

# Startup Guide

User's Manual

Personal Computer

VAIO® Z VJZ13B



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Printed in Japan  
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## 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.

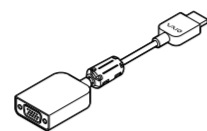
Press the Power button to bring the computer back into Normal mode.

## 1. Supplied Items

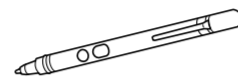
- AC adapter\*<sup>1</sup>
- Power cord
- Wireless router\*<sup>2</sup>



- VGA adapter\*<sup>2</sup>



- Digitizer stylus (pen)



- User's manuals

(See **Supplied User's Manuals.**)

- Warranty card

\*1 The USB port on the supplied AC adapter is provided for connecting to a wireless router exclusively designed for VAIO computers and a USB charging enabled device (not supplied). You cannot use the port for any other purposes. When purchasing a wireless router, be sure to visit our VAIO support website and see the supported wireless routers beforehand.

In addition, the USB port on the AC adapter may not work with some of the USB charging enabled devices.

When current consumption of the connected device exceeds the rated current of the AC adapter, power supply to the USB port stops. The power supply restarts when the current consumption of the connected device is reduced.

Specifications: USB output, 5.0 VDC, 1.0 A

\*2 May not be supplied depending on your selections at purchase.

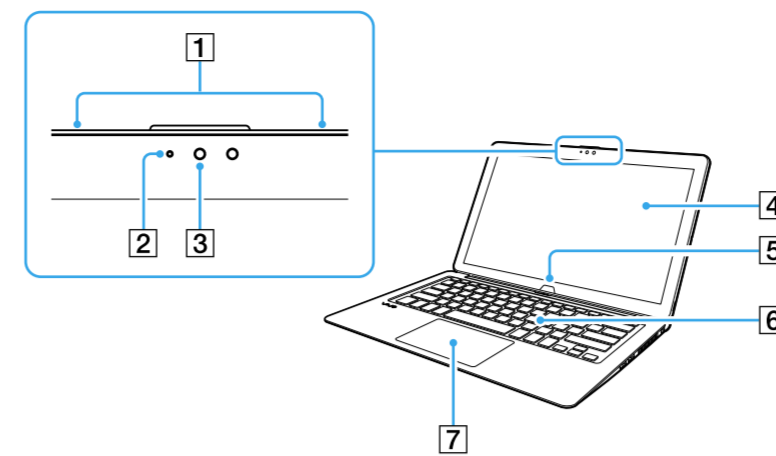
### ! Notes

• 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.

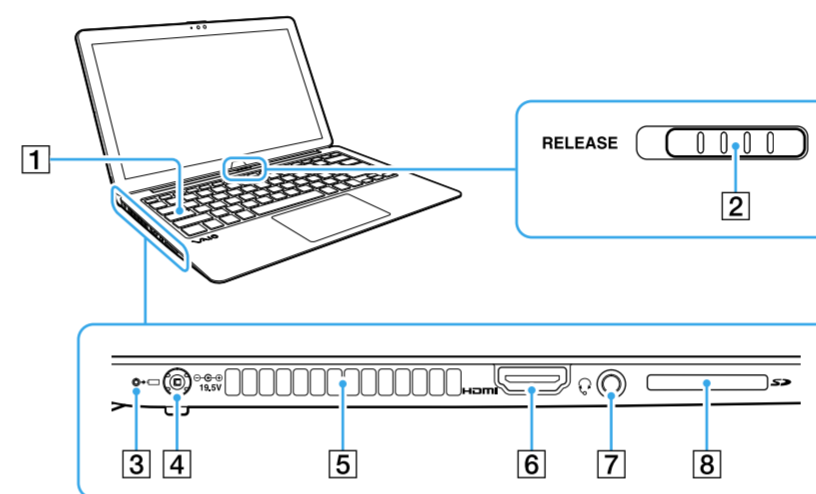
• The supplied accessories were tested and found functional solely with your VAIO computer.

