

Lenovo Yoga C740 Series

User Guide



Lenovo

Read this first

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

- Appendix A “Important safety information” on page 39
- *Safety and Warranty Guide*
- *Setup Guide*

First Edition (May 2019)

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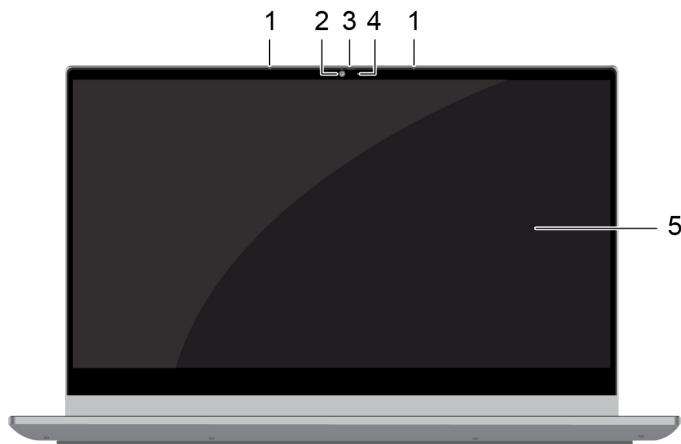
About this documentation

- Illustrations in this documentation might look different from your product.
- Depending on the model, some optional accessories, features, and software programs might not be available on your computer.
- Depending on the version of operating systems, some user interface instructions might not be applicable to your computer.
- Documentation content is subject to change without notice. Lenovo makes constant improvements on the documentation of your computer, including this *User Guide*. To get the latest documentation, go to <https://support.lenovo.com>.
- Microsoft® makes periodic feature changes to the Windows® operating system through Windows Update. As a result, some information in this documentation might become outdated. Refer to Microsoft resources for the latest information.
- This documentation applies to the following product models:

Model Name	Machine Type
Lenovo Yoga C740-14IML	81TC
Lenovo Yoga C740-15IML	81TD

Chapter 1. Meet your computer

Front



1. Microphones	Capture or record sound and voice.
2. Camera	Take pictures or record videos by clicking Camera from the Start menu. Note: If you use other apps that support photographing, video chatting, and video conference, the camera starts automatically when you enable the camera-required feature from the app.
3. Camera cover slider	Move the slider to cover or uncover the camera lens. Note: The camera cover helps you better protect your privacy.
4. Camera light	If the light is on, the camera is in use.
5. Multi-touch screen	Displays text, graphics, and videos and supports multi-touch function. See “Multi-touch gestures” on page 20.

Base

C740-14IML



1. Speakers	Produce sound.
2. Keyboard	Enter characters and interact with programs. Note: The keyboard also includes hotkeys and function keys for changing settings and performing tasks quickly.
3. Fingerprint reader	Enroll and read your fingerprint for user authentication.
4. Touchpad	Perform finger touch and all the functions of a traditional mouse. Note: The touchpad also supports multi-touch function.



1. Keyboard

Enter characters and interact with programs.

Note: The keyboard also includes hotkeys and function keys for changing settings and performing tasks quickly.

2. Numeric keypad

To enable or disable the numeric keypad, press the Num Lock key.

Note: If the Num Lock light is on, the numeric keypad is in use.

3. Fingerprint reader

Enroll and read your fingerprint for user authentication.

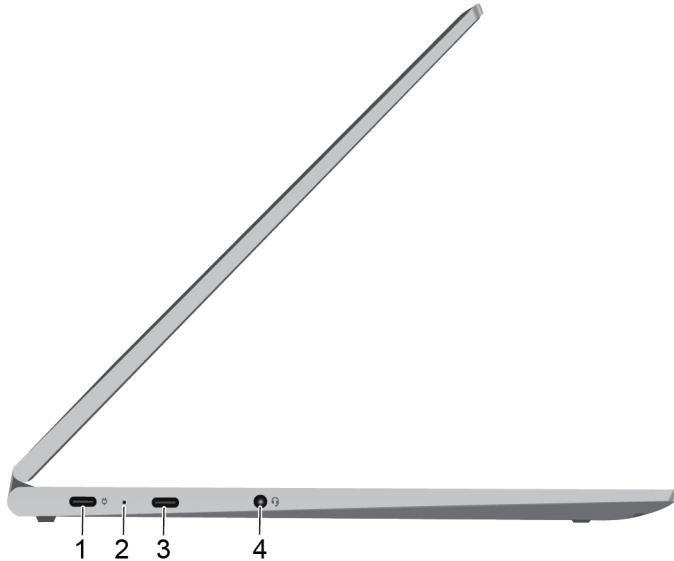
4. Touchpad

Perform finger touch and all the functions of a traditional mouse.

Note: The touchpad also supports multi-touch function.

Left

C740-14IML



1. Power connector / USB Type-C™ connector (USB 3.1 Gen 1)

- Connect to ac power with the included power cord and ac power adapter.
- When not connected with the ac power adapter, it acts as a USB Type-C connector. For more information about this connector, see [USB Type-C connector \(USB 3.1 Gen 1\)](#).

Note: An appropriate USB Type-C cable is required for connecting external devices.

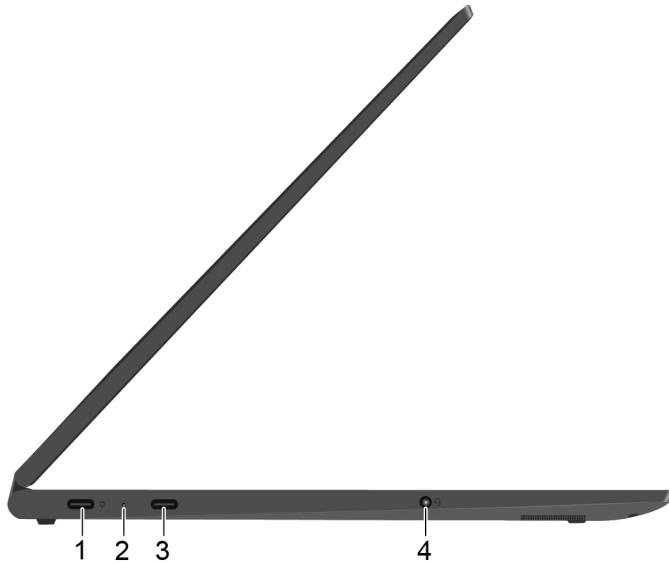
2. Charging status indicator

Indicate whether the computer is connected to ac power.

