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1. eCAFÉ™ – TAKE IT TO GO!™

Thank you for trusting Hercules and choosing to purchase the eCAFÉ™ Netbook. The eCAFÉ™ has been designed to allow you to communicate and create or edit documents such as text files, slideshows or even images; it also includes advanced multimedia features designed to entertain you.

To make the most of your eCAFÉ™ Netbook, please follow the instructions provided in this manual.

1.1. Handling your Netbook



Please read this section with care before using the product.

Like any electronic device, the eCAFÉ™ requires you to observe a number of simple safety rules; these are listed below. In addition, observing some simple precautions will enable you to extend your eCAFÉ™'s life.

- In no circumstance should you attempt to open the eCAFÉ™, its adaptor or its components; doing this would expose the device's internal components to damage. Likewise, never attempt to open the device's batteries.
- Use only the adaptor provided with the product.
- Always place your eCAFÉ™ on a horizontal, stable and flat surface.
- Never exert pressure on the display. Never touch the display with any objects that are liable to damage it or scratch it.
- Always make sure that you have removed any objects placed on the device's keyboard (e.g. USB key, pen or others) before closing your eCAFÉ™'s display.
- To avoid any risk of fire or electric shock, always keep your eCAFÉ™ away from:
 - Rain or moisture, as well as all fluids (water, chemical products and any other liquids),
 - Heat sources such as radiators, cookers or other heat-emitting devices (including amplifiers),
 - Direct sunlight.
- This product should be used only at temperatures ranging from 5 to 35°C.
- Never cover your eCAFÉ™ while the device is powered on.
- Always unplug your eCAFÉ™ before cleaning it. To clean it, use a soft cloth; avoid using chemical sprays.
- The eCAFÉ™ provides a WiFi wireless connection feature. Use of this feature is liable to cause interferences with the equipment located on planes or in hospitals. Always deactivate this feature before entering these premises.
- Disconnect eCAFÉ™ from the mains if there is a storm.
- Never throw the device's battery into an open fire.
- When transporting the eCAFÉ™, always turn the device off if you are carrying it in a closed bag. As a general rule, make sure that your eCAFÉ™ is placed in a well-vented environment when the device is powered on.

1.2. A comprehensive package

Compact design, an ultra-lightweight device, powerful connectivity, various accessories included. Discover the packaging contents:

- eCAFÉ™ Netbook
- Battery
- Power adaptor
- User Manual

1.3. A closer look at your eCAFÉ™

- 1.6 GHz Intel® ATOM™ N270 processor
- 1 GB DDR2 RAM
- 10.1" backlit LCD display (max. native resolution 1024*600)
- 0.3 Megapixel built-in webcam, built-in microphone
- Built-in Intel® 945GSE graphics board, built-in sound board
- Built-in 802.11 b/g/n WiFi board
- 250 GB 2.5" SATA-II hard disk drive
- 4400 mAh / 48.8Wh rechargeable Lithium battery (6 cells)
- 100-240 VAC, 50/60 Hz, 20VDC/2.0 A === power adaptor
- 3 USB 2.0 ports (compatible with USB 1.1 devices)
- 10/100Mbps Ethernet port
- VGA output
- 1 headphones connector, 1 microphone connector
- 82-key keyboard
- Touchpad featuring 2 buttons
- Multiple-format memory card reader: SD (Secure Digital®), SD HC (Secure Digital® HC), MMC (MultiMedia Card),), MS (Memory Stick)
- Weight: less than 1.4 Kg (battery included)
- Dimensions: 274.8 x 195 x 30.8 mm

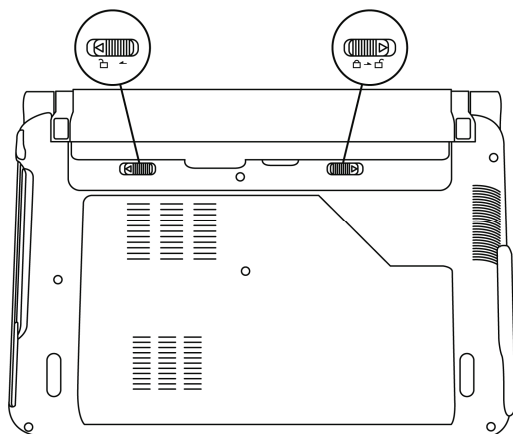
Your eCAFÉ™ EC-1000W features the Microsoft® Windows® 7 Starter Edition operating system. It can be enriched with the installation of applications compatible with this system. In no event shall Guillemot Corporation S.A.'s liability be bound in the event of damages of any kind (including, but not limited to the loss of data) resulting from the installation or use or incorrect use of these applications.

2. THE eCAFÉ™, UNEQUALLED AND UNRIVALLED

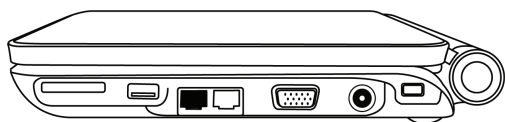
The eCAFÉ™ Netbook features a very wide range of applications and extensive connectivity interfaces, which will enable you to instantly connect to the world that is best suited to your use: work, communications, games or multimedia.

2.1. My eCAFÉ™

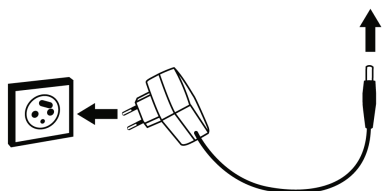
- Remove your eCAFÉ™ from the packaging, and ensure that all items mentioned in Section 1.2 of this User's Manual are included.
- Remove the protection films from the display.



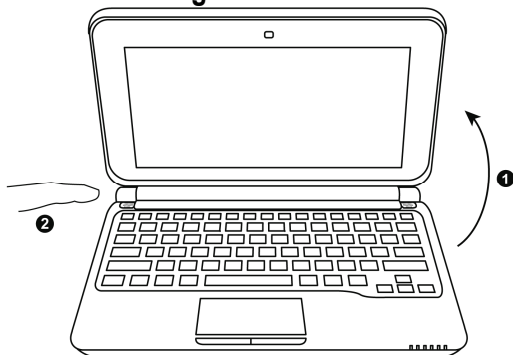
- Insert your battery (for more information regarding battery installation and removal, please refer to Section 2.7.3).



- Connect the power adaptor lead to your eCAFÉ™, then connect the adaptor to the mains.



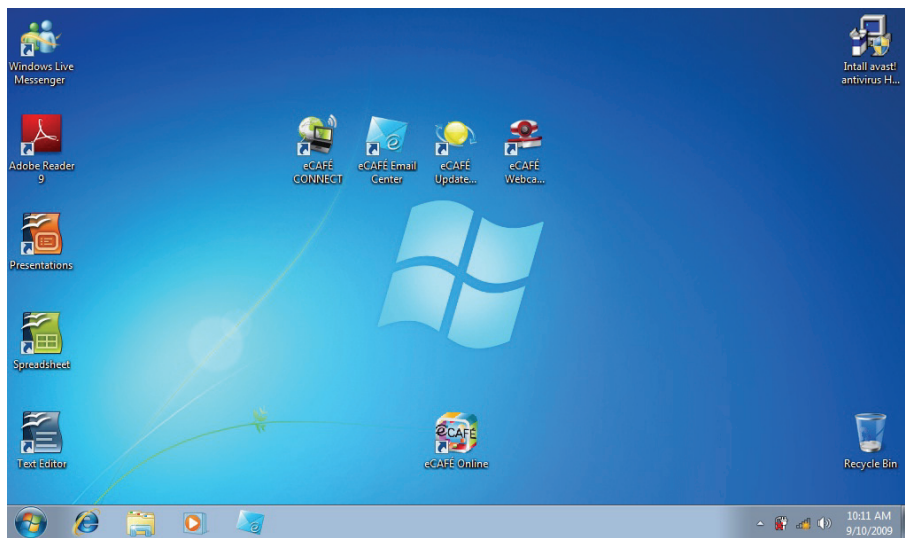
2.2. Turning the eCAFÉ™ on



- Open the display (1) and press the On/Off button located on the left-hand side of the device (2).



Do not exert excessive strength on the hinges when opening the display. Do not hold your eCAFÉ™ by the display when carrying the device.

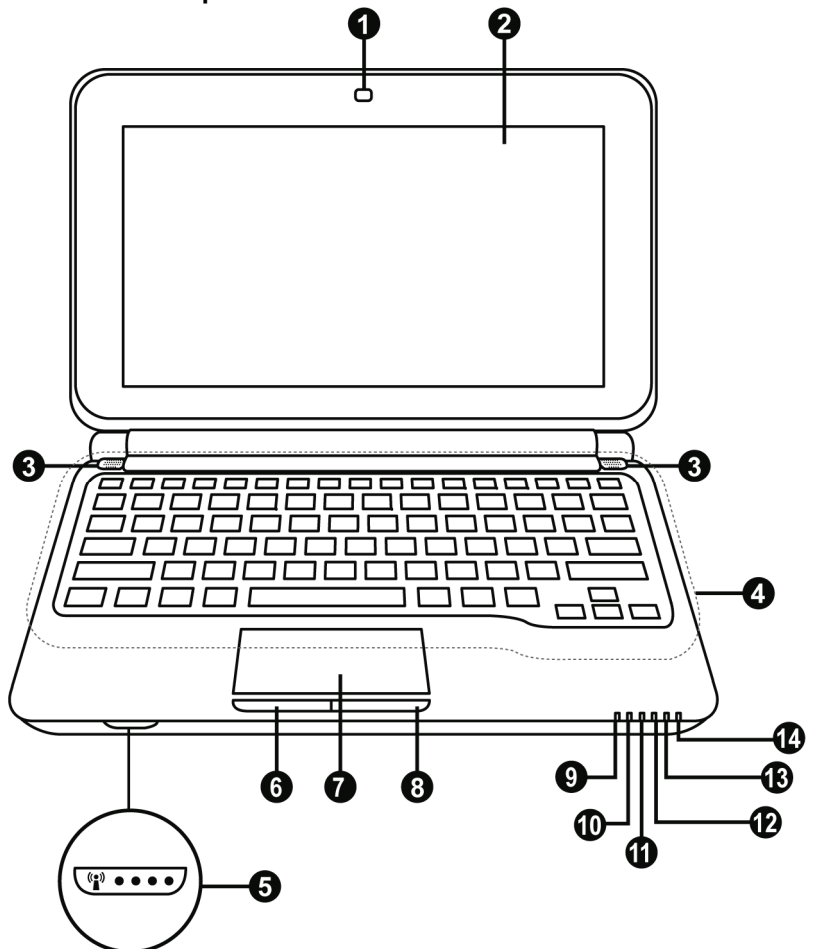


When your computer starts up, the Windows Desktop is displayed.

