User Guide

Yoga Book 9i (14", 10)

Read this first

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

- *Generic Safety and Compliance Notices*
- *Safety and Warranty Guide*
- *Setup Guide*

Contents

About this guide

- This publication applies to Lenovo product model(s) listed below. For the sake of brevity, we will refer to the product model as "Yoga Book 9 PC" throughout this publication. Illustrations in this guide may look slightly different from your product model.

Model name	Machine type (MT)
Yoga Book 9 14IAH10	83KJ

- For further compliance information, refer to the *Generic Safety and Compliance Notices* at https://pcsupport.lenovo.com/docs/generic_notices.

- This guide may contain information about accessories, features, and software that are not available on all models.

- This guide contains instructions that are based on the Windows operating system. These instructions are not applicable if you install and use other operating systems.

- Microsoft® makes periodic feature changes to the Windows® operating system through Windows Update. As a result, the operating system related instructions may become outdated. Refer to Microsoft resources for the latest information.

- The content of the guide is subject to change without notice. To obtain the latest version, go to https://support.lenovo.com.

Chapter 1.   Meet your Yoga Book 9 PC

This chapter identifies the buttons, connectors, lights, and other visible components found on your Yoga Book 9 PC. For each item, a brief introduction is provided to explain its intended function. Additionally, this chapter includes the technical specifications for the PC and its accompanying peripheral devices.

Front view
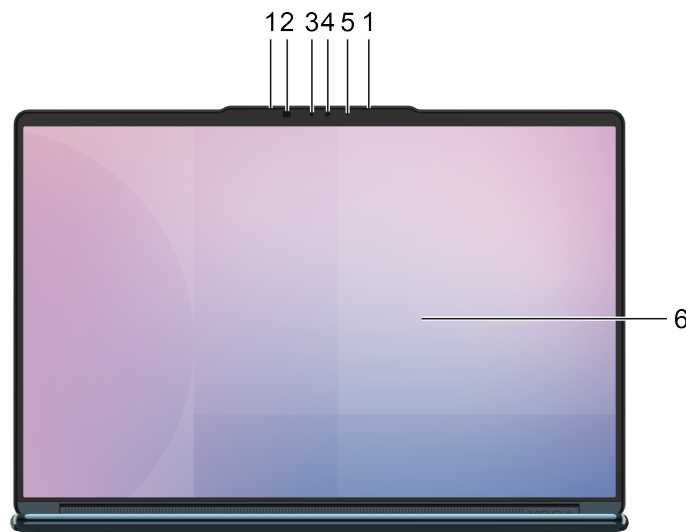
No.	Description
1	Microphones
2	IR LED
3	IR camera
4	Camera
5	Camera light
6	Upper screen

Microphones

The microphones are the PC's built-in sound input devices. They capture your voice and ambient sound and convert them into digital form. Microphones are essential components when you use your PC for video conferencing or voice recording.

Infrared LED

The infrared LED generates and emits near-infrared waves that are received and used by a camera (or a dedicated infrared camera) for facial recognition.

Infrared camera

The infrared camera receives near-infrared waves emitted by an infrared LED and reflected by a human face. It is used for facial recognition.

Camera

The built-in camera captures visible light and converts it to digital signals. It is used for video recordings and video conferencing.

Camera light

The camera light indicates whether the camera is activated.

Table 1. Camera light statuses and descriptions

Camera light status	Description
On	The camera is activated.
Off	The camera is not activated.

Left view
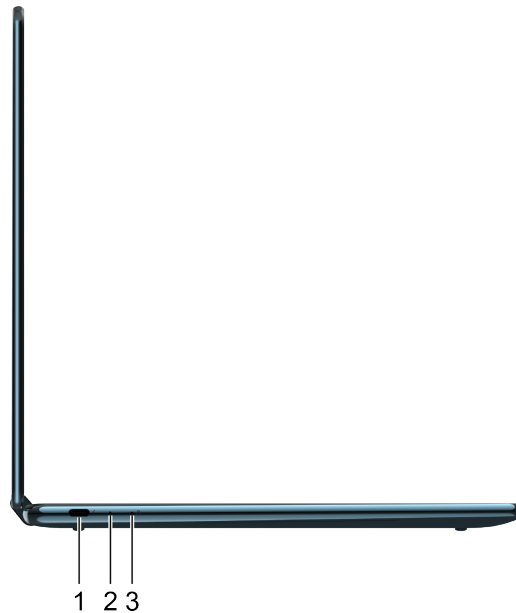
No.	Description
1	Multi-purpose USB Type-C connector
2	Battery charging light
3	Novo button hole

Multi-purpose USB Type-C connector

This USB Type-C® connector is the PC's power input connector. Use the included power adapter and this connector to supply power to the PC.

When this connector is not used by the included power adapter, it can also be used to connect:

- Storage or peripheral devices that follow the universal serial bus (USB) specification for data transfer and device interconnection
- Display devices

  Note: When connecting display devices, you need to use appropriate cables and adapters (if needed) according to the connection capabilities of the display device.

- Thunderbolt™- or USB4- enabled docks or devices

Charging light

The charging light indicates whether the PC is plugged into an electrical outlet. When the PC is plugged into an electrical outlet, the color of the light indicates whether the battery is fully charged (or will shortly be fully charged).

Table 2. Charging light statuses and descriptions

Light status	Plugged in?	Battery charge level
Off	No	/
On, amber	Yes	1%–90%
On, white	Yes	91%–100%

Novo button hole

When the PC is powered off, you can press the Novo button to display the Novo button menu. From the menu, you can then choose to:

• Open the firmware setup utility

• Display the boot device selection menu

• Display the Windows advanced startup options page

Note: The Novo button is rarely used during normal PC operations. To prevent users from accidently pressing it, the Novo button is placed in a recessed hole. You can use a straightened paper clip to press this button.

Right view
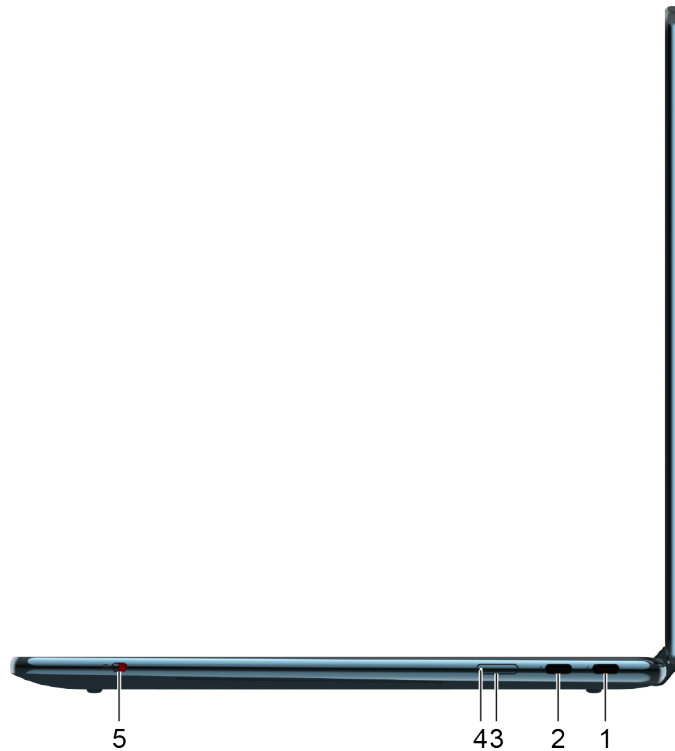
No.	Description
1, 2	Multi-purpose USB Type-C connector
3	Power button
4	Power light
5	Camera switch

Note: The USB Type-C connector labeled 2 supports the always-on function.

Multi-purpose USB Type-C connector

This USB Type-C® connector is the PC's power input connector. Use the included power adapter and this connector to supply power to the PC.

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- Storage or peripheral devices that follow the universal serial bus (USB) specification for data transfer and device interconnection
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  Note: When connecting display devices, you need to use appropriate cables and adapters (if needed) according to the connection capabilities of the display device.
- Thunderbolt™- or USB4- enabled docks or devices

Always-on connector

If a USB connector supports the always-on function, it can supply power to the connected device even when the PC is powered off, in sleep mode, or in hibernation mode.

The always-on function can be enabled or disabled in the PC's firmware setup utility. For PCs preinstalled with Lenovo Vantage, you can also find the toggle within that application.

