

# Lenovo ideapad Y700-14ISK

## User Guide



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

Lenovo™

## Notes

- Before using the product, be sure to read *Lenovo Safety and General Information Guide* first.
- Some instructions in this guide may assume that you are using Windows® 10. If you are using another Windows operating system, some operations may be slightly different. If you are using other operating systems, some operations may not apply to you.
- The features described in this guide are common to most models. Some features may not be available on your computer or your computer may include features that are not described in this user guide.
- The illustrations in this manual may differ from the actual product. Please refer to the actual product.

## Regulatory Notice

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

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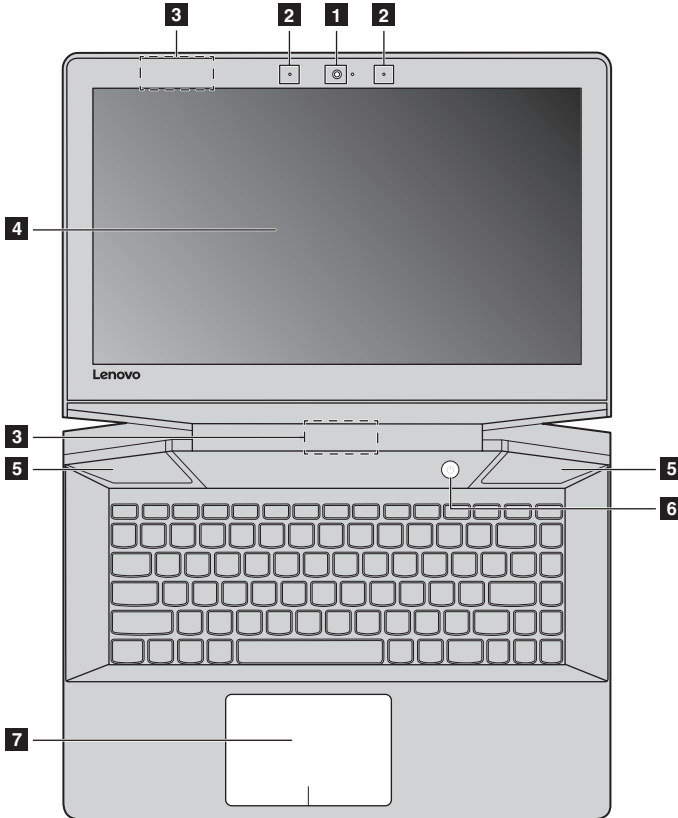
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# Chapter 1. Getting to know your computer

## ■ ■ Top view

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

### ⓘ 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.

## Chapter 1. Getting to know your computer

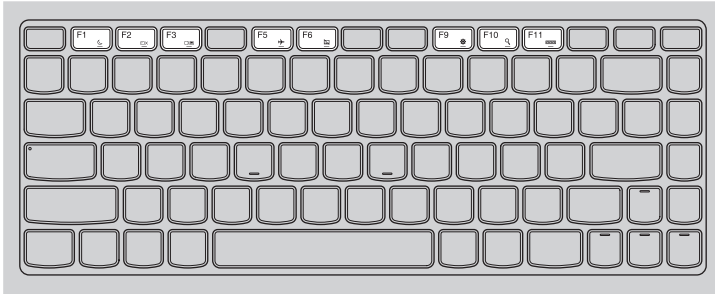
- 1 Integrated camera (on select models)** Use the camera for video communication.
- 2 Built-in microphones (with noise reduction)** Capture sound which can be used for video conferencing, voice narration, or audio recording.
- 3 Wireless LAN antennas** Connect to a wireless LAN adapter to send and receive wireless radio signals.
- 4 Computer display** The LCD display with LED backlight provides brilliant visual output.
- 5 JBL speakers** Provide the audio output.
- 6 Power button** Press this button to turn on the computer.
- 7 Touch pad** The touch pad functions as a conventional mouse.  
  
**One piece multi-touch ClickPad:** To move the pointer on the screen, slide your fingertip over the pad in the direction in which you want the pointer to move.  
**Left-click area:** Clicking in this area corresponds to the functions of clicking the left button on a conventional mouse.  
**Right-click area:** Clicking in this area corresponds to the functions of clicking the right button on a conventional mouse.