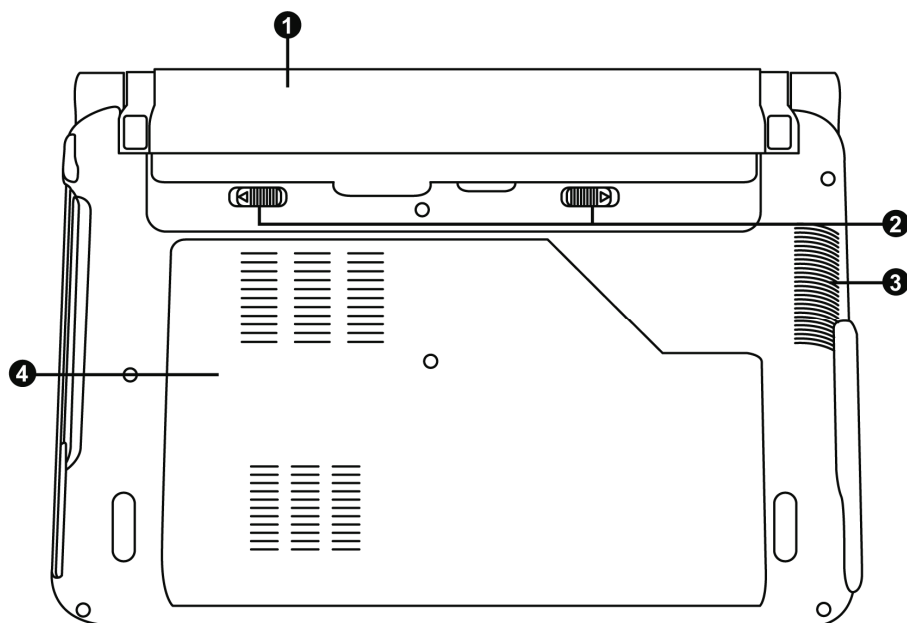


If this is the first time you have used the eCAFÉ™ since purchasing it or since restoring the system, Windows will ask you to answer a certain number of questions found in different screens (choosing the computer's name, accepting the license agreement, etc.). Simply follow the on-screen instructions to do this.

2.3. Technical specifications



- | | | |
|--|-----------------------------|--|
| 1. Webcam | 6. Left touchpad button | 11. Hard disk drive activity indicator |
| 2. 10.1" LCD display | 7. Touchpad | 12. Battery operation indicator |
| 3. Loudspeakers | 8. Right touchpad button | 13. eCAFÉ™ on/off indicator |
| 4. UK or US keyboard | 9. Numeric lock indicator | 14. WiFi activity indicator |
| 5. WiFi activation/deactivation button | 10. Capitals lock indicator | |



1. Removable battery

3. Air extraction grate

2. Battery locking tabs

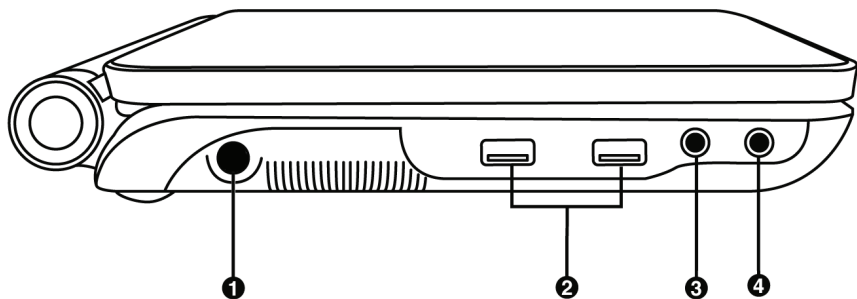
4. Component access cover (memory, hard disk, etc.)



Any attempt to open the cover will cancel the warranty.

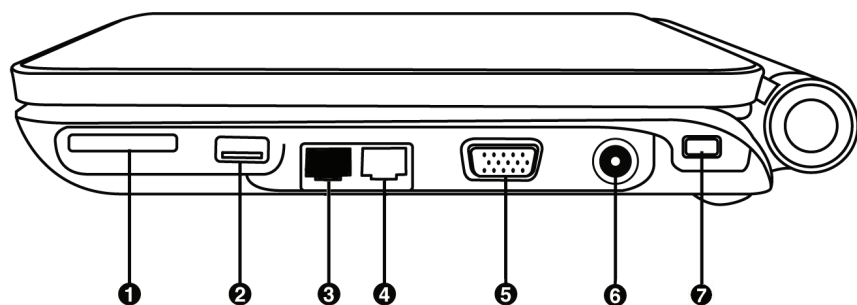


This part of your eCAFÉ™ is liable to heat during operation and charging. This is normal. However, to improve thermal dissipation, we recommend you do not block the vents. Avoid placing your eCAFÉ™ on a soft surface such as a sofa or a bed, for instance.



- 1. Not used
- 2. USB ports

- 3. Microphone connector
- 4. Headphones connector



- 1. Memory card reader
- 2. USB port
- 3. Not used

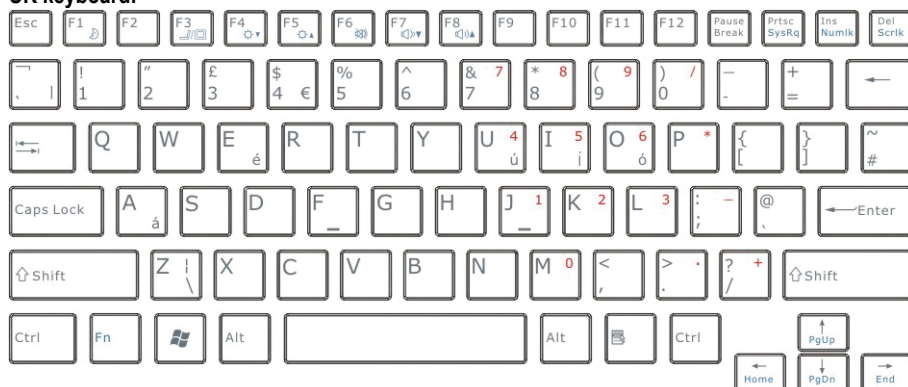
- 4. Ethernet port
- 5. VGA output connector
- 6. Power supply port

- 7. Kensington® lock

2.4. Multifunction keyboard

The eCAFÉ™ features an extended keyboard allowing you to control the display's settings.

UK keyboard:



US keyboard:



Put the eCAFÉ™ to standby



Switch from the LCD display to an external display



Reduce display brightness



Increase display brightness



Deactivate/Reactivate audio output



Lower the volume



Increase the volume

2.5. An ultra-mobile computer suited to large files

Equipped with a hard disk drive and a multiple-format card reader, the eCAFÉ™ enables you to take your most precious files with you, regardless of their size.

Hard disk drive

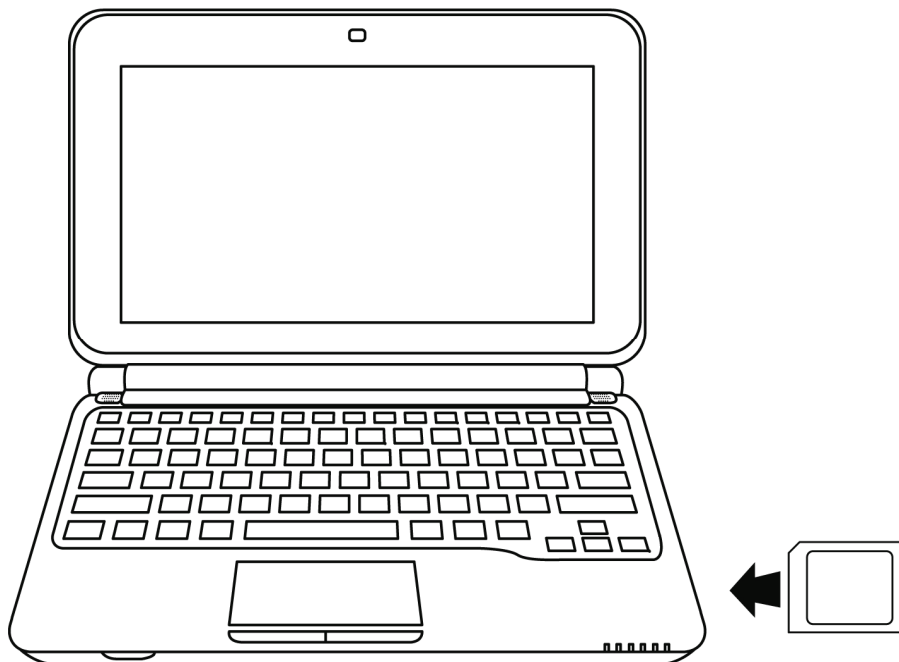
The eCAFÉ™ features a 250 GB (or more, according to versions) hard disk drive. This storage capacity allows you to save movies, images and other large files to your device.

Memory card reader

The eCAFÉ™ is equipped with a multiple-format memory card reader supporting SD (Secure Digital®) and SD HC (Secure Digital® HC), MMC (MultiMedia Card) MS (Memory Stick) formats; this device enables you to view pictures taken with your digital camera or to extend your system's storage capacity, for instance.

USB ports

The eCAFÉ™ is also equipped with three USB ports that enable you to connect a USB storage key or other USB devices (for further information regarding USB ports, please refer to section 2.6, "Extensive connectivity options for countless applications").



2.6. Extensive connectivity options for countless applications

The ports and connectivity interfaces built into your eCAFÉ™ enable you to connect all kind of USB peripherals, such as a mouse or an external hard disk drive, to your ultra-mobile personal computer.

General safety rules

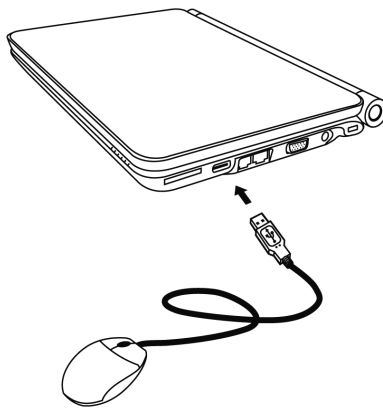
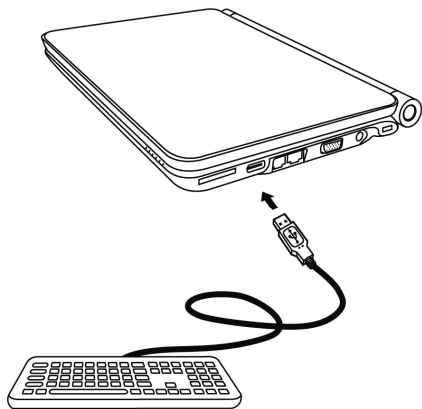
Before connecting a peripheral to your Netbook, please refer to the installation instructions provided with the device.



