

SURFBOOK A13



EN OPERATING INSTRUCTIONS

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1. Welcome

We hope you enjoy your new Surfbook A13.

The online operating instructions, the enclosed Quick Guide and the additional brochure "Product Safety and Legal Information" are direct components of the product.

Please read all three documents carefully before you turn on your device. They contain important information about device safety, usage and disposal.

Please keep these documents in a safe place and pass them on in full to the new owner if the device changes hands.

In order to be able to work with maximum efficiency and safely, as well as to protect the device from possible dangers, please familiarize yourself with all operating and safety instructions.

These operating instruction describes the basic functions of your Surfbook. For information on the operation of individual apps, please refer to the instructions of the individual apps.

For more interesting and useful tips about Windows 10 visit:

www.microsoft.com/en-gb/windows/emulator

2. Intended use

The Surfbook is a Windows laptop that can be used for surfing the Internet, running a number of apps (including the Microsoft Office Suite), gaming, and streaming and viewing music, images, and videos.¹

Never use the device for anything other than its intended purpose. Malfunctions may otherwise occur. Intended use includes observing all instructions contained in the technical documentation. The manufacturer is not liable for damages resulting from improper use or modification of the device.

Furthermore, the manufacturer shall not be held liable for damage or for loss of data or any subsequent damage caused as a result.

The manufacturer shall reserve the right to constantly further develop the product. Changes may be made without any direct reference to them in the user's manual. As a result, the information contained in the user's manual does not need to reflect the current technical design.

Unauthorized modifications to the device (particularly installing external firmware not approved by the manufacturer or modifications to the device hardware) will invalidate the warranty.

¹ Not all of the applications you will need are pre-installed at the factory. You can download those apps from the Microsoft Store. Some apps must be purchased.

3. Explanation of Safety Symbols and Keywords

This booklet uses the following safety symbols and keywords:



WARNING

Indicates possible danger to life and/or danger of severe, irreversible injuries



CAUTION

Follow instructions to avoid injuries and material damage

NOTICE

Follow instructions to avoid material damage



ADVICE

Additional information about using the device

4. General Safety Information



WARNING

Risk of multiple injuries due to reduced physical, sensory, or mental capabilities and/or lack of knowledge or practical experience

- Children and vulnerable individuals may only use the device under direct supervision.

Risk of suffocation and severe injuries from accessories and packaging materials

- Keep accessories and packaging materials out of reach of babies, young children, and pets.
- Do not insert accessories and/or parts of the device into orifices such as your mouth, ears, or eyes.

Risk of electric shock or electrocution from live components

- Do not insert objects into the device's ventilation slots.
- Do not open the power adapter.
- Do not touch the power adapter if your hands are wet.
- Do not short out the device and/or charger.

Risk of electric shock or electrocution and/or fire hazard from unsafe connections

- Make sure the power cord is not bent, crimped, or damaged in any other way.
- Never use the power cord or plug if they are damaged.
- Only use the included power adapter and only connect it to a suitable and professionally installed power outlet. Please read and observe the specifications on the power adapter's label.
- Do not use power outlets if they are loose.
- If the power adapter is defective, contact customer service.

Fire hazard and/or risk of burns from damaged or leaking batteries

- Do not use or charge the device if the battery is damaged or leaking.
- Avoid skin contact with the device and/or battery if the battery is leaking. Wear protective gloves if it is not possible to avoid touching the device/battery in such cases.
- Immediately wash your hands thoroughly in the event of skin contact with the battery substrate.
- If the battery substrate comes into contact with your eyes, rinse them out with plenty of water and consult a physician immediately.

Risk of hearing loss through the use of headsets, earbuds, or headphones

The device can generate high sound levels when using headsets, earbuds, or headphones. This may result in hearing loss if your ears are exposed to high sound levels over an extended period of time. The higher you set the volume, the more quickly your hearing can be damaged. Hearing loss may occur slowly over time.

- Do not listen to music or other audio files for an extended period of time at high volumes.
- Lower the volume before connecting your headset, earbuds, or headphones.
- When using headsets, earbuds, or headphones, make sure the acoustic emissions do not exceed an A-weighted sound level of 80 dB.
- Always set the volume at the lowest level where you can still clearly hear the audio track being played without causing discomfort.
- Do not increase the volume once you have become accustomed to that sound level.
- Adjusting the default settings for the equalizer can boost the device's volume levels.
- Changing the settings of pre-installed software (for example, the operating system, firmware, drivers) can also increase volume levels.

Risk of multiple injuries due to reduced attentiveness

- Safety is the top priority while driving. For this reason, it is prohibited to use the device while operating a motor vehicle.
- Always be aware of your immediate surroundings to avoid putting yourself or others at risk.
- When using a headset, earbuds, or headphones in public, adjust the volume so that you can still hear noises or sounds in your surroundings. Distractions or being cut off from your surroundings may lead to accidents. It is illegal to use headsets, earbuds, or headphones while operating a motor vehicle in some regions.

Risk of interference with other electronic devices that transmit high-frequency signals

- Switch off the device in safety or security zones where the use of mobile devices is prohibited (e.g., when the plane is taking off or landing, in hospitals, or near medical equipment). Obey the corresponding signs and warnings and strictly observe the instructions contained on them.
- You are allowed to use the device in airplane mode with the permission of the flight crew once the aircraft has taken off. Please note that use of the device may interfere with the plane's electronic navigation systems.
- Refrain from using the device near other electronic devices.

Risk of multiple injuries and fire/explosion hazard in potentially explosive atmospheres

- Operating the device in potentially explosive atmospheres, such as at filling stations, on construction sites, or in chemical plants, is prohibited.
- Switch off the device if you are in areas that contain potentially explosive materials (e. g., gas, fuel, chemicals, particulate matter, grain, dust, or metal powders). Sparks could cause an explosion or fire.
- Obey the corresponding signs and warnings in these areas and strictly observe all instructions contained on them.



CAUTION

Risk of fire or explosion when using non-approved chargers and power adapters

- Only use the included power adapter or an equivalent power adapter to charge the battery.
- If the power adapter is defective, only exchange it for an equivalent power adapter. Please note the information in the technical specifications of the power adapter in the online user's manual or contact customer service.

