

TABLE OF CONTENTS

Safety Warnings	4
Important Safety Instructions	5
Data Security	6
Working in Comfort	6
Positioning the Monitor	6
Ergonomics	7
Setup Location	8
Temperature	8
Connecting Peripherals	8
WELCOME TO THE CICERO FAMILY!	9
How to Identify Your Cicero PC	9
Serial Number	9
PC Model Number	9
Microsoft® Windows® Operating System COA Product Key	9
Other Hardware and Software Keys.....	10
Recording Identification Numbers.....	10
Your PC Specifications: The Nitty Gritty	11
System Properties.....	11
Learning about Your PC	12
Microsoft Windows Help and Support Center.....	12
Microsoft Windows Operating System Manual	12
Microsoft Windows Tour	13
Microsoft Interactive Training	13
Information about Your PC	13
Software Help.....	13
External Hardware Help	13
PC BASICS	14
Turning on Your PC	14
Turning Off Your PC	15
Restarting (Rebooting)	15
Stand By.....	15
Can't Turn Off Your PC?	16
Your Mouse	17
Configuring Your Mouse	18
Your Keyboard	18
Multimedia Buttons	19
Configuring Your Keyboard	19
Common Keyboard Shortcuts	20
Looking at the Desktop	21
What Is a Window?	22
Files and Folders	23
File Names	24
Browsing for Files.....	25
Searching for Files	25

Using Software Programs	26
Adjusting the Volume	26
Adjusting Your Monitor and Display Settings	27
Changing the Desktop Background	27
Changing the Screen Saver	27
Changing the Text Size for Windows and Buttons.....	28
Changing the Screen Resolution.....	29
Changing the Color Depth/Quality	29
Speakers	30
Configuring Speakers	30
Hard Disk Drive	31
Checking Hard Drive Space	31
Floppy Disk Drive	31
Card Reader	32
Optical Disc Drives	33
Handling Discs.....	34
Loading a Disc	34
Making Your Own CDs and DVDs	35
Make a Copy of a Disc Using Nero Express	35
Create a Data Disc Using Nero Express	38
Create a Music Disc Using Nero Express	40
INTERNET: WORLD WIDE WEB AND EMAIL	42
Setting Up an Internet Account	42
Setting Up a PeoplePC Dial-up Account	43
Setting Up an Internet Account with a Different ISP	45
Accessing Websites	46
Using Email	47
Microsoft Outlook Express	48
MULTIMEDIA: SOUND, PHOTOS, AND MOVIES	50
Software and Disc Type Recommendations	50
Music	51
Play Music CDs	51
Looking at MUSICMATCH and Windows Media Player	52
Create MP3s	54
Organize Music	55
Photos	57
Moving Images from a Digital Camera to Your PC.....	57
Creating Photo Slideshow Discs using PowerProducer	58
Movies	61
Playing a DVD Movie	61
Regional Playback Information for DVD.....	61
Create Home Movie Discs with PowerProducer	62
CHANGING HARDWARE AND SOFTWARE	68
Adding Software (Programs, Games, etc.)	68
Digital Signatures	68
Removing Software Programs	69
Adding Peripherals (Printers, Scanners, etc.)	70

NETWORKING.....	71
Wired Networks	71
Setting Up a Wired Network	71
Wireless Networks	72
Setting Up a Wireless Network.....	73
Setting Up a Mixed Wired/Wireless Network	73
PC AND DATA CARE	74
Backing Up Data.....	74
Maintenance Programs.....	74
Disk Defragmenter	74
Disk Cleanup	74
Scheduling Tasks	74
Password Reset File	75
Cleaning Your PC.....	76
Transporting the PC	76
TROUBLESHOOTING	77
Safety Guidelines	77
First Steps.....	77
Troubleshooting Common Problems.....	78
A CD or DVD Will Not Play.....	78
A CD or DVD Recording Failed	78
Colors Are Uneven	79
Hard Disk Drive Problems.....	79
Hardware Device Problem	79
Keyboard Doesn't Work	80
Keyboard Character Repeats	80
Modem Does Not Dial or Connect.....	80
Modem Volume Is Too Loud/Too Soft	82
Monitor Doesn't Display Picture.....	82
<i>Non-System Disk Error</i> Message	83
<i>Not Enough Memory</i> Error Message	83
Printer Does Not Work	83
Software Program "Hangs"	84
Speakers Make No Sound.....	84
Video Capture Problems.....	84
Contacting Cicero Customer Care	85
SYSTEM RECOVERY.....	86
Restoring Microsoft Windows XP	86
Restoring the Factory Settings.....	87
Restoring the Factory Settings: Important Information	88
Performing the Restore	88
STANDARDS AND LEGAL INFORMATION.....	90
WARRANTY.....	93
INDEX	95

BEFORE YOU GET STARTED...

BEFORE YOU GET STARTED...

Please read the following section carefully so you know how to keep your data, your PC, and yourself free from harm.

Safety Warnings



- **DO NOT allow children to play unattended with electrical equipment.**
- **DO NOT open the PC cover or use the PC with the cover removed.** When the cover is open there is a **danger to life** from electric shock.
- DO NOT insert objects through the slots and openings of the PC. This may lead to electric shock, short-circuit, or fire that could cause personal harm or damage to your PC.
- Connect the PC ONLY to a grounded, easily accessible AC outlet. To disconnect the PC from the AC power, disconnect the power cord from the AC outlet.



- **DO NOT cover the slots and openings in the PC cover.** These openings are provided for ventilation purposes. Covering these vents may lead to overheating.
- **This PC is NOT designed for use within industrial environments.**



- CD-ROM, CD-RW, DVD, DVD-ROM, and DVD-RW drives are **Laser Class 1** devices. These lasers **must** remain in their sealed PC case. **DO NOT remove the drive covers, as exposure to the lasers may prove harmful.**
- **DO NOT look directly into the laser, even when wearing eye protection.**

For U.S./Canada

Danger: Invisible laser radiation when open. Avoid direct exposure to beam.

Danger: Radiations invisibles du laser en cas d'ouverture. Eviter toute exposition directe au faisceau.

BEFORE YOU GET STARTED...

This product is certified by the manufacturer to comply with DHHS rules 21CFR, Chapter 1, Subchapter J, applicable at date of manufacture. Refer to optical drive labels for additional details.

Please contact Customer Care if the:

- Power cord or the attached plug is worn or damaged. Have the defective power cord replaced with an original cable. Never try to repair a defective cable.
- PC cover is damaged or liquids have penetrated. Do not operate the PC until you first check with your dealer. It is possible that the PC cannot be operated safely and could cause danger of a potentially fatal electric shock!

Important Safety Instructions

When using any electronic equipment, you should always take basic safety precautions. Following the guidelines below can reduce the risk of fire, electric shock, and personal injury:

- Do not use this product near water (for example, near a bathtub, wash bowl, kitchen sink, laundry tub, wet basement, or swimming pool).
- Avoid using a telephone or modem (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone or modem to report a gas leak in the vicinity of the leak.
- Use only the power cord that came with your PC.
- Keep batteries away from children at all times.
- **Caution:** To reduce the risk of fire, use only No. 26 AWG or larger telecommunication cords, such as the cord provided with your PC.
- **Caution:** Lithium batteries can not handle intense pressure, high temperatures, or fire. There is danger of explosion if replaced incorrectly. Replace batteries with a compatible type (CR 2032) as recommended by the manufacturer. Lithium batteries are hazardous waste and require proper disposal. Contact your local service center for additional information on battery disposal.

BEFORE YOU GET STARTED...

Data Security

Digital pictures of a fantastic holiday, home video of baby's first steps, a term paper on economics, your favorite recipes, financial and tax records... whatever data is important to you, make sure you back it up. We recommend that you make a second copy of all of your data, whether on a CD or DVD, floppy disks, flash cards, an Internet back-up service, or an external hard drive. Cicero does not assume liability for data loss or damage to data storage units, and no claims can be accepted for damages resulting from the loss of data or for consequential damages.

Working in Comfort

Before you begin hooking up your computer, take some time to make sure that you have chosen a spot that will let you work safely and comfortably.

Positioning the Monitor

Try to set up your monitor so that glare and reflections are minimized. It is better to place a monitor perpendicular to a sunny window rather than facing directly toward or away from it. Also, the top of your screen should be at or slightly below eye level.



Ergonomics

An ergonomic PC station is one that minimizes the risk of fatigue, physical discomfort, or injury. In addition to following the instructions below, you should also be sure to change your position frequently and take regular breaks.



- **Back:** While sitting at your work surface, make sure your back is supported by the chair's backrest in erect position or angled slightly backwards.
- **Legs:** Your thighs should be horizontal or angled slightly downward. Your lower legs should be near a right angle to your thighs. Your feet should rest flat on the floor. If necessary, use a footrest. Make sure that you have your seat height adjusted correctly before getting a footrest.
- **Arms:** Your arms should be relaxed and loose, elbows close to your sides, with forearms and hands approximately parallel to the floor.
- **Wrists:** Your wrists should be as straight as possible while using the keyboard, mouse, or trackball. They should not be bent sideways, or more than 10 degrees up or down.
- **Head:** Your head should be upright or tilted slightly forward. Avoid working with your head or torso twisted.

BEFORE YOU GET STARTED...

Setup Location

Please follow these instructions to make sure that your PC is as comfortable as you are:

- Keep your PC and all devices connected to it away from moisture, dust, heat, and direct sunlight. Any of these factors can lead to damage to your PC.
- Set up and use the PC and all connected devices on a stable, balanced, and vibration-free surface.

Temperature

Your PC can be used most reliably at an ambient temperature between 41° and 95° F, and at a relative humidity between 30% and 70%. When powered down, the PC can be stored at temperatures between -40° and 158° F (non condensing).

Connecting Peripherals

We recommend that you follow the instructions on the *Getting Started* poster to get up and running before connecting any other peripherals. Once you are certain your computer is set up and working properly, review *Adding Peripherals* in this manual for information on connecting additional peripherals.

WELCOME TO THE CICERO FAMILY!

Congratulations on your purchase of a Cicero PC, and thank you for your support of our products. We have designed your PC to be both powerful and easy to use.

How to Identify Your Cicero PC

You may be thinking to yourself: “Identify my Cicero PC? Well, that’s easy—it’s the one sitting right in front of me!” However, you may want to know a little more about your PC if you ever want to download updates from the Cicero website, upgrade a component inside, or troubleshoot a problem with Cicero Customer Care.

Serial Number

The serial number of your PC can be found on a sticker on the right-hand side of the unit, toward the front and bottom. The fourteen-digit number following the *S/N*: is your PC’s unique identification number.

You can also find the serial number on a sticker on the back of your PC. Look for the sticker with the Cicero logo. Toward the bottom of this sticker, there is a bar code. Right above the bar code is a fourteen-digit number labeled *S/N*. This is your serial number.

PC Model Number

In addition to the unique serial number, your PC has also been assigned a model number. This identifies a set of PCs that were built at the same time, with the same specifications. The model number can also be found on the sticker on the right-hand side of the unit, toward the front and bottom.

Microsoft® Windows® Operating System COA Product Key

Microsoft uses a Certificate of Authenticity (COA) Product Key to make sure that your copy of Microsoft Windows has been obtained legally. You will need this number if you ever need to reinstall Windows on your PC. This number is located on a shiny sticker on the back of your PC. Do NOT allow anyone to remove this sticker. It is the only proof that you have that your copy of Windows rightfully belongs to you.

WELCOME TO THE CICERO FAMILY!

Other Hardware and Software Keys

Depending on your PC model, there may be other product keys to record. Please check your accessory kit carefully and be sure to save any papers or CD sleeves that show product identification numbers.

Recording Identification Numbers

We recommend that you take a moment to write down all of the identification numbers that came with your PC. This will help you locate them quickly and easily when you need them. If you install new hardware or software later, you may want to record any associated product numbers here as well.

Serial number:

Model number:

Microsoft Windows COA:

Other CD keys/ID numbers:

Your PC Specifications: The Nitty Gritty

How many USB ports are on my PC? Where is my modem port? Which drive can I use to burn CDs? The answers to these questions—and more—can be found on a separate *Specifications Sheet* found in your accessory kit. This sheet, shows the exact ports available on your PC, details about the internal components, and information about the optical (disc) drives.

System Properties

System Properties can also help you identify characteristics of your PC.

- ❶ To access System Properties, right-click (press the right mouse button) on ***My Computer***.
- ❷ A menu will appear. Left-click (press the left mouse button) on ***Properties*** at the bottom of the menu.
- ❸ A dialog box will open that shows your processor type and speed, as well as the amount of RAM on your system. On some systems without a separate graphics card, the amount of RAM that you see here is the total amount of RAM minus the amount shared for video (typically 16 MB or 32 MB). See your Specifications Sheet for more information.

Some of the tabs in System Properties can provide even more in-depth information about your PC and its components. You can also change some of the operating system settings in this window.

- The ***Hardware*** tab provides access to the *Device Manager*, a tool for checking the hardware installed on your system.
- The ***Automatic Updates*** tab can be used to set up your system to automatically download important security and performance updates from Microsoft.
- The ***System Restore*** tab lets you adjust the amount of disk space that can be used by the *System Restore* feature included as part of your operating system.

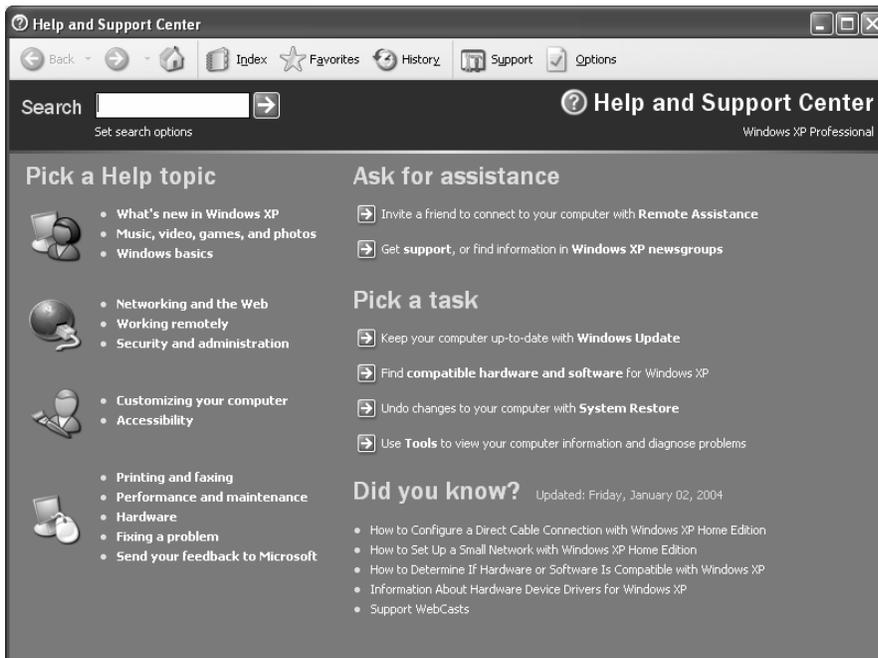
WELCOME TO THE CICERO FAMILY!

Learning about Your PC

There are many different resources in addition to this manual to help you use your Cicero PC.

Microsoft Windows Help and Support Center

This invaluable resource has answers to most questions about your PC. It can be found by selecting **Start**, then **Help and Support**.



* Your Help and Support Center screen may not appear exactly as the one shown.

The Help and Support Center gives you many options for finding information. You can use the *Search* box at the top of the screen to look up information about a specific issue. You can also browse different topics on the left-hand side of the screen. The right-hand side of the screen shows common tasks that you may want to perform on your system.

Microsoft Windows Operating System Manual

A printed manual from Microsoft can be found in your accessory kit. It provides general information about your operating system—the master software that controls how your computer works.

Microsoft Windows Tour

This is an interactive tour that comes with your computer. Select **Start**, then **All Programs**, then **Accessories** to access the tour.

Microsoft Interactive Training

Training is the most powerful way to acquire skills that help you perform a specific task efficiently. Select **Start**, then **All Programs**, then **Accessories** to access Microsoft Interactive Training.

Information about Your PC

Clicking on **Start**, then **Information about your PC** will bring up more information about your PC, as well as useful links to software tools and other resources. You may also find last-minute information about your PC that is not included in this manual.

Software Help

Many software programs include extensive help features within the program itself. Look for a menu option at the top of the screen that says *Help*, or icons that display a question mark. In many programs, pressing the *F1* key on your keyboard will bring up a *Help* menu.

Software companies often have extensive websites with additional information about their products, and sometimes even templates or other useful tools. Sometimes, there will be a link to a website under the *Help* menu. Other times, you may need to perform an Internet search to find the correct website (see the section *Internet: Worldwide Web and Email* in this manual).

External Hardware Help

The best source for information about external hardware (for example, a printer, scanner, or digital camera) is the manufacturer of the equipment. If the answer you need isn't available in the manual and/or CDs that came with your external hardware, or if you have misplaced these materials, the manufacturer's website is usually quite helpful. Such websites often provide documents and files that you can download, as well as answers to common questions.

PC BASICS

The information in this section is designed to help you use the basic features of your PC. More information about using the Internet and special multimedia features of your Cicero PC can be found in later sections.

Turning on Your PC

Before you turn on your PC, double-check that your keyboard, mouse, and monitor have been connected properly. Refer to the *Getting Started* poster that came with your PC for connection instructions.

- 1 Check the rocker switch on the back of your PC, toward the top. It has two positions: | and ●. The side with the | mark needs to be pressed down in order for your PC to receive power, as shown to the right. Your PC should come with the rocker switch already in the on, or |, position.
- 2 Press the main power button on the front of your PC.
- 3 Press the power button on your monitor.



The first time you start your PC, you will be asked a series of questions that will help make sure that your PC is set up properly. Please pay careful attention to these instructions and choose the answers that are best for you.

During this setup process, you will be asked for information about your Internet account. If you don't yet have an Internet account, simply skip these screens. If you do have an Internet account, you can either contact your ISP (Internet Service Provider) immediately to fill in the requested information—or you can skip these screens and contact your ISP later for assistance in setting up your account on your new PC.

After the first time, just press the power button on the front of the PC to start it.

Turning Off Your PC

- ❶ To turn off your computer, click the **Start** button, then click either **Turn Off Computer** or **Shut Down** (this will depend on the operating system that is installed on your PC).
- ❷ A dialog box will appear. Select **Turn Off** or **Shut Down**. Then click **OK** to turn off your PC.

Restarting (Rebooting)

Sometimes, you may want to restart (reboot) your computer.

To restart your computer, follow the instructions for turning off your PC, but select **Restart** in the final dialog box.



