



User Manual
Aspire 3 A325-45

About this Concise User Guide

This quick guide is a brief introduction to getting your system started. This is a supplement, and not a substitute for the expanded English language User's Manual in Adobe Acrobat format on the Device Drivers & Utilities + User's Manual disc supplied with your computer. This disc also contains the drivers and utilities necessary for the proper operation of the computer (Note: The company reserves the right to revise this publication or to change its contents without notice). Some or all of the computer's features may already have been setup. If they aren't, or you are planning to re-configure (or re-install) portions of the system, refer to the expanded User's Manual. The Device Drivers & Utilities + User's Manual disc does not contain an operating system.

Regulatory and Safety Information

Please pay careful attention to the full regulatory notices and safety information contained in the expanded User's Manual on the Device Drivers & Utilities + User's Manual disc.

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Trademarks

Windows is a registered trademark of Microsoft Corporation.



FCC Statement

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.
2. This device must accept any interference received, including interference that may cause undesired operation.

Instructions for Care and Operation

The computer is quite rugged, but it can be damaged. To prevent this, follow these suggestions:

- **Don't drop it, or expose it to shock.** If the computer falls, the case and the components could be damaged.
- **Keep it dry, and don't overheat it.** Keep the computer and power supply away from any kind of heating element. This is an electrical appliance. If water or any other liquid gets into it, the computer could be badly damaged.
- **Avoid interference.** Keep the computer away from high capacity transformers, electric motors, and other strong magnetic fields. These can hinder proper performance and damage your data.
- **Follow the proper working procedures for the computer.** Shut the computer down properly and don't forget to save your work. Remember to periodically save your data as data may be lost.

Servicing

Do not attempt to service the computer yourself. Doing so may violate your warranty and expose you and the computer to electric shock. Refer all servicing to authorized service personnel. Unplug the computer from the power supply. Then refer servicing to qualified service personnel under any of the following conditions:

- When the power cord or AC/DC adapter is damaged or frayed.
- If the computer has been exposed to any liquids.
- If the computer does not work normally when you follow the operating instructions.
- If the computer has been dropped or damaged (do not touch the poisonous liquid if the panel breaks).
- If there is an unusual odor, heat or smoke coming from your computer.

Safety Information

- Only use an AC/DC adapter approved for use with this computer.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
- Do not continue to use a battery that has been dropped, or that appears damaged (e.g. bent or twisted) in any way. Even if the computer continues to work with a damaged battery in place, it may cause circuit damage, which may possibly result in fire.
- Make sure that your computer is completely powered off before putting it into a travel bag (or any such container).
- Before cleaning the computer, make sure it is disconnected from any external power supplies, peripherals and cables.
- Use a soft clean cloth to clean the computer, but do not apply cleaner directly to the computer. Do not use volatile (petroleum distillates) or abrasive cleaners on any part of the computer.
- Do not try to repair a battery pack. Refer any battery pack repair or replacement to your service representative or qualified service personnel.
- Note that in computer's featuring a raised electro-plated logo, the logo is covered by a protective adhesive. Due to general wear and tear, this adhesive may deteriorate over time and the exposed logo may develop sharp edges. Be careful when handling the computer in this case, and avoid touching the raised electro-plated logo. Avoid placing any other items in the carrying bag which may rub against the top of the computer during transport. If any such wear and tear develops contact your service center.

Polymer/Lithium-Ion Battery Precautions

Note the following information which is specific to Polymer/Lithium-Ion batteries only, and where applicable, this overrides the general battery precaution information.

- Polymer/Lithium-Ion batteries may experience a slight expansion or swelling, however this is part of the battery's safety mechanism and is not a cause for concern.
- Use proper handling procedures when using Polymer/Lithium-Ion batteries. Do not use Polymer/Lithium-Ion batteries in high ambient temperature environments, and do not store unused batteries for extended periods.
- If you are working in areas of low temperature use the AC/DC adapter to power the computer.



Battery Disposal & Caution

The product that you have purchased contains a rechargeable battery. The battery is recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details in your area for recycling options or proper disposal.

Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used battery according to the manufacturer's instructions.

