LEADER
COMPUTERS

The LEADER™
Companion 220
User Guide

About this User Guide

This guide is a brief introduction to getting your system started.
(**Note**: LEADER™ Computers reserves the right to revise this publication or to change its contents without notice).

Regulatory and Safety Information

Please pay careful attention to the full regulatory notices and safety information contained in this guide © April 2014

Trademarks

Intel, **Pentium** and **Celeron** are trademarks/registered trademarks of Intel Corporation.

FCC Statement

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

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

Instructions for Care and Operation

The computer is quite rugged, but it can be damaged. To prevent this, follow these suggestions:

Don't drop it, or expose it to shock. If the computer falls, the case and the components could be damaged.

Keep it dry, and don't overheat it. Keep the computer and power supply away from any kind of heating element. This is an electrical appliance. If water or any other liquid gets into it, the computer could be badly damaged.

Avoid interference. Keep the computer away from high capacity transformers, electric motors, and other strong magnetic fields. These can hinder proper performance and damage your data.

Follow the proper working procedures for the computer. Shut the computer down properly and don't forget to save your work. Remember to periodically save your data as data may be lost.

Servicing

Do not attempt to service the computer yourself. Doing so may violate your warranty and expose you and the computer to electric shock. Refer all servicing to authorized service personnel.

Unplug the computer from the power supply. Then refer servicing to qualified service personnel under any of the following conditions:

- When the power cord or AC/DC adapter is damaged or frayed.
- If the computer has been exposed to any liquids.
- If the computer does not work normally when you follow the operating instructions.
- If the computer has been dropped or damaged (do not touch the poisonous liquid if the LCD panel breaks).
- If there is an unusual odour, heat or smoke coming from your computer.

Safety Information
- Only use an AC/DC adapter approved for use with the SC220.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with Australian codes for possible special disposal instructions.
- Do not continue to use a battery that has been dropped, or that appears damaged (e.g. bent or twisted) in any way. Even if the computer continues to work with a damaged battery in place, it may cause circuit damage, which may possibly result in fire.
- Make sure that your computer is completely powered off before putting it into a travel bag (or any such container).
- Before cleaning the computer, make sure it is disconnected from any external power supplies, peripherals and cables (including telephone lines). It is advisable to also remove your battery in order to prevent accidentally turning the machine on.
- Use a soft clean cloth to clean the computer, but do not apply cleaner directly to the computer. Do not use volatile (petroleum distillates) or abrasive cleaners on any part of the computer.
- Do not try to repair a battery pack. Refer any battery pack repair or replacement to your service representative or qualified service personnel.
- Note that in computer's featuring a raised LCD electro-plated logo, the logo is covered by a protective adhesive. Due to general wear and tear, this adhesive may deteriorate over time and the exposed logo may develop sharp edges. Be careful when handling the computer in this case, and avoid touching the raised LCD electro-plated logo. Avoid placing any other items in the carrying bag which may rub against the top of the computer during transport.
- If any such wear and tear develops contact your service centre.

Polymer Battery Precautions
- Note the following information which is specific to polymer batteries only, and where applicable, this overrides the general battery precaution information.
- Polymer batteries may experience a slight expansion or swelling, however this is part of the battery's safety mechanism and is not a cause for concern.
- Use proper handling procedures when using polymer batteries. Do not use polymer batteries in high ambient temperature environments, and do not store unused batteries for extended periods.

Battery Disposal & Caution
The product that you have purchased contains a rechargeable battery. The battery is recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream.
Check with your local solid waste officials for details in your area for recycling options or proper disposal.
Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by LEADER™ Computers. Discard used battery according to Local instructions.

System Start up
1. Remove all packing materials.
2. Place the computer on a stable surface.
3. Insert the battery and make sure it is locked in position.
4. Securely attach any peripherals you want to use with the computer (e.g. keyboard and mouse) to their ports.
5. Attach the AC/DC adapter to the DC-In jack on the right of the computer, then plug the AC power cord into an outlet, and connect the AC power cord to the AC/DC adapter.
6. Use one hand to raise the lid/LCD to a comfortable viewing angle (do not exceed 130 degrees); use the other hand (as illustrated in *Figure 1*) to support the base of the computer (**Note: Never** lift the computer by the lid/LCD).
7. Press the power button to turn the computer "on".

