User Guide

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Product notice

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

Not all features are available in all editions or versions of Windows. Systems may require upgraded and/or separately purchased hardware, drivers, software or BIOS update to take full advantage of Windows functionality. Windows 10 is automatically updated, which is always enabled. ISP fees may apply and additional requirements may apply over time for updates. See http://www.microsoft.com.

To access the latest user guides, go to http://www.hp.com/support, and follow the instructions to find your product. Then select **User Guides**.

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 full refund subject to the refund policy of your seller.

For any further information or to request a full refund of the price of the computer, please contact your seller.

Safety warning notice

⚠ **WARNING!** To reduce the possibility of heat-related injuries or of overheating the computer, do not place the computer directly on your lap or obstruct the computer air vents. Use the computer only on a hard, flat surface. Do not allow another hard surface, such as an adjoining optional printer, or a soft surface, such as pillows or rugs or clothing, to block airflow. Also, do not allow the AC adapter to come into contact with the skin or a soft surface, such as pillows or rugs or clothing, during operation. The computer and the AC adapter comply with the user-accessible surface temperature limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950-1).

Processor configuration setting (select products only)

IMPORTANT: Select computer products are configured with an Intel® Pentium® N35xx/N37xx series or a Celeron® N28xx/N29xx/N30xx/N31xx series processor and a Windows® operating system. **If your computer is configured as described, do not change the processor configuration setting in msconfig.exe from 4 or 2 processors to 1 processor.** If you do so, your computer will not restart. You will have to perform a factory reset to restore the original settings.

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1 Welcome

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

- **TIP:** To quickly return to the computer Start screen from an open app or the Windows desktop, press the Windows key on your keyboard. Pressing the Windows key again will return you to the previous screen.

- **Connect to the Internet**—Set up your wired or wireless network so that you can connect to the Internet. For more information, see Network connections on page 6.
- **Update your antivirus software**—Protect your computer from damage caused by viruses. The software is preinstalled on the computer. For more information, see Using antivirus software on page 39.
- **Get to know your computer**—Learn about your computer features. See Components on page 3 and Navigating the screen on page 12 for additional information.
- **Find installed software**—Access a list of the software preinstalled on the computer:

  Select the **Start** button.

  – or –

  Right-click the **Start** button, and then select **Apps and Features**.
- Back up your hard drive by creating recovery discs or a recovery USB flash drive. See Backing up, restoring, and recovering on page 46.

Finding information

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

Resource	Contents
Setup Instructions	• Overview of computer setup and features
HP support For HP support, go to http://www.hp.com/support, and follow the instructions to find your product.	• Online chat with an HP technician • Support telephone numbers • Replacement parts videos (select products only) • Maintenance and service guides • HP service center locations
Safety & Comfort Guide To access this guide: ▲ Select the **Start** button, select **HP Help and Support**, and then select **HP Documentation**. – or – ▲ Go to http://www.hp.com/ergo. **IMPORTANT:** You must be connected to the Internet to access the latest version of the user guide.	• Proper workstation setup • Guidelines for posture and work habits that increase your comfort and decrease your risk of injury • Electrical and mechanical safety information
Regulatory, Safety and Environmental Notices To access this document: ▲ Select the **Start** button, select **HP Help and Support**, and then select **HP Documentation**.	• Important regulatory notices, including information about proper battery disposal, if needed.
*Limited Warranty** To access this document: ▲ Select the **Start** button, select **HP Help and Support**, and then select **HP Documentation**. – or – ▲ Go to http://www.hp.com/go/orderdocuments. **IMPORTANT:** You must be connected to the Internet to access the latest version of the user guide.	• Specific warranty information about this computer
*You can find your HP Limited Warranty located with the user guides on your product and/or on the CD or DVD provided in the box. In some countries or regions, HP may provide a printed warranty in the box. For countries or regions where the warranty is not provided in printed format, you can request a copy from http://www.hp.com/go/orderdocuments. For products purchased in Asia Pacific, you can write to HP at POD, PO Box 161, Kitchener Road Post Office, Singapore 912006. Include your product name, and your name, phone number, and postal address.	

2 Components

Locating hardware

To find out what hardware is installed on your computer:

▲ Type `device manager` in the taskbar search box, and then select the **Device Manager** app.

A list displays all the devices installed on your computer.

For information about system hardware components and the system BIOS version number, press fn+esc (select products only).

Locating software

To find out what software is installed on your computer:

▲ Select the **Start** button.

– or –

Right-click the **Start** button, and then select **Apps and Features**.

