



User Guide

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First Edition: December 2015

Document Part Number: 844764-001

Product notice

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

This computer may require upgraded and/or separately purchased hardware and/or a DVD drive to install the Windows 10 IoT Enterprise software and take full advantage of Windows 10 IoT Enterprise functionality. Go to <http://www.microsoft.com/en-us/windows/features> for details.

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

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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).

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1 Welcome

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

- **Connect to the Internet**—Set up your wired or wireless network so that you can connect to the Internet. For more information, see [Connecting to a network on page 15](#).
- **Get to know your computer**—Learn about your computer features. See [Getting to know your computer on page 3](#) and [Screen navigation on page 20](#) for additional information.
- **Find installed software**—Access a list of the software preinstalled on the computer:

Select **Start** and then select **All Programs**. For details about using the software included with the computer, see the software manufacturer's instructions, which may be provided with the software or on the manufacturer's website.

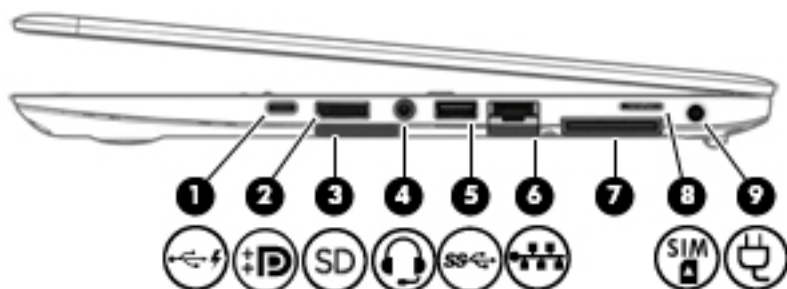
Finding information

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

Resources	For information about
Setup Instructions poster	- How to set up the computer - Help to identify computer components
HP website To access the latest user guide, go to http://www.hp.com/support , and select your country. Select Drivers & Downloads , and then follow the on-screen instructions.	- Support information - Ordering parts and finding additional help - Accessories available for the device
Worldwide support To get support in your language, go to http://www.hp.com/support , and select your country.	- Online chat with an HP technician - Support telephone numbers - HP service center locations
Safety & Comfort Guide To access the user guide, select Start , select All Apps , select HP , and then select HP Documentation . — or — Go to http://www.hp.com/ergo .	- Proper workstation setup, posture, health, and work habits - Electrical and mechanical safety information
Regulatory, Safety, and Environmental Notices To access the user guide, select Start , select All Apps , select HP , and then select HP Documentation .	- Regulatory and safety information - Battery disposal information
Limited Warranty* To access the Limited Warranty, select Start , select All Apps , select HP , select HP Documentation , and then select View Warranty Information . — or — Go to http://www.hp.com/go/orderdocuments .	Warranty information
*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 http://www.hp.com/go/orderdocuments. For products purchased in Asia Pacific, you can write to HP at POD, P.O. 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

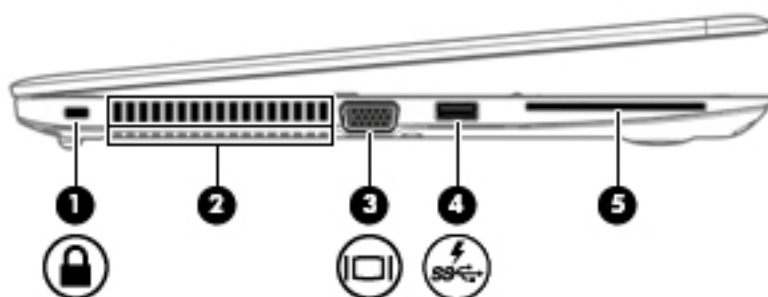
Right



Component	Description
(1) 	USB Type-C (charging) port Connects any USB device with a Type-C connector. NOTE: USB Type-C ports charge products such as cell phones, laptops, tablets, and MP3 players, even when the computer is off. Also, some USB Type-C ports connect DisplayPort, VGA, HDMI and other video devices to provide video output. NOTE: Adapters (purchased separately) may be required.
(2) 	Dual-Mode DisplayPort Connects an optional digital display device, such as a high-performance monitor or projector.
(3) 	Memory card reader Reads optional memory cards that store, manage, share, or access information.
(4) 	Audio-out (headphone)/Audio-in (microphone) combo jack Connects optional powered stereo speakers, headphones, earbuds, a headset, a microphone, or a television audio cable. Headphones combined with a microphone are called headsets. WARNING! To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. For additional safety information, see the <i>Regulatory, Safety, and Environmental Notices</i>. To access the user guides, select Start, select HP, and then select HP Documentation. NOTE: When a device is connected to the jack, the computer speakers are disabled. NOTE: Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(5) 	USB 3.0 port Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub. NOTE: For details about different types of USB ports, see Using a USB device on page 34.
(6) 	RJ-45 (network) jack Connects a network cable.

Component		Description
(7)	Docking connector	Connects an optional docking device.
(8)	 SIM slot	Supports a wireless subscriber identity module (SIM) card.
(9)	 Power connector	Connects an AC adapter.

Left



Component		Description
(1)	 Security cable slot	Attaches an optional security cable to the computer. NOTE: The security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen.
(2)	Vents (2)	Enable airflow to cool internal components. NOTE: 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.
(3)	 External monitor port	Connects an external VGA monitor or projector.
(4)	 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. NOTE: USB charging ports can also charge select models of cell phones and MP3 players, even when the computer is off. NOTE: For details about different types of USB ports, see Using a USB device on page 34 .
(5)	Smart card reader	Supports optional smart cards.

Display

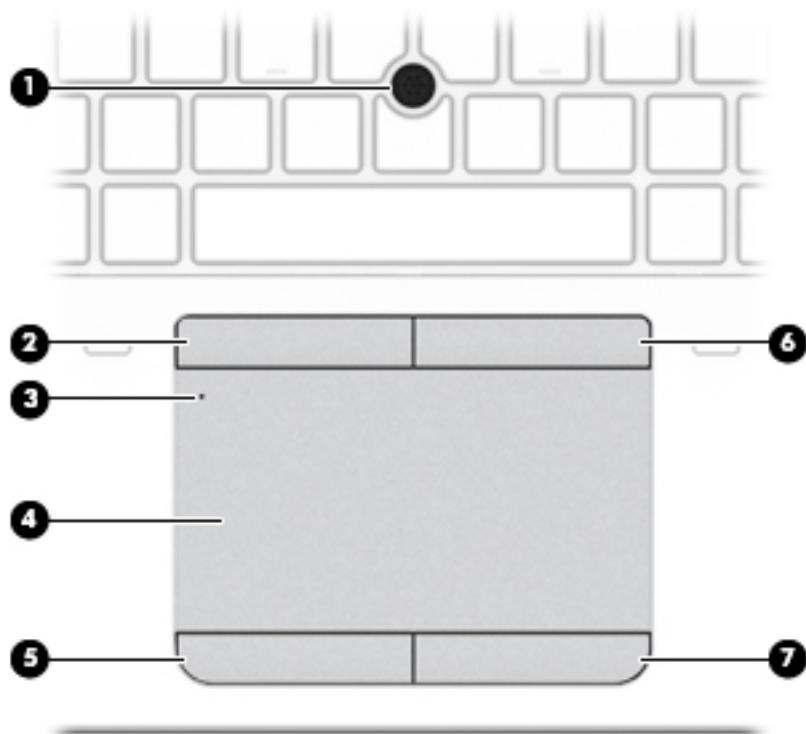


Component		Description
(1)	WLAN antennas (2)*	Send and receive wireless signals to communicate with wireless local area networks (WLAN).
(2)	WWAN antennas (2)*	Send and receive wireless signals to communicate with wireless wide area networks (WWAN).
(3)	Internal microphones	Record sound.
(4)	Webcam light	On: The webcam is in use.
(5)	Webcam	Records video and captures photographs. Some models allow you to video conference and chat online using streaming video.

*The antennas are not visible on the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions. To see wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region. To access the user guides, select **Start**, select **HP**, and then select **HP Documentation**.

