Welcome to Porsche Design!
We hope you enjoy your PORSCHE DESIGN BOOK ONE!
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1. Information about the User’s Manual

The user’s manual introduces you to the basic features and functions of your new 2-in-1 laptop, more comprehensive and detailed information on the device features, functions, and options, plus tips for productive and creative work.

Please observe the following notes to ensure correct and reliable use:

- All the descriptions given here are based on the standard settings of the device.

- The illustrations in the user’s manual (drawings, screenshots, etc.) may differ from the actual product.

- Individual content may vary from region to region or based on the device specifications/software on your device.

- Sophisticated content (such as high-resolution videos) that requires high processor and memory capacity will affect the overall performance of the device.

- Applications associated with such content may not function properly, depending on the device’s specifications and prevailing environmental conditions.

- If you have any questions about a pre-installed application on the device, please contact Customer Support.

- The user’s manual describes the basic functions of your 2-in-1 laptop. For information on how to operate the individual applications, please refer to the specific instructions for these applications.
• If you have any questions about any applications you have installed yourself, please contact your provider. Should applications from third-party providers cause performance problems, this does not constitute a basis for any liability.

• You can find other interesting and helpful tips on using Windows 10 here: www.microsoft.com/de-de/windows/emulator

It is important that you read the safety instructions in the enclosed brochure before using your new 2-in-1 laptop. This contains all key safety information on your device.

The online user’s manual, the enclosed Quick Start Guide, and the companion brochure "Important Safety and Legal Information" are an integral part of the product.

Please read all three documents carefully. They contain important information in regard to safety, use, and disposal of the device.

Please keep these documents in a safe place and pass them on in full to the new owner if the device changes hands.
2. Intended Use

The PORSCHE DESIGN BOOK ONE is a 2-in-1 Windows 10 Pro laptop that can be used for surfing the Internet, running a number of apps (including the Microsoft Office Suite), gaming, and streaming and viewing music, images, and videos.*

The 2-in-1 laptop consists of a removable tablet PC unit with a 13.3" QHD+ IPS display and a full-sized keyboard with a hard case. It features a special hinge that allows the tablet to be rotated 360° or you can detach it from the keyboard. In this way, the hinge fitting enables users to work in laptop mode with infinitely adjustable display tilt angles as well as in the classic tablet mode.

The PORSCHE DESIGN BOOK ONE offers various input options via the touch screen, the keyboard/touchpad, and the pen device (stylus). The range of interfaces enables the connection of various peripherals (such as printers, monitors, hard drives, etc.).

Never use the device for anything other than its intended purpose. Malfunctions may otherwise occur. Intended use includes observing all instructions contained in the technical documentation. The manufacturer is not liable for damages resulting from improper use or modification of the device.

Furthermore, the manufacturer shall not be held liable for damage or for loss of data or any subsequent damage caused as a result.
The manufacturer shall reserve the right to constantly further develop the product. Changes may be made without any direct reference to them in the user’s manual. As a result, the information contained in the user’s manual does not need to reflect the current technical design.

Unauthorized modifications to the device (particularly installing external firmware not approved by the manufacturer or modifications to the device hardware) will invalidate the warranty.

* Not all of the applications you will need are pre-installed at the factory. You can download those apps from the Microsoft Store. Some apps must be purchased.

### 3. General Safety Information

This user’s manual uses the following safety symbols and keywords:

⚠️ **WARNING**

Indicates possible danger to life and/or danger of severe, irreversible injuries

⚠️ **CAUTION**

Follow instructions to avoid injuries and material damage

**NOTICE**

Follow instructions to avoid material damage

ℹ️ **ADVICE**

Additional information about using the device
WARNING

Risk of multiple injuries due to reduced physical, sensory, or mental capabilities and/or lack of knowledge or practical experience

• Children and vulnerable individuals may only use the device under direct supervision.

Risk of suffocation and severe injuries from accessories and packaging materials

• Keep accessories and packaging materials out of reach of babies, young children, and pets.
• Do not insert accessories and/or parts of the device into orifices such as your mouth, ears, or eyes.

Risk of electric shock or electrocution from live components

• Do not insert objects into the device’s ventilation slots.
• Do not open the power adapter.
• Do not touch the power adapter if your hands are wet.
• Do not short out the device and/or charger.

Risk of electric shock or electrocution and/or fire hazard from unsafe connections

• Make sure the power cord is not bent, crimped, or damaged in any other way.
• Never use the power cord or plug if they are damaged.
• Only use the included power adapter and only connect it to a suitable and professionally installed power outlet. Please read and observe the specifications on the power adapter’s label.

• Do not use power outlets if they are loose.

• If the power adapter is defective, contact customer service.

**Fire hazard and/or risk of burns from damaged or leaking batteries**

• Do not use or charge the device if the battery is damaged or leaking.

• Avoid skin contact with the device and/or battery if the battery is leaking. Wear protective gloves if it is not possible to avoid touching the device/battery in such cases.

• Immediately wash your hands thoroughly in the event of skin contact with the battery substrate.

• If the battery substrate comes into contact with your eyes, rinse them out with plenty of water and consult a physician immediately.

**Risk of hearing loss through the use of headsets, earbuds, or headphones**

The device can generate high sound levels when using headsets, earbuds, or headphones. This may result in hearing loss if your ears are exposed to high sound levels over an extended period of time. The higher you set the volume, the more quickly your hearing can be damaged. Hearing loss may occur slowly over time.
• Do not listen to music or other audio files for an extended period of time at high volumes.

• Lower the volume before connecting your headset, earbuds, or headphones.

• When using headsets, earbuds, or headphones, make sure the acoustic emissions do not exceed an A-weighted sound level of 80 dB.

• Always set the volume at the lowest level where you can still clearly hear the audio track being played without causing discomfort.

• Do not increase the volume once you have become accustomed to that sound level.

• Adjusting the default settings for the equalizer can boost the device’s volume levels.

• Changing the settings of pre-installed software (for example, the operating system, firmware, drivers) can also increase volume levels.

Risk of multiple injuries due to reduced attentiveness

• Safety is the top priority while driving. For this reason, it is prohibited to use the device while operating a motor vehicle.

• Always be aware of your immediate surroundings to avoid putting yourself or others at risk.
• When using a headset, earbuds, or headphones in public, adjust the volume so that you can still hear noises or sounds in your surroundings. Distractions or being cut off from your surroundings may lead to accidents. It is illegal to use headsets, earbuds, or headphones while operating a motor vehicle in some regions.

Risk of interference with other electronic devices that transmit high-frequency signals

• Switch off the device in safety or security zones where the use of mobile devices is prohibited (e.g., when the plane is taking off or landing, in hospitals, or near medical equipment). Obey the corresponding signs and warnings and strictly observe the instructions contained on them.

• You are allowed to use the device in airplane mode with the permission of the flight crew once the aircraft has taken off. Please note that use of the device may interfere with the plane’s electronic navigation systems.

• Refrain from using the device near other electronic devices.
Risk of multiple injuries and fire/explosion hazard in potentially explosive atmospheres

- Operating the device in potentially explosive atmospheres, such as at filling stations, on construction sites, or in chemical plants, is prohibited.
- Switch off the device if you are in areas that contain potentially explosive materials (e.g., gas, fuel, chemicals, particulate matter, grain, dust, or metal powders). Sparks could cause an explosion or fire.
- Obey the corresponding signs and warnings in these areas and strictly observe all instructions contained on them.

⚠️ CAUTION

Risk of fire or explosion when using non-approved chargers and power adapters

- Only use the included power adapter or an equivalent power adapter to charge the battery.
- If the power adapter is defective, only exchange it for an equivalent power adapter. Please note the information in the technical specifications of the power adapter in the online user’s manual or contact customer service.
Risk of multiple injuries from slipping, tripping, or falling

- Do not expose the device and/or power adapter to vibrations and/or any form of impact.
- Do not drop the device and/or power adapter. Do not use the device/power adapter if it has been dropped and/or is damaged. Have a qualified service technician check the device/power adapter before restarting it.
- Always ensure that the power cord is installed securely.
- Do not allow the power cord to knot or kink.

Risk of adverse effects to health in the case of a known predisposition to photosensitivity

- If members of your family have been known to exhibit manifestations of photosensitivity (e.g., seizures when using similar devices), it is advisable to consult a physician before operating the device.
- Watching videos and/or playing video games with rapid frame rates over an extended period of time may trigger a seizure or lead to fainting. Cease all use of the device if you are feeling unwell and wait an appropriate amount of time before starting to use it again.
- If you are experiencing muscle cramps or feeling disoriented while using the device, cease all use of the device immediately and consult a physician.
• To avoid tiring or straining your eyes, please note the following:
  • Only use the device indoors under suitable lighting conditions and avoid harsh light.
  • Hold the device at an appropriate distance from yourself.
  • Ensure that the display is clean.
  • Adjust the screen’s brightness and/or contrast settings to a level that is comfortable for a crisp, clear display.
  • Take regular breaks when using the device.
• Due the device’s high-gloss screen, it is not suitable for use at computer workstations.

