

Startup Guide

User's Manual

Personal Computer

VAIO® Z Canvas VJZ12A



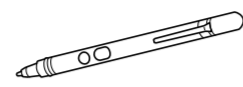
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1. Supplied Items

Check all items that came with your VAIO computer before use.

- AC adapter
- Power cord
- Digitizer stylus (pen)



- Cleaning cloth
- Pen holder



- User's manuals (See Supplied User's manuals.)

- Warranty card

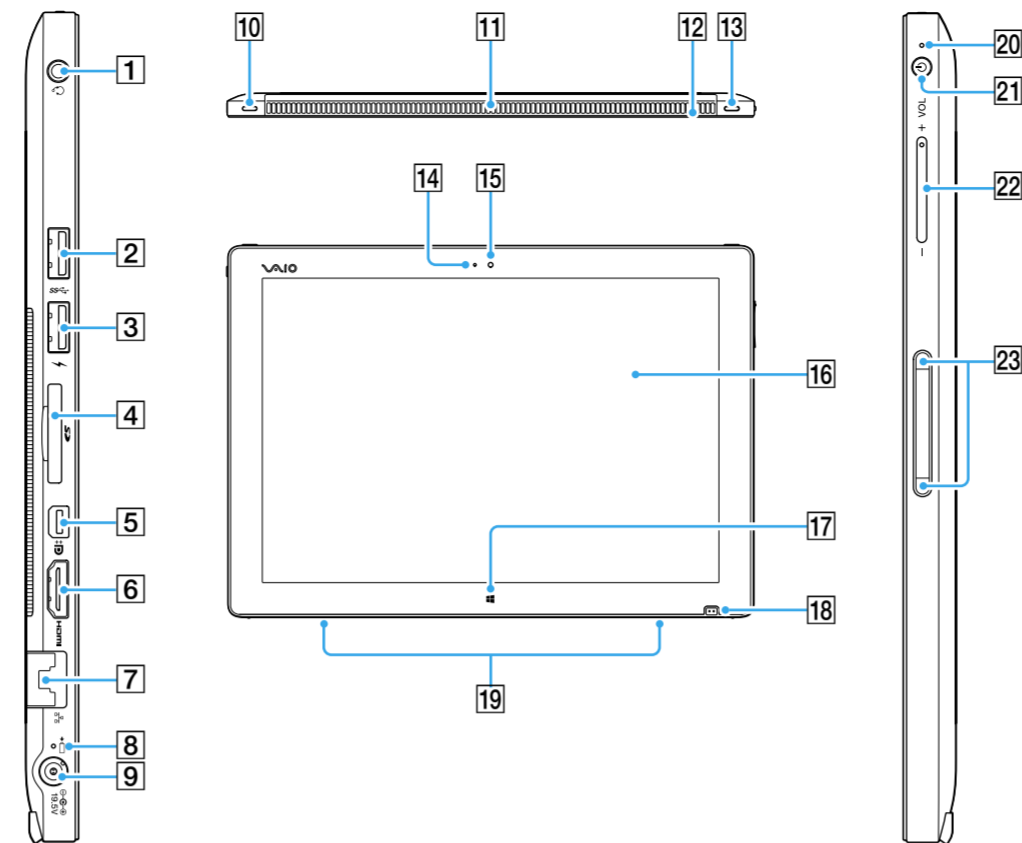
Notes

- Keep the shipping box of your VAIO computer until you make sure that you have all the supplied items. If you find anything missing or damaged, contact our Support Call or your dealer before you dispose of the box.

- The supplied accessories were tested and found functional solely with your VAIO computer.

