# User Guide

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#### **Product notice**

This guide describes features that are common to most products. Some features may not be available on your computer.

Not all features are available in all editions of Windows. This computer may require upgraded and/or separately purchased hardware, drivers and/or software to take full advantage of Windows functionality. Go to <a href="http://www.microsoft.com">http://www.microsoft.com</a> for details.

To access the latest user guide, go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>, and select your country. Select **Drivers & Downloads**, and then follow the on-screen instructions.

#### Software terms

By installing, copying, downloading, or otherwise using any software product preinstalled on this computer, you agree to be bound by the terms of the HP End User License Agreement (EULA). If you do not accept these license terms, your sole remedy is to return the entire unused product (hardware and software) within 14 days for a full refund subject to the refund policy of your seller.

For any further information or to request a full refund of the price of the computer, please contact your seller.

#### Safety warning notice

<u>MARNING!</u> To reduce the possibility of heat-related injuries or of overheating the computer, do not place the computer directly on your lap or obstruct the computer air vents. Use the computer only on a hard, flat surface. Do not allow another hard surface, such as an adjoining optional printer, or a soft surface, such as pillows or rugs or clothing, to block airflow. Also, do not allow the AC adapter to come into contact with the skin or a soft surface, such as pillows or rugs or clothing, during operation. The computer and the AC adapter comply with the user-accessible surface temperature limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950-1).

**ENWW** iii

Safety warning notice ENWW

iν

#### **Processor configuration setting (select products only)**

IMPORTANT: Select computer products are configured with an Intel® Pentium® N35xx/N37xx series or a Celeron® N28xx/N29xx/N30xx/N31xx series processor and a Windows® operating system. If your computer is configured as described, do not change the processor configuration setting in msconfig.exe from 4 or 2 processors to 1 processor. If you do so, your computer will not restart. You will have to perform a factory reset to restore the original settings.

ENWW v

# **Table of contents**

1 Star	ting right	1
	Visit the HP Apps Store	1
	Best practices	1
	More HP resources	2
2 Gett	ing to know your computer	4
	Locating hardware	
	Locating software	
	Right side	5
	Left side	7
	Display 3D camera (select products only)	8
	Display	g
	Top	10
	TouchPad	10
	Lights	11
	Buttons, speakers, and fingerprint reader	12
	Keys	13
	Using the action keys	14
	Bottom	
	Labels	15
3 Conr	necting to a network	17
	Connecting to a wireless network	17
	Using the wireless controls	17
	Airplane mode key	17
	Operating system controls	17
	Connecting to a WLAN	
	Using HP Mobile Broadband (select products only)	18
	Using HP DataPass (select products only)	
	Using GPS (select products only)	
	Using Bluetooth wireless devices (select products only)	
	Connecting to a wired network—LAN (select products only)	
	Sharing data and drives and accessing software	20
4 Enjo	ying entertainment features	21
	Using an integrated camera (select products only)	21

	Using an integrated 3D camera	21
	Using audio	21
	Connecting speakers	21
	Connecting a microphone	21
	Connecting headsets	22
	Using sound settings	22
	Using advanced audio features	22
	Accessing Audio Control Panel	22
	Using video	22
	Connecting video devices using an HDMI cable (select products only)	23
	Setting up HDMI audio	23
	Discovering and connecting to Miracast-compatible wireless displays (select products only) .	24
	Discovering and connecting to Intel WiDi certified displays (select Intel products only)	24
5 Na	vigating the screen	25
	Using the TouchPad and touch screen gestures	25
	Tap	25
	Two-finger pinch zoom	26
	Two-finger scroll (TouchPad only)	26
	Two-finger tap (TouchPad only)	26
	One-finger slide (touch screen only)	27
	Using the keyboard and optional mouse	27
	Using the integrated numeric keypad	27
6 Ma	naging power	28
	Initiating and exiting Sleep and Hibernation	28
	Manually initiating and exiting Sleep	29
	Manually initiating and exiting Hibernation (select products only)	29
	Setting password protection on wakeup (exiting Sleep or Hibernation)	29
	Using the power meter and power settings	30
	Running on battery power	30
	User-replaceable battery	30
	Finding battery information	32
	Conserving battery power	33
	Identifying low battery levels	33
	Resolving a low battery level	33
	Resolving a low battery level when external power is available	33
	Resolving a low battery level when no power source is available	33
	Resolving a low battery level when the computer cannot exit Hibernation	34
	Storing a user-replaceable battery	34
	Disposing of a user-replaceable battery	34

viii ENWW

Running on AC power	34
Troubleshooting power problems	35
Shutting down (turning off) the computer	35
7 Maintaining your computer	37
Improving performance	37
Using Disk Defragmenter	37
Using Disk Cleanup	37
Using HP 3D DriveGuard (select products only)	37
Identifying HP 3D DriveGuard status	38
Updating programs and drivers	38
Cleaning your computer	38
Cleaning procedures	38
Cleaning the display	39
Cleaning the sides or cover	39
Cleaning the TouchPad, keyboard, or mouse (select products only)	39
Traveling with or shipping your computer	39
8 Securing your computer and information	41
Using passwords	41
Setting Windows passwords	41
Setting Setup Utility (BIOS) passwords	42
Using the fingerprint reader (select products only)	42
Using Internet security software	43
Using antivirus software	43
Using firewall software	43
Installing software updates	43
Using HP Touchpoint Manager (select products only)	44
Securing your wireless network	44
Backing up your software applications and information	44
Using an optional security cable	44
9 Using Setup Utility (BIOS)	46
Starting Setup Utility (BIOS)	46
Updating Setup Utility (BIOS)	46
Determining the BIOS version	46
Downloading a BIOS update	47
Sunchronizing a tablet and knyhoard (coloct products only)	40

10 Using HP PC Hardware	Diagnostics (UEFI)	49
Downloading HF	PC Hardware Diagnostics (UEFI) to a USB device	49
	and recovering	
_	ry media and backups	
Crea	ting HP Recovery media (select products only)	51
Using Windows	tools	52
Restore and rec	overy	53
Reco	overing using HP Recovery Manager	53
	What you need to know before you get started	53
	Using the HP Recovery partition (select products only)	
	Using HP Recovery media to recover	54
	Changing the computer boot order	55
	Removing the HP Recovery partition (select products only)	55
12 Specifications		56
Input power		56
Operating enviro	onment	56
13 Electrostatic Discharge	e	57
14 Accessibility		58
Supported assis	tive technologies	58
Contacting supp	oort	58
Index		50

# 1 Starting right

This computer is a powerful tool designed to enhance your work and entertainment. Read this chapter to learn about best practices after you set up your computer, fun things to do with your computer, and where to find additional HP resources.

# **Visit the HP Apps Store**

The HP Apps Store offers a wide choice of popular games, entertainment and music apps, productivity apps, and apps exclusive to HP that you can download to the desktop. The selection is updated regularly and includes regional content and country-specific offers. Be sure to check the HP Apps Store frequently for new and updated features.

**IMPORTANT:** You must be connected to the Internet to access the HP Apps Store.

To view and download an app:

- Select the **Start** button, and then select the **Store** app.
  - or -

Select the **Store** icon next to the taskbar search box.

- Select **HP picks** to view all the available apps.
- **NOTE: HP picks** is available in select countries only.
- 3. Select the app you want to download, and then follow the on-screen instructions. When the download is complete, the app appears on the All apps screen.

## **Best practices**

After you set up and register the computer, we recommend the following steps to get the most out of your smart investment:

- Back up your hard drive by creating recovery media. See <u>Backing up, restoring, and recovering on page 51</u>.
- If you haven't already done so, connect to a wired or wireless network. See details in <u>Connecting to a network on page 17</u>.
- Become familiar with the computer hardware and software. For more information, see <u>Getting to know</u> your computer on page 4 and <u>Enjoying entertainment features on page 21</u>.
- Update or purchase antivirus software. See <u>Using antivirus software on page 43</u>.

ENWW Visit the HP Apps Store

# **More HP resources**

services.

– or –

2

To locate resources that provide product details, how-to information, and more, use this table.

Resource		Contents		
Setup Instructions		•	Overview of computer setup and features	
Get	started app	•	A broad range of how-to information and troubleshooting tips	
То	access the Get started app:			
<b>A</b>	Select the <b>Start</b> button, and then select the <b>Get started app</b> .			
ΗP	support	•	Online chat with an HP technician	
	U.S. support, go to <a href="http://www.hp.com/go/contactHP">http://www.hp.com/go/contactHP</a> .	•	Support telephone numbers	
	worldwide support, go to <a href="http://welcome.hp.com/">http://welcome.hp.com/</a> <a href="http://www.ontact_us.html">http://welcome.hp.com/</a>	•	HP service center locations	
Saf	fety & Comfort Guide	•	Proper workstation setup	
	access this guide:	•	Guidelines for posture and work habits that increase your comfor and decrease your risk of injury	
1.	Type support in the taskbar search box, and then select the <b>HP Support Assistant</b> app.	•	Electrical and mechanical safety information	
	- or -			
	Click the question mark icon in the taskbar.			
2.	Select My PC, select the Specifications tab, and then select User Guides.			
<b>–</b> 01	r-			
Go	to http://www.hp.com/ergo.			
Reg	gulatory, Safety and Environmental Notices	•	Important regulatory notices, including information about proper	
То	access this document:		battery disposal, if needed.	
1.	Type support in the taskbar search box, and then select the <b>HP Support Assistant</b> app.			
	- or -			
	Click the question mark icon in the taskbar.			
2.	Select My PC, select the Specifications tab, and then select User Guides.			
Lim	nited Warranty*	•	Specific warranty information about this computer	
То	access this document:			
1.	Type support in the taskbar search box, and then select the <b>HP Support Assistant</b> app.			
	- or –			
	Click the question mark icon in the taskbar.			
2.	Select My PC, and then select Warranty and			

Chapter 1 Starting right ENWW

Resource Contents

Go to <a href="http://www.hp.com/go/orderdocuments">http://www.hp.com/go/orderdocuments</a>.

\*You can find your HP Limited Warranty located with the user guides on your product and/or on the CD or DVD provided in the box. In some countries or regions, HP may provide a printed warranty in the box. For countries or regions where the warranty is not provided in printed format, you can request a copy from <a href="http://www.hp.com/go/orderdocuments">http://www.hp.com/go/orderdocuments</a>. For products purchased in Asia Pacific, you can write to HP at Hewlett Packard, POD, P.O. Box 200, Alexandra Post Office, Singapore 911507. Include your product name, and your name, phone number, and postal address.

ENWW More HP resources

3

# 2 Getting to know your computer

# **Locating hardware**

To find out what hardware is installed on your computer:

▲ Type device manager in the taskbar search box, and then select the Device Manager app.

A list displays all the devices installed on your computer.

For information about system hardware components and the system BIOS version number, press fn+esc (select products only).

# **Locating software**

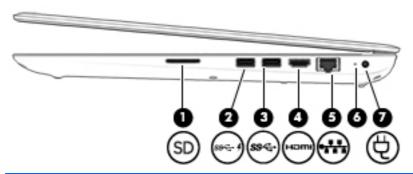
To find out what software is installed on your computer:

Select the Start button, and then select All apps.

- or -

Right-click the **Start** button, and then select **Programs and Features**.