Risk of impairment to the musculoskeletal system and supporting tissue from use over longer periods of time
• Repetitive movements (e.g., use of keyboard/touch screen or playing games for an extended period of time) may result in pain in the hands, arms, shoulders, neck and shoulder region, and in other parts of the body. To avoid tiring or straining your musculoskeletal system and supporting tissue, please note the following:
  • Always assume a relaxed posture when using the device.
  • Change your position regularly and take frequent breaks to move around.
  • Press lightly when typing.
  • Take regular breaks.
• If you are experiencing discomfort similar to that indicated above while using the device, cease all use of the device immediately and consult a physician.

• Do not rest the device on your lap or other parts of your body when in use. The device may heat up, resulting in discomfort or injury (e.g., minor burns).

**NOTICE**

To avoid potential malfunctions and/or damage to the device caused by environmental factors, please note the following:

• The recommended humidity for operating, charging, and storing the device is between 30 and 70 percent.

• The recommended ambient temperature for operating, charging, and storing the device is between 5°C and 30°C. Temperatures above or below this may adversely affect the charging capacity and service life of the device and battery and cause damage to the device.

• Protect the device from rapid temperature fluctuations. Condensation from humidity can damage the device and may result in danger to the user.

• Shield the device from direct sunlight (e.g., in the car) and do not store it near a heat source to prevent the display and device from malfunctioning and avoid the risk of the battery exploding.

• Keep the device away from open flames such as candles, fireplaces, and campfires to avoid the risk of the battery exploding.
• Do not expose your device to rain or to dripping or splashing water.
• Do not use the device outdoors during a storm.
• Should the device become wet, turn it off immediately. Ensure that the device and/or the power adapter are checked by a qualified person before using it again.
• Use the device in a dust-free environment.
• Magnetic fields may cause the device to malfunction and/or the battery to discharge.

To prevent possible damage to your device:
• Do not charge your device on standard USB ports such as those found on desktop or laptop computers.
• Take care to wind the cord loosely.
• Moisture, dense smoke, and fumes may lead to malfunctions and/or damage the device’s housing.

**ADVICE**

The storage capacity indicated on the packaging and in the technical specifications refers to the total storage capacity of your device. The storage capacity of your device as indicated by the operating system may differ from the specified storage capacity, as a portion of the total storage is also used by the operating system and system applications.

Please also observe the other notes and tips in the enclosed brochure "Important Safety and Legal Information".
4. **Technical Specifications**

4.1 **Technical Specifications: BOOK ONE**

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows® 10 Pro</td>
</tr>
<tr>
<td>Processor</td>
<td>7th gen. Intel® Core™ i7-7500U</td>
</tr>
<tr>
<td>Processor speed</td>
<td>2.70 GHz</td>
</tr>
<tr>
<td>Cache</td>
<td>4 MB SmartCache</td>
</tr>
<tr>
<td>Hyper-threading</td>
<td>Two cores</td>
</tr>
<tr>
<td>RAM</td>
<td>16 GB</td>
</tr>
<tr>
<td>Memory type</td>
<td>LPDDR3 1866 MHz</td>
</tr>
<tr>
<td>Max. supported RAM size</td>
<td>16 GB</td>
</tr>
<tr>
<td>Storage capacity</td>
<td>512 GB</td>
</tr>
<tr>
<td>Hard drive technology</td>
<td>SSD</td>
</tr>
<tr>
<td>Hard drive interface</td>
<td>PCIe</td>
</tr>
<tr>
<td>Hard drive manufacturer</td>
<td>Intel®</td>
</tr>
<tr>
<td>Graphics processor</td>
<td>Intel® HD Graphics 620</td>
</tr>
<tr>
<td>Screen type</td>
<td>10-finger multi-touch QHD+ IPS display</td>
</tr>
<tr>
<td>Screen size</td>
<td>13.3&quot; (33.8 cm)</td>
</tr>
<tr>
<td>Screen resolution</td>
<td>3200 x 1800 pixels</td>
</tr>
<tr>
<td>Contrast ratio</td>
<td>1000:1</td>
</tr>
<tr>
<td>Aspect ratio</td>
<td>16:9</td>
</tr>
</tbody>
</table>
Camera 5 MP front camera | Infrared camera for Windows Hello

Speakers 2 x 2 W

Microphone Two microphones | Cortana support

Interfaces USB Type-C™ with USB 3.1 and Thunderbolt 3 | USB Type-C™ with USB 3.1 | 2 x USB 3.0 | microSD memory card slot | audio out/mic in (3.5 mm)

Network Dual-band WiFi | Bluetooth® 4.1 | Wireless Display

WiFi frequencies 802.11 a/b/g/n+ac 2.4 | 5 GHz

Supported memory cards microSD (HC/XC) up to 512 GB

2-in-1 dimensions (W x H x D) ~ 311.4 x 226.5 x 15.9 mm

Tablet dimensions (W x H x D) ~ 311.4 x 209.5 x 7.7 mm

2-in-1 weight ~ 1580 g

Tablet weight ~ 758 g

Housing material Anodized aluminum

Color Pure silver

Battery Lithium polymer*

Average battery life Up to 14 hours
Battery capacity  25 Wh (tablet) |
                   45 Wh (keyboard dock) |
                   70 Wh total

Battery weight  ~ 112 g (tablet) |
                   ~ 195 g (keyboard dock)

Charging via  USB Type-C™

Charging time  ~ two hours

Keyboard  Full-size keyboard |
           Dimmable backlighting

Keyboard layout  QWERTY (US)

Keyboard dimensions  265 x 102 mm

Touchpad  Microsoft-licensed Precision
           Touchpad (PTP) for Windows 10

Touchpad dimensions  105 x 70 mm

Operation and storage  Temperature range 5° C to 30
                      Relative humidity 30 % to 70

* The user cannot replace the product’s battery without further support.
4.2 Technical Specifications: Power Adapter

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td>FSP060-A1</td>
</tr>
<tr>
<td>Type</td>
<td>USB Type-C™ AC power adapter</td>
</tr>
<tr>
<td>Input voltage</td>
<td>100–240 V ~ 50–60 Hz</td>
</tr>
<tr>
<td>Output voltage</td>
<td>5 V</td>
</tr>
<tr>
<td></td>
<td>9 V</td>
</tr>
<tr>
<td></td>
<td>12 V</td>
</tr>
<tr>
<td></td>
<td>15 V</td>
</tr>
<tr>
<td></td>
<td>20 V</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>FSP</td>
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</table>
4.3 Technical Specifications: BOOK ONE PEN

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Compatibility</td>
<td>PORSCHE DESIGN BOOK ONE</td>
</tr>
<tr>
<td>Pressure sensitivity</td>
<td>4096 pressure points</td>
</tr>
<tr>
<td>Writing angle</td>
<td>&lt; 30°</td>
</tr>
<tr>
<td>Keys</td>
<td>Function key</td>
</tr>
<tr>
<td>Dimensions</td>
<td>~ 9 x 140 mm</td>
</tr>
<tr>
<td>Weight</td>
<td>~ 12 g (without battery)</td>
</tr>
<tr>
<td>Housing material</td>
<td>Anodized aluminum</td>
</tr>
<tr>
<td>Color</td>
<td>Pure silver</td>
</tr>
<tr>
<td>Battery</td>
<td>AAAA battery</td>
</tr>
<tr>
<td>Average service life</td>
<td>&lt; 21 months (for 3 h use and 21 h standby/day)</td>
</tr>
<tr>
<td>Special features</td>
<td>Adaptive dynamics</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Wacom</td>
</tr>
</tbody>
</table>
5. Device Description

5.1 Controls

1 Touch screen

The 13.3" QHD+ IPS display delivers a resolution of 3200 x 1800 pixels at a 16:9 aspect ratio.

The touch screen displays your chosen content (films, documents, websites, etc.) and also allows you to precisely control and select apps, move items on the display, and use your fingers to zoom in or out on content on the screen.

For more information, see "Input Options" – "Using the touch input" in the user’s manual.
2 Stereo speakers
The 2 x 2 W stereo speakers are located in the upper left and right corners of the tablet. They direct the sound straight to the user to deliver impressive, top-rate sound quality.

3 Antenna cover
The modified material property of the antenna cover ensures proper and efficient operation of the dual-band WiFi and Bluetooth® module.

4 Front camera
The high-resolution front camera with built-in microphone is used to take photos at a resolution of up to 5 MP (2592 x 1944 pixels), shoot videos in HD quality (1080p) with a 4:3 aspect ratio, and video chat online.
 The camera is on if the illuminated LED on the left is white. The camera features an infrared LED for facial recognition. This allows you to log in on Windows without entering a password using the "Windows Hello" feature.
 For more information, see "Windows Hello" in the user’s manual.

5 On/off button
Press the on/off button to turn on your 2-in-1 laptop. You can also use this button to place your device in standby mode and wake it up when you want to resume working on it.
6 Volume control
Press the "+" and "-" volume control buttons to increase and lower the sound volume.

7 Ventilation slots
The ventilation slots help cool the device by providing for optimum heat transfer to ensure reliable operation.

⚠️ WARNING
Do not cover these openings by placing the device on unsuitable surfaces, such as on a bed, couch, or carpet. Having a constant flow of air will help reduce the risk of fire.

