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HP Notebook
Reference Guide



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Manual abstract:

Microsoft and Windows are U.S. registered trademarks of Microsoft Corporation. Java is a U.S. trademark of Sun Microsystems, Inc. The information contained herein is subject to change without notice. HP shall not be liable for technical or editorial errors or omissions contained herein. Second Edition: May 2010 First Edition: April 2010 Document Part Number: 607194-002 Product notice This reference guide describes features that are common to most models. Some features may not be available on your computer.

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. HP 2 Networking (select models only) ...

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. 62 ix x I Introduction This guide contains general information about HP and Compaq notebook computers, including connecting to a wireless network, multimedia, power management, security, and so on. NOTE: Some of the features described in this guide may not be available on your computer. Finding more information about your new computer The following user guides and reference material are provided with your computer, either in print, on the computer hard drive, or on an optical disc or SD Card: Quick Setup poster--Guides you through setting up your computer and turning it on. The poster is located in the computer box. NOTE: Refer to the poster for the location of your user guides and reference material. Getting Started--Contains information about your computer, including product-specific features, backup and recovery, maintenance, and specifications. Help and Support--Contains information about the operating system, drivers, troubleshooting tools, and technical support. To access Help and Support, select Start > Help and Support. For country- or region-specific support, go to <http://www>.

hp.com/support, select your country or region, and follow the on-screen instructions. Safety & Comfort Guide--Describes proper workstation setup and proper posture, health, and work habits for computer users. It also provides important electrical and mechanical safety information. To access this guide, select Start > Help and Support > User Guides. This guide is also available on the Web at <http://www.hp.com/ergo>. Regulatory, Safety, and Environmental Notices--Contains safety and regulatory information, and battery disposal information. To access the notices, select Start > Help and Support > User Guides. Finding more information about your new computer 1 2 Networking (select models only) Your computer supports 2 types of Internet access: Wireless--Refer to Creating a wireless connection on page 2. Wired--Refer to Connecting to a wired network on page 9. NOTE: You must set up Internet service before you can connect to the Internet. Creating a wireless connection Your computer may be equipped with one or more of the following wireless devices: Wireless local area network (WLAN) device HP Mobile Broadband Module (wireless wide area network (WWAN)) Bluetooth® device For more information on wireless technology, refer to the information and Web site links provided in Help and Support. Identifying wireless and network status icons Windows 7 Icon Name

Wireless (connected) Description Indicates that one or more wireless devices are on.

Wireless (disconnected) Indicates that all wireless devices are off. HP Connection Manager Opens HP Connection Manager, which enables you to create a connection with an HP Mobile Broadband Module (select models only). Wired network (connected) Indicates that one or more network devices are connected to the network. Network (disabled/ disconnected) Indicates that all network devices are disabled in Windows Control Panel. Network (connected) Indicates that one or more network devices are connected to a network.



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2 Chapter 2 Networking (select models only) Network (disconnected) Indicates that network devices are not connected to a network. Network (disabled/disconnected) Indicates that no wireless connections are available. Windows XP Icon Name HP Connection Manager Description Opens HP Connection Manager, which enables you to create a connection with an HP Mobile Broadband Module (select models only). Indicates that one or more wireless devices are on. Wireless (connected) Wireless (disconnected) Indicates that all wireless devices are off. Wireless network connection (connected) Indicates that one or more WLAN devices are connected to a network. Indicates that one or more WLAN devices are not connected to a network. Wireless network connection (disconnected) Network status (connected) Connected to the wired network. Network status (disconnected) Not connected to the wired network. Turning wireless devices on or off Using the wireless button NOTE: A computer may have a wireless button, a wireless switch, or a wireless action key on the keyboard.

The term wireless button is used throughout this guide to refer to all types of wireless controls. Refer to the Getting Started guide for information on identifying the location of the wireless button on your computer. You can use the wireless button to simultaneously turn on or turn off the wireless network controller and Bluetooth device. These devices can be controlled through Wireless Assistant (select models only). Creating a wireless connection 3 Using HP Wireless Assistant (select models only) to turn wireless devices on or off A wireless device can be turned on or off using Wireless Assistant. If a wireless device is disabled in Setup Utility, it must be reenabled in Setup Utility before it can be turned on or off using Wireless Assistant. NOTE: Enabling and turning on a wireless device does not automatically connect the computer to a network or a Bluetooth-enabled device. To view the state of the wireless devices, click the Show hidden icons icon, the arrow at the left of the notification area, and position the mouse pointer over the wireless icon. To open Wireless Assistant, double-click the wireless icon in the notification area. If the wireless icon is not displayed in the notification area, complete the following steps: Windows 7 1.

