

# Xtra-PC User Guide

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*Published: November 2014*  
*Edition: 1*



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# Overview of Xtra-PC

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Xtra-PC transforms your outdated PCs into highly useful, high performance computers. Xtra-PC is simple to install, giving you a usable PC within minutes. You don't have to be a computer expert to use it: you just load the DVD that contains the Xtra-PC software. Xtra-PC permanently installs on the hard drive, overriding the hard drive and eliminating any old files, giving you a completely new computer with an operating system built on the foundation of Linux. OpenOffice, media player software, and image software are included.

Wi-Fi and printers are easy to configure using Xtra-PC, and your new Xtra-PC screen looks and acts like other computers you're used to, making it very simple to use. Xtra-PC also eliminates those annoying pop-ups and warnings that interrupt your work.

## Hardware Requirements

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Component	Minimum requirement
<b>Processor</b>	700 MHz processor or higher.  Xtra-PC requires your CPU to have Physical Address Extensions, or PAE. PAE is provided by Intel Pentium Pro and above CPUs, including all later Pentium-series processors (except most 400 MHz-bus versions of the Pentium M). Pentium M and Celeron M do not support PAE so Xtra-PC cannot load on systems with these processors.
<b>RAM</b>	512 MB (minimum) 2 GB (recommended)
<b>Disk Space</b>	10 GB or higher.
<b>DVD drive</b>	System must be able to boot to DVD.
<b>Network card</b>	Network card. (Wi-Fi or Wired)
<b>Graphics</b>	VGA, DVI, or HDMI supported.

# How to run Xtra-PC from the DVD without installing it on your computer

Choose this option if you want to try Xtra-PC without making permanent changes to your computer. This allows you to return to your existing system by simply removing the Xtra-PC DVD and restarting (rebooting) your computer. (Note: any documents or settings created when running from DVD mode will only be saved until you restart your computer unless you save them to a removable USB device.) If you choose to run Xtra-PC from the DVD without installing it, Netflix and Amazon videos will not be available to you.

To run Xtra-PC from the DVD without installing it on your computer, follow these steps:

1. Put the Xtra-PC DVD into your DVD drive.
2. Restart (reboot) your computer.
3. You will see the installation menu for Xtra-PC:



If you don't see this menu and your computer loads as it always has, then you'll need to change your computer settings so that it will boot (start) from the Xtra-PC DVD. For simple instructions on how to do this, refer to the [Frequently Asked Questions](#) section below.

4. "Run Xtra PC from DVD without installing" will be in white. Press the "Enter" key.

5. After a minute or so, you will see this screen:



6. Enter a password for the administrator account, and once you agree to the terms of the license agreement, check the box. Then click on "OK." If you do not want to proceed, click on "Quit" and your computer will shut down.



7. A few moments after clicking “OK,” you will get the Xtra-PC login screen. Login with the user “administrator” and the password you entered on the previous screen.



8. After logging in, you will see this screen:



Your Xtra-PC is now ready to use unless you want to connect to your network. You can either connect to your wireless network or your wired network. We don't recommend that you do both at the same time.

To connect to your wired network, follow these steps:

1. Plug your network cable into the network port on your computer.
2. Xtra-PC will detect the connection and will connect to your network. You'll know it's connected to your network when a message pops up saying that you're now connected. Also, the icon of the two computer monitors in the bottom right corner will change to an icon showing two arrows.

To connect to your wireless network, follow these steps:

1. Left click on the icon of the two computer monitors in the bottom right corner.
2. About halfway down the menu, you will see a list of detected wireless networks. Left click on your network. If you don't see your wireless network, then you might have wireless turned off on your computer hardware. This will be a button on your keyboard or a switch or button on the side of your

computer that has an icon on it that looks like this:



If it's turned off (usually indicated by an orange light), turn it on (usually indicated by a blue light.) Then wait about thirty seconds and recheck the list of available wireless networks to see if your network now appears.

3. A screen will come up asking for a password. Enter your wireless password and left click on "Connect":



4. You will know you've connected to your wireless network when a message pops up saying that you're now connected. Also, the icon of the two computer monitors will change to an icon showing the signal strength indicator.

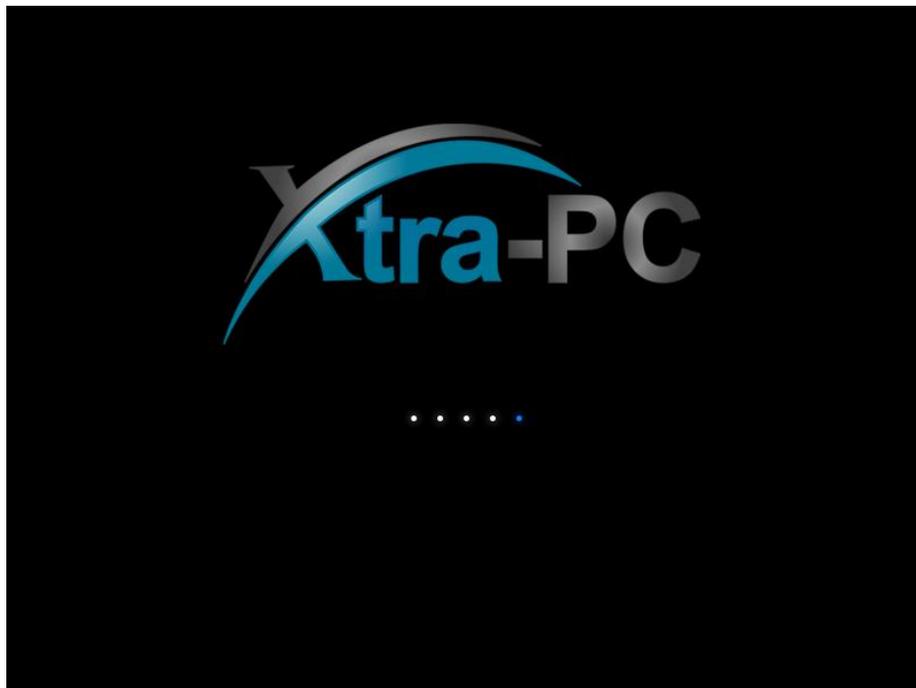
## How to install Xtra-PC on your computer

