

ENTITY

BOOK11HOME

ENTITY BOOK

11.6 IN HOME



Instruction Manual

ENTITY

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Getting Started

Thank you choosing to buy an ENTITY product. All products brought to you by ENTITY are manufactured to the highest standards of performance and safety.

Before use, please read this manual carefully. It gives important instructions about safety, use and maintenance of your Laptop.

We hope you enjoy using your purchase for many years to come.

Remove all packaging material. You may wish to keep the packaging for future use or storage of your Laptop. Alternatively, dispose of accordingly.

Box Contents

When opening the box please ensure that the items listed below are included within. If an item is missing, please contact where you purchased the item.

- 11.6 " Laptop
- Power Adaptor
- Instruction Manual

Important Safety Information

1. This device is suitable for use in nontropical areas below 2,000 meters.
2. Prevent the device from falling to the ground or being strongly impacted otherwise.
3. Do not use it in the long term in any environment where the air is too cold, too hot (< 35°C), too humid or with too much dust. Do not expose the Device to sunlight.
4. Avoid using it in the strong magnetic and strong static environment as much as possible.
5. Once any water or other liquid splashes onto the Device, turn it off / close it immediately and do not use it until it dries out.
6. Do not clean the Device with any detergent containing chemical element or other liquid to avoid causing damage due to corrosion and becoming damp. To clean your device effectively using dry soft cloth tissue paper.
7. Our company shall not bear any and all responsibilities for loss or deletion of material inside the machine caused due to abnormal software and hardware operation, maintenance or any other accident.
8. Please back up your important data at any time to avoid loss.
9. Please do not disassemble the Device by yourself; otherwise you will lose the right to warranty.

Product Overview

Features

Browse the Web

Visit your favourite websites

Check your e-mail

Keep in touch with friends and family

Watch Youtube™ videos

Browse the world's most popular video-sharing community

Discover thousands of apps for Windows™

Install games, applications and more via the installed Microsoft Store™

Connect to the Internet wirelessly

High-speed Wi-Fi 802.11 a/b/g/n/ac networking

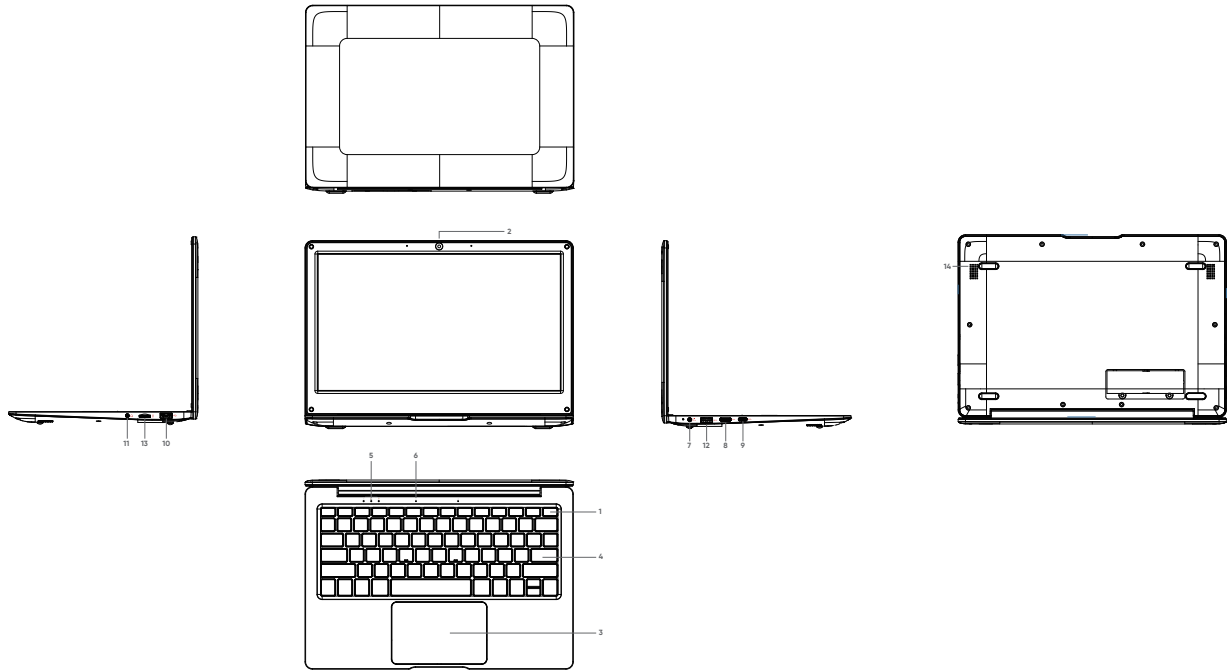
Enjoy your media library anywhere

Portable powerhouse plays popular music, video, and photos.