System Startup

1. Remove all packing materials.
2. Place the computer on a stable surface.
3. Securely attach any peripherals you want to use with the computer (e.g. keyboard and mouse) to their ports.
4. **When first setting up the computer use the following procedure** (as to safeguard the computer during shipping, the battery will be locked to not power the system until first connected to the AC/DC adapter and initially set up as below):
 - Attach the AC/DC adapter cord to the DC-In jack on the right of the computer, then plug the AC power cord into an outlet, and connect the AC power cord to the AC/DC adapter. The battery will now be unlocked.
5. Use one hand to raise the lid to a comfortable viewing angle (do not exceed 180 degrees); use the other hand (as illustrated in [Figure 1](#)) to support the base of the computer (**Note: Never** lift the computer by the lid).
6. Press the power button on the right side of the computer to turn it on.



System Software

Your computer may already come with system software pre-installed. Where this is not the case, or where you are re-configuring your computer for a different system, you will find this manual refers to **Microsoft Windows 11**.



Shut Down

Note that you should always shut your computer down by choosing the **Shut down** command in **Windows** (see below). This will help prevent hard disk or system problems.

1. Click the Start Menu icon .
2. Click the **Power** item .
3. Choose **Shut down** from the menu.

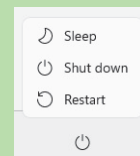


Figure 1 - Opening the Lid/Computer with AC/DC Adapter Plugged-In

System Map: Front View with Display Open

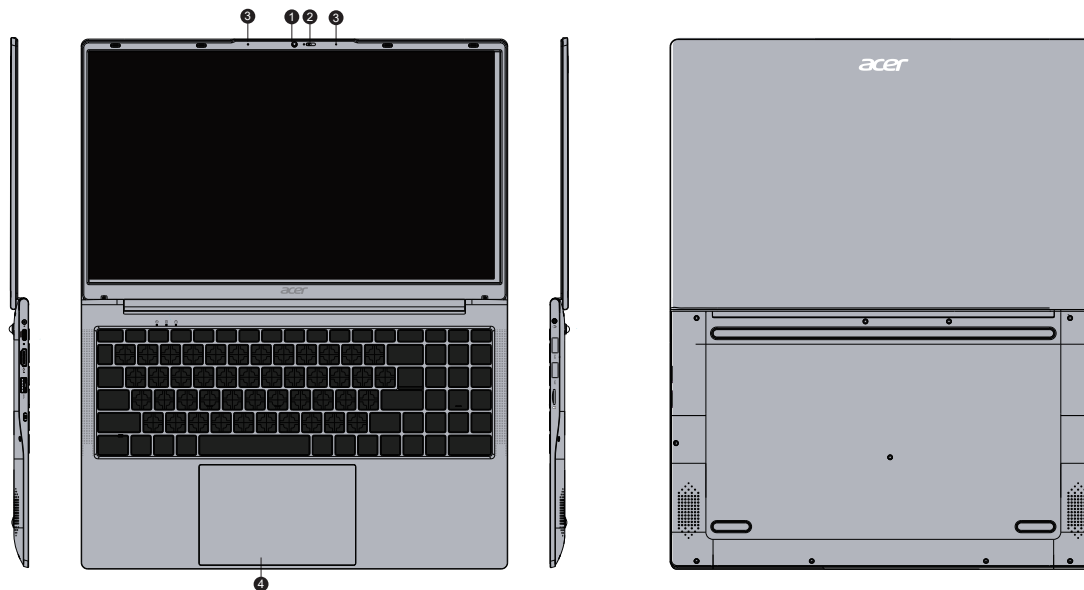


Figure 2 - Front View with Display Open

- | | |
|----------------|----------------|
| 1. Camera | 3. Digital MIC |
| 2. Camera Lock | 4. Touch Pad |

*When the camera is in use, the LED will be illuminated,

LED Indicators

The LED indicators on the computer display helpful information about the current status of the computer.







Icon	Color	Description
  		
	Blue	The Computer is On
	Blue	The uppercase function is on
	Blue	The Number lock function is on

Table 1 - LED Indicators

Keyboard

The keyboard has a numeric keypad for easy numeric data input. Pressing Fn + Num Lk turns on/off the numeric keypad. It also features function keys to allow you to change operational features instantly.