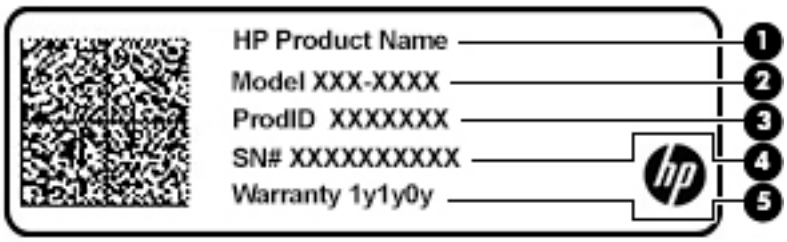
Labels

The labels affixed to the computer provide information you may need when you troubleshoot system problems or travel internationally with the computer. Labels may be in paper form or imprinted on the product.

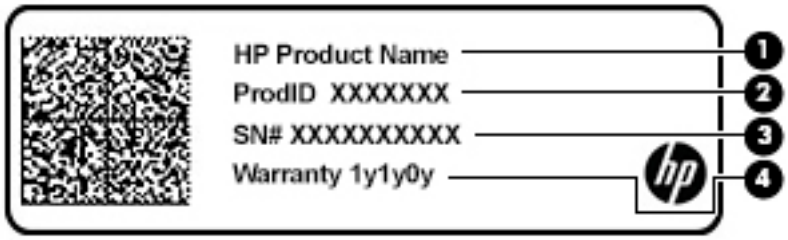
IMPORTANT: Check the following locations for the labels described in this section: the bottom of the computer, inside the battery bay, under the service door, on the back of the display, or on the bottom of a tablet kickstand.

- Service label—Provides important information to identify your computer. When contacting support, you may be asked for the serial number, the product number, or the model number. Locate this information before you contact support.

  Your service label will resemble one of the examples shown below. Refer to the illustration that most closely matches the service label on your computer.



Component	
(1)	HP product name
(2)	Model number
(3)	Product ID
(4)	Serial number
(5)	Warranty period



Component	
(1)	HP product name
(2)	Product ID

Component	
(3)	Serial number
(4)	Warranty period

- Regulatory label(s)—Provide(s) regulatory information about the computer.
- Wireless certification label(s)—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.

3 Network connections

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

Your computer may be equipped with one or more of the following wireless devices:

- 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 products 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.

Using the wireless controls

You can control the wireless devices in your computer using one or more of these features:

- Wireless button (also called airplane mode key or wireless key) (referred to in this chapter as wireless button)
- Operating system controls

Wireless button

The computer may have a wireless button, one or more wireless devices, and one or two wireless lights. All the wireless devices on your computer are enabled at the factory.

The wireless light indicates the overall power state of your wireless devices, not the status of individual devices.

Operating system controls

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

To use operating system controls:

1. Type `control panel` in the taskbar search box, and then select **Control Panel**.
2. Select **Network and Internet**, and then select **Network and Sharing Center**.

– or –

▲ On the taskbar, select the network status icon, and then select **Network & Internet settings**.

Connecting to a WLAN

NOTE: When you are setting up Internet access in your home, you must establish an account with an Internet service provider (ISP). To purchase Internet service and a modem, contact a local ISP. The ISP will help set up the modem, install a network cable to connect your wireless router to the modem, and test the Internet service.

To connect to a WLAN, follow these steps:

1. Be sure that the WLAN device is on.
2. On the taskbar, select the network status icon, and then connect to one of the available networks.

   If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Enter the code, and then select **Next** 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:

   1. On the taskbar, right-click the network status icon, and then select **Open Network & Internet settings**.

      – or –

      On the taskbar, select the network status icon, and then select **Network & Internet settings**.
   2. Under the **Network & Internet Status** section, select **Network and Sharing Center**.
   3. Select **Set up a new connection or network**.

      A list of options is displayed, allowing you to manually search for and connect to a network or to create a new network connection.
3. Follow the on-screen instructions to complete the connection.

After the connection is made, select the network status icon at the far right of the taskbar, to verify the name and status of the connection.

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

Using HP Mobile Broadband (select products only)

Your HP Mobile Broadband computer has built-in support for mobile broadband service. Your new computer, when used with a mobile operator's network, gives you the freedom to connect to the Internet, send e-mail, or connect to your corporate network without the need for Wi-Fi hotspots.

You might need the HP Mobile Broadband Module IMEI and/or MEID number to activate mobile broadband service. The number may be printed on a label located on the bottom of your computer, inside the battery bay, under the service door, or on the back of the display.

– or –

1. On the taskbar, select the network status icon.
2. Select **Network & Internet settings**.
3. Under the **Network & Internet** section, select **Cellular**, and then select **Advanced Options**.