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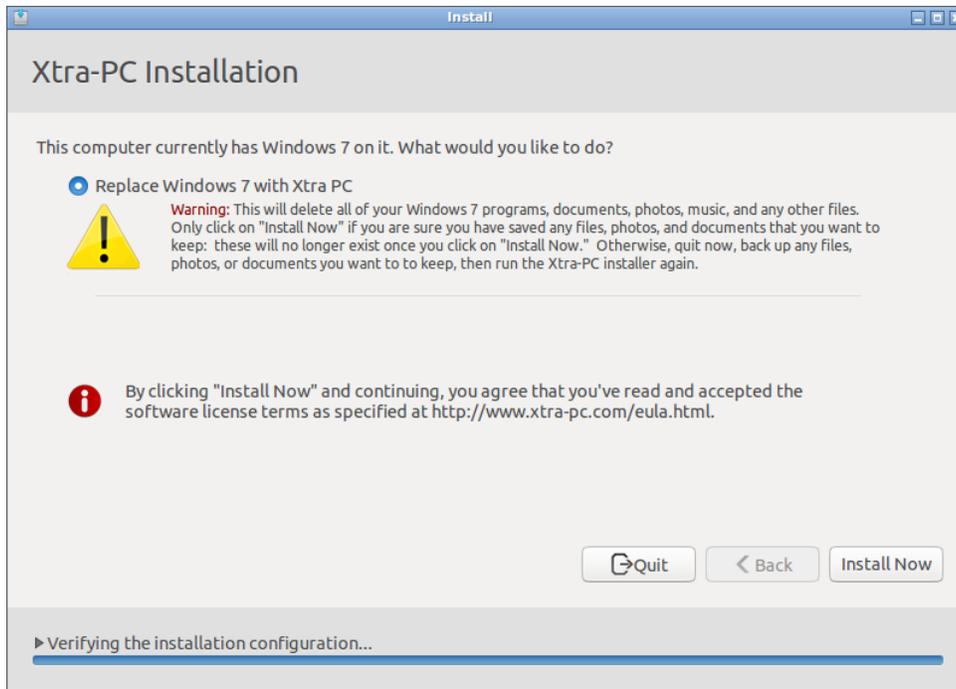
1. Put the Xtra-PC DVD into your DVD drive.
2. Restart (reboot) your computer.
3. You will see the installation menu for Xtra-PC:



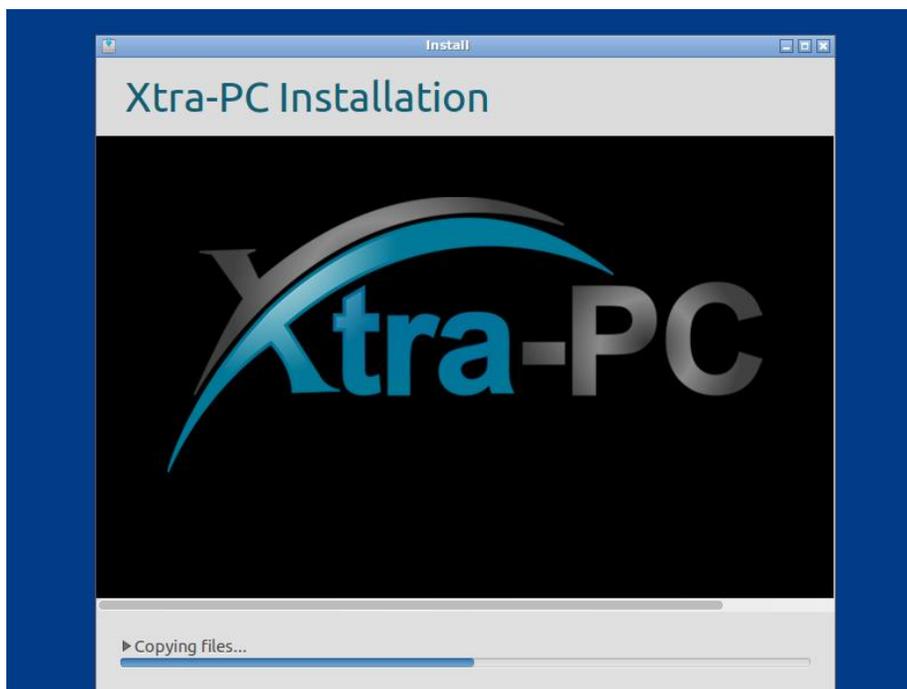
4. Use your down arrow key to move from “Run Xtra-PC from DVD without installing” to “Install Xtra-PC on your computer.”
5. When the text turns white, hit the “Enter” key.
6. After a few moments (on some systems, this could take as long as five minutes), you will see this:



7. After a couple of minutes, you will see the “Xtra-PC Installation” screen:

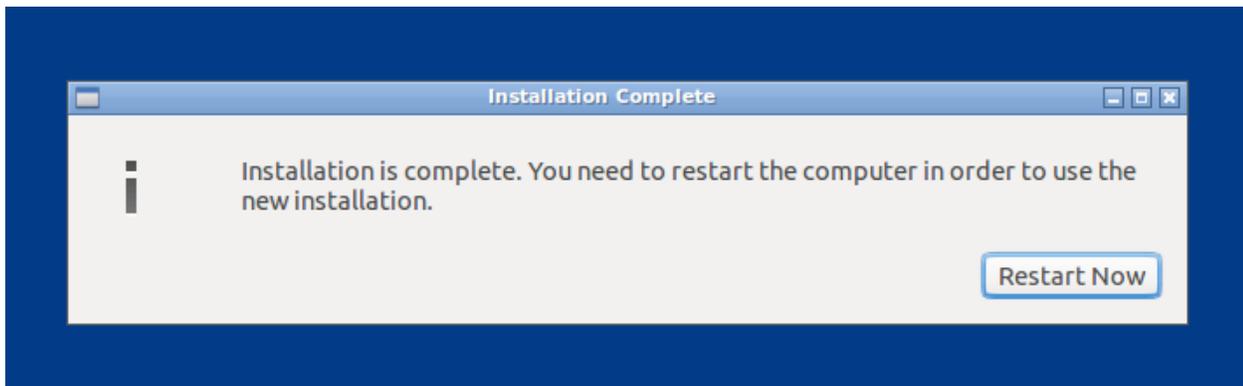


8. Left click on “Install Now.” (Note: There will be a warning on the screen that says once you click on “Install Now,” all of your existing data will be replaced with Xtra-PC. Once you click on “Install Now,” you can’t just remove the DVD and return to your old system. As the warning says, only click on “Install Now” if you’re sure you have saved any files, photos, and documents that you want to keep: these will no longer exist once you click on “Install Now.”)
9. Once you click on “Install now,” you’ll see this screen:



