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You can read the recommendations in the user guide, the technical guide or the installation guide for HP ELITEBOOK 8470P. You'll find the answers to all your questions on the HP ELITEBOOK 8470P in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual HP ELITEBOOK 8470P**  
**User guide HP ELITEBOOK 8470P**  
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User Guide



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**Manual abstract:**

@@@Second Edition: June 2013 First Edition: October 2012 Document Part Number: 697709-002 Product notice This user guide describes features that are common to most models. Some features may not be available on your computer. To obtain the latest information in this guide, contact support. For worldwide support, go to <http://welcome>. Software terms By installing, copying, downloading, or otherwise using any software product preinstalled on this computer, you agree to be bound by the terms of the HP End User License Agreement (EULA). If you do not accept these license terms, your sole remedy is to return the entire unused product (hardware and software) within 14 days for a refund subject to the refund policy of your place of purchase. For any further information or to request a full refund of the computer, please contact your local point of sale (the 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 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). 25 v 4 Navigating using the keyboard, touch gestures and pointing devices . 26 Using the pointing stick . 26 Using the TouchPad . 26 Turning the TouchPad off and on . 32 Identifying the hot keys . 34 Turning the embedded numeric keypad on and off . 35 Switching key functions on the embedded numeric keypad . 44 Using the power meter and power settings .

46 Resolving a low battery level . 90 Cleaning the sides and cover . 95 Using Windows Refresh for quick and easy recovery . 108 The optical disc tray does not open for removal of a CD or DVD . 108 The computer does not detect the optical drive . 110 A disc does not play . 110 A movie is not visible on an external display . 110 The process of burning a disc does not begin, or it stops before completion . 113 x 1 Welcome After you set up and register the computer, it is important to take the following steps: • Take a minute to browse the printed Windows 8 Basics guide to explore the new Windows® features. TIP: To quickly return to the computer Start screen from an open app or the Windows desktop, press the Windows logo key return you to the previous screen.

• 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 18. Update your antivirus software• Protect your computer from damage caused by viruses. The software is preinstalled on the computer. For more information, see Using antivirus software on page 84. Get to know your computer• Learn about your computer features. See Getting to know your computer on page 4 and Navigating using the keyboard, touch gestures and pointing devices on page 26 for additional information. Find installed software• Access a list of the software preinstalled on the computer: From the Start screen, type a, click Apps, and then select from the displayed options. 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. Pressing the Windows logo key again will • 1 Finding information The computer comes with several resources to help you perform various tasks.

Resources Setup Instructions poster For information about • Windows 8 Basics guide Help and Support To access Help and Support, type h, and then select Help and Support. To obtain the latest information in this guide, contact support. For worldwide support, go to <http://welcome>. Regulatory, Safety, and Environmental Notices To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides. Safety & Comfort Guide To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides. HP website To obtain the latest information in this guide, contact support. For worldwide support, go to <http://welcome>. • Support information Ordering parts and finding additional help Accessories available for the device HP support telephone numbers How to set up the computer Help to identify computer components Overview of using and navigating with Windows® 8. • Operating system information Software, driver, and BIOS updates Troubleshooting tools How to access support • Regulatory and safety information Battery disposal information • Proper workstation setup, posture, health, and work habits Electrical and mechanical safety information 2 Chapter 1 Welcome Resources Limited Warranty\* To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select Warranty and services. For information about Warranty information \*You can find the expressly provided HP Limited Warranty applicable to your product located with the user guides on your computer and/or on the CD/DVD provided in the box.

