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You can read the recommendations in the user guide, the technical guide or the installation guide for HP PROBOOK 4540S. You'll find the answers to all your questions on the HP PROBOOK 4540S in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

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User Guide



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Manual abstract:

@@@First Edition: December 2012 Document Part Number: 698485-001 Product notice This user guide describes features that are common to most models. Some features may not be available on your tablet. 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, do not allow the AC adapter to contact the skin or a soft surface, such as pillows or rugs or clothing, during operation. The tablet 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). 8 Changing your tablet's view .

8 Using the tablet's autorotate lock feature . 9 Updating the software installed on the tablet . 26 Using the power meter and power settings . 28 Resolving a low battery level . 36 Cleaning the sides and cover .

39 Changing the boot device order . 39 Using Windows Refresh for quick and easy recovery . 48 viii 1 Welcome After you set up and register the tablet, it is important to take the following steps: 1. Take a minute to browse the printed Windows 8 Basics guide to explore the new Windows 8 features. Connect to the Internet 2. Set up your wireless network so that you can connect to the Internet. For more information, see Connecting to a network on page 11.

Update your antivirus software 3. Protect your tablet from damage caused by viruses. The software is preinstalled on the tablet. For more information, see Using antivirus software on page 34. Get to know your tablet 4. Learn about your tablet features. Refer to Getting to know your tablet on page 4 and Navigating using touch gestures on page 17 for additional information. Find installed software 5. Access a list of the software preinstalled on the tablet: On the Start screen, swipe from the top of the touch screen to display the App commands, and then tap the All apps icon. For details about using the software included with the tablet, see the software manufacturer's instructions, which may be provided with the software or on the manufacturer's website. 6. Finding information The tablet comes with several resources to help you perform various tasks. Resources Setup Instructions poster For information about Windows 8 Basics guide HP Support Assistant To access HP Support Assistant on the Start screen, tap the HP Support Assistant app. To obtain the latest information in this guide, contact support.

For worldwide support, go to <http://welcome>. Regulatory, Safety, and Environmental Notices To access the user guides, tap the HP Support Assistant app on the Start screen, tap My computer, and then tap User guides. Safety & Comfort Guide To access the user guides, tap the HP Support Assistant app on the Start screen, tap My computer, and then tap 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 tablet Help to identify tablet components Overview of using and navigating with Windows 8. 8. Operating system information Software, driver, and BIOS updates Troubleshooting tools How to access support 9. Regulatory and safety information Environmental information 10. Proper workstation setup, posture, health, and work habits Electrical and mechanical safety information 2 Chapter 1 Welcome Resources Limited Warranty* To access this guide, tap the HP Support Assistant app on the Start screen, tap My computer, and then tap 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 tablet 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 Getting to know your tablet Front Component (1) (2) WWAN antennas (2)* (select models only) Front webcam Description Send and receive wireless signals to communicate with wireless wide area networks (WWAN). records video and captures still photographs. To use the webcam, tap the YouCam tile on the Start screen, or swipe from the right edge of the touch screen to display the charms, tap Search, and then tap the search box. In the search box, type c, and then tap CyberLink YouCam. (3) (4) (5) (6) WLAN antennas (2)* Ambient light sensor Webcam status light (front) Windows button Send and receive wireless signals to communicate with wireless local area networks (WLAN). The ambient light sensor automatically adjusts the display brightness based on the lighting conditions in your environment. *The antennas are not visible on the outside of the tablet.

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, tap the HP Support Assistant app on the Start screen, tap My computer, and then tap User guides. 4 Chapter 2 Getting to know your tablet Rear Component (1) Micro SD Card Reader/Micro SIM slot access hole Micro SD Card Reader/Micro SIM slot Description Allows you to insert the end of a paper clip to open the access door to insert or remove a micro SD card or micro SIM module. supports a micro SD High Capacity (SDHC) memory card or an optional wireless micro subscriber identity module (SIM) (select models only). (2) (3) Near Field Communications (NFC) tapping area Allows you to touch an NFC-compatible device to this area to wirelessly connect and communicate with the tablet and transfer data back and forth.



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Records video, captures still photographs, and allows video conferences and online chat by means of streaming video. To use the webcam, tap the YouCam tile on the Start screen, or swipe from the right edge of the touch screen to display the charms, tap Search, and then tap the search box. In the search box, type c, and then tap CyberLink YouCam. (4) Rear webcam (5) (6) Webcam flash light (rear) Volume up button Provides flash lighting for the camera.