Power button

Press the power button to turn on your PC.

Note: By default, on a Windows PC, pressing the power button when the PC is turned on will put the PC into sleep mode.

Power light

The power light indicates the current power state of the PC: whether it is powered on, powered off, in sleep mode, or in hibernation mode.

When the PC is powered on, this light can also indicate low battery by blinking rapidly.

Table 3. Power light status and description

Light status	Power state	Battery charge level
White (solid on)	Powered on	21%–100%
White (blinking rapidly)	Powered on	1%–20%
White (blinking slowly)	In sleep mode	/
Off	Powered off or in hibernation mode	/

Camera switch

This toggle switch is used to enable or disable the built-in camera.

Note: This switch is designed for privacy protection. If you don't need to use the camera, slide the switch to the off position to prevent any apps from using the camera.

Bottom view
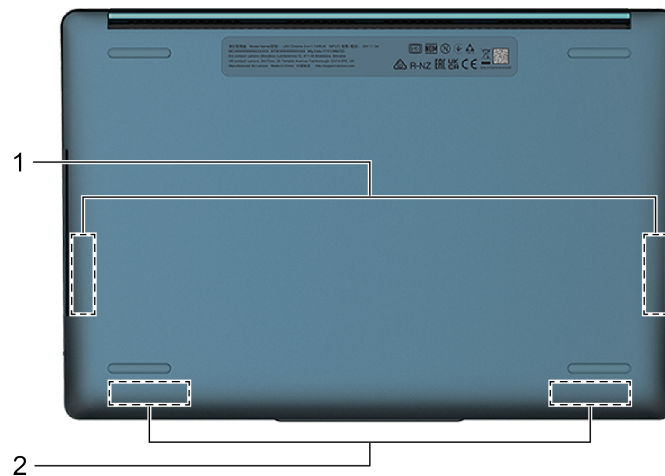
No.	Description
1	Speakers
2	Wi-Fi and Bluetooth antennas

Antennas

The antennas transmit and receive radio waves to allow data to be transferred between your PC and a Wi-Fi network device or a Bluetooth device.

Note: The antennas are hidden inside the PC.

Speakers

The speakers are the PC's built-in sound output devices.

Specifications

Dimensions

Width	315.09 mm
Depth	211.56 mm
Thickness	• T2: 15.50 mm • T4: 15.95 mm

ac power adapter

Input	100 V ac–240 V ac, 50 Hz–60 Hz
Maximum output	20 V, 3.25 A

Rechargeable battery pack

Capacity	88 Wh
Cell type	Li-Polymer

Memory

Type	LPDDR5X
Installation	on-board

Mass storage

Type	SSD
Slot	M.2 (2242)
Interface	PCIe Gen4

Display

Quantity	2
Type	OLED
Size	14 inches
Resolution	2880 × 1800
Maximum refresh rate	120 Hz

Connectors

USB Type-C	- Quantity: 3 - Maximum power output: 5 V, 3 A - Maximum power input: 20 V, 3.25 A - Protocol: – USB 2.0 480 Mbps – SuperSpeed USB 5 Gbps – SuperSpeed USB 10 Gbps – USB4 40Gbps – DisplayPort 2.1 – Maximum data rate: 80 Gbps – Maximum supported resolution: 7680 × 4320 @60 Hz – Thunderbolt 4 41.25 Gbps

Note: Data transmission rates are presented as maximum theoretical values in compliance with applicable specifications. The actual data transmission rates depend on various factors, including the performance of the connected devices and the quality of the cables being used. These rates are typically slower than the maximum theoretical values listed.

Networking

Wi-Fi standards	802.11 a/b/g 802.11n 802.11ac wave 2 - Wi-Fi 6 (802.11ax) - Wi-Fi 6E - Wi-Fi 7 **Note:** Different Wi-Fi standards may operate on different frequency bands. In some countries or regions, certain frequency bands may be prohibited for unlicensed use or may require specific conditions. Wi-Fi 6E and Wi-Fi 7 on this PC are disabled in some countries or regions in accordance with local regulations.
Bluetooth	Bluetooth 5.4

Sensors

Sensor	Quantity
Accelerometer-gyroscope hybrid sensor	2
Hall sensor	4

Statement on USB transfer rate

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

USB device	Data rate (Gbit/s)
3.2 Gen 1	5
3.2 Gen 2	10
USB4 40Gbps	40

Operating environment

Maximum altitude (without pressurization)

3048 m (10 000 ft)

Temperature

- At altitudes up to 2438 m (8000 ft)

    - Operating: 5°C to 35°C (41°F to 95°F)

    - Storage: 5°C to 43°C (41°F to 109°F)

- At altitudes above 2438 m (8000 ft)

    - Maximum temperature when operating under the unpressurized condition: 31.3°C (88°F)

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

Relative humidity

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

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

Specifications for peripheral devices for the Yoga Book 9 PC

Bluetooth keyboard

Model name	Yoga Book 9 14 Bluetooth KB
Dimensions	309.7 mm × 117.2 mm × 7.8 mm
Standard	Bluetooth 5.2
Operating environment	- Temperature: 0℃–40℃ - Humidity: 0%–90%
Storage environment	Temperature: -20℃–60℃
Battery type	Lithium-ion
Voltage	5 V
Capacity	1200 mAh

Digital pen

Model name	Lenovo Yoga Pen
Type	Active electrostatic stylus
Diameter	9.1 mm
Length	152 mm

Battery type	Lithium-ion
Voltage	4.2 V
Capacity	35 mAh
Operating environment	• Temperature: 5℃–40℃ • Humidity: 30%–80%
Storage environment	• Temperature: -10℃–60℃ • Humidity: 30%–80%

Chapter 2. Get started with your Yoga Book 9 PC

Your Yoga Book 9 PC comes pre-installed with Windows 11. When you first turn on your Yoga Book 9 PC, you will need to configure Windows 11 and sign in with your Microsoft account. Additionally, it is important to familiarize yourself with a few basic operations of Windows 11 to ensure a comfortable experience while using your PC.

Your Yoga Book 9 PC is a distinctive PC that features two touch-enabled screens but does not include an integrated keyboard or touchpad. This chapter provides guidance on how to use the included Bluetooth keyboard, the Lenovo virtual keyboard, and the virtual touchpad to effectively interact with your Yoga Book 9 PC.

Your PC and its operating system

The operating system is essential software for a PC. It manages the hardware devices of the PC, provides utility applications and user interfaces, and enables the installation of various applications for a wide range of purposes.

Your PC comes with Windows 11 pre-installed.

Initial setup of the Windows operating system

When you turn on your PC for the first time, the Windows operating system will guide you through the initial setup process. Most importantly, you will:

- Create a user account
- Connect to a wireless network that has Internet access
- Select language-related settings

Note: If you choose to set up Windows for personal use, you must either use an existing Microsoft account or create a new one. You can switch to a local account after the initial setup.

Set up facial recognition

Apart from text-based passwords, Windows 11 supports additional user authentication methods for PCs with the required hardware devices. For PCs equipped with a built-in infrared LED and an infrared camera, you can enable facial recognition to sign into Windows using your face.

Step 1.   Select **Start ➙ Settings ➙ Accounts ➙ Sign-in options ➙ Facial recognition**.

Step 2.   Select **Set up ➙ Get started** and follow on-screen instructions to enroll your face.

> **Note:** If you are using a local account to sign into Windows, you must set a password for the account before you can enable facial recognition.

Windows Update

From time to time, your PC receives update notifications. These notifications may include new features, security updates, and device drivers. While security-related updates are typically downloaded and installed automatically, you can manually control the installation of other available updates.

In Windows Update, you can view available updates, manually check for updates, and configure settings related to updates. To navigate to Windows Update, select **Settings ➙ Windows Update**.

Windows recovery options

While using your PC, you may encounter various issues. Windows provides several recovery options to help restore your system to normal functionality. The table below will help you choose the right option for different situations.

Table 4. Windows recovery options

Situations	Recovery options
Windows runs much slower after you install an app.	Restore Windows from a system restore point.
Windows hasn't been functioning properly for some time.	Reset your PC while keeping your personal files.
Your PC won't start.	Utilize Windows startup repair function.
Your PC won't start and cannot be repaired using Windows startup repair function.	Use a recovery drive to restore Windows.