In some countries/regions, HP may provide a printed HP Limited Warranty in the box. For some countries/regions where the warranty is not provided in printed format, you may request a printed copy from <http://www>. Box 200, Alexandra Post Office, Singapore 911507 When you request a printed copy of your warranty, please include your product number, warranty period (found on your service label), name, and postal address. IMPORTANT: Do NOT return your HP product to the addresses above. For worldwide support, go to <http://welcome>. Finding information 3 2 Top Getting to know your computer TouchPad NOTE: Your computer may look slightly different from the illustration in this section. Component (1) (2) (3) (4) (5) (6) (7) Pointing stick (select models only) Left pointing stick button (select models only) TouchPad on/off button TouchPad zone Left TouchPad button Right pointing stick button (select models only) Right TouchPad button Description Moves the pointer and selects or activates items on the screen. Moves the pointer and selects or activates items on the screen. 4 Chapter 2 Getting to know your computer Lights NOTE: Your computer may look slightly different from the illustration in this section. (2) (3) Caps lock light Power light • (4) Wireless light • (5) Web browser light • (6) Mute light • (7) Num lock light On: Num lock is on.



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Top 5 Buttons and fingerprint reader (select models only) NOTE: Your computer may look slightly different from the illustration in this section. component (1) (2) TouchPad on/off button Power button Description Turns the TouchPad on and off. When the computer is off, press the button to turn on the computer. When the computer is in the Sleep state, press the button briefly to exit Sleep. When the computer is in Hibernation, press the button briefly to exit Hibernation. 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 5 seconds to turn off the computer. To learn more about your power settings, see your power options. From the Start screen, type power, select Settings, and then select Power Options. (3) Wireless button Turns the wireless feature on or off but does not establish a wireless connection.

6 Chapter 2 Getting to know your computer Keys NOTE: Your computer may look slightly different from the illustration in this section. Component (1) (2) (3) esc key Function keys fn key Description Displays system information when pressed in combination with the fn key. Execute frequently used system functions when pressed in combination with the fn key. Executes frequently used system functions when pressed in combination with a function key, the num lk key, or the esc key. Returns you to the Start screen from an open app or the Windows desktop.

NOTE: Pressing the Windows logo key again will return you to the previous screen. (4) Windows logo key (5) Windows applications key Displays options for a selected object. (6) (7) Embedded numeric keypad num lk key Each key on the keypad performs the function indicated by the icon in the upper-right corner of the key. Turns the embedded numeric keypad on and off when pressed in combination with the fn key. Top 7 Front NOTE: Your computer may look slightly different from the illustration in this section.

Component (1) (2) Display release latch Wireless light Description Opens the computer. White: The computer is connected to external power and the battery is charged from 90 to 99 percent. Amber: The computer is connected to external power and the battery is charged from 0 to 90 percent. Blinking amber: A battery that is the only available power source has reached a low battery level. When the battery reaches a critical battery level, the battery light begins blinking rapidly. (3) Power light (4) AC adapter/battery light (5) Hard drive light (6) Speakers (2) Produce SRS Premium Sound or SRS Premium Sound PRO (select models only). One of the speakers is on the bottom of the computer, and it cannot be seen from the front of the computer. NOTE: To use the SRS Premium Sound software, from the Start screen, type SRS, and then select SRS Premium Sound. 8 Chapter 2 Getting to know your computer Right NOTE: Refer to the illustration that most closely matches your computer. To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset.

For additional safety information, see the Regulatory, Safety, and Environmental Notices. To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides. NOTE: When a device is connected to the jack, the computer speakers are disabled. The USB charging port can also charge select models of cell phones and MP3 players, even when the computer is off. It is normal for the internal fan to cycle on and off during routine operation. 0 charging port (6) DisplayPort (7) Vents (2) (8) 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. To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. For additional safety information, see the Regulatory, Safety, and Environmental Notices. To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides.

NOTE: When a device is connected to the jack, the computer speakers are disabled. It is normal for the internal fan to cycle on and off during routine operation. 0 port DisplayPort (6) Vents (2) (7) 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. 10 Chapter 2 Getting to know your computer Left NOTE: Your computer may look slightly different from the illustration in this section.