To increase speaker volume, press the top edge of the button. Rear 5 (7) Volume down button To decrease speaker volume, press the bottom edge of the button. (8) Regulatory information 6 Chapter 2 Getting to know your tablet Top Component (1) Audio-out (headphone) jack/Audio-in (microphone) jack Description Produces sound when connected to optional powered stereo speakers, headphones, earbuds, a headset, or television audio. 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, tap the HP Support Assistant app on the Start screen, tap My computer, and then tap User guides. NOTE: When a device is connected to the jack, the tablet speakers are disabled. NOTE: Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone). (2) Autorotate switch When the tablet is on, slide the autorotate switch to lock the autorotate feature of the display. To unlock the autorotate feature, slide the switch again.

⬅️ or ➡️ Swipe from the right edge of the touch screen to display the charms, tap Settings, tap the screen icon, and then tap the autorotate icon. To unlock the autorotate feature, tap the autorotate icon again. (3) Integrated microphones (2) Record sound. (4) Power button ⬅️ ➡️ ⬅️ ➡️ When the tablet is off, press the button to turn on the tablet. When the tablet is on, press the button briefly to initiate Sleep.

When the tablet is in the Sleep state, press the button briefly to exit Sleep. CAUTION: Pressing and holding down the power button will result in the loss of unsaved information. If the tablet has stopped responding and Windows® shutdown procedures are ineffective, press and hold the power button for at least 5 seconds to turn off the tablet. @ @ In the search box, type power, tap Settings, and then tap Power Options, or see Power management on page 26. (3) Docking connector Locating system information Important system information is located on the bottom edge or the rear of the tablet (select models only).

You may need the information when travelling internationally or when you contact support: ⬅️ ➡️ ⬅️ ➡️ Serial number Product number Regulatory information To display system information in Windows, see View Information on page 42. Changing your tablet's settings You can change view and screen brightness. Changing your tablet's view Your tablet's orientation, or view, changes automatically from landscape to portrait view, or from portrait to landscape view. 1. To change the view of your tablet from landscape view to portrait view: Hold the tablet vertically, and then turn it 90 degrees to the right (in a clockwise direction). 2. To change the view of your tablet from portrait view to landscape view: Hold the tablet vertically, and then turn it 90 degrees to the left (in a counter-clockwise direction). 8 Chapter 2 Getting to know your tablet Using the tablet's autorotate lock feature To turn on your tablet's autorotate lock feature: ⬅️ ➡️ Slide the autorotate switch on the top edge of the tablet. Swipe from the right edge of the touch screen to display the charms, and then tap Settings. Tap the screen icon to lock your current tablet screen in place and to prevent rotation.

The icon displays a lock symbol when the autorotate lock is active. To turn off your tablet's autorotate lock feature: ⬅️ ➡️ Slide the autorotate switch on the top edge of the tablet again. Swipe from the right edge of the touch screen to display the charms, and then tap Settings. Tap the Screen icon at the bottom right, and then tap the autorotate lock icon again. Adjusting your tablet's screen brightness To adjust the screen brightness: 1. 2. Swipe from the right edge of the touch screen to display the charms, and then tap Settings. Tap the Screen icon at the bottom right. A vertical slider displays that controls the screen brightness. NOTE: On the Windows desktop, you can also tap the Power Meter icon in the notification area at the far right of the taskbar, tap Adjust screen brightness, and then move the slider next to Screen brightness at the bottom of the screen.

Finding your hardware and software information Locating hardware To find out what hardware is installed on your tablet: 1. @ @ In the search box, type c, and then tap Control Panel. tap System and Security , tap System , and then tap Device Manager. A list displays all the devices 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 tablet 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 tablet (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. 12 Chapter 3 Connecting to a network NOTE: It is recommended that you initially connect your new wireless tablet to the router by using the network cable provided with the router. When the tablet 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 tablet in a hotspot, limit your network activities to email that is not confidential and basic Internet surfing.



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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, tap the HP Support Assistant app. Connecting to a WLAN To connect to the WLAN, follow these steps: 1. 2.

Be sure that the WLAN device is on. On the Start screen, swipe from the right edge of the touch screen to display the charms, tap Settings, and then tap the network icon. • On the Windows desktop, tap the network status icon in the notification area, at the far right of the taskbar. 3. Be sure that airplane mode is off, and then tap a WLAN to select it.

If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Type the code, and then tap 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, on the Start screen, swipe from the right edge of the touch screen to display the charms, tap Search, tap in the Search box, type network, and then select Network and Sharing Center, or on the Windows desktop, tap and hold the network status icon, and then tap Open Network and Sharing Center. tap 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, tap the network status icon in the notification area, at the far right of the taskbar, to verify the name and status of the connection. Connecting to a wireless network 13 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 tablet 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. 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 etched on the rear of your tablet. 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 tablets include a SIM that is preinstalled. If the SIM is not preinstalled, it may be provided in the HP Mobile Broadband information provided with your tablet, or the mobile network operator may provide it separately from the tablet. For information about inserting and removing the SIM, see the Inserting and removing a SIM on page 14 section in this chapter. 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 tablet. For additional information, see the HP website at <http://www>. Inserting and removing a SIM CAUTION: To prevent damage to the connectors, use minimal force when inserting a SIM. Shut down the tablet.

disconnect all external devices connected to the tablet. Unplug the power cord from the AC outlet. 14 Chapter 3 Connecting to a network 4. Insert the end of a paper clip into the Micro SIM slot access hole (1), and then open the access door (2). 5.

