

© Copyright 2016 HP Development Company,

Bluetooth is a trademark owned by its proprietor and used by HP Inc. under license. Intel, Celeron, and Pentium are trademarks of Intel Corporation in the U.S. and other countries. Windows is a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.

The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

Second Edition: July 2016

First Edition: May 2016

Document Part Number: 862395-002

#### **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 or versions of Windows. Systems may require upgraded and/or separately purchased hardware, drivers, software or BIOS update to take full advantage of Windows functionality. Windows 10 is automatically updated, which is always enabled. ISP fees may apply and additional requirements may apply over time for updates. Go to <a href="http://www.microsoft.com">http://www.microsoft.com</a> for details.

To access the latest user guides or manuals for your product, go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>, and select your country. Select **Find your product**, 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

**WARNING!** 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).

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

IMPORTANT: Select 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.

# **Table of contents**

1 Start	ing right	1
	Visit the HP Apps Store	1
	Best practices	1
	More HP resources	2
2 Getti	ng to know your computer	4
	Locating hardware	4
	Locating software	4
	Right side	5
	Left side	ε
	Display	ε
	Changing your notebook position (select products only)	ç
	Changing your notebook to an entertainment stand (select products only)	10
	Changing your notebook to an interactive stand (select products only)	11
	Changing your notebook to a tablet (select products only)	11
	Top	12
	TouchPad	12
	Lights	13
	Keys	14
	Using the action keys	15
	Bottom	16
	Labels	17
3 Conn	ecting to a network	18
	Connecting to a wireless network	18
	Using the wireless controls	18
	Airplane mode key	18
	Operating system controls	18
	Connecting to a WLAN	19
	Using HP Mobile Broadband (select products only)	19
	Using GPS (select products only)	20
	Using Bluetooth wireless devices (select products only)	20
	Connecting Bluetooth devices	20
	Connecting to a wired network—LAN (select products only)	20
	Sharing data and drives and accessing software	21

4 Enjoying entertainment features	22
Using the camera	22
Using audio	22
Connecting speakers	22
Connecting headsets	22
Using sound settings	23
Using video	23
Connecting video devices using an HDMI cable	24
Setting up HDMI audio	24
Discovering and connecting to Miracast-compatible wireless displays (select products o	nly) 25
Discovering and connecting to Intel WiDi certified displays (select Intel products only)	25
5 Navigating the screen	26
Using TouchPad and touch screen gestures	26
Тар	26
Two-finger pinch zoom	27
Two-finger slide (TouchPad only)	27
Two-finger tap (TouchPad only)	27
Four-finger tap (TouchPad only)	28
Three-finger swipe (TouchPad only)	28
One-finger slide (touch screen only)	28
Using the keyboard and optional mouse	29
Using the on-screen keyboard	29
Using the integrated numeric keypad	29
6 Managing power	30
Initiating and exiting Sleep and Hibernation	30
Manually initiating and exiting Sleep	31
Manually initiating and exiting Hibernation (select products only)	31
Setting password protection on wakeup (exiting Sleep or Hibernation)	31
Using the power meter and power settings	32
Running on battery power	32
Factory-sealed battery	32
Finding battery information	33
Conserving battery power	33
Identifying low battery levels	33
Resolving a low battery level	34
Resolving a low battery level when external power is available	34
Resolving a low battery level when no power source is available	34
Resolving a low battery level when the computer cannot exit Hibernation	34

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	
Using HP 3D DriveGuard (select products only)	37
Identifying HP 3D DriveGuard status	
Updating programs and drivers	
Cleaning your computer	
Cleaning procedures	
Cleaning the display	
Cleaning the sides or cover	
Cleaning the TouchPad, keyboard, or mouse (select products only)	
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 Windows Hello (select products only)	42
Using Internet security software	42
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 (select products only)	44
9 Using Setup Utility (BIOS)	45
Starting Setup Utility (BIOS)	45
Updating Setup Utility (BIOS)	45
Determining the BIOS version	45
Downloading a BIOS update	46
10 Using HP PC Hardware Diagnostics (UEFI)	47
Downloading HP PC Hardware Diagnostics (UEFI) to a USB device	