Reset Windows

Resetting Windows allows you to reinstall the operating system while retaining your personal files. This gives the operating system a fresh start and, in some cases, restores the PC's original performance.

Step 1.   Select **Settings ➙ System ➙ Recovery**.

Step 2.   Under recovery options, select **Reset PC**.
When prompted, choose between **Keep my files** and **Remove everything**.

Step 3.   Follow the on-screen instructions to complete the reset process.

Create a recovery drive

It is advisable to create a recovery drive after completing the initial setup of Windows. If you encounter a significant issue that prevents Windows from starting, you can use the recovery drive to restore the operating system on your PC.

Step 1.   Prepare an empty USB drive with a storage capacity of 32 GB or more.

Step 2.   In the search box on the taskbar, type `Create a recovery drive` and select the matched app.

Step 3.   Make sure **Back up system files to the recovery drive** checkbox is selected and select **Next**.

Step 4.   When prompted, connect the USB drive to your PC, select it, and then select **Next**.

Step 5.   Select **Create**.

Restore Windows using a recovery drive

If the Windows operating system fails to start, you can use a previously created recovery drive to restore Windows onto your PC.

Step 1.   Shut down your PC.

Step 2.   Connect the recovery drive to your PC.

Step 3.   Press the Novo button to start the PC.

Step 4.   Select **Boot Menu** from the Novo button menu.

Step 5.   Select the USB drive as the boot device.
The PC will start to the Windows Recovery Environment.

Step 6.   Follow the on-screen instructions to restore Windows onto your PC.

Yoga Book 9 14 Bluetooth KB

Yoga Book 9 14 Bluetooth KB is a Bluetooth-enabled keyboard. You can pair the keyboard with Yoga Book 9 PC and use it for text input. The keyboard is specifically designed for Yoga Book 9 PC. When using it with the Yoga Book 9 PC, you have many options in terms of its placement. It also includes hotkeys that provide quick access to apps and settings that are unique to Yoga Book 9 PC.

Note: For the sake of brevity, we may also refer to Yoga Book 9 14 Bluetooth KB as "the Bluetooth keyboard" later in this publication.

The connector and switch

Yoga Book 9 14 Bluetooth KB is powered by a built-in lithium icon battery. It includes a USB Type-C connector for recharging the battery. It also includes a switch to turn on and off the keyboard or set the Bluetooth keyboard in discoverable mode.
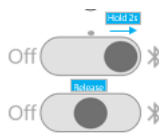
Figure 1. Yoga Book 9 14 Bluetooth KB—Right view

No.	Description
1	Power/connection switch
2	Charging/connection light
3	Charging connector (USB Type-C)

Keyboard switch positions

The keyboard switch can be placed in one of three positions.

Switch position	Description
	The keyboard is turned off.
	The keyboard is in free connection mode. It will be re-connected if placed near a previously paired Bluetooth-enabled device.
	The keyboard is made discoverable by other Bluetooth-enabled devices.

Keyboard status light

The status light on the right side of Yoga Book 9 Bluetooth KB indicates the power and connection status of the keyboard.

Light status	Description
Off	• [Switch in off position] The keyboard is powered off. • [Switch in free connection position] The keyboard is connected with another Bluetooth-enabled device.
On (amber)	The keyboard is charging, and the battery level is below 90%.
On (white)	The keyboard is charging, and the battery level is at 90% or higher.
Rapid blinking (amber)	The battery level of the keyboard is low.
Blinks (white) 5 times and then turns off	The keyboard is powered on or has awakened from sleep mode.
Blinks (white)	The keyboard is trying to connect with a paired Bluetooth-enabled device.
Blinks (white) 5 times in quick succession and then turns off	The keyboard is connected with a paired Bluetooth-enabled device.

Pair Yoga Book 9 14 Bluetooth KB with Yoga Book 9 PC

You must pair Yoga Book 9 14 Bluetooth KB with your Yoga Book 9 PC before using it for text input.

Step 1.   Enable Bluetooth on your Yoga Book 9 PC.

Step 2.   Hold the switch of the Bluetooth keyboard in the pairing position for 2 seconds and then release the switch.

Step 3.   On Yoga Book 9 PC, select **Settings → Bluetooth & devices → Add device → Bluetooth**.

Step 4.   From the list of Bluetooth devices, select the device labeled "Yoga Book 9."

The Yoga Book 9 Bluetooth KB should now be paired with your PC and is ready for use. The battery level of the Bluetooth keyboard is displayed on the PC.

Charging Yoga Book 9 14 Bluetooth KB

When connected to the PC, you can check the battery level of the keyboard. Recharge the keyboard when it is running low on battery.
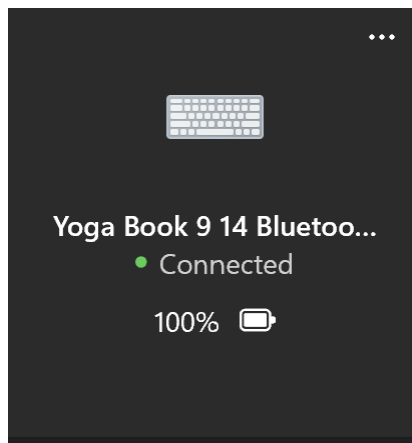

Figure 2. The Windows Settings app shows the battery level for connected Bluetooth devices

Note: The light on the right side of the Yoga Book 9 14 Bluetooth KB blinks amber if the keyboard is in a low-battery state.

The Yoga Book 9 14 Bluetooth KB includes a USB Type-C charging connector. Use the battery charger that came with your Yoga Book 9 PC to recharge the keyboard.

The Lenovo virtual keyboard

You can activate a Lenovo virtual keyboard when you need to enter text on your Yoga Book 9 PC. There are three available keyboard types: traditional, floating, and mini.

Note: The Lenovo virtual keyboard is unavailable when Yoga Book 9 PC is in tablet mode or when the lower screen is set to duplicate the upper screen. The floating and mini keyboard types are initially available only in the English (US) layout. Their availability in other keyboard layouts will be added gradually through online updates.

Table 5. Comparison of the three virtual keyboard types

Keyboard style	Characteristic	Intended usage scenario
Traditional	• A QWERTY-based, six-row, standard Lenovo keyboard layout that also provides function keys (F1–F12), hotkeys, and the fn key • Can be docked to either the upper or lower section of the bottom screen	• You want to enter text and take advantage of the hotkeys and fn-based keyboard shortcuts. • You want to replicate the keyboard and touchpad combination typically found on many traditional notebook PCs.
Floating	• A QWERTY-based, four-row keyboard layout with fewer but larger keys • Can be freely moved and repositioned, remaining on top of any open app windows	You want larger keys to facilitate easier text entry.
Mini	• Very small size • Can be freely moved and repositioned, remaining on top of any open app windows	You want to enter a small volume of text, typically using one finger.

Note: To move the floating or mini virtual keyboard, drag the repositioning bar located beneath the space key.

Activating the Lenovo virtual keyboard

There are three options to activate the Lenovo virtual keyboard. Each option can be turned on or off in the User Center app.

• Clicking within a text input area

• Selecting the virtual keyboard icon in the system tray of Windows

• Tapping the bottom screen with eight fingers

Note: To hide the Lenovo virtual keyboard, press the ⌨ key.

Switch the types of the Lenovo virtual keyboard

When the Lenovo virtual keyboard is displayed, you can switch its type according to how you want to use the keyboard.

Step 1.　Press the settings key ⌨⚙ on the Lenovo virtual keyboard.

Step 2.　Choose a keyboard type by selecting one of the icons (⌨ ⌨ ⌨).

Note: You can use two fingers to pinch or stretch the Lenovo virtual keyboard to adjust its size. When the size reaches one of the threshold points, the keyboard type will change. For example, if you pinch on the traditional virtual keyboard, it will change to a floating keyboard.

Lenovo virtual keyboard customization

When the Lenovo virtual keyboard is displayed, you can press the settings key (⌨⚙) to customize the following keyboard settings:

- Choose a different theme
- Choose a different language
- Adjust the keyboard transparency
- Turn the key-pressing sound on or off
- Turn the key-pressing vibration on or off

Note: The Lenovo virtual keyboard does not support all languages. For unsupported languages, the keyboard will default to the English (US) layout.

