



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP PROBOOK 450 (E9Y09EA). You'll find the answers to all your questions on the HP PROBOOK 450 (E9Y09EA) in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual HP PROBOOK 450 (E9Y09EA)
User guide HP PROBOOK 450 (E9Y09EA)
Operating instructions HP PROBOOK 450 (E9Y09EA)
Instructions for use HP PROBOOK 450 (E9Y09EA)
Instruction manual HP PROBOOK 450 (E9Y09EA)

User Guide



[You're reading an excerpt. Click here to read official HP PROBOOK 450 \(E9Y09EA\) user guide](http://yourpdfguides.com/dref/5510792)
<http://yourpdfguides.com/dref/5510792>

Manual abstract:

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@@@HP shall not be liable for technical or editorial errors or omissions contained herein. First Edition: May 2013 Document Part Number: 720798-001 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 user guides, contact support. For U.

*S. support, go to <http://www.hp.com/go/contactHP>. For worldwide support, go to [*hp.com/country/us/en/wwcontact_us.html. 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.*](http://welcome.</i></p></div><div data-bbox=)*

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). iii iv Safety warning notice Table of contents 1 Welcome

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□ 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. – or – Go to <http://www.hp.com/go/orderdocuments>. 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.hp.com/go/orderdocuments> or write to: □ □ □ North America: Hewlett-Packard, MS POD, 11311 Chinden Blvd., Boise, ID 83714, USA Europe, Middle East, Africa: Hewlett-Packard, POD, Via G.

Di Vittorio, 9, 20063, Cernusco s/Naviglio (MI), Italy Asia Pacific: Hewlett-Packard, POD, P.O. 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 U.

S. support, go to <http://www.hp.com/go/contactHP>. For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html. Finding information 3 2 Top Getting to know your computer TouchPad Component (1) (2) (3) (4) TouchPad on/off button TouchPad zone Left TouchPad button Right TouchPad button Description Turns the TouchPad on and off. Moves the pointer and selects or activates items on the screen.

Functions like the left button on an external mouse. Functions like the right button on an external mouse. 4 Chapter 2 Getting to know your computer Lights NOTE: Your computer may look slightly different from the illustration in this section. Component (1) Power light Description □ □ □ On: The computer is on.

Blinking: The computer is in the Sleep state. Off: The computer is off. (2) Microphone mute light Amber: Microphone is off. (3) (4) Num lock light Wireless light On: Num lock is on. □ White: An integrated wireless device, such as a wireless local area network (WLAN) device and/or a Bluetooth® device, is on.

Amber: All wireless devices are off.

Amber: Computer sound is off. Off: Computer sound is on. □ (5) Mute light □ □ (6) Caps lock light On: Caps lock is on. Top 5 Buttons and fingerprint reader (select models only) NOTE: Your computer may look slightly different from the illustration in this section. Component (1) Power button Description □ □ □ □

When the computer is off, press the button to turn on the computer.

When the computer is on, press the button briefly to initiate Sleep. When the computer is in the Sleep state, press the button briefly to exit Sleep. When the computer is in Hibernation, press the button briefly to exit Hibernation.



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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. (2) Speakers (2) Produce SRS Premium Sound or SRS Premium Sound PRO (select models only). NOTE: To use the SRS Premium Sound software, from the Start screen, type SRS, and then select SRS Premium Sound. 6 Chapter 2 Getting to know your computer Component (3) Wireless button Description Turns the wireless feature on or off but does not establish a wireless connection. Mutes and restores speaker sound. (4) Volume mute button (5) Fingerprint reader (select models only) Allows a fingerprint logon to Windows, instead of a password logon. Top 7 Keys NOTE: Refer to the illustration that most closely matches your computer. Component (1) (2) esc key fn key Description Displays system information 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 button again will return you to the previous screen. (3) Windows button (4) (5) Function keys Embedded numeric keypad Execute frequently used system functions when pressed in combination with the fn key. When the keypad is turned on, it can be used like an external numeric keypad. Each key on the keypad performs the function indicated by the icon in the upper-right corner of the key. (6) Windows applications key Displays options for a selected object. (7) num lk key Turns the embedded numeric keypad on and off when pressed in combination with the fn key. Alternates between the navigational and numeric functions on the integrated numeric keypad. 8 Chapter 2 Getting to know your computer Component (1) (2) esc key fn key Description Displays system information 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 button again will return you to the previous screen. (3) Windows button (4) (5) Function keys num lk key Execute frequently used system functions when pressed in combination with the fn key. Turns the embedded numeric keypad on and off when pressed in combination with the fn key. Alternates between the navigational and numeric functions on the integrated numeric keypad.