11 Backing up, restoring,	, and recovering	49
Creating recove	ery media and backups	49
Crea	ating HP Recovery media (select products only)	49
Using Windows	s tools	50
Restore and re	covery	51
Rec	overing using HP Recovery Manager	51
	What you need to know before you get started	51
	Using the HP Recovery partition (select products only)	52
	Using HP Recovery media to recover	52
	Changing the computer boot order	53
	Removing the HP Recovery partition (select products only)	54
12 Specifications		55
Input power		55
Operating envi	ronment	55
13 Electrostatic Discharg	je	57
14 Accessibility		58
Supported assi	istive technologies	58
Contacting sup	port	58
Index		59

## 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.

2. 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</u>, and recovering on page 49.
- If you haven't already done so, connect to a wired or wireless network. See details in <u>Connecting to a network on page 18</u>.
- Become familiar with the computer hardware and software. For more information, see <u>Getting to know</u>
   your computer on page 4 and Enjoying entertainment features on page 22.
- Update or purchase antivirus software. See <u>Using antivirus software on page 43</u>.

## **More HP resources**

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

Res	Resource		Contents		
Set	Setup Instructions		Overview of computer setup and features		
HP:	support	•	Online chat with an HP technician		
For	HP support, go to <a href="http://www.hp.com/support">http://www.hp.com/support</a> .	•	Support telephone numbers		
		•	HP service center locations		
Saf	ety & Comfort Guide	•	Proper workstation setup		
	access this guide:	•	Guidelines for posture and work habits that increase your comfort and decrease your risk of injury		
•	Select the <b>Start</b> button, select <b>All apps</b> , select <b>HP Help and Support</b> , and then select <b>HP Documentation</b> .	•	Electrical and mechanical safety information		
– or	r-				
<b>A</b>	Select the <b>Start</b> button, select <b>All apps</b> , select <b>HP</b> , and then select <b>HP Documentation</b> .				
– or	r-				
<b>A</b>	Type support in the taskbar search box, and then select the HP Support Assistant app. Select My PC, select the Specifications tab, and then select User Guides.				
– or	r-				
<b>A</b>	Click the question mark icon in the taskbar. Select My PC, select the Specifications tab, and then select User Guides.				
– or	r-				
<b>A</b>	Go to http://www.hp.com/ergo.				
	<b>IMPORTANT:</b> You must be connected to the Internet to access the latest version of the user guide.				

Regulatory, Safety and Environmental Notices

To access this document:

Select the Start button, select All apps, select HP Help and Support, and then select HP Documentation.

- or -

Select the Start button, select All apps, select HP, and then select HP Documentation.

- or -

Type support in the taskbar search box, and then select the HP Support Assistant app. Select My PC, select the Specifications tab, and then select User Guides.

- or -

Important regulatory notices, including information about proper battery disposal, if needed.

Resource Contents

Click the question mark icon in the taskbar. Select My PC, select the Specifications tab, and then select User Guides.

Limited Warranty\*

Specific warranty information about this computer

To access this document:

Select the Start button, select All apps, select HP Help and Support, and then select HP Documentation.

- or -

Select the Start button, select All apps, select HP, and then select HP Documentation.

- or -

Type support in the taskbar search box, and then select the HP Support Assistant app. Select My PC, select the Specifications tab, and then select User Guides.

- or -

Click the question mark icon in the taskbar. Select My PC, select the Specifications tab, and then select User Guides.

– or –

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

**IMPORTANT:** You must be connected to the Internet to access the latest version of the user guide.

\*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 POD, PO Box 161, Kitchener Road Post Office, Singapore 912006. Include your product name, and your name, phone number, and postal address.

## 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**

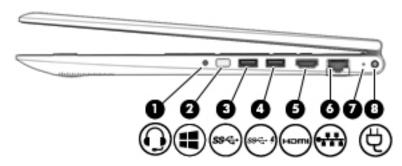
To find out what software is installed on your computer:

Select the Start button, and then select All apps.

- or -

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

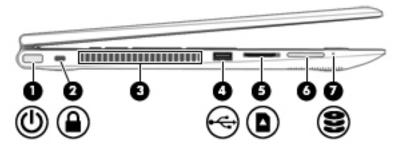
## **Right side**



Comp	onent		Description
(1)	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 standalone microphones.
			<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, Safety, and Environmental Notices</i> .
			To access this guide:
			Select the Start button, select All apps, select HP Help and Support, and then select HP Documentation.
			<b>NOTE:</b> When a device is connected to the jack, the computer speakers are disabled.
(2)		Windows button	Opens the <b>Start</b> menu.
	••		<b>NOTE:</b> Pressing the Windows button again will close the <b>Start</b> menu.
(3)	ss←	USB 3.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner, or USB hub.
(4)	ss <del>c.</del>	USB 3.0 charging (powered) port	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.
			<b>NOTE:</b> USB charging ports can also charge select models of cell phones and MP3 players, even when the computer is off.
(5)	ноті	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.
(6)		RJ-45 (network) jack/status lights	Connects a network cable.
	****		White: The network is connected.
			Amber: Activity is occurring on the network.
(7)		AC adapter and 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>