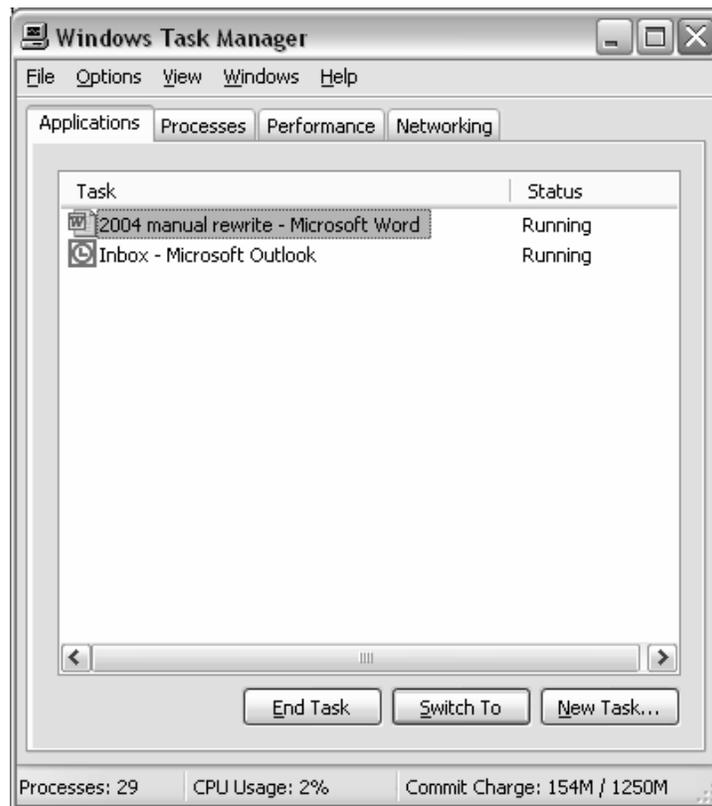
Stand By

Stand By puts your computer in a special mode that saves power without shutting down completely. Your work and all open programs are saved to your PC's RAM while in standby mode. This helps you get back to work (or play) more quickly when you return to your PC. However, if the PC loses power completely (due to a power outage, for example), any unsaved work will be lost. To bring your PC out of standby mode, simply press any key on your keyboard, or press and release the main power button on the front of your PC.

Can't Turn Off Your PC?

Sometimes, if your computer is "hung" or "frozen," it might not be possible to use the *Turn Off* or *Shut Down* command to turn it off. In these instances, try the following procedure.

- 1 First, press **CTRL + SHIFT + ESC** simultaneously (this is easiest to do if you press and hold CTRL, then press and hold SHIFT, then press ESC). This will open the *Task Manager*.



- 2 Once you are in the *Task Manager*, look in the Status column for programs that are "Not Responding." Select these programs with your mouse, then click **End Task**. Then close the *Task Manager* and see if your computer can be properly turned off.
- 3 If this does not solve the problem, you can press and hold the main power button on the front of your PC for five seconds. This will force your PC to turn off. **However, this should be done only as a last resort because it can damage your PC!**
- 4 Wait 30 seconds for the hard drive to stop spinning before turning the power back on.

Your Mouse

The mouse is a device for controlling the movement of the *pointer* on the screen. The pointer is usually shown as a small arrow, but it may change to other shapes depending on both the program that you are using and what's happening with your PC. For example, the pointer will change to an hourglass when the PC needs you to wait while it processes a command.

Most mice have two main buttons and a scroll wheel. The mouse is usually held as shown, with the index finger over the left button, and the middle finger over the right button.



To **click** with either mouse button, press it down briefly and then release it. A click on the left button, with your index finger, is called a *left click*. A click on the right button, with your middle finger, is called a *right click*.

A **left click** usually selects the item that is beneath the pointer.

A **right click** will usually open a *shortcut menu*. These menus offer quick access to common tasks, based on the active program and the location of the pointer. Once this menu is open, you can select one of the tasks by clicking on it with left mouse button. You can close the menu without making a selection by left-clicking anywhere else on the screen, outside of the menu.

To **double-click**, click the same button twice in rapid succession. This is useful for opening files or folders.

To **drag and drop**, first position the pointer over the item that you wish to move. Then press the left mouse button and keep it held down while you move the mouse. When the pointer reaches the spot where you want to move the item, release the left mouse button.

This may be a little confusing at first, but after a short time it will seem like second nature.

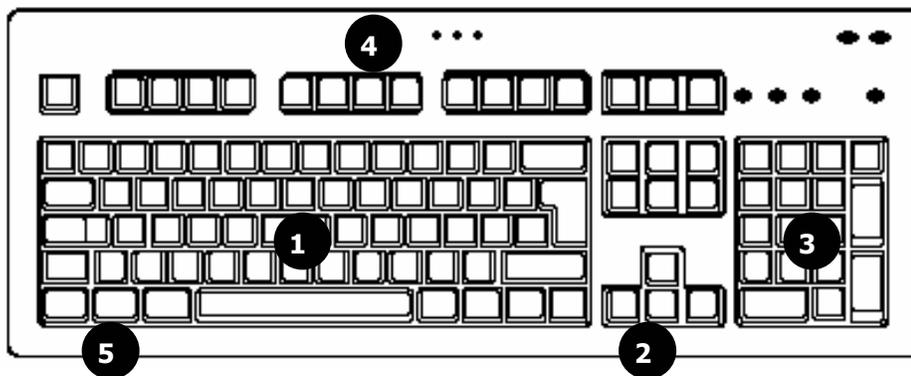
Configuring Your Mouse

You can change the speed required for a double-click, as well as many other features of your mouse and pointer.

- 1 Click **Start**, then **Control Panel**. If you are in Category View, click **Printers and Other Hardware**.
- 2 Click/double-click on the **Mouse** icon.
- 3 The *Mouse Properties* window will open. Choose the options that you prefer, then click **OK**.

Your Keyboard

The keyboard is set up much like a standard typewriter, except that it has several additional keys that make working with your PC faster and easier.



1 Alphanumeric Keys

These are the standard keys for letters, numbers, and punctuation, similar to what you might find on a typewriter.

2 Cursor Control Keys

The cursor control keys, also known as arrow keys, are controls for up, down, left, and right. Basically, they control the movement of the cursor in a document, Web page, or game. The exact function of the cursor control keys may differ from program to program.

3 Numeric Pad

When the Num Lock key is on (the Num Lock light is lit), the numeric pad keys can be used for typing numbers and the basic functions found on a typical calculator. When the Num Lock key is off (the Num Lock light is off), the numeric pad keys work like cursor control keys.

④ **Function Keys**

The F1 through F12 keys in the top row of the keyboard are known as function keys. The operation of these keys may vary from one program to another. Refer to the documentation that came with each program for more information. In most software programs, the F1 key brings up the *Help* window for that program.

⑤ **Windows Keys**

The left and right Windows keys are the two keys on the bottom row with the Windows banner. They are used to call up the Windows XP *Start* menu.

Multimedia Buttons

Some keyboards include several multimedia buttons. These are usually located along the top of the keyboard, above the function keys or above the numeric pad.

Special buttons are often provided for starting your Internet browser or adjusting your PC volume.

Configuring Your Keyboard

To make changes to the settings for your keyboard:

- ① Click **Start**, then **Control Panel**. If you are in Category View, click **Printers and Other Hardware**.
- ② Click/double-click the **Keyboard** icon.
- ③ The *Keyboard Properties* window will open. Choose the options that you prefer, and then click on **OK**.

PC BASICS

Common Keyboard Shortcuts

Keyboard shortcuts allow you to perform common operations without using the mouse. This can make using your PC faster and easier.

To enter a keyboard shortcut, press and hold the first key, then press and release the second key.

To do this...	Use this shortcut...
Copy selection to the clipboard	CTRL + C
Cut selection	CTRL + X
Paste selection from the clipboard	CTRL + P
Undo the last action	CTRL + Z
Select all	CTRL + A
Close/quit	ALT + F4
Switch between programs	ALT + TAB
Show the desktop	 + D
Minimize all windows	 + M
Restore minimized windows	 + SHIFT + M
Open Windows Explorer	 + E
Search for a file or folder	 + F
Open Windows Help and Support	 + F1

Looking at the Desktop

Your Microsoft Windows operating system desktop is similar to your physical desktop. It's your main workspace, where you keep your open files and folders and store your commonly used tools. Your desktop might not look exactly like the one shown here.



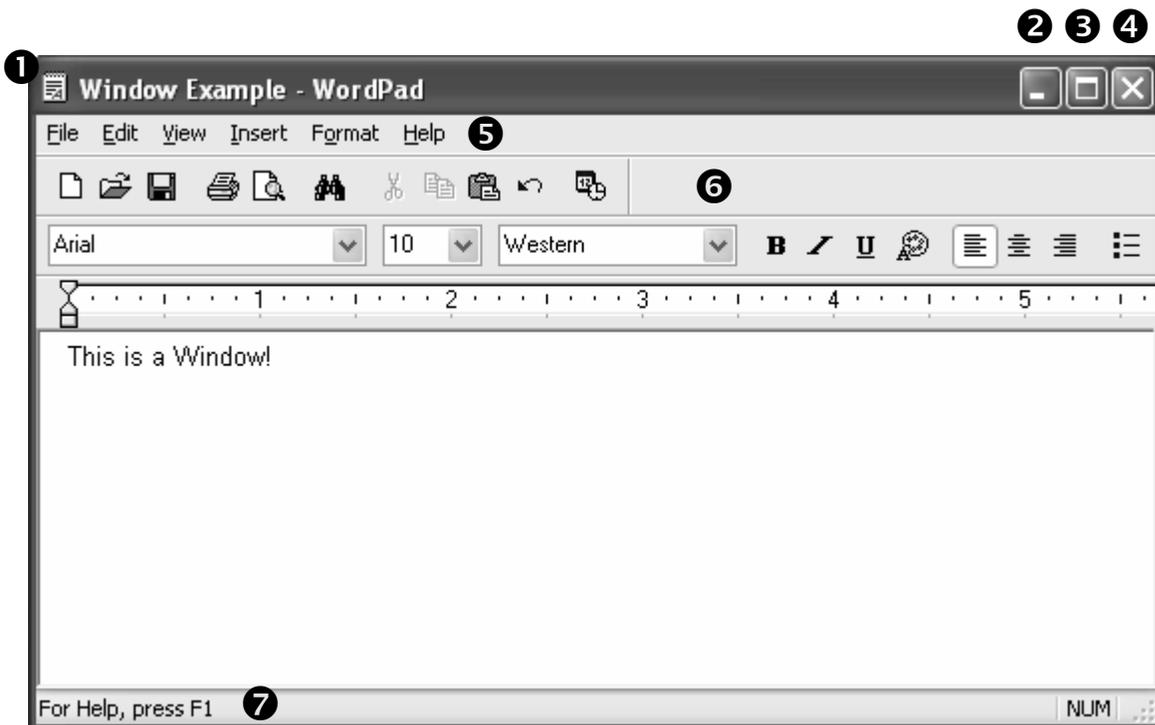
- ① **Start:** Clicking on the **start** button brings up the *Start menu*. This menu can take you to your programs and documents, and it is also an easy place to access common tools such as *Help and Support* and the *Control Panel*.
- ② **All Programs:** Your most recently used programs will automatically appear on the left side of the *Start menu*. If you don't see the program that you want to use, click **All Programs** to bring up a more comprehensive list.

PC BASICS

- ③ **Control Panel:** The *Control Panel* is where you will find options for configuring different parts of your PC.
- ④ **Current User:** This shows the name and icon for the user who is currently logged in to the PC. Different users may have different settings for personalization and privacy.
- ⑤ **Shortcuts:** Double-clicking an icon on the desktop opens the associated file, folder, or program.
- ⑥ **Task Bar:** The task bar shows the status of your computer, as well as any open programs.
- ⑦ **Recycle Bin:** The *Recycle Bin* is a holding tank for items that you want to delete. To send an item to the Recycle Bin, either select the item and press **Delete** on the keyboard, or just drag the item onto the Recycle Bin.

What Is a Window?

When you open a program or file, it will usually be displayed in a *window*. This is the frame that surrounds your current work. A typical window is shown below. Windows for different programs will have different appearances and tools, but these basic elements are shown in most windows.



- ❶ The name of your program or file will be shown at the top in the *title bar*. You can click and drag the title bar to move the window.
- ❷ This button will *minimize* the active window. A minimized window is still open, but it is shown only as a tab on the task bar. This lets you see other windows or the desktop behind the active window. To return the window to full size, just click on its tab on the task bar.
- ❸ This button will *maximize* the active window. This will expand the window to take up as much space as possible, which will let you see more of your document or picture on the screen.
- ❹ This button will close the current window. Make sure you save first!
- ❺ The *main menu* is where you will find the tools available in a particular program. Clicking on one of these items will open a *drop down* menu where you can select specific tasks to perform.
- ❻ Most programs show commonly used tools on *button menus*. Hold the pointer over a button—without clicking!—to bring up a short description of the button's function.
- ❼ The *status bar* shows details about your current program. If you are working on a document with many pages, you can probably see which page number is currently shown on your screen in the status bar.

Files and Folders

Documents, pictures, music, and other items are saved as *files* on your PC.

Folders hold groups of files (or other folders), just like a physical filing system. You can create and name folders to make it easier to find a specific file. For example, if you have several different files that you use to organize the Little Feet soccer team (a calendar, a roster, an equipment list, etc.), you can create a folder called *Little Feet*, where you can store all of the related files.

My Documents is a special folder that is easy to access from the desktop or the *Start menu*. In order to find your files quickly and easily, we recommend that you store them in the My Documents folder.

PC BASICS

Files and folders can be saved on *drives*. To see the drives on your PC, double-click on the **My Computer** icon on your desktop. Each drive has a specific letter, such as (C:) or (A:).

Drives are organized by *Hard Disk Drives*, *Devices with Removable Storage*, and *Network Drives*.

Hard Disk Drives are your PC's main storage. The *My Documents* folder is saved on your main hard disk drive, usually labeled (C:).

Devices with Removable Storage can include floppy disk drives, CD drives, and DVD drives, as well as card reader drives, pen drives, or even a digital camera that is connected to your PC!

Network Drives are hard drives on other computers that you can access through a network, when applicable.

File Names

Each file has its own *file name*, such as "Tanya_walking.jpg" or "My_favorite_song.mp3". The last three characters of the file name, the ones after the period, are the *file extension*. These tell your PC what type of file it is, and what program to use to open the file. For example, the extension *.mp3* tells your PC that *My_favorite_song* is a music file, and that it should be opened with a program that plays music.

You can change the program that is used to open files labeled with a particular extension. For example, you can set all *.mp3* files to be opened with MUSICMATCH instead of Windows Media[®] Player, or vice versa.

- 1 Click on **Start**, then **Control Panel**.
- 2 Switch to *Classic View* if you are not already in it.
- 3 Double-click **Folder Options**.
- 4 Click on the **File Types** tab.
- 5 Scroll down to the file type you want to change and left-click on it to select it.
- 6 Click **Change** and select a program from the list that appears. We recommend that you choose only programs from the *Recommended Programs* list.
- 7 Click **OK**, then **Close**.

If the *Change* button is dim and clicking on it doesn't do anything, then you can not change the program associated with that file type.

If you change your mind later, you can return to the *File Types* tab, select the file type, and click **Restore** to have the file type opened by the default program.

Folders also have their own names, but they do not have extensions. Opening a folder will show you the files inside, but it will not open any programs or documents.

Browsing for Files

Browsing is an effective way to find a specific file if you already have a pretty good idea of which folder contains it. There are several ways to start browsing for a file.

To go straight to your *My Documents* folder, either double-click the **My Documents** icon on your desktop, or click **Start**, then **My Documents**.

To look for files in other folders, you can:

- Double-click the **My Computer** icon on your desktop, or
- click **Start**, then **My Computer**, or
- press **Win + E** on the keyboard to open *Windows Explorer*.

Any of these methods will give you access to the files on your hard drive, as well as files on connected devices—such as a Compact Flash card from your digital camera that is in the card reader, a DVD in one of your optical drives, or an MP3 player that is connected to one of your USB ports.

When browsing a folder that contains many files, select **View** on the top menu bar, then **Details**. This will display several columns with additional information about each file, such as the size of the file, the type of file, and the date it was last modified. Click on the column header to sort the files by that attribute. For example, to sort files by size, click **size**.

Searching for Files

If you aren't sure where to start looking for a file, it is sometimes faster and easier to use the search tool to locate it. You can open the *search* window by clicking **Start** then **Search**. Or, you can simultaneously press the **Win** key and the **F** key on the keyboard.

Instructions on the left side of the screen will walk you through the search process.

Using Software Programs

Software programs are also called simply *programs*, or *applications*. Programs are the tools that you use to tell your computer what to do. For example, *word processing* programs are used to create text documents like this manual. *Microsoft Word* is an example of a well-known word processing program.

We have taken care to select software that will help you explore the Internet, enjoy your photos or videos with family and friends, listen to music and watch movies. We test our products with applications to ensure that you will have a great user experience. Not all of these programs appear on your PC desktop. We feel that this is your personal space and you should choose what appears here. You can access the programs installed on your PC through the *Start* menu. Click **Start**, then **All Programs** to see a list of the programs on your PC, as well as special offers from some of your favorite companies.

Please note that the software programs included with your PC have all been pre-installed. You do not need to use the discs that came with your PC to install programs. These are for back-up purposes only.

Adjusting the Volume

There are several ways to adjust the volume on your computer.

- If your external speakers have a knob for adjusting volume, this is often the fastest and easiest way to change the volume. Some keyboards also have controls for changing the volume. If your monitor has built-in speakers, it will also have buttons for controlling the volume for these speakers.
- You can adjust the system volume by double-clicking this icon  in the bottom-right corner of your screen. This will open the *Volume Control* window. You can also access the Volume Control window by clicking **Start**, then selecting **Accessories**, then **Entertainment**, then **Volume Control**. The options shown in this window will vary depending on your particular system. This window will allow you to change the volume and balance for your entire system or for individual devices.
- Finally, the software program that you are using may have a built-in volume control. For example, both MUSICMATCH and Windows Media Player have volume sliders that control the volume of the music that they are playing without affecting the volume of system alerts.

Adjusting Your Monitor and Display Settings

There are many settings that you can adjust to control the way that your PC displays text and images on your screen. To access these settings:

- 1 Select **Start**, then **Control Panel**. If you are in Category View, click **Appearance and Themes**.
- 2 Click/double-click **Display**. This opens the *Display Properties* window.

You can also access the *Display Properties* window by right-clicking anywhere on the desktop and then selecting **Properties**.

Changing the Desktop Background

- 1 In the *Display Properties* window, click the **Desktop** tab.
- 2 Select one of the images in the *Background* list, or click **Browse** to use a personalized photo or image that you have saved on your hard drive. Locate the image you would like to use, and click **Open**.
- 3 Your new background image is shown on the sample display. The **Position** drop down menu lets you change how the image is displayed.
- 4 Click **Apply** to show your new background image on your desktop. If you are satisfied with this image, click **OK**.

Changing the Screen Saver

Using a screen saver can help extend the life of your monitor and prevent *burn in*, which happens when images that are displayed for an extended period of time create flaws in the monitor.

- 1 In the *Display Properties* window, click the **Screen Saver** tab.
- 2 Choose a screen saver from the drop down menu. The screen saver is displayed with its current settings on the sample display.
- 3 Click **Settings** to customize your screen saver. This will open a dialog box with options that depend on the screen saver that you have chosen. When you have finished changing the settings, click **OK** to close the dialog box.