Risk of multiple injuries from slipping, tripping, or falling

- Do not expose the device and/or power adapter to vibrations and/or any form of impact.
- Do not drop the device and/or power adapter. Do not use the device/power adapter if it has been dropped and/or is damaged. Have a qualified service technician check the device/power adapter before restarting it.
- Always ensure that the power cord is installed securely.
- Do not allow the power cord to knot or kink.

Risk of adverse effects to health in the case of a known predisposition to photosensitivity

- If members of your family have been known to exhibit manifestations of photosensitivity (e.g., seizures when using similar devices), it is advisable to consult a physician before operating the device.
- Watching videos and/or playing video games with rapid frame rates over an extended period of time may trigger a seizure or lead to fainting. Cease all use of the device if you are feeling unwell and wait an appropriate amount of time before starting to use it again.
- If you are experiencing muscle cramps or feeling disoriented while using the device, cease all use of the device immediately and consult a physician.

- To avoid tiring or straining your eyes, please note the following:
 - Only use the device indoors under suitable lighting conditions and avoid harsh light.
 - Hold the device at an appropriate distance from yourself.
 - Ensure that the display is clean.
 - Adjust the screen's brightness and/or contrast settings to a level that is comfortable for a crisp, clear display.
 - Take regular breaks when using the device.

Risk of impairment to the musculoskeletal system and supporting tissue from use over longer periods of time

- Repetitive movements (e.g., use of keyboard/touch screen or playing games for an extended period of time) may result in pain in the hands, arms, shoulders, neck and shoulder region, and in other parts of the body. To avoid tiring or straining your musculoskeletal system and supporting tissue, please note the following:
 - Always assume a relaxed posture when using the device.
 - Change your position regularly and take frequent breaks to move around.
 - Press lightly when typing.
 - Take regular breaks.
- If you are experiencing discomfort similar to that indicated above while using the device, cease all use of the device immediately and consult a physician.
- Do not rest the device on your lap or other parts of your body when in use. The device may heat up, resulting in discomfort or injury (e. g., minor burns).

NOTICE

To avoid potential malfunctions and/or damage to the device caused by environmental factors, please note the following:

- The recommended humidity for operating, charging, and storing the device is between 30 and 70 percent.
- The recommended ambient temperature for operating, charging, and storing the device is between 5° C and 30° C. Temperatures above or below this may adversely affect the charging capacity and service life of the device and battery and cause damage to the device.
- Protect the device from rapid temperature fluctuations. Condensation from humidity can damage the device and may result in danger to the user.
- Shield the device from direct sunlight (e. g., in the car) and do not store it near a heat source to prevent the display and device from malfunctioning and avoid the risk of the battery exploding.

- Keep the device away from open flames such as candles, fireplaces, and campfires to avoid the risk of the battery exploding.
- Do not expose your device to rain or to dripping or splashing water.
- Do not use the device outdoors during a storm.
- Should the device become wet, turn it off immediately. Ensure that the device and/or the power adapter are checked by a qualified person before using it again.
- Use the device in a dust-free environment.
- Magnetic fields may cause the device to malfunction and/or the battery to discharge.

To prevent possible damage to your device:

- Do not charge your device on standard USB ports such as those found on desktop or laptop computers.
- Take care to wind the cord loosely.
- Moisture, dense smoke, and fumes may lead to malfunctions and/or damage the device's housing.



ADVICE

The storage capacity indicated on the packaging and in the technical specifications refers to the total storage capacity of your device. The storage capacity of your device as indicated by the operating system may differ from the specified storage capacity, as a portion of the total storage is also used by the operating system and system applications.

5. Technical specifications

Processor (CPU):	Intel® Pentium® N4200 processor* (up to 2.5 GHz, 2 MB Intel® Smart-Cache), quad core
Operating system:	Windows 10 Home
RAM:	8 GB
Storage capacity:	128 GB SSD
Graphics processing unit (GPU):	Intel® HD Graphics 505
Display size:	13.3" (33.8 cm)
Display type:	Full-HD-IPS-Display
Screen resolution:	1920 x 1080 pixel
Aspect ratio:	16 : 9
Camera:	Front: 0.3 MP
Speaker:	stereo
Microphone:	dual microphone
Interfaces:	M.2 SSD extension, memory card reader, Mini-HDMI®, 2 x USB 3.1 Gen 1, audio out/mic in (3.5mm)
Network:	WiFi, Bluetooth 4.2, Miracast™
Frequencies:	WiFi 802.11 b/g/n: 2.4 GHz/5 GHz
Memory extension:	microSD(HC/XC) up to 128 GB, M.2 SSD (42 mm - B key)
Dimensions (B x H x T):	ca. 316 x 209 x 16.8 mm
Weight:	ca. 1240 g
Material/Colour:	Aluminum, plastic/Silver
Playable video formats:	MPEG-4.10 H.264/AVC (MP@L4.1, HP@L4.0), MPEG-4.2 SP/ASP (z. B. Xvid bis simple@L3)
Video container formats:	AVI, MKV, MOV
Gaming:	3D-Games, G-Sensor Games, Classic Games
Supported picture formats:	JPEG, PNG, GIF, BMP
Playable audio formats:	MP3, WAV, OGG, FLAC, AAC
Battery:	Li-Polymer
Battery capacity:	7.6 V/4600 mAh/34.96 Wh
Charge by:	DC IN

Power supply:	Power adapter (100 V – 240 V)
More:	Hall-Sensor
Languages:	German, English, Italian, Spanish, French, Dutch; additional languages available via Windows Download
Temperatures:	5° C to 30° C
Relative humidity:	30 % to 70 %