# **Right side**



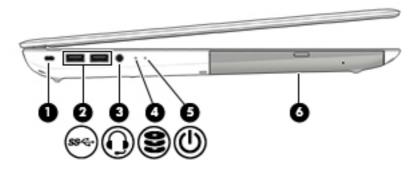
Comp	onent		Description
(1)		Memory card reader	Reads optional memory cards that enable you to store, manage, share, or access information.
	_		To insert a card:
			<ol> <li>Hold the card label-side up, with connectors facing the computer.</li> </ol>
			<ol><li>Insert the card into the memory card reader, and then press in on the card until it is firmly seated.</li></ol>
			To remove a card:
			Press in on the card, and then remove it from the memory card reader.
(2)	ss <del>c.</del>		Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub. Standard USB ports will not charge all USB devices or will charge using a low current. Some USB devices require power and require you to use a powered port.
		USB 3.0 charging (powered) port	<b>NOTE:</b> USB charging ports can also charge select models of cell phones and MP3 players, even when the computer is off.
(3)	ss⇔	USB 3.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub.
(4)	нап	HDMI port	Connects an optional video or audio device, such as a high- definition television, any compatible digital or audio component, or a high-speed High-Definition Multimedia Interface (HDMI) device.
(5)		RJ-45 (network) jack/status lights	Connects a network cable.
	***		White: The network is connected.
			Amber: Activity is occurring on the network.
(6)	1	AC adapter/battery light	<ul> <li>White: The AC adapter is connected and the battery is fully charged.</li> </ul>
			<ul> <li>Blinking white: The AC adapter is disconnected and the battery has reached a low battery level.</li> </ul>
			<ul> <li>Amber: The AC adapter is connected and the battery is charging.</li> </ul>

ENWW Right side 5

• Off: The battery is not charging.

(7) Power connector Connects an AC adapter.

# **Left side**



Comp	onent		Description	
(1)	Δ	Security cable slot	Attaches an optional security cable to the computer.	
	-		<b>NOTE:</b> The security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen.	
(2)	ss⇔	USB 3.0 ports (2)	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub.	
(3)	O	Audio-out (headphone)/Audio-in (microphone) combo jack	Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices.	
			<b>WARNING!</b> To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. For additional safety information, refer to the <i>Regulatory</i> , <i>Safety, and Environmental Notices</i> .	
			<b>NOTE:</b> When a device is connected to the jack, the computer speakers are disabled.	
			<b>NOTE:</b> Be sure that the device cable has a 4–conductor connector that supports both audio-out (headphone) and audio-in (microphone).	
(4)	9	Hard drive light	Blinking white: The hard drive is being accessed.	
	$\boldsymbol{\varepsilon}$		<ul> <li>Amber: HP 3D DriveGuard has temporarily parked the hard drive.</li> </ul>	
			<b>NOTE:</b> For information about HP 3D DriveGuard, see <u>Using HP</u> <u>3D DriveGuard</u> (select products only) on page 37	
(5)	۲l۱	Power light	On: The computer is on.	
	O		<ul> <li>Blinking: The computer is in the Sleep state, a power- saving state. The computer shuts off power to the display and other unneeded components.</li> </ul>	
			<ul> <li>Off: The computer is off or in Hibernation. Hibernation is a power-saving state that uses the least amount of power.</li> </ul>	
(6)		Optical drive	Depending on your computer model, reads an optical disc or reads and writes to an optical disc.	
			<b>NOTE:</b> Type support in the taskbar search box, and then select the <b>HP Support Assistant</b> app.	

ENWW Left side 7

# **Display 3D camera (select products only)**



Component		Description
(1)	WLAN antennas* (2)	Send and receive wireless signals to communicate with wireless local area networks (WLANs).
(2)	Webcam – or – 3D camera (select products only)	Records video and captures photographs. Some models allow you to video conference and chat online using streaming video.  To use the webcam:  Type camera in the taskbar search box, and then select Camera.  To use the 3D camera:  See Using an integrated 3D camera on page 21.
(3)	Webcam light	On: The webcam is in use.
(4)	Internal microphones (2)	Records sound.
(5)	Internal display switch	Turns off the display and initiates Sleep if the display is closed while the power is on.
		<b>NOTE:</b> The internal display switch is not visible from the outside of the computer.

<sup>\*</sup>The antennas are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions.

For wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region.

# **Display**



Component		Description	
(1)	WLAN antennas* (2)	Send and receive wireless signals to communicate with wireless local area networks (WLANs).	
(2)	Internal microphones (2)	Records sound.	
(3)	Webcam light	On: The webcam is in use.	
(4)	Webcam	Records video and captures photographs. Some models allow you to video conference and chat online using streaming video.	
		To use the webcam:	
		Type camera in the taskbar search box, and then select Camera.	
(5)	Internal display switch	Turns off the display and initiates Sleep if the display is closed while the power is on.	
		<b>NOTE:</b> The internal display switch is not visible from the outside of the computer.	

<sup>\*</sup>The antennas are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions.

For wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region.

ENWW Display 9

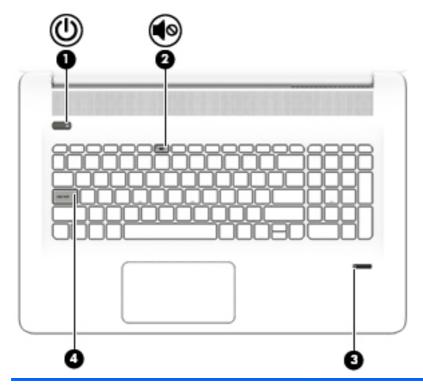
# Top

## TouchPad



Component		Description
(1)	TouchPad zone	Reads your finger gestures to move the pointer or activate items on the screen.
		<b>NOTE:</b> For more information, see <u>Using the TouchPad and touch screen gestures on page 25</u>
(2)	Left TouchPad button	Functions like the left button on an external mouse.
(3)	Right TouchPad button	Functions like the right button on an external mouse.

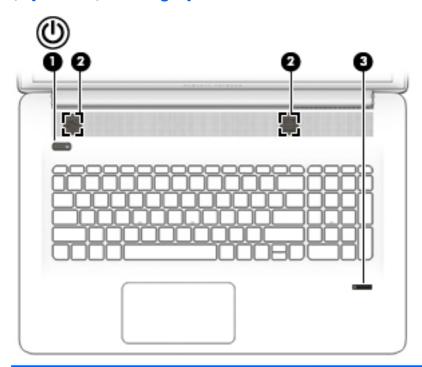
# Lights



Component			Description	
(1)	۲l۱	Power light	On: The computer is on.	
	0		<ul> <li>Blinking: The computer is in the Sleep state, a power- saving state. The computer shuts off power to the display and other unneeded components.</li> </ul>	
			<ul> <li>Off: The computer is off or in Hibernation. Hibernation is a power-saving state that uses the least amount of power.</li> </ul>	
(2)	<b>4</b> ⊗	Mute light	Amber: Computer sound is off.	
			Off: Computer sound is on.	
(3)		Fingerprint reader light (select products only)	Allows a fingerprint logon to Windows, instead of a password.	
			White: The fingerprint was read	
			Amber: The fingerprint was not read	
(4)		Caps lock light	On: Caps lock is on, which switches the key input to all capital letters.	

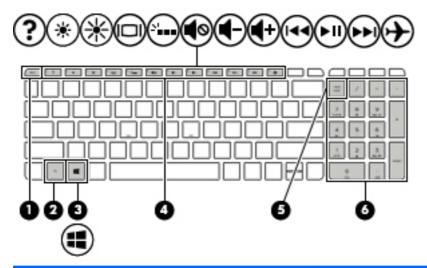
ENWW Top 11

# **Buttons, speakers, and fingerprint reader**



Component			Description
(1)	(l)	Power button	<ul> <li>When the computer is off, press the button to turn on the computer.</li> </ul>
	•		<ul> <li>When the computer is on, press the button briefly to initiate Sleep.</li> </ul>
			<ul> <li>When the computer is in the Sleep state, press the button briefly to exit Sleep.</li> </ul>
			<ul> <li>When the computer is in Hibernation, press the button briefly to exit Hibernation.</li> </ul>
			<b>CAUTION:</b> Pressing and holding down the power button results in the loss of unsaved information.
			If the computer has stopped responding and shutdown procedures are ineffective, press and hold the power button down for at least 5 seconds to turn off the computer.
			To learn more about your power settings, see your power options.
			Type power in the taskbar search box, and then select Power and sleep settings.
			– or –
			Right-click the <b>Start</b> button, and then select <b>Power Options</b> .
(2)		Speakers (2)	Produce sound.
(3)		Fingerprint reader (select products only)	Allows a fingerprint logon to Windows, instead of a password logon.

# Keys



Component		Description
(1)	esc key	Displays system information when pressed in combination with the fn key.
(2)	fn key	Executes frequently used system functions when pressed in combination with the esc key, action keys, or the spacebar.
(3)	Windows key	Opens the <b>Start</b> menu.  NOTE: Pressing the Windows key again will close the <b>Start</b> menu.
(4)	Action keys	Execute frequently used system functions.  NOTE: On select products, the f5 action key turns the backlight keyboard feature off or on.
(5)	num lock key	Alternates between the navigational and numeric functions on the integrated numeric keypad.
(6)	Integrated numeric keypad	When num lock is on, the keypad can be used like an external numeric keypad.

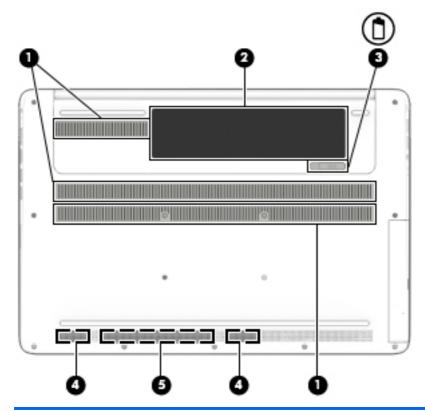
ENWW Top 13

## Using the action keys

- An action performs an assigned function.
- The icon on each action key illustrates the function for that key.
- To use an action key, press and hold the key.

lcon	Description	
?	Opens Help and Support, which provides tutorials, information about the Windows operating system and your computer, answers to questions, and updates to your computer.	
	Help and Support also provides automated troubleshooting tools and access to support.	
*	Decreases the screen brightness incrementally as long as you hold down the key.	
*	Increases the screen brightness incrementally as long as you hold down the key.	
101	Switches the screen image between display devices connected to the system. For example, if a monitor is connected to the computer, repeatedly pressing this key alternates the screen image from the computer display to the monitor display to a simultaneous display on both the computer and the monitor.	
3.a.a	Turns the backlight keyboard off or on.  NOTE: To conserve battery power, turn off this feature.	
<b>4</b> ⊗	Mutes or restores speaker sound.	
<b>4</b> −	Decreases speaker volume incrementally while you hold down the key.	
<b>4</b> +	Increases speaker volume incrementally while you hold down the key.	
144	Plays the previous track of an audio CD or the previous section of a DVD or a Blu-ray Disc (BD).	
►II	Starts, pauses, or resumes playback of an audio CD, a DVD, or a BD.	
<b>▶</b> ▶I	Plays the next track of an audio CD or the next section of a DVD or a BD.	
	Turns the airplane mode and wireless feature on or off.	
7	<b>NOTE:</b> The airplane mode key is also referred to as the wireless button.	
	<b>NOTE:</b> A wireless network must be set up before a wireless connection is possible.	

## **Bottom**



Component		Description
(1)	Vents (3)	Enable airflow to cool internal components.
		<b>NOTE:</b> The computer fan starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation.
(2)	Battery bay	Holds the battery.
(3)	Battery release latch	Releases the battery.
<u> </u>	Battery lock	Locks the battery in the battery bay.
(4)	Speakers (2)	Produce sound.
(5)	HP Triple Bass Reflex Subwoofer	Provides superior bass sound.

# **Labels**

The labels affixed to the computer provide information you may need when you troubleshoot system problems or travel internationally with the computer.

**IMPORTANT:** Check the following locations for the labels described in this section: the bottom of the computer, inside the battery bay, under the service door, or on the back of the display.

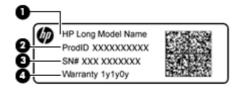
ENWW Bottom 15

 Service label—Provides important information to identify your computer. When contacting support, you will probably be asked for the serial number, and possibly for the product number or the model number. Locate these numbers before you contact support.

Your service label will resemble one of the examples shown below. Refer to the illustration that most closely matches the service label on your computer.



Component	
(1)	Serial number
(2)	Product number
(3)	Warranty period
(4)	Model number (select products only)



Component		
(1)	Model name (select products only)	
(2)	Product number	
(3)	Serial Number	
(4)	Warranty period	

- Regulatory label(s)—Provide(s) regulatory information about the computer.
- Wireless certification label(s)—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.