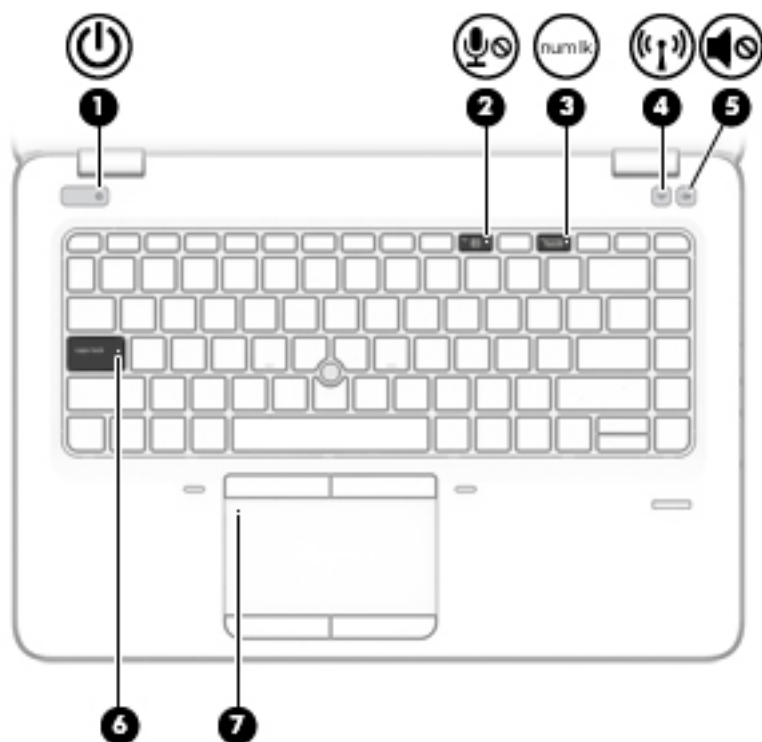
Top

TouchPad



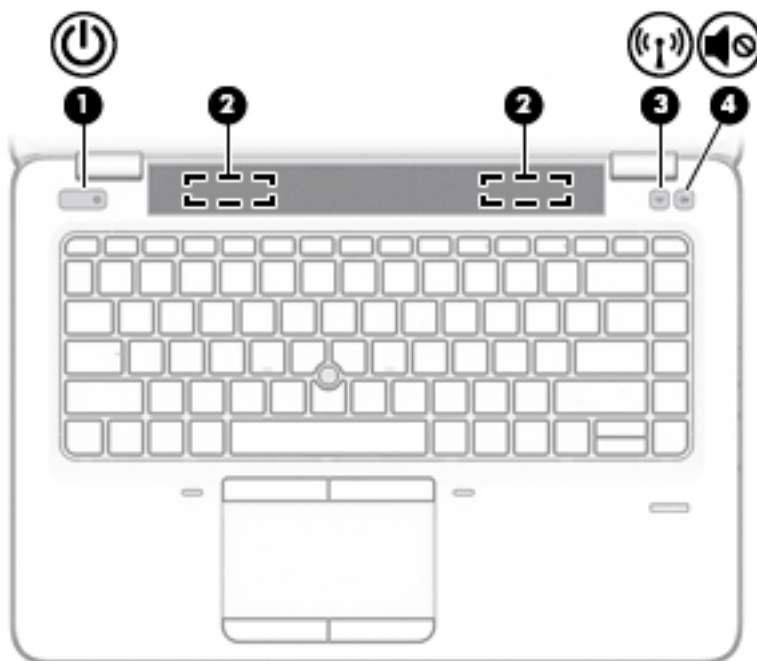
Component		Description
(1)	Pointing stick (select models only)	Moves the pointer and selects or activates items on the screen.
(2)	Left pointing stick button (select models only)	Functions like the left button on an external mouse.
(3)	TouchPad on/off button	Turns the TouchPad on and off.
(4)	TouchPad zone	Moves the pointer and selects or activates items on the screen. NOTE: The TouchPad also supports edge-swipe gestures. For more information, see Edge swipes (select models only) on page 34.
(5)	Left TouchPad button	Functions like the left button on an external mouse.
(6)	Right pointing stick button (select models only)	Functions like the right button on an external mouse.
(7)	Right TouchPad button	Functions like the right button on an external mouse.

Lights



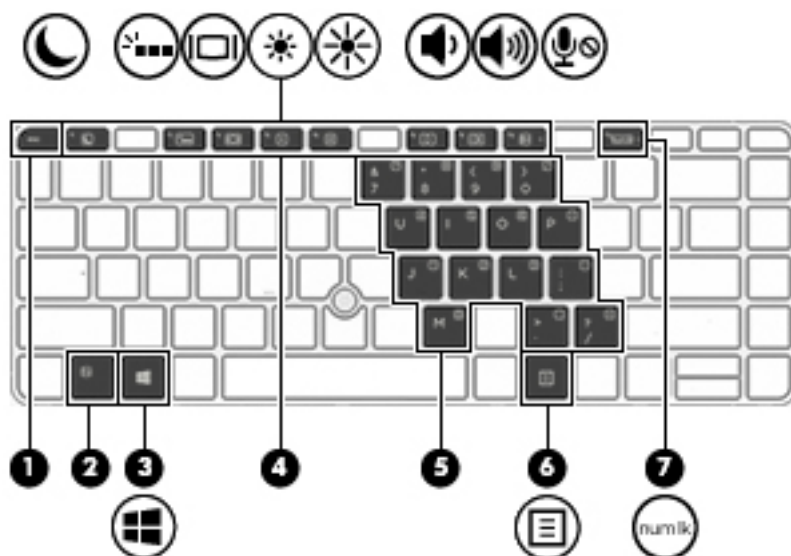
Component	Description
(1)  Power light	- On: The computer is on. - Blinking: The computer is in the Sleep state, a power-saving state. The computer shuts off power to the display and other unneeded components. - Off: The computer is off.
(2)  Microphone mute light	- Amber: microphone sound is off. - Off: microphone sound is on.
(3)  Num lock light	On: Num lock is on.
(4)  Wireless light	On: An integrated wireless device, such as a wireless local area network (WLAN) device and/or a Bluetooth® device, is on. NOTE: On some models, the wireless light is amber when all wireless devices are off.
(5)  Mute light	- Amber: Computer sound is off. - Off: Computer sound is on.
(6) Caps lock light	On: Caps lock is on, which switches the keys to all capital letters.
(7) TouchPad light	- On: The TouchPad is off. - Off: The TouchPad is on.

Buttons and speakers

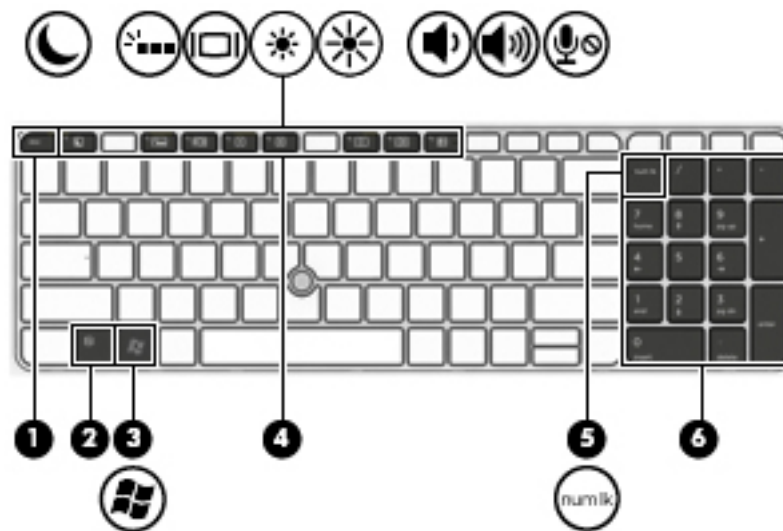


Component		Description
(1)	 Power button	• When the computer is off, press the button to turn on the computer. • When the computer is on, press the button briefly to initiate Sleep. • When the computer is in the Sleep state, press the button briefly to exit Sleep. CAUTION: Pressing and holding down the power button will result in the loss of unsaved information. If the computer has stopped responding and Windows® shutdown procedures are ineffective, press and hold the power button for at least 15 seconds to turn off the computer. To learn more about your power settings: Right-click Start, select Control Panel, and then select Power Options.
(2)	Speakers (2)	Produce sound.
(3)	 Wireless button	Turns the wireless feature on or off but does not establish a wireless connection.
(4)	 Volume mute button	Mutes and restores speaker sound.

Keys

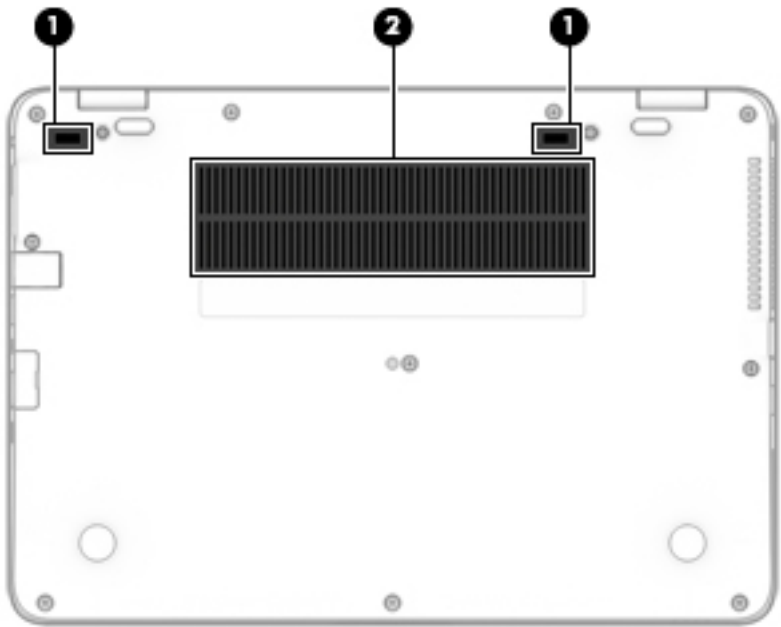


Component		Description
(1)	esc key	Displays system information when pressed in combination with the fn key.
(2)	fn key	Executes frequently used system functions when pressed in combination with a function key, the num lk key, the esc key, or the b key.
(3)	 Windows button	Displays the Windows Start menu.
(4)	Function keys	Execute frequently used system functions when pressed in combination with the fn key.
(5)	Embedded numeric keypad	When the keypad is turned on, it can be used like an external numeric keypad. Each key on the keypad performs the function indicated by the icon in the upper-right corner of the key.
(6)	 Windows applications key	Displays a shortcut menu for items beneath the cursor.
(7)	num lk key	Turns the embedded numeric keypad on and off when pressed in combination with the fn key.