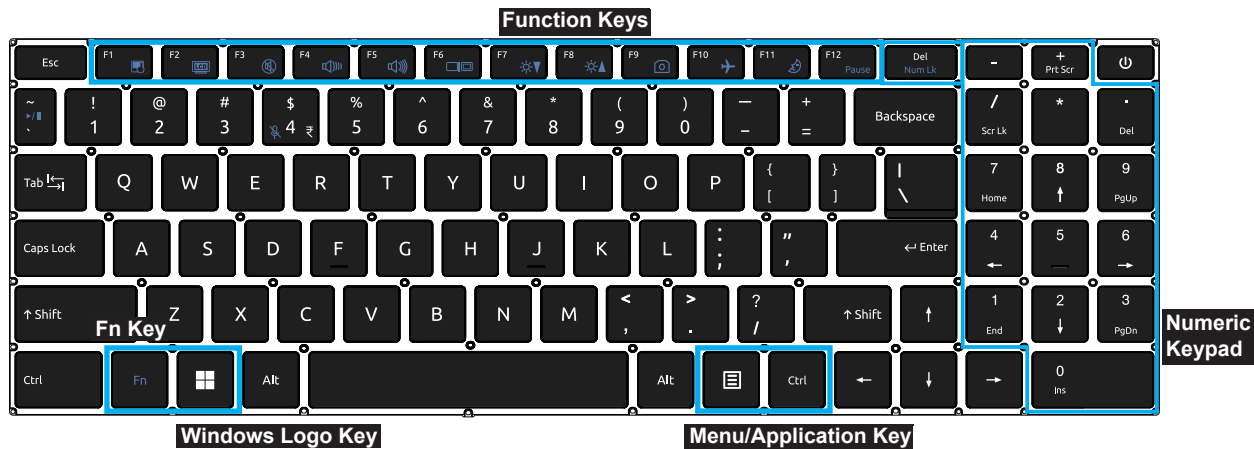


Figure 3 - Keyboard

Without Backlight

Function Keys & Visual Indicators

The function keys (**F1 - F12** etc.) will act as hot keys when pressed while the Fn key is held down. In addition to the basic function key combinations, some visual indicators are available when the Control Center driver is installed.












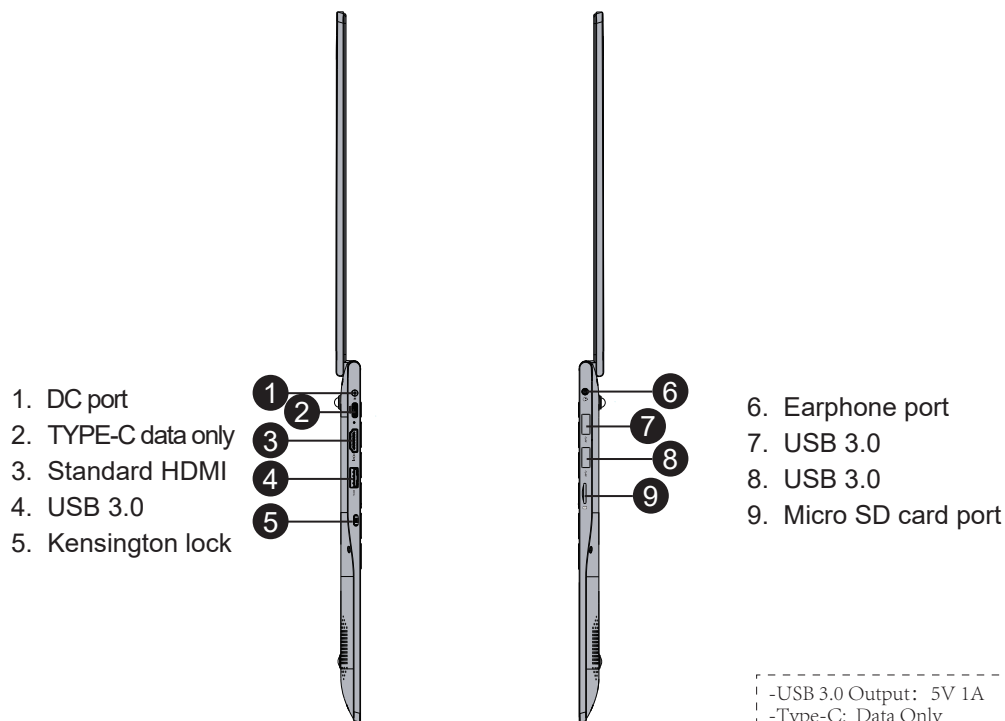
Keys	Function/Visual Indicators	Keys	Function/Visual Indicators
Fn + F1 	Turn the touchpad on or off	Fn + F7 	Screen Brightness Down
Fn + F2 	LCD	Fn + F8 	Screen Brightness Up
Fn + F3 	Mute Speaker	Fn + F9 	camera
Fn + F4 	Speaker Volume Down	Fn + F10 	Flight Mode
Fn + F5 	Speaker Volume Up	Fn + F11 	Sleep Mode
Fn + F6 	Switch display output mode to LCD, external monitor, or both	Fn + F12 <small>Pause</small>	Pause