Shortcut keys

Both Yoga Book 9 14 Bluetooth KB and the Lenovo virtual keyboard (traditional type) feature the following shortcut keys.

- Functions keys (F1–F12)
- Hotkeys (share keys with function keys)
- The fnlock key
- Combination keys using the fn key
- Combination keys using the Windows logo key

Hotkeys

Hotkeys are Lenovo-defined keyboard shortcuts that provide quick access to frequently used settings and apps. Hotkeys are usually located in the top row of the keyboard and share keys with the function keys (F1 through F12). In addition to the top-row hotekys, the Bluetooth keyboard includes several dedicated hotkeys in the rightmost column.

Table 6. Top-row hotkeys available on both the Lenovo virtual keyboard (traditional type) and the Bluetooth keyboard

Hotkey icon	Function description
⊿×	Mutes/Unmutes sound.
⊿›	Decreases volume.
⊿»)	Increases volume.
⏺×	Enables/Disables the microphone.
☼	Decreases screen brightness.
☀	Increases screen brightness.

Table 6. Top-row hotkeys available on both the Lenovo virtual keyboard (traditional type) and the Bluetooth keyboard (continued)

Hotkey icon	Function description
⊟	Opens the display mode selection panel.
⚙	Opens the Settings app.
🔒	Locks the screen.
⌨	• Moves the virtual keyboard (traditional style) to the upper or lower part of the bottom screen. (Lenovo virtual keyboard) • Displays the floating virtual touchpad. (Bluetooth keyboard)
☆	Opens an AI experience, an application launch panel, or a pre-installed PC management application.
▤	Opens the multi-screen manager.
⎆	Opens the User Center app.

Note: Hotkey functions may change if the associated app or the Windows operating system is updated.

Table 7. Dedicated hotkeys on the Bluetooth keyboard

Hotkey icon	Function description
⌒	Switches the PC's active operation mode.
🔊	Switches the PC's active audio mode.
👁	Turns on or off the eye care mode.
⊡	Opens a pre-installed device collaboration app.
☆	Opens a user-defined favorite app. **Note:** For models purchased in mainland China, this hotkey opens the preinstalled Lenovo PC Manager.

The FnLock switch

Hotkeys usually share keys with function keys (F1–F12) and other top row keys. Each of these dual-function keys is printed with an icon denoting the hotkey function and a character string denoting the number of the function key.

Figure 3. Locations of the FnLock key and the Fn key

- A: an icon or character denoting the primary function
- B: an icon or character denoting the secondary function
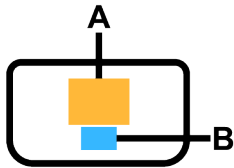
Figure 4. The printed content of a dual-function key

The FnLock is an electronic switch that can reverse the primary and secondary function of the top row dual-function keys. Press Fn + Esc to turn this switch on and off.

Note: On the Bluetooth keyboard, a light on the Esc key indicates the status of the switch. On the Lenovo virtual keyboard, the icons or characters of the dual-function keys turn white or grey to indicate which function becomes primary.

Combination keys using the fn key

You can hold down the fn key and press one of several other keys to quickly access specific settings. Some of these key combinations are only available on the Bluetooth keyboard.

Table 8. fn-based key combinations

Key combination	Function	Supported on Lenovo virtual keyboard?	Supported on the Bluetooth keyboard?
fn + Q	Switches the PC's active power mode	Yes	Yes
fn + R	Switches the refresh rates of the built-in displays	Yes	Yes
fn + N*	Shows key device information	Yes	Yes
fn + Space	Adjusts keyboard backlight	No	Yes
fn + B	Break	No	Yes
fn + P	Pause	No	Yes
fn + S	SysRq	No	Yes

Table 8. fn-based key combinations (continued)

Key combination	Function	Supported on Lenovo virtual keyboard?	Supported on the Bluetooth keyboard?
fn + K	ScrLk	No	Yes
fn + I	Insert	Yes	Yes
fn + T	PrtScr	Yes	Yes
fn + left arrow	Home	Yes	Yes
fn + right arrow	End	Yes	Yes
fn + up arrow	PgUp	Yes	Yes
fn + down arrow	PgDn	Yes	Yes

Note: The fn + N keyboard shortcut may not function on models sold in mainland China. You can view the device information in Lenovo PC Manager instead.

Combination keys using the Windows logo key

The Windows logo key is located in the lower-left corner of the keyboard. It can be used alone or in combination with specific keys to quickly change settings and access utilities within the Windows operating system. The table below lists frequently used key combinations. For a complete list of all key combinations that utilize the Windows logo key, please refer to the official Microsoft online documentation.

Table 9. Windows logo key combinations

Key or key combination	Function
Windows logo key ⊞	Opens or closes the Start menu
+ A	Opens or closes Quick Settings
+ D	Returns to the desktop
+ E	Opens File Explorer
+ I	Opens Settings
+ L	Locks the screen
+ M	Minimizes all open windows
+ N	Opens or closes the Notification Area
+ P	Switches multi-screen modes
+ W	Opens or closes Widgets
+ ; (semicolon)	Opens the emoji panel
+ Tab	Opens or closes Task View
+ PrtSc	Takes a full-screen screenshot and saves it to a file

The Lenovo virtual touchpad

Most notebook PCs include a built-in touchpad for interacting with the PC's graphical user interface. You manipulate objects and text on the screen by sliding and tapping your finger on the touchpad. With Yoga Book 9 PC, you can activate and use a virtual touchpad to perform such tasks.

Note: The Lenovo virtual touchpad is unavailable when Yoga Book 9 PC is in tent or tablet mode, or when the lower screen is set to duplicate the upper screen.

The bottom virtual touchpad

When you put Yoga Book 9 14 Bluetooth KB or activate the Lenovo virtual keyboard (traditional style) on the upper part of the bottom screen, a virtual touchpad with two click buttons is displayed below the keyboard. You can slide your finger and tap the click buttons as you would on a physical touchpad.
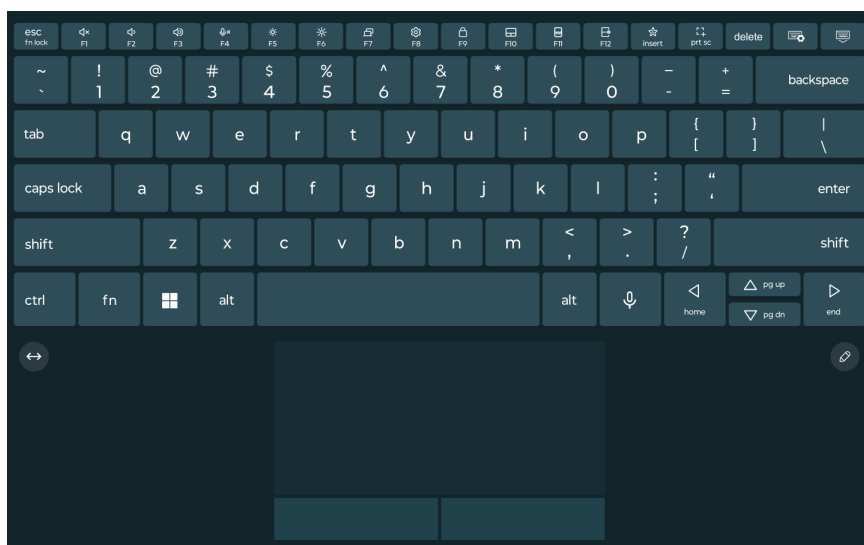
Figure 5. Replicate a keyboard and touchpad combination with the Lenovo virtual touchpad displayed below the Lenovo virtual keyboard

Note: When the bottom virtual touchpad is displayed, you can click the control buttons (↔ ⇥⇤) to expand or collapse the touchpad area.

Create a lock-screen sticky note

When the bottom virtual touchpad is displayed, you can activate a notepad on the right side of the touchpad. You can then use the stylus to create a sticky note and send it to the lock screen.

Step 1. On the bottom virtual touchpad, click the ✎ icon to display the sticky note widget.

Step 2. Click the plus (+) icon with the stylus.

Step 3. Create a note by writing and drawing with the stylus.

Step 4. Click the 🏷 icon to send the note to the lock screen.

The floating virtual touchpad

You can also activate a floating virtual touchpad on the bottom screen of Yoga Book 9 PC. There are three options to activate the floating virtual touchpad.