8 Tablet dock
The tablet dock features guide pins and a tablet connector used to attach and detach the keyboard to and from the tablet unit of the 2-in-1 laptop. This allows you to switch from laptop to tablet mode or vice versa.

9 Unlock button
Press the unlock button to separate the tablet unit from the keyboard.

A low-pitched clicking sound is played and a white, open padlock icon appears in the lower corner of the tablet to indicate that the tablet has been unlocked from the keyboard. When you hear the acoustic signal, you can remove the tablet unit.

For more information, see "Modes of Use" in the user's manual.
10 Keyboard

The keyboard is used to enter information on your 2-in-1 laptop.

For more information, see "Input Options" – "Using the Keyboard" in the user’s manual.

11 Tabs

Tabs are placed on both sides of the keyboard to protect the display from mechanical damage when it is resting on the keyboard.

12 Touchpad

The touch-sensitive touchpad is used in place of a mouse. It offers both a left- and right-click function and also supports Windows 10 gesture control.

For more information, see "Input Options" – "Using the Touchpad" in the user’s manual.

13 Hinge (VarioGear)

The unique hinge mechanism enables the tablet to be rotated 360°. This allows you to operate the 2-in-1 convertible laptop at any angle between 0° and 360° in various modes (laptop | tent | presentation).
5.3 Ports

A  USB Type-C™ port with USB 3.1 (Gen 2) and Thunderbolt 3

This universal interface allows you to connect a variety of USB peripheral devices (e.g., a mouse, printer, external hard drive, Ethernet adapter, smartphone, etc.). It provides for ultra-fast data transfer rates of up to 10 Gbps with the USB 3.1 (Gen 1) standard and up to 40 Gbps with the Thunderbolt 3 standard.
**ADVICE**

The data transfer rate depends directly on the equipment used (cable | adapter, etc.).

The Thunderbolt 3 standard also supports DisplayPort for use in audio and video transmission via cable.

**ADVICE**

The USB Type-C™ to HDMI® adapter included with the laptop is connected here.

For more information, see "Connecting Other Devices" in the user’s manual.

Thanks to its support for Thunderbolt 3, the port, in combination with the enclosed USB Type-C™ power adapter, provides a fast charge function and also supports the USB Power Delivery standard.

For more information, see "Charging the 2-in-1 Laptop" in the user’s manual.

**B USB Type-C™ port with USB 3.1**

This universal interface allows you to connect a variety of USB peripheral devices (e.g., a mouse, printer, external hard drive, Ethernet adapter, smartphone, etc.). It provides for fast data transfer rates of up to 5 Gbps.

For more information, see "Connecting Other Devices" in the user’s manual.
In combination with the enclosed USB Type-C™ power adapter, the port provides a charging function.

For more information, see "Charging the 2-in-1 Laptop" in the user’s manual.

C  USB 3.0 Type A

The two full-size USB 3.0 ports allow you to connect a variety of USB peripheral devices (e.g., a mouse, printer, external hard drive, Ethernet adapter, smartphone, etc.).

For more information, see "Connecting Other Devices" in the user’s manual.

D  Memory card slot

In combination with microSD-HC/XC cards (available separately), the memory card slot is used to transfer data or for providing additional external memory (up to 512 GB).

E  Audio port

The 3.5 mm audio port is a bidirectional interface (audio in/mic in). This is where you connect an audio device (e.g., speakers, headphones, etc.) to play music or a headset equipped with a microphone to take part in phone conferences.
5.4 Accessories – stylus

The sleek, classic stylus combines a natural writing experience with the benefits of digital connectivity. The stylus can be used in any app that supports freehand input (for example, apps for drawing, Word, PowerPoint, OneNote, and many others). For more information, see "Input Options" – "Using the Stylus" in the user’s manual.

1 Pen tip

The pressure-sensitive pen tip is used to write and draw on the display. Touch the display with the pen tip. The display recognizes the stylus automatically.

2 Function key

The function key enables you to access the context menus in apps that support Microsoft Inking.

ADVICE

If Microsoft Inking is not supported, the pre-assigned functions of the function key may vary.
3  Delete key

The delete key enables convenient erasing of drawings and notes from the display.

4  Removable cap

Unscrew the cap and insert the AAAA battery with the positive side in the direction of the pen tip. The stylus is ready to use once the battery has been inserted.

5.4 Package contents

- Porsche Design Book One
- USB Type-C™ to HDMI® adapter (up to Ultra HD video quality)
- USB Type-C™ power adapter (100 V – 240 V)
- Stylus
- AAAA battery
- Cleaning cloth
- Quick Start Guide
- "Important Safety and Legal Information" brochure

Please check the package contents to ensure nothing is missing or damaged. To do so, take all of the components listed above out of the box. Remove all packaging material, including the protective film.

If you discover the device is damaged or parts are missing, please contact your retailer or customer service immediately.
6. Basic Features of the 2-in-1 Laptop

You will now learn about the basic functions of your new 2-in-1 laptop.

6.1 Modes of use for the 2-in-1 laptop

You can operate your 2-in-1 laptop in tablet or laptop mode.

**Laptop mode**

This is the standard mode as delivered. The tablet unit is connected to the keyboard via the tablet dock.

The tablet unit features a special hinge that allows it to be rotated 360° along its x-axis. As a result, the convertible laptop can be adjusted to any angle for use in presentation and tent mode.

**Tent mode**

In this mode, you can watch HD films and videos in comfort.
Presentation mode

In this mode, you can display the contents of the screen to other people where alternative options are unavailable (for example, output devices such as a monitor or projector).

Tablet mode

The detachable function of the 2-in-1 laptop allows you to remove the tablet unit.

A low-pitched clicking sound is played and a white, open padlock icon appears in the lower corner of the tablet to indicate that the tablet has been unlocked from the keyboard. When you hear the acoustic signal, you can remove the tablet unit.

ADVICE

You can only detach the tablet unit if the keyboard is adequately charged.
6.2 Undocking and Installing the Tablet Unit

Undocking the tablet unit from the keyboard

The tablet unit is placed on the tablet dock of the keyboard when shipped from the factory.

Undock the tablet unit from the keyboard as follows:

1. Fold the tablet unit up so that the tablet unit is at an approximate 90° angle to the keyboard.

2. Press the unlock button at the upper right-hand edge of the keyboard dock.
   A quiet clicking sound is played and a white, open padlock icon appears at the center of the lower edge of the tablet to indicate that the tablet has been unlocked from the keyboard. When you hear both acoustic signals, you can undock the tablet unit.

   **ADVICE**
   You can undock the tablet unit only once the unlock icon is illuminated. The mechanism then automatically locks again.

3. Holding the keyboard down with one hand, pull the tablet unit up and away from the keyboard.
   While doing this, try as far as possible not to press on the keys, but rather on one of the free areas at the keyboard edges.

   **ADVICE**
   It is easier to remove the tablet if you pull it up at a slight left or right angle, rather than vertically.
Warning

To prevent permanent damage to the display, if possible, do not press on the display while removing the tablet unit. Instead, grip onto the edge of the tablet unit.

Docking the tablet onto the keyboard

Reconnect the tablet unit with the keyboard as follows:

1. Align the hinge fitting on the keyboard so that the tablet dock is pointing vertically upwards.

Warning

Never touch the VarioGear (gear wheel) with your fingers while rotating the tablet unit or the hinge fitting! Grip on as far at the top of the tablet edge or as close to the edge of the tablet guide pins on the tablet dock as possible to avoid becoming injured by pinching your fingers.

2. Now lower the tablet unit vertically onto the tablet guide pins on the tablet dock.
The tablet dock has magnets that hold the tablet unit onto the keyboard. As soon as you begin to feel the magnets pull when docking the tablet unit onto the keyboard, you can carefully release the tablet unit.
6.3 Input Options

The 2-in-1 laptop offers you various possibilities for data input. You can choose between touch screen input, the keyboard, or the stylus, or touchpad (or a mouse). You can also easily switch between options.

Using the touch input

You can use intuitive touch screen in both laptop mode and tablet mode. The user interface is optimized for touch screen input in tablet mode.

ℹ️ ADVICE

Activate the tablet mode by pressing the notepad icon in the taskbar to select the Action Center ( ) and click tablet mode there:

Windows touch gesture control lets you quickly navigate between applications, rapidly access various information within an application, or enter specific commands, such as:
• Swiping inwards from the right edge of the screen will open the Action Center.

• Swiping inwards from the left side of the screen shows all open apps.

• Swiping downwards from the top edge of the screen shows the title bar for a full-screen app.

• Swiping upwards from the bottom edge of the screen displays the taskbar for a full-screen app.

Swipe your finger quickly over the screen.

You can navigate on the screen in an open window by sliding it in the direction you require with your fingertip (for example, in a menu, browser, app, or in folders).

**ADVICE**

Use your fingers or a suitable display stylus (available in specialist shops) to operate the touch screen. Do not use ordinary pencils or other sharp objects to prevent damage to the display (such as scratches)!

To open an element or select an option, tap the icon you require with the tip of your finger.