Component			Description
			<ul> <li>Amber: The AC adapter is connected and the battery is charging.</li> </ul>
			<ul> <li>Off: The battery is not charging.</li> </ul>
(8)	Ą	Power connector	Connects an AC adapter.

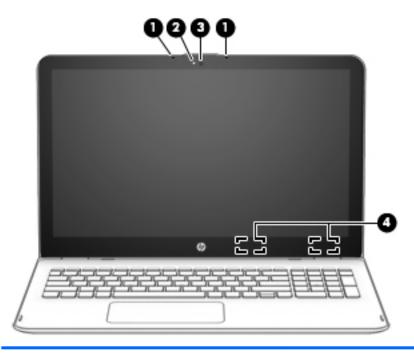
## **Left side**



Component			Description
(1)	ψ	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 resul 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)	$\circ$	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.
3)		Vent	Enables airflow to cool internal components.

Comp	onent		Description
			<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.
(4)	<b>~</b>	USB 2.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub.
(5)		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.
(6)		Volume button	Controls speaker volume on the computer.
			<ul> <li>Notebook and interactive stand mode:</li> </ul>
			<ul> <li>To increase the volume, press the edge closest to the hinge.</li> </ul>
			<ul> <li>To decrease the volume, press the edge closest to the TouchPad.</li> </ul>
			<ul> <li>Tablet and entertainment stand mode:</li> </ul>
			<ul> <li>To increase the volume, press the edge closest to the TouchPad.</li> </ul>
			<ul> <li>To decrease the volume, press the edge closest to the hinge.</li> </ul>
(7)	0	Drive light	<ul> <li>Blinking white: The hard drive is being accessed.</li> </ul>
	$\boldsymbol{\approx}$		<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> 3D DriveGuard (select products only) on page 37.

## **Display**



Component		Description
(1)	Internal microphones (2)	Record sound.
(2)	Camera light	On: The camera is in use.
(3)	Camera	Allows you to video chat, record video, and record still images. Some products also provide HD (high-definition) or 3D capability, apps for gaming, or facial recognition software like Windows Hello. For details about Windows Hello, see <a href="Securing your computer and information">Securing your computer and information on page 41</a> .
		To use your camera:
		Type camera in the taskbar search box, and then select Camera.
(4)	WLAN antennas*	Send and receive wireless signals to communicate with wireless local area networks (WLANs).
(4)	WLAN antennas*	Camera.  Send and receive wireless signals to communicate with wireless signals to communicate with wireless signals to communicate with wireless signals.

<sup>\*</sup>The antennas are not visible from the outside of the computer, and antenna location varies. 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.

To access this guide:

▲ Select the Start button, select All apps, select HP Help and Support, and then select HP Documentation.

### Changing your notebook position (select products only)

Your computer can function as a classic notebook, and in addition, the display can be rotated so that the computer transforms into an entertainment stand, an interactive stand, or a tablet.

NOTE: The TouchPad and keyboard functions are locked during the entertainment and tablet modes.



## Changing your notebook to an entertainment stand (select products only)

To change your notebook to an entertainment stand, raise the display, and then rotate the display backward to a stand position (about 315 degrees).



### Changing your notebook to an interactive stand (select products only)

To change your notebook to an interactive stand, raise the display, and then rotate the display backward to a stand position (about 315 degrees). Position the notebook on its edges.



### Changing your notebook to a tablet (select products only)

To change your notebook to a tablet, raise the display, and then rotate the display backward until it is flush with the computer bottom (360 degrees).

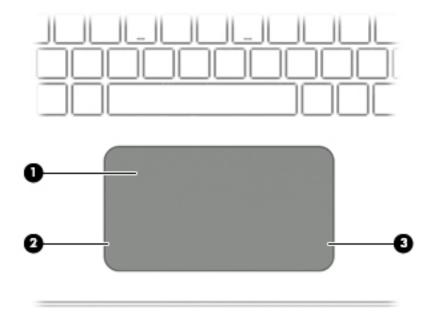


NOTE: When the computer is in tablet mode, you can use the on-screen keyboard.