Never remove a peripheral while your eCAFÉ™ is reading or saving data; you would risk destroying the data beyond repair.

USB ports (Universal Serial Bus)

The eCAFÉ™ features three USB 2.0 ports (USB 1.1 compatible), to which you can connect many peripherals such as a keyboard, a mouse, a USB key and more. This interface is hot-swappable, allowing you to connect and remove your peripheral without having to first shut it down.



If you have connected a USB external hard disk drive to your eCAFÉ™, please click on the

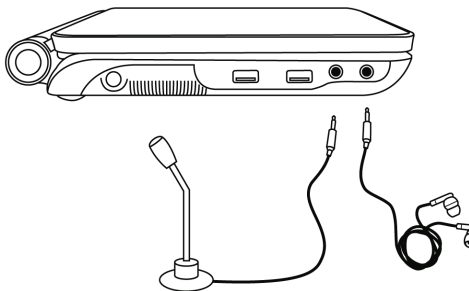


icon (located in the lower right section of the screen) and select "Remove media" prior to disconnecting your peripheral.



The system may fail to recognise some USB peripherals if they have been connected during the computer's start-up phase. Should this be the case, please remove the device from your Netbook and connect it again.

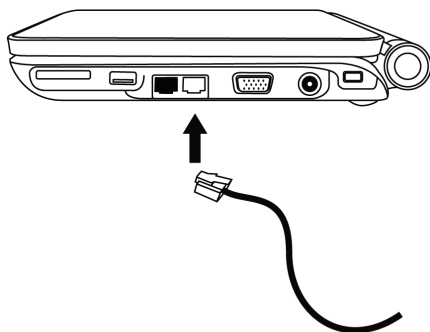
Audio connectors



To initiate a communication or view a video, please connect a microphone, headphones and/or a headset featuring a built-in microphone to the relevant connector:

- The jack output connector to connect headphones or a headset
- The jack input connector to connect an MP3 player for recording purposes, or a microphone to record vocal data or chat with your contacts using a voice-over-IP application

Local Area Network (LAN)



The eCAFÉ™ is equipped with a RJ45 LAN connectivity interface, which enables you to connect it to a 10/100 Mbps wired network (corporate network, router, wired modem & router or Internet box, for instance).

2.7. A desktop device AND a mobile device

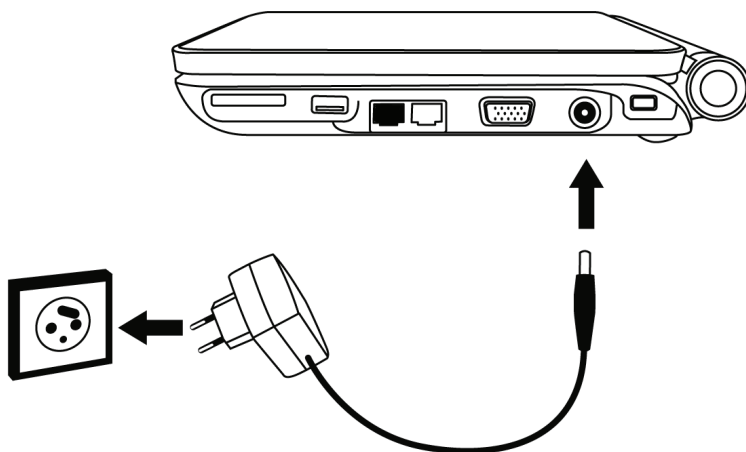
Both a desktop device and a mobile device at once, the eCAFÉ™ can be used everywhere thanks to its dual power supply (mains or battery).

2.7.1. Operating the eCAFÉ™ when connected to the mains

Use the included power adaptor to power your eCAFÉ™. The device complies with the specifications of the electric network in the country in which the device was purchased.



Please make sure that the power supply plug is fully engaged into the computer's power supply connector.



When the eCAFÉ™ is connected to the mains, the device's battery starts to charge automatically. Please note that fully charging the eCAFÉ™ while the device is in use requires more time than when the eCAFÉ™ is turned off.

2.7.2. Operating the eCAFÉ™ with the built-in battery

The eCAFÉ™ is designed to operate on its built-in battery. When fully charged, the built-in battery guarantees ample autonomy (approximately 5 hours*).



To extend your battery's lifespan, we recommend that you charge it fully when using your eCAFÉ™ for the first time. Please refer to the battery charge status indicator for more information regarding the battery charge level.

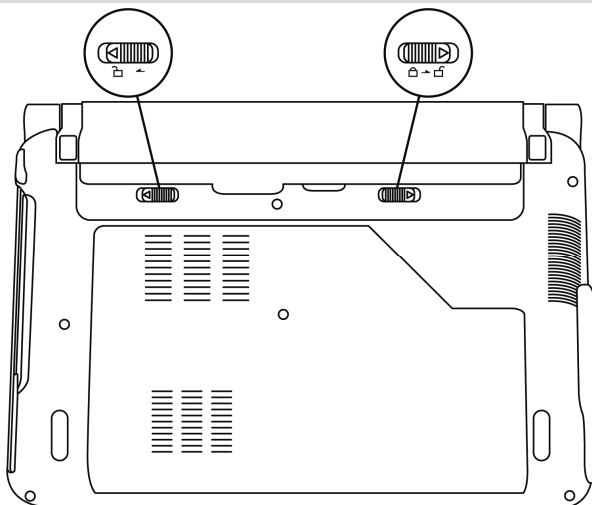
* Autonomy is liable to vary according to your use of the eCAFÉ™ (applications, network conditions).

2.7.3. Installing and removing the battery

You may need to install or remove the battery, e.g. when replacing the battery.



Before installing or removing the battery: first, place the **locking tabs** in the "Unlocked" position; install or remove the **battery**, then place the locking tabs in the "Locked" position again.

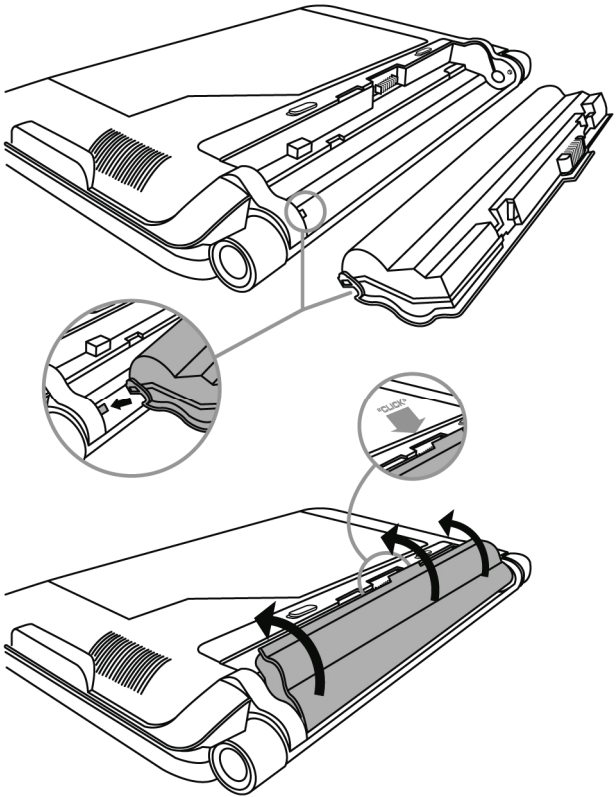


When installing or removing the battery, eCAFÉ™ must be switched off and disconnected from the mains supply.

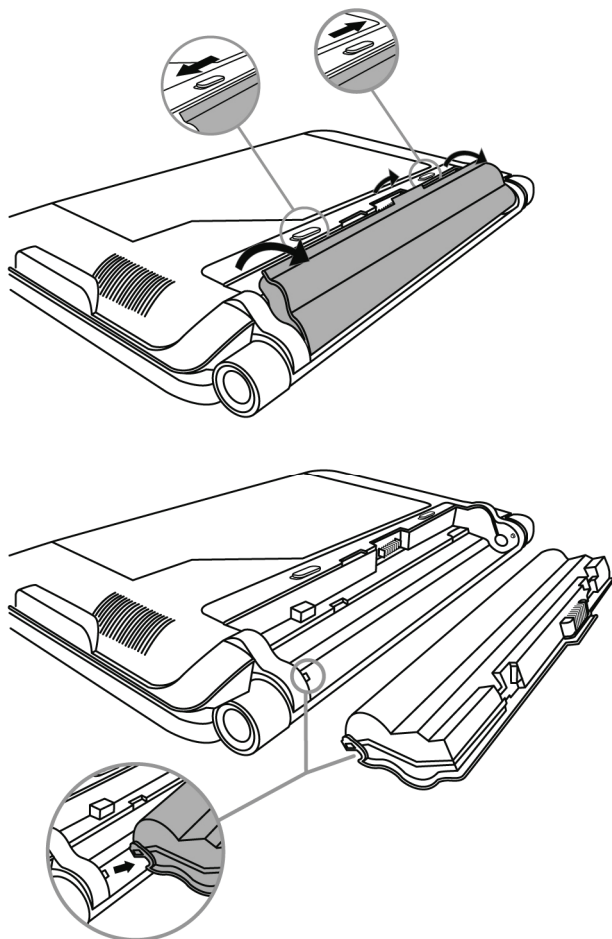


Use only **Hercules** batteries that are fully identical to the original batteries included with your eCAFÉ™. Failure to comply with these instructions may cause damage to your eCAFÉ™. Likewise, the use of an inappropriate battery may cause a risk of explosion. Please comply with the applicable regulations when discarding used device batteries.

Installing the battery



Removing the battery



2.7.4. Optimising your use of the battery

Your Netbook's lithium-ion (Li-Ion) battery may be charged at any time. Remove the battery if you do not intend to use the computer for 30 days. Check beforehand that it is charged to 70% of its capacity. The device must be stored in a room in which the temperature ranges from 5 to 35°C, and should not be left in a vehicle parked in direct sunlight. The lithium ion battery (Li-Ion) loses its qualities over time, even if you do not use it. The average life cycle is 2 to 3 years.

To extend the battery's lifespan:

- Adjust the display's luminosity to a level suited to your environment (indoors/outdoors) and to the application that you are using.



Reduce display
brightness




Increase display
brightness

- Close the display when you are not using your eCAFÉ™ for a short time. The display will automatically turn off.

- When using your eCAFÉ™ for the first time, always charge the battery entirely.

- Deactivate the WiFi feature if you are not accessing a WiFi network. You do this by pushing the




button on the front of the eCAFÉ™ to the left, then releasing it. The  indicator switches off.

