Lenovo IdeaPad Y400/Y500

User Guide V1.0

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

ideapad

Note

- Before using the product, be sure to read *Lenovo Safety and General Information Guide* first.
- Some instructions in this guide may assume that you are using Windows® 8. If you are using other Windows operating system, some operations may be slightly different. If you are using other operating systems, some operations may not apply to you.
- The features described in this guide are common to most models. Some features may not be available on your computer and/or your computer may include features that are not described in this user guide.
- The illustrations used in this manual are for Lenovo IdeaPad Y500 unless otherwise stated.
- The illustrations in this manual may differ from the actual product. In this case, refer to the actual product.

Regulatory Notice

- To refer to it, go to http://support.lenovo.com and click **User guides and manuals**.

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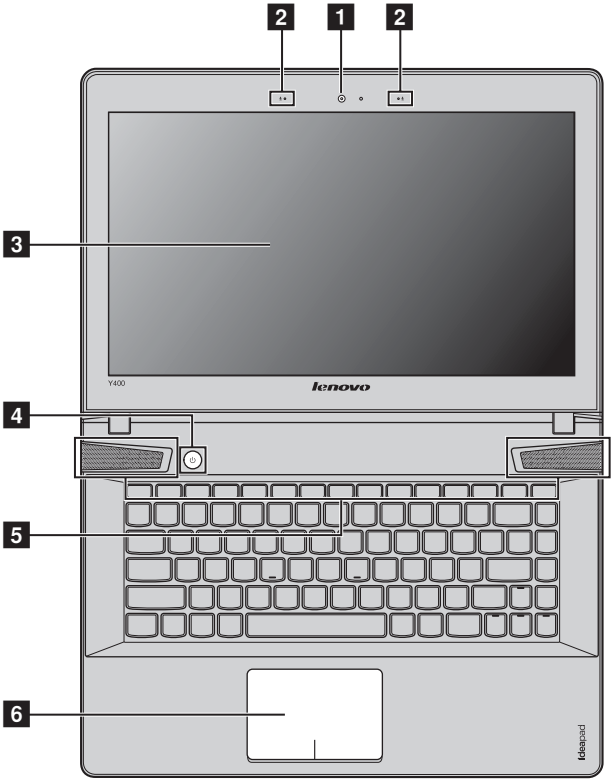
Contents

Chapter 1. Getting to know your computer 1
Top view 1
Left-side view 7
Right-side view 10
Front view 13
Bottom view 15
Chapter 2. Starting to use Windows 8 17
Configuring the operating system for the first time 17
Operating system interfaces 17
The charms 18
Putting the computer to sleep or shutting it down 20
Connecting to wireless LAN 22
Help and support 23
Chapter 3. Lenovo OneKey Recovery system 24
Chapter 4. Troubleshooting 25
Frequently asked questions 25
Troubleshooting 27
Appendix. CRU instructions 31
Replacing the battery 31
Replacing the removable module 32
Trademarks 34

Chapter 1. Getting to know your computer

Top view

Y400

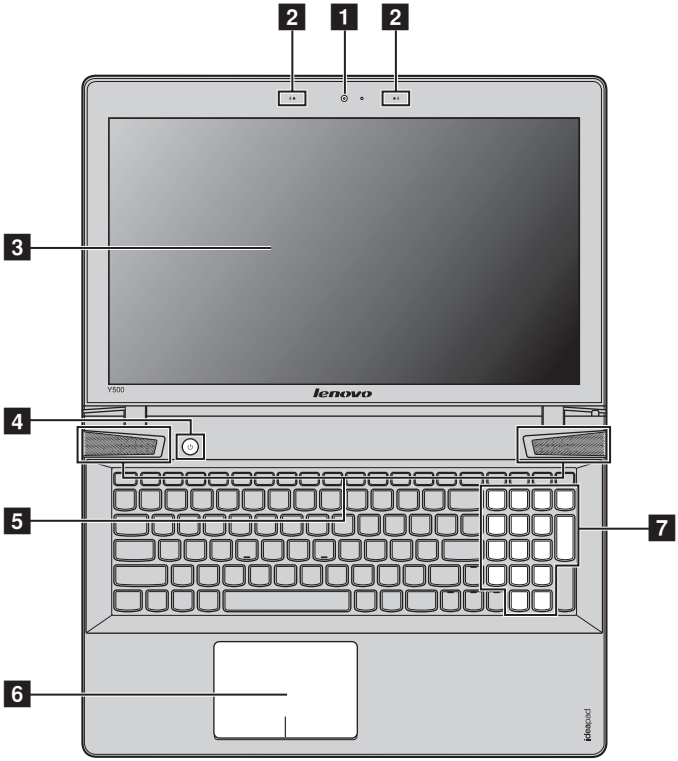


Note: The illustrations in this manual may differ from the actual product. Please refer to the actual product.

Attention:

- Do NOT open the display panel beyond 130 degrees. When closing the display panel, be careful NOT to leave pens or any other objects in between the display panel and the keyboard. Otherwise, the display panel may be damaged.

Y500



1	**Integrated camera**	Use the camera for video communication.
2	**Built-in microphone (with noise reduction)**	Captures sound which can be used for video conferencing, voice narration, or audio recording.
3	**Computer display**	Provides brilliant visual output.
4	**Power button**	Press this button to turn on the computer.
5	**JBL speakers**	Provide audio output.

6 **Touchpad**

The touchpad functions as a conventional mouse.
One Piece multi-touch clickpad: To move the cursor on the screen, slide your fingertip over the pad in the direction in which you want the cursor to move.
Left-click area: The function corresponds to that of the left mouse button on a conventional mouse, which can be implemented by clicking this area.
Right-click area: The function corresponds to that of the right mouse button on a conventional mouse, which can be implemented by clicking this area.