2. 3. 4. 5. 6.

Select Start > Control Panel > Hardware and Sound > Windows Mobility Center. Click the wireless icon in the Wireless Assistant tile, which is located in the bottom row of Windows® Mobility Center. Click Properties. Select the check box next to HP Wireless Assistant icon in notification area. Click Apply.

Click Close. For more information, refer to the Wireless Assistant software Help: 1. 2. Open Wireless Assistant by clicking the wireless icon in Windows Mobility Center. Click the Help button. Windows XP 1. 2. 3. 4. Select Start > Control Panel > Network and Internet Connections > HP Wireless Assistant.

Click Properties. Select the check box next to Wireless Assistant icon in notification area. Click Apply. Using HP Connection Manager (select models only)

You can use HP Connection Manager to connect to WWANs using the HP Mobile Broadband Module in your computer (select models only). To start Connection Manager, click the HP Connection Manager icon in the notification area, at the far right of the taskbar. or Select Start > All Programs > HP Connection Manager > HP Connection Manager. For more details about using Connection Manager, refer to the Connection Manager software Help. 4 Chapter 2 Networking (select models only) 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. Windows 7 Select Start > Control Panel > Network and Internet > Network and Sharing Center. Windows XP Select Start > Control Panel > Network and Internet Connections > Network Connections.

For more information, select Start > Help and Support. Using a WLAN A wireless connection connects the computer to Wi-Fi networks, or WLANs. A WLAN is composed of other computers and accessories that are linked by a wireless router or a wireless access point. Connecting to an existing WLAN Windows 7 1.

2.

3. 4. Be sure that the WLAN device is on. (Refer to Turning wireless devices on or off on page 3). Click the network icon in the notification area, at the far right of the taskbar.

Select your WLAN from the list. Click Connect. If the network is a security-enabled WLAN, you are prompted to enter a network security code. Type the code, and then click OK to complete the connection. NOTE: If no WLANs are listed, you are out of range of a wireless router or access point. NOTE: If you do not see the network you want to connect to, click Open Network and Sharing Center, and then click Set up a new connection or network. A list of options is displayed. You can choose to manually search for and connect to a network or to create a new network connection. Windows XP 1. 2.

3. Be sure that the WLAN device is on. (Refer to Turning wireless devices on or off on page 3.) Select Start > Connect to. Select your WLAN from the list. If the network is unsecured, a warning is displayed. Click Connect Anyway to accept the warning and complete the connection. If the network is a security-enabled WLAN, you are prompted to enter a network security code. Type the code, and then click Connect to complete the connection. NOTE: If no WLANs are listed, you are out of range of a wireless router or access point.

NOTE: If you do not see the network you want to connect to, click Set up a connection or network. A list of options is displayed. You can choose to manually search for and connect to a network or to create a new network connection. After the connection is made, you can place the mouse pointer over the network icon in the notification area, at the far right of the taskbar, to verify the name and status of the connection. Using a WLAN 5 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.

Setting up a new WLAN Required equipment: A broadband modem (either DSL or cable) (1) and high-speed Internet service purchased from an Internet service provider (ISP) A wireless router (purchased separately) (2) The wireless computer (3) NOTE: Some cable modems include a built-in router. Check with your ISP to see if you need a separate router. The illustration below shows an example of a wireless network installation that is connected to the Internet. NOTE: When setting up a wireless connection, be sure that your computer and wireless router are synchronized. To synchronize your computer and wireless router, turn your computer and wireless router off and then back on.



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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, refer to the information provided by your router manufacturer or your ISP. 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 e-mail that is not confidential and basic Internet surfing. Wireless radio signals travel outside the network, so other WLAN devices can pick up unprotected signals. You can take the following precautions to protect your WLAN: 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. Wireless encryption--Wi-Fi Protected Access (WPA) uses security settings to encrypt and decrypt data transmitted over the network.