System Software
Your computer may already come with system software pre-installed.

Figure 1 **- Opening the Lid/LCD/Computer with AC/DC Adapter Plugged-In**
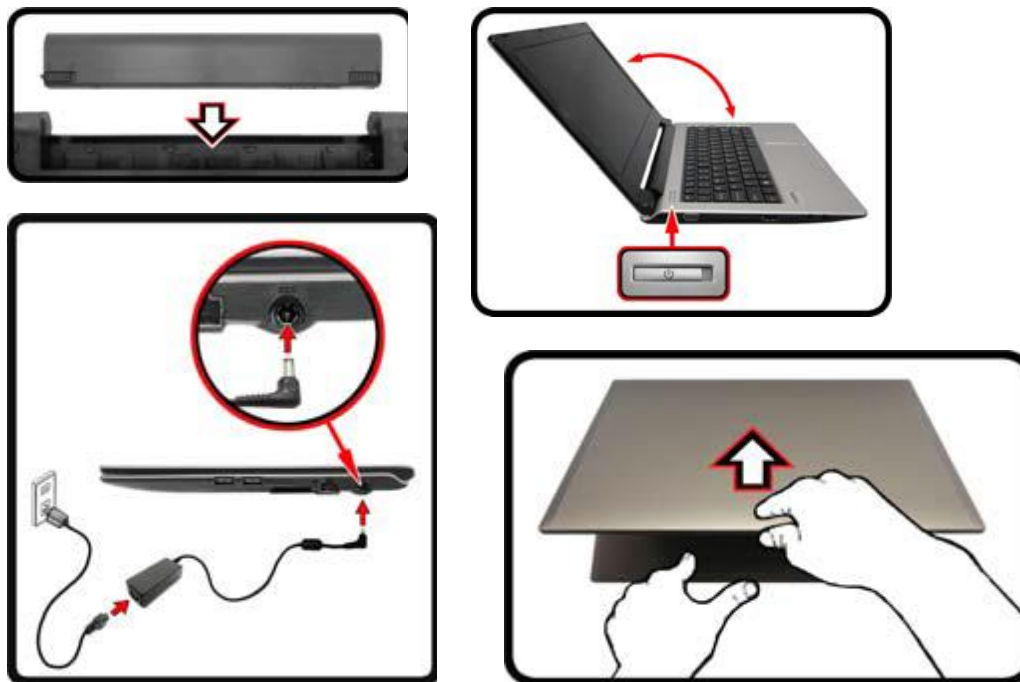
Shut Down
Note that you should always shut your computer down by choosing the **Shut down** command in **Windows** (see below). This will help prevent hard disk or system problems.

1. Click **Settings** in the **Charms Bar** (use the **Windows Logo Key** + **C** key combination to access the Charms Bar) and choose **Shut down** from the **Power** menu.

Or

2. Choose **Shut down or sign out > Shut down** from the context menu (use the **Windows Logo Key** + **X** key combination to access the context menu).

System Map: Front View with LCD Panel Open

1. PC Camera
2. *PC Camera LED *When the PC camera is in use, the LED will be illuminated in red.*
3. Built-In Microphone
4. LCD
5. Power Button
6. Keyboard
7. Touchpad & Buttons

Note that the Touchpad and Buttons valid operational area is that indicated within the red dotted lines above.

LED Indicators

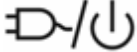The LED indicators on the computer display helpful information about the current status of the computer.

Icon	Colour	Description
	Orange	The AC/DC Adaptor is Plugged In
	Green	The Computer is On
	Blinking Green	The Computer is in Sleep Mode
	Orange	The Battery is Charging
	Green	The Battery is Fully Charged
	Blinking Orange	The Battery has rached a critically low power status
	Green	Airplane Mode is ON (the WLAN, Blutooth & 3G Modules are OFF)
	Green	The Hard Disk is in Use

*Table 1 - **LED Indicators***

Keyboard

The keyboard has a numeric keypad for easy numeric data input. Pressing **Fn + Num Lk** turns on/off the numeric keypad. It also features function keys to allow you to change operational features instantly.