Built-in camera

Convenient front-facing camera 2MP

Know your product



1. Power Button

Press to turn your laptop on

2. Front camera

2MP megapixel Front Facing camera

3. Touchpad

Allows the user to navigate and move the cursor on

4. Keyboard

Allows the user to enter letters, numbers, and other symbols into the Laptop

5. LED Indicators

Power, Caps Lock and Num Lock indicator

6. Microphone

Microphone input to record sound or make calls

7. DC Charging Port

Port to plug in charger (included)

8. Mini-HDMI Interface

Port for mini-HDMI cable connection

9. Type-C

Used to connect a Type-C device for data transfer.

10. USB 2.0 port

USB port to connect your USB devices

11. Headphone jack

Audio output connection for headphones

12. USB 3.0 port

USB port to connect your USB devices

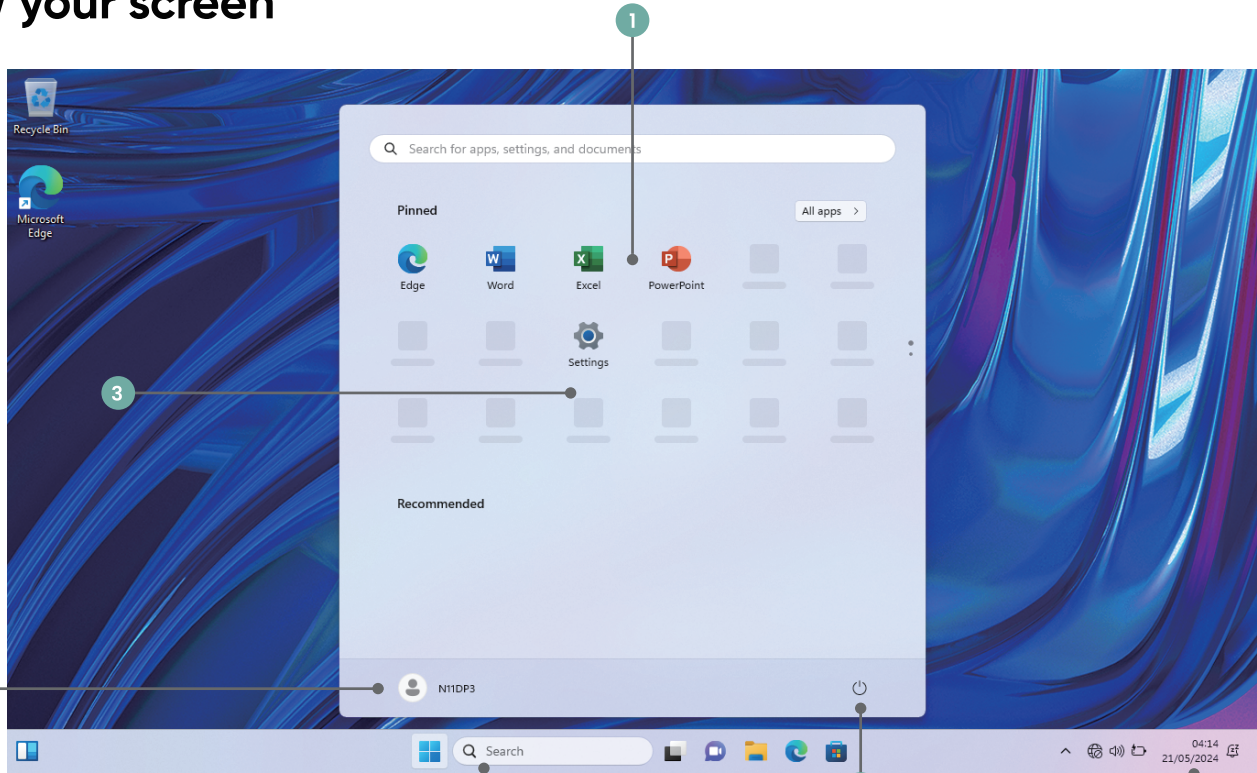
13. Micro SD card slot

Insert a Micro SD card to expand your Laptop storage

14. Speakers

Base speakers for audio output

Know your screen



About the Screen

1. Start Screen

Display useful information at a glance without opening the app

3. Settings

View and change any system settings.