2.8. Shutting your eCAFÉ™ down

Shutting the device down

- Before shutting your eCAFÉ™ down, make sure that all your programs and applications have shut down tidily.



- Shut your eCAFÉ™ down by clicking on the Start menu icon  in the lower left-hand section of the screen, then select **Shut down**. Or press the On/Off button on the left-hand side of the computer.

Screensaver mode

Your eCAFÉ™'s display automatically switches to the Screensaver mode when not in use for a certain time. Press on a key or on the touchpad to reactivate it.

Standby mode

After an extended period of inactivity, your eCAFÉ™ switches to Standby mode. In this mode, the screen and the hard disk switch off to save energy. Press the On/Off button on the left-hand side of the computer to reactivate it.

Advanced power management options

Other power management options are available in Windows 7. They particularly allow you to adapt eCAFÉ™ to your type of use, so as to give priority to performances or energy savings, or to set the balance between performances and energy savings. To do this, click on the Windows **start-up** icon



on the bottom left-hand side, then select **Control panel/Equipment and audio/Power options**.

Forcing the computer to shut down or restart

If you have trouble starting your computer up, press the device's On/Off button and hold it down until your eCAFÉ™ shuts down.

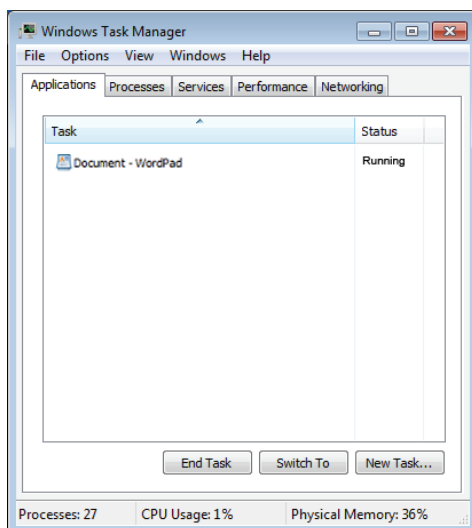
If an unexpected configuration prevents your eCAFÉ™ from reverting to its initial state, press keys



simultaneously. Then select **Open Task Manager**.

Shutting down a program from the Windows task manager

The Applications thumbnail of the Windows task manager displays the status of the programs that are currently running on your computer. The Task column lists the software that is running and the status column indicates whether they are working correctly. For example, if the Status column indicates "Not responding", the corresponding software does not operate correctly. You can close an application by clicking on "End Task".



Do not use the forced shutdown or restart procedures when files are open. Irreparable loss of data may occur in this case.

2.9. Restoring your system

If you feel that your eCAFÉ™ is no longer as effective as it was originally (slower access to programmes, recurrent “crashes”, etc.), you can restore the system, i.e. recover a “clean” system identical to the one available when you purchased your netbook.



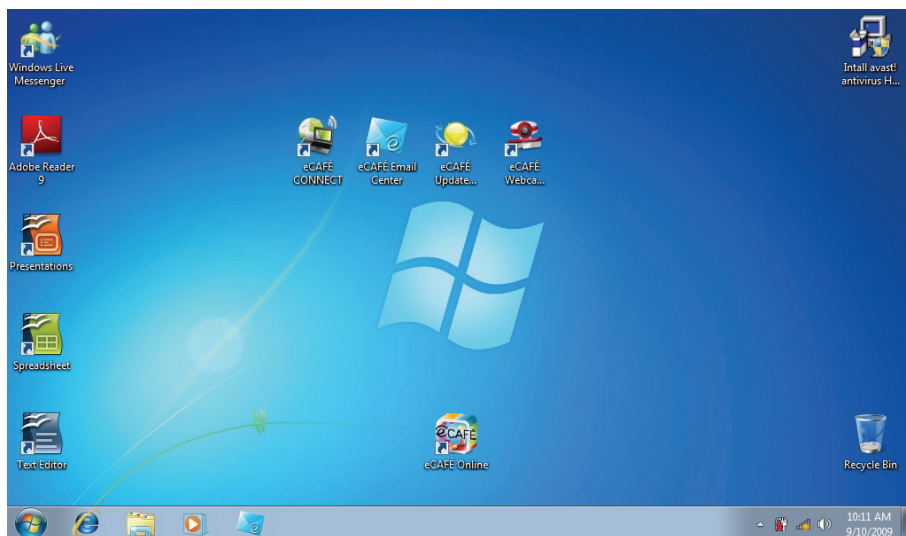
Before restoring the system, think about saving your important data to an external support (USB key, external hard disk). The restoration operation will actually erase all the data (audio files, video, new programmes, updates, drivers, preferences, etc.) added since you first used the eCAFÉ™.

To restore the system:

- In the **Windows startup manager** that is briefly displayed when the netbook starts up, select the **Restoration system** option using the up or down arrow.
- Press the **Enter** button.
- Follow the instructions displayed on the screen.
- To confirm the restoration, type **Y** when prompted. Cancel by pressing **N**. Then press **Enter**.

3. FIRST STEPS WITH MY eCAFÉ™

3.1. Accessing the applications



When your computer starts up, you access the Windows Desktop, that contains a selection of shortcuts leading to the main applications of your eCAFÉ™:



The icon opens the eCAFÉ™ portal, which allows you to access your online world, use your personal online storage space, view detailed information about the eCAFÉ™ solutions range, discover new applications, obtain hints and tricks, know whether your Netbook is compatible with your equipment or simply discover new uses for your system.



eCAFÉ™ Email Center provides access to a messaging application designed for users who want a rapid, simple and efficient tool. From viewing to sending emails as well as the centralised management of your contacts and all the accounts, Email Center is a user-friendly email solution that is ultra-simple to use. What is more, its design as an installed application that is not web-oriented enables each person to view and write emails at any time, even when there is no Internet connection.

Note: You can view and write emails at any moment in Email Center (unlike Web interface applications that require a permanent connection to the Internet); the operations for receiving or sending email and/or attachments themselves require an Internet connection.



eCAFÉ™ Update Manager can provide you with the latest versions of the software (eCAFÉ™ Email Center, eCAFÉ™ CONNECT, eCAFÉ™ Webcam Station, etc.) or new applications specifically developed by Hercules for your eCAFÉ™.

Note: You need an Internet connection to access the update server.



eCAFÉ™ CONNECT is your WiFi network connection manager. You will find more information in chapter 3.6.1. **eCAFÉ™ Connect and the WiFi function.**



eCAFÉ™ Webcam Station is a Hercules application dedicated to your webcam. You can find out about the various features by referring to chapter 3.9. **Using the webcam.**

eCAFÉ™ is also delivered with the OpenOffice.org software suite, which allows you to create text, spreadsheet or presentation documents that are compatible with Microsoft Office. You will find more information in chapter 3.10. **Using the OpenOffice.org suite.**



Access eCAFÉ™ portal



Access Windows Live™
Messenger™



Access eCAFÉ™ Email
Center (Hercules)



Access OpenOffice.org Calc
(Spreadsheet)



Access eCAFÉ™ Connect
(Hercules)



Access OpenOffice.org Writer
(Text Editor)



Access eCAFÉ™ Update
Manager (Hercules)



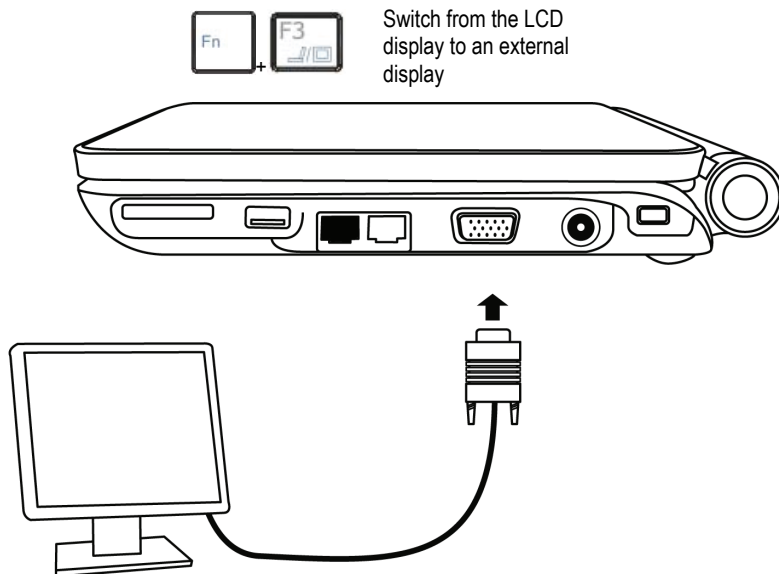
Access OpenOffice.org Impress
(Presentations)



Access eCAFÉ™ Webcam
Station

3.2. Connecting an external display

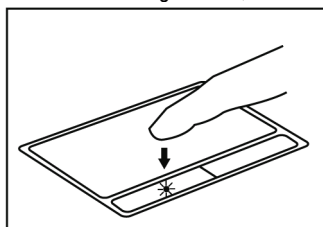
When at home or working at the office, you can connect your Netbook to a larger screen, e.g. to surf the Internet or work on large spreadsheets. To do so, simply connect your eCAFÉ™ to a VGA display using the device's VGA connector.



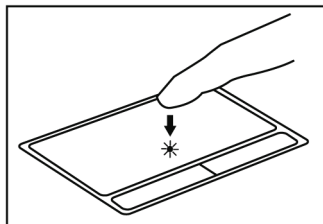
3.3. Mastering the touchpad

Some actions are confirmed by a single click (activating a button or accessing a menu, for instance):

Either by pressing the left touchpad button once

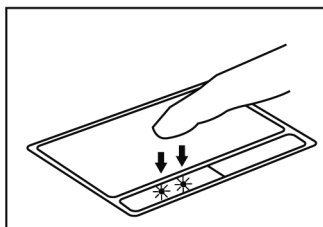


Either by briefly tapping the touchpad

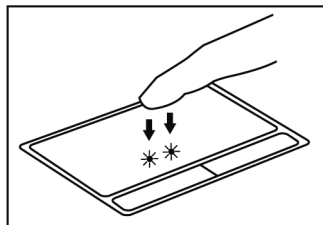


Other actions are confirmed by means of a double-click (opening audio or video contents or a document, for instance):

Either by pressing the left touchpad button twice




Either by briefly tapping the touchpad twice



The **right touchpad button** is generally used to access the selected object's properties.



3.4. Accessing the online help and tutorials

Many guides are available on your eCAFÉ™. To access them, click on the Start menu  in the lower left-hand section of the screen, then select the application Help and Support.

