Lenovo IdeaPad Flex 10

User Guide

Read the safety notices and important tips in the included manuals before using your computer.

ideapad

Notes

- Before using the product, be sure to read *Lenovo Safety and General Information Guide* first.
- Some instructions in this guide may assume that you are using Windows® 8. If you are using another Windows operating system, some operations may be slightly different. If you are using other operating systems, some operations may not apply to you.
- The features described in this guide are common to most models. Some features may not be available on your computer or your computer may include features that are not described in this user guide.
- The illustrations in this manual may differ from the actual product. Please refer to the actual product.
- If the computer is preinstalled with a 32 bit operating system, it does not support any 64 bit operating system application setup.

Regulatory Notice

- For details, refer to **Guides & Manuals** at http://support.lenovo.com.

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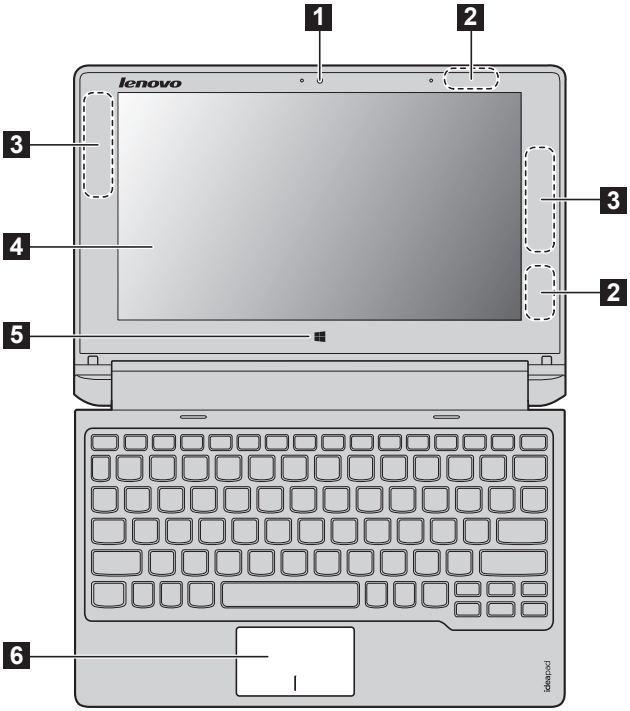
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Chapter 1. Getting to know your computer

Top view



Note: The dashed areas indicate parts that are not visible externally.

Attention:

- When closing the display panel, be careful *not* to leave pens or any other objects in between the display panel and the keyboard. Otherwise, the display panel may be damaged.

1	**Integrated camera (on select models)**	Use the camera for video communication.
2	**Wireless LAN antennas**	Connect to a wireless LAN adapter to send and receive wireless radio signals.
3	**Wireless WAN antennas (on select models)**	Connect to a wireless WAN adapter to send and receive wireless radio signals.
4	**Multi-touch screen**	Functions as the visual display as well as one of the two primary input methods.

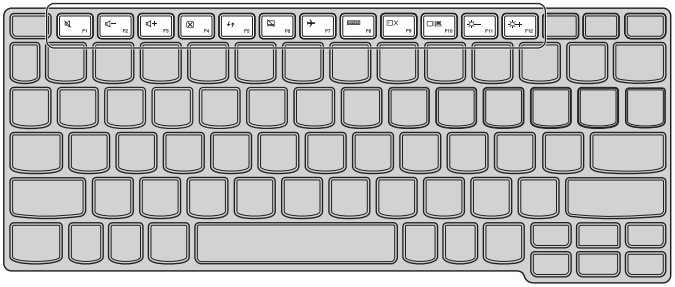
Note: For details, see "Touch screen operation" on page 14.

5	**Windows button**	Press this button to: Toggle between the current view and the Start screen. *-or-* Wake up the computer from sleep mode.
6	**Touch pad**	The touch pad functions as a conventional mouse. **Touch pad:** To move the pointer on the screen, slide your fingertip over the pad in the direction in which you want the pointer to move. **Touch pad buttons:** The functions of the left/right side correspond to those of the left/right mouse button on a conventional mouse.

Note: You can enable/disable the touch pad by pressing **F6** ().

Keyboard function keys

You can access certain system settings quickly by pressing the appropriate function keys.



F1 :	Mutes/unmutes the sound.	F7 :	Enables/disables Airplane mode.
F2 :	Decreases the volume level.	F8 :	Displays all currently active apps.
F3 :	Increases the volume level.	F9 :	Turns on/off the backlight of the LCD screen.
F4 :	Closes the currently active window.	F10 :	Toggles the display between the computer and an external device.
F5 :	Refreshes the desktop or the currently active window.	F11 :	Decreases the display brightness.
F6 :	Enables/disables the touch pad.	F12 :	Increases the display brightness.