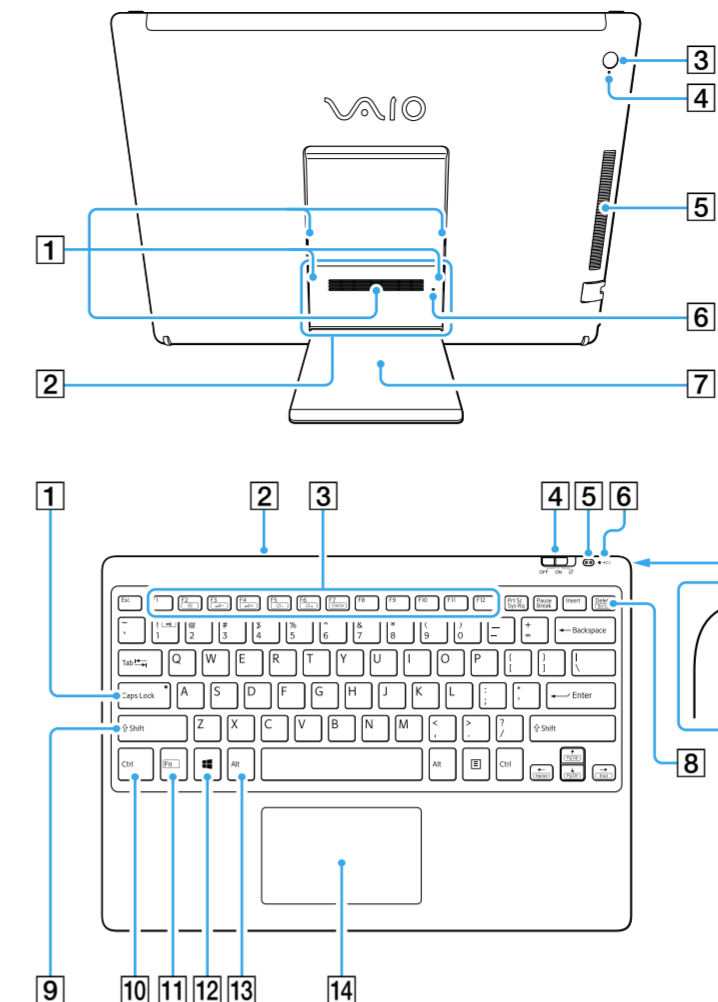
- Your VAIO computer can be recovered with the built-in hard disk or SSD and does not come with any recovery media. In case you could not recover the computer using the built-in hard disk or SSD, however, be sure to create your own recovery media with a USB flash drive before you first use your VAIO computer following your purchase. For detailed instructions on creating your own recovery media or recovering the computer, refer to **Data Backup/Computer Recovery** in the **Recovery and Troubleshooting Guide**.

2. Locating Parts and Controls



- 1 Headset compatible headphone jack
- 2 USB port
- 3 USB port
This port can be used for USB charging.
- 4 SD memory card slot
- 5 Mini DisplayPort output port
- 6 HDMI output port
- 7 LAN port
- 8 Charge indicator
- 9 DC IN port
- 10 L button
- 11 Air exhaust vent

- 12 Built-in monaural microphone
- 13 R button
- 14 Built-in front camera indicator
- 15 Built-in front camera
- 16 Touch screen
- 17 Windows touch button
- 18 Charge port for keyboard
- 19 Built-in stereo speaker
- 20 Power indicator
- 21 Power button
- 22 VOL (volume) buttons
- 23 Holes for attaching the pen holder



Notes

- Your VAIO computer and wireless keyboard contain a non-removable battery pack.

- The wireless keyboard has built-in magnets for attaching itself to your VAIO computer. Keep magnet-sensitive objects (credit cards, etc.) away from the keyboard to avoid possible data corruption.

- Setting **Airplane mode** to **On** disables all the wireless features of your VAIO computer and you cannot connect the wireless keyboard to the computer. To use the wireless keyboard, set **Airplane mode** to **Off**.

- Keeping your VAIO computer and wireless keyboard within 20 inches / 50 cm from each other would help you use the computer successfully.

Hint

There is a raised dot on the **F** and **J** keys.

