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## Lenovo ThinkPad E16 Gen 1

# Lenovo ThinkPad E16 Gen 1 Business Laptop User Manual

Model: ThinkPad E16 Gen 1 (21JTCTO1)

## INTRODUCTION

This manual provides essential information for setting up, operating, maintaining, and troubleshooting your Lenovo ThinkPad E16 Gen 1 Business Laptop. Please read this guide thoroughly to ensure proper use and to maximize the performance and longevity of your device.



Image: The Lenovo ThinkPad E16 Gen 1 laptop shown open, displaying the Windows 11 desktop interface on its 16-inch screen.

## SETUP GUIDE

### 1. Unpacking and Initial Inspection

Carefully remove the laptop and all accessories from the packaging. Verify that all components are present:

- Lenovo ThinkPad E16 Gen 1 Laptop
- AC Power Adapter and Power Cord
- Documentation (this manual, warranty information)
- COU 32GB USB Drive (if included with your configuration)

Inspect the laptop for any physical damage. If you find any damage or missing components, contact your vendor immediately.

### 2. Connecting to Power

Before first use, connect the laptop to a power outlet using the provided AC adapter. This ensures the battery charges and provides stable power during initial setup.

1. Connect the power cord to the AC adapter.
2. Plug the AC adapter into a wall outlet.
3. Connect the USB-C end of the AC adapter to one of the USB-C ports on your laptop. The charging indicator light should illuminate.

### 3. Initial Boot-Up and Windows 11 Pro Setup

Press the power button to turn on your laptop. The power button is typically located on the side or top right of the keyboard deck.



Image: A top-down view of the Lenovo ThinkPad E16 Gen 1, highlighting the keyboard, TrackPoint, and the power button location. Follow the on-screen instructions to complete the Windows 11 Pro setup process. This includes selecting your region, language, connecting to a Wi-Fi network, and creating a user account.

## 4. Fingerprint Reader Setup

For enhanced security, set up the integrated fingerprint reader:

1. Once Windows 11 Pro is set up, navigate to **Settings > Accounts > Sign-in options**.
2. Under "Ways to sign in," select **Fingerprint recognition (Windows Hello)** and follow the prompts to register your fingerprints.

## OPERATING YOUR LAPTOP

### Power Management

- **Power On:** Press the power button.
- **Sleep Mode:** Close the lid or press the power button briefly.
- **Shut Down:** Go to **Start > Power > Shut down** in Windows.
- **Restart:** Go to **Start > Power > Restart** in Windows.

### Keyboard and Input Devices

Your ThinkPad E16 Gen 1 features a full-size backlit keyboard with a Numpad, a TrackPoint, and a multi-touch touchpad.

- **Backlit Keyboard:** Press **Fn + Spacebar** to cycle through backlight brightness levels (off, low, high).
- **TrackPoint:** Use the red TrackPoint in the center of the keyboard for precise cursor control. The corresponding left, right, and middle-click buttons are located below the spacebar.
- **Touchpad:** The large touchpad supports multi-touch gestures for scrolling, zooming, and other functions.

### Connecting External Devices (Ports)

The laptop is equipped with various ports for connectivity:



Image: A side view of the laptop, illustrating the various input/output ports including USB-C, USB-A, HDMI, and RJ-45 (Ethernet).

- **USB-C 3.2 Gen 2 (10Gbps):** Supports data transfer, Power Delivery, and DisplayPort 1.4.
- **USB-C 3.2 Gen 1 (5Gbps):** Supports data transfer, Power Delivery, and DisplayPort 1.4.
- **USB 3.2 Gen 1 (5Gbps) Type-A (Always On):** For charging devices even when the laptop is off or in sleep mode.
- **USB 3.2 Gen 1 (5Gbps) Type-A:** Standard USB port for peripherals.
- **HDMI v1.4:** Connect to external displays or projectors.
- **RJ-45 (Ethernet):** For wired network connection.
- **Headphone/Microphone Combo Jack:** For audio input/output.

## Wireless Connectivity

- **Wi-Fi 6:** Connect to wireless networks. Access Wi-Fi settings via the Windows taskbar network icon.
- **Bluetooth 5.1:** Pair with Bluetooth devices like headphones, mice, or keyboards. Access Bluetooth settings via **Settings > Bluetooth & devices**.

## Camera and Privacy Shutter

The integrated 1080p FHD camera includes a physical privacy shutter. Slide the shutter to cover the camera lens when not in use to ensure privacy.