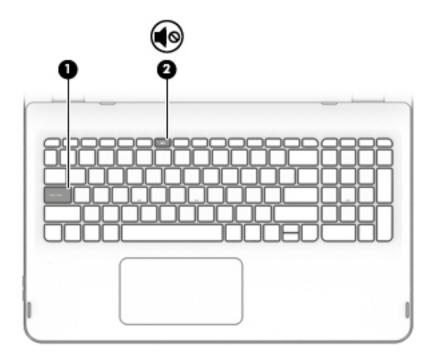
## Top

## **TouchPad**



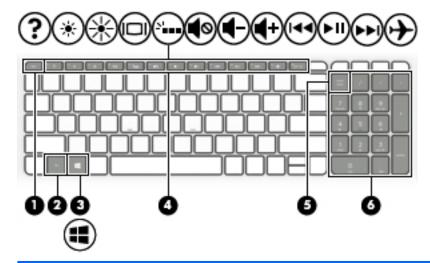
Component	t	Description
(1)	TouchPad zone	Reads your finger gestures to move the pointer or activate items on the screen.
		<b>NOTE:</b> For more information, see <u>Using TouchPad and touch</u> <u>screen gestures on page 26</u> .
(2)	Left TouchPad button	Functions like the left button on an external mouse.
(3)	Right TouchPad button	Functions like the right button on an external mouse.

## Lights



Component			Description
(1)		Caps lock light	On: Caps lock is on, which switches the key input to all capital letters.
(2)	<b>4</b> ⊚	Mute light	<ul><li>Amber: Computer sound is off.</li><li>Off: Computer sound is on.</li></ul>

## Keys



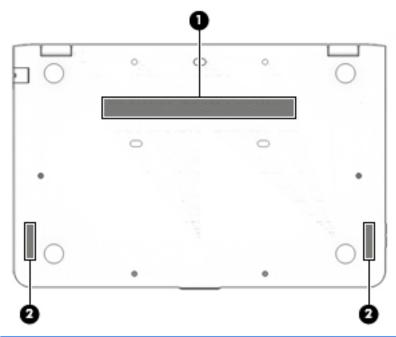
Component		Description	
(1)	esc key	Displays system information when pressed in combination with the fn key.	
(2)	fn key	Executes specific functions when pressed in combination with the esc key.	
(3)	Windows key	Opens the <b>Start</b> menu.  NOTE: Pressing the Windows key again will close the <b>Start</b> menu.	
(4)	Action keys	Execute frequently used system functions.  NOTE: On select products, the f5 action key turns the keyboard backlight 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.	

## Using the action keys

- An action key performs an assigned function.
- The icon on each action key illustrates the function for that key.

lcon	Description	
?	Opens the <b>Get started</b> app.	
*	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.	
	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.	
٠	On select products, turns the keyboard backlight off or on.  NOTE: To conserve battery power, turn off this feature.	
<b>√</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.	
<b>+</b>	Turns the airplane mode and wireless feature on or off.  NOTE: The airplane mode key is also referred to as the wireless button.  NOTE: A wireless network must be set up before a wireless connection is possible.	

## **Bottom**



Component		Description
(1)	Vent	Enables 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)	Speakers (2)	Produce sound.

### Labels

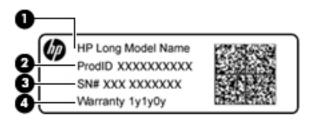
The labels affixed to the computer provide information you may need when you troubleshoot system problems or travel internationally with the computer.

- 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.
  - 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.

## 3 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.
- 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:

- 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**.

#### **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.

then select **Next** to complete the connection.

- 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
- 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.

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:

- 1. From the taskbar, select the network status icon.
- Select View Connection Settings.
- 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 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.

To enable GPS, make sure location is enabled under the Windows privacy setting.

- 1. Type location in the taskbar search box, and then select Location privacy settings.
- **2.** Follow the on-screen instructions for using location settings.

For more information, see the Get started app.

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

#### **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 Get started app.

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

#### **Connecting Bluetooth devices**

Before you can use a Bluetooth device, you must establish a Bluetooth connection.