5. Search Bar

Quickly find files, directions, information or the name of a song

2. Microsoft™ Account

Change account settings or switch to another user account.

4. Power

Shut Down, Hibernate or put your PC to sleep.

6. Notification Area

View all notifications, date and time.



You need to log on your Microsoft account before the application program completely runs.

Using the Laptop

Before First Use

- Before first use, please make sure the Laptop is fully charged. If not, connect the power adaptor, so your Laptop can charge fully.
- Charging time is at least 6 hours the first time, 4 hours thereafter.



Note: This Laptop contains a Built-in type rechargeable Lithium-ion battery, the charger must be a standard adaptor (12V/2A plug adaptor), this Laptop includes DC charging.

- Ensure that you have a good Wi-Fi connection, with your network name and password available.

Starting up

Press and hold the Power key until the screen turns on. Wait until the Desktop screen appears. The computer is now ready for use.

The first time you use your device, the startup wizard will help you set up your device:

- Language
- Date & Time
- Wi-Fi Connection
- Location service options
- Third-party applications
- Necessary Updates
- Account Synchronization

Using the Laptop

Powering up the Laptop

To turn the Laptop on:

Press and hold the Power key until the screen turns on. Wait until the Desktop screen appears; the Laptop is now ready for use.

To turn the Laptop off:

Press the start button and click on the power icon. This then gives the option to shutdown, sleep or restart.

Using the Laptop

Screen Settings

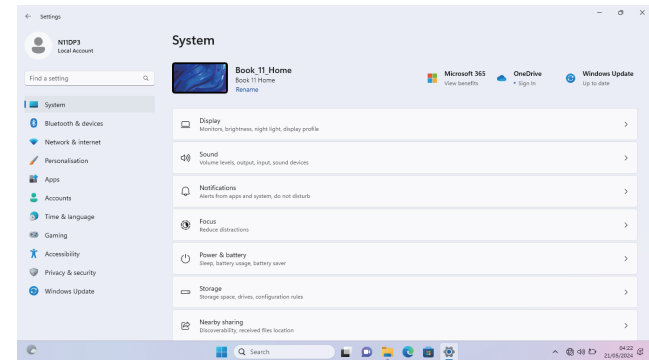
Turning the Screen On or Off

When the Laptop is on, you can turn off the screen to conserve power and protect the screen. Simply press the start button and click on the power icon, then choose sleep.



To conserve battery power, the screen can be set to turn off automatically when the Laptop is not in use (between 1 minute and 5 hours). The screen timeout option can be found in the display menu.

It is strongly recommended that you sign into/register for a Windows account (needed for the installation of new apps). When prompted it is also recommended that you agree to backing up your Laptop. This creates copies of all of your files should you ever need to restore the Laptop.



Connecting Your Laptop

Connect to a Wi-Fi network


The Notification bar displays icons that indicate your Laptop's internet status.



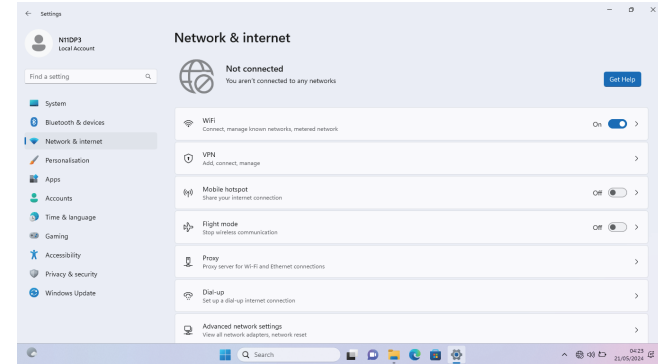
Connected to a Wi-Fi network (waves indicate connection strength).



There are no Wi-Fi networks in range, or the Wi-Fi is not connected.

Open the Settings menu by pressing the start button and clicking on the cog / settings icon 


Select your network from the list of available networks. The Laptop will prompt you to confirm connection to the network. Touch Connect to confirm. If the network is secured (as indicated by a Lock icon), the Laptop will prompt you to enter a password or other credentials.



Settings icon can also be found on the desktop. Open the Network and Internet menu and turn the WiFi on.