**ADVICE**

If you want to close a recently used element (application, menu) swipe inwards from inside the left edge of the screen. Now you will see all open apps. In the upper right corner, tap the "x" on the item you want to close, or drag it to the bottom edge of the screen.
You can change the size of some displays by zooming in or out of them (images, Web pages, and so on). Touch the screen with two fingers and move them apart to enlarge the display. Move two fingers towards each other on the screen to reduce the display again.

You can also use the display keyboard via the touch screen. If you are using the 2-in-1 laptop in tablet mode, you can access the display keyboard by simply tapping on the text field of an enabled application (such as Cortana or Edge).

You can also use the display keyboard in laptop mode. To display the display keyboard, use the keyboard icon to the left of the date and time:

![Keyboard Icon](image)

ℹ️ ADVICE

To add the display keyboard symbol to the task bar, hold down an empty space in the taskbar until a small grayed-out window appears. When you release the window, a context menu appears. Select the option "Show touch keyboard button". The button for displaying the display keyboard is now permanently visible.
Enter the text as usual using the keyboard. Use the "&123" key to enter numbers and special characters. Press and hold a particular letter to view the available alternatives to enter an alternative letter (for example, a letter with an accent).

**Using the keyboard**

You can conveniently enter text using the actual physical keyboard of your 2-in-1 laptop. The keyboard has standard keys, including a row of numeric keys, cursor keys, Caps Lock, two special Windows keys, and numerous function buttons for controlling the 2-in-1 laptop. The keyboard also includes a Precision Touchpad (PTP) for Windows 10.

**Caps Lock**

When Caps Lock is activated, all alphabetic characters entered are displayed in uppercase letters.

**Fn key**

The Fn key is used to enable or operate the additional function keys on the keyboard. The additional function keys that can be activated using the Fn key include the F1 to F12 keys, the cursor keys, and the control key (Ctrl).

**NOTE**

The symbol function is preset for the function keys F1 to F12 in the factory settings. To temporarily set the related functions of the F1 to F12 keys as primary, press the Fn key and the Esc key at the same time. If you want to keep this constellation permanently, change the settings for the function keys in the BIOS.
To activate and use the respective functions, press the required function key for preset functions or hold down the Fn key and simultaneously press the key with the desired symbol:

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute</td>
<td>F1</td>
<td>Standard key for accessing the help function of the program in use</td>
</tr>
<tr>
<td>Decrease the volume</td>
<td>F2</td>
<td>Standard key for quickly renaming file names or folders</td>
</tr>
<tr>
<td>Increase the volume</td>
<td>F3</td>
<td>Standard key for opening the search function</td>
</tr>
<tr>
<td>Choice of screen output (&quot;Project&quot;)</td>
<td>F4</td>
<td>Standard key for activating the address bar in Internet Explorer (Alt + F4 closes the current window)</td>
</tr>
<tr>
<td>Decrease the display brightness</td>
<td>F5</td>
<td>Standard key for updating drives and Internet pages (Ctrl + F5 clears cached images and texts in Internet Explorer)</td>
</tr>
<tr>
<td>Increase display brightness</td>
<td>F6</td>
<td>Standard key for moving the cursor within the window areas (address line, task and content area)</td>
</tr>
<tr>
<td>Toggle on/off as well as gradually regulating the background keyboard lighting</td>
<td>F7</td>
<td>Standard key without functionality in Windows; used for special functions in various programs</td>
</tr>
<tr>
<td>Disable/enable keyboard touchpad</td>
<td>F8</td>
<td>Standard key for enabling safe mode</td>
</tr>
</tbody>
</table>
F9  Open search function | Standard key without functionality in Windows; used for special functions in various programs

F10  Open Windows Settings | Standard key for switching to the menu bar (Shift + F10 opens the context menu)

F11  Switching flight mode on/off | Standard key for switching between normal and full-screen mode in Internet Explorer

F12  Block the 2-in-1 laptop | Standard key without functionality in Windows; used for special functions in various programs

Ctrl  Open context menu | Control button for accessing additional keyboard functions through keyboard shortcuts

Page Up (scroll button) | Cursor key up
Page Down (scroll button) | Cursor down
Position 1 (beginning of line) | Move cursor to the left
End (end of line) | Move cursor key to the right
Windows keys

The keyboard contains two keys for special Windows functions:

- Press the Windows logo key to open or hide the Start menu.
  If the 2-in-1 laptop is in standby mode, you can press this button to wake up the device.
  You can use this key in conjunction with other keys to issue control commands, for example, Windows + E (opens My Computer) or Windows + A (opens Action Center).

- This key is used to call up a context menu in the respective application. It has the same function as clicking with the right mouse button. To use this feature, press the Fn key, then press the context menu key.

Using the touchpad

The touchpad performs the functions of a mouse. You move the mouse pointer on the touch pad’s surface by dragging your finger across the surface in the desired direction.
The buttons are invisibly integrated in the lower part of the touchpad and perform the same functions as mouse buttons.

ADVICE

The touchpad is touch-sensitive. The lighter the touch, the better the touchpad will respond. Please ensure that the touchpad and your fingers are always dry and clean.
You use the left button to select functions, programs, and files, to position objects, and to confirm commands. To do this, press or lightly tap in the lower left area of the touchpad.

**ADVICE**

To select all elements in a range, press and hold the lower left area of the touchpad for a slightly longer period of time, then drag a second finger over them.

The right touchpad button calls up the context menu in an application. Press or lightly tap in the lower right area of the touchpad.

You can quickly and conveniently scroll through Web pages, documents, and playlists by moving two fingers on the touchpad in any direction.

You can change the size of some views (images, Web pages, and so on). Move two fingers apart on the touchpad to enlarge the display. To reduce the display again, move two fingers towards each other on the touchpad.
Using the stylus

With the stylus, you can:

• Add annotations and comments in documents in certain apps
• Highlight text in (Microsoft) Office documents and PDF files
• Write notes in certain apps, primarily OneNote
• Create notes on Web pages that can be saved or shared
• Draw creatively in certain apps
• Perform mouse functions

ℹ️ ADVICE

You can comfortably switch between touch screen, stylus, touchpad, and keyboard.

The stylus has a tip and two function buttons.

Operating the stylus

Unscrew the cap and insert the AAAA battery. The positive ("+") end of the battery must point towards the tip of the stylus. Screw the cap back on again.
The stylus is ready for immediate use.
You can specify which hand you write with. To do this, access "All Settings" using the Windows button or the Action Center and select "Devices" + "Pen & Windows Ink". You can set left-handed or right-handed operation under "Choose which hand you write with".

Stylus tip
The pressure-sensitive stylus tip is used to write and draw on the display. Touch the display with the tip of the stylus. The display automatically detects the stylus.

You can control the width of the stroke through the application of pressure on the display. You can create thicker strokes by applying greater pressure on the display with the stylus.

While you are working on the display with the stylus, the display ignores the movements of your hand, ensuring a clean input.

Function key
The function button provides access to the context menus in the apps that support Windows Ink. Hold down the button and touch the screen with the stylus tip. Then release the button and lift the stylus tip from the display. The context menu is now open.
Another way to access the context menu is by simply keeping the stylus tip pressed on the display. As soon as you see a small circle around the stylus tip, you can lift the stylus tip. The context menu is now open.

You can also use this button to highlight texts: Hold down the button and move with the stylus tip over the text passages you want to highlight.

For apps that do not support Windows Ink, the pre-assigned functions of the function button may vary.

Delete key

The Delete key enables you to conveniently erase drawings and notes from the display. Hold down the button and move the stylus tip like an eraser over the areas you wish to erase.

You can find further tips and tricks for handling the different input options under https://support.microsoft.com/de-de/help/17218
7. Core Basic Functions

You will now learn about the core basic functions of your new 2-in-1 laptop.

7.1 Charging the 2-in-1 laptop

In the first step, fully charge your 2-in-1 laptop.

1. Plug in the UBS connector of the enclosed power adapter into one of the USB Type-C™ ports on the device.

2. Now connect the power adapter to an outlet.

ℹ️ ADVICE

Once the power adapter is connected to a power source, the LED on the power adapter’s USB connector will light up and appear blue.

It takes about two hours to fully charge the 2-in-1 laptop when the battery is empty.

ℹ️ ADVICE

The supplied USB Type-C™ power adapter is optimized for charging the 2-in-1 laptop. Charging may take longer if you use a third-party power adapter.

ℹ️ ADVICE

The charging time takes even longer if you use the 2-in-1 laptop while it is charging for processor-intensive applications such as games or video streaming. In order to achieve the fastest possible charging speed, we recommend charging the laptop while it is switched off.
Checking the battery level

The battery level can be displayed on the lock screen as well as on the desktop using the battery level indicator ( ).

You will find the battery level indicator in the lower right corner on the lock screen.

On the desktop, you will find the battery level indicator on the right side of the taskbar. When you click or tap the battery level indicator, information about the charging and battery level is displayed, including the remaining charging percentage. Here, you also have direct access to the "Power & sleep". In addition, you will find the quick link to "Power saving mode" here, as well as to the gradual screen brightness adjustment.