- Type bluetooth in the taskbar search box, and then select Bluetooth settings.
- 2. Turn on Bluetooth, if it is not already turned on.
- **3.** Select your device from the list, and then follow the on-screen instructions.
- NOTE: If the device requires verification, a pairing code is displayed. On the device you are adding, follow the on-screen instructions to verify that the code on your device matches the pairing code. For more information, refer to the documentation provided with the device.
- NOTE: If your device does not appear in the list, be sure that Bluetooth on that device is turned on. Some devices may have additional requirements; refer to the documentation provided with the device.

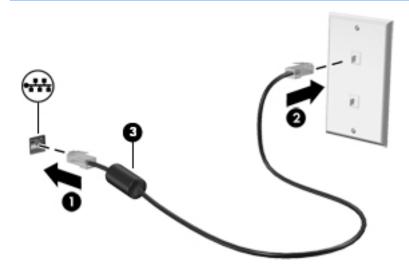
### Connecting to a wired network—LAN (select products only)

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 or an optional docking device or expansion port, if there is no RJ-45 jack on the computer.

To connect the network cable, follow these steps:

- Plug the network cable into the network jack (1) on the computer.
- Plug the other end of the network cable into a network wall jack (2) or router.
- NOTE: If the network cable contains noise suppression circuitry (3), which prevents interference from TV and radio reception, orient the circuitry end of the cable toward the computer.



## 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 camera, 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 the camera

Your computer has one or more cameras that enable you to connect with others for work or play. Cameras may be front facing, rear facing, or pop up. See Getting to know your computer on page 4 for camera details.

Most cameras allow you to video chat, record video, and record still images. Some also provide HD (high-definition) or 3D capability, apps for gaming, or facial recognition software like Windows Hello. See Securing your computer and information on page 41 for details about using Windows Hello.

To use your camera:

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

### **Using audio**

On your computer, or on select products 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)/audio-in (microphone) combo jack 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 <a href="Setting up HDMI audio on page 24">Setting up HDMI audio on page 24</a>. Before connecting speakers, lower the volume setting.

### **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:

Select the Start button, select All apps, select HP Help and Support, and then select HP Documentation.

Headphones combined with a microphone are called headsets. You can connect wired headsets to the audio-out (headphone)/audio-in (microphone) combo 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:

▲ Type control panel in the taskbar search box, 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.

Your computer may include an enhanced sound system by Bang & Olufsen, B&O Play, DTS, or another provider. As a result, your computer may include advanced audio features that can be controlled through an audio control panel specific to your sound system.

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

▲ Type control panel in the taskbar search box, select Control Panel, select Hardware and Sound, and then select the audio control panel specific to your system.

— or –

Right-click the **Start** button, select **Control Panel**, select **Hardware and Sound**, and then select the audio control panel specific to your system.

## **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.

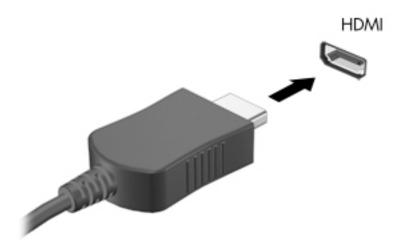
For information on using your video features, refer to HP Support Assistant.

#### Connecting video devices using an HDMI cable

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:

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



- Connect the other end of the cable to the high-definition TV or monitor.
- 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.

NOTE: For best results, especially if you choose the "Extend" option, increase the screen resolution of the external device, as follows. Type control panel in the taskbar search box, select Control Panel, and then select Appearance and Personalization. Under Display, select Adjust resolution.

#### 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:

- 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.
- 3. Click Set Default, and then click OK.

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.
- 2. 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)

NOTE: To learn what type of display you have (Miracast-compatible or Intel WiDi), refer to the documentation that came with your TV or secondary display device.

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.

To connect to Intel WiDi certified displays:

▲ 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.

#### To open Intel WiDi:

■ Type Intel WiDi in the taskbar search box, and then click Intel WiDi.

## **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)
- Use an on-screen keyboard (select products only)

## **Using 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.

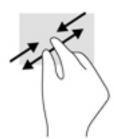
Point to an item on the screen, and then tap one finger on the TouchPad zone or touch screen to select the item. Double-tap an item to open it.



# **Two-finger pinch zoom**

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

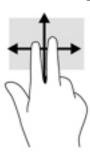
- Zoom out by placing two fingers apart on the TouchPad zone or touch screen and then moving your fingers together.
- Zoom in by placing two fingers together on the TouchPad zone or touch screen and then moving your fingers apart.



### Two-finger slide (TouchPad only)

Use the two-finger slide 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.



#### Four-finger tap (TouchPad only)

Use the four-finger tap to open the action center.