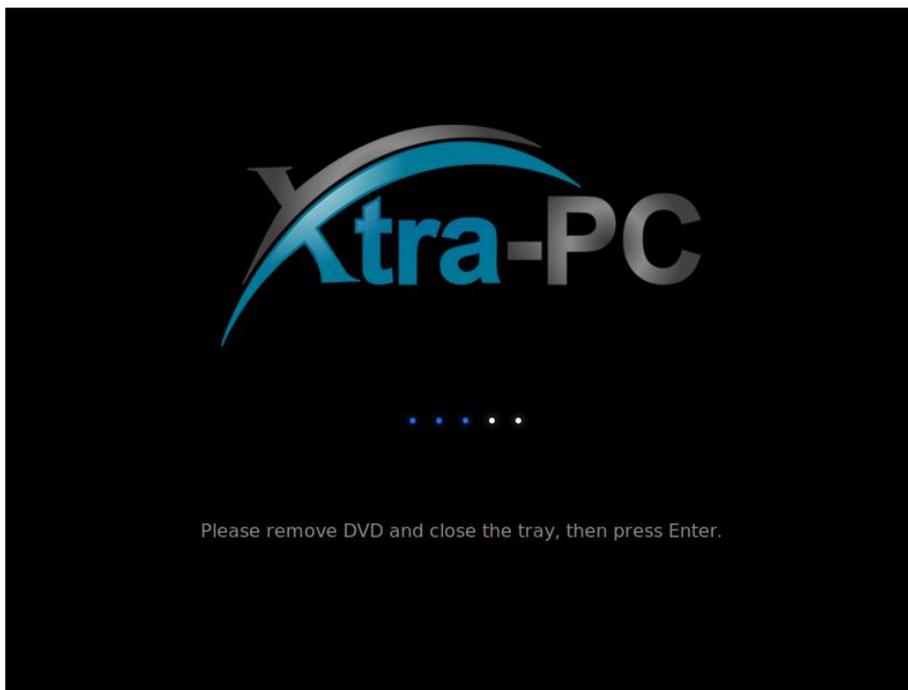
10. You'll notice the blue bar moving forwards as Xtra-PC is installed. This will take several minutes.

11. When you see this screen, installation is complete:



12. Left click on "Restart now."

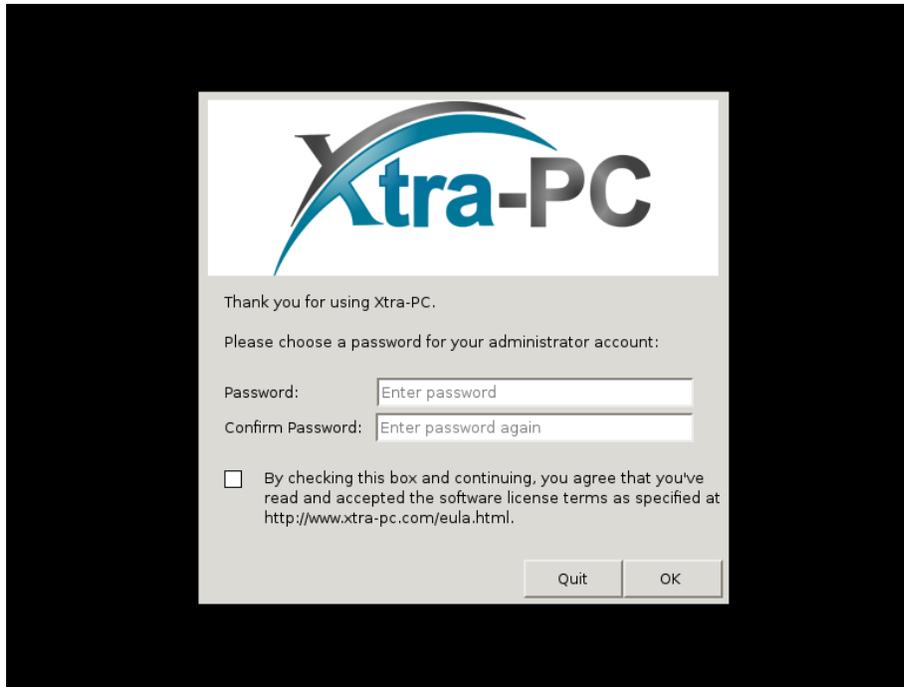
13. Within a minute or so, you will see this:



14. Usually the DVD will eject on its own at this point, but if not, remove it and close the tray. Then press the "Enter" key.

15. The screen will go dark as your computer restarts.

16. After a minute or so, you will see this screen:



17. Enter a password for the administrator account, and once you agree to the terms of the license agreement, check the box. Then click on "OK." If you do not want to proceed, click on "Quit" and your computer will shut down.



18. A few moments after clicking “OK,” you will get the Xtra-PC login screen. Log in with the user “administrator” and the password you entered on previous screen.



19. After logging in, you will see the screen with the Xtra-PC logo on the right side and desktop apps on the left. You’re now finished with the installation process. The finished screen will look like this:



Your Xtra-PC is now ready to use unless you want to connect to your network. You can either connect to your wireless network or your wired network. We don’t recommend that you do both at the same time.

To connect to your wired network, follow these steps:

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To connect to your wireless network, follow these steps:

1. Left click on the icon of the two computer monitors in the bottom right corner.
2. A menu will come up; about halfway down the menu, you will see a list of detected wireless networks. Left click on your network. If you don't see your wireless network, then you might have wireless turned off on your computer hardware. This will be a button on your keyboard or a switch or button on the side

of your computer that looks like this: 

If it's turned off (usually indicated by an orange light), turn it on (usually indicated by a blue light.) Then wait about thirty seconds and recheck the list of available wireless networks to see if your network now appears.

3. A screen will come up asking for a password. Enter your wireless password and left click on "Connect":



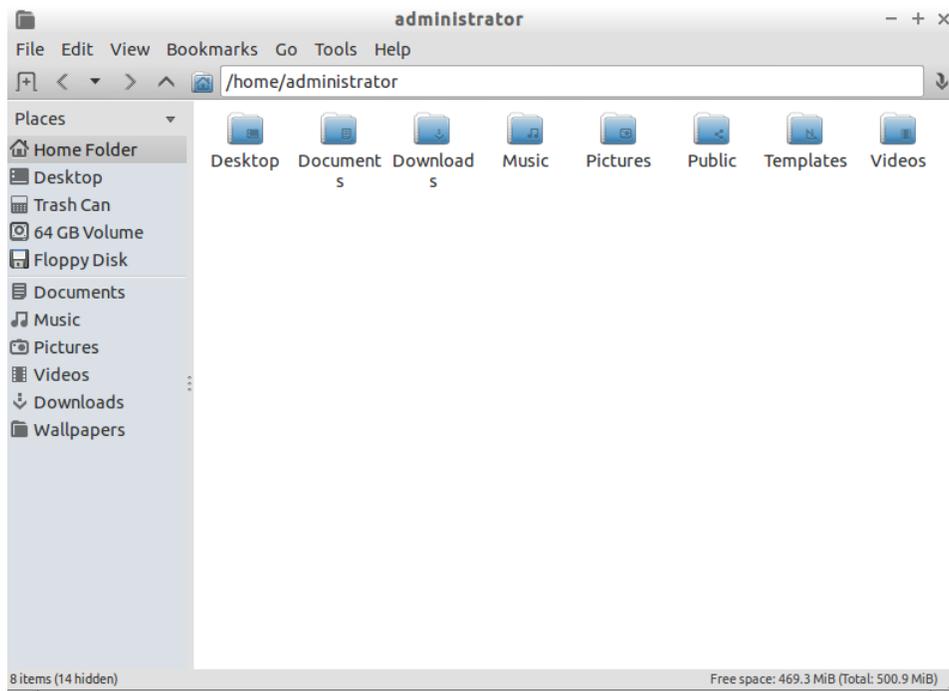
4. You will know you've connected to your wireless network when a message pops up saying that you're now connected. Also, the icon of the two computer monitors will change to an icon showing the signal strength indicator.