PC BASICS

- ④ Click **Preview** to see what your screen saver will look like on a full screen. Move the mouse or press any keyboard key to end the preview.
- ⑤ Enter the number of minutes that you would like your PC to wait before it displays the screen saver. If you enter 5 minutes, the PC will display the screen saver after the PC keyboard and mouse have been inactive for 5 minutes.
- ⑥ Select **On resume, password protect** to have your PC require your Windows password to access the computer once the screen saver has started. This can prevent others from using your computer if you have left it on while out of the room.
- ⑦ Click **OK** to accept your changes and close the *Display Properties* window.

Changing the Text Size for Windows and Buttons

- ① The size of the text on your windows can be changed to be easier to read. For example, if your PC is set to display at a very high *resolution* (see below), the words on your desktop and menus may be too small to read. In this case, you would want to use a larger *font*. In the *Display Properties* window, select the **Appearance** tab.
- ② Choose a *Font size* and click **Apply**. It may take a few moments for your PC to apply the change.
- ③ Click **OK** to accept your changes and close the *Display Properties* window.

This will not affect the size of the font in your software programs, such as text in Microsoft Word. However, many programs include a *zoom* feature that will allow you to increase or decrease the size of text and objects on the screen.

Changing the Screen Resolution

The resolution of your screen is the amount of detail it shows. High resolutions include more information, which makes individual elements appear smaller. A low resolution shows less information, but individual elements appear larger.

If your Cicero PC was bundled with a monitor at the time of purchase, then the PC will already be set to the best resolution for that monitor.

- ➊ First, check the manual for your monitor to make sure that you do not exceed the resolution that it will support.
- ➋ In the *Display Properties* window, select the **Settings** tab.
- ➌ Drag the **Screen resolution** slider to the resolution you want to use.
- ➍ Click **Apply**. If you receive an error message, or if your screen goes completely blank, **don't panic!** Just wait a few moments and your PC will return to the previous settings.
- ➎ Your new resolution will be shown on screen. Click **Yes** on the dialog box that appears to accept the new resolution, or click **No** to return to the *Display Properties* window.

Changing the Color Depth/Quality

Color depth, or color quality, is the number of colors that your display can show. Some programs, such as demanding games, may require that you reduce the color depth for the game to run smoothly.

For most tasks, you will not need to change the color depth. This has been set at the factory for optimal results.

- ➊ In the *Display Properties* window, select the **Settings** tab.
- ➋ Use the drop down menu under **Color quality** to choose the color depth.
- ➌ Click **Apply**. If you receive an error message, or if your screen goes completely blank, **don't panic!** Just wait a few moments and your PC will return to the previous settings.
- ➍ Your new color settings will be shown on screen. Click **Yes** on the dialog box that appears to accept the new resolution, or click **No** to return to the *Display Properties* window.

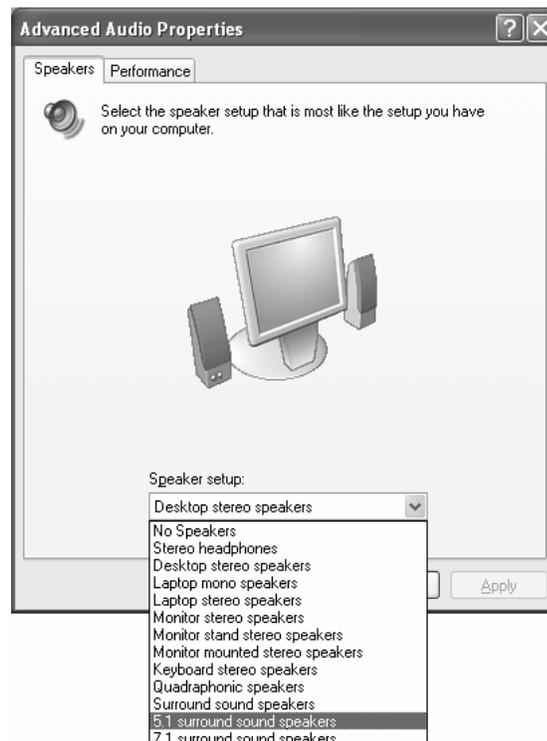
Speakers

If speakers were included with your Cicero PC, please refer to the *Getting Started* poster for connection instructions. If you have purchased speakers separately, please refer to the documentation that came with the speakers for connection instructions.

Configuring Speakers

Follow these instructions to configure your PC to use surround sound (e.g., 5.1) speaker systems.

- 1 Connect your speakers according to the documentation that came with them. Refer to the Specification Sheet that came with your PC if you need to find or identify a particular port.
- 2 Select **Start**, then **Control Panel**. If you are in Category View, select **Sounds, Speech, and Audio Devices**.
- 3 Click/double-click **Sounds and Audio Devices** to open the *Sounds and Audio Devices Properties* window.
- 4 Select the **Volume** tab. Near the bottom, in the *Speaker settings* box, click the **Advanced** button.
- 5 Use the drop-down menu to select the speaker configuration that most closely matches the speakers that you are using. Then click the **Apply** button, and then the **OK** button.



Hard Disk Drive

Your hard disk drive, or hard drive, is the main storage for your PC. This is where your files and programs are saved.

Although most Cicero PCs ship with only one physical hard disk drive, you may see two or more drives in this section. This is because the hard disk drive has been *partitioned* to act as multiple drives. Partitioning the drive allows us to store important files for restoring your PC to the factory condition in case something goes wrong. Usually, the (C:) drive is where you will store your personal files, and the much smaller (D:) drive holds recovery information. **It is very important not to alter or delete the existing files on the (D:) drive, or change the size of the (D:) partition.**

Checking Hard Drive Space

From time to time, you may want to see how much space is available on your hard drive.

- ➊ Double-click **My Computer**.
- ➋ Right-click on the drive that you want to check.
- ➌ On the pop-up menu, select **Properties**.

Floppy Disk Drive

The floppy disk drive reads from and writes data to standard 3.5 inch floppy disks. A typical floppy disk holds 1.44 MB worth of data. This is enough to transport small documents and files, but it is not large enough to hold even one typical MP3 song file.

When using the floppy disk drive, be sure not to insert or remove any disks while the floppy disk drive indicator light is lit.

Depending on the model, your Cicero PC may not include a floppy drive.

Card Reader

The card reader on the front of your PC reads from and writes to common types of memory cards, also called flash cards. These cards are commonly used with digital cameras, personal digital assistants (PDAs), digital camcorders, and other devices.

To use your card reader, insert the card until it locks into place. Most cards can be inserted in the card reader only in one direction. Press the card firmly into place, but do not force it. Some types of cards, such as Compact Flash cards, do not insert all of the way into the card reader.

The indicator light comes on when a card is correctly inserted. The light will blink when the PC is reading from or writing to the card.

Do not insert or remove a card while the indicator light is blinking.

Also, **do not use the *Safely Remove Hardware* feature to remove memory cards from the card reader.** This will cause the operating system to stop recognizing your card reader until you restart your PC.

To access the information on your memory card, double-click ***My Computer***. Then double-click the icon for the type of card that you are using. You can copy and delete files on your memory card the same way that you would when using a folder on your hard drive.

Depending on the model, your Cicero PC may not include a card reader.

Optical Disc Drives

The drives on your computer that can read and/or write CDs or DVDs are called *optical drives*. Please check the separate Specifications Sheet that came with your computer to see which type of drives are on your Cicero PC.

The following chart shows what you can do with different types of drives:

Drive Type	Reading	Writing
CD	Use a CD drive to play music CDs, install software from CD, or access data on CDs.	A CD drive cannot record to any discs.
DVD	Use a DVD drive to play music CDs, install software from CD or DVD, access data on CDs or DVDs, or watch DVD movies.	A DVD drive cannot record to any discs.
CD-RW	Use a CD-RW drive to play music CDs, install software from CD, or access data on CDs.	A CD-RW drive can record to CD-R or CD-RW discs.
DVD-RW	Use a DVD-RW drive to play music CDs, install software from CD or DVD, access data on CDs or DVDs, or watch DVD movies.	A DVD-RW drive can record to CD-R, CD-RW, DVD-R, or DVD-RW discs. A DVD-RW drive can NOT record to DVD+R, DVD+RW, or DVD-RAM.
DVD±RW Multi-format	Use a DVD±RW drive to play music CDs, install software from CD or DVD, access data on CDs or DVDs, or watch DVD movies.	A DVD±RW drive can record to CD-R, CD-RW, DVD-R, DVD-RW, DVD+R, or DVD+RW discs. A DVD±RW drive can NOT record to DVD-RAM.

CD-R, DVD-R, and DVD+R discs can be recorded only once, while CD-RW, DVD-RW, and DVD+RW discs can be erased and re-recorded multiple times.

PC BASICS

Handling Discs

To maintain the life of CD and DVD discs, observe these guidelines.

- Avoid radiation by direct sunlight (UVA/UVB).
- Avoid scratches and damage to the disc surface.
- Avoid extreme temperatures.
- Do not attach labels or paper to DVD discs.
- Do not use record-cleaning or anti-static agents to clean your discs.

We also recommend that you avoid specially shaped discs such as hearts or polygons, or discs that are not standard size. Do not use warped or cracked discs as they may cause damage to your drive.

Loading a Disc

- ❶ Press the eject button on the front of the drive to open the tray.
- ❷ Place the disc on the tray so that it lays flat with the label facing upward.
- ❸ Press the eject button again to close the tray.

Many discs automatically start when they are loaded and launch a playback software program. In some cases you might need to start a program (for example, a DVD player program).

Disc Quality

Some brands of blank discs may work better than others when burning CDs or DVDs. If you are purchasing a new brand of blank disc for the first time, we recommend that you purchase a small number and test compatibility before purchasing a large "spindle" of discs.

Making Your Own CDs and DVDs

You need permission from the copyright owner to record copyrighted material onto a CD or DVD. Otherwise, you may be violating copyright law and be subject to payment of damages and/or other remedies. If you are uncertain about your rights, contact your legal advisor.

Some CDs and DVDs have copy protection software that will not allow them to be copied.

There are many types of discs that you can create with your Cicero PC.

- A *data* disc is for files and folders that can be read on a PC. For example, you might use a data disc to archive documents and spreadsheets.
- A *music* disc is one that can be played on conventional CD players, such as the one in your home or car. These will work only if your CD player supports the type of CD (for example, a CD-R).
- A *video* disc is one that can be played on conventional DVD players, such as the one connected to your TV. These will work only if your DVD player supports the type of disc (for example, a DVD-R).

Nero Express software has been included with your PC to make creating your own music, video, and data discs a snap. To open Nero Express, select **Start**, then **Nero Burning ROM**, then **Nero Express**.

Make a Copy of a Disc Using Nero Express

Follow these instructions to copy an entire disc, whether it's a music CD, data CD, or data DVD.

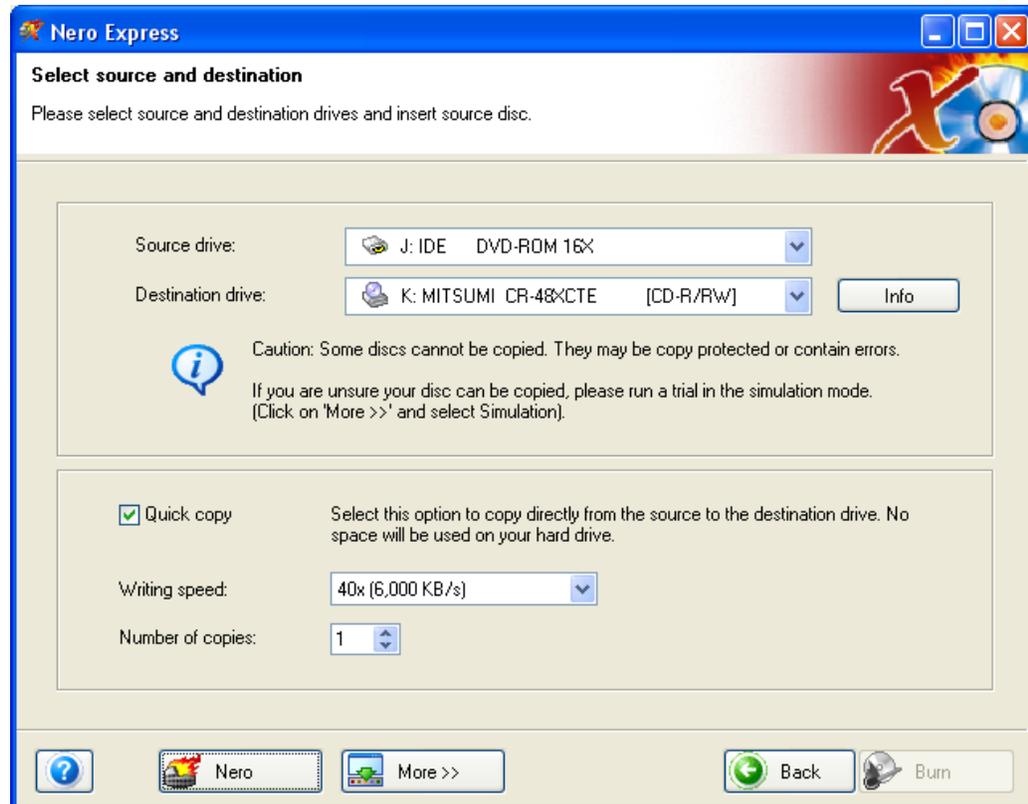
- ❶ If you have multiple disc drives, insert a blank, recordable disc in your recordable drive (CD-RW, DVD-RW, DVD±RW). Insert your original disc, the one that you want to copy, in your second drive.
** or **
If you have only one disc drive, insert the original disc in the drive.
- ❷ Clear any messages that appear by selecting **Cancel**. If your original disc starts playing automatically, stop play and close any opened programs.
- ❸ Open Nero Express.

PC BASICS

- 4 Select **Copy entire disc**.



- 5 The *Select source and destination* window opens. Use the **Source drive** drop down menu to select the drive that holds the original disc.

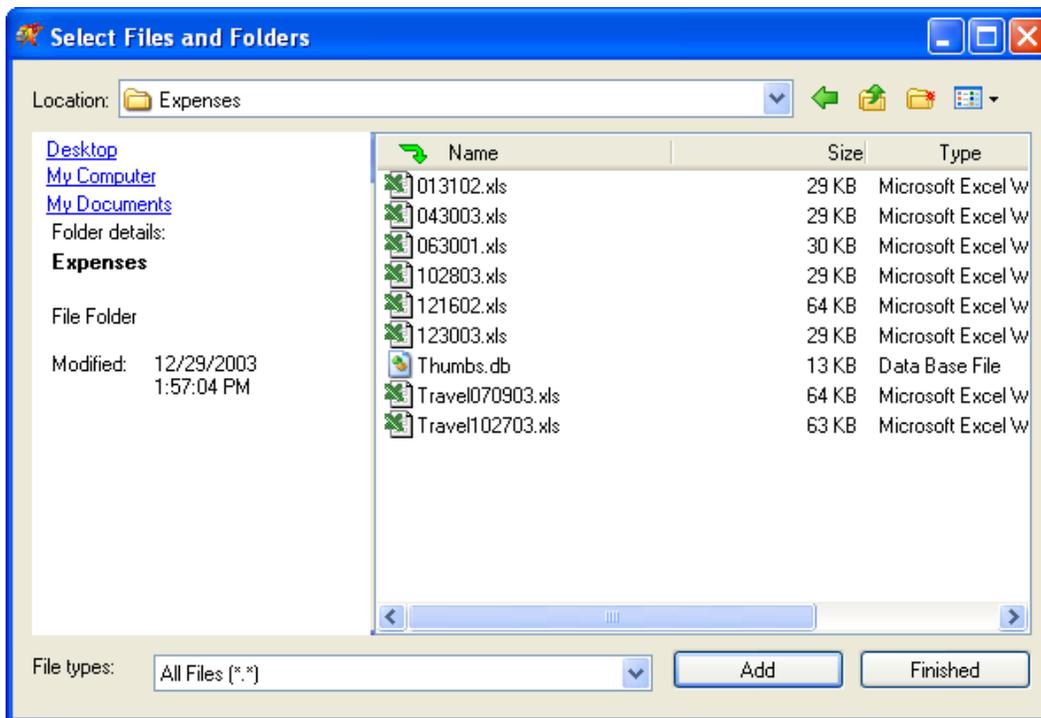


Use the **Destination drive** drop down menu to select the drive that holds your blank disc. If you have only one optical drive, the destination drive will be the same as your source drive.

- 6 Click **Burn**. (If the Burn option is grayed-out, check that there is a blank recordable disc in the burning drive.)
- 7 If you are copying a music CD, the *Nero's Title and CD Database* window may open. If it displays the correct information for your disc, you can click **Selected disc** to save the song and album information on your new CD. Otherwise, click **Cancel** to continue burning.
- 8 The *Burning Process* screen opens. If you are using a single drive, replace the original disc with a blank, recordable disc when prompted.
- 9 A dialog box will appear when your burn is complete. Click **OK** to clear this box, then click **Next**. Your discs will automatically be ejected, and you will return to the opening screen on Nero Express.

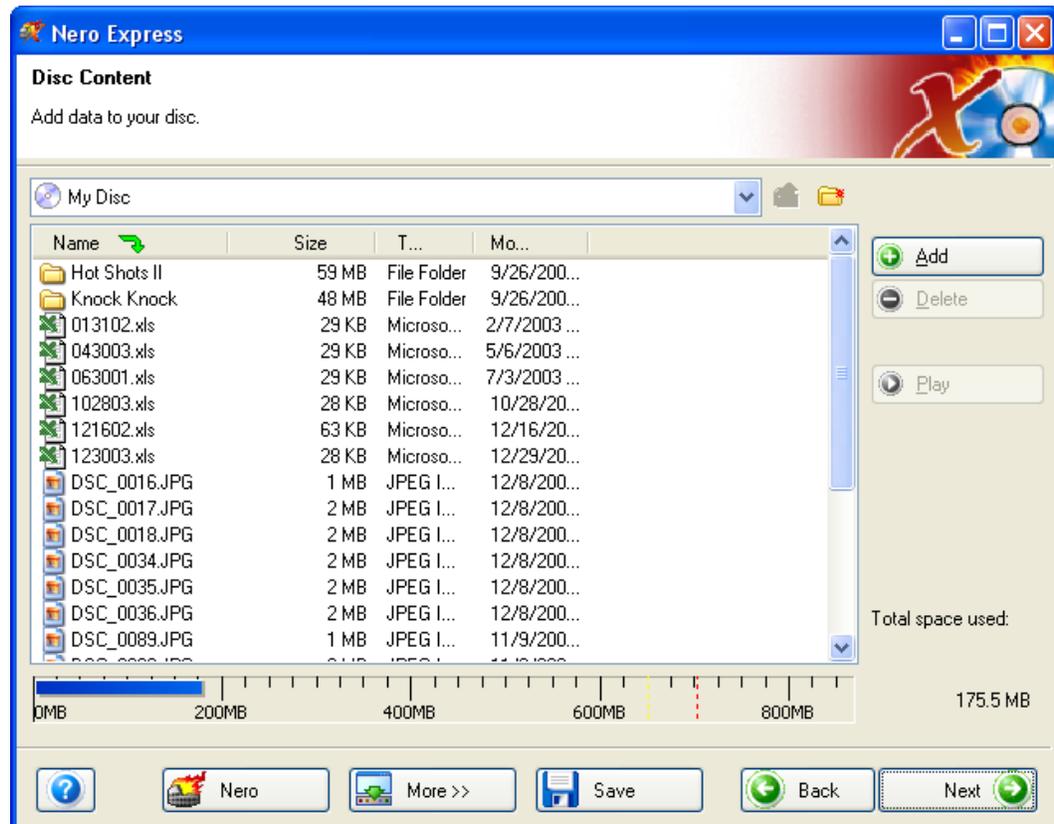
Create a Data Disc Using Nero Express

- 1 Insert a blank, recordable disc in your recordable drive.
- 2 Clear any messages that appear by selecting **Cancel**.
- 3 Open Nero Express.
- 4 Select **Data**, then **Data Disc**. This opens the *Disc Content* window.
- 5 Click the **Add** button to add the files that you want to burn to your disc. This opens the *Select Files and Folders* window.