(6) Integrated numeric keypad When num lk has been enabled, it can be used like an external numeric keypad. Top 9 Front Component (1) Hard drive light Description □ □ Blinking white: The hard drive is being accessed. Amber: HP 3D DriveGuard has temporarily parked the hard drive. (2) Media Card Reader Supports the following digital card formats: □ □ □ □ □ □ MultiMediaCard (MMC) MultiMediaCardplus (MMC+) Secure Digital (SD) Memory Card Secure Digital High Capacity (SDHC) Card Secure Digital Extra Capacity (SDXC) Card Memory Stick (MS) Memory Stick Extended Capacity (MSXC) 10 Chapter 2 Getting to know your computer Right Component (1) Audio-out (headphone) jack Description Produces sound when connected to optional powered stereo speakers, headphones, earbuds, a headset, or television audio. 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 the user guides, select the HP Support Assistant app on the Start screen, select My computer, and then select User guides. NOTE: When a device is connected to the jack, the computer speakers are disabled. (2) Audio-in (microphone) jack Connects an optional computer headset microphone, stereo array microphone, or monaural microphone. Connect optional USB devices. Reads and writes (select models only) to an optical disc. Releases the optical drive disc tray. 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. (3) (4) (5) (6) USB 2.

0 ports (2) Optical drive (select models only) Optical drive eject button (select models only) Security cable slot Right 11 Left Component (1) Power connector Description Connects an AC adapter. (2) AC adapter/Battery light □ □ □ 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 89 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. Off: The battery is fully charged. □ (3) Vents (2) Enables airflow to cool internal components. NOTE: The computer fan starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation. (4) External monitor port Connects an external VGA monitor or projector.

(5) RJ-45 (network) jack RJ-45 (network) lights (2) Connects a network cable. □ □ Green (left): The network is connected. Amber (right): The network is showing activity. (6) HDMI port Connects an optional video or audio device, such as a high-definition television, or any compatible digital or audio component. Connect optional USB 3.

0 devices and provide enhanced USB power performance. NOTE: For details about different types of USB ports, see Using a USB device on page 47. (7) USB 3.0 ports (2) 12 Chapter 2 Getting to know your computer Display NOTE: Refer to the illustration that most closely matches your computer. Component (1) (2) (3) (4) (5) WLAN antennas (2)* (select models only) WWAN antennas (2)* (select models only) Internal microphones (2) (select models only) Webcam light (select models only) Webcam (select models only) Description Send and receive wireless signals to communicate with wireless local area networks (WLAN).

Send and receive wireless signals to communicate with wireless wide area networks (WWAN). Record sound. On: The webcam is in use. Records video and captures still photographs. To use the webcam, from the Start screen, type c, and then select CyberLink YouCam from the list of applications. (6) Internal display switch Turns off the display or initiates Sleep if the display is closed while the power is on. NOTE: The display switch is not visible on the outside of the computer. *The antennas are not visible on the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions.



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

To access the user guides, select the HP Support Assistant app on the Start screen, select My computer, and then select User guides. Display 13 Component (1) (2) (3) (4) (5) WLAN antennas (2)* (select models only) WWAN antennas (2)* (select models only) Internal microphones (2) (select models only) Webcam light (select models only) Webcam (select models only) Description Send and receive wireless signals to communicate with wireless local area networks (WLAN). Send and receive wireless signals to communicate with wireless wide area networks (WWAN). Record sound. On: The webcam is in use. Records video and captures still photographs. To use the webcam, from the Start screen, type c, and then select CyberLink YouCam from the list of applications. (6) Internal display switch Turns off the display or initiates Sleep if the display is closed while the power is on. NOTE: The display switch is not visible on the outside of the computer. *The antennas are not visible on the outside of the computer.