# Using your Xtra-PC

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## File Manager

This is the tool that allows you to manage all of your files such as documents, photos, spreadsheets, and more. For example, it can be used for reading and writing to USB sticks and pulling photos off of your phone. To open File Manager, left click on the Start menu (the blue X in the lower left corner), then go to “File Manager.”



An example of using File Manager would be accessing a USB drive that has your existing photos and documents on it. To do this, you would need to follow these steps:

1. Insert your USB stick into an available USB port on your computer.
2. You'll see a window that says "Removable medium is inserted." Select "Open in File Manager" by clicking on it.
3. Click on the "OK" button. This will open File Manager, and you'll now see the files on your USB stick.

## Office Apps

Xtra-PC has OpenOffice installed on it for word processing, spreadsheets, presentations, graphics, databases and more.

To use OpenOffice, double-click on the OpenOffice desktop shortcut. Or you can left click on the Start menu (the blue X in the lower left corner), then go to "Office," then "OpenOffice." The first time you use OpenOffice on your Xtra-PC, you will need to follow the OpenOffice steps. Once you've done this, you're ready to use OpenOffice.

## Email and Instant Messenger apps

To set up your email, double-click on the Email desktop shortcut. Or you can left click on the Start menu (the blue X in the lower left corner), then go to “Email and IM,” then “Email.” A Thunderbird window will come up and prompt you to set up your email. Once you’ve done this, your email will be ready to use.

To use Instant Messenger, double-click on the Instant Messenger desktop shortcut. Or you can left click on the Start menu (the blue X in the lower left corner), then go to “Email and IM,” then “Instant Messenger.” The first time you use it, you will be prompted to add your Instant Messenger account. Once you’ve added this, your Instant Messenger will be ready to use.

## Facebook, Pandora, and Pinterest apps

For your convenience, desktop shortcuts for these commonly used apps were created for you. To use any of these apps, simply double-click on the desktop shortcut of the app you want to use. Or you can access them through the Chromium web browser.

## Internet Access

Xtra-PC uses the Chromium web browser for internet access. Use this to surf the web, access your Google apps, Google Store, Google Docs, Google Drive, and more.

## Google Apps

To use Google Store, Google Docs, Google Drive, and other Google apps, click on the Chromium web browser shortcut on your desktop, or go to the Start menu (the blue X in the lower left corner), then “Chromium Web Browser.” Type <https://accounts.google.com> into the address or URL bar at the top of your screen. This will take you to the log-in screen for your Google account.

## Netflix and Amazon Videos

Because they require special web browser settings, you must use the Netflix and Amazon videos desktop shortcuts or menu selection to access Netflix and Amazon videos. Accessing these from the included Chromium web browser will not work.

## Music and MP3 Player

To play music CDs, MP3s and other audio formats, go to the Start menu (the blue X in the lower left corner), then “Media,” then “Music and MP3 Player.” A screen labelled “Audacious” will come up; either plug in a music CD or access your MP3s and other audio files from your removable device or wherever you have them stored. Once you’ve done this, you can listen to your music.

## DVD Player

To watch a DVD, insert the DVD into the DVD drive. Then follow these steps:

1. Go to the Start menu (the blue X in the lower left corner), then “Media,” then “DVD player.” This will launch the VLC media player.
2. On the top menu, click on “View,” then “Playlist.” In the left-hand side of the Playlist menu, scroll down until you see “Discs” and click on it. Your movie title should appear in the window on the right.
3. Double-click on this title, and your movie will begin to play.

## Kindle Cloud Reader

To access your Kindle eBooks, double-click on the Kindle Cloud Reader desktop shortcut. You’ll be prompted to enter your Amazon account email address and password. Once you’ve signed in, your Kindle eBooks will be available to you.

## Photos

To view any photos you have on your Xtra-PC, simply launch the Photo Viewer by going to the Start menu (the blue X in the lower left corner), then “Media,” then “Photo Viewer.” A window named “Mirage” will open. To view your photos, use the File menu.

To run your photos as a continuous slide show, open “Photo Viewer” as just described. Then go to “Edit” on the top toolbar, then “Preferences...,” then to the “Navigation” tab. Change “wrap around imagelist” to “Yes.” Then click on the Close button, then go to “Go” in the top toolbar, then “Start Slideshow.”

## Minecraft

To play Minecraft, simply go to the Start menu (the blue X in the lower left corner,) and click on “Minecraft.”

# Xtra-PC Settings

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You can customize the look and feel of your Xtra-PC by using the tools under the Local Administration Menu.

## Printers

To add a printer for use in Xtra-PC, go to the Start menu (the blue X in the lower left corner), then “Local Administration,” then “Printers.”

If you have an HP, Brother, or Lexmark printer, select the corresponding printer from the menu. At this point, you will just follow the steps that come up, and then your printer will be ready to use.

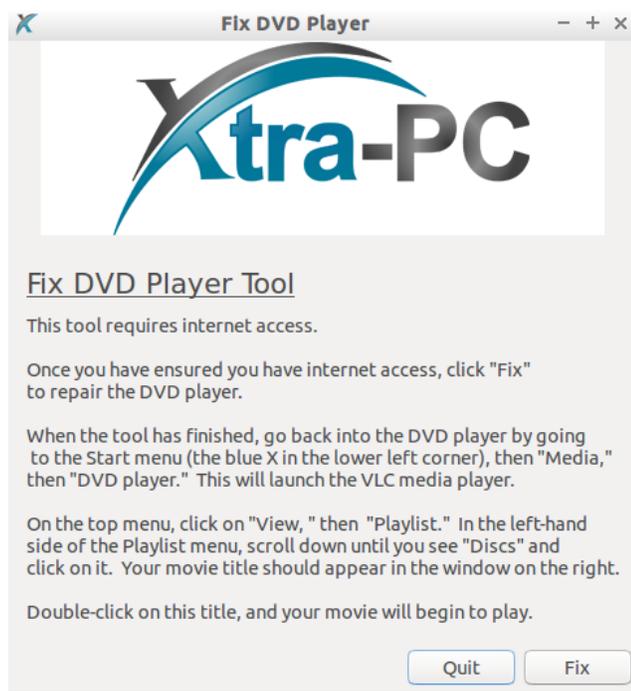
For other printer models, select “Printer Manager” [go to the Start menu (the blue X in the lower left corner), then “Local Administration,” then “Printer Manager.”] Click on “Add,” then follow the prompts to add your printer. Your printer will then be ready to use.