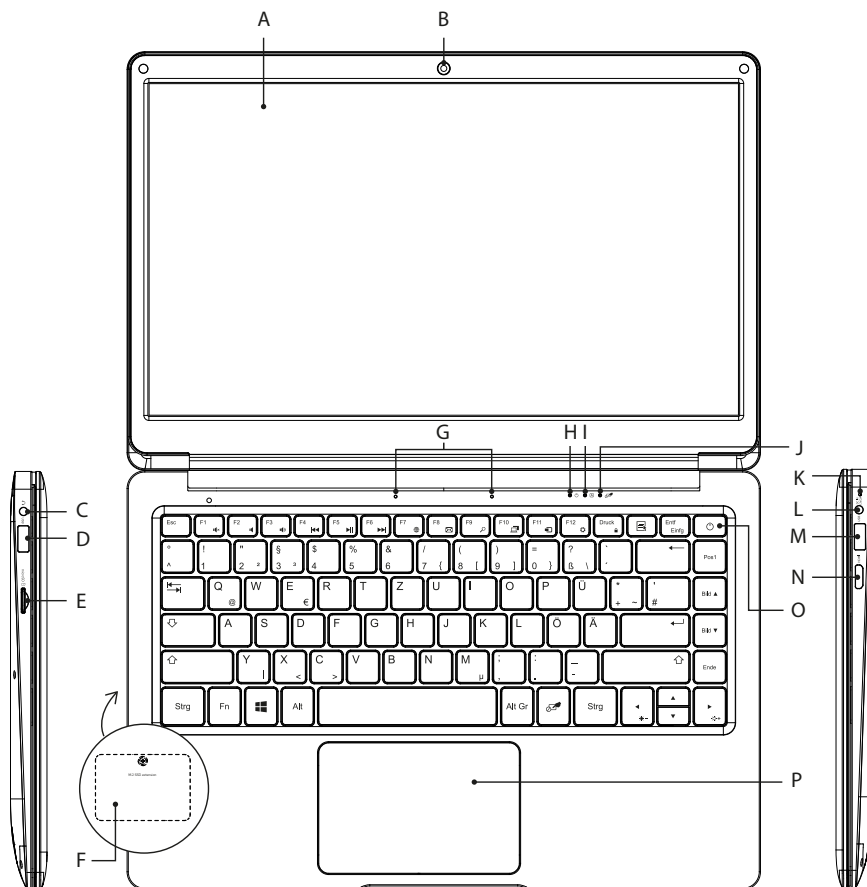
Technical specifications of the power adapter

Model:	JHD-APO24E-120200BA-B
Input voltage:	100 - 240 V ~ , 50/60 Hz
Input current:	0,45 A max.
Output:	DC 12 V/2000 mA
Standby power consumption:	< 0,30 W
Manufacturer:	Shenzhen Jihongda Power Co., Ltd.

6. Content

- TREKSTOR SURFBOOK A13
- Power adapter (100 V - 240 V)
- Cleaning cloth
- Quick start guide
- Product safety and legal information

7. Controls and ports



- | | |
|---------------------------|-------------------------|
| A) Display | I) Status LED Caps Lock |
| B) Camera | J) Status LED touchpad |
| C) Audio port | K) Charging-LED |
| D) USB socket 3.1 Gen 1 | L) DC IN |
| E) Memory card slot | M) USB socket 3.1 Gen 1 |
| F) M.2 SSD extension slot | N) Mini-HDMI® socket |
| G) Dual microphone | O) On/Off switch |
| H) Status LED on/off | P) Touchpad |

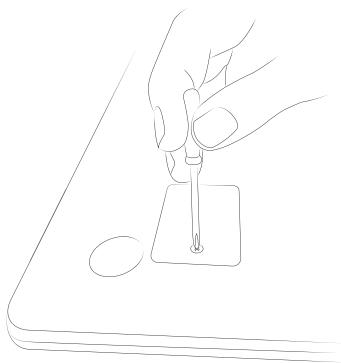
8. Insert M.2 SSD MODULE (optional)

Follow the step-by-step instructions shown to insert the SSD into the SSD extension slot. Make sure that the computer is switched off before inserting the SSD.



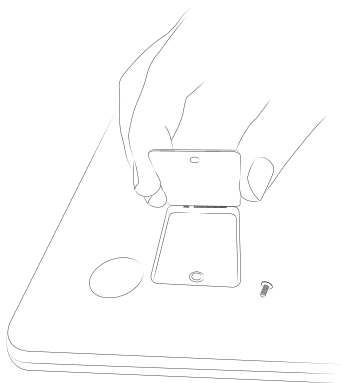
ADVICE

The Surfbook A13 is only compatible with an SSD module with form factor M.2 2242 in version B & M key and B key.



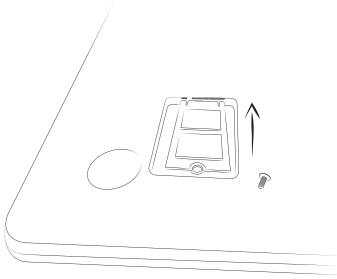
Step 1: Unscrew SSD extension slot

Use a screwdriver to loosen the screw in the cover of the SSD extension slot. Remove and retain the screw.



Step 2: Open SSD extension slot

Open the cover of the SSD extension slot by inserting a small lever into the screw opening and lifting the cover. Never use sharp or sharp-edged tools. Then use your fingers to remove the cover.



Step 3: Insert SSD

Align the SSD before inserting it into the extension slot. The semicircular recess of the SSD points towards the screw base and the gold-coloured contacts of the SSD point towards the contacts in the SSD extension slot. Insert the SSD slightly diagonally into the SSD extension slot.



ADVICE

The SSD can only be inserted in one direction. Depending on the connection type that your device features, the SSD may have to be rotated along its longitudinal axis to fit correctly.

You know the SSD has been inserted correctly if the semicircular recess is secured firmly to the screw base.

Step 4: Seal SSD extension slot

Use the cover to seal the SSD extension slot. Then use the screw removed in step 1 to screw together the SSD extension slot.

Start your computer. The control panel will now display the SSD as a new storage medium. The SSD is now ready for use.

9. Starting up the Surfbook for the first time

First unpack your Surfbook. Remove all components from the packaging and completely remove the packaging material, including the protective film. Check to ensure that the delivery is complete (see Section 6). If you find that there are missing or damaged components, contact customer service immediately.

Charging the Surfbook

Please fully charge your Surfbook before you use it for the first time.

Connect the DC plug of the included power supply to the socket (DC IN) of the Surfbook. Then plug the power supply into an electrical outlet.



ADVICE

Only leave the power adapter connected to the power socket until the Surfbook is fully charged. Disconnect the power adapter from the socket first and then remove the charging cable from your Surfbook.