0 ports (2) (4) HP ExpressCard slot or smart card reader (depending on configuration) Media Card Reader Upgrade bay (optical drive shown) (5) (6) Reads data from and writes data to digital memory cards such as Secure Digital (SD). The upgrade bay can hold either a hard drive or an optical drive that reads and writes (select models only) to an optver 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) 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 computers, phones, printers, headsets, speakers, and cameras. In a PAN, each device communicates directly with other devices, and devices must be relatively close together—typically within 10 meters (approximately 33 feet) of each other. For more information about wireless technology, see the information and website links provided in Help and Support. From the Start screen, type h, and then select Help and Support.



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Using the wireless controls You can control the wireless devices in your computer using these features:    Wireless button, wireless switch, or wireless key (referred to in this chapter as the wireless button) Operating system 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. 18 Chapter 3 Connecting to a network 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. From the Start screen, type n, and then select Settings. Type network and sharing in the search box, and then select Network and Sharing Center. For more information, from the Start screen, type h, and then select Help and Support. 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 router 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. Connecting to a wireless network 19 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 setting up a WLAN, 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 when connected to 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. For more information, from the Start screen, type h, and then select Help and Support. 20 Chapter 3 Connecting to a 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. From the Windows desktop, tap and click the network status icon in the notification area, at the far right of the taskbar. Select your WLAN from the list.

click Connect. If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Type the code, and then click 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, from the Windows desktop, rightclick the network status icon, and then select Open Network and Sharing Center. click 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. 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) HP Mobile Broadband enables your computer to use 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 (called a mobile network operator), which in most cases is a cellular phone network operator. Coverage for HP Mobile Broadband is similar to cellular phone voice coverage.



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When used with mobile network operator service, HP Mobile Broadband gives you the freedom to stay connected to the Internet, send email, or connect to your corporate network whether you are on the road or outside the range of Wi-Fi hotspots. HP supports the following technologies: HSPA (High Speed Packet Access), which provides access to networks based on the Global System for Mobile Communications (GSM) telecommunications standard. EV-DO (Evolution Data Optimized), which provides access to networks based on the code division multiple access (CDMA) telecommunications standard.

You may need the HP Mobile Broadband Module serial number to activate mobile broadband service. The serial number is printed on a label inside the battery bay of your computer. Some mobile network operators require the use of a SIM. A SIM contains basic information about you, such as a personal identification number (PIN), as well as network information. Some computers include a SIM that is preinstalled in the battery bay. If the SIM 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. Connecting to a wireless network 21 For information about inserting and removing the SIM, see Inserting and removing a SIM on page 22. For information about HP Mobile Broadband and how to activate service with a preferred mobile network operator, see the HP Mobile Broadband information included with your computer. For additional information, see the HP website at <http://www.hp.com/go/mobilebroadband>. Inserting and removing a SIM

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

Shut down the computer. Unplug the power cord from the AC outlet. Turn the computer upside down on a flat surface, with the battery bay toward you. @ @ Insert the SIM into the SIM slot, and gently push the SIM into the slot until it is firmly seated. NOTE: See the image on the battery bay to determine which way the SIM card should be inserted into your computer.

NOTE: HP Mobile Broadband will be disabled if the battery is not replaced. Turn on the computer. 22 Chapter 3 Connecting to a network To remove a SIM, press in on the SIM, and then remove it from the slot. 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: Computers (desktop, notebook, PDA) Phones (cellular, cordless, smart phone) Imaging devices (printer, camera) Audio devices (headset, speakers) Mouse 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 There are 2 kinds of wired connections: local area network (LAN) and modem connection. A LAN connection uses a network cable and is much faster than a modem connection, 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. connecting to a wired network 23 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. Using a modem A modem must be connected to an analog telephone line using a 6-pin, RJ-11 modem cable. 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. Connecting a modem cable To connect the modem cable, follow these steps: 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). NOTE: If the modem cable contains noise suppression circuitry (3), which prevents interference from TV and radio reception, orient the circuitry end of the cable toward the computer. 24 Chapter 3 Connecting to a network 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.