Component		Description
(1)	esc key	Displays system information when pressed in combination with the fn key.
(2)	fn key	Executes frequently used system functions when pressed in combination with a function key, the num lk key, the esc key, or the b key.
(3)	 Windows button	Displays the Windows Start menu.
(4)	Function keys	Execute frequently used system functions when pressed in combination with the fn key.
(5)	num lk key	Alternates between the navigational and numeric functions on the integrated numeric keypad.
(6)	Integrated numeric keypad	When num lk has been enabled, it can be used like an external numeric keypad.

Bottom



Component		Description
(1)	Docking connectors (2)	Connect an optional docking device.
(2)	Vents (2)	Enable airflow to cool internal components. NOTE: 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.

Front



Component	Description
(1)  Wireless light	On: An integrated wireless device, such as a wireless local area network (WLAN) device and/or a Bluetooth® device, is on. NOTE: On some models, the wireless light is amber when all wireless devices are off.
(2)  Power light	- On: The computer is on. - Blinking: The computer is in the Sleep state, a power-saving state. The computer shuts off power to the display and other unneeded components. - Off: The computer is off.
(3)  Battery light	When AC power is connected: - White: The battery charge is greater than 90 percent. - Amber: The battery charge is from 0 to 90 percent. - Off: The battery is not charging. When AC power is disconnected (battery not charging): - Blinking amber: The battery has reached a low battery level. When the battery has reached a critical battery level, the battery light begins blinking rapidly. - Off: The battery is not charging.
(4)  Drive light	Blinking white: The hard drive is being accessed.

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.

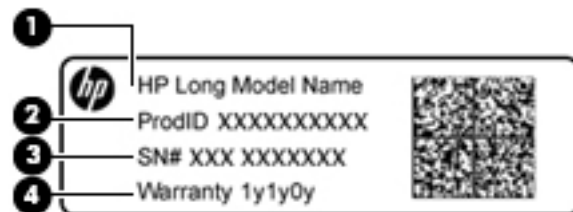
- Service label—Provides important information to identify your computer. When contacting support, you will probably be asked for the serial number, and possibly for the product number or the model number. Locate these numbers before you contact support.

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.

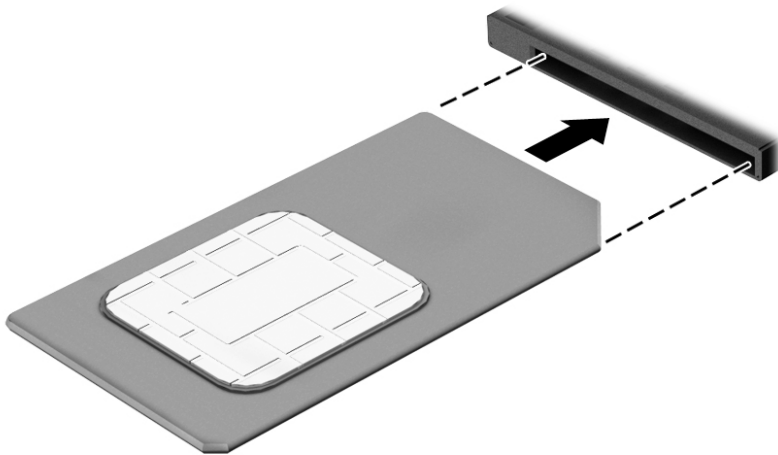
Inserting and removing a SIM card (select models only)

CAUTION: To prevent damage to the connectors, use minimal force when inserting a SIM card.

To insert a SIM card, follow these steps:

1. Shut down the computer.
2. Close the display.
3. Disconnect all external devices connected to the computer.
4. Unplug the power cord from the AC outlet.
5. Insert the SIM card into the SIM slot, and gently push the SIM card into the slot until it is firmly seated.

NOTE: The SIM card in your computer may look slightly different from the illustration in this section.



6. Reconnect external power.
7. Reconnect external devices.
8. Turn on the computer.

To remove a SIM card, press in on the SIM card, and then remove it from the slot.

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

Wireless technology transfers data across radio waves instead of wires. Your computer may be equipped with one or more of the following wireless devices:

- **Wireless local area network (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 (select models only)**—A wireless wide area network (WWAN) device that gives you wireless connectivity over 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 a headset, mouse, and keyboard. 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.

Using the wireless controls

You can control the wireless devices in your computer using operating system controls.

Turning wireless devices on or off

You can use the wireless button or HP Connection Manager (select models only) to turn on and turn off wireless devices.



NOTE: A computer may have a wireless button, a wireless switch, or a wireless key on the keyboard. The term wireless button is used throughout this guide to refer to all types of wireless controls.

Using the wireless button

The computer has a wireless button, one or more wireless devices, and one or two wireless lights, depending on the model. All of the wireless devices on your computer are enabled at the factory, so the wireless light is on (white) when you turn on the computer.

The wireless light indicates the overall power state of your wireless devices, not the status of individual devices. If the wireless light is white, at least one wireless device is on. If the wireless light is off, all wireless devices are off.



NOTE: On some models, the wireless light is amber when all wireless devices are off.

Because the wireless devices are enabled at the factory, you can use the wireless button to turn on or turn off the wireless devices simultaneously.

Using operating system controls

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

To use operating system controls:

- ▲ Right-click **Start**, select **Control Panel**, and then select **Network and Sharing Center**.

Using a WLAN

With a WLAN device, you can access a wireless local area network (WLAN), which is composed of other computers and accessories that are linked by a wireless router or a wireless access point.

 **NOTE:** The terms *wireless router* and *wireless access point* are often used interchangeably.

- A large-scale WLAN, such as a corporate or public WLAN, typically uses wireless access points that can accommodate a large number of computers and accessories and can separate critical network functions.
- A home or small office WLAN typically uses a wireless router, which allows several wireless and wired computers to share an Internet connection, a printer, and files without requiring additional pieces of hardware or software.

To use the WLAN device in your computer, you must connect to a WLAN infrastructure (provided through a service provider or a public or corporate network).

Using an Internet service provider

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 computer to the modem, and test the Internet service.

 **NOTE:** Your ISP will give you a user ID and a password to use for Internet access. Record this information and store it in a safe place.

Setting up a WLAN

To set up a WLAN and connect to the Internet, you need the following equipment:

- A broadband modem (either DSL or cable) **(1)** and high-speed Internet service purchased from an Internet service provider
- A wireless router **(2)** (purchased separately)
- A wireless computer **(3)**

 **NOTE:** Some modems have a built-in wireless router. Check with your ISP to determine what type of modem you have.

The illustration below shows an example of a wireless network installation that is connected to the Internet.



As your network grows, additional wireless and wired computers can be connected to the network to access the Internet.

For help in setting up your WLAN, see the information provided by your router manufacturer or your ISP.

Configuring a wireless router

For help in configuring a wireless router, see the information provided by your router manufacturer or your ISP.



NOTE: It is recommended that you initially connect your new wireless computer to the router by using the network cable provided with the router. When the computer successfully connects to the Internet, disconnect the cable, and access the Internet through your wireless network.

Protecting your WLAN

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. If you are concerned about the security of your computer in a hotspot, limit your network activities to email that is not confidential and basic Internet surfing.

Wireless radio signals travel outside the network, so other WLAN devices can pick up unprotected signals. Take the following precautions to protect your WLAN:

- Use a firewall.

A firewall checks both data and requests for data that are sent to your network, and discards any suspicious items. Firewalls are available in both software and hardware. Some networks use a combination of both types.

- Use wireless encryption.

Wireless encryption uses security settings to encrypt and decrypt data that is transmitted over the network.

Connecting to a WLAN

To connect to the WLAN, follow these steps:

1. Be sure that the WLAN device is on. If the device is on, the wireless light is on. If the wireless light is off, press the wireless button.



NOTE: On some models, the wireless light is amber when all wireless devices are off.

2. Click the network status icon in the notification area, at the far right of the taskbar.
3. Select a WLAN to connect to.
4. Select **Connect**.

If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Type the code, and then select **OK** to complete the connection.



NOTE: If no WLANs are listed, you may be out of range of a wireless router or access point.



NOTE: If you do not see the WLAN you want to connect to, select **Open Network and Sharing Center**, and then 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.