## Useful Tools

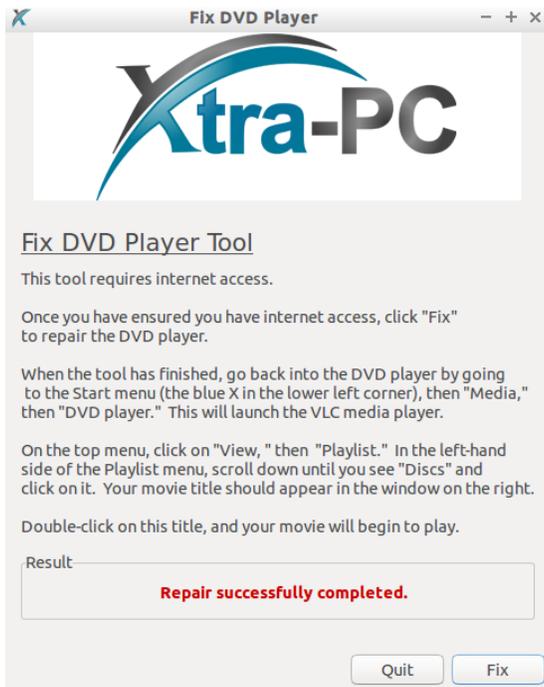
Xtra-PC comes with tools that can be used to fix the DVD player playback or restore the default desktop icons. To use one of these tools, go to the Start menu (the blue X in the lower left corner), then “Local Administration,” then “Useful Tools.”

### Fix DVD Player Tool

If there are issues with DVD playback with the DVD player, select “Fix DVD Player.” You will see a window as shown below. Before clicking on “Fix,” ensure there is an active internet connection as the tool requires access to the internet.



The tool will run for a moment, and when it is complete, you will see the following:



### Restore Desktop App Shortcuts

If you want to restore the original desktop app shortcuts that came after first installing Xtra-PC, select "Restore Desktop App Shortcuts." You will see a window as shown below. Click "Restore."



The tool will run for a moment and when it is complete, you will see the following:



## Date and Time

To set the date and time, go to the Start menu (the blue X in the lower left corner), then “Local Administration,” then “Date & Time.”

## Customizing your Desktop

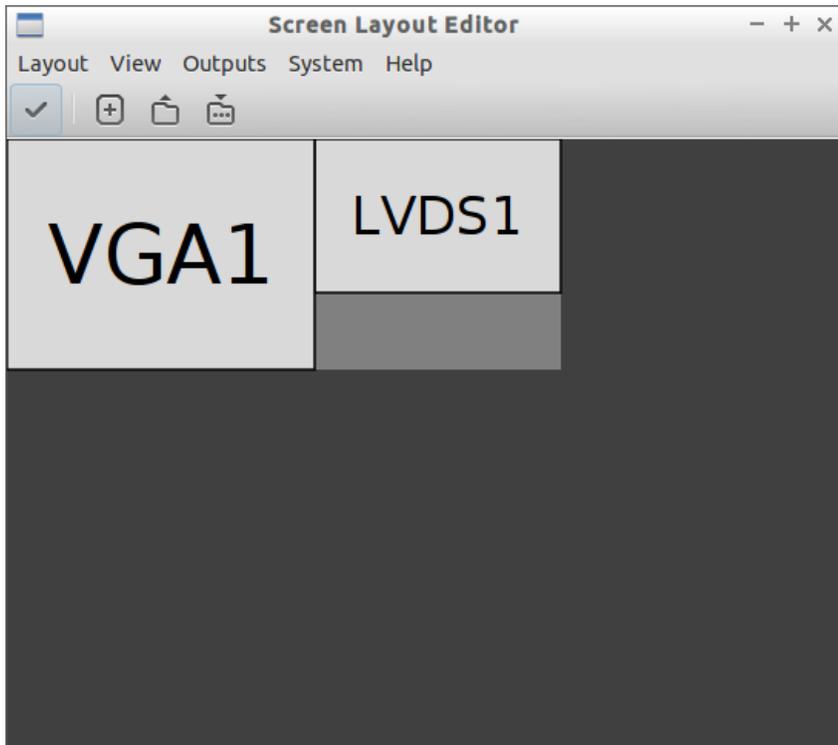
To customize your desktop, (to change your wallpaper, for example) go to the Start menu (the blue X in the lower left corner), then “Local Administration,” then “Desktop Preferences.” Use the menu that comes up to choose how you want your desktop to look.

## Manually Setting your Monitor Display Settings

Xtra-PC is set up so that it will automatically pick the best resolution for your monitor. However, there are times when you may want to change your monitor resolution and refresh rate. To do this, go to the Start menu (the blue X in the lower left corner), then “Local Administration,” then “Monitor Resolution Settings.” A “Display Settings” window will appear. Select your desired Resolution and/or Refresh Rate, then click “Apply.”

## Multi-monitor Configuration

Xtra-PC comes with a tool to help you set up and adjust for situations where you have two or more monitors. To use this tool, go to the Start menu (the blue X in the lower left corner,) then “Local Administration,” then “Multi-monitor configuration.” A “Screen Layout Editor” window will open. The default layout for multi-monitors is set up as mirrored monitors, meaning that both monitors show the same image. To change this, for example, to set up your desktop to extend across both of your monitors, drag and drop the monitor you want on your right to the right side of the “Screen Layout Editor Window.” Here’s an example of a VGA monitor being the left monitor and a laptop monitor being the right monitor:



Once you've done the above step, click on the button that has a checkmark on it. This will apply your changes to your monitors.

## Network Connections

To manage and change your network connection settings, go to the Start menu (the blue X in the lower left corner), then "Local Administration," then "Network Connections."

## Power Management

To manage your Xtra-PC's power settings such as Display Brightness, Sleep, and others, go to the Start menu (the blue X in the lower left corner), then "Local Administration," then "Power Manager." You will then be allowed to select from different power settings.

## Screensaver

To set your Screensaver, go to the Start menu (the blue X in the lower left corner), then "Local Administration," then "Screensaver." You will then be allowed to select from different Screensaver options.