- Solid white: connected to ac power; battery capacity 91% – 100%
 - Solid amber: connected to ac power; battery capacity 1% – 90%
 - Off: not connected to ac power
-

3. USB Type-C connector (USB 3.1 Gen 1)	<ul style="list-style-type: none">• Charge your computer.• Charge USB Type-C compatible devices with the output voltage and current of 5 V and 3 A.• Transfer data at USB 3.1 speed, up to 5 Gbps.• Connect to an external display:<ul style="list-style-type: none">– USB Type-C to VGA: Maximum 1900 x 1200 pixels, 60 Hz– USB Type-C to DP: Maximum 3840 x 2160 pixels, 60 Hz– USB Type-C to HDMI: Maximum 3840 x 2160 pixels, 60 Hz• Supply power to another computer using P-to-P (Peer to Peer) 2.0 charging function. See “Use P-to-P 2.0 charging function” on page 27.• Connect to USB Type-C accessories to help expand your computer functionality. To purchase USB Type-C accessories, go to https://www.lenovo.com/accessories. <p>Note: When the battery power is below 10%, the connected USB Type-C accessories might not work correctly.</p>
4. Audio connector	<p>Connect headphones or headsets with a 3.5-mm (0.14-inch), 4-pole plug.</p> <p>Note: This jack does not support standalone external microphones. If you use headsets, choose one with a single plug.</p>

C740-15IML



1. Power connector / USB Type-C connector (USB 3.1 Gen 1)	<ul style="list-style-type: none">Connect to ac power with the included power cord and ac power adapter.When not connected with the ac power adapter, it acts as a USB Type-C connector. For more information about this connector, see USB Type-C connector (USB 3.1 Gen 1). <p>Note: An appropriate USB Type-C cable is required for connecting external devices.</p>
2. Charging status indicator	Indicate whether the computer is connected to ac power. <ul style="list-style-type: none">Solid white: connected to ac power; battery capacity 91% – 100%Solid amber: connected to ac power; battery capacity 1% – 90%Off: not connected to ac power

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4. Audio connector	<p>Connect headphones or headsets with a 3.5-mm (0.14-inch), 4-pole plug.</p> <p>Note: This jack does not support standalone external microphones. If you use headsets, choose one with a single plug.</p>

Right

C740-14IML



1. Always On USB Type-A connector (USB 3.1 Gen 1)

The always-on connector can charge external devices when the computer is turned off, in sleep or hibernation mode.

Note: The always-on function can be turned on or off in one or more of the following software:

Lenovo Vantage

Lenovo PC Manager

UEFI/BIOS Setup utility

2. Power button (with power indicator)

Press to turn on the computer or put the computer to sleep mode.

To turn off the computer, open the Start menu, click  Power, and then select **Shut down**.

The indicator on the power button shows the system status of your computer.

- Solid white/Solid amber: the computer is on.
 - Off: the computer is off or in hibernation mode.
 - Blinking slowly: the computer is in sleep mode.
-

C740-15IML



1. Always On USB Type-A connectors (USB 3.1 Gen 1)

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Note: The always-on function can be turned on or off in one or more of the following software:

Lenovo Vantage

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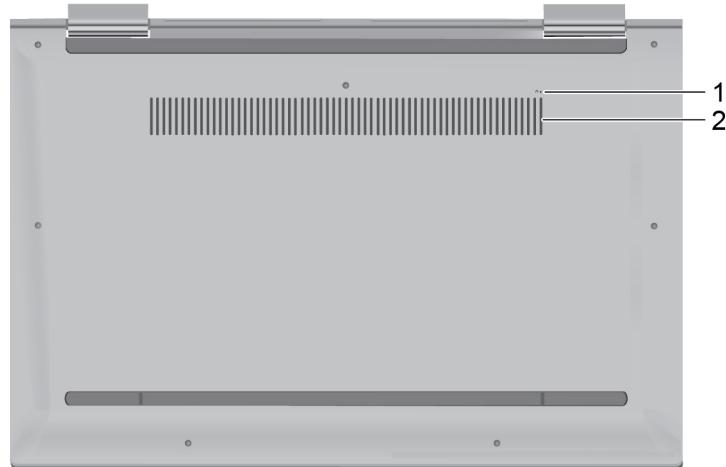
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 - Off: the computer is off or in hibernation mode.
 - Blinking slowly: the computer is in sleep mode.
-

Bottom

C740-14IML



1. Novo button When the computer is off, press this button to start the System Recovery or the BIOS setup utility, or to enter the boot menu.

