

neo 50s 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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Contents

Discover your Lenovo computer iii

Chapter 1. Meet your computer 1

Front	1
Rear	3
USB specifications	4

Chapter 2. Get started with your computer 5

Get started with Ubuntu Desktop	5
Access networks	5
Connect to the wired Ethernet	5
Connect to Wi-Fi networks (for selected models)	6
Connect an external display	6
Manage cables with a smart cable clip	6

Chapter 3. Explore your computer 7

Set the power plan	7
Transfer data	7
Connect to a Bluetooth-enabled device (for selected models)	7
Use the optical drive (for selected models)	8
Use a media card (for selected models)	8
Purchase accessories	8

Chapter 4. Secure your computer and information 9

Lock the computer	9
UEFI BIOS passwords	10
Computrace Agent software embedded in firmware (for selected models)	11
Use BIOS security solutions	11
Wipe the storage drive data	11
Cover presence switch	11
Intel BIOS guard	12
Smart USB Protection	12

Chapter 5. Advanced configurations 13

What is UEFI BIOS.	13
Enter the BIOS menu.	13
Navigate in the BIOS interface	13
Change the display language of UEFI BIOS	13
Set the system date and time	14
Change the priority boot order	14
Enable or disable the configuration change detection feature	14

Enable or disable the automatic power-on feature	15
Enable or disable the smart power-on feature (for selected models)	15
Enable or disable the ErP LPS compliance mode	15
Change the ITS performance mode	16
Change BIOS settings before installing a new operating system	16
Update UEFI BIOS.	16
Recover from a BIOS update failure	17
Clear CMOS	17

Chapter 6. Troubleshooting, diagnostics, and recovery 19

Basic procedure for resolving computer problems	19
Troubleshooting	19
Startup problems	19
Audio problems	20
Network problems	20
Performance problems	21
Storage drive problems	21
CD or DVD problems	22
Serial connector problems	23
USB device problems	23
Software problems	23
Lenovo diagnostic tools	23

Chapter 7. CRU replacement 25

CRU list	25
Remove or replace a CRU.	26
Vertical stand	26
Computer cover	26
Front bezel	27
Hard disk drive	28
Optical drive	32
Memory module	34
M.2 solid-state drive	35
Heat-sink-and-fan assembly	36
PCI-Express connector cable	38
PCI-Express card	38
Power supply assembly	39

Chapter 8. Help and support 41

Self-help resources	41
Call Lenovo	42
Before you contact Lenovo	42
Lenovo Customer Support Center	42

Purchase additional services. 43

**Appendix A. Supplemental
information about the Ubuntu operating
system 45**

**Appendix B. Compliance
information. 47**

**Appendix C. Notices and
trademarks. 49**

Discover your Lenovo computer

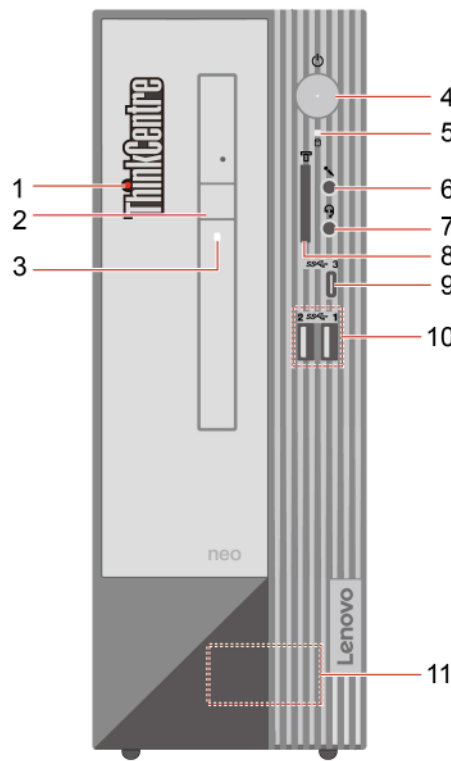
Thank you for choosing a Lenovo computer! We are dedicated to delivering the best solution to you.

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>.

Chapter 1. Meet your computer

Front



1. ThinkCentre® LED	2. Optical drive eject button*
3. Optical drive activity indicator*	4. Power button with power indicator
5. Storage drive activity indicator	6. Microphone connector
7. Headset connector	8. SD-card slot*
9. USB-C® (3.2 Gen 1) connector	10. USB 3.2 connectors Gen 1
11. Internal speaker*	

* for selected models

Power indicator

Show the system status of your computer.

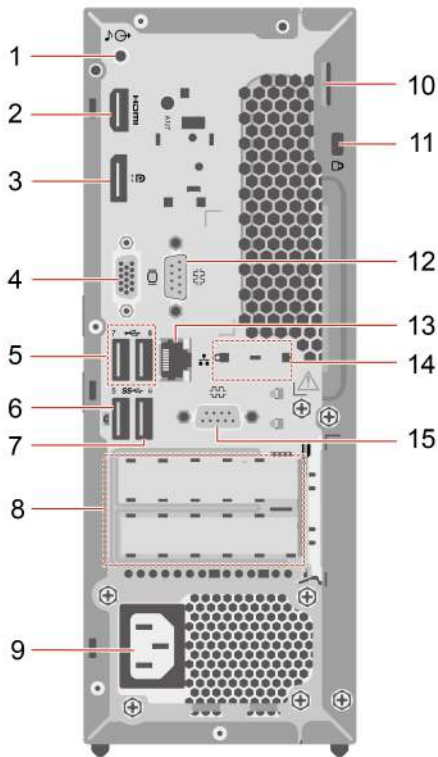
- **On:** The computer is starting up or working.
- **Off:** The computer is off or in hibernation mode.
- **Blinking:** The computer is in sleep mode.

Related topics

- “USB specifications” on page 4.
- “Use the optical drive (for selected models)” on page 8.

- “Use a media card (for selected models)” on page 8.

Rear



Item	Description	Item	Description
1.	Audio line-out connector	2.	HDMI™ out connector
3.	DisplayPort™ out connector	4.	VGA-out connector
5.	USB 2.0 connectors	6.	USB 3.2 connector Gen 1 (with smart power-on feature)
7.	USB 3.2 connector Gen 1	8.	PCI-Express card area
9.	Power cord connector	10.	Padlock loop
11.	Security-lock slot	12.	Serial connector*
13.	Ethernet connector	14.	Smart cable clip slots*
15.	Serial connector*		

* for selected models

Serial connector

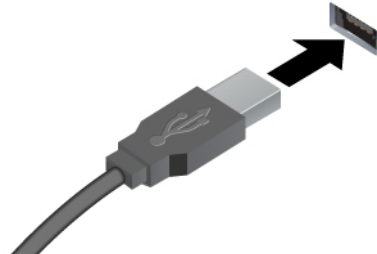
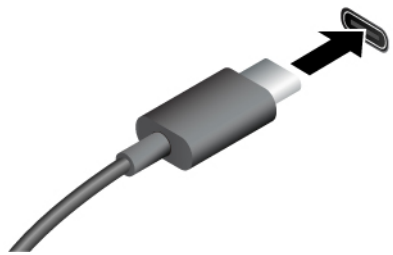
Connect an external modem, a serial printer, or other devices that use a serial connector.

Related topics

- “Lock the computer” on page 9.
- “Connect an external display” on page 6.
- “USB specifications” on page 4.
- “Enable or disable the smart power-on feature (for selected models)” on page 15.

USB specifications

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

Connector name	Description
 •  USB 2.0 connector •  USB 3.2 connector Gen 1	Connect USB-compatible devices, such as a USB keyboard, USB mouse, USB storage device, or USB printer.
 •  USB-C (3.2 Gen 1) connector	• Charge USB-C compatible devices with the output voltage and current of 5 V and 3 A. • Connect to USB-C accessories to help expand your computer functionality. To purchase USB-C accessories, go to https://www.lenovo.com/accessories.

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.