5. Follow the on-screen instructions to complete the connection.

After the connection is made, place the mouse pointer over the network status icon in the notification area, 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 models 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, click the network status icon.
2. Select **View Connection Settings**.
3. Under the **Mobile broadband** section, click the network status icon.

Some mobile network operators require the use of a 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 provided in the HP Mobile Broadband information provided with your computer or the mobile network operator may provide it separately from the computer.

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

Using GPS (select models only)

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

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

Using Bluetooth wireless devices

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

- Headset
- Mouse
- Keyboard

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

Connecting to a wired network

Select products may allow wired connections: local area network (LAN) and modem connection. A LAN connection uses a network cable and is much faster than a modem, which uses a telephone cable. Both cables are sold separately.

⚠ WARNING! To reduce the risk of electric shock, fire, or damage to the equipment, do not plug a modem cable or telephone cable into an RJ-45 (network) jack.

Connecting to a local area network (LAN)

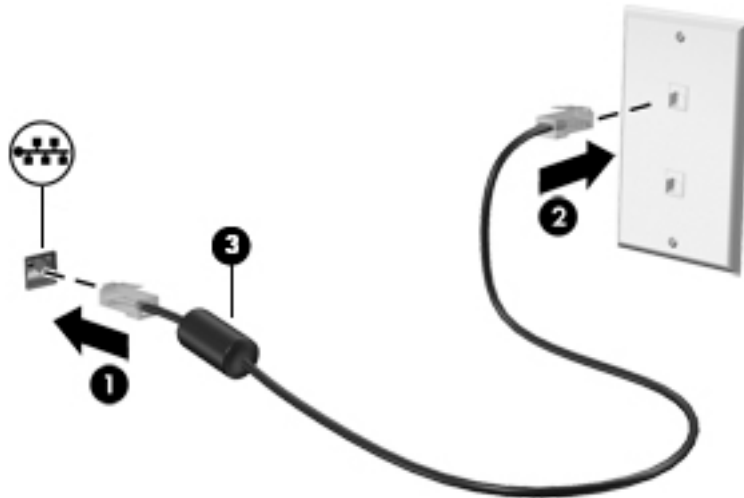
Use a LAN connection if you want to connect the computer directly to a router in your home (instead of working wirelessly), or if you want to connect to an existing network at your office.

Connecting to a LAN requires an 8-pin, RJ-45 network cable.

To connect the network cable, follow these steps:

1. Plug the network cable into the network jack **(1)** on the computer.
2. Plug the other end of the network cable into a network wall jack **(2)** or router.

📝 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.



4 Screen navigation

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 the pointing stick (select products only)

Using the TouchPad and touch screen gestures

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

You can also customize gestures and view demonstrations of how they work.

▲ Right-click **Start**, select **Control Panel**, and then select **Mouse**.



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

Tap

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

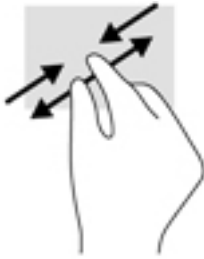
- Point to an item on the screen, and then tap one finger on the TouchPad zone or touch screen to select the item. Double-tap an item to open it.



Two-finger pinch zoom

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

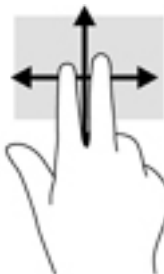
- Zoom out by placing two fingers apart on the TouchPad zone or touch screen and then moving your fingers together.
- Zoom in by placing two fingers together on the TouchPad zone or touch screen and then moving your fingers apart.



Two-finger scroll (TouchPad only)

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

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



Two-finger tap (TouchPad only)

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

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

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



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.

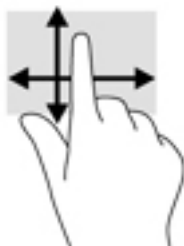
- Swipe 3 fingers away from you to see all open windows.
- Swipe 3 fingers toward you to show the desktop.
- Swipe 3 fingers left or right to switch between open windows.



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.



5 Entertainment features

Use your HP computer for business or pleasure to meet with others via the webcam, mix audio and video, or connect external devices like a projector, monitor, TV, or speakers. See [Getting to know your computer on page 3](#) to locate the audio, camera and video features on your computer.

Using a webcam (select products only)

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

Using audio

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

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. Before connecting speakers, lower the volume setting.

Connecting headphones

 **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 **Start**, select **All Apps**, select **HP**, and then select **HP Documentation**.

You can connect wired headphones to the headphone jack or to the audio-out (headphone)/audio-in (microphone) combo jack on your computer.

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

Connecting a microphone

To record audio, connect a microphone or headset to the audio-out (headphone)/audio-in (microphone) combo jack on the computer. For best results when recording, speak directly into the microphone and record sound in a setting free of background noise.

Connecting headsets

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

To access this document:

▲ Select **Start**, select **All Apps**, select **HP**, 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:

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

Your computer may include an enhanced sound system by Bang & Olufsen, DTS, Beats audio, 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 audio system.

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

▲ Right-click **Start**, select **Control Panel**, 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.

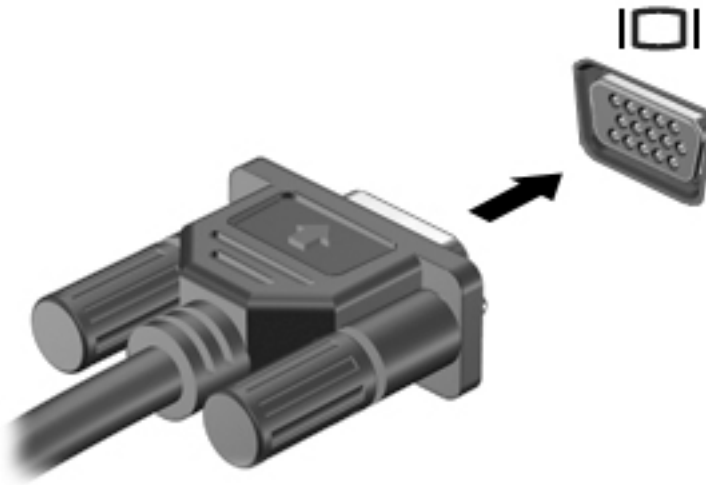
For information on using your video features, refer to HP Support Assistant.

Connecting video devices by using a VGA cable (select products only)

 **NOTE:** To connect a VGA video device to your computer, you need a VGA cable, purchased separately.

To see the computer screen image on an external VGA monitor or projected for a presentation, connect a monitor or projector to the computer's VGA port.

1. Connect the VGA cable from the monitor or projector to the VGA port on the computer as shown.



2. Press **fn+f4** to alternate the 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 **fn+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.

- Right-click **Start**, select **Control Panel**, select **Display**, and then select **Adjust resolution**.
-

Connecting video devices by using a DisplayPort cable (select models only)

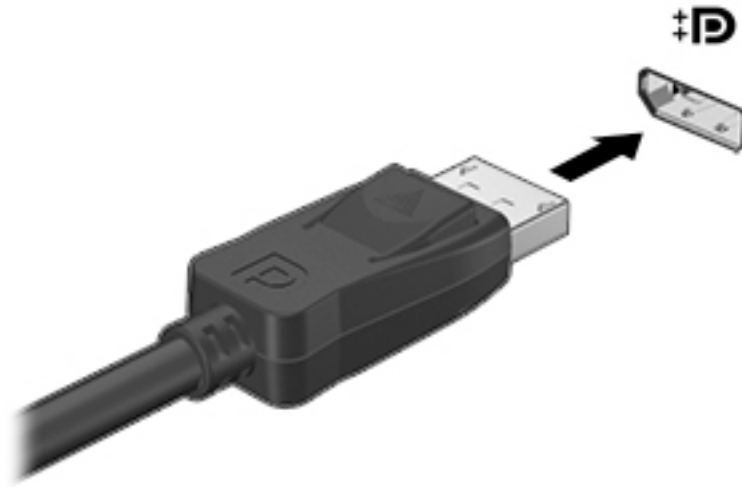
The DisplayPort connects the computer to an optional video or audio device, such as a high-definition television, or to any compatible digital or audio component. The DisplayPort delivers higher performance than the VGA external monitor port and improves digital connectivity.

 **NOTE:** To transmit video and/or audio signals through the DisplayPort, you need a DisplayPort cable (purchased separately).

 **NOTE:** One DisplayPort device can be connected to the DisplayPort port on the computer. The information displayed on the computer screen can be simultaneously displayed on the DisplayPort device.

To connect a video or audio device to the DisplayPort:

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



2. Connect the other end of the cable to the digital display device.
3. Press **fn+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 **fn+f4**, the display state changes.

 **NOTE:** For best results, especially if you choose the "Extend" option, adjust the screen resolution of the external device, as follows. Right-click **Start**, select **Control Panel**, select **Display**, and then select **Adjust screen resolution**.

 **NOTE:** To remove the device cable, press down on the connector release button to disconnect it on the computer.

6 Power management



NOTE: A computer may have a power button or a power switch. The term *power button* is used throughout this guide to mean both types of power controls.