Extending the battery life

Adapt the settings for energy management (screen settings, standby mode) according to your requirements under "All Settings" + "System" + "Power & sleep", and "Battery".

Go to "All Settings" + "System" + "Battery saver". There, you will find further information about efficient battery usage under the link "Battery saving tips".
7.2 Switching your 2-in-1 laptop on and off

Press the on/off button for approximately two to three seconds to **switch on** your device.
Briefly press this button to place your device in standby mode and wake it up when you want to resume working on it.

To **switch off** your device, open the Start menu by clicking the Windows icon on the touch display (tablet mode) or by pressing the Windows button on the keyboard (laptop mode). Tap and click "Power" in the Start menu and then "Shut down" to power down your device.

Tap or click ⚫ in the Start menu and select the "Restart" option to **restart** your device. Your 2-in-1 laptop will shut down and then restart immediately.

7.3 Setting up the 2-in-1 laptop

You can now customize the settings of your 2-in-1 laptop. You can change any of the settings and preferences you configure now in the future.

For more information, see "Setting Up and Customizing Your 2-in-1 Laptop" in the user’s manual.

1. Press the on/off button for approximately two to three seconds to switch on the 2-in-1 laptop.
2. Windows now boots up and guides you through the setup process. Go step-by-step through the setup assistant to configure your 2-in-1 laptop.
During the setup process, you will be prompted to sign in with your Microsoft account. If you do not yet have a Microsoft account, please set one up at this point.

3. Once you have fully completed the setup process, your device will be configured according to the settings you made and is ready for use. This process may take a while. Be patient and do not turn off the device until the configuration process is complete.

4. Once your device is ready for use after the setup process is complete, you will be shown the lock screen. Drag the lock screen on the touch display upwards with your fingertip to unlock the screen.

If your device is password-protected, you must then enter the password. For more information on securing your device, see "Protecting Your Personal Data" in the user’s manual.

7.4 Windows 10 Features

The most important functions in Windows 10 include the Start menu, the Action Center, the search function, the Task View, and the "All Settings" function.

For more useful tips and hints about Windows 10, see https://support.microsoft.com/de-de/products/windows?os=windows-10
Start screen

The icons located in the task bar on the start screen allow you to access a number of functions (including start menu [A | B]):

Windows icon
Use the Windows icon to open and close the start menu [A | B] (also on the keyboard).

From the start menu, you can access any of the installed apps and utility programs. The start menu is divided into two panels:

A: "Classic" view of navigation bar
To access a list of all installed apps arranged in alphabetical order, drag the navigation bar upwards or tap "All Apps" in the bottom left of the navigation bar.

B: Customizable app panel
You can arrange your apps and favorites as live tiles in the preferred order here.
Cortana

Cortana is your (voice-activated) personal digital assistant. It reminds you of pending tasks and appointments and gives useful hints and tips.

Task View

Press this icon to enable the Task View that shows all open programs including the "+ New Desktop" button for creating virtual desktops.

Microsoft Edge

Press this icon to open the Internet browser.

Folder icon

Press this icon to open Windows Explorer.

Microsoft Store

Press this icon to open Microsoft Store, where you can download additional apps.

ADVICE

Some apps must be purchased.

Battery level indicator

This indicates the device’s battery level.
Volume control

Use the volume control slider to adjust the volume to the desired level.

Memo icon

Press this icon to open the Info Center.

The Info Center is a bar with quick links to some of the important functions of the device that you can either display or hide (e.g., "All settings", etc.).

**ADVICE**

To open the Info Center, swipe your finger from the right edge of the screen towards the center of the screen.

**ADVICE**

The taskbar can be hidden if necessary. Access Settings via the Start button or the Action Center. Select "System" + "Tablet mode". In the window that appears, select the option "Hide app icons on the taskbar in tablet mode". If you want to display the taskbar again at short notice, swipe up from the bottom edge of the screen.
Start menu

The Start menu shows the same view as desktop PCs. It is the starting point for the most important functions of Windows 10. Below you can read some useful information about the Start menu’s basic functions.

Accessing the Start menu

You can access the Start menu by:

- Tapping or clicking the Windows symbol ( ) on the bottom left in the taskbar, or
- Pressing the Windows button on the keyboard.

Tapping or pressing a second time will hide the Start menu.

Start menu structure

The Start menu is divided into two sections: the classic navigation list (A) and the app area (B) to the right of the navigation list.
In the classic navigation list (A), you will find quick links at the bottom left of the Start menu to the options for switching on and off (Wake) the 2-in-1 laptop "Sleep", "Shut down", or "Restart") and managing your Microsoft accounts (Accounts). The "Accounts" function will display your name and profile image when you have set it up accordingly. Select this option to change your account settings, lock the screen, or log off your account. You can also use "All Settings" (Settings) to access the menu for the Windows settings.

The most frequently used apps are displayed in a list view at the beginning of the app list. Below is an alphabetical list of all installed apps. Swipe up and down the navigation list to view apps that are not displayed. A scroll bar to the right of the list view helps you determine the position.

In addition to the classic navigation list (A), the Start menu of your 2-in-1 laptop has an app area (B) to the right of the navigation list, where the apps are displayed in the form of live tiles. Live tiles serve as quick links to the displayed apps. Here you can add, remove, and organize apps and favorites. This gives you quick and easy access to your most frequently used apps and content.
Pinning, organizing, and removing apps

You can arrange the items (apps and favorites) contained in the app area (B) according to your own preferences, pin new items, or remove those you no longer use.

**Pinning apps**

a) Access the Start menu.

b) Scroll to the app you want by swiping the navigation bar in the Start menu with your finger from bottom to top (or vice versa).

\[\text{ADVICE}\]

Alternatively, you can also use the keyboard's arrow keys, or you can use the touchpad (or a mouse) in the usual way to scroll to the desired app.

c) Keep your finger on the app you want and drag it to the desired position in the app area of the Start menu.

**Organizing and removing apps**

Live tiles can be customized to suit your needs and preferences in terms of the way they are displayed and other options.

For edit mode, place the tip of your finger on the live tile you want and keep it there until the tile is highlighted (the surrounding becomes darker, the live tile stands out visually).

\[\text{ADVICE}\]

If you are using the touchpad (or a mouse), right-click to access the editing options.
Two edit symbols now appear at the corners of the tile:

Use the push pin symbol in the upper right corner to remove the live tile from the app area of the Start menu.

**ADVICE**
This does not completely delete the affected app; it is simply removed from the app area of the Start menu.

To access further editing options, tap the symbol with the three dots in the bottom-right corner of the tile.

**ADVICE**
If you have activated the tablet mode, all the pinned items from the app area of the Start menu will be magnified and distributed across the entire screen.
Drag the tile to the desired location in the app area to place a live tile anywhere.

**ADVICE**

If you are using the touchpad (or a mouse), hold down the left touchpad/mouse button and drag the live tile to the desired location in the app area.

**Navigating/selecting an item in the Start menu**

To select an item from the Start menu or the app area, tap your finger on the appropriate item or click it using the touchpad (or a mouse). You can also use the keyboard’s arrow keys to navigate to the desired item. Then press the Enter key on the keyboard.

**Action Center**

The Action Center is a bar with quick links to some important 2-in-1 laptop functions, which you can either display or hide.

To access the Info Center, swipe your finger from the right edge of the screen towards the center or tap the memo symbol (▌) on the bottom right of the display.
The Action Center provides the fastest access to

- Gradual adjustment of screen brightness
- Toggling flight mode on/off
- Setting up a network connection
- Setting up a wireless desktop display
- OneNote (via "Note")

and some more options.

**ADVICE**

You will also find the quick link to tablet mode in the Action Center. When you select this function, the Start menu is shown in the display in a tablet-optimized manner, thus greatly facilitating fingertip operation.
The search function

The search box in the taskbar right next to the Windows icon ( ) allows you to search for files, settings, help topics, and much more in Windows and on the Internet. Alternatively, you can access the Start menu and then select Cortana.

**ADVICE**

Cortana is not available in all countries or regions. Also, some features of Cortana are not available everywhere. You can still use the search function.

Enter your search term in the search field. Alternatively, you can also access the voice input by selecting the microphone icon.

**ADVICE**

For voice input, you need a microphone on your 2-in-1 laptop.

You will receive search suggestions and answers to your search term or question, as well as search results from your 2-in-1 laptop and from the Internet.

A filter function is available above the results display for more specific results. The most important options (apps, documents, and Web) are displayed as icons. If you select one of these icons, the result selection is limited to the relevant result type. Selecting "Filter" will give you additional options (for example, "Photos", "Music", and "Videos") to narrow down the search results.
Task View

You can swipe inwards from the left side of the screen, or select the icon for Task View ( ), in the taskbar to view all open apps.

You can choose from this selection of apps to access or close a desired app. To close an app, tap or click the "x" in the upper-right corner of the app.

You can also set up a new virtual desktop in the active application mode. Tap or click the "+ New desktop" option in the lower right corner of the display. You can set up as many virtual desktops as you like.

All virtual desktops can display different groups of apps. This feature is useful for sorting used apps, such as by topic. For example, you can place Office applications on a desktop and group Web applications on another desktop.