Note: You can enable/disable the touchpad using **Fn +** F6.

7 **Numeric keypad (Y500)**

For details, see "Using the keyboard" on page 4.

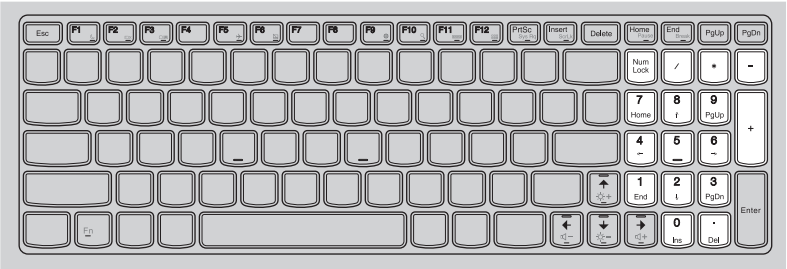
Using the keyboard

Your computer has a numeric keypad and function keys incorporated in its standard keyboard.

Numeric keypad

Y500

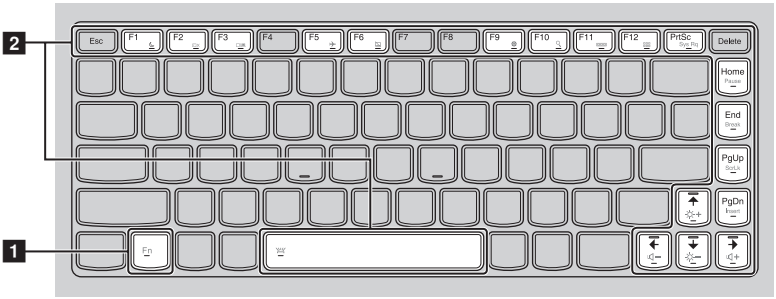
The keyboard has a separate numeric keypad. To enable or disable the numeric keypad, press the **Num Lock** key.



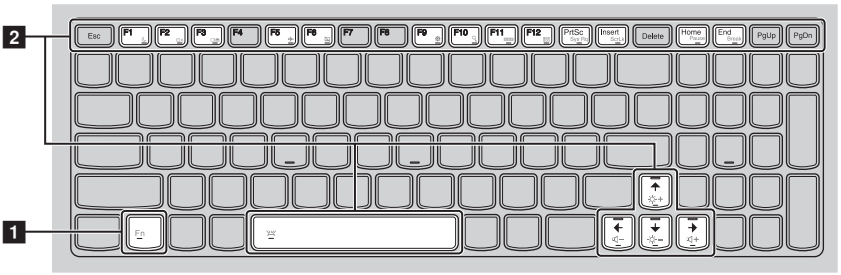
Function key combinations

Through the use of the function keys, you can change operational features instantly. To use this function, press and hold **Fn** **1** ; then press one of the function keys **2** .

Y400



Y500

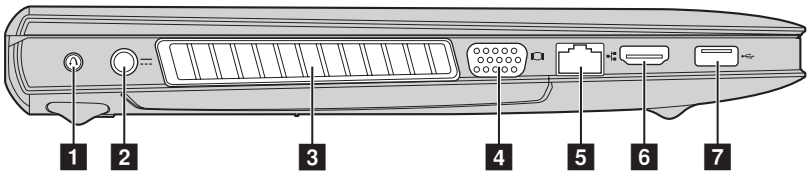


The following describes the features of each function key.

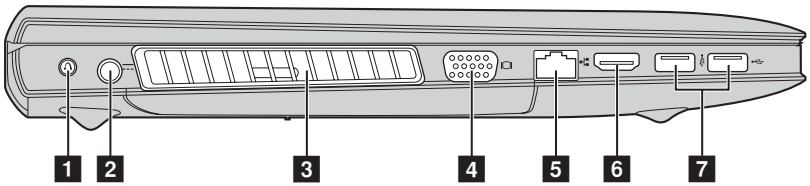
Fn + Esc:	Cancel hotkey.
Fn + F1:	Enter sleep mode.
Fn + F2:	Turn on/off the backlight of the LCD screen.
Fn + F3:	Open the interface for selecting display options.
Fn + F5:	Toggle airplane mode on/off.
Fn + F6:	Enable/Disable the touchpad.
Fn + F9:	Open Settings charm.
Fn + F10:	Open Search charm.
Fn + F11:	View current Apps.
Fn + F12:	View all Apps.
Fn + PrtSc:	Activate the system request.
Fn + Insert (Y500): **Fn + PgUp (Y400):**	Enable/Disable the scroll lock.
Fn + Home:	Activate the pause function.
Fn + End:	Activate the break function.
Fn + PgDn (Y400):	Activate the insert function.
Fn + ↑ / ↓:	Increase/Decrease display brightness.
Fn + → / ←:	Increase/Decrease sound volume.
Fn + Space **(on select models):**	Turn on/off the keyboard backlight.

Left-side view

Y400



Y500



1	**Novo button**	When the computer is off, press this button to start the Lenovo OneKey Recovery system or the BIOS setup utility, or to enter the boot menu.
2	**AC power adapter jack**	Connect the AC adapter here.
3	**Ventilation slots**	Dissipate internal heat.