2. Ventilation slots Dissipate heat.

C740-15IML



-
- | | |
|----------------------|--|
| 1. Novo button | When the computer is off, press this button to start the System Recovery or the BIOS setup utility, or to enter the boot menu. |
| 2. Ventilation slots | Dissipate heat. |
| 3. Speakers | Produce sound. |
-

Features and specifications

Dimensions	<p>C740-14IML</p> <ul style="list-style-type: none">• Width: 321.8 mm (12.67 inches)• Depth: 214.6 mm (8.44 inches)• Thickness:<ul style="list-style-type: none">– Front: 14.9 mm (0.58 inches)– Rear: 16.9 mm (0.67 inches) <p>C740-15IML</p> <ul style="list-style-type: none">• Width: 357.8 mm (14.08 inches)• Depth: 235.35 mm (9.27 inches)• Thickness:<ul style="list-style-type: none">– Front: 16.02 mm (0.63 inches)– Rear: 18.25 mm (0.72 inches)
ac power adapter	100 V to 240 V ac, 50 Hz to 60 Hz
Battery pack	<p>C740-14IML</p> <ul style="list-style-type: none">• 51 Wh• 4 cells <p>C740-15IML</p> <ul style="list-style-type: none">• 60.3 Wh• 3 cells
Microprocessor	To view the microprocessor information of your computer, right-click the Start button and then select System .
Memory	<ul style="list-style-type: none">• Type: double data rate 4 (DDR4) SDRAM• Capacity: 8GB / 12GB/ 16GB
Storage device	<ul style="list-style-type: none">• Type: solid-state drive• Form factor: M.2• Bus: PCI Express• Capacity: 256 GB / 512 GB / 1TB
Screen	<p>C740-14IML</p> <ul style="list-style-type: none">• Display size: 355.6 mm (14 inches)• Display resolution: 1920 x 1080 pixels <p>C740-15IML</p> <ul style="list-style-type: none">• Display size: 396.2 mm (15.6 inches)• Display resolution: 1920 x 1080 pixels HDR
Keyboard	<ul style="list-style-type: none">• Hotkeys• Keyboard backlight• Numeric keypad*

Connectors and slots	<ul style="list-style-type: none"> • Audio connector <p>C740-14IML</p> <ul style="list-style-type: none"> • Always On USB Type-A connector (USB 3.1 Gen 1) • Two USB Type-C connectors (USB 3.1 Gen 1) <p>C740-15IML</p> <ul style="list-style-type: none"> • Two Always On USB Type-A connectors (USB 3.1 Gen 1) • Two USB Type-C connectors (USB 3.1 Gen 1)
Wireless features	<ul style="list-style-type: none"> • Bluetooth • Wireless LAN
Others	<ul style="list-style-type: none"> • Camera • Microphones • Stereo speakers • Novo button

* for selected models

Note: The battery capacity is the typical or average capacity as measured in a specific test environment. Capacities measured in other environments may differ but are no lower than the rated capacity (see product label).

Statement on USB transfer rate

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

USB device	Data rate (Gbit/s)
3.1 Gen 1	5
3.1 Gen 2	10
3.2	20

Operating environment

Maximum altitude (without pressurization)

3048 m (10 000 ft)

Temperature

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

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

Relative humidity

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

Chapter 2. Get started with your computer

Get started with Windows 10

Learn the basics of Windows 10 and start working with it right away. For more information about Windows 10, see the Windows help information.

Windows account

You must create at least one account to use the Windows operating system. It can be either a local account or a Microsoft account.

Local accounts

A local account is created on a particular Windows-enabled device and it can only be used on that device. It is recommended that you set a password for each local account to prevent unauthorized access to the device.

Microsoft accounts

A Microsoft account is a user account that you use to sign in to Microsoft software and services. If you use Microsoft services like OneDrive, Outlook.com, Xbox Live, Office 365, and Skype, you might already have one. If you don't have it, you can create one for free.

There are two main benefits of using a Microsoft account:

- Sign in only once. If you use a Microsoft account to sign in to Windows 10, you don't need to sign in again to use OneDrive, Skype, Outlook.com, and other Microsoft services.
- Settings can be synced. If you use your Microsoft account to sign in to multiple Windows-enabled devices, certain Windows settings can be synced among the devices.

Switch between a local and a Microsoft account

If you are using a local account to sign in to Windows 10, you can switch to use a Microsoft account instead.

Step 1. Open the Start menu and select **Settings → Accounts**.

Step 2. Select **Sign in with a Microsoft account instead**.

Step 3. If you already have a Microsoft account, enter the account name and password to sign in. Otherwise, select **Create one** to create a new Microsoft account.

Note: The device must have Internet access the first time you use a Microsoft account on that device.

If you want to switch back to use a local account, open the Start menu and select **Settings → Accounts → Sign in with a local account instead**.

Add additional user accounts

Your user account must be of the “Administrator” type to add additional user accounts to Windows.

Add additional user accounts if you need to share your computer with family members or other people.

Step 1. Open the Start menu and select **Settings → Accounts → Family & other people**.

Step 2. Select either **Add a family member** or **Add someone else to this PC**.

Note: By default, you are prompted to add Microsoft accounts. If you don't know the person's Microsoft account, select **I don't have this person's sign-in information**. Follow on-screen instructions to create a Microsoft account for the person. Alternatively, select **Add a user without a Microsoft account** to create a local account for the person.

Enroll your fingerprint

If your computer includes a fingerprint reader, you can enroll your fingerprint for Windows sign-in.

- Step 1. Open the Start menu and select **Settings → Accounts → Sign-in options**.