ADVICE

The maximum battery life is reached after approximately charging cycles.



ADVICE

We recommend charging the Surfbook while it is switched off. This allows you to get the maximum charging speed.

Switching on the Surfbook

Press the On/off switch for about 2-3 seconds to switch on the Surfbook. The charging LED lights up and the device starts up. A configuration assistant appears directly after the tablet has booted up. Follow the configuration assistant instructions to set up your Surfbook.



ADVICE

During the setup process, the configuration assistant will prompt you to sign in with your Microsoft account. If you do not yet have a Microsoft account, please set one up at this point.

Unlocking the display

As soon as the device has been set up (and every time it is subsequently switched on and booted up), the lock screen appears. Press any key on the keyboard to unlock the screen.



ADVICE

If your Surfbook is password-protected, you must then enter the password.



ADVICE

Alternatively, you can also log into your Surfbook via Windows Hello. To activate and set up this feature, select "SETTINGS" → "ACCOUNTS" → "SIGN-IN OPTIONS" → "WINDOWS HELLO".

10. Switch out of Windows 10 Home in S mode (optional)



ADVICE

Turning off the S mode is a one-time process. If you make the switch, you will not be able to return to S mode from Windows 10 Home.

- a) Open the Microsoft Store (see section 19).
- b) Enter "SWITCH OUT OF S MODE" in the search bar.
- c) A window will appear "SWITCH OUT S MODE".
- d) Click on "MORE INFORMATION".
- e) Click on "INSTALL".
- f) If necessary, log in with your Microsoft account (see section 19).
- g) Confirm that you have saved all your files.

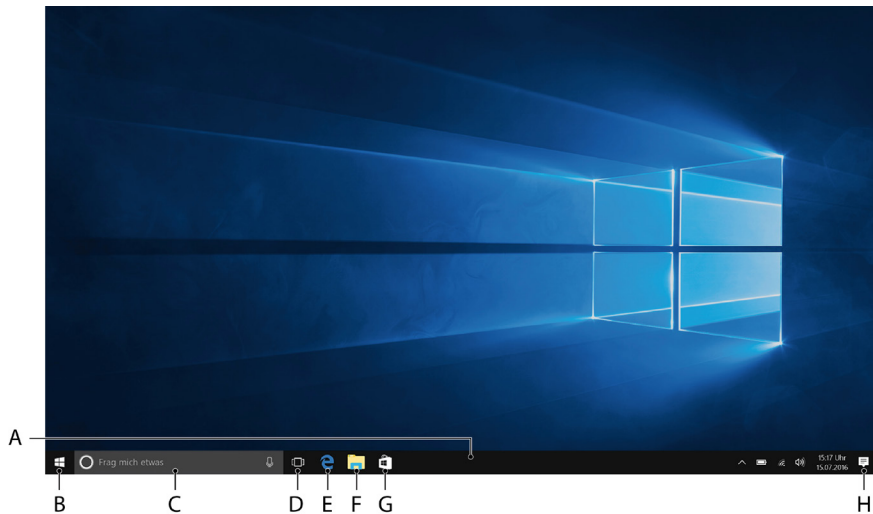


ADVICE

If you have not saved your files, they can be lost.

- h) Windows 10 Home will now run without S mode.

11. Important elements on the start screen



- A) Task bar
- B) Windows icon: Opens the Start menu
- C) Cortana: Your digital assistant reminds you of pending tasks and appointments and gives hints and tips
- D) Task View: Enables the Task View and shows all open programs including the "+ New Desktop" button for creating virtual desktops
- E) "e" – Microsoft Edge: Opens the Internet browser
- F) Folder symbol: Opens the file browser
- G) Windows Store: Opens the Windows Store
- H) Memo symbol: Opens the Action Center

12. Using the keyboard

Special keys and function buttons on the keyboard

To simplify operation, the keyboard has numerous special keys and function buttons for controlling the Surfbook.

Fn key (blue)

The blue Fn key is used to enable or operate the additional function buttons (blue symbols) on the keyboard.

These additional function keys include the F1 to F12 function keys, the key for locking the Surfbook (padlock symbol/print screen key), the "Einfüg", "|", "<" and ">" keys as well as the keys for controlling display brightness (sun symbol and "+" or "-").

To enable and use these functions, keep the Fn key pressed as you press the key with the required blue symbol.

Function buttons in the top row of buttons

 Mute	 E-Mail
 Volume -	 Search
 Volume +	 Project
 Previous track	 Devices
 Play/Pause	 Open Settings
 Next track	 Lock screen
 Open browser	

Windows button

Press this button to enter the Start menu. In conjunction with other keys, e. g. Windows + E (display My Computer), other control demands can be given.

13. Touchpad

The touchpad performs the functions of a mouse. Move the cursor on the touch surface by swiping your finger across the surface in the desired direction.

The keys (invisibly integrated in the lower part of the touchpad) perform the same functions as mouse keys:

You use the left key to select functions, programs and files, position objects and confirm commands. The right mouse key calls up the context menu.

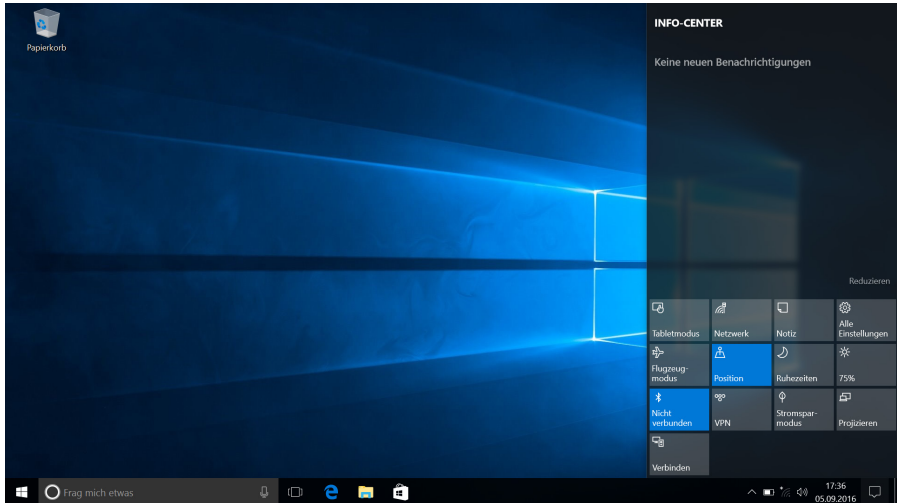
You can change the size of some displays (images, Web pages, and so on). Move two fingers apart on the touchpad to enlarge the display.

