

User Guide

Lenovo
IDEAPAD



Lenovo

IdeaPad 5x 2-in-1 (14", 9)

Read this first

Before using this documentation and the product it supports, ensure that you read and understand the following:

- [Generic Safety and Compliance Notices](#)
- *Safety and Warranty Guide*
- *Setup Guide*

First Edition (August 2024)

© Copyright Lenovo 2024.

LIMITED AND RESTRICTED RIGHTS NOTICE: If data or software is delivered pursuant to a General Services Administration "GSA" contract, use, reproduction, or disclosure is subject to restrictions set forth in Contract No. GS-35F-05925.

Contents

About this guide iii

Chapter 1. Meet your PC 1

| | |
|--|----|
| Front view | 1 |
| Microphones | 1 |
| Camera shutter | 1 |
| Camera | 2 |
| Camera light | 2 |
| Screen | 2 |
| Base view | 3 |
| Speakers | 3 |
| Keyboard | 3 |
| Fingerprint sensor | 3 |
| Touchpad | 4 |
| Antennas | 4 |
| Left view | 5 |
| HDMI connector | 5 |
| Multi-purpose USB Type-C connector | 5 |
| Charging light | 6 |
| Combo audio jack | 6 |
| Right view | 7 |
| Power light | 7 |
| Power button | 7 |
| microSD card slot | 8 |
| USB Standard-A connector | 8 |
| Bottom view | 9 |
| Air vents (intake) | 9 |
| Novo button hole | 9 |
| Specifications | 10 |
| Statement on USB transfer rate | 12 |
| Operating environment | 12 |

Chapter 2. Explore your PC 13

| | |
|---|----|
| Your PC and its operating system | 13 |
| Initial setup of the Windows operating system | 13 |
| Enroll your fingerprints | 13 |
| Windows Update | 13 |

| | |
|---|----|
| Windows recovery options | 13 |
| Use power efficiently | 14 |
| Shut down your PC | 15 |
| Put your PC into sleep mode | 15 |
| Adjust timeouts for sleep and the built-in screen | 15 |
| Switch the PC's active power mode | 15 |
| Set up Internet access | 16 |
| Interact effectively with your PC | 16 |
| The display device | 16 |
| Keyboard | 18 |
| Touchpad gestures | 21 |
| Bluetooth connectivity | 22 |
| Flexible modes | 22 |
| Lenovo Digital Pen | 24 |
| The firmware of your PC | 25 |
| The utility program for the PC's firmware | 26 |
| Set passwords in the firmware setup utility | 26 |

Chapter 3. Help and support 29

| | |
|--|----|
| Frequently asked questions | 29 |
| What should I do if my computer stops responding | 29 |
| What should I do if I spill liquid on the computer | 29 |
| Why does my computer start automatically when I open the lid | 29 |
| Self-help resources | 29 |
| What is a CRU? | 30 |
| CRUs for your product model | 30 |
| Call Lenovo | 31 |
| Before you contact Lenovo | 31 |
| Lenovo Customer Support Center | 31 |
| Purchase additional services | 32 |

Appendix A. Notices and trademarks 33

About this guide

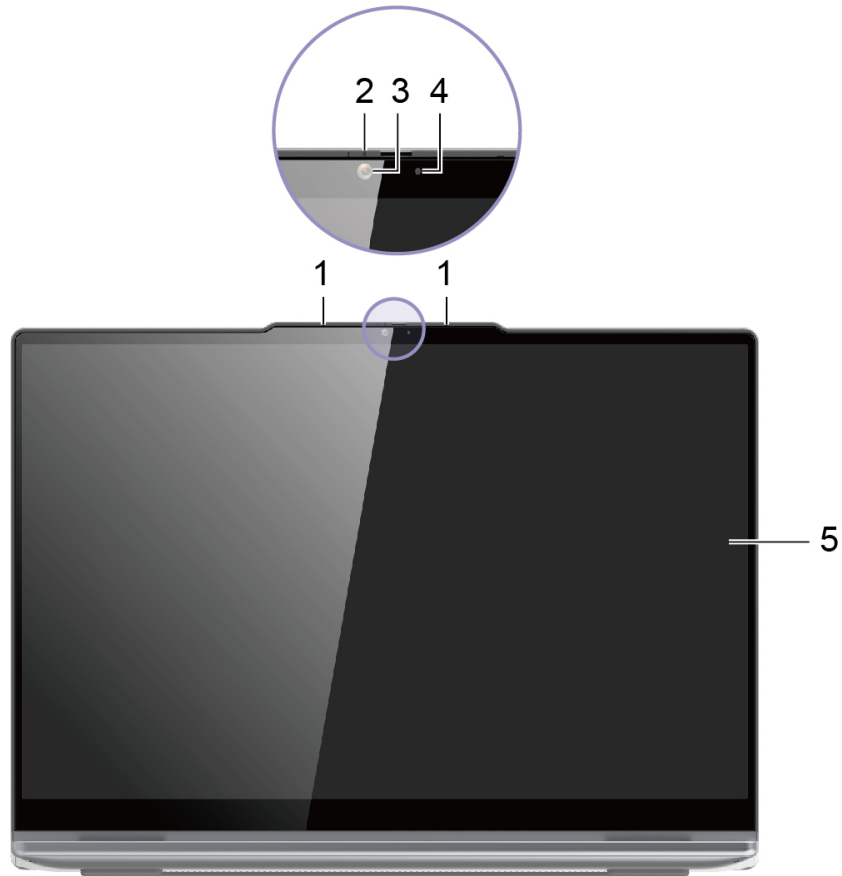
- This guide applies to Lenovo product model(s) listed below. Illustrations in this guide may look slightly different from your product model.

| Model name | Machine type (MT) |
|---------------------------|-------------------|
| IdeaPad 5 2-in-1 14Q8X9 | 83GH |
| IdeaPad 5 2-in-1 14Q8X9 1 | |

- For further compliance information, refer to the *Generic Safety and Compliance Notices* at https://pcsupport.lenovo.com/docs/generic_notices.
- This guide may contain information about accessories, features, and software that are not available on all models.
- This guide contains instructions that are based on the Windows operating system. These instructions are not applicable if you install and use other operating systems.
- Microsoft® makes periodic feature changes to the Windows® operating system through Windows Update. As a result, the operating system related instructions may become outdated. Refer to Microsoft resources for the latest information.
- The content of the guide is subject to change without notice. To obtain the latest version, go to <https://support.lenovo.com>.

Chapter 1. Meet your PC

Front view



| No. | Description |
|-----|----------------|
| 1 | Microphones |
| 2 | Camera shutter |
| 3 | Camera |
| 4 | Camera light |
| 5 | Screen |

Microphones

The microphones are the PC's built-in sound input devices. They capture your voice and ambient sound and convert them into digital form. Microphones are essential components when you use your PC for video conferencing or voice recording.

Camera shutter

The camera shutter is a sliding cap that you can move to block the camera lens.

