

# ThinkCentre neo 50q Gen 4 User Guide

**ThinkCentre**



**Lenovo**

## **Read this first**

Before using this documentation and the product it supports, ensure that you read and understand the following:

- *Safety and Warranty Guide*
- [Generic Safety and Compliance Notices](#)
- *Setup Guide*

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## Discover your Lenovo computer

**Thank you for choosing a Lenovo® computer! We are dedicated to delivering the best solution to you.**

Before starting your tour, please read the following information:

- Illustrations in this documentation might look different from your product.
- Depending on the model, some optional accessories, features, software programs, and user interface instructions might not be applicable to your computer.
- Documentation content is subject to change without notice. To get the latest documentation, go to <https://pcsupport.lenovo.com>.

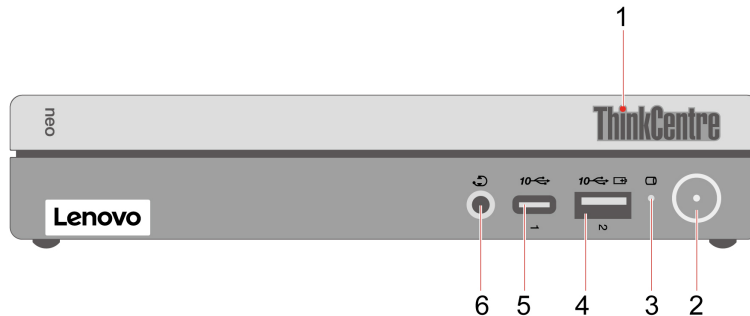


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# Chapter 1. Meet your computer

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## Front



Item	Description	Item	Description
1	ThinkCentre® LED	2	Power button with power indicator
3	Storage drive activity indicator	4	Always On USB-A 3.2 Gen 2 connector
5	USB-C® (3.2 Gen 2) connector	6	Headset connector

\* for selected models

### Statement on USB transfer rate

Depending on many factors such as the processing capability of the host and peripheral devices, file attributes, and other factors related to system configuration and operating environments, the actual transfer rate using the various USB connectors on this device will vary and will be slower than the data rate listed below for each corresponding device.

USB device	Data rate (Gbit/s)
3.2 Gen 1	5
3.2 Gen 2	10
3.2 Gen 2 × 2	20
Thunderbolt 3	40
Thunderbolt 4	40

### Power indicator

Show the system status of your computer.

- **On:** The computer is starting up or working.
- **Off:** The computer is off or in hibernation mode.
- **Breathing:** The computer is in sleep mode.

### Always On USB-A 3.2 Gen 2 connector

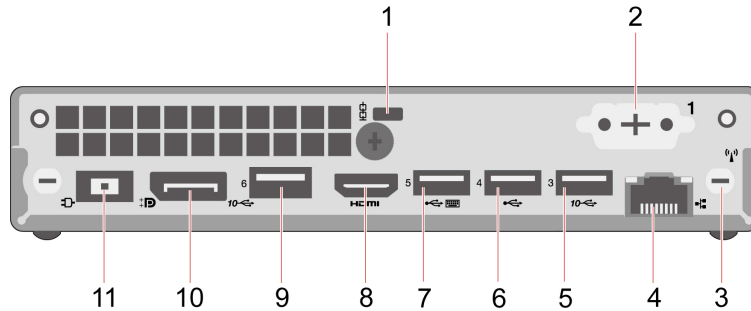
With the Always On USB feature enabled, the Always On USB-A 3.2 Gen 2 connector can charge a USB-A compatible device when the computer is on, off, in sleep mode, or in hibernation mode.

## Related topics

- “USB specifications” on page 3.

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## Rear



Item	Description	Item	Description
1.	Security-lock slot	2.	Optional connector*
3.	Wi-Fi® antenna slot	4.	Ethernet connector
5.	USB-A 3.2 Gen 2 connector	6.	USB-A 2.0 connector
7.	USB-A 2.0 connector (with smart power-on feature)	8.	HDMI™ out connector
9.	USB-A 3.2 Gen 2 connector	10.	DisplayPort™ connector
11.	Power adapter connector		

\* for selected models

### Optional connector

Depending on the computer model, the connector might be a DisplayPort out connector, a VGA connector, or a serial connector.

## Related topics

- “Lock the computer” on page 7.
- “Connect an external display” on page 7.
- “USB specifications” on page 3.
- “Enable or disable the smart power-on feature (for selected models)” on page 16.



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## Features and specifications

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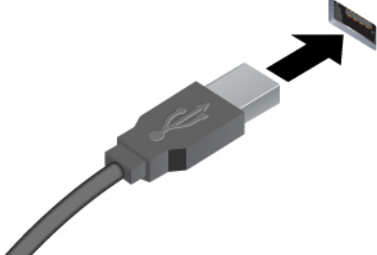



Specification	Description
<b>Dimensions</b>	<ul style="list-style-type: none"><li>• Width: 179 mm (7 inches)</li><li>• Height: 34.5 mm (1.4 inches)</li><li>• Depth: 182.9 mm (7.2 inches)</li></ul>
<b>Weight (without packaging)</b>	Maximum configuration as shipped: 1.3 kg (2.8 lb)
<b>Hardware configuration</b>	Type Device Manager in the Windows search box and then press Enter. Type the administrator password or provide confirmation, if prompted.
<b>Power supply</b>	<ul style="list-style-type: none"><li>• 65-watt automatic voltage-sensing power supply</li><li>• 90-watt automatic voltage-sensing power supply</li><li>• 135-watt automatic voltage-sensing power supply</li></ul>
<b>Electrical input</b>	<ul style="list-style-type: none"><li>• Input voltage: From 100 V ac to 240 V ac</li><li>• Input frequency: 50/60 Hz</li></ul>
<b>Memory</b>	Up to two double data rate 4 (DDR4) small outline dual in-line memory module (SODIMM)  Maximum memory capacity: 32 GB
<b>Storage device</b>	<ul style="list-style-type: none"><li>• 2.5-inch hard disk drive*</li><li>• M.2 solid-state drive*</li></ul> To view the storage drive capacity of your computer, type Disk Management in the Windows search box and then press Enter.  <b>Note:</b> The storage drive capacity indicated by the system is less than the nominal capacity.
<b>Expansion</b>	<ul style="list-style-type: none"><li>• Hard disk drive cage*</li><li>• M.2 solid-state drive slot</li><li>• Memory slots</li></ul>
<b>Network features</b>	<ul style="list-style-type: none"><li>• Bluetooth*</li><li>• Ethernet LAN</li><li>• Wireless LAN*</li></ul>

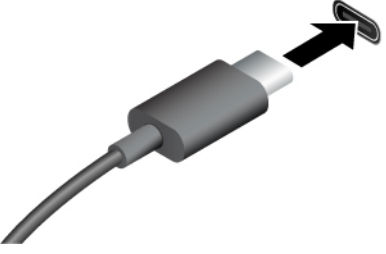




\* for selected models

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## USB specifications

**Note:** Depending on the model, some USB connectors might not be available on your computer.

Connector name	Description
 <ul style="list-style-type: none"> <li>•  USB-A 2.0 connector</li> <li>•  USB-A 3.2 Gen 1 connector</li> <li>•  USB-A 3.2 Gen 2 connector</li> </ul>	<p>Connect USB-A compatible devices, such as a USB-A keyboard, USB-A mouse, USB-A storage device, or USB-A printer.</p>

 <ul style="list-style-type: none"> <li>•  USB-C (3.2 Gen 1) connector</li> <li>•  USB-C (3.2 Gen 2) connector</li> <li>•  USB-C (Thunderbolt 3) connector</li> <li>•  USB-C (Thunderbolt 4) connector</li> </ul>	<ul style="list-style-type: none"> <li>• Charge USB-C compatible devices with the output voltage and current of 5 V and 0.9 A.</li> <li>• Connect to an external display: <ul style="list-style-type: none"> <li>– USB-C to VGA: 1920 x 1200 pixels, 60 Hz</li> <li>– USB-C to DP: 3840 x 2160 pixels, 60 Hz</li> </ul> </li> <li>• Connect to USB-C accessories to help expand your computer functionality. To purchase USB-C accessories, go to <a href="https://www.lenovo.com/accessories">https://www.lenovo.com/accessories</a>.</li> </ul>
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## The Vantage app

The preinstalled Vantage app is a customized one-stop solution to help you maintain your computer with automated updates and fixes, configure hardware settings, and get personalized support.

To access the Vantage app, type Vantage in the Windows search box.

### Key features

The Vantage app enables you to:

- Know the device status easily and customize device settings.
- Download and install UEFI BIOS, firmware and driver updates to keep your computer up-to-date.
- Monitor your computer health, and secure your computer against outside threats.
- Scan your computer hardware and diagnose hardware problems.
- Look up warranty status (online).
- Access *User Guide* and helpful articles.

### Notes:

- The available features vary depending on the computer model.

- The Vantage app makes periodic updates of the features to keep improving your experience with your computer. The description of features might be different from that on your actual user interface.



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## Chapter 2. Get started with your computer

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### Connect an external display

Connect a projector or a monitor to your computer to give presentations or expand your workspace.

### Connect a wireless display

Ensure that both your computer and the wireless display support Miracast®.

Press Windows logo key + K and then select a wireless display to connect.

### Change display settings

1. Right-click a blank area on the desktop and select display settings.
2. Select the display that you want to configure and change display settings of your preference.