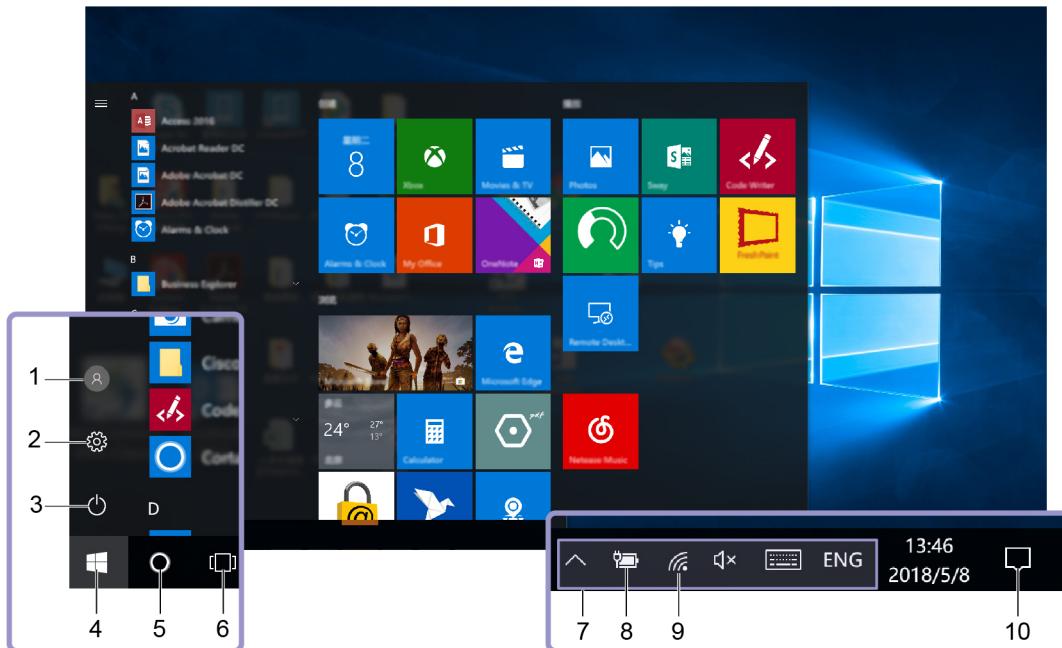
Note: If you are using a local account, the account must be password protected. Otherwise, you cannot enroll fingerprints.

- Step 2. Under **Fingerprint**, select **Set up → Get started**.

- Step 3. Follow on-screen instructions to complete enrollment. Create a PIN when prompted, in case your fingerprint cannot be recognized at Windows sign-in.

Note: You can enroll more than one fingerprint.

Windows desktop



1. Account	Change account settings, lock the computer, or sign out of the current account.
2. Settings	Open Settings.
3. Power	Shut down, restart, or put the computer to sleep mode.
4. Start button	Open the Start menu.
5. Windows Search	Enter what you are looking for in the search box and get search results from your computer and the Web.
6. Task View	Display all opened apps and switch between them.
7. Windows notification area	Display notifications and status of some features.
8. Battery status icon	Display power status and change battery or power settings.
9. Network icon	Connect to an available wireless network and display the network status.
10. Action center	Display the latest notifications from apps and provide quick access to some features.

Open the Start menu

- Click the **Start** button.
- Press the Windows logo key on the keyboard.

Open Control Panel

- Open the Start menu and select **Windows System → Control Panel**.
- Use Windows Search.

Open an app

- Open the Start menu and select the app you want to open.
- Use Windows Search.

Lenovo Vantage and Lenovo PC Manager

Lenovo Vantage and Lenovo PC Manager is software developed by Lenovo. Using the software, you can:

- View product information
- View warranty and support information
- Run hardware scan and diagnose problems
- Change hardware settings
- Update Windows, drivers, and UEFI/BIOS

Lenovo Vantage or PC Manager may be pre-installed on your computer. To open it, enter the software name in Windows Search and select the matched result.

Note: If Lenovo Vantage is not pre-installed, you can download it from Microsoft Store.

Connect to networks

Your computer helps you connect to the world through a wireless network.

Connect to Wi-Fi networks

If your computer includes a wireless adapter, you can connect your computer to Wi-Fi networks.

Step 1. Click the network icon in the Windows notification area. A list of nearby networks is displayed.

Note: If no network is displayed, check whether the airplane mode is turned off.

Step 2. Select a network and click **Connect**. Provide security key if prompted.

Note: The network key is usually managed by the network administrator.

Forget a Wi-Fi network

Windows saves a list of Wi-Fi networks you have connected to, along with their passwords and other settings. By doing this, your computer is automatically connected when it is in the range of a previously connected network. However, if the network password has been changed, you need to forget the network in order to enter the new password.

Step 1. Select **Start → Settings → Network & Internet → Wi-Fi**.

Step 2. Click **Manage known networks**.

Step 3. Click the network name and click **Forget**.

Turn on or off airplane mode

Airplane mode is a convenient setting to turn on or off all wireless communication of your computer. You may need to turn it on when boarding an airplane.

Step 1. Click the notification icon in the Windows notification area.

Step 2. Click the airplane mode icon to turn it on or off.

Note: Click **Expand** if you cannot find the airplane mode icon.

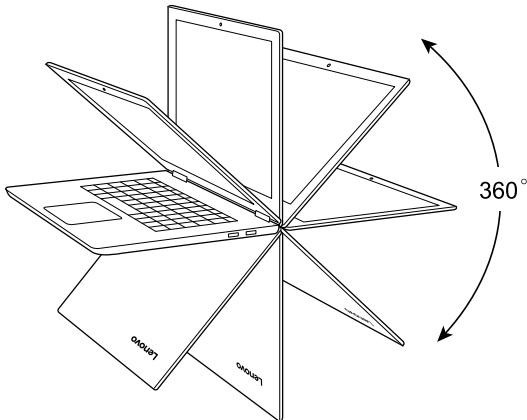
Interact with your computer

YOGA modes

The display panel can be opened to any angle, up to 360 degrees. The orientation of the contents of your display changes automatically when you rotate the display to a different angle. To prevent automatic orientation, you can turn on the **Rotation lock** located in the action center.

Attention:

- Do not open the display with too much force, as this can damage the panel or hinges.
- When closing the display panel, be careful not to leave pens or any other objects between the display panel and the keyboard, as this can damage the display panel.