Positioning the display panel

The display panel can be opened to any angle up to 300 degrees.

Notebook Mode



Suitable for tasks that require a keyboard and mouse (such as creating documents, writing e-mails, and so on).

Stand Mode (Theater Mode)



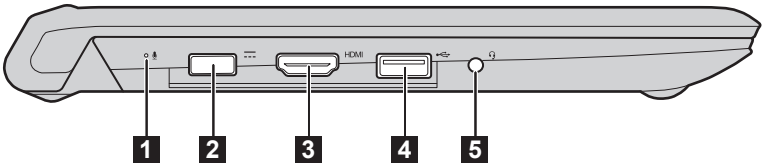
Suitable for tasks that require little or no touch (such as viewing photos or playing videos).

Attention:

- Do *not* open the display with too much force, otherwise the panel or hinges may be damaged.

Note: The keyboard and touch pad are automatically locked when the screen is opened beyond 180 degrees (approximately).

Left-side view



1	**Built-in microphone**	Captures sound which can be used for video conferencing, voice narration, or audio recording.
2	**AC power adapter jack**	Connect the AC power adapter here.
3	**HDMI port**	Connects to devices with HDMI input such as a TV or an external display.
4	**USB port**	Connects to USB 3.0 devices.

Note: For details, see “Connecting USB devices” on page 6.

5	**Combo audio jack**	Connects to headsets.

Notes:
- The combo audio jack does not support conventional microphones.
- The recording function may not be supported if third-party headphones or headsets are connected, due to different industry standards.

Connecting USB devices

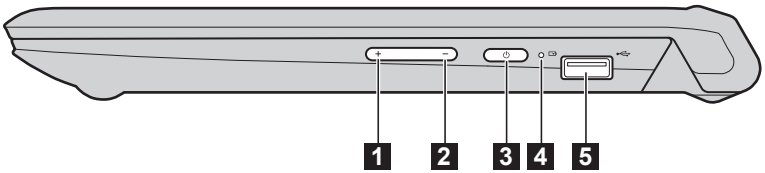
Your computer comes with two USB ports compatible with USB devices.
The first time you plug a USB device into a particular USB port on your computer, Windows automatically installs a driver for that device. After the driver has been installed, you can disconnect and reconnect the device without performing any additional steps.

Note: Typically, Windows detects a new device after it has been connected, and then installs the driver automatically. However, some devices may require you to install the driver before connecting. Check the documentation provided by the device's manufacturer before connecting the device.

Before disconnecting a USB storage device, make sure your computer has finished transferring data to that device. Click the **Safely Remove Hardware and Eject Media** icon in the Windows notification area to remove the device before disconnecting.

Note: If your USB device uses a power cord, connect the device to a power source before connecting it. Otherwise, the device may not be recognized.

Right-side view



1 **Volume up button** Increases the volume level.

2 **Volume down button** Decreases the volume level.

3 **Power button** Press this button to turn on the computer.

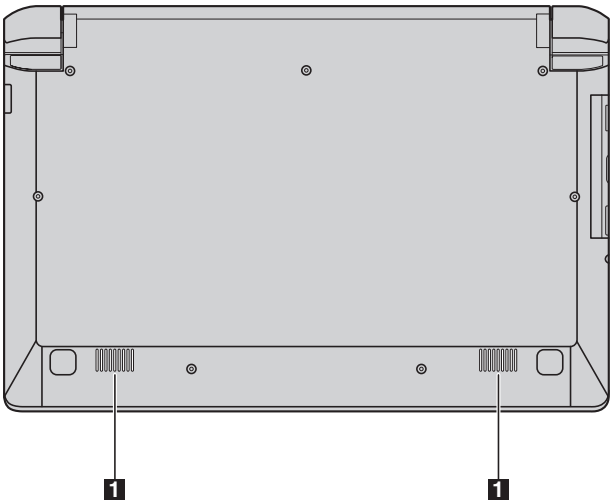
4 **Battery status indicator**

Indicator	Indicator status	Charge status	Meaning
	On (white)	Charging	The battery's charge is greater than 80%.
		Discharging	The battery's charge is greater than 20%.
	On (amber)	Discharging	The battery's charge is less than 20%, but above 5%.
	Blinking (white)	Charging	The battery's charge is less than 80%, but above 20%.
	Blinking slowly (amber)	Charging	The battery's charge is less than 20%, but above 5%.
	Blinking quickly (amber)	Discharging/ Charging	The battery's charge is less than 5%.
	Off	Discharging	The computer is off.