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. Connecting to a wired network 25 4 Navigating using the keyboard, touch gestures and pointing devices Your computer allows navigation using touch gestures (select models only) in addition to the keyboard and mouse. Touch gestures can be used on your computer TouchPad or on a touch screen (select models only).

Review the Windows 8 Basics guide included with your computer. The guide provides information on common tasks using the TouchPad, touch screen, or the keyboard. Select computer models have special action keys or hot key functions on the keyboard to perform routine tasks. Using pointing devices NOTE: In addition to the pointing devices included with your computer, you can use an external USB mouse (purchased separately) by connecting it to one of the USB ports on the computer. Setting pointing device preferences Use Mouse Properties in Windows to customize settings for pointing devices, such as button configuration, click speed, and pointer options. To access Mouse Properties: From the Start screen, type m. In the search box, type mouse, click Settings, and then select Mouse. Using the pointing stick Press the pointing stick in the direction you want to move the pointer on the screen. Use the left and right pointing stick buttons as you would the left and right buttons on an external mouse. Using the TouchPad To move the pointer, slide one finger across the TouchPad in the direction you want the pointer to go.



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Use the left and right TouchPad buttons like the buttons on an external mouse. 26 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Turning the TouchPad off and on To turn the TouchPad off and on, quickly double-tap the TouchPad on/off button. Using TouchPad gestures Your TouchPad or touch screen (select models only) allows you to navigate the pointing device on the screen by using your fingers to control the pointer action.

TIP: For touch screen computers, you may perform the gestures on the display, on the TouchPad or a combination of the two. the TouchPad supports a variety of gestures. To use TouchPad gestures, place two fingers on the TouchPad at the same time. From the Start screen, type mouse, click Settings, and then select Mouse from the list of apps. Click the Device Settings tab, select the device in the window that is displayed, and then click Settings. click a gesture to activate the demonstration. To turn the gestures off or on: 1.

From the Start screen, type mouse, click Settings, and then select Mouse from the list of apps. Click the Device Settings tab, select the device in the window that is displayed, and then click Settings. Select the check box next to the gesture that you want to turn off or on. click Apply , and then click OK. Using pointing devices 27 Tapping To make an on-screen selection, use the tap function on the TouchPad.

Point to an item on the screen, and then tap one finger on the TouchPad zone to make a selection. double-tap an item to open it. Scrolling Scrolling is useful for moving 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. 28 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Pinching/zooming Pinching and zooming allow you to zoom out or in on images or text.

Zoom in by placing two fingers together on the TouchPad zone and then moving your fingers apart. Zoom out by placing two fingers apart on the TouchPad zone and then moving your fingers together. Rotating (select models only) Rotating allows you to turn items such as photos. Point to an object, then anchor the forefinger of your left hand in the TouchPad zone. Using your right hand, slide your forefinger in a sweeping motion from 12 o'clock to 3 o'clock. To reverse the rotation, move your forefinger from 3 o'clock to 12 o'clock. NOTE: Rotating is intended for specific apps where you can manipulate an object or image. It may not be functional for all apps. Using pointing devices 29 2-finger click (select models only) 2-finger click allows you to make menu selections for an object on the screen. Place two fingers on the TouchPad zone and press to open the options menu for the selected object.

Flicking (select models only) Flicking allows you to navigate through screens or quickly scroll through documents. Place three fingers on the TouchPad zone and flick your fingers in a light, quick motion up, down, left or right. Edge swipes (select models only) Edge swipes allow you to access toolbars on your computer for tasks such as changing settings and finding or using apps. 30 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Right-edge swipe The right-edge swipe reveals the charms, which let you search, share, start apps, access devices, or change settings. Swipe your finger gently from the right edge to display the charms. Top-edge swipe The top-edge swipe allows you to open apps available from the Start screen. IMPORTANT: When an app is active, the top-edge gesture varies depending on the app. Swipe your finger gently from the top edge to display available apps. Using pointing devices 31 Left-edge swipe The left-edge swipe accesses your recently opened apps so that you can switch between them quickly. Swipe your finger gently from the left edge of the TouchPad to switch between recently opened apps.