- 6 Browse to the file(s) or folder(s) that you wish to add. Select the file or folder with the left mouse button, then click **Add**. The file or folder will be added, and you will be returned to the *Select Files and Folders* window to add more files/folders. You can select multiple files/folders by holding down **CTRL** while left-clicking your selections.

- 7 When you have finished adding files, click **Finished**. You will return to the *Disc Content* screen. The blue bar toward the bottom of this screen shows how much space you have used on the disc.



- 8 Click **Next**. This will take you to the *Final Burn Settings* screen. Make sure that your recordable drive is selected in the **Current recorder** drop down menu.
- 9 Click **Burn**. The *Burning Process* screen appears, and your files are burned to your disc. Your disc drive may open and close again during the burning process. Wait a few moments before removing any discs to make sure that the process is complete.
- 10 A dialog box will appear when your burn is complete. Click **OK** to clear this box, then click **Next**. Your disc will automatically be ejected, and you will return to the opening screen on Nero Express.

Create a Music Disc Using Nero Express

Nero Express can help you turn the music files on your hard drive into a variety of different music disc types.

- *Audio CDs* can be played on standard home and car CD players. Your MP3 files are automatically converted to Audio CD format.
- *Audio and Data CDs* can be played on standard home and car CD players, and they can also contain data files that can be viewed on another PC.
- *MP3 Discs* can be played on some home and car CD players that support the MP3 format. They can also be played on PCs. More songs will fit on an MP3 disc, but the disc will not be as compatible with other players as a standard audio CD.
- *WMA Discs* are similar to MP3 discs, but they use the WMA format instead of the MP3 format.

The process for creating a music disc is essentially the same for any of the different music disc formats.

- ➊ Insert a blank, recordable CD in your recordable drive. We recommend using a CD-R for the highest level of compatibility with standard CD players.
- ➋ Clear any messages that appear by selecting **Cancel**.
- ➌ Open Nero Express.
- ➍ Select **Music**, then the type of music CD that you would like to create: Audio CD, Audio and Data CD, MP3 disc, or WMA disc.
- ➎ A window opens where you can add the audio files that you want to burn. Click **Add**.
- ➏ Browse to the file(s) or folder(s) that you wish to add. Select the file or folder with the left mouse button, then click **Add**. The file or folder will be added, and you will be returned to the *Select Files and Folders* window to add more files/folders. You can select multiple files/folders by holding down **CTRL** while left-clicking your selections.
- ➐ When you have finished adding files, click **Finished**. You will return to the *Disc Content* screen. The blue bar at the bottom of this screen shows how much space you have used on the disc.

- 8 Click **Next**. This will take you to the *Final Burn Settings* screen. Make sure that your recordable drive is selected in the **Current recorder** drop down menu.
- 9 Click **Burn**. The *Burning Process* screen appears, and your files are burned to your disc. Your disc drive may open and close again during the burning process. Wait a few moments before removing any discs to make sure that the process is complete.
- 10 A dialog box will appear when your burn is complete. Click **OK** to clear this box, then click **Next**. Your disc will automatically be ejected, and you will return to the opening screen on Nero Express.

INTERNET: WORLD WIDE WEB AND EMAIL

Computers around the world can communicate with one another through a common network called the *Internet*. This network lets you exchange email and access websites.

Just like you need an account with your local phone company to make telephone calls, you need to have an account with an *Internet Service Provider* (ISP) to access the Internet.

There are three common ways to connect your computer to the Internet. We recommend that you choose an ISP based on the type of Internet connection that you want to use.

- A *dial-up* connection uses your regular telephone line and the modem inside your computer. This type of connection is widely available and generally inexpensive. However, it is not as fast as *broadband* connections, such as DSL and cable.
- A *DSL* (Digital Subscriber Line) connection is a type of broadband connection. It uses your telephone line and a special modem that connects to the *Ethernet* (network) port on your computer. DSL is faster than dial-up, but it is more expensive and is not available in all areas.
- A *cable* connection is another type of broadband connection. It uses your TV cable line and a special modem that connects to the *Ethernet* (network) port on your computer. Like DSL, cable is faster than dial-up, but it is also more expensive and is not available in all areas.

Setting Up an Internet Account

The following example shows the set up of a dial-up Internet account using PeoplePC. There are many other ISPs available. If you want to use or are already using a different ISP, please contact that service directly for assistance in setting up or transferring your account. More information on setting up an Internet account is available on page 45 of this manual. You can also check ***Start***, then ***All Programs*** for set up programs for other ISPs.

PeoplePC is not included on all Cicero PCs. If your PC does not include PeoplePC software, please follow the instructions on page 45 for setting up an Internet account with a different ISP.

Setting Up a PeoplePC Dial-up Account

PeoplePC is an ISP that provides dial-up Internet service. The following instructions show the steps for setting up a dial-up account with PeoplePC. This is provided as an example.

- 1 Double-click the PeoplePC icon on your desktop. This will open the PeoplePC setup program.

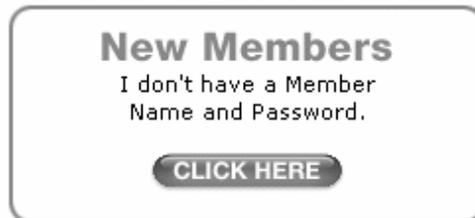


- 2 A window will appear that explains the PeoplePC offer. Click this button to continue.

- 3 A window will appear with information about PeoplePC features. Click **Next** to continue.

CLICK HERE TO GET STARTED

- 4 On the following screen, click the button in the *New Members* box.



- 5 Enter your personal information in the window that appears, and then click **Next** to continue.

peoplepc[®] online
A better way to Internet.

1 Tell Us About Yourself Step 1 2 3 4

First Name **Last Name**

Billing Address

City **State** **Zip**

Home Phone **Date of Birth (MM/DD/19YY)** / / 19

Current Email Address

Try us FREE for 30 Days

Why do we need your date of birth?
Why do we need your email address?

NEXT

Already a member? [Click here](#) to download the software or order a disc.

Copyright © 2004, PeoplePC, Inc. All rights reserved.

INTERNET: WORLD WIDE WEB AND EMAIL

- 6 Enter the member name that you want to use, your password, and a password hint, and press **Next** to continue.

peoplepc[®] online
A better way to Internet.

2 Create A Member Name And Password Step 1 2 3 4

Member Name
(must be 6 - 19 letters, numbers, hyphens and/or underscores)
scottg94109@peoplepc.com

Password
(must be 6 - 19 characters and is case sensitive)
●●●●●●

Confirm Password
●●●●●●

Select a Password Hint Question
What was the name of your first pet?

Answer your Password Hint Question
Rover

NEXT

Try us
FREE
for 30 Days

◊ [Choosing a Member Name and Password](#)

◊ [What is a Password Hint Question and Answer?](#)

Copyright © 2004, PeoplePC, Inc. All rights reserved.

- 7 On the following window, select the method you would like to use for payment: check or credit card. Then click **Next** to continue.
- 8 If you selected credit card as the payment type, enter a valid credit card number and expiration date. Click **Join Now** when you are finished.
or
If you selected check as the payment type, enter a valid bank routing number and checking account number. Information on the screen will help you find these numbers on a check. Click **Join Now** when you are finished.
- 9 Next you will be asked to review the PeoplePC legal terms and conditions. Click the **Agree** button if you agree to the terms and conditions.

- ⑩ Congratulations! You are now a PeoplePC member. Record your member information here:

Member Name

Password

Email

Order ID

The PeoplePC software will download the remaining pieces of software. You will then be asked to restart your computer. Once you have completed this action, you will have a PeoplePC Online icon on your desktop. You will also have an PeoplePC E-Mail Notification icon. Double-click the **PeoplePC** icon to set up your connection to PeoplePC Online. Once connected, double click the **E-mail Change Notification** to let all your contacts know your new e-mail address.

Setting Up an Internet Account with a Different ISP

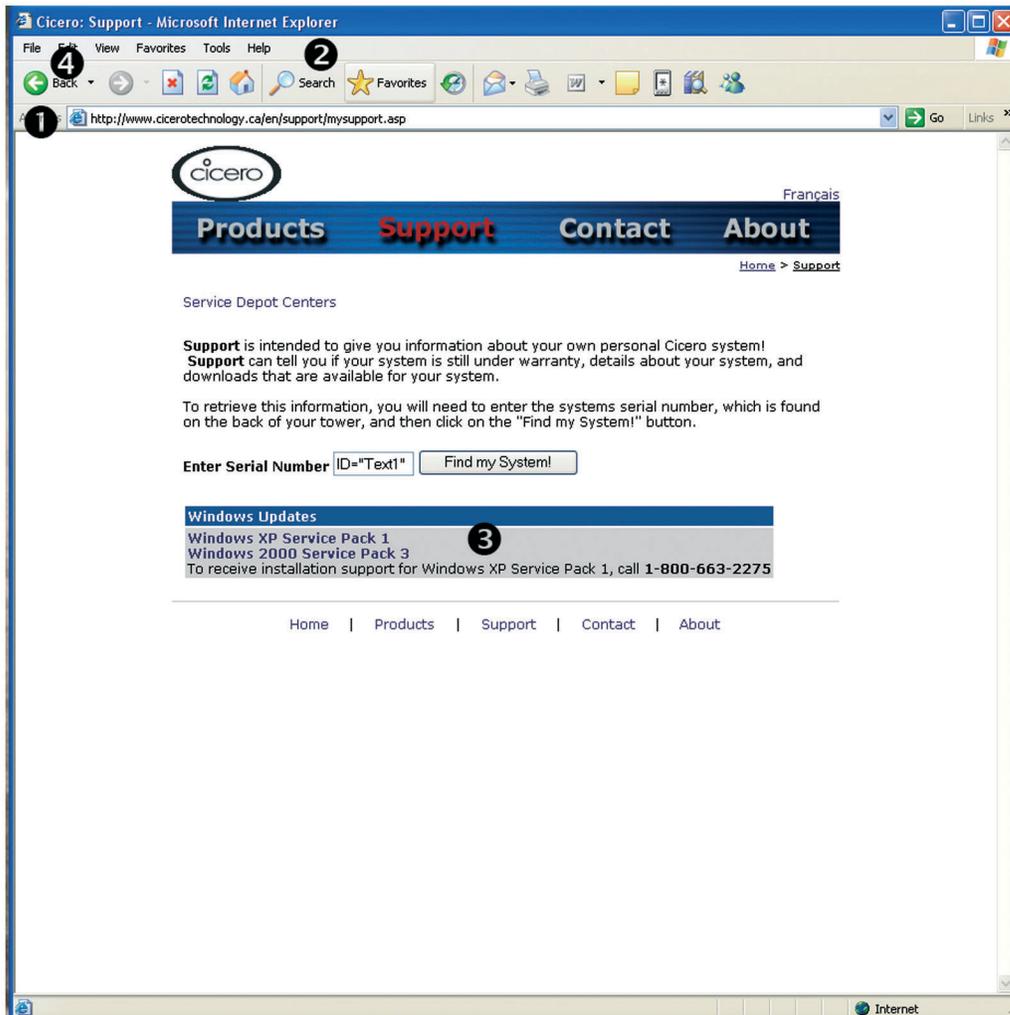
If you wish to use an Internet Service Provider other than PeoplePC or Earthlink, follow these instructions.

- ① Select **Start**, then **All Programs**, then **Accessories**, then **Communications**, then **New Connection Wizard**. Click **Next** to continue.
- ② Select **Connect to the Internet**, then click **Next** to continue.
- ③ Select the option that best fits your situation:
 - **Choose from a list of Internet service providers (ISPs)** is best if you do not currently have an account with an ISP.
 - **Set up my connection manually** is useful if you already have an account with an ISP. If you do not have your account name, password, and access phone number handy, make sure to get them from your ISP before you continue.
 - **Use the CD I got from an ISP** is the selection you should use if you wish to use a setup disc that has been provided by an ISP.
- ④ Click **Next** to continue, and follow the instructions on screen.

Accessing Websites

Once you have an Internet account, you are ready to access websites for news, hobby information, recipes, downloads, shopping, financial services, and just about anything you can imagine.

The software that you use to access websites is called a *browser*. Microsoft Internet Explorer is a browser that comes installed on your computer.



Every website has a unique name called a *URL* (uniform resource locator). For example, the URL for Cicero's website is *http://www.cicero.ca*.

If you know the URL for a website that you want to access, you can enter it in your browser's *address bar* ❶ and click **Go**. This will take you directly to the website.

INTERNET: WORLD WIDE WEB AND EMAIL

If you don't know the URL for a website that you want to access, you can search for websites that match a specific subject or topic. Many browsers have a search function ❷ built into their menus.

You can also visit specialized websites for searching the rest of the World Wide Web, such as <http://www.yahoo.com> or <http://www.google.com>. In addition to search tools, these sites may also include a *directory* that you can use to browse for sites, sort of like looking up a phone number in the yellow pages of your phone book.

You can move around different parts of a website, or even between multiple websites, using *hyperlinks* ❸. A hyperlink may be shown as an underlined section of text, a button, or even part of an image. When you move your pointer over a hyperlink, it will change from an arrow to a pointing finger. Then you can left-click to *follow* the hyperlink.

If you want to return to the page you were on before you clicked the hyperlink, you can click the *Back* button ❹ on your browser's menu bar. The Back button takes you to the most recently viewed page.

The *Help* function of your browser should provide more in-depth information about accessing websites.

Using Email

Email stands for *electronic mail*. To send an email, you will need an Internet connection and an email account. Depending on the type of email account that you have, you may also need an email program, such as Microsoft Outlook Express.

Most Internet accounts also come with a free email account. Please contact your ISP if you have questions about setting up the email account for your ISP.

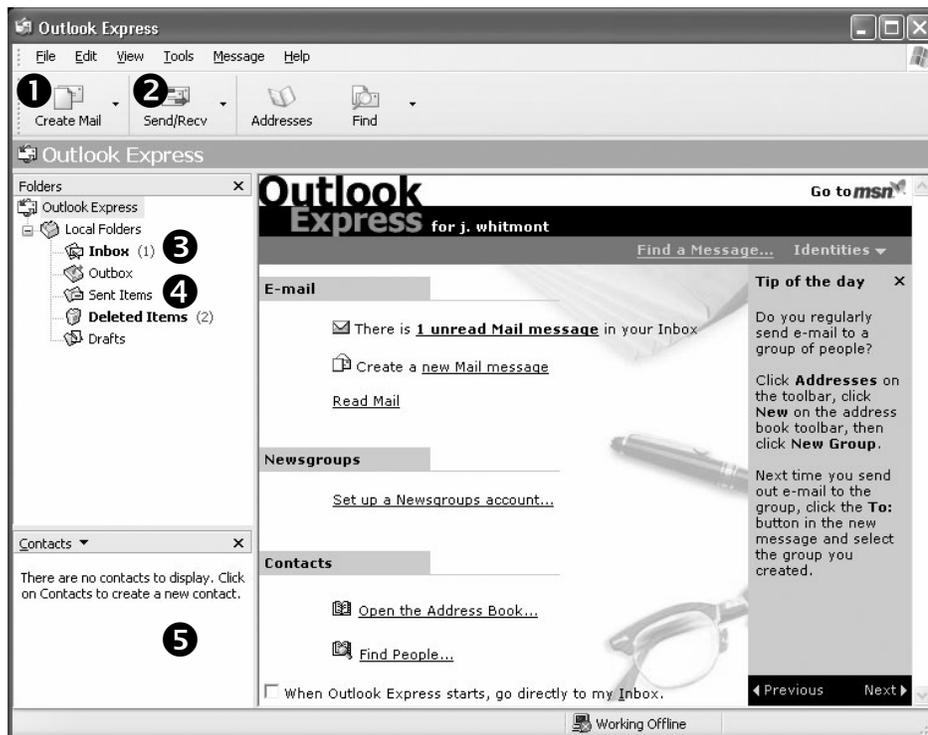
There are also services on the World Wide Web that offer free or inexpensive email accounts. These email accounts often let you use your Internet browser (for example, Internet Explorer) instead of an email program (for example, Outlook Express) to check, manage, and send email.

Email is much faster than regular postal mail. A typical email is sent and received within minutes. You can send email to Aunt Betty any time of the day or night, but she won't see your messages until she logs in to her email account and checks her *inbox*.

Microsoft Outlook Express

Your Cicero PC comes with the Microsoft Outlook Express software program for reading, sending, and receiving email. Your ISP may offer custom software for sending and receiving email. If you are using a web-based email account (for example, a Hotmail account), you may not need an email program at all.

If you are using an email account from your ISP, please contact your ISP for help setting up email. The correct settings vary depending on the type of Internet and email service your ISP provides.

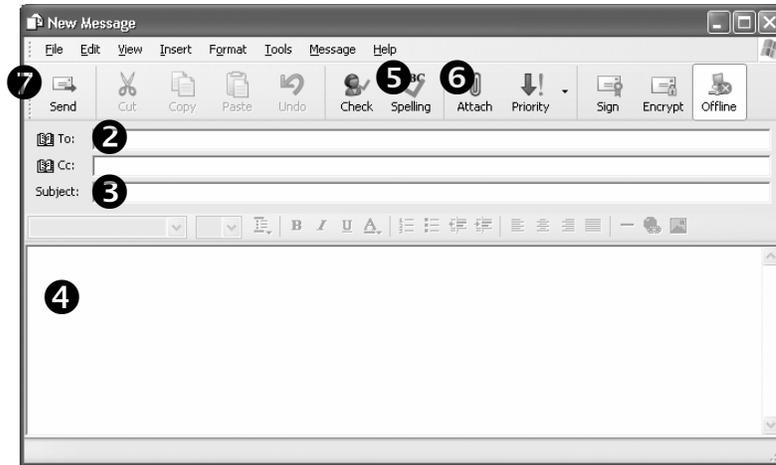


Looking at Microsoft Outlook Express

- 1 **Create Mail** button. Click here to write a new email.
- 2 **Send/Receive** button. Click here to update your *Inbox* and *Outbox*.
- 3 **Inbox**. Click here to see the email that you have received.
- 4 **Sent Items**. Click here to see the email that you have sent.
- 5 **Contacts**. Any contacts that you have added to your address list will appear here.