• 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**.

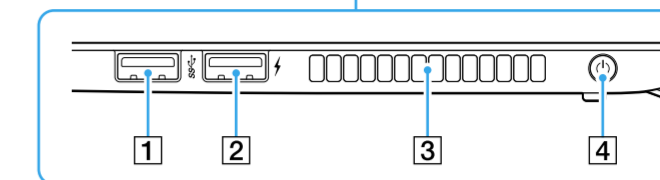
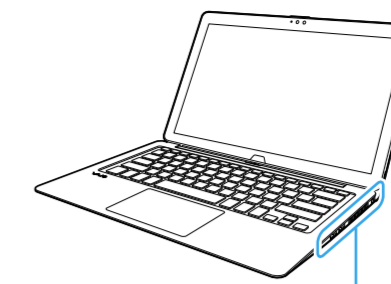
## 2. Locating Parts and Controls



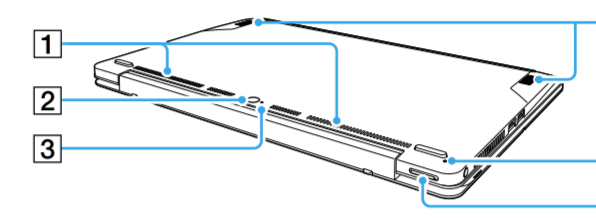
- |                                   |                  |
|-----------------------------------|------------------|
| 1 Built-in dual microphones       | 5 Windows button |
| 2 Built-in front camera indicator | 6 Keyboard       |
| 3 Built-in front camera           | 7 Touch pad      |
| 4 Touch screen                    |                  |



- |                          |                                     |
|--------------------------|-------------------------------------|
| 1 Caps Lock indicator    | 5 Air exhaust vent                  |
| 2 Display release switch | 6 HDMI output port                  |
| 3 Charge indicator       | 7 Headset compatible headphone jack |
| 4 DC IN port             | 8 SD memory card slot               |



- |            |                    |
|------------|--------------------|
| 1 USB port | 3 Air exhaust vent |
| 2 USB port | 4 Power button     |
- This port can be used for USB charging.



- |                                  |                            |
|----------------------------------|----------------------------|
| 1 Air intake vent                | 6 Built-in stereo speakers |
| 2 Built-in rear camera           |                            |
| 3 Built-in rear camera indicator |                            |
| 4 VOL (volume) buttons           |                            |
| 5 Battery off button             |                            |

### ! Notes

- You cannot add memory to your VAIO computer.
- Your VAIO computer has built-in magnets around the LCD screen as well as around both left and right corners of the body of the computer. Keep magnetic-sensitive object, such as credit cards or clocks, away from the magnets to avoid possible data corruption or time lags.
- While your VAIO computer is turned on, pressing the battery off button may cause loss of unsaved data. Before pressing the battery off button, be sure to save all unsaved data and turn off the computer.
- Your VAIO computer contains a non-removable battery pack.

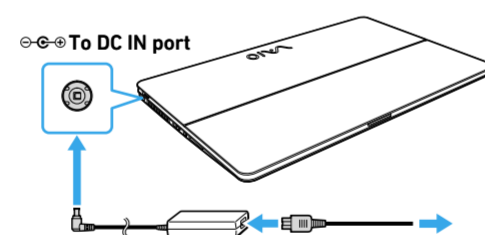
### ! Hint

You can find the product name plate at the back center of the LCD screen lid when your VAIO computer is placed in View mode. For details on View mode, see **Using Your VAIO Computer in Three Modes** on the back.

## 3. Setting Up

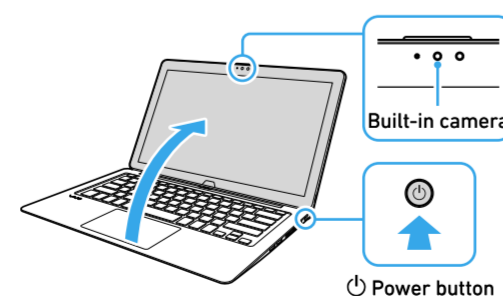
### 1 Connect to a Power Outlet

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.