## User Accounts

Xtra-PC comes with an administrator user. If you want to change the administrator password or add new users to your Xtra-PC, go to the Start menu (the blue X in the lower left corner), then "Local Administration," then "User Accounts." A User Accounts window will open. Click on "Unlock" in the upper right corner. You will be prompted to enter the administrator password that you created when you first installed Xtra-PC.

# Frequently Asked Questions

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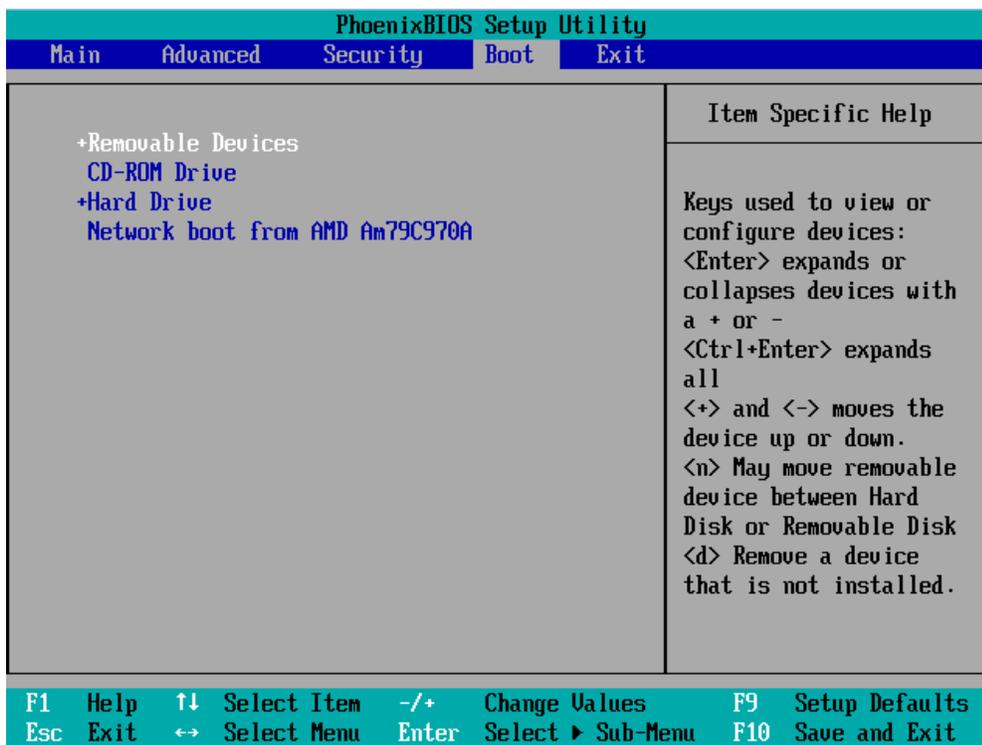
## I put my Xtra-PC DVD into the drive, but when I start my computer, I don't see the Xtra-PC Install menu. What do I do?

This is mostly likely caused by your computer not being set to boot from a DVD. To change this, follow these steps:

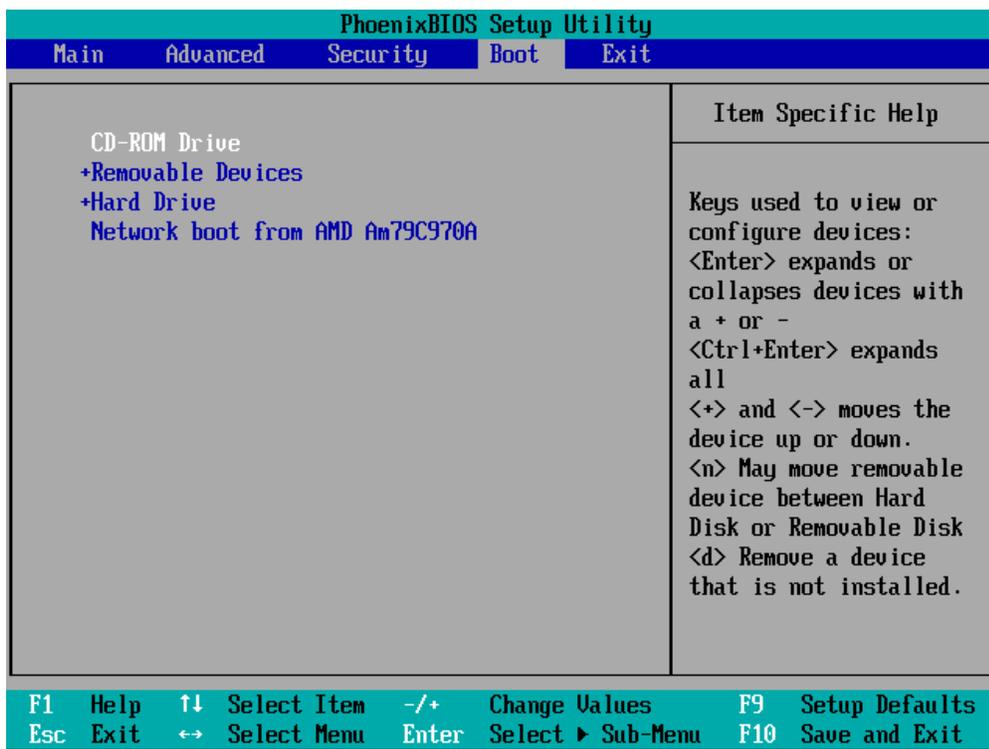
1. Shut down your computer, then restart it.
2. When you see the manufacturer's logo, hit the key displayed to enter the BIOS. It varies, but this is sometimes called "Setup," not BIOS. (If your existing operating system starts, you've missed the chance to get into the BIOS. If this happens, just start over and try again to hit the key in time--don't worry; this may take you a few tries.) This key varies by manufacturer. The most common keys are F2, F10, F12, and Delete. Here's an example of what your screen may look like:



- Once you're in the BIOS menu, select the "Boot" or "Boot Order" submenu. All manufacturers use slightly different BIOS layouts, so look for a variation on the name Boot. Here's an example:



- In the "Boot" or "Boot Order" menu, change the Boot Order so that the "CD/DVD drive" is the first Boot device. Each BIOS menu will have a different way of displaying your drive:



- Save settings and exit. Your computer should now boot from the CD/DVD drive.

## **I put a DVD in to watch a movie, but the movie won't play. What do I do?**

To watch a DVD, insert the DVD into the DVD drive. Then follow these steps:

1. Go to the Start menu (the blue X in the lower left corner), then "Media," then "DVD player." This will launch the VLC media player.
2. On the top menu, click on "View," then "Playlist." In the left side of the Playlist menu, scroll down until you see "Discs" and click on it. Your movie title should appear in the window on the right.
3. Double-click on this title, and your movie will begin to play.