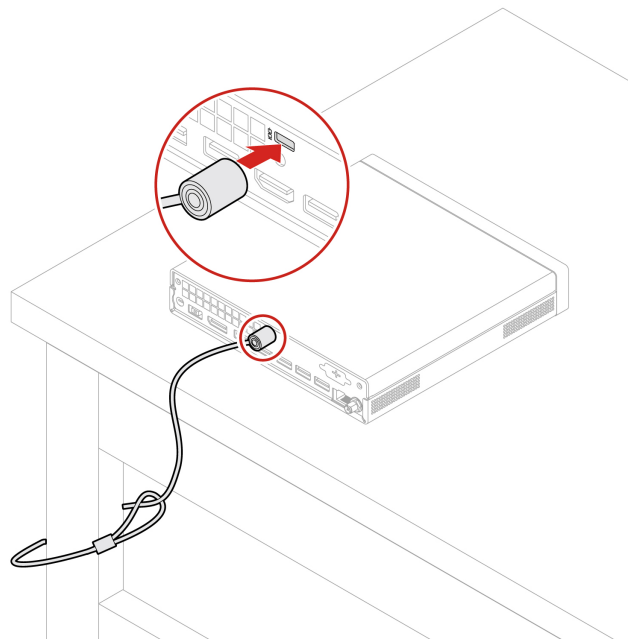
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## Lock the computer

**Note:** Lenovo makes no comments, judgments, or warranties about the function, quality, or performance of the locking device and security feature. You can purchase computer locks from Lenovo.

### Kensington-style cable lock

Lock your computer to a desk, table, or other fixtures through a Kensington-style cable lock.



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## Access networks

This section helps you access networks through connecting to a wired or wireless network.

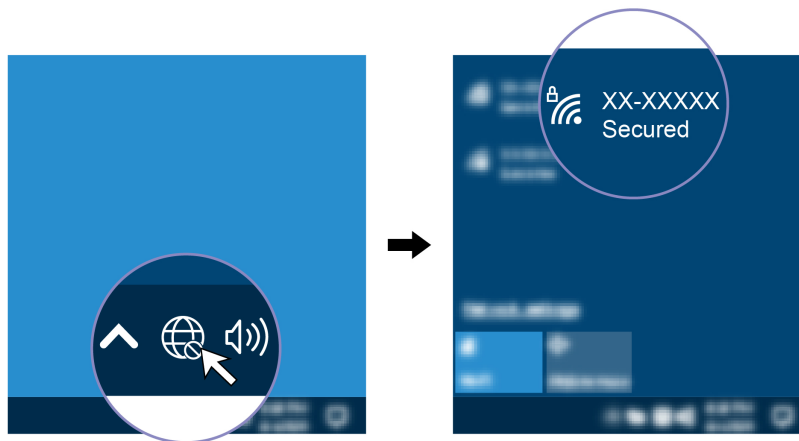
## Connect to the wired Ethernet

Connect your computer to a local network through the Ethernet connector on your computer with an Ethernet cable.

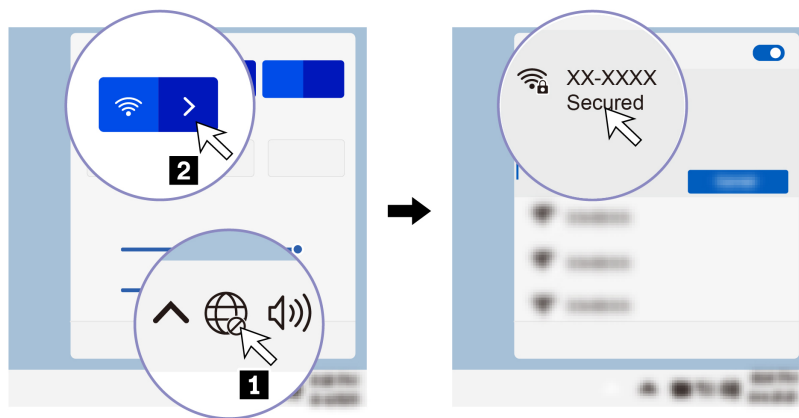
## Connect to Wi-Fi networks (for selected models)

Click the network icon in the Windows® notification area, and then select a network for connection. Provide required information, if needed.

- For models with Windows 10:



- For models with Windows 11:



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## Transfer data

Quickly share your files using the built-in Bluetooth technology among devices with the same features. You also can install a disc or media card to transfer data.

## Connect to a Bluetooth-enabled device (for selected models)

You can connect all types of Bluetooth-enabled devices to your computer, such as a keyboard, a mouse, a smartphone, or speakers. Place the device that you are attempting to connect to less than 10 meters (33 feet) from the computer.



1. Type Bluetooth in the Windows search box and then press Enter.
2. Turn on Bluetooth, if it is off.
3. Select a Bluetooth device, and then follow the on-screen instructions.

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## Diagnositics

Use diagnostic solutions to test hardware components and report operating-system-controlled settings that interfere with the correct operation of your computer.

### Lenovo diagnostic tools

For information about Lenovo diagnostic tools, go to:  
<https://pcsupport.lenovo.com/lenovodiagnositicsolutions>

### The Vantage app

The Vantage app is preinstalled on your computer. To diagnose problems with the Vantage app:

1. Type Vantage in the Windows search box and press Enter.
2. Follow the on-screen instructions and run a hardware scan.

If you are unable to isolate and resolve the problem after running the Vantage app, save and print the log files created by the program. You might need the log files when you speak to a Lenovo technical support representative.

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## Troubleshooting and FAQs

This section lists online access to troubleshoot your computer and to frequently asked questions in Lenovo forums. For more information, go to: <https://www.lenovo.com/tips>, or <https://forums.lenovo.com>.

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## Recovery

Use the following recovery options to reset or restore your computer when your computer comes with issues.

- Use Lenovo recovery options.

1. Go to <https://support.lenovo.com/HowToCreateLenovoRecovery>.
  2. Follow the on-screen instructions.
- Use Windows recovery options.
    1. Go to <https://pcsupport.lenovo.com>.
    2. Detect your computer or manually select your computer model.
    3. Navigate to the troubleshooting menu to diagnose the operating system for recovery instructions.



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## Chapter 3. Advanced configurations

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### Set the power plan

For ENERGY STAR® compliant computers, the following power plan takes effect when your computers have been idle for a specified duration:

- Turn off the display: After 10 minutes
- Put the computer to sleep: After 25 minutes

To awaken the computer from Sleep mode, press any key on your keyboard.

To reset the power plan:

1. Type Power Option in the Windows search box and then press Enter.
2. Choose or customize a power plan of your preference.

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### Intel Turbo Boost Technology

Intel Turbo Mode capability is designed to allow the processor to assess its own thermals, current, and power to come up with a dynamic upper limit on its frequency. This means that the processor can run at frequency higher than the advertised base frequency, and at any frequency in the inclusive range between maximum turbo frequency and the advertised base frequency at any time.

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### Use software security solutions

The following software solutions help secure your computer and information.

- **Windows Security**

Windows Security is a software built-in to the operating system. It continually scans for malicious software, viruses, and other security threats. Besides, Windows updates are downloaded automatically to help keep your computer safe. Windows Security also enables you to manage tools including firewall, account protection, application and browser control, and so on.

- **Antivirus programs**

Lenovo preinstalls a full-version antivirus software on selected models of computer. It helps defend the computer against viruses, safeguard your identity, and keep your personal information secured.

- **Absolute Persistence**

Absolute Persistence technology is embedded in firmware. It detects changes that happen on the hardware, software, or the call-in location. It keeps you always knowing what condition the computer is in. To activate the technology, you have to purchase a subscription to Absolute.

**Note:** For more information about how to use these software solutions, refer to their help systems respectively.

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### Use BIOS security solutions

This section provides BIOS solutions to secure your computer and information.

#### Wipe the storage drive data

It is recommended that you wipe the storage drive data before recycling the storage drive or the computer.

To wipe the storage drive data:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Security** → **secure wipe** → **Enabled**.
3. Press F10 or Fn+F10 to save the changes and exit.
4. Restart the computer. When the logo screen is displayed, press F12 or Fn+F12.
5. Select **App Menu** → **secure wipe** and press Enter.
6. Select the storage drive you will wipe and click **NEXT**.
7. Select the entire storage drive or partition to wipe as desired.
8. Select the method as desired and click **NEXT**.
9. Click **Yes** to confirm your option when the prompting window is displayed.
10. If you have set a hard disk password for the storage drive, enter the password. Otherwise, set a temporary password following the on-screen instructions. Then, click **NEXT**. The wiping process begins.

**Note:** Duration of the wiping process varies depending on the storage drive capacity.

11. Click **Reboot** when you are prompted to reset the system, and then one of the following will happen:
  - If the system storage drive data is wiped, you will be prompted that no operating system is found.
  - If the non-system storage drive data is wiped, the computer restarts automatically.

### Cover presence switch

The cover presence switch prevents the computer from logging in to the operating system when the computer cover is not properly installed or closed.

To enable the cover presence switch connector on the system board:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Security** → **Cover Tamper Detected** and press Enter.
3. Select **Enabled** and press Enter.
4. Press F10 or Fn+F10 to save the changes and exit.

If the cover presence switch is enabled and the computer cover is not correctly installed or closed, an error message will be displayed when you turn on the computer. To bypass the error message and log in to the operating system:

1. Properly install or close the computer cover.
2. Enter the BIOS menu, save and then exit.

### Intel BIOS guard

The Intel® BIOS Guard module cryptographically verifies all BIOS updates. This hardware-based security helps prevent software and malware attacks on the computers BIOS.