Creating a New Email Message

- 1 Click the **Create Mail** button to open the *New Message* window.



- 2 Type the email address of the person who will receive the email in the **To:** field. If you want to send an email to more than one person, enter a comma (,) or semicolon (;) between the different email addresses.
- 3 Enter the subject, or title, of your email.
- 4 Write the body of your email.
- 5 Optional: If you wish, you can click the **Spelling** button to check your email for spelling errors before it is sent.
- 6 Optional: To add a separate file to your email, such as a resume formatted in Microsoft Word, click the **Attach** button. This will open a separate window where you can browse for the file that you would like to attach. Keep in mind that the person who will be receiving your email may have limits to the size of email that they can accept. Anything over 5MB should be avoided.
- 7 When you are done writing your email, press the **Send** button.

For more information about using Outlook Express, click **Help** on the main menu, then click **Contents and Index** to see a list of topics.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

Your Cicero computer was designed to help you take advantage of today's digital multimedia—from MP3 music files to DVD movies and from digital photographs to home videos.

Software and Disc Type Recommendations

There are many different options available to you for working with multimedia. Sometimes, deciding on the program and the type of disc that you should use for a project can be a daunting task. The following chart shows Cicero's recommendations for some common projects. All of the software listed on this chart is included on your Cicero system.

Of course, you should always feel free to experiment with the other programs included on your system, or with third-party software purchased separately. These are only recommendations.

To...	Use this software...	And this type of disc...
Play audio CDs or MP3s	Windows Media Player or MUSICMATCH	Commercial audio CD, CD-R, or CD-RW
Play a DVD movie	PowerDVD	Commercial DVD movies, DVD-R, DVD+R, DVD+RW, or DVD-RW
Copy a CD or DVD	Nero Express	CD-R, CD-RW, DVD-R, DVD+R, DVD+RW, or DVD-RW
Create a data CD or DVD	Nero Express	CD-R, CD-RW, DVD-R, DVD+R, DVD+RW, or DVD-RW
Create an audio CD	Nero Express or MUSICMATCH	CD-R
Create a MP3 CD	Nero Express or MUSICMATCH	CD-R
Create a photo slideshow DVD	PowerProducer	DVD-R or DVD+R
Record home videos on a DVD	PowerProducer	DVD-R or DVD+R

Please note that some CDs include copy protection software that will not allow them to be played on your PC.

Music

Windows Media Player and MUSICMATCH are programs that can help you play, organize, and download music. These programs come pre-installed on your system. There are other programs available for working with music files. Which one you use depends on your personal preference.

The following instructions are for Windows Media Player 9 and MUSICMATCH 8.2. If you have an older version of these programs installed on your PC, you can update them for free by downloading the latest version from the websites below:

Windows Media Player:

<http://www.microsoft.com/windows/windowsmedia/default.aspx>

MUSICMATCH: <http://www.musicmatch.com>

- ❶ To check the version that is installed on your PC:
- ❷ Open the program.
- ❸ Select **Help**, then **About [program name]**

A window will appear with information about the version of the program installed on your PC. This works for many different software programs, not just MUSICMATCH and Windows Media Player.

Play Music CDs

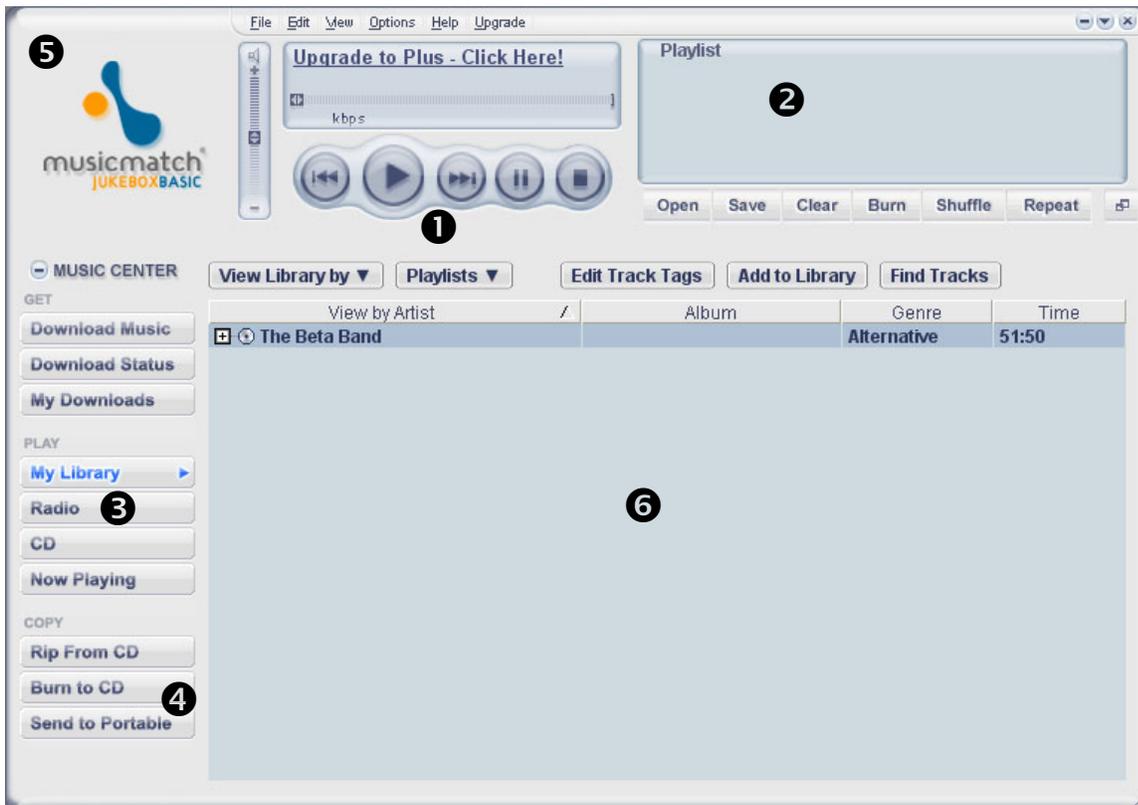
Windows Media Player or MUSICMATCH can be used to play music CDs.

- ❶ Insert your music CD into an optical drive.
- ❷ If a dialog box opens with a list of players, select either Windows Media Player or MUSICMATCH.
** or **
If a dialog box does not open, click **start**, then **All Programs**, then open either Windows Media Player or MUSICMATCH.
- ❸ If your CD does not begin playing automatically, click **play**.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

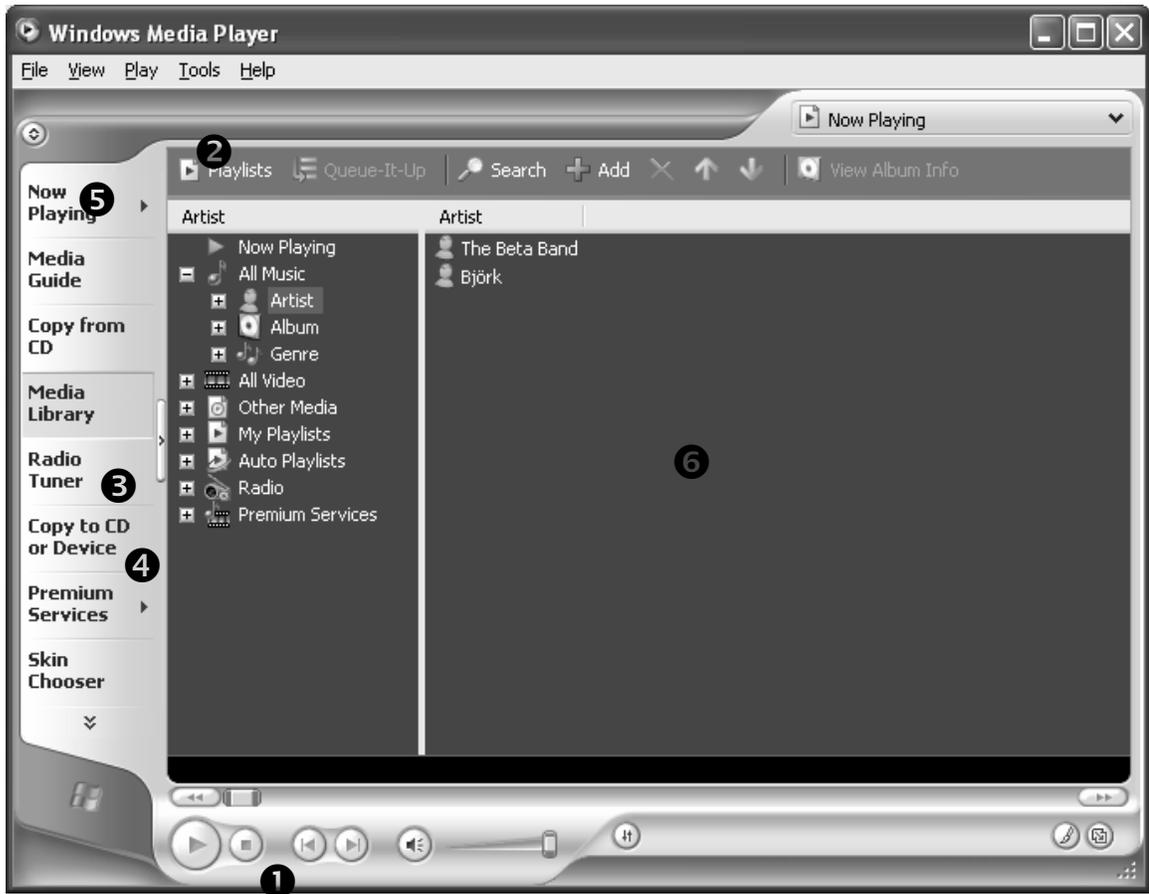
Looking at MUSICMATCH and Windows Media Player

Although the screens may look different, MUSICMATCH and Windows Media Player work very similarly.



- 1 Music controls for play ▶, skip backward ◀◀, skip forward ▶▶, pause ||, and stop ■.
- 2 *Playlists* let you create and save your own custom song lists.
- 3 If you are connected to the Internet, you can use these programs to listen to radio stations.
- 4 Send your playlists to a CD or portable music device.
- 5 Watch visualizations that pulse to the sound of your music (this is in the *Now Playing* section of Windows Media Player).
- 6 Your songs appear in the *library*, where they can be sorted by artist, album, or genre.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES



MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

Create MP3s

MP3 files are a common way of compressing music files so that they take up less space on your hard drive. You can use the MUSICMATCH software loaded on your Cicero PC to create MP3 files from a music CD. These MP3 files are automatically stored on your hard drive.

If you are connected to the Internet, MUSICMATCH can automatically list the name of the album, artist, and songs for the music that you are recording. This information can be used to name the MP3 files that you are creating. If you wish to use this feature, make sure that you are connected to the Internet before proceeding.

Some music CDs have copy protection software that prevent creation of MP3s from these CDs.

- 1 Select **Start**, then **All Programs**, then **MUSICMATCH**, then **MUSICMATCH Jukebox** to open the MUSICMATCH software.
- 2 Insert your music CD into an optical drive.
- 3 If the CD automatically begins playing, click **Stop** ■ .
- 4 Find the *Music Center* menu on the left-hand side of the MUSICMATCH window. Under *COPY*, click **Rip From CD**. Then select the drive that holds your music CD. This will open the MUSICMATCH Recorder window.



- 5 You can remove the check box next to any songs that you do NOT want to convert and save.
- 6 Click the red **Start** button at the bottom of the Recorder window.
- 7 You may see a *CD-ROM Configuration* window that says that your CD drive needs to be configured or initialized. Click **OK** to let MUSICMATCH configure your optical drive.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

- 8 MUSICMATCH will now record the selected songs on your CD to your hard drive as MP3 files.

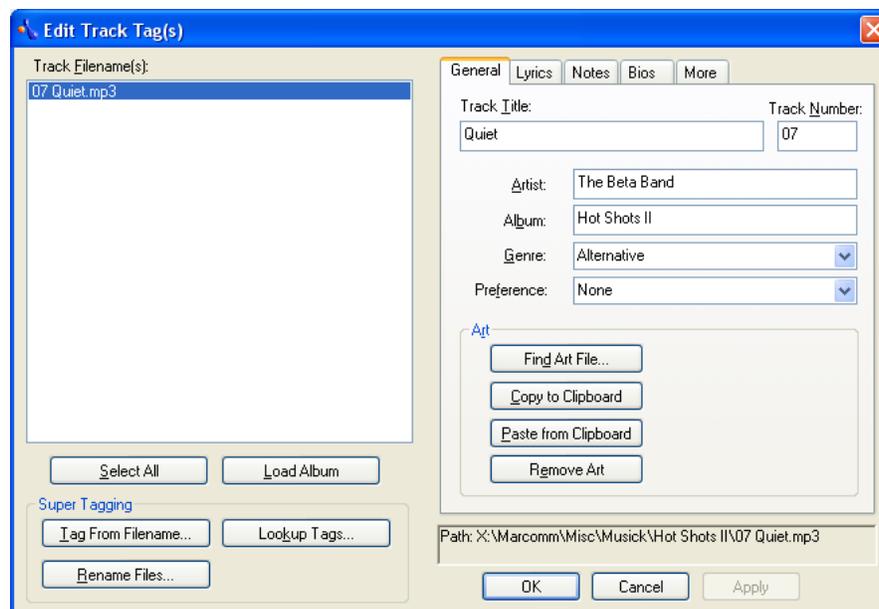
Organize Music

You can use either MUSICMATCH or Windows Media Player to organize your music files.

MUSICMATCH

In MUSICMATCH, your music files can be organized in *My Library*.

- 1 First you must add your music files to My Library. When you use MUSICMATCH to create MP3s from music discs, these MP3s are automatically added to My Library. You can also add songs to My Library by dragging and dropping the files from Windows Explorer, or by clicking the **Add To Library** button.
- 2 Once your files are added to My Library, you can sort them by genre, artist, song title, or other categories. Click **View Library by** to select from a list of categories that can be used to sort your music.
- 3 MUSICMATCH uses *track tags* to identify and sort your music files. To change the title, genre, or other information about a song, right-click the song in My Library and select **Edit Track Tag(s)...** in the menu that appears. The *Edit Track Tag(s)* window will open. When you are finished making changes, click **OK**.



MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

Windows Media Player

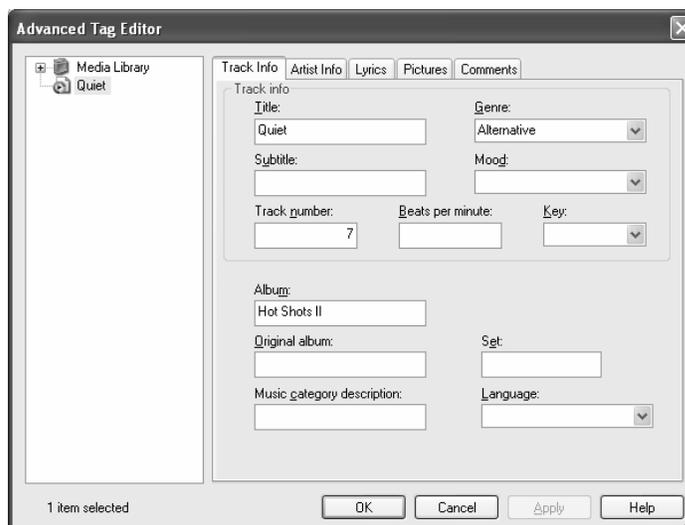
In Windows Media Player, your music files are organized in the *Media Library*.

- 1 The first time you select Media Library in Windows Media Player, a dialog box will appear asking if you would like to search your computer for media. If you already have songs saved on your hard drive, this is a quick way to add them to your library. Click **Yes** to search your hard drive for songs.

*** or ***

If this dialog box does not automatically appear, or if you want to access this feature in future sessions with Windows Media Player, simply open the program and press **F3** on your keyboard.

- 2 This will open the *Add To Media Library By Searching Computer* dialog box. You can use the options in this dialog box to specify where and how you want Windows Media Player to search for your music files. Click the **Help** button on this screen for more information. When you are finished adjusting the settings, click **Search**.
- 3 A progress bar will appear. When the search is completed, click **Close** to clear the dialog box.
- 4 To see the music that you've added to your Media Library, click **All Music** on the left side of the screen. Click the small **+** symbol next to All Music to see different options for viewing your music files.
- 5 Like MUSICMATCH, Windows Media Player also uses track tags to identify and sort your music files. To change the title, genre, or other information about a song, right-click the song and select **Advanced Tag Editor**. This will open the *Advanced Tag Editor* window, where you can update and add information about a song. When you are finished making changes, click **OK**.



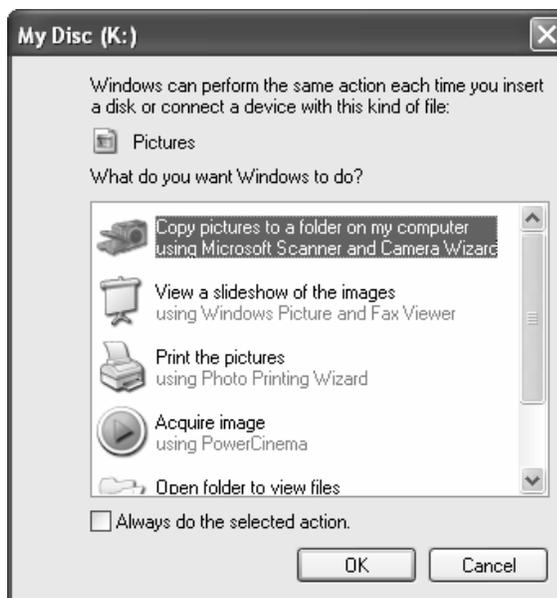
Photos

Moving Images from a Digital Camera to Your PC

Most digital cameras store images on a *memory card*. If the memory card used by your digital camera is one of the types supported by the Cicero card reader, then you can use it just like a floppy disk to transfer images. This method does not require special drivers, nor does it require that your camera be on while you transfer images.

Please check the separate Specifications Sheet to see whether your PC includes a card reader, and the types of cards it supports.

- 1 Turn off your digital camera.
- 2 Remove the memory card from your camera (see the instructions for your camera for help with this step).
- 3 Insert the card in the appropriate memory card slot on your card reader.
- 4 After a moment, a window may open that lists a series of actions that Windows can perform with picture files. Select **Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard** and follow the simple instructions on screen.



MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

- 5 If the action window does not open, double-click **My Computer**.
- 6 Double-click on the icon for the type of memory card that you are using. You may need to open several folders on the memory card before you find your images.
- 7 Drag the images from your memory card to a folder on your computer.
- 8 Don't forget to put the memory card back in your camera when you have finished!