Note: The camera shutter is designed for privacy protection. When the camera lens is blocked, the camera function is disabled.

Camera

The built-in camera captures visible light and converts it to digital signals. It is used for video recordings and video conferencing.

Camera light

The camera light indicates whether the camera is activated.

Table 1. Camera light status and description

| Camera light status | Description |
|---------------------|------------------------------|
| On | The camera is activated. |
| Off | The camera is not activated. |

Screen

The screen of the built-in display is where text, graphics, and videos are displayed.

The screen is touch-enabled, allowing you to interact with your PC by intuitively touching buttons, icons, and menu items displayed on the screen. Touch-enabled screens also support multi-finger gestures.

Related topics

“The display device” on page 16

Base view



| No. | Description |
|-----|--------------------|
| 1 | Speakers |
| 2 | Keyboard |
| 3 | Fingerprint sensor |
| 4 | Touchpad |
| 5 | Antennas |

Speakers

The speakers are the PC's built-in sound output devices.

Keyboard

The keyboard is the PC's built-in input device for typing characters. It also includes keys that can make you more productive when interacting with the PC, apps, and the Windows operating system.

Note: Keyboard layouts vary by language and geographical location. The keyboard on your PC may look slightly different from those depicted in the product illustrations in this publication.

Related topics

“Shortcut keys” on page 18

Fingerprint sensor

The fingerprint sensor scans your finger to unlock your PC or verify your identity.

Note: You need to enroll one or more fingerprints before using them for identity verification. On a Windows PC, go to **Settings** → **Accounts** → **Sign-in options** to enroll your fingerprints.

Related tasks

“Enroll your fingerprints” on page 13

Touchpad

The touchpad is the PC's built-in pointing device. Slide your finger on the touchpad to move the pointer on the screen and tap or double-tap to select or execute a screen item.

The touchpad also supports Windows multi-finger gestures, providing a convenient alternative for switching between app windows and the desktop, activating the search box, or adjusting volumes.

Related topics

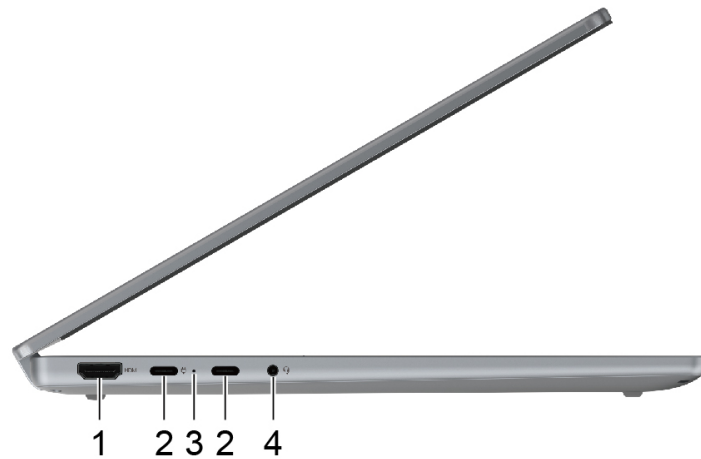
“Touchpad gestures” on page 21

Antennas

The antennas transmit and receive radio waves to allow data to be transferred between your PC and a Wi-Fi network device or a Bluetooth device.

Note: The antennas are hidden inside the PC.

Left view



| No. | Description |
|-----|--------------------------------------|
| 1 | HDMI™ connector |
| 2 | Multi-purpose USB Type-C® connectors |
| 3 | Charging light |
| 4 | Combo audio jack |

HDMI connector

The HDMI connector is used to connect an external display device, such as a television, a projector, or a monitor.

Multi-purpose USB Type-C connector

This USB Type-C connector is the PC's power input connector. Use the included power adapter and this connector to supply power to the PC.

When this connector is not used by the included power adapter, it can also be used to connect:

- Storage or peripheral devices that follow the universal serial bus (USB) specification for data transfer and device interconnection
- Display devices

Note: When connecting display devices, you need to use appropriate cables and adapters (if needed) according to the connection capabilities of the display device.

Related topics

“Connecting external displays” on page 17

Charging light

The charging light indicates whether the PC is plugged into an electrical outlet. When the PC is plugged into an electrical outlet, the color of the light indicates whether the battery is fully charged (or will shortly be fully charged).

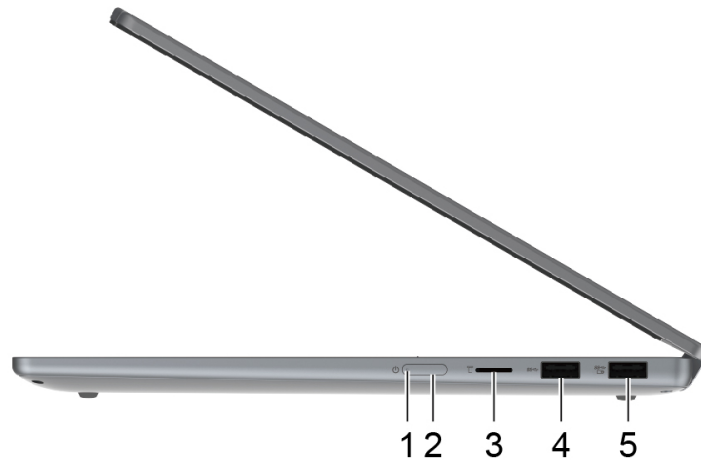
Table 2. Charging light statuses and descriptions

| Light status | Plugged in? | Battery charge level |
|--------------|-------------|----------------------|
| Off | No | / |
| On, amber | Yes | 1%–90% |
| On, white | Yes | 91%–100% |

Combo audio jack

The combo audio jack is used to connect single-plug headsets, headphones, or external speakers.

Right view



| No. | Description |
|-----|--|
| 1 | Power light |
| 2 | Power button |
| 3 | microSD card slot |
| 4 | USB Standard-A connector |
| 5 | USB Standard-A connector (always-on connector) |

Power light

The power light indicates the current power state of the PC: whether it is powered on, powered off, in sleep mode, or in hibernation mode.

When the PC is powered on, this light can also indicate low battery by blinking rapidly.

Table 3. Power light status and description

| Light status | Power state | Battery charge level |
|--------------------------|------------------------------------|----------------------|
| White (solid on) | Powered on | 21%–100% |
| White (blinking rapidly) | Powered on | 1%–20% |
| White (blinking slowly) | In sleep mode | / |
| Off | Powered off or in hibernation mode | / |

Power button

Press the power button to turn on your PC.

Note: By default, on a Windows PC, pressing the power button when the PC is turned on will put the PC into sleep mode.

microSD card slot

The microSD card slot is used to insert a microSD, microSDHC, or microSDXC memory card to transfer data between the memory card and your PC.

USB Standard-A connector

The USB Standard-A connector is used to connect storage or peripheral devices that follow the universal serial bus (USB) specification for data transfer and device interconnection.