Shutting down the computer



CAUTION: Unsaved information is lost when the computer shuts down.

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

Shut down the computer under any of the following conditions:

- When you need to replace the battery or access components inside the computer
- When you are connecting an external hardware device that does not connect to a Universal Serial Bus (USB) 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 shutdown command:



NOTE: If the computer is in the Sleep state, you must first exit Sleep before shutdown is possible by briefly pressing the power button.

1. Save your work and close all open programs.
2. Select **Start** and then select **Shut Down**.

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

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

Setting power options

Using power-saving states

Sleep is enabled at the factory.

When Sleep is initiated, the power lights blink and the screen clears. Your work is saved to memory.

 **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 Sleep while reading from or writing to a disc or an external memory card.

 **NOTE:** You cannot initiate any type of networking connection or perform any computer functions while the computer is in the Sleep state.

Initiating and exiting Sleep

With the computer on, you can initiate Sleep in any of the following ways:

- Briefly press the power button.
- Close the display.
- Select **Start**, select the arrow next to the Shut down button, and then select **Sleep**.

To exit Sleep

- Briefly press the power button.
- If the display is closed, open the display.
- Press a key on the keyboard.
- Tap or swipe the TouchPad

When the computer exits Sleep, the power lights turn on and the computer returns to the screen where you stopped working.

 **NOTE:** If you have set a password to be required on wakeup, you must enter your Windows password before the computer will return to the screen.

Using the power meter and power settings

The power meter is located in the notification area, at the far right of the taskbar. The power meter allows you to quickly access power settings and view the remaining battery charge.

- To reveal the percentage of remaining battery charge and the current power plan, point over the power meter icon.
- To use Power Options, or to change the power plan, click the power meter icon and then select an item from the list.

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

Setting password protection on wakeup

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

1. Right-click **Start**, select **Control Panel**, and then select **Power Options**.
2. In the left pane, select **Require a password on wakeup**, select **Change Settings that are currently unavailable**, and then select **Require a password** (recommended).



NOTE: If you need 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 3.

3. Select **Save changes**.

Using battery power



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

The computer runs on battery power whenever it is not plugged into external AC power. Computer battery life varies, depending on power management settings, running programs, display brightness, external devices connected to the computer, and other factors. Keeping the battery in the computer whenever the computer is plugged into AC power charges the battery and also protects your work in case of a power outage. If the computer contains a charged battery and is running on external AC power, the computer automatically switches to battery power if the AC adapter is disconnected on the computer or an AC power loss occurs.



NOTE: When you disconnect AC power, the display brightness is automatically decreased to save battery life.

Factory-sealed battery

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.

Displaying the remaining battery charge

- ▲ Move the pointer over the power meter icon on the Windows desktop in the notification area, at the far right of the taskbar.

Maximizing battery discharge time

Battery discharge time varies depending on features you use while on battery power. Maximum discharge time gradually decreases as the battery storage capacity naturally degrades.

Tips for maximizing battery discharge time:

- Lower the brightness on the display.
- Remove the battery on the computer when it is not being used or charged, if the computer contains a user-replaceable battery
- Store the user-replaceable battery in a cool, dry location.
- Select the **Power saver** setting in Power Options.

Managing low battery levels

The information in this section describes the alerts and system responses set at the factory. Some low-battery alerts and system responses can be changed using Power Options. Preferences set using Power Options do not affect lights.

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 models only) indicates a low or critical battery level.

– or –

- The power meter icon in the notification area shows a low or critical battery notification.



NOTE: For additional information about the power meter, see [Using the power meter and power settings on page 28](#).

If 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.

Resolving a low battery level

Resolving a low battery level when external power is available

- ▲ Connect one of the following devices:
 - 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

To resolve a low battery level when no power source is available, save your work and shut down the computer.

Conserving battery power

- Select low power-use settings through Power Options in Windows Control Panel.
- Turn off wireless and LAN connections and exit modem applications when you are not using them.
- Disconnect unused external devices that are not plugged into an external power source.
- Stop, disable, or remove any external memory cards that you are not using.
- Decrease screen brightness.
- Before you leave your work, initiate Sleep, or shut down the computer.

Using external AC power

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

 **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.

 **NOTE:** For information on connecting to AC power, see the *Setup Instructions* poster provided in the computer box.

External AC power is supplied through an approved AC adapter or an optional docking or expansion device.

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

- When charging or calibrating a battery
- When installing or modifying system software
- When writing information to a CD, a DVD, or a BD (select models only)
- When performing a backup or recovery

When you connect the computer to external AC power, the following events occur:

- The battery begins to charge.
- If the computer is turned on, the power meter icon in the notification area changes appearance.

When you disconnect external AC power, the following events occur:

- The computer switches to battery power.
- The display brightness is automatically decreased to save battery life.

Testing an AC adapter

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 are off.

To test the AC adapter:

 **NOTE:** The following instructions apply to computers with user-replaceable batteries.

1. Shut down the computer.
2. Remove the battery on the computer.
3. Connect the AC adapter to the computer, and then plug it into an AC outlet.
4. Turn on the computer.
 - If the power lights turn *on*, the AC adapter is working properly.
 - If the power lights remain *off*, the AC adapter is not functioning and should be replaced.

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

7 External cards and devices

Using memory card readers (select models only)

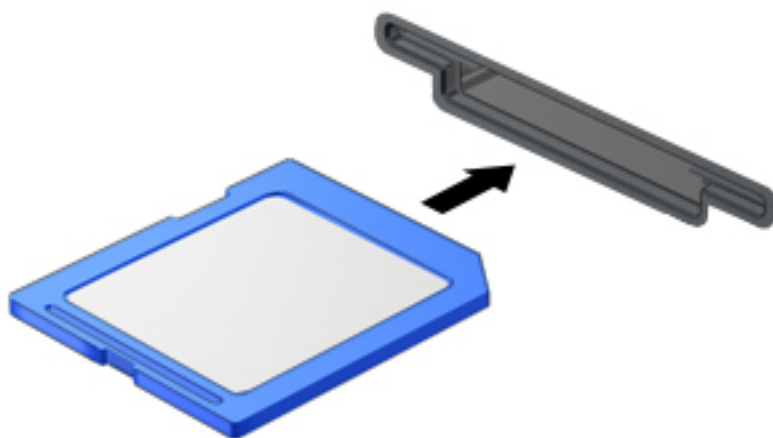
Optional memory cards provide secure data storage and convenient data sharing. These cards are often used with digital media–equipped cameras and PDAs as well as with other computers.

To determine the memory card formats that are supported on your computer, see [Getting to know your computer on page 3](#).

Inserting a memory card

CAUTION: To reduce the risk of damage to the memory card connectors, use minimal force to insert a memory card.

1. Hold the card label-side up, with the connectors facing the computer.
2. Insert the card into the memory card reader, and then press in on the card until it is firmly seated.



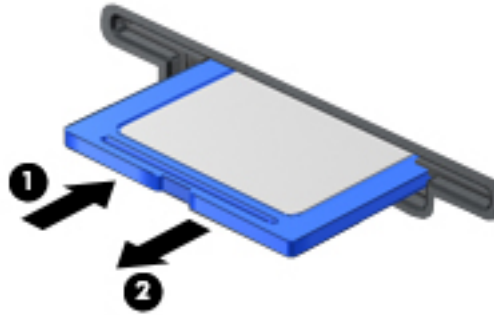
You will hear a sound when the device has been detected, and a menu of options may be displayed.

Removing a memory card

CAUTION: To reduce the risk of loss of data or an unresponsive system, use the following procedure to safely remove the memory card.

1. Save your information and close all programs associated with the memory card.
2. Click the **Remove hardware** icon on the Windows desktop in the notification area, at the far right of the taskbar, and then follow the on-screen instructions.

3. Press in on the card **(1)**, and then remove it from the slot **(2)**.



 **NOTE:** If the card does not eject, pull the card out of the slot.

Using smart cards

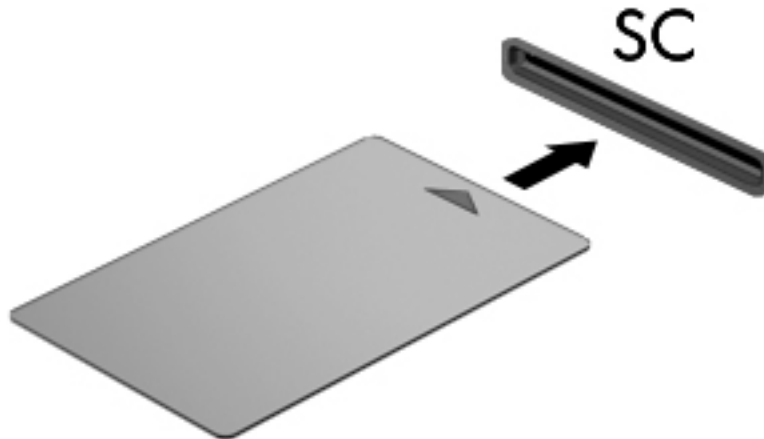
 **NOTE:** The term *smart card* is used throughout this chapter to mean both smart cards and Java™ Cards.