For optimal transmission, keep the areas immediately around the antennas free from obstructions. To see wireless regulatory notices, see the section of the Regulatory, Safety, and Environmental Notices that applies to your country or region. To access the user guides, select the HP Support Assistant app on the Start screen, select My computer, and then select User guides. 14 Chapter 2 Getting to know your computer Bottom Component (1) Battery and service door release latches Description Releases the battery from the battery bay by sliding the release latches one time. When the battery has been removed from the battery bay, releases the service door from the computer by sliding the release latches a second time.

(2) Battery bay Holds the battery. Bottom 15 Component (3) Service door Description Provides access to the hard drive bay, the wireless LAN (WLAN) module slot, the WWAN module slot, and the memory module slots. CAUTION: To prevent an unresponsive system, replace the wireless module only with a wireless module authorized for use in the computer by the governmental agency that regulates wireless devices in your country or region. If you replace the module and then receive a warning message, remove the module to restore computer functionality, and then contact support through HP Support Assistant.

To access HP Support Assistant on the Start screen, select the HP Support Assistant app.

(4) Vent Enable airflow to cool internal components. NOTE: The computer fan starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation. 16 Chapter 2 Getting to know your computer 3 Connecting to a network Your computer can travel with you wherever you go. But even at home, you can explore the globe and access information from millions of websites using your computer and a wired or wireless network connection. This chapter will help you get connected to that world. Connecting to a wireless network (select models only) Wireless technology transfers data across radio waves instead of wires. Your computer may be equipped with one or more of the following wireless devices: Wireless local area network (WLAN) device—Connects the computer to wireless local area networks (commonly referred to as Wi-Fi networks, wireless LANs, or WLANs) in corporate offices, your home, and public places such as airports, restaurants, coffee shops, hotels, and universities. In a WLAN, the mobile wireless device in your computer communicates with a wireless router or a wireless access point. HP Mobile Broadband Module (select models only)—A wireless wide area network (WWAN) device that gives you wireless connectivity over a much larger area.

Mobile network operators install base stations (similar to cell phone towers) throughout large geographic areas, effectively providing coverage across entire states, regions, or even countries. Bluetooth device—Creates a personal area network (PAN) to connect to other Bluetooth-enabled devices such as 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 HP Support Assistant. To access HP Support Assistant on the Start screen, select the HP Support Assistant app. 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. Connecting to a wireless network (select models only) 17 Because the wireless devices are enabled at the factory, you can use the wireless button to turn on or turn off the wireless devices simultaneously. Using operating system controls The Network and Sharing Center allows you to set up a connection or network, connect to a network, manage wireless networks, and diagnose and repair network problems. To use operating system controls: 1. 2.

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, access HP Support Assistant. To access HP Support Assistant on the Start screen, select the HP Support Assistant app.

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).



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Using an Internet service provider When you are setting up Internet access in your home, you must establish an account with an Internet service provider (ISP). To purchase Internet service and a modem, contact a local ISP. The ISP will help set up the modem, install a network cable to connect your wireless computer to the modem, and test the Internet service. NOTE: Your ISP will give you a user ID and a password to use for Internet access. Record this information and store it in a safe place.

Setting up a WLAN To set up a WLAN and connect to the Internet, you need the following equipment: □ □ □ A broadband modem (either DSL or cable) (1) and high-speed Internet service purchased from an Internet service provider A wireless router (2) (purchased separately) A wireless computer (3) NOTE: Some modems have a built-in wireless router. Check with your ISP to determine what type of modem you have. 18 Chapter 3 Connecting to a network 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 in a hotspot, limit your network activities to email that is not confidential and basic Internet surfing. Wireless radio signals travel outside the network, so other WLAN devices can pick up unprotected signals. Take the following precautions to protect your WLAN: □ Use a firewall. A firewall checks both data and requests for data that are sent to your network, and discards any suspicious items. Firewalls are available in both software and hardware.

Some networks use a combination of both types. □ Use wireless encryption. Wireless encryption uses security settings to encrypt and decrypt data that is transmitted over the network. For more information, access HP Support Assistant. To access HP Support Assistant on the Start screen, select the HP Support Assistant app.