In reverse, move two fingers towards each other on the touchpad to reduce the display again.

Similarly, you can move the screen contents either up or down by placing two fingers on the touchpad in parallel and swiping either up or down.

14. Info Center

The Info Center is a bar with quick links to some important Surfbook functions, which you can either display or hide. To access the Info Center, click the memo symbol on the bottom right of the display.



ADVICE

Among other things, the Info Center includes a quick link to what is known as "TABLET MODE". If you tap this function, the Start menu is enlarged in the display.

15. Accessing and using the Start menu

The Start menu acts as the starting point for all of the important content of your Surfbook. Below you can read some useful information about the Start menu's basic functions.

Accessing the Start menu

There are two ways to display the Start menu:

- Click the Windows symbol on the bottom left in the task bar.
- Press the Windows button on the keyboard.

Tapping/Pressing a second time will hide the Start menu.

Layout of the Start menu

In addition to the straightforward navigation list (A) found in the "classic" Start menu of older Windows versions, the Start menu of your Surfbook has a useful app area (B) to the right of the navigation list.

Here, you can "pin" apps and favourites in the form of live tiles and organise them. This gives you quick and easy access to your most frequently used apps and content.



ADVICE

In the navigation list (A) you find a list of all installed apps in alphabetical order. An alphabetic quick access to the navigation list appears when you click on a respective first letter.

Navigating/Selecting an item in the Start menu

To select an item (app or favourite) from the Start menu or the associated app area, click the item or use the keyboard arrow keys to navigate to the required item and then press the Enter key on the keyboard.

Pinning, organising and removing apps

You can arrange the items contained in the app area in the form of live tiles (apps and favourites) according to your own preferences, pin new items or remove those you no longer use.

Pinning apps

- Call up the Start menu as described above.
- Scroll with the mouse or use the touchpad to navigate to the desired app in the navigation bar in the Start menu.



ADVICE

Alternatively, you can use the keyboard arrow keys.

- c) Now left-click the app you want (or press the left button on the touchpad). Keep your finger on the app you want and drag it to the desired position in the app area of the Start menu.

Organising and removing apps

To access the edit mode for a particular live tile, right-click the desired tile (or press the right button on the touchpad).

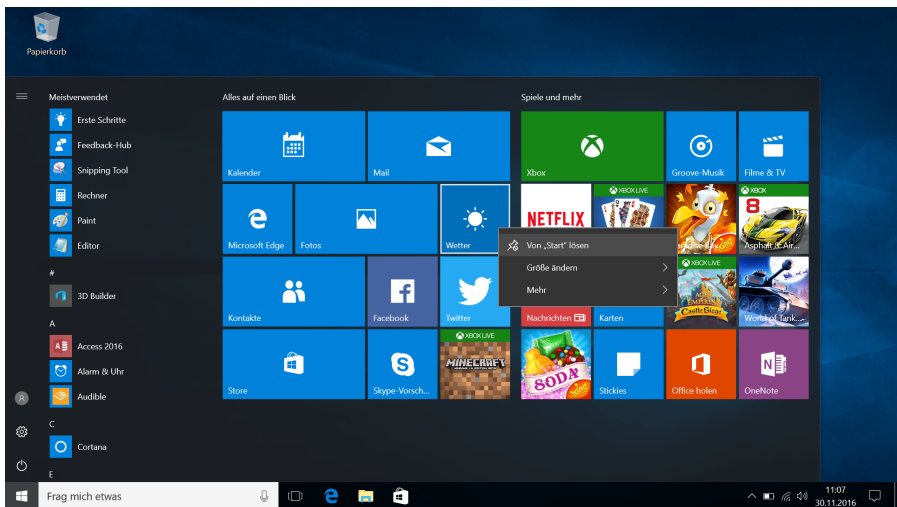
Different edit options ("Resize" and so on) now appear at the corners of the tile.

To remove the live tile from the app area of the Start menu, click the pin symbol ("Unpin from Start").



ADVICE

This does not completely delete the affected app; it is simply removed from the app area of the Start menu.



ADVICE

If you have activated tablet mode (see note in Section 14), all the pinned items from the app area of the Start menu will be magnified and distributed across the entire screen.

16. Accessing the settings



The button for accessing Settings (a cogwheel symbol) can be found in the bottom-left corner of the Start menu.

Alternatively, you can access the settings by opening the Info Center and clicking "ALL SETTINGS".

You can also access Settings by using the cogwheel symbol on the keyboard.

17. Connecting the Surfbook to the Internet

Connecting to a stationary wireless network (WiFi)

- a) Call up the settings (see Section 16).
- b) In Settings, tap "NETWORK & INTERNET".
- c) Click "Wi-Fi" on the left in the next screen.
- d) Click the slider or the word "OFF". The word "ON" now appears next to the slider.
- e) The Surfbook searches for all available wireless networks nearby and then displays them as a list "SHOW AVAILABLE NETWORKS".
- f) Click the network that you wish to connect to.



ADVICE

If you do not want the Surfbook to automatically connect to the selected network if available, remove the tick next to "CONNECT AUTOMATICALLY".

- g) Click "CONNECT". The Surfbook connects to the selected network.

Depending on how your router is configured, you will be prompted to authenticate yourself to the network. Generally speaking, a wireless network is secured through a WPA network key or a WPS authentication method:

WPA

If a WPA network key was assigned for your router, enter it in the input field and click "NEXT" to confirm.

WPS

If a WPS authentication method (for example, a PIN) was set up for your router, the Surfbook shows a different input field. Enter the PIN in the input field (or follow the selected authentication method). The Surfbook now connects to the wireless network.



ADVICE

You may be asked whether the Surfbook should search for additional devices in the selected network and whether it should automatically connect to these devices (for example, printers or television sets). This is recommended in private home networks that you can trust. If you connect to a public wireless network, we recommend that you decline this option by tapping "NEIN". In this way, you protect your private sphere.