If your digital camera does not use a memory card supported by your Cicero card reader, or if your PC does not include a card reader, you will need to follow the instructions that came with your camera to connect it to your PC and transfer images. Typical setup instructions might look like this:

- 1 Install a driver from a CD-ROM.
- 2 Connect your camera to the PC with a USB cable.
- 3 Turn your camera on, and make sure that it is set to the correct mode.

Please contact your camera manufacturer if you have questions about using your camera with your Cicero PC.

Creating Photo Slideshow Discs using PowerProducer

You can use the PowerProducer software included with your Cicero PC to create digital photo slideshows that can be recorded to CD or DVD. These discs can be played on other PCs and many conventional DVD players.

Step 1: Disc Settings

- 1 If you have not already done so, follow the instructions above to move the digital images from your camera to your PC.
- 2 Click **Start**, then **All Programs**, then **PowerProducer**, then **PowerProducer** to open the PowerProducer program.
- 3 Once the program is open, select **Produce Movie Disc**.
- 4 Select the output disc format: **VCD** or **DVD**.
VCD is a lower-quality video format that can be saved to CD-R or CD-RW. It can be played on some conventional DVD players.
DVD is a higher quality format that can be saved to DVD-R, DVD+R, DVD+RW or DVD-RW. It is more likely to be compatible with

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

conventional DVD players than VCD. Click on the  icon for more information about these formats.

- 5 Select the **Country**. This is the country where your disc will be played. This is important because TVs in different countries sometimes use different video formats. USA is the default.
- 6 Select the **Video Quality**. Your Cicero PC has enough power to record at the highest quality.
- 7 Click **Next**. This is the green arrow pointing to the right at the bottom of the screen. The green arrows let you move back and forth between the PowerProducer screens to change your selections.

Step 2: Develop Your Slideshow

- 1 You should now see the *Capture/Import Content* screen. Under *Extra Features* on the left side of the screen, click **Create Slideshows**.
- 2 You should now see the *Create Slideshows* screen. Click **Create an Album**. This will open a dialog box where you can browse for the images that you would like to include in your slideshow. You can select multiple images in a folder by holding the **CTRL** key while you click on the images. Click **Open** and wait for the images to be imported into PowerProducer. The image(s) that you selected will appear on the film strip at the bottom of the screen.



MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

- ③ To add more photos to your slideshow, click **Add Files to Album**, select the images, and click **Open**.
- ④ To change the order in which your photos appear, simply click and drag them on the film strip at the bottom of the screen.
- ⑤ *Optional:* To use an MP3 as background music for your slideshow, click this symbol:
 This will open the background music screen, where you can select a song and adjust the music settings.
- ⑥ *Optional:* To change how long a photo remains on screen, select the photo on the film strip, then enter the number of seconds that you would like it to be displayed under **Slide Duration**.
- ⑦ When you are finished arranging your slides, click the **green checkmark** to return to the *Capture/Import Content* screen. Click **Next** to move to the *Preview* screen.
- ⑧ *Optional:* To change the way that menus will appear on a DVD or VCD, click the **Authoring** button for more options.

Step 3: Test and Burn Your Disc

- ① On the *Preview* screen, click on the buttons of the on-screen remote control to test your slideshow before burning it to disc. When you are satisfied with your slideshow, click **Next**.
- ② Make sure there is a blank disc in the drive. If you are creating a DVD, use DVD-R, DVD+R, DVD+RW or DVD-RW. If you are creating a VCD, use CD-R or CD-RW. Remember that you can record to an "R" disc only once. You will not be able to add to or copy over an "R" disc once you have burned something to it.
- ③ Decide whether to include PowerDVD Player on your disc. You can include PowerDVD Player to make sure that your disc will play on computers that do not already have software for movie disc playback. Including PowerDVD player may take up more space on your disc. It will not affect playback on home DVD players.
- ④ Click the **Finish** button to make your disc:



Movies

Playing a DVD Movie

Cicero has included the award-winning PowerDVD software for playing movies on your PC.

- 1 Insert your DVD into an optical drive that can read DVDs, e.g., a DVD or DVD-RW drive.
- 2 If a dialog box opens with a list of players, select **PowerDVD**.
** or **
If a dialog box does not open, click **Start**, then **All Programs**, then **PowerDVD**, then **PowerDVD**.
- 3 If your movie does not begin playing automatically, click **play** ▶ in the center of the control wheel.



If your PC has two drives that can play DVDs (for example, a DVD-RW drive and a DVD drive), PowerDVD may recognize only one of the drives automatically. To view DVDs from the other drive, press **CTRL + O** or click the **Select Source** button , then choose the drive you wish to use.

Regional Playback Information for DVD

The playback of DVD movies includes the decoding of MPEG2 videos, digital AC3 audio data, and the deciphering of CSS protected contents. CSS (sometimes called copy guard) is the name of a data protection program incorporated by the movie industry as an action against illegal copies.

Among the numerous regulations for CSS licensees, the most important ones are the country-specific playback restrictions. In order to facilitate the geographically restricted release of movies, DVD titles are released for certain regions. Copyright laws require the restriction of each DVD movie to a

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

certain region (usually the region in which it is sold). DVD movie versions can be published in several regions, but the CSS regulations require that each CSS decipherable system may be used only in one region.

The decoding software included with your PC may be changed for regional DVD decoding up to five times, after which the drive will play DVD movies only for the region setting last entered. Changing the region code after that is not covered by the warranty.

Create Home Movie Discs with PowerProducer

PowerProducer is a quick way to transfer your home movies from your digital or analog video camera to a VCD or DVD that can be played on most home DVD players. This software is designed for home users. You will not need technical knowledge about video or disc formats to create professional-looking movies with customized menus and transitions. Simply tell PowerProducer what type of disc you want to create and it will do all the conversions for you!

FIREWIRE AND USB

If you have the option of using FireWire® or USB to transfer your movies to your PC, Cicero strongly recommends that you use FireWire (also called IEEE 1394, DV/Digital Video, or i.LINK®). FireWire produces high-quality results and is very easy to use. Some digital video camera manufacturers do not provide a FireWire cable even if the camera is capable of using one. You can purchase a FireWire cable at your local electronics retailer.

If you use a USB connection, use the software and instructions provided with your camera to move your video to your PC. Make sure you write down the name and location of the files that you transfer to your PC! You will need this information to create your DVD in PowerProducer.

After you have transferred your video files to your PC, go ahead to *Step 2: Start PowerProducer*. When you reach *Step 4: Capture/Import Content*, follow the instructions to *Import Video Files* instead of *Select Your Digital Camera*.

Step 1: Connect Your Video Camera to Your PC

Most *digital video cameras* can be connected to a PC using a *FireWire* cable. A FireWire cable will carry both sound and video from your digital camera to the PC.

Analog video cameras can be connected to a PC using either composite video or S-video. Not all Cicero PCs come with ports for composite video in and/or S-video in.

Composite video and S-video connections carry video signals only. There will be a separate connection to carry the sound signal to the computer.

The sound connection that you need will depend on your video camera and your specific Cicero system. Some Cicero systems come with red and white 1/4" phono (RCA) jacks on the front of the PC. These can be used with most video cameras.

You can also use the blue 1/8" audio input port on either the front or back of your PC. However, you may need to purchase an adapter. Most video cameras will require a 1/4" phono (RCA) jack to 1/8" stereo plug adapter.

AUDIO SOURCE

If you are using a FireWire connection, it will automatically capture the sound as well as the video. You do not need to select an Audio Source.

If you are using a connection other than FireWire, please note that the audio input on the front of your computer is *Aux* and the audio input on the back of your computer is *Line in*.

Step 2: Start PowerProducer

- 1 Click **Start**, then **All Programs**, then **PowerProducer**, then **PowerProducer**.

****or****

When you plug in your digital video camera using a FireWire connection, a dialog box called *Digital Video Device* may appear. One of the options in this box should be **DV Capture/Transcode using PowerProducer**. Click this option, and then click **OK**. This will start PowerProducer.

- 1 Once the program is open, select **Produce Movie Disc**.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

Step 3: Select Your Disc

❶ Select the output disc format: VCD or DVD.

VCD is a lower-quality video format that can be saved to CD-R or CD-RW. It can be played on some conventional DVD players.

DVD is a higher quality format that can be saved to DVD-R, DVD+R, DVD+RW or DVD-RW. It is more likely to be compatible with conventional DVD players than *VCD*. Click on the ⓘ icon for more information about these formats.

❷ Select the Country. This is important because different countries may use different video formats. USA is the default.

❸ Select the Video Quality. Your Cicero PC has enough power to record at the highest quality. The quality of your disc will also depend on the video camera and settings used when recording your video.

❹ Click Next. This is the green arrow pointing to the right at the bottom of the screen. The green arrows let you move back and forth between the PowerProducer screens to change your selections.

Step 4: Capture/Import Content

❶ Select your video camera. If you are using FireWire to connect your digital video camera, it should appear in the *Video Devices* list. If you are using composite or S-video to connect your analog video camera, the **VCR** button should select your camera.

** or **

Import video files. If you have already captured your video onto your PC, click **Import Video Files**. Click on the video file that you want to use, and then click **Open**. This will bring the file into PowerProducer and return you to the *Capture/Import Content* screen. Skip sections ❷ through ❹ if you are importing video files instead of capturing directly from your video camera.

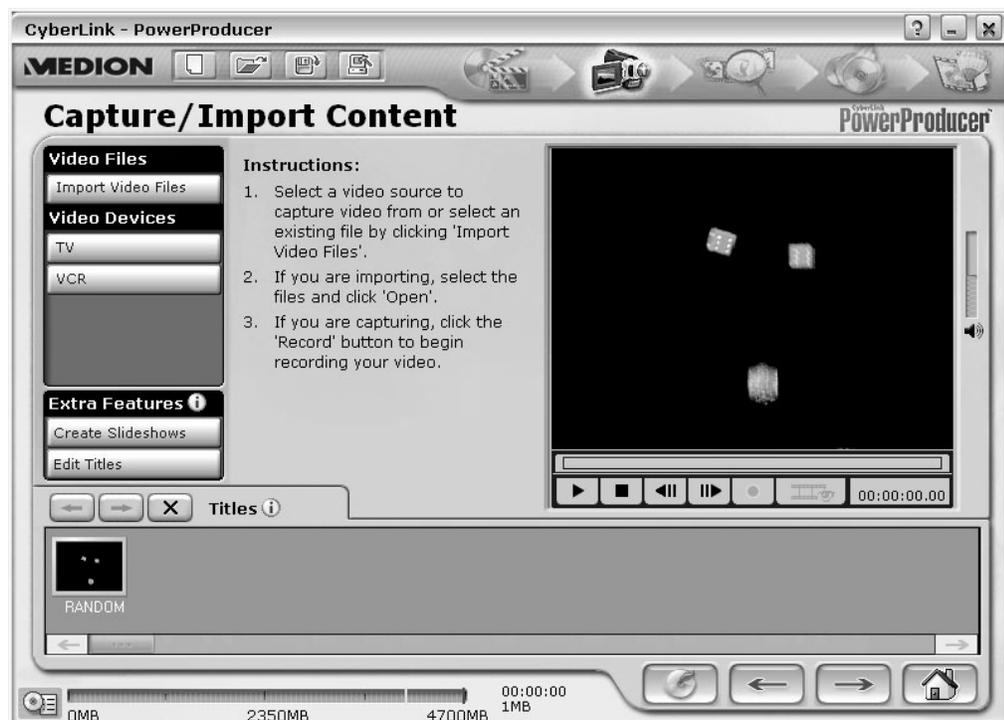
❷ Find the section of video you want to capture. If you are using a digital camcorder with a FireWire connection, you should be able to use the DV control buttons on the screen to control your camera. This should work just like pressing the buttons on the camera itself. Use the DV control buttons or the camera buttons to rewind or fast forward to the section of video tape you want to capture.

** or **

If you are using an analog camcorder and connection, use the buttons on your video camera to find the section that you want to capture.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

- ③ **Decide whether to enable non real-time capturing.** If the *Enable non real-time capturing* box **is** checked, you will capture video slowly but with a high level of accuracy. If the box **is not** checked, you will capture video more quickly, but it will require more power from the PC to make sure that none of your video is lost. Your Cicero PC should be powerful enough to capture video with the box unchecked. However, this depends on the other programs that your PC may be running in the background, such as virus protection software.
- ④ **Start playing the video on your video camera.** The video you want to capture should appear in the preview window.
- ⑤ **Click the *Record* button.** This button is the red circle beneath the preview window. The program starts recording. It shows captured time and file size.
- ⑥ **Click *Stop*** when you are done recording. If you have selected non real-time capturing, the program will take some time to process the captured video after you click Stop. Your video clips should now appear in the *Titles* library at the bottom of the *PowerProducer* window.



- ⑦ **Optional - Click the *Edit Titles* button.** Edit Titles lets you trim sections of your movie after they have been captured. *Trim* allows you to cut off

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

a piece at the beginning and/or end of a title. When you are done editing, click the green checkmark (OK) to accept your changes and return to the *Capture/Import Content* screen. You can also click the red X (Cancel) to return to the *Capture/Import Content* screen without making changes to your video.

- 8 **Click *Next*** (the green arrow pointing to the right) to go to the *Preview* screen.

TITLES AND CHAPTERS

In PowerProducer, *Titles* are separate movies on your DVD. When one title finishes playing, your DVD player will return to the menu screen for you to make another selection. Titles are edited in the *Edit Titles* screen, which is accessed from the *Capture/Import Content* screen.

Chapters are sections of titles. Your DVD will play seamlessly from one chapter to the next without returning to the menu screen. Chapters can be set in the *Authoring* screen, which is accessed from the *Preview* screen.

Step 5: Preview

- 1 **Test that your disc will play correctly.** The picture of a remote control on this screen works just like a normal DVD player remote control. Use this to test your recording before you burn it.
- 2 **Optional - Click on the *Authoring* button to set chapters and create menus.** When you are done authoring, click the green checkmark (OK) to accept your changes and return to the *Capture/Import Content* screen. You can also click the red X (Cancel) to return to the *Preview* screen without making changes to your video.
- 3 When you are satisfied with your disc, click ***Next*** (the green arrow pointing to the right) to go to the *Final Output* screen.

Step 6: Burn Your Disc

- 1 **Make sure there is a blank disc in the drive.** If you are creating a DVD, use DVD-R, DVD+R, DVD+RW or DVD-RW. If you are creating a VCD, use CD-R or CD-RW. Remember that you can record to "R" discs only once. You will not be able to add to or copy over an "R" disc once you have burned something to it.
- 2 **Decide whether to include PowerDVD Player on your disc.** You can include PowerDVD Player to make sure that your disc will play on computers that do not already have software for movie disc playback.

MULTIMEDIA: SOUND, PHOTOS, AND MOVIES

Including PowerDVD Player may take up more space on your disc. It will not affect playback on home DVD players.

- 3 Click the ***Finish*** button to make your disc. The ***Finish*** button is in the bottom-right corner of the screen. It looks like a CD that is burning (on fire).



BURNING TIME

The burning process can take a long time to complete. Please be patient. Usually, your computer is still creating your disc even if it appears to have stopped.

CHANGING HARDWARE AND SOFTWARE

Your Cicero PC includes everything you need to get started right away. However, we have also made it easy to add third-party hardware and software so you can customize your Cicero PC to meet your specific needs.

Adding Software (Programs, Games, etc.)

During software installations, important files can be changed or even deleted. Cicero recommends that you set a Windows XP recovery point before installing software. Instructions and additional information about Windows XP recovery points can be found in the *System Recovery* section of this manual.

For specific installation information, refer to the documentation that came with the software program. Here is a typical installation procedure.

- ❶ Load the software program installation disc in an optical drive. If your installation disc is a DVD, make sure that the drive that you use can read DVDs.
- ❷ Most installer programs start automatically after a few moments. If the installer program does not start automatically, you can manually start it by double-clicking **My Computer**, and then double-clicking the drive letter where you loaded the software program installation disc.
- ❸ Follow the instructions given by the program.

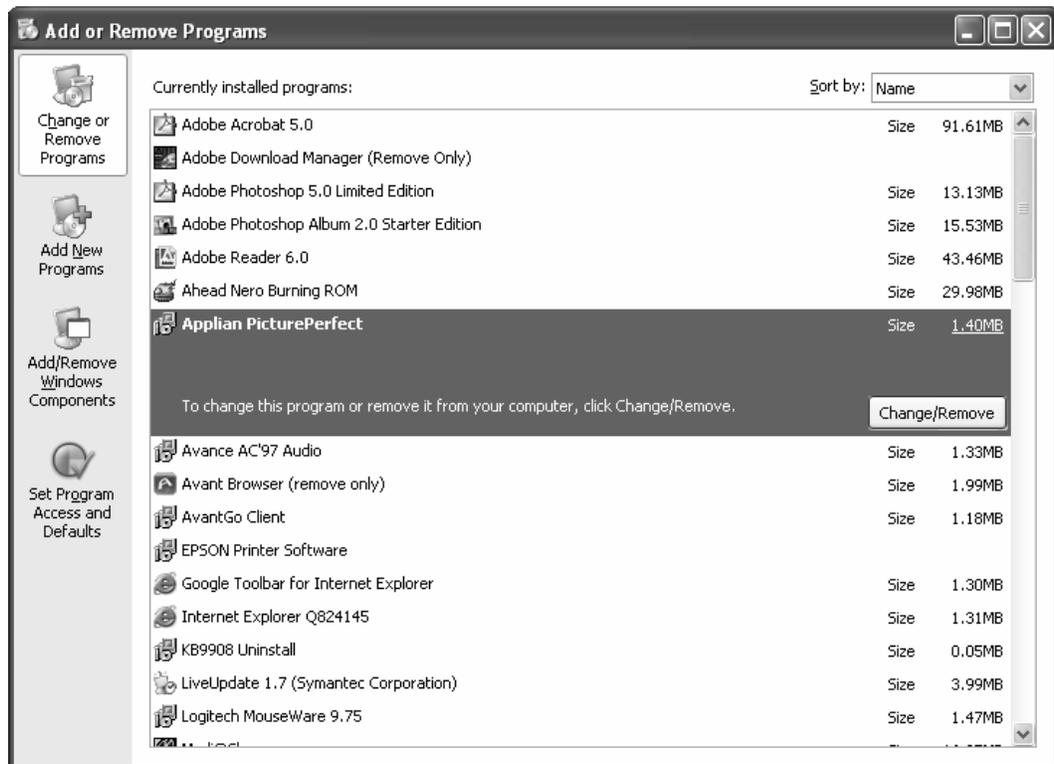
Digital Signatures

When installing software or drivers, you may receive the message "The software you are installing has not passed Windows Logo testing to verify its compatibility with Windows XP." Although the software lacks the digital signature, it may work properly. Click on ***Tell me why this testing is important*** to get detailed information. Click on ***Continue Anyway*** to continue to install your software.