### 2 Turn On Your VAIO Computer

Lift the LCD screen lid and press the power button on the computer.



### ! Notes

- When lifting the LCD screen lid, do not grasp the area around the built-in camera as it will cause malfunctions.
- 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. During Windows initial setup, you create an account for signing in to your VAIO computer. Windows 10 allows you to sign in either with a Microsoft account or a local account. To create a Microsoft account, you need Internet access and an email address for initial settings. If you do not have Internet access, create a local account and sign in.

#### Tips on Windows initial setup

##### • Network connection

Follow the on-screen instructions to select your desired network and enter the security key (the encryption key).

##### • Setup process selection

You can select either **Use Express settings** or **Customize settings**. Unless specifically needed, select **Use Express settings**. If you want to make individual settings, select **Customize settings**.

##### • PC ownership selection

You can select either **My organization** or **I own it** for the PC ownership question.\* Unless specifically needed, select **I own it**. If you want to join a domain, select **My organization**.

\* On Windows 10 Home, you are not asked to select ownership of your PC.

##### • Signing in with a Microsoft account

If you already have a Microsoft account, enter the email address and the password of your Microsoft account. If not, follow the on-screen instructions to create a Microsoft account.

##### • PIN setting

If you want to set a PIN that you use in place of your password, select **Set a PIN**. If not, select **Skip this step**.

## 4. 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). 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 figure below illustrates network device connections for Internet access.

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.

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

- 1 Select , **Settings**, and **Network & Internet**, and then set **Wi-Fi to On**.
- 2 Select the desired Wi-Fi access point, and then **Connect**.

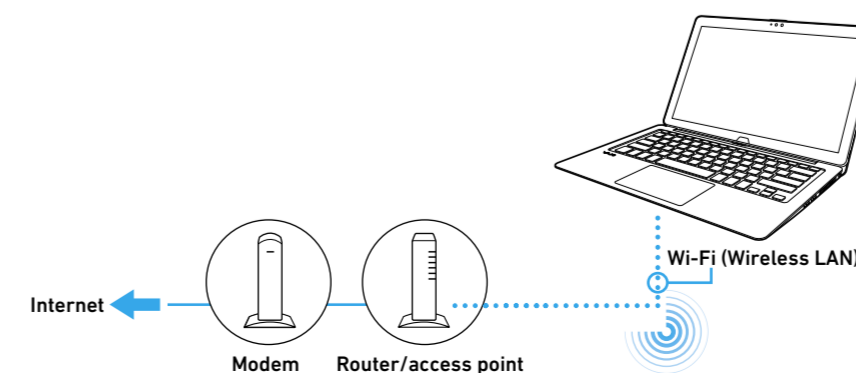
When a connection is established, **Connected** appears in the Wi-Fi access point field.

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.

- 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 came with your Wi-Fi access point. If your connection attempt failed due to wrong security key entry, repeat the whole steps under Connecting via a Wi-Fi network.
- Establishing a successful connection to the Internet completes Windows license authentication.



### 2 Get Ready to Use Your VAIO Computer

#### Running Windows Update

- 1 Select , **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 , **Power**, and **Shut down** or **Sleep**.

### About the Power Features of Your VAIO Computer

#### • Sleep mode

Sleep mode is provided to let you suspend your current work session while keeping it in memory. Your VAIO computer employs InstantGo technology to minimize battery consumption in Sleep mode and let you resume quickly from Sleep mode. By placing your VAIO computer into Sleep mode, you can use the computer without turning it on and off, just like smartphones and tablet computers. When you intend to suspend your work session for a short period of time, it is recommended that you place the computer into Sleep mode.

#### • Shut down

When you do not intend to use your VAIO computer for an extended period of time, it is recommended that you shut down the computer.