You can now surf the Internet as usual using the Internet browser.



ADVICE

To deactivate the WiFi connection, use the tip of your finger to move the slider for WiFi from right to left. The word "OFF" now appears next to the slider.

18. Launching the Internet browser/Entering an Internet address



The button for launching the Internet browser can be found on the start bar at the bottom of the display. Click the little blue "e" to launch the browser.



ADVICE

The "e" stands for "EDGE", which is the default Internet browser installed in Windows 10.

To enter an Internet address (URL), tap the search bar displayed centrally at the top of the window.

19. Downloading applications from the Windows Store



The Windows Store is available in the app area of the Start menu and on the task bar. You can identify the Windows Store by its icon, a shopping bag featuring the Windows logo.

The following two requirements must be met in order to access the Windows Store:

1. You must be connected to the Internet.

To connect, please follow the instructions in Section 17.

2. You must have a Microsoft account and be signed in with it on your Surfbook.

Ideally, you will have created a Microsoft account or signed in with your existing Microsoft account during the initial setup process when you first switched on your Surfbook. In this case, all you have to do is open the Windows Store, select the app you require and click "INSTALL".

If you do not yet have a Microsoft account or are not signed in with it, you must perform these steps. Open the Windows Store and select the desired app. Click the app and then click "INSTALL". An assistant now appears to guide you through the process of setting up a Microsoft account.

ADVICE

If you set up a Microsoft account and link it to your Surfbook, the password for unlocking the Surfbook changes. From now on, you have to enter the password for your Microsoft account to unlock the Surfbook.

20. Changing the display language

Proceed as follows to change the display language:

- a) Make sure that your Surfbook is connected to the Internet (see Section 17).
- b) Call up the settings (see Section 16).
- c) In Settings, tap "TIME & LANGUAGE" and then tap "REGION & LANGUAGE" on the left. You are now in the "COUNTRY OR REGION" window.
- d) Now tap "ADD A LANGUAGE" in the centre of the screen.
- e) Scroll to and tap the language you require.
- f) Click on "NEXT".
- g) Select the language features, and then click "Install".

ADVICE

The Surfbook jumps back to the "COUNTRY OR REGION" window, but now displays the selected language in the list of languages below "ADD A LANGUAGE".

ADVICE

The Surfbook now downloads the language pack and installs it. This process can take a few minutes.

- h) Wait until the "WILL BE DISPLAY LANGUAGE AFTER NEXT SIGN-IN" message appears under the selected language in the list.
- i) Restart your Surfbook. The selected language now appears in the display.

ADVICE

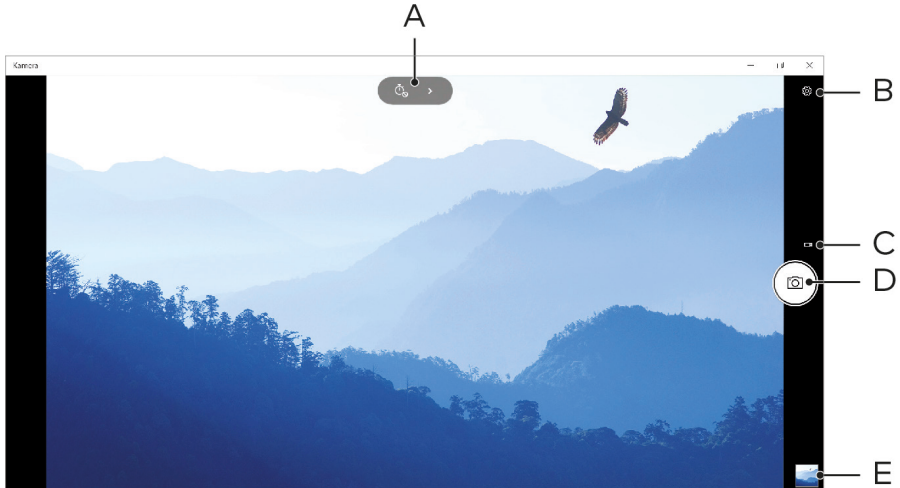
If the language pack is already installed, select the language under "WINDOWS DISPLAY LANGUAGE". Restart your Surfbook. The selected language will now be shown in the display.

21. Using the camera

The Surfbook has a webcam on the front. To use the camera, you must first open the app provided:

- Call up the Start menu (see Section 15).
- Scroll to "C" and tap "CAMERA".

The camera app opens and appears as a window on the display.



The following functions are now available:

- Opens the self-timer and an exposure mode for image capture.
- Calls up additional camera settings.
- Switch to video mode. In video mode, you are shown a small camera symbol which you can select to return to photo mode.
- Shutter button: Click this button to take a photo. In video mode, click to start recording and click a second time to stop recording.
- Opens the gallery with your most recently taken photos. To access the most recently created images, click the arrow to the left of the image.

To close the camera app, tap "X" at the top right of the display.

22. Transferring files between the Surfbook and other devices

Transferring files via Bluetooth

- a) Enable the Bluetooth function on the device you want to connect and make the device visible to other devices if necessary. To do so, refer to the operating instructions of the device to be connected.
- b) Call up the settings (see Section 16).
- c) In Settings, tap "DEVICES" and in the following window click "BLUETOOTH & OTHER DEVICES" on the left.
- d) Drag the Bluetooth slider (in the centre of the screen) with from left to right. The word "ON" appears next to the slider. This activates the Surfbook Bluetooth function.
- e) Tap "ADD BLUETOOTH OR OTHER DEVICE" and then choose "BLUETOOTH".

The Surfbook searches for available devices nearby.

- f) Select the device you want to connect from the list of devices available by clicking on the name of the device.
- g) The Surfbook sends a verification code to the device to be connected. Check that the code displayed on the device to be connected matches the code displayed on the Surfbook and confirm on the notebook by tapping "YES".



ADVICE

You may also have to confirm the pairing procedure on the device to be connected.