Insert the SIM into the SIM slot (3), and then push to lock it. • Push the SIM again to remove it from the SIM slot. Turn on the tablet. Using GPS (select models only) Your tablet may be equipped with a Global Positioning System (GPS) device. GPS satellites deliver location, speed, and direction information to GPS-equipped systems.

Connecting to a wireless network 15 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. 16 Chapter 3 Connecting to a network 4 Navigating using touch gestures Your tablet allows navigation using touch gestures on the touch screen. Review the Windows 8 Basics guide included with your tablet. The guide provides information on common tasks using the touch screen or an optional keyboard. Using touch screen gestures You can control items on the touch screen directly with your fingers. One-finger slide The one-finger slide is mostly used to pan or scroll through lists and pages, but you can use it for other interactions, too, such as moving an object. • To scroll across the screen, lightly slide one finger across the screen in the direction you want to move. NOTE: When many apps are displayed on the Start screen, you can slide your finger to move the screen left or right. • To drag, press and hold an object, and then drag the object to move it.

Tapping To make an on-screen selection, use the tap function. • Use one finger to tap an object on the screen to make a selection. double-tap an item to open it. NOTE: Press and hold your finger on an object to open a help screen that provides information about the object. Using touch screen gestures 17 Scrolling Scrolling is useful for moving the pointer up, down, left, or right on a page or image. • Place two fingers on the screen and then drag them in an up, down, left, or right motion.



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Pinching/stretching Pinching and stretching allows you to zoom in or out on images or text. **Zoom in** by placing two fingers together on the display and then move your fingers apart. **Zoom out** by placing two fingers apart on the display and then move your fingers together. 18 Chapter 4 Navigating using touch gestures **Rotating** (select models only) Rotating allows you to turn items such as photos.

Anchor the forefinger of your left hand on the object you want to rotate. Using your right hand, slide your forefinger around 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:** Rotate is intended for specific apps where you can manipulate an object or image. Rotate may not be functional for all apps.

Edge swipes With edge swipes you can perform tasks such as changing settings and finding or using apps. **Right-edge swipe** The right-edge swipe reveals the charms, which let you search, share, start apps, access devices, or change settings. **Gently swipe** your finger inward from the right edge of the display bezel onto the screen to display the charms. Using touch screen gestures **Left-edge swipe** The left-edge swipe reveals your open apps so that you can switch to them quickly. **Gently swipe** your finger inward from the left edge of the display bezel to switch between apps.

Without lifting your finger, swipe back toward the left edge to display all open apps. **Top-edge swipe and bottom-edge swipe** The top-edge swipe or bottom-edge swipe allows you to open a list of apps available on your tablet. 1. Gently swipe finger from the top edge or the bottom edge of the display bezel onto the screen. Using the on-screen keyboard You may want to enter data into a data field. This may be required when you set up a wireless network configuration or a weather reporting location, or when you access user accounts on Internet sites. The tablet has an on-screen keyboard that is displayed when you need to enter such information into data fields. 1. To display the keyboard on the Start screen, tap in the first data field. the keyboard is displayed.

To display the keyboard on the Windows desktop, tap the keyboard icon in the navigation area, at the far right of the taskbar. 2. Tap each character, continuing until you have spelled out the name or word that you are entering into the data field. **NOTE:** Suggested words may be displayed at the top of the keyboard. Tap enter on the keyboard. Swipe from the right side of the touch screen to display the charms, and then tap Settings. tap Change PC settings , and then tap General. Under Touch keyboard, you can enable or disable any of the following settings: **Show text suggestions as I type** Add a space after I choose a text suggestion Add a period after I double-tap the Spacebar Capitalize the first letter of each sentence Use all uppercase letters when I double-tap Shift key Using the on-screen keyboard **Play key sounds as I type** Make the standard keyboard layout available Using the digital pen (select models only) To insert the battery in the pen: 1. Press the button on the side of the pen. Wait 2 seconds for the pen to calibrate automatically.

NOTE: Pressing the tip of the pen during the 2-second calibration cycle invalidates the process and requires that you recalibrate the pen. The digital pen is now ready to use with your tablet. Simply touch the tip of the pen lightly on the screen to write text or select items on the screen. To perform a right-click action, press the button on the side of the pen when selecting an item on the screen. 22 Chapter 4 Navigating using touch gestures The digital pen uses inherent pressure sensitivity, so you can create a bolder stroke by pressing harder on the screen with the digital pen.