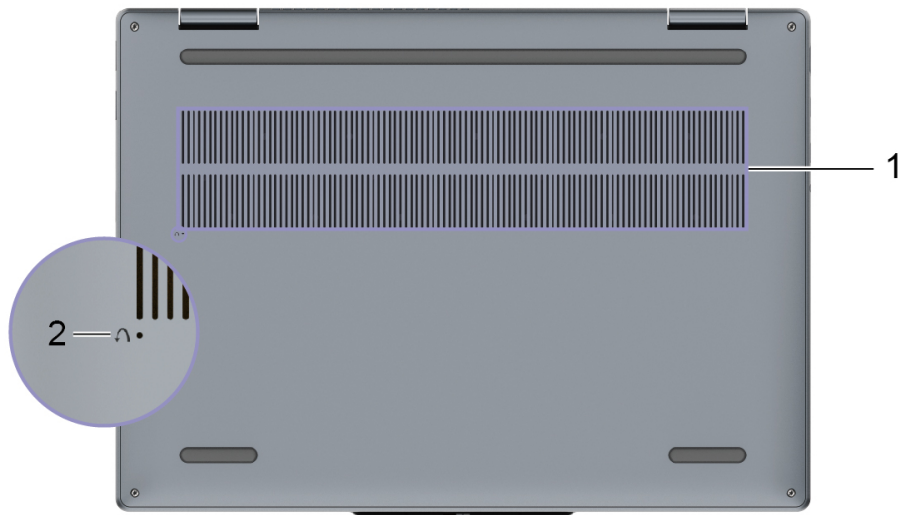
Always-on connector

The right USB Standard-A connector supports the always-on function. The PC can supply power to a USB device connected to this type of connector even when the PC is powered off, in sleep mode, or in hibernation mode.

The always-on function can be turned on and off in:

- The PC's firmware setup utility, or
- Lenovo Vantage or Lenovo PC Manager

Bottom view



| No. | Description |
|-----|--------------------|
| 1 | Air vents (intake) |
| 2 | Novo button hole |

Air vents (intake)

The air vents allow air to be sucked inside of the PC to cool the internal components.

Important: When the PC is operating, do not place it on a bed, sofa, carpet, or other flexible surfaces. Otherwise, the air vents will be blocked and the PC may overheat, reducing performance or causing the PC to be unresponsive or even shut down.

Novo button hole

When the PC is powered off, you can press the Novo button to display the Novo button menu. From the menu, you can then choose to:

- Open the firmware setup utility
- Display the boot device selection menu
- Display the Windows advanced startup options page

Note: The Novo button is rarely used during normal PC operations. To prevent users from accidentally pressing it, the Novo button is placed in a recessed hole. You can use a straightened paper clip to press this button.

Specifications

Dimensions

| | |
|-----------|---------|
| Width | 313 mm |
| Depth | 227 mm |
| Thickness | 18.9 mm |

ac power adapter

| | |
|-----------------|------------------------|
| Plug type | USB Type-C |
| Input | 100–240 V ac, 50–60 Hz |
| Output voltage | 20 V |
| Maximum current | 3.25 A |
| Maximum power | 65 W |

Rechargeable battery pack

| | |
|-----------------|------------|
| Capacity | 57 Wh |
| Cell type | Li-Polymer |
| Number of cells | 3 |

Memory

| | |
|----------------------|---------|
| Type | LPDDR5X |
| Installation | Onboard |
| Number of DIMM slots | 0 |

Mass storage device

| | |
|-----------|------------|
| Type | SSD |
| Slot | M.2 (2242) |
| Interface | PCIe Gen4V |

Display

| | |
|------------|---------------------|
| Size | 14 inches |
| Type | OLED |
| Resolution | 1920 × 1200 (WUXGA) |

Connectors

| | |
|------------------------------------|--|
| Combo audio jack | <ul style="list-style-type: none">• Diameter: 3.5 mm• Supported plugs:<ul style="list-style-type: none">– 3-pole, TRS– 4-pole, TRRS (CTIA and OMTP) |
| HDMI connector | <ul style="list-style-type: none">• Supported signaling protocol:<ul style="list-style-type: none">– Fixed-rate link (FRL), or– Transition minimized differential signaling (TMDS)• Maximum output resolution: 3840 × 2160 @ 60 Hz |
| Memory card slot | Supported card types: <ul style="list-style-type: none">• microSD card• microSDHC card• microSDXC card |
| USB Standard-A connector | <ul style="list-style-type: none">• Quantity: 2• Maximum power output:<ul style="list-style-type: none">– 5 V, 0.9 A– 5 V, 1.5 A (for always-on connector)• Supported signaling protocols:<ul style="list-style-type: none">– USB 2.0 480 Mbps– SuperSpeed USB 5 Gbps– SuperSpeed USB 10 Gbps |
| Multi-purpose USB Type-C connector | <ul style="list-style-type: none">• Quantity: 2• Maximum power output: 5 V, 3 A• Maximum power input: 20 V, 3.25 A• Protocols:<ul style="list-style-type: none">– USB 2.0 480 Mbps– SuperSpeed USB 5 Gbps– SuperSpeed USB 10 Gbps– DisplayPort™ 1.4 |

Note: Data transmission rates are presented as maximum theoretical values in compliance with applicable specifications. The actual data transmission rates depend on various factors, including the performance of the connected devices and the quality of the cables being used. These rates are typically slower than the maximum theoretical values listed.

Networking

| | |
|-----------------|---|
| Wi-Fi standards | <ul style="list-style-type: none">• 802.11 a/b/g• 802.11n• 802.11ac wave 2• Wi-Fi 6 (802.11ax)• Wi-Fi 6E• Wi-Fi 7 <p>Note: Different Wi-Fi standards may operate on different frequency bands. In some countries or regions, certain frequency bands may be prohibited for unlicensed use or may require specific conditions. Wi-Fi 6E and Wi-Fi 7 on this PC are disabled in some countries or regions in accordance with local regulations.</p> |
| Bluetooth | Bluetooth 5.3 |

Statement on USB transfer rate

Depending on many factors such as the processing capability of the host and peripheral devices, file attributes, and other factors related to system configuration and operating environments, the actual transfer rate using the various USB connectors on this device will vary and will be slower than the data rate listed below for each corresponding device.

| USB device | Data rate (Gbit/s) |
|------------|--------------------|
| 3.2 Gen 1 | 5 |
| 3.2 Gen 2 | 10 |

Operating environment

Maximum altitude (without pressurization)

3048 m (10 000 ft)

Temperature

- At altitudes up to 2438 m (8000 ft)
 - Operating: 5°C to 35°C (41°F to 95°F)
 - Storage: 5°C to 43°C (41°F to 109°F)
- At altitudes above 2438 m (8000 ft)
 - Maximum temperature when operating under the unpressurized condition: 31.3°C (88°F)

Note: When you charge the battery, its temperature must be no lower than 10°C (50°F).

