external display device (e.g. a computer projector or an external monitor) is connected to the **external monitor connector** (Figure D-1) at the **left** hand side of the computer, the video image will automatically appear on the external device when you boot the computer.

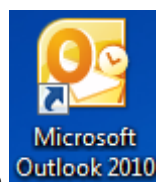
To toggle the video image between the built-in LCD display, simultaneous display or the external device, press “**Windows Key + P**” (holding the  key and then press **P**) on the keyboard.

*Note:* If the external display device is turned off when you boot your computer, the video image will still be sent to the external device but in this case you will not see any image. To see an image, either turns on the external device or change the video image to the built-in LCD display by pressing “**Windows Key + P**”.

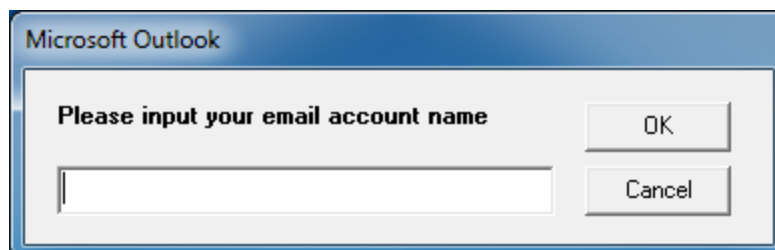
## G. Using Microsoft Outlook

Microsoft Outlook can help you get access to your email messages when the notebook is connected to the network. However, it works slightly different in the Lenovo notebook from how it works in your office PC. The followings are the steps for using MS Outlook with the Lenovo notebook:

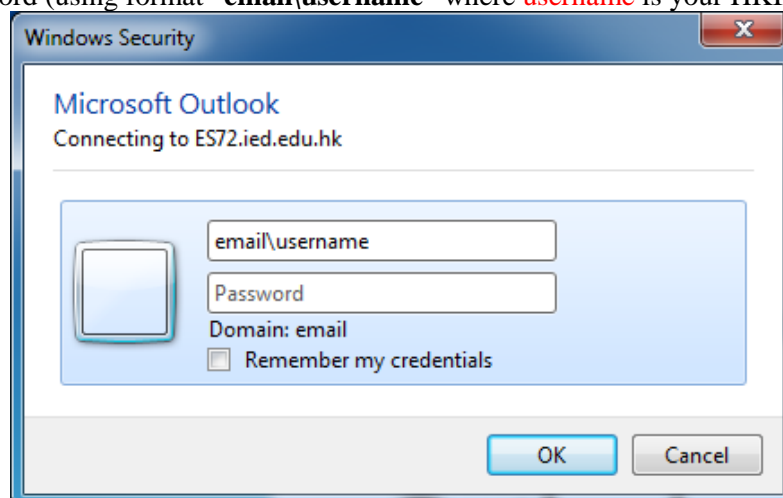
1. Connect the computer to the network (If you are connecting outside the campus network, you need to use VPN connection before open MS Outlook. For details, please refer to HKIED SSL VPN Service – <http://www.ied.edu.hk/its/sslvpn> ).



2. Double-click the Microsoft Outlook icon on the desktop. The following window will appear.



3. Type your **account name** in the space provided and click OK.
4. After a while the normal Outlook login screen will come up and you can login as usual with your account password (using format "**email\username**" where **username** is your HKIED login id).



(It will prompt for password twice)

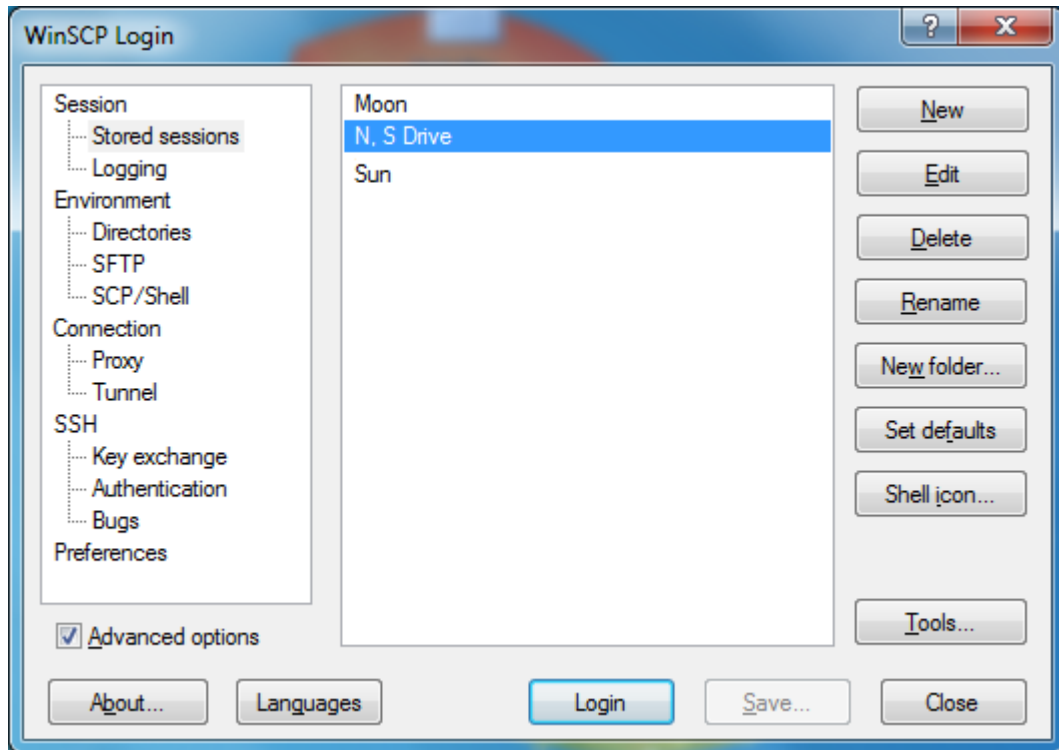
Notes:

Through broadband connection, you may also use MS Outlook with the notebook computer at home. In that case, you need to first make a connection to the HKIED SSL VPN before using MS Outlook (please see the details at ITS website).