Pressure sensitivity may not be enabled or supported, depending on the application or program. To change pen settings, such as pen sensitivity, swipe from the right edge of the touch screen to display the charms, tap Search, and then tap the search box. In the search box, type c, and then tap Control Panel. Tap Hardware and Sound, tap Pen and Touch, and then follow the on-screen instructions. **NOTE:** For regulatory and safety information, refer to the Regulatory, Safety, and Environmental Notices on the HP tablet.

To access this guide, tap the HP Support Assistant app on the Start screen, tap My Computer, and then tap User guides. Using the digital pen (select models only) **Multimedia** Your tablet may include the following: **Integrated speaker(s)** **Integrated microphone(s)** **Integrated webcam(s)** **Preinstalled multimedia software** **Multimedia buttons or keys** **Audio** On your HP tablet, you can 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. Adjusting the volume You can adjust the volume using the volume buttons. **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, tap the HP Support Assistant app on the Start screen, tap My computer, and then tap User guides. **NOTE:** Volume can also be controlled through the operating system and some programs. **NOTE:** Refer to the Getting to know your tablet on page 4 section for information on what type of volume controls your tablet has. **Connecting headphones** You can connect wired headphones to the headphone jack on your tablet.

see Top on page 7. To connect wireless headphones to your tablet, 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. **Checking audio functions on the tablet** **NOTE:** For best results when recording, speak directly into the microphone and record sound in a setting free of background noise. 24 Chapter 5 Multimedia To check the audio functions on your tablet, follow these steps: 1. **In the search box, type c, and then tap Control Panel. tap Hardware and Sound , and then tap Sound.** When the Sound window opens, tap the Sounds tab. Under Program Events, tap any sound event, such as a beep or alarm and then tap Test.

You should hear sound through the speakers or through connected headphones. To check the recording functions on your tablet, follow these steps: 1. Swipe from the right edge of the touch screen to display the charms, tap Search, and then tap the search box In the search box, type so, and then tap Sound Recorder.



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Tap 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 tablet: 1. @@ In the search box, type c, and then tap Control Panel. With the preinstalled software, you can use the webcams to take a photo or record a video. You can preview and save the photo or video recording.

The webcam software enables you to experiment with the following features: @@ Capturing and sharing video Streaming video with instant message software Taking still photos For details about using the webcam, refer to the help for the app. webcam 25 6 Power management NOTE: Your tablet has a power button. Shutting down the tablet CAUTION: Unsaved information is lost when the tablet shuts down. The shutdown command closes all open programs, including the operating system, and then turns off the tablet. Shut down the tablet when the tablet will be unused and disconnected from external power for an extended period Although you can turn off the tablet with the power button, the recommended procedure is to use the Windows shutdown command: NOTE: If the tablet is in the Sleep state, you must first exit Sleep before shutdown is possible by briefly pressing the power button. Save your work and close all open programs. Swipe from the right edge of the touch screen to display the charms, tap Settings, tap the Power icon, and then tap Shut down. If the tablet is unresponsive and you are unable to use the preceding shutdown procedure, try the following emergency procedures in the sequence provided: @@ Press and hold the power button for at least 5 seconds. Disconnect the tablet from external power. Setting power options Using power-saving states Sleep is enabled at the factory.

When Sleep is initiated, the screen clears, and 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. Initiating and exiting Sleep With the tablet on, you can initiate Sleep in any of the following ways: @@ Briefly press the power button. Swipe from the right edge of the touch screen to display the charms, tap Settings, tap the Power icon, and then tap Sleep. to exit Sleep , briefly press the power button. 26 Chapter 6 Power management When the tablet exits Sleep, the tablet 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 tablet 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, tap the power meter icon.

To use Power Options, or to change the power plan, tap the power meter icon, and then tap an item from the list.

@@@@@ For more information, see Using external AC power on page 29. @@@@@ to run Battery Check: 1. Connect the AC adapter to the tablet. @@ 2.

@@ 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 @@ Tap 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. To maximize battery discharge time, lower the brightness on the display.