Relative humidity

- Operating: 8% to 95% at wet-bulb temperature 23°C (73°F)
- Storage: 5% to 95% at wet-bulb temperature 27°C (81°F)

Chapter 2. Explore your PC

Your PC and its operating system

The operating system is the most important software installed on a PC. The operating system manages the PC's hardware devices, provides utility apps and user interfaces, and allows various apps to be installed so that a PC can be used for different purposes.

Your PC is pre-installed with the Windows 11 operating system.

Initial setup of the Windows operating system

When you turn on your PC for the first time, the Windows operating system will guide you through the initial setup process. Most importantly, you will:

- Create a user account
- Connect to a wireless network that has Internet access
- Select language-related settings

Note: If you choose to set up Windows for personal use, you are required to either use an existing Microsoft account or create a new one as your user account. After the initial setup, you have the option to switch to a local account.

Enroll your fingerprints

You can use the biometric fingerprint option to sign in to Windows quickly if your computer includes a fingerprint sensor. This sign-in option provides a reliable and secure way of identity verification.

- Step 1. Select **Start → Settings → Accounts → Sign-in options**.
- Step 2. Under **Ways to sign in**, select **Fingerprint recognition (Windows Hello)** to set up sign-in with a fingerprint sensor.
- Step 3. Follow the on-screen instructions to enroll your fingerprints.

Notes:

- You need to set up a PIN code before you are allowed to use this sign-in option.
- It is recommended that you enroll multiple fingerprints in case of any injuries to your fingers.

Windows Update

From time to time, your PC receives update notifications. These may include new features, security updates, and new device drivers. While security-related updates are typically downloaded and installed automatically, you can manually control the installation of other available updates.

In Windows Update, you can view available updates, manually check for updates, and configure update-related settings. To navigate to Windows Update, select **Settings → Windows Update**.

Windows recovery options

When using your PC and the operating system, you may encounter problems. Windows provides several recovery options for you to restore it back to normal. The following table will help you decide which option to use for various circumstances.

Table 4. Windows recovery options

| Circumstances | Recovery options |
|---|--|
| Windows runs much slower after you install an app. | Restore Windows from a system restore point. |
| Windows hasn't been functioning properly for some time. | Reset your PC while keeping your personal files. |
| Your PC won't start. | Utilize Windows startup repair function. |
| Your PC won't start and cannot be repaired using Windows startup repair function. | Use a recovery drive to restore Windows. |

Reset Windows

Resetting Windows allows you to reinstall the operating system while retaining your personal files. This gives the operating system a fresh start and, in some cases, restores the PC's original performance.

- Step 1. Select **Settings → System → Recovery**.
- Step 2. Under recovery options, select **Reset PC**.
When prompted, choose between **Keep my files** and **Remove everything**.
- Step 3. Follow the on-screen instructions to complete the reset process.

Create a recovery drive

It is a good idea to create a recovery drive when you have finished setting up Windows for the first time. If you experience a major issue and your Windows cannot start, you can use the recovery drive to restore Windows onto your PC.

- Step 1. Prepare an empty USB drive with a storage capacity of 16 GB or more.
- Step 2. In the search box on the taskbar, type **Create a recovery drive** and select the matched app.
- Step 3. Make sure **Back up system files to the recovery drive** checkbox is selected and select **Next**.
- Step 4. When prompted, connect the USB drive to your PC, select it, and then select **Next**.
- Step 5. Select **Create**.

Restore Windows using a recovery drive

If your Windows won't start, you can use a previously created recovery drive to restore Windows onto your PC.

- Step 1. Shut down your PC.
- Step 2. Connect the recovery drive to your PC.
- Step 3. Press the Novo button or the Lenovo Smart Key ☆ to open the Novo button menu.
- Step 4. Select **Boot Menu**.
- Step 5. Select the USB drive as the boot device.
The PC will start to the Windows Recovery Environment.
- Step 6. Follow the on-screen instructions to restore Windows on your PC.

Use power efficiently

As an electronic device, your PC requires electricity to operate. The Windows operating system provides advanced power management features for the devices included in your PC. You can take advantage of these features to use your PC in an energy-efficient manner.

Shut down your PC

When you have finished using your PC and do not plan to resume using it in a short while, shut it down.

Step 1. Select **Start → Power**.

Step 2. Select **Shut down**.

Put your PC into sleep mode

If you need to stop using your PC but plan to resume using it shortly, you can put it into sleep mode. Your PC resumes faster from sleep mode and you can return to where you left off with your work.

Step 1. Select **Start → Power**.

Step 2. Select **Sleep**.

Adjust timeouts for sleep and the built-in screen

Setting appropriate timeouts for sleep and the built-in screen is an effective way to save energy. This feature enables the screen and other devices to enter power-saving mode when the PC is left inactive for a specified period of time. The Windows operating system has default timeout settings enabled. You can adjust the settings to suit your preference.

Step 1. Select **Settings → System → Power & battery → Screen, sleep, & hibernation timeouts**.

Step 2. Adjust the settings.

For notebook PCs, you can set separate timeouts for two usage scenarios: when the PC is plugged in and when it is running on battery.

The default timeouts for sleep and the built-in screen

The operating system of your PC has the following timeouts enabled by default. You can adjust them to suit your preference.

Note: Setting appropriate timeouts is an effective way to save energy. Avoid setting excessively long timeouts to effectively disable this power-saving feature.

Table 5. Default timeouts

| Power saving action | Power state | Timeout |
|----------------------------|-------------|-----------|
| Turn off the screen | Plugged in | 5 minutes |
| | On battery | 3 minutes |
| Put the PC into sleep mode | Plugged in | 5 minutes |
| | On battery | 3 minutes |

Note: To wake the PC from sleep mode, press the power button or any key on the keyboard.

Switch the PC's active power mode

The Windows operating system provides three preset power modes for easy management of the PC's power usage. You can switch the PC's active power mode according to your preferences for using your PC.

Step 1. Select **Settings → System → Power & battery**.




Step 2. Under **Power mode**, choose a power mode that best match your current pattern of PC usage.

If your PC is plugged in and you want the best performance, select **Best Performance**. If your PC is running on battery power and you want it to last as long as possible, select **Best Power efficiency**.

Note: You can also use the keyboard shortcut fn + Q to quickly and easily switch the active power mode.

Set up Internet access

In your home or office, Internet access is typically provided through Wi-Fi-enabled networks. You can connect to such a network to access the Internet. The Windows operating system provides utilities that assist in searching, connecting to, and managing wireless networks within range.

- Step 1. Select the Network, Sound, and Battery icons (  ) on the right side of the taskbar to open quick settings.
- Step 2. On the quick settings pane, select the > symbol next to the network icon. Wireless networks within range should be displayed.
- Step 3. Select the network you want to connect to and then select **Connect**.
- Step 4. Enter the network security key when prompted.

Interact effectively with your PC

You interact with your PC through its input and output devices. You spend a significant amount of time looking at the screen, where the user interface and content are displayed. The screen of your PC supports 360° rotation, enabling you to switch between various modes for different purposes. The speakers produce sound, allowing you to listen to music or a voice recording. You type with the keyboard and navigate with the touchpad. You can join and participate in a web conference using the built-in camera and microphone.