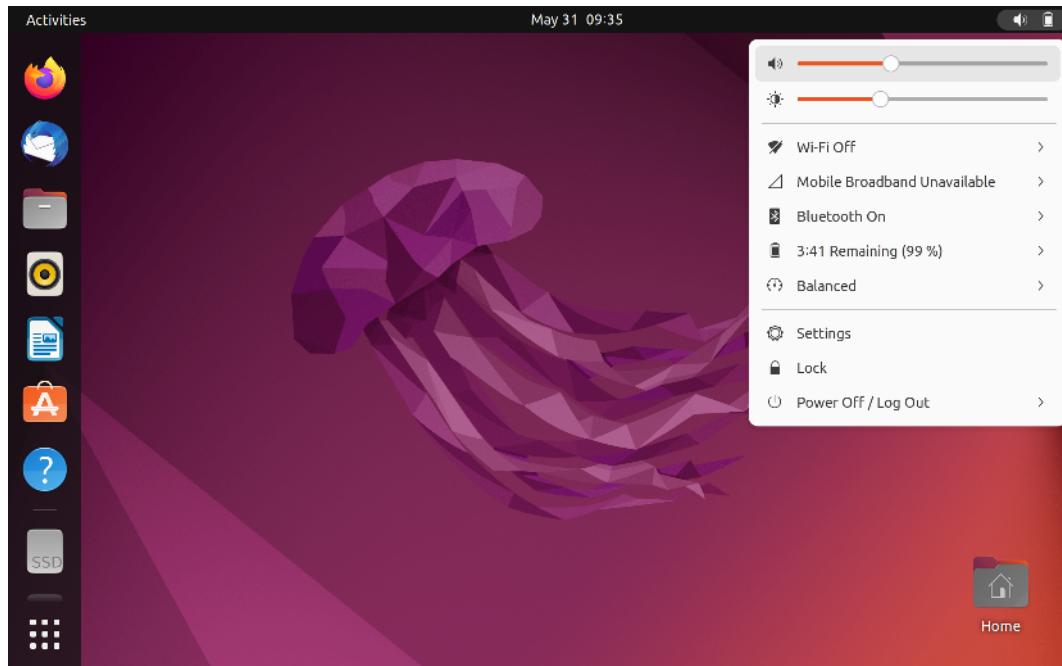
USB device	Data rate (Gbit/s)
3.2 Gen 1 / 3.1 Gen 1	5
3.2 Gen 2 / 3.1 Gen 2	10
3.2 Gen 2 × 2	20
Thunderbolt 3	40
Thunderbolt 4	40

Chapter 2. Get started with your computer

Get started with Ubuntu Desktop

Learn the basics of Ubuntu and start working with it right away. For more information about Ubuntu, see the Ubuntu documentation site at: <https://help.ubuntu.com/its/ubuntu-help/index.html>.

The Gnome desktop is installed by default and is designed to be simple and easy to use. Details on using Gnome are available by launching the Help application or online at <https://help.gnome.org/users/>.



Launch an app

- Press the Super key (with the Windows logo) or open the Activities menu on the top left and type in the name of the application you want to launch.
- Click the **Show Applications** button on the lower left, and select the application you want to launch.

Launch settings

Open the system menu from the top-right corner and click **Settings**.

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)

If your computer includes a wireless LAN module, you can connect your computer to Wi-Fi® networks.

1. Open the system menu from the top-right corner and expand the Wi-Fi section of the menu.
2. Click **Select Network**. A list of available wireless networks is displayed.
3. Select a network available for connection. Provide required information, if needed.

Connect an external display

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

Change display settings

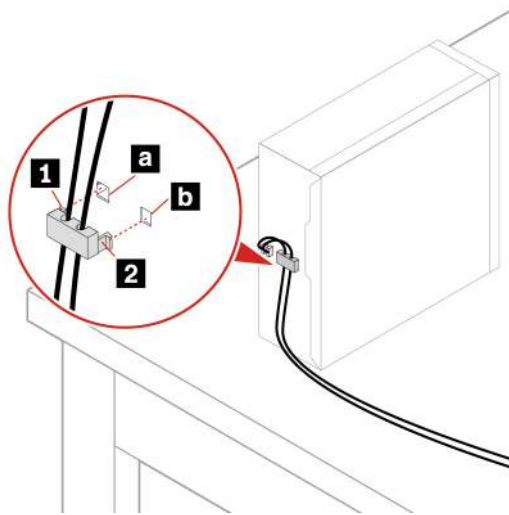
Right-click a blank area on the desktop and select **Display settings**. Then, you can change display settings as you prefer.

Manage cables with a smart cable clip

Note: You can purchase a smart cable clip from Lenovo.

To manage cables of devices (such as the keyboard and the mouse) with a smart cable clip:

1. Pull the cables through the dents in the clip.
2. Install the clip as shown.



Chapter 3. Explore your computer

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 5 minutes
- Put the computer to sleep: After 20 minutes

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

To reset the power plan to achieve the best balance between performance and power saving:

1. Open the system menu from the top-right corner and click **Settings**.
2. Click **Power**.
3. Choose or customize a power plan of your preference.

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. Turn on Bluetooth on the computer.
 - a. Open the system menu from the top-right corner and then click **Settings** → **Bluetooth**.
 - b. In the Bluetooth section enable Bluetooth with the toggle button at the top.

2. Any discoverable devices will be shown in the **Devices** list.
3. Select a Bluetooth device, and then follow the on-screen instructions.

Use the optical drive (for selected models)

If your computer has an optical drive, read the following information.

Install or remove a disc

1. With the computer on, press the eject button on the optical drive. The tray slides out of the drive.
2. Insert a disc into the tray or remove a disc from the tray, and then push the tray back into the drive.

Note: If the tray does not slide out of the drive when you press the eject button, turn off the computer. Then, insert a straightened paper clip into the emergency-eject hole adjacent to the eject button. Use the emergency eject only in an emergency.

Record a disc

1. Insert a recordable disc into the optical drive that supports recording.
2. In the **Blank CD/DVD-R Disc** notification that pops up at the bottom of the screen, select **Open with CD/DVD Creator**.
3. Follow the on-screen instructions.

Use a media card (for selected models)

If your computer has an SD-card slot, read the following information.

Install a media card

1. Locate the SD-card slot.
2. Ensure that the metal contacts on the card are facing the ones in the SD-card slot. Insert the card firmly into the SD-card slot until it is secured in place.

Remove a media card

Attention: Before removing a media card, unmount the card from the operating system first. Otherwise, data on the card might get corrupted or lost.

1. Launch the **Files** application.
2. Select the unmount icon next to the card and unmount the card from the operating system.
3. Press the card and remove it from your computer. Store the card safely for future use.

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>.

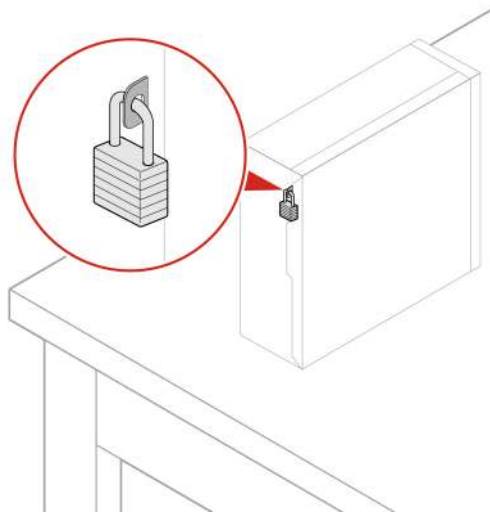
Chapter 4. Secure your computer and information

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.

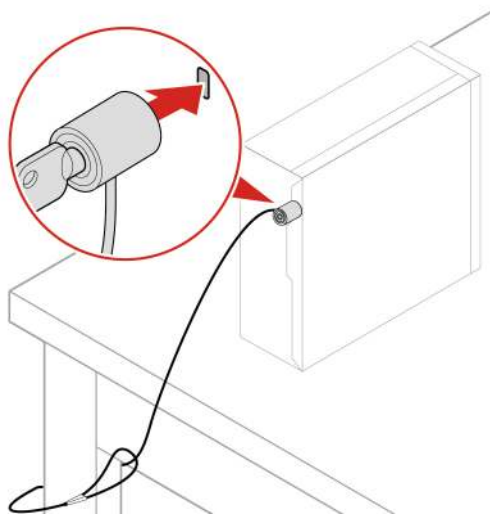
Padlock

Locking the computer cover through a padlock prevents unauthorized access to the inside of your computer.



Kensington-style cable lock

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



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, system management 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.

- System management password (for selected models)

You can enable the system management password to have the same authority as the supervisor password to control security related features. To customize the authority of the system management password through the UEFI BIOS menu:

1. Restart the computer. When the logo screen is displayed, press F1 or Fn+F1.
2. Select **Security → System Management Password Access Control**.
3. Follow the on-screen instructions.