User Interface

Start Menu

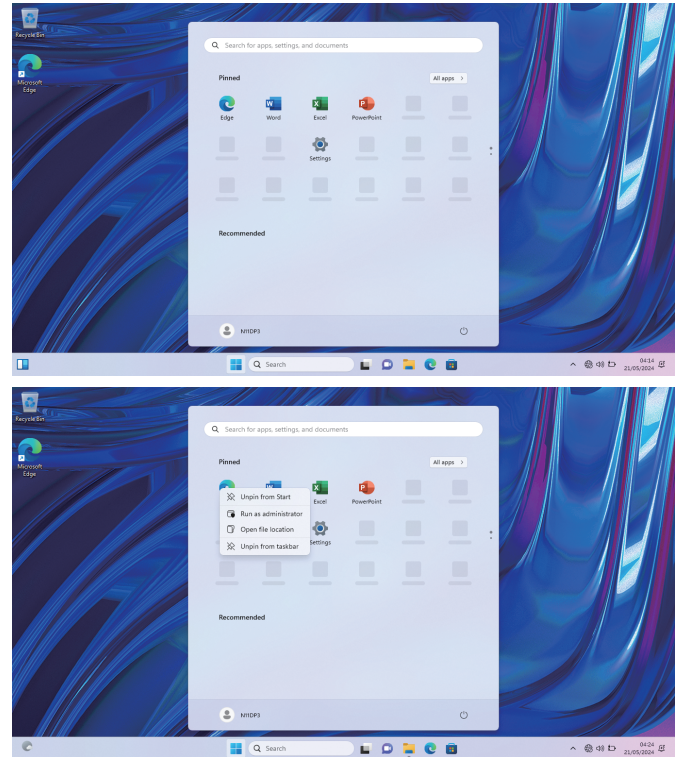
To open the start menu select the icon  in the bottom left hand corner of the desktop. Once the menu has been opened you will be greeted with a variety of options.

Applications

In addition to already fixed on the start screen of the application, you can open all applications in the home page.

Adding a shortcut tile to start menu

1. Right-click on properties
2. Select fixed at the beginning of the page



User Interface

Search Box

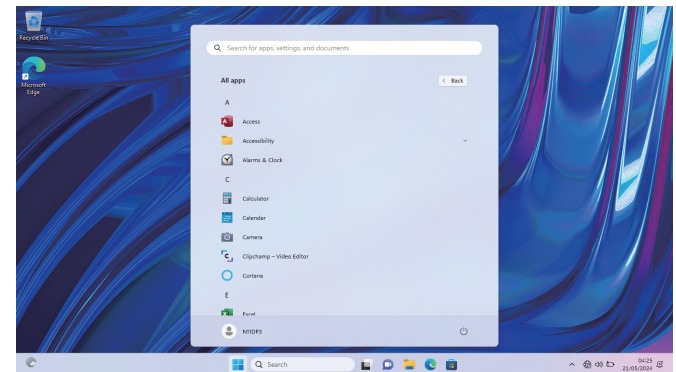
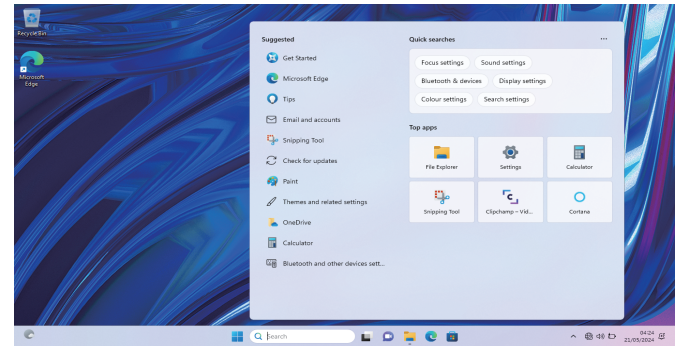
Right-click the taskbar and go to Taskbar settings. Under Taskbar items, toggle the switch to On/Off next to Search to set up.

Change the taskbar location

Right-click any empty space on the taskbar. Select Taskbar settings > Taskbar behaviors > Taskbar alignment and then select Center or Left.

Rearrange taskbar buttons

Drag a button from its current position to a different one.