#### • Restart

When you changed the settings of your VAIO computer or installed an application, you may need to restart the computer.



## 5. Using Your VAIO Computer in Three Modes

### Three usage modes of your VAIO computer

Choose from three different usage modes to suit your needs. You can switch the mode whether your VAIO computer is turned on or off.

#### • Keyboard mode

Suitable for text entries with the keyboard.

#### • View mode

Suitable for viewing visual contents, such as videos, with touch operations or showing the contents on the screen to someone sitting across from you.

#### • Tablet mode

Suitable for touch operations or using the supplied digitizer stylus (pen).

#### ! Notes

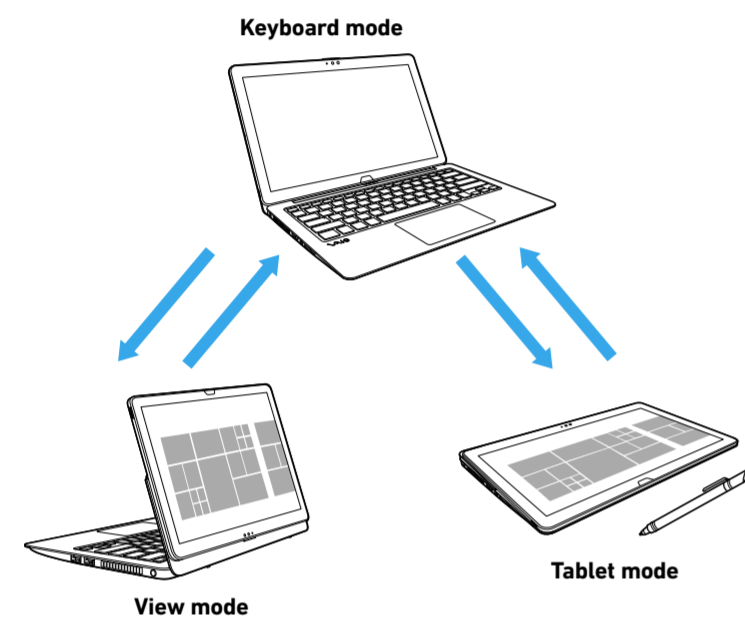
• Before you carry around your VAIO computer in a bag, be sure to switch it to Keyboard mode and close the LCD screen lid.

• While the video playback is in progress, switching the usage mode may cause unstable operations of your VAIO computer. When you want to switch the mode while you are playing a video, stop the playback and close the video playback application beforehand.

#### 🔍 Hints

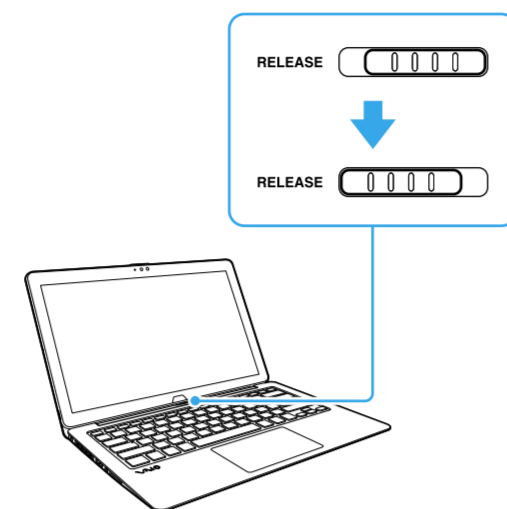
• By default, switching the usage mode while your VAIO computer is in Sleep mode places the computer back into the normal operation mode.

• You can change the behavior of your VAIO computer when its usage mode is switched by using **VAIO Control Center**. Start **VAIO Control Center** and select **Power and Battery**, and then change the settings under **Operation of the Mode Change**.