5 **USB port** Connects to USB 2.0 devices.

Note: For details, see "Connecting USB devices" on page 6.

Bottom view



1 Speakers Provide audio output.

Chapter 2. Starting to use Windows 8

Configuring the operating system for the first time

You may need to configure the operating system when it is first used. The configuration process may include the procedures below:

- Accepting the end user license agreement
- Configuring the internet connection
- Registering the operating system
- Creating a user account

Operating system interfaces

Windows 8 comes with two main User Interfaces: the Start screen and the desktop.

To switch from the Start screen to the desktop, do one of the following:

- Select the desktop tile on the Start screen.
- Press the Windows button.
- Press Windows key + D.

To switch from the desktop to the Start screen, do one of the following:

- Select **Start** from the charms.
- Move the pointer to the lower-left corner and then select the Start screen thumbnail when it is displayed.

Start screen



Desktop

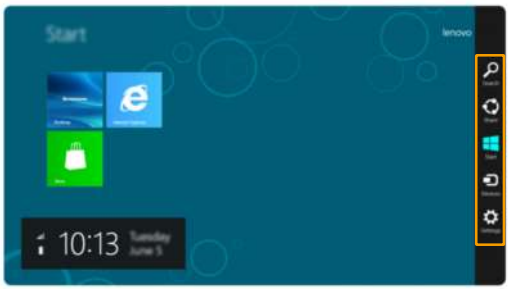


The charms

The five charms provide new and faster ways to perform many basic tasks, and are always available regardless of which app you are currently in.

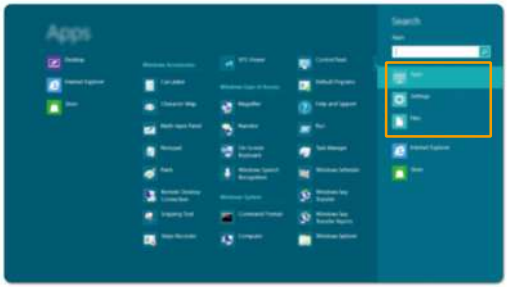
To display the charms, do one of the following:

- Move the pointer to the upper-right or lower-right corner until the charms bar is displayed.
- Use one finger to swipe in from the right edge of the screen until the charms bar is displayed.
- Press Windows key + C.



Search charm

The **Search** charm is a powerful new way to find whatever you are looking for, including apps, settings and files.



Share charm

The **Share** charm enables you to send links, photos, and more to your friends and social networks without leaving the app you are in.

Start charm

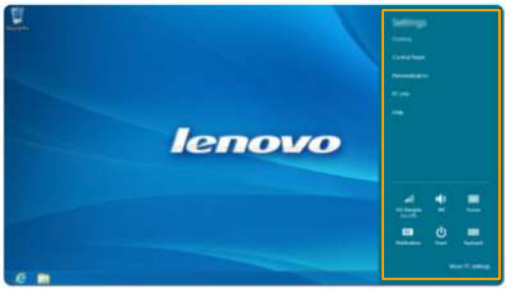
The **Start** charm is a fast way to go to the Start screen.

Devices charm

The **Devices** charm enables you to connect or send files to any external devices, such as digital cameras, TVs, or printers.

Settings charm

The **Settings** charm enables you to perform basic tasks, such as setting the volume or shutting down the computer. Also, you can get to the Control Panel through the **Settings** charm when using the desktop screen.



Putting the computer to sleep or shutting it down

When you have finished working with your computer, you can put it to sleep or shut it down.

Putting your computer to sleep

If you will be away from your computer for a short time, put the computer to sleep.
When the computer is in sleep mode, you can quickly wake it to resume use, bypassing the startup process.
To put the computer to sleep, do one of the following:

- Close the display panel.
- Press the Power button.
- Open the charms and then select **Settings**  → **Power**  → **Sleep**.

Note: Put your computer to sleep before you move it. Moving your computer while the hard disk is spinning can damage the hard disk, causing loss of data.

To wake the computer, do one of the following:

- Press any key on the keyboard. (Notebook mode only)
- Press the Power button.
- Press the Windows button.