Managing low battery levels The information in this section describes the alerts and system responses set at the factory. Some low-battery alerts and system responses can be changed using Power Options. Preferences set using Power Options do not affect lights. @@@@ Identifying low battery levels When a battery that is the sole power source for the tablet reaches a low or critical battery level, the following behavior occurs: @@ On the Windows desktop, the power meter icon in the notification area shows a low or critical battery notification. 28 Chapter 6 Power management NOTE: For additional information about the power meter, see Using the power meter and power settings on page 27. If the tablet is on or in the Sleep state, the tablet 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 tablet. Conserving battery power @@ @@ @@ @@ @@ @@ @@ Select low power-use settings through Power Options. Turn off wireless and LAN connections 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 tablet. using external AC power WARNING! Do not charge the tablet battery while you are onboard aircraft. wARNING! To reduce potential safety issues, use only the AC adapter provided with the tablet, 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 tablet box. External AC power is supplied through an approved AC adapter or an optional docking or expansion device. Connect the tablet to external AC power under any of the following conditions: @@ @@ @@ @@ When charging a battery When installing or modifying system software When running Disk Defragmenter When performing a backup or recovery Setting power options 29 When you connect the tablet to external AC power, the following events occur: @@ @@ The battery begins to charge. If the tablet is turned on, the power meter icon in the notification area changes appearance. When you disconnect external AC power, the following events occur: @@ @@ The tablet switches to battery power.

The display brightness is automatically decreased to save battery life. 30 Chapter 6 Power management 7 External cards and devices Using digital storage cards Digital storage cards provide secure data storage and convenient data sharing.



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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 tablet, see the Getting to know your tablet on page 4 section. Inserting a digital card CAUTION: To reduce the risk of damage to the digital card connectors, use minimal force to insert a digital card.

To open the access door, see Inserting and removing a SIM on page 14. Hold the card label-side up, with the connectors facing the tablet, and insert the card in the slot. Push the card to lock it. 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.

Tap 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. To open the access door, see Inserting and removing a SIM on page 14 Using digital storage cards 31 4. Push in on the card (1), and then remove it from the slot (2). 32 Chapter 7 External cards and devices 8 Security Protecting the tablet Standard security features provided by the Windows operating system and the HP BIOS Settings utility can protect your personal settings and data from a variety of risks. NOTE: Security solutions are designed to act as deterrents. These deterrents may not prevent a product from being mishandled or stolen. NOTE: Before you send your tablet for service, back up and delete confidential files, and remove all password settings. NOTE: Some features listed in this chapter may not be available on your tablet. NOTE: Your tablet supports Absolute Data Protect.

If your tablet is lost or stolen, it can be located and locked, and personal data can be deleted from a remote location. The tablet must be connected to the Internet. Tablet risk Unauthorized use of the tablet Unauthorized access to HP BIOS Settings and other system identification information Unauthorized startup from an optional external flash drive Unauthorized access to a Windows user account Unauthorized access to data Security feature HP Client Security, in combination with a password or other authentication credential BIOS administrator password in HP BIOS Settings Boot options feature in HP BIOS Settings Windows user password • HP Drive Encryption software Windows Defender Using passwords A password is a group of characters that you choose to secure your tablet information. Several types of passwords can be set, depending on how you want to control access to your information. Passwords can be set in Windows or in HP BIOS Settings that is preinstalled on the tablet. • Setup passwords are set in HP BIOS Settings and are managed by the system BIOS. Windows passwords are set only in the Windows operating system. Use the following tips for creating and saving passwords: • When creating passwords, follow requirements set by the program. Do not use the same password for multiple applications or websites, and do not reuse your Windows password for any other application or website. Protecting the tablet 33 • Use HP Password Manager to store all of your user names and passwords for all of your websites and applications.

You can securely read them in the future if they cannot be remembered. Do not store passwords in a file on the tablet. • The following tables list commonly used Windows and BIOS administrator passwords and describe their functions. setting passwords in Windows Password Administrator password* Function Protects access to a Windows administrator-level account. NOTE: Setting the Windows Administrator password does not set the BIOS Administrator password.

To access HP Support Assistant, on the Start screen, tap the HP Support Assistant app. Using antivirus software When you use the tablet to access email, a network, or the Internet, you potentially expose it to computer viruses. Computer viruses can disable the operating system, programs, or utilities, or cause them to function abnormally. Antivirus software can detect most viruses, destroy them, and, in most cases, repair any damage they have caused. To provide ongoing protection against newly discovered viruses, antivirus software must be kept up to date.

Windows Defender, which includes antivirus features, is preinstalled on your tablet. It is strongly recommended that you continue to use an antivirus program in order to fully protect your tablet. For more information about viruses, access HP Support Assistant. To access HP Support Assistant, on the Start screen, tap the HP Support Assistant app. Using firewall software Firewalls are designed to prevent unauthorized access to a system or network. A firewall can be a software program you install on your tablet and/or network, or it can be a solution made up of both hardware and software. 34 Chapter 8 Security There are two types of firewalls to consider: • Host-based firewalls • Software that protects only the computer it is installed on. Network-based firewalls • Installed between your DSL or cable modem and your home network to protect all the computers on the network. When a firewall is installed on a system, all data sent to and from the system is monitored and compared with a set of user-defined security criteria. Any data that does not meet those criteria is blocked.