Apart from the built-in devices, you can connect both wired and wireless external devices to enhance your interaction with your PC. With the Lenovo Digital Pen, you can write, draw, and navigate on your screen with precision.

The display device

The built-in display is your PC's primary visual output device. Your PC is equipped with two USB Type-C connectors and one HDMI connector, all of which support visual output. You can connect up to three external display devices to your PC to enhance productivity.

The built-in display of your PC is touch-enabled. You can tap and swipe directly on the screen. You can also use multi-touch gestures on the screen to navigate within Windows more efficiently.

Touch screen gestures

The screen of your PC's built-in display is touch-enabled. You can tap or swipe on the screen to interact with your PC. In addition, the Windows operating system also supports multi-finger gestures on the touch screen to enhance productivity while interacting with the operating system.

Table 6. Touch screen gestures

| Gesture | Function |
|---|---------------------------|
| Swipe in from the left edge of the screen | Shows Widgets |
| Swipe in from the right edge of the screen | Shows Notification Center |
| Swipe in from the bottom edge of the screen | Shows the Start menu |

Table 6. Touch screen gestures (continued)

| Gesture | Function |
|---|------------------------|
| Swipe vertically with two fingers | Scrolls pages |
| Place two fingers on the screen and pinch in or stretch out | Zooms out / zooms in |
| Swipe up with three fingers | Shows all open windows |
| Swipe down with three fingers | Retruns to the desktop |

Turn on night light

Night light is a switch in Windows that you can turn on and off. When it is turned on, your screen shows warmer colors and the amount of emitted blue light is reduced. Enabling night light reduces the chances of developing eye fatigue or eye strain.

- Step 1. Click the notification icon in the Windows notification area.
- Step 2. Click the **Night light** icon to turn it on or off.

Note: Click **Expand** if you cannot find the night light icon.

For more guidance on reducing eye fatigue or eye strain, go to <https://www.lenovo.com/us/en/compliance/visual-fatigue>.

Adjust color temperature

If Windows 11 night light mode is turned on, you can adjust the color temperature of the screen.

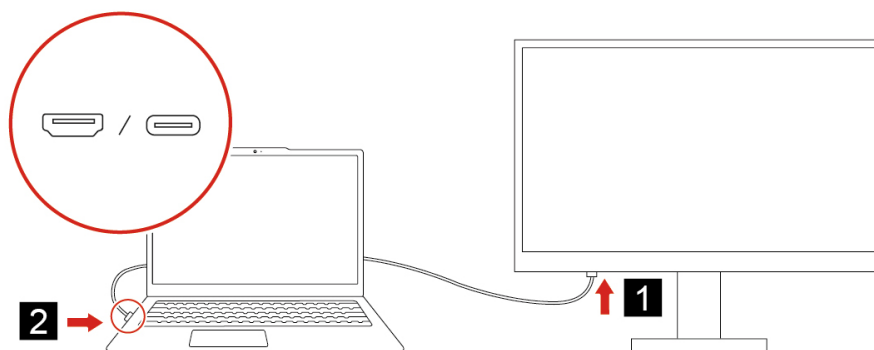
- Step 1. Select **Start** → **Settings**.
- Step 2. Select **System** → **Display** → **Night light settings**.
- Step 3. Move the slider to adjust the color temperature.

Note: Selected Lenovo computers are low blue-light certified. These computers are tested with night light turned on and color temperature value set at 48 or above.

Connecting external displays

You can use the HDMI connector and two USB Type-C connectors on your PC to connect external display devices directly.

- HDMI connector: Use a double-sided HDMI connector to connect the display to the HDMI connector on the left side of your PC.
- USB Type-C connector: If the external display is equipped with a USB Type-C connector that supports DisplayPort Alt Mode, you can use a double-sided USB Type-C cable to connect the display to any of the USB Type-C connectors on your PC.



Keyboard

Shortcut keys

A Lenovo keyboard usually includes the following shortcut keys that you can use to quickly access apps or adjust settings.

- Functions keys (F1–F12)
- Hotkeys
- Combination keys using the fn key
- Combination keys using the Windows logo key
- The Copilot key








Hotkeys

Hotkeys provide quick access to settings and apps that you may frequently use. They are located in the top row of the keyboard and usually share keys with function keys (F1–F12) and other keys. The function that each hotkey provides is denoted by the icon printed on the key.

Table 7. Hotkey functions

| Hotkey icon | Function description |
|-------------|--------------------------------------|
| | Mutes/Unmutes sound. |
| | Decreases volume. |
| | Increases volume. |
| | Enables/Disables the microphone. |
| | Decreases screen brightness. |
| | Increases screen brightness. |
| | Selects and sets up display devices. |

Table 7. Hotkey functions (continued)

| Hotkey icon | Function description |
|---|---|
|  | Enables/Disables airplane mode. |
|  | Opens the Settings app. |
|  | Locks the screen. |
|  | Displays all open apps as thumbnails. |
|  | Opens the Calculator app. |
|  | Opens Lenovo Vantage or Lenovo PC Manger. |
|  | Opens the Snipping tool. |

Note: To use the function keys, hold down the fn key and press the corresponding hotkeys. If you need to use function keys regularly, you may consider turning on the fn lock to set the function keys as the primary function of these dual-function keys.

The FnLock switch

The FnLock is an electronic switch that affects how you use hotkey functions. To turn it on and off, press Fn + Esc.

Note: The Esc key is in the upper left corner of the keyboard. It has an LED that indicates the status of the FnLock switch.



Figure 1. Locations of the FnLock key and the Fn key

A Lenovo keyboard usually contains hotkeys in the top row. These hotkeys share keys with the function keys (F1–F12) and other keys. For these dual-function keys, the icons or characters denoting the primary functions are printed on top of the icons and characters denoting the secondary functions.

- A: an icon or character denoting the primary function
- B: an icon or character denoting the secondary function

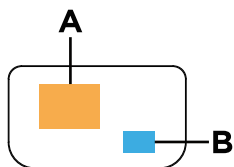


Figure 2. The layout of a dual-function key

Table 8. **FnLock** and dual-function keys

| FnLock (Esc) LED | FnLock status | Pressing the hotkey alone | Pressing the hotkey while holding down the Fn key |
|------------------|---------------|---------------------------|---|
| Off | Disabled | Primary function | Secondary function |
| On | Enabled | Secondary function | Primary function |

Combination keys using the fn key

The fn key can be used in combination with certain keys to adjust device settings or activate additional functions.