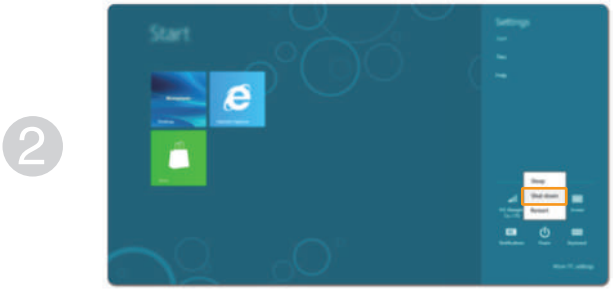
Shutting down the computer

If you are not going to use your computer for a long time, shut it down.
To shut down your computer:

❶ Open the charms, and then select **Settings** .



❷ Select **Power** → **Shut down**.



Touch screen operation

The display panel can accept inputs like a tablet, using the multi-touch screen, or like a traditional notebook computer, using the keyboard and touch pad.

Multi-touch gestures

You can touch the screen with one or more fingertips to perform a variety of tasks.

Frequently used gestures	Tasks performed
Tap Tap once on an item. 	Performs an action, such as starting an app, opening a link, or performing a command. Similar to left-clicking with a mouse.
Press and hold Press your finger down and leave it there for a moment. 	Allows you to see detailed information before selecting an action. Can also open a menu with more options. Similar to right-clicking with a mouse.

(continued)

Frequently used gestures	Tasks performed
Zoom Move two fingers together or apart while touching the screen. 	Zooms in and out on visual apps, such as pictures and maps. Can also jump to the beginning or end of a list.
Rotate Place two or more fingers on an item and then turn your hand. 	Turns an object. (Note: Not all items can be rotated, depending upon the app.)
Slide Drag your finger across the screen. 	Pans or scrolls through lists and pages. Can also move an object or be used to draw or write, depending upon the app. Similar to pressing and holding to pan and to scrolling with a mouse.

(continued)

Frequently used gestures	Tasks performed
Swipe Start from any edge of the screen, then swipe inwards toward the center. 	Swiping down from the top edge or up from the bottom edge displays a task bar on the bottom of the screen with app commands, including save, edit, and delete. If you have an app currently open, you can also: • Swipe from the top edge to halfway down the screen without lifting your finger to dock that app on the left or right side of the screen. This allows you to keep two apps open simultaneously in a split-screen format. • Swipe from the top edge straight down to the bottom edge of the screen continuously without lifting your finger to close the currently open app.

(continued)

Frequently used gestures	Tasks performed
	Swiping in from the left edge can: • Bring in and open an app currently running in the background. If there is more than one currently open app, you can: • Swipe in from the left to bring in an app and, without lifting your finger, push that app quickly back off the left edge of the screen. This displays a list of the apps currently running in the background.
	Swiping in from the right edge of the screen displays the charms.

Connecting to wireless LAN

Enabling wireless connection

To confirm that Airplane mode is disabled, go to the desktop and check the notification area.

If you see the icon displayed on the lower right, then Airplane mode is on. Otherwise, wireless function is enabled.

Note: Airplane mode should be disabled by default.

If Airplane mode is on, do one of the following to enable the wireless function:

- Press **F7** ( ) to disable Airplane mode.
- Open the charms, select **Settings** → to open the Network configuration page, and then toggle Airplane mode switch to **Off**.

Connecting to a wireless LAN

After wireless has been enabled, the computer will automatically scan for available wireless networks and display them in the wireless LAN network list. To connect to a wireless network, click the network name in the list, and then click **Connect**.

Note: Some networks require a network security key or passphrase for connection. To connect to one of those networks, ask the network administrator or the Internet Service Provider (ISP) for the security key or passphrase.



Help and support

If you have any problems using the operating system, see the Windows Help and Support file. To open the Windows Help and Support file, do one of the following:

- Select the **Settings** charm, then select **Help**.
- Press Windows key + **Fn** + **F1**.



You can read the Windows Help and Support file on your computer. You can also get online help and support by clicking the link listed under **More to explore**.

Chapter 3. Troubleshooting

Frequently asked questions

This section lists frequently asked questions by category.

Finding information

What safety precautions should I follow when using my computer?

The *Lenovo Safety and General Information Guide* which came with your computer contains safety precautions for using your computer. Read and follow all the precautions when using your computer.

Where can I find the hardware specifications for my computer?

You can find hardware specification for your computer on the printed flyers which came with your computer.

Where can I find warranty information?

For the warranty applicable to your computer, including the warranty period and type of warranty service, see the Lenovo limited warranty flyer that came with your computer.

Drivers and preinstalled software

Where are the installation discs for Lenovo preinstalled software (desktop software)?