# **Connecting to a network**

Your computer can travel with you wherever you go. But even at home, you can explore the globe and access information from millions of websites using your computer and a wired or wireless network connection. This chapter will help you get connected to that world.

# Connecting to a wireless network

Your computer may be equipped with one or more of the following wireless devices:

- WLAN device—Connects the computer to wireless local area networks (commonly referred to as Wi-Fi networks, wireless LANs, or WLANs) in corporate offices, your home, and public places such as airports, restaurants, coffee shops, hotels, and universities. In a WLAN, the mobile wireless device in your computer communicates with a wireless router or a wireless access point.
- HP Mobile Broadband Module—Gives you wireless connectivity over a wireless wide area network (WWAN), a much larger area. Mobile network operators install base stations (similar to cell phone towers) throughout large geographic areas, effectively providing coverage across entire states, regions, or even countries.
- Bluetooth device—Creates a personal area network (PAN) to connect to other Bluetooth-enabled devices such as computers, phones, printers, headsets, speakers, and cameras. In a PAN, each device communicates directly with other devices, and devices must be relatively close together—typically within 10 meters (approximately 33 feet) of each other.

For more information about wireless technology, the Internet, and networking, see the Get started app.

Select the **Start** button, and then select the **Get started** app.

#### Using the wireless controls

You can control the wireless devices in your computer using one or more of these features:

- Airplane mode key (also called wireless button or wireless key) (referred to in this chapter as airplane mode key)
- Operating system controls

#### Airplane mode key

The computer may have an airplane mode key, one or more wireless devices, and one or two wireless lights. All the wireless devices on your computer are enabled at the factory.

The wireless light indicates the overall power state of your wireless devices, not the status of individual devices.

#### **Operating system controls**

The Network and Sharing Center allows you to set up a connection or network, connect to a network, and diagnose and repair network problems.

To use operating system controls:

- 1. Type control panel in the taskbar search box, and then select Control Panel.
- 2. Select Network and Internet, and then select Network and Sharing Center.

For more information, see the information provided in the Get started app.

Select the **Start** button, and then select the **Get started** app.

#### Connecting to a WLAN

NOTE: When you are setting up Internet access in your home, you must establish an account with an Internet service provider (ISP). To purchase Internet service and a modem, contact a local ISP. The ISP will help set up the modem, install a network cable to connect your wireless router to the modem, and test the Internet service.

To connect to a WLAN, follow these steps:

- 1. Be sure that the WLAN device is on.
- Select the network status icon in the taskbar, and then connect to one of the available networks.
  If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Enter the code, and then select Next to complete the connection.
- NOTE: If no WLANs are listed, you may be out of range of a wireless router or access point.
- NOTE: If you do not see the WLAN you want to connect to, right-click the network status icon in the taskbar, and then select **Open Network and Sharing Center**. Select **Set up a new connection or network**. A list of options is displayed, allowing you to manually search for and connect to a network or to create a new network connection.
- **3.** Follow the on-screen instructions to complete the connection.

After the connection is made, select the network status icon at the far right of the taskbar, to verify the name and status of the connection.

NOTE: The functional range (how far your wireless signals travel) depends on WLAN implementation, router manufacturer, and interference from other electronic devices or structural barriers such as walls and floors.

#### **Using HP Mobile Broadband (select products only)**

Your HP Mobile Broadband computer has built-in support for mobile broadband service. Your new computer, when used with a mobile operator's network, gives you the freedom to connect to the Internet, send e-mail, or connect to your corporate network without the need for Wi-Fi hotspots.

NOTE: If your computer includes HP DataPass, the instructions in this section do not apply. See <u>Using HP</u> <u>DataPass</u> (select products only) on page 19.

You might need the HP Mobile Broadband Module IMEI and/or MEID number to activate mobile broadband service. The number may be printed on a label located on the bottom of your computer, inside the battery bay, under the service door, or on the back of the display.

- Or -

You can find the number following these steps:

- From the taskbar, select the network status icon.
- 2. Select View Connection Settings.
- 3. Under the **Mobile broadband** section, select the network status icon.

Some mobile network operators require the use of a subscriber identity module (SIM) card. A SIM card contains basic information about you, such as a personal identification number (PIN), as well as network information. Some computers include a SIM card that is preinstalled. If the SIM card is not preinstalled, it may be included with the HP Mobile Broadband documents provided with your computer, or the mobile network operator may provide it separately from the computer.

For information about HP Mobile Broadband and how to activate service with a preferred mobile network operator, see the HP Mobile Broadband information included with your computer.

#### **Using HP DataPass (select products only)**

HP DataPass provides access to Mobile Broadband with no annual contracts, no credit card, and no overage fees. With HP DataPass, you simply turn on the device, register, and connect. HP DataPass includes a monthly data package with purchase of the device. For more information, go to <a href="http://www.hp.com/go/hpdatapass">http://www.hp.com/go/hpdatapass</a>.

#### Using GPS (select products only)

Your computer may be equipped with a Global Positioning System (GPS) device. GPS satellites deliver location, speed, and direction information to GPS-equipped systems.

For more information, see the HP GPS and Location software Help.

#### **Using Bluetooth wireless devices (select products only)**

A Bluetooth device provides short-range wireless communications that replace the physical cable connections that traditionally link electronic devices such as the following:

- Computers (desktop, notebook)
- Phones (cellular, cordless, smartphone)
- Imaging devices (printer, camera)
- Audio devices (headset, speakers)
- Mouse
- External keyboard

Bluetooth devices provide peer-to-peer capability that allows you to set up a PAN of Bluetooth devices. For information about configuring and using Bluetooth devices, see the Bluetooth software Help.

## Connecting to a wired network—LAN (select products only)

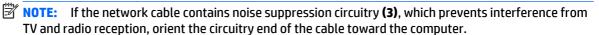
Use a LAN connection if you want to connect the computer directly to a router in your home (instead of working wirelessly), or if you want to connect to an existing network at your office.

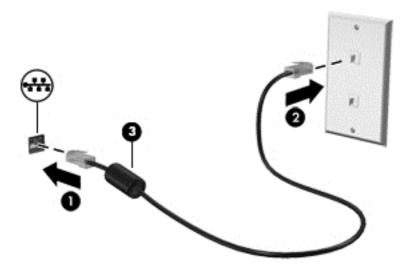
Connecting to a LAN requires an 8-pin, RJ-45 (network) cable and a network jack on the computer.

To connect the network cable, follow these steps:

1. Plug the network cable into the network jack (1) on the computer.

2. Plug the other end of the network cable into a network wall jack (2) or router.





# Sharing data and drives and accessing software

When your computer is part of a network, you are not limited to using only the information that is stored in your computer. Computers connected to the network can exchange software and data with each other.

For more information about sharing files, folders, or drives, see the information provided in the Get started app.

Select the Start button, and then select the Get started app.



**NOTE:** When a disc like a DVD movie or game is copy-protected, it cannot be shared.

# 4 Enjoying entertainment features

Use your HP computer as an entertainment hub to socialize via the webcam, enjoy and manage your music, and download and watch movies. Or, to make your computer an even more powerful entertainment center, connect external devices like a monitor, projector, TV, speakers, or headphones.

## Using an integrated camera (select products only)

Your computer has an integrated camera that records video and captures photographs. Some models allow you to video conference and chat online using streaming video.

To access the camera, type camera in the taskbar search box, and then select Camera from the list of applications.

## Using an integrated 3D camera

A 3D camera enables you to scan or capture 3D images or video. 3D apps for gaming, video chat, security, and immersive collaboration are available to maximize your 3D camera experience.

- To see what you can do with your 3D camera, type Intel RealSense Apps in the taskbar search box, or click the icon on the desktop, to go to the Intel® RealSense™ Showcase to view and download 3D apps.
- To practice using your 3D camera, type Intel RealSense Training in the taskbar search box, or click the icon on the desktop, to launch an introductory tutorial.

## **Using audio**

On your computer, or on select productss using an external optical drive, you can play music CDs, download and listen to music, stream audio content from the web (including radio), record audio, or mix audio and video to create multimedia. To enhance your listening enjoyment, attach external audio devices such as speakers or headphones.

## **Connecting speakers**

You can attach wired speakers to your computer by connecting them to a USB port or to the audio-out (headphone) iack on your computer or on a docking station.

To connect wireless speakers to your computer, follow the device manufacturer's instructions. To connect high-definition speakers to the computer, see <u>Setting up HDMI audio on page 23</u>. Before connecting speakers, lower the volume setting.

## Connecting a microphone

To record audio, connect a microphone to the microphone jack on the computer. For best results when recording, speak directly into the microphone and record sound in a setting free of background noise.

#### **Connecting headsets**

⚠ WARNING! To reduce the risk of personal injury, lower the volume setting before putting on headphones, earbuds, or a headset. For additional safety information, see the Regulatory, Safety and Environmental Notices.

To access this document:

- 1. Type support in the taskbar search box, and then select the **HP Support Assistant** app.
  - or -

Click the question mark icon in the taskbar.

2. Select My PC, select the **Specifications** tab, and then select **User Guides**.

Headphones combined with a microphone are called *headsets*. You can connect wired headsets to the audio-out (headphone)/audio-in (microphone) jack on your computer.

To connect wireless headsets to your computer, follow the device manufacturer's instructions.

#### **Using sound settings**

Use sound settings to adjust system volume, change system sounds, or manage audio devices.

To view or change sound settings:

- ▲ From the Start screen, type control panel, select Control Panel, select Hardware and Sound, and then select Sound.
  - or -

Right-click the Start button, select Control Panel, select Hardware and Sound, and then select Sound.

#### **Using advanced audio features**

Your computer includes advanced audio features that can be controlled through the audio control panel. You can experience enhanced sound through the computer's internal speakers, through external speakers connected to a USB port, or through audio headphones connected to the audio-out (headphone)/audio-in (microphone) combo jack.

#### **Accessing Audio Control Panel**

Use the audio control panel to view and control audio settings.

- From the Start screen, type control panel, select Control Panel, select Hardware and Sound, and then select Bang & Olufsen.
  - or –

Right-click the **Start** button, select **Control Panel**, select **Hardware and Sound**, and then select **Bang & Olufsen**.

## **Using video**

Your computer is a powerful video device that enables you to watch streaming video from your favorite websites and download video and movies to watch on your computer when you are not connected to a network.

To enhance your viewing enjoyment, use one of the video ports on the computer to connect an external monitor, projector, or TV.

**IMPORTANT:** Be sure that the external device is connected to the correct port on the computer, using the correct cable. Follow the device manufacturer's instructions.

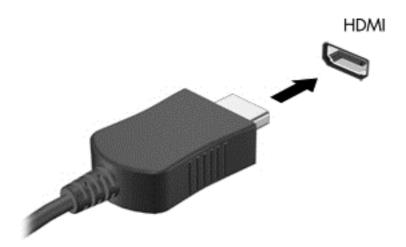
For information on using your video features, refer to Help and Support.

#### Connecting video devices using an HDMI cable (select products only)

NOTE: To connect an HDMI device to your computer, you need an HDMI cable, purchased separately.

To see the computer screen image on a high-definition TV or monitor, connect the high-definition device according to the following instructions:

1. Connect one end of the HDMI cable to the HDMI port on the computer.



- **2.** Connect the other end of the cable to the high-definition TV or monitor.
- 3. Press f4 to alternate the computer screen image between 4 display states:
  - **PC screen only:** View the screen image on the computer only.
  - **Duplicate:** View the screen image simultaneously on both the computer and the external device.
  - Extend: View the screen image extended across both the computer and the external device.
  - Second screen only: View the screen image on the external device only.

Each time you press f4, the display state changes.



#### Setting up HDMI audio

HDMI is the only video interface that supports high-definition video and audio. After you connect an HDMI TV to the computer, you can then turn on HDMI audio by following these steps:

- 1. Right-click the **Speakers** icon in the notification area, at the far right of the taskbar, and then select **Playback devices**.
- 2. On the **Playback** tab, select the name of the digital output device.
- Click Set Default, and then click OK.