Connecting to a WLAN To connect to the WLAN, follow these steps: 1. Be sure that the WLAN device is on. If the device is on, the wireless light is on. If the wireless light is off, press the wireless button. NOTE: On some models, the wireless light is amber when all wireless devices are off. 2. 3. From the Windows desktop, tap and hold, or click the network status icon in the notification area, at the far right of the taskbar. Select your WLAN from the list. Connecting to a wireless network (select models only) 19 4.

Click Connect. If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Type the code, and then click Next. 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. 5. Follow the on-screen instructions to complete the connection. After the connection is made, place the mouse pointer over the network status icon in the notification area, at the far right of the taskbar, to verify the name and status of the connection.

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

20 Chapter 3 Connecting to a network 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. 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) 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. Connecting to a wired network 21 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.



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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 mouse, click Settings, and then select Mouse. Using the TouchPad To move the pointer, slide one finger across the TouchPad in the direction you want the pointer to go. Use the left and right TouchPad buttons like the buttons on an external mouse. 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. 22 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices 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. NOTE: 1. 2. 3.

TouchPad gestures are not supported in all programs. From the Start screen type mouse, click Settings, and then select Mouse from the list of applications. 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.

2. 3. 4. From the Start screen type mouse, click Settings, and then select Mouse from the list of applications. 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.

One-finger slide The one-finger slide lets you navigate around the screen. □ Place your finger on the TouchPad zone and slide your finger to move the on-screen pointer in the direction you want the pointer to go. Using pointing devices 23 Tapping To make an on-screen selection, use the Tap function on the TouchPad.

□ 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. 24 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. □ 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. 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.

Using pointing devices 25 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. Right-edge swipe The right-edge swipe accesses 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.

26 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices 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. 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. □ Swipe from the left edge of the TouchPad to switch between apps.

Using pointing devices 27 Using the keyboard The keyboard and mouse allow you to type select 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 button on the keyboard allows you to quickly return to the Start screen from an open app or the Windows desktop. Pressing the Windows button 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 button action. For additional information on Windows 8 shortcut keys go to HP Support Assistant. To access HP Support Assistant on the Start screen, select the HP Support Assistant app. Shortcut key Key Description in combination with the key to perform the Opens the Start screen. + c Opens the charms. + d Opens the Windows desktop. 28 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Shortcut key + Key Description q Opens the All Apps screen.

+ tab Switches between open apps. 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). 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.

fn+f4 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.



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fn+f6 Decreases speaker volume. Hot key combination fn+esc fn+f3 fn+f7 Increases speaker volume. fn+f8 Mutes or restores microphone input. fn+f9 Decreases the screen brightness level. fn+f10 Increases the screen brightness level. Using keypads The computer includes an embedded numeric keypad or an integrated numeric keypad.

The computer also supports an optional external numeric keypad, or an optional external keyboard that includes a numeric keypad. Using the keyboard 29 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. NOTE: The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer. (2)

Embedded numeric keypad When the keypad is turned on, it can be used like an external numeric keypad. Each key on the keypad performs the function indicated by the icon in the upper-right corner of the key. (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: □ □ 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: □ □ Press and hold the fn key to type in lowercase. Press and hold fn+shift to type in uppercase. 30 Chapter 4 Navigating using the keyboard, touch gestures and pointing devices Using the integrated numeric keypad Component (1) num lk key Description Alternates between the navigational and numeric functions on the integrated numeric keypad. NOTE: The keypad function that is active when the computer is turned off is reinstated when the computer is turned back on.

(2) Integrated numeric keypad When num lk has been enabled, it can be used like an external numeric keypad. 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: □

□ 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: □ Press the num lk key on the external keypad, not on the computer. Using the keyboard 31 5 Multimedia Your computer may include the following: □ □ □ Integrated speaker(s) Integrated microphone(s)

Integrated webcam Preinstalled multimedia software 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 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. To connect high-definition speakers to the computer, see Configuring audio for HDMI on page 35. Before connecting audio devices, be sure to adjust the volume. Adjusting the volume Depending on your computer model, you can adjust the volume using the following: □ □ □ 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 the user guides, select the HP Support Assistant app on the Start screen, select My computer, and then select User guides. NOTE: Volume can also be controlled through the operating system and some programs.

32 Chapter 5 Multimedia NOTE: For information on what type of volume controls your computer has, see Getting to know your computer on page 4. 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.