Windows Defender is installed on your tablet. NOTE: Under some circumstances a firewall can block access to Internet games, interfere with printer or file sharing on a network, or block authorized email attachments. To permanently resolve the problem, reconfigure the firewall. To temporarily resolve the problem, disable the firewall, perform the task that you want to perform, and then reenable the firewall. Installing critical security updates CAUTION: Microsoft® sends out alerts regarding critical updates. To protect the tablet from security breaches and computer viruses, install all critical updates from Microsoft as soon as you receive an alert. You can choose whether updates are installed automatically. To change the settings, on the Start screen, swipe from the right side of the screen, tap Search, and then tap in the search box. Type c, and then tap Control Panel. Tap System and Security, tap Windows Update, tap Change settings, and then follow the on-screen instructions.

Using HP Client Security HP Client Security software is preinstalled on your tablet. This software can be accessed through the HP Client Security tile on the Start screen, the icon on the Windows desktop in the notification area, at the far right of the taskbar, and Windows Control Panel. It provides security features that help protect against unauthorized access to the computer, networks, and critical data. For more information, see the HP Client Security software Help. Installing critical security updates 35 9 Maintenance Cleaning your tablet Cleaning products Use the following products to safely clean and disinfect your tablet: • • • Dimethyl benzyl ammonium chloride 0.



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) Alcohol-free glass cleaning fluid Water with mild soap solution Dry microfiber cleaning cloth or a chamois (static-free cloth without oil) Static-free cloth wiper CAUTION: Avoid the following cleaning products: Strong solvents, such as alcohol, acetone, ammonium chloride, methylene chloride, and hydrocarbons, which can permanently damage the surface of the tablet. Fibrous materials, such as paper towels, which can scratch the tablet. Over time, dirt particles and cleaning agents can get trapped in the scratches. Cleaning procedures Follow the procedures in this section to safely clean your tablet.

wARNING! To prevent electric shock or damage to components, do not attempt to clean your tablet while it is turned on: Shut down the tablet.

CAUTION: Do not spray cleaning agents or liquids directly on any tablet surface. Liquids dripped on the surface can permanently damage internal components. Cleaning the display Gently wipe the display using a soft, lint-free cloth moistened with an alcohol-free glass cleaner. Be sure that the display is dry before closing the display. Cleaning the sides and cover To clean and disinfect the sides and cover, use a soft microfiber cloth or chamois moistened with one of the cleaning solutions listed previously or use an acceptable germicidal disposable wipe. nOTE: debris. When cleaning the cover of the tablet, use a circular motion to aid in removing dirt and 36 Chapter 9 Maintenance Updating programs and drivers HP recommends that you update your programs and drivers on a regular basis with the latest versions. You can also register to receive automatic update notifications when they become available. Using SoftPaq Download Manager HP SoftPaq Download Manager (SDM) is a tool that provides quick access to SoftPaq information for HP business computers without requiring the SoftPaq number. Using this tool, you can easily search for SoftPaqs, and then download and unpack them.

SoftPaq Download Manager works by reading and downloading, from the HP FTP site, a published database file containing computer model and SoftPaq information. SoftPaq Download Manager allows you to specify one or more computer models to determine which SoftPaqs are available for download.

SoftPaq Download Manager checks the HP FTP site for updates to the database and software. If updates are found, they are downloaded and applied automatically. softPaq Download Manager is available on the HP website. To use SoftPaq Download Manager to download SoftPaqs, you must first download and install the program. Com/go/sdm, and then follow the instructions to download and install SoftPaq Download Manager. @@In the search box, type softpaq, and then tap HP SoftPaq Download Manager. NOTE: Updating programs and drivers 37 10 Backup and recovery To protect your information, use Windows backup and restore utilities to back up individual files and folders, back up your entire hard drive, create system repair media (select models only) by using an optional external flash drive, or an optional external optical drive, or create system restore points. In case of system failure, you can use the backup files to restore the contents of your tablet.

@@In the search box, type restore, tap Settings, and then select from the list of displayed options. nOTE: For detailed instructions on various backup and restore options, perform a search for these topics in HP Support Assistant. To access HP Support Assistant, on the Start screen, tap the HP Support Assistant app. In case of system instability, HP recommends that you print the recovery procedures and save them for later use. NOTE: Windows includes the User Account Control feature to improve the security of your tablet.

You may be prompted for your permission or password for tasks such as installing software, running utilities, or changing Windows settings. refer to HP Support Assistant. To access HP Support Assistant on the Start screen, tap the HP Support Assistant app, or swipe from the right edge of the touch screen to display the charms, tap Search, and then tap the search box. In the search box, type HP, and then tap HP Support Assistant. Backing up your information Recovery after a system failure is as good as your most recent backup.