If you have set both the supervisor password and the system management password, the supervisor password overrides the system management password.

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**, **Set System Management 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.

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

Computrace Agent software embedded in firmware (for selected models)

The Computrace Agent software is an IT asset management and computer theft recovery solution. The software detects if changes have been made on the computer, such as hardware, software, or the computer call-in location. You might have to purchase a subscription to activate the Computrace Agent software.

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 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.

Chapter 5. Advanced configurations

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.

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 priority boot 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 priority boot 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 → Priority Boot 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.

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.

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 the Windows 10 (64-bit) and most of Linux operating system, select **Enabled** for **Secure Boot**.
 - To install an operating system that does not support secure boot, 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:

- Using the built-in software update service:

Ubuntu software update will check the LVFS site for any firmware updates and notify you when updates are available.

- 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.

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. For BIOS configurations, see Chapter 5 “Advanced configurations” on page 13.

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. For BIOS configurations, see Chapter 5 “Advanced configurations” on page 13.

Chapter 6. Troubleshooting, diagnostics, and recovery

This chapter provides solutions to resolve computer problems. Use the basic procedure as a starting point for resolving computer problems.

Basic procedure for resolving computer problems

Prerequisite

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

1. Check that:
 - a. The cables for all connected devices are connected correctly and securely.
 - b. All components have been reassembled correctly.
 - c. All connected devices that require ac power are connected to properly grounded and working electrical outlets.
 - d. All connected devices are enabled in UEFI BIOS.
2. Use an antivirus program (if any) to see if the computer has been infected by a virus. If the program detects a virus, remove the virus.
3. See Chapter 6 “Troubleshooting, diagnostics, and recovery” on page 19 to resolve the problem you are experiencing, run the diagnostic program, and recover your operating system.
4. If the problem persists, contact Lenovo. See Chapter 8 “Help and support” on page 41.

Troubleshooting

Use the troubleshooting information to find solutions to problems that have definite symptoms.

Startup problems

Problem	Solution
The computer does not start up when you press the power button.	• Ensure that the power cord is correctly connected to the rear of the computer and to a working electrical outlet. • If the computer has a secondary power switch on the rear of the computer, ensure that it is switched on. • The power indicator on the front of the computer is on. • The computer voltage matches the voltage available at the electrical outlet for your country or region.
The operating system does not start up from the correct storage drive or fails to start up	• Ensure that all storage drive signal cables and power cables are connected correctly. • Ensure that the storage drive the computer starts up from is listed as the first startup device in UEFI BIOS. • In rare cases, the storage drive with the operating system might get corrupted or damaged. In such cases, you might need to replace the storage drive. • Optane memory currently is not supported with Linux.
The computer beeps multiple times before the operating system starts up.	Ensure that no keys are stuck.

Audio problems

Problem	Solution
The sound comes from one of the external speakers.	• Ensure that the speaker cable is inserted completely into the connector on the computer. • Ensure that the cable that connects the left speaker to the right speaker is securely connected. • Ensure that the balance settings are set correctly.

Network problems

Note: The Wi-Fi® and Bluetooth features are optional.

Problem	Solution
The computer cannot connect to an Ethernet LAN.	• Connect the cable from the Ethernet connector to the RJ45 connector of the hub. • Enable the Ethernet LAN feature in UEFI BIOS. • Enable the Ethernet LAN adapter. 1. Go to Settings and select Network. 2. Ensure the Ethernet option is enabled. • Update or reinstall the Ethernet LAN driver. • Install all networking software that is necessary for your network environment. Check with your LAN administrator for the necessary networking software. • Set the same duplex for the switch port and the adapter. If you configured the adapter for full duplex, ensure that the switch port is also configured for full duplex. Setting a wrong duplex mode might degrade performance, cause data loss, or result in lost connections.
When a Gigabit Ethernet model computer is used at a speed of 1000 Mbps, the Ethernet LAN connection fails or errors occur.	Connect the network cable to the Ethernet connector using Category 5 wiring and a 100 BASE-T hub/switch (not 100 BASE-X).
The Wake On LAN (WOL) feature does not work.	Enable the Wake On LAN feature in UEFI BIOS.
The Wi-Fi feature does not work.	• Enable the Wi-Fi feature in UEFI BIOS. • Enable all Wi-Fi devices. 1. Launch Settings and choose Wi-Fi. 2. Make sure that Wi-Fi is enabled by the toggle at the top. 3. Select the settings cog next to each Wi-Fi device, and make sure that it is configured and enabled. • Update or reinstall the Wi-Fi driver.

Problem	Solution
The Bluetooth feature does not work.	• Enable the Bluetooth feature in UEFI BIOS. • Enable all Bluetooth devices. 1. Launch Settings and choose Bluetooth. 2. Make sure that Bluetooth is enabled by the toggle at the top. 3. Click on each device to enable and start pairing. • Update or reinstall the Bluetooth driver.
Sound does not come from the Bluetooth headset or headphones.	Select the Bluetooth headset or headphones as the default audio output device in advanced sound settings.

Performance problems

Problem	Solution
The free storage drive space is insufficient.	• Clean out your Inbox, Sent Items, and Deleted Items folders from your e-mail application. • Clean up your C drive. 1. Launch the Disk Usage Analyzer application. 2. Select the drive to analyze. 3. Use the results to track down where your space is being used and clean up appropriately.
The free memory space is insufficient.	• Launch the System Monitor application. • Use the Memory column to determine which processes are using memory and can be ended.

Storage drive problems

Problem	Solution
Some or all storage drives are missing from the BIOS menu.	• Ensure that the signal cables and power cables for all the storage drives are connected correctly. • Ensure that the computer is configured correctly to support the storage drives. – If the computer is installed with SATA storage drives, ensure that the SATA storage drive enablement module (one to five storage drives) is installed. – If the computer is installed with SAS storage drives, ensure that the SAS storage drive enablement module (one to five storage drives) or the LSI MegaRAID SAS adapter is installed.

CD or DVD problems

Problem	Solution
A CD or DVD does not work.	• Ensure that the optical drive supports the CD or DVD. • Ensure that the disc is inserted correctly, with its label up. • Ensure that the disc you are using is clean. To remove dust or fingerprints, wipe the disc clean with a soft cloth from the center to the outside. Wiping a disc in a circular motion might cause loss of data. • Ensure that the power cable and signal cable are securely connected to the drive. • Ensure that the disc you are using is not scratched or damaged. Try inserting another disc that you know works. • If you have multiple CD or DVD drives installed (or a combination of CD and DVD drives), try inserting the disc into the other drive. In some cases, only one of the drives is connected to the audio subsystem.
A bootable recovery medium, such as the Product Recovery CD, cannot be used to start your computer.	Ensure that the CD or DVD drive is set as the top priority of the boot priority order in UEFI BIOS. Note: On some computer models, the startup sequence is permanently set and cannot be changed.
A black screen is displayed instead of the DVD video.	• Restart the DVD player program. • Try a lower screen resolution or color depth. • Close any open files, and then restart the computer.
A DVD movie does not play.	• Ensure that the disc surface is clean and not scratched. • Check the disc or packaging for regional coding. You might need to purchase a disc with coding for the region where you are using the computer.
No audio or only an intermittent audio comes out while a DVD movie is playing.	• Check the volume control settings on the computer and on your speakers. • Ensure that the disc surface is clean and not scratched. • Check all cable connections to and from the speakers. • Use the DVD menu for the video to select a different audio track.
The playback is slow or choppy.	• Disable any background programs that are using CPU or memory resources. • Ensure that video resolution is less than 1152 x 864 pixels.
A message indicating invalid disc or no disc found is displayed.	• Ensure that the disc is in the drive with the shiny side of the disc facing down. • Ensure that video resolution is less than 1152 x 864 pixels. • Ensure that the DVD or CD is inserted into an appropriate optical drive. For example, do not insert a DVD into a CD-only drive.

Serial connector problems

Problem	Solution
The serial connector cannot be accessed.	• Connect the serial cable from the serial connector on the computer to the serial device. If the serial device has its own power cord, connect the power cord to a grounded electrical outlet. • Turn on the serial device and keep the device online. • Install any programs supplied with the serial device. Refer to the documentation that comes with the serial device for more information. • If you added one serial-connector adapter, ensure that the adapter is installed correctly.