Tap four fingers on the Touchpad to open the action center and view current settings and notifications.



#### Three-finger swipe (TouchPad only)

Use the three-finger swipe to view open windows and to switch between open windows and the desktop.

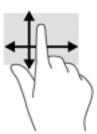
- Swipe 3 fingers away from you to see all open windows.
- Swipe 3 fingers toward you to show the desktop.
- Swipe 3 fingers left or right to switch between open windows.



### 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 optional 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 on-screen keyboard

The computer has an on-screen keyboard that is displayed when you are in tablet mode.

- To display the on-screen keyboard, tap the keyboard icon in the notification area, at the far right of the taskbar.
- Begin typing.

To access settings for the on-screen keyboard, select the **Start** button, select **Settings**, select **Devices**, and then select **Typing**.

NOTE: Action keys do not display or function on the on-screen keyboard.

Suggested words may be displayed above the on-screen keyboard. Tap a word to select it.

## 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 Keys on page 14.

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 arrow 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**

CAUTION: Several well-known vulnerabilities exist when a computer is in the Sleep state. To prevent an unauthorized user from accessing data on your computer, even encrypted data, HP recommends that you always initiate Hibernation instead of Sleep anytime the computer will be out of your physical possession. This practice is particularly important when you travel with your computer.

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 31.
- 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 <u>Manually initiating and exiting Hibernation</u>
  (select products only) on page 31.

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, 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**.
- 3. 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, 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:

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 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.

### **Factory-sealed battery**

To monitor the status of the battery, or if the battery is no longer holding a charge, run HP Battery Check in the HP Support Assistant app.

- 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.

The battery[ies] in this product cannot be easily replaced by users themselves. Removing or replacing the battery could affect your warranty coverage. If a battery is no longer holding a charge, contact support. When

a battery has reached the end of its useful life, do not dispose of the battery in general household waste. Follow the local laws and regulations in your area for battery disposal.

#### **Finding battery information**

To access battery information:

- 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 **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.
- 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 shows a low or critical battery notification.
- **NOTE:** For additional information about the power meter, see <u>Using the power meter and power settings on page 32</u>.

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. Connect the AC adapter to the computer and to external power.
- 2. Exit Hibernation by pressing the power button.

## **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:

**MARNING!** 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 \_\_\_\_\_ changes 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:

- 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 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.

- 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 10 seconds.
- Disconnect the computer from external power.

# 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.

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.

**WARNING!** 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.

# 8 Securing your computer and information

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.	

#### **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 quickly hold down the volume down button.
        - or -

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

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

Your changes take effect when the computer restarts.

## **Using Windows Hello (select products only)**

On products equipped with a fingerprint reader or an infrared camera, you can use Windows Hello to sign in by swiping your finger or looking at the camera.

To set up Windows Hello, follow these steps:

- Select the Start button, select Settings, select Accounts, and then select Sign-in options.
- Under Windows Hello, follow the on-screen instructions to add both a password and a 4-digit PIN, and then enroll your fingerprint or facial ID.

# **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 question 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 (select products only)

A security cable (purchased separately) is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen. To connect a security cable to your computer, follow the device manufacturer's instructions.

# **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.

# Starting Setup Utility (BIOS)

⚠ CAUTION: Use extreme care when making changes in Setup Utility (BIOS). Errors can prevent the computer from operating properly.

Turn on or restart the computer, quickly press esc, and then press 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), use one of these options.

- **HP Support Assistant** 
  - 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, and then select Specifications.
- Setup Utility (BIOS)
  - Start Setup Utility (BIOS) (see Starting Setup Utility (BIOS) on page 45).
  - 2. Select **Main**, select **System Information**, and then make note of the BIOS version.
  - Select **Exit**, select **No**, and then follow the on-screen instructions.

To check for later BIOS versions, see Downloading a BIOS update on page 46.

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

Click the guestion mark icon in the taskbar.

- 2. Click **Updates**, and then click **Check for updates and messages**.
- 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:

- Type file in the taskbar search box, and then select File Explorer.
- 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.

#### 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.

When HP PC Hardware Diagnostics (UEFI) detects a failure that requires hardware replacement, a 24-digit Failure ID code is generated. This ID code can then be provided to support to help determine how to correct the problem.



NOTE: To start diagnostics on a convertible computer, your computer must be in notebook mode and you must use the keyboard attached.