3.5. Extensive contents to take you further

Users wishing to make the most of their eCAFÉ™ will enjoy the wide array of tools included with the Microsoft® Windows® 7.

Loading my files from a removable media (USB key, SD memory card or CD/DVD):

- Connect the removable media. The eCAFÉ™ automatically detects the newly connected device and displays a dialogue box that allows you to access the content of the connected medium.
- Select Open folder and display files.
- In the Windows Explorer file browser, select the files that you wish to load (hold the  key down to select several consecutive files, or hold the  key down to select several non-consecutive files).
- In the **Organize** menu, select **Copy**.
- In the left-hand pane, select a destination location for your files.
- In the **Organize** menu, select **Paste**.

Loading my files via a network connection:

To load files via a network connection, you must connect your eCAFÉ™ to a network using the Ethernet port or a WiFi connection. You can then access the relevant files via the network.

Loading my photos from a digital camera:

- Connect a digital camera to one of the three available USB ports.
- Turn your digital camera on. The eCAFÉ™ automatically detects the newly connected device and displays a dialogue box that allows you to access the content of the connected medium.
- Select Open the folder and display the files.
- In the Windows Explorer file browser, select the pictures that you want to copy to your eCAFÉ™'s hard disk drive.
- In the left-hand pane, select a destination location for your files.

Status bar and Notification area

The status bar displays the thumbnails of the currently launched applications, while the notification area (located in the lower right-hand section of the screen) displays the battery's charge level and status, the network connection (WiFi or Ethernet), and a clock.


3.6. Connecting to the Internet

3.6.1. eCAFÉ™ Connect and the WiFi feature

eCAFÉ™ Connect is a software application developed by Hercules, which enables you to manage your network connections (both Ethernet and WiFi) in a user-friendly, intuitive way. It is the essential complement of the eCAFÉ™'s built-in WiFi board.

Note: You will find more information in the specific manual for eCAFÉ™ Connect, which is available at the following address: <http://ts.hercules.com>.





The button at the front of eCAFÉ™ is used to activate and deactivate the WiFi function of your eCAFÉ™. If you want to logon to Internet in WiFi mode, check that this function is activated (the  LED must be lit on the front panel of the computer).


To access eCAFÉ™ Connect:

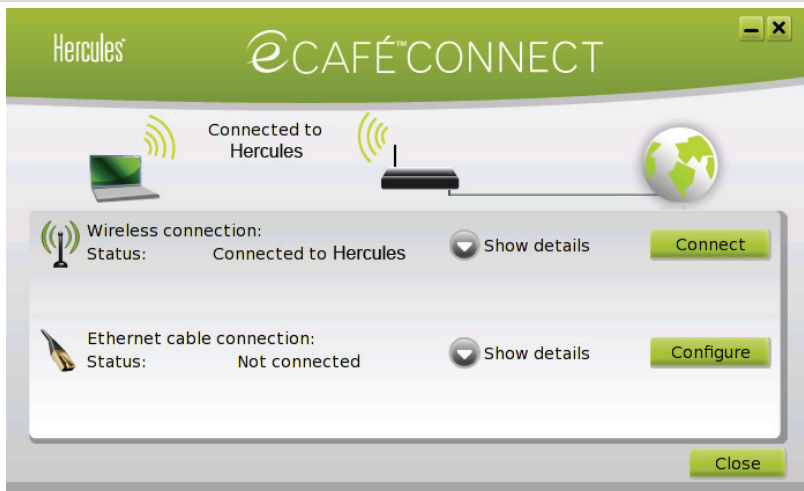


- Double-click the icon on the Windows Desktop.

- If necessary, activate your eCAFÉ™'s WiFi feature by pressing the  button located at the front of the eCAFÉ™ to the left, then releasing it. The computer's WiFi indicator  should light up.



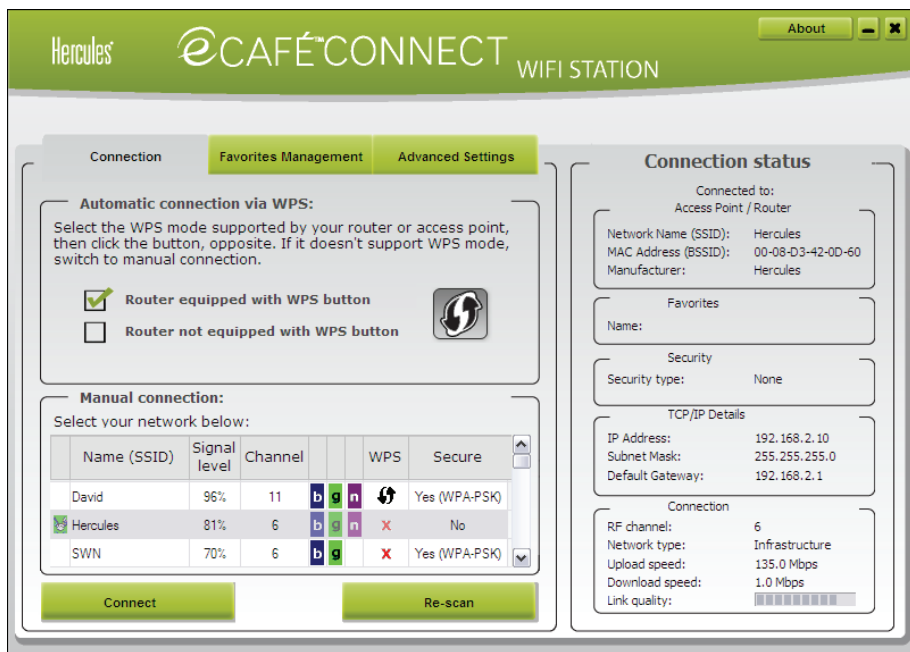
By default, eCAFÉ™ uses the last setting of the WiFi function. So, if you deactivated the function when using the netbook, you must reactivate it when next starting up eCAFÉ™ with the  button (push it to the left, then release it).



We shall now proceed to locate the available WiFi networks and proceed to set up a wireless connection to the Internet.

- Click on the **Connect** button facing the wireless connection.

The eCAFÉ™ Connect WiFi Station application proceeds to automatically locate the available networks, and displays the detected networks.



When your eCAFÉ™ is connected to the Internet, the application may ask you download the latest version of eCAFÉ™ Connect. This will allow you to use the optimised version of the software.

Connecting manually to a non-secure network (no safety key type appears in the Secure field):

- In the **Manual connection** window, select the required network.
- Click on the **Connect** button.

A Connection Wizard launches, and asks you if you wish to add this network to your favourites.

- If you wish to do so, you can add the network to your favourites by checking the **Yes** box; you will then be requested to provide a name for the network.

A few seconds later, a green icon displays facing the network, indicating that you are connected.

If you want your computer to automatically connect to a specific network when the WiFi feature is activated, add the network to your Favourites list and select the **Connect automatically** option.



If the connection to the chosen network fails in the **Infrastructure mode**, check your router's security settings (safety key, MAC address filtering etc.).

Note:

The **Infrastructure mode** is a communication mode that consists in creating a network connecting several computers equipped with a WiFi feature via a wireless access point such as an Internet box, a modem/router or a router connected to a modem. The **Infrastructure mode** is ideal for exchanging data or playing games over a network, but also for sharing an Internet connection and/or a printer between several computers.

The **Ad hoc mode** is a mode that enables several computers equipped with a WiFi feature to communicate directly with each other. This mode is also called "Peer to Peer".

A **MAC address** is a unique address created by the router's vendor; it serves to identify this device on a network. The MAC address is comprised of the organisation's (i.e. the vendor's) identifier, followed by the device's unique identifier.

Connecting manually to a secure network (a safety key type appears in the Secure field):

- In the **Manual connection** window, select the required network.
- Click on **Connect**.
- Enter the safety key when asked by the WiFi Station application.
- If you wish to do so, you can add the network to your favourites by checking the **Yes** box; you will then be requested to provide a name for the network.



If you wish to connect to a secure network, you must have access to the network's safety key. Before the connection can be made, the eCAFÉ™ Connect WiFi Station application will ask you to provide this key (a message will help you identify the required key type).

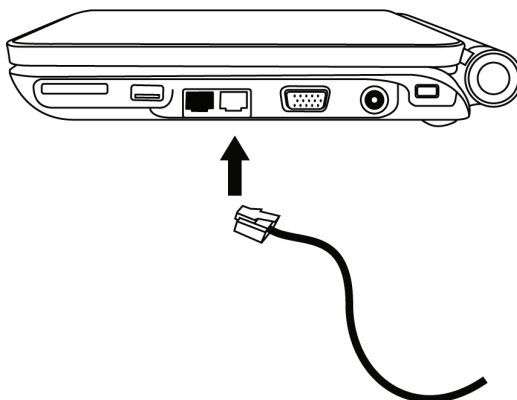
Connecting manually to a hidden network (the Network name (SSID) field is empty):

If, among the located networks, one or more networks do not have a name (i.e. the Network name (SSID) field is empty), this means that the network is not broadcasting its name. To connect to this network, select it, then:

- In the **Manual connection** window, select the required network.
- Enter the network's name (SSID) in the window that displays.
- If this network is secure, enter the used safety key.
- If you wish to do so, you can add the network to your favourites by checking the **Yes** box; you will then be requested to provide a name for the network.

3.6.2. Connecting to the Internet via an Ethernet cable


To connect to the Internet via an Ethernet local area network, simply connect your eCAFÉ™ to the DSL modem or local area network's Ethernet port (Ethernet cable not supplied).



An information window displays in your eCAFÉ™'s status bar, enabling you to view the network connection. Then, launch your Internet browser.

3.6.3. Determining the connection status

The eCAFÉ™ Connect icon appears in the notification area. It provides updated information about the connection's status:

	Internet connection: an Ethernet or WiFi peripheral is active and physically connected; Internet access is available.	Your Internet connection is perfectly operational.
	Local area connection: an Ethernet or WiFi peripheral is active and physically connected; no Internet access is available.	You are connected to a modem, a router or an Internet box or to a corporate network; however, this device or network is not connected to the Internet. Please check the Internet connection settings on your local area network or your modem.
	Connection problem: an Ethernet or WiFi peripheral is active and physically connected; no Internet access is available.	Please check your network connection settings (IP address, subnet mask etc.) on your local area network or your modem. If necessary, contact your router's or modem/router's vendor.
	No connection: an Ethernet or WiFi device is active but is not connected physically.	Connect your eCAFÉ™ to a local area network via the WiFi connection (please refer to the previous section) or via the Ethernet port.
	No peripheral: no Ethernet and/or WiFi peripheral have been activated.	Activate your peripheral: to activate your WiFi peripheral, push the  button at the front of eCAFÉ™, then release it.