If you've followed these steps and your DVD still doesn't play, try a different movie DVD. If that doesn't work, go to "Media" on the top toolbar, then "Open Disc. . ." You'll now be in the Disc menu. Make sure that "DVD" is checked and that the disc device is set to `"/dev/sr0"`. Then click on the Play button.

If your DVD still doesn't work, follow these steps:

1. Click on "Media," then "Open Disc." You should be in the Disc menu.
2. Make sure that "DVD" is selected.
3. Check the box next to "No disc menus" then hit "Play."
4. If it still doesn't work, exit the VLC media player.
5. Go to the Start button (the blue X in the lower left corner), then "Local Administration," then "Useful Tools." Then click on "Fix DVD player."
6. Once the tool has finished, go back into the DVD player by going to the Start menu (the blue X in the lower left corner), then "Media," then "DVD player." This will launch the VLC media player.
7. On the top menu, click on "View," then "Playlist." In the left side of the Playlist menu, scroll down until you see "Discs" and click on it. Your movie title should appear in the window on the right.
8. Double-click on this title, and your movie will begin to play.

## **Does Xtra-PC come with Minecraft?**

Yes. Xtra-PC comes with the free trial version of Minecraft. If you already have a Minecraft account, simply log in with your Minecraft username and password, and it will download your full version of Minecraft. If you don't have a Minecraft account, launch Minecraft by double-clicking on the Minecraft desktop shortcut or by going to the Start menu (the blue X in the lower left corner), then "Minecraft." Then follow the prompts provided by Minecraft to purchase the full version.

## **When I start Minecraft, I get a message that says, "Sorry, but we couldn't connect to our servers. . ." What do I do?**

Xtra-PC is not set up to block Minecraft in any way, so if you see this message, it indicates that you are not online. Minecraft requires that you be connected to the internet for your initial download. Once Minecraft has downloaded its initial game files, you'll be able to play offline. For more help, go to <https://help.mojang.com>.

## **Why does Minecraft load but then run slowly?**

Most likely you are running on computer hardware that is outside the minimum or recommended requirements of Minecraft. For more details and system requirements for Minecraft, see <https://help.mojang.com/customer/portal/articles/325948-minecraft-system-requirements>.

## **My desktop looks cluttered. How do I remove some of the desktop shortcuts that I don't use?**

Right click on the desktop shortcut that you want to remove. Go to "Move to Trash." Answer "Yes" when you're asked if you want to move the file to the trash can.

The Netflix and Amazon desktop shortcuts cannot be removed because they have special settings that are required.

## **How do I add a desktop shortcut for an item on the Start menu?**

Go to the menu item that you want to create a shortcut for and right click on it. Select "Add to desktop."

## **Is there a way to set up parental controls for internet use?**

Yes. There are free Google apps designed to help filter inappropriate web content. To find one, go to the Google Chrome Web Store at <https://chrome.google.com/webstore>. You can then search for an app by putting a search term such as "parental control" into the search engine.

## **Can I use Xtra-PC on a Mac?**

Yes! Most Intel-based computers will work—that's basically any Mac made after 2006.

If you want to install Xtra-PC on a Mac, follow the instructions provided for your Mac to boot to a DVD. You must have a DVD player in your Mac or use a USB DVD player for Xtra-PC to boot and install. Some older Intel Macs may not connect via Wi-Fi, but they can be used with a LAN connection to access the internet.

(Note: Xtra-PC does not provide support for Macs.)

## **Will I lose the existing files on my computer when I install Xtra-PC?**

Yes, so we suggest backing up your existing files before installing. They can then be easily copied to your Xtra-PC if you want.

## **Do I have to be connected to the internet at all times, like on a Chromebook?**

No! That's the beauty of Xtra-PC. Photos, music, DVDs, document creation and editing can all be done without an internet connection.

## **My old computer had a virus, which is why I shelved it. Can I use this computer for Xtra-PC?**

Absolutely! All the viruses are destroyed and eliminated in the installation process. You then have a pristine, new PC.

## **I have favorite Windows programs that I use. Can I use those on Xtra-PC?**

No, but most of those programs have online equivalents that are, in most cases, better than the programs you're using.

## **My PC doesn't have a DVD player. How can I use Xtra-PC?**

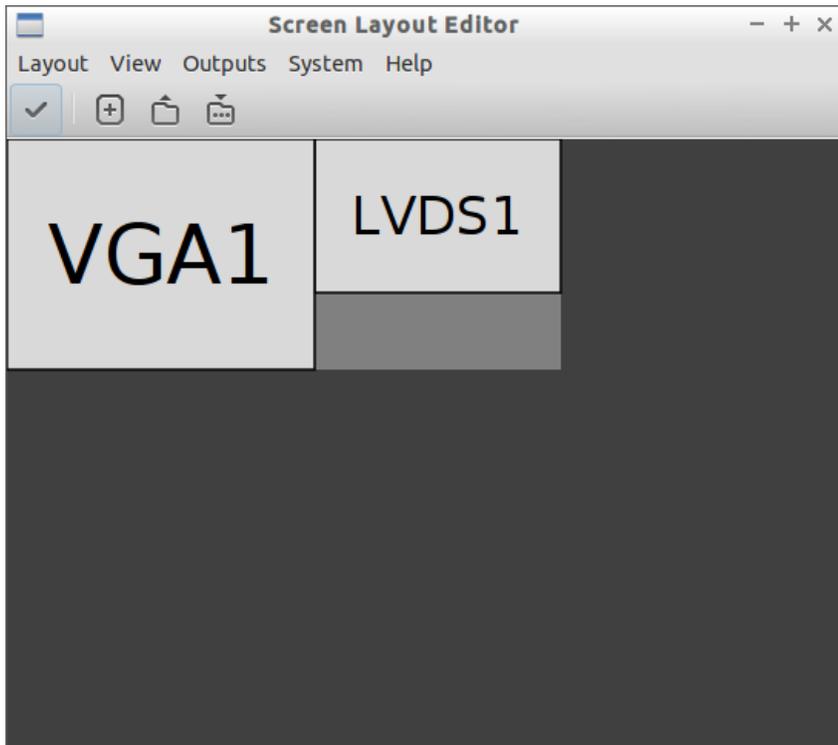
We recommend that you buy a USB DVD player (available for less than \$15) and boot from that.

## **How do I use a wireless mouse or keyboard with Xtra-PC?**

There are a number of wireless mice and keyboards that use a USB dongle or USB receiver that work well with Xtra-PC. To use these, simply insert into the USB port, and your mouse or keyboard will be detected immediately, with no configuration needed.