## MAINTENANCE AND CARE

### Cleaning Your Laptop

- **Screen:** Use a soft, lint-free cloth lightly dampened with water or a screen-cleaning solution. Do not spray liquid directly onto the screen.
- **Keyboard and Chassis:** Use a soft, dry cloth. For stubborn dirt, a slightly damp cloth with mild soap solution can be used, ensuring no liquid enters openings.
- **Ports:** Keep ports free of dust and debris. Use compressed air if necessary, holding the can upright.

### Battery Care

- Avoid fully discharging the battery frequently.
- Store the laptop in a cool, dry place if not used for extended periods.
- For optimal battery health, avoid prolonged exposure to extreme temperatures.

## Software Updates

Regularly update your Windows operating system and drivers to ensure optimal performance and security. You can check for updates via **Settings > Windows Update**.

## TROUBLESHOOTING COMMON ISSUES

### Laptop Does Not Power On

- Ensure the AC adapter is securely connected to both the laptop and a working power outlet.
- Check if the power outlet is functional by plugging in another device.
- If the battery is completely drained, allow it to charge for at least 30 minutes before attempting to power on.

### Display Issues (No Image, Flickering)

- Adjust the screen brightness using the function keys (usually F5/F6 or similar icons).
- If connected to an external monitor, ensure the cable is secure and try pressing **Windows key + P** to cycle through display modes.
- Restart the laptop.

### Wi-Fi or Bluetooth Connectivity Problems

- Ensure Wi-Fi/Bluetooth is enabled in Windows settings.
- Restart your router/modem for Wi-Fi issues.
- Forget and re-connect to the Wi-Fi network.
- For Bluetooth, try unpairing and re-pairing the device.
- Update wireless drivers via Lenovo's support website or Windows Update.

### Slow Performance

- Close unnecessary applications running in the background.
- Check for and install any pending Windows updates.
- Run a disk cleanup and defragmentation (for HDDs) or optimize drives (for SSDs).
- Scan for malware or viruses.

## TECHNICAL SPECIFICATIONS



Image: The Lenovo ThinkPad E16 Gen 1 laptop in a closed position, showcasing its overall design and graphite black color.

<b>Model Name</b>	Lenovo ThinkPad E16 Gen 1
<b>Item Model Number</b>	21JTCTO1
<b>Display</b>	16-inch WUXGA (1920 x 1200) IPS, Anti-glare, 300 nits, 45% NTSC, 16:10 Aspect Ratio, TÜV Low Blue Light
<b>Processor</b>	AMD Ryzen 7 7730U (8-Core, up to 4.5 GHz, 16 MB AMD 3D V-Cache)
<b>Graphics</b>	AMD Radeon Graphics (Integrated)
<b>RAM</b>	16GB DDR4 SDRAM 3200 MHz
<b>Storage</b>	512GB NVMe M.2 SSD
<b>Operating System</b>	Windows 11 Pro
<b>Keyboard</b>	Full-size Backlit Keyboard with Numpad, Fingerprint Reader, TrackPoint
<b>Wireless Connectivity</b>	Wi-Fi 6 (802.11ax), Bluetooth 5.1
<b>Camera</b>	1080p FHD Camera with Privacy Shutter
<b>Ports</b>	1x USB-C 3.2 Gen 2 (Data, PD, DP 1.4) 1x USB-C 3.2 Gen 1 (Data, PD, DP 1.4) 1x USB 3.2 Gen 1 Type-A (Always On) 1x USB 3.2 Gen 1 Type-A 1x RJ-45 (Ethernet) 1x HDMI v1.4 1x Headphone / microphone combo jack
<b>Battery</b>	47Wh Lithium-Ion (up to 8 hours)
<b>Dimensions (LxWxH)</b>	14.02" x 9.75" x 0.78" (35.61 cm x 24.77 cm x 1.98 cm)
<b>Weight</b>	3.99 lbs (1.81 kg)
<b>Color</b>	Graphite Black

## WARRANTY INFORMATION

Your Lenovo ThinkPad E16 Gen 1 laptop is covered by a limited warranty. The specific terms and duration of the warranty may vary by region and purchase agreement. For detailed warranty information, including coverage, limitations, and how to make a claim, please refer to the official Lenovo warranty documentation included with your product or visit the official Lenovo support website.

Keep your proof of purchase for warranty service.

## CUSTOMER SUPPORT

For technical assistance, driver downloads, or further support, please visit the official Lenovo Support website:

<https://support.lenovo.com/>

When contacting support, please have your laptop's model number (21JTCTO1) and serial number ready. The serial number is typically located on a label on the bottom of the laptop.