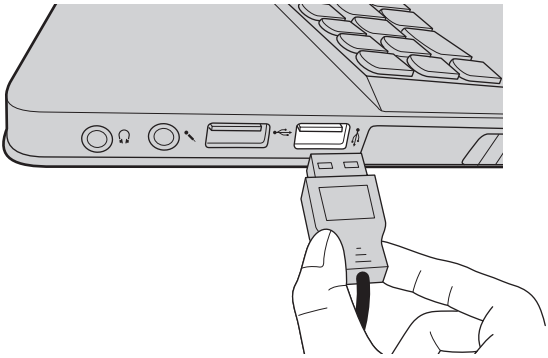
Note: Make sure that none of the ventilation slots are blocked or else overheating of the computer may occur.

4	**VGA port**	Connects to external display devices.
5	**RJ-45 port**	Connects the computer to an Ethernet network.
6	**HDMI port**	Connects to devices with HDMI input such as a TV or a display.
7	**USB port**	Connects to USB devices.

Note:
- The blue port supports USB 3.0.

Connecting USB devices

You can connect a USB device to your computer by inserting its USB plug (Type A) into the USB port on your computer.



The first time you plug a USB device into a particular USB port on your computer, Windows automatically installs a driver for that device. After the driver is installed, you can disconnect and reconnect the device without performing any additional steps.

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

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

Note:
- If your USB device uses a power cord, connect the device to a power source before connecting it. Otherwise, the device may not be recognized.
- When in sleep mode, you can only use keyboard instead of mouse to wake up the computer.

Connecting a *Bluetooth* device

If your computer has an integrated *Bluetooth* adapter card, it can connect to and transfer data wirelessly to other *Bluetooth* enabled devices, such as notebook computers, PDAs and cell phones. You can transfer data between these devices up to 10 meters range in open space.

Note: The actual maximum range may vary due to interference and transmission barriers. For best transfer speed, place the device as near your computer as possible.

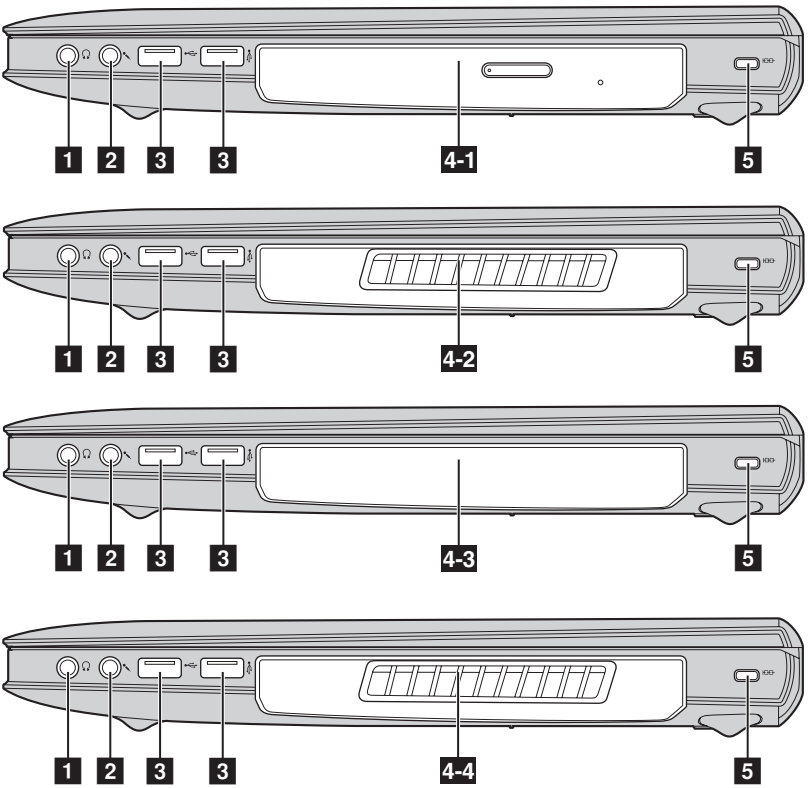
Enabling *Bluetooth* and WLAN communications on your computer

Press **Fn +** to make configuration.

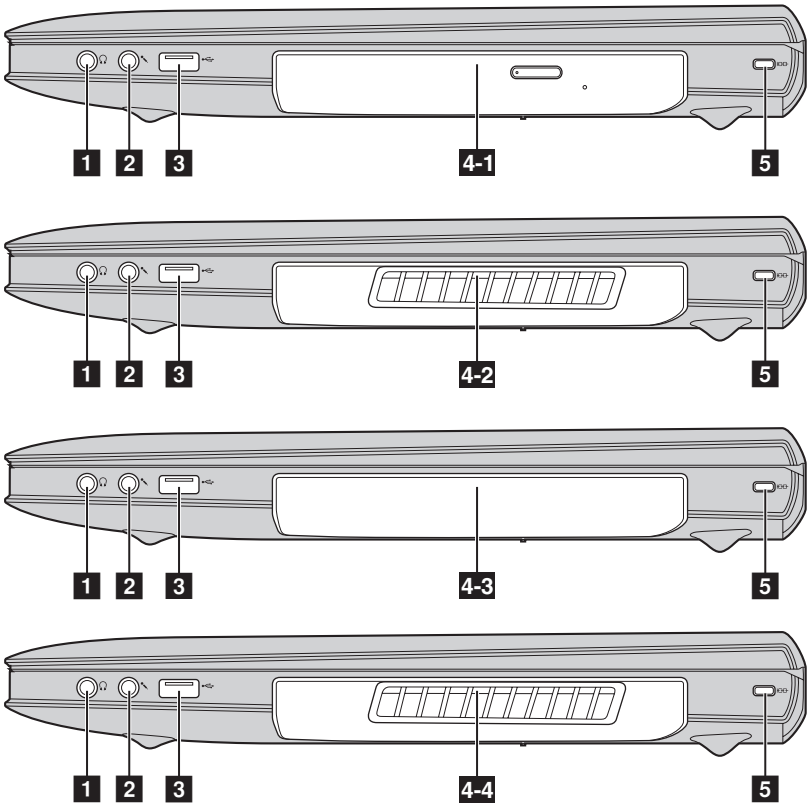
Note:
- When you do not need to use the *Bluetooth* function, turn it off to save battery power.
- You need to pair the *Bluetooth* enabled device with your computer before you can transfer data between them. Read the documentation supplied with the *Bluetooth* enabled device for details on how to pair the device with your computer.