3.7. Sending and receiving emails



Access eCAFÉ™ Email Center

Whether at home or "on the road", it is often useful to be able to access your email account. Once you are connected to the Internet, you can send and receive emails and attachments with eCAFÉ™ Email



Center. eCAFÉ™ Email Center is available from the icon on the Windows Desktop.

Note: You will find more information in the specific manual for eCAFÉ™ Email Center, which is available at the following address: <http://ts.hercules.com>.



Please refer to the connection information provided by your Internet Services Provider. You will need this information to configure your email account correctly.

The Email Configuration Wizard launches when you first run the application, in order to help you setup your main email account. You can then group your contacts as well as other email accounts in the same application.

3.8. Chatting with friends



Access Windows Live™ Messenger™

Instant messaging has become an essential communication tool, which allows you to chat in real time with your friends or colleagues (i.e. your **Contacts**). This is why the eCAFÉ™ features **Windows Live™ Messenger™**, an instant messaging service. The **Windows Live™ Messenger™** configuration wizard launches when you first run the instant messaging application, in order to help you setup your instant messaging account.

Note: Your instant messaging account remains accessible via the icon located in the notification area, in the lower right-hand section of the screen, until you definitely close **Windows Live™ Messenger™**.

3.9. Using the webcam



Access eCAFÉ™ Webcam Station

Explore another side of digital communications thanks to the webcam built into your eCAFÉ™: Take pictures, Record video clips easily with the super user-friendly Hercules eCAFÉ™ Webcam Station.

- Photo capture in 3 modes: simple, continuous, timer
- One-click video capture
- Automatic conversion and resizing of captures for email attachments



Note: You will find more information on eCAFÉ™ Webcam Station and Xtra Controller Pro in the relevant manuals, available at the following address: <http://ts.hercules.com>.

3.10. Using the OpenOffice.org suite

Included on your eCAFÉ™, the OpenOffice.org® suite is a user-friendly office application suite that allows you to create documents (e.g. letters, reports and more), simple or complex spreadsheets and elaborate slideshows.

Regardless of the OpenOffice.org® application that you are using (**Spreadsheet**, **Text Editor** or **Presentations**), you can create a **new** document of any type (in this case, the OpenOffice.org® suite automatically switches to the relevant application) or **open** an existing document. All your Microsoft® Office documents can be opened and edited using the OpenOffice.org® suite.



For further information regarding the selected application, please refer to the application's online help file; you can access this content by pressing on F1.

Each application can be run from Windows Desktop.



Access **OpenOffice.org Impress (Presentations)** by clicking on the icon.



Access **OpenOffice.org Calc (Spreadsheet)** by clicking on the icon.



Access **OpenOffice.org Writer (Text Editor)** by clicking on the icon.

3.10.1. Creating, editing and saving a document using OpenOffice.org Writer (Text Editor)



Access OpenOffice.org Writer (Text Editor)

Window menu

Enables you to minimize or move the window, for instance, or move it to the foreground

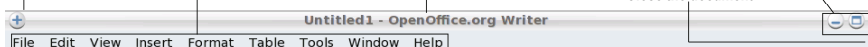
Menu bar

Offers access to all features

Document name

Minimize, Reduce or Close the window

Close the document



Save the file:

Select a location if you are saving the file for the first time

Quick print:

Print your document on the previously selected printer

Cut, Copy, Paste:

Select the text and transfer it (Cut) to the clipboard, or copy it (Copy) to the clipboard before inserting it (Paste) in another location

Cancel and redo:

Cancel the last action or redo a cancelled action

Non-printable characters:

Choose to display or hide characters such as spaces, paragraph marks etc.

Create a new file:

Text document, spreadsheet, slide show or others

File edit

Spellcheck

Table

Search and replace text automatically

Gallery

Open an existing file:

Search for a location on the hard disk drive or an external storage device (USB key, memory card)

Export directly as PDF file:
Export your file in a format readable on most computers

Auto Spellcheck:
Click to activate or deactivate the automatic spellcheck feature

Apply format:
Select the text, click on this button and apply the formatting to the new text

Hyperlink

Display the drawing features

Navigator

Data sources

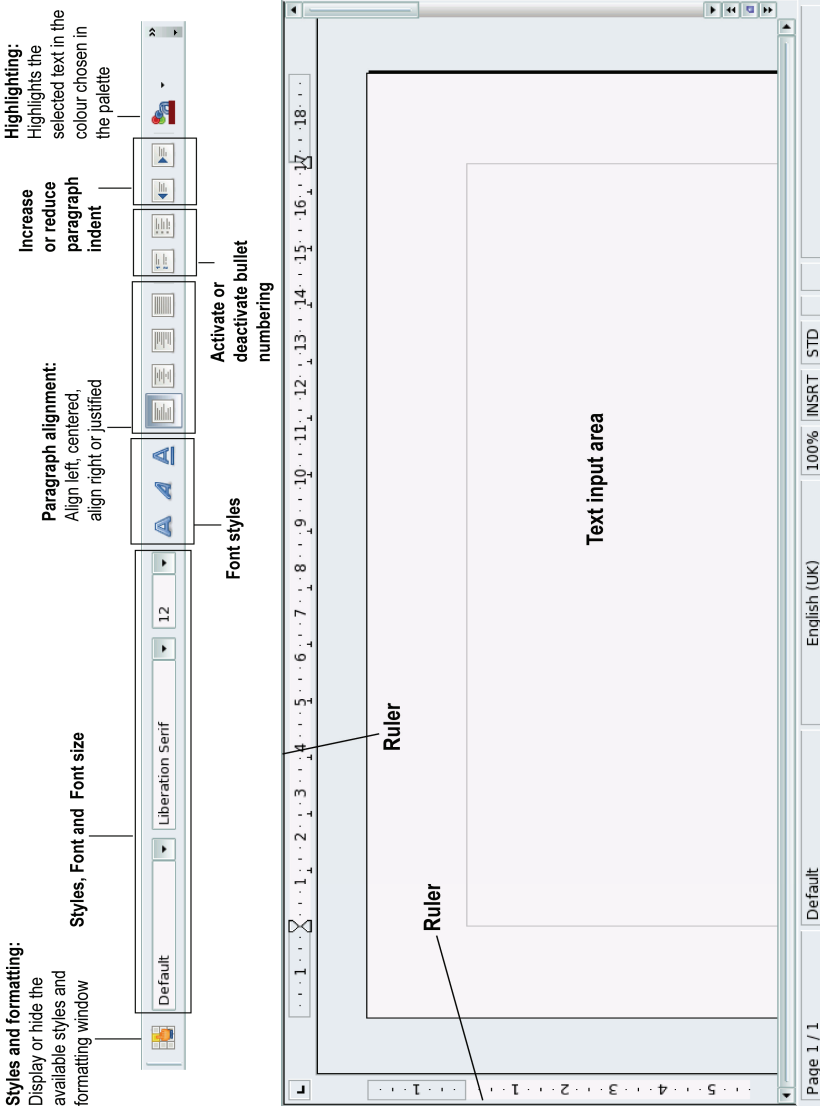
Document as e-mail:

Send this document via a previously configured email account

Page preview:

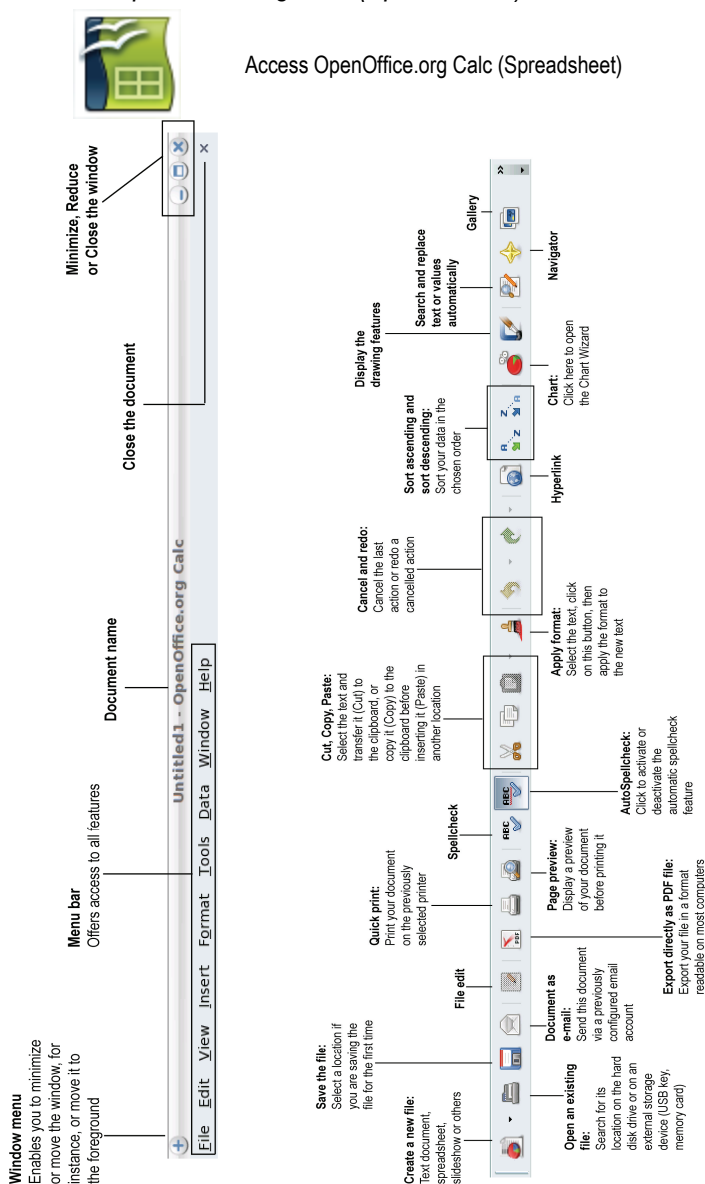
Display a preview of your document before printing it





3.10.2. Creating, editing and saving a spreadsheet using OpenOffice.org Calc (Spreadsheet)

Access OpenOffice.org Calc (Spreadsheet)



Styles and formatting:
Display or hide the available styles and formatting windows

Styles, Font and Font size

Font styles

Paragraph alignment:
Align left, centered, align right or justified

Number format: Currency, Percent
Select one of these icons to choose a number format for the cells

Reduce or increase indent
Select one of these icons to choose a number format for the cells

Display/Hide the border of the cells

Borders
Click on the arrow to choose a border, then select the required cell(s)