ENWW Using video 23

To return the audio stream to the computer speakers:

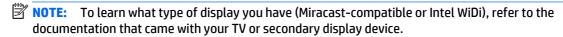
- Right-click the Speakers icon in the notification area, at the far right of the taskbar, and then click Playback devices.
- On the Playback tab, click Speakers.
- 3. Click **Set Default**, and then click **OK**.

# Discovering and connecting to Miracast-compatible wireless displays (select products only)

To discover and connect to Miracast-compatible wireless displays without leaving your current apps, follow the steps below.

#### To open Miracast:

▲ Type project in the taskbar search box, and then click **Project to a second screen**. Click **Connect to a wireless display**, and then follow the on-screen instructions.



# Discovering and connecting to Intel WiDi certified displays (select Intel products only)

Use Intel WiDi to wirelessly project individual files such as photos, music, or videos, or to duplicate your entire computer screen to a TV or a secondary display device.

Intel WiDi, a premium Miracast solution, makes it easy and seamless to pair your secondary display device; provides for full-screen duplication; and improves speed, quality, and scaling. Intel WiDi Media Share (select models only) enables easy multitasking and provides tools to select and flick individual media files to your secondary display device.

To connect to Intel WiDi certified displays:

▲ Point to the upper-right or lower-right corner of the Start screen to display the charms, click **Devices**, click **Project**, and then follow the on-screen instructions.

To open Intel WiDi:

From the Start screen, type Intel WiDi and then click Intel WiDi.

To open Intel WiDi Media Share:

▲ From the Start screen, type Intel WiDi Media Share and then click Intel WiDi Media Share.

# **Navigating the screen**

You can navigate the computer screen in the following ways:

- Use touch gestures directly on the computer screen (select products only)
- Use touch gestures on the TouchPad
- Use keyboard and optional mouse (mouse purchased separately)

## Using the TouchPad and touch screen gestures

The TouchPad helps you navigate the computer screen and control the pointer using simple touch gestures. You can also use the left and right TouchPad buttons as you would use the corresponding buttons on an external mouse. To navigate a touch screen (select products only), touch the screen directly using gestures described in this chapter.

You can also customize gestures and view demonstrations of how they work. Type control panel, in the taskbar search box, select Control Panel, and then select Hardware and Sound. Under Devices and Printers, select Mouse.



NOTE: Unless noted, gestures can be used on the TouchPad or a touch screen (select products only).

#### Tap

Use the tap/double-tap gesture to select or open an item on the screen.

Point to an item on the screen, and then tap one finger on the TouchPad zone or touch screen to select the item. Double-tap an item to open it.



#### **Two-finger pinch zoom**

Use the two-finger pinch zoom to zoom out or in on images or text.

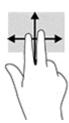
- Zoom out by placing two fingers apart on the TouchPad zone or touch screen and then moving your fingers together.
- Zoom in by placing two fingers together on the TouchPad zone or touch screen and then moving your fingers apart.



#### Two-finger scroll (TouchPad only)

Use the two-finger scroll to move up, down, or sideways on a page or image.

Place two fingers slightly apart on the TouchPad zone and then drag them up, down, left, or right.



## Two-finger tap (TouchPad only)

Use the two-finger tap to open the menu for an object on the screen.



NOTE: The two-finger tap performs the same function as right-clicking with the mouse.

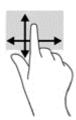
Tap two fingers on the TouchPad zone to open the options menu for the selected object.



#### One-finger slide (touch screen only)

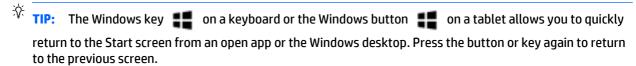
Use the one-finger slide to pan or scroll through lists and pages, or to move an object.

- To scroll across the screen, lightly slide one finger across the screen in the direction you want to move.
- To move an object, press and hold your finger on an object, and then drag your finger to move the object.



# Using the keyboard and optional mouse

The keyboard and mouse allow you to type, select items, scroll and to perform the same functions as you do using touch gestures. The keyboard also allows you to use action keys and key combinations to perform specific functions.



NOTE: Depending on the country or region, your keyboard may have different keys and keyboard functions than those discussed in this section.

#### Using the integrated numeric keypad

The computer includes an integrated numeric keypad, and it also supports an optional external numeric keypad or an optional external keyboard that includes a numeric keypad. For more details about the integrated numeric keypad, see <a href="Keyson page 13">Keyson page 13</a>.

Component	Description
num lock key	Controls the function of the integrated numeric keypad. Press the key to alternate between the standard numeric function found on an external keypad (this function is turned on at the factory) and the navigational function (indicated by the directional arrows on the keys).
	<b>NOTE:</b> The keypad function that is active when the computer is turned off is reinstated when the computer is turned back on.
Integrated numeric keypad	Set at the factory to function like an external numeric keypad. To alternate between this numeric function and the navigational function (indicated by the directional arrows on the keys), press the num lock key.

# 6 Managing power

Your computer can operate on either battery power or external power. When the computer is running on battery power only and an AC power source is not available to charge the battery, it is important to monitor and conserve the battery charge.

# **Initiating and exiting Sleep and Hibernation**

Windows has two power-saving states, Sleep and Hibernation.

- Sleep—The Sleep state is automatically initiated after a period of inactivity. Your work is saved to
  memory, allowing you to resume your work very quickly. You can also initiate Sleep manually. For more
  information, see Manually initiating and exiting Sleep on page 29.
- Hibernation—The Hibernation state is automatically initiated if the battery reaches a critical level. In
  the Hibernation state, your work is saved to a hibernation file and the computer powers down. You can
  also initiate Hibernation manually. For more information, see <a href="Manually initiating and exiting Hibernation">Manually initiating and exiting Hibernation</a>
  (select products only) on page 29.

CAUTION: To reduce the risk of possible audio and video degradation, loss of audio or video playback functionality, or loss of information, do not initiate the Sleep state while reading from or writing to a disc or an external media card.

#### Manually initiating and exiting Sleep

You can initiate Sleep in any of the following ways:

- Close the display.
- Select the Start button, select the Power icon, and then select Sleep.

You can exit Sleep in any of the following ways:

- Briefly press the power button.
- If the computer is closed, raise the display.
- Press a key on the keyboard.
- Tap the TouchPad.

When the computer exits Sleep, the power lights turn on and your work returns to the screen.

NOTE: If you have set a password to be required on exiting Sleep, you must enter your Windows password before your work returns to the screen.

#### Manually initiating and exiting Hibernation (select products only)

You can enable user-initiated Hibernation and change other power settings and timeouts using Power Options.

1. Type power options in the taskbar search box, and then select Power Options.

- or -

Right-click the **Power meter** icon **,** and then select **Power Options**.

- 2. In the left pane, select **Choose what the power button does**.
- Select Change Settings that are currently unavailable, and then, in the When I press the power button area, select Hibernate.

- or -

Under **Shutdown settings**, select the **Hibernate** box to show the Hibernate option in the Power menu.

4. Select Save changes.

To exit Hibernation:

Briefly press the power button.

When the computer exits Hibernation, the power lights turn on and your work returns to the screen.

NOTE: If you have set a password to be required on exiting Hibernation, you must enter your Windows password before your work returns to the screen.

### Setting password protection on wakeup (exiting Sleep or Hibernation)

To set the computer to prompt for a password when the computer exits Sleep or Hibernation, follow these steps:

Type power options in the taskbar search box, and then select Power Options.

– or –

Right-click the **Power meter** icon **and**, and then select **Power Options**.

- 2. In the left pane, select **Require a password on wakeup**.
- Select Change Settings that are currently unavailable.
- 4. Select Require a password (recommended).
  - NOTE: To create a user account password or change your current user account password, select Create or change your user account password, and then follow the on-screen instructions. If you do not need to create or change a user account password, go to step 5.
- 5. Select Save changes.

## Using the power meter and power settings

The power meter is located on the Windows taskbar. The power meter allows you to quickly access power settings and view the remaining battery charge.

- To view the percentage of remaining battery charge and the current power plan, place the mouse pointer over the power meter icon \_\_\_\_\_.
- To use Power Options, right—click the power meter icon , and then select an item from the list. You can also type power options in the task bar search box, and then select **Power Options**.

Different power meter icons indicate whether the computer is running on battery or external power. Placing the mouse pointer over the icon reveals a message if the battery has reached a low or critical battery level.

## **Running on battery power**

When a charged battery is in the computer and the computer is not plugged into external power, the computer runs on battery power. When the computer is off and unplugged from external power, the battery in the computer slowly discharges. The computer displays a message when the battery reaches a low or critical battery level.

Computer battery life varies, depending on power management settings, programs running on the computer, screen brightness, external devices connected to the computer, and other factors.

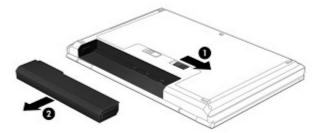
### **User-replaceable battery**

- **WARNING!** To reduce potential safety issues, use only the user-replaceable battery provided with the computer, a replacement battery provided by HP, or a compatible battery purchased from HP.
- CAUTION: Removing a user-replaceable battery that is the sole power source for the computer can cause loss of information. To prevent loss of information, save your work or shut down the computer through Windows before removing the battery.

To remove the user-replaceable battery, refer to the steps and illustration that most closely match your computer:

- Turn the computer upside down on a flat surface with the battery facing toward you.
- 2. Slide the battery release latch (1) to release the battery.
- NOTE: The battery release latch automatically returns to its original position.

3. Remove the battery (2) from the computer.



– or –

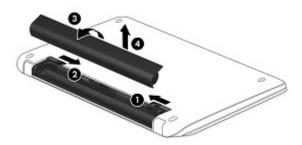
- 1. Turn the computer upside down on a flat surface with the battery facing toward you.
- 2. Slide the battery lock latch (1) to unlock the battery, and then slide the battery release latch (2) to release the battery.
- NOTE: The battery release latch automatically returns to its original position.
- 3. Remove the battery (3) from the computer.



– or –

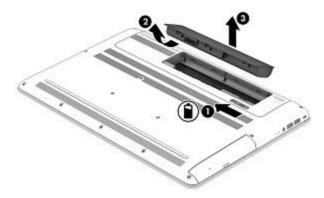
- 1. Turn the computer upside down on a flat surface with the battery facing toward you.
- 2. Slide the battery lock latch (1) to unlock the battery, and then slide the battery release latch (2) to release the battery.
- NOTE: The battery release latch automatically returns to its original position.

3. Pivot the battery (3) upward, and then remove the battery (4) from the computer.



- or -

- 1. Turn the computer upside down on a flat surface.
- 2. Slide the battery release latch (1) to release the battery.
- NOTE: The battery release latch automatically returns to its original position.
- **3.** Pivot the battery upward **(2)**, and then remove the battery **(3)** from the computer.



### **Finding battery information**

To access battery information:

- 1. Type support in the taskbar search box, and then select the HP Support Assistant app.
  - or -

Click the question mark icon in the taskbar.

Select My PC, select the Diagnostics and tools tab, and then select HP Battery Check. If HP Battery Check indicates that your battery should be replaced, contact support.

HP Support Assistant provides the following tools and information about the battery:

- HP Battery Check
- Information about battery types, specifications, life cycles, and capacity

#### **Conserving battery power**

To conserve battery power and maximize battery life:

- Lower the brightness of the display.
- Select the **Power saver** setting in Power Options.
- If the computer will be unused and unplugged from external power for more than 2 weeks, remove the user-replaceable battery from the computer and store it separately in a cool, dry place.
- Turn off wireless devices when you are not using them.
- Disconnect unused external devices that are not plugged into an external power source, such as an external hard drive connected to a USB port.
- Stop, disable, or remove any external media cards that you are not using.
- Before you leave your work, initiate Sleep or shut down the computer.

#### **Identifying low battery levels**

When a battery that is the sole power source for the computer reaches a low or critical battery level, the following behavior occurs:

- The battery light (select products only) indicates a low or critical battery level.
- or -
- The power meter icon **s** shows a low or critical battery notification.
- **NOTE:** For additional information about the power meter, see <u>Using the power meter and power</u> settings on page 30.