Some mobile network operators require the use of a SIM card. A SIM card contains basic information about you, such as a personal identification number (PIN), as well as network information. Some computers include a SIM card that is preinstalled. If the SIM card is not preinstalled, it may be provided in the HP Mobile Broadband information provided with your computer or the mobile network operator may provide it separately from the computer.

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

Using GPS (select products 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.

To enable GPS, make sure location is enabled under the Windows privacy setting.

1. Type `location` in the taskbar search box, and then select **Location privacy settings**.
2. Follow the on-screen instructions for using location settings.

Using Bluetooth wireless devices (select products only)

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)
- Phones (cellular, cordless, smartphone)
- Imaging devices (printer, camera)
- Audio devices (headset, speakers)
- Mouse
- External keyboard

Connecting Bluetooth devices

Before you can use a Bluetooth device, you must establish a Bluetooth connection.

1. Type `bluetooth` in the taskbar search box, and then select **Bluetooth and other devices settings**.
2. Turn on Bluetooth, if it is not already turned on.
3. Select **Add Bluetooth or other device**, and then in the **Add a device** dialog box, select **Bluetooth**.
4. Select your device from the list, and then follow the on-screen instructions.

NOTE: If the device requires verification, a pairing code is displayed. On the device you are adding, follow the on-screen instructions to verify that the code on your device matches the pairing code. For more information, refer to the documentation provided with the device.

NOTE: If your device does not appear in the list, be sure that Bluetooth on that device is turned on. Some devices may have additional requirements; refer to the documentation provided with the device.

Using NFC to share information (select products only)

Your computer supports Near Field Communication (NFC), which allows you to wirelessly share information between two NFC-enabled devices. Information is transferred by tapping the tapping area (antenna) of the

computer with the antenna of your phone or other device. With NFC and supported apps, you can share websites, transfer contact information, transfer payments, and print on NFC-enabled printers.

NOTE: To locate the tapping area on your computer, see Components on page 3.

Sharing

1. Confirm that the NFC function is enabled.
   a. Type `wireless` in the taskbar search box, and then select **Turn wireless devices on or off**.
   b. Confirm that the selection for NFC is **On**.
2. Tap the NFC tapping area with an NFC-enabled device. You may hear a sound when the devices connect.

   NOTE: To find the location of the antenna on the other NFC device, refer to your device instructions.
3. Follow any on-screen instructions to continue.

Connecting to a wired network

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

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

Connecting to a local area network (LAN) (select products only)

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.

NOTE: A feature called HP LAN-Wireless Protection may be enabled on your computer. It closes your wireless (Wi-Fi) or WWAN connection when you connect directly to a LAN. For more information about HP LAN-Wireless Protection, see Using HP LAN-Wireless Protection (select products only) on page 10.

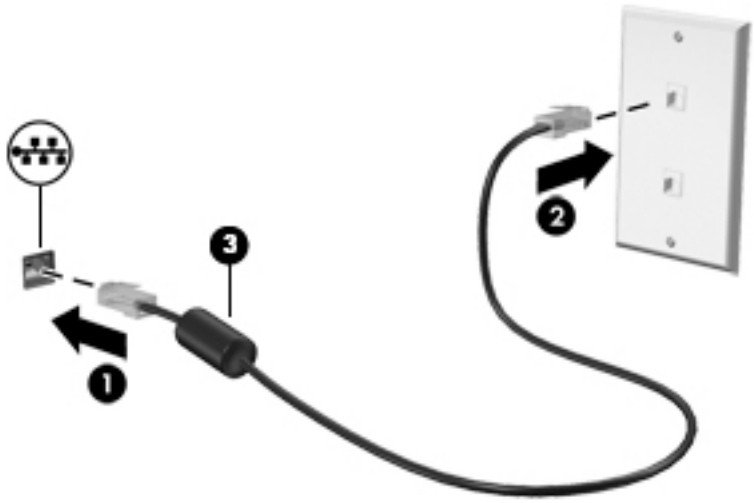
If there is no RJ-45 port on the computer, connecting to a LAN requires an 8-pin, RJ-45 network cable or an optional docking device or expansion product.

To connect the network cable, follow these steps:

1. Plug the network cable into the network jack **(1)** on the computer or on an optional docking device or expansion product.

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

NOTE: If the network cable contains noise suppression circuitry **(3)**, which prevents interference from TV and radio reception, orient the circuitry end of the cable toward the computer.