*Figure 3 – **Keyboard***

Windows Logo Keyboard Shortcut

Use the **Windows Logo Key** + **D** key combination to switch from the Start screen to the Windows Desktop.

Menu/Application Keyboard Shortcut

When the Desktop app is running you can use the **Menu/Application key** on the keyboard to act as a mouse right click. In the Start screen this function is useful to quickly display the **Customize** bar.

Function Keys & Visual Indicators

The function keys (**F1** - **F11** etc.) will act as hot keys when pressed while the **Fn** key is held down. In addition to the basic function key combinations, some visual indicators are available (**in the Windows Desktop application only and not in the Start Screen**) when the hot key driver is installed.
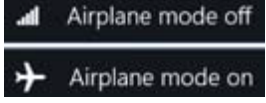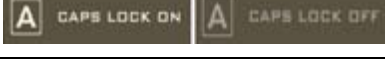
Keys	Function/Visual Indicators	
Fn +	Play/Pause (in Audio/Video Programs)	
Fn +	Touchpad Toggle	TOUCH PAD ON / TOUCH PAD OFF
Fn +	Turn LCD Backlight Off (Press a key to or use Touchpad to turn on)	
Fn +	Mute Toggle	
Fn +	Sleep Toggle	
Fn +	Volume Decrease/ Increase	
Fn +	Change Display Configuration	
Fn +	Brightness Decrease/ Increase	
Fn +	PC Camera Power Toggle	CAMERA ON / CAMERA OFF
Fn +	Airplane Mode Toggle	Airplane mode off / Airplane mode on
Fn +	Number Lock Toggle	NUM LOCK ON / NUM LOCK OFF
Fn +	Scroll Lock Toggle	SCR LOCK ON / SCR LOCK OFF
Caps Lock	Caps Lock Toggle	CAPS LOCK ON / CAPS LOCK OFF
Fn + Esc	Control Center Toggle	
Fn +	Fan Automatic Control/ Full Power	FAN SPEED AUTOMATIC / FAN SPEED MAXIMUM

Table 2 - **Function Keys & Visual Indicators**

Control Center

The **Control Center** in *Windows 8.1* works under the **Desktop** app and not under the Start screen.

Press the **Fn + Esc** key combination, or **double-click the icon** [icon] in the **notification area of the taskbar** to toggle the **Control Center** on/off. The **Control Center** gives quick access to frequently used controls and enables you to quickly turn the camera/Touchpad on/off.

Figure 4 - **Control Center**

Click the **Control Center** icons to toggle the appropriate function, or hold the mouse button down and move the dial control where applicable. Certain functions will automatically be adjusted when a power mode is selected.

Power Modes

You can set a **Power Mode** by clicking the appropriate icon at the top of the **Control Center**. Each power mode will affect the Power Conservation Mode, Airplane Mode, Power Plan and PC camera power etc.
You can click a **Control Center** icon to set an overall power mode and then click individual icons in the **Control Center** to power on/off the Touchpad and PC camera.

Modes		Quiet	Power Saving	Performance	Entertainment
Icon					
Power Plan		Balanced	Power Saver	High Performance	Balanced
Power Conservation			Energy Saver	Performance	
PC Camera		ON	OFF	ON	ON
TouchPad		ON	ON	ON	ON
Airplane Mode		OFF	ON	OFF	OFF

Table 3 - **Power Modes**

Power Status

The **Power Status** icon will show whether you are currently powered by the battery, or by the AC/DC adapter plugged in to a working power outlet. The power status bar will show the current battery charge state.

Brightness

The **Brightness** icon will show the current screen brightness level. You can use the slider to adjust the screen brightness or the **Fn + F8/F9** key combinations, or use the **Fn + F2** key combination to turn off the LED backlight (press any key to turn it on again). Note that screen brightness is also effected by the **Power Mode** selected.