## **Can I use more than one monitor with Xtra-PC?**

Yes. Xtra-PC comes with a tool to help you set up and adjust for situations where you have two or more monitors. To use this tool, go the Start menu (the blue X in the lower left corner,) then "Local Administration," then "Multi-monitor configuration." A "Screen Layout Editor" window will open. The default layout for multi-monitors is set up as mirrored monitors, meaning that both monitors show the same image. To change this, for example, to set up your desktop to extend across both of your monitors, drag and drop the monitor you want on your right to the right side of the "Screen Layout Editor Window." Here's an example of a VGA monitor being the left monitor and a laptop monitor being the right monitor:



Once you've done the above step, click on the button that has a checkmark on it. This will apply your changes to your monitors.

### **When I try to use Netflix, I get a screen that says my browser is not compatible. What do I do?**

Because it requires special web browser settings, you must use the Netflix desktop shortcut or menu selection to access Netflix videos. Accessing these from the included Chromium web browser will not work. Rebooting your computer may also solve this. Make sure you click on "always run on this site" when prompted with the message "Silverlight needs your permission to run on this site."

### **Does Xtra-PC support my webcam?**

Not at this time.

### **Does Xtra-PC support Bluetooth?**

Not at this time.

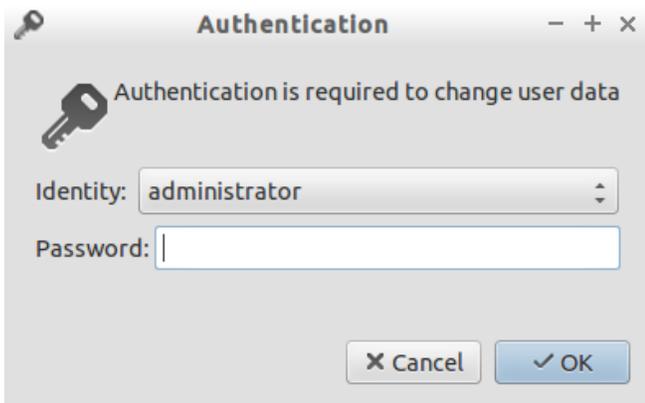
### **Can I add additional user accounts to my Xtra-PC?**

Yes. To add additional user accounts, go to the Start menu (the blue X in the lower left corner), then "Local Administration," then "User Accounts."

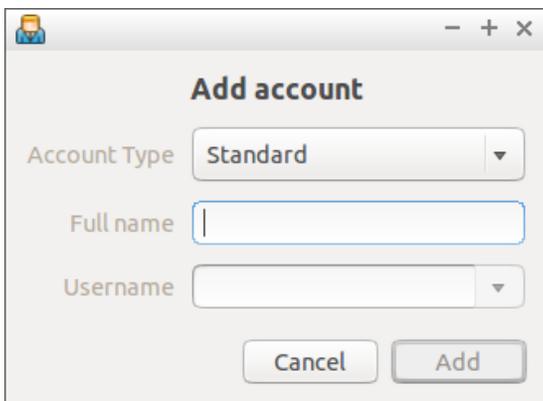
A window will pop up that looks like this:



In the upper right corner of this window, click on “Unlock.” A new window will open that looks like this:



Enter the administrator password that you chose when you initially set up Xtra-PC. Then click on “OK.” In the lower left corner, click on the button that has a plus sign on it. A new window will pop up asking you to add an account:

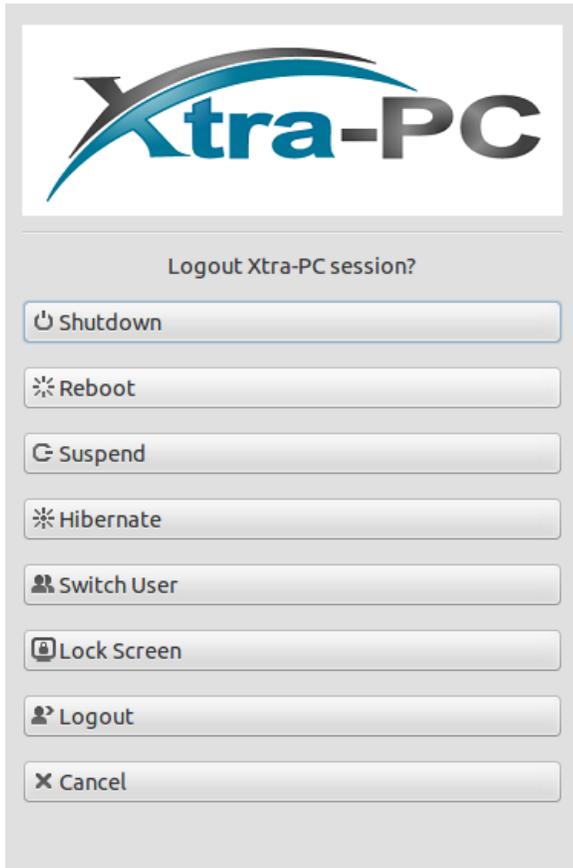


First, you’ll need to select the Account Type you want, then enter the full name and user name of the new user that you want to set up. Click on “Add.” Then on the right side under “Login Options,” click on “Account

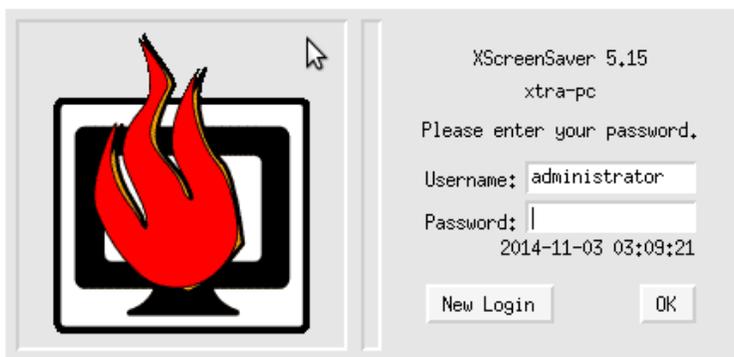
disabled” next to the “Password” prompt. This will open a window that allows you to set the password for the user account you just created. Enter the new password, then click, “Change.”

## How do I put my computer into suspend mode?

To put your computer into suspend mode, go to the Start menu (the blue X in the lower left corner), then click on “Logout.” You’ll see this window:



Click on “Suspend.” Your computer will now go into suspend mode. To wake your computer out of suspend mode, hit any key on your keyboard. Note: When your computer comes out of suspend mode, you may see your desktop for a couple of seconds before the screen goes blank and a Login screen will appear:



Enter the password of the user that you suspended as and click on “OK.”

## **What types of computers can I use Xtra-PC on?**

Xtra-PC can run on a wide variety of desktop and laptop computers.

## **My computer is an older model. Will Xtra-PC work on it?**

Xtra-PC runs on most computers that are ten years old or newer.