Your computer did not come with installation discs for Lenovo preinstalled software. If you need to reinstall any preinstalled software, you can find the installation program on the D partition of your hard disk. If you cannot find the installation program there, you can also download it from the Lenovo consumer support website.

Where can I find drivers for the various hardware devices of my computer?

If your computer is preinstalled with a Windows operating system, Lenovo provides drivers for all the hardware devices that you need on the D partition of your hard disk. You can also download the latest device drivers from the Lenovo consumer support website.

BIOS setup utility

What is the BIOS setup utility?

The BIOS setup utility is ROM-based software. It displays basic computer information and provides options for setting boot devices, security, hardware mode, and other preferences.

How can I start the BIOS setup utility?

To start the BIOS setup utility:

1. Shut down the computer.
2. Press and hold **Fn** + **F2** while the computer is starting up.

Getting help

How can I contact the customer support center?

See "Chapter 3. Getting help and service" in the *Lenovo Safety and General Information Guide*.

Troubleshooting

If you do not find your problem here, see Chapter 1. The following section only describes problems that might negate the need to refer to the more comprehensive information in Chapter 1.

Display problems

When I turn on the computer, nothing appears on the screen.

- If the screen is blank, make sure that:
  - The AC power adapter is connected to the computer, and the power cord is plugged into a working electrical outlet.
  - The computer power is on. (Press the Power button again for confirmation.)
- If these items are properly set, and the screen remains blank, have the computer serviced.

When I turn on the computer, only a white cursor appears on a blank screen.

- Restore backed-up files to your Windows environment or the entire contents of your hard disk to its original factory contents using the recovery system. If you still see only the cursor on the screen, have the computer serviced.

The screen goes blank while the computer is on.

- Your power management is enabled. Do one of the following to resume from sleep or hibernation mode:
  - Press any key on the keyboard. (Notebook mode only)
  - Press the Power button.
  - Press the Windows button.
  - Press **F9** () to confirm whether the backlight of the LCD screen has been turned off.

Sleep or hibernation problems

The critical low-battery error message appears, and the computer immediately turns off.

- The battery power is getting low. Connect the AC power adapter to the computer.

The computer enters sleep mode immediately after Power-on.

- Make sure that:
  - The battery is charged.
  - The operating temperature is within the acceptable range. See “Chapter 2. Use and care Information” in the *Lenovo Safety and General Information Guide*.

Note: If the battery is charged and the temperature is within range, have the computer serviced.

The computer does not return from sleep mode and the computer does not work.	• If the computer does not return from sleep mode, it may have entered hibernation mode automatically because the battery is depleted. Check the power indicator. • If your computer is in sleep mode, connect the AC power adapter to the computer, then press the Windows button or the Power button. • If your computer is in hibernation mode or powered-off, connect the AC power adapter to the computer, then press the Power button to resume operation.

Note: If the system still does not return from sleep mode, your system has stopped responding, and you cannot turn off the computer; reset the computer. Unsaved data may be lost. To reset the computer, press and hold the Power button for five seconds or more. If the computer still does not reset, remove the AC power adapter.

Display panel problems

The screen is blank.	• Do the following: - If you are using the AC power adapter or the battery, and the battery status indicator is on, press **F12** () to make the screen brighter. - If the power indicator is blinking, press the Power button to resume from sleep mode. - If the problem persists, follow the solution in the next problem "The screen is unreadable or distorted." - Press **F9** () to confirm whether the backlight of the LCD screen has been turned off.
The screen is unreadable or distorted.	• Make sure that: - The screen resolution and color quality are correctly set. - The monitor type is correct.
Incorrect characters appear on the screen.	• Are the operating system or programs installed correctly? If they are installed and configured correctly, have the computer serviced.

Sound problems

No sound can be heard from the speakers even when the volume is turned up.	• Make sure that: - The Mute function is off. - The combo audio jack is not being used. - Speakers are selected as the playback device.

Battery problems

Your computer shuts down before the battery status indicator shows empty. *-or-* Your computer operates after the battery status indicator shows empty.	• Recharge the battery.

Other problems

Your computer does not respond.	• To turn off your computer, press and hold the Power button for five seconds or more. If the computer still does not respond, remove the AC power adapter. • Your computer might lock when it enters sleep mode during a communication operation. Disable the sleep timer when you are working on the network.
The connected external device does not work.	• Do *not* connect or disconnect any external device cables other than USB while the computer power is on. Otherwise, you might damage your computer. • When using high power consumption external devices such as an external USB optical disk drive, use an external device power adapter. Otherwise, the device may not be recognized, or the system may shut down as a result.

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