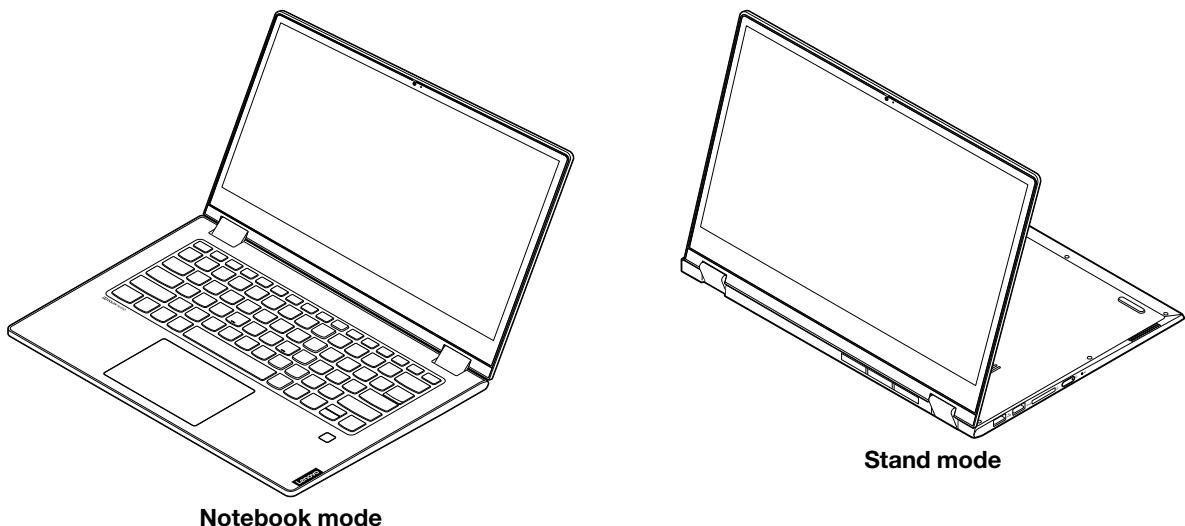


You can switch your display into one of four YOGA modes by rotating the display to a different angle.

- Notebook mode, suitable for tasks that require a keyboard and mouse (such as creating documents, writing emails, and more).
- Stand mode (Theater mode), suitable for tasks that require little or no touch (such as viewing photos or playing videos).
- Tablet mode, suitable for tasks that require frequently touching the screen (such as surfing the web, playing games, and more).
- Tent mode (Presentation mode), suitable for tasks that require limited interaction with the touch screen (such as displaying graphs or PowerPoint presentations).

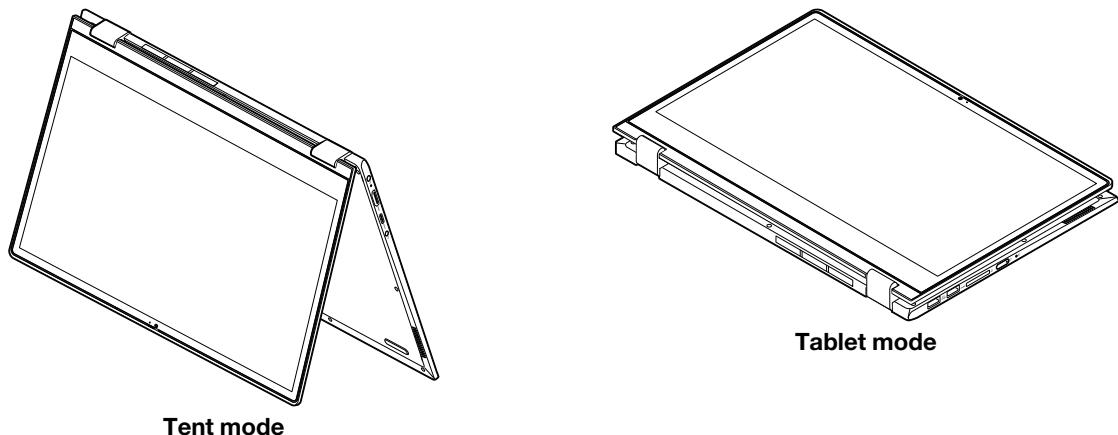
Notes:

- The keyboard and touch pad are automatically disabled in Stand mode, Tent mode, and Tablet mode. You can use the multi-touch screen to operate your computer instead.
- Automatic orientation is not available in Notebook mode.



Notebook mode

Stand mode



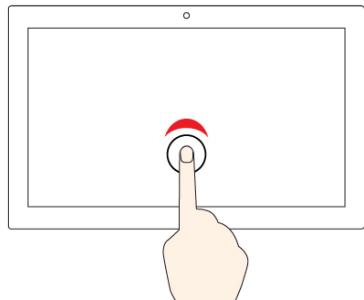
Tent mode

Tablet mode

Multi-touch gestures

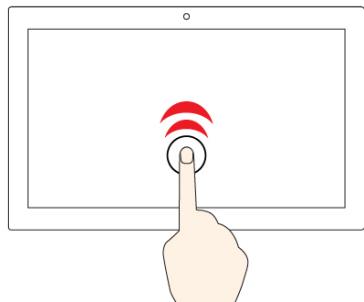
If your computer display supports multi-touch function, you can navigate the screen with simple touch gestures.

Note: Not all gestures are available on all apps.



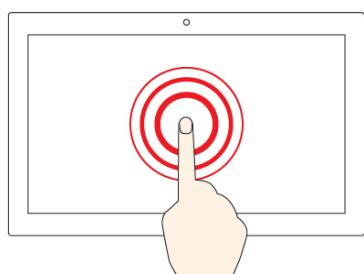
Tap once

- From the Start menu: Open an app or item.
- From the desktop: Select an app or item.
- In an open app: Perform an action such as **Copy**, **Save**, and **Delete**, depending on the app.



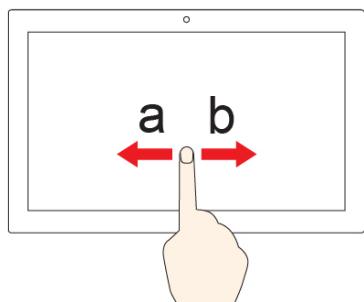
Tap twice quickly

Open an app or item from the desktop.