Removing Software Programs

Removing a software program is not as simple as deleting a folder on your hard drive. Although this will certainly stop the program from working, it will leave stray parts of the program that can clutter up your system and reduce your system's performance. Instead, always use Windows' *Add or Remove Programs* feature to get rid of software that you don't want on your PC.

- ❶ Click **Start**, then select **Control Panel**, then **Add or Remove Programs**.
- ❷ A list of the programs installed on your computer will appear. Select the program you would like to remove, then click the **Change/Remove** button.



- ❸ A dialog box will appear. Confirm that you want to remove the program by clicking **Yes**.
- ❹ Follow the instructions on screen.

Adding Peripherals (Printers, Scanners, etc.)

Most modern peripherals are very easy to install. Simply follow the instructions that came with your device.

In general, there are two steps to adding any peripheral to your PC.

- ❶ First, you must make sure that your hardware is connected correctly. Make certain that you have located the correct port on your computer and that all plugs are firmly inserted.
- ❷ Second, you will need to install the correct *device driver*. A driver is a piece of software that lets the PC and the peripheral communicate with each other. Some drivers come pre-loaded as part of your operating system, but some will need to be installed from a disc that came with your peripheral. If you have misplaced the disc that came with your peripheral, you may be able to download the correct driver from the manufacturer's website.

If you connect a peripheral device and it is not automatically recognized by Microsoft Windows XP, try the *Add Hardware Wizard*.

- ❶ Select ***Start***, then ***Control Panel***.
- ❷ If you are in Category View, click ***Switch to Classic View***.
- ❸ Double-click ***Add Hardware***.
- ❹ Follow the instructions on screen.

Please contact the manufacturer of your peripheral device if you have any questions about its setup or use.

NETWORKING

A network is a system of two or more computers connected together. Networks can be used to share an Internet connection, files, or peripheral devices such as printers. You can also use a network to pit your skills against your friends and family in popular multi-player games. There are two basic types of network, *wired* and *wireless*.

Wired Networks

A wired network requires that all PCs and peripherals on the network be connected with a physical cable, commonly called Cat 5 cable.

Each PC on the network will need a network, or Ethernet, port. If one of your PCs did not come with an Ethernet port, you will have to add an Ethernet card (or Ethernet PC card for notebooks) in order to connect the PC to your network. Ethernet comes in different speeds, 10Mbps (standard Ethernet), 10/100Mbps (Fast Ethernet), and 10/100/1000Mbps (Gigabit Ethernet). Your Cicero PC uses a 10/100 Fast Ethernet connection.

You will also need an Ethernet router, switch, or hub. A router should have a port for connecting a cable or DSL modem, support for dynamic IPs, a built-in firewall, and enough ports for all of the computers and devices on your network. Switches and hubs do not generally provide support for dynamic IPs or firewall features.

Setting Up a Wired Network

Although every network is slightly different, here is the basic procedure for setting up a wired network using a router. If you are using a switch or hub instead of a router, you may first need to contact your ISP to receive multiple IP addresses, which may incur an additional charge.

- ❶ Turn off and unplug all of the devices that will be used on your network.
- ❷ If you are using a DSL or cable modem, connect this to the router with Cat 5 cable. Make sure that you are using the correct port, usually labeled *uplink*.
- ❸ Connect each of the PCs that you want to network to the remaining ports on the router with Cat 5 cable.
- ❹ Turn on the PCs, your modem, and the router. There should be a row of lights on the router that corresponds to each of the devices that are

NETWORKING

plugged in to it. If a light for one of your connections does not come on, make sure that the cable is connected securely and that the device is on.

- 5 On your Cicero PC, click **Start**, then **All Programs**, then **Accessories**, then **Communications**, then **Network Setup Wizard**, and follow the instructions on screen.
- 6 When the Network Setup Wizard is finished, it will ask if you want to create a network setup disc. This disc can be used to run the Network Setup Wizard on other PCs on your network, even if they are running older versions of the Microsoft Windows operating system.

Wireless Networks

A wireless network offers the same benefits as a wired network, but—you got it—without the pesky wires. A wireless network can be extremely useful, especially if you use a notebook at home. Keep in mind that a variety of factors can impact wireless network performance, including the distance between devices, the construction of your home, and electrical interference.

There are a few different wireless standards out there. All of the devices on your network will need to be compatible with the same standard in order for your network to function.

- *802.11a* is generally used only in office settings. It is less likely to receive interference from other home electronics, and it is faster than 802.11b. However, 802.11a has a short range (25 to 50 feet) and the components are generally more expensive.
- *802.11b* is the common standard for hotspots at colleges, airports, and coffee shops. It has a range of 100 to 150 feet. Microwaves and cordless phones may cause interference with an 802.11b network. 802.11b is generally inexpensive.
- *802.11g* is the same speed as 802.11a, but it is compatible with 802.11b. However, if there are also 802.11b devices on your network, it will run at the slower 802.11b speed. 802.11g may also be susceptible to interference from microwaves and cordless phones.

Do not use a wireless LAN in any environment where it may cause interference with critical devices, such as a hospital.

Setting Up a Wireless Network

To connect multiple PCs and share a broadband Internet connection with a wireless network, you will need a *wireless router*. Your cable or DSL modem connects directly to the wireless router with Cat 5 cable. Your wireless PCs connect to the wireless router via radio waves.

Typically, you will need to add wireless capability to your Cicero desktop PC in order to connect it to your network wirelessly. This can be done with either a USB or PCI 802.11 adapter.

Because the procedure for setting up a wireless network varies based on the equipment that you are using, you should always follow the instructions that came with your wireless access point to set up your wireless network.

For more information on networking, please see the Help and Support Center accessible from the *Start* menu.

Setting Up a Mixed Wired/Wireless Network

If you are networking both wired and wireless computers, you have a couple of options. If you already have an existing wired network with a router, you can purchase a wireless access point and connect it to an open port on your router. In this case, all of your wireless computers will communicate with the network through the wireless access point.

Or, if you don't already have a wired router, you can purchase a wireless router that has a wired switch/hub built into it. That way you can have any wireless computers connected to the wireless router, and you can add any computers that don't have a wireless network controller to the built-in switch/hub on the wireless router.

The best source of help and information when setting up your wireless or mixed wired/wireless network is the manufacturer of your wireless router or wireless access point. Please contact the manufacturer of your wireless networking equipment for help with your wireless network.

PC AND DATA CARE

Proper care of your PC can help extend its working life and protect your important files.

Backing Up Data

Back up your data regularly to external media such as CDs, DVDs, or floppy disks. Windows XP provides both a *Backup* program and a *Files and Settings Transfer Wizard* for this purpose. To use these tools, click the **Start** menu, then choose **Accessories**, then choose **System Tools**.

Maintenance Programs

You can avoid some hardware and software errors with use of two Windows XP programs: *Disk Defragmenter* and *Disk Cleanup*. To use these tools, click the **Start** menu, then choose **Accessories**, then choose **System Tools**.

Disk Defragmenter

Disk defragmenter reorganizes the files on your hard drive. This can improve hard drive performance. Running the disk defragmenter program can take a considerable amount of time. Make sure that you are logged off of any network before running disk defragmenter. Do not use your mouse or keyboard while running disk defragmenter or you may reset the process.

Disk Cleanup

Disk cleanup deletes unnecessary files to free up space on your hard drive. You will have the option to choose which types of files to delete, such as temporary Internet files or files in the recycle bin.

Scheduling Tasks

The *Scheduled Task Wizard* lets you set specific times that you want maintenance programs, such as disk defragmenter, to run. This way you can make sure that the maintenance programs are completed without interfering with your PC use. However, your PC must be on in order to run scheduled tasks. If you set a task to run at midnight, but you turned off your PC when you went to bed at eleven, your task will not run.

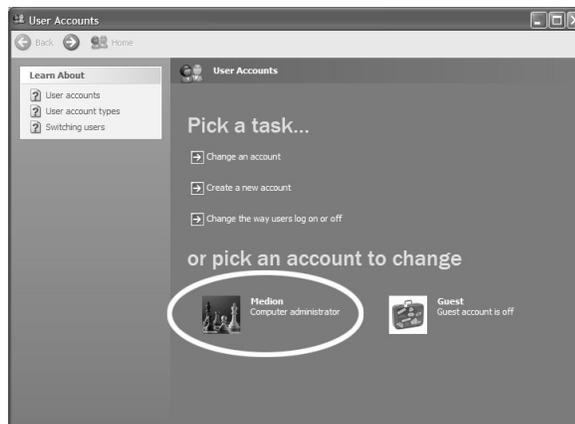
To schedule a maintenance task:

- 1 Select **Start**, then **All Programs**, then **System Tools**, then **Scheduled Tasks**.
- 2 Double-click **Add Scheduled Task** to open the Scheduled Task Wizard.
- 3 Click **Next**, then select the program that you want to schedule.
- 4 Follow the instructions on the screen.

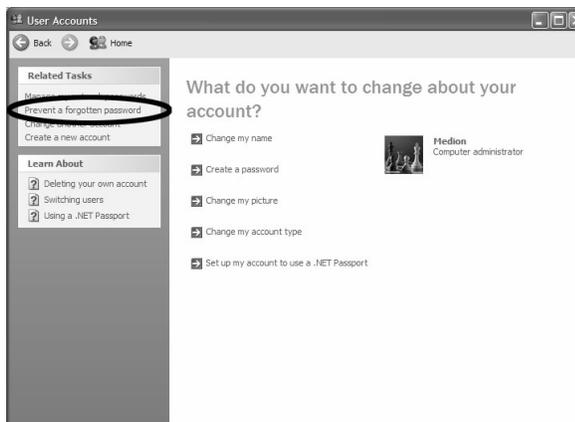
Password Reset File

You should create a password reset disk and keep it in a safe place in case a you forget your password. To create a password reset disk:

- 1 Select **Start**, then Control **Panel**, then **User Accounts**. Click on the icon for your account.



- 2 Select Prevent a **forgotten** password on the left side of the window.



- 3 Follow the instructions on the screen.

Cleaning Your PC

Always turn off your PC and all attached peripherals before cleaning them. Some electrical current will still flow through your PC, even when it is off, so you should also unplug your PC from the wall outlet.

The exterior of your PC should be cleaned with a damp, lint-free cloth. It is important to pay special attention to the vents on the case, as these are very important for keeping your PC cool. Be very careful not to drip any liquid into the vents. Do not use abrasive or solvent cleaners.

Your PC monitor should also be cleaned with a damp, lint-free cloth. Use only water to clean your monitor—glass cleaners can scratch or damage your screen.

Your keyboard should be cleaned using an aerosol can of air with a long nozzle extension. Blow air beneath the keys to remove trapped dust and lint.

If you have an optical mouse, wipe the bottom with a damp, lint-free cloth to clean it.

If you have a ball mouse, you can remove the ball and clean the inside with a cotton swab. Flip the mouse upside down. Locate the circular panel around the mouse ball. Turn this panel counter-clockwise until the panel and the mouse ball can be removed. Be careful not to misplace your mouse ball while you're cleaning! When you are finished, replace the mouse ball and the panel.

Transporting the PC

Please observe the following guidelines when transporting the PC:

- To avoid damage during transport, repack the PC in its original packaging.
- Wait until the PC has reached ambient (room) temperature before connecting it to the AC outlet. Extreme variations in temperature and humidity can create condensation within the PC and might cause it to short-circuit.

TROUBLESHOOTING

Safety Guidelines

When troubleshooting problems with your PC, please follow these safety guidelines:

- Always turn off and unplug your PC before removing your PC case.
- Never attempt to open the monitor case.
- Make sure that you are grounded to prevent electrostatic discharge before opening your PC case. This can be done by touching the PC's metal case while it is still plugged into a grounded outlet. An anti-static wrist strap is recommended.

First Steps

Many common problems can be solved very quickly and easily by following these simple steps.

- ❶ Check that the PC is plugged in, that the AC outlet is providing power, that the rocker switch on the back of your PC is in the **|** position (not the **o** position) and that the surge protector or power strip is turned on.
- ❷ Check the connections between your PC and all peripherals, such as the mouse and keyboard.
- ❸ Check that there is no disc in the floppy drive, and no bootable disc (for example, the Application & Support disc) in any optical drives.
- ❹ Check that there is space remaining on your hard drive.
- ❺ If the problem occurred while installing or removing a peripheral, check that you performed all tasks as instructed and review the documentation for the peripheral.
- ❻ If the problem occurred while using a software program, check the printed documentation or online help for the program.

Troubleshooting Common Problems

A CD or DVD Will Not Play

- ❶ Make sure that the disc has been inserted properly, and that the label side is facing up.
- ❷ Check to see if the disc needs to be cleaned. Always clean discs by wiping from the center to the edge—never use a circular motion. Use only cloths made especially for cleaning discs.
- ❸ Try a different disc. Sometimes discs become flawed or scratched and cannot be read by your PC.
- ❹ If you are trying to play a music CD, make sure that the volume is turned up and that speaker cables are connected correctly.
- ❺ If you are trying to play a DVD, make sure that it is in a drive that can read DVDs.
- ❻ If you are trying to play a DVD movie, check that the regional code of the DVD matches the regional code of your DVD drive. The regional code for the United States and Canada is 1.
- ❼ Restart your computer to make sure it is not a temporary memory error.
- ❽ In some cases, the disc may not play because of copy protection software.

A CD or DVD Recording Failed

- ❶ Close all other programs and don't perform any other tasks while making your recording.
- ❷ Reduce the recording speed.
- ❸ Make sure that you have enough room on the disc to which you are trying to record.
- ❹ Make sure that you have enough space on your hard disk drive.

Colors Are Uneven

- 1 Move the monitor away from possible sources of interference, including speakers, printers, fluorescent lights, other monitors, or other electronic devices.

Hard Disk Drive Problems

If you suspect that there is a problem with your hard drive, run Check Disk to scan the drive for errors.

- 1 Double-click **My Computer**.
- 2 Right-click the drive that you want to check, and select **Properties** in the menu that appears.
- 3 Select the **Tools** tab.
- 4 Under *Error-checking*, click **Check Now**.
- 5 In the dialog box that appears, click **Start**. Check Disk will scan the selected drive and notify you of any errors.

Hardware Device Problem

- 1 Make sure that all cables are correctly and firmly attached.
- 2 Make sure that the manufacturer's instructions are carefully followed during device setup.
- 3 Check for device driver problems:
 - a. Select **Start**, then **Control Panel**. If you are in Category View, select **Performance and Maintenance**.
 - b. Click/double-click **System** to open the *System Properties* window.
 - c. Select the **Hardware** tab, then click **Device Manager**.
 - d. Check the list for an exclamation point on a yellow circle. If this icon is next to any of your devices, you may need to reinstall the driver.
- 4 To reinstall the driver, first use Windows XP Device Driver Rollback to replace the faulty driver with a previously installed version. Then install the new driver. Drivers for hardware that came with your system can be found on the Cicero website at www.cicero.ca. For other drivers, please contact the manufacturer of your device.

TROUBLESHOOTING

- a. Select **Start**, then **Control Panel**. If you are in Category View, select **Performance and Maintenance**.
- b. Click/double-click **System** to open the *System Properties* window.
- c. Select the **Hardware** tab, then click **Device Manager**.
- d. Right-click the device with the driver that you want to roll back, then select **Properties** on the menu that appears.
- e. Click the **Drivers** tab, then click **Roll Back Driver**.

Keyboard Doesn't Work

- ❶ Make sure that the keyboard cable is plugged into the correct port, and that it is firmly attached.
- ❷ Remove all extension cables.
- ❸ Clean the keyboard.
- ❹ Try a different keyboard that you know works to check the keyboard port.

Keyboard Character Repeats

- ❶ Make sure that nothing is pressing against or resting on the keyboard.
- ❷ Press each key to loosen any that might be stuck, then restart your computer.

Modem Does Not Dial or Connect

- ❶ Make sure that the modem cable is plugged into the modem port, not the network port. These ports are very similar in appearance. The separate Specification Sheet that came with your PC shows the location of both ports.
- ❷ Use a telephone that you know to be working to check that the telephone line is getting a dial tone. Also check that there is not an excessive amount of noise on the line, as this will impact your modem's ability to operate, especially at high speeds.
- ❸ Make sure that you are using a modem cable that is less than six feet long.
- ❹ If the telephone line being used is shared with another telephone or modem, make sure that someone else is not using the line.

- ⑤ If you have services such as call waiting, make sure that they are temporarily disabled before using the modem. Your telephone company can provide you with a code for this.
- ⑥ If you have voice mail, make sure all messages are cleared before using your modem to remove any message notification alerts.
- ⑦ If you have an answering or fax machine that is on the same line, disconnect it.
- ⑧ Check that your modem dialing properties are set correctly.
 - a. Click **Start**, then select **Control Panel**. If you are in Category View, click **Printers and Other Hardware**.
 - b. Click or double-click **Phone and Modem Options**, then select the **Dialing Rules** tab.
 - c. Select the location from which you are dialing, then click **Edit**. Confirm that all settings, such as your area code, are correct, then click **OK**.
- ⑨ Perform a *hyper terminal* test to check that your modem is working.
 - a. First, make sure that all cables are connected correctly and that you are using a working telephone line.
 - b. You may also need to adjust the modem volume. You will be using sound to verify that your modem is working. See *Modem Volume Is Too Loud/Too Soft* below in this manual.
 - c. Select **Start**, then **All Programs**, then **Accessories**, then **Communications**, then **Hyper Terminal**.
 - d. A dialog box will appear asking if you want to make Hyper Terminal your default Telnet program. Click **No** to clear this box and continue.
 - e. In the *Connection Description* dialog box, enter "test" as the name for your connection, then click **OK**.
 - f. If your modem is not working, you may see an error message that reads *Windows has reported a TAPI error use the phone and modem options icon in the control panel to make sure that a modem is installed, then restart hyper terminal*. If you see this message, contact Customer Care. If not, continue with the following steps.

TROUBLESHOOTING

- g. In the *Connect To* dialog box, enter the number for any telephone. A separate line in your home or your mobile telephone number is ideal because you will be able to hear it ring if the test is positive. Once you have entered the number, click **OK**.
- h. In the *Connect* dialog box, click the **Dial** button.
- i. If your modem is working and everything is connected properly, you should now hear a dial tone. The telephone for the number you entered should ring.

Modem Volume Is Too Loud/Too Soft

- ❶ Select **Start**, then **Control Panel**. If you are in Category View, click **Printers and Other Hardware**.
- ❷ Click/double-click **Phone and Modem Options** and select the **Modems** tab.
- ❸ Select your modem, then click **Properties**.
- ❹ Select the **Modem** tab, then adjust the **Speaker volume**.
- ❺ Click **OK** until all dialog boxes are closed.