Table 9. *fn*-based key combinations

| Key combination | Function |
|------------------|-------------------------------------|
| fn + Q | Switches the PC's active power mode |
| fn + M | Enables/disables the touchpad |
| fn + N | Shows key device information |
| fn + Space* | Adjusts keyboard backlight |
| fn + B | Break |
| fn + P | Pause |
| fn + S | SysRq |
| fn + K | ScrLk |
| fn + I | Insert |
| fn + T | PrtScr |
| fn + left arrow | Home |
| fn + right arrow | End |
| fn + up arrow | PgUp |
| fn + down arrow | PgDn |


* for selected models

Combination keys using the Windows logo key


The Windows logo key is located in the lower-left corner of the keyboard. It can be used alone or in combination with certain keys to quickly change settings and access utilities of the Windows operating

system. The following table lists frequently used combination keys. For the complete list of all Windows logo key-based key combinations, please refer to Microsoft online documentation.

Table 10. Windows logo key-based key combinations

| Key or key combination | Function |
|--|---|
| Windows logo key  | Opens or closes the Start menu |
| + A | Opens or closes Quick Settings |
| + D | Returns to the desktop |
| + E | Opens File Explorer |
| + I | Opens Settings |
| + L | Locks the screen |
| + M | Minimizes all open windows |
| + N | Opens or closes the Notification Area |
| + P | Switches multi-screen modes |
| + W | Opens or closes Widgets |
| + ; (semicolon) | Opens the emoji panel |
| + Tab | Opens or closes Task View |
| + PrtSc | Takes a full-screen screenshot and saves it to a file |

The Copilot key

The era of AI has arrived, and many Lenovo PCs now include a Copilot key on the keyboard. It is located either in the bottom or the top row of the keyboard and is marked with .

For Windows PCs with Copilot in Windows available and enabled, pressing the Copilot key opens Copilot in Windows. Otherwise, pressing the Copilot key opens Windows Search.

Note: Copilot in Windows may not be available in all geographical locations. In regions where Copilot in Windows is available, you may need to update your Windows operating system to version 23H2 or later through Windows Update for Copilot in Windows to become available.

Touchpad gestures

The touchpad is your PC's built-in pointing device. You can tap and swipe on the touchpad to navigate within the operating system and within apps. In addition, the Windows operating system also supports multi-finger gestures on the touchpad to enhance productivity while interacting with the operating system.

Table 11. Multi-finger touchpad gestures

| Gesture | Function |
|---|--|
| Swipe vertically with two fingers | Scrolls pages |
| Place two fingers on the touchpad and pinch in or stretch out | Zooms out / zooms in |
| Tap two fingers on the touchpad | Displays the context menu (right-clicking) |
| Swipe up with three fingers | Shows all open windows |
| Swipe down with three fingers | Returns to the desktop |

Table 11. Multi-finger touchpad gestures (continued)

| Gesture | Function |
|--|----------------------------|
| Swipe left or right with three fingers | Switches between open apps |
| Tap three fingers on the touchpad | Opens Windows Search |

Modify the default functions for touchpad gestures

The functions for three-finger touchpad gestures can be modified in Windows Settings.

- Step 1. Select **Settings → Bluetooth & devices → Touchpad**.
- Step 2. Under **Three-finger gestures**, use the drop-down lists to modify the functions for the swipe or tap gestures.

Bluetooth connectivity

Bluetooth is a short-range wireless technology commonly used for connections between nearby devices. Your PC is equipped with a built-in Bluetooth adapter. You can connect other Bluetooth-enabled devices to your PC. Bluetooth-enabled headphones, earbuds, loudspeakers, keyboards, and mice are among the devices you may consider connecting to your PC.

Connect a Bluetooth-enabled device to your PC

Establishing a Bluetooth connection requires actions on both the device and your PC. Turn on the device and make it discoverable before performing any actions on your PC.

- Step 1. Select **Settings → Bluetooth & devices → Add device → Bluetooth**.
- Step 2. Select the device you want to connect, and then select **Connect**.
- Step 3. Depending on the type of device, you may need to either confirm the connection on the device side or enter a pairing code on your PC.

When a Bluetooth-enabled device is connected to your PC, its name and status are displayed under **Bluetooth & devices** on your PC .

Flexible modes

The screen of your computer can open up to an angle of 360 degrees, enabling you to use your computer for different purposes.

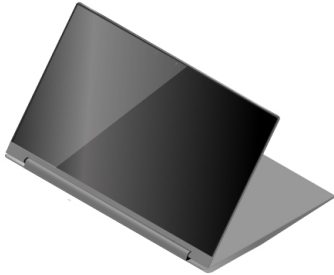
Mode

Notebook mode

**Suitable for**

- Entering text
- Drag and drop operations using the touchpad

Stand mode



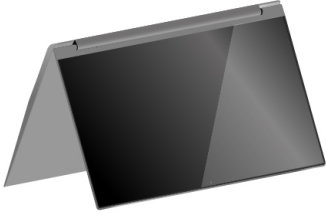
- Giving a presentation
- Viewing a slide show

Mode

Tent mode

Suitable for

Watching movies



Tablet mode

Playing touch-enabled games

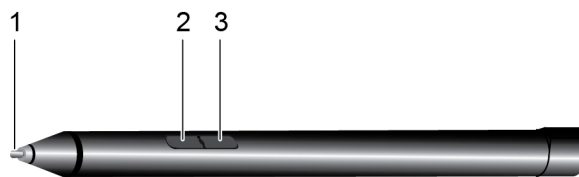


Note: Product illustrations in this section are used to demonstrate features that are supported by a range of Lenovo products. It is normal that they may look different from your product model.

Lenovo Digital Pen

Selected models are equipped with Lenovo Digital Pen. The pen is not waterproof. Keep the pen away from water and excessive moisture. To purchase Lenovo Digital Pen, go to <https://www.lenovo.com/accessories>.

Use Lenovo Digital Pen



1. Pen tip

2. Bottom button

3. Top button

Install the AAAA battery

Lenovo Digital Pen uses one AAAA battery. The pen may or may not come with a battery.



Note: Make sure the positive (+) end of the battery pointing toward the pen tip.

Check the pen's battery status

Step 1. Tap the pen tip on the computer screen.

Note: Always tap the pen tip on the screen before viewing the pen's battery status. Otherwise, the reading as shown in Lenovo Pen Settings is not accurate.

Step 2. Open Lenovo Pen Settings.

A battery icon is displayed in the upper right corner.

Step 3. Move the mouse pointer on top of the battery icon to view the charge reading.

If the remaining battery power of the pen is low, replace the battery.

Set Lenovo Digital Pen

You can configure the Lenovo Digital Pen settings in Windows Settings and Lenovo Pen Settings.

- Windows Settings: Type Pen & Windows Ink settings in the Windows search box and press Enter. Under **Pen & Windows Ink**, you can configure the following settings as desired:
 - Show or hide pen cursor.
 - Set the font size and family for handwriting.
 - Improve handwriting recognition for some languages.
- Lenovo Pen Settings: Enter *Lenovo Pen Settings* in the Windows search box, and then select the matched result to set the pen. From Lenovo Pen Settings, you can configure the following settings as desired:
 - View the battery status of the pen.
 - Change the functions of the pen buttons.
 - Enable or disable near-screen click for pen buttons when the pen tip is placed within 1 cm from the computer screen.
 - Set one pen button as the radial menu and launch a virtual control dial for quickly accessing or managing your daily work.
 - Set the sensitivity of the pen tip.