### Smart USB Protection

The Smart USB Protection function is a security function that helps prevent data from being copied from the computer to USB storage devices connected to the computer. You can set the Smart USB Protection function to one of the following modes:

- **Disabled** (default setting): You can use the USB storage devices without limitation.
- **Read Only:** You cannot copy data from the computer to the USB storage devices. However, you can access or modify data on the USB storage devices.
- **No Access:** You cannot access the USB storage devices from the computer.

To configure the Smart USB Protection function:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Security** → **Smart USB Protection** and press Enter.
3. Select the desired setting and press Enter.
4. Press F10 or Fn+F10 to save the changes and exit.

---

## UEFI BIOS passwords

You can set passwords in UEFI (Unified Extensible Firmware Interface) BIOS (Basic Input/Output System) to strengthen the security of your computer.

### Password types

You can set a power-on password, supervisor password, or hard disk password in UEFI BIOS to prevent unauthorized access to your computer. However, you are not prompted to enter any UEFI BIOS password when your computer resumes from sleep mode.

- Power-on password

When a power-on password is set, you are prompted to enter a valid password each time the computer is turned on.

- Supervisor password

Setting a supervisor password deters unauthorized users from changing configuration settings. If you are responsible for maintaining the configuration settings of several computers, you might want to set a supervisor password.

When a supervisor password is set, you are prompted to enter a valid password each time you try to enter the BIOS menu.

If both the power-on password and supervisor password are set, you can enter either password. However, you must use your supervisor password to change any configuration settings.

- Hard disk password

Setting a hard disk password prevents unauthorized access to the data on the storage drive. When a hard disk password is set, you are prompted to enter a valid password each time you try to access the storage drive.

**Note:** After you set a hard disk password, your data on the storage drive is protected even if the storage drive is removed from one computer and installed in another.

### Set, change, and remove a password

Before you start, print these instructions.

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Security**.
3. Depending on the password type, select **Set Supervisor Password**, **Set Power-On Password**, or **Hard Disk Password** and press Enter.
4. Follow the on-screen instructions to set, change, or remove a password.
5. Press F10 or Fn+F10 to save the changes and exit.

You should record your passwords and store them in a safe place. If you forget the passwords, contact a Lenovo-authorized service provider to have the passwords removed.

**Note:** If the hard disk password is forgotten, Lenovo cannot remove the password or recover data from the storage drive.

---

## What is UEFI BIOS

**Note:** The operating system settings might override any similar settings in UEFI BIOS.

UEFI BIOS is the first program that the computer runs when the computer is turned on. UEFI BIOS initializes the hardware components and loads the operating system and other programs. Your computer comes with a setup program with which you can change UEFI BIOS settings.

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## Enter the BIOS menu

Restart the computer. When the logo screen is displayed, press F1 or Fn+F1 to enter the BIOS menu.

**Note:** If you have set BIOS passwords, enter the correct passwords when prompted. You also can select **No** or press Esc to skip the password prompt and enter the BIOS menu. However, you cannot change the system configurations that are protected by passwords.

---

## Navigate in the BIOS interface

**Attention:** The default configurations are already optimized for you in **boldface**. Improper change of the configurations might cause unexpected results.

Depending on your keyboard, you can navigate in the BIOS interface by pressing the following keys, or combinations of Fn and the following keys:

Key	Function
F1 or Fn+F1	General Help
Esc or Fn+Esc	Exit the submenu
↑ ↓ or Fn+↑ ↓	Locate an item
← → or Fn+← →	Move keyboard focus
+/- or Fn++/-	Change value
Enter	Enter the submenu
F9 or Fn+F9	Setup Defaults
F10 or Fn+F10	Save and exit

---

## Change the display language of UEFI BIOS

UEFI BIOS supports three or four display languages: English, French, simplified Chinese, and Russian (for selected models).

To change the display language of UEFI BIOS:

1. Select **Main** → **Language** and press Enter.
2. Set the display language as desired.

---

## Set the system date and time

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Main** → **System Time & Date** and press Enter.
3. Set the system date and time as desired.

4. Press F10 or Fn+F10 to save the changes and exit.

---

## Change the boot priority order

If the computer does not boot from a device as expected, you can change the boot priority order permanently or select a temporary boot device.

### Change the boot priority order permanently

1. Depending on the type of the storage device, do one of the following:
  - If the storage device is internal, go to step 2.
  - If the storage device is a disc, ensure that the computer is on or turn on the computer. Then, insert the disc into the optical drive.
  - If the storage device is an external device other than a disc, connect the storage device to the computer.
2. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
3. Select **Startup → Boot Priority Order**, and then follow the on-screen instructions to change the boot priority order.
4. You can also select the first priority device group by selecting **Startup → First Boot Device**, and then follow the on-screen instructions to select the first boot device within this group. Your computer will boot from the first boot device before trying the boot priority order you set in the previous step.
5. Press F10 or Fn+F10 to save the changes and exit.

### Select a temporary boot device

**Note:** Not all discs and storage drives are bootable.

1. Depending on the type of the storage device, do one of the following:
  - If the storage device is internal, go to step 2.
  - If the storage device is a disc, ensure that the computer is on or turn on the computer. Then, insert the disc into the optical drive.
  - If the storage device is an external device other than a disc, connect the storage device to the computer.
2. Restart the computer. When the logo screen is displayed, press F12 or Fn+F12.
3. Select the storage device as desired and press Enter.

If you want to change the boot priority order permanently, select **Enter Setup** on Startup Device Menu and press Enter to enter the BIOS menu.

---

## Enable or disable the configuration change detection feature

If you enable configuration change detection, when the POST detects configuration changes of some hardware devices (such as storage drives or memory modules), an error message will be displayed when you turn on the computer.

To enable or disable the configuration change detection feature:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Security → Configuration Change Detection** and press Enter.
3. Enable or disable the feature as desired.
4. Press F10 or Fn+F10 to save the changes and exit.

To bypass the error message and log in to the operating system, press F2 or Fn+F2. To clear the error message, enter the BIOS menu, save and then exit.

---

## Enable or disable the automatic power-on feature

The Automatic Power On item in UEFI BIOS provides various options for you to make your computer start up automatically.

To enable or disable the automatic power-on feature:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Power → Automatic Power On** and press Enter.
3. Select the feature as desired and press Enter.
4. Enable or disable the feature as desired.
5. Press F10 or Fn+F10 to save the changes and exit.

---

## Enable or disable the smart power-on feature (for selected models)

Ensure that the keyboard is connected to a USB connector supporting the smart power-on feature. With the smart power-on feature enabled, you can start up or wake up the computer from the hibernation mode by pressing Alt+P.

To enable or disable the smart power-on feature:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Power → Smart Power On** and press Enter.
3. Enable or disable the feature as desired.
4. Press F10 or Fn+F10 to save the changes and exit.

---

## Enable or disable the ErP LPS compliance mode

Lenovo computers meet the eco-design requirements of the ErP Lot 3 regulation. For more information, go to:

<https://www.lenovo.com/us/en/compliance/eco-declaration>

You can enable the ErP LPS compliance mode to reduce the consumption of electricity when the computer is off or in sleep mode.

To enable or disable the ErP LPS compliance mode:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Power → Enhanced Power Saving Mode** and press Enter.
3. Depending on whether you select **Enabled** or **Disabled**, do one of the following:
  - If you select **Enabled**, press Enter. Then, select **Power → Automatic Power On** and press Enter. Check whether the Wake on LAN feature is disabled automatically. If no, disable it.
  - If you select **Disabled**, press Enter. Then, go to the next step.
4. Press F10 or Fn+F10 to save the changes and exit.

When the ErP LPS compliance mode is enabled, you can wake up the computer by doing one of the following:

- Press the power button.

- Enable the Wake Up on Alarm feature to make the computer wake up at a set time.

To meet the off mode requirement of ErP compliance, you need to disable the Fast Startup function.

1. Go to **Control Panel** and view by large icons or small icons.
2. Click **Power Options** → **Choose what the power buttons do** → **Change settings that are currently unavailable**.
3. Clear the **Turn on fast startup (recommended)** option from the **Shutdown settings** list.

---

## Change the ITS performance mode

You can adjust the acoustic and thermal performance of your computer by changing the ITS performance mode. Three options are available:

- **Balance mode:** The computer works at the balance mode with balanced noise and better performance.
- **Performance mode** (default setting): The computer works at the best performance with normal acoustic level.

**Note:** The term “best” only refers to the best effect among different settings of the product itself.

- **Full Speed:** All fans in the computer will run at full speed.

To change the ITS performance mode:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Power** → **Intelligent Cooling** and press Enter.
3. Select **Performance Mode** and press Enter.
4. Set the performance mode as desired.
5. Press F10 or Fn+F10 to save the changes and exit.

---

## Change BIOS settings before installing a new operating system

BIOS settings vary by operating system. Change the BIOS settings before installing a new operating system.

Microsoft constantly makes updates to the Windows operating system. Before installing a particular Windows version, check the compatibility list for the Windows version. For details, go to: <https://support.lenovo.com/us/en/solutions/windows-support>

To change the BIOS settings:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. From the main interface, select **Security** → **Secure Boot** and press Enter.
3. Depending on the operating system to be installed, do one of the following:
  - To install a Windows operating system that supports secure boot, select **Enabled** for **Secure Boot**.
  - To install an operating system that does not support secure boot, such as some Linux operating systems, select **Disabled** for **Secure Boot**.
4. Press F10 or Fn+F10 to save the changes and exit.