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

### ■ Using the keyboard

#### Hotkeys

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



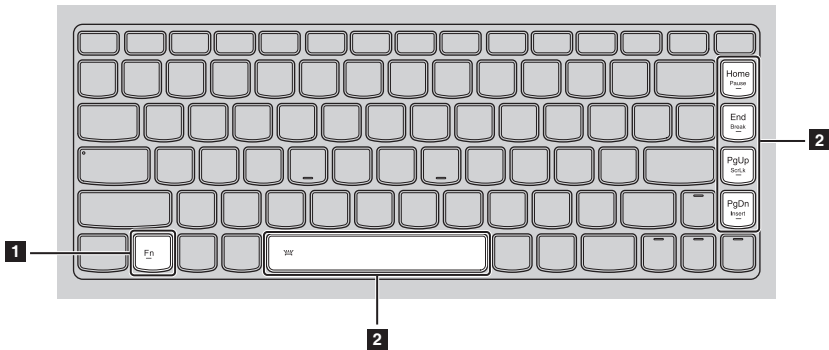
 : Enters sleep mode.	 : Enables/disables the touch pad.
 : Turns on/off the backlight of the LCD screen.	 : Opens Settings.
 : Opens the interface for selecting display options.	 : Opens the Search box.
 : Enables/disables Airplane mode.	 : Displays all currently active apps.

**Note:** If you changed the **Hotkey Mode** from **Enabled** to **Disabled** in the BIOS setup utility, you will need to press the Fn key in combination with the appropriate hotkey.

## Chapter 1. Getting to know your computer

### 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**.



The following describes the features of each function key.

**Fn + Home:** Activate the pause function.

**Fn + End:** Activate the break function.

**Fn + PgUp:** Enable/Disable the scroll lock.

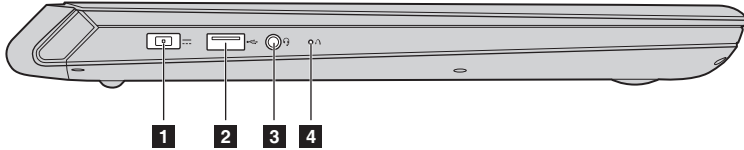
**Fn + PgDn:** Activate the insert function.

**Fn + Space (on select models)** Adjusts the keyboard backlight (off → dim → bright → off).



### ■ ■ Left-side view

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**1 AC power adapter jack** Connects to the AC power adapter.

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

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

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

**Notes:**

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

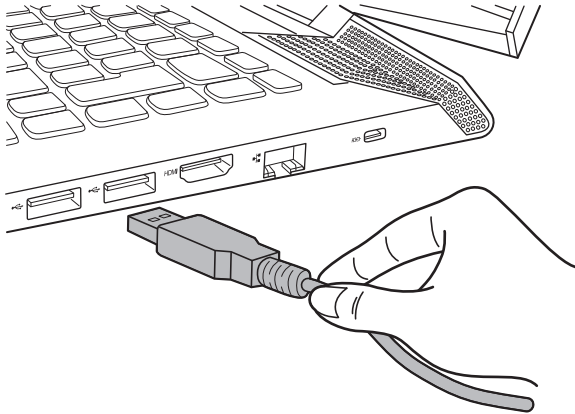
**4 Novo button** When the computer is off or in hibernation mode, press this button to start the Lenovo OneKey Recovery System or the BIOS setup utility, or to enter the boot menu.

**Note:** For details, see “Chapter 3. Lenovo OneKey Recovery system” on page 20.

## Chapter 1. Getting to know your computer

### ■ 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.



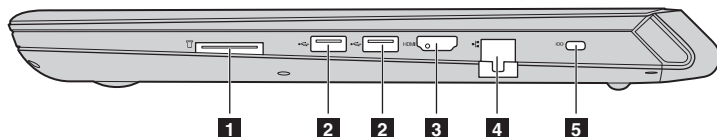
The first time you plug a USB device into a particular USB port on your computer, Windows automatically installs a driver for that device. After the driver has been installed, you can disconnect and reconnect the device without performing any additional steps.

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

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

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

### Right-side view



- 1 Memory card slot** Insert memory cards (not supplied) here.

**Note:** For details, see “Using memory cards (not supplied)” on page 8.

- 2 USB 3.0 port** Connects to USB devices.

**Notes:**

- The red port is a USB 3.0 port.
- For details, see “Connecting USB devices” on page 6.

- 3 HDMI port** Connects to devices with HDMI input such as a TV or a display.

- 4 RJ-45 port** Connects the computer to an Ethernet network.

- 5 Kensington lock 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.

**Notes:**

- 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.

## Chapter 1. Getting to know your computer

### ■ Using memory cards (not supplied)

Your computer supports the following types of memory cards:

- Secure Digital (SD) card
- Secure Digital High Capacity (SDHC) card
- SD eXtended Capacity (SDXC) card
- MultiMediaCard (MMC)

**Notes:**

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

### Inserting a memory card

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.