Volume

The **Volume** icon will show the current volume level. You can use the slider to adjust the volume or the **Fn + F5/F6** key combinations, or use the **Fn + F3** key combination to mute the volume.

Power Conservation

This system supports **Energy Star** power management features that place computers (CPU, hard drive, etc.) into a low-power sleep mode after a designated period of inactivity. Click either the **Performance**, **Balanced** or **Energy Star** button.

Sleep Button

Click either the **Hibernate** or **Sleep** button to have the computer enter the selected power-saving mode.

Display Switch

Click the **Display Switch** button to access the menu (or use the **+ P** key combination) and select the appropriate display mode.

Time Zone

Clicking the **Time Zone** button will access the **Date and Time *Windows*** control panel.

Desktop Background

Clicking the **Desktop Background** button will allow you to change the desktop background picture.

Touchpad/PC Camera
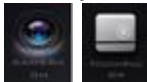
Click either of these buttons to toggle the Touchpad or camera module's power status. Note that the power status of the camera module is also effected by the **Power Mode** selected.

System Map: Front, Left, Right, Rear & Bottom Views
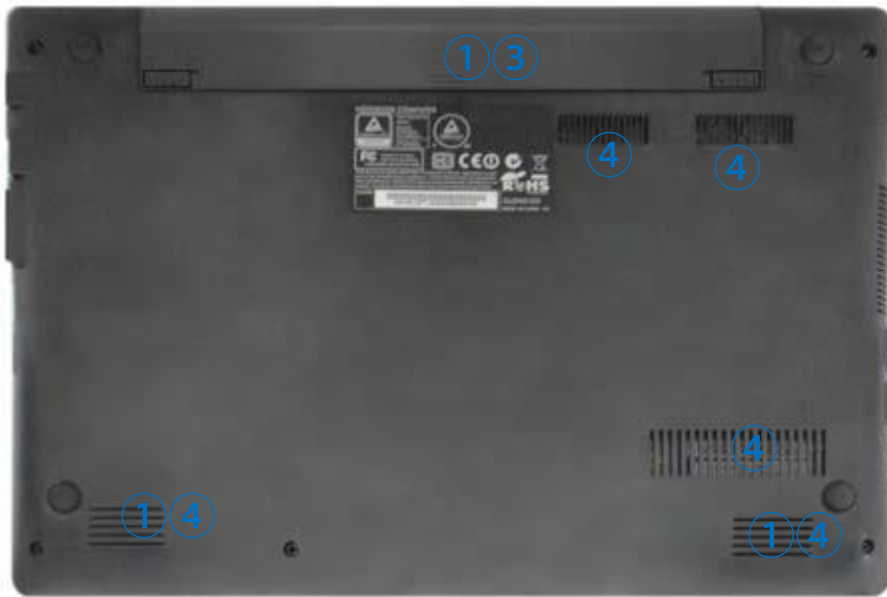
Figure 5 **- Front, Left, Right, Rear & Bottom Views**

1. LED Indicators
2. Security Lock Slot
3. External Monitor Port
4. Vent
5. HDMI-Out Port
6. USB 3.0 Port
7. Microphone-In Jack
8. Headphone-Out Jack
9. USB 2.0 Ports
10. Multi-in-1 Card Reader
11. RJ-45 LAN Jack
12. DC-In Jack
13. Battery
14. Speakers

Bottom Cover Removal Warning

Do not remove any cover(s) and/or screw(s) for the purposes of device upgrade as this may violate the terms of your warranty.
If you need to replace/remove the hard disk/RAM/optical device etc., for any reason, please contact your distributor/supplier for further information.

Windows 8.1 Control Panel

Throughout this manual you will see an instruction to open the **Control Panel**. **Right-click** the **Start button** in the **Desktop** app or **Start** screen (or use the **Windows Logo Key** ⊞ **+ X** key combination) to bring up an advanced context menu of useful features such as Control Panel, Programs and Features, Power Options, Task Manager, Search, File Explorer, Command Prompt, Device Manager and Network Connections etc. and then select **Control Panel**.