- 1 Air intake vent
 - 2 Cover
The product name plate (certification notice) can be found behind the cover.
 - 3 Built-in rear camera
 - 4 Built-in rear camera indicator
 - 5 Air intake vent
 - 6 Battery off button
 - 7 Stand
- 1 Caps Lock key / Caps Lock indicator
 - 2 micro USB port
 - 3 Function keys
 - 4 Power and touch pad on/off switch for Keyboard
 - 5 Charge port for Keyboard (on Keyboard)
 - 6 Charge indicator for Keyboard
 - 7 Charge indicator for Keyboard (located on the back)
 - 8 Delete key
 - 9 Shift key
 - 10 Ctrl key
 - 11 Fn key
 - 12 Windows key
 - 13 Alt key
 - 14 Touch pad

Supplied User's Manuals

Congratulations on purchasing your VAIO computer!

Your VAIO computer comes with the following user's manuals:

Startup Guide (this user's manual)

Please read this user's manual first. You can find basic information, including connecting accessories to your VAIO computer, setting up Windows, and connecting your VAIO computer to the Internet.

Safety Guide

Please be sure to read this user's manual. You can find information that helps you use your VAIO computer safely.

Recovery and Troubleshooting Guide

You can find troubleshooting FAQs as well as instructions on recovering your VAIO computer and creating recovery media.

Operating Instructions for the digitizer stylus (pen)

You can find instructions on using the supplied digitizer stylus (pen).

Features and apps described in these user's manuals may not be available or preinstalled, depending on the model of your VAIO computer. Also, illustrations and screenshots used in them may look different from what you actually see on your VAIO computer.

VAIO Support Website

You can find the latest VAIO support information. When you need any help for using your VAIO computer, visit our VAIO support website first at:
<http://us.vaio.com/support/>

About the ENERGY STAR® International Program



The following information is applicable to ENERGY STAR qualified/certified products only.

ENERGY STAR logos are attached or electronically displayed on the following locations of ENERGY STAR qualified/certified products.

- The product
- The product packaging

As an ENERGY STAR Partner, VAIO confirmed that this product meets the ENERGY STAR requirements for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of energy efficient computers and office equipment.

The program supports the development and dissemination of products with functions that effectively reduce energy consumption to contribute to cost savings and reduction of environmental burdens. For detailed information on the ENERGY STAR Program, visit the following websites:
<http://www.energystar.gov/>

This computer is designed in compliance with the ENERGY STAR standards and delivered with the following power saving settings that apply to the computer running on AC power:

- The LCD backlight is turned off automatically after no more than 15 minutes of inactivity.
- The computer enters Sleep mode automatically after no more than 30 minutes of inactivity.

Press the **Power** button to bring the computer back into Normal mode.

3. Adjusting Computer Screen Angle

You can unfold the stand on the back of your VAIO computer and adjust the angle of the computer screen to your preference. Before you unfold the stand, be sure to place the computer on a flat surface, such as on a desk.

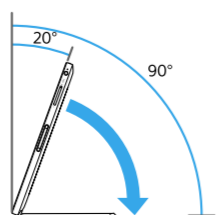
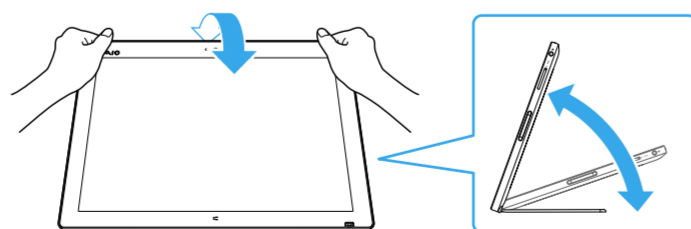
- 1 Hold your VAIO computer with one hand, put fingertips of the other hand into the slit above the stand edge, and pull open the stand.



Note

Do not pull open the stand more than it can go as it may cause mechanical damage.

- 2 Hold the top of the computer screen and push or pull it in the direction of the arrow to adjust the screen angle.



You can tilt the computer screen approximately between an angle of 20 and 90 degrees.