A smart card is a credit card-sized accessory that carries a microchip containing memory and a microprocessor. Like personal computers, smart cards have an operating system to manage input and output, and they include security features to protect against tampering. Industry-standard smart cards are used with the smart card reader (select models only).

A PIN is needed to gain access to the contents of the microchip.

Inserting a smart card

1. Hold the card label-side up, and gently slide the card into the smart card reader until the card is seated.



2. Follow the on-screen instructions for logging on to the computer using the smart card PIN.

Removing a smart card

- ▲ Grasp the edge of the smart card, and then pull it out of the smart card reader.



Using a USB device

Universal Serial Bus (USB) is a hardware interface that can be used to connect an optional external device, such as a USB keyboard, mouse, drive, printer, scanner, or hub.

Some USB devices may require additional support software, which is usually included with the device. For more information about device-specific software, see the manufacturer's instructions. These instructions may be provided with the software, on disc, or on the manufacturer's website.

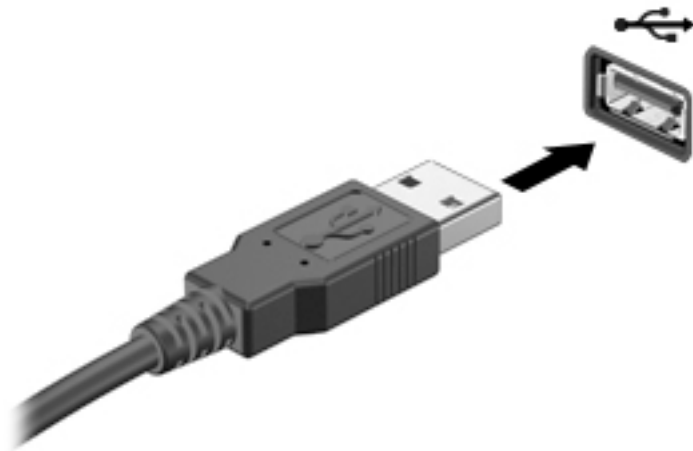
The computer has at least 1 USB port that supports USB 1.0, 1.1, 2.0, or 3.0 devices. Your computer may also have a USB charging port that provides power to an external device. An optional docking device or USB hub provides additional USB ports that can be used with the computer.

Connecting a USB device

 **CAUTION:** To reduce the risk of damage to a USB connector, use minimal force to connect the device.

- ▲ Connect the USB cable for the device to the USB port.

 **NOTE:** The following illustration may look slightly different than your computer.



You will hear a sound when the device has been detected.

 **NOTE:** The first time you connect a USB device, a message in the notification area lets you know that the device is recognized by the computer.

Removing a USB device

 **CAUTION:** To reduce the risk of damage to a USB connector, do not pull on the cable to remove the USB device.

CAUTION: To reduce the risk of loss of information or an unresponsive system, use the following procedure to safely remove the USB device.

1. To remove a USB device, save your information and close all programs associated with the device.
2. Click the **Remove hardware** icon on the Windows desktop in the notification area, at the far right of the taskbar, and then follow the on-screen instructions.
3. Remove the device.

Using optional external devices

 **NOTE:** For more information about required software and drivers, or to learn which computer port to use, see the manufacturer's instructions.

To connect an external device to the computer:

 **CAUTION:** To reduce the risk of damage to the equipment when connecting a powered device, be sure that the device is turned off and the AC power cord is unplugged.

1. Connect the device to the computer.
2. If you are connecting a powered device, plug the device power cord into a grounded AC outlet.
3. Turn on the device.

To disconnect an unpowered external device, turn off the device, and then disconnect it from the computer. To disconnect a powered external device, turn off the device, disconnect it from the computer, and then unplug the AC power cord.

Using optional external drives

Removable external drives expand your options for storing and accessing information. A USB drive can be added by connecting the drive to a USB port to the computer.

 **NOTE:** HP external USB optical drives should be connected to the powered USB port to the computer.

USB drives include the following types:

- 1.44-megabyte diskette drive
- Hard drive module
- External optical drive (CD, DVD, and Blu-ray)
- MultiBay device

8 Drives

Handling drives

 **CAUTION:** Drives are fragile computer components that must be handled with care. Refer to the following cautions before handling drives. Do not drop a drive, place items on it, or expose it to liquids, or temperature or humidity extremes.

Observe these precautions when handling drives:

- Before removing or installing a drive, shut down the computer. If you are unsure whether the computer is off, in the Sleep state, turn the computer on, and then shut it down.
- Before handling a drive, discharge static electricity by touching a grounded surface.
- Do not touch the connector pins on a removable drive or on the computer.
- Do not use excessive force when inserting a drive into a drive bay.
- If a drive must be mailed, place the drive in a bubble-pack mailer or other suitable protective packaging and label the package “FRAGILE.”
- 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.
- Remove media from a drive before removing the drive from the drive bay, or traveling with, shipping, or storing a drive.
- Do not type on the keyboard or move the computer while an optical drive is writing to a disc. The write process is sensitive to vibration.
- Before you move a computer that is connected to an external hard drive, initiate Sleep and allow the screen to clear, or properly disconnect the external hard drive.

Using hard drives

 **CAUTION:** To prevent information loss or an unresponsive system:

Save your work and shut down the computer before adding or replacing a memory module or hard drive.

If you are not sure whether the computer is off, turn the computer on by pressing the power button. Then shut down the computer through the operating system.

Improving hard drive performance

Using Disk Cleanup

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

To run Disk Cleanup:

1. Select **Start**, select **All Programs**, select **Accessories**, select **System Tools**, and then select **Disk Cleanup**.
2. Follow the on-screen instructions.

9 Security

Protecting the computer

Standard security features provided by the Windows operating system and the non-Windows Computer Setup utility (BIOS) can protect your personal settings and data from a variety of risks.

-  **NOTE:** Security solutions are designed to act as deterrents. These deterrents may not prevent a product from being mishandled or stolen.
-  **NOTE:** Before you send your computer for service, back up and delete confidential files, and remove all password settings.
-  **NOTE:** Some features listed in this chapter may not be available on your computer.
-  **NOTE:** Your computer supports Computrace, which is an online security-based tracking and recovery service available in select regions. If the computer is stolen, Computrace can track the computer if the unauthorized user accesses the Internet. You must purchase the software and subscribe to the service in order to use Computrace. For information about ordering the Computrace software, go to <http://www.absolute.com/en/landing/partners/13/hp>.

Computer risk	Security feature
Unauthorized use of the computer	A password, smart card, contactless card, registered face scenes, Bluetooth, or PIN.
Unauthorized access to Computer Setup (f10)	BIOS administrator password in Computer Setup*
Unauthorized startup from an optional external optical drive (select models only), optional external hard drive (select models only), or internal network adapter	Boot options feature in Computer Setup*
Unauthorized access to a Windows user account	Windows user password
Unauthorized access to Computer Setup settings and other system identification information	BIOS administrator password in Computer Setup*
Unauthorized removal of the computer	Security cable slot (used with an optional security cable)
*Computer Setup is a preinstalled, ROM-based utility that can be used even when the operating system is not working or will not load. You can use either a pointing device (TouchPad, pointing stick, or USB mouse) or the keyboard to navigate and make selections in Computer Setup.	

Using passwords

A password is a group of characters that you choose to secure your computer information. Several types of passwords can be set, depending on how you want to control access to your information. Passwords can be set in Windows or in the non-Windows Computer Setup utility that is preinstalled on the computer.

- BIOS administrator passwords are set in Computer Setup and are managed by the system BIOS.
- Windows passwords are set only in the Windows operating system.

You can use the same password for a Computer Setup feature and for a Windows security feature. You can also use the same password for more than one Computer Setup feature.

Use the following tips for creating and saving passwords:

- When creating passwords, follow requirements set by the program.
- Do not use the same password for multiple applications or websites, and do not reuse your Windows password for any other application or website.
- Do not store passwords in a file on the computer.

The following tables list commonly used Windows and BIOS administrator passwords and describe their functions.

Setting passwords in Windows

Password	Function
Administrator password	Protects access to a Windows administrator-level account. NOTE: Setting the Windows Administrator password does not set the BIOS Administrator password.
User password	Protects access to a Windows user account.

Setting passwords in Computer Setup

Password	Function
BIOS administrator password*	Protects access to Computer Setup. NOTE: If features have been enabled to prevent removing the BIOS administrator password, you may not be able to remove it until those features have been disabled.
*For details about each of these passwords, see the following topics.	

Managing a BIOS administrator password

To set, change, or delete this password, follow these steps:

Setting a new BIOS administrator password

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f10** to enter Computer Setup.
3. Use a pointing device or the arrow keys to select **Security**, select **Setup BIOS Administrator Password**, and then press **enter**.
4. When prompted, type a password.
5. When prompted, type the new password again to confirm.
6. To save your changes and exit Computer Setup, click the **Exit** icon in the lower-right corner of the screen and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press **enter**.

