

# ASUS Desktop PC D320MT (BM5CD) (MD320) User Guide



E11037

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## Notices

### ASUS Recycling/Takeback Services

ASUS recycling and takeback programs come from our commitment to the highest standards for protecting our environment. We believe in providing solutions for you to be able to responsibly recycle our products, batteries, other components, as well as the packaging materials. Please go to <http://csr.asus.com/english/Takeback.htm> for the detailed recycling information in different regions.

### REACH

Complying with the REACH (Registration, Evaluation, Authorisation, and Restriction of Chemicals) regulatory framework, we published the chemical substances in our products at ASUS REACH website at <http://csr.asus.com/english/REACH.htm>

### Federal Communications Commission Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference; and
- This device must accept any interference received including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with manufacturer's instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.



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The use of shielded cables for connection of the monitor to the graphics card is required to assure compliance with FCC regulations. Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

---

#### **Lithium Battery Warning**

**CAUTION:** Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

## IC: Canadian Compliance Statement

Complies with the Canadian ICES-003 Class B specifications. This device complies with RSS 210 of Industry Canada. This Class B device meets all the requirements of the Canadian interference-causing equipment regulations.

This device complies with Industry Canada license exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Cet appareil numérique de la Classe B est conforme à la norme NMB-003 du Canada.

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

Cet appareil est conforme aux normes CNR exemptes de licence d'Industrie Canada. Le fonctionnement est soumis aux deux conditions suivantes :

- (1) cet appareil ne doit pas provoquer d'interférences et
- (2) cet appareil doit accepter toute interférence, y compris celles susceptibles de provoquer un fonctionnement non souhaité de l'appareil.

## Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.

## VCCI: Japan Compliance Statement

### VCCI Class B Statement

情報処理装置等電波障害自主規制について

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB情報技術装置です。この装置は家庭環境で使用されることを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

取扱説明書に従って正しい取り扱いをして下さい。

## KC: Korea Warning Statement

B급 기기 (가정용 방송통신기자재)

이 기기는 가정용(B급) 전자파적합기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다.

\*당해 무선설비는 전파혼신 가능성이 있으므로 인명안전과 관련된 서비스는 할 수 없습니다.

## RF Equipment Notices

### CE: European Community Compliance Statement

The equipment complies with the RF Exposure Requirement 1999/519/EC, Council Recommendation of 12 July 1999 on the limitation of exposure of the general public to electromagnetic fields (0–300 GHz). This wireless device complies with the R&TTE Directive.

### Wireless Radio Use

This device is restricted to indoor use when operating in the 5.15 to 5.25 GHz frequency band.

### Exposure to Radio Frequency Energy

The radiated output power of the Wi-Fi technology is below the FCC radio frequency exposure limits. Nevertheless, it is advised to use the wireless equipment in such a manner that the potential for human contact during normal operation is minimized.

### FCC Bluetooth Wireless Compliance

The antenna used with this transmitter must not be colocated or operated in conjunction with any other antenna or transmitter subject to the conditions of the FCC Grant.

### Bluetooth Industry Canada Statement

This Class B device meets all requirements of the Canadian interference-causing equipment regulations.

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

### BSMI: Taiwan Wireless Statement

#### 無線設備的警告聲明

經型式認證合格之低功率射頻電機，非經許可，公司、商號或使用者均不得擅自變更射頻、加大功率或變更原設計之特性及功能。低功率射頻電機之使用不得影響飛航安全及干擾合法通信；經發現有干擾現象時，應立即停用，並改善至無干擾時方得繼續使用。前項合法通信指依電信法規定作業之無線通信。低功率射頻電機須忍受合法通信或工業、科學及醫療用電波輻射性電機設備之干擾。

於 5.25GHz 至 5.35GHz 區域內操作之  
無線設備的警告聲明

工作頻率 5.250 ~ 5.350GHz 該頻段限於室內使用。

### Japan RF Equipment Statement

この製品は、周波数帯域5.15～5.35GHzで動作しているときは、屋内においてのみ使用可能です。

### KC (RF Equipment)

대한민국 규정 및 준수

방통위 고시에 따른 고지사항

해당 무선설비는 운용 중 전파혼신 가능성이 있음,

이 기기는 인명안전과 관련된 서비스에 사용할 수 없습니다.



ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.

All ASUS products with the ENERGY STAR logo comply with the ENERGY STAR standard, and the power management feature is enabled by default. The monitor and computer are automatically set to sleep after 10 and 30 minutes of user inactivity. To wake your computer, click the mouse or press any key on the keyboard.

Please visit <http://www.energystar.gov/powermanagement> for detail information on power management and its benefits to the environment. In addition, please visit <http://www.energystar.gov> for detail information on the ENERGY STAR joint program.

\*Note: Energy Star is NOT supported on Freedos and Linux-based products.

## Safety information



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Disconnect the AC power and peripherals before cleaning. Wipe the Desktop PC using a clean cellulose sponge or chamois cloth dampened with solution of nonabrasive detergent and a few drops of warm water then remove any extra moisture with a dry cloth.

---

- **DO NOT** place on uneven or unstable work surfaces. Seek servicing if the casing has been damaged.
- **DO NOT** expose to dirty or dusty environments. **DO NOT** operate during a gas leak.
- **DO NOT** place or drop objects on top and do not shove any foreign objects into the Desktop PC.
- **DO NOT** expose to strong magnetic or electrical fields.
- **DO NOT** expose to or use near liquids, rain, or moisture. **DO NOT** use the modem during electrical storms.
- Battery safety warning: **DO NOT** throw the battery in fire. **DO NOT** short circuit the contacts. **DO NOT** disassemble the battery.
- Use this product in environments with ambient temperatures between 5°C (41°F) and 40°C (104°F).
- **DO NOT** cover the vents on the Desktop PC to prevent the system from getting overheated.
- **DO NOT** use damaged power cords, accessories, or other peripherals.
- To prevent electrical shock hazard, disconnect the power cable from the electrical outlet before relocating the system.
- Seek professional assistance before using an adapter or extension cord. These devices could interrupt the grounding circuit.
- Ensure that your power supply is set to the correct voltage in your area. If you are not sure about the voltage of the electrical outlet you are using, contact your local power company.
- If the power supply is broken, do not try to fix it by yourself. Contact a qualified service technician or your retailer.

## Conventions used in this guide

To ensure that you perform certain tasks properly, take note of the following symbols used throughout this manual.



**DANGER/WARNING:** Information to prevent injury to yourself when trying to complete a task.



**CAUTION:** Information to prevent damage to the components when trying to complete a task.



**IMPORTANT:** Instructions that you **MUST** follow to complete a task.



**NOTE:** Tips and additional information to help you complete a task.

## Where to find more information

Refer to the following sources for additional information and for product and software updates.

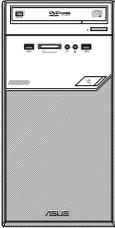
### **ASUS websites**

The ASUS website provides updated information on ASUS hardware and software products. Refer to the ASUS website [www.asus.com](http://www.asus.com).

### **ASUS Local Technical Support**

Visit ASUS website at <http://support.asus.com/contact> for the contact information of local Technical Support Engineer.

# Package contents

		
ASUS Desktop PC	Keyboard x1	Mouse x1
		
Power cord x1	Support DVD x1	Recovery DVD x1 (Optional)
		
Nero burning software DVD x1 (Optional)	Installation Guide x1	Warranty card x1
		
ASUS mouse pad x 1 (Optional)		



- If any of the above items is damaged or missing, contact your retailer.
- The illustrated items above are for reference only. Actual product specifications may vary with different models.

# Chapter 1

## Getting started

### Welcome!

Thank you for purchasing the ASUS Desktop PC!

The ASUS Desktop PC provides cutting-edge performance, uncompromised reliability, and user-centric utilities. All these values are encapsulated in a stunningly futuristic and stylish system casing.



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Read the ASUS Warranty Card before setting up your ASUS Desktop PC.

---

### Getting to know your computer

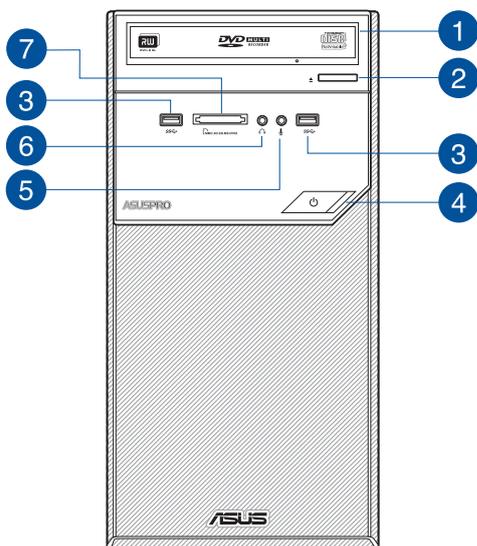


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Illustrations are for reference only. The ports and their locations, and the chassis color vary with different models.

---

## Front panel



- 1 **Optical disk drive bay.** There is an optical disk drive in this bay.
- 2 **Optical disk drive eject button.** Press this button to eject the optical disk drive tray.
- 3 **USB 3.0 ports.** These Universal Serial Bus 3.0 (USB 3.0) ports connect to USB 3.0 devices such as a mouse, printer, scanner, camera, PDA, and others.

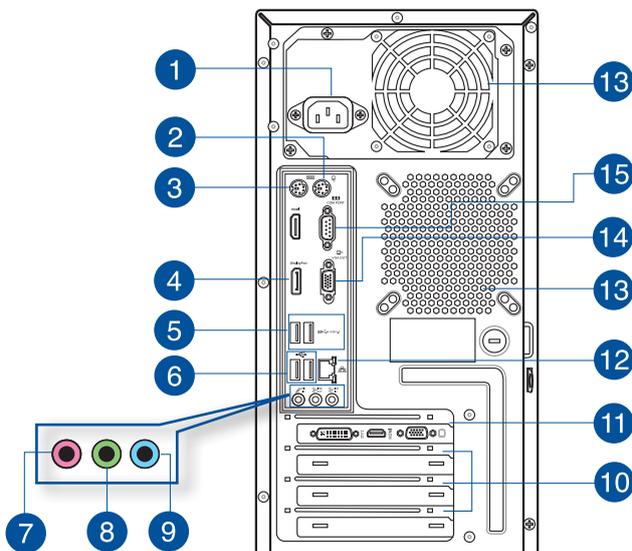


- DO NOT connect a keyboard / mouse to any USB 3.0 port when installing a Windows® operating system.
- Due to USB 3.0 controller limitations, USB 3.0 devices can only be used under a Windows® OS environment and after the USB 3.0 driver installation.
- USB 3.0 devices can only be used for data storage.
- We strongly recommend that you connect USB 3.0 devices to USB 3.0 ports for a faster and better performance from your USB 3.0 devices.

- 4 **Power button.** Press this button to turn on your computer.

- 5 **Microphone port.** This Mic (pink) port connects a microphone.
- 6 **Headphone port.** This Line In (lime) port connects a headphone with a stereo mini-plug.
- 7 **MultiMediaCard(MMC) / xD-Picture (XD) / Secure Digital™ (SD) / Memory Stick Pro™(MS/PRO) card slot.** Insert a supported memory card into this slot.

## Rear panel



- 1 **Power connector.** Plug the power cord to this connector.



**RATING:** 115/230Vac, 50-60Hz, 6/3A (North America)  
230Vac, 50Hz, 3A (Europe)

- 2 **PS/2 mouse port (green).** This port is for a PS/2 mouse.
- 3 **PS/2 keyboard port (purple).** This port is for a PS/2 keyboard.