The computer takes the following actions for a critical battery level:

- If Hibernation is disabled and the computer is on or in the Sleep state, the computer remains briefly in the Sleep state and then shuts down and loses any unsaved information.
- If Hibernation is enabled and the computer is on or in the Sleep state, the computer initiates Hibernation.

### Resolving a low battery level

#### Resolving a low battery level when external power is available

Connect one of the following to the computer and to external power:

- AC adapter
- Optional docking or expansion device
- Optional power adapter purchased as an accessory from HP

#### Resolving a low battery level when no power source is available

Save your work and shut down the computer.

#### Resolving a low battery level when the computer cannot exit Hibernation

- 1. Replace a discharged user-replaceable battery (select products only) with a charged battery, or connect the AC adapter to the computer and to external power.
- 2. Exit Hibernation by pressing the power button.

#### Storing a user-replaceable battery

CAUTION: To reduce the risk of damage to a battery, do not expose it to high temperatures for extended periods of time.

If a computer will be unused and unplugged from external power for more than 2 weeks, remove the battery and store it separately in a cool, dry place to prolong the battery charge.

A stored battery should be checked every 6 months. If the capacity is less than 50 percent, recharge the battery before returning it to storage.

#### Disposing of a user-replaceable battery

**WARNING!** To reduce the risk of fire or burns, do not disassemble, crush, or puncture; do not short external contacts; do not dispose of in fire or water.

See the Regulatory, Safety and Environmental Notices for proper battery disposal.

To access this document:

▲ Type support in the taskbar search box, and then select the HP Support Assistant app.

- or -

Click the question mark icon in the taskbar.

# **Running on AC power**

For information about connecting to AC power, refer to the *Setup Instructions* poster provided in the computer box.

The computer does not use battery power when the computer is connected to AC power with an approved AC adapter or an optional docking/expansion device.

WARNING! To reduce potential safety issues, use only the AC adapter provided with the computer, a replacement AC adapter provided by HP, or a compatible AC adapter purchased from HP.

Connect the computer to AC power under any of the following conditions:

**WARNING!** Do not charge the computer battery while you are aboard aircraft.

- When charging or calibrating a battery
- When installing or modifying system software
- When writing information to a disc (select products only)
- When running Disk Defragmenter on computers with internal hard drives
- When performing a backup or recovery

When you connect the computer to AC power:

- The battery begins to charge.
- The screen brightness increases.
- The power meter icon ehanges appearance.

#### When you disconnect AC power:

- The computer switches to battery power.
- The screen brightness automatically decreases to save battery life.
- The power meter icon changes appearance.

#### **Troubleshooting power problems**

Test the AC adapter if the computer exhibits any of the following symptoms when it is connected to AC power:

- The computer does not turn on.
- The display does not turn on.
- The power lights do not turn on.

#### To test the AC adapter:

- 1. Shut down the computer.
- Connect the AC adapter to the computer and to the power cord, and then plug the power cord into an AC outlet.
- Turn on the computer.
  - If the power lights turn *on*, the AC adapter is working properly.
  - If the power lights remain *off*, check the connection from the AC adapter to the computer and the connection from the power cord to the AC outlet to be sure that the connections are secure.
  - If the connections are secure and the power lights remain *off*, the AC adapter is not functioning and should be replaced.

Contact support for information about obtaining a replacement AC power adapter.

## Shutting down (turning off) the computer

CAUTION: Unsaved information is lost when the computer shuts down. Be sure to save your work before shutting down the computer.

The Shut down command closes all open programs, including the operating system, and then turns off the display and computer.

Shut down the computer under any of the following conditions:

- When you need to replace the battery or access components inside the computer
- When you are connecting an external hardware device that does not connect to a USB or video port
- When the computer will be unused and disconnected from external power for an extended period

Although you can turn off the computer with the power button, the recommended procedure is to use the Windows Shut down command.

- NOTE: If the computer is in the Sleep state or in Hibernation, first exit Sleep or Hibernation by briefly pressing the power button.
  - 1. Save your work and close all open programs.
  - 2. Select the **Start** button, select the **Power** icon, and then select **Shut down**.

If the computer is unresponsive and you are unable to use the preceding shutdown procedures, try the following emergency procedures in the sequence provided:

- Press ctrl+alt+delete, select the Power icon, and then select Shut down.
- Press and hold the power button for at least 5 seconds.
- Disconnect the computer from external power.
- On products with a user-replaceable battery, remove the battery.

# Maintaining your computer

It is important to perform regular maintenance to keep your computer in optimal condition. This chapter explains how to use tools like Disk Defragmenter and Disk Cleanup. It also provides instructions for updating programs and drivers, steps to clean the computer, and tips for traveling with (or shipping) the computer.

## Improving performance

You can improve the performance of your computer by performing regular maintenance tasks with tools such as Disk Defragmenter and Disk Cleanup.

#### **Using Disk Defragmenter**

HP recommends using Disk Defragmenter to defragment your hard drive at least once a month.



NOTE: It is not necessary to run Disk Defragmenter on solid-state drives.

To run Disk Defragmenter:

- Connect the computer to AC power.
- Type defragment in the taskbar search box, and then select Defragment and optimize your drives.
- Follow the on-screen instructions.

For additional information, access the Disk Defragmenter software Help.

### **Using Disk Cleanup**

Use Disk Cleanup to search the hard drive for unnecessary files that you can safely delete to free up disk space and help the computer run more efficiently.

To run Disk Cleanup:

- Type disk in the taskbar search box, and then select Free up disk space by deleting unnecessary files or Uninstall apps to free up disk space.
- Follow the on-screen instructions.

### Using HP 3D DriveGuard (select products only)

HP 3D DriveGuard protects a hard drive by parking the drive and halting data requests under either of the following conditions:

- You drop the computer.
- You move the computer with the display closed while the computer is running on battery power.

A short time after the end of one of these events, HP 3D DriveGuard returns the hard drive to normal operation.

NOTE: Only internal hard drives are protected by HP 3D DriveGuard. A hard drive installed in an optional docking device or connected to a USB port is not protected by HP 3D DriveGuard.

**ENWW** Improving performance 37 NOTE: Because solid-state drives (SSDs) lack moving parts, HP 3D DriveGuard is unnecessary for these drives.

For more information, see the HP 3D DriveGuard software Help.

#### **Identifying HP 3D DriveGuard status**

The hard drive light on the computer changes color to show that the drive in a primary hard drive bay and/or the drive in a secondary hard drive bay (select products only) is parked. To determine whether a drive is currently protected or whether it is parked, view the icon on the Windows desktop in the notification area, at the far right of the taskbar.

# **Updating programs and drivers**

HP recommends that you update your programs and drivers on a regular basis. Updates can resolve issues and bring new features and options to your computer. For example, older graphics components might not work well with the most recent gaming software. Without the latest driver, you would not be getting the most out of your equipment.

Go to <a href="http://www.hp.com/support">http://www.hp.com/support</a> to download the latest versions of HP programs and drivers. In addition, register to receive automatic notifications when updates become available.

If you would like to update your programs and drivers, follow these instructions:

- Type support in the taskbar search box, and then select the HP Support Assistant app.
  - or -

Click the question mark icon in the taskbar.

- Select My PC, select the Updates tab, and then select Check for updates and messages.
- 3. Follow the on-screen instructions.

## **Cleaning your computer**

Use the following products to safely clean your computer:

- Dimethyl benzyl ammonium chloride 0.3 percent maximum concentration (for example, disposable wipes, which come in a variety of brands)
- Alcohol-free glass-cleaning fluid
- Solution of water and mild soap
- Dry microfiber cleaning cloth or a chamois (static-free cloth without oil)
- Static-free cloth wipes

CAUTION: Avoid strong cleaning solvents that can permanently damage your computer. If you are not sure that a cleaning product is safe for your computer, check the product contents to make sure that ingredients such as alcohol, acetone, ammonium chloride, methylene chloride, and hydrocarbons are not included in the product.

Fibrous materials, such as paper towels, can scratch the computer. Over time, dirt particles and cleaning agents can get trapped in the scratches.

### **Cleaning procedures**

Follow the procedures in this section to safely clean your computer.

**WARNING!** To prevent electric shock or damage to components, do not attempt to clean your computer while it is on.

- Turn off the computer.
- Disconnect AC power.
- 3. Disconnect all powered external devices.

<u>CAUTION:</u> To prevent damage to internal components, do not spray cleaning agents or liquids directly on any computer surface. Liquids dripped on the surface can permanently damage internal components.

#### Cleaning the display

Gently wipe the display using a soft, lint-free cloth moistened with an alcohol-free glass cleaner. Be sure that a display is dry before you close the computer.

#### Cleaning the sides or cover

To clean the sides or cover, use a soft microfiber cloth or chamois moistened with one of the cleaning solutions listed previously, or use an acceptable disposable wipe.

NOTE: When cleaning the cover of the computer, use a circular motion to aid in removing dirt and debris.

#### Cleaning the TouchPad, keyboard, or mouse (select products only)

⚠ WARNING! To reduce the risk of electric shock or damage to internal components, do not use a vacuum cleaner attachment to clean the keyboard. A vacuum cleaner can deposit household debris on the keyboard surface.

**CAUTION:** To prevent damage to internal components, do not allow liquids to drip between the keys.

- To clean the TouchPad, keyboard, or mouse, use a soft microfiber cloth or a chamois moistened with one of the cleaning solutions listed previously or use an acceptable disposable wipe.
- To prevent keys from sticking and to remove dust, lint, and particles from the keyboard, use a can of compressed air with a straw extension.

# Traveling with or shipping your computer

If you have to travel with or ship your computer, follow these tips to keep your equipment safe.

- Prepare the computer for traveling or shipping:
  - Back up your information to an external drive.
  - Remove all discs and all external media cards, such as memory cards.
  - Turn off and then disconnect all external devices.
  - Shut down the computer.
- Take along a backup of your information. Keep the backup separate from the computer.
- When traveling by air, carry the computer as hand luggage; do not check it in with the rest of your luggage.

CAUTION: Avoid exposing a drive to magnetic fields. Security devices with magnetic fields include airport walk-through devices and security wands. Airport conveyer belts and similar security devices that check carry-on baggage use X-rays instead of magnetism and do not damage drives.

- If you plan to use the computer during a flight, listen for the in-flight announcement that tells you when you are allowed to use your computer. In-flight computer use is at the discretion of the airline.
- If you are shipping the computer or a drive, use suitable protective packaging and label the package "FRAGILE."
- The use of wireless devices may be restricted in some environments. Such restrictions may apply aboard aircraft, in hospitals, near explosives, and in hazardous locations. If you are uncertain of the policy that applies to the use of a wireless device in your computer, ask for authorization to use your computer before you turn it on.
- If you are traveling internationally, follow these suggestions:
  - Check the computer-related customs regulations for each country or region on your itinerary.
  - Check the power cord and adapter requirements for each location in which you plan to use the computer. Voltage, frequency, and plug configurations vary.

<u>WARNING!</u> To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the computer with a voltage converter kit sold for appliances.

#### Securing your computer and information 8

Computer security is essential for protecting the confidentiality, integrity, and availability of your information. Standard security solutions provided by the Windows operating system, HP applications, the Setup Utility (BIOS), and other third-party software can help protect your computer from a variety of risks, such as viruses, worms, and other types of malicious code.

**IMPORTANT:** Some security features listed in this chapter may not be available on your computer.

## **Using passwords**

A password is a group of characters that you choose to secure your computer information and to protect online transactions. Several types of passwords can be set. For example, when you set up your computer for the first time, you were asked to create a user password to secure your computer. Additional passwords can be set in Windows or in HP Setup Utility (BIOS), which is preinstalled on your computer.

You may find it helpful to use the same password for a Setup Utility (BIOS) feature and for a Windows security feature.

To create and save passwords, use the following tips:

- To reduce the risk of being locked out of the computer, record each password and store it in a secure place away from the computer. Do not store passwords in a file on the computer.
- When creating passwords, follow requirements set by the program.
- Change your passwords at least every 3 months.
- An ideal password is long and has letters, punctuation, symbols, and numbers.
- Before you send your computer for service, back up your files, delete confidential files, and then remove all password settings.