Notes

- While adjusting the computer screen angle, do not exert excessive pressure to avoid a risk of mechanical damage.

- Do not place your VAIO computer with the unfolded stand in any unstable orientations, such as in the portrait orientation.

- Do not use your VAIO computer while holding it by the stand.

- When folding the stand, keep the power cord and other cables out of the way.

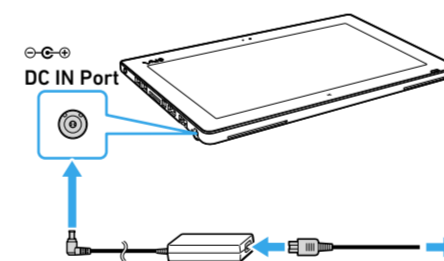
- Depending on the ambient temperature, the stand may not fold or unfold as smoothly as you expect due to the structural design of the stand.

4. Setting Up

1 Connect to a Power Outlet

Connecting your VAIO computer to a power outlet

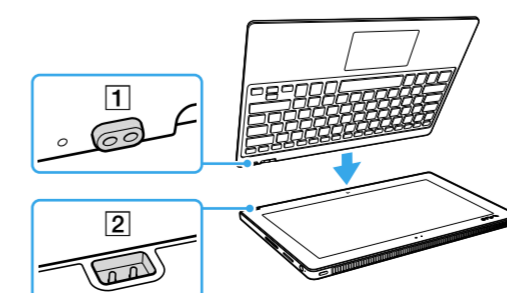
Plug the AC adapter to the DC IN port on the VAIO computer and connect the AC adapter and a power outlet with the supplied power cord.



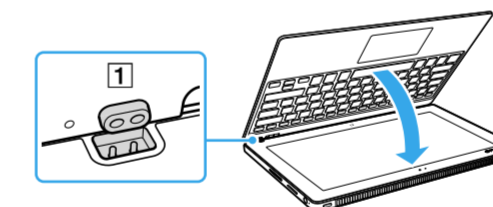
Charging the wireless keyboard battery

When you use the wireless keyboard for the first time, follow the steps below to charge the keyboard battery for at least 30 seconds.

- 1 Place your VAIO computer on a flat surface, such as on a desk.
- 2 Locate the charge port **1** on the wireless keyboard and the charge port **2** on the computer, and then align the top edge of the keyboard with the bottom edge of the computer.



- 3 Lower the bottom edge of the keyboard slowly in the direction of the arrow, making sure the two charge ports join together **1**, to attach the keyboard to the computer.



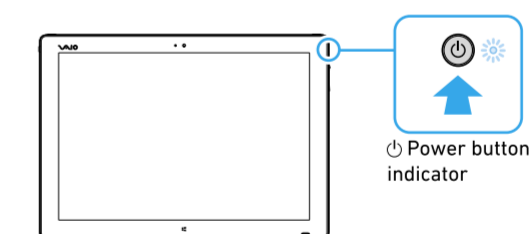
Notes

- Do not touch the charge ports to keep them clean.

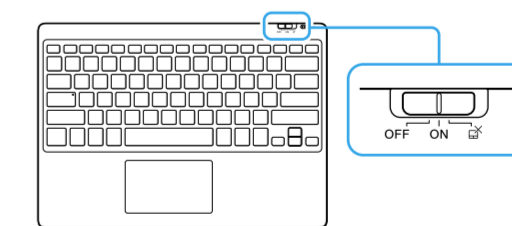
- When attaching the wireless keyboard to your VAIO computer, make sure there is no thin material, such as a cleaning cloth, left between the keyboard and the computer. It may be caught between the charge ports and prevent the battery from charging.

2 Turn On Your VAIO Computer

- 1 Remove the wireless keyboard from your VAIO computer and press the **Power** button on the computer.



- 2 Slide the power switch on the keyboard to **ON**.



The **Caps Lock** indicator above the **Caps Lock** key and the **Charge** indicator at the top right corner light for a fraction of a second and the keyboard turns on.