**4 DVI-D port.** This port is for any DVI-D compatible device. DVI-D cannot be converted to output RGB Signal to CRT and is not compatible with DVI-I.

**5 USB 3.0 ports.** These Universal Serial Bus 3.0 (USB 3.0) ports connect to USB 3.0 devices such as a mouse, printer, scanner, camera, PDA, and others.



- DO NOT connect a keyboard / mouse to any USB 3.0 port when installing a Windows® operating system.
- Due to USB 3.0 controller limitations, USB 3.0 devices can only be used under a Windows® OS environment and after the USB 3.0 driver installation.
- USB 3.0 devices can only be used for data storage.
- We strongly recommend that you connect USB 3.0 devices to USB 3.0 ports for a faster and better performance from your USB 3.0 devices.

**6 USB 2.0 ports.** These Universal Serial Bus 2.0 (USB 2.0) ports connect to USB 2.0 devices such as a mouse, printer, scanner, camera, PDA, and others.

**7 Microphone port (pink).** This port connects a microphone.

**8 Line Out port (lime).** This port connects a headphone or a speaker. In 4.1-channel, 5.1-channel, and 7.1-channel configurations, the function of this port becomes Front Speaker Out.

**9 Line In port (light blue).** This port connects to a tape, CD, DVD player, or other audio sources.



Refer to the audio configuration table below for the function of the audio ports in a 2.1, 4.1, 5.1, or 7.1-channel configuration.

#### Audio 2.1, 4.1, 5.1, or 7.1-channel configuration

Port	Headset 2.1-channel	4.1-channel	5.1-channel	7.1-channel
Light Blue (Rear panel)	Line In	Rear Speaker Out	Rear Speaker Out	Rear Speaker Out
Lime (Rear panel)	Line Out	Front Speaker Out	Front Speaker Out	Front Speaker Out
Pink (Rear panel)	Mic In	Mic In	Bass/Center	Bass/Center
Front panel	-	-	-	Side Speaker Out

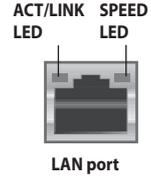
**10 Expansion slot brackets.** Remove the expansion slot bracket when installing an expansion card.

**11 ASUS Graphics Card (on selected models only).** The display output ports on this optional ASUS Graphics Card may vary with different models.

- 12 **LAN (RJ-45) ports.** These ports allow Gigabit connection to a Local Area Network (LAN) through a network hub.

**LAN port LED indications**

Activity/Link LED		Speed LED	
Status	Description	Status	Description
OFF	No link	OFF	10Mbps connection
ORANGE	Linked	ORANGE	100Mbps connection
BLINKING	Data activity	GREEN	1Gbps connection



- 13 **Air vents.** These vents allow air ventilation.




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DO NOT block the air vents on the chassis. Always provide proper ventilation for your computer.

---

- 14 **VGA port.** This port is for VGA-compatible devices such as a VGA monitor.

- 15 **Serial port.** This COM port is for pointing devices or other serial devices.

## Setting up your computer

This section guides you through connecting the main hardware devices, such as the external monitor, keyboard, mouse, and power cord, to your computer.

### Connecting an external monitor

#### Using the ASUS Graphics Card (on selected models only)

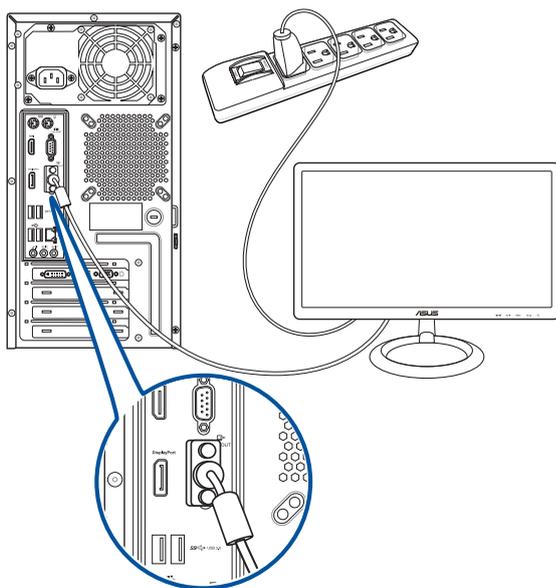
Connect your monitor to the display output port on the discrete ASUS Graphics Card.

#### To connect an external monitor using the ASUS Graphics Card:

1. Connect a monitor to a display output port on the ASUS Graphics Card.
2. Plug the monitor to a power source.



The display output ports on the ASUS Graphics Card may vary with different models.

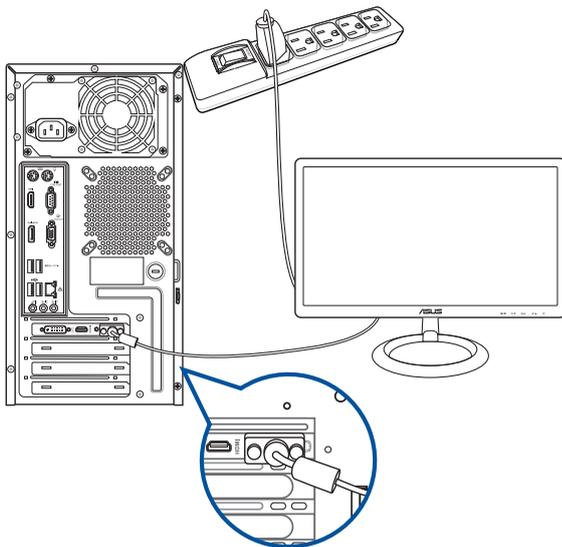


## Using the onboard display output ports

Connect your monitor to the onboard display output port.

### To connect an external monitor using the onboard display output ports:

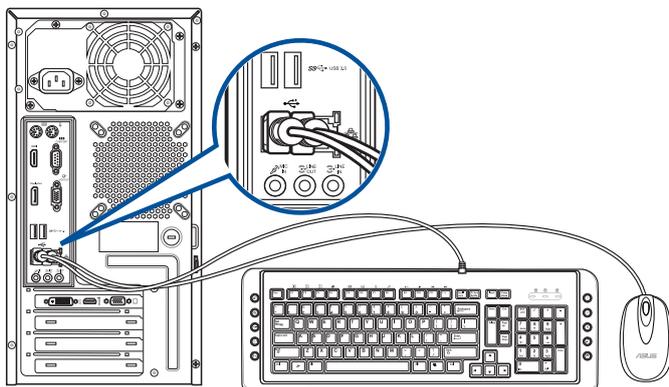
1. Connect a VGA monitor to the VGA port or a DVI-D monitor to the DVI-D port on the rear panel of your computer.
2. Plug the monitor to a power source.



- If your computer comes with an ASUS Graphics Card, the graphics card is set as the primary display device in the BIOS. Hence, connect your monitor to a display output port on the graphics card.
- To connect multiple external monitors to your computer, refer to **Connecting multiple external display** in Chapter 2 of this guide for details.

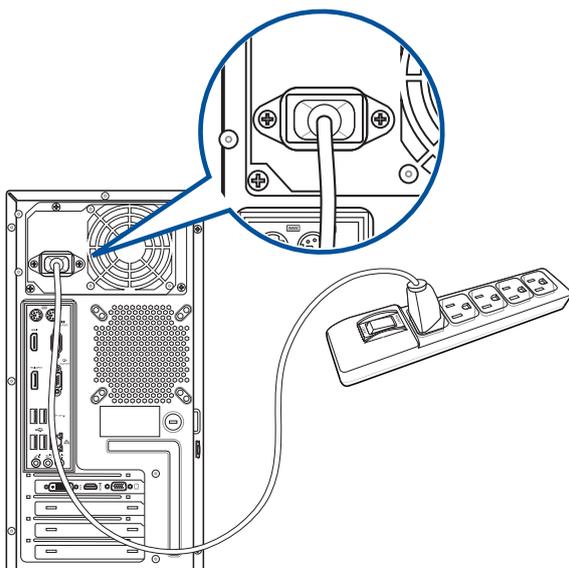
## Connecting a USB keyboard and a USB mouse

Connect a USB keyboard and a USB mouse to the USB ports on the rear panel of your computer.



## Connecting the power cord

Connect one end of the power cord to the power connector on the rear panel of your computer and the other end to a power source.



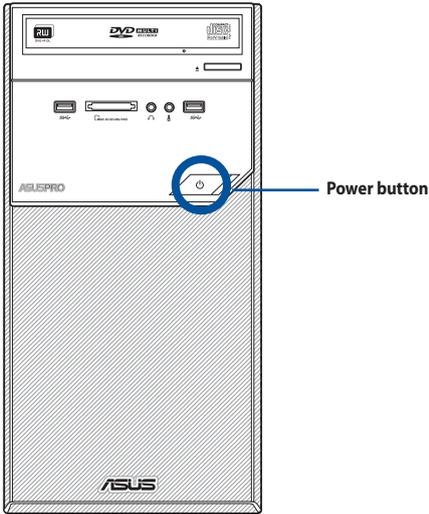
# Turning your computer ON/OFF

This section describes how to turn on/off your computer after setting up your computer.

## Turning your computer ON

To turn your computer ON:

1. Turn your monitor ON.
2. Press the power button on your computer.





# Chapter 2

## Connecting devices to your computer

### Connecting a USB storage device

This desktop PC provides USB 2.0/1.1, USB 3.0 and USB 3.1 ports on both the front and rear panels. The USB ports allow you to connect USB devices such as storage devices.

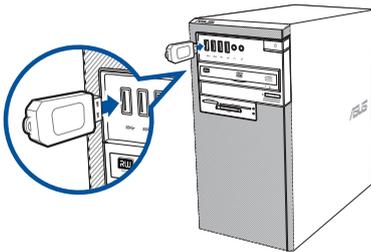
#### To connect a USB storage device:

- Insert the USB storage device to your computer.

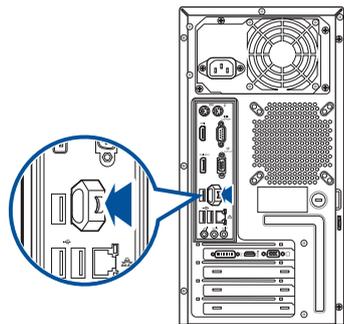


You can enable or disable the front and rear USB 2.0, USB 3.0 and USB 3.1 ports individually from the BIOS Setup. Refer to the **Configuring the USB ports using the BIOS** section in Chapter 3 of this user manual for details.

#### Front panel



#### Rear panel



### Removing a USB storage device

#### Windows® 7

##### To remove a USB storage device on Windows® 7:

1. Click  from the Windows notification area on your computer, then click **Eject USB2.0 FlashDisk** or **Eject USB3.0 FlashDisk** if you are using the USB3.0 flash drive or USB3.0-compatible devices.
2. When the **Safe to Remove Hardware** message pops up, remove the USB storage device from your computer.



## Windows® 10

### To remove a USB storage device on Windows® 10:

1. Click , then click  from the Windows taskbar on your computer, then click **Eject**.
2. When the **Safe to Remove Hardware** message pops up, remove the USB storage device from your computer.



DO NOT remove a USB storage device when data transfer is in progress. Doing so may cause data loss or damage the USB storage device.