For additional information about Windows passwords, such as screen-saver passwords:

Type support in the taskbar search box, and then select the HP Support Assistant app.

- or -

Click the question mark icon in the taskbar.

### **Setting Windows passwords**

Password	Function
User password	Protects access to a Windows user account.
Administrator password	Protects administrator-level access to computer contents.
	<b>NOTE:</b> This password cannot be used to access Setup Utility (BIOS) contents.

**ENWW** Using passwords

#### **Setting Setup Utility (BIOS) passwords**

Password	Function	
Administrator password	Must be entered each time you access Setup Utility (BIOS).	
	<ul> <li>If you forget your administrator password, you cannot access Setup Utility (BIOS).</li> </ul>	
Power-on password	<ul> <li>Must be entered each time you turn on or restart the computer.</li> </ul>	
	<ul> <li>If you forget your power-on password, you cannot turn on or restart the computer.</li> </ul>	

To set, change, or delete an administrator or power-on password in Setup Utility (BIOS):

- CAUTION: Use extreme care when making changes in Setup Utility (BIOS). Errors can prevent the computer from operating properly.
- NOTE: To start Setup Utility, your computer must be in notebook mode and you must use the keyboard attached to your notebook. The on-screen keyboard, which displays in tablet mode, cannot access Setup Utility.
  - 1. Start Setup Utility (BIOS):
    - Computers or tablets with keyboards:
      - ▲ Turn on or restart the computer, quickly press esc, and then press f10.
    - Tablets without keyboards:
      - 1. Turn on or restart the tablet, and then guickly hold down the volume down button.
        - or -

Turn on or restart the tablet, and then quickly hold down the Windows button.

- Tap f10.
- Select Security, and then follow the on-screen instructions.

Your changes take effect when the computer restarts.

# Using the fingerprint reader (select products only)

Integrated fingerprint readers are available on select products.

To use the fingerprint reader, you must set up a user account and password on the computer and then register one or more fingerprints using HP SimplePass software.

To register fingerprints with HP SimplePass:

- Swipe a finger on the fingerprint sensor to launch HP SimplePass.
- When the HP SimplePass welcome screen is displayed, select Get Started.
- 3. HP SimplePass prompts you to swipe your right index finger over the sensor.

- Swipe your finger 3 times to finish the registration.
   If registration is successful, a green circle appears on the corresponding finger in the illustration.
- 5. Repeat steps 1 through 4 to register an additional fingerprint.

# **Using Internet security software**

When you use your computer to access email, a network, or the Internet, you potentially expose your computer to computer viruses, spyware, and other online threats. To help protect your computer, Internet security software that includes antivirus and firewall features may be preinstalled on your computer as a trial offer. To provide ongoing protection against newly discovered viruses and other security risks, security software must be kept up to date. It is strongly recommended that you upgrade the security software trial offer or purchase the software of your choice in order to fully protect your computer.

#### **Using antivirus software**

Computer viruses can disable programs, utilities, or the operating system, or cause them to function abnormally. Antivirus software can detect most viruses, destroy them, and in most cases, repair any damage they have caused.

To provide ongoing protection against newly discovered viruses, antivirus software must be kept up to date.

An antivirus program may be preinstalled on your computer. It is strongly recommended that you use the antivirus program of your choice in order to fully protect your computer.

For more information about computer viruses, type support in the taskbar search box, and then select the **HP Support Assistant** app.

- or -

Click the guestion mark icon in the taskbar.

### **Using firewall software**

Firewalls are designed to prevent unauthorized access to a system or network. A firewall can be software you install on your computer and/or network, or it can be a combination of both hardware and software.

There are two types of firewalls to consider:

- Host-based firewalls—Software that protects only the computer it is installed on.
- Network-based firewalls—Installed between your DSL or cable modem and your home network to protect all the computers on the network.

When a firewall is installed on a system, all data sent to and from the system is monitored and compared with a set of user-defined security criteria. Any data that does not meet those criteria is blocked.

## **Installing software updates**

HP, Windows, and third-party software installed on your computer should be regularly updated to correct security problems and improve software performance.

CAUTION: Microsoft sends out alerts regarding Windows updates, which may include security updates. To protect the computer from security breaches and computer viruses, install all updates from Microsoft as soon as you receive an alert.

You can install these updates automatically.

To view or change the settings:

- Select the Start button, select Settings, and then select Update & Security.
- 2. Select **Windows Update**, and then follow the on-screen instructions.
- To schedule a time for installing updates, select Advanced Options, and then follow the on-screen instructions.

# **Using HP Touchpoint Manager (select products only)**

HP Touchpoint Manager is a cloud-based IT solution that enables businesses to effectively manage and secure their company assets. HP Touchpoint Manager helps protect devices against malware and other attacks, monitors device health, and enables you to reduce time spent solving end-user device and security issues. You can quickly download and install the software, which is highly cost effective relative to traditional in-house solutions.

# Securing your wireless network

When you set up a WLAN or access an existing WLAN, always enable security features to protect your network from unauthorized access. WLANs in public areas (hotspots) like coffee shops and airports may not provide any security.

# Backing up your software applications and information

Regularly back up your software applications and information to protect them from being permanently lost or damaged through a virus attack or a software or hardware failure.

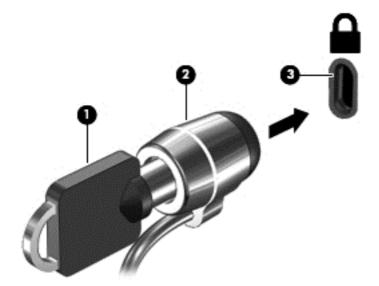
# Using an optional security cable

A security cable, which is purchased separately, is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen. Security cables are only one of several methods that should be employed as part of a complete security solution to help maximize theft protection.

The security cable slot on your computer may look slightly different from the illustration in this section.

- 1. Loop the security cable around a secured object.
- 2. Insert the key (1) into the security cable lock (2).

Insert the security cable lock into the security cable slot on the computer (3), and then lock the security cable lock with the key.



Remove the key and keep it in a safe place.

# **Using Setup Utility (BIOS)**

Setup Utility, or Basic Input/Output System (BIOS), controls communication between all the input and output devices on the system (such as disk drives, display, keyboard, mouse, and printer). Setup Utility (BIOS) includes settings for the types of devices installed, the startup sequence of the computer, and the amount of system and extended memory.



NOTE: To start Setup Utility on convertible computers, your computer must be in notebook mode and you must use the keyboard attached to your notebook. The on-screen keyboard, which displays in tablet mode, cannot access Setup Utility.

# Starting Setup Utility (BIOS)

- **CAUTION:** Use extreme care when making changes in Setup Utility (BIOS). Errors can prevent the computer from operating properly.
- NOTE: To start Setup Utility on convertible computers, your computer must be in notebook mode and you must use the keyboard attached to your notebook. The on-screen keyboard, which displays in tablet mode, cannot access Setup Utility.
  - Computers or tablets with keyboards:
    - Turn on or restart the computer, quickly press esc, and then press f10.
  - Tablets without keyboards:
    - Turn on or restart the tablet, and then quickly hold down the volume down button.
      - or -

Turn on or restart the tablet, and then quickly hold down the Windows button.

Tap **f10**.

## **Updating Setup Utility (BIOS)**

Updated versions of Setup Utility (BIOS) may be available on the HP website.

Most BIOS updates on the HP website are packaged in compressed files called SoftPags.

Some download packages contain a file named Readme.txt, which contains information regarding installing and troubleshooting the file.

### **Determining the BIOS version**

To decide whether you need to update Setup Utility (BIOS), first determine the BIOS version on your computer.

To reveal the BIOS version information (also known as ROM date and System BIOS):

Type support in the taskbar search box, and then select the **HP Support Assistant** app.

- or -

Click the question mark icon in the taskbar.

**2.** Select **My PC**, and then select **Specifications**.

– or –

Use Setup Utility (BIOS).

To use Setup Utility (BIOS):

- Start Setup Utility (BIOS) (see <u>Starting Setup Utility (BIOS) on page 46</u>).
- 2. Select **Main**, select System Information, and then make note of the BIOS version.
- 3. Select **Exit**, select **No**, and then follow the on-screen instructions.

To check for later BIOS versions, see <u>Downloading a BIOS update on page 47</u>.

#### **Downloading a BIOS update**

- CAUTION: To reduce the risk of damage to the computer or an unsuccessful installation, download and install a BIOS update only when the computer is connected to reliable external power using the AC adapter. Do not download or install a BIOS update while the computer is running on battery power, docked in an optional docking device, or connected to an optional power source. During the download and installation, follow these instructions:
  - Do not disconnect power from the computer by unplugging the power cord from the AC outlet.
  - Do not shut down the computer or initiate Sleep.
  - Do not insert, remove, connect, or disconnect any device, cable, or cord.
- NOTE: If your computer is connected to a network, consult the network administrator before installing any software updates, especially system BIOS updates.
  - Type support in the taskbar search box, and then select the HP Support Assistant app.

– or –

Click the question mark icon in the taskbar.

- 2. Click **Updates**, and then click **Check for updates and messages**.
- 3. Follow the on-screen instructions.
- 4. At the download area, follow these steps:
  - a. Identify the most recent BIOS update and compare it to the BIOS version currently installed on your computer. If the update is more recent than your BIOS version, make a note of the date, name, or other identifier. You may need this information to locate the update later, after it has been downloaded to your hard drive.
  - **b.** Follow the on-screen instructions to download your selection to the hard drive.

Make a note of the path to the location on your hard drive where the BIOS update is downloaded. You will need to access this path when you are ready to install the update.

BIOS installation procedures vary. Follow any instructions that appear on the screen after the download is complete. If no instructions appear, follow these steps:

- 1. Type file in the taskbar search box, and then select **File Explorer**.
- 2. Click your hard drive designation. The hard drive designation is typically Local Disk (C:).
- 3. Using the hard drive path you recorded earlier, open the folder that contains the update.

- Double-click the file that has an .exe extension (for example, *filename*.exe).
   The BIOS installation begins.
- 5. Complete the installation by following the on-screen instructions.
- NOTE: After a message on the screen reports a successful installation, you can delete the downloaded file from your hard drive.

# Synchronizing a tablet and keyboard (select products only)

For a tablet with a detachable keyboard, when you attach the tablet to the keyboard and restart the computer, Setup Utility (BIOS) checks to see if the Embedded Controller firmware on the keyboard needs to be synchronized. If so, synchronization begins. If the synchronization is interrupted, a notification screen displays for 10 seconds before the tablet restarts and attempts to synchronize again.

NOTE: The Embedded Controller firmware will synchronize ONLY if the tablet or keyboard battery is more than 50% charged, or if your tablet is connected to AC power.

# 10 Using HP PC Hardware Diagnostics (UEFI)

HP PC Hardware Diagnostics is a Unified Extensible Firmware Interface (UEFI) that allows you to run diagnostic tests to determine whether the computer hardware is functioning properly. The tool runs outside the operating system so that it can isolate hardware failures from issues that are caused by the operating system or other software components.

NOTE: To start BIOS on a convertible computer, your computer must be in notebook mode and you must use the keyboard attached to your tablet. The on-screen keyboard, which displays in tablet mode, cannot access BIOS.

To start HP PC Hardware Diagnostics UEFI:

- Start BIOS:
  - Computers or tablets with keyboards:
    - Turn on or restart the computer, quickly press esc.
  - Tablets without keyboards:
    - Turn on or restart the tablet, and then quickly hold down the volume down button.
      - or -

Turn on or restart the tablet, and then quickly hold down the Windows button.

Press or tap f2.

The BIOS searches three places for the diagnostic tools, in the following order:

- Connected USB drive
- NOTE: To download the HP PC Hardware Diagnostics (UEFI) tool to a USB drive, see <u>Downloading HP PC Hardware Diagnostics (UEFI) to a USB device on page 49</u>.
- **b.** Hard drive
- c. BIOS
- 3. When the diagnostic tool opens, select the type of diagnostic test you want to run, and then follow the on-screen instructions. On a tablet, press the volume down button to stop a diagnostic test.
- NOTE: If you need to stop a diagnostic test on computers or tablets with a keyboard, press esc.