Now the wireless keyboard should be wirelessly connected to your VAIO computer.

Hint

If you cannot connect the wireless keyboard to your VAIO computer with the above steps, slide the power switch on the keyboard to **OFF** and follow the steps below to establish a wireless connection between them.

- 1 Make sure that your VAIO computer is turned on and place the wireless keyboard in front of the computer within the distance of 0.8 inches / 2 cm.

- 2 Press and hold the **Ctrl+Esc** keys and slide the power switch on the keyboard to **ON**. The **Caps Lock** indicator above the **Caps Lock** key blinks until the wireless connection is established.

Note

Do not turn off your VAIO computer before the Windows Setup window appears.

3 Set Up Windows (Initial Setup)

Follow the instructions displayed on the Windows Setup window to make initial settings.

Note

Do not plug a LAN cable to the LAN port on your VAIO computer before the Windows initial setup.

Tips on the Windows initial setup:

- Select **Skip this step** on the **Let's get connected** window.

- Enter your user name with alphanumeric characters.

- Leave the password blank.

Hint

You can make advanced settings and the password setting anytime after the Windows initial setup.

When the Windows initial setup completes, the Windows desktop screen automatically appears.

5. What to Do Next

1 Connect to the Internet

Before connecting to the Internet, you need to select a connection service, make a contract with an Internet service provider accordingly, and make the Internet connection settings on your VAIO computer.

With your VAIO computer, you can connect to the Internet either via a Wi-Fi (wireless LAN) or wired LAN network.

For detailed information on the Internet connection settings and required network devices, refer to the manual from your service provider and the manual that came with your device.

The following illustrates an Internet connection via a Wi-Fi network with network devices.

1 Follow the instructions in the manual from your service provider to connect the modem and the router or Wi-Fi (wireless LAN) access point, and then make the settings required for Internet access.

2 To make the settings, you need to connect your VAIO computer to those devices via a Wi-Fi (wireless LAN) or wired LAN network beforehand.

Connecting via a Wi-Fi network

1 Select **[Start]** (start), **Settings**, and **Network & Internet**, and then set **Wi-Fi to On**.

2 Select the desired Wi-Fi access point, and then **Connect**.

When a connection is established, **Connected** appears in the Wi-Fi access point field. If you are prompted for the security key in a new window, enter the security key as required, select **Next**, and make the PC sharing settings. Note that the security key is case-sensitive.

Connecting via a Wired LAN network

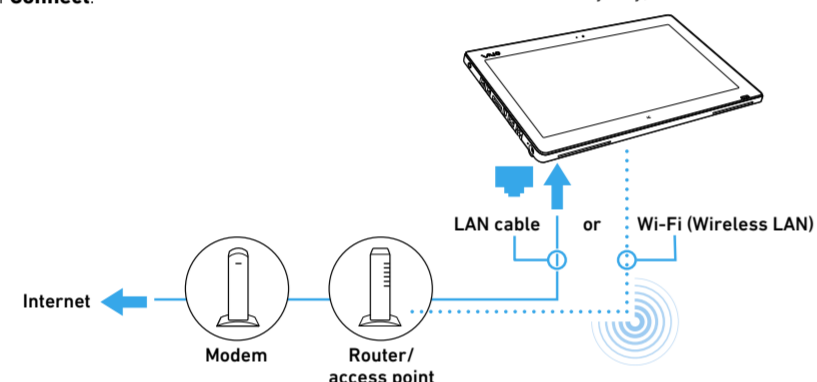
1 Plug one end of a LAN cable (not supplied) to the LAN port on your VAIO computer and the other to your modem/router. If there is a LAN outlet on your apartment wall, connect the computer directly to the outlet with the LAN cable.

2 Start your Internet browser software and see if a website appears.

If appears, your VAIO computer is successfully connected to the Internet.