USB device problems

Problem	Solution
A USB device cannot be accessed.	• Connect the USB cable from the USB connector to the USB device. If the USB device has its own power cord, connect the power cord to a grounded electrical outlet. • Turn on the USB device and keep the device online. • Install any device drivers or programs supplied with the USB device. Refer to the documentation that comes with the USB device for more information. • Disconnect and reconnect the USB connector to reset the USB device. • Ensure that the Smart USB Protection function is disabled in UEFI BIOS.

Software problems

Problem	Solution
Some programs do not work as expected.	1. Check whether the problem is caused by a program. a. Ensure that the software is compatible with the computer. Refer to the information supplied with the software for more information. b. Verify that other software works correctly on the computer. c. Verify that the software you are using works on another computer. 2. If the problem is caused by a program: • Refer to the printed documentation that comes with the program or the help system of the program. • Update the program. • Uninstall the program and then reinstall it. To download a program that is preinstalled on your computer, go to https://pcsupport.lenovo.com and follow the on-screen instructions.

Lenovo diagnostic tools

For information about Lenovo diagnostic tools, go to:

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

Chapter 7. 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

CRU list

The following is the CRU list of your computer.

Self-service CRUs

- Computer cover
- Front bezel
- Hard disk drive*
- Keyboard*
- Memory module
- Mouse*
- Optical drive*
- Optical drive bracket*
- Power cord
- Smart cable clip*
- Vertical stand*

Optional-service CRUs

- Heat-sink-and-fan assembly
- PCI Express card*
- Power supply assembly
- M.2 solid-state drive*

* for selected models

Remove or replace a CRU

This section provides instructions on how to remove or replace a CRU.

Vertical stand

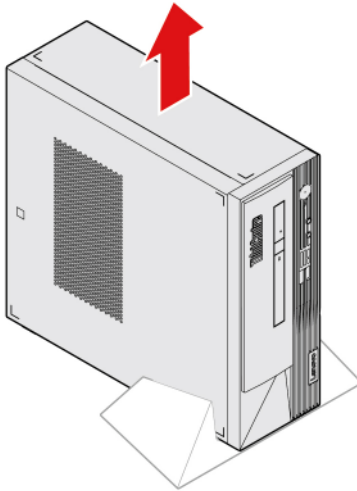
Prerequisite

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

For access, do the following:

1. Remove any media from the drives and turn off all connected devices and the computer.
2. Disconnect all power cords from electrical outlets and disconnect all cables from the computer.

Removal step



Computer cover

Prerequisite

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



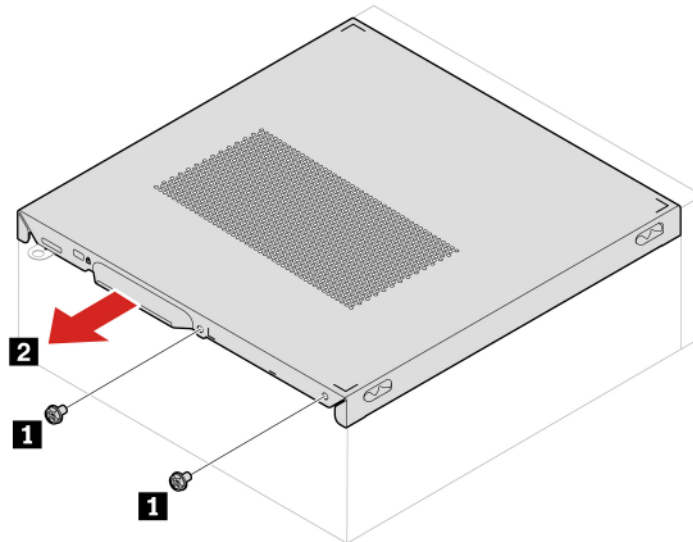
Before you open the computer cover, turn off the computer and wait several minutes until the computer is cool.

For access, do the following:

1. Turn off the computer and remove all connected devices and cables.
2. Disconnect all power cords from electrical outlets and disconnect all cables from the computer.

3. Unlock any locking device that secures the computer cover.
4. Remove the vertical stand if any. See “Vertical Stand” on page 26.

Removal steps



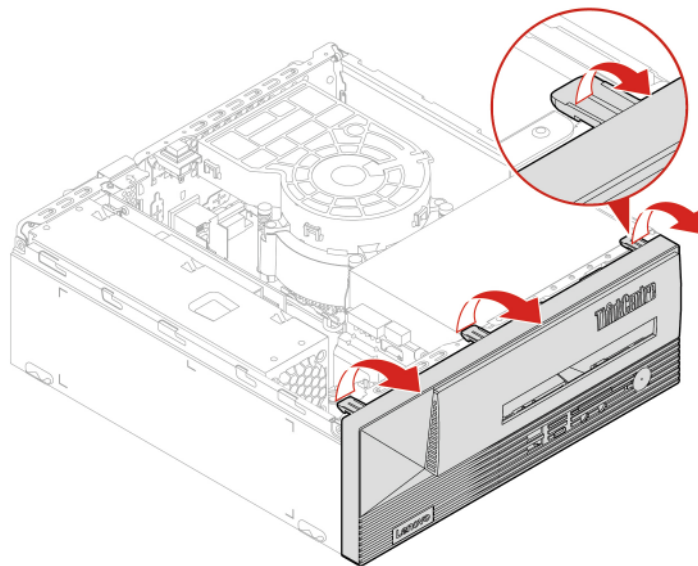
Front bezel

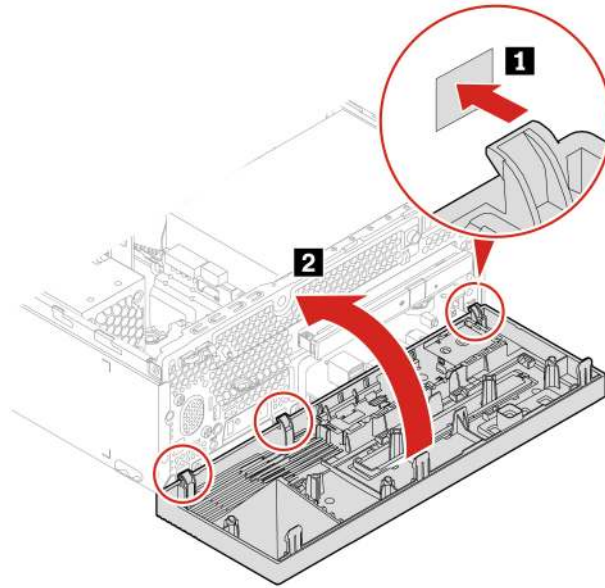
Prerequisite

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

For access, remove the computer cover. See “Computer cover” on page 26.

Replacement procedure





Hard disk drive

Prerequisite

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

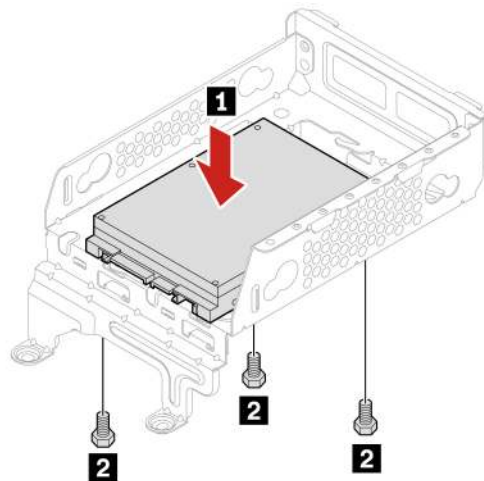
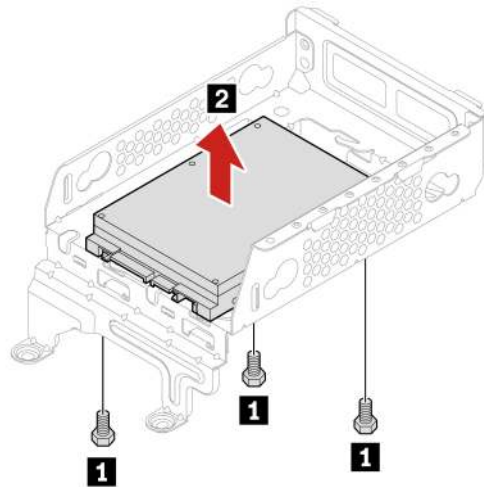
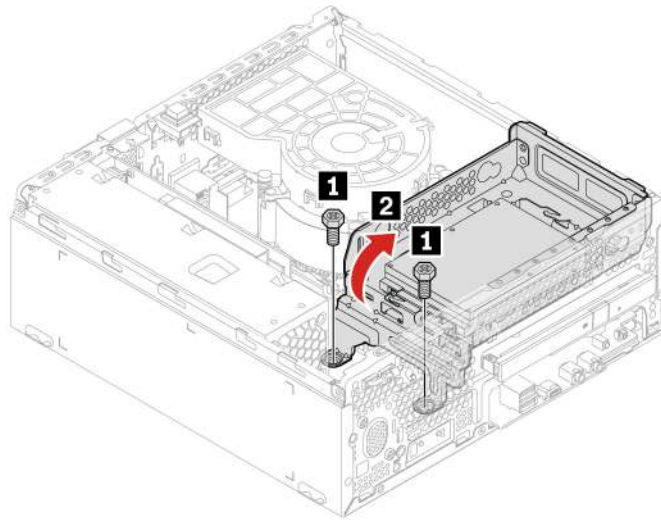
Attention: The internal storage drive is sensitive. Inappropriate handling might cause damage and permanent loss of data. When handling the internal storage drive, observe the following guidelines:

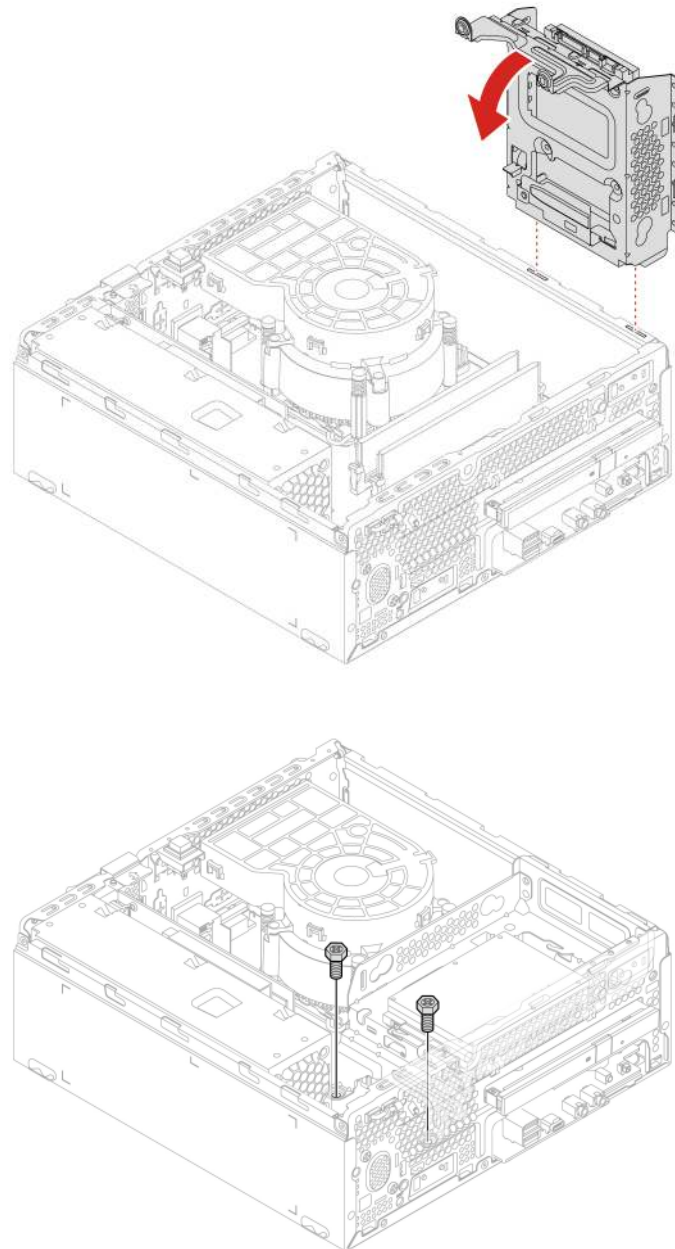
- Replace the internal storage drive only for upgrade or repair. The internal storage drive is not designed for frequent changes or replacement.
- Before replacing the internal storage drive, make a backup copy of all the data that you want to keep.
- Do not touch the contact edge of the internal storage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

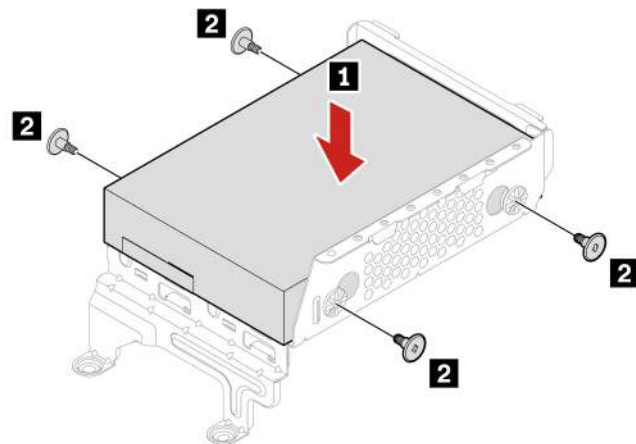
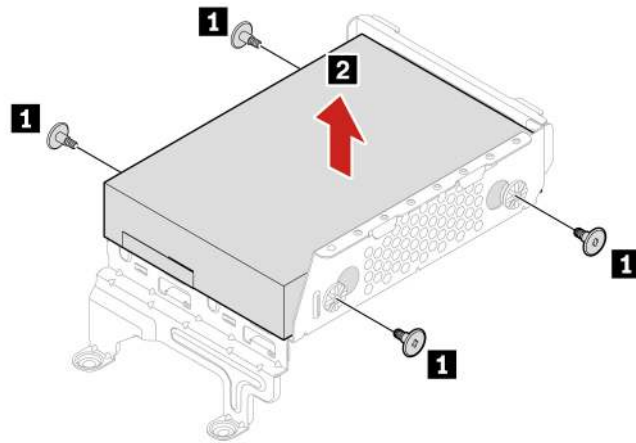
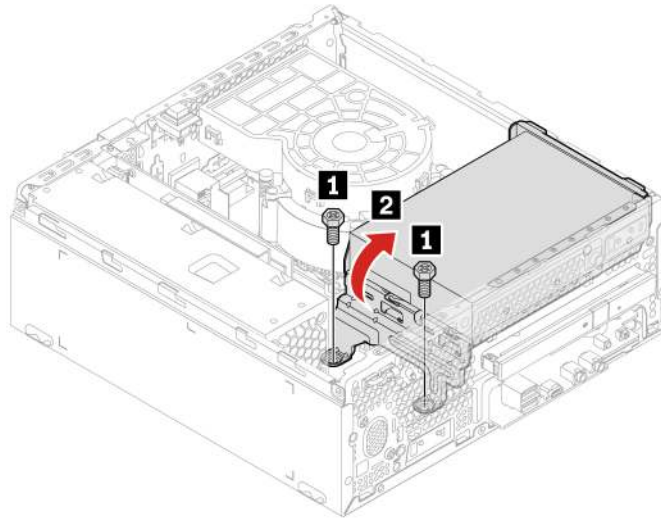
1. Remove the computer cover. See “Computer cover” on page 26..
2. Remove the front bezel. See “Front bezel” on page 27.
3. Disconnect the signal cable and the power cable from the hard disk drive.