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 applications. Select Hardware and Sound, and then select Sound.

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. 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. 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 applications. Select Hardware and Sound, and then select Sound. Webcam (select models only) Some computers include an integrated webcam.

With the preinstalled software, you can use the webcam to take a photo or record a video.



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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 Webcam (select models only) 33 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 HP ProtectTools Getting Started guide (select models only) or the Face Recognition software Help. To access the user guides, select the HP Support Assistant app on the Start screen, 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. Your computer may have a high-definition multimedia interface (HDMI) port, which allows you to connect a high-definition monitor or TV. Your computer has the following external video ports: VGA HDMI (High Definition Multimedia Interface) 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: For information on your computer's video ports, see Getting to know your computer on page 4. 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. To connect a VGA display device, connect the device cable to the external monitor port. HDMI (select models only) The HDMI 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.

34 Chapter 5 Multimedia NOTE: To transmit video and/or audio signals through the HDMI port, you need an HDMI cable (purchased separately). 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. 3. 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. Select Appearance and Personalization.

Under Display, select Adjust screen resolution for best results. 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. From the Windows desktop, 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. Video 35 To return audio to the computer speakers, follow these steps: 1. 2.

3. From the Windows desktop, 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. 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 protect 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. 36 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 mean both types of power controls. Shutting down the computer CAUTION: Unsaved information is lost when the computer shuts down. The shutdown command closes all open programs, including the operating system, and then turns off the display and computer. Shut down the computer under any of the following conditions: When you need to replace the battery or access components inside the computer When you are connecting an external hardware device that does not connect to a Universal Serial Bus (USB) port When the computer will be unused and disconnected from external power for an extended period Although you can turn off the computer with the power button, the recommended procedure is to use the Windows shutdown command: NOTE: If the computer is in the Sleep state or in Hibernation, you must first exit Sleep or Hibernation before shutdown is possible by briefly pressing the power button. 1. 2. 3. 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. 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. Shutting down the computer 37 NOTE: You cannot initiate any type of networking connection or perform any computer functions while the computer is in the Sleep state. Initiating and exiting Sleep With the computer on, you can initiate Sleep in any of the following ways: Briefly press the power button.



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From the Start screen, point to the upper-right or lower-right corner 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: 1. 2.

3. 4. 5. From the Start screen, type power, select Settings, and then select 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. Click Save changes. 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 and power settings The power meter is located on the Windows desktop. 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, 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. 38 Chapter 6 Power management 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. 2.

3. 4. From the Start screen, type power, select Settings, and then select Power Options. In the left pane, click Require a password on wakeup. Click Change Settings that are currently unavailable.

Click Require a password (recommended). 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. 5. Click Save changes.

Using battery power WARNING! To reduce potential safety issues, use only the battery provided with the computer, a replacement battery provided by HP, or a compatible battery purchased from HP. The computer runs on battery power whenever it is not plugged into external AC power. Computer battery life varies, depending on power management settings, running programs, display brightness, external devices connected to the computer, and other factors. Keeping the battery in the computer whenever the computer is plugged into AC power charges the battery and also protects your work in case of a power outage. If the computer contains a charged battery and is running on external AC power, the computer automatically switches to battery power if the AC adapter is disconnected on the computer or an AC power loss occurs. NOTE: When you disconnect AC power, the display brightness is automatically decreased to save battery life. Select computer models can switch between graphic modes to increase battery life. For more information, see Switchable graphics/dual graphics (select models only) on page 44. Finding additional battery information HP Support Assistant provides the tools and information about the battery. To access battery information, select the HP Support Assistant app on the Start screen, 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: □ To access battery information, select the HP Support Assistant app on the Start screen, and then select Battery and performance. Setting power options 39 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, select the HP Support Assistant app on the Start screen, 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. Preferences set using Power Options do not affect lights. From the Start screen, type power, select Settings, and then select Power Options. Identifying low battery levels When a battery that is the sole power source for the computer reaches a low or critical battery level, the following behavior occurs: □ The battery light (select models only) indicates a low or critical battery level. – or – □ The power meter icon in the notification area shows a low or critical battery notification.

NOTE: For additional information about the power meter, see Using the power meter and power settings on page 38. 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. 40 Chapter 6 Power management 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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