Your changes go into effect when the computer restarts.

Changing a BIOS administrator password

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f10** to enter Computer Setup.
3. Use a pointing device or the arrow keys to select **Security**, select **Change Password**, and then press **enter**.
4. When prompted, type your current password.
5. When prompted, type your new password once and then again to confirm.
6. To save your changes and exit Computer Setup, click the **Exit** icon in the lower-right corner of the screen, and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press **enter**.

Your changes go into effect when the computer restarts.

Deleting a BIOS administrator password

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f10** to enter Computer Setup.
3. Use a pointing device or the arrow keys to select **Security**, select **Change Password**, and then press **enter**.
4. When prompted, type your current password.
5. When prompted for the new password, leave the field empty, and then press **enter**.

6. When prompted to type your new password again, leave the field empty, and then press [enter](#).
7. To save your changes and exit Computer Setup, select the **Exit** icon in the lower-right corner of the screen, and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press [enter](#).

Your changes go into effect when the computer restarts.

Entering a BIOS administrator password

At the **BIOS administrator password** prompt, type your password (using the same kind of keys you used to set the password), and then press [enter](#). After 3 unsuccessful attempts to enter the BIOS administrator password and another attempt with the on-screen keyboard that is displayed, you must restart the computer and try again.

Using firewall software

Firewalls are designed to prevent unauthorized access to a system or network. A firewall can be a software program you install on your computer and/or network, or it can be a solution made up 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 or office 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.

Your computer or networking equipment may already have a firewall installed. If not, firewall software solutions are available.



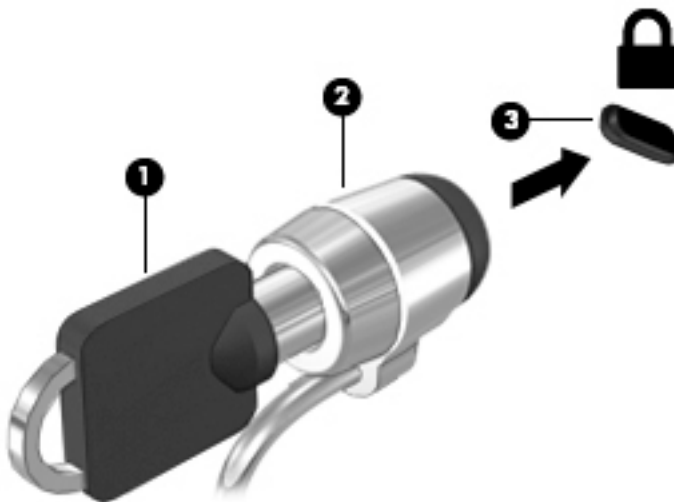
NOTE: Under some circumstances a firewall can block access to Internet games, interfere with printer or file sharing on a network, or block authorized e-mail attachments. To temporarily resolve the problem, disable the firewall, perform the task that you want to perform, and then reenable the firewall. To permanently resolve the problem, reconfigure the firewall.

Installing an optional security cable

 **NOTE:** A security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen.

 **NOTE:** The security cable slot on your computer may look slightly different from the illustration in this section. See [Getting to know your computer on page 3](#) for the location of the security cable slot on your computer.

1. Loop the security cable around a secured object.
2. Insert the key (1) into the cable lock (2).
3. Insert the cable lock into the security cable slot on the computer (3), and then lock the cable lock with the key.



10 Maintenance

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
- Water with mild soap solution
- 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 turned on.

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

 **CAUTION:** 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 (All-in-Ones or Notebooks)

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

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

 **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.

Updating programs and drivers

HP recommends that you update your programs and drivers on a regular basis to the latest versions. Updates can resolve issues and bring new features and options to your computer. Technology is always changing, and updating programs and drivers allows your computer to run the latest technology available. 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 <http://www.hp.com/support> to download the latest versions of HP programs and drivers. In addition, register to receive automatic update notifications when they become available.

11 Computer Setup (BIOS) and MultiBoot

Using Computer Setup

Computer Setup, 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). Computer Setup includes settings for the types of devices installed, the startup sequence of the computer, and the amount of system and extended memory.



NOTE: Use extreme care when making changes in Computer Setup. Errors can prevent the computer from operating properly.

Starting Computer Setup



NOTE: An external keyboard or mouse connected to a USB port can be used with Computer Setup only if USB legacy support is enabled.

To start Computer Setup, follow these steps:

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f10** to enter Computer Setup.

Navigating and selecting in Computer Setup

To navigate and select in Computer Setup, follow these steps:

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.



NOTE: You can use either a pointing device (TouchPad, pointing stick, or USB mouse) or the keyboard to navigate and make selections in Computer Setup.

2. Press **f10** to enter Computer Setup.
 - To select a menu or a menu item, use the **tab** key and the keyboard arrow keys and then press **enter**, or use a pointing device to select the item.
 - To scroll up and down, select the up arrow or the down arrow in the upper-right corner of the screen, or use the up arrow key or the down arrow key on the keyboard.
 - To close open dialog boxes and return to the main Computer Setup screen, press **esc**, and then follow the on-screen instructions.

To exit Computer Setup menus, choose one of the following methods:

- To exit Computer Setup menus without saving your changes:
Click the **Exit** icon in the lower-right corner of the screen and then follow the on-screen instructions.
– or –
Use the arrow keys to select **Main**, select **Ignore Changes and Exit**, and then press **enter**.
- To save your changes and exit Computer Setup menus:

Click the **Save** icon in the lower-right corner of the screen and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press [enter](#).

Your changes go into effect when the computer restarts.

Restoring factory settings in Computer Setup



NOTE: Restoring defaults will not change the hard drive mode.

To return all settings in Computer Setup to the values that were set at the factory, follow these steps:

1. Turn on or restart the computer, and then press [esc](#) while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press [f10](#) to enter Computer Setup.
3. Use a pointing device or the arrow keys to select **Main** and then select **Restore Defaults**.
4. Follow the on-screen instructions.
5. To save your changes and exit, click the **Save** icon in the lower-right corner of the screen and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press [enter](#).

Your changes go into effect when the computer restarts.



NOTE: Your password settings and security settings are not changed when you restore the factory settings.

Updating the BIOS

Updated versions of the BIOS may be available on the HP website.

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

Determining the BIOS version

To determine whether available BIOS updates contain later BIOS versions than those currently installed on the computer, you need to know the version of the system BIOS currently installed.

BIOS version information (also known as *ROM date* and *System BIOS*) can be revealed by pressing [fn+esc](#) (if you are already in Windows) or by using Computer Setup.

1. Start Computer Setup.
2. Use a pointing device or the arrow keys to select **Main** and then select **System Information**.
3. To exit Computer Setup without saving your changes, click the **Exit** icon in the lower-right corner of the screen and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Ignore Changes and Exit**, and then press [enter](#).

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 on 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.

1. To access HP Support, go to <http://www.hp.com/support>, and select your country. Select **Drivers & Downloads**, and then follow the on-screen instructions to access BIOS downloads.
2. At the BIOS download area, follow these steps:
 - a. Identify the most recent BIOS update and compare it to the BIOS version currently installed on your computer. 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.

If the update is more recent than your BIOS, 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.



NOTE: If you connect your computer to a network, consult the network administrator before installing any software updates, especially system BIOS updates.

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

1. Select **Start** and then select **Computer**.
2. Select 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 on your hard drive that contains the update.
4. 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.

Using MultiBoot

About the boot device order

As the computer starts, the system attempts to boot from enabled devices. The MultiBoot utility, which is enabled at the factory, controls the order in which the system selects a boot device. Boot devices can include optical drives, diskette drives, a network interface card (NIC), hard drives, and USB devices. Boot devices contain bootable media or files that the computer needs to start and operate properly.



NOTE: Some boot devices must be enabled in Computer Setup before they can be included in the boot order.

You can change the order in which the computer searches for a boot device by changing the boot order in Computer Setup. You can also press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen, and then press **f9**. Pressing **f9** displays a menu that shows the current boot devices and allows you to select a boot device. Or, you can use MultiBoot Express to set the computer to prompt you for a boot location each time the computer turns on or restarts.

Choosing MultiBoot preferences

You can use MultiBoot in the following ways:

- To set a new boot order that the computer uses each time it is turned on, by changing the boot order in Computer Setup.
- To dynamically choose the boot device, by pressing **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen, and then pressing **f9** to enter the Boot Device Options menu.
- To use MultiBoot Express to set variable boot orders. This feature prompts you for a boot device each time the computer is turned on or restarted.

Setting a new boot order in Computer Setup

To start Computer Setup and set a boot device order that the computer uses each time it is turned on or restarted, follow these steps:

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f10** to enter Computer Setup.
3. Use a pointing device or the arrow keys to select the **Legacy Boot Order** list, and then press **enter**.
4. To move the device up in the boot order, use a pointing device to select the up arrow or press the **+** key.
– or –
To move the device down in the boot order, use a pointing device to select the down arrow or press the **-** key.
5. To save your changes and exit Computer Setup, click the **Save** icon in the lower-left corner of the screen and then follow the on-screen instructions.
– or –
Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press **enter**.