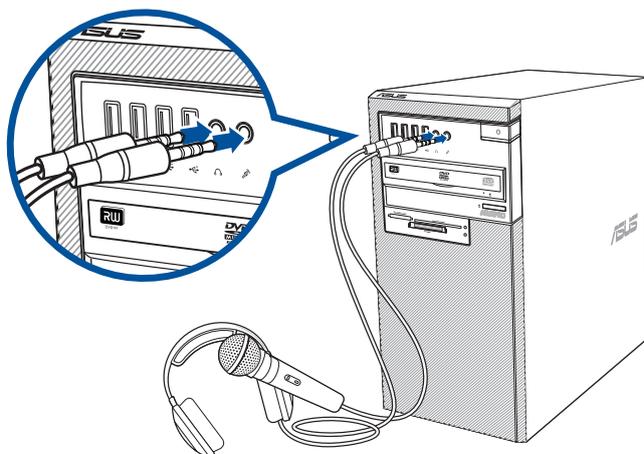
## Connecting microphone and speakers

This desktop PC comes with microphone ports and speaker ports on both the front and rear panels. The audio I/O ports located on the rear panel allow you to connect 2-channel, 4-channel, 6-channel, and 8-channel stereo speakers.

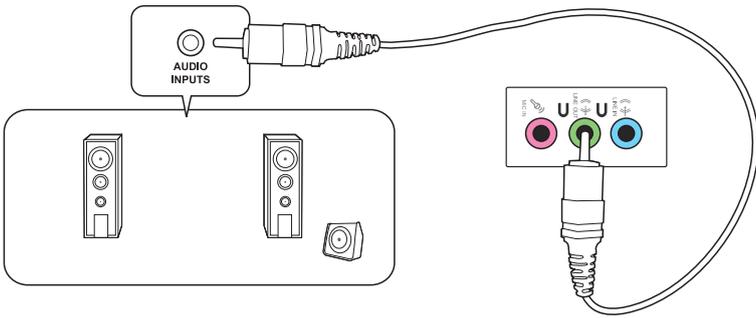


- When your Desktop PC comes with an internal speaker, the audio output will be from the internal speaker.
- When you connect an external audio device such as earphone or speaker, you need to enable the audio device output. For details, refer to the section **Changing to the external audio output**.
- When you disconnect the audio device, you need to manually change the audio output to the internal speaker from the Control Panel.

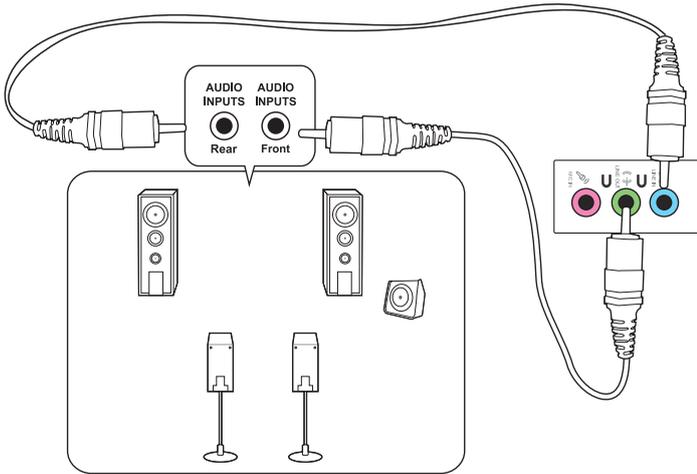
## Connecting Headphone and Mic



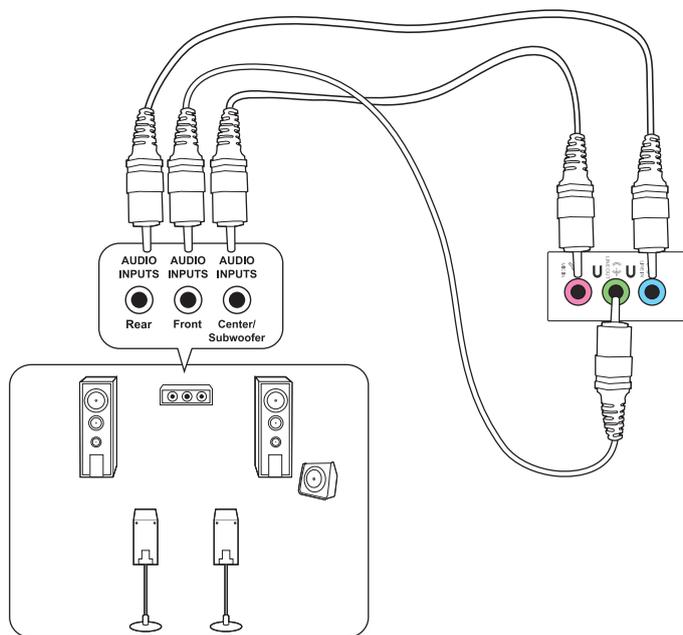
### Connecting 2.1-channel Speakers



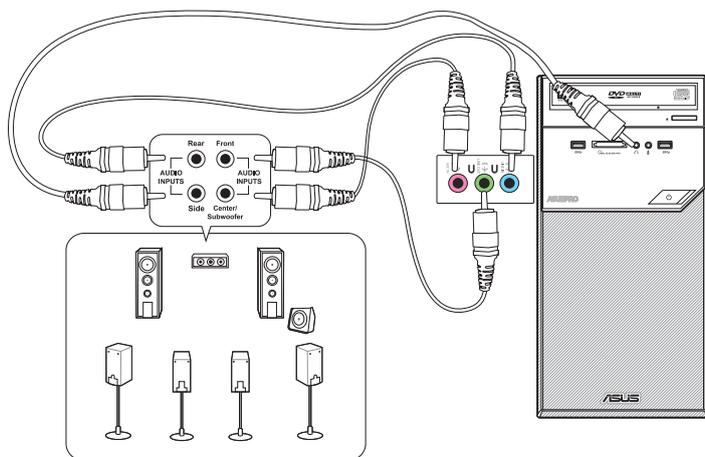
### Connecting 4.1-channel Speakers



## Connecting 5.1-channel Speakers



## Connecting 7.1-channel Speakers



## Changing to the external audio output

When you connect an external audio device to your Desktop PC, enable the audio device output to ensure a clear audio quality.

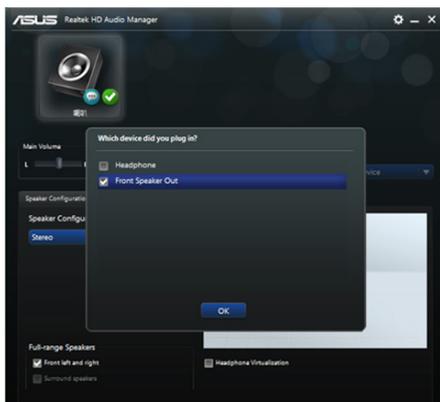
### To change to the external audio output:

1. Connect an external audio device such as earphone or speaker to the rear Line Out port. The Audio Manager screen automatically pops up.

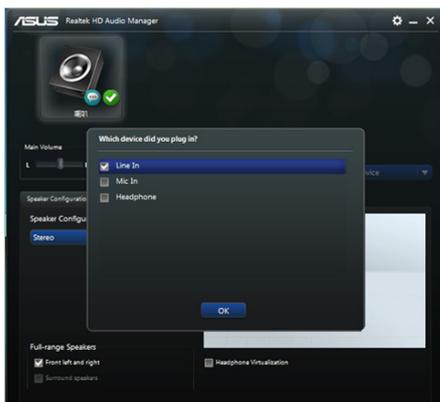


For the location of the rear Line Out port, refer to the section **Getting to know your computer**.

2. Tick **Front Speaker Out**, then click **OK**.



3. Tick **Line In**, then click **OK**. The audio output will now be from the external audio device.



The Audio Manager screenshots above are for reference only.

## Connecting multiple external displays

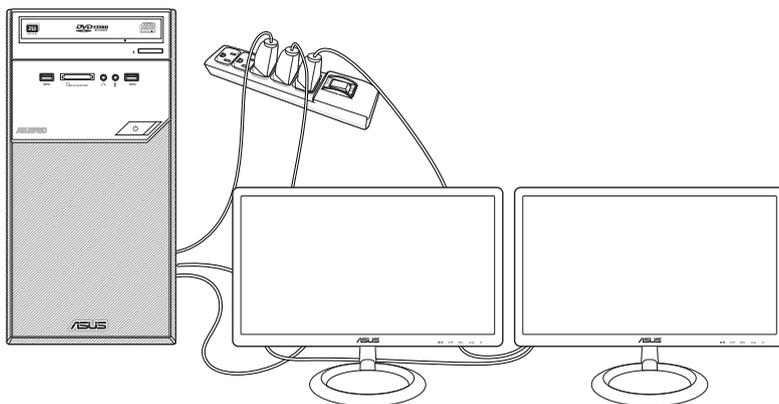
Your desktop PC may come with VGA, HDMI, or DVI ports and allows you to connect multiple external displays.

### Setting up multiple displays

When using multiple monitors, you are allowed to set display modes. You can use the additional monitor as a duplicate of your main display, or as an extension to enlarge your Windows desktop.

#### To set up multiple displays:

1. Turn off your computer.
2. Connect the two monitors to your computer and connect the power cords to the monitors. Refer to Setting up your computer section in Chapter 1 for details on how to connect a monitor to your computer.



3. Turn on your computer.
4. From the Start menu, click **Settings > System > Display**.
5. Configure the settings for your displays.



---

For some graphic cards, only the monitor that is set to be the primary display has display during POST. The dual display function works only under Windows.

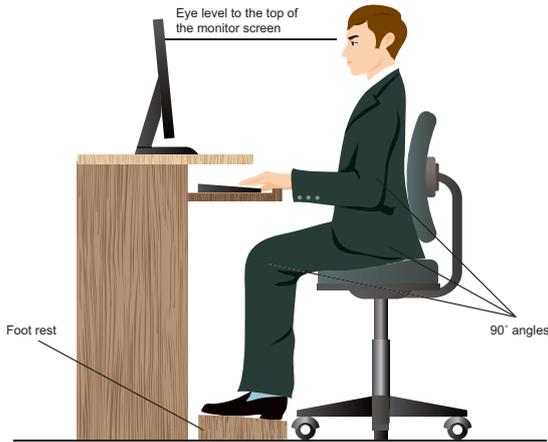
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# Chapter 3

## Using your computer

### Proper posture when using your Desktop PC

When using your Desktop PC, maintaining the proper posture is necessary to prevent strain to your wrists, hands, and other joints or muscles. This section provides you with tips on avoiding physical discomfort and possible injury while using and fully enjoying your Desktop PC.

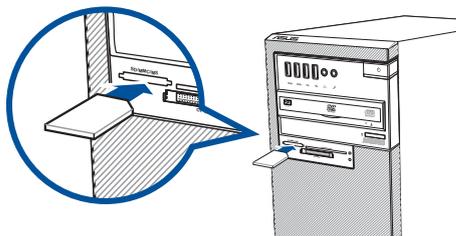


#### To maintain the proper posture:

- Position your computer chair to make sure that your elbows are at or slightly above the keyboard to get a comfortable typing position.
- Adjust the height of your chair to make sure that your knees are slightly higher than your hips to relax the backs of your thighs. If necessary, use a footrest to raise the level of your knees.
- Adjust the back of your chair so that the base of your spine is firmly supported and angled slightly backward.
- Sit upright with your knees, elbows and hips at an approximately 90° angle when you are at the PC.
- Place the monitor directly in front of you, and turn the top of the monitor screen even with your eye level so that your eyes look slightly downward.
- Keep the mouse close to the keyboard, and if necessary, use a wrist rest for support to reduce the pressure on your wrists while typing.
- Use your Desktop PC in a comfortably-lit area, and keep it away from sources of glare such as windows and straight sunlight.
- Take regular mini-breaks from using your Desktop PC.

## Using the memory card reader

Digital cameras and other digital imaging devices use memory cards to store digital picture or media files. The built-in memory card reader on the front panel of your system allows you to read from and write to different memory card drives.