- h) The status message "PAIRED" appears after successful pairing. Close this window by clicking on "CLOSE".
- i) Exit the device settings by closing the window. To do this, click the "x" symbol at the top right of the display.
- j) Open the file browser by clicking the folder symbol on the task bar and go to the file that you would like to send.
- k) Click the right mouse button, the context menu opens.
- l) Click "SEND TO" on the context menu and then tap "BLUETOOTH FILE TRANSFER". A list of all paired Bluetooth devices appears.
- m) Click the required device and confirm with "NEXT". The notebook now sends the selected file to the required device.
- n) You may have to confirm receipt of the file on the destination device.

ADVICE

After a successful file transfer, deactivate the Bluetooth function to save energy. To deactivate the Bluetooth connection move the slider for Bluetooth from right to left. The word "OFF" now appears next to the slider.

Transferring files between the Surfbook and an external storage device

- a) Please connect an external storage device (for example, a USB drive or a hard drive) to a USB port on your Surfbook.
- b) After a brief moment, the external storage device is recognised by the Surfbook and displayed as an available drive under "THIS PC".
- c) Double-click to open the external storage device. All of the files stored there are now displayed.
- d) If you want to transfer a file from your Surfbook to the external storage device, drag and drop to move the file into the open window.
- e) Similarly, if you want to transfer a file from your external storage device to the Surfbook, drag and drop to move the file into the target folder or drive.

ADVICE

It is important to safely remove the external storage device from the Surfbook after transferring the file(s). Click the upwards pointing arrow in the bottom right of the task bar. Select your storage device in the small window that opens, and click the prompt for ejecting the device. The following message appears: "SAFELY REMOVE HARDWARE". You can now disconnect the storage device from the Surfbook.

23. Connecting the Surfbook to a television

You can transfer the image and sound from the Surfbook to a suitable television via HDMI cable or Miracast.

Connecting to a television via HDMI cable

To connect the Surfbook to a suitable television via HDMI, you require an appropriate cable (Micro-HDMI to HDMI, available in specialist shops).

Connect the Surfbook to the TV using the HDMI cable, and select the correct HDMI input as the source (the HDMI input to which the cable is connected). The television now shows the display of your Surfbook.

Connecting to a television via Miracast

The Miracast technology is a peer-to-peer standard for image transfer. The Surfbook supports this standard and enables wireless transfer of image and sound from the Surfbook to a WiFi- and Miracast-enabled television device.



ADVICE

The Surfbook can connect to your television via Miracast only if the television also supports Miracast technology. Please check with your television manufacturer if necessary.

Proceed as follows to connect your Surfbook to a Miracast-enabled television:

- a) First, take all of the necessary steps to prepare your Miracast-enabled television for the Miracast transfer (see your television's operating instructions for details).
- b) Call up the settings (see Section 16).
- c) In Settings, tap "DEVICES" and in the following window tap "BLUETOOTH & OTHER DEVICES" on the left.
- d) Now tap "ADD BLUETOOTH OR OTHER DEVICE" in the top and then "WIRELESS DISPLAY OR DOCK". The Surfbook searches for available devices. This process may take a moment. All available devices are then displayed in a pop-up window.
- e) Tap the device that you wish to connect to. The two devices now connect to each other.
- f) A short time later, the selected device will show the display of the Surfbook.

24. Reset

If the Surfbook "freezes" and no longer responds, you can reset it. Press and hold down the on/off switch for at least 10 seconds until the device switches off. Wait for about 20 seconds and then turn the device on normally.



ADVICE

Any files that have not been saved will be lost when the Surfbook is reset.

25. Switching off/Restarting the Surfbook

Briefly press the on/off switch on the device to activate the standby mode. Press it again quickly to take the Surfbook out of standby mode.

Proceed as follows to restart the Surfbook:

- a) Open the Start menu by clicking the Windows icon on the bottom left of the display or by pressing the Windows key on the keyboard.
- b) Click "⏻" in the bottom area of the Start menu and then click "RESTART". The Surfbook shuts down and restarts.

Proceed as follows to shut down and completely switch off the Surfbook:

- a) Open the Start menu by clicking the Windows icon on the bottom left of the display or by pressing the Windows key on the keyboard.
- b) Click "⏻" in the bottom area of the Start menu and then tap "SHUT DOWN". The Surfbook shuts down.

26. Useful tips on saving energy

- Deactivate the WiFi function when it is not in use.
- Only leave the Surfbook connected to the socket until the battery is fully charged. Always unplug the power adapter from the Surfbook if you do not load the Surfbook.
- Reduce the display brightness in the settings under "SYSTEM" → "DISPLAY".
- Switch to standby mode when the Surfbook is not in use or switch it off completely.

27. Troubleshooting/FAQ

In the following, you will find a list of frequently asked questions along with the appropriate answers and proposed solutions.

Why is my Surfbook slow to charge?

If you charge the Surfbook while it is under a very high load (for example, video playback at 100 % display brightness and simultaneous surfing, chatting or games), the battery will charge very slowly due to the high load. We therefore recommend charging the Surfbook while it is switched off. This allows you to get the maximum charging speed.

When I attempt to start a video recording, I get an error message and recording does not start. What can I do?

Please first install all available updates on your Surfbook (see the question FAQ "How can I install Windows Updates on my Surfbook?"). If you continue to receive an error message despite installing the updates, please contact customer service.

Why does my Surfbook show less storage space than indicated on the packaging?

The storage capacity indicated on the packaging and in the technical specifications refers to the total storage capacity of your Surfbook. However, a portion of the total storage is also used by the operating system and system applications.

Why am I getting no sound from my Surfbook?

You may have connected headphones to your Surfbook. When headphones are connected, the speakers of the Surfbook are automatically disabled. Disconnect the headphones from the Surfbook in order to activate the speakers again. If there is still no sound from the speakers, check whether the sound on the Surfbook is switched on and whether the volume is set high enough.

Why does my Surfbook just switch off sometimes?

If the energy level of the battery falls below a critical level, the Surfbook displays a corresponding warning. If you ignore these warnings, the Surfbook is put into sleep mode at a charge level of 5 per cent in order to counteract total discharge of the battery. Total discharge can lead to a situation where it is no longer possible to charge the Surfbook. For this reason, connect the tablet to the charger at this point at the latest in order to prevent data loss and damage to the battery.