---

## Update UEFI BIOS

When you install a new program, device driver, or hardware component, you might need to update UEFI BIOS. You can update the BIOS from your operating system or a flash update disc (supported only on selected models).

Download and install the latest UEFI BIOS update package by one of the following methods:

- From the Vantage app:  
Open the Vantage app to check the available update packages. If the latest UEFI BIOS update package is available, follow the on-screen instructions to download and install the package.
- From the Lenovo Support Web site:
  1. Go to <https://pcsupport.lenovo.com>.
  2. Download the flash BIOS update driver for the operating system version or the ISO image version (used to create a flash update disc). Then, download the installation instructions for the flash BIOS update driver you have downloaded.
  3. Print the installation instructions and follow the instructions to update the BIOS.

---

## Customize BIOS Defaults

The feature provides a solution to backup your preferred BIOS Setup settings. It helps you to save the BIOS Setup settings as customized BIOS default settings, load them to current BIOS settings when needed, and reset the settings to Setup Defaults.

### Save the customized settings configuration

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1 to enter the BIOS menu.
2. Select **Exit → Save Custom Defaults**.
3. Click **Yes** to save the settings configuration you customized.

### Load the customized settings configuration

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1 to enter the BIOS menu.
2. Select **Exit → Load Custom Defaults**.
3. Click **Yes** to load the customized settings configuration you saved.

You can also press F9 and click **Custom Defaults** to load the the customized settings configuration.

**Note:** **Load Custom Defaults** is unavailable if no customized BIOS default settings are saved.

### Reset the settings configuration to Setup Defaults

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1 to enter the BIOS menu.
2. Select **Exit → Load Factory Defaults**.
3. Click **Yes** to reset the settings configuration to Setup Defaults.

You can also press F9 and click **Factory Defaults** to reset the settings configuration to Setup Defaults.

---

## Recover from a BIOS update failure

1. Remove all media from the drives and turn off all connected devices.
2. Insert the BIOS update disc into the optical drive, and then turn off the computer.
3. Disconnect all power cords from electrical outlets. Then, remove any parts that impede access to the Clear CMOS/Recovery jumper.
4. Move the jumper from the standard position to the maintenance position.
5. Reconnect the power cords for the computer and the monitor to electrical outlets.
6. Turn on the computer and the monitor. When the computer beeps, the recovery process begins.



7. After the recovery process is completed, the computer will be turned off automatically.  
**Note:** Depending on the computer model, the recovery process will take two to three minutes.
  8. Disconnect all power cords from electrical outlets.
  9. Move the jumper back to the standard position.
  10. Reinstall all the parts that have been removed. Then, reconnect the power cords for the computer and the monitor to electrical outlets.
  11. Turn on the computer and the monitor. When the logo screen is displayed, press F1 or Fn+F1.
  12. To prevent data loss, ensure that BIOS settings are restored to an earlier point.
- 

## Clear CMOS

1. Remove all media from the drives and turn off all connected devices and the computer.
2. Disconnect all power cords from electrical outlets. Then, remove any parts that impede access to the Clear CMOS/Recovery jumper.
3. Move the jumper from the standard position to the maintenance position.
4. Reconnect the power cords for the computer and the monitor to electrical outlets.
5. Turn on the computer and the monitor. When the computer beeps, wait for approximately 10 seconds.
6. Turn off the computer by holding the power button for approximately four seconds.
7. Disconnect all power cords from electrical outlets.
8. Move the jumper back to the standard position.
9. Reinstall all the parts that have been removed. Then, reconnect the power cords for the computer and the monitor to electrical outlets.
10. Turn on the computer and the monitor. When the logo screen is displayed, press F1 or Fn+F1.
11. To prevent data loss, ensure that BIOS settings are restored to an earlier point.



---

## Chapter 4. CRU replacement

Customer Replaceable Units (CRUs) are parts that can be replaced by the customer. Lenovo computers contain the following types of CRUs:

- **Self-service CRUs:** Refer to parts that can be replaced easily by customer themselves or by trained service technicians at an additional cost.
- **Optional-service CRUs:** Refer to parts that can be replaced by customers with a greater skill level. Trained service technicians can also provide service to replace the parts under the type of warranty designated for the customer's machine.

If you intend on installing the CRU, Lenovo will ship the CRU to you. CRU information and replacement instructions are shipped with your product and are available from Lenovo at any time upon request. You might be required to return the defective part that is replaced by the CRU. When return is required: (1) return instructions, a prepaid shipping label, and a container will be included with the replacement CRU; and (2) you might be charged for the replacement CRU if Lenovo does not receive the defective CRU within thirty (30) days of your receipt of the replacement CRU. For full details, see the Lenovo Limited Warranty documentation at:

[https://www.lenovo.com/warranty/llw\\_02](https://www.lenovo.com/warranty/llw_02)

---

### CRU list

The following is the CRU list of your computer.

#### Self-service CRUs

- ac power adapter
- Adapter cage\*
- Cable lock\*
- Coin-cell battery
- External dongle\*
- External Wi-Fi antenna\*
- Hard disk drive\*
- Hard disk drive cage\*
- Internal speaker
- Keyboard\*
- M.2 solid-state drive\*
- Memory module
- Mouse\*
- Power cord
- System fan
- Top cover
- Vertical stand\*
- VESA® mount bracket\*

\* for selected models

---

## Power adapter and power cord (without bracket)

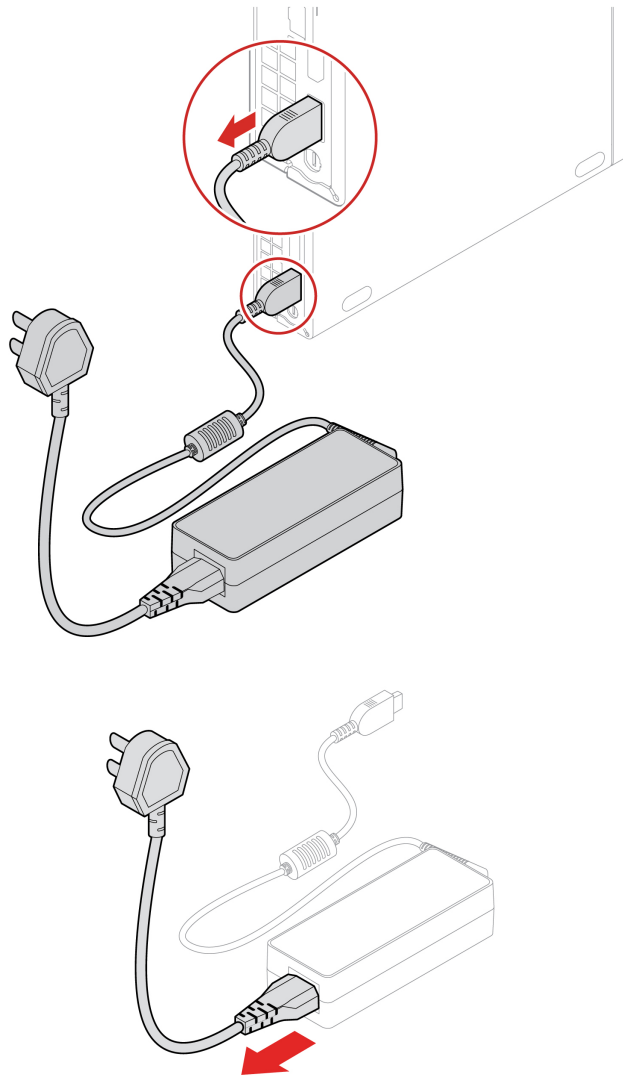
### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect the computer from ac power and all connected cables.

### Removal steps



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## Vertical stand

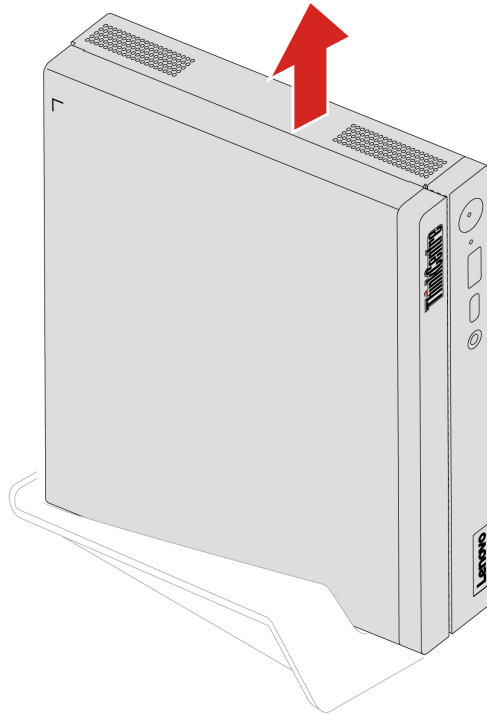
### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect the computer from ac power and all connected cables.