Right-side view

Y400



Y500



1 **Headphone jack** Connects to external headphones.

Attention:

- Listening to music at high volume over extended periods of time may damage your hearing.

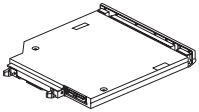
2 **Microphone jack** Connects to external microphones.

3 **USB port** Connects to USB devices.

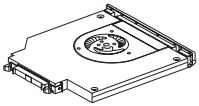
Note:
- The yellow port supports USB 2.0.
- For details, see "Connecting USB devices" on page 8.
- When powered off, the port can charge most currently available external USB devices. Support of future USB devices cannot be guaranteed.
- The **USB-always-on** function (enabled in **BIOS Setup Utility**) is available only when the battery or AC adapter powers the computer. If an external USB device cannot be charged, connect the AC adapter to activate.

4-1 **Removable optical drive (Optional)**

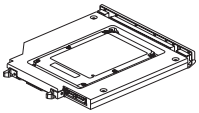
Reads/Burns optical discs.



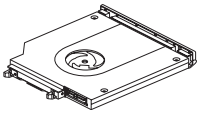
4-2 **Removable graphics (Optional)**



4-3 **Removable HDD (Optional)**



4-4 **Removable fan (Optional)**



Note:
- Y400 is supplied with ODD, dummy ODD.
- Y500 is supplied with ODD, dummy ODD or removable graphics.

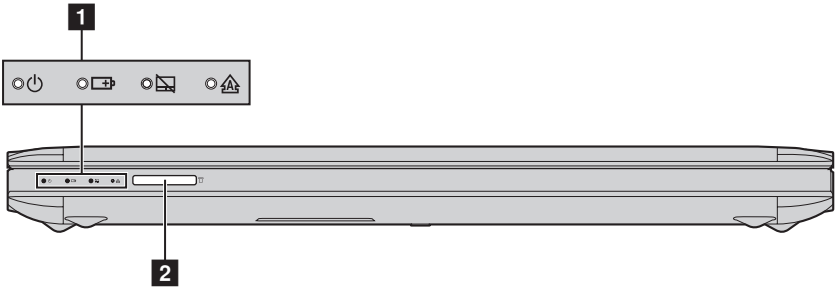
5 **Kensington slot**

Attach a security lock (not supplied) here to help protect your computer from theft and unauthorized use.
You can attach a security lock to your computer to help prevent it from being removed without your permission. For details on installing the security lock, please refer to the instructions shipped with the security lock that you have purchased.

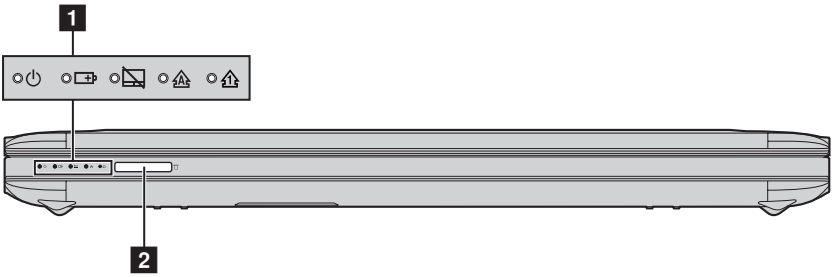
Note:
- Before purchasing any security product, verify that it is compatible with this type of security keyhole.
- You are responsible for evaluating, selecting, and implementing the locking devices and security features. Lenovo offers no comment judgment or warranty regarding the function, quality or performance of locking devices and security features.

Front view

Y400



Y500



1	**System status indicators**	Power indicator Battery status indicator Touchpad indicator Caps lock indicator Num lock indicator
2	**Memory card slot**	Insert memory cards (not supplied) here.

Using memory cards (not supplied)

Your computer supports the following types of memory cards:

- Secure Digital (SD) card
- Secure Digital PRO (SD PRO) card
- MultiMediaCard (MMC)
- Memory Stick (MS)
- Memory Stick PRO (MS PRO)
- xD-Picture (xD) card

Note:
- Insert *only* one card in the slot at a time.
- This card reader does not support SDIO devices (e.g., SDIO Bluetooth, etc.).

Inserting a memory card

1. Push the dummy card in until you hear a click. Then gently pull the dummy card out of the memory card slot.

Note: The dummy card is used for preventing dust and small particles from entering the inside of your computer when the memory card slot is not in use. Retain the dummy card for future use.