However, you can always move apps between virtual desktops. View all virtual desktops and drag the desired app from one desktop to another. Alternatively, press and hold the app that you would like to move to a desktop. A context menu opens. Select the "Move to" option and select the desired virtual desktop. Here, you will also find the option to place this app on a new virtual desktop.

Another way to place an app on a new virtual desktop is simply to drag the app from the Task View to the "+ New Desktop" option on the bottom right of the screen.
The "All Settings" function

With the settings, you can control nearly every aspect of the appearance as well as the functionality of your 2-in-1 laptop. Customize your 2-in-1 laptop to fit your needs by selecting the settings that match your needs.

The icon for accessing Settings (⚙️) is located at the bottom left of the Start menu. Tap or click it to access the Windows settings.

Alternatively, you can access Settings by opening the Action Center and tapping or clicking "All Settings".

If the tablet unit is connected to the keyboard, you can also access Settings through the ⌘ | F10 key on the keyboard.

7.5 Creating a Microsoft Account

A Microsoft account allows you to use your settings and other data on multiple Windows 10 devices, as well as immediately access the Windows Store.

You already have a Microsoft account if you already have Microsoft services such as Outlook.com, Hotmail, Office 365, OneDrive, Skype, Xbox, or Windows. A Microsoft account is made up of the e-mail address and password that you set up there.

Otherwise, you can create a Microsoft account during the initial setup of your 2-in-1 laptop. The setup assistant accompanies you step by step in setting up.
You can also set up a Microsoft account later at any time. To do so, proceed as follows:

a) Access Settings.

b) Select the "Accounts" + "Email & app accounts" options.

c) Tap or click the "+ Add an account" option.

d) You will find the "No account? Create one!" option in the "Add a Microsoft account" window. A wizard guides you through the process of setting up your Microsoft account. Just follow the instructions.

**ADVICE**
You can also go to "Settings" + "Update & security" + "Activate" to set up a Microsoft account.

**ADVICE**
If you want to set up a Microsoft account for additional people on your 2-in-1 laptop, select the options "Settings" + "Accounts" + "Family & other people" + "+ Add someone else to this PC".
7.6 Changing the Display Language

The display languages of your 2-in-1 laptop are preinstalled on a country-specific basis. However, you can add as many display languages to your 2-in-1 laptop as you like, and change display languages as often as you like.

**ADVICE**

The necessary language packs are available for download. Your 2-in-1 laptop must be connected to the Internet to add a display language.

To change a display language, please proceed as follows:

a) Access Settings.

b) In Settings, tap or click the "Time & Language" option, and then select "Region & language" on the left side of the menu bar.

c) In the "Country or region" window that has now opened, select the "+ Add a language" option in the middle of the screen.

d) Scroll to the desired language in the selection list and tap or click it.

**ADVICE**

The 2-in-1 laptop jumps back to the "Country or region" window. The language you have selected is now displayed in the language list below the "+ Add a language" option.
e) When the "Language pack available" message appears under the selected language, tap or tap the language, then click "Options".

f) Confirm your selection by pressing the "Download" button under "Download language pack".

**ADVICE**

The language pack is then downloaded and installed. This may take a few minutes. A "Language pack installed" message appears as soon as the language pack has been installed.

g) To return to the "Country or region" menu window, tap or click the arrow to the left of "Settings" (at the top left of the window).

h) Select the language you want to add and confirm your selection by clicking "Set as default".

i) Restart your 2-in-1 laptop. The selected language is then active as a display language.

7.7 Resetting your 2-in-1 laptop

If your device freezes and no longer responds, you can restart it. Press and hold down the on/off switch for at least ten seconds until your device switches off. Wait for about 20 seconds and then turn your device on normally.

**ADVICE**

Unsaved files are lost when resetting.
8. Connecting to the Internet

Your 2-in-1 laptop accesses the Internet via a WiFi connection. You can also share additional files, other devices, and even your own Internet connection via a WiFi connection.

Advice

Be sure to observe the safety information for using the device in safety or security zones, especially regarding the risk of interference from other electronic equipment with high-frequency signals. This information is included at the beginning of this manual and listed in the "Important Safety and Legal Information" brochure.

8.1 Toggling WiFi on/off

WiFi must be enabled; for example, to access online content.

The WiFi connection for your 2-in-1 laptop is activated by default during the setup process. Windows detects available networks during setup and displays them in a list. You can already select a network at this point. Enter the password if necessary.

If you have skipped this part of the process, or want to select another network later on, activate the WiFi connection as follows:

a) Access Settings.

b) Select "Network & Internet" under Settings.

c) Select "Wi-Fi" from the menu bar on the left.
d) Click the slider for WiFi to enable it (from "Off" to "On"). Your device is now searching for all available wireless networks in the area.

e) Tap or click the "Show available networks" option below the slider for WiFi.

f) Now select the network that you wish to connect to from the list of available networks shown on the screen.

g) Confirm your choice by selecting the "Connect" option. Your device will now connect to the selected network.

**ADVICE**

If you do not want your 2-in-1 laptop to connect automatically to the selected network when it is available, deselect the checkmark in front of the "Connect automatically" option.

You will be prompted to authenticate your identity depending on the configuration of your router. Wireless networks are typically secured by a WPA network key or a WPS authentication method:

**WPA**

If a WPA network key was assigned for your router, enter it in the input field and click "Continue" to confirm.
WPS

If a WPS authentication method (such as a PIN) was set up for your router, your 2-in-1 laptop will show a different input field. Enter the PIN in the input field (or follow the selected authentication method for the network).

Your 2-in-1 laptop then connects to the wireless network.

ℹ️ ADVICE

You may be asked if the 2-in-1 laptop should search for other devices in the selected network to automatically connect to these devices (such as printers or TVs). This is recommended in a trusted private network for homes. If you connect to a public wireless network, we recommend declining this option by tapping "No." In this way you protect your privacy.

You can now surf the Internet using an Internet browser.

To **toggle off** WiFi, proceed as follows:

a) Access Settings as before.
b) Select "Network & Internet" under Settings.
c) Select "Wi-Fi" from the menu bar on the left.
d) Toggle the slider for WiFi to disable it (from "On" to "Off").
When you enable the "Airplane mode" option, all wireless connections (WiFi and Bluetooth®) are automatically disabled. To do this, go to the Action Center and select the "Airplane mode" option. The "Airplane mode on" field briefly appears. Clicking the "Airplane mode" field again in the Action Center will disable airplane mode ("Airplane mode off"). Alternatively, you can also enable/disable airplane mode by pressing the F11 button.

Please refer to the documentation provided for your router or from your Internet service provider for more information about setting up an Internet connection.

8.2 Surfing the Internet

Microsoft Edge has been preinstalled on your 2-in-1 laptop and is set as the default browser.

Accessing the browser

Access the browser directly from the taskbar via the icon. Alternatively, access the Start menu as usual via and select "Microsoft Edge" from the "All Apps" navigation list.

Entering Internet addresses

Tap or click the search bar displayed at the top center of the browser window to enter an Internet address (URL).
**ADVICE**

If you are interested in working with the display keyboard and this does not appear automatically after you have tapped with your fingertip in the search field of the browser, activate it by tapping the keyboard icon in the lower right corner of the taskbar.

**Important functions in Edge**

You will find a toolbar ( ![icon] ![icon] ![icon] ![icon] ![icon] ) to the right of the Internet address (URL) that allows you to carry out basic tasks within the browser:

- **"Reading View"**
  The Reading View hides all the elements of a Web page that are not part of the article you are reading. To view the entire page, simply click or tap the icon again.

- **"Add to favorites or reading list"**
  Click or tap this icon with your fingertip to add a Web page to your reading list or one of your favorites folders.

- **"Hub"**
  When you access the Hub, you can view items from your favorites, your reading list, your history, or your downloads.

- **"Make a Web Note"**
  This icon allows you to open OneNote functions and, for example, mark text passages on Web pages, create notes on Web pages, copy parts of a Web page, store or share the edited Web pages directly, and much more.
"Share"
You can use this icon to instantly share interesting Web pages, for example, via e-mail.

"Settings and more"
You can use this icon to access additional functions for the Web page (such as "New window," "Cast media to device," "Zoom," "Settings," etc.).

8.3 Downloading applications

A large number of apps are preinstalled on your 2-in-1 laptop. However, you can always download additional apps from the Windows Store.

You can access the Windows Store from the app area of the Start menu and from the icon in the taskbar.

To access the Windows Store, your device must be connected to the Internet. In addition, you will need a Microsoft account with which you are logged on to your 2-in-1 laptop.

ADVICE
If you already have Microsoft services such as Outlook.com, Hotmail, Office 365, OneDrive, Skype, Xbox, or Windows, you already have a Microsoft account. A Microsoft account is made up of the e-mail address and password that you set up there.
If you have already registered with a Microsoft account during the initial setup of the device, or have set up a local Microsoft account, you can simply open and browse through the Windows Store. If you have found an app that you want to download, tap or click "Install." The app will then be downloaded immediately.

⚠️ ADVICE
Not all apps in the Windows Store are free. If you are about to download a paid app, you will be expressly notified of this.