### Removal step



---

## Power adapter and power cord (with bracket)

### Prerequisite

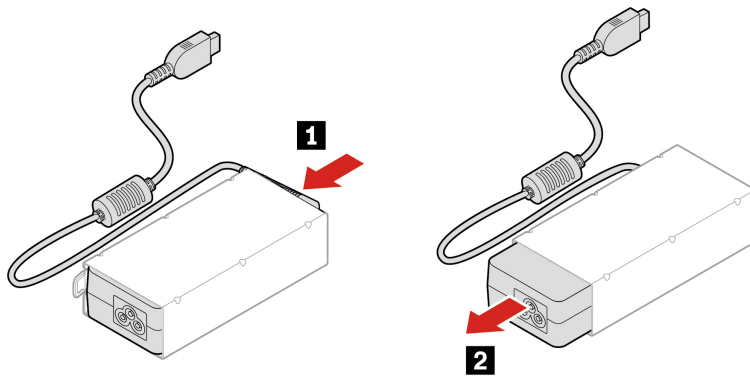
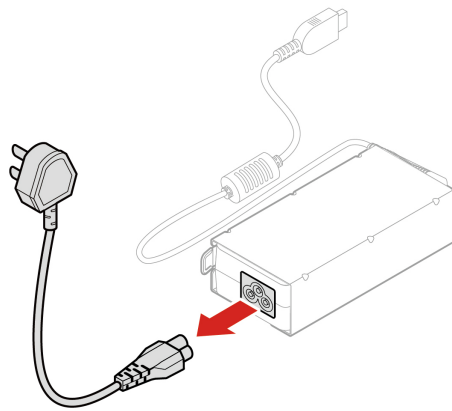
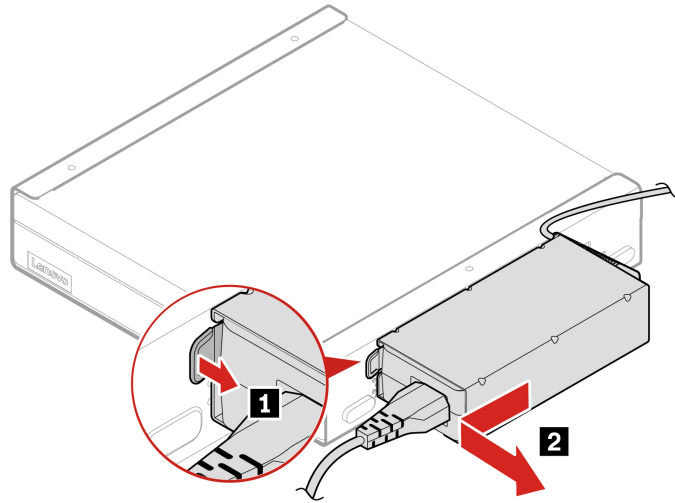
Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

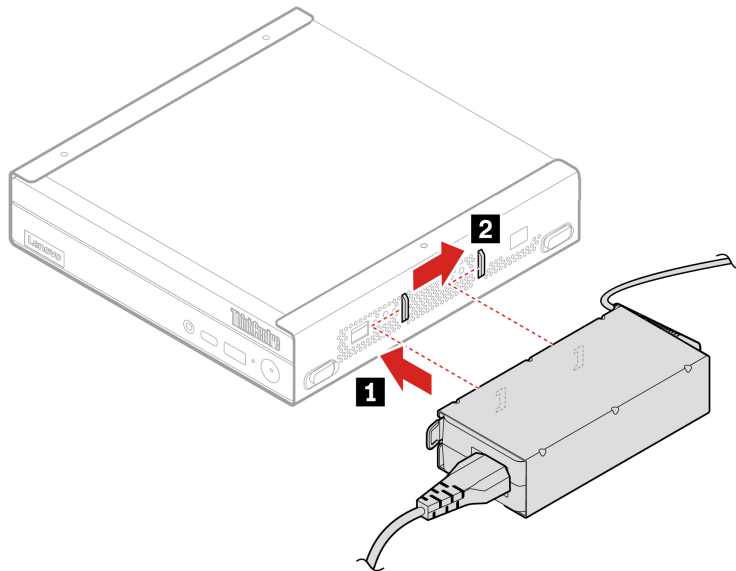
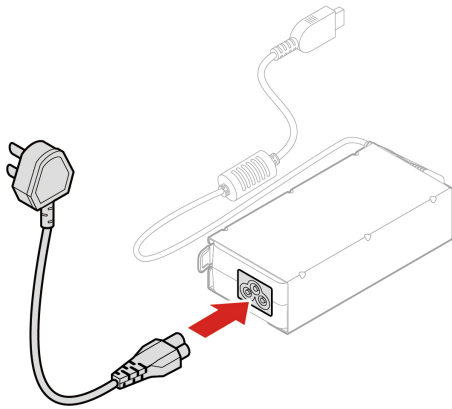
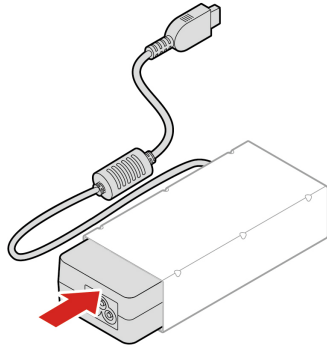
For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect the computer from ac power and all connected cables.

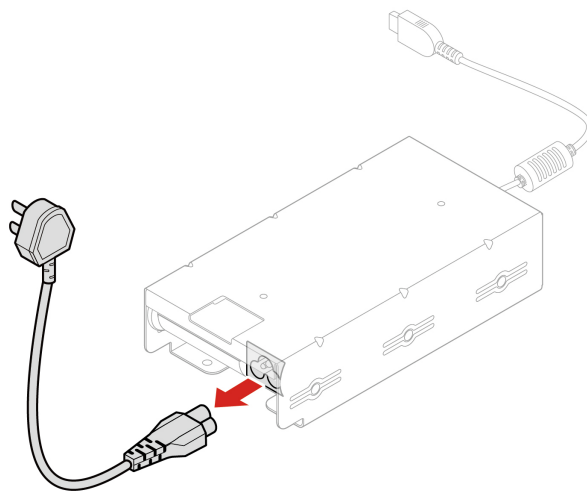
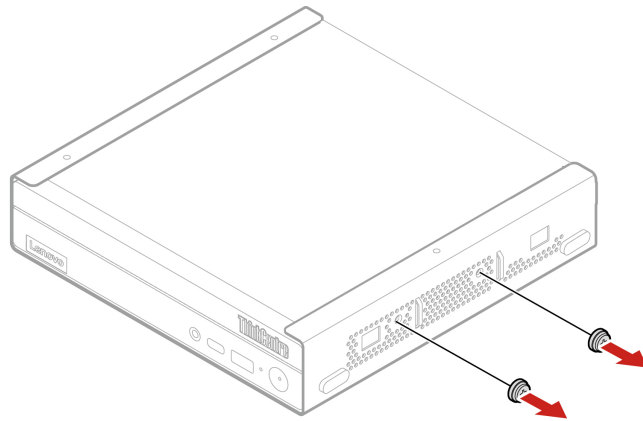
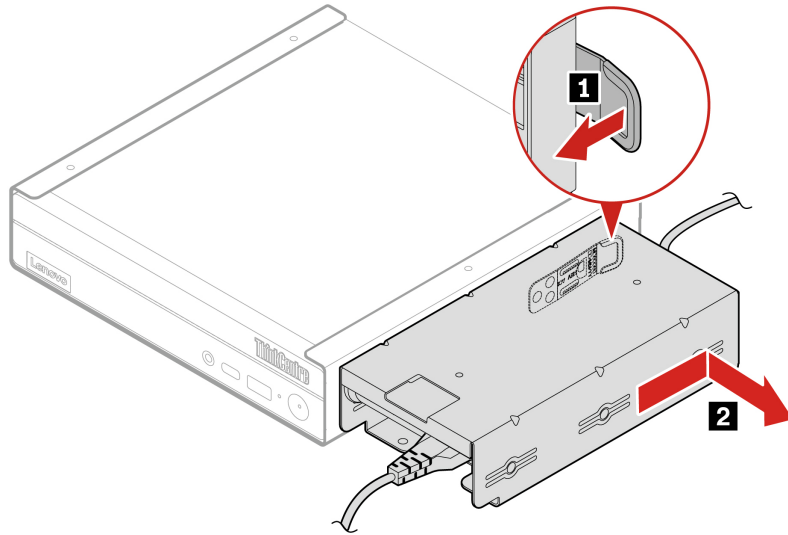
### Replacement procedure

- **Type-1**

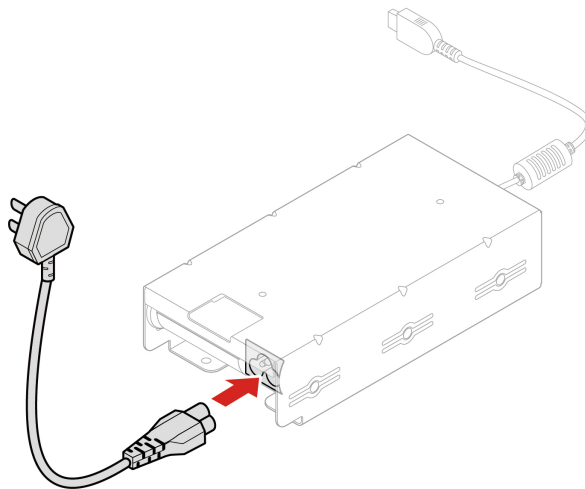
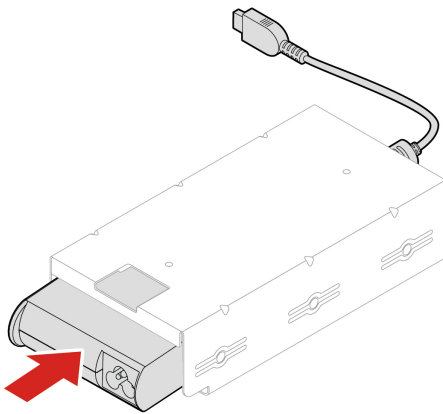
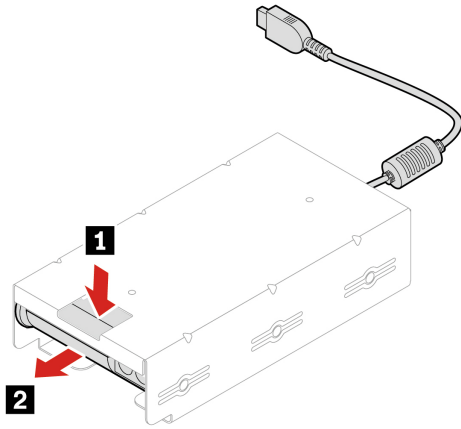