2. Slide the memory card in until it clicks into place.

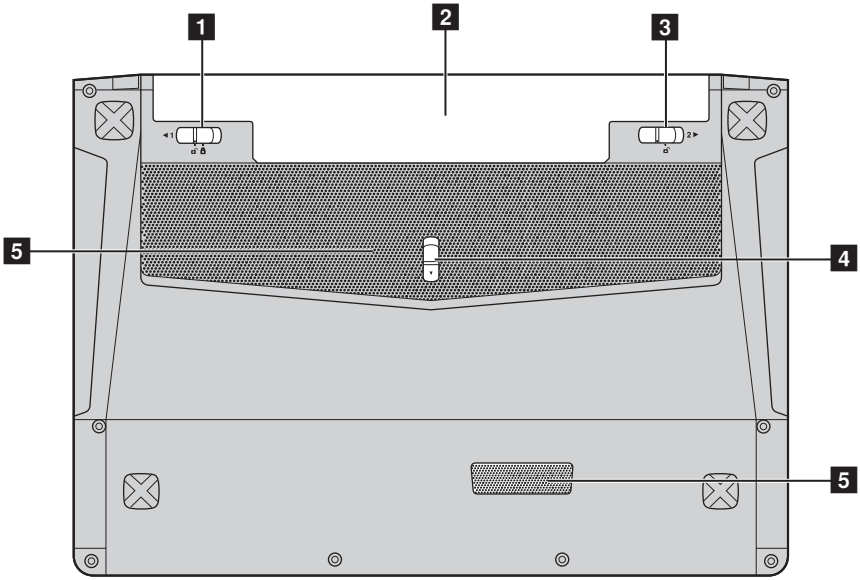
Removing a memory card

1. Push the memory card in until you hear a click.
2. Gently pull the memory card out of the memory card slot.

Note: Before removing the memory card, disable it by Windows safely remove hardware and eject media utility to avoid data corruption.

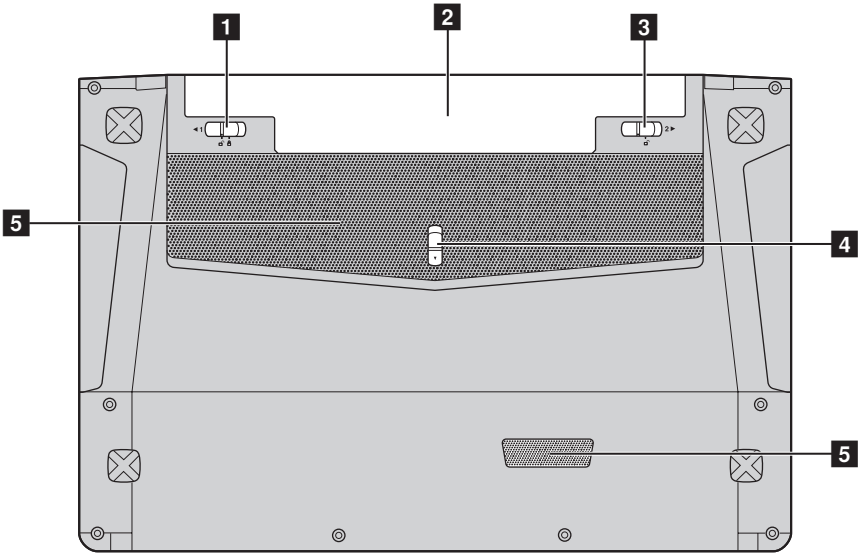
Bottom view

Y400



1	**Battery latch - manual**	The manual battery latch is used to keep the battery pack secured in place.
2	**Battery pack**	
3	**Battery latch - spring loaded**	The spring-loaded battery latch keeps the battery pack secured in place.
4	**Removable module lock**	
5	**Louvers**	Allow air to enter the computer for cooling.

Y500



1	**Battery latch - manual**	The manual battery latch is used to keep the battery pack secured in place.
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Chapter 2. Starting to use Windows 8

Configuring the operating system for the first time

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

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

Operating system interfaces

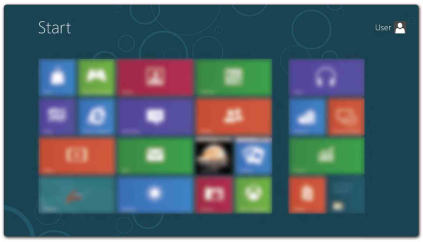
Windows 8 comes with two main user interfaces: the Start screen and the Windows desktop. To switch from the Start screen to the Windows desktop, do one of the following:

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

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

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

Start screen

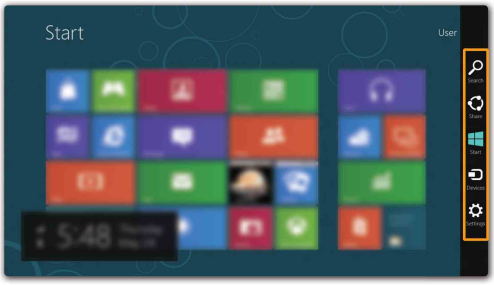


Desktop

The charms

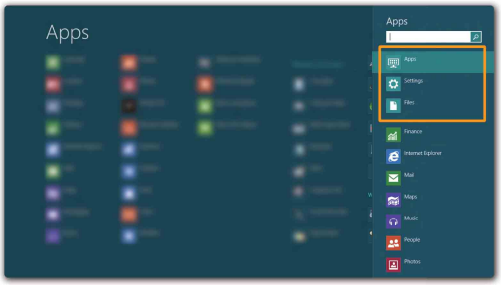
The five charms provide new and faster ways to perform many basic tasks, and are always available regardless of whichever app you are currently in.
To display the charms, do one of the following:

- Move the cursor to the upper-right or lower-right corner until the charms bar is displayed.
- Press Windows key + C.



Search charm

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



Share charm

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

Start charm

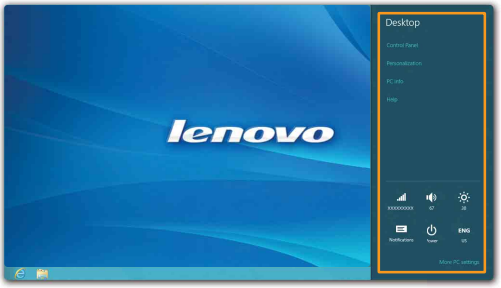
The **Start** charm is a fast way to go to the Start screen.