- Press the F10 hotkey on the Bluetooth keyboard
- Tap the bottom screen of Yoga Book 9 PC with three fingers
- Click the virtual touchpad icon on Windows system tray

Note:

The last two options need to be enabled in the User Center app.
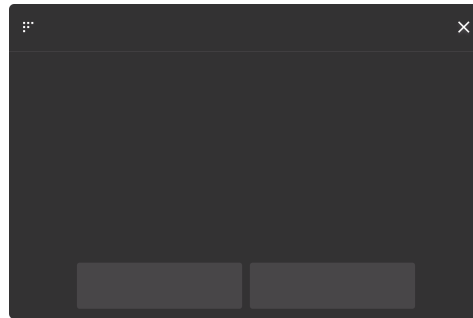
You can resize the floating touchpad by dragging the triangle in the upper left corner or re-position it by dragging the top bar. To close the floating touchpad, click the × button.

Lenovo Yoga Pen

Lenovo Yoga Pen may be included with your Yoga Book 9 PC. You can use the stylus to write, sketch, and draw on your Yoga Book 9 PC.

Figure 6. Overview of the Lenovo Yoga Pen

No.	Description
1	Pen tip
2	Bottom button
3	Top button
4	USB Type-C connector
5	Charging light

Note: The battery of the stylus is set to shipping mode at the factory to prevent over-discharge during transit. Connect the stylus to a power source to deactivate its shipping mode before using it for the first time.

Choking hazard warning

⚠️ **DANGER**

CHOKING HARZARD—The stylus contains a small component (the tip). Keep the stylus out of reach of children under three years old and individuals who have a tendency to place inedible objects in their mouths.

Charging light of the Lenovo Yoga Pen

A charging light is located at the end of the Lenovo Yoga Pen. It illuminates when the stylus is charging and can also indicate a low battery status, reminding you to connect and recharge it.

Table 10. Charging light status of the Lenovo Yoga Pen

Light status	Description
Off	The stylus is not charging and its battery level is at 20% or above.
Blinking (amber)	The stylus is not charging and its battery level is below 20%.
On (amber)	The stylus is charging and its battery level is below 100%.
On (white)	The stylus is fully charged.

Lenovo Pen Settings

Lenovo Pen Settings is a pre-installed app for setting up Lenovo digital pens. This app allows you to perform the following functions:

- Reassign pen button functions
- Adjust pen sensitivity
- Check the pen's battery level

To open the Lenovo Pen Settings, type the app name in the Windows search box and select the matched result.

Use power efficiently

As an electronic device, your PC requires electricity to operate. The Windows operating system provides advanced power management features for the devices included in your PC. You can take advantage of these features to use your PC in an energy-efficient manner.

Shut down your PC

When you have finished using your PC and do not plan to resume shortly, shut it down.

Step 1.   Select **Start ➙ Power**.

Step 2.   Select **Shut down**.

Put your PC into sleep mode

If you need to stop using your PC but plan to resume shortly, you can put it into sleep mode. Your PC will wake up more quickly from sleep mode, allowing you to return to where you left off with your work.

Step 1.   Select **Start ➙ Power**.

Step 2.   Select **Sleep**.

Adjust timeout settings for saving power

Setting appropriate timeouts for your PC to enter sleep mode and for the built-in screen to turn off is an effective method of reducing your PC's power consumption. The Windows operating system comes with default timeout settings for these two items, which you can adjust to better suit your preferences.

Step 1.   Select **Start ➙ Settings ➙ System ➙ Power & battery ➙ Screen, sleep, & hibernation timeouts**.

Step 2.   Adjust the settings.
For notebook PCs, you can set distinct timeouts for two usage scenarios: when the PC is plugged in and when it is running on battery power.

Default timeout settings for power saving

The operating system on your PC has the following timeouts enabled by default. You can adjust these settings to better suit your preferences.

Note: Setting appropriate timeouts is an effective method of reducing your PC's power consumption. Avoid setting excessively long timeouts to effectively disable this power-saving feature.

Table 11. Default timeout settings for the PC to enter sleep mode and the screen to turn off

Power saving action	Power state	Timeout (minute)
Turn off the screen	Plugged in	5
	On battery	3
Put the PC into sleep mode	Plugged in	5
	On battery	3

Note: To wake the PC from sleep mode, press the power button or any key on the keyboard.

System operation modes

Lenovo has preset several modes in which your computer can operate. The maximum attainable performance, power consumption, and speed limit for the heat sink fan vary between the operation modes. Consider the following conditions when you want to switch operation modes.

- The environment where you use your computer, and

- The tasks running on your computer

You can switch the operation mode in the pre-installed app Lenovo Vantage or Lenovo PC Manager. As a shortcut, you can also use the key combination Fn + Q. Three modes are usually available for most Lenovo computers. The following table lists the operation modes and the recommended conditions for each mode.

Note: The operation modes listed in the table are descriptive and may not be the same as those displayed by the app.

Table 12. Operation modes and their recommended usage conditions

Operation mode	Recommended conditions
High Performance	• Your computer is plugged into an electrical outlet. • You want the best performance, and • You don't care if the fan makes a little noise.
Auto (Balance)	You plan to frequently switch between different computer tasks over a period time.
Power Saving (Quiet)	• Your computer is operating on battery power, or • You want the computer to be as quiet as possible.

Note: In Auto (Balanced) mode, the computer dynamically switches between High Performance mode and Power Saving (Quiet) mode depending on the tasks running on the computer.

Rechargeable battery pack

Your computer includes a built-in, rechargeable battery pack that makes mobile computing a reality. When the computer is plugged into an electrical outlet, the battery charges. If you use the computer when you don't have access to an electrical outlet, the battery discharges to supply electricity that the computer system requires for operation.

You can charge the battery any time you want. The battery packs of Lenovo computers support multiple charging modes that are suitable for different power usage habits. You can switch the battery's active charging mode in Lenovo Vantage, Lenovo PC Manager, or Lenovo Smart Engine.

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

Note:

You can check the battery temperature in Lenovo Vantage.

To maximize the life of the battery, once the battery is fully charged, it must discharge to 94% or lower before it will be allowed to recharge again.

Conservation mode

If your computer is constantly plugged into an electrical outlet, consider switching the battery charging to conservation mode. In conservation mode, the battery will not be fully charged. Instead, the battery's charge will be kept within 75%–80%. This is beneficial to the long-term health of the battery.

Note: If you want the battery to be fully charged before bringing the computer to work, disable conservation mode by switching the battery charging to normal or rapid charge mode.

Overnight charge optimization

Some people follow a regular pattern when using their computers. They finish their workday with the computer at a low battery charge level. They plug in their computers at night and need the battery to be fully charged the next morning so they can unplug the computer and bring it to work. These activities happen at approximately the same time each day. If this sounds like you, consider enabling overnight charge optimization for the battery.

Overnight charge optimization affects battery charging during the night hours, the time when you're usually asleep. When it is enabled, the computer regularly adapts its charging behavior based on observation of when you plug in the computer at night and unplug it in the morning. During the nighttime, the battery is charged to a particular range and is kept within that range for an extended period, before being further charged to 100%. Overnight charge optimization ensures safe charging during the night and is beneficial to the long-term health of the battery.

Note: With overnight charge optimization enabled, if you break your routine one day by unplugging the computer much earlier than usual in the morning, you may find that the battery is not fully charged.

If the battery pack of your computer supports overnight charge optimization, it can be enabled in Lenovo Vantage or Lenovo PC Manager.

Recover full battery capacity

If your computer is constantly plugged in to an electrical outlet and the battery rarely discharges, the battery may not be charged to its full capacity even if the battery meter reports 100% charge. You can recover the battery's full charging potential simply by discharging and re-charging the battery.

Step 1.   Unplug the computer and use it until the battery charge drops below 20%.

Step 2.   Plug in the computer and charge the battery to 100%.

Set up Internet access

In your home or office, Internet access is typically provided through Wi-Fi-enabled networks. You can connect to such a network to access the Internet. The Windows operating system provides utilities that assist in searching, connecting to, and managing wireless networks within range.

Step 1.   Select the Network, Sound, and Battery icons (🛜 🔊 🔋) on the right side of the taskbar to open quick settings.

Step 2.   On the quick settings pane, select the > symbol next to the network icon.
Wireless networks within range should be displayed.