Table 2 - **Function Keys & Visual Indicators**

Without Backlight

System Map:Left & Right Views



-USB 3.0 Output: 5V 1A
-Type-C: Data Only
Output: 5V 1.5A
Input: N/A
-HDMI: Data transmission Only

Figure 4
Left & Right Views

System Map: Bottom & Rear Views

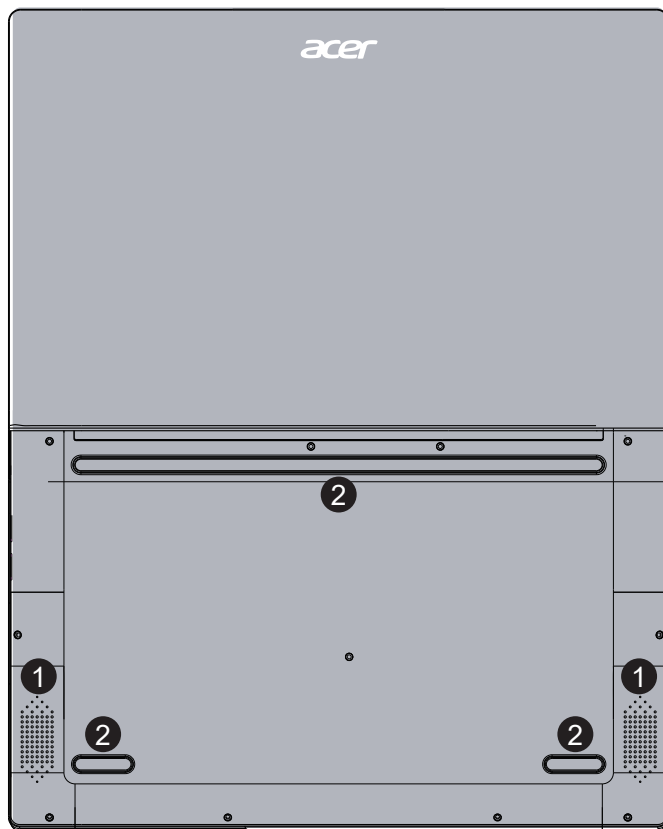


Figure 5
Bottom & Rear Views

1. speakers
2. Floor Mat





Bottom Cover Removal Warning



Do not remove any cover(s) and/or screw(s) for the purposes of device upgrade as this may violate the terms of your warranty. If you need to replace/remove the HDD/SSD/RAM etc., for any reason, please contact your distributor/supplier for further information.

Overheating


To prevent your computer from overheating make sure nothing blocks any vent while the computer is in use.

Windows 11 Start Menu, Context Menu, Taskbar, Control Panel and Settings

Most of the apps, control panels, utilities and programs within Windows 11 can be accessed from the Start Menu by clicking the icon  in the taskbar in the lower left corner of the screen (or by pressing the **Windows Logo Key**  on the keyboard).

Right-click the Start Menu icon  (or use the **Windows Logo Key**  + **X key** combination) to bring up an advanced Context Menu of useful features such as Apps and Features, Power Options, Task Manager, Search, File Explorer, Device Manager, Computer Management and Network Connections etc.

The notification area of the taskbar is in the bottom right of the screen. Some of the control panels and applications referred to throughout the course of this manual can be accessed from here.