Devices charm

The **Devices** charm allows you to connect or send files to any external devices, including digital cameras, TVs, or printers.

Settings charm

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



Putting the computer to sleep or shutting it down

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

Putting your computer to sleep

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

To put the computer to sleep, do one of the following:

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

Note: Wait until the power indicator light starts blinking (indicating that the computer is in sleep mode) before you move your computer. Moving your computer while the hard disk is spinning can damage the hard disk, causing loss of data.

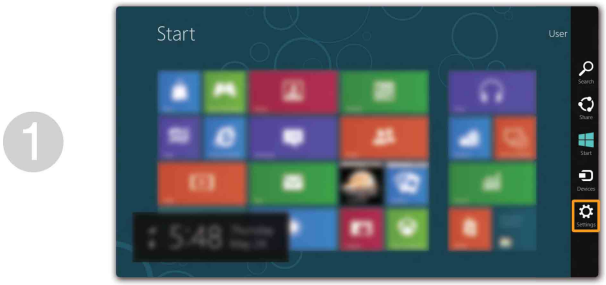
To wake the computer, do one of the following:

- Press the power button.
- Press any key on the keyboard.

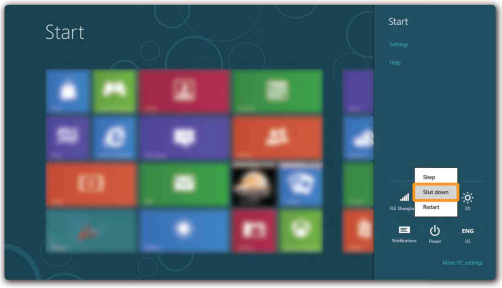
Shutting down the computer

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

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



❷ Select **Power** → **Shut down**.



Connecting to wireless LAN

Enabling a wireless connection

To enable wireless functions, do one of the following:

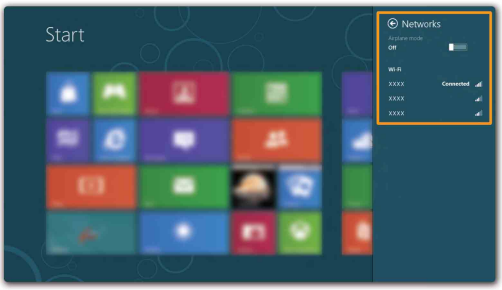
- Press F6 to disable airplane mode.
- Open the charms and select **Settings** → to open the Network configuration page.

  Then toggle the airplane mode switch to **off**.

Connecting to a wireless network

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

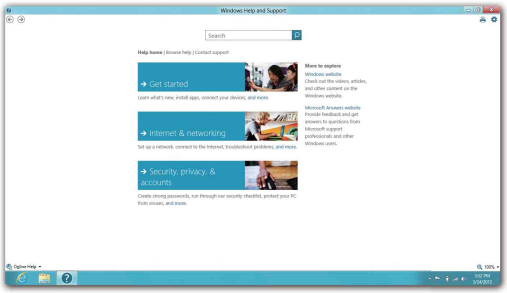
Note: Some networks require a network security key or passphrase for connection. To connect to one of those networks, ask the network administrator or the Internet service provider (ISP) for the security key or passphrase.



Help and support

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

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



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

Chapter 3. Lenovo OneKey Recovery system

The Lenovo OneKey Recovery system is software designed to back up and restore your computer. You can use it to restore the system partition to its original status in case of a system failure. You can also create user backups for easy restoration as required.

Note: To utilize the features of the OneKey Recovery system, your hard disk already includes a hidden partition by default to store the system image file and the OneKey Recovery system program files. This default partition is hidden for security reasons, which explains why the available disk space is less than the stated capacity.

Backing up the system partition

You can back up the system partition to an image file. To back up the system partition:

1. Press the Novo button to start the Lenovo OneKey Recovery system.
2. Click **System Backup**.
3. Select a back-up location and click **Next** to start the backup.

Note:
- You can choose a back-up location on the local hard disk drive or an external storage device.
- Remove the removable HDD when starting the Lenovo Onekey Recovery system, otherwise removable HDD data might be lost.
- The back-up process may take a while.
- The back-up process is only available when Windows can be started normally.

Restoring

You can choose to restore the system partition to its original status or to a previously created back-up point. To restore the system partition:

1. Press the Novo button to start the Lenovo OneKey Recovery system.
2. Click **System Recovery**. The computer will restart to the recovery environment.
3. Follow the on-screen instructions to restore the system partition to its original status or to a previously created back-up point.

Note:
- The recovery process is irreversible. Make sure to back up any data you wish to save on the system partition before starting the recovery process.
- The recovery process may take a while. So be sure to connect the AC adapter to your computer during the recovery process.
- The above instructions should be followed when Windows can be started normally.

If Windows cannot be started, then follow the steps below to start the Lenovo OneKey Recovery system:

1. Shut down the computer.
2. Press the Novo button. From the Novo button menu, select the Lenovo OneKey Recovery system and press Enter.

Chapter 4. Troubleshooting

Frequently asked questions

This section lists frequently asked questions by category.

Finding information

What safety precautions should I follow when using my computer?

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

Where can I find the hardware specifications for my computer?

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

Where can I find warranty information?

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

Drivers and preinstalled software

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

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

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

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

Lenovo OneKey Recovery system

Where are the recovery discs?

Your computer did not come with recovery discs. Use Lenovo OneKey Recovery system if you need to restore system to the factory status.

What can I do if the backup process fails?

If you can start backup but it fails during the backup process, try the following steps:

1. Close all open programs, then restart the backup process.
2. Check if the destination media is damaged. Select another path and then try again.