Figure 6 - **Context Menu**

Move the mouse to the bottom left of the screen and right-click the Start button to access the menu.
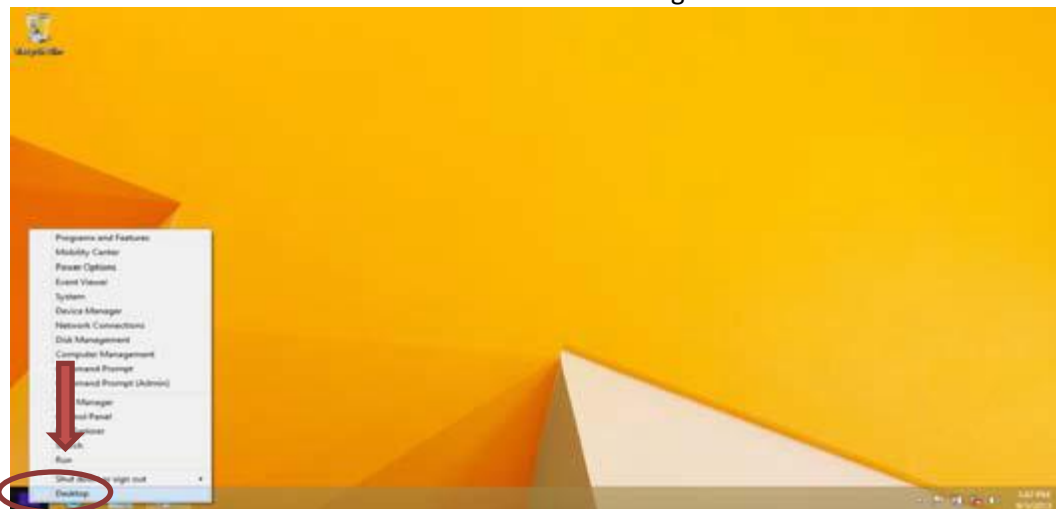
Windows 8.1 Start Screen & Desktop

The Apps, control panels, utilities and programs within *Windows* are accessed from the **Start screen** and/or *Windows* **Desktop app**. The **Desktop** (which runs as an app within the **Start** screen) can be

accessed by clicking the **Desktop** item in the Start screen (or by using the **Windows Logo Key** ⊞ **+ D** key combination). The taskbar is displayed at the bottom of the desktop screen, and you can see the notification area of the taskbar in the bottom right of the screen. Click the arrow at the bottom of the **Start** screen to access **Apps**.

Figure 7 **Start Screen**

Apps & Tiles

The Start screen will contain a number of apps, and many more will be installed as you add more applications etc. Not all of these apps can fit on one screen so you will often need use the **slider** at the bottom of the screen in order to view all the necessary Apps.

Click the arrow at the bottom of the screen to access Apps

Charms Bar

The right side of the screen displays the Charms Bar. The Charms Bar contains the **Search**, **Share**, **Start**, **Devices** and **Settings** menus. To access up the Charms Bar move the cursor to the upper or lower right corners of the screen, and then hover over one of the items in the Charms Bar to activate it (the bar will be black when it is active), or use the **Windows Logo Key** ⊞ + C key combination.

Figure 8 - **Start Screen with Charms Bar**

Video Features

The system features an **Intel integrated GPU**. You can switch display devices, and configure display options, from the **Display** control panel in *Windows* as long as the video driver is installed.

To access the Display control panel in Windows:

1. Go to the Control Panel.
2. Click **Display** (icon) - in the **Appearances and Personalization** category.
3. Click **Adjust Screen Resolution/Adjust resolution**.