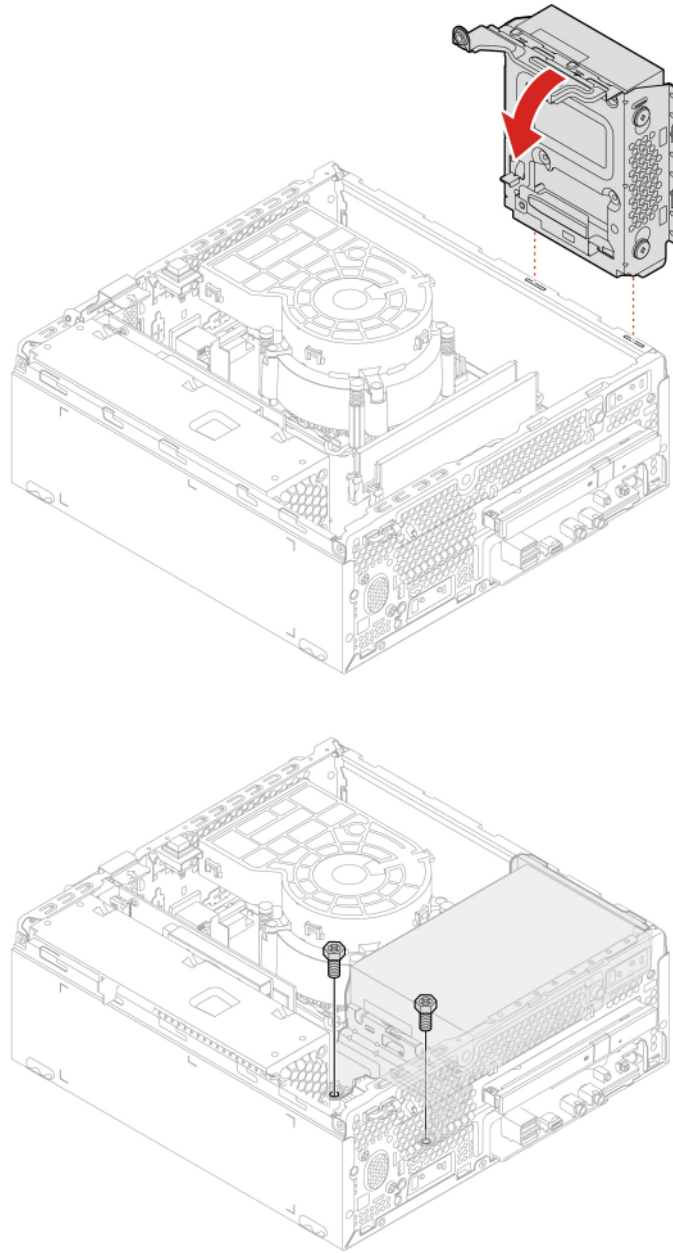
Replacement procedure of the 2.5-inch hard disk drive and bracket





Replacement procedure of the 3.5-inch hard disk drive and bracket





Optical drive

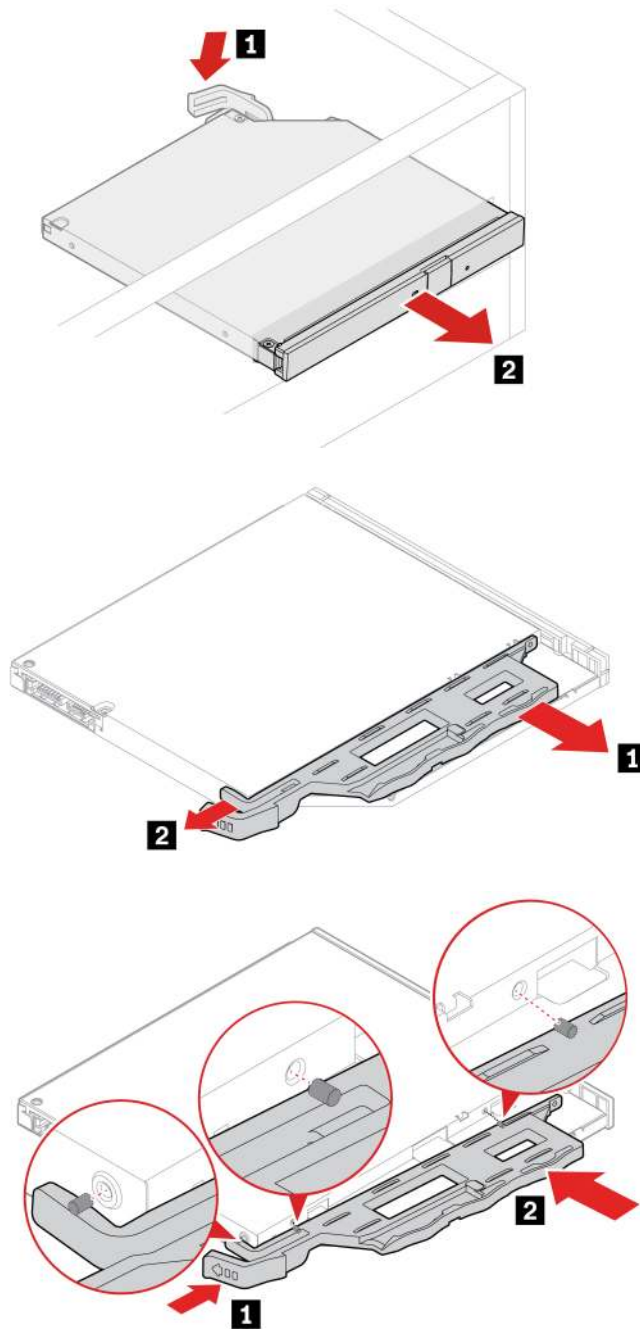
Prerequisite

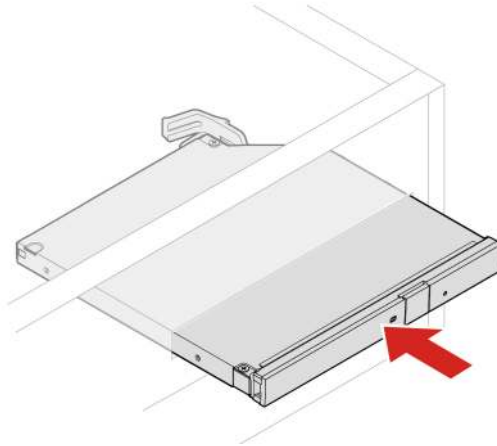
Before you start, read *Generic Safety and Compliance Notices*, and print the following instructions.

For access, do the following:

1. Remove the computer cover. See “Computer cover” on page 26.
2. Remove the front bezel. See “Front bezel” on page 27.
3. Remove the hard disk drive, if any. See “Hard disk drive” on page 28.
4. Disconnect the signal cable and power cable from the optical drive.

Replacement procedure



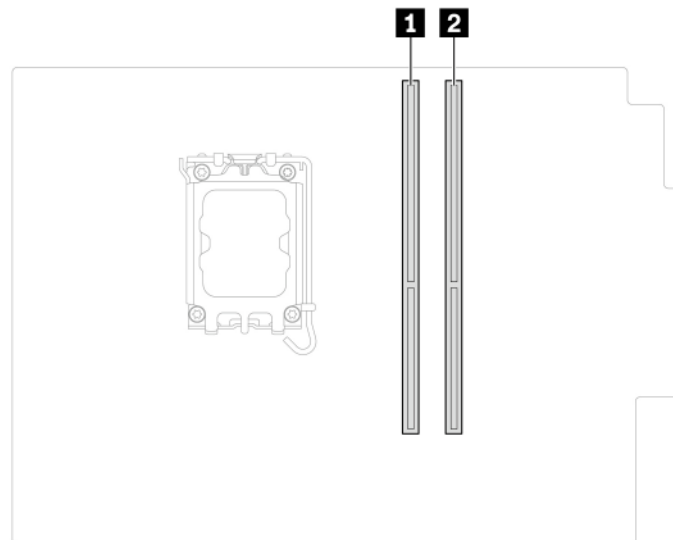


Memory module

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.

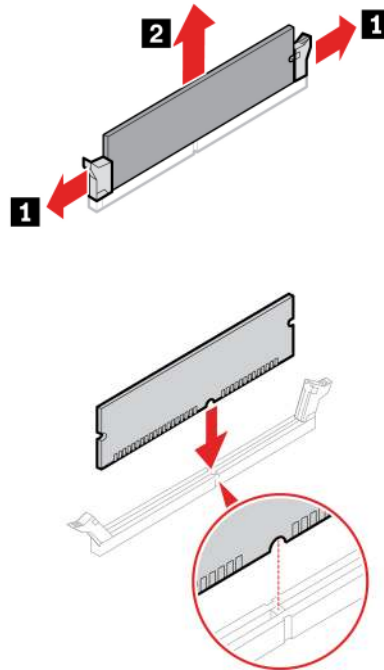


For access, do the following:

1. Remove the computer cover. See “Computer cover” on page 26.
2. Remove the front bezel. See “Front bezel” on page 27.
3. Remove the hard disk drive, if any. See “Hard disk drive” on page 28.