### To use the memory card:

1. Insert the memory card into the card slot.



- A memory card is keyed so that it fits in only one direction. **DO NOT** force a card into a slot to avoid damaging the card.
- You can place media in one or more of the card slots and use each media independently. Place only one memory card in a slot at one time.

2. Select a program from the AutoPlay window to access your files.



- On Windows® 7, if AutoPlay is **NOT** enabled in your computer, click Windows® 7 Start button on the taskbar, click Computer, and then double-click the memory card icon to access the data on it.
- On Windows® 10, if AutoPlay is **NOT** enabled in your computer, click **File Explorer** from the Start menu, and then double-click the memory card icon to access the data on it.
- Each card slot has its own drive icon which is displayed on the File Explorer screen.

3. When finished, right-click the memory card drive icon on the Computer screen, click Eject, and then remove the card.

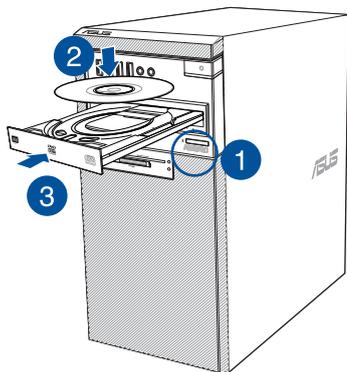


Never remove cards while or immediately after reading, copying, formatting, or deleting data on the card or else data loss may occur.



To prevent data loss, use "Safely Remove Hardware and Eject Media" in the Windows® notification area before removing the memory card.

## Using the optical drive (on selected models only)



### Inserting an optical disc

#### To insert an optical disc:

1. While your system is on, press the eject button below the drive bay cover to open the tray.
2. Place the disc to the optical drive with the label side facing up.
3. Push the tray to close it.
4. Select a program from the AutoPlay window to access your files.



---

If AutoPlay is NOT enabled in your computer, to access the data on an optical disc:

- On Windows<sup>®</sup> 7, click the **Start** > **Computer**, and double-click the CD/DVD drive icon.
  - On Windows<sup>®</sup> 10, click **File Explorer** from the Start menu, then double-click the CD/DVD drive icon.
- 

### Removing an optical disc

#### To remove an optical disc:

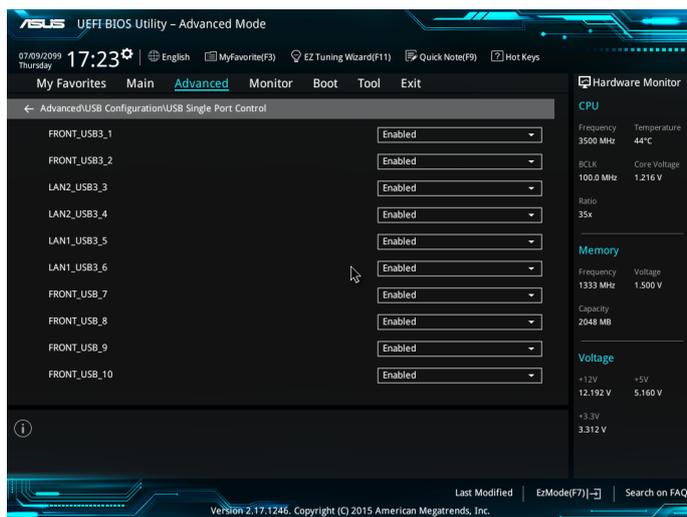
1. While the system is on, do either of the following to eject the tray:
  - Press the eject button below the drive bay cover.
  - From the Start menu, click **File Explorer**, right-click the CD/DVD drive icon, and click **Eject**.
2. Remove the disc from the disc tray.

## Configuring the USB ports using the BIOS

You can enable or disable the front and rear USB 2.0, USB 3.0 and USB 3.1 ports from the BIOS Setup.

### To disable or enable the front and rear USB 2.0, USB 3.0 and USB 3.1 ports:

1. Press <Delete> to enter the BIOS Setup at startup.
2. From the BIOS Setup screen, click **Advanced** > **USB Configuration** > **USB Single Port Control**.
3. Select the USB port that you want to enable or disable.
4. Press <Enter> to enable or disable the selected USB port.
5. Click **Exit** and select **Save Changes & Reset** to save the changes made.



Refer to Chapter 1 for the location of the USB ports.

## Configuring the HDD security setting using the BIOS

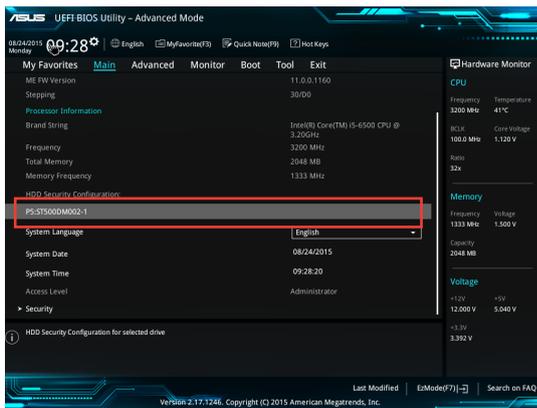
You can set a password in the BIOS Setup to protect your HDD.

### To set a password for your HDD from the BIOS Setup:

1. Press <Delete> to enter the BIOS Setup at startup.
2. From the BIOS Setup EZ Mode screen, click **Exit** > **Advanced Mode**. From the Advanced Mode screen, click **Main** > **HDDx: [name of HDD]** to open the HDD Password screen.
3. Select the **Set User Password** item and press <Enter>.
4. From the **Create New Password** box, key in a password, then press <Enter>.
5. Confirm the password when prompted.
6. Click **Exit** and select **Save Changes & Reset** to save the changes made.



Take note of this password, which you would need to access the HDD.



### To change the password for your HDD from the BIOS Setup:

1. Follow steps 1 and 2 of the previous section to open the HDD Password screen.
2. Select the **Set User Password** item and press <Enter>.
3. From the **Enter Current Password** box, key in the current password, then press <Enter>.
4. From the **Create New Password** box, key in a new password, then press <Enter>.
5. Confirm the password when prompted.
6. Click **Exit** and select **Save Changes & Reset** to save the changes made.

To clear the user password, follow the same steps as in changing a user password, but press <Enter> when prompted to create/confirm the password. After you clear the password, the **Set User Password** item on top of the screen shows **Not Installed**.



# Chapter 4

## Connecting to the Internet

### Wired connection

Use an RJ-45 cable to connect your computer to a DSL/cable modem or a local area network (LAN).

### Connecting via a DSL/cable modem

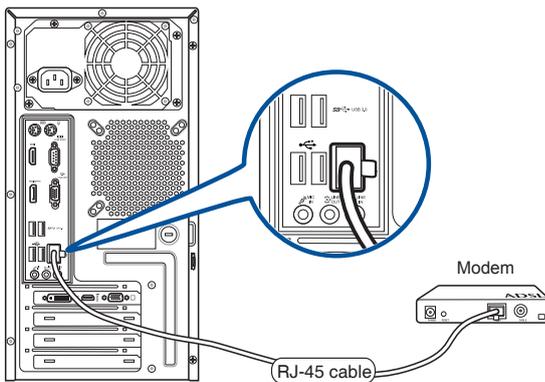
To connect via a DSL/cable modem:

1. Set up your DSL/cable modem.



Refer to the documentation that came with your DSL/cable modem.

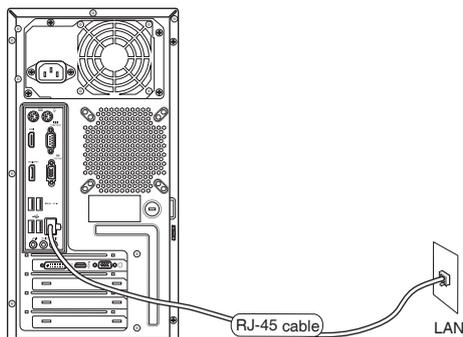
2. Connect one end of an RJ-45 cable to the LAN (RJ-45) port on the rear panel of your computer and the other end to a DSL/cable modem.



## Connecting via a local area network (LAN)

### To connect via a LAN:

1. Connect one end of an RJ-45 cable to the LAN (RJ-45) port on the rear panel of your computer and the other end to your LAN.



2. Turn on your computer.
3. Configure the necessary Internet connection settings.



- 
- Contact your network administrator for details or assistance in setting up your Internet connection.
  - For more details, refer to the sections **Configuring a dynamic IP/PPPoE network connection** or **Configuring a static IP network connection**.
-

## Configuring a dynamic IP/PPPoE network connection

To configure a dynamic IP/PPPoE network connection:

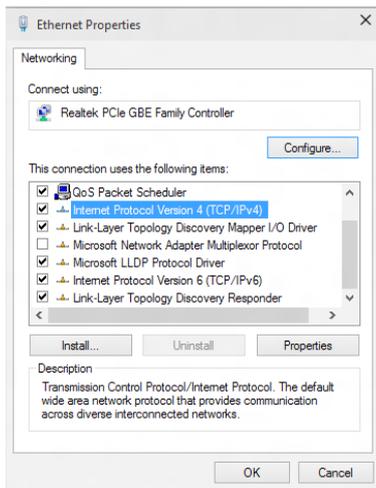
1. Launch **Network and Sharing Center** in Windows® 7 / 10 system.

### Windows® 7

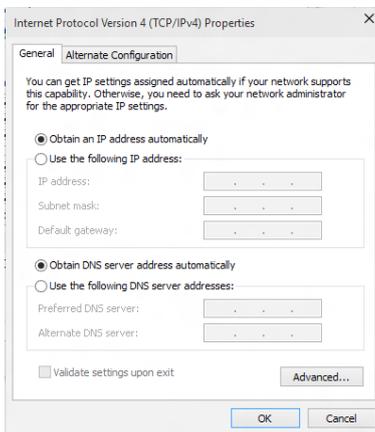
- Go to **Start > Control Panel > Network and Sharing Center**.

### Windows® 10

- Do either of these two ways:
    - From the taskbar, right-click , then click **Open Network and Sharing Center**.
    - From the Start menu, click **Settings > Network & Internet > Ethernet > Network and Sharing Center**.
2. From the Open Network and Sharing Center screen, click **Change Adapter settings**.
  3. Right-click on your LAN and select **Properties**.
  4. Click **Internet Protocol Version 4(TCP/IPv4)** and click **Properties**.

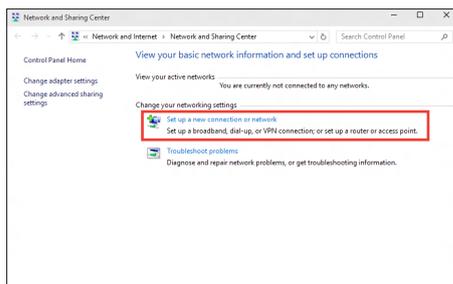


5. Click **Obtain an IP address automatically** and click **OK**.

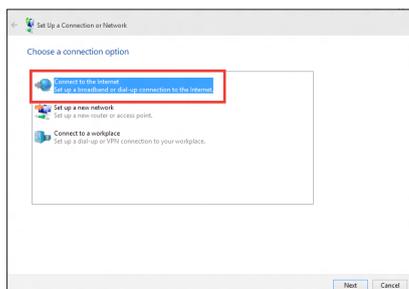


Continue to the next steps if you are using PPPoE connection.