You should create system repair media and your initial backup immediately after initial system setup. As you add new software and data files, you should continue to back up your system on a regular basis to maintain a reasonably current backup. The system repair media (select models only) are used to start up (boot) the tablet and repair the operating system in case of system instability or failure. Your initial and subsequent backups allow you to restore your data and settings if a failure occurs. @@In the search box, type backup, tap Settings, and then tap Save backup copies of your files with File History. You can back up your information to an optional external flash drive. Note the following when backing up: â□□ â□□ â□□ Store personal files in the Documents library, and back it up regularly. Back up templates that are stored in their associated programs. Save customized settings that appear in a window, toolbar, or menu bar by taking a screen shot of your settings. The screen shot can be a time-saver if you have to reset your preferences.

To create a backup using Backup and Restore: 38 Chapter 10 Backup and recovery NOTE: NOTE: tablet. Be sure that the tablet is connected to AC power before you start the backup process. The backup process may take over an hour, depending on file size and the speed of the @@In the search box, type recovery, tap Settings, and then select from the list of displayed options. Follow the on-screen instructions to set up your backup, create a system image (select models only), or create system repair media (select models only). Performing a system recovery In case of system failure or instability, you can use

Windows Recovery to recover information you have previously backed up. @@In the search box, type recovery, tap Settings, and then select from the displayed options: NOTE: If you are unable to boot (start up) your tablet and you cannot use the system repair media you previously created (select models only), contact support. Using f11 recovery tools CAUTION: Using f11 completely erases hard drive contents and reformats the hard drive. All files that you have created and any software that you have installed on the tablet are permanently removed. The f11 recovery tool reinstalls the operating system, drivers, Windows updates, and language packs that were installed at the factory. All other software applications must be downloaded from HP.

com or the Windows Store. NOTE: An external keyboard, mouse, and external flash drive may be required to perform this procedure. To recover the original hard drive image using f11: 1. If possible, check for the presence of the HP Recovery partition: Swipe from the right edge of the touch screen, tap Search, and then tap the search box. Type c, and then tap Computer.



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NOTE: If the HP Recovery partition is not listed, see Changing the boot device order on page 39. If the HP Recovery partition is listed, shut down the tablet. Press and hold the volume down button and the power button simultaneously to turn on the tablet and display the Startup menu. Tap F11 HP Recovery, and then follow the on-screen instructions. Changing the boot device order To change the boot order so that you can boot from an external device: Performing a system recovery 39 NOTE: 1.

Shut down the tablet. connect the external flash drive. Press and hold the volume down button and the power button simultaneously to turn on the tablet and display the Startup menu. tap F9 Boot Options. Select the external flash drive as the boot device. restart the tablet. Using Windows Refresh for quick and easy recovery When your tablet is not working properly and you need to regain system stability, the Windows Refresh option allows you to start fresh and keep what is important to you. IMPORTANT: Refresh removes any traditional applications that were not originally installed on the system at the factory. NOTE: During Refresh, a list of removed traditional applications will be saved so that you have a quick way to see what you might need to reinstall. See HP Support Assistant for instructions on reinstalling traditional applications.

To access HP Support Assistant on the start screen, tap the HP Support Assistant app. NOTE: You may be prompted for your permission or password when using Refresh. See HP Support Assistant for more information. Swipe from the right edge of the touch screen to display the charms, and then tap Settings. Tap Change PC settings in the bottom-right corner of the screen, and then tap General from the PC settings screen. Scroll down the right side, and under Refresh your PC without affecting your files, tap Get started. Then follow the on-screen instructions. Remove everything and reinstall Windows Sometimes you want to perform detailed reformatting of your tablet, or you want to remove personal information before you give away or recycle your tablet. The process described in this section provides a speedy, simple way to return the tablet to its original state. This option removes all personal data, apps, and settings from your tablet, and reinstalls Windows.

IMPORTANT: This option does not provide backups of your information. Before using this option, back up any personal information you wish to retain. You can initiate this option on the Start screen. Swipe from the right edge of the touch screen to display the charms, and then tap Settings. Tap Change PC settings in the bottom-right corner of the screen, and then tap General from the PC settings screen.

scroll down the right side. Under Remove everything and reinstall Windows, tap Get started, and then follow the on-screen instructions. Performing a system recovery 41 11 HP BIOS Settings Using HP BIOS Settings HP BIOS Settings controls communication between all the input and output devices on the system (such as disk drives, display, keyboard, mouse, and printer). HP BIOS Settings includes settings for the types of devices installed, the startup sequence of the tablet, and the amount of system and extended memory. NOTE: Use extreme care when making changes in HP BIOS Settings.