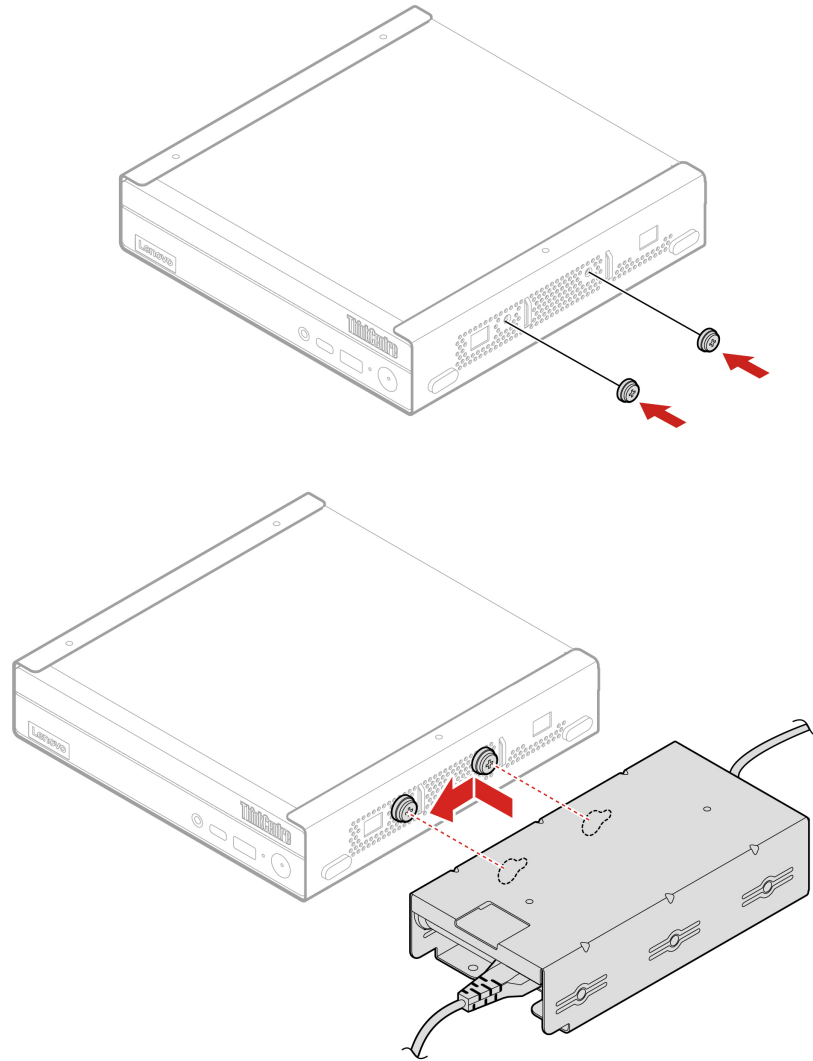


- Type-2









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## VESA mount bracket

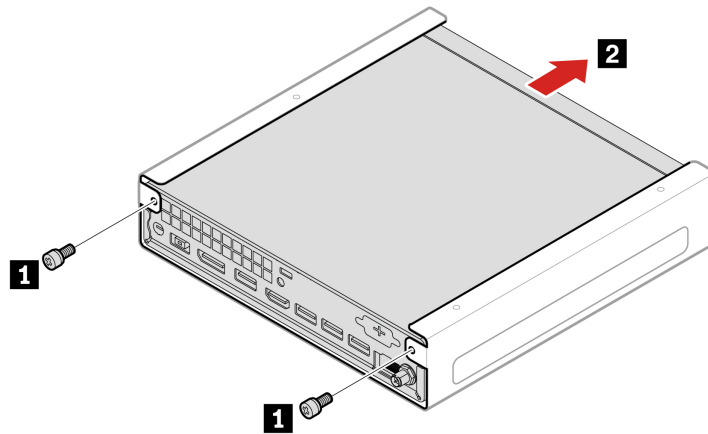
### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect the computer from ac power and all connected cables.

## Removal steps



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## External Wi-Fi antenna

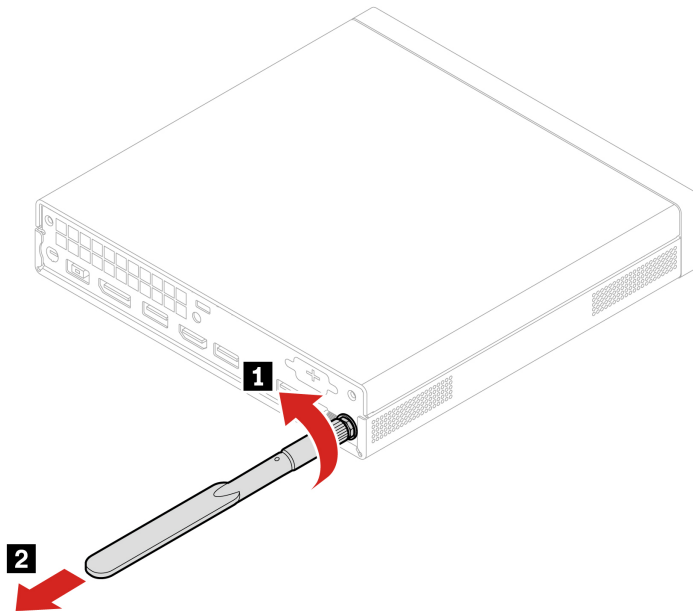
### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect the computer from ac power and all connected cables.

### Removal steps



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## Top cover

### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

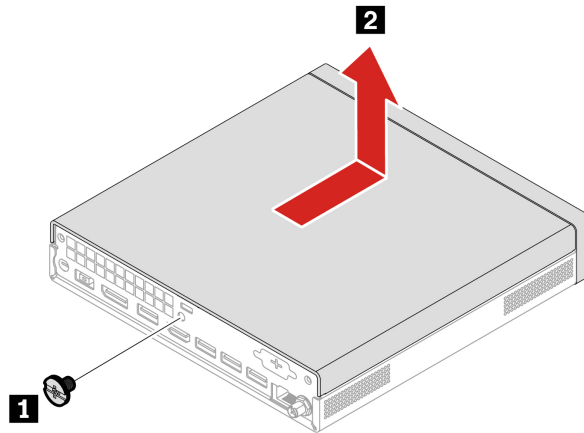


Before you open the top cover, turn off the computer and wait several minutes until the computer is cool.

For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect the computer from ac power and all connected cables.
3. Unlock any locking device that secures the top cover.
4. Remove these parts, if any:
  - “VESA mount bracket” on page 28
  - “Vertical stand” on page 23
  - “External Wi-Fi antenna” on page 29

### Removal steps



---

## Hard disk drive and hard disk drive bracket

### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

**Attention:** The internal storage drive is sensitive. Inappropriate handling might cause damage and permanent loss of data. When handling the internal storage drive, observe the following guidelines:

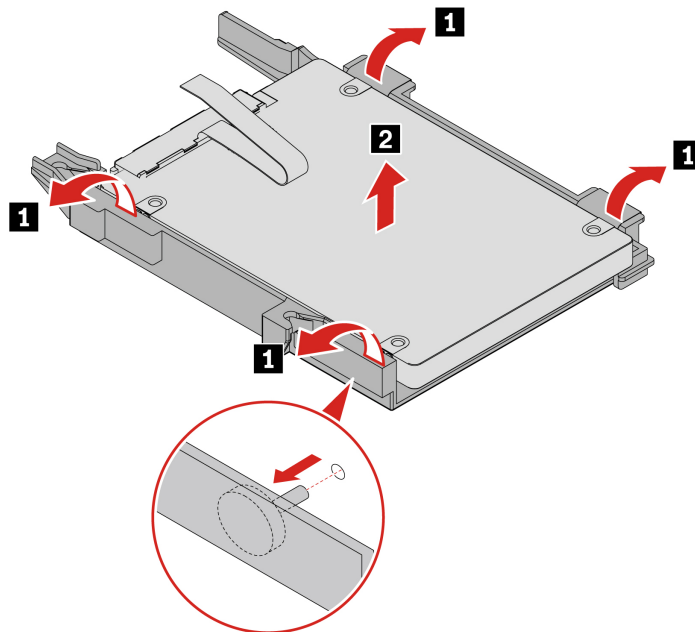
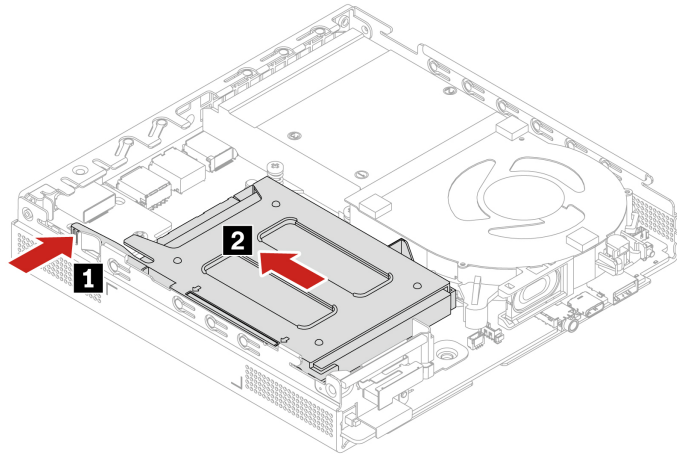
- Replace the internal storage drive only for repair. The internal storage drive is not designed for frequent changes or replacement.
- Before replacing the internal storage drive, make a backup copy of all the data that you want to keep.
- Do not touch the contact edge of the internal storage drive. Otherwise, the internal storage drive might get damaged.