If you have not set up a Microsoft account yet, or you are not logged on to your Microsoft account, you must follow these steps before you can use the Windows Store.

You can create a Microsoft account directly from the Windows Store:

a) Open the Windows Store.
b) Search for an app you want.
c) Tap or click the app and then "Install."
d) An assistant will appear and ask you for identification via your Microsoft account, or provide you with the option to set up a Microsoft account. The assistant will guide you step-by-step through setting up your Microsoft account.

⚠️ ADVICE
When you create a Microsoft account and link it to your 2-in-1 laptop, the password for your Microsoft account will also be used to unlock your 2-in-1 laptop from then on.
9. Connecting Other Devices

You can establish a direct connection between your 2-in-1 laptop and monitors, accessories, and other devices (such as smartphones) via the USB Type-C™ ports, USB 3.0 ports, and Bluetooth®.

9.1 Setting Up a Bluetooth® Connection

You can transfer data wirelessly over short distances between different types of devices via Bluetooth. Bluetooth-enabled devices include computers, cell phones, smartphones, tablet PCs, and Bluetooth headsets or speakers.

If you want to use Bluetooth, the following two conditions must be met:

a) Bluetooth is enabled on both devices.

b) The devices are "paired" (= connected).

Advice

"Pairing" involves the mutual authentication of the devices and is required for safety reasons when connecting for the first time. After this, you only need to enable Bluetooth on the respective devices to establish a connection.
Enabling Bluetooth

a) Enable the Bluetooth function on the device you want to connect and make the device visible to other devices if necessary.

i ADVICE
Please read the user’s manual of the device to be connected.

b) Access Settings and tap or click "Devices" + "Bluetooth" (on the left in the menu bar).

c) Toggle the slider for Bluetooth from left to right so that "On" appears.

This enables the Bluetooth function of the 2-in-1 laptop, and the 2-in-1 laptop searches for available devices nearby.

d) From the list of devices displayed, select the desired device, and then tap "Connect."

e) The 2-in-1 laptop displays a verification code and sends a verification request to the device to be connected.

f) Enter this code in the opened menu window on the device to be connected and confirm this entry on the device.

g) After successful pairing, the status message "Paired" appears under the selected device.

h) To exit Settings, close the menu window by clicking the "x" at the top right of the window.
Transferring files via Bluetooth

a) Open the file browser by tapping the folder symbol ☁️ in the taskbar and selecting the file that you want to send.

b) Tap the file you want to send and hold it for approximately 1 second, then release. The context menu opens as a drop-down window.

c) From the context menu, tap or click "Send to" and then "Bluetooth Device". A list of all paired Bluetooth devices appears.

d) Tap the desired device and confirm by clicking "Continue". The selected file is now sent to the desired device.

e) You may have to confirm receipt of the file on the destination device.

⚠️ ADVICE

We recommend disabling the Bluetooth function after successful data transmission in order to save energy. To disable the Bluetooth connection, access Settings as usual and then select the option "Devices" + "Bluetooth". Toggle the Bluetooth slider from right to left so that the word "Off" appears.
9.2 Setting Up Connections to Other Devices

The available USB ports guarantee the connection of various USB peripheral devices (such as a mouse, printers, external hard drives, an Ethernet adapter, smartphones, etc.) with full functionality.

To connect USB peripheral devices, select the required cable and connect your 2-in-1 laptop to the device in question. If any drivers need to be installed first to integrate the device (such as for printers), follow the instructions provided by the manufacturer of the peripheral device. Many devices (such as external hard drives, USB flash drives, or smartphones) recognize your 2-in-1 laptop on their own.

Connecting external display devices

Connect monitors, projectors, and TVs to your 2-in-1 laptop via a wired or wireless connection, and play back all screen contents (video, audio, and image files).

Wired connection via HDMI®

The universal USB Type-C™ interface on the tablet unit supports video, audio, and data transfer via the Thunderbolt 3 standard with DisplayPort.

Connect the supplied USB Type-C™-to-HDMI® adapter and use the adapter to connect your device to the desired image output device via an HDMI® cable.
Then, select the HDMI® input as the source on the external image output device (such as an HDTV) that is connected via the cable. The image output device now shows the display of your 2-in-1 laptop.

**Wireless connection via Wireless Display**

Wireless Display technology is a peer-to-peer standard for wireless image and sound transmission supported by your 2-in-1 laptop.

**ADVICE**

The selected image output device must also support Wireless Display technology. Please refer to the technical documentation of the device or contact the manufacturer of the device.

If you want to set up wireless image and audio transmission, proceed as follows:

a) Please refer to the user’s manual of your image output device for all the necessary steps to prepare the image transmission, and carry out these necessary steps.

b) Access Settings and select "Devices" + "Connected devices" (on the left in the menu bar).

c) Tap or click "Add device" at the top center. The 2-in-1 laptop searches for available devices. This process can take a moment.

d) Select the desired device from the window that appears. The two devices are then connected to each other.

f) A short time later, the selected device will show the display of the 2-in-1 laptop.
Setting up the screens

If you have connected an external image output device, you can still define which content is displayed on the available screens.

To define this, proceed as follows:

a) Open the Action Center and select the "Project" option.

b) Select one of the following options from the window:

"PC screen only"  
All contents are displayed on the display of your 2-in-1 laptop.

i ADVICE
If you have set up a connection to a wireless projector, this option changes to "Disconnect."

"Duplicate"  
The contents on your 2-in-1 laptop are mirrored on the display of the connected image output device.

"Extend"  
The content is split between both display devices. Items can be dragged between the two displays.

"Second screen only"  
The contents are only displayed on the connected image output device. There are no contents shown on the display of your 2-in-1 laptop.
9.3 Exchanging Files with a PC

To exchange files between your 2-in-1 laptop and another PC, you need an external storage device (such as an external hard drive or a USB flash drive). Direct data exchange between your 2-in-1 laptop and a PC via USB cable is not possible.

You can directly connect all external storage devices via the USB interfaces on your 2-in-1 laptop. Choose which interface to use based on the storage device’s connector (USB Type-C™ or USB 3.0).

**ADVICE**

If you use one of the USB ports on the keyboard, the 2-in-1 laptop must be connected to the keyboard. Do not disconnect the 2-in-1 laptop from the keyboard during the data transfer.

Connect as follows:

a) If necessary, prepare a storage device by connecting it to your PC and copying the desired files to it.

b) Connect the correspondingly prepared storage device or a smartphone with the suitable USB port on your 2-in-1 laptop. The device will be detected by your 2-in-1 laptop after a brief moment.

c) Open the file browser by tapping or clicking the folder symbol in the taskbar. The File Explorer will open.

d) On the left side of the File Explorer, click or tap "This PC". All available drives and folders are now displayed.
e) Access the connected device by tapping twice or double-clicking. All of the files stored on the device are displayed.

f) Tap the file you want to copy (file or folder) and hold it for approximately 1 second, then release. The context menu opens. Select the "Copy" option.

g) On the left side of the File Explorer, tap or click "This PC" again and open the required target folder by tapping twice or double-clicking.

h) Tap a free area in the destination folder, press and hold it for about 1 second, and release, or right-click a free area in the destination folder. The context menu appears.

i) Select the "Insert" option here. The file will be copied to the selected target folder.

⚠️ ADVICE

Alternatively, press and hold the file you want to copy (file or folder) for about 1 second. Then drag the file directly into the desired folder on your 2-in-1 laptop and release it. The file has now been copied to the destination folder.

⚠️ ADVICE

The data transfer rate depends directly on the equipment used (cable, adapter, etc.).
j) Return to the drive overview using the "This PC" option and access the context menu for the connected device by pressing and holding it for approximately 1 second.

k) Select the "Eject" option to safely disconnect the connected device in order prevent losing data.

10. Using the Camera

The built-in camera is set up for taking photos by default. However, you can also record videos, of course. To do so, just toggle the photo and video mode in the camera app.

To activate the camera, access the Start menu via and select the "Camera" option. The camera app window opens. The following functions are available here:
A **Photo timer**
You can activate or deactivate the camera’s photo timer here, and select the desired time interval (2, 5, and 10 seconds). Just tap or click the icon several times to do so. The selected time interval is displayed to you as a small number in the lower right corner of the icon.

B **Exposure compensation**
When you select this icon, a dark gray semicircle appears around the recording button on the right edge of the screen. This symbol can be found in the middle of the screen.
Press and hold the icon in the semicircle and slide it back and forth to gradually increase or decrease the exposure values.
To finish adjusting the exposure compensation, tap or click the icon at the top center again.

C **Settings**
You can use this symbol to access further settings for the camera, such as "Aspect ratio", "Framing grid", "Time lapse", etc.

D **Video mode**
Tap or click this button to record a video. When you tap or click the button (= trigger), which has now enlarged, a second time, the recording begins.
E  **Photo mode**

Tap or click this button to take a photo. When you tap or click the button, which has now enlarged (= trigger), a second time, it takes a picture.

To close the camera app, tap or click the "x" at the top right of the display as usual.

### 10.1 Displaying photos and videos

All photos and videos are stored in the File Explorer under "Pictures" + "Camera Roll."