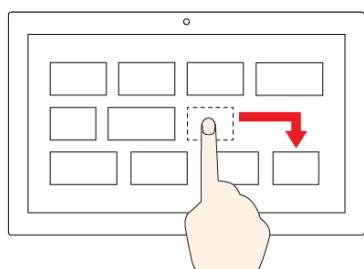
Tap and hold

Open a shortcut menu.



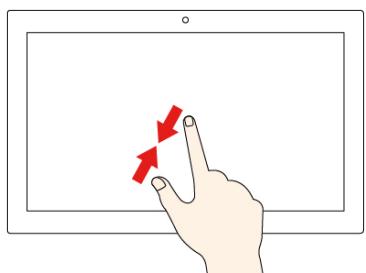
Slide

Scroll through items, such as lists, pages, and photos.



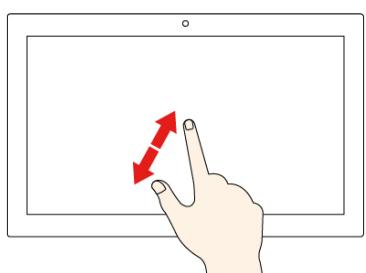
Drag an item to the location you want

Move an object.



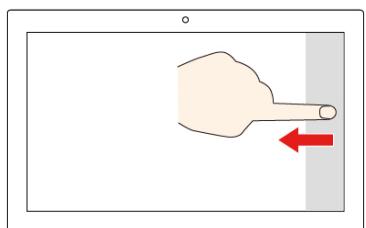
Move two fingers closer together

Zoom out.



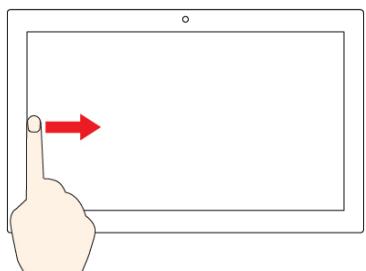
Move two fingers farther apart

Zoom in.



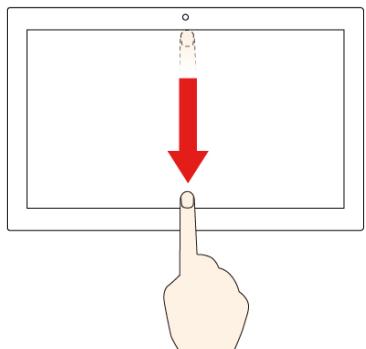
Swipe in from the right edge

Open the action center to see your notifications and quick actions.



Swipe in from the left edge

View all your open windows in task view.



- **Swipe downwards shortly from the top edge (for full-screened app or when your computer is in the tablet mode)**

Show a hidden title bar.

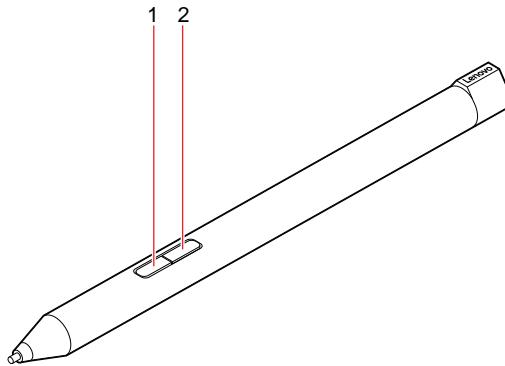
- **Swipe in from the top edge to the bottom edge (when your computer is in the tablet mode)**

Close the current app.

Lenovo Digital Pen (Base Pen II)

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

Use Lenovo Digital Pen (Base Pen II)



1 Eraser button

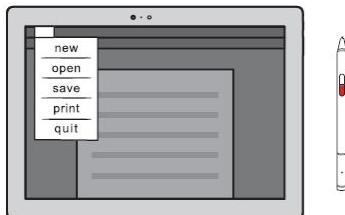
2 Click button

You can perform the following operations with the Lenovo Digital Pen (Base Pen II):



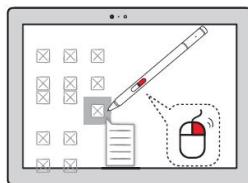
Tap once

To click or make a selection, tap the display once.



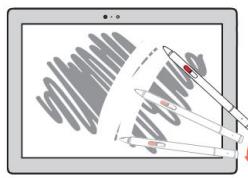
Tap twice quickly

To double-click, tap twice without pausing.



Tap and hold

To right-click, tap the display and hold the pen there for one second. Alternatively, you can press and hold the click button **2** and tap the display.



Erase

To erase ink, press and hold the eraser button **1**, tap the display, and drag the pen across the ink you want to erase.

Charge Lenovo Digital Pen (Base Pen II)

1. Ensure that your computer is on or in sleep mode.
2. Insert the pen back into the pen slot. The pen is 80% charged in about 15 seconds and 100% charged in about five minutes.

Keyboard hotkeys

Some keys on the keyboard are printed with icons. These keys are called hotkeys and can be pressed alone or in combination with the Fn key to access certain Windows functions or settings quickly. The functions of hotkeys are symbolized by the icons printed on them.

Hotkey	Function
🔇	Mutes/Unmutes sound.
🔉-	Decreases system volume.
🔊+	Increases system volume.
🎙	Enables/Disables the integrated microphone.
⟳	Reloads Web pages or refreshes the screen.
📴	Enables/Disables the touchpad.
✈	Turns on/off airplane mode.
📷	Enables/Disables the integrated camera.
🔒	Locks the screen.
💻	Switches display devices.
☀️+	Increases screen brightness.
☀️-	Decreases screen brightness.
💡	Turns on/off or adjusts the brightness of the keyboard backlight. Note: This hotkey must be used with the Fn key.

Hotkey mode

Some hotkeys share keys with functions keys (F1 to F12). The hotkey mode is a UEFI/BIOS setting that changes how hotkeys (or function keys) are used.