When do I need to restore the system to the factory status?

Use this feature when the operating system fails to start up. If there is critical data on the system partition, back it up before starting recovery.

■ BIOS setup utility

What is BIOS setup utility?

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

How can I start the BIOS setup utility?

To start the BIOS setup utility:

1. Shut down the computer.
2. Press the Novo button and then select **BIOS Setup**.

How can I change the boot mode?

There are two boot modes: UEFI and Legacy. To change the boot mode, start the BIOS setup utility and set boot mode to UEFI or Legacy support on the boot menu.

When do I need to change the boot mode?

The default boot mode for your computer is the UEFI mode. If you need to install legacy Windows operating system (operating system before Windows 8) on your computer, you must change the boot mode to Legacy support. The legacy Windows operating system cannot be installed if you don't change the boot mode.

■ Getting help

How can I contact the customer support center?

See “Chapter 3. Getting help and service” of *Lenovo Safety and General Information Guide*.

Troubleshooting

Display problems

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

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

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

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

My screen goes blank while the computer is on.

- Your screen saver or power management may be enabled. Do one of the following to exit from the screen saver or to resume from Sleep mode:
  - Touch the touchpad.
  - Press any key on the keyboard.
  - Press the power button.
  - Press **Fn + F2** to confirm whether the LCD screen has been turned off.

BIOS Password problems

I forgot my password.

- If you forget your user password, you must ask the system administrator to reset your user password.
- If you forget your hard disk drive password, a Lenovo authorized servicer cannot reset your password or recover data from the hard disk. You must take your computer to a Lenovo authorized servicer or a marketing representative to have the hard disk drive replaced. Proof of purchase is required, and a fee will be charged for parts and service.
- If you forget your administrator password, a Lenovo authorized servicer cannot reset your password. You must take your computer to a Lenovo authorized servicer or a marketing representative to have the system board replaced. Proof of purchase is required, and a fee will be charged for parts and service.

Sleep mode problems

The critical low-battery error message appears, and the computer immediately turns off.	• The battery power is getting low. Connect the AC adapter to the computer, or replace the battery with a fully charged one.
The computer enters sleep mode immediately after Power-on self-test (POST).	• Make sure that: - The battery is charged. - The operating temperature is within the acceptable range. See "Chapter 2. Use and care Information" of *Lenovo Safety and General Information Guide*.

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

The computer does not return from sleep mode and the computer does not work.	• If your computer is in sleep mode, connect the AC adapter to the computer, then press any key or the power button. • If the system still does not return from sleep mode, stops responding, or you cannot turn off the computer, please reset the computer. Unsaved data may be lost. To reset the computer, press and hold the power button for 4 seconds or more. If the computer is still not reset, remove the AC adapter and the battery.

Display panel problems

The screen is blank.	• Do the following: - If you are using the AC adapter, or using the battery, and the battery status indicator is on, press **Fn** + ↑ to make the screen brighter. - If the power indicator is in blinking, press the power button to resume from Sleep mode. - If the problem persists, follow the solution to the following problem "The screen is unreadable or distorted." - Press **Fn + F2** to confirm whether the LCD screen has been turned off.
The screen is unreadable or distorted.	• Make sure that: - The display device driver is installed correctly. - The screen resolution and color quality are correctly set. - The monitor type is correct.
Incorrect characters appear on the screen.	• Are the operating system or programs installed correctly? If they are installed and configured correctly, have the computer serviced.

Audio problems

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

Battery problems

Your computer shuts down before the battery status indicator shows empty. *-or-* Your computer operates after the battery status indicator shows empty. The operating time for a fully charged battery is short.	• Discharge and recharge the battery.
The computer does not operate with a fully charged battery. The battery does not charge.	• The surge protector in the battery might be active. Turn off the computer for one minute to reset the protector; then turn on the computer again.

A hard disk drive problem

The hard disk drive does not work.	• In the **Boot** menu in BIOS setup utility, make sure that the hard disk drive is included in the **Boot Device Priority** correctly.

OneKey Recovery system problems

Backup cannot be made.	• You are not currently using a Windows operating system. • There is not enough space to store the backed up data. You will need to free more hard disk space on your backup partition.
Fail to restore system partition to factory default.	• The system partition, such as the partition size or the drive capacity has been modified.

Other problems

Your computer does not respond.	• To turn off your computer, press and hold the power button for 4 seconds or more. If the computer still does not respond, remove the AC adapter and the battery. • Your computer might lock when it enters sleep mode during a communication operation. Disable the sleep timer when you are working on the network.
The computer does not start a device you want.	• See the **Boot** menu of the BIOS setup utility. Make sure that the **Boot Device Priority** in the BIOS setup utility is set so that the computer starts from the device you want. • Also make sure that the device from which the computer starts is enabled. In the **Boot** menu in the BIOS setup utility, make sure that the device is included in the **Boot Device Priority** list. • While powered-off, press Novo button to select the device you want the computer starts from.
The connected external device does not work.	• Do not connect or disconnect any external device cables other than USB while the computer power is on; otherwise, you might damage your computer. • When using a high power consumption external device such as an external USB optical disk drive, use external device power adapter. Otherwise, the device may not be recognized, or system shut down may result.