Number format: Add or remove a decimal place

Merge cells:
Select several cells and click here to merge them into one cell

Function Wizard
Helps you enter formulas

Current cell's name box

Formula input line

Data input cells

Active spreadsheet

Sheet 1 / 3

100%

STD

Sum=0

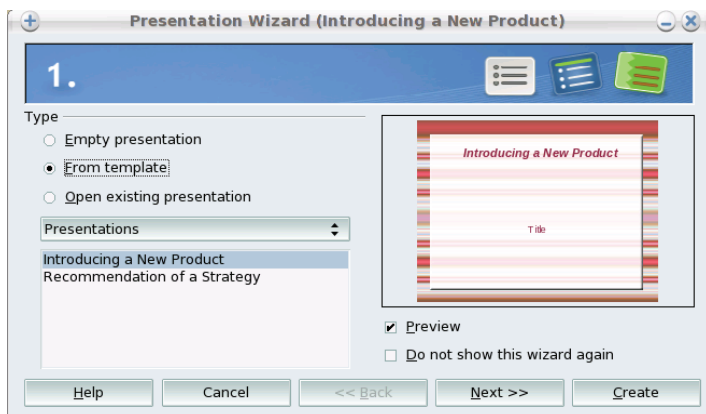
3.10.3. *Creating, editing and saving a slideshow using OpenOffice.org Impress (Presentations)*



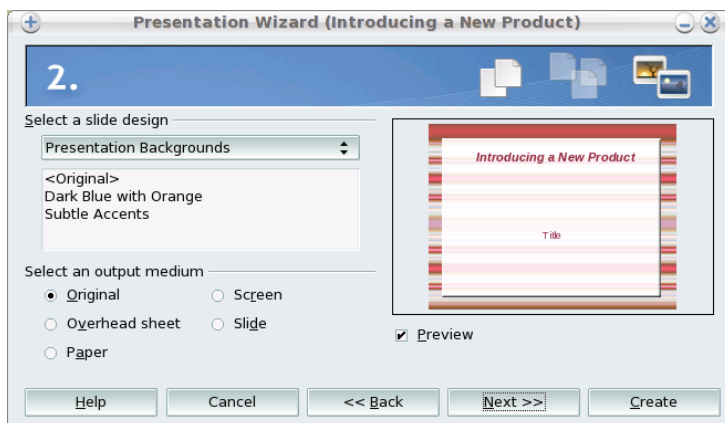
Access OpenOffice.org Impress (Presentations)

We shall now create a simple slideshow in 5 steps, using the **Slideshow Wizard** that launches when you click on the Presentations icon located on your desktop.

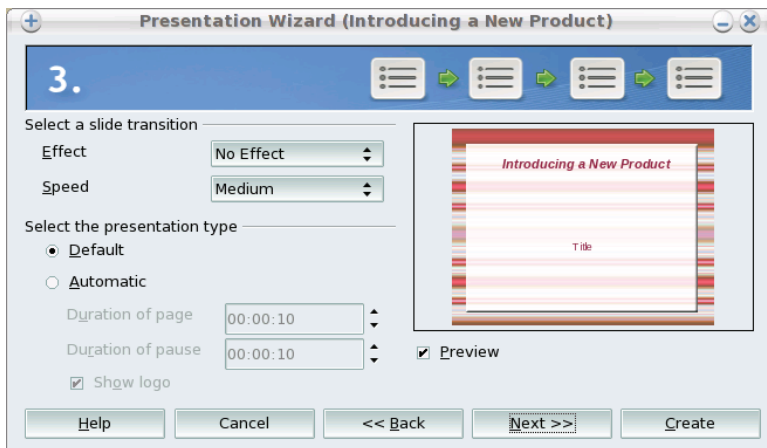
1. Create a slideshow **from a template**. Choose one of the available templates, then click on **Next**.



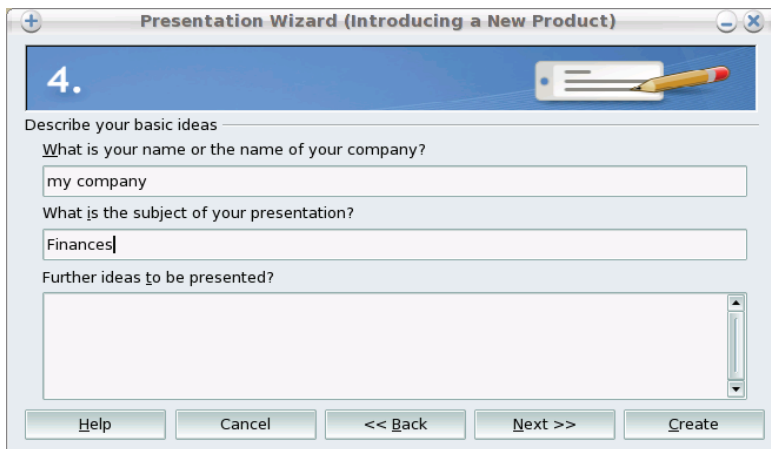
2. Choose your **background**. Click on **Next**.



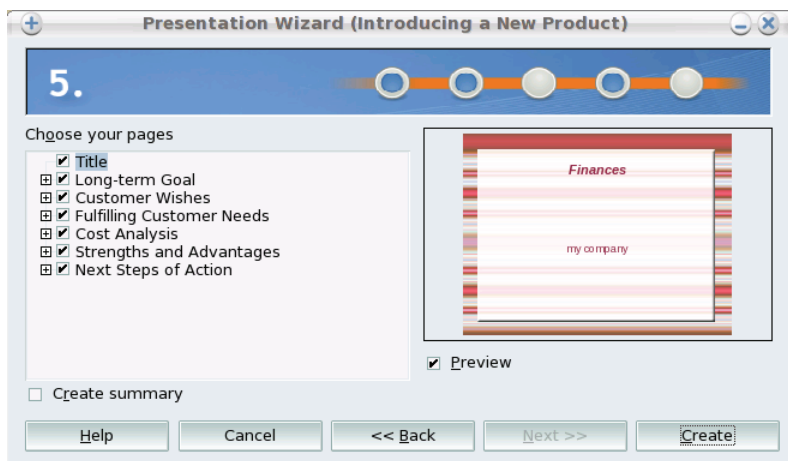
3. Select a Slide **transition** and the speed of the transition between two slides. Click on **Next**.



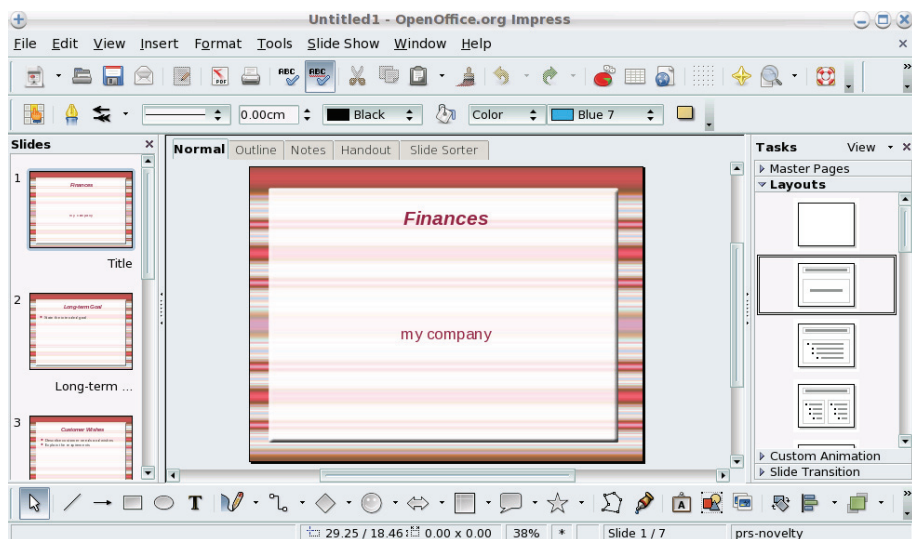
4. Enter the **information** that you wish to include in your slideshow. You will be able to amend this information after. Click on **Next**.