To start HP PC Hardware Diagnostics (UEFI), follow these steps:

- Turn on or restart the computer, and quickly press esc.
- 2. Press 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</u> HP PC Hardware Diagnostics (UEFI) to a USB device on page 47.
- Hard drive
- BIOS c.
- When the diagnostic tool opens, select the type of diagnostic test you want to run, and then follow the on-screen instructions.



**NOTE:** If you need to stop a diagnostic test, press esc.

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

NOTE: The HP PC Hardware Diagnostics (UEFI) download instructions are provided in English only, and you must use a Windows computer to download and create the HP UEFI support environment because only .exe files are offered.

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

#### **Download the latest UEFI version**

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

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

- Go to <a href="http://www.hp.com/support">http://www.hp.com/support</a>.
- Select Get software and drivers.

- **3.** Enter the product name or number.
  - or -

Select **Identify 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 <a href="Creating HP Recovery media">Creating HP Recovery media</a> (select products only)
  on page 49. For information on the recovery options that are available using the recovery media, see
  Using Windows tools on page 50.
- 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 51</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 50</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.
  - If 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 51.

### **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 51</u>. If you have not already
    created recovery media, see <u>Creating HP Recovery media</u> (select products only) on page 49.
  - 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 51.
  - 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 54.

#### **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 49.

#### 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 49.
- 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 49.
- 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

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.

- 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.

- 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 53</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 <a href="Creating HP Recovery media">Creating HP Recovery media</a> (select products only) on page 49.
- 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.

# 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	5 V dc @ 2 A / 12 V dc @ 3 A /15 V dc @ 3 A – 45 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3 A / 10 V dc @ 3.75 A / 12 V dc @ 3.75 A / 15 V dc @ 3 A / 20 V dc @ 2.25 A – 45 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3A / 10 V dc @ 5 A / 12 V dc @ 5 A / 15 V dc @ 4.33 A / 20 V dc @ 3.25 A – 65 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3 A / 10 V dc @ 5 A / 12 V dc @ 5 A / 15 V dc @ 5 A / 20 V dc @ 4.5 A – 90 W USB-C
	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 @ 7.70 A – 150 W
	19.5 V dc @ 10.3 A – 200 W
DC plug of external HP power supply (select products only)	$\bigcirc$



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

Factor	Metric	U.S.
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.

# 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.



NOTE: Support is in English only.

# Index

A	C	initiated during critical battery
AC adapter and battery 5	camera	level 33
AC adapter, testing 35	using 22	initiating 31
accessibility 58	caps lock light, identifying 13	high-definition devices, connecting
action keys 15	caring for your computer 38	24, 25
action keys, identifying 14	cleaning your computer 38	HP 3D DriveGuard 37
airplane mode 18	components	HP Apps Store, visiting 1
airplane mode key 15, 18	bottom 16	HP Mobile Broadband
antivirus software, using 43	display 8	activating 19
audio 23	left side 6	IMEI number 19
audio-out (headphone)/audio-in	right side 5	MEID number 19
(microphone) jack, identifying 5	top 12	HP PC Hardware Diagnostics (UEFI)
(merophone, jack, facilitying 5	connecting to a WLAN 19	using 47
В	connector, power 6	HP Recovery Manager
backing up software and	corporate WLAN connection 19	correcting boot problems 53
information 44	critical battery level 33	starting 52
backups 49	critical battery level 33	HP Recovery media
battery	D	creating 49
conserving power 33	Disk Cleanup software 37	recovery 52
discharging 33	Disk Defragmenter software 37	HP Recovery partition
factory-sealed 32	drive light 7	recovery 52
finding information 33	drive light /	removing 54
low battery levels 33	E	HP resources 2
resolving low battery level 34	electrostatic discharge 57	
battery information, finding 33	esc key, identifying 14	HP Touchpoint Manager 44
battery power 32	external AC power, using 34	1
best practices 1	externative power, using 54	IMEI number 19
BIOS	F	initiating Sleep and Hibernation 30
determining version 45	fingerprints, registering 42	input power 55
downloading an update 46	firewall software 43	installing
	fn key, identifying 14	_
starting the Setup Utility 45	four-finger tap TouchPad gesture	optional security cable 44 integrated numeric keypad,
updating 45	28	
Bluetooth device 18, 20	20	identifying 14, 29
Bluetooth label 17	G	internal microphones, identifying 8
boot order	GPS 20	Internet security software, using 42
changing 53	di 5 20	
bottom 17	н	j jacks
buttons	HDMI port	•
left TouchPad 12	connecting 24	audio-out (headphone)/audio-in (microphone) 5
power 6	identifying 5	•
right TouchPad 12	HDMI, configuring audio 24	network 5
volume 7	headsets, connecting 22	RJ-45 (network) 5
Windows 5	Hibernation	
	exiting 31	
	Calling 51	