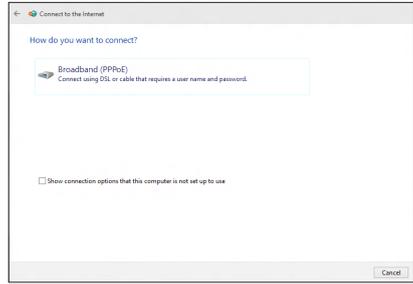
7. Return to the **Network and Sharing Center** and then click **Set up a new connection or network**.



8. Select **Connect to the Internet** and click **Next**.



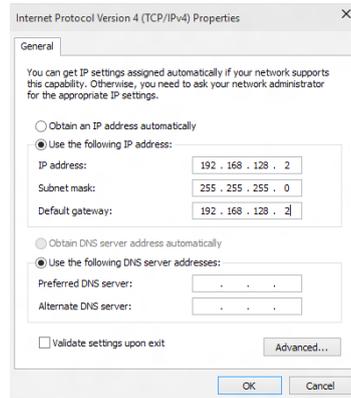
9. Select **Broadband (PPPoE)** and click **Next**.
10. Follow the next onscreen instructions to complete the setup.



## Configuring a static IP network connection

### To configure a static IP network connection:

1. Repeat steps 1 to 4 of the previous section.
2. Click **Use the following IP address**.
3. Enter the IP address, Subnet mask and Gateway from your service provider.
4. If needed, enter the preferred DNS Server address and alternative address.
5. When done, click **OK**.





# Chapter 5

## Using ASUS Business Manager

### ASUS Business Manager

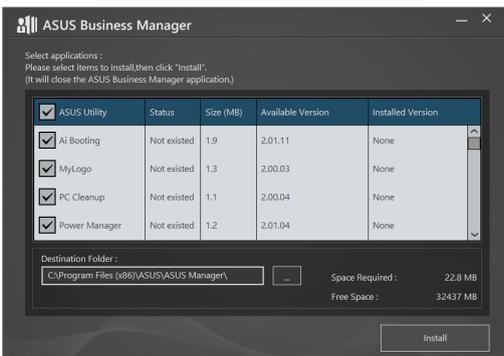
ASUS Manager provides a set of tools for customizing and maintaining your ASUS computer.

#### Installing ASUS Business Manager

1. Insert your ASUS support DVD into your optical drive.
2. On the support CD window, click **Utilities > ASUS Business Manager**.



3. On the ASUS Manager setup screen, select the applications you want to install.



4. Click **Install**.
5. The system will prompt you to reboot your system once installation is complete.

## Starting ASUS Manager

Launch ASUS Manager from the Start Menu by clicking **Start > ASUS > ASUS Manager**

### Icon View and List View

ASUS Manager has an Icon View and List View. Click the **List View** icon  to display a list of tools available for your system.

#### Icon View



List View

#### List View



## System

The System Information screen displays hardware and software details about your computer.



## Update

Click **Update** on the main ASUS Manager screen to download and install hardware drivers, the latest BIOS, and updated ASUS applications.



## Security

Click **Security** on the main ASUS Manager screen to access PC Cleanup and USB Lock utilities.

### PC Cleanup

PC Cleanup provides options to remove temporary and unnecessary files from your computer to free up hard drive space.



### ASUS Secure Delete

ASUS Secure Delete keeps your files secure by making deleted files completely irrecoverable using a simple drag-and-drop interface.

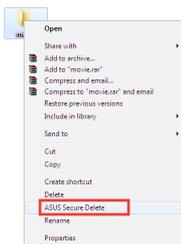


To use ASUS Secure Delete:

- Once ASUS Secure Delete is launched, do any of the following to add files to the deletion box:
  - Drag and drop the files to the deletion box.



- Right-click the file then select ASUS Secure Delete.



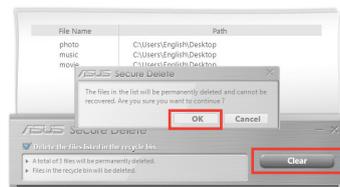
- To remove a file from the deletion list, select the file, then click .



- Tick **Delete the files listed in the recycle bin** if you want to permanently delete all the files in the recycle bin.



- Click **Clear**, and then click **OK** on the confirmation message to permanently delete all the files listed in the deletion box and the recycle bin (if selected in step 3).



## USB Lock

The USB Lock feature secures your USB ports, card reader and optical drive from unwanted access by setting up a password.



## Backup & Recovery

Click **Recovery** on the main ASUS Manager screen to begin Windows maintenance tasks such as system restoration, adjusting startup settings and repairing Windows with a recovery disk.



## Power

Click **Power** on the main ASUS Manager screen to configure power management. With Power Manager, you can specify time settings for system hibernation, sleep, display and hard drive activity.



## Tool

Click **Tool** on the main ASUS Manager screen to access the Support screen, Ai Booting or MyLogo.

## Support

Support lists links to ASUS support web sites and contact information.



## Ai Booting

Ai Booting displays a list of bootable storage devices. Select a device and click the left/right buttons to modify the boot sequence.



## MyLogo

ASUS MyLogo allows you to customize the boot logo. The boot logo is the image that appears on screen during the Power-On Self-Tests (POST).



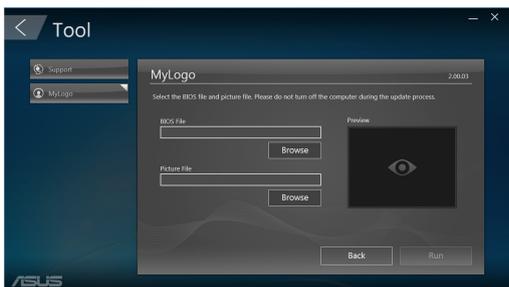
## Changing the BIOS boot logo

1. Select any of the options, then click **Next**:
  - Change the BIOS boot logo and update the BIOS.
  - Change the BIOS boot logo only.



Before selecting the first option, download the BIOS file to your computer using ASUS Update.

2. Click **Browse** to locate the picture file that you want to use as the boot logo (and the downloaded BIOS if required) and then click **Run**.



3. Follow the onscreen instructions to complete the process.



# Chapter 6

## Troubleshooting

### Troubleshooting

This chapter presents some problems you might encounter and the possible solutions.

**?** *My computer cannot be powered on and the power LED on the front panel does not light up.*

- Check if your computer is properly connected.
- Check if the wall outlet is functioning.
- Check if the Power Supply Unit is switched on. Refer to the section **Turning your computer ON/OFF** in Chapter 1.

**?** *My computer hangs.*

- Do the following to close the programs that are not responding:
  1. Simultaneously press <Alt> + <Ctrl> + <Delete> keys on the keyboard, then click **Task Manager**.
  2. Do the following based on the operating system:
    - On Windows® 7:**
      - a) Click **Applications** tab.
      - b) Select the program that is not responding, then click **End Task**.
    - On Windows® 10:**

Under **Task Manager** in the **Processes** tab, select the program that is not responding, then click **End Task**.
- If the keyboard is not responding. Press and hold the Power button on the top of your chassis until the computer shuts down. Then press the Power button to turn it on.

**?** *I cannot connect to a wireless network using the ASUS WLAN Card (on selected models only)?*

- Ensure that you enter the correct network security key for the wireless network you want to connect to.
- Connect the external antennas (optional) to the antenna connectors on the ASUS WLAN Card and place the antennas on the top of your computer chassis for the best wireless performance.

**? *The arrow keys on the number key pad are not working.***

Check if the Number Lock LED is off. When the Number Lock LED is on, the keys on the number key pad are used to input numbers only. Press the Number Lock key to turn the LED off if you want to use the arrow keys on the number key pad.

**? *No display on the monitor.***

- Check if the monitor is powered on.
- Ensure that your monitor is properly connected to the video output port on your computer.
- If your computer comes with a discrete graphics card, ensure that you connect your monitor to a video output port on the discrete graphics card.
- Check if any of the pins on the monitor video connector is bent. If you discover bent pins, replace the monitor video connector cable.
- Check if your monitor is plugged to a power source properly.
- Refer to the documentation that came with your monitor for more troubleshooting information.

**? *When using multiple monitors, only one monitor has display.***

- Ensure that the both monitors are powered on.
- During POST, only the monitor connected to the VGA port has display. The dual display function works only under Windows.
- When a graphics card is installed on your computer, ensure that you connect the monitors to the output port on the graphics card.
- Check if the multiple displays settings are correct.

**? *My computer cannot detect my USB storage device.***

- The first time you connect your USB storage device to your computer, Windows automatically installs a driver for it. Wait for a while and go to My Computer to check if the USB storage device is detected.
- Connect your USB storage device to another computer to test if the USB storage device is broken or malfunctions.

? *I want to restore or undo changes to my computer's system settings without affecting my personal files or data.*

**On Windows® 7:**

The Windows® System Restore feature allows you to restore or undo changes to your computer's system settings without affecting your personal data such as documents or photos. For more details, refer to the section **Restoring your system** in Chapter 2.

**On Windows® 10:**

You can use Windows® 10 recovery option to refresh or reset your computer's system settings. To use the refresh option, click **Settings > Update & recovery > Reset this PC** from the Start menu, select **Keep my files**, wait for several seconds and click **Next** to continue or **Cancel** to quit. To use the reset option, click **Settings > Update & recovery > Reset this PC** from the Start menu, select **Remove everything > Only the drive where Windows is installed > Just remove my files**, and click **Reset**.




---

By default, your personal files, apps and settings are stored in the system volume (eg. C:\), ensure to move them to a data volume (eg. D:\ or E:\) before resetting your system.

---

? *The picture on the HDTV is distorted.*

- It is caused by the different resolutions of your monitor and your HDTV. Adjust the screen resolution to fit your HDTV. To change the screen resolution:

**On Windows® 7:**

1. Do any of the following to open the **Screen Resolution** setting screen:
  - Click  > **Control Panel > Appearance and Personalization > Display > Change display settings**.
  - Right click anywhere on your Windows desktop. When the pop-up menu appears, click **Personalize > Display > Change display settings**.
2. Adjust the resolution. Refer to the documentation came with your HDTV for the resolution.
3. Click **Apply** or **OK**. Then click **Keep Changes** on the confirmation message.

**On Windows® 10**

- From the Start menu, click **Settings > System > Display**.

### ? *My speakers produce no sound.*

- Ensure that you connect your speakers to the Line out port on the front panel or the rear panel.
- Check if your speaker is connected to an electrical source and turned on.
- Adjust your speakers' volume.
- Ensure that your computer's system sounds are not Muted.
  - If it is muted, the volume icon is displayed as . To enable the system sounds, click  from the Windows notification area, then click .
  - If it is not muted, click  and drag the slider to adjust the volume.
- Connect your speakers to another computer to test if the speakers are working properly.

### ? *The DVD drive cannot read a disc.*

- Check if the disc is placed with the label side facing up.
- Check if the disc is centered in the tray, especially for the discs with non-standard size or shape.
- Check if the disc is scratched or damaged.

### ? *The DVD drive eject button is not responding.*

1. On Windows® 7, click  > **Computer**.  
On Windows® 10, from the Start menu, click **File Explorer**.
2. Right-click  **DVD RW Drive**, then click **Eject** from the menu.

## Power

Problem	Possible Cause	Action
No power (The power indicator is off)	Incorrect power voltage	<ul style="list-style-type: none"> <li>• Set your computer's power voltage switch to your area's power requirements.</li> <li>• Adjust the voltage settings. Ensure that the power cord is unplugged from the power outlet.</li> </ul>
	Your computer is not turned on.	Press the power key on the front panel to ensure that your computer is turned on.
	Your computer's power cord is not properly connected.	<ul style="list-style-type: none"> <li>• Ensure that the power cord is properly connected.</li> <li>• Use other compatible power cord.</li> </ul>
	PSU (Power supply unit) problems	Contact the ASUS Service Center about installing another PSU on your computer.