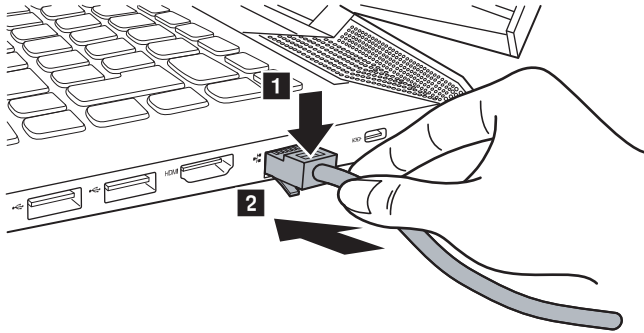
**Note:** Before removing the memory card, disable it by using the Windows safely remove hardware and eject media utility to avoid data corruption.

## Chapter 1. Getting to know your computer

### ■ Connecting network cables

To insert a network cable, do the following:

- ❶ Hold one connector of the network cable to press the RJ-45 cover down gently **1**.
- ❷ Insert the connector into the RJ-45 port **2**.



### ■ Software configuration



Consult your Internet Service Provider (ISP) for details on how to configure your computer.

## Chapter 1. Getting to know your computer



### ■ ■ Front view



#### 1 System status indicators

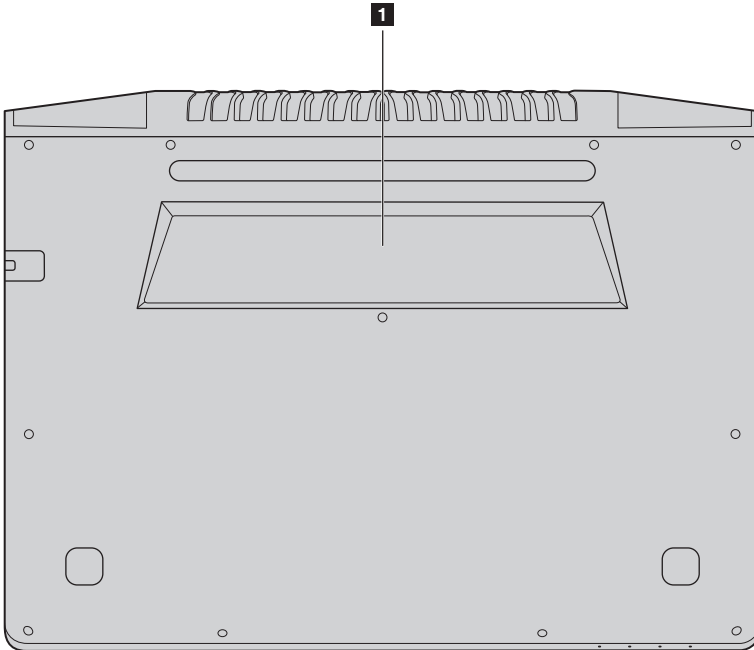
Symbol	Indicator	Indicator status	Charge status	Meaning
	Power	On (solid white)	---	The computer is powered on.
		Blinking	---	The computer is in sleep mode.
		Off	---	The computer is powered off.
	Battery	On (solid white)	Charging	The battery has more than 80% charge.
			Discharging	The battery has more than 20% charge.
		On (solid amber)	Discharging	The battery has between 5% and 20% charge.
		Blinking slowly (white)	Charging	The battery has between 20% and 80% charge. When the battery reaches 80% charge, the light will stop blinking. However, charging will continue until the battery is fully charged.
		Blinking slowly (amber)	Charging	The battery has less than 20% charge. When the battery charge reaches 20%, the blinking color will change to white.
		Blinking quickly (amber)	Charging/ Discharging	The battery has less than 5% charge.

## Chapter 1. Getting to know your computer

Symbol	Indicator	Indicator status	Charge status	Meaning
	Touchpad	On (solid white)	---	The touchpad is disabled.
		Off	---	The touchpad is enabled.
	Hard disk drive	Blinking	---	The hard disk drive is reading or writing data.

■ ■ Bottom view

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**1** **Ventilation slots** Allow air to enter the computer for cooling.



## Chapter 2. Starting to use Windows 10

### ■ ■ **Configuring the operating system for the first time**

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

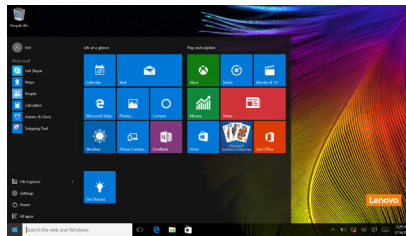
- Accepting the end user license agreement
- Configuring the Internet connection
- Registering the operating system
- Creating a user account

### ■ ■ **Operating system interfaces**

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#### **The return of the Start menu**

If you click the Start button in the lower-left corner, the Start menu is displayed.