WPA uses Temporal Key Integrity Protocol (TKIP) to dynamically generate a new key for every packet. It also generates different sets of keys for each computer on the network. 6 Chapter 2 Networking (select models only) Roaming to another network When you move your computer within range of another WLAN, Windows attempts to connect to that network. If the attempt is successful, your computer is automatically connected to the new network. If Windows does not recognize the new network, follow the same procedure you used initially to connect to your WLAN. Using HP Mobile Broadband (select models only) HP Mobile Broadband enables your computer to use wireless wide area networks (WWANs) to access the Internet from more places and over larger areas than it can by using WLANs. Using HP Mobile Broadband requires a network service provider, which in most cases is a mobile phone network provider. When used with mobile network provider service, HP Mobile Broadband gives you the freedom to stay connected to the Internet, send e-mail, or connect to your corporate network whether you are on the road or outside the range of Wi-Fi hotspots. NOTE: You may need the HP Mobile Broadband Module serial number to activate mobile broadband service. Refer to the Getting Started guide for the location of the serial number. Some mobile network service providers require the use of a subscriber identity module (SIM). A SIM contains basic information about you, such as a personal identification number (PIN), as well as network information. Some computers include a preinstalled SIM. If the SIM is not preinstalled, it may be included with the HP Mobile Broadband information provided with your computer, or it may be provided separately by the mobile network service provider. For information on inserting and removing the SIM, refer to Inserting a SIM on page 7 and Removing a SIM on page 8. For information on HP Mobile Broadband and how to activate service with a preferred mobile network service provider, refer to the HP Mobile Broadband information included with your computer. For additional information, see the HP Web site at <http://www.hp.com/go/mobilebroadband> (U.S. only). Inserting a SIM NOTE: To identify the SIM slot location, refer to the Getting Started guide. 1. Shut down the computer. If you are not sure whether the computer is off or in Hibernation, turn the computer on by pressing the power button. Then shut down the computer through the operating system. Close the display. Disconnect all external devices connected to the computer. Unplug the power cord from the AC outlet. Remove the battery.

Insert the SIM into the SIM slot, and gently press the SIM into the slot until it is firmly seated. CAUTION: When inserting a SIM, position the card to match the icon next to the SIM slot on the computer. If a SIM is inserted incorrectly, it could damage the SIM and the SIM connector. To reduce the risk of damage to the connector, use minimal force when inserting a SIM. 7. Replace the battery. NOTE: HP Mobile Broadband is disabled if the battery is not replaced. 2. 3. 4.

5. 6. Using HP Mobile Broadband (select models only) 7 8. 9. Reconnect external power and external devices.

Turn on the computer. Removing a SIM NOTE: To identify the SIM slot location, refer to the Getting Started guide. 1. Shut down the computer. If you are not sure whether the computer is off or in Hibernation, turn the computer on by pressing the power button. Then shut down the computer through the operating system. Close the display. Disconnect all external devices connected to the computer. Unplug the power cord from the AC outlet. Remove the battery. Press in on the SIM, and then remove it from the slot. Replace the battery. Reconnect external power and external devices. Turn on the computer. 2.

3. 4. 5. 6. 7. 8. 9. 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: Computers Phones Imaging devices (cameras and printers) Audio devices Bluetooth devices provide peer-to-peer capability that allows you to set up a personal area network (PAN) of Bluetooth devices. For information on configuring and using Bluetooth devices, refer to the Bluetooth software Help. Bluetooth and Internet Connection Sharing (ICS) HP does not recommend setting up one computer with Bluetooth as a host and using it as a gateway through which other computers may connect to the Internet. When two or more computers are connected using Bluetooth, and Internet Connection Sharing (ICS) is enabled on one of the computers, the other computers may not be able to connect to the Internet using the Bluetooth network. The strength of Bluetooth is in synchronizing information transfers between your computer and wireless devices including cellular phones, printers, cameras, and PDAs. The inability to consistently connect two or more computers to share the Internet through Bluetooth is a limitation of Bluetooth and the Windows operating system. 8 Chapter 2 Networking (select models only) Using GPS (select models only) Your computer may be equipped with a Global Positioning System (GPS). GPS satellites deliver location, speed, and direction information to GPS-equipped systems.

For more information, refer to the HP Connection Manager or HP Wireless Assistant software Help. Connecting to a wired network Using a modem (select models only) A modem must be connected to an analog telephone line using a 6-pin, RJ-11 modem cable (purchased separately). In some countries or regions, a specific modem cable adapter is also required. Jacks for digital PBX systems may resemble analog telephone jacks, but they are not compatible with the modem. WARNING! To reduce the risk of electric shock, fire, or damage to the equipment, do not plug a modem or telephone cable into the RJ-45 (network) jack.



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If the modem cable contains noise suppression circuitry (1), which prevents interference from TV and radio reception, orient the circuitry end of the cable (2) toward the computer. Connecting a modem cable 1. 2. Plug the modem cable into the modem jack (1) on the computer. Plug the modem cable into the RJ-11 telephone wall jack (2). Using GPS (select models only) 9 Connecting a country- or region-specific modem cable adapter Telephone jacks vary by country or region. To use the modem and the modem cable outside the country or region in which you purchased the computer, you must obtain a country- or region-specific modem cable adapter. To connect the modem to an analog telephone line that does not have an RJ-11 telephone jack, follow these steps: 1. 2. 3.