K	0	RJ-45 (network) status lights,
keyboard and optional mouse	one-finger slide touch screen	identifying 5
using 29	gesture 28	
keys	operating environment 55	S
airplane mode 15	original system recovery 51	security cable slot, identifying 6
esc 14		security cable, installing 44
fn 14	P	serial number 17
Windows 14	passwords	serial number, computer 17
	Setup Utility (BIOS) 42	service labels, locating 17
L	Windows 41	setting password protection on
labels	ports	wakeup 31
Bluetooth 17	HDMI 5, 24	Setup Utility (BIOS) passwords 42
regulatory 17	Miracast 25	shipping the computer 39
serial number 17	USB 2.0 7	shutdown 35
service 17	USB 3.0 5	Sleep
wireless certification 17	USB 3.0 (powered) charging 5	exiting 31
WLAN 17	power	initiating 31
lights	AC 34	Sleep and Hibernation
AC adapter and battery light 5	battery 32	initiating 30
caps lock 13	power button, identifying 6	slots
drive 7	power connector, identifying 6	memory card reader 7
mute 13	power meter, using 32	security cable 6
RJ-45 (network) status 5	power settings, using 32	software
locating information	product name and number,	Disk Cleanup 37
hardware 4	computer 17	Disk Defragmenter 37
software 4	public WLAN connection 19	HP 3D DriveGuard 37
low battery level 33		software updates, installing 43
ŕ	R	sound settings, using 23
M	recover	speakers
maintenance	options 51	connecting 22
Disk Cleanup 37	recovery	identifying 16
Disk Defragmenter 37	discs 50, 52	supported discs, recovery 50
HP 3D DriveGuard 37	HP Recovery Manager 51	system recovery 51
updating programs and drivers	media 52	system restore point
38	starting 52	creating 50
managing power 30	supported discs 50	system restore point, creating 49
MEID number 19	system 51	.,
memory card reader, identifying 7	USB flash drive 52	T
memory card, identifying 7	using HP Recovery media 50	tap TouchPad and touch screen
minimized image recovery 52	recovery media	gesture 26
minimized image, creating 51	creating 49	testing an AC adapter 35
Miracast 25	creating using HP Recovery	three-finger swipe TouchPad
mobile broadband	Manager 50	gesture 28
activating 19	recovery partition	touch screen gestures
IMEI number 19	removing 54	one-finger slide 28
MEID number 19	regulatory information	TouchPad
mute light, identifying 13	regulatory label 17	buttons 12
- · · · · · · · · · · · · · · · · · · ·	wireless certification labels 17	using 26
N	RJ-45 (network) jack, identifying 5	<b>y =-</b>
network jack, identifying 5		
num lock key, identifying 29		

TouchPad and touch screen gestures Windows tools tap 26 using 50 two-finger pinch zoom 27 wireless button 18 TouchPad gestures wireless certification label 17 four-finger tap 28 wireless controls three-finger swipe 28 button 18 two-finger scroll 27 operating system 18 two-finger tap 27 wireless light 18 TouchPad zone, identifying 12 wireless network (WLAN) traveling with the computer 17, 39 connecting 19 turning off the computer 35 corporate WLAN connection 19 two-finger pinch zoom TouchPad and functional range 19 touch screen gesture 27 public WLAN connection 19 two-finger scroll TouchPad gesture wireless network, securing 44 WLAN antennas, identifying 8 two-finger tap TouchPad gesture 27 WLAN device 17 WLAN label 17 U WWAN device 19 unresponsive system 35 updating programs and drivers 38 USB 2.0 port, identifying 7 USB 3.0 charging (powered) port, identifying 5 USB 3.0 port, identifying 5 using external AC power 34 using passwords 41 using power meter settings 32 using power settings 32 using sound settings 23 using the integrated numeric keypad 29 using the keyboard and optional mouse 29 using the TouchPad 26 vents, identifying 6, 16 video 23 volume buttons, identifying 7 W webcam identifying 8 webcam light, identifying 8 Windows system restore point 49, 50 Windows button, identifying 5 Windows Hello using 42 Windows key, identifying 14 Windows passwords 41