Step 3.   Select the network you want to connect to and then select **Connect**.

Step 4.   Enter the network security key when prompted.

Chapter 3. Maximize productivity with Yoga Book 9 PC

Your Yoga Book 9 PC is an innovative and versatile PC product. It includes two displays that can be set to work independently or together. It also contains a built-in gyroscope. When you flip or rotate your Yoga Book 9 PC, the screen content is oriented accordingly (landscape or portrait).

The Yoga Book 9 folio case can be folded to create a stand. There are two different ways to do so. You can put your Yoga Book 9 PC on the stand and use the Yoga Book 9 14 Bluetooth KB for writing and programming tasks.

The hinges that connect the two displays of the Yoga Book 9 PC can rotate 360°. If you need to present an idea to a colleague, you can rotate the hinges and use the PC in tent mode. It can also change into a tablet when needed.

Use your Yoga Book 9 PC in various modes

By taking advantage of the 360° rotation hinges, the Yoga Book 9 PC can be used in the following modes.

- Notebook mode
- Book mode
- Tent mode
- Tablet mode

Notebook mode

You can use your Yoga Book 9 PC like any conventional notebook PC.

You can put Yoga Book 9 14 Bluetooth KB on top of the bottom screen of Yoga Book 9 PC. When placed on the upper part of the screen, a virtual touch pad is displayed below the keyboard.

Figure 7. Yoga Book 9 14 Bluetooth KB used on the upper part of the bottom screen

Tent mode

You can rotate the hinges connecting the two displays beyond 180° and position the Yoga Book 9 PC in a tent-like configuration on a desktop.

You may use Yoga Book 9 PC in tent mode to present slides to a coworker sitting opposite you.

Note: When using the Yoga Book 9 PC in tent mode on a desktop, ensure that the surface is stable and level. Never use it in stand mode on an inclined or sloped surface.

Figure 8. Yoga Book 9 PC used in tent mode for presentation

Book mode

In book mode, you position the Yoga Book 9 PC with the two screens side by side, resembling a traditional book. This orientation is especially convenient for reading two documents simultaneously.

Figure 9. Hold the Yoga Book 9 PC as you would a traditional book

Tablet mode

You can rotate the hinges that connect the two displays 360° and use Yoga Book 9 PC as a tablet PC. When you set your Yoga Book 9 PC to tablet mode, Windows display settings change automatically to allow content to be displayed only on the top screen.

Figure 10. Yoga Book 9 PC used as a tablet PC

The Smart Folio

The Smart Folio is specifically designed for the Yoga Book 9 PC and serves two primary purposes:

- Wrapping the Bluetooth keyboard and securely storing the Lenovo Yoga Pen for easy transport.
- Being folded and functioning as a stand for the Yoga Book 9 PC
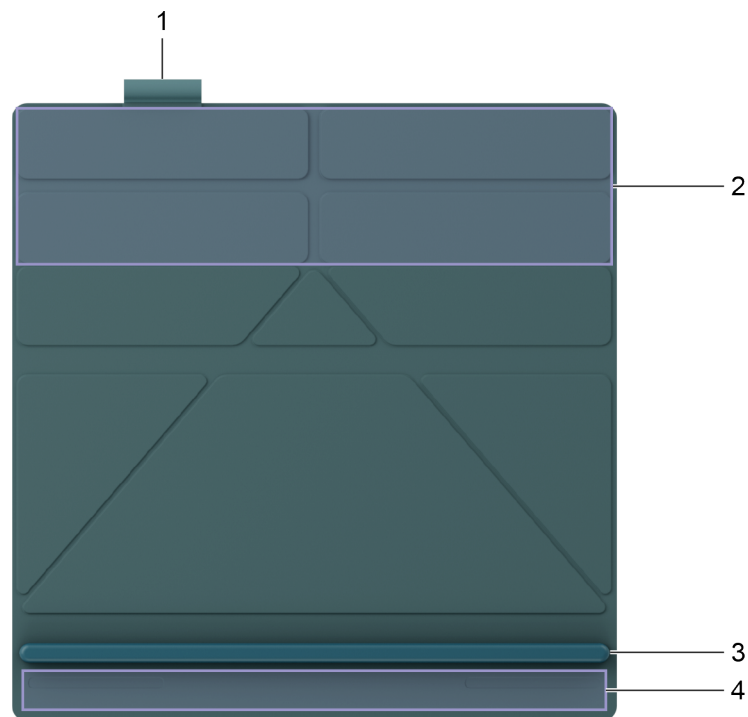
Number	Description
1	Pen loop
2, 4	Magnets
3	Resting bar

Wrap the Bluetooth keyboard with the Smart Folio

You can wrap the Smart Folio around the Yoga Book 9 14 Bluetooth KB when you need to carry the keyboard out with the Yoga Book 9 PC.

Step 1. Turn off the Bluetooth keyboard by sliding the switch to the off position.

Step 2. Align the upper edge of the Bluetooth keyboard with the resting bar of the Smart Folio.
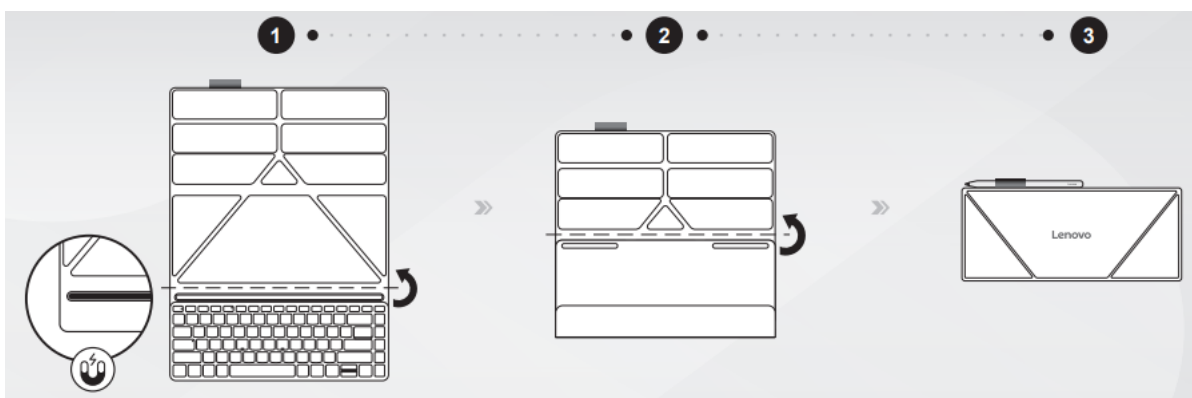
Step 3. Hold the keyboard and slowly bring it close to the resting bar until they click into place. **1**

Step 4. Lift the keyboard and fold it into the smart folio. **2**

Step 5. Hold the keyboard with both hands, lift it up, and gently push it forward to fully cover the keyboard. **3**

Note: You can also slide the Lenovo Yoga Pen into the pen loop of the Smart Folio for easy transport.

Folding the Smart Folio into a stand

You can fold the Smart Folio into a stand for the Yoga Book 9 PC using two methods. These folding techniques create stands with different slope angles. The stand created using method B does not support the PC in portrait mode, where the two screens are positioned side by side.

Important: When using the Smart Folio as a stand for the Yoga Book 9 PC, always position it on a hard, flat surface. Avoid placing the stand on sloped or uneven surfaces.

Method A

Method B
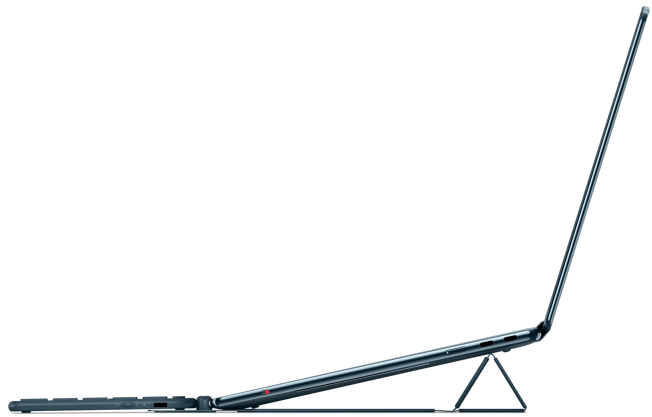
Comparison of the two folding methods

	Slope angle	Notebook placement (screens positioned at the top and bottom) support?	Portrait placement (screens positioned side by side) support?
Method A	Approximately 60 degrees	Yes	Yes
Method B	Approximately 10 degrees	Yes	No

Set how the two displays are used

Yoga Book 9 PC includes two displays. In the Windows Settings app, you can change how the two displays are used.