Errors can prevent the tablet from operating properly. Starting HP BIOS Settings To start HP BIOS Settings, follow these steps: 1. Swipe from the right edge of the touch screen, tap Search, and then tap the search box. In the search box, type c, tap Control Panel, tap System and Security, scroll down, and then tap HP BIOS Settings. To make changes if a BIOS password has been set, enter the BIOS password, and then tap Finish. to view system settings in read-only mode , tap Cancel. View Information Information is displayed about your tablet, including product information, processor, memory, BIOS, system board, warranty date, and serial numbers. BIOS Settings Boot options If you have entered the BIOS Administrator password correctly, you can change the following settings: Item Ethernet Boot USB Device Boot Description Tap on or off. tap on or off. Tap Apply to apply the changes you have made on this page, or tap Cancel to close the app.

Device configurations If you have entered the BIOS Administrator password correctly, you can change the following settings: 42 Chapter 11 HP BIOS Settings Item Shutdown on battery Secure Boot Boot Order Description Tap on or off. tap on or off. Use the arrow keys on an external keyboard or drag the boot devices to arrange. options vary depending on whether the tablet is connected to an external dock or network. Tap Apply to apply the changes you have made on this page, or tap Cancel to close the app. BIOS Password You can change the current BIOS password or create a new password if one has not been set. the supported BIOS policy is displayed. CAUTION: If you have lost or forgotten the BIOS password, contact support. Enter a new password, and then enter it again to confirm it. Tap Apply to save the password, or tap Cancel to close the app.

Updating the BIOS Updated versions of the BIOS may be available on the HP website. Most BIOS updates on the HP website are packaged in compressed files called SoftPaqs. Some download packages contain a file named Readme. Txt, which contains information regarding installing and troubleshooting the file. Determining the BIOS version To determine whether available BIOS updates contain later BIOS versions than those currently installed on the tablet, you need to know the version of the system BIOS currently installed.

To display BIOS version information (also known as ROM date and System BIOS), see Using HP BIOS Settings on page 42. Using HP BIOS Settings 43 12 Support Contacting support If the information provided in this user guide or HP Support Assistant does not address your questions, you can contact support.

For worldwide support, go to <http://welcome>. Here you can: Chat online with an HP technician. NOTE: When support chat is not available in a particular language, it is available in English.

44 Chapter 12 Support 13 Specifications Input power The power information in this section may be helpful if you plan to travel internationally with the tablet. The tablet operates on DC power, which can be supplied by an AC or a DC power source. The AC power source must be rated at 100-240 V, 50-60 Hz. Although the tablet can be powered from a standalone DC power source, it should be powered only with an AC adapter or a DC power source supplied and approved by HP for use with this tablet. The tablet can operate on DC power within the following specifications. 1A 10W NOTE: This product is designed for IT power systems in Norway with phase-to-phase voltage not exceeding 240 V rms. remove all external media cards , such as digital cards. Shut down the tablet. Take along a backup of your information. Keep the backup separate from the tablet.

When traveling by air, carry the tablet as hand luggage; do not check it in with the rest of your bags.



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CAUTION: Avoid exposing a drive to magnetic fields. Security devices with magnetic fields include airport walk-through devices and security wands. Airport conveyer belts and similar security devices that check carry-on baggage use X-rays instead of magnetism and do not damage drives. In-flight tablet use is at the discretion of the airline. If you plan to use the tablet during a flight, check with the airline in advance. If you are shipping the tablet, use suitable protective packaging and label the package FRAGILE. If the tablet has a wireless device installed, such as an 802.11b/g device, a Global System for Mobile Communications (GSM) device, or a General Packet Radio Service (GPRS) device, the use of these devices may be restricted in some environments. Such restrictions may apply onboard aircraft, in hospitals, near explosives, and in hazardous locations.

If you are uncertain of the policy that applies to the use of a particular device, ask for authorization to use it before you turn it on. If you are traveling internationally, follow these suggestions: Check the computer-related customs regulations for each country or region on your itinerary. Check the power cord and adapter requirements for each location in which you plan to use the tablet. To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the tablet with a voltage converter kit sold for appliances. 46 Appendix A Traveling with the tablet B Electrostatic discharge Electrostatic discharge is the release of static electricity when two objects come into contact—for example, the shock you receive when you walk across the carpet and touch a metal door knob.

A discharge of static electricity from fingers or other electrostatic conductors may damage electronic components. To prevent damage to the tablet, damage to a drive, or loss of information, observe these precautions: If removal or installation instructions direct you to unplug the tablet, unplug it after being properly grounded and before removing a cover. Keep components in their electrostatic-safe containers until you are ready to install them. Before handling components, discharge static electricity by touching an unpainted metal surface of the component. If you remove a component, place it in an electrostatic-safe container.

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



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