User Interface

Menu Bar

Expand the menu bar from the screen. File manager, settings, power supply and all applications, you can sleep / shutdown / restart the device

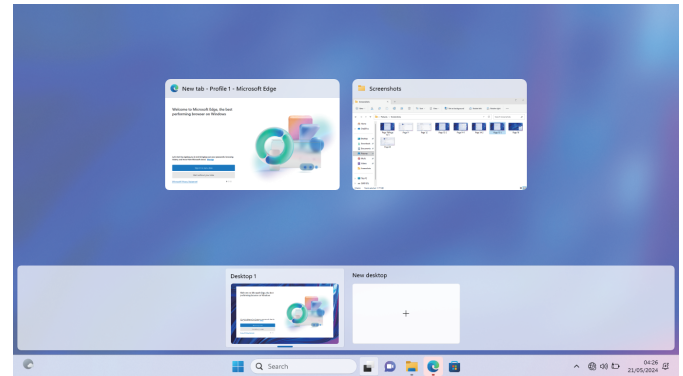
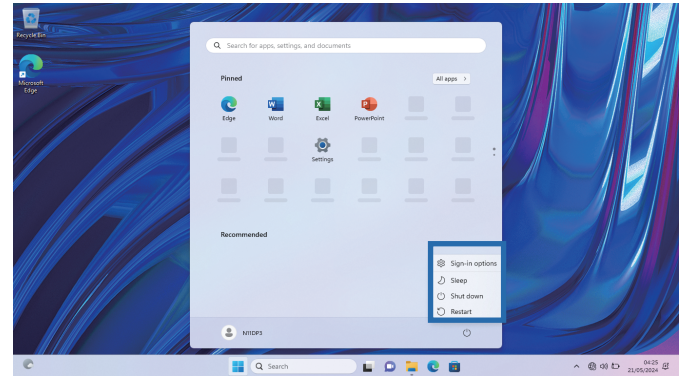
 Power

 Manage files and applications

 Set up your machine

Multitasking operating interface

Click the Desktop task view to operating a multioperating interface



User Interface

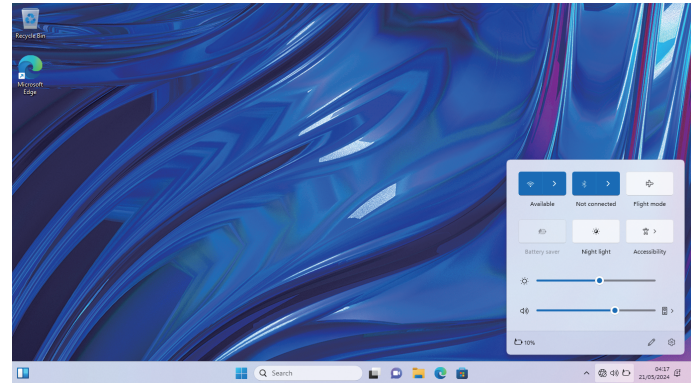
Windows Centre

The Action Center is where you can find application notifications and quick actions. On the bottom right corner of the screen, look for the Action Center icon.

The Action Center allows access to quick settings, in the form of small boxes at the bottom of the panel.



Notifications within the action centre are sorted into categories by app.

The Action Center also supports actionable notifications, such as recent text messages, emails or social media integration.



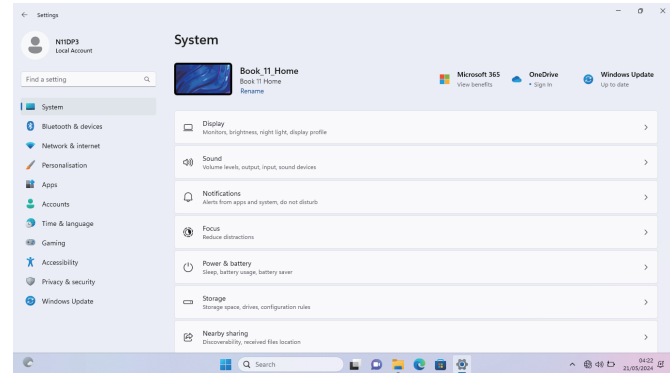
Personalising

Changing your wallpaper and themes

Press start  and select the settings icon  Select the personalisation menu where you will be greeted with the options to change your background/theme for the Desktop and lockscreen. In this section you also have the option to change the Windows accent colours and choose which elements will use the colour.

To download new apps

To install new apps approved by Windows, click the Windows Store icon on the bottom task bar. There you will find over 1 million apps including many of which are free. Even if you only going to use free apps you will still need to create a Windows account but you don't need to enter your credit card details to do this.