Appendix. CRU instructions

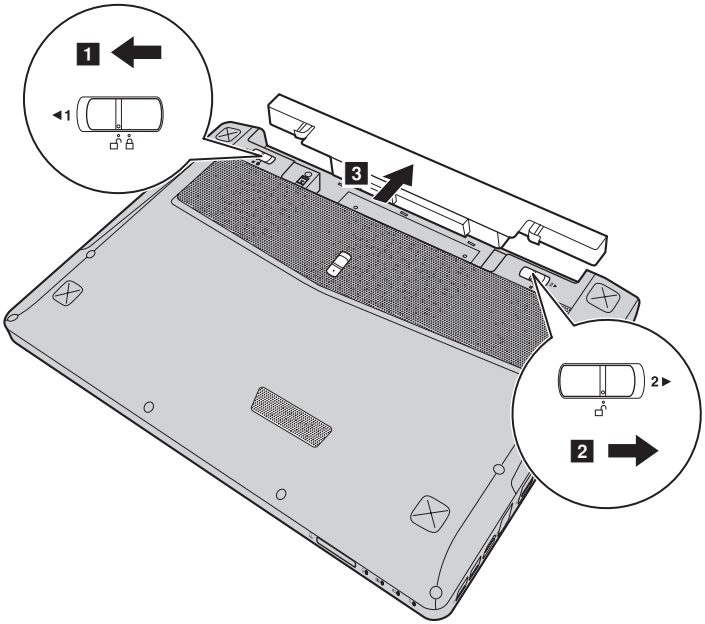
Note:
- The illustrations used in this appendix are for the Lenovo IdeaPad Y500, unless otherwise stated.
- The following steps about upgrading and replacing devices are the same for the Y400 and Y500.
- Make sure the battery has been removed before replacing any devices.

Replacing the battery

Note: Use only the battery provided by Lenovo. Any other battery could ignite or explode.

To replace the battery, do the following:

1. Turn off the computer. Disconnect the AC adapter and all cables from the computer.
2. Close the computer display, and turn the computer over.
3. Unlock the manual battery latch **1**. Holding the spring-loaded battery latch in the unlocked position **2**, remove the battery pack in the direction shown by the arrow **3**.

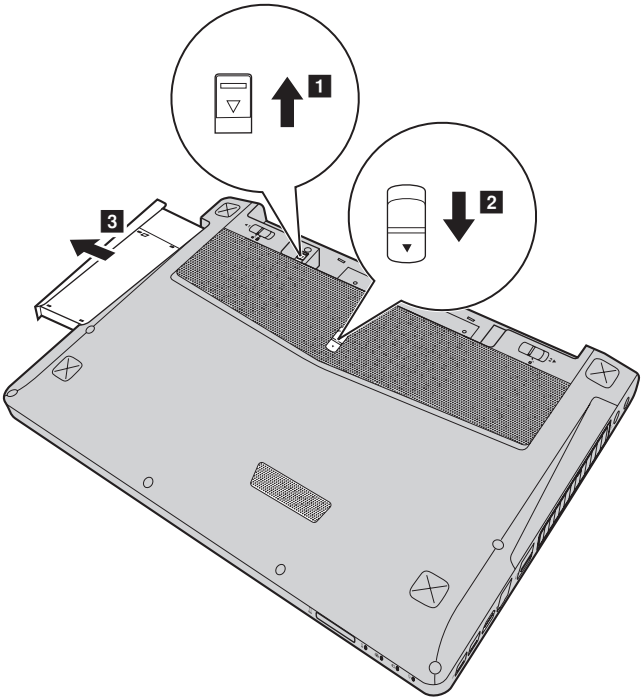


4. Install a fully charged battery.
5. Slide the manual battery latch to the locked position.
6. Turn the computer over again.
7. Connect the AC adapter and the cables to the computer.

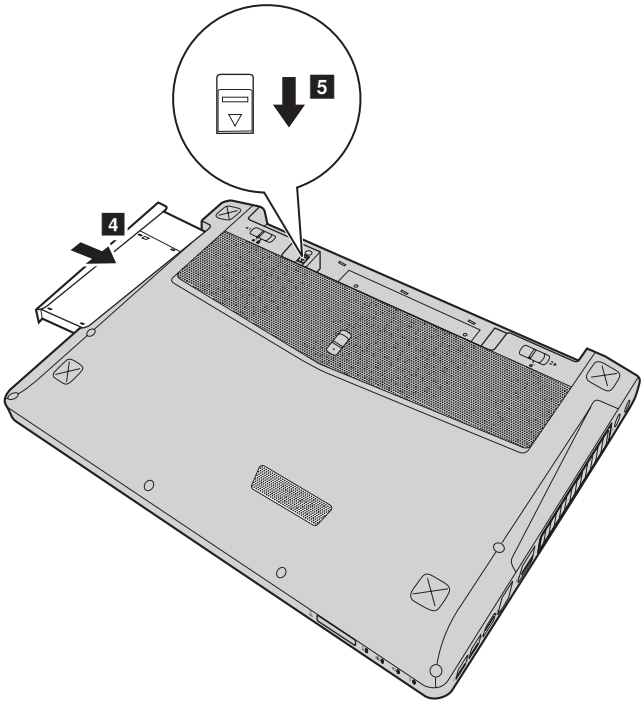
Replacing the removable module

Note:
- Before replacing the removable module, turn off your computer and disconnect the AC adapter and all cables.
- This section takes the ODD module for example.

1. Remove the battery pack.
2. Push the latch in the direction shown by the arrow **1**.
3. Holding the spring-loaded latch in the unlocked position **2**.
4. Gently pull out the optional module **3**.



❺ Gently push the removable DVD Burner into the module compartment **4** .
❻ Lock the latch in the direction shown by the arrow **5** .



❼ Install the battery pack.

The following table provides a list of CRUs (Customer Replaceable Units) for your computer, and informs you of where to find replacement instructions.

	Setup Poster	User Guide
AC adapter	O	
Power cord for AC adapter	O	
Battery	O	O
Optical drive		O

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