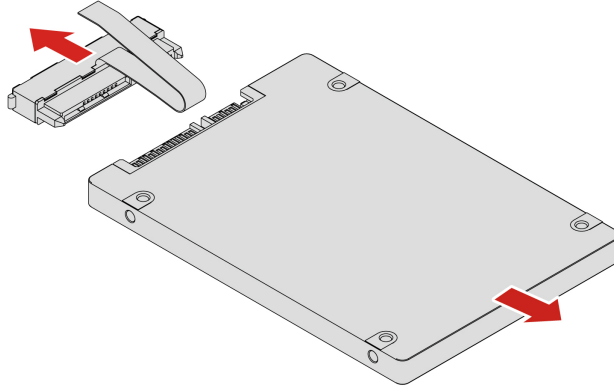
- Do not apply pressure to the internal storage drive.
- Do not make the internal storage drive subject to physical shocks or vibration. Put the internal storage drive on a soft material, such as cloth, to absorb physical shocks.

For access, do the following:

1. Remove the computer cover. See “Top cover” on page 30.
2. Disconnect the hard disk drive cable from the system board.

### Replacement procedure





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## Coin-cell battery

### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

Your computer has a special type of memory that maintains the date, time, and settings for built-in features, such as parallel connector assignments (configurations). A coin-cell battery keeps this information active when you turn off the computer.

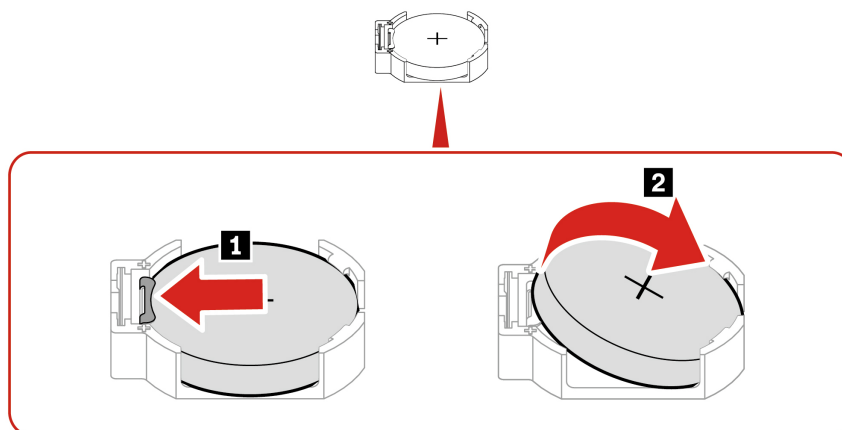
The coin-cell battery normally requires no charging or maintenance throughout its life; however, no coin-cell battery lasts forever. If the coin-cell battery fails, the date and time information is lost. An error message is displayed when you turn on the computer.

To dispose of the coin-cell battery, refer to the “Lithium coin-cell battery notice” in the *Safety and Warranty Guide*.

For access, remove the following parts in order, if any:

- “Computer cover” on page 30.
- “Hard disk drive and hard disk drive bracket” on page 30

### Removal steps



**Note:** After installing a new coin-cell battery, reset the system date and time in the UEFI BIOS menu.

---

## M.2 solid-state drive

### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

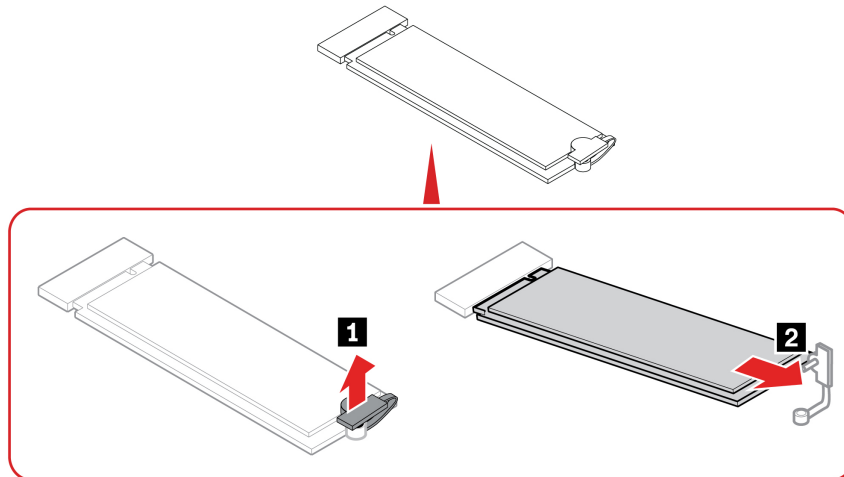
**Attention:** The M.2 solid-state drive is sensitive. Inappropriate handling might cause damage and permanent loss of data. When handling the M.2 solid-state drive, observe the following guidelines:

- Replace the M.2 solid-state drive only for repair. The M.2 solid-state drive is not designed for frequent changes or replacement.
- Before replacing the M.2 solid-state drive, make a backup copy of all the data that you want to keep.
- Do not touch the contact edge of the M.2 solid-state drive. Otherwise, the M.2 solid-state drive might get damaged.
- Do not apply pressure to the M.2 solid-state drive.
- Do not make the M.2 solid-state drive subject to physical shocks or vibration. Put the M.2 solid-state drive on a soft material, such as cloth, to absorb physical shocks.

For access, remove the following parts in order:

- “Top Cover” on page 30
- “Hard disk drive” on page 30

### Removal steps



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## Internal speaker

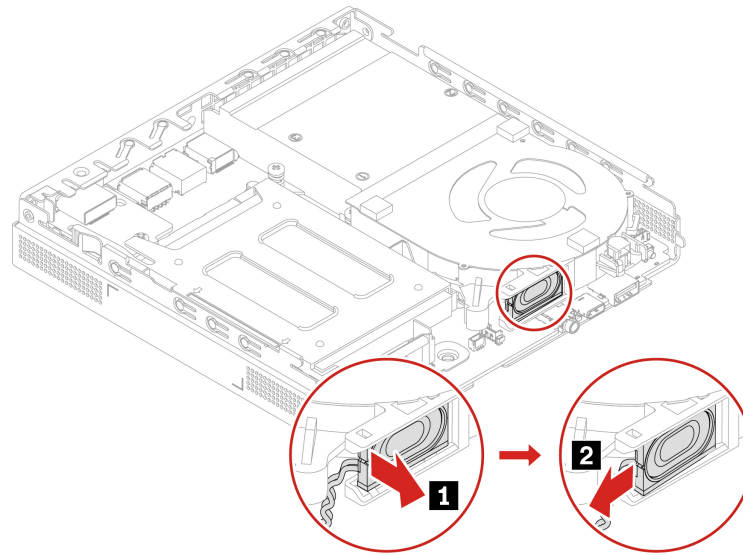
### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

1. Remove the top cover. See “Top cover” on page 30.
2. Disconnect the internal speaker cable from the internal speaker connector on the system board.

## Removal steps



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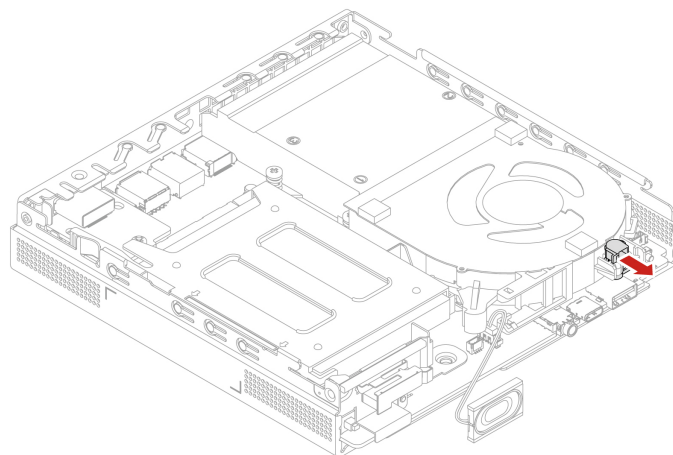
## System fan

### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

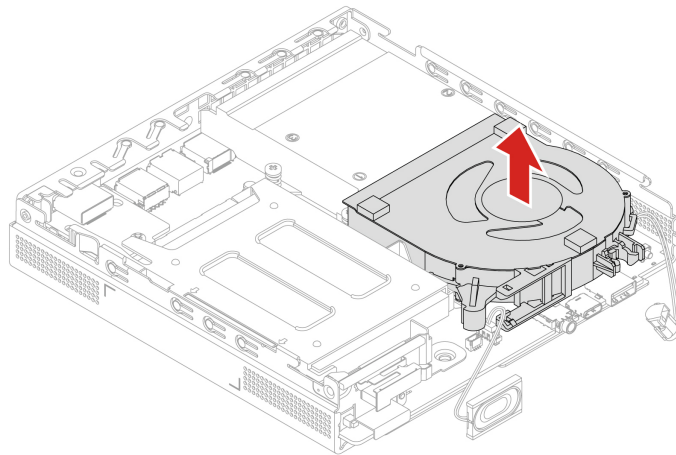
1. Remove the top cover. See “Top cover” on page 30.
2. Detach the internal speaker from system fan. See “Internal speaker” on page 33.
3. Detach the ThinkCentre LED bracket with the LED from system fan.