Using the keyboard The keyboard and mouse allow you to type items, scroll and to perform the same functions as using touch gestures. The keyboard also allows you to use action keys and hot keys to perform specific functions. TIP: The Windows logo key on the keyboard allows you to quickly return to the Start screen from an open app or the Windows desktop. Pressing the Windows logo key again will return you to the previous screen. NOTE: Depending on the country or region, your keyboard may have different keys and keyboard functions than those discussed in this section.

using Microsoft Windows 8 shortcut keys Microsoft Windows 8 provides shortcuts to perform actions quickly. Several shortcuts will help you with Windows 8 functions. Press the Windows logo key the action. For additional information on Windows 8 shortcut keys go to Help and Support. From the Start screen, type h, and then select Help and Support.

In combination with the key to perform 32 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Shortcut key Key Description Returns you to the Start screen from an open app or the Windows desktop. Pressing the key again returns you to the previous screen. NOTE: Continue to press this key combination until the app you want opens. alt + f4 Closes an active app. Identifying the hot keys A hot key is a combination of the fn key (1) and either the esc key (2) or one of the function keys (3). NOTE: Your computer may look slightly different from the illustration in this section. To use a hot key: Briefly press the fn key, and then briefly press the second key of the hot key combination. description Displays system information. Initiates Sleep, which saves your information in system memory. The display and other system components turn off and power is conserved.

to exit Sleep , briefly press the power button. CAUTION: To reduce the risk of information loss, save your work before initiating Sleep. Hot key combination fn+esc fn+f3 Using the keyboard 33 Hot key combination fn+f4 Description Switches the screen image among display devices connected to the system. For example, if a monitor is connected to the computer, fn+f4 alternates the screen image from computer display to monitor display to simultaneous display on both the computer and the monitor. Most external monitors receive video information on the computer using the external VGA video standard. The fn+f4 hot key can also alternate images among other devices that are receiving video information on the computer. The display indicates which batteries are charging and reports the amount of charge remaining in each battery. The computer also supports an optional external numeric keypad, or an optional external keyboard that includes a numeric keypad. Using the embedded numeric keypad Component (1) fn key Description Turns the embedded numeric keypad on and off when pressed in combination with the num lk key.



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NOTE: The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer.

34 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Component (2) Embedded numeric keypad Description 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. (3) num lk key Turns the embedded numeric keypad on and off when pressed in combination with the fn key. NOTE: The keypad function that is active when the computer is turned off is reinstated when the computer is turned back on. Turning the embedded numeric keypad on and off Press fn+num lk to turn on the embedded numeric keypad.

Press fn+num lk again to turn off the keypad. NOTE: The embedded numeric keypad is turned off while an external keyboard or numeric keypad is connected to the computer. Switching key functions on the embedded numeric keypad You can temporarily alternate the functions of keys on the embedded numeric keypad between their standard keyboard functions and their keypad functions:  $\hat{\square}$   $\hat{\square}$  To use the navigational function of a keypad key while the keypad is off, press and hold the fn key while pressing the keypad key. To use the standard function of a keypad key while the keypad is on:  $\hat{\square}$   $\hat{\square}$  Press and hold the fn key to type in lowercase. press and hold fn+shift to type in uppercase.