Note: After you enable the near-screen click function, the pen buttons work as mouse buttons.

The firmware of your PC

When you turn on the power, a series of instructions are executed inside your PC to initiate devices, locate a boot device, and look for a program called bootloader. The bootloader will then find the operating system installed on your PC and hand over control to it. When the operating system is started, your PC is ready for use.

These instructions are stored on a Flash chip on the PC's system board. The Flash chip and the instructions stored on it are referred to as the PC's firmware.

The utility program for the PC's firmware

Lenovo PCs typically come with a setup utility for their firmware. Within the setup utility, you can:

- View information about your PC and its devices
- Change device settings
- Change the order of boot devices
- Set passwords for the firmware or the mass storage device

Note: You should rarely need to use the setup utility in your daily PC usage. To view device information, you can use the utilities provided by the operating system or apps provided by Lenovo (Lenovo Vantage or Lenovo PC Manager). You can use the Novo button menu to temporarily change the order of boot devices.

There are several ways to open the utility program:

- Utilize the Advanced startup feature of the Windows operating system
- Use the Novo button menu
- Start or restart your PC and press an interrupt key (F1 or F2)

Set passwords in the firmware setup utility

You can set passwords in the firmware setup utility to secure access to the utility program or the mass storage device.

Password types

You can set various types of passwords in the firmware setup utility.

| Password type | Pre-requisite | Usage |
|---------------------------|--|--|
| Administrator password | No | You must enter it to start the setup utility. |
| User password | The administrator password must be set. | You can use the user password to start the setup utility. |
| Master hard disk password | No | You must enter it to start the operating system. |
| User hard disk password | The master hard disk password must be set. | You can use the user hard disk password to start the operating system. |

Note: If you start the setup utility using the user password, you can only change a few settings.

Set administrator password

You set the administrator password to prevent unauthorized access to the firmware setup utility.

Attention: If you forget the administrator password, a Lenovo authorized service personnel cannot reset your password. You must take your computer to a Lenovo authorized service personnel to have the system board replaced. Proof of purchase is required and a fee will be charged for parts and service.

Step 1. Open the firmware setup utility.

Step 2. Select **Security** → **Set Administrator Password** and press Enter.

- Step 3. Enter a password string that contains only letters and numbers and then press Enter
- Step 4. Enter the password again and press Enter.
- Step 5. Select **Exit → Exit Saving Changes**.

Next time you start the computer, you must enter the administrator password to open the setup utility. If **Power on Password** is enabled, you must enter the administrator password or the user password to start the computer.

Change or remove administrator password

Only the administrator can change or remove the administrator password.

- Step 1. Open the firmware setup utility using the administrator password.
- Step 2. Select **Security → Set Administrator Password** and press Enter.
- Step 3. Enter the current password.
- Step 4. In the **Enter New Password** text box, enter the new password.
- Step 5. In the **Confirm New Password** text box, enter the new password again.

Note: If you want to remove the password, press Enter in both text boxes without entering any character.

- Step 6. Select **Exit → Exit Saving Changes**.

If you remove the administrator password, the user password is also removed.

Set user password

You must set the administrator password before you can set the user password.

The administrator of the setup utility might need to set a user password for use by others.

- Step 1. Open the firmware setup utility using the administrator password.
- Step 2. Select **Security → Set User Password** and press Enter.
- Step 3. Enter a password string that contains only letters and numbers and then press Enter. The user password must be different from the administrator password.
- Step 4. Enter the password again and press Enter.
- Step 5. Select **Exit → Exit Saving Changes**.

Enable power-on password

If the administrator password has been set, you can enable power-on password to enforce greater security.

- Step 1. Open the firmware setup utility.
- Step 2. Select **Security → Power on Password** and press Enter.
Note: The administrator password must be set in advance.
- Step 3. Change the setting to **Enabled**.
- Step 4. Select **Exit → Exit Saving Changes**.

If power-on password is enabled, a prompt appears on the screen every time you turn on the computer. You must enter the administrator or user password to start the computer.

Set passwords for the mass storage device

You can set a hard disk password in the setup utility to secure access to your data storage on the PC's mass storage device.

Attention: Be extremely careful when setting a hard disk password. If you forget the hard disk password, a Lenovo authorized service personnel cannot reset your password or recover data from the hard disk. You must take your computer to a Lenovo authorized service personnel to have the hard disk drive replaced. Proof of purchase is required and a fee will be charged for parts and service.

Step 1. Open the firmware setup utility.

Step 2. Select **Security** → **Set Hard Disk Password** and press Enter.

Note: If you start the setup utility using the user password, you cannot set hard disk password.

Step 3. Follow on-screen instructions to set both master and user passwords.

Note: The master and user hard disk passwords must be set at the same time.

Step 4. Select **Exit** → **Exit Saving Changes**.

If the hard disk password is set, you must provide the correct password to start the operating system.

Change or remove passwords for the mass storage device

Step 1. Open the firmware setup utility.

Step 2. Select **Security**.

Step 3. Change or remove the hard disk password.

To change or remove master password, select **Change Master Password** and press Enter.

Note: If you remove the master hard disk password, the user hard disk password is also removed.

To change user password, select **Change User Password** and press Enter.

Note: The user hard disk password cannot be removed separately.

Step 4. Select **Exit** → **Exit Saving Changes**.

Chapter 3. Help and support

Frequently asked questions

What should I do if my computer stops responding

Press and hold the power button until the computer turns off. Then restart the computer.

What should I do if I spill liquid on the computer

1. Carefully unplug the ac power adapter and turn off the computer immediately. The more quickly you stop the current from passing through the computer the more likely you will reduce damage from short circuits.

Attention: Although you might lose some data or work by turning off the computer immediately, leaving the computer on might make your computer unusable.

2. Wait until you are certain that all the liquid is dry before turning on your computer.

CAUTION:

Do not try to drain out the liquid by turning over the computer. If your computer has keyboard drainage holes on the bottom, the liquid will be drained out through the holes.

Why does my computer start automatically when I open the lid

Your computer may have Flip to Start enabled. Many Lenovo notebook computers include a sensor that can detect the angle at which the lid is opened. When you open the lid, the sensor can detect this behavior. If Flip to Start is enabled, the computer will respond by starting up automatically.

If you don't like this feature, you can disable it. Flip to Start can be enabled or disabled in the setup utility program for the PC's firmware.