Plug the modem cable into the modem jack (1) on the computer. Plug the modem cable into the modem cable adapter (2). Plug the modem cable adapter (3) into the telephone wall jack. Selecting a location setting Viewing the current location selection Windows 7 1. 2. 3. 4. Select Start > Control Panel. Click Clock, Language, and Region. Click Region and Language.

Click the Location tab to display your location. Windows XP 1. 2. 3. Select Start > Control Panel.

Click Date, Time, Language, and Regional Options. Click Regional and Language Options. Your location is displayed under Location. Adding new locations when traveling On a new computer, the only location setting available to the modem is a location setting for the country or region in which you purchased the computer. As you travel to different countries or regions, set the 10 Chapter 2 Networking (select models only) internal modem to a location setting that meets the operating standards of the country or region in which you are using the modem.

As you add new location settings, they are saved by the computer so that you can switch among settings at any time. You can add multiple location settings for any country or region. CAUTION: To reduce the risk of losing your home country or region settings, do not delete your current modem country or region settings. To enable modem use in other countries or regions while preserving your home country or region configuration, add a new configuration for each location in which you will use the modem. CAUTION: To reduce the risk of configuring the modem in a way that violates the telecommunications regulations and laws of the country or region you are visiting, select the country or region in which the computer is located. The modem may not function properly if the correct country or region selection is not made. Windows 7 1. 2. Select Start > Devices and Printers. Right-click the device that represents your computer, and click Modem settings.

NOTE: You must set up an initial (current) location area code before you can view the Dialing Rules tab. If you do not have a location already set up, you are prompted to enter the location when you click Modem settings. 3. 4. 5. 6. 7. 8. 9. Click the Dialing Rules tab.

Click New. The New Location window opens. In the Location name box, type a name (such as home or work) for the new location setting. Select a country or region from the Country/region list. (If you select a country or region that is not supported by the modem, the country/region selection for USA or UK is displayed.

) Enter the area code, a carrier code (if necessary), and the number for an outside line (if necessary). Next to Dial using, click Tone or Pulse. Click OK to save your new location setting. The Phone and Modem Options window opens. 10.

Do one of the following: To set your new location setting as the current location, click OK. To select another location setting as the current location setting, select your preference from the settings in the Location list, and then click OK. NOTE: You can use the preceding procedure to add location settings for places within your own country or region as well as in other countries or regions. For example, you could add a setting named "Work" that includes dialing rules for accessing an outside line. Windows XP 1. 2. 3. 4. 5. 6.

Select Start > Control Panel. Click Printers and Other Hardware. Click Phone and Modem Options. Click the Dialing Rules tab. Click New. The New Location window opens. In the Location name box, type a name (such as home or work) for the new location setting. Connecting to a wired network 11 7. 8. 9. Select a country or region from the Country/region list. (If you select a country or region that is not supported by the modem, the country/region selection for USA or UK is displayed.) Enter the area code, a carrier code (if necessary), and the number for an outside line (if necessary). Next to Dial using, click Tone or Pulse. 10.

Click OK to save your new location setting. The Phone and Modem Options window opens. 11. Do one of the following: To set your new location setting as the current location, click OK. To select another location setting as the current location setting, select your preference from the settings in the Location list, and then click OK.

NOTE: You can use the preceding procedure to add location settings for places within your own country or region as well as in other countries or regions. For example, you could add a setting named "Work" that includes dialing rules for accessing an outside line. Connecting to a local area network (LAN) (select models only) Connecting to a local area network (LAN) requires an 8-pin, RJ-45 network cable (purchased separately). If the network cable contains noise suppression circuitry (1), which prevents interference from TV and radio reception, orient the circuitry end of the cable (2) toward the computer. To connect the network cable: 1. 2. Plug the network cable into the network jack (1) on the computer. Plug the other end of the network cable into a network wall jack (2). 12 Chapter 2 Networking (select models only) 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 wired network 13 3 Multimedia Your computer may include the following: One or two integrated speakers One or two integrated microphones Integrated webcam Preinstalled multimedia software Multimedia buttons or keys Using the media activity controls Depending on your computer model, you may have the following media activity controls that allow you to play, pause, fast forward, or rewind a media file: Media buttons Media hotkeys (specific keys pressed in combination with the fn key) Media action keys Refer to the Getting Started guide for information about your computer's media activity controls.

Audio Your computer provides a variety of audio-related opportunities: Play music. Record sound. Download music from the Internet. Create multimedia presentations. Transmit sound and images with instant messaging programs. Stream radio programs. Create (burn) audio CDs using the installed optical drive (select models only) or on an optional external optical drive (purchased separately).