Using an optional external numeric keypad Keys on most external numeric keypads function differently according to whether num lock is on or off. (Num lock is turned off at the factory. ) For example:  $\hat{\square}$   $\hat{\square}$  When num lock is on, most keypad keys type numbers. When num lock is off, most keypad keys function like the arrow, page up, or page down keys. When num lock on an external keypad is turned on, the num lock light on the computer is turned on. When num lock on an external keypad is turned off, the num lock light on the computer is turned off. To turn num lock on or off on an external keypad as you work:  $\hat{\square}$  Press the num lk key on the external keypad, not on the computer. Using the keyboard 35 5 Multimedia Your computer may include the following:  $\hat{\square}$   $\hat{\square}$   $\hat{\square}$   $\hat{\square}$   $\hat{\square}$  Integrated speaker(s) Integrated microphone(s) 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:  $\hat{\square}$   $\hat{\square}$   $\hat{\square}$  Media buttons Media hot keys (specific keys pressed in combination with the fn key) Media keys Audio On your HP computer, you can play music CDs, download and listen to music, stream audio content from the web (including radio), record audio, or mix audio and video to create multimedia. to enhance your listening enjoyment , attach external audio devices such as speakers or headphones. Connecting speakers You can attach wired speakers to your computer by connecting them to a USB port (or the audio-out 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 You can connect wired headphones to the headphone jack on your computer. To connect wireless headphones to your computer, follow the device manufacturer's instructions. 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. Connecting a microphone To record audio, connect a microphone to the microphone jack on the computer. For best results when recording, speak directly into the microphone and record sound in a setting free of background noise. 36 Chapter 5 Multimedia Adjusting the volume Depending on your computer model, you can adjust the volume using the following:  $\hat{\square}$   $\hat{\square}$   $\hat{\square}$  Volume buttons Volume hot keys (specific keys pressed in combination with the fn key) Volume keys 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 Regulatory, Safety and Environmental Notices.

To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides. NOTE: Volume can also be controlled through the operating system and some programs. NOTE: See Getting to know your computer on page 4 for information on what type of volume controls your computer has. Checking audio functions on the computer NOTE: For best results when recording, speak directly into the microphone and record sound in a setting free of background noise. To check the audio functions on your computer, follow these steps: 1.

2. From the Start screen, type c, and then select Control Panel from the list of apps. select Hardware and Sound > Sound. You should hear sound through the speakers or through connected headphones. When the Sound window opens, select the Sounds tab.

Under Program Events, select any sound event, such as a beep or alarm and then click Test. To check the recording functions on your computer, follow these steps: 1. From the Start screen, type s, and then select Sound Recorder. Click Start Recording and speak into the microphone. Save the file to your Windows desktop. Open a multimedia program and play back the recording. To confirm or change the audio settings on your computer: 1. 2. From the Start screen, type c, and then select Control Panel from the list of apps. 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:  $\hat{\square}$   $\hat{\square}$   $\hat{\square}$  Capturing and sharing video Streaming video with instant message software Taking still photos Webcam (select models only) 37 Administrators can set the security level for Face Recognition in the Security Manager Setup Wizard or HP ProtectTools Administrative Console. For more information, see the Face Recognition software Help. To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides. For details about using the webcam, refer to the help for the app. Video Your HP 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 without needing to connect 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. Most computers have a video graphics array (VGA) port, which connects analog video devices.



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Your computer has one or more of the following external video ports: VGA HDMI DisplayPort **IMPORTANT:** Be sure that the external device is connected to the correct port on the computer, using the correct cable. Check the device manufacturer's instructions if you have questions. **NOTE:** ports. See Getting to know your computer on page 4 for information about your computer's video 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. 38 Chapter 5 Multimedia To connect a VGA display device to the external monitor 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 external device. Extend: View the screen image extended across both the computer and 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:** Adjust the screen resolution of the external device, especially if you choose the Extend option. From the Start screen, type **c**, and then select Control Panel from the list of apps. DisplayPort (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. video 39 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. Connect the other end of the cable to the video device.

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 external device. Extend: View the screen image extended across both the computer and 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:** Adjust the screen resolution of the external device, especially if you choose the Extend option. From the Start screen, type **c**, and then select Control Panel from the list of applications. **NOTE:** To remove the device cable, press down on the connector release button to disconnect it on the computer. Intel Wireless Display (select models only) Intel® Wireless Display allows you to share your computer content wirelessly on your TV. to experience wireless display, a wireless TV adapter (purchased separately) is required.