Self-help resources

Use the following self-help resources to learn more about the computer and troubleshoot problems.

| Resources | How to access? |
|--|---|
| Troubleshooting and frequently asked questions | <ul style="list-style-type: none">• https://www.lenovo.com/tips• https://forums.lenovo.com |
| Accessibility information | https://www.lenovo.com/accessibility |
| Product documentation: <ul style="list-style-type: none">• Generic Safety and Compliance Notices• Safety and Warranty Guide• Setup Guide• This User Guide• Regulatory Notice | <ol style="list-style-type: none">1. Go to https://support.lenovo.com.2. Detect your computer or select computer model manually.3. Select Guides & Manuals and filter out the documentation you want. |

| Resources | How to access? |
|--|---|
| Lenovo Support Web site with the latest support information of the following: <ul style="list-style-type: none"> • Product and service warranty • Product and parts details • Knowledge base and frequently asked questions | Visit https://support.lenovo.com |
| Windows help information | <ul style="list-style-type: none"> • Use Get Help or Tips. • Use Windows Search. • Microsoft support Web site: https://support.microsoft.com |

What is a CRU?

Customer replaceable units (CRUs) are parts that can be upgraded or replaced by the customer. A Lenovo computer may contain the following types of CRUs:

Self-service CRU

Parts that can be installed or replaced easily by customer themselves or by trained service technicians at an additional cost.

Optional-service CRU

Parts that can be installed or replaced by customers with a greater skill level. Trained service technicians can also provide service to install or replace the parts under the type of warranty designated for the customer's machine.

If you intend to install a CRU, Lenovo will ship the CRU to you. You might be required to return the defective part that is replaced by the CRU. When return is required: (1) return instructions, a prepaid shipping label, and a container will be included with the replacement CRU; and (2) you might be charged for the replacement CRU if Lenovo does not receive the defective CRU within thirty (30) days of your receipt of the replacement CRU. For full details, see the *Lenovo Limited Warranty* at https://www.lenovo.com/warranty/llw_02.

CRUs for your product model

The table below lists the CRUs and CRU types that are defined for your product model.

| Part | Self-service CRU | Optional-service CRU |
|------------------|------------------|----------------------|
| Power cord | X | |
| ac power adapter | X | |

Notes:

- CRU replacement instruction is provided in one or more of the following publications and are available from Lenovo at any time upon your request.
 - the product *User Guide*
 - the printed publications that came with the product
- Replacement of any parts not listed above, including the built-in rechargeable battery, should be done by a qualified repair technician or by ensuring that you carefully follow all instructions provided by Lenovo.

You can also find Lenovo-authorized repair facilities by going to <https://support.lenovo.com/partnerlocator> for more information.

Call Lenovo

If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

Before you contact Lenovo

Record product information and problem details before you contact Lenovo.

| Product information | Problem symptoms and details |
|---|---|
| <ul style="list-style-type: none">• Product name• Machine type and serial number | <ul style="list-style-type: none">• What is the problem? Is it continuous or intermittent?• Any error message or error code?• What operating system are you using? Which version?• Which software applications were running at the time of the problem?• Can the problem be reproduced? If so, how? |

Note: The product name and serial number can usually be found on the bottom of the computer, either printed on a label or etched on the cover.

Lenovo Customer Support Center

During the warranty period, you can call Lenovo Customer Support Center for help.

Telephone numbers

For a list of the Lenovo Support phone numbers for your country or region, go to <https://pcsupport.lenovo.com/supportphonenumberlist>.

Note: Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

Services available during the warranty period

- Problem determination - Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.
- Lenovo hardware repair - If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.
- Engineering change management - Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

Services not covered

- Replacement or use of parts not manufactured for or by Lenovo or nonwarranted parts
- Identification of software problem sources
- Configuration of UEFI/BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

For the terms and conditions of the Lenovo Limited Warranty that apply to your Lenovo hardware product, see “Warranty information” in the *Safety and Warranty Guide* that comes with your computer.

Purchase additional services

During and after the warranty period, you can purchase additional services from Lenovo at <https://pcsupport.lenovo.com/warrantyupgrade>.

Service availability and service name might vary by country or region.

Appendix A. Notices and trademarks

Notices

Lenovo may not offer the products, services, or features discussed in this document in all countries. Consult your local Lenovo representative for information on the products and services currently available in your area. Any reference to a Lenovo product, program, or service is not intended to state or imply that only that Lenovo product, program, or service may be used. Any functionally equivalent product, program, or service that does not infringe any Lenovo intellectual property right may be used instead. However, it is the user's responsibility to evaluate and verify the operation of any other product, program, or service.

Lenovo may have patents or pending patent programs covering subject matter described in this document. The furnishing of this document does not give you any license to these patents. You can send license inquiries, in writing, to:

Lenovo (United States), Inc.
8001 Development Drive
Morrisville, NC 27560
U.S.A.

Attention: Lenovo Director of Licensing

LENOVO PROVIDES THIS PUBLICATION "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow disclaimer of express or implied warranties in certain transactions, therefore, this statement may not apply to you.

Changes are made periodically to the information herein; these changes will be incorporated in new editions of the publication. To provide better service, Lenovo reserves the right to improve and/or modify the products and software programs described in the manuals included with your computer, and the content of the manual, at any time without additional notice.

The software interface and function and hardware configuration described in the manuals included with your computer might not match exactly the actual configuration of the computer that you purchase. For the configuration of the product, refer to the related contract (if any) or product packing list, or consult the distributor for the product sales. Lenovo may use or distribute any of the information you supply in any way it believes appropriate without incurring any obligation to you.

The products described in this document are not intended for use in implantation or other life support applications where malfunction may result in injury or death to persons. The information contained in this document does not affect or change Lenovo product specifications or warranties. Nothing in this document shall operate as an express or implied license or indemnity under the intellectual property rights of Lenovo or third parties. All information contained in this document was obtained in specific environments and is presented as an illustration. The result obtained in other operating environments may vary.

Lenovo may use or distribute any of the information you supply in any way it believes appropriate without incurring any obligation to you.

Any references in this publication to non-Lenovo Web sites are provided for convenience only and do not in any manner serve as an endorsement of those Web sites. The materials at those Web sites are not part of the materials for this Lenovo product, and use of those Web sites is at your own risk.

Any performance data contained herein was determined in a controlled environment. Therefore, the result obtained in other operating environments may vary significantly. Some measurements may have been made on development-level systems and there is no guarantee that these measurements will be the same on generally available systems. Furthermore, some measurements may have been estimated through extrapolation. Actual results may vary. Users of this document should verify the applicable data for their specific environment.

This document is copyrighted by Lenovo and is not covered by any open source license, including any Linux agreement(s) which may accompany software included with this product. Lenovo may update this document at any time without notice.

For the latest information or any questions or comments, contact or visit the Lenovo Web site:

<https://support.lenovo.com>

Trademarks

Lenovo, the Lenovo logo, and IdeaPad are trademarks of Lenovo. Microsoft and Windows are trademarks of the Microsoft group of companies. DisplayPort is a trademark of the Video Electronics Standards Association. DisplayPort is a trademark of the Video Electronics Standards Association. The terms HDMI and HDMI High-Definition Multimedia Interface, and the HDMI logo are trademarks or registered trademarks of HDMI Licensing Administrator, Inc. in the United States and other countries. Wi-Fi is a registered trademark of Wi-Fi Alliance. USB Type-C is a registered trademark of USB Implementers Forum. All other trademarks are the property of their respective owners.