Hints

- The security key is information needed for encrypting Wi-Fi communications. It solely allows communications between your computer and Wi-Fi access point that share the same key information and may also be referred to as the encryption key or the WEP key. The security key is assigned to an individual Wi-Fi access point by default. (Make sure that you change the default security key to protect against unauthorized use.) If you are not sure about your default security key, refer to the manual that



6. Using Supplied Digitizer Stylus (Pen)

How to Use the Digitizer Stylus (Pen)

With the supplied digitizer stylus (pen), you can perform operations more intuitively on your VAIO computer, such as gently pushing or tracing an image on the touch screen.

- Establishing a successful connection to the Internet completes Windows license authentication.

2 Get Ready to Use Your VAIO Computer

Running Windows Update

1 Select **[Start]** (start), **Settings**, and **Update & security**.

2 Select **Windows Update** and follow the on-screen instructions to update the Windows.

Updating VAIO original software

To update VAIO original software, visit our VAIO support website at the following URL, download update programs, and then install them on your VAIO computer.

<http://us.vaio.com/support/>

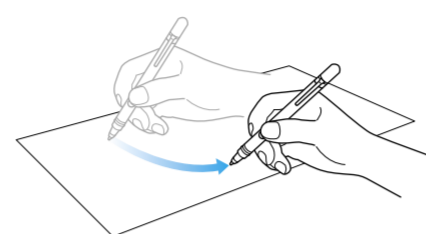
Creating your own recovery media

Your VAIO computer does not come with any recovery media. Be sure to create your own recovery media with a USB flash drive before you first use the computer following your purchase. For more information, refer to the **Recovery and Troubleshooting Guide**.

Hint

To turn off your VAIO computer or place it into Sleep mode after the above preparations, select **[Start]** (start), **Power**, and **Shut down or Sleep**.

To move the pointer on the touch screen
Put the tip of the pen close to the touch screen and move the pen around.



To click (tap)

Tap the desired point on the touch screen once with the pen. You can select actionable items on the touch screen by tapping, including the OK button, the Cancel button, and menu options.

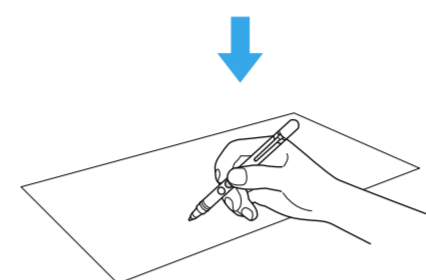
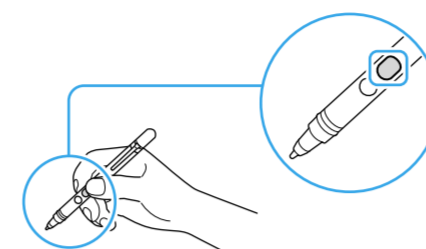
To double-click (double-tap)

Tap the desired point on the touch screen twice in quick succession with the pen. You can start an app or open a file by double-tapping.



To right-click (press and hold)

Press and hold the larger button on the pen, and then tap once on the desired point on the touch screen with the pen. A different context menu appears depending on the tapped point.



Alternatively, you can keep pressing the tip of the pen gently on the desired point for a few seconds to perform right-clicking.

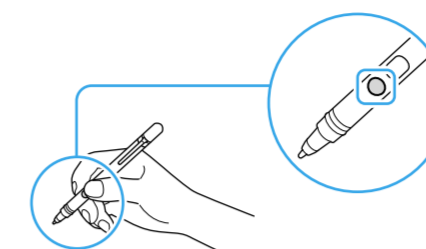
To drag (move an item)

Press and hold the tip of the pen gently on the desired point on the touch screen and move the pen around. You can move an item, such as a file, from one place to another by dragging.



To erase text

On some apps, you can erase text with the pen. Press and hold the smaller button on the pen, put the tip of the pen gently on the first letter of the desired text, and then drag to the last letter.