Monitor Doesn't Display Picture

- ❶ Make sure that the monitor is plugged in and turned on. The power LED on your monitor should be lit.
- ❷ Make sure that the monitor cable is firmly connected to your PC.
- ❸ Check the brightness and contrast controls on the monitor itself. Refer to the instructions that came with your monitor for information on these controls.
- ❹ Check the monitor port and cable for bent or damaged pins.
- ❺ Connect a monitor that you know to be working to your PC. If this monitor works, use it to lower the resolution and color quality settings, then try the non-working monitor again.
- ❻ If another monitor is not available, first verify your monitor connections, then force the PC to shut down by pressing and holding the main power button on the front of the PC. Wait at least 30 seconds, then turn the computer on. While your PC is starting up, press the **F8** button repeatedly

in order to access the DOS boot menu. When this menu appears, select **Enable VGA Mode** and follow the instructions on your screen. Now you should be able to reduce the resolution and/or color quality settings. Restart your PC when you are finished.

Non-System Disk Error Message

- ➊ Remove the floppy disk from the floppy drive and restart your PC.

Not Enough Memory Error Message

- ➊ Close all programs and restart your computer.

Printer Does Not Work

- ➊ Make sure that all cables are firmly connected and that the printer is receiving power.
- ➋ Check that the printer is set to *online*. Many printers have an online/offline button that you may need to press.
- ➌ Check that you have selected the correct printer in the printer setup, or set the printer as a default printer.
 - a. Select **Start**, then **Control Panel**. If you are in Category View, select **Printers and Other Hardware**.
 - b. Click/double-click the **Printers and Faxes** icon.
 - c. Right-click on the printer that you want to use, then select **Set as Default Printer**.
- ➍ Check your printer port and cable for bent or broken pins.
- ➎ Reinstall or update the printer driver. If you no longer have the disc that came with your printer, or if the driver from your disc is not working, check the printer manufacturer's website for an updated driver.
- ➏ Turn the printer off for at least ten seconds and then turn it back on. Often, this will clear the memory and resolve many common printing problems.

TROUBLESHOOTING

Software Program “Hangs”

If a software program that you are running stops responding to the mouse or keyboard, you can close it using the *Task Manager*.

- ➊ Press **CTRL + SHIFT + ESC**.
- ➋ Select the *Applications* tab.
- ➌ Select the program that is not responding and click **End Task**.

Speakers Make No Sound

- ➊ Make sure that all cables are firmly connected and that the speakers are receiving power. If your speakers are built in to your monitor, make sure that a sound cable is connected between your PC and monitor in addition to the monitor (VGA) cable.
- ➋ Make sure that the volume controls on your speakers, your system, and the software program that you are using are turned up.
- ➌ Disconnect any headphones that may be attached to your PC. Use of the headphones port automatically mutes the front speakers.

Video Capture Problems

If your video camera does not appear in the “Video Devices” list:

- ➊ Check that the cables are connected correctly.
- ➋ Check that the camera is on and receiving power.
- ➌ Check that the camera is in VCR or playback mode.
- ➍ Check that the correct video source is selected under Video Devices.

If you can capture video but not sound:

- ➊ Check that a sound cable is connected correctly.
- ➋ Check that the correct sound source is selected. If you are using the front sound connections, use *Aux* as the sound source. If you are using the rear connections, use *Line In* as the sound source.

Contacting Cicero Customer Care

If the troubleshooting steps in the previous section do not resolve your issue, please try Cicero's online support website at www.cicero.ca or call 888-742-6728.

Here you will find drivers and updates for your product and ways to contact Cicero Customer Care.

If you decide to contact Cicero Customer Care, please have the following information available:

- The model of your computer.
- A list of hardware upgrades made to the computer after purchase.
- A list of peripherals that are attached to the computer.
- A list of software that is installed on the computer.
- The software you were using when the issue occurred.
- Any error messages that may have appeared in conjunction with the issue.
- Are you able to repeat the issue?
- A list of troubleshooting steps you performed before contacting Customer Care.

SYSTEM RECOVERY

Before performing a recovery, you should review the “Troubleshooting Common Problems” section in this manual to see if you can resolve the problem. If not, it is possible that a software file required by Windows XP to operate the PC was damaged or deleted. If this is the case, there are two strategies for recovery:

- **Restoring Microsoft Windows XP using Windows XP System Restore**

This type of recovery is usually very quick and will solve most typical problems that occur after an unsuccessful installation of an application, device, or driver has caused instability in the system.

- **Restoring the factory settings using the Application & Support CD provided by Cicero**

There are several options for recovery available using the Application & Support CD, including the ability to restore your entire system to its original factory settings.

Restoring Microsoft Windows XP

Windows XP System Restore allows you to set *recovery points*. This feature enables you to take a snapshot of the current system configuration, to which you can return should an unsuccessful installation of an application, device, or driver cause instability in the system.

While Windows XP automatically creates recovery points, you can also set them manually. In addition, you can configure the maximum amount of memory used for this.

To use System Restore to set recovery points or restore your system, click the **Start** menu, then choose **All Programs**, then choose **Accessories**, then choose **System Tools**, then choose **System Restore**. Select the task that you would like to perform and follow the on-screen instructions. For detailed information, refer to Windows XP Help and Support.

System Restore includes various functions to help ensure that your PC and installed applications and devices work correctly. These functions assist you in solving the problems that might occur by adding, deleting, or replacing files required for proper functioning of Windows XP and your software and devices. The restore function you use depends on the type of problem or error.

In general, it is a good idea to set a recovery point before installing a new software program or driver. If the system becomes unstable during or after the installation, you can usually return to a workable configuration without deleting newly created documents. If Windows XP System Restore does not solve your problem, refer to the next section, *Restoring the Factory Settings*.

Restoring the Factory Settings



If your system is not functioning properly and Windows XP System Restore did not solve the problem, then you should use the Application & Support CD provided by Cicero to restore your system to working order.

There are three options for restoring your system.

- ❶ *Recovery of start-up files*
Use this option to restore the start-up files. This option is most useful when a virus has corrupted certain files necessary for your computer to boot. It is executed very quickly.
- ❷ *Recovery of system and driver files*
This option will copy the original system and driver files to your hard disk. This feature shouldn't affect your personal files and settings. However, we recommend that you first back up your personal data, just to be safe.
- ❸ *Restoring the factory settings*
This recovery will reset your system to its condition at delivery. ALL DATA ON YOUR LOCAL DISK (C:) DRIVE WILL BE ERASED. If possible, back up your personal data to external media before performing this restore.

Restoring the Factory Settings: Important Information

- Any changes made to the original factory configuration (for example, settings for your display, printers, network, or Internet connection) will be overwritten by this restoration.
- Any software that you installed after purchasing the PC will be erased and will need to be reinstalled.
- **Everything on the C:\Local Disk partition will be erased.** This includes all of your documents and settings.
- Tampering with the Recovery (D:) hard disk drive or its contents will make it more difficult to restore your PC. **Do not alter, resize, or delete the Recovery (D:) hard disk drive. Also, do not alter or delete the files on the Recovery (D:) hard disk drive.**

Performing the Restore

Each step of the restore replaces an increasing number of files on your hard drive, and therefore takes longer to finish. We recommend that you attempt each of the restore options in order, starting with "Recovery of start-up files." After finishing each restore option, you should test your system to see if the problem is solved. If the problem persists, then try the next restore option.

To make selections in the restore program, use the up and down arrow keys to highlight the option you would like to select, then press **enter** to make the selection.

- ➊ **Prepare your PC:** If possible, copy your data files to external media (such as a floppy disk, CD-R, CD-RW, DVD-RW, or flash card) BEFORE you continue! Also, remove all peripherals (such as printers or USB devices) *except* your keyboard, mouse, and monitor before starting the restore.
- ➋ Insert the *Application & Support* disc and restart (reboot) the PC. **Make sure you use a drive that can read a DVD, such as a DVD-ROM or DVD-RW drive!**
- ➌ **Caution:** Do not use the *Cicero Product Recovery* CD-ROM (a Windows XP CD for restoring Windows XP itself) for restoration purposes. This disc does not restore the original factory setup of the PC.
- ➍ Select the option **Boot from CD-ROM** from the first screen.
- ➎ Use the arrow keys to read through the license agreement, then press the **Esc** key to proceed.

- ⑥ Read the information screen that appears, then press **Enter** to proceed.
- ⑦ Select option **1**, **2**, or **3** to perform a restore (the types of restore are described earlier in this section). Select option **4. Reboot** if you want to cancel the restore process.
- ⑧ The next screen shows information about the type of restore that you have chosen. Select either **Abort** or **Back** to return to the previous screen, or select **Finish** to execute the restore.
- ⑨ When the restore is completed, it automatically restarts the PC. Remove and store the Application & Support CD.

STANDARDS AND LEGAL INFORMATION

Your Cicero PC meets the requirements for the following standards.

Electromagnetic Compatibility

This PC meets the following requirements for standards of electromagnetic compatibility and electrical safety.

EN 55022: Information technology equipment - Radio disturbance characteristics - Limits and methods of measurement.

EN 55024: Information technology equipment - Immunity characteristics - Limits and methods of measurement.

EN 61000-3-2: Limits - Limits for harmonic current emissions (equipment input current up to and including 16 A per phase).

EN 61000-3-3: Limits - Limitation of voltage fluctuations and flicker in low voltage supply systems for equipment with a rated current up to 16 A.

- Keep the PC at least one meter (approximately three feet) away from high frequency and magnetic interference sources (for example, televisions, loudspeaker cabinets, mobile telephones, and so on) in order to avoid malfunctions and/or loss of data.
- Only shielded cables shorter than 3 meters (9.84 ft) should be used for the LPT, COM, USB, IEEE 1394, audio, video, and network interfaces with this PC.
- When connecting additional components, please observe the Guidelines on Electromagnetic Compatibility (EMC).
- This class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Electrical Safety

EN 60950: Safety of information technology equipment.

- The connection of devices is limited to equipment that complies with EN60950 "Safety of information technology equipment" or EN60065 "Audio, video and similar electronic apparatus. Safety requirements."
- For U.S./Canadian purposes: The PC should be connected only to equipment that complies with UL 60950/CAN CSA 22.2 No 60950.

Ergonomics

EN 29241-3: Ergonomic requirements for office work with visual display terminals (VDTs). Visual display requirements.

EN ISO 9241-8: Ergonomic requirements for office work with visual display terminals (VDTs). Requirements for displayed colors.

STANDARDS AND LEGAL INFORMATION

Noise Emission

ISO 7779 (ISO 9296): Acoustics. Measurement of airborne noise emitted by information technology and telecommunications equipment.

This PC fulfills the requirements of noise emissions according to ISO 7779 with following values.

Operating Mode	Max. Sound power level LWAd (dB/A) (declared according to ISO 9296)
Idling	4.8
Operating	5.2
	Max. Sound pressure level LpAm (dB/A) (declared according to ISO 9296)
At bystander position Idling	40
St bystander position Operating	47

Supplementary

This product was tested in the US and complies with the requirements of the R&TTE Directive 1999/5/EC and carries the CE-marking accordingly.

CE 0682

Macrovision Statement

This product incorporates copyright protection technology that is protected by method claims of certain U.S. patents and other intellectual property rights owned by Macrovision Corporation and other rights owners. Use of this copyright protection technology must be authorized by Macrovision Corporation, and is intended for home and other limited viewing uses only unless otherwise authorized by Macrovision Corporation. Reverse engineering or disassembly is prohibited.

FCC Compliance Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced technician for help.

STANDARDS AND LEGAL INFORMATION

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. Shielded interface cables, if any, must be used in order to comply with the emission limits.

Declaration of Conformity

According to 47CFR, Parts 2 and 15 for Class B Personal Computers:

We: Cicero C/O Medion USA, Inc.

Located at: 1130 Lake Cook Road, Suite #340, Buffalo Grove, IL 60089

Fax : (847) 490-3663 (for conformity issues only)

Declare under sole responsibility that the product identified herein complies with 47CFR Parts 2 and 15 of the FCC rules as a Class B digital device. Each product marketed is identical to the representative unit tested and found to be compliant with the standards. Sampling records continue to indicate that the equipment being produced can be expected to lie within the acceptable variation, due to quantity production and testing on a statistical basis as required by 47CFR §2.909. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation. The above named party is responsible for ensuring that the equipment complies with the standards of 47CFR §§15.101 to 15.109.

Trade Name: Cicero

Type or Model Number: PC 8070/8071

Party Responsible: CICERO

Executed on 17th of August 2005, at Buffalo Grove.

Copyrights

Microsoft, Windows, Windows Media, and the Windows logo are registered trademarks of Microsoft Corporation in the United States and/or other countries. Other company, product, and service names may be trademarks or service marks of others.

WARRANTY

CICERO warrants to our customers that this product is free from defects in materials and workmanship as follows: for a period of one (1) year from the date of original purchase, defective parts or a defective product returned to a CICERO repair facility or a CICERO Authorized Service Center ("ASC") for such product, as applicable, and proven to be defective upon inspection, will be exchanged for new or comparable rebuilt parts, or a refurbished product, as determined by the CICERO repair facility or the ASC.

Limited warranty repair or replacement shall not extend the original limited warranty period of the defective product. This limited warranty does not cover any supplies or accessories.

EXCLUSIONS: this limited warranty does not apply, and you will have no remedy hereunder with respect to (a) products that have been modified, opened, repaired or otherwise altered, except by CICERO or an ASC, (b) products that have been damaged or destroyed after delivery to the customer, (c) any third party software, interfaces, parts, supplies, peripherals or other products or any defects resulting from use of the product in connection with such third party products, (d) defects resulting from improper or inadequate maintenance, calibration or site preparation, (e) defects resulting from any misuse, abuse, accident, neglect, negligence or any use other than in accordance with the handling or operating instructions provided by CICERO, (f) defects resulting from exposure to unusual physical or electrical stress or from any operation other than in accordance with the published environmental specifications for the product.

TO THE EXTENT ALLOWED UNDER APPLICABLE LAW, THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND CICERO SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND NO IMPLIED WARRANTY APPLIES TO THE PRODUCT AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE. Some countries, states or provinces do not allow exclusions or limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This limited warranty gives you specific legal rights and you might also have other rights that vary from country to country, state to state, or province to province.

CICERO 's limited warranty is valid in any country or locality where CICERO has a support presence for this product and where CICERO has marketed this product. The level of warranty service you receive may vary according to local standards. CICERO will not alter form, fit or function of the product to make it operate in a country for which it was never intended to function.

TO THE EXTENT ALLOWED UNDER APPLICABLE LAW, THE REMEDIES IN THIS LIMITED WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL CICERO OR ITS SUPPLIERS BE LIABLE FOR LOSS OF DATA OR FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE. IN NO EVENT SHALL RECOVERY OF ANY KIND AGAINST CICERO BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT SOLD BY CICERO WHICH CAUSED THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, YOU ASSUME ALL RISK AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO YOU AND YOUR PROPERTY AND TO OTHERS AND THEIR PROPERTY ARISING OUT OF USE OR MISUSE OF, OR INABILITY TO USE THE PRODUCT NOT CAUSED DIRECTLY BY THE NEGLIGENCE OF CICERO. Some countries, states or provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT AS LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

Please note the following:

Be sure to keep your purchase receipt in a safe place. CICERO, at its option, may require a copy of the receipt to validate the warranty period effective date (i.e. date of purchase). Warranty liability only applies to material or factory faults. It does not apply to damage due to breakage, for example, a crack in the housing. Our service includes unit exchange or send-in repair:

Unit Exchange

In locations where Unit Exchange is available, CICERO will send you a replacement product. You must return the defective product to CICERO (using the shipping carton that the new one came in.)

Send-In Repairs

In locations where Send-In Repair Service is available, repair service can be obtained by shipping your product to the CICERO Repair Center. The product will be repaired and returned to you.

For either Unit Exchange or Send-In Repairs, you must have an authorized RMA number from Cicero support before shipping your defective product.

Replacement products may be either new or equivalent in performance to new. CICERO replacement or repaired products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

Out-of-Warranty Support

In addition to providing free technical support during the warranty period, CICERO is also available to support your product after the warranty period has ended. This out-of-warranty support will be provided on a fee basis.

INDEX

802.11	72, 73	FireWire.....	62, 63, 64, 90
Alphanumeric keys	18	Floppy Drive.....	31
Arrow Keys	18	Hard Drive	24, 31
Audio Source.....	63	Help and Support.....	12, 73
Automatic Updates.....	11	Internet..	6, 13, 14, 19, 42, 43, 45,
Aux	63, 84	46, 47, 52, 54, 71, 73, 74, 88	
Background.....	27	DSL.....	42, 71, 73
Browsing.....	25	Internet Service Provider	14, 42,
Card Reader	32	43, 45, 47, 71	
Cleaning	76	Keyboard	18
COA	9	Configuring	19
Color	29	Multimedia Buttons	19
Color Depth.....	29	Shortcuts	20
Control Panel....	18, 19, 21, 24, 27,	Maintenance.....	74, 79, 80
30, 69, 70, 79, 80, 81, 82, 83		Cicero Customer Care	9, 85, 94
Copy	20	Minimize	20
Cursor Control Keys	18	Model Number.....	9, 92
Cut	20	Modem	80, 81, 82
Delete	22	Monitor.....	6, 27, 82
Desktop	21	Adjusting	27
Device Manager	11, 79, 80	Positioning	6
Digital Signature	68	Mouse	17, 18
Discs		Configuring	18
Burning.....	35, 78	MP3	25, 31, 40, 50, 54, 55, 60
Copying	35	Music	
Data	38	Create MP3s	54
Handling	34	Organizing	55
Loading.....	34	Playing	51
Music.....	40	My Documents.....	23, 24, 25
Playing	78	Network.....	71
Type.....	50	Password Reset	75
Disk Cleanup	74	Paste.....	20
Disk Defragmenter	74	PeoplePC	42, 43, 45
Driver	79, 80	Peripherals.....	8, 79
DVD		Adding.....	8, 70
Create Home Movie Disc	62	Photos	
Playing	61	Slideshows	58, 59
Regional Playback	61	Transferring	57
Email.....	13, 42, 47	Playlist	52
Ergonomics	7, 90	Power.....	14, 57, 71
Ethernet	42, 71	Power cord.....	5
Files		PowerProducer .	50, 58, 59, 62, 63,
size	25	64, 65, 66	
Files and Folders	23, 38, 40	Printer	83

INDEX

Reboot.....	15	System Properties.....	11, 79, 80
Recovery.....	68, 86, 87	Task Manager.....	16, 84
Recycle Bin	22	Temperature	8
Removable Storage	24	Text Size	28
Resolution	29	Transporting the PC	76
Restart	15	Troubleshooting.....	77, 78, 86
Restore.....	86, 87	Undo	20
Safety	4, 5, 77, 90	URL.....	46, 47
Scanner	57	USB	11, 25, 58, 62, 73, 90
Scanner and Camera Wizard.....	57	Video Capture.....	84
Scheduling Tasks	74	Volume.....	26, 30
Screen Saver.....	27	modem	81, 82
Search.....	25, 56	Warranty	93, 94
Select all.....	20	Windows Explorer	20, 25, 55
Serial Number	9	Windows keys.....	19
Software	26	Windows Media Player ..	26, 50, 51,
Speakers	30, 84	52, 55, 56	
Configuring.....	30	Wireless.....	72, 73
Specifications	11, 33, 57	World Wide Web	42, 47