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Adjusting the volume Depending on your computer model, you can adjust the volume using the following: Volume buttons Volume hotkeys Volume keys I4
Chapter 3 Multimedia WARNING! To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. For additional safety information, refer to the Regulatory, Safety, and Environmental Notices. NOTE: Volume can also be controlled through the operating system and some programs.

NOTE: Refer to the Getting Started guide for information on what type of volume controls your computer has. Checking audio functions on the computer
Windows 7 To check the audio functions on your computer, follow these steps: 1. 2. Select Start > Control Panel > Hardware and Sound > Sound. When the Sound window opens, click the Sounds tab.

Under Program Events, select any sound event, such as a beep or alarm, and click the Test button. You should hear sound through the speakers or through connected headphones. To check the recording functions on your computer, follow these steps: 1. 2. 3.

Select Start > All Programs > Accessories > Sound Recorder. Click Start Recording and speak into the microphone. Save the file to your desktop. Open a multimedia program and play back the sound. NOTE: For best results when recording, speak directly into the microphone and record sound in a setting free of background noise. To confirm or change the audio settings on your computer, select Start > Control Panel > Hardware and Sound > Sound. Windows XP To check the audio functions on your computer, follow these steps: 1. 2. Select Start > Control Panel > Sounds, Speech, and Audio Devices > Sounds and Audio Devices. When the Sound and Audio Device Properties window opens, click the Sounds tab.

Under Program events, select any sound event, such as a beep or alarm, and click the arrow button to check the sound. You should hear sound through the speakers or through connected headphones. To check the recording functions on your computer, follow these steps: 1. 2. 3. Select Start > All Programs > Accessories > Entertainment > Sound Recorder. Click the recording button and speak into the microphone. Save the file to your desktop. Open a multimedia program and play back the sound. NOTE: For best results when recording, speak directly into the microphone and record sound in a setting free of background noise.

To confirm or change the audio settings on your computer, right-click the Volume icon on the taskbar, or select Start > Control Panel > Sounds, Speech, and Audio Devices > Sounds and Audio Devices. Audio 15 Webcam (select models only) Some computers include an integrated webcam, located at the top of the display. With the preinstalled software, you can use the webcam to take a photo or record a video. You can preview and save the photo or video recording. The webcam software enables you to experiment with the following features: Capturing and sharing video Streaming video with instant message software Taking still photos For information on how to access the webcam, refer to the Getting Started guide.

For information on using the webcam, select Start > Help and Support. Using SkyRoom (select models only) HP SkyRoom is a video tool that allows video conferencing and desktop sharing so that participants across the world can collaborate in real time. You can utilize your existing Microsoft Office Communicator or Jabber contact lists or you can create your own list and add contacts manually. For more information, refer to the SkyRoom software Help. Video Your computer may have one or more of the following external video ports: VGA DisplayPort HDMI VGA The external monitor port, or VGA port, is an analog display interface that connects an external VGA display device such as an external VGA monitor or a VGA projector to the computer.

16 Chapter 3 Multimedia To connect a VGA display device, connect the device cable to the external monitor port. NOTE: For product-specific instructions on switching the screen image, refer to your Getting Started guide. DisplayPort The DisplayPort connects a digital display device such as a high-performance monitor or projector. The DisplayPort delivers higher performance than the VGA external monitor port and improves digital connectivity. To connect a digital display device, connect the device cable to the DisplayPort. NOTE: For product-specific instructions on switching the screen image, refer to your Getting Started guide. HDMI The HDMI (High Definition Multimedia Interface) port connects the computer to an optional video or audio device, such as a high-definition television, or to any compatible digital or audio component. NOTE: To transmit video signals through the HDMI port, you need an HDMI cable (purchased separately). Video 17 One HDMI device can be connected to the HDMI port on the computer. The information displayed on the computer screen can be simultaneously displayed on the HDMI device.

To connect a video or audio device to the HDMI port: 1. Connect one end of the HDMI cable to the HDMI port on the computer. 2. Connect the other end of the cable to the video device, and then refer to the device manufacturer's instructions for additional information. NOTE: For product-specific instructions on switching the screen image, refer to your Getting Started guide. Configuring audio for HDMI To configure HDMI audio, first connect an audio or video device, such as a high-definition TV, to the HDMI port on your computer. Then configure the default audio playback device as follows: 1. 2. 3. Right-click the Speakers icon in the notification area, at the far right of the taskbar, and then click Playback devices.

On the Playback tab, click either Digital Output or Digital Output Device (HDMI). Click Set Default, and then click OK. To return audio to the computer speakers, follow these steps: 1. 2. 3.