### Switching from Keyboard mode to View mode

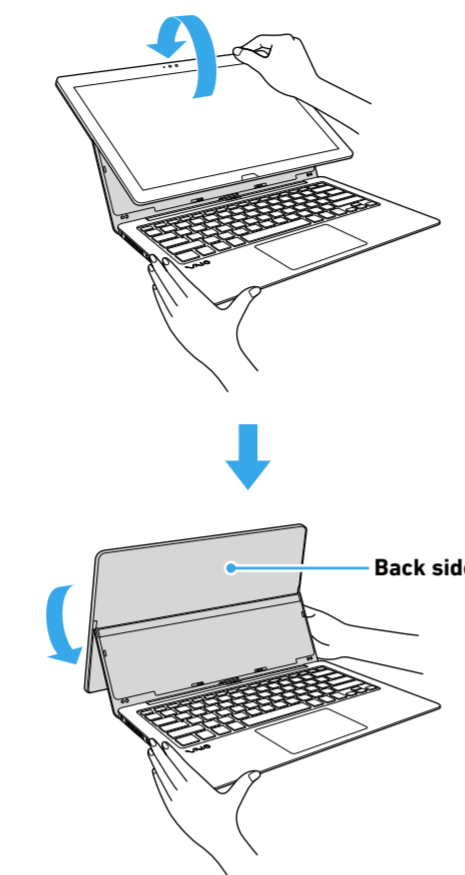
1 Open the LCD screen lid by 90 degrees or more and slide the display release switch to **RELEASE**.



#### ! Note

Once you slid the display release switch to **RELEASE**, it is locked and you cannot slide it back to the original position by hand. If you change your mind and want to use your VAIO computer in Keyboard mode, push the top edge of the LCD screen lid to turn it a little in the direction of the arrow in the illustration for step 2 and let the display switch slide back to the original position. When the switch is at the original position, push the bottom center of the LCD screen lid to lock it in place.

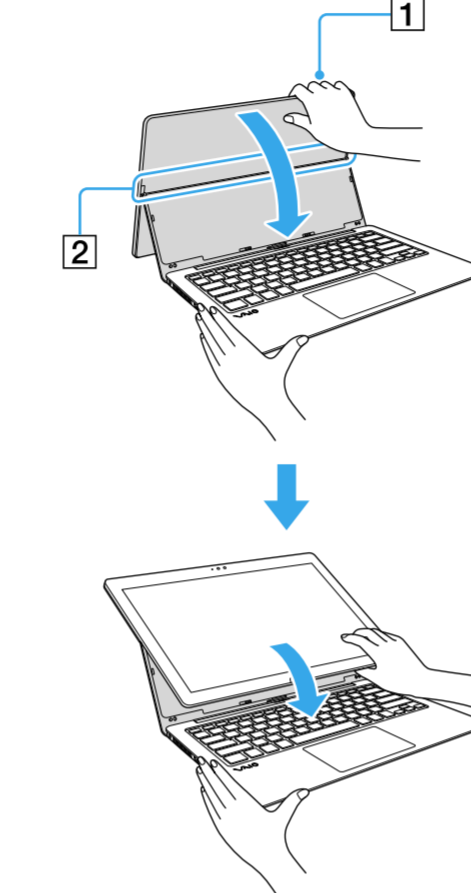
2 Hold the body of your VAIO computer with one hand and grasp the top edge of the LCD screen lid with the other, and then push the lid to turn it in the direction of the arrow.



Turning the LCD screen lid lets the display release switch slide back to the original position.

### To switch back from View mode to Keyboard mode

Turn the LCD screen lid toward the keyboard and lock it into place. Hold the body of your VAIO computer with one hand and grasp the top edge of the LCD screen lid (1), and then pull the lid to turn it around the framed area (2) in the illustration below.



Push the bottom center of the LCD screen lid and make sure that the lid is locked in place.