## Display

Problem	Possible Cause	Action
No display output after turning the computer on (Black screen)	The signal cable is not connected to the correct VGA port on your computer.	<ul style="list-style-type: none"> <li>• Connect the signal cable to the correct display port (onboard VGA or discrete VGA port).</li> <li>• If you are using a discrete VGA card, connect the signal cable to the discrete VGA port.</li> </ul>
	Signal cable problems	Try connecting to another monitor.

## LAN

Problem	Possible Cause	Action
Cannot access the Internet	The LAN cable is not connected.	Connect the LAN cable to your computer.
	LAN cable problems	Ensure the LAN LED is on. If not, try another LAN cable. If it still does not work, contact the ASUS service center.
	Your computer is not properly connected to a router or hub.	Ensure that your computer is properly connected to a router or hub.
	Network settings	Contact your Internet Service Provider (ISP) for the correct LAN settings.
	Problems caused by the anti-virus software	Close the anti-virus software.
	Driver problems	Reinstall the LAN driver

## Audio

Problem	Possible Cause	Action
No Audio	Speaker or headphone is connected to the wrong port.	<ul style="list-style-type: none"> <li>Refer to your computer's user manual for the correct port.</li> <li>Disconnect and reconnect the speaker to your computer.</li> </ul>
	Speaker or headphone does not work.	Try using another speaker or headphone.
	The front and back audio ports do not work.	Try both the front and back audio ports. If one port failed, check if the port is set to multi-channel.
	Driver problems	Reinstall the audio driver

## System

Problem	Possible Cause	Action
System speed is too slow	Too many programs are running.	Close some of the programs.
	Computer virus attack	<ul style="list-style-type: none"> <li>Use an anti-virus software to scan for viruses and repair your computer.</li> <li>Reinstall the operating system.</li> </ul>
The system often hangs or freezes.	Hard disk drive failure	<ul style="list-style-type: none"> <li>Send the damaged hard disk drive to ASUS Service Center for servicing.</li> <li>Replace with a new hard disk drive.</li> </ul>
	Memory module problems	<ul style="list-style-type: none"> <li>Replace with compatible memory modules.</li> <li>Remove the extra memory modules that you have installed, then try again.</li> <li>Contact the ASUS Service Center for assistance.</li> </ul>
	There is not enough air ventilation for your computer.	Move your computer to an area with better air flow.
	Incompatible software are installed.	Reinstall the OS and reinstall compatible software.

## CPU

Problem	Possible Cause	Action
Too noisy right after turning on the computer.	Your computer is booting up.	It is normal. The fan runs on its full speed when the computer is powering on. The fan slows down after entering the OS.
	The BIOS settings have been changed.	Restore the BIOS to its default settings.
	Old BIOS version	Update the BIOS to the latest version. Visit the ASUS Support site at <a href="http://support.asus.com">http://support.asus.com</a> to download the latest BIOS versions.
Computer is too noisy when in use.	The CPU fan has been replaced.	Ensure that you are using a compatible or ASUS-recommended CPU fan.
	There is not enough air ventilation for the computer.	Ensure that your computer is working in an area with good air flow.
	The system temperature is too high.	<ul style="list-style-type: none"> <li>• Update the BIOS.</li> <li>• If you know how to reinstall the motherboard, try to clean the inner space of the chassis.</li> <li>• Contact the ASUS Service Center for assistance.</li> </ul>



If the problem still persists, refer to your Desktop PC's warranty card and contact the ASUS Service Center. Visit the ASUS Support site at <http://support.asus.com> for the service center information.



# **ASUS Desktop PC Windows® 7 / Windows® 10 User Manual**

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October 2015  
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# Chapter 1

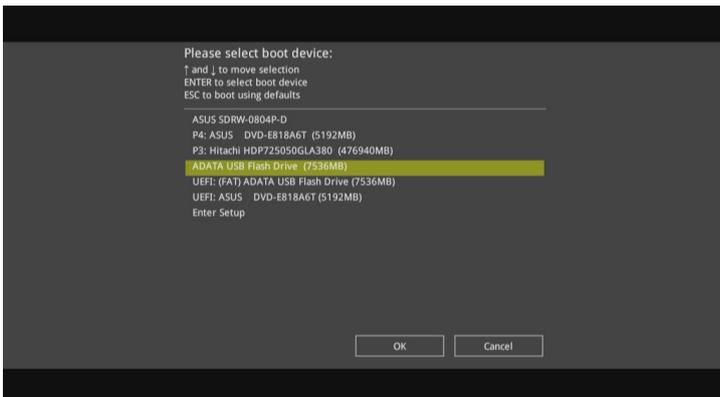
## Using Windows® 7

### Preloading the USB 2.0/3.0 drivers for Windows® 7 installation

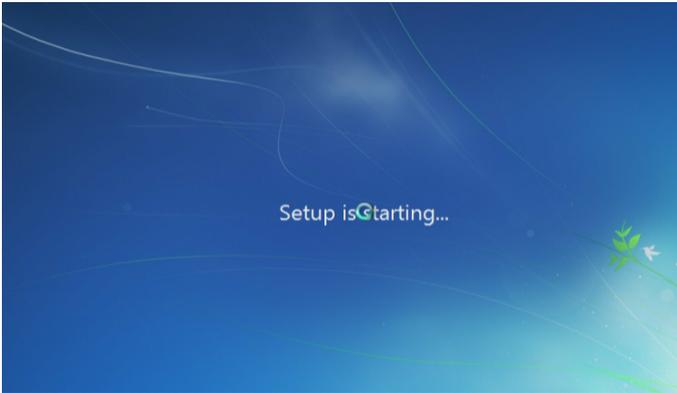
Preload the USB 2.0/3.0 drivers to be able to use the keyboard and mouse during the Windows® 7 installation. The following steps guide you in preloading the USB 2.0/3.0 drivers and installing Windows® 7.

#### Method 1: Preloading/installing via ODD and USB device

1. Ensure that you have the following:
  - ASUS Support DVD (included with your Desktop PC package)
  - Windows® 7 installation source (copied to a formatted USB storage device with 8GB or more capacity)
  - Optical disk drive (ODD)
2. Connect the USB storage device containing the Windows® 7 installer.
3. Insert the ASUS support DVD into the ODD of your Desktop PC.
4. Turn on your Desktop PC and press [F8] during POST (Power-On Self Test) to enter the boot screen.
5. Select the USB storage device as the boot device.



6. The USB 2.0/3.0 driver loads automatically during the installation startup.



7. Follow the onscreen instructions to complete the Windows® 7 installation.

## Method 2: Preloading/installing via ASUS EZ Installer

1. Ensure that you have the following:
  - ASUS Support DVD (included with your Desktop PC package)
  - Windows® 7 installation DVD
  - Desktop or Notebook PC (with Intel® CPU except Skylake or Braswell CPU)\*
  - ASUS Desktop PC\*\*
  - USB storage device (with 8GB or more capacity)
  - Internal/external Optical Disk Drive (ODD)



- 
- \*Use your desktop or notebook PC for steps 2 to 4.
  - \*\*Use your ASUS Desktop PC for steps 5 to 9.
- 

2. In your computer, connect an external ODD and insert the Windows® 7 installation DVD in it.
3. Connect another external ODD to the same computer, and insert the ASUS Support DVD in it. From the support DVD, launch ASUS EZ Installer.
4. Select any of these two methods to create a modified Windows® 7 installation file:
  - Windows® 7 OS disk to USB storage device
  - Windows® 7 OS disk to ISO file



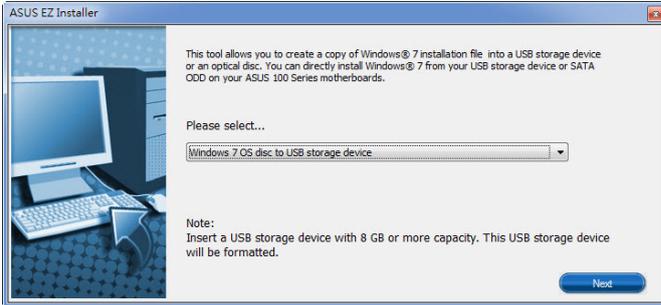
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Refer to the next sections on the steps to create a modified Windows® 7 installation file.

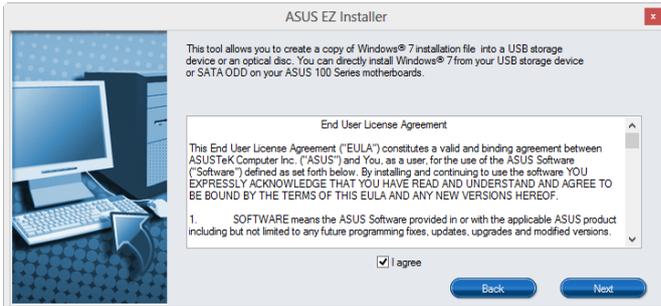
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## Windows® 7 OS disk to USB storage device

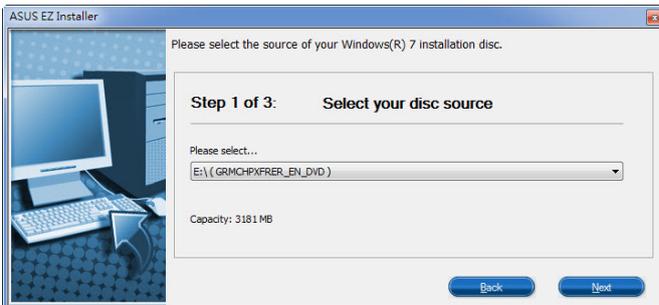
- a) Select Windows 7 OS disk to USB storage device then click Next.



- b) Check I agree and then click Next.



- c) Select the source of the Windows® 7 installation disk then click Next.



- d) Select the USB storage device and click **Next**.



- e) Click the refresh icon  if the USB storage device is not displayed. Click **Yes** to clear the contents on the USB storage device and create a bootable USB device.



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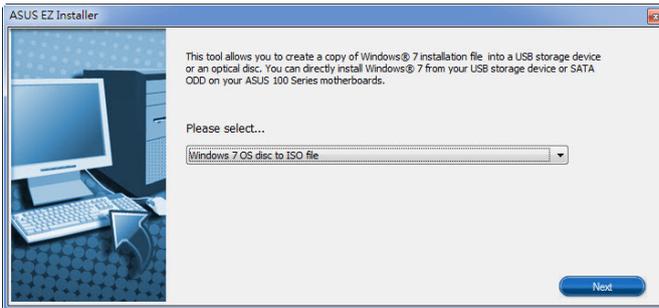
The USB storage device will be formatted, so ensure that you have backed up your data from it.

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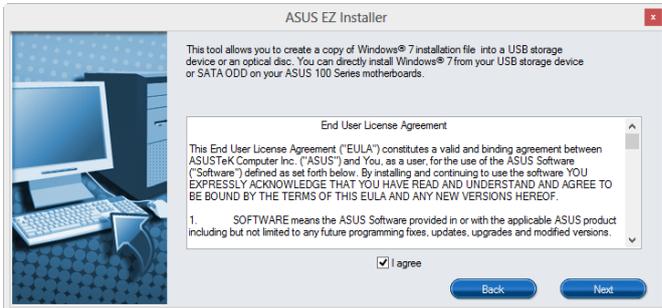
- f) Once completed, click **OK** to finish.