Right-click the Speakers icon in the notification area, at the far right of the taskbar, and then click Playback devices. On the Playback tab, click Speakers. Click Set Default, and then click OK. 18 Chapter 3 Multimedia Using HP MediaSmart (select models only) HP MediaSmart turns your computer into a mobile entertainment center. With MediaSmart, you can enjoy music CDs and DVD and Blu-ray Disc (BD) movies.

You can also manage and edit your photo collections. MediaSmart includes the following features: Playlist upload support: Upload your MediaSmart photo playlists to Internet photo albums. Upload your MediaSmart video playlists to YouTube. Export your MediaSmart playlist to the CyberLink DVD Suite.

Pandora Internet radio (North America only)--Listen to music selected just for you, streamed from the Internet. To start MediaSmart, select Start > All Programs > HP > HP MediaSmart. For more information on using MediaSmart, select Start > Help and Support. Using HP MediaSmart (select models only) 19 4 Power management NOTE: A computer may have a power button or a power switch.



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The term power button is used throughout this guide to refer to both types of power controls. NOTE: Windows 7 uses Sleep and Windows XP uses Standby.

The term Sleep is used throughout this guide to refer to both. Differences between the operating systems that affect any of the procedures are noted. Shutting down the computer CAUTION: Unsaved information is lost when the computer shuts down. The Shut down command closes all open programs, including the operating system, and then turns off the display and computer. Shut down the computer under any of the following conditions: When you need to replace the battery or access components inside the computer When you are connecting an external hardware device that does not connect to a USB port When the computer will be unused and disconnected from external power for an extended period Although you can shut down the computer with the power button, the recommended procedure is to use the Windows Shut down command: NOTE: If the computer is in the Sleep state or in Hibernation, you must first exit Sleep or Hibernation before shutdown is possible. 1. 2. Save your work and close all open programs. Windows 7--Select Start > Shut down. Windows XP--Select Start > Turn Off Computer > Turn Off.

NOTE: If you have been registered to a network domain, the button you click is called Shut Down instead of Turn Off Computer. If the computer is unresponsive and you are unable to use the preceding shutdown procedures, try the following emergency procedures in the sequence provided: Windows 7--Press ctrl+alt+delete, and then click the Power button. Windows XP--Press ctrl+alt+delete. Click Shut Down, and then click Turn Off. Press and hold the power button for at least 5 seconds.

Disconnect the computer from external power and remove the battery. Setting power options Using power-saving states The computer has two power-saving states that are enabled at the factory: Sleep and Hibernation. 20 Chapter 4 Power management When Sleep is initiated, the power lights blink and the screen clears. Your work is saved to memory, letting you exit Sleep faster than exiting Hibernation. If the computer is in the Sleep state for an extended period or if the battery reaches a critical battery level while in the Sleep state, the computer initiates Hibernation.

When Hibernation is initiated, your work is saved to a hibernation file on the hard drive and the computer turns off. 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 or Hibernation while reading from or writing to a disc or an external media card. NOTE: You cannot initiate any type of networking connection or perform any computer functions while the computer is in the Sleep state or in Hibernation. Initiating and exiting Sleep The system is set at the factory to initiate Sleep after a period of inactivity when running on battery power or on external power. Power settings and timeouts can be changed using Power Options in Windows® Control Panel. With the computer on, you can initiate Sleep in any of the following ways: Briefly press the power button. Close the display. Windows 7--Select Start, click the arrow next to the Shut down button, and then click Sleep. Windows XP--Select Start > Turn Off Computer > Stand By. 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 your work 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 your work will return to the screen. Initiating and exiting Hibernation The system is set at the factory to initiate Hibernation after a period of inactivity when running on battery power or on external power, or when the battery reaches a critical battery level. Power settings and timeouts can be changed in Windows Control Panel. To initiate Hibernation: Windows 7--Select Start, click the arrow next to the Shut down button, and then click Hibernate. Windows XP--Select Start > Turn Off Computer, and then hold down the shift key and select Hibernate. Setting power options 21 To exit Hibernation: Briefly press the power button.

The power lights turn on and your work 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 your work will return to the screen. Using the power meter The power meter is located in the notification area, at the far right of the taskbar. @@@@ Windows 7--@@@@@2. @@4. Change the settings as needed. @@2. 3. 4. @@Select a power scheme from the Power schemes list.

Modify the Plugged in and Running on batteries settings as needed. @@2. 3. 4. @@In the left pane, click Require a password on wakeup. Click Change Settings that are currently unavailable. Click Require a password (recommended). @@@@5. Click Save changes. Windows XP 1.