External Storage

Inserting a Memory Card

This laptop accepts micro SD memory cards. This allows you to increase the memory capacity of your laptop and also to play media files that are stored on the memory card (e.g. music, photos or video files).

To insert a memory card:

- Align the memory card with the micro SD slot. The metal portion of the memory card should be facing away from the LCD screen.
- Push the card into the slot, until you hear a click. This signifies that the card is clicked into place.



Do not attempt to insert objects other than a micro SD card into the card slot. A compatible memory card should fit easily into the card slot.

If the card will not easily fit, check the alignment of the card. Do not attempt to force it into the slot.

Avoid touching the metallic contacts of the memory card.

Formatting a Memory Card



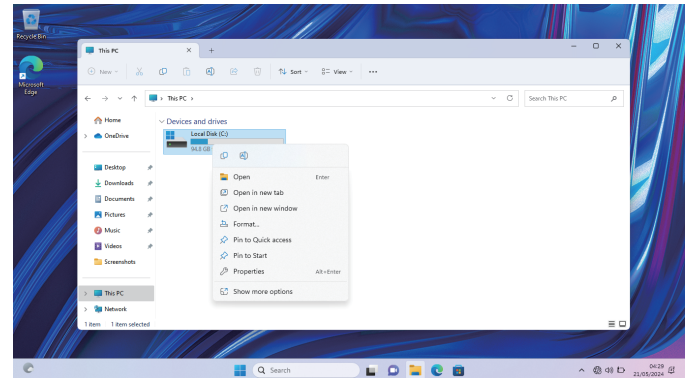
Note: Formatting an SD card will wipe any and all data from the SD card's storage.

If you wish to retain any files please transfer them onto a computer or other device before formatting.

Please ensure the correct drive is selected before formatting.

Once formatted this cannot be undone. Open File Explorer by clicking on the folder icon on the task bar and navigate to "This PC".

Find the drive where your SD Card is located. Right-click, and when the menu appears click Format.



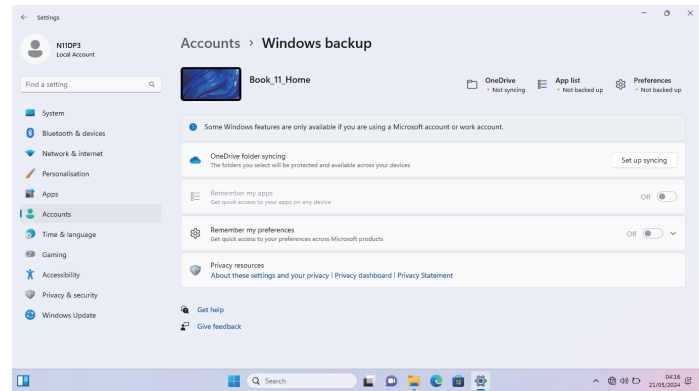
Data Management & Security

Backing up your Laptop

File History

Use File History to back up to an external drive or location. Select the Start button > SETTING>Accounts> Windows back up>One driver folder syncing

If you're missing an important file or folder that you can enter Cloud and download the file.



Data Management & Security

Improving Security

Online

In order to avoid online threats we recommend that you install antivirus and security software on your device and keep these and your browser and other software up to date to take advantage of security fixes.

Physical theft

If you store valuable information on your Laptop including passwords and logins for personal accounts etc. You may want to enhance the security of your Laptop in case it is stolen or lost. This includes enforcing the log in with your Windows account and a PIN.

Erasing your personal data

If you sell your Laptop on, or discard it you should erase the data in memory, before you do so. This securely erases your data so that it cannot be recovered. Please note that simply returning your Laptop to factory settings is not a reliable way of erasing your personal data (unless you have first encrypted your data).

Data Management & Security

Encryption

Sign in to Windows with an administrator account.
Select the Start button, then select Privacy&Security>
Windows security>Device security>Core isolation details>
Memory Integrity>Open the memory integrity.

Frequently Asked Questions

How do I connect the Laptop to Wi-Fi?

Click the notification icon, located at the bottom right of the window, to open the notifications bar. Then click Wi-Fi, and select your Wi-Fi network. You will then be prompted to enter your password. Once this has been done, you should now be connected to Wi-Fi.

How do I connect my Laptop to a Bluetooth device?

Click the search bar at the bottom left of the screen, then type "Bluetooth", the "Bluetooth and other devices settings" option will appear. Click this to enter the settings menu.