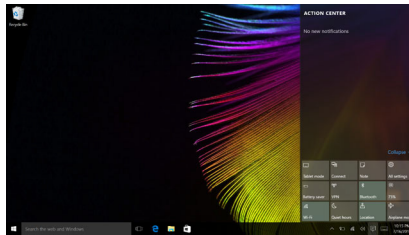


The power button is on the Start menu, click it you can choose to shut down or restart the computer, or put the computer into sleep mode. Through the Start menu, you can locate all the installed apps or view the frequently used apps.

## Chapter 2. Starting to use Windows 10

### The ACTION CENTER

Select the ACTION CENTER icon  on the taskbar and the ACTION CENTER is displayed.



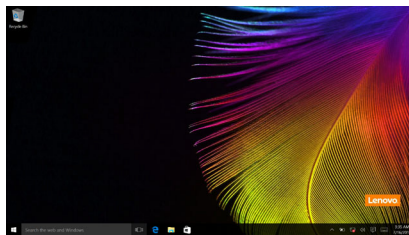
From the ACTION CENTER, you can examine important notifications from Windows and your apps. Moreover, you can change common settings quickly.

### Task View in taskbar

In Windows 10, you can add a new desktop and switch between different desktops.

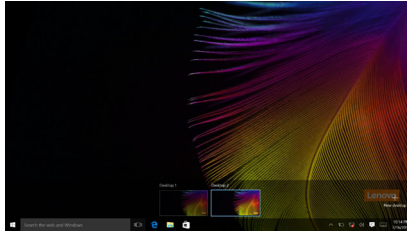
To add a new desktop, do the following:


- Click the Task View icon  in the taskbar area.



## Chapter 2. Starting to use Windows 10

- Click **New desktop**.



To switch between desktops, click the Task View icon , then select your desired desktop.

### ■ ■ Putting the computer to sleep or shutting it down

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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 lid.
- Press the power button.
- Move the cursor to the lower-left corner, and then select the Start button.

Select **Power**  → **Sleep**.


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

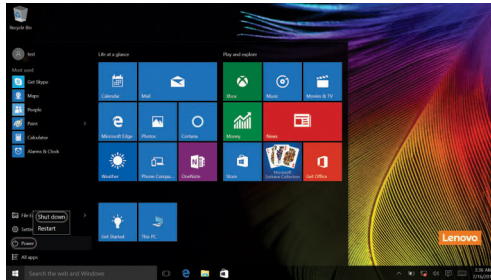
To wake the computer, do one of the following:

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

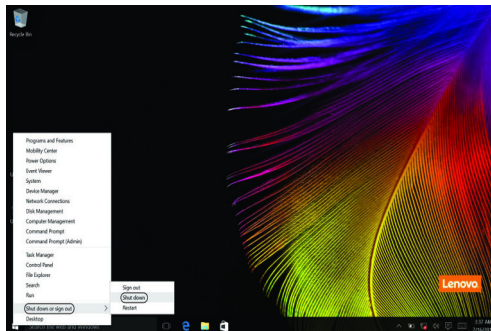
### ■ Shutting down the computer

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

- Move the cursor to the lower-left corner, and then select the Start button. Select **Power**  → **Shut down**.






- Right-click the Start button in the lower-left corner and select **Shut down or sign out** → **Shut down**.



### ■ ■ Connecting to a wireless network

#### Enabling wireless connection

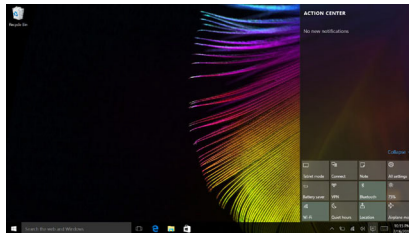
To enable wireless functions, do one of the following:

- Click the ACTION CENTER icon  in the notification area, and then deselect **Airplane mode**.
- Press  to disable airplane mode.
- Click **Settings**  → **Network & Internet** → **Airplane mode** 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.



### ■ ■ Get help from Windows ---

If you have a problem with the operating system, see the Windows Get Started app. To open it, do the following:

- Move the cursor to the lower-left corner, and then select the Start button. Select **Get Started** from **All apps**.