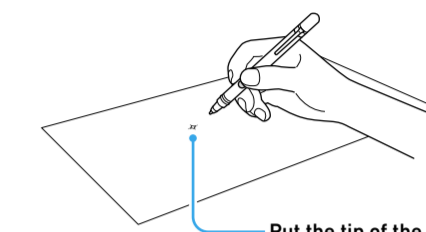
Notes

- Be sure to use the supplied digitizer stylus (pen).
- The digitizer stylus (pen) has no power switch. It is operational as long as it has a battery inserted.
- You can use the digitizer stylus (pen) while one of your hands is on the touch screen. Putting the tip of the pen close to the touch screen, therefore, disables the finger touch feature of the touch screen.
- There may be some display contents where scrolling with the digitizer stylus (pen) is disabled.

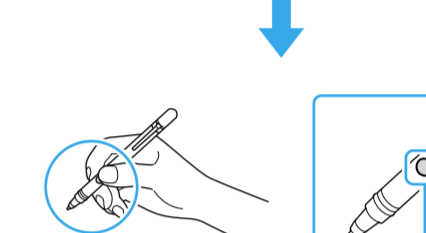
Clipping an Image Displayed on the Touch Screen (VAIO Clipping Tool)

With **VAIO Clipping Tool**, you can efficiently clip an image displayed on the touch screen, and then save it to a file or paste it onto another app such as **OneNote**.

To start **VAIO Clipping Tool**, put the tip of the supplied digitizer stylus (pen) close to the touch screen to display the pointer (↔), and then press the smaller button on the pen once.



Put the tip of the pen close to the touch screen and make sure the pointer appears.



Press the smaller button on the pen once.

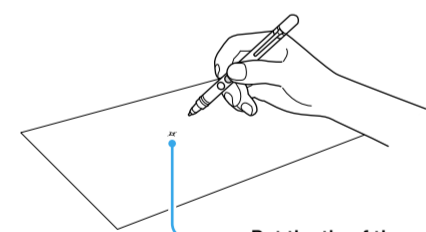
Hint

Alternatively, you can press and hold the **Fn** key and press the **1** key to start **VAIO Clipping Tool**.

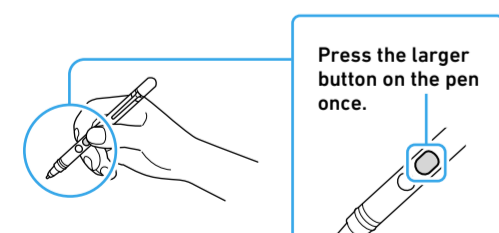
6. Using Supplied Digitizer Stylus (Pen)

Starting OneNote with the Digitizer Stylus (Pen)

You can put the tip of the supplied digitizer stylus (pen) close to the touch screen to display the pointer (↔), and then press the larger button on the pen once to start **OneNote**.



Put the tip of the pen close to the touch screen and make sure the pointer appears.



Press the larger button on the pen once.

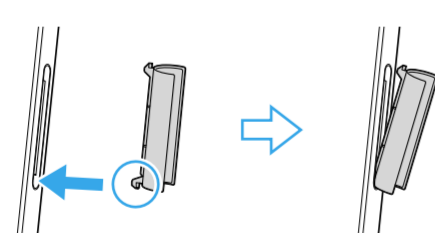
With **OneNote**, you can take notes on your VAIO computer as efficiently as on a notepad and share them with others.

Using the Pen Holder

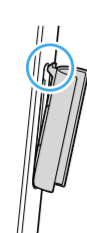
Your VAIO computer comes with a pen holder that allows you to attach the supplied digitizer stylus (pen) to the computer and carry them together.

To attach the pen holder

1 Push in the lower tab of the pen holder to one of the holes for attaching the pen holder located on the side of your VAIO computer.

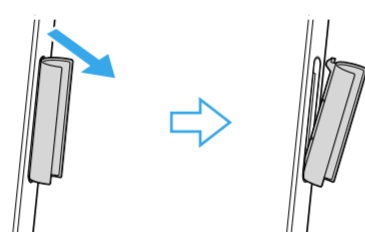


2 Push in the upper tab of the pen holder to the other hole.



To remove the pen holder

Pinch the pen holder by its upper part, pull it in the direction of the arrow to disengage the upper tab first, and then disengage the lower tab.