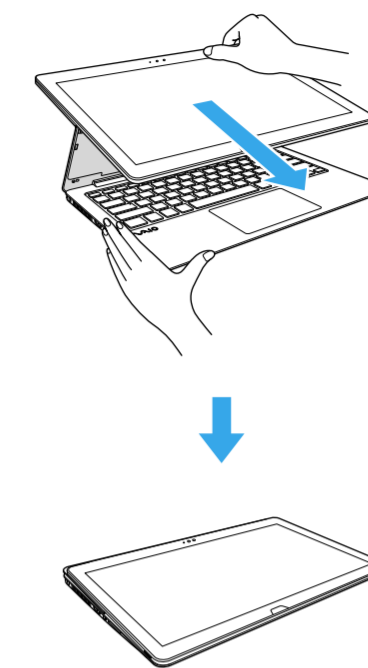
### Switching from Keyboard mode to Tablet mode

1 Open the LCD screen lid by 90 degrees or more and slide the display release switch to **RELEASE**.

2 Hold the body of your VAIO computer with one hand and grasp the top edge of the LCD screen lid with the other, and then push the lid to turn it a little in the direction of the arrow.

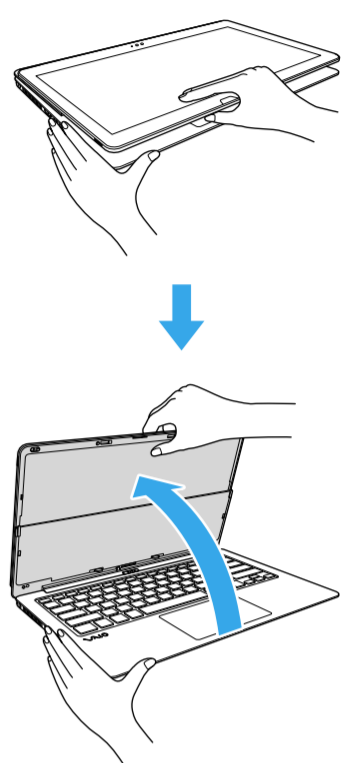


3 Keep the LCD screen facing upward and pull the LCD screen lid in the direction of the arrow to place it over the keyboard.



### To switch back from Tablet mode to Keyboard mode

Hold the body of your VAIO computer with one hand and grasp the bottom center of the LCD screen lid with the other. Raise the lid as indicated by the arrow to place the computer in View mode first, and then turn the lid toward the keyboard and lock it in place.



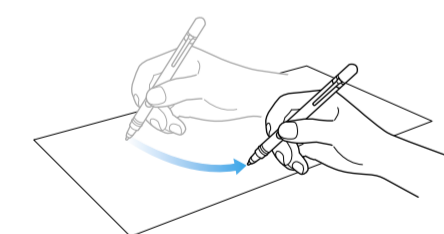
## 6. Using Supplied Digitizer Stylus (Pen)

### 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.

#### To move the pointer on the touch screen

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

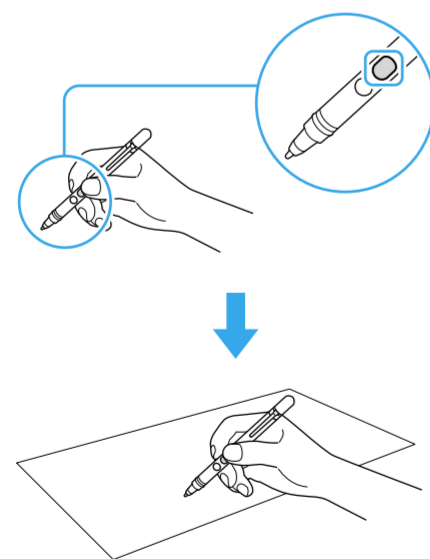


#### To click (tap)

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 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.



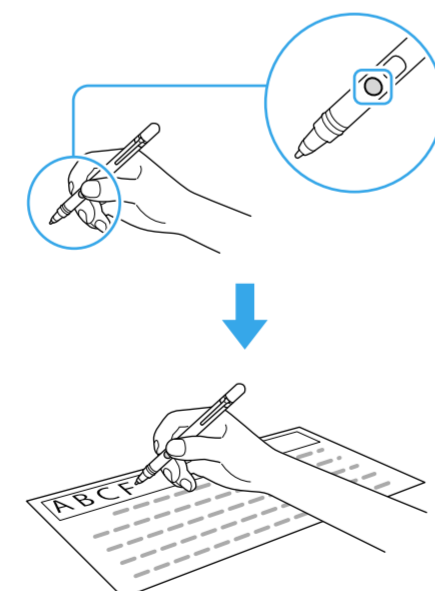
Alternatively, you can keep pressing the tip of the pen gently on the desired point for a few seconds to perform right-clicking.