## 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.

### Notes:

- If your computer is preinstalled with a GNU/Linux operating system, OneKey Recovery system is not available.
- 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. This image file can be used to restore the system partition. To back up the system partition:

- ❶ In Windows, press the Novo button or double-click OneKey Recovery icon to start the Lenovo OneKey Recovery system.
- ❷ Click **System Backup**.
- ❸ Select a back-up location and click **Next** to start the backup.

### Notes:

- You can choose a back-up location on the local hard disk drive or an external storage device.
- Remove the removable hard disk drive before starting the Lenovo OneKey Recovery system. Otherwise, data from the removable hard disk drive 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 In Windows, press the Novo button or double-click OneKey Recovery icon 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.

#### **Notes:**

- 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 power 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 **System Recovery** and press Enter.

# Chapter 4. Troubleshooting

## ■ ■ Frequently asked questions

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This section lists frequently asked questions by category.

### ■ Finding information

#### **What safety precautions should I follow when using my computer?**

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

#### **Where can I find the hardware specifications for my computer?**

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

#### **Where can I find warranty information?**

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

### ■ Lenovo OneKey Recovery system

#### **Where are the recovery discs?**

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

#### **What can I do if the back-up process fails?**

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

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

#### **When do I need to restore the system to its 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 the BIOS setup utility?

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

#### How can I start the BIOS setup utility?

To start the BIOS setup utility:

- ❶ Shut down the computer.
- ❷ Press the Novo button and then select **BIOS Setup**.

#### How can I change the boot mode?

There are two boot modes: **UEFI** and **Legacy Support**. 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 **UEFI** mode. If you need to install a legacy operating system, such as Windows, Linux or Dos, etc (that is, any operating system before Windows 8) on your computer, you must change the boot mode to **Legacy Support**. The legacy operating system, such as Windows, Linux or Dos, etc 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” in the *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 AC power adapter is connected to the computer, and the power cord is plugged into a working electrical outlet.
  - The computer power is on. Press the Power button again for confirmation.
- If these items are set correctly, and the screen remains blank, have the computer serviced.

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

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

The screen goes blank while the computer is on.

- Your power management is enabled. Do one of the following to resume from sleep mode:
  - Press any key on the keyboard. (Notebook mode only)
  - Press the Power button.
  - Press **Fn + F2** to confirm whether the backlight of the LCD screen has been turned off.

#### Sleep problems

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

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

The computer enters sleep mode immediately after Power-on.

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

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

The computer does not return from sleep mode and the computer does not work.

- If your computer is in sleep mode, connect the AC power adapter to the computer, then press the Windows button or the Power button.
- If the system still does not return from sleep mode, your system has stopped responding, and you cannot turn off the computer; reset the computer. Unsaved data may be lost. To reset the computer, press and hold the Power button for eight seconds or more. If the computer still does not reset, remove the AC power adapter.

### Display panel problems

The screen is blank.

- Do the following:
  - If you are using the AC power adapter or the battery, and the battery status indicator is on, press **Fn + ↑** to make the screen brighter.
  - If the power indicator is blinking, press the Power button to resume from sleep mode.
  - Press **Fn + F2** to confirm whether the backlight of the LCD screen has been turned off.
  - If the problem persists, follow the solution in the next problem “The screen is unreadable or distorted.”

The screen is unreadable or distorted.

- Make sure that:
  - The screen resolution and color quality are correctly set.
  - The monitor type is correct.

Incorrect characters appear on the screen.

- Is the operating system or programs installed correctly? If they are installed and configured correctly, have the computer serviced.

### Sound problems

No sound can be heard from the speakers even when the volume is turned up.

- Make sure that:
  - The Mute function is off.
  - The combo audio jack is not being used.
  - Speakers are selected as the playback device.

## Chapter 4. Troubleshooting

### Battery problems

Your computer shuts down before the battery status indicator shows empty.

-or-

Your computer operates after the battery status indicator shows empty.

- Recharge the battery.

### A hard disk drive problem

The hard disk drive does not work.

- Make sure that the hard disk drive is included in the **Boot** menu in the BIOS setup utility correctly.

### Other problems

Your computer does not respond.

- To turn off your computer, press and hold the Power button for eight seconds or more. If the computer still does not respond, remove the AC power adapter.
- Your computer might lock when it enters sleep mode during a communication operation. Disable the sleep timer when you are working on the network.

The computer does not start from a device you want.

- See the **Boot** menu of the BIOS setup utility. Make sure that 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. Make sure that the device is included in the **Boot** menu in the BIOS setup utility correctly.
- While turned off, press the Novo button to select the device you want the computer to start 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 high power consumption external devices, such as an external USB optical disk drive, use an external device power adapter. Otherwise, the device may not be recognized, or the system may shut down as a result.

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