2. 3. 4. @@Click the Advanced tab. @@@@ WARNING! @@@@ To run Battery Check: 1. Connect the AC adapter to the computer. @@2. 3. @@@@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 from the computer when it is not being used or charged. Store the battery in a cool, dry location. Windows 7--Select the Power saver setting in Power Options. 24 Chapter 4 Power management Managing low battery levels The information in this section describes the alerts and system responses set at the factory. Some lowbattery alerts and system responses can be changed using Power Options in Windows Control Panel.

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. NOTE: For additional information about the battery light, refer to the Getting Started guide. or The power meter icon in the notification area shows a low or critical battery notification. NOTE: For additional information about the power meter, refer to Using the power meter on page 22.

The computer takes the following actions for a critical battery level: If Hibernation is enabled and the computer is on or in the Sleep state, the computer initiates Hibernation. If Hibernation is disabled and the computer is on or in the Sleep state, the computer remains briefly in the Sleep state, and then shuts down and loses any unsaved information. 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 a charged battery is available 1.



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Using PC Cards (select models only) 31 Removing a PC Card CAUTION: To reduce the risk of loss of data or an unresponsive system, stop a PC Card before removing it. 1. 2. 3. Save your information and close all programs associated with the PC Card. Click the remove hardware icon in the notification area, at the far right of the taskbar, and then follow the on-screen instructions. Release and remove the PC Card: a.

Press the PC Card eject button (1). This action extends the button into position for releasing the PC Card. b. c. Press the PC Card eject button again to release the PC Card. Pull the PC Card (2) out of the slot. Using ExpressCards (select models only) An ExpressCard is a high-performance PC Card that is inserted into the ExpressCard slot. Like standard PC Cards, ExpressCards are designed to conform to the standard specifications of the Personal Computer Memory Card International Association (PCMCIA). Configuring an ExpressCard Install only the software required for the card. If you are instructed by the ExpressCard manufacturer to install device drivers: Install only the device drivers for your operating system.

Do not install additional software, such as card services, socket services, or enablers, that are supplied by the ExpressCard manufacturer. 32 Chapter 5 External cards and devices Inserting an ExpressCard CAUTION: To prevent damage to the computer and external media cards, do not insert a PC Card into an ExpressCard slot. CAUTION: To reduce the risk of damage to the connectors: Use minimal force when inserting an ExpressCard. Do not move or transport the computer when an ExpressCard is in use. The ExpressCard slot may contain a protective insert.

To remove the insert: 1. 2. Press in on the insert (1) to unlock it. Pull the insert out of the slot (2). To insert an ExpressCard: 1. 2. Hold the card label-side up, with the connectors facing the computer. Insert the card into the ExpressCard slot, and then press in on the card until it is firmly seated. You will hear a sound when the card has been detected, and a menu of options may be displayed. NOTE: The first time you connect an ExpressCard, a message in the notification area lets you know that the card is recognized by the computer. NOTE: To conserve power, stop or remove an ExpressCard when it is not in use. Using ExpressCards (select models only) 33 Removing an ExpressCard CAUTION: To reduce the risk of loss of data or an unresponsive system, use the following procedure to safely remove the ExpressCard. 1. 2. 3.

Save your information and close all programs associated with the ExpressCard. Click the remove hardware icon in the notification area, at the far right of the taskbar, and then follow the on-screen instructions. Release and remove the ExpressCard: a. b. Gently press in on the ExpressCard (1) to unlock it. Pull the ExpressCard out of the slot (2). Using smart cards (select models only) NOTE: The term smart card is used throughout this chapter to refer to both smart cards and JavaTM Cards. A smart card is a credit cardsized 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 personal identification number (PIN) is needed to gain access to the contents of the microchip. For more information about smart card security features, refer to Help and Support. 34 Chapter 5 External cards and devices 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, refer to the manufacturer's instructions.

These instructions may be provided with the software, on disc, or on the manufacturer's Web site. 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 powered USB port that provides power to an external device if it is used with a powered USB cable. 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. Using a USB device 35 Connect the USB cable for the device to the USB port.

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

Using 1394 devices (select models only) IEEE 1394 is a hardware interface that connects a high-speed multimedia or data storage device to the computer. Scanners, digital cameras, and digital camcorders often require a 1394 connection. Some 1394 devices may require additional support software, which is usually included with the device. For more information about device-specific software, refer to the manufacturer's instructions. The 1394 port also supports IEEE 1394a devices.

36 Chapter 5 External cards and devices Connecting a 1394 device CAUTION: To reduce the risk of damage to a 1394 port connector, use minimal force to connect the device. To connect a 1394 device to the computer, connect the 1394 cable for the device to the 1394 port. You will hear a sound when the device has been detected. Removing a 1394 device CAUTION: To reduce the risk of loss of information or an unresponsive system, stop the 1394 device before removing it. CAUTION: To reduce the risk of damage to a 1394 connector, do not pull on the cable to remove the 1394 device.