Step 1. Select **Settings → System → Display**.

Step 2. Use the drop-down list to change the setting.

Note: The default setting "Extend these displays" is suitable for most usage scenarios.

The User Center app

User Center is an app developed specifically for Yoga Book 9 PC. In this app, you can

- Enable options to display the window transfer assistant
- Select wallpapers optimized for displaying across two screens
- Set up screen brightness separately for the two screens
- Set up how the virtual keyboard is activated
- Set up how the virtual touchpad is activated

Note: Periodic improvements to the User Center app may be available through online updates. When an update is downloaded, the app will display a notice and prompt you to install it. Features may be added or modified after updates are installed.

To open the app, search the app name in Windows search box and select the matched result. Alternatively, you can press the User Center hotkey (F12) on Yoga Book 9 14 Bluetooth KB or on the Lenovo virtual keyboard.

Enable cross-screen display

You can enable cross-screen display for viewing web pages and reading documents. When enabled, your viewing space increases with content displayed starting from the top screen and continuing into the bottom screen.

Step 1.   Open the User Center app and select **Window Management**.

Step 2.   Under **Cross-screen Browsing**, select one or both options to activate cross-screen browsing.

Note: Cross-screen display is not available when you use the Yoga Book 9 PC in tent, stand, or tablet mode.

Activate cross-screen display with a drag and drop operation

Ensure this option of activating cross-screen display is enabled in the User Center app.

Step 1.   Ensure the Yoga Book 9 PC is used in notebook or book mode.

Step 2.   Open an app on one screen.

Step 3.   Hold and drag the app window until one of the cross-screen control icons () is displayed, and then drag and drop the app window onto the icon.

The app window should now be displayed across both screens.

Note: Certain apps may not support cross-screen display.

Activate cross-screen display with a touch gesture

Ensure this option of activating cross-screen display is enabled in the User Center app.

Step 1.   Ensure the Yoga Book 9 PC is used in notebook or book mode.

Step 2.   Open an app on one screen.

Step 3.   Touch the other screen with five fingers.

The app window should now be displayed across both screens.

Note: Certain apps may not support cross-screen display.

Move an app window between the two screens

When the two displays of the Yoga Book 9 PC are set in extension mode (the default setting), you can quickly move an app window to another screen to make room for the work that you have at hand.

Step 1.   Click and drag the title bar of an app window until one of the window transfer icons (⬇, ⬆, ➡, or
⬅) appears.

> **Note:** If the window transfer icon does not appear, open the User Center app, select **Dual-screen Settings** ➙ **Window Management** and check the options for dragging a window with a mouse and finger.

Step 2.   Drag the app window onto the icon and release it.

The app window will be sent instantly to the other screen and displayed full screen.

Note: If you hover the app window on the icon for a few seconds, the screen layout widget appears. You can then choose a zone in a screen layout so that the app window is sent to the other screen and snaps to that particular zone.

Figure 11. Screen layout widget

Using gestures

By using one or both hands to touch the screen or make gestures in front of the camera, you can access a variety of commonly used functions that are specific to your Yoga Book 9 PC.

Touch gestures

The User Center app supports a variety of touch gestures that allow you to effortlessly move windows between screens, activate the Lenovo virtual keyboard and touchpad, and enable cross-screen display functionality.

Table 13. Supported touch gestures

Gesture	Function	Supported mode
Use one finger to hold and drag an app window, then flip it toward the other screen.	Moves the app window to the other screen.	• Book mode • Notebook mode • Tent mode
Touch the lower screen with three fingers.	Activates the floating virtual touchpad.	Notebook mode
Touch a screen with five fingers.	Enable or exit the cross-screen display of the active window.	• Book mode • Notebook mode
Touch the lower screen with eight fingers.	Activates the Lenovo virtual keyboard.	Notebook mode
Place eight fingers on the Lenovo virtual keyboard and slide upward or downward.	Moves the Lenovo virtual keyboard upward or downward.	Notebook mode

Air gestures

Air gestures refer to a series of predefined movements made with your hand or fingers in front of the camera, without physically touching the PC's screens. These gestures are supported by the User Center app, enabling quick access to frequently used functions such as scrolling through pages, moving the active window between the two screens, and capturing screenshots. They are especially convenient when the Yoga Book 9 PC is used on the stand.

Table 14. Supported air gestures
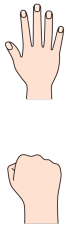
Gesture	Illustration	Function	Supported mode
Extend one hand with an open palm, fingers pointing upward.		Scrolls up	Notebook mode
Extend one hand with an open palm, fingers pointing downward.		Scrolls down	Notebook mode
Extend the middle and index fingers of one hand to point to the right.		Moves the active window to the right screen	Book mode
Extend the middle and index fingers of one hand to point to the left.		Moves the active window to the left screen	Book mode
Extend the middle and index fingers of one hand to point upward.		Moves the active window to the upper screen	Notebook mode

Table 14. Supported air gestures (continued)

Gesture	Illustration	Function	Supported mode
Extend the middle and index fingers of one hand to point downward.		Moves the active window to the lower screen	Notebook mode
Stretch one hand with the palm facing outward, then form a closed fist as if you are grasping an object in front of you.		Opens the Windows Snipping Tool to capture a screenshot	Notebook mode

Note: To use air gestures, ensure this feature is enabled in the User Center app under **Quick Access ➙ Air Gestures**. In order for the gestures to be easily recognized, position your hand or fingers directly in front of the camera, at a distance of 40 to 70 centimeters.

Chapter 4. Firmware setup utility

Your PC's firmware is a piece of software that is stored on the PC's flash ROM. Firmware plays a key role in the operation of the PC. When you turn on the PC, the firmware checks and initiates the PC's hardware devices. It also checks the boot device for completeness and security, before executing the code to start up the operating system.

A Lenovo PC usually provides a setup utility for you to change some firmware settings. You can use Windows advanced startup to restart your PC and open the firmware setup utility. Alternatively, you can access the setup utility from the Novo button menu.

Many firmware settings are also available in Lenovo developed apps, such as Lenovo PC Manager and Lenovo Vantage. For daily use of your PC, you should use the firmware setup utility very rarely.

Use Windows advanced startup to open the PC's firmware setup utility

From the Windows operating system, you can use the advanced startup to restart your PC and open the firmware setup utility.

Step 1.   Select **Settings** ➜ **System** ➜ **Recovery**.

Step 2.   Under **Advanced startup**, select **Restart now**.
Your PC will restart.

Step 3.   Select **Troubleshoot** on the **Choose an option** page.

Step 4.   Select **Advanced options** on the **Troubleshoot** page.

Step 5.   Select **UEFI firmware settings** on the **Advanced options** page.

Step 6.   Click **Restart**.

Your PC will restart to open the firmware setup utility.

Open the PC's firmware setup utility from the Novo button menu

For Lenovo PCs with a Novo button, you can open the PC's firmware setup utility from the Novo button menu.

Step 1.   Shut down your PC.

Step 2.   Press the Novo button.

Step 3.   From the Novo button menu, select **BIOS setup**.

Set passwords in UEFI/BIOS setup utility

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

Password types

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

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

Notes:

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

Set administrator password

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

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

Step 1.   Open the UEFI/BIOS setup utility.

Step 2.   Select **Security ➙ Set Administrator Password** and press Enter.

Step 3.   Enter a password string that contains only letters and numbers and then press Enter

Step 4.   Enter the password again and press Enter.

Step 5.   Select **Exit ➙ Exit Saving Changes**.

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

Change or remove administrator password

Only the administrator can change or remove the administrator password.

Step 1.   Open the UEFI/BIOS setup utility using the administrator password.

Step 2.   Select **Security ➙ Set Administrator Password** and press Enter.

Step 3.   Enter the current password.

Step 4.   In the **Enter New Password** text box, enter the new password.

Step 5.   In the **Confirm New Password** text box, enter the new password again.

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

Step 6.   Select **Exit ➙ Exit Saving Changes**.

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

Set user password

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

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

Step 1.   Open the UEFI/BIOS setup utility using the administrator password.