From here click "Add Bluetooth or other devices" then click bluetooth. A list of available devices will show on screen, click the device you wish to connect to.



Note: Ensure your bluetooth device is turned on, and bluetooth is activated before trying the above.

Frequently Asked Questions

How do I reset my Laptop to factory settings?

Click the search bar at the bottom left of the screen, then type "Reset", the "Reset this PC" option will appear. Click this to enter the system settings menu.

From here click the "Get Started" button under the "Reset PC" heading. Follow the onscreen instructions to reset your Laptop



Note: This method will erase all the data you have stored on the Laptop. Please Ensure you backup your data BEFORE attempting this process.

How do I improve the volume on my Laptop?

Click the volume icon, located at the bottom right of the window (to the left of the clock), to open the sound settings.

Then click and drag the bar to the right (to turn volume up) or to the left (to turn volume down).

Troubleshooting

If your device is frozen

Press the ON/OFF button for at least 10 seconds or use the hardware reset.

If your device doesn't turn on

Charge your device then switch on normally. If this does not work, press the ON/OFF button for at least 10 seconds.

If you want to extend the life of your battery

Decrease the screen brightness and turn off the wireless connections if not in use.

If your device is functioning too slowly

Close all apps which are not currently being used.

If your Wi-Fi reception is poor

Make sure you are not far from the Wi-Fi hotspot. Update the firmware of the device. Factory reset your device and reconnect to your network. Contact your Wi-Fi connection provider.

Specifications

Processor	Intel Gemini Lake N4020
RAM	4GB
Storage	128GB EMMC
Display	11.6" LCD (1366 x 768 px)
Wi-Fi Networking	WIFI 802.11a/b/g/n/ac
Bluetooth	BT 5.0
Audio Output	3.5mm stereo phone jack
USB Hosts	USB2.0 x1 USB3.0 x1
Additional Features	Built-in microphone Front facing camera (2MP) 2 x1W speaker
Operating System	Windows 11
Power	Rechargeable Li-poly battery, 7.4V 4000MAH
Endurance	6 - 8 hours, based on usage
Ports	Headphone Port Micro SD slot USB MINI HDMI Type-c
Wifi Frequency	2.4GHz and 5.0GHz
Bluetooth Frequency	2.4GHz

Safety Information

Warning! To reduce the risk of Fire, Electric Shock, or Injury:

- **DO NOT** expose the Laptop to high temperatures, direct sunlight, moisture, rain or a highly dusty environment.
- **DO NOT** use the Laptop in prohibited areas (ie; airplanes).
- **DO NOT** use the Laptop whilst driving or walking.
- **DO NOT** dispose of the Laptop in a fire to avoid explosion.
- **DO NOT** disconnect the Laptop from the mains power supply by pulling the cord, switch it off and remove the plug by hand.
- **DO NOT** attempt to disassemble the Laptop, or use alcohol, thinners or benzene to clean the Laptop as this will cause damage to the unit.
- **DO NOT** disassemble, repair or modify the Laptop by yourself. Refer servicing to qualified personnel only.
- Never subject the Laptop to any heavy impact such as dropping or shaking.
- Keep away from magnetic sources.
- It is not recommended to use the headphones at a high volume for an extended period of time as this may cause damage to your hearing.
- Once the casing has been tampered with, the company shall not be liable for any resulting damages or faults.
- Clean with a dry cloth only. Make sure the Laptop is turned off before cleaning. Do not use liquid or abrasive cleansers.
- Only use this Laptop for its intended domestic use. Cosmos will not accept any liability if the Laptop is subject to improper use, or failure to comply with these instructions.

Safety Information

Warning! To reduce the risk of Fire, Electric Shock, or Injury:

- Keep the Laptop and its power supply cord away from heat or sharp edges that could cause damage.
- Keep the power supply cord away from any parts of the Laptop that may become hot during use.
- Use of an extension cord with the Laptop is not recommended.
- This Laptop should not be operated by means of an external timer or separate remote control system.
- Keep the Laptop away from flammable materials.
- Avoid dropping the Laptop. Do not allow the display screen to become damaged as this cannot be replaced/repaired.
- When the Laptop is formatting or a file is uploading or downloading, do not suddenly disconnect the Laptop from the external sources as this could cause an application error.
- The company reserves the right to improve the product specification and design. The information is subject to changes without prior notice.
- This Laptop has no waterproof function.