4. Remove the optical drive, if any. See “Optical drive” on page 32.

Replacement procedure



M.2 solid-state drive

Prerequisite

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



The heat sink might be very hot. Before you open the computer cover, turn off the computer and wait several minutes until the computer is cool.

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 upgrade or 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:

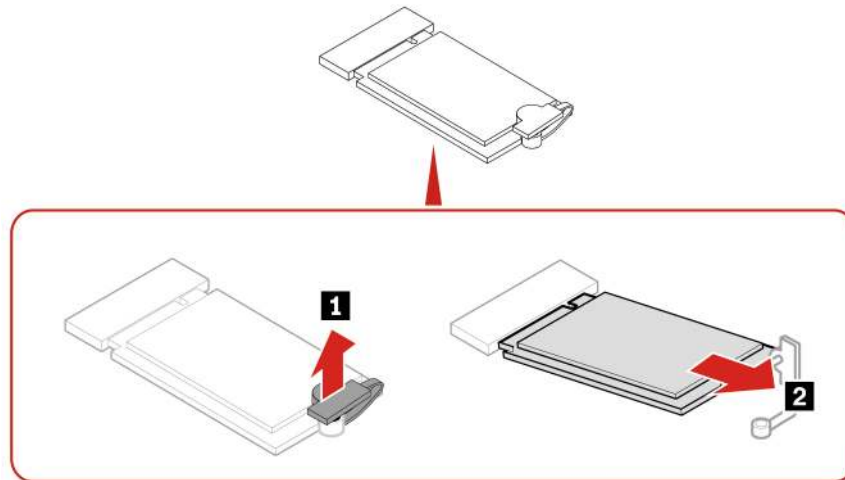
1. Remove the computer cover. See “Computer cover” on page 26.
2. Remove the front bezel. See “Front bezel” on page 27.

3. Remove the optical drive, if any. See “Optical drive” on page 32.
4. Remove the hard disk drive, if any. See “Hard disk drive” on page 28.

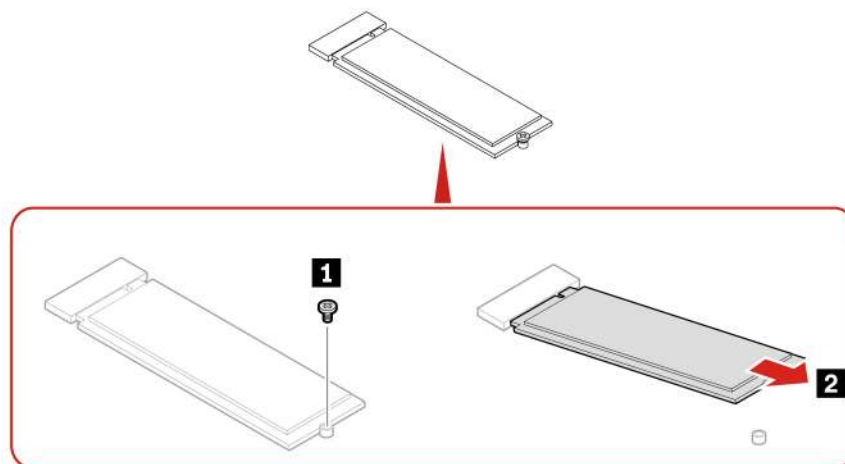
Removal steps

Remove the M.2 solid-state drive depending on the computer model:

- Type 1



- Type 2



Note: Remove the film that covers the thermal pad (if any) when installing the M.2 solid-state drive.

Heat-sink-and-fan assembly

Prerequisite

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



The heat-sink-and-fan assembly might be very hot. Before you open the computer cover, turn off the computer and wait several minutes until the computer is cool.

For access, do the following:

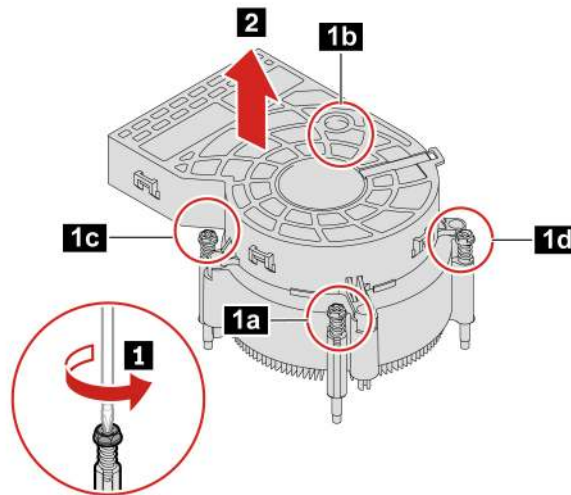
1. remove the computer cover. See “Computer cover” on page 26.
2. Disconnect the microprocessor fan cable from the system board.

Replacement procedure

1. Follow the following sequence to loosen the four screws that secure the heat-sink-and-fan assembly to the system board. Then, lift the heat-sink-and-fan assembly off the system board.
 - Partially loosen screw **1a**, fully loosen screw **1b**, and then fully loosen screw **1a**.
 - Partially loosen screw **1c**, fully loosen screw **1d**, and then fully loosen screw **1c**.

Notes:

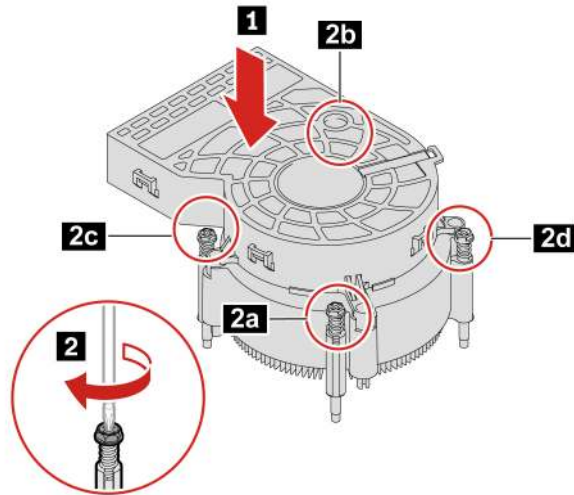
- Carefully loosen the four screws to avoid any possible damage to the system board. The four screws cannot be removed from the heat-sink-and-fan assembly
- You might have to gently twist the heat-sink-and-fan assembly to free it from the microprocessor.
- Do not touch the thermal grease while handling the heat-sink-and-fan assembly.



2. Position the heat-sink-and-fan assembly on the system board. Ensure that the four screws are aligned with the holes in the system board. Follow the following sequence to tighten the four screws to secure the new heat-sink-and-fan assembly. Do not over-tighten the screws.
 - Partially tighten screw **2a**, fully tighten screw **2b**, and then fully tighten screw **2a**.
 - Partially tighten screw **2c**, fully tighten screw **2d**, and then fully tighten screw **2c**.

Notes:

- Apply appropriate amount of thermal grease to the new heat-sink-and-fan assembly.
- Ensure that the heat-sink-and-fan assembly cable is toward the microprocessor fan connector on the system board.



PCI-Express connector cable

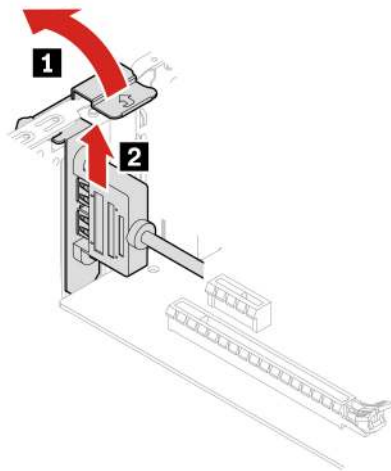
Prerequisite

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

For access, do the following:

1. Remove the computer cover. See “Computer cover” on page 26.
2. Disconnect the PCI-Express connector cable from the system board.