DVDs that have output protection may not play on Intel Wireless Display. (However, DVDs that do not have output protection will play.) Blu-ray discs, which have output protection, will not play on Intel Wireless Display. For details about using the wireless TV adapter, see the manufacturer's instructions. **NOTE:** Be sure that wireless is enabled on your computer before using the wireless display.

40 Chapter 5 Multimedia 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 see 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 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 by briefly pressing the power button.

Save your work and close all open programs. From the Start screen, point to the upper-right or lower-right corner of the screen. Click Settings, click the Power icon, and then click 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 click 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. Shutting down the computer 41 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 media card. **NOTE:** You cannot initiate any type of networking connection or perform any computer functions while the computer is in the Sleep state. intel Rapid Start Technology (select models only) For select models, the Intel Rapid Start Technology (RST) feature is enabled by default. Rapid Start Technology allows your computer to resume quickly from inactivity. Rapid Start Technology manages your power-saving options as follows: Sleep Rapid Start Technology allows you to select the Sleep state. To exit from Sleep, press any key, activate the TouchPad, or press the power button briefly. Hibernation Rapid Start Technology initiates Hibernation after a period of inactivity while in the Sleep state when running on battery power or on external power or when the battery reaches a critical level. After Hibernation is initiated, press the power button to resume your work. **NOTE:** Rapid Start Technology can be disabled in Setup Utility (BIOS). If Rapid Start Technology is disabled and you want to be able to initiate the Hibernation state, you must enable user-initiated Hibernation using Power Options.



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see *Enabling and exiting user-initiated Hibernation* on page 43. 42 Chapter 6 Power management *Initiating and exiting Sleep* With the computer on, you can initiate Sleep in any of the following ways:   
 Briefly press the power button. From the Start screen, point to the right side of the screen. When the charms list opens, click Settings, click the Power icon, and then click Sleep.

to exit Sleep, briefly press the power button. 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. *Enabling and exiting user-initiated Hibernation* You can enable user-initiated Hibernation and change other power settings and timeouts using Power

Options in Windows Control Panel: 1. From the Start screen, type c, and then select Control Panel from the list of apps.

click Hardware and Sound, and then click Power Options. In the left pane, click Choose what the power button does. click Change Settings that are currently unavailable. In the When I press the power button area, select Hibernate. 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.

*Setting power options* 43 *Setting password protection on wakeup* To set the computer to prompt for a password when the computer exits Sleep or Hibernation, follow these steps: 1. From the Start screen, type power, select Settings, and then select Power Options. NOTE: If you need to create a user account password or change your current user account password, click Create or change your user account password, and then follow the onscreen instructions. If you do not need to create or change a user account password, go to step 5.

*Using the power meter and power settings* The power meter is located on the Windows desktop, 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 display the percentage of remaining battery charge and the current power plan, on the Windows desktop, point over the power meter icon. To use Power Options, or to change the power plan, click the power meter icon and select an item from the list. From the Start screen, you can also type power, then select Settings, and then select Power Options.

Different power meter icons indicate whether the computer is running on battery or external power. The icon also displays a message if the battery has reached a low or critical battery level. 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. 44 Chapter 6 Power management *Finding additional battery information* HP Support Assistant provides the tools and information about the battery. To access battery information, from the Start screen, select the HP Support Assistant app, and then select Battery and performance.

*Battery Check tool to test battery performance* Information on calibration, power management, and proper care and storage to maximize battery life Information on battery types, specifications, life cycles, and capacity To access battery information:   
 From the Start screen, select the HP Support Assistant app, and then select Battery and performance. Using Battery Check HP Support Assistant provides information on the status of the battery installed in the computer. to run Battery Check: 1. Connect the AC adapter to the computer. NOTE: The computer must be connected to external power for Battery Check to work properly.

2. To access battery information, from the Start screen, select the HP Support Assistant app, and then select Battery and performance. Battery Check examines the battery and its cells to see if they are functioning properly, and then reports the results of the examination. 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 in Windows Control Panel. Preferences set using Power Options do not affect lights. From the Start screen, type power, select Settings, and then select Power Options. *Setting power options* 45 *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.   
 The power meter icon in the notification area, at the far right of the taskbar, 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 44. 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.