## Windows® 7 OS disk to ISO file

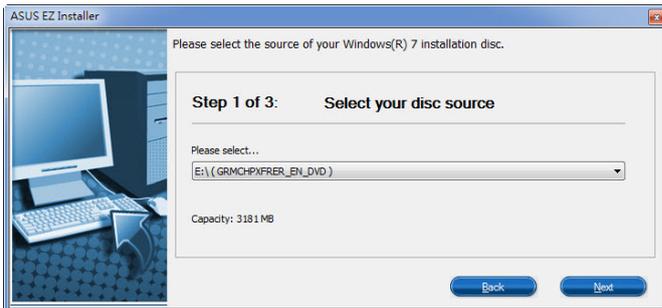
- a) Select Windows 7 OS disk to ISO file then click **Next**.



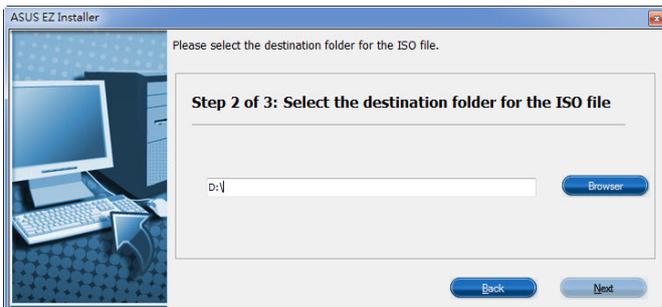
- b) Check I agree and then click **Next**.



- c) Select the source of the Windows® 7 installation disk then click **Next**.



- d) Select the folder to save the modified Windows® 7 installation ISO file and click **Next**.



- e) Once completed, click **OK** to finish.
  - f) Burn or copy this ISO file onto an empty DVD to create a modified Windows® 7 installation DVD.
5. In your ASUS Desktop PC, insert the modified Windows® 7 installation DVD into an external ODD or connect the USB storage device with modified Windows® 7 installation files.
  6. Power on your ASUS Desktop PC and press [F8] during POST (Power-On Self Test) to enter the boot screen.
  7. Select the ODD or USB storage device as the boot device.
  8. The USB 2.0/3.0 driver is loaded automatically during installation startup.
  9. Follow the onscreen instructions to complete the Windows® 7 installation.

## Starting for the first time

When you start your computer for the first time, a series of screens appear to guide you in configuring the basic settings of your Windows® 7 operating system.

### To start for the first time:

1. Turn your computer on. Wait for a few minutes until the **Set Up Windows** screen appears.
2. From dropdown list, select your language, then click **Next**.
3. From the dropdown lists, select your **Country or region**, **Time and currency**, and **Keyboard layout**, then click **Next**.
4. Key in unique names for the **user name** and **computer name**, then click **Next**.
5. Key in the necessary information to set up your password, then click **Next**. You may also click **Next** to skip this step without entering any information.




---

If you want to set up a password for your account later, refer to the section **Setting up a user account and password** in this chapter.

---

6. Carefully read the license terms. Tick **I accept the license terms** and click **Next**.
7. Select **Use recommended settings** or **Install important updates only** to set up the security settings for your computer. To skip this step, select **Ask me later**.
8. Review your date and time settings. Click **Next**. The system loads the new settings and restarts. You may now start using your computer.

## Using Windows® 7 desktop



---

Click the Start icon  > **Help and Support** to obtain more information about Windows® 7.

---

### Using the Start menu

The Start menu gives you access to programs, utilities, and other useful items on your computer. It also provides you with more information about Windows 7 through its **Help and Support** feature.

### Launching items from the Start menu

**To launch items from the Start menu:**

1. From the Windows® taskbar, click the Start icon .
2. From the Start menu, select the item that you want to launch.



---

You may pin programs that you want constantly displayed on the Start menu. For more details, refer to the section **Pinning programs on the Start menu or taskbar** on this chapter.

---

### Using the Getting Started item

The **Getting Started** item on the Start menu contains information about some basic tasks such as personalizing Windows®, adding new users, and transferring files to help you to familiarize yourself with using Windows® 7.

**To use the Getting Started item:**

1. From the Windows® taskbar, click the Start icon  to launch the Start menu.
2. Select **Getting Started**. The list of available tasks appears.
3. Select the task that you want to do.

### Using the taskbar

The taskbar allows you to launch and manage programs or items installed on your computer.

### Launching a program from the taskbar

**To launch a program from the taskbar:**

- From the Windows® taskbar, click an icon to launch it. Click the icon again to hide the program.



---

You may pin programs that you want constantly displayed on the taskbar. For more details, refer to the section **Pinning programs on the Start menu or taskbar** on this chapter.

---

## Pinning items on the jumplists

When you right-click an icon on the taskbar, a jumplist launches to provide you with quick-access to the program's or item's related links. You may pin items on the jumplist such as favorite websites, often-visited folders or drives, or recently played media files.

### To pin items to the jumplist:

1. From the taskbar, right-click an icon.
2. From the jumplist, right-click the item that you want to pin, then select **Pin to this list**.

## Unpinning items from the jumplist

### To unpin items from the jumplist:

1. From the taskbar, right-click an icon.
2. From the jumplist, right-click the item that you want to remove from the jumplist, then select **Unpin from this list**.

## Pinning programs on the Start menu or taskbar

### To pin programs on the Start menu or taskbar:

1. From the Windows® taskbar, click the Start icon  to launch the Start menu.
2. Right-click the item that you want to pin on the Start menu or taskbar.
3. Select **Pin to Taskbar** or **Pin to Start menu**.



---

You may also right-click on the icon of a running program on the taskbar, then select **Pin this program to taskbar**.

---

## Unpinning programs from the Start menu

### To unpin programs from the Start menu:

1. From the Windows® taskbar, click the Start icon  to launch the Start menu.
2. From the Start menu, right-click the program that you want to unpin, then select **Remove from this list**.

## Unpinning programs from the taskbar

### To unpin programs from the taskbar:

1. From the taskbar, right-click the program that you want to remove from the taskbar, then select **Unpin this program from taskbar**.

## Using the notification area

By default, the notification area shows these three icons:

	<p><b>Action Center notification</b></p> <p>Click this icon to display all the alert messages/notifications and launch the Windows® Action Center.</p>
	<p><b>Network connection</b></p> <p>This icon displays the connection status and signal strength of the wired or wireless network connection.</p>
	<p><b>Volume</b></p> <p>Click this icon to adjust the volume.</p>

## Displaying an alert notification

### To display an alert notification:

- Click the Notification icon , then click the message to open it.



For more details, refer to the section **Using Windows® Action Center** in this chapter.

## Customizing icons and notifications

You may choose to display or hide the icons and notifications on the taskbar or on the notification area.

### To customize icons and notifications:

1. From the notification area, click on the arrow icon .
2. Click **Customize**.
3. From the dropdown list, select the behaviors for the icons or items that you want to customize.

## Managing your files and folders

### Using Windows® Explorer

Windows® Explorer allows you to view, manage, and organize your files and folders.

### Launching Windows® Explorer

#### To launch Windows Explorer:

1. From the Windows® taskbar, click the Start icon  to launch the Start menu.
2. Click **Computer** to launch Windows Explorer.

## Exploring files and folders

### To explore files and folders:

1. Launch Windows' Explorer.
2. From the navigation or view pane, browse for the location of your data.
3. From the breadcrumb bar, click the arrow to display the contents of the drive or folder.

## Customizing the file/folder view

### To customize the file/folder view:

1. Launch Windows Explorer.
2. From the navigation pane, select the location of your data.
3. From the toolbar, click the View icon .
4. From the View menu, move the slider to select how you want to view the file/folder.



---

You may also right-click anywhere on the View pane, click **View**, and select the view type that you want.

---

## Arranging your files

### To arrange your files:

1. Launch Windows Explorer.
2. From the **Arrange by** field, click to display the dropdown list.
3. Select your preferred arrangement type.

## Sorting your files

### To sort your files:

1. Launch Windows Explorer.
2. Right-click anywhere on the View pane.
3. From the menu that appears, select **Sort by**, then select your preferred sorting type.

## Grouping your files

### To group your files:

1. Launch Windows Explorer.
2. Right-click anywhere on the View pane.
3. From the menu that appears, select **Group by**, then select your preferred grouping type.

## Adding a new folder

### To add a new folder:

1. Launch Windows Explorer.
2. From the toolbar, click **New folder**.
3. Key in a name for the new folder.




---

You may also right-click anywhere on the View pane, click **New > Folder**.

---

## Backing up your files

### Setting up a backup

#### To set up a backup:

1. Click  > **All Programs > Maintenance > Backup and Restore**.
2. Click **Set up backup**. Click **Next**.
3. Select your backup destination. Click **Next**.
4. Select **Let Windows choose (recommended)** or **Let me choose as your backup mode**.




---

If you select **Let Windows choose**, Windows will not back up your programs, FAT-formatted files, Recycle Bin files, or temporary files that are 1GB or more.

---

5. Follow the onscreen instructions to finish the process.

## Restoring your system settings

The Windows® System Restore feature creates a restore point where the computer's system settings are stored at certain time and date. It allows you to restore or undo changes to your computer's system settings without affecting your personal data.

#### To restore your system:

1. Close all running applications.
2. Click  > **All Programs > Accessories > System Tools > System Restore**.
3. Follow the onscreen instructions to complete the process.

## Protecting your computer

### Using Windows® 7 Action Center

Windows® 7 Action Center provides you with alert notifications, security information, system maintenance information, and the option to automatically troubleshoot and fix some common computer problems.



---

You may customize the notifications. For more details, refer to the previous section **Customizing icons and notifications** in this chapter.

---

### Launching Windows® 7 Action Center

**To launch Windows® 7 Action Center:**

1. To launch Windows® 7 Action Center, click the Notification icon , then click **Open Action Center**.
2. From Windows® 7 Action Center, click the task that you want to do.

### Using Windows® Update

Windows Update allows you to check and install the latest updates to enhance the security and performance of your computer.

### Launching Windows® Update

**To launch Windows® Update:**

1. From the Windows® taskbar, click the Start icon  to launch the Start menu.
2. Select **All Programs > Windows Update**.
3. From the Windows® Update screen, click the task that you want to do.

## Setting up a user account and password

You may create user accounts and passwords for people who will use your computer.

### Setting up a user account

**To set up a user account:**

1. From the Windows® taskbar, click  > **Getting Started > Add new users**.
2. Select **Manage another account**.
3. Select **Create a new account**.
4. Key in the name of the new user.
5. Select either **Standard user** or **Administrator** as the user type.
6. When done, click **Create Account**.

## Setting up a user's password

### To set up a user's password:

1. Select the user that you would like to set a password.
2. Select **Create a password**.
3. Key in a password and confirm it. Key in your password's hint.
4. When done, click **Create password**.

## Activating the anti-virus software

Trend Micro Internet Security is pre-installed on your computer. It is a third-party anti-virus software protecting your computer from virus. It is purchased separately. You have a 30-day trial period after activating it.

### To activate Trend Micro Internet Security:

1. Run the Trend Micro Internet Security application.
2. Carefully read the license terms. Click **Agree & Activate**.
3. Input your e-mail address and select your location. Click **Next**.
4. Click Finish to complete the activation.

## Getting Windows® Help and Support

Windows® Help and Support provides you with guides and answers in using the applications in Windows® 7 platform.

To launch Windows® Help and Support, click  > **Help and Support**.



---

Ensure that you are connected to the Internet to obtain the latest Windows® online help.

---

# Recovering your system

## Windows® 7

### Using the system recovery partition

The system recovery partition quickly restores your Desktop PC's software to its original working state. Before using the system recovery partition, copy your data files (such as Outlook PST files) to USB storage devices or to a network drive and make note of any customized configuration settings (such as network settings).

### About the system recovery partition

The system recovery partition is a reserved space on your hard disk drive used to restore the operating system, drivers, and utilities installed on your Desktop PC at the factory.