Removal steps



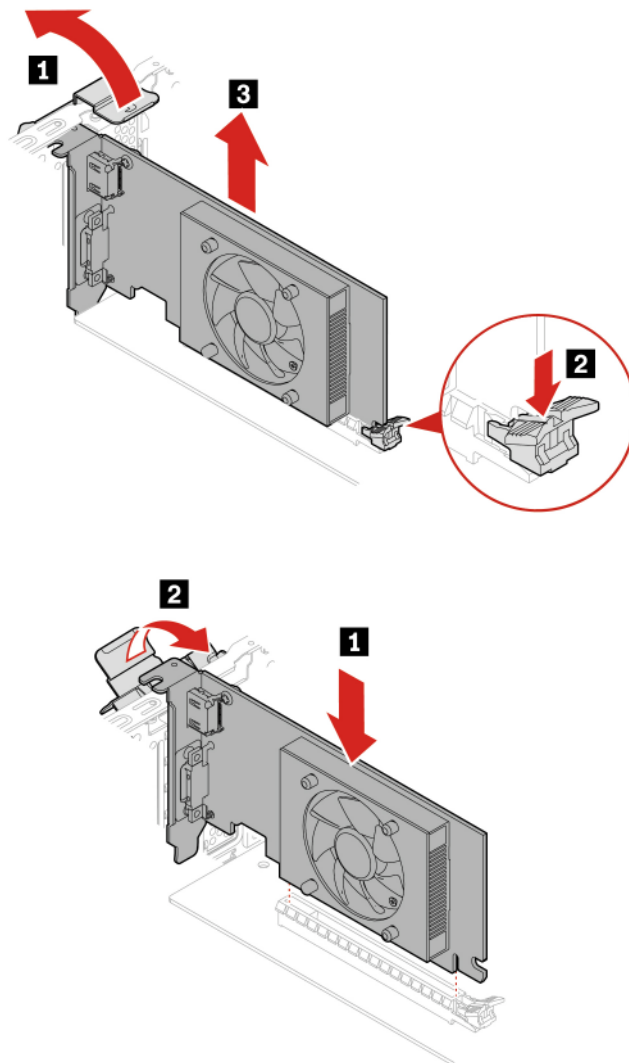
PCI-Express card

Prerequisite

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

For access, remove the computer cover. See “Computer cover” on page 26.

Replacement procedure



Note: Before installing a new PCI-Express card, remove the PCI-Express connector cables (if any) that impede the installation. See “PCI-Express connector cable” on page 38.

Power supply assembly

Prerequisite

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

Although there are no moving parts in the computer after the power cord has been disconnected, the following warnings are required for your safety.



Keep fingers and other parts of your body away from hazardous, moving parts. If you suffer an injury, seek medical care immediately. Never remove the cover on a power supply or any part that has the following label attached.

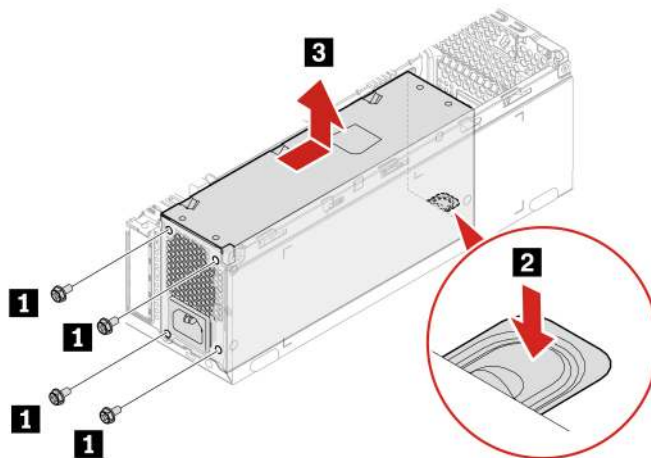


Hazardous voltage, current, and energy levels are present inside any component that has this label attached. There are no serviceable parts inside these components. If you suspect a problem with one of these parts, contact a service technician.

For access, do the following:

1. Remove the computer cover. See “Computer cover” on page 26.
2. Remove the front bezel. See “Front bezel” on page 27.
3. Remove the hard disk drive, if any. See “Hard disk drive” on page 28.
4. Remove the optical drive, if any. See “Optical drive” on page 32.
5. Disconnect the power supply assembly cables from the system board.

Removal steps



Chapter 8. Help and support

Self-help resources

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

Resources	How to access?
Product documentation: • <i>Safety and Warranty Guide</i> • <i>Generic Safety and Compliance Notices</i> • <i>Setup Guide</i> • <i>This User Guide</i> • <i>Regulatory Notice</i>	Go to https://pcsupport.lenovo.com . Then, follow the on-screen instructions to filter out the documentation you want.
Lenovo Support Web site with the latest support information of the following: • Drivers and software • Diagnostic solutions • Product and service warranty • Product and parts details • Knowledge base and frequently asked questions	https://pcsupport.lenovo.com
Ubuntu help information	https://help.ubuntu.com/its/ubuntu-help/index.html

Call Lenovo

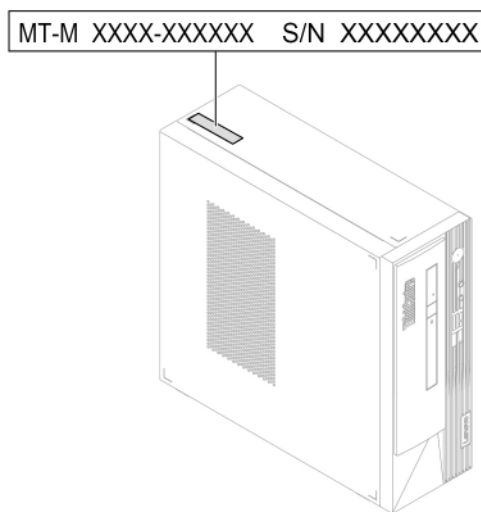
If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

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.

Services available during the warranty period

- Problem determination - Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.
- Lenovo hardware repair - If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.
- Engineering change management - Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

Services not covered

- Replacement or use of parts not manufactured for or by Lenovo or nonwarranted parts
- Identification of software problem sources
- Configuration of UEFI BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

For the terms and conditions of the Lenovo Limited Warranty that apply to your Lenovo hardware product, see *Safety and Warranty Guide* that comes with your computer.

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.

Appendix A. Supplemental information about the Ubuntu operating system

In limited countries or regions, Lenovo offers customers an option to order computers with the preinstalled Ubuntu® operating system.

If the Ubuntu operating system is available on your computer, read the following information before you use the computer. Ignore any information related to Windows-based programs, utilities, and Lenovo preinstalled applications in this documentation.

Access the Lenovo Limited Warranty

This product is covered by the terms of the Lenovo Limited Warranty (LLW), version L505-0010-02 08/2011. You can view the LLW in a number of languages from the following Web site. Read the Lenovo Limited Warranty at:

https://www.lenovo.com/warranty/llw_02

The LLW also is preinstalled on the computer. To access the LLW, go to the following directory:

`/opt/Lenovo`

If you cannot view the LLW either from the Web site or from your computer, contact your local Lenovo office or reseller to obtain a printed version of the LLW.

Access the Ubuntu help system

The Ubuntu help system provides information about how to use the Ubuntu operating system. To access the help system from Home Screen, move your pointer to the Launch bar, and then click the **Help** icon. If you cannot find the **Help** icon from the Launch bar, click the **Search** icon on the bottom left, and type Help to search it.

To learn more about the Ubuntu operating system, go to:

<https://www.ubuntu.com>

Get support information

If you need help, service, technical assistance, or more information about the Ubuntu operating system or other applications, contact the provider of the Ubuntu operating system or the provider of the application. If you need the service and support for hardware components shipped with your computer, contact Lenovo. For more information about how to contact Lenovo, refer to the *User Guide* and *Safety and Warranty Guide*.

To access the latest *User Guide* and *Safety and Warranty Guide*, go to:

<https://pcsupport.lenovo.com>

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Please include the version of the OS and the version of the Linux Kernel pre-shipped on this Device as part of your request. Be sure to provide a return address.

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Appendix B. 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.

Certification-related information

Product name: ThinkCentre neo 50s Gen 4

Machine types: 12JE, 12JF, 12JG, and 12JH

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

Operating environment

Maximum altitude (without pressurization)

- Operating: From 0 m (0 ft) to 3048 m (10 000 ft)
- Storage: From 0 m (0 ft) to 12192 m (40 000 ft)

Temperature

- Operating: From 5°C (41°F) to 35°C (95°F)
- Storage:
 - For common desktop computers: From -40°C (-40°F) to 60°C (140°F)
 - For all-in-one desktop computers: From -20°C (-4°F) to 60°C (140°F)

Relative humidity

- Operating: 20%-80% (non-condensing)
- Storage: 10%–90% (non-condensing)

Appendix C. Notices and trademarks

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