1. 2. 3. To remove a 1394 device, save your information and close all programs associated with the device. Click the remove hardware icon in the notification area, at the far right of the taskbar, and then follow the on-screen instructions.



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Remove the device. Using an eSATA device (select models only) An eSATA port connects an optional high-performance eSATA component, such as an eSATA external hard drive. Some eSATA devices may require additional support software, which is usually included with the device. For more information about device-specific software, refer to the manufacturer's instructions. NOTE: The eSATA port also supports an optional USB device.

Connecting an eSATA device CAUTION: To reduce the risk of damage to an eSATA port connector, use minimal force to connect the device. Using an eSATA device (select models only) 37 To connect an eSATA device to the computer, connect the eSATA cable for the device to the eSATA port. You will hear a sound when the device has been detected. Removing an eSATA device CAUTION: To reduce the risk of damage to an eSATA connector, do not pull on the cable to remove the eSATA device. CAUTION: To reduce the risk of loss of information or an unresponsive system, use the following procedure to safely remove the device. 1. 2. 3. To remove an eSATA device, save your information and close all programs associated with the device. Click the remove hardware icon in the notification area, at the far right of the taskbar, and then follow the on-screen instructions.

Remove the device. 38 Chapter 5 External cards and devices Using optional external devices NOTE: For more information about required software and drivers, or to learn which computer port to use, refer to 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. 2. 3. Connect the device to the computer. If you are connecting a powered device, plug the device power cord into a grounded AC outlet. 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 on the computer. NOTE: HP external USB optical drives should be connected to the powered USB port on the computer. USB drives include the following types: 1.44-megabyte diskette drive Hard drive module (a hard drive with an adapter attached) External optical drive (CD, DVD, and Blu-ray) MultiBay device Using the expansion port (select models only) The expansion port connects the computer to an optional docking or expansion device, so that additional ports and connectors can be used with the computer. NOTE: The computer has only one expansion port. The term expansion port 3 describes the type of expansion port. Using optional external devices 39 Using the docking connector (select models only) The docking connector connects the computer to an optional docking device. An optional docking device provides additional ports and connectors that can be used with the computer.

NOTE: The following image may look slightly different than your computer or docking device. 40 Chapter 5 External cards and devices 6 Drives Handling drives Drives are fragile computer components that must be handled with care. Refer to the following cautions before handling drives. Additional cautions are included with the procedures to which they apply. Observe these precautions: 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. Before handling a drive, discharge static electricity by touching the unpainted metal surface of the drive. Do not touch the connector pins on a removable drive or on the computer. Handle a drive carefully; do not drop a drive or place items on it. Before removing or inserting a drive, shut down the computer. If you are unsure whether the computer is off, in the Sleep state, or in Hibernation, turn the computer on, and then shut it down through the operating system.

Do not use excessive force when inserting a drive into a drive bay. 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. When the battery is the only source of power, be sure that the battery is sufficiently charged before writing to media. Avoid exposing a drive to temperature or humidity extremes.

Avoid exposing a drive to liquids. Do not spray the drive with cleaning products. Remove media from a drive before removing the drive from the drive bay, or traveling with, shipping, or storing a drive. 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 conveyor belts and similar security devices that check carry-on baggage use X-rays instead of magnetism and do not damage drives. Using hard drives Improving hard drive performance Using Disk Defragmenter As you use the computer, files on the hard drive become fragmented. Disk Defragmenter consolidates the fragmented files and folders on the hard drive so that the system can run more efficiently. NOTE: It is not necessary to run Disk Defragmenter on solid-state drives. Handling drives 41 After you start Disk Defragmenter, it works without supervision. Depending on the size of your hard drive and the number of fragmented files, Disk Defragmenter may take more than an hour to complete. You may want to set it to run during the night or at another time when you do not need access to your computer. HP recommends defragmenting your hard drive at least once a month. You may set Disk Defragmenter to run on a monthly schedule, but you can defragment your computer manually at any time.

To run Disk Defragmenter: 1. 2. 3. Connect the computer to AC power. Select Start > All Programs > Accessories > System Tools > Disk Defragmenter.

Windows 7--Click Defragment disk. NOTE: Windows includes the User Account Control feature to improve the security of your computer. You may be prompted for your permission or password for tasks such as installing software, running utilities, or changing Windows settings. Refer to Help and Support for more information. Windows XP-- Under Volume, click the listing for the hard drive, usually listed as (C:), and then click Defragment.

For additional information, access the Disk Defragmenter software Help. 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. 2. Select Start > All Programs > Accessories > System Tools > Disk Cleanup.



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