Hotkey mode setting	How to use hotkeys	How to use function keys
Disabled	Hold down the Fn key and press one of the hotkeys.	Press the function keys directly.
Enabled	Press the hotkeys directly.	Hold down the Fn key and press one of the function keys.

Note: Hotkeys that do not share keys with function keys are not affected by the hotkey mode setting. They should always be used with the Fn key.

Chapter 3. Explore your computer

Manage power

Use the information in this section to achieve the best balance between performance and power efficiency.

Check the battery status

The battery status icon  or  is in the Windows notification area. You can check the battery status, view the current power plan, and access battery settings quickly.

Click the battery status icon to display the percentage of battery power remaining and change the power mode. A warning message is displayed when the battery is low.

Charge the battery

Use ac power

When the battery power is low, charge your battery by connecting your computer to ac power.

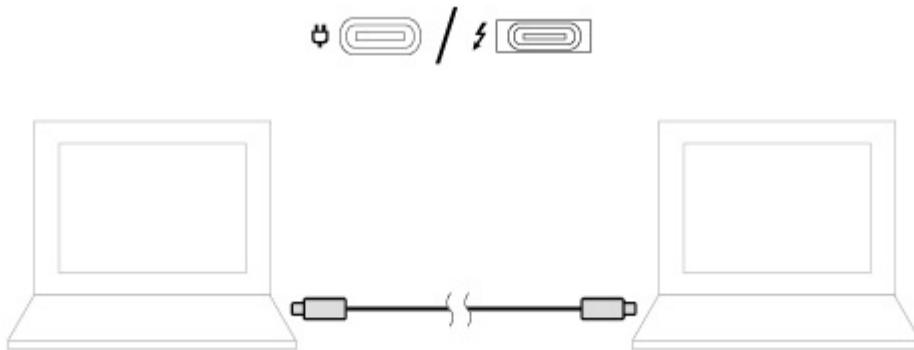
The battery is fully charged in about four to eight hours. The actual charging time depends on the battery size, the physical environment, and whether you are using the computer.

Battery charging is also affected by its temperature. The recommended temperature range for charging the battery is between 10°C (50°F) and 35°C (95°F).

Note: To maximize the life of the battery, the computer does not start recharging the battery if the remaining power is greater than 95%.

Use P-to-P 2.0 charging function

Both the USB Type-C connector (USB 3.1 Gen 1) and the Thunderbolt™ 3 connector (USB Type-C) on the computer feature the Lenovo-unique P-to-P 2.0 charging function, which enables one computer (A) to supply power to another computer (B) through a USB Type-C to USB Type-C cable when no ac power is available.



To use the function, ensure that:

- The selected connectors support the P-to-P 2.0 charging function and power delivery function.

- The remaining battery power of computer A is at least 30% and is 3% higher than that of computer B. Once the remaining power of computer A is lower than 30%, it stops supplying power to computer B. To check the battery status, see “Check the battery status” on page 27.

Check the battery temperature

You can check the battery temperature in Lenovo Vantage or Lenovo PC manager.

Step 1. Open Lenovo Vantage.

Step 2. Click **Hardware Settings → Power**.

Step 3. Locate the **Power Status** section and then click **Show Details** to view the battery temperature.

Note: If you’re using Lenovo PC Manager, select **System hardware → Battery**.

Set power button behavior

By default, pressing the power button puts the computer to sleep mode. However, you can change the power button behavior in Windows Control Panel.

Step 1. Right-click the battery status icon in the Windows notification area.

Step 2. Select **Power Options → Choose what the power button does**.

Change or create a power plan

A power plan is a set of power saving settings. You can choose a pre-defined power plan or you can create your own plans.

Step 1. Right-click the battery status icon in the Windows notification area.

Step 2. Select **Power Options → Change plan settings**.

Set performance mode

You can press **Fn + Q** to manually set the computer’s performance mode.

Performance mode	Description
Intelligent	The software monitors what programs are running and automatically adjusts the operating frequency of the processing unit.
Quiet	The computer’s processing unit does not operate at its highest frequency.
Performance	The computer’s processing unit operates at its highest frequency.

Change settings in UEFI/BIOS setup utility

This section introduces what is UEFI/BIOS and the operations you can perform in its setup utility.

What is UEFI/BIOS setup utility

UEFI/BIOS is the first program that runs when a computer starts. UEFI/BIOS initializes hardware components and loads the operating system and other programs. Your computer may include a setup program (setup utility) with which you can change certain UEFI/BIOS settings.

Open the UEFI/BIOS setup utility

- Step 1. Turn on or restart the computer.
- Step 2. When the Lenovo logo appears on the screen, press F2 repeatedly.

Note: For computers with hotkey mode enabled, press Fn + F2.

Change startup sequence

You may need to change startup sequence to allow the computer to start from another device or a network location.

- Step 1. Open the UEFI/BIOS setup utility.
- Step 2. Navigate to the Boot menu.
- Step 3. Follow on-screen instructions to change the order of devices under Boot Priority Order.

Note: You can also change startup sequence temporarily without opening the setup utility. To do so, start the computer. When the Lenovo logo appears, press F12 (or Fn + F12) repeatedly.

Change hotkey mode

- Step 1. Open the UEFI/BIOS setup utility.
- Step 2. Select **Configuration → Hotkey Mode** and press Enter.
- Step 3. Change the setting to **Disabled** or **Enabled**.
- Step 4. Select **Exit → Exit Saving Changes**.

Enable or disable always-on

For some Lenovo computers with always-on connectors, the always-on function can be enabled or disabled in the UEFI/BIOS setup utility.

- Step 1. Open the UEFI/BIOS setup utility.
- Step 2. Select **Configuration → Always On USB** and press Enter.
- Step 3. Change the setting to **Disabled** or **Enabled**.
- Step 4. Select **Exit → Exit Saving Changes**.