Throughout this manual you will see an instruction to open the Control Panel. To access the Control Panel, use the **Windows Logo Key**  + **R key** combination and type “**Control Panel**”. You can pin the **Control Panel** tile to **Start** or **taskbar**.

The **Settings** item in the Start Menu (and also as an App) gives you quick access to a number of system settings control panels allowing you to adjust settings for System, Bluetooth & devices, Network & internet, Personalization, Apps, Accounts, Time & language, Gaming, Accessibility, Privacy & security and Windows Update.

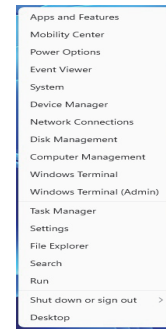
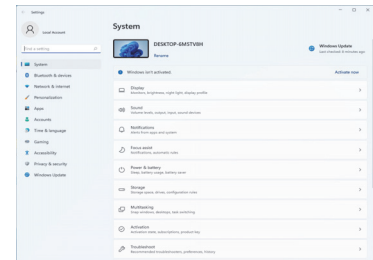
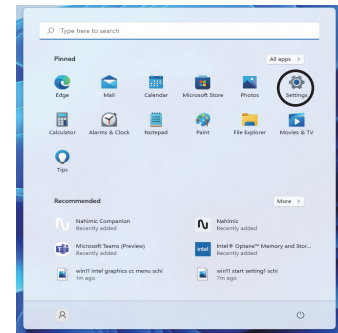



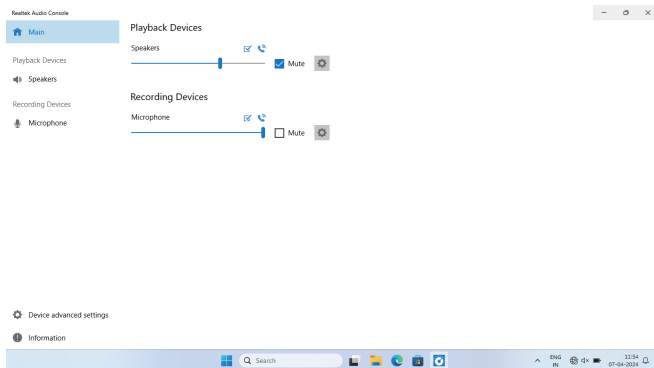
Figure 6
Start Menu,
Context
Menu, Taskbar,
Control
Panel and
Settings



Audio Features

You can configure the audio options on your computer from the **Sound** control panel in **Windows**. Access the **Sound** control panel via the **Settings (System > Sound)** item in the Start menu.

The volume may be adjusted by means of the **Fn+F3/F4/F5** key combination. The sound volume level can also be set using the volume control within Windows. Click the icon  in the taskbar to check the setting.



Power & battery

The **Power & battery** control panel allows you to quickly adjust power options for **Screen and sleep**, **Power mode**, **Battery saver** and **Battery usage** etc. Access the **Power & battery** control panel via the **Settings (System > Power & battery)** item in the Start menu.

The **Power mode** can be set to **Balanced** (default) which balances performance and battery life, **Best power efficiency** for better battery life with reduced performance, and **Best Performance** for improved performance but with greater battery consumption. You can also customize the settings for how long your computer will remain inactive before it turns off the screen or goes to sleep. Expand the **“Screen and sleep”** option, and select your preferred durations from each drop-down menu.

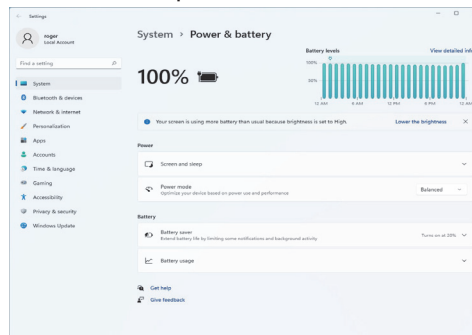


Figure 7 - Power & battery

General issues can be resolved by following these steps:

1. Turn off the laptop;
2. Make sure that the AC power adapter is connected to the computer and the power supply socket is powered;
3. Ensure that all external devices connected are connected, and you can also unplug these devices to avoid them becoming a possible source of error;
4. Before opening or restarting the laptop, make sure that it has been turned off for more than 10 seconds, and check whether the boot sequence is normal.