---

DO NOT delete the system recovery partition, which is the partition without volume label on Disk 0. The system recovery partition is created at the factory and cannot be restored if deleted. Take your Desktop PC to an authorized ASUS service center if you have problems with the recovery process.

---

### Using the system recovery partition:

1. Press <F9> during bootup.
2. Highlight Windows Setup [EMS Enabled] and press <Enter>.
3. From the Recover system to a partition screen, click <Next>.
4. Follow the onscreen instructions to complete the recovery process.



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Visit the ASUS website at [www.asus.com](http://www.asus.com) for updated drivers and utilities.

---

### Using the Recovery DVD (on selected models)



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Remove the external hard disk drive before performing system recovery on your Desktop PC. According to Microsoft, you may lose important data because of setting up Windows on the wrong disk drive or formatting the incorrect drive partition.

---

### To use the Recovery DVD:

1. Insert the Recovery DVD into the optical drive. Your Desktop PC needs to be powered ON.
2. Restart the Desktop PC and press <F8> on bootup and select the optical drive (may be labeled as "CD/DVD") and press <Enter> to boot from the Recovery DVD.
3. Select OK to start to restore the image.

4. Select OK to confirm the system recovery.



---

Restoring will overwrite your hard drive. Ensure to back up all your important data before the system recovery.

---

5. Follow the onscreen instructions to complete the recovery process.



---

DO NOT remove the Recovery disc, unless instructed to do so, during the recovery process or else your partitions will be unusable.

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Visit the ASUS website at [www.asus.com](http://www.asus.com) for updated drivers and utilities.

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# Chapter 2

## Using Windows® 10

### Starting for the first time

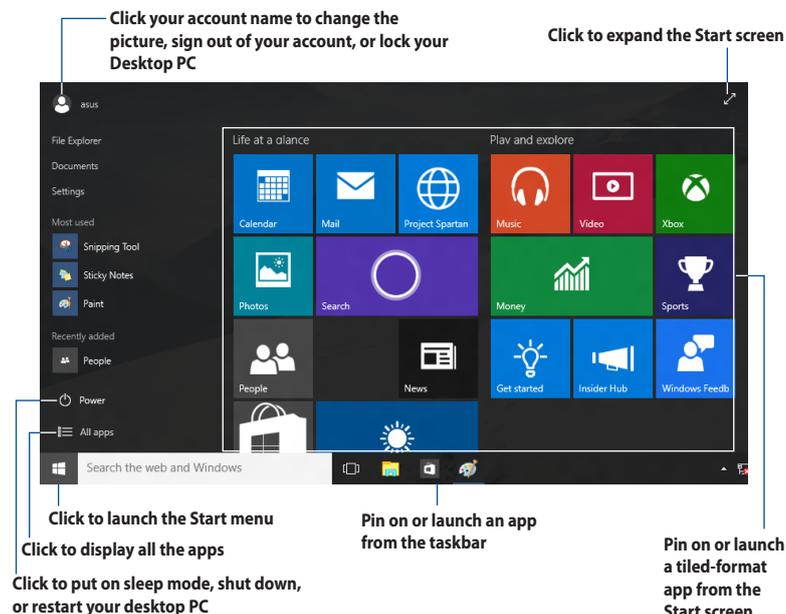
When you start your computer for the first time, a series of screens appear to guide you in configuring the basic settings of your Windows® 10 operating system.

#### To start your Desktop PC for the first time:

1. Press the power button on your Desktop PC. Wait for a few minutes until the setup screen appears.
2. From the setup screen, pick your region and language that you want to use on your desktop PC.
3. Carefully read the License Terms, then tap **I Accept**.
4. Follow the onscreen instructions to configure the following basic items:
  - Personalize
  - Get online
  - Settings
  - Your account
5. Wait until Windows® 10 finishes installing the apps and system settings. After the installation, the Windows® 10 desktop appears.

## Using the Windows® 10 UI

The Windows® 10 User Interface (UI) includes the favorite Start menu and the tiled-format on the Start screen. It includes the following features you can use while working on your Desktop PC.



### Start menu

Windows® 10 brings back the Start menu with some enhancements, such as the space that you can customize with your favorite apps, people, or websites.

You can launch the Start menu in two ways:

- Click the Start button from the lower-left corner of the taskbar.
- Press the Windows® Start key  on your keyboard.

### Pinning apps to the Start screen or taskbar

**To pin an app to the Start screen or taskbar:**

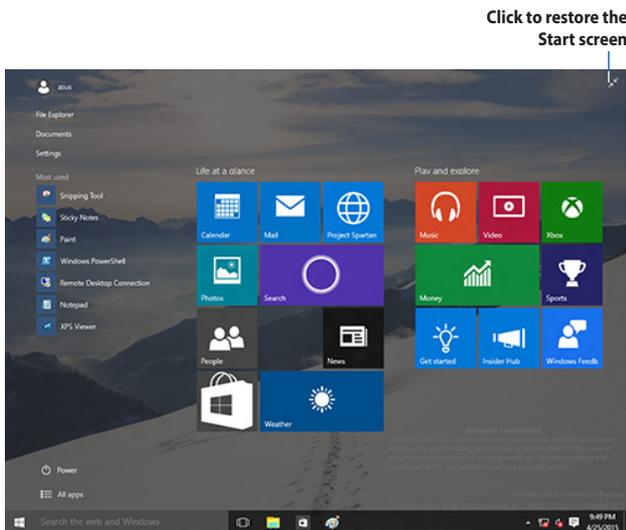
1. From the Start menu, click **All apps**, then select the app that you want to pin.
2. Click **Pin to Start** or **Pin to taskbar** to pin your selected app to the Start screen or taskbar. You can also drag then drop an app to the Start Screen or taskbar to pin it.

## Start screen

The Start screen, which appears together with the Start menu, helps organize all the apps you need in just one place. The apps on the Start screen are displayed on tiled-format for easy access.



Some apps require signing in to your Microsoft account before they are fully launched.



## Moving apps on the Start screen

You can move apps from the Start screen simply through dragging and dropping the app to your preferred location.

## Unpinning apps from the Start screen

To unpin an app from the Start screen, right-click on the app to activate its settings bar then click **Unpin from Start**.

## Taskbar

Windows® 10 comes with the standard taskbar, which stores all your currently running apps or items in the background.

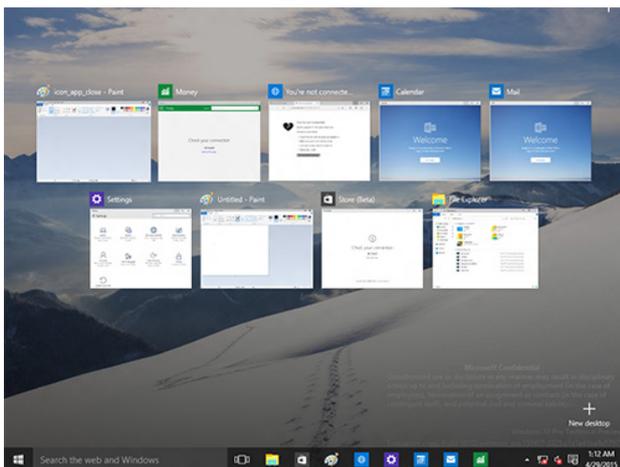
### Unpinning apps from the taskbar

1. From the Start screen or taskbar, right-click the app you want to unpin.
2. Click **Unpin from Start** or **Unpin this program from taskbar** to remove the app from the Start screen or taskbar.

### Using the Task View

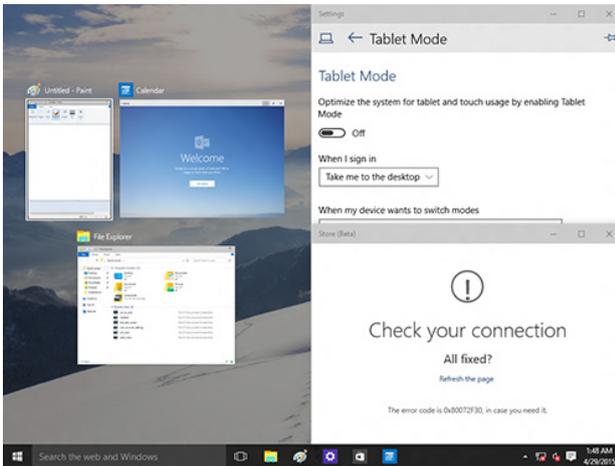
When you have several running apps, you can click  from the taskbar to display all your running apps, and click on an app or item to launch it.

If task view is disabled, click  > **Show Task View button** to display the task view icon .



## Snap feature

The Snap feature displays about four apps or more in one screen, allowing you to work or switch among apps.



## Using Snap

Use your Desktop PC's mouse or keyboard to activate Snap onscreen.

### Using your mouse

- Launch an app, then drag and release on a screen corner to snap it in place.
- Snap another app to your preferred location on the screen.

### Using your keyboard

- Launch an app, press  and the arrow keys to select the direction where you want to snap the app in place.
- Snap another app using  and the arrow keys.

## Keyboard shortcuts

Using your keyboard, you can also use the following shortcuts to help you launch apps and navigate Windows<sup>®</sup> 10.

	Switches between the Start screen and the last running app
 + <D>	Launches the desktop
 + <E>	Launches File Explorer
 + <F> or  + <W>	Activates the File search function
 + <H>	Launches Share
 + <I>	Launches Settings
 + <K>	Launches Media Connect
 + <L>	Activates the Lock screen
 + <M>	Hides all currently active screens to the taskbar
 + <P>	Your desktop PC is mirrored to your secondary monitor
 + <Q>	Launches Cortana
 + <R>	Launches the Run window
 + <U>	Launches Ease of Access Center
 + <X>	Launches a menu box of Windows tools

 + <+>	Launches the magnifier and zooms in your screen.
 + <->	Zooms out your screen.
 + <Enter>	Opens the Narrator Settings.

## Removing everything and reinstalling Windows® 10

Restoring your PC to its original factory settings can be done using the Remove everything and reinstall options in PC Settings. Refer to the steps below to use this option.

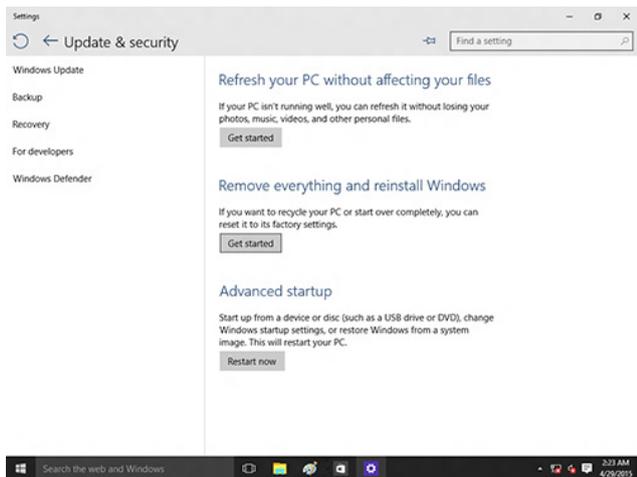


Back up all your data before using this option.



This process may take a while to complete.

1. From the Start menu, click **Settings > Update & security > Recovery**.
2. Scroll down to view the **Remove everything and reinstall Windows** option. Under this option, click **Get started**.



3. Follow the onscreen instructions to complete the reinstallation and reset process.

## ASUS contact information

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Online support	support.asus.com

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### ASUS COMPUTER GmbH (Germany and Austria)

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Online contact	eu-rma.asus.com/sales

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Support Fax	+49-2102-959911
Online support	support.asus.com