OR

1. Right-click the desktop (use the **Windows Logo Key** ⊞ + **D** key combination to access the desktop) and select **Screen resolution**.
2. Use the dropbox to select the screen resolution ①
3. Click **Advanced settings** ②

Figure 9 - **Display Control Panel**

To access the Intel® HD Graphics Control Panel:

    1. Click the icon (**Intel® HD Graphics Control Panel**) on the **Apps** screen.

OR

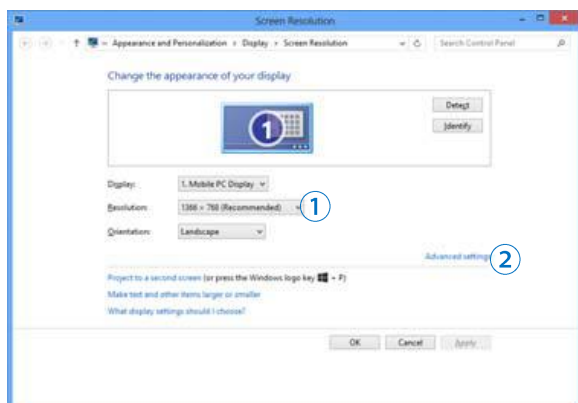   2. Right-click the desktop (use the **Windows Logo Key** + **D** key combination to access the desktop) and select **Graphics Properties** from the menu.

OR

    3. Click the icon   in the notification area of the Desktop taskbar and select **Graphics Properties** from the menu.

Display Devices

Besides the built-in LCD, you can also use an external VGA monitor (CRT)/external Flat Panel Display or TV (connected to the external monitor port/HDMI-Out port) as your display device.

Screen Resolution for Apps (Windows 8.1)

The minimum resolution in which Apps will run is 1024x768.

The minimum resolution required to support all the features of **Windows 8.1** (including multitasking with snap) is 1366x768.

Using the Windows Logo Key + P Key Combination to Switch Displays

You can also use the + **P** key combination (or **Fn** + **F7**) to quickly change display configuration and modes (this is particularly useful when attaching a projector) in **Windows**.

    1. Attach your external display to the external monitor port/HDMIOut port, and turn it on.

    2. Press the + **P** (or **Fn** + **F7**) key combination.

    3. An on-screen menu will pop up.

    4. Use the cursor keys (+ **P**) to select the appropriate configuration from the menu, and press Enter to confirm the selection.

Figure 10 - *+ P (Change Display Configuration)*

Power Options

The **Power Options** (**Hardware and Sound** menu) control panel icon in *Windows* allows you to configure power management features for your computer. You can conserve power by mean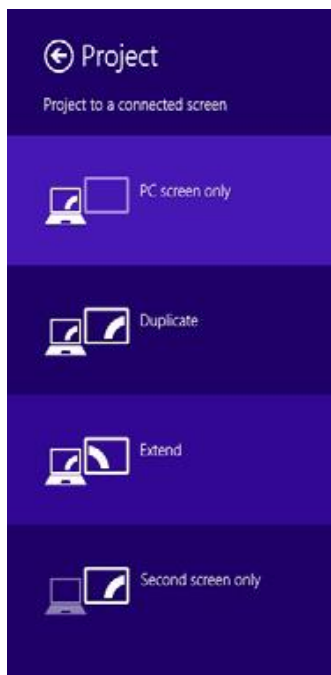s of **power plans** and configure the options for the **power button**, **sleep button (Fn + F4)**, **computer lid (when closed)**, **display** and **sleep** mode (the default power saving state) from the left menu. Note that the **Power saver** plan may have an affect on computer performance.

Click to select one of the existing plans, or click **Create a power plan** in the left menu and select the options to create a new plan. Click **Change Plan Settings** and click **Change advanced power settings** to access further configuration options.
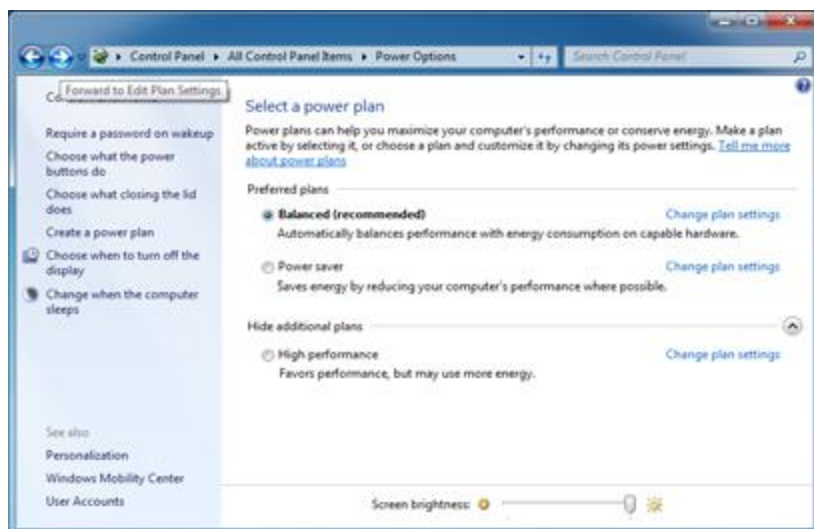