My Surfbook won't switch on. What can I do?

The battery may not be sufficiently charged to allow the Surfbook to switch on. Connect the Surfbook to the charger (see Section 9) to recharge the battery.

How can I install Windows Updates on my Surfbook?

Your Surfbook checks for new updates daily (an Internet connection must be available) and displays an appropriate message in the Action Center when new updates are available. To ensure your Surfbook is always up-to-date, it is therefore extremely important to connect the Surfbook regularly to the Internet (see Section 17). If you selected the "EXPRESS SETTINGS" option in the start assistant when you switched on for the first time, the Surfbook automatically performs available updates when you shutdown (download and installation). You can change this setting at a later point in time. To do this, call up the settings (see Section 16) and select the method used to install updates under "UPDATE & SECURITY" → "WINDOWS UPDATE" → "ADVANCED OPTIONS"

What can I do if the internal storage of my Surfbook is full or almost full?

To relieve the pressure on the internal storage of your Surfbook and free up storage space, you can transfer media files stored on the Surfbook (for example, images, videos or text files) to an external storage device (for example, a USB stick or suitable memory card) or you can delete apps that you no longer require.

28. Glossary

Apps/Applications

An app (abbreviation of the word "application") or application is a program that you can download from the Windows Store, for example, and install on your Surfbook. Games, programs for playing back images and music files, word processing programs and a lot more are available.

Audio Out/Mic In

This description of the audio port on your Surfbook indicates that you can connect simple headphones or earphones (audio signal out) to the port as well as a headset with microphone (audio/microphone signal in).

Bluetooth®

Bluetooth is a standardised wireless interface on your Surfbook that enables a wireless exchange of data between your Surfbook and other suitable peripheral devices.

HDMI®

HDMI stands for "High Definition Multimedia Interface" and is a cable-based interface for digital image and sound transmission to connected HDMI-ready peripheral devices. Using a suitable HDMI cable, you can, for example, play the videos stored on your Surfbook on an HDMI-ready television without having to first save the videos on your television.

Microsoft account

"Microsoft account" is the new name for the previous "Windows Live ID". Your Microsoft account consists of an e-mail address and a password that you need to sign into services such as Outlook.com, OneDrive, Windows Phone or Xbox Live. If you use an e-mail address and password to sign into these or other services, this means that you already have a Microsoft account. You can, however, register for a new account at any time.

Scrolling

Scrolling refers to the act of moving the screen contents either horizontally or vertically. You can scroll by using the scroll bar or by using the scroll wheel on the mouse.

Task bar

The task bar is the horizontal bar found at the bottom of your Surfbook. Unlike your desktop, which can be covered by opened windows, the task bar is almost always visible. The task bar therefore provides you with constant access to the important functions and settings of your Surfbook plus an overview of all the windows you have open.

USB

USB stands for "Universal Serial Bus" and is the name of a cable-based interface on your Surfbook. It is used to connect peripheral devices and exchange data between your Surfbook and external devices such as a USB stick.

Windows Store

The Windows Store is an online store offered by Microsoft with lots of useful and interesting apps that you can download to your Surfbook. See the "Downloading applications from the Windows Store" section for information on how to download apps from the Windows Store. Please note that you need to pay for some apps (paid apps are clearly labelled as such in the Windows Store).

29. Notes on copyright and trademarks

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30. Notes on disposal and recycling

Disposal considerations



This symbol on the device and in the accompanying documentation indicates that the device must be disposed of separately from normal household waste. This device (and the battery it uses) contain valuable raw materials such as rare earths and precious metals as well as components that are harmful to the environment and/or human health if not disposed of properly. By properly disposing of used appliances and batteries, you are making a vital contribution to conserving resources, minimizing pollution, and protecting the environment as best as possible.

Under European law you are required as a consumer to dispose of electronic waste and used batteries/appliances separately. As per national laws and provisions and/or EU Directives 2002/96/EC and 2006/66/EC, electronic waste and used batteries must be taken to the appropriate collection centers.

In EU member states, you can dispose of electrical or electronic equipment free of charge at special collection points near you. For more information, please contact your local authority or local authority. In some member states the retailer is obliged to take back the old equipment free of charge when buying new equipment. For further information, please contact your dealer.

Please note: Improper disposal of used appliances and batteries is a criminal offense in certain countries.

Notes on recycling



Your device and its sales packaging consist of valuable raw materials, which must be recycled in the interest of environmental protection.



Contact your city or municipal authority for information on the correct method of disposal.

Information on disposal in non-EU countries

These symbols only apply in the European Union. Information on proper disposal of these devices is available from your local competent authority or from the retailer.

31. Notes on the warranty

The statutory warranty period for consumer products is 24 months. There is no warranty beyond this.

Unauthorised modifications to the device (in particular, installing external firmware not approved by the manufacturer or modifying the device's hardware) may void the warranty.

32. Support information

If you have questions about your product or problems, please proceed as follows:

- Carefully read the operating instructions.
- Take a look at our FAQ section of our website, where you will find answers to the most frequently asked questions about your product.
- Check whether you have entered the correct settings on your device using the product features and functions as points of reference.
- Consult the respective product detail page for up-to-date information (such as newly available firmware updates) on your product.

If you have taken these measures and the problem persists, please contact our service team directly.

Our professional service employees will discuss all of the additional necessary steps with you and provide individual support to help you quickly and easily continue to address your concern.

Directly contacting us, the manufacturer, via our service hotline or by filling out our service form allows us to address your concern more quickly and allows you to benefit from high-quality consulting and support.

You can find out how to reach our service team here:

www.trekstor.de/support

The manufacturer hereby confirms that the Surfbook A13 device complies with the requirements and other relevant provisions of Directive 2014/53/EU.

Frequency range

BT/BT LE: 2402 - 2480 MHz

WiFi: 2412 - 2472 MHz,
5150-5725 MHz

RF Output Power max.

BT/BT LE: 4.5 dBm (2402 - 2480 MHz)

WiFi: 14.5 dBm (2412 - 2472 MHz),
11,0 dBm (5150 - 5725 MHz)

WiFi 5GHz:

Operations in the 5.15-5.35 GHz band are restricted to indoor usage only.

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www.trekstor.de



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