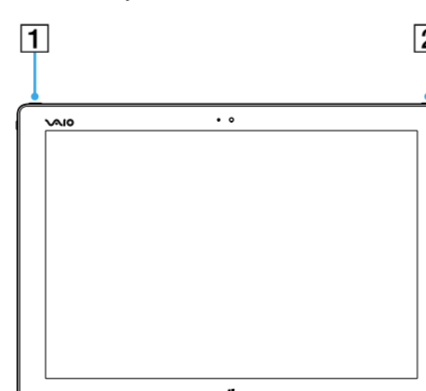
Note

Keep the nib and the tail cap of the digitizer stylus (pen), the pen holder, the pen grip, and the battery out of reach of small children.

7. Using L/R Button

You can press the L button on your VAIO computer to display the shortcut key menu or the R button to enable/disable the finger touch feature of the touch screen.

While you are using the supplied digitizer stylus (pen) or the finger touch feature of the touch screen for operations of your VAIO computer, the L button especially comes in handy when you want to use the shortcut key functions without the wireless keyboard.



- L button
- R button

Using the Shortcut Key Menu

By default, pressing the L button on your VAIO computer displays the shortcut key menu to the left of the touch screen. You can select an icon that represents the desired shortcut key function of the wireless keyboard.



- Arrow buttons
When there are more assigned software shortcut keys than a single menu can list, select this icon to display another list of software shortcut keys (another key set).
- Software shortcut keys
Select an icon that represents the desired shortcut key function of the wireless keyboard. You can also add or change software shortcut key assignments. To add or change an assignment, select **[Tools]** (Tools button) - **[Settings]** (Settings button) to open the settings window.
- Tools button
Select this icon to display the Tool Key Set menu. See **About the Tool Key Set** for more information.

Note

The contents or specifications of the shortcut key menu may be updated without prior notice.

About the Tool Key Set

To display the Tool Key Set menu, press the L button on your VAIO computer to display the shortcut key menu, and then select **[Tools]** (Tools button).



- Fan Mode**
Select this icon to change the operation mode settings for the CPU and the fan.
- Pen Mode**
Select this icon to change the level of the pen-tip pressure. Keep touching this icon to display the window for customizing the pen-tip pressure.
- Color Mode**
Select this icon to change the settings of the color management mode. This icon only appears when **Use the color mode calibrated by VAIO** is selected in **VAIO Control Center**.
- Pen Mapping**
Select this icon to enable operations with the supplied digitizer stylus (pen) on the external display connected to your VAIO computer. This icon only appears when an external display is connected to your VAIO computer and the extend mode is selected as the output mode.
- Settings** button
Select this icon to add/change a software shortcut key assignment or switch the button operation assignment between the L button and the R button.

Hint

You can also change the **Fan Mode**, **Pen Mode**, and **Color Mode** settings with **VAIO Control Center**.

Enabling/Disabling the Finger Touch Feature of the Touch Screen

By default, you can press the R button on your VAIO computer to enable or disable the finger touch feature of the touch screen. Pressing the R button displays either **Touch Panel On** or **Touch Panel Off** at the bottom center of the touch screen.



When the finger touch feature of the touch screen is disabled, you cannot use finger touch gestures for operations of your VAIO computer, but operations with the supplied digitizer stylus (pen) are still effective.

FCC Information

You can find out the FCC ID and/or DoC logo of your VAIO computer with the following steps:

- Select **[Start]** (start) and **VAIO Control Center** to start **VAIO Control Center**.
- Select **Others**.

Declaration of Conformity

Trade Name: VAIO
Model No.: VJZ12AD11L
Responsible Party: TRANS COSMOS AMERICA, INC.
Address: 879 West 190th Street, Suite 1050, Gardena, CA 90248
Telephone No.: 855-981-8246
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) this device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.