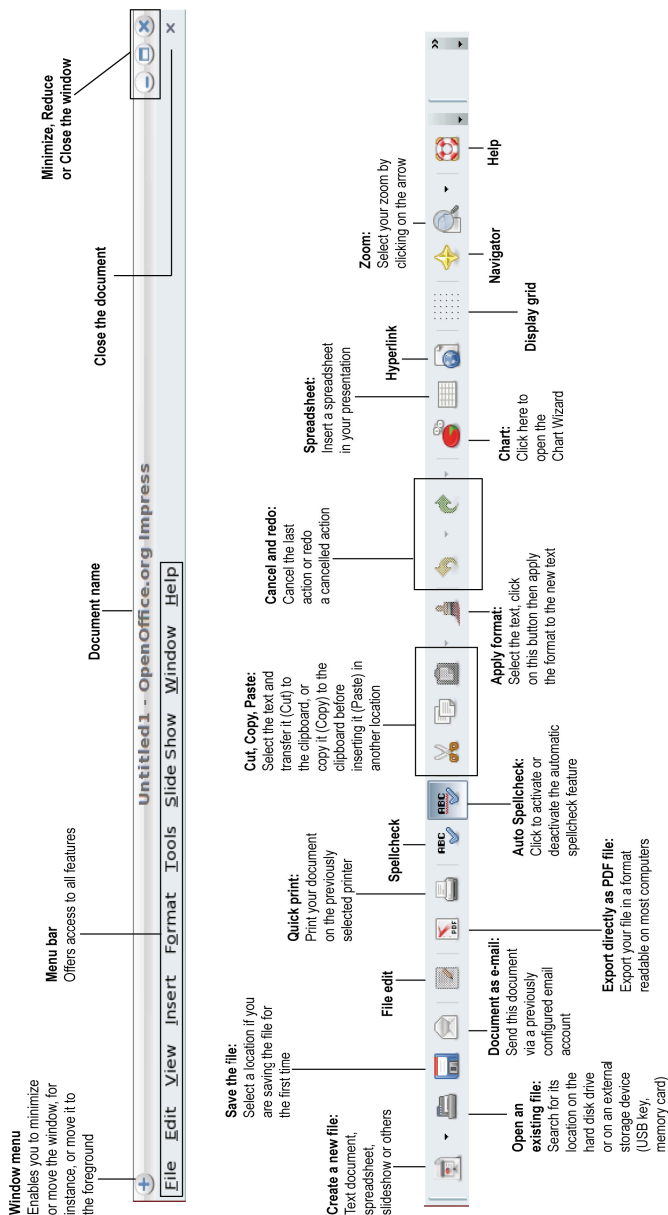


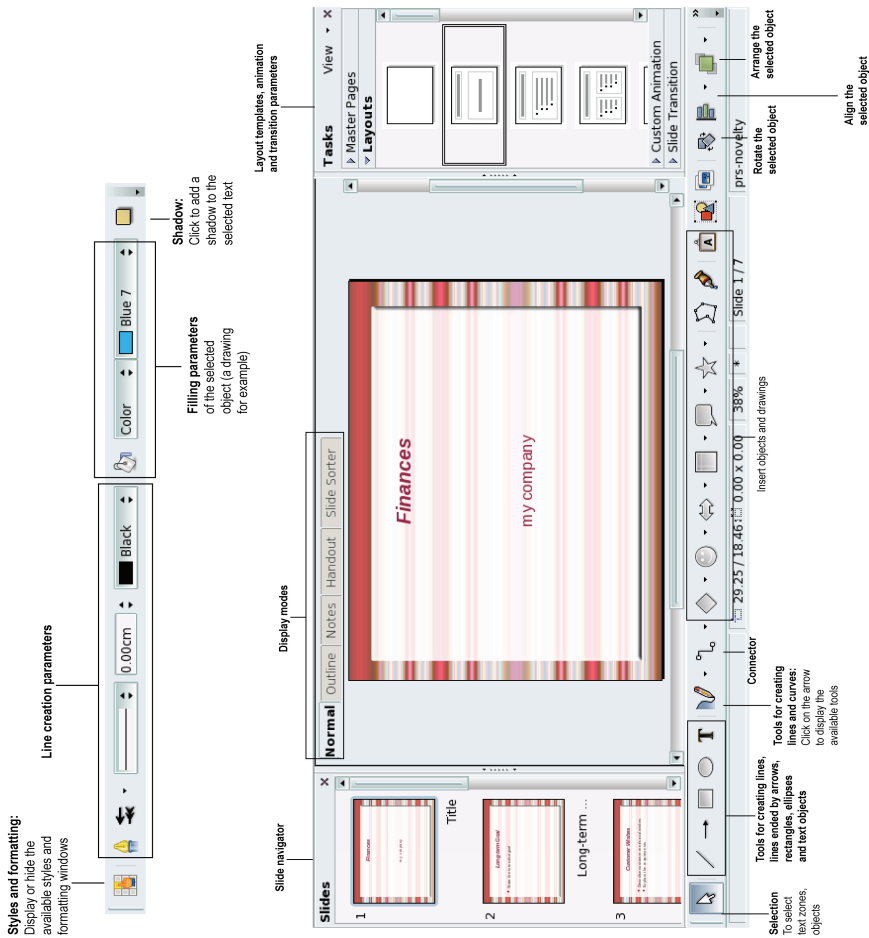
5. Select the pages that will comprise the structure of your slideshow. Click on **Create**.



Your slideshow is now displayed in OpenOffice.org Impress. You can now finalise your presentation by creating objects, connectors, etc.







3.11. Saving data to a removable media (USB key, memory card)

In this section, we will explain how to back up your data on various media. You can also connect to the website www.ecafe.hercules.com. In the section dedicated to the eCAFÉ™, you will find all the information you require to back up your data.




We also recommend that you frequently back up any personal or sensitive data that you may have stored on your Netbook.

- Connect the removable media. eCAFÉ™ automatically detects the newly connected device and displays a dialogue box that allows you to access the content of the connected medium.

- In the Windows Explorer File Browser, select the files and/or directories that you wish to backup (hold




the key down to select several consecutive files, or hold the  key down to select several non-consecutive files).

- In the **Organize** menu, select **Copy**.

- In the Windows Explorer File Browser, click on your removable media's name (which appears in the left-hand pane).

- Choose the destination location for the files.

- In the **Organize** menu, select **Paste**. Your files and/or folders will be copied to your removable media.

- Wait for the copy to end, then remove your removable media: click on the  icon (located in the lower right-hand side of the screen) and select "Remove media".

3.12. Protection software for your eCAFÉ™

If you often connect to the Internet and use your eCAFÉ™ to download games, programs and music, your system is exposed to the risk of malicious applications, such as viruses. These applications are able to spread to other systems via the emails you send to your friends, and can alter your system's settings and corrupt it.


You can install the **Avast! Antivirus Family Edition** program on your eCAFÉ™. This program will analyse suspect files and remove the ones that present a risk for your system, thus increasing your netbook's security.



Your eCAFÉ™ is delivered without any antivirus already installed. We recommend that you run the installation for the Avast! Antivirus Family Edition, available on the top right-hand of the Desktop, or download the antivirus software of your choice.

To start installing Avast! Antivirus Family Edition:



- Double-click on the Avast! Antivirus Family Edition  icon on the Windows Desktop.
- Follow the instructions displayed on the screen.

For more information on Avast! Antivirus Family Edition, go to the website at www.avast.com. When the installation is complete, you can delete the setup icon – which will not uninstall the antivirus – so as to create more space on the Desktop.

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TECHNICAL SUPPORT

If you have trouble using your device or one of its components, please connect to the <http://ts.hercules.com/> website and select your language. Here, you will be able to access different services (Frequently Asked Questions (FAQs), the latest versions of all available drivers and software) that may help you solve your problem. If this fails to solve the problem, please get in touch with Hercules' Technical Support.

Via email:

To reach our Technical Support via email, you must first register online on the <http://ts.hercules.com/> website. The information that you provide will help our technicians solve your problem as swiftly as possible.

Click on **Product Registration** and follow the instructions displayed onscreen.

If you have already registered your product, please enter your credentials in the **Username** and **Password** fields, then click on **Login**.

By telephone (if you do not have Internet access):

United States	1-866-889-5036 Free	Monday to Friday from 7am to 11am and from Noon to 5pm Saturday and Sunday from 7am to Noon (Eastern Standard Time)
Canada	1-866-889-2181 Free	Monday to Friday from 7am to 11am and from Noon to 5pm Saturday and Sunday from 7am to Noon (Eastern Standard Time)
United Kingdom	08450800942 Charges at local rate	Monday to Friday from Noon to 4pm and 5pm to 10pm Saturday from 9am to Noon and 1pm to 7pm Sunday from 9am to Noon and 1pm to 4pm

Connect to the Hercules website (www.e cafe.hercules.com) to view the Frequently Asked Questions (FAQs) relevant to your product, discover your eCAFÉ™'s features and download the latest updates. You can also discover the extensive range of eCAFÉ™ products and download information about the forthcoming releases.



Federal Communication Commission Interference Statement

NOTE: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End user must follow the specific operating instructions for satisfying RF exposure compliance. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

NOTE: The mobile device is designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA). These requirements set a SAR limit of 1.6 W/kg averaged over one gram of tissue. The highest SAR value reported under this standard during product certification for use when properly worn on the body is 0.489W/kg.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

WARRANTY INFORMATION

Guillemot Corporation S.A. ("Guillemot") guarantees consumers worldwide that this Hercules product is free from material and manufacturing defects for a period of two (2) years beginning on the original date of purchase. Should the product seem defective during the period covered by the warranty, please contact our Technical Support immediately for further information on how to proceed. After contacting our Technical Support, if it appears necessary to return the product to us, please return the product and its accessories in the original packaging, well packaged and protected, according to the instructions provided by our Technical Support.

According to the terms of this warranty, following our Technical Support's decision, the defective product may be repaired or replaced. When authorised by applicable law, any liability incurred by Guillemot and its subsidiaries (including consequential damages) will be limited to repair or replacement of the product manufactured by Hercules. The consumer's statutory rights on account of applicable law on the sale of consumer goods are not affected in any way by this warranty.

This warranty will not apply:

(1) If the product has been modified, opened, altered in any way or damaged by inappropriate or abusive use, negligence, an accident or normal wear; (2) If the product has been used or stored in abnormal conditions (e.g. exposition to adverse weather conditions, to direct sunlight, to water or to sand); (3) For any other reason not relating to a material or manufacturing defect; (4) In the event of non-observance of the instructions provided in the User Manual or by our Technical Support; (5) To any software not edited by Guillemot, said software being covered by a specific warranty granted by the software's editor; (6) If the warranty seals have been removed or altered in any way; (7) For damages to or the loss of programs, data or storage media, or for the costs arising from the retrieval of said data; (8) For damages to or the loss of programs or personal data occurring after repair or replacement of the product; (9) For damages caused by the installation of third-party software or by computer viruses.

Guillemot shall in no event be held responsible for any damage to or loss of personal data, programs, software or removable storage media. Before returning this program to Technical Support, please create a backup of any personal and/or sensitive data. In addition, in order to preserve your data's confidentiality, Guillemot recommends you delete any data from your device after backing it up. Guillemot shall in no event be held responsible for reinstalling or retrieving personal data or programs other than those installed at the time of the product's commercialisation.

The warranty applies to your product's display if the display features at least 5 defective pixels (i.e. bright spots or dark spots, a bright spot being a white pixel permanently displayed on the screen, and a dark spot being a pixel that does not display on the screen.)

In the event where the product is returned to our Technical Support and the warranty cannot be applied owing to the presence of one or several of the exclusion conditions stated above, the incurred shipping and processing costs will be charged to the consumer.

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Made in China

Statement of Compliance with EU Regulations

Guillemot Corporation S.A. hereby declares that the device **eCAFÉ EC-1000W** complies with the with the main requirements and other relevant clauses of Directive RTTE 1999/5/CE, of Directive CEM 2004/108/CE and with the standards relating to electrical security (IEC 60950, 2001 Edition / EN 60950-1, 2001 Edition / NF EN 60950, Amendment A11-2004). The compliance statement can be viewed on the following website:

ftp://ftp.hercules.com/EC-1000/H160G-IA/DoC-fra_UMPC_EC-1000W-H160G-IA.pdf



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End User License Agreement

IMPORTANT: Please read the following End User License Agreement before using the eCAFÉ™ device. The term "Software" refers to all executable programs, managers, libraries, data files and to any documentation relating to the programs, as well as the complete operating system included in the eCAFÉ™ product. The Software is licensed, and not sold, to the User, exclusively for use complying with the terms of this License Agreement. You hereby accept and agree to abide by the Terms & Conditions of this License Agreement. If you disagree with the Terms & Conditions of this License Agreement, please do not use the Software.

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In no event shall Guillemot Corporation S.A.'s liability be engaged in the event of damages of any kind arising from the use or the incapacity to use the Software.

Applicable law:

The Terms & Conditions of this License Agreement are subject to French Law.

ENVIRONMENTAL CARE RECOMMENDATIONS



At the end of its useful life, this product should not be discarded with standard household refuse but should be given to a collection point for waste from electric and electronic devices, where it shall be recycled.

This is stated by the symbol that appears on the product, the User Manual or the packaging.

According to their specificities, these materials may be recycled. By supporting recycling and other methods of recovering waste from electric and electronic equipment, you help care for the environment.

Please consult with the local authorities, who will refer you to the relevant waste collection point.