# Downloading HP PC Hardware Diagnostics (UEFI) to a USB device

There are two options to download HP PC Hardware Diagnostics to a USB device:

#### Download the latest UEFI version:

- 1. Go to http://www.hp.com/go/techcenter/pcdiags. The HP PC Diagnostics home page is displayed.
- 2. In the HP PC Hardware Diagnostics section, click the **Download** link, and then select **Run**.

#### Download any version of UEFI for a specific product:

- 1. Go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>, and then select your country. The HP Support page is displayed.
- 2. Click Drivers & Downloads.
- 3. In the text box, enter the product name, and then click **Go**.
  - or –

Click **Find Now** to let HP automatically detect your product.

- **4.** Select your computer, and then select your operating system.
- 5. In the **Diagnostic** section, follow the on-screen instructions to select and download the UEFI version you want.

# 11 Backing up, restoring, and recovering

This chapter provides information about the following processes. The information in the chapter is standard procedure for most products.

- Creating recovery media and backups
- Restoring and recovering your system

For additional information, refer to the HP support assistant app.

Type support in the taskbar search box, and then select the HP Support Assistant app.

– or –

Click the question mark icon in the taskbar.

**IMPORTANT:** If you will be performing recovery procedures on a tablet, the tablet battery must be at least 70% charged before you start the recovery process.

**IMPORTANT:** For a tablet with a detachable keyboard, connect the keyboard to the keyboard dock before beginning any recovery process.

## **Creating recovery media and backups**

The following methods of creating recovery media and backups are available on select products only. Choose the available method according to your computer model.

- Use HP Recovery Manager to create HP Recovery media after you successfully set up the computer. This
  step creates a backup of the HP Recovery partition on the computer. The backup can be used to reinstall
  the original operating system in cases where the hard drive is corrupted or has been replaced. For
  information on creating recovery media, see <u>Creating HP Recovery media</u> (select products only)
  on page 51. For information on the recovery options that are available using the recovery media, see
  <u>Using Windows tools on page 52</u>.
- Use Windows tools to create system restore points and create backups of personal information.

For more information, see <u>Recovering using HP Recovery Manager on page 53</u>.

NOTE: If storage is 32 GB or less, Microsoft System Restore is disabled by default.

### **Creating HP Recovery media (select products only)**

If possible, check for the presence of the Recovery partition and the Windows partition. From the **Start** menu, select **File Explorer**, and then select **This PC**.

If your computer does not list the Windows partition and the Recovery partition, you can obtain
recovery media for your system from support. See the Worldwide Telephone Numbers booklet included
with the computer. You can also find contact information on the HP website. Go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>, select your country or region, and follow the on-screen instructions.

You can use Windows tools to create system restore points and create backups of personal information, see <u>Using Windows tools on page 52</u>.

- If your computer does list the Recovery partition and the Windows partition, you can use HP Recovery Manager to create recovery media after you successfully set up the computer. HP Recovery media can be used to perform system recovery if the hard drive becomes corrupted. System recovery reinstalls the original operating system and software programs that were installed at the factory and then configures the settings for the programs. HP Recovery media can also be used to customize the system or restore the factory image if you replace the hard drive.
  - Only one set of recovery media can be created. Handle these recovery tools carefully, and keep them in a safe place.
  - HP Recovery Manager examines the computer and determines the required storage capacity for the media that will be required.
  - To create recovery discs, your computer must have an optical drive with DVD writer capability, and you must use only high-quality blank DVD-R, DVD+R, DVD-R DL, or DVD+R DL discs. Do not use rewritable discs such as CD±RW, DVD±RW, double-layer DVD±RW, or BD-RE (rewritable Blu-ray) discs; they are not compatible with HP Recovery Manager software. Or, instead, you can use a high-quality blank USB flash drive.
  - of your computer does not include an integrated optical drive with DVD writer capability, but you would like to create DVD recovery media, you can use an external optical drive (purchased separately) to create recovery discs. If you use an external optical drive, it must be connected directly to a USB port on the computer; the drive cannot be connected to a USB port on an external device, such as a USB hub. If you cannot create DVD media yourself, you can obtain recovery discs for your computer from HP. See the *Worldwide Telephone Numbers* booklet included with the computer. You can also find contact information on the HP website. Go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>, select your country or region, and follow the on-screen instructions.
  - Be sure that the computer is connected to AC power before you begin creating the recovery media.
  - The creation process can take an hour or more. Do not interrupt the creation process.
  - If necessary, you can exit the program before you have finished creating all of the recovery DVDs.
     HP Recovery Manager will finish burning the current DVD. The next time you start HP Recovery Manager, you will be prompted to continue.

To create HP Recovery media:

- **IMPORTANT:** For a tablet with a detachable keyboard, connect the keyboard to the keyboard dock before beginning these steps.
  - 1. Type recovery in the taskbar search box, and then select HP Recovery Manager.
  - **2.** Select **Create recovery media**, and then follow the on-screen instructions.

If you ever need to recover the system, see Recovering using HP Recovery Manager on page 53.

## **Using Windows tools**

You can create recovery media, system restore points, and backups of personal information using Windows tools.

NOTE: If storage is 32 GB or less, Microsoft System Restore is disabled by default.

For more information and steps, see the Get started app.

▲ Select the **Start** button, and then select the **Get started** app.

## **Restore and recovery**

There are several options for recovering your system. Choose the method that best matches your situation and level of expertise:

- **IMPORTANT:** Not all methods are available on all products.
  - Windows offers several options for restoring from backup, refreshing the computer, and resetting the computer to its original state. For more information see the Get started app.
    - ▲ Select the **Start** button, and then select the **Get started** app.
  - If you need to correct a problem with a preinstalled application or driver, use the Reinstall drivers and/ or applications option (select products only) of HP Recovery Manager to reinstall the individual application or driver.
    - Type recovery in the taskbar search box, select HP Recovery Manager, select Reinstall drivers and/or applications, and then follow the on-screen instructions.
  - If you want to recover the Windows partition to original factory content, you can choose the System
    Recovery option from the HP Recovery partition (select products only) or use the HP Recovery media.
    For more information, see <u>Recovering using HP Recovery Manager on page 53</u>. If you have not already
    created recovery media, see <u>Creating HP Recovery media</u> (select products only) on page 51.
  - On select products, if you want to recover the computer's original factory partition and content, or if you have replaced the hard drive, you can use the Factory Reset option of HP Recovery media. For more information, see Recovering using HP Recovery Manager on page 53.
  - On select products, if you want to remove the recovery partition to reclaim hard drive space, HP Recovery Manager offers the Remove Recovery Partition option.

For more information, see Removing the HP Recovery partition (select products only) on page 55.

### **Recovering using HP Recovery Manager**

HP Recovery Manager software allows you to recover the computer to its original factory state by using the HP Recovery media that you either created or that you obtained from HP, or by using the HP Recovery partition (select products only). If you have not already created recovery media, see <a href="Creating HP Recovery media">Creating HP Recovery media</a> (select products only) on page 51.

#### What you need to know before you get started

- HP Recovery Manager recovers only software that was installed at the factory. For software not
  provided with this computer, you must either download the software from the manufacturer's website
  or reinstall the software from the media provided by the manufacturer.
- **IMPORTANT:** Recovery through HP Recovery Manager should be used as a final attempt to correct computer issues.
- HP Recovery media must be used if the computer hard drive fails. If you have not already created recovery media, see Creating HP Recovery media (select products only) on page 51.
- To use the Factory Reset option (select products only), you must use HP Recovery media. If you have not already created recovery media, see Creating HP Recovery media (select products only) on page 51.
- If your computer does not allow the creation of HP Recovery media or if the HP Recovery media does not work, you can obtain recovery media for your system from support. See the *Worldwide Telephone Numbers* booklet included with the computer. You can also find contact information from the HP

ENWW Restore and recovery 53

website. Go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>, select your country or region, and follow the on-screen instructions.

IMPORTANT: HP Recovery Manager does not automatically provide backups of your personal data. Before beginning recovery, back up any personal data you want to retain.

Using HP Recovery media, you can choose from one of the following recovery options:

- NOTE: Only the options available for your computer display when you start the recovery process.
  - System Recovery—Reinstalls the original operating system, and then configures the settings for the programs that were installed at the factory.
  - Factory Reset—Restores the computer to its original factory state by deleting all information from the hard drive and re-creating the partitions. Then it reinstalls the operating system and the software that was installed at the factory.

The HP Recovery partition (select products only) allows System Recovery only.

#### Using the HP Recovery partition (select products only)

The HP Recovery partition allows you to perform a system recovery without the need for recovery discs or a recovery USB flash drive. This type of recovery can be used only if the hard drive is still working.

To start HP Recovery Manager from the HP Recovery partition:

- **IMPORTANT:** For a tablet with a detachable keyboard, connect the keyboard to the keyboard dock before beginning these steps (select products only).
  - 1. Type recovery in the taskbar search box, select **Recovery Manager**, and then select **HP Recovery Environment**.

- or-

For computers or tablets with keyboards attached, press f11 while the computer boots, or press and hold f11 as you press the power button.

For tablets without keyboards:

Turn on or restart the tablet, and then quickly hold down the volume down button; then select f11.

- or -

Turn on or restart the tablet, and then quickly hold down the Windows button; then select f11.

- 2. Select **Troubleshoot** from the boot options menu.
- 3. Select **Recovery Manager**, and then follow the on-screen instructions.

#### Using HP Recovery media to recover

You can use HP Recovery media to recover the original system. This method can be used if your system does not have an HP Recovery partition or if the hard drive is not working properly.

- 1. If possible, back up all personal files.
- 2. Insert the HP Recovery media, and then restart the computer.
- **NOTE:** If the computer does not automatically restart in HP Recovery Manager, change the computer boot order. See <u>Changing the computer boot order on page 55</u>.
- 3. Follow the on-screen instructions.

#### Changing the computer boot order

If your computer does not restart in HP Recovery Manager, you can change the computer boot order, which is the order of devices listed in BIOS where the computer looks for startup information. You can change the selection to an optical drive or a USB flash drive.

To change the boot order:

- **IMPORTANT:** For a tablet with a detachable keyboard, connect the keyboard to the keyboard dock before beginning these steps.
  - 1. Insert the HP Recovery media.
  - 2. Access BIOS:

For computers or tablets with keyboards attached:

- ▲ Turn on or restart the computer or tablet, quickly press esc, and then press f9 for boot options.
- For tablets without keyboards:
- ▲ Turn on or restart the tablet, and then quickly hold down the volume down button; then select **f9**.
  - or -

Turn on or restart the tablet, and then quickly hold down the Windows button; then select **f9**.

- 3. Select the optical drive or USB flash drive from which you want to boot.
- 4. Follow the on-screen instructions.

#### Removing the HP Recovery partition (select products only)

HP Recovery Manager software allows you to remove the HP Recovery partition to free up hard drive space.

- **IMPORTANT:** After you remove the HP Recovery partition, you will not be able to perform System Recovery or create HP recovery media from the HP Recovery partition. So before you remove the Recovery partition, create HP Recovery media; see <u>Creating HP Recovery media</u> (select products only) on page 51.
- NOTE: The Remove Recovery Partition option is only available on products that support this function.

Follow these steps to remove the HP Recovery partition:

- 1. Type recovery in the taskbar search box, and then select **HP Recovery Manager**.
- 2. Select **Remove Recovery Partition**, and then follow the on-screen instructions.

ENWW Restore and recovery 55

# 12 Specifications

### **Input power**

The power information in this section may be helpful if you plan to travel internationally with the computer.

The computer operates on DC power, which can be supplied by an AC or a DC power source. The AC power source must be rated at 100-240 V, 50-60 Hz. Although the computer can be powered from a standalone DC power source, it should be powered only with an AC adapter or a DC power source that is supplied and approved by HP for use with this computer.

The computer can operate on DC power within the following specifications. Operating voltage and current varies by platform. The voltage and current for your computer is located on the regulatory label.