Step 2.   Select **Security → Set User Password** and press Enter.

Step 3.   Enter a password string that contains only letters and numbers and then press Enter.
The user password must be different from the administrator password.

Step 4.   Enter the password again and press Enter.

Step 5.   Select **Exit → Exit Saving Changes**.

Enable power-on password

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

Step 1.   Open the UEFI/BIOS setup utility.

Step 2.   Select **Security → Power on Password** and press Enter.

Note: The administrator password must be set in advance.

Step 3.   Change the setting to **Enabled**.

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

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

Set password for the secondary storage device

Permanent data is stored on secondary storage devices. Your computer may include one or more solid-state drive or hard disk drive as secondary storage device(s). You can set passwords for secondary storage devices in the setup utility to prevent unauthorized access to your data.

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

Step 1.   Open the UEFI/BIOS setup utility.

Step 2.   Select **Security → Set Hard Disk Password** and press Enter.

Note: If your computer model includes more than one secondary storage device, you can set separate password for each device. If you start the setup utility using the user password, you cannot set hard disk password.

Step 3.   Follow on-screen instructions to set both master and user passwords.

Note: The master and user hard disk passwords must be set at the same time.

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

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

Change or remove hard disk password

Step 1. Open the UEFI/BIOS setup utility.

Step 2. Select **Security**.

Step 3. Change or remove the hard disk password.

> To change or remove master password, select **Change Master Password** and press Enter.
>
> **Note:** If you remove the master hard disk password, the user hard disk password is also removed.
>
> To change user password, select **Change User Password** and press Enter.
>
> **Note:** The user hard disk password cannot be removed separately.

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

Chapter 5. Help and support

Frequently asked questions

Why does my computer start automatically when I open the lid

Your computer may have Flip to Start enabled. Many Lenovo notebook computers include a sensor that can detect the angle at which the lid is opened. When you open the lid, the sensor can detect this behavior. If Flip to Start is enabled, the computer will respond by starting up automatically.

If you don't like this feature, you can disable it. Flip to Start can be enabled and disabled in:

- Lenovo Vantage, Lenovo PC Manager or Lenovo Smart Engine
- Firmware Setup Utility

I enabled some dual-screen settings in the User Center app but they do not seem to work. What are the possible causes?

There are three possible causes that may prevent you from using some dual-screen functions.

- The two displays are not set in extension mode.
- The account you used to sign into Windows is not the "administrator" type.
- The account you used to sign into Windows is the "administrator" type, but another "administrator" account has not signed out of Windows yet.

What is the battery's ship mode

When your PC's rechargeable battery is set in ship mode, it is disconnected and does not supply power to the PC.

A battery's ship mode is designed to prevent the battery from over-discharging, a phenomenon that is known to significantly reduce the battery capacity. Over-discharge happens when a lithium battery is at a low charge level for an extended period.

In the real world, it may take a considerable amount of time for the PC to be delivered from the manufacturer to your reseller and then from the reseller to you. The PC's rechargeable battery is set to ship mode at the factory to prevent over-discharge during this process. Before turning on your PC for the first time, plug your PC into an electrical outlet, and the battery's ship mode is instantly disabled.

What can I do to extend the battery life of the Yoga Book 9 14 Bluetooth KB?

There are three strategies you can employ to reduce the frequency of recharging the Bluetooth keyboard.

- If you have finished using the keyboard, turn it off by sliding the switch to the "off" position.
- When using the keyboard in a well-lit environment, consider turning off the backlighting.
- When you need to type with the backlighting, consider setting it to auto mode. In auto mode, the backlighting will automatically turn off if you stop typing for a specified duration.

Self-help resources

Use the following self-help resources to learn more about the computer and troubleshoot problems.

Resources	How to access?
Troubleshooting and frequently asked questions	• https://www.lenovo.com/tips • https://forums.lenovo.com
Accessibility information	https://www.lenovo.com/accessibility

Reset or restore Windows	• Use Lenovo recovery options.
	   1. Go to https://support.lenovo.com/HowToCreateLenovoRecovery.
	   2. Follow the on-screen instructions.
	• Use Windows recovery options.
	   1. Go to https://pcsupport.lenovo.com.
	   2. Detect your computer or manually select your computer model.
	   3. Click **Diagnostics ➙ Operating System Diagnostics** and then follow the on-screen instructions.

Use Lenovo Vantage or Lenovo PC Manager to: • Download and install the latest drivers and firmware. • Configure hardware settings • Diagnose computer hardware problems. • Check the computer warranty status.	Use Windows Search.
Product documentation: • _Generic Safety and Compliance Notices_ • _Safety and Warranty Guide_ • _Setup Guide_ • This _User Guide_ • _Regulatory Notice_	1. Go to https://support.lenovo.com. 2. Detect your computer or select computer model manually. 3. Select **Documentation** and filter out the documentation you want.
Lenovo Support Web site with the latest support information of the following: • Drivers and software • Diagnostic solutions • Product and service warranty • Product and parts details • Knowledge base and frequently asked questions	Visit https://support.lenovo.com
Windows help information	• Use **Get Help** or **Tips**. • Use Windows Search or the Cortana® personal assistant. • Microsoft support Web site: https://support.microsoft.com

What is a CRU?

Customer replaceable units (CRUs) are parts that can be upgraded or replaced by the customer. A Lenovo computer may contain the following types of CRUs:

Self-service CRU
    Parts that can be installed or replaced easily by customer themselves or by trained service technicians at an additional cost.

Optional-service CRU
    Parts that can be installed or replaced by customers with a greater skill level. Trained service technicians can also provide service to install or replace the parts under the type of warranty designated for the customer's machine.

If you intend to install a CRU, Lenovo will ship the CRU to you. You might be required to return the defective part that is replaced by the CRU. When return is required: (1) return instructions, a prepaid shipping label, and a container will be included with the replacement CRU; and (2) you might be charged for the replacement CRU if Lenovo does not receive the defective CRU within thirty (30) days of your receipt of the replacement CRU. For full details, see the *Lenovo Limited Warranty* at https://www.lenovo.com/warranty/llw_02.

CRUs for your product model

The table below lists the CRUs and CRU types that are defined for your product model.

Part	Self-service CRU	Optional-service CRU
ac power adapter	X	
Yoga Book 9 14 Bluetooth KB	X	
Yoga Book 9 folio case	X	
Lenovo Yoga Pen	X	
Lenovo 600 Bluetooth Silent Mouse*	X	

Notes:

- CRU replacement instruction is provided in one or more of the following publications and are available from Lenovo at any time upon your request.

  the product *User Guide*

  the printed publications that came with the product

- Replacement of any parts not listed above, including the built-in rechargeable battery, should be done by a Lenovo-authorized repair technician or by ensuring that you follow all instructions provided by Lenovo. You can also find Lenovo-authorized repair facilities by going to https://support.lenovo.com/partnerlocation.

- Parts labeled with an asterisk ("*") are available on selected product models.

Call Lenovo

If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

Before you contact Lenovo

Record product information and problem details before you contact Lenovo.

Product information	Problem symptoms and details
• Product name • Machine type and serial number	• What is the problem? Is it continuous or intermittent? • Any error message or error code? • What operating system are you using? Which version? • Which software applications were running at the time of the problem? • Can the problem be reproduced? If so, how?

Note: The product name and serial number can usually be found on the bottom of the computer, either printed on a label or etched on the cover.

Lenovo Customer Support Center

During the warranty period, you can call Lenovo Customer Support Center for help.

Telephone numbers

For a list of the Lenovo Support phone numbers for your country or region, go to https://pcsupport.lenovo.com/supportphonelist.

Note: Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

Services available during the warranty period

- Problem determination - Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.

- Lenovo hardware repair - If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.

- Engineering change management - Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

Services not covered

- Replacement or use of parts not manufactured for or by Lenovo or nonwarranted parts
- Identification of software problem sources
- Configuration of UEFI/BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

For the terms and conditions of the Lenovo Limited Warranty that apply to your Lenovo hardware product, see "Warranty information" in the *Safety and Warranty Guide* that comes with your computer.

Purchase additional services

During and after the warranty period, you can purchase additional services from Lenovo at https://pcsupport.lenovo.com/warrantyupgrade.

Service availability and service name might vary by country or region.

Appendix A. Notices and trademarks

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