4. Disconnect the system fan cable from the system board.



## Replacement procedure



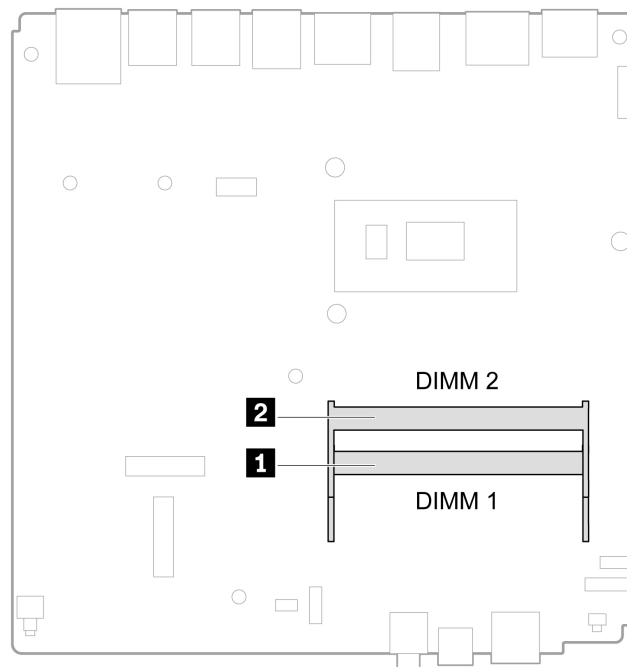
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## Memory module

### Prerequisite

Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

Ensure that you follow the installation order for memory modules shown in the following illustration.

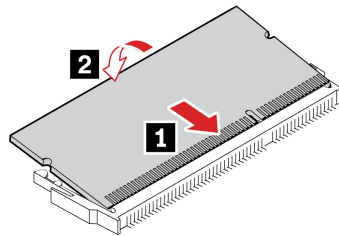
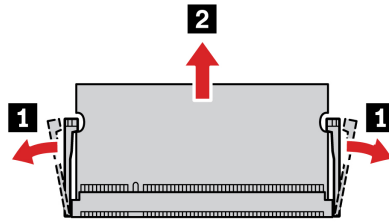


For access, remove the following parts in order:

- “Top Cover” on page 30

- “System fan” on page 34

### Replacement procedure



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## Chapter 5. Help and support

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### Self-help resources

Use the following self-help resources to learn more about the computer and troubleshoot problems.

Resources	How to access?
Troubleshooting and frequently asked questions	<ul style="list-style-type: none"><li>• <a href="https://www.lenovo.com/tips">https://www.lenovo.com/tips</a></li><li>• <a href="https://forums.lenovo.com">https://forums.lenovo.com</a></li></ul>
Accessibility information	<a href="https://www.lenovo.com/accessibility">https://www.lenovo.com/accessibility</a>
Reset or restore Windows	<ul style="list-style-type: none"><li>• Use Lenovo recovery options.<ol style="list-style-type: none"><li>1. Go to <a href="https://support.lenovo.com/HowToCreateLenovoRecovery">https://support.lenovo.com/HowToCreateLenovoRecovery</a>.</li><li>2. Follow the on-screen instructions.</li></ol></li><li>• Use Windows recovery options.<ol style="list-style-type: none"><li>1. Go to <a href="https://pcsupport.lenovo.com">https://pcsupport.lenovo.com</a>.</li><li>2. Detect your computer or manually select your computer model.</li><li>3. Navigate to the troubleshooting menu to diagnose the operating system for recovery instructions.</li></ol></li></ul>
Use the Vantage app to:	
<ul style="list-style-type: none"><li>• Configure device settings.</li><li>• Download and install UEFI BIOS, drivers and firmware updates.</li><li>• Secure your computer from outside threats.</li><li>• Diagnose hardware problems.</li><li>• Check the computer warranty status.</li><li>• Access <i>User Guide</i> and helpful articles.</li></ul>	Type Vantage in the Windows search box.
<b>Note:</b> The available features vary depending on the computer model.	
Product documentation:	
<ul style="list-style-type: none"><li>• <i>Safety and Warranty Guide</i></li><li>• <i>Generic Safety and Compliance Notices</i></li><li>• <i>Setup Guide</i></li><li>• <i>This User Guide</i></li><li>• <i>Regulatory Notice</i></li></ul>	Go to <a href="https://pcsupport.lenovo.com">https://pcsupport.lenovo.com</a> . Then, follow the on-screen instructions to filter out the documentation you want.

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Resources	How to access?
Lenovo Support Web site with the latest support information of the following:	<a href="https://pcsupport.lenovo.com">https://pcsupport.lenovo.com</a>
<ul style="list-style-type: none"> <li>• Drivers and software</li> <li>• Diagnostic solutions</li> <li>• Product and service warranty</li> <li>• Product and parts details</li> <li>• Knowledge base and frequently asked questions</li> </ul>	
Windows help information	<ul style="list-style-type: none"> <li>• Type Get Help or Tips in the Windows search box.</li> <li>• Use Windows Search or the Cortana® personal assistant.</li> <li>• Microsoft support Web site: <a href="https://support.microsoft.com">https://support.microsoft.com</a></li> </ul>

## Call Lenovo

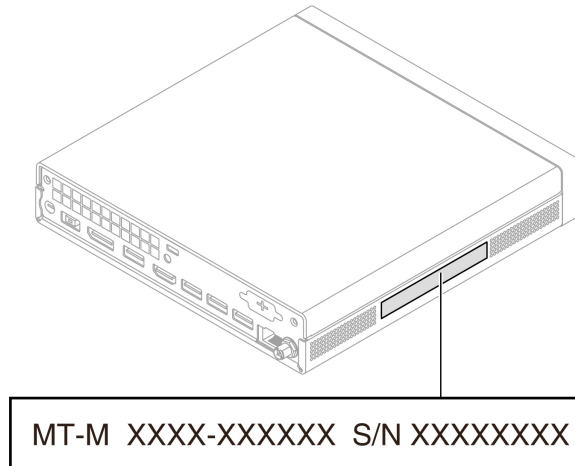
If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

### Before you contact Lenovo

Prepare the following before you contact Lenovo:

1. Record the problem symptoms and details:
  - What is the problem? Is it continuous or intermittent?
  - Any error message or error code?
  - What operating system are you using? Which version?
  - Which software applications were running at the time of the problem?
  - Can the problem be reproduced? If so, how?
2. Record the system information:
  - Product name
  - Machine type and serial number

The following illustration shows where to find the machine type and serial number of your computer.



### Lenovo Customer Support Center

During the warranty period, you can call Lenovo Customer Support Center for help.

### Telephone numbers

For a list of the Lenovo Support phone numbers for your country or region, go to:

<https://pcsupport.lenovo.com/supportphonenumberlist>

**Note:** Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

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## Certification-related information

**Product name:** ThinkCentre neo 50q Gen 4

### Machine types:

Operation system	Machine types
Windows	12LM, 12LN, 12LQ, 12LR, 12LW, 12LX, 12LY, and 12MO
Thin Client (Win10 IOT-VXL)	12M1, 12M2, 12M3, 12M4, 12LH, 12LJ, 12LK, 12LL, 12M5, 12M6, 12LS, and 12LT

Further compliance information related to your product is available at <https://www.lenovo.com/compliance>.

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## Compliance information

For more compliance information, refer to *Regulatory Notice* at <https://pcsupport.lenovo.com> and *Generic Safety and Compliance Notices* at [https://pcsupport.lenovo.com/docs/generic\\_notices](https://pcsupport.lenovo.com/docs/generic_notices).

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## **Purchase accessories**

Lenovo has a number of hardware accessories and upgrades to help expand the capabilities of your computer. Options include memory modules, storage devices, network cards, power adapters, keyboards, mice, and more.

To shop at Lenovo, go to <https://www.lenovo.com/accessories>.

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## **Purchase additional services**

During and after the warranty period, you can purchase additional services from Lenovo at: <https://pcsupport.lenovo.com/warrantyupgrade>

Service availability and service name might vary by country or region.

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## Appendix A. Notices and trademarks

### Notices

Lenovo may not offer the products, services, or features discussed in this document in all countries. Consult your local Lenovo representative for information on the products and services currently available in your area. Any reference to a Lenovo product, program, or service is not intended to state or imply that only that Lenovo product, program, or service may be used. Any functionally equivalent product, program, or service that does not infringe any Lenovo intellectual property right may be used instead. However, it is the user's responsibility to evaluate and verify the operation of any other product, program, or service.

Lenovo may have patents or pending patent programs covering subject matter described in this document. The furnishing of this document does not give you any license to these patents. You can send license inquiries, in writing, to:

*Lenovo (United States), Inc.  
8001 Development Drive  
Morrisville, NC 27560  
U.S.A.  
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