#### 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.

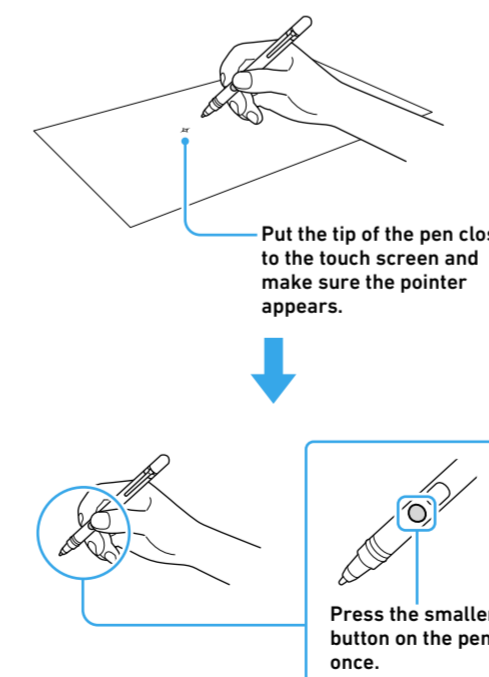
• When the digitizer stylus (pen) seems not working properly, replace the battery. For replacing the battery, refer to the **Operating Instructions** for the digitizer stylus (pen).

#### 🔍 Hints

- There are some apps that you can start with the digitizer stylus (pen). To start such an app, put the tip of the pen to close to the touch screen and press one of the buttons on the pen.
- You can change the button settings of the digitizer stylus (pen) with **VAIO Control Center**. Start **VAIO Control Center** and select **Input Device**, and then change the current settings of the **Pen Button Settings**.
- Some apps can sense changes in the pen-tip pressure and change the thickness of the drawing line accordingly.
- You can also change the level of the pen-tip pressure with **VAIO Control Center**. Start **VAIO Control Center** and select **Input Device**, and then change the current settings of the **Pen Pressure Settings**.

### 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.

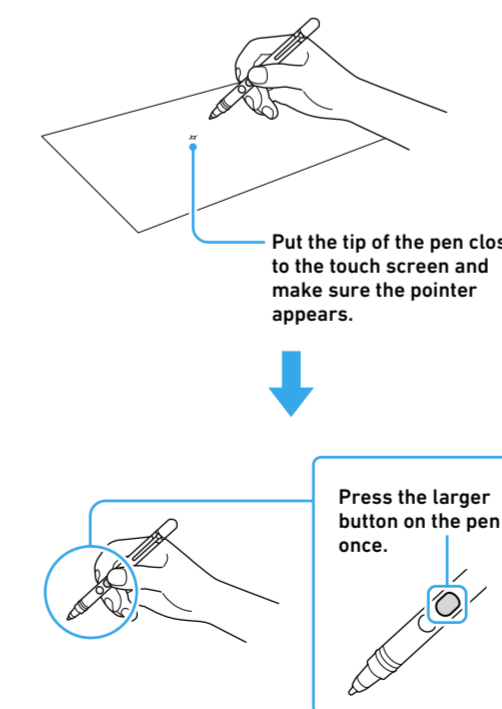


#### 🔍 Hint

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

### 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**.



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

### FCC Information

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

- 1 Select **Start** and **VAIO Control Center** to start **VAIO Control Center**.
- 2 Select **Other**.

### Declaration of Conformity

Trade Name: VAIO  
 Model No.: VJZ13BA11L  
 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.