Figure 11 - **Power Options**

Troubleshooting

Problem	Possible Cause – Solution
The **Wireless LAN/Bluetooth** modules cannot be detected.	The modules are off as the computer is in **Airplane Mode**. Check the LED indicator to see if it is in **Airplane Mode**. Use the **Fn + F11** key combination to toggle **Airplane Mode** on/off.
The **PC Camera** module cannot be detected.	The module is off. Press the **Fn + F10** key combination in order to enable the module. Run the camera application to view the camera picture.
The captured video files from the **PC Camera** are taking up too much disk space.	Note that capturing high resolution video files requires a substantial amount of disk space for each file. Note that the *Windows* system requires a minimum of **20GB (64bit)** of free space on the C: drive system partition. It is recommended that you save the capture video file to a location other than the C:drive, limit the file size of the captured video or reduce video resolution.

Specifications

Latest Specification Information

The specifications listed in this here are correct at the time of going to press. Certain items (particularly processor types/speeds) may be changed, delayed or updated due to the manufacturer's release schedule.

Processor
Intel® Celeron™ N2807 processor (22nm, DDR3L-1333, 1MB L2 cache, TDP: 4.3W)

Display
11.6" HD (1366x768) 16:9 panel, 3.6mm

Memory
2GB DDR-3
One 204 pins SODIMM socket, DDR3L 1333MHz, Expandable memory up to 4GB, depends on 2GB/4GB SODIMM Module

Video Controller
- Intel® HD Graphics
- Dynamic frequency
- Intel Dynamic Video Memory Technology up to 1.7GB
- Microsoft DirectX® 11 compatible

Storage
500GB HDD, SATA interface, 2.5" 7mm(H)

Audio
High Definition Audio
Built in microphone
Built in two speakers

Keyboard and Pointing Device
Multi languages isolated keyboard
Built in touch pad with multi-gesture and scrolling function

I/O ports
2 x USB 2.0 ports
1 x USB 3.0 ports
1 x external VGA port
1 x HDMI output port (with HDCP)
1 x Headphone jack
1 x Microphone jack
1 x RJ-45 LAN port
1 x DC-in jack

Card Reader
9-in-1 Card reader
MMC / RSMMC
SD / mini SD / SDHC / SDXC
MS / MS Pro / MS Duo

Communication

Intel® Dual Band Wireless LAN 802.11AC, Bluetooth & 10/100 Ethernet RJ45 LAN port
Inbuilt Web Camera
Combo (Intel, WLAN 3160, AC, 1X1+B/T, Half Card)
300K HD Video Camera

Power Supply

Full Range AC adapter, AC in 100~240V 50~60Hz, DC output 19V 1.58A, 30W

Security
Kensington® Lock

Operating System
Windows® 8.1 with Bing

Dimension
292.4(W) x 210.5(D) x 22.7(H)mm

Weight
1.3Kg and 24WH Battery

Included Items
30W AC Power Adapter
12 Months Leader Care Australia Wide Warranty Card

We recommend you take note of your Serial number & License Key for future reference.

SERIAL NUMBER:

LICENSE KEY:

DATE OF PURCHASE:

STORE NAME & PHONE NUMBER:

For Warranty, Service & Technical Support,

please call the warranty number below.

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1300 789 701