You have the following options for viewing your photos and videos:

- **Camera app**
  
  Directly tap or click the miniature photo displayed in the lower right corner of the camera app. The Photos app opens and displays the last captured image or video.
  
  Swipe left or right in the Photos app, or tap or click the arrows at the bottom center of the edge of the screen to view other captured photos or videos.
  
  You can also edit pictures and videos directly in the Photos app.
• **Photos app**

Select "Show All Photos" in the upper left corner of the Photos app to get an overview of your pictures and videos on the 2-in-1 laptop. Here, you can choose among the options "Collection" (all images), "Albums", and "Folders" to quickly and easily find and view image and video files.

• **File Explorer**

You can use the File Explorer to view the image library and open saved images (such as the "Pictures" folder) directly in the Photos app by double-clicking an image or tapping it twice.

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**ADVICE**

When you store your images and videos in the OneDrive cloud application, you can access them through any Internet-enabled device.
11. Setting Up and Customizing the 2-in-1 Laptop

The settings offer countless possibilities to personalize and adapt your 2-in-1 laptop to your needs in terms of visuals and functions.

Windows Settings

To change and customize settings, access Windows Settings through ☰, the Action Center, or the ☰ | F10 button. In the menu overview, select the type of settings you want to change or display.

You can also specify the settings to be changed in the "Settings Search" field at the top center of the screen. A pop-up window will allow you to choose from among suitable suggestions.

"Personalization"

You can adjust primarily visual aspects using the "Background", "Colors", and "Themes" options. You can customize functional aspects such as various display options, Cortana settings, and power options via the "Lock screen", "Start", and "Taskbar" options.

"Accounts"

The "Your info" option lets you personalize your accounts with a photo, for example.

You can set up Windows Hello, assign a password or a PIN, and so on through "Sign-in options".
The "Sync your settings" option allows you to synchronize the settings you make on your 2-in-1 laptop, from the theme to browser settings, passwords, and language settings, as well as some device settings ("Other Windows settings", for example, for a mouse device or printer), and transfer these settings to other Windows devices in this way.

**ADVICE**

You must log on to Windows 10 with your Microsoft account on any device to be synchronized, or link your Microsoft account to your work or school account, to complete the synchronization. If the "Sync your settings" option is not available on your device, this feature may not be supported by your organization.

**Apps**

Within an app, you can change default settings, access Help information, and add accounts through "Settings".

Open the "Settings" option in the app and make the desired changes under the respective point.

**ADVICE**

Within apps, the "Settings" option is often listed under the "More" icon (symbol with three dots).
12. Protecting Personal Data

The protection of your personal data is of paramount importance. For this reason, your 2-in-1 laptop with Windows 10 Pro offers extensive options for protecting your data.

**ADVICE**

Please read the relevant notes in the "Important Safety and Legal Information" brochure, especially Chapter 5, "Notes and Practical Tips on Operational Safety."

Access Windows Settings via 📦, the Action Center, or the ⚙ | F10 button and select the "Update & security" option to define settings for Windows updates, device backup, etc.

12.1 Updates

It is important that you always keep your 2-in-1 laptop up to date to ensure maximum security and stability.

Keep an eye on the Windows updates regularly released by Microsoft to improve the security and reliability of the operating system. Also, check the available firmware updates (= system and hardware updates) that will help you increase the stability and performance of your 2-in-1 laptop.
The combination of regular Windows and firmware updates directly contributes to ensuring that your 2-in-1 laptop always functions perfectly.

Windows 10 regularly checks for updates. Both Windows and firmware updates are installed automatically as soon as they become available.

If you also want to check for updates yourself, access "Settings" via ☰, the Action Center or the ☰ | F10 button and select the option "Update & security" + "Windows Update". Tap or click "Check for updates".

**ADVICES**

1. Your 2-in-1 laptop must be connected to the Internet in order to be able to install an update.
2. If you install an update yourself, make sure that the battery charge is at least 40 percent. It is best to connect your 2-in-1 laptop to an outlet that you know is in working order. Do not disconnect the power supply or turn off the device during the update process.
3. The amount of time that it takes to download and install the update depends on your Internet connection as well as the number and size of the updates.
4. If an update ends with the notification "Restart your computer to finish installing important updates", open the Start menu via ☰ and select ☰ + "Restart". Do not shut down the 2-in-1 laptop.
5. A corresponding notification is displayed on your device if a firmware update is available for your 2-in-1 laptop. Follow the instructions to update your 2-in-1 laptop using "Windows Update".
12.2 Setting a Password

Passwords and other codes (such as a PIN) protect your 2-in-1 laptop against unauthorized access at various levels. The user password protects your computer from unauthorized use. Use this password together with password controls when starting up or waking up from standby to ensure maximum security.

To set up passwords and other codes (such as a PIN), access "Settings" via ☑️, the Action Center, or the ☑️ | F10 button and select the "Sign-in options" option. Follow the instructions provided here.

12.3 Windows Hello

Windows Hello is the most secure, clear, and personalized method to protect your 2-in-1 laptop from unauthorized access. Through Windows Hello, you log in biometrically via facial recognition to your device, apps, online services, and networks.

Logging in via Windows Hello

Your 2-in-1 laptop is equipped with an infrared camera that allows you to set up Windows Hello and log on to your device via facial recognition:

a) Access "Settings" via ☑️, the Action Center, or the ☑️ | F10 button.

b) Select "Accounts" + "Sign-in options" to set up Windows Hello.
Windows Hello may not be available for your device if this option does not appear in the login options.

c) Locate the "Face" option in the menu window, and then tap or click the "Set up" button below it.

d) Follow the setup wizard's instructions step by step. Once setup is complete, you can log on using facial recognition.

While setting up Windows Hello, you may be prompted to add a PIN.

**Dynamic Lock**

Windows Hello can automatically lock devices that are connected to your smartphone via Bluetooth (such as your 2-in-1 laptop) after you have left the Bluetooth area (function available from Windows Creators Update on). This is beneficial, for example, when you leave a room and forget to lock your 2-in-1 laptop.

To set up the Dynamic Lock, first pair your smartphone with the 2-in-1 laptop via Bluetooth.
Now activate the Dynamic Lock in the settings:

a) Access Settings as usual and select the option "Accounts" + "Sign-in options".

b) Scroll down the menu window until you see the "Dynamic Lock" option.

c) Check the box "Allow Windows to detect when you're away and automatically lock the device".

ℹ️ ADVICE

Alternatively, you can configure the Dynamic Lock using the Windows Hello companion device app. This app is available in Windows Store.

### Removing identification data for Windows Hello

If you no longer want to use Windows Hello, you can easily remove the identification data stored exclusively on your 2-in-1 laptop:

a) Access Settings as usual and select the option "Accounts" + "Sign-in options".

b) Under "Windows Hello" + "Face" tap or click the "Remove" button.

Your identification data will be deleted immediately.
13. Backing Up Data

It is explicitly recommended to not only to back up your documents, pictures, and video and music files on external data devices as usual, but to also regularly save a backup of your 2-in-1 laptop system (= system image) on a different drive so that, if necessary, you can quickly restore it to the proper state after the failure of a system component or the entire system, as well as restore lost, corrupted, or deleted original files.

ℹ️ ADVICE

Your 2-in-1 laptop is usually reset to the factory settings during a service call, thus subjecting it to a recovery process. In these cases, it is particularly advantageous to be able to rely on a backup. Perform regular backups!

13.1 Backing Up Data

If you want to back up your data, proceed as follows:

a) Connect an external storage device to your 2-in-1 laptop using one of the USB ports.

b) Access "Settings" via ☐, the Action Center, or the ☀ | F10 button.

c) Select the option "Update & security" + "Backup".
d) Tap or click the "+ Add a drive" button and select the desired drive from the pop-up window that is now open.

e) Now the option "Automatically back up my files" is displayed and the slider is set to "On". Your data is automatically stored in the "FileHistory" folder on the drive you have selected.

**ADVICE**

Under "Settings + "Update & security" + "Backup" + "More options", you can specify the desired options, such as the frequency of the automatic backup and the duration of the retention of the backup files.

### 13.2 Recovery

Restoring the system is useful if your 2-in-1 laptop is not working properly.

You can choose to keep or remove files during the recovery process. Windows will then be reinstalled.

**ADVICE**

During the restoration process, your 2-in-1 laptop is returned to its factory state. All stored data, apps, and settings will be deleted! Make sure to back up your data before starting the recovery process.
14. In the Event of Technical Issues or Defects

Please enter the following information below in case this should be required:

Serial number _____________________________

Purchase date _____________________________

Place of purchase _____________________________

Keep your proof of purchase.

If your device is faulty or defective, please feel free to contact customer service at www.porsche-design-computing.com and arrange to be called back at a time that works best for you.

In order for us to provide you with fast, optimum support, please keep the aforementioned information required to identify the device ready at hand. If at all possible, make note of any error messages that are related to the issue and have your device switched on before contacting customer service.

Go to www.porsche-design-computing.com and open the "Support" section for the latest news and information, useful tips, and available drivers and downloads.

You will also find full and complete information about the warranty for your 2-in-1 laptop.
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