## H. Using WinSCP

WinSCP is a freeware installed in the notebook for your easy access to your N: and S: drives. WinSCP can be used for file transfer between the local system (e.g. the notebook computer) and the remote system (e.g. N: drive). For instance, to use WinSCP to get access to your N: drive, do the followings:

1. Connect the computer to the network, which can be achieved by connecting the computer directly to the campus network (see section D). (If you are connecting outside the campus network, you need to use VPN connection before open WinSCP. For details, please refer to HKIED SSL VPN Service – <http://www.ied.edu.hk/its/sslvpn> ).
2. Click **Start** -> **All Programs** -> **WinSCP** -> **WinSCP** and you will see the following screen.



3. Select **N, S Drive** on the right panel of the window, and press **Login**.
4. Type your **account name** in the Login field and press **OK**.
5. Type your **account password** in the Password field and press **OK**.
6. You can then perform file transfer by either selecting COPY under the Files menu or by drag and drop method. Note that for proper file transfer, you should avoid using long file name (file name with 8.3 format is recommended) and filename with Chinese characters.
7. For details, please refer to “Accessing Network Drives Outside Campus - <http://www.ied.edu.hk/its/network/ras.htm#home>”.

## I. System Restore

Sometimes you may want to restore the Lenovo ThinkPad X131e notebook computer to its original state. To allow users to do that, a “**Restore**” function has been included. It will take about 20 minutes to complete the process. Note that this will erase all data in C: drive and hence you are strongly recommended to backup all data before using this function. Follow the steps below to use the “Restore” function:

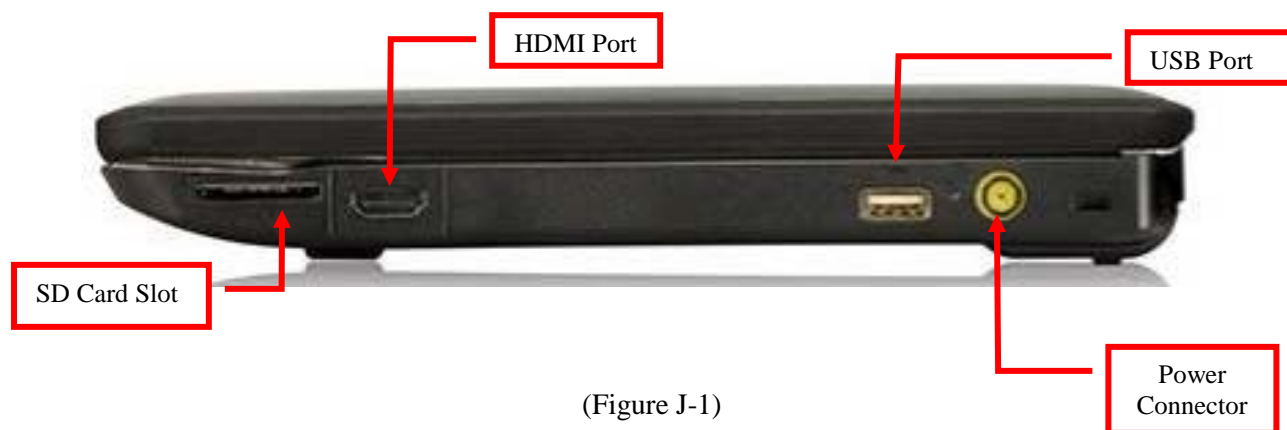
1. Connect the notebook to AC power supply. Otherwise, the “Restore” process may fail when the battery is running low.
2. Turn on the notebook.
3. From the Boot Menu, choose “**Restore Windows**” and press Enter.
4. Enter “**hkied**” as the password and press Enter.
5. Wait for a while and you will see the warning messages. Press ‘R’ to start the ‘Restore’ process or ‘C’ to cancel. (**Warning: Once the ‘Restore’ process has been started, it cannot be cancelled and all data will be erased.**)

## J. Connecting to AC Power Supply

There are cases that you may need to connect the computer to AC power supply (e.g. when the battery is low or when you want to recharge the computer before use). To do so, please follow the steps below:

1. Connect the AC adapter power cable to the AC adapter.
2. Plug the AC adapter cable into the **power connector** at the **right hand side** of the computer. (Figure J-1)

3. Plug the AC adapter power cable into an electrical outlet.



(Figure J-1)

## K. Useful Links

1. ITS Web Site – <http://www.ied.edu.hk/its>
2. Staff FAQ – <https://itssupport.ied.edu.hk/stffaq>
3. Windows 7 Specific FAQ – <https://itssupport.ied.edu.hk/stffaq/1.html>
4. HKIED Wireless Network – <http://www.ied.edu.hk/its/network/wireless.htm>
5. HKIED SSL VPN Service – <http://www.ied.edu.hk/its/sslvpn>