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*Inserting or removing the battery To insert the battery: 1. 2.*

*Turn the computer upside down on a flat surface, with the battery bay toward you. Insert the battery (1) into the battery bay until it is seated. The battery release latch (2) automatically locks the battery into place. To remove the battery: CAUTION: Removing a battery that is the sole power source for the computer can cause loss of information. To prevent loss of information, save your work and initiate Hibernation or shut down the computer through Windows before removing the battery.*

*Turn the computer upside down on a flat surface, with the battery bay toward you. Slide the battery release latch (1) to release the battery. 46 Chapter 6 Power management 3. Remove the battery from the computer (2). Conserving battery power 46 From the Start screen, type power, select Settings, and then select Power Options.*

*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 media cards that you are not using. decrease screen brightness. Before you leave your work, initiate Sleep, or shut down the computer. Storing a user-replaceable battery (select models only) CAUTION: To reduce the risk of damage to a battery, do not expose it to high temperatures for extended periods of time. If a computer will be unused and unplugged from external power for more than 2 weeks, remove the user-replaceable battery and store it separately. To prolong the charge of a stored battery, place it in a cool, dry place. NOTE: A stored battery should be checked every 6 months.*

*If the capacity is less than 50 percent, recharge the battery before returning it to storage. Calibrate a battery before using it if it has been stored for one month or more. disposing of a user-replaceable battery (select models only) WARNING! To reduce the risk of fire or burns, do not disassemble, crush, or puncture; do not short external contacts; do not dispose of in fire or water. See the Regulatory, Safety and Environmental Notices for proper battery disposal.*

*To access this guide, from the Start screen, select the HP Support Assistant app, select My computer, and then select User guides. To access battery information, from the Start screen, select the HP Support Assistant app, and then select Battery and performance. Replacing a user-replaceable battery (select models only) Battery Check in Help and Support notifies you to replace the battery when an internal cell is not charging properly or when the battery storage capacity has reached a weak condition. If the battery is possibly covered by an HP warranty, instructions include a warranty ID. A message refers you to the HP website for more information about ordering a replacement battery. setting power options 47 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: 48 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 running Disk Defragmenter When performing a backup or recovery When you connect the computer to external AC power, the following events occur: 49 The battery begins to charge. If the computer is turned on, the power meter icon in the notification area, at the far right of the taskbar, changes appearance.*

*When you disconnect external AC power, the following events occur: 49 The computer switches to battery power. The display brightness is automatically decreased to save battery life. 48 Chapter 6 Power management Testing an AC adapter Test the AC adapter if the computer exhibits any of the following symptoms when it is connected to AC power: 49 The computer does not turn on. The display does not turn on. The power lights are off. The following instructions apply to computers with user-replaceable batteries. Shut down the computer. Remove the battery on the computer. Connect the AC adapter to the computer, and then plug it into an AC outlet. Turn on the computer. 49 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. Setting power options 49 7 External cards and devices Using Media Card Reader cards (select models only) Optional digital 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 digital card formats that are supported on your computer, see Getting to know your computer on page 4. Inserting a digital card CAUTION: To reduce the risk of damage to the digital card connectors, use minimal force to insert a digital card. Hold the card label-side up, with the connectors facing the computer. Insert the card into the Media 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 digital card CAUTION: To reduce the risk of loss of data or an unresponsive system, use the following procedure to safely remove the digital card. Save your information and close all programs associated with the digital card. Click the remove hardware icon on the Windows desktop in the notification area, at the far right of the taskbar. Then follow the on-screen instructions. 50 Chapter 7 External cards and devices 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 ExpressCards (select models only) An ExpressCard is a high-performance PC Card that is inserted into the ExpressCard slot. 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: 50 Install only the device drivers for your operating system.*



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