Audio Warning

Listening at a high volume for a long time may damage your hearing.

Safety Information

Battery and Charger Safety

To unplug a charger or an accessory, hold and pull the plug, not the cord. Unplug your charger when it is not in use. If your Device is left unused on standby, a fully charged battery will still lose charge over time. Always keep the battery between 59°F & 77°F (15°C & 25°C) for optimal performance. Extreme temperatures reduce the capacity and life time of the battery. An ENTITY Laptop with a hot or cold battery may not work temporarily.

DO NOT dispose of batteries in a fire as they may explode. Obey local regulations and recycle when possible. Do not dispose as household waste.

DO NOT dismantle, cut, crush, bend, puncture, or otherwise damage the battery in any way. If a battery leaks, do not let the liquid touch your skin or eyes. If this happens, immediately flush the affected areas with water and seek medical help.

DO NOT modify, attempt to insert foreign objects into the battery, or immerse or expose it to water or other liquids. Batteries may explode if damaged. Use the battery and charger for their intended purposes only. Improper use, or use of unapproved or incompatible batteries or chargers may present a risk of fire, explosion, or other hazards, and may invalidate any approval of warranty.

DO NOT attempt to replace the Battery. The Batteries in this device are not replaceable. G2Brands recommends that you seek professional assistance for all device repairs. Opening and/or repairing your device can present electric shock, device damage, fire, and personal injury risks, and will invalidate your warranty.

DO NOT charge your ENTITY Laptop during a light-ning storm. Only use the charger supplied with this device. Never use a damaged battery or charger.



After Sales Support

If you need help using your product, please contact G2Brands Ltd:

Telephone: 0161 480 6204 **Email: info@g2brands.co.uk**

(Replacement instruction manuals are available to download from the website)

(Technical Support only available during Monday to Friday between 09:00 - 17:00)

Product Guarantee (UK Only)

If your product ceases to function within 1 year from the date of purchase, the retailer will replace it free of charge, provided:

- You have not misused, neglected or damaged it.
- There is a fault with your products hardware and not the Laptops software.
- It has not been modified (except by G2Brands Ltd).
- It was not purchased second hand.
- It has not been used commercially.
- You can supply proof of purchase, indicating the price you paid and where and when the product was purchased.

This guarantee does not affect your statutory rights.

Disposal Information

Important information for correct disposal of the product in accordance with ENTITY directive 2012/19/EU

At the end of its working life, the product must not be disposed of as urban waste. It must be taken to a special local authority differentiated waste collection centre or to a dealer providing this service. Disposing of a household product separately avoids possible negative consequences for the environment and health deriving from inappropriate disposal and enables the constituent materials to be recovered to obtain significant savings in energy and resources.

As a reminder of the need to dispose of household products separately, the product is marked with a crossed-out wheeled dustbin.

Declarations

EU Declaration of Conformity

Hereby, G2Brands Ltd declares that the radio equipment type, ENTITY 11.6" is in compliance with Directive 2014/53/EU. The full text of the EU Declaration of Conformity is available at the following internet address:

www.g2brands.co.uk/product-compliance-document.php

Disclaimer

G2Brands Limited makes no representation or warranties with respect to the content of this document and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Furthermore, G2Brands Limited reserves the right to revise this, or any other publication, and to occasionally make changes to the contents without the obligation of G2Brands Limited to notify any person or organisation of such revision or changes.

Disposal of Waste Electrical & Electronic Equipment (WEEE)

This symbol on the product or on its packaging indicates that this product should not be treated as household waste. Instead, it should be handed over to a suitable collection point for the recycling of electrical and electronic equipment. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product. The recycling of materials will help to conserve natural resources. For more information about the recycling of this product, please contact your local council, your household waste disposal service, or the reseller you purchased this product from.



SAR Statement

Specific Absorption Rate (SAR) information. This Laptop meets the requirements and within the limits for exposure to radio waves. The standards include a substantial safety margin designed to maintain the safety of all users. To maintain compliance with RF exposure requirements, users must maintain 0cm between the users body and the back of the device. The use of belts and clips, holsters and similar accessories should not contain metallic components in its assembly. The use of components that do not satisfy these requirements may not comply with RF exposure requirements, and should be avoided.



To prevent possible hearing damage, do not listen at high volume levels for long periods. (IEC no:60417)

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Product Imported by: G2Brands Ltd, SK2 6RH