Dynamically choosing a boot device using the f9 prompt

To dynamically choose a boot device for the current startup sequence, follow these steps:

1. Open the Select Boot Device menu by turning on or restarting the computer, and then pressing **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f9**.
3. Use a pointing device or the arrow keys to select a boot device, then press **enter**.

Setting a MultiBoot Express prompt

To start Computer Setup and set the computer to display the MultiBoot startup location menu each time the computer is started or restarted, follow these steps:

1. Turn on or restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
2. Press **f10** to enter Computer Setup.
3. Use a pointing device or the arrow keys to select **System Configuration**, select **Boot Options**, and then press **enter**.
4. In the **MultiBoot Express Popup Delay** (Sec) field, enter the length of time in seconds that you want the computer to display the startup location menu before it defaults to the current MultiBoot setting. (When 0 is selected, the Express Boot startup location menu is not displayed.)
5. To save your changes and exit Computer Setup, click the **Save** icon in the lower-left corner of the screen and then follow the on-screen instructions.

– or –

Use the arrow keys to select **Main**, select **Save Changes and Exit**, and then press **enter**.

Your changes go into effect when the computer restarts.

Entering MultiBoot Express preferences

When the Express Boot menu is displayed during startup, you have the following choices:

- To specify a boot device from the Express Boot menu, select your preference within the allotted time, and then press **enter**.
- To prevent the computer from defaulting to the current MultiBoot setting, press any key before the allotted time expires. The computer will not start until you select a boot device and press **enter**.
- To allow the computer to start according to the current MultiBoot settings, wait for the allotted time to expire.

Using HP Sure Start (select models only)

Select computer models are configured with HP Sure Start, a technology that continuously monitors the computer's BIOS for attacks or corruption. If the BIOS becomes corrupted or is attacked, HP Sure Start automatically restores the BIOS to its previously safe state, without user intervention.

HP Sure Start is configured and already enabled so that most users can use the HP Sure Start default configuration. The default configuration can be customized by advanced users.

To access the latest documentation on HP Sure Start, go to <http://www.hp.com/support>, and select your country. Select **Drivers & Downloads**, and then follow the on-screen instructions.

12 HP PC Hardware Diagnostics (UEFI)

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



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

To start HP PC Hardware Diagnostics UEFI:

1. Start BIOS:

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

2. Press or tap **f2**.

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

a. Connected USB drive



NOTE: To download the HP PC Hardware Diagnostics (UEFI) tool to a USB drive, see [Downloading HP PC Hardware Diagnostics \(UEFI\) to a USB device on page 50](#).

b. Hard drive

c. BIOS

3. When the diagnostic tool opens, select the type of diagnostic test you want to run, and then follow the on-screen instructions. On a tablet, press the volume down button to stop a diagnostic test.



NOTE: If you need to stop a diagnostic test on computers or tablets with a keyboard, press **esc**.

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

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

Download the latest UEFI version:

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

Download any version of UEFI for a specific product:

1. Go to <http://www.hp.com/support>, and then select your country. The HP Support page is displayed.
2. Click **Drivers & Downloads**.
3. In the text box, enter the product name, and then click **Go**.
– or –
Click **Find Now** to let HP automatically detect your product.
4. Select your computer, and then select your operating system.
5. In the **Diagnostic** section, follow the on-screen instructions to select and download the UEFI version you want.

13 Support

Contacting support

If the information provided in this user guide does not address your questions, you can contact support. For support, go to <http://www.hp.com/support>, and select your country.

Here you can:

- Chat online with an HP technician.



NOTE: When support chat is not available in a particular language, it is available in English.

- Find support telephone numbers.
- Locate an HP service center.

14 Specifications

- [Input power](#)
- [Operating environment](#)

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 supplied and approved by HP for use with this computer.

The computer can operate on DC power within the following specifications.

Input Power	Rating
Operating voltage and current	19.5 V dc @ 2.31 A – 45 W
	19.5 V dc @ 3.33 A – 65 W

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

 **NOTE:** The computer operating voltage and current can be found on the system regulatory label.

Operating environment

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

15 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.

A Traveling with or shipping your computer

If you have to travel with or ship your computer, here are some tips to keep in mind 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, from the computer.
 - Turn off and then disconnect all external devices.
 - Shut down the computer.
- Take along a backup of your information. Keep the backup separate on the computer.
- When traveling by air, carry the computer as hand luggage; do not check it in with the rest of your bags.

 **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.”

If the computer has a wireless device installed, the use of these 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 particular device, 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.

B Troubleshooting

Troubleshooting resources



NOTE: Some checkup and repair tools require an Internet connection. HP also provides additional tools that do not require an Internet connection.

Contact HP support. For U.S. support, go to <http://www.hp.com/go/contactHP>. For worldwide support, go to http://welcome.hp.com/country/us/en/wwwcontact_us.html.

Choose from the following types of support:

- Chat online with an HP technician.



NOTE: When chat is not available in a particular language, it is available in English.

- Find HP support worldwide telephone numbers.
- Locate an HP service center.

Resolving issues

The following sections describe several common issues and solutions.

The computer is unable to start up

If the computer does not turn on when you press the power button, the following suggestions may help you determine why the computer does not start up:

- If the computer is plugged into an AC outlet, plug another electrical device into the outlet to be sure that the outlet is providing adequate power.



NOTE: Use only the AC adapter provided with the computer or one approved by HP for this computer.

- If the computer is plugged into an external power source other than an AC outlet, plug the computer into an AC outlet using the AC adapter. Be sure that the power cord and AC adapter connections are secure.

The computer screen is blank

If the screen is blank but you have not turned off the computer, one or more of these settings may be the cause:

- The computer may be in the Sleep state. To exit Sleep, briefly press the power button. Sleep is an energy-saving feature that turns off the display. Sleep can be initiated by the system while the computer is on but is not in use, or when the computer has reached a low battery level. To change these and other power settings, right-click the **Battery** icon on the Windows desktop in the notification area, at the far right of the taskbar, and then select **Preferences**.
- The computer may not be set to display the image on the computer screen. To transfer the image to the computer screen, press **fn+f4**. On most models, when an optional external display, such as a monitor, is connected to the computer, the image can be displayed on the computer screen or the external display, or on both devices simultaneously. When you press **fn+f4** repeatedly, the image alternates among the computer display, one or more external displays, and simultaneous display on all devices.

Software is functioning abnormally

If the software is unresponsive or responds abnormally, restart the computer. Select **Start**, select the arrow next to **Shut down**, and then select **Restart**. If you cannot restart the computer using this procedure, see the next section, [The computer is on but not responding on page 57](#).

The computer is on but not responding

If the computer is turned on but is not responding to software or keyboard commands, try the following emergency shutdown procedures, in the sequence provided, until shutdown occurs:

 **CAUTION:** Emergency shutdown procedures result in the loss of unsaved information.

- Press and hold the power button for at least 5 seconds.
- Disconnect the computer from external power and remove the battery.

The computer is unusually warm

It is normal for the computer to feel warm to the touch while it is in use. But if the computer feels *unusually* warm, it may be overheating because a vent is blocked.

If you suspect that the computer is overheating, allow the computer to cool to room temperature. Be sure to keep all vents free from obstructions while you are using the computer.

 **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 contact 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).

 **NOTE:** The fan in the computer starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during operation.

An external device is not working

Follow these suggestions if an external device does not function as expected:

- Turn on the device according to the manufacturer's instructions.
- Be sure that all device connections are secure.
- Be sure that the device is receiving electrical power.
- Be sure that the device, especially if it is older, is compatible with the operating system.
- Be sure that the correct drivers are installed and updated.

The wireless network connection is not working

If a wireless network connection is not working as expected, follow these suggestions:

- To enable or disable a wireless or wired network device, click the **Network Connection** icon on the Windows desktop in the notification area, at the far right of the taskbar. To enable a device, click on the device name, and then select **Connect**. To disable the device, click on the device name and then select **Disconnect**.
- Be sure that the wireless device is turned on.
- Be sure that the computer wireless antennas are free from obstructions.
- Be sure that the cable or DSL modem and its power cord are properly connected and that the lights are on.
- Be sure that the wireless router or access point is properly connected to its power adapter and to the cable or DSL modem, and that the lights are on.
- Disconnect and then reconnect all cables, and turn the power off and then back on.

A movie is not visible on an external display

1. If both the computer display and an external display are turned on, press **fn+f4** one or more times to switch between the 2 displays.
2. Configure the monitor settings to make the external display primary:
 - a. From the Windows desktop, right-click on a blank area of the computer desktop, and select **Screen resolution**.
 - b. Specify a primary display and a secondary display.



NOTE: When using both displays, the DVD image will not appear on any display designated as the secondary display.

C 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, unplug it after being properly grounded and before removing a cover.
- 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 of the component.
- If you remove a component, place it in an electrostatic-safe container.

If you need more information about static electricity or assistance with component removal or installation, contact HP support.

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