Input power	Rating
Operating voltage and current	19.5 V dc @ 2.31 A – 45 W
	19.5 V dc @ 3.33 A – 65 W
	19.5 V dc @ 4.62 A – 90 W
	19.5 V dc @ 6.15 A – 120 W
	19.5 V dc @ 7.69 A – 150 W
DC plug of external HP power supply	





NOTE: This product is designed for IT power systems in Norway with phase-to-phase voltage not exceeding 240 V rms.

## **Operating environment**

Factor	Metric	U.S.
Temperature		
Operating	5°C to 35°C	41°F to 95°F
Nonoperating	-20°C to 60°C	-4°F to 140°F
Relative humidity (noncondensing)		
Operating	10% to 90%	10% to 90%
Nonoperating	5% to 95%	5% to 95%
Maximum altitude (unpressurized)		
Operating	-15 m to 3,048 m	-50 ft to 10,000 ft
Nonoperating	-15 m to 12,192 m	-50 ft to 40,000 ft

# 13 Electrostatic Discharge

Electrostatic discharge is the release of static electricity when two objects come into contact—for example, the shock you receive when you walk across the carpet and touch a metal door knob.

A discharge of static electricity from fingers or other electrostatic conductors may damage electronic components.

To prevent damage to the computer, damage to a drive, or loss of information, observe these precautions:

- If removal or installation instructions direct you to unplug the computer, first be sure that it is properly grounded.
- Keep components in their electrostatic-safe containers until you are ready to install them.
- Avoid touching pins, leads, and circuitry. Handle electronic components as little as possible.
- Use nonmagnetic tools.
- Before handling components, discharge static electricity by touching an unpainted metal surface.
- If you remove a component, place it in an electrostatic-safe container.

ENWW 57

# 14 Accessibility

HP designs, produces, and markets products and services that can be used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

# Supported assistive technologies

HP products support a wide variety of operating system assistive technologies and can be configured to work with additional assistive technologies. Use the Search feature on your device to locate more information about assistive features.



NOTE: For additional information about a particular assistive technology product, contact customer support for that product.

# **Contacting support**

We are constantly refining the accessibility of our products and services and welcome feedback from users. If you have an issue with a product or would like to tell us about accessibility features that have helped you, please contact us at +1 (888) 259-5707, Monday through Friday, 6 a.m. to 9 p.m. North American Mountain Time. If you are deaf or hard-of-hearing and use TRS/VRS/WebCapTel, contact us if you require technical support or have accessibility questions by calling +1 (877) 656-7058, Monday through Friday, 6 a.m. to 9 p.m. North American Mountain Time.



58

**NOTE:** Support is in English only.

Chapter 14 Accessibility **ENWW** 

# Index

Symbols/Numerics  3D camera, identifying 8  Left TouchPad 10 power 12  AC adapter, testing 35 accessibility 58 action keys 14 identifying 13 airplane mode 17 airplane mode key 14, 17 antivirus software, using 43 Audio 22 audio-out (headphone)/audio-in (microphone) jack, identifying 7  bottom 16 buttons connecting 23 identifying 5 HDMI, configuring audio 23 HDMI, configuring audio 23 HDMI, configuring audio 23 HEP ADMI, configuring audio 23 HEP ADMI, configuring 29 identifying 5 HDMI, configuring 29 Identifying 10 initiated during critical battery initiating 29 Identifying 30 Identifying 30 Identifying 5 Identifying 29 Identifying 11 Identifying 11 Identifying 12 Identifying 13 Identifying 29 Identifying 13 Identifying 29 Identifying 13 Identifying 29 Identifying 13 Identifying 14 Identifying 13 Identifying 13 Identifying 13 Identifying 14 Identifying 14 Identifying 15 Identifying
left TouchPad 10 identifying 5  A power 12 HDMI, configuring audio 23  AC adapter, testing 35 right TouchPad 10 headsets, connecting 22  accessibility 58 Hibernation action keys 14 caps lock light, identifying 11 initiated during critical battery airplane mode 17 caring for your computer 38 level 33 airplane mode key 14, 17 cleaning your computer 38 initiating 29 antivirus software, using 43 components high-definition devices, connecting Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
AC adapter, testing 35 right TouchPad 10 headsets, connecting 22 accessibility 58 Hibernation action keys 14 C exiting 29 identifying 13 caps lock light, identifying 11 initiated during critical battery airplane mode 17 caring for your computer 38 level 33 initiating 29 antivirus software, using 43 components high-definition devices, connecting Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
AC adapter, testing 35  accessibility 58  action keys 14  identifying 13  airplane mode 17  airplane mode key 14, 17  antivirus software, using 43  Audio 22  audio-out (headphone)/audio-in  right TouchPad 10  headsets, connecting 22  Hibernation  exiting 29  initiated during critical battery  level 33  initiating 29  high-definition devices, connecting  23, 24  HP 3D DriveGuard 37
accessibility 58 action keys 14 identifying 13 caps lock light, identifying 11 airplane mode 17 airplane mode key 14, 17 alirplane mode key 14, 17 antivirus software, using 43 Audio 22 bottom 15 audio-out (headphone)/audio-in  Hibernation exiting 29 initiated during critical battery level 33 initiating 29 high-definition devices, connecting 23, 24 HP 3D DriveGuard 37
action keys 14 identifying 13 caps lock light, identifying 11 airplane mode 17 caring for your computer 38 airplane mode key 14, 17 cleaning your computer 38 initiating 29 antivirus software, using 43 Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in  Ceaps lock light, identifying 11 initiated during critical battery level 33 initiating 29 high-definition devices, connecting 29 29 23 24 48 49 40 40 40 40 40 40 40 40 40 40 40 40 40
identifying 13 caps lock light, identifying 11 initiated during critical battery airplane mode 17 caring for your computer 38 level 33 airplane mode key 14, 17 cleaning your computer 38 initiating 29 antivirus software, using 43 components high-definition devices, connecting Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
airplane mode 17 caring for your computer 38 level 33 airplane mode key 14, 17 cleaning your computer 38 initiating 29 antivirus software, using 43 components high-definition devices, connecting Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
airplane mode key 14, 17 cleaning your computer 38 initiating 29 antivirus software, using 43 components high-definition devices, connecting Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
antivirus software, using 43 components high-definition devices, connecting Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
Audio 22 bottom 15 23, 24 audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
audio-out (headphone)/audio-in display 8 HP 3D DriveGuard 37
(microphone) jack, identifying 7 tert side 7 HP Apps Store, visiting 1
right side F
right side 5 HP DataPass 19  top 10 HP Mobile Broadband
top 10 III Plobite Broadband
backing up software and computer, traveling 34 activating 18 information 44 connecting to a WLAN 18 IMFL number 18
to meeting to a main to make the member to
battery corporate WLAN connection 18 HP PC Hardware Diagnostics (UEFI)
conserving power 33 critical battery level 33 using 49
discharging 33 HP Recovery Manager
disposing 34 D correcting boot problems 55
finding information 32 Disk Cleanup software 37 starting 54
low battery levels 33 Disk Defragmenter software 37 HP Recovery media
resolving low battery level 33, creating 51
34 E recovery 54
storing 34 electrostatic discharge 57 HP Recovery partition
user-replaceable 30 esc key, identifying 13 recovery 54
battery cover, identifying 15 external AC power, using 34 removing 55
battery information, finding 32  HP resources 2  HP Touche sint Managers 44
HP Touchpoint Manager 44
battery power 30 fingerprint reader
battery release latch 15 using 42     battery temperature 34 fingerprint reader, identifying 11, IMFL number 18
The first territories of the first territories
best practices 1 12 initiating Sleep and Hibernation 28
BIOS fingerprints, registering 42 input power 56
determining version 40
downloading an update 47 fn key, identifying 13 optional security cable 44
starting the Setup Utility 46 integrated numeric keypad,
updating 46 G identifying 13, 27
Bluetooth device 17, 19 GPS 19 internal display switch, identifying
Bluetooth label 16 8, 9
boot order internal microphones, identifying 8,
changing 55 hard drive light 7 9

ENWW Index 59

Internet security software, using 43	minimized image recovery 54	starting 54
	minimized image, creating 53	supported discs 52
J	Miracast 24	system 53
jacks	mobile broadband	USB flash drive 54
audio-out (headphone)/audio-in	activating 18	using HP Recovery media 52
(microphone) 7	IMEI number 18	recovery media
network 5	MEID number 18	creating 51
RJ-45 (network) 5	mouse, external	creating using HP Recovery
	setting preferences 25	Manager 52
K	mute light, identifying 11	recovery partition
keyboard and optional mouse		removing 55
using 27	N	regulatory information
keys	network jack, identifying 5	regulatory label 16
action 13	num lock key, identifying 27	wireless certification labels 16
airplane mode 14		RJ-45 (network) jack, identifying
esc 13	0	RJ-45 (network) status lights,
fn 13	one-finger slide touch screen	identifying 5
Windows 13	gesture 27	,,
	operating environment 56	S
L	optical drive, identifying 7	security cable slot, identifying 7
labels	original system recovery 53	security cable, installing 44
Bluetooth 16	. <b>3,</b>	serial number 16
regulatory 16	P	serial number, computer 16
serial number 16	passwords	service labels, locating 15
service 15	Setup Utility (BIOS) 42	setting password protection on
wireless certification 16	Windows 41	wakeup 29
WLAN 16	ports	Setup Utility (BIOS) passwords 42
latch, battery release 15	HDMI 5, 23	shipping the computer 39
lights	Miracast 24	shutdown 35
caps lock 11	USB 3.0 5, 7	
hard drive 7	USB 3.0 charging (powered) 5	Sleep exiting 29
mute 11	power power can be a charging (powered)	
power 7, 11	AC 34	initiating 29
RJ-45 (network) status 5	battery 30	Sleep and Hibernation
locating information	power button, identifying 12	initiating 28
hardware 4	power connector, identifying 6	slots
software 4	power light, identifying 5	memory card reader 5
low battery level 33		security cable 7
tow battery level 33	power lights, identifying 7, 11	software
М	power meter, using 30	Disk Cleanup 37
maintenance	power settings, using 30	Disk Defragmenter 37
Disk Cleanup 37	product name and number,	HP 3D DriveGuard 37
	computer 16	software updates, installing 43
Disk Defragmenter 37 HP 3D DriveGuard 37	public WLAN connection 18	sound settings, usng 22
		speakers
updating programs and drivers	R	connecting 21
38	recover	identifying 12, 15
managing power 28	options 53	storing a battery 34
MEID number 18	recovery	supported discs, recovery 52
memory card reader, identifying 5	discs 52, 54	system recovery 53
memory card, identifying 5	HP Recovery Manager 53	
microphone, connecting 21	media 54	

60 Index ENWW

system restore point	W
creating 52	webcam
system restore point, creating 51	identifying 8, 9
•	using 21
T	webcam light, identifying 8, 9
tap TouchPad and touch screen	Windows
gesture 25	system restore point 51, 52
temperature 34	
•	,, , ,
testing an AC adapter 35	Windows passwords 41
touch screen gestures	Windows tools
one-finger slide 27	using 52
TouchPad	wireless button 17
buttons 10	wireless certification label 16
using 25	wireless controls
TouchPad and touch screen gestures	button 17
tap 25	operating system 17
two-finger pinch zoom 26	wireless light 17
TouchPad gestures	wireless network (WLAN)
two-finger scroll 26	connecting 18
two-finger tap 26	corporate WLAN connection 18
TouchPad zone, identifying 10	functional range 18
traveling with the computer 16, 34,	public WLAN connection 18
39	wireless network, securing 44
turning off the computer 35	WLAN antennas, identifying 8, 9
two-finger pinch zoom TouchPad and	WLAN device 16
touch screen gesture 26	
<del>-</del>	WLAN label 16
two-finger scroll TouchPad gesture 26	WWAN device 18
two-finger tap TouchPad gesture	
26	
U	
unresponsive system 35	
updating programs and drivers 38	
USB 2.0 charging (powered) port,	
identifying 5	
using external AC power 34	
using passwords 41	
using power meter settings 30	
using power settings 30	
using sound settings 22	
using the integrated numeric	
keypad 27	
using the keyboard and optional	
mouse 27	
using the TouchPad 25	
V	
vents, identifying 15	
video 22	

ENWW Index 61