Note: If Lenovo Vantage or Lenovo PC Manager (software) is pre-installed on your computer, you may also enable or disable always-on in the software.

Set passwords in UEFI/BIOS setup utility

This section introduces the types of passwords that you can set in the UEFI (Unified Extensible Firmware Interface) or BIOS (Basic Input/Output System) setup utility.

Password types

You can set various types of passwords in the UEFI/BIOS setup utility.

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

Notes:

- All passwords set in the setup utility consist of alphanumeric characters only.
- If you start the setup utility using the user password, you can only change a few settings.

Set administrator password

You set the administrator password to prevent unauthorized access to the UEFI/BIOS setup utility.

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

- Step 1. Open the UEFI/BIOS setup utility.
- Step 2. Select **Security** → **Set Administrator Password** and press Enter.
- Step 3. Enter a password string that contains only letters and numbers and then press Enter.
- Step 4. Enter the password again and press Enter.
- Step 5. Select **Exit** → **Exit Saving Changes**.

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

Change or remove administrator password

Only the administrator can change or remove the administrator password.

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

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

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

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

Set user password

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

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

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

Enable power-on password

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

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

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

Set hard disk password

You can set a hard disk password in the setup utility to prevent unauthorized access to your data.

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

- Step 1. Open the UEFI/BIOS setup utility.
- Step 2. Select **Security** → **Set Hard Disk Password** and press Enter.
Note: If you start the setup utility using the user password, you cannot set hard disk password.
- Step 3. Follow on-screen instructions to set both master and user passwords.
Note: The master and user hard disk passwords must be set at the same time.
- Step 4. Select **Exit** → **Exit Saving Changes**.

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

Change or remove hard disk password

- Step 1. Open the UEFI/BIOS setup utility.
- Step 2. Select **Security**.
- Step 3. Change or remove the hard disk password.

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

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

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

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

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

Reset or restore Windows

This section introduces the recovery options of Windows 10. Ensure that you read and follow the on-screen recovery instructions.

Attention: The data on your computer might be deleted during the recovery process. To avoid data loss, make a backup copy of all the data that you want to keep.

Windows 10 recovery options

Windows 10 provides several options for you to restore or reset your computer. The following table helps you decide which option to choose if you are having problems with Windows.

Problem	Option
Your computer is not working well after installing apps, drivers, or updates.	Restore to a system restore point.
Your computer is not working well and you don't know what causes the problem.	Reset your computer.
You want to recycle or donate your computer.	Reset your computer.
Windows cannot start properly.	Use a recovery drive to restore or reset your computer.

Windows System Restore

System Restore is a tool included in Windows 10. It monitors changes to Windows system files and saves system state as a restore point. If your computer does not work well after installing apps, drivers, or updates, you can revert your system to a previous restore point.

Note: If you revert your system to a previous restore point, personal data is not affected.

System Restore creates restore points:

- automatically (when it detects changes to Windows system files)
- at regular intervals (if set up by the user)
- at any time (if initiated manually by the user)

Note: In order for System Restore to create restore points, system protection must be turned on for the system drive.

Create a system restore point manually

You can use Windows System Restore to create a restore point at any time.

Step 1. In Windows 10 search box, enter **Create a restore point** and select the matched result.

Step 2. Select the **System Protection** tab and then select **Create**.

Note: System protection must be turned on for the system drive (typically with drive letter C) before you can create restore points. Select a drive and then select **Configure** to turn on or disable system protection.

Restore from a system restore point

Step 1. In Windows 10 search box, enter **Recovery** and select the matched result.

Step 2. Select **Open System Restore → Next**.

Step 3. Select a restore point and then select **Next → Finish**.

Note: You may select **Scan for affected programs** to check which program and driver installation is associated with a particular restore point.

Reset Windows

If Windows is not running well as usual, you can choose to reset it.

Step 1. Open the Start menu and then select **Settings → Update & Security → Recovery**.

Step 2. Under **Reset this PC**, click **Get started**.

Step 3. Choose either **Keep my files** or **Remove everything**.

Attention: Back up personal data before choosing **Remove everything**.

Step 4. Follow on-screen instructions to complete the reset process.

Create a recovery drive

Use a USB drive (not supplied) to create a Windows recovery drive. In cases Windows cannot start, it can be used to troubleshoot problems or reset Windows.

Notes: Most USB drives utilize the Type-A connector. If your computer does not include a USB Type-A connector, you have two options:

- Purchase and use a USB drive with the Type-C connector, or
- Purchase and use a USB Type-C to Type-A adapter

Step 1. In Windows 10 search box, enter **Create a recovery drive** and select the matched result.

Step 2. Make sure **Back up system files to the recovery drive** is selected and then select **Next**.

Step 3. Connect a USB drive to your computer, select it, and then select **Next → Create**.

Attention: Previous files on the drive will be deleted. Back up personal files before using it to create a recovery drive.

When recovery drive is created, you might see a **Delete the recovery partition from your PC** option. If you want to free up drive space on your computer, select it and then select **Delete**. Otherwise, select **Finish**.

Use a recovery drive to restore or reset Windows

If Windows cannot start, you can use a recovery drive (created in advance) to restore or reset Windows.

Step 1. Connect the recovery drive to your computer; restart your computer and set it to start from the recovery drive.

Note: For computers without a USB Type-A connector, you may need to purchase and use an adapter (USB Type-C to Type-A) to use a recovery drive.

- Step 2. On the **Choose an option** screen, select **Troubleshoot**.
- Step 3. Choose a recovery option.

Select **Advanced Options** → **System Restore** to restore your computer to a system restore point.

Or select **Recover from a drive** to reset your computer.

Note: If you did not select the **Back up system files to the recovery drive** option when creating the recovery drive, **Recovery from a drive** is not available.

Attention: All personal files created on your computer will be deleted after recovering from the drive.