Using HP LAN-Wireless Protection (select products only)

In a LAN environment, you can set HP LAN-Wireless Protection to safeguard your LAN network from unauthorized wireless access. When HP LAN-Wireless Protection is enabled, the WLAN (Wi-Fi) or WWAN connection is turned off when the computer is connected directly to a LAN.

Turning on and customizing HP LAN-Wireless Protection

1. Connect a network cable to the network jack on the computer, or on an optional docking device or expansion product.
2. Start Computer Setup (BIOS).
   - Computers or tablets with keyboards:
     - ▲ Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     - ▲ Turn on or restart the tablet, and then quickly hold down the volume down button until the Startup menu is displayed. Tap **f10** to enter Computer Setup.
3. Select **Advanced**, and then select **Built-in Device Options**.
4. Select the check box for **LAN/WLAN Auto Switching** and/or **LAN/WWAN Auto Switching** to turn off WLAN and/or WWAN connections when connected to a LAN network.
5. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Your changes go into effect when the computer restarts.

Using HP MAC Address Pass Through to identify your computer on a network (select products only)

MAC Address Pass Through provides a customizable way of identifying your computer and its communications on networks. This system MAC address provides unique identification even when your computer is connected through an Ethernet adapter. This address is enabled by default.

Customizing MAC Address Pass Through

1. Start Computer Setup (BIOS).
   - Computers or tablets with keyboards:
     - ▲ Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     - ▲ Turn on or restart the tablet, and then quickly hold down the volume down button until the Startup menu is displayed. Tap **f10** to enter Computer Setup.
2. Select **Advanced**, and then select **MAC Address Pass Through**.
3. In the box to the right of **Host Based MAC Address**, select either **System Address** to enable MAC address Pass Through or **Custom Address** to customize the address.
4. If you selected Custom, select **MAC ADDRESS**, enter your customized system MAC address, and then press enter to save the address.
5. If the computer has an embedded LAN and you would like to use the embedded MAC address as the system MAC address, select **Reuse Embedded LAN Address**.

   – or –

   Select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Your changes go into effect when the computer restarts.

4 Navigating the screen

You can navigate the computer screen in one or more of the following ways:

- Use touch gestures directly on the computer screen
- Use touch gestures on the TouchPad
- Use an optional mouse or keyboard (purchased separately)
- Use an on-screen keyboard
- Use a pointing stick

Using TouchPad and touch screen gestures

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

You can also customize gestures and view demonstrations of how they work. Type `control panel` in the taskbar search box, select **Control Panel**, and then select **Hardware and Sound**. Under **Devices and Printers**, select **Mouse**.

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

Tap

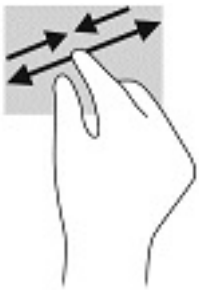
Use the tap/double-tap gesture to select or open an item on the screen.

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

Two-finger pinch zoom

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

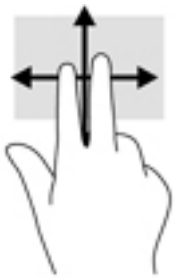
- Zoom out by placing two fingers apart on the TouchPad zone or touch screen and then moving your fingers together.
- Zoom in by placing two fingers together on the TouchPad zone or touch screen and then moving your fingers apart.



Two-finger slide (TouchPad only)

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

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



Two-finger tap (TouchPad only)

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

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

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

Four-finger tap (TouchPad only)

Use the four-finger tap to open the action center.

- Tap four fingers on the Touchpad to open the action center and view current settings and notifications.

Three-finger swipe (TouchPad only)

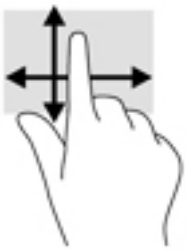
Use the three-finger swipe to view open windows and to switch between open windows and the desktop.

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

One-finger slide (touch screen only)

Use the one-finger slide to pan or scroll through lists and pages, or to move an object.

- To scroll across the screen, lightly slide one finger across the screen in the direction you want to move.
- To move an object, press and hold your finger on an object, and then drag your finger to move the object.



Using an optional keyboard or mouse

An optional keyboard or mouse allows you to type, select items, scroll, and perform the same functions as you do using touch gestures. The keyboard also allows you to use action keys and hot keys to perform specific functions.

Using an on-screen keyboard (select products only)

1. To display an on-screen keyboard, tap the keyboard icon in the notification area, at the far right of the taskbar.
2. Begin typing.

NOTE: Suggested words may be displayed above the on-screen keyboard. Tap a word to select it.

NOTE: Action keys and hot keys do not display or function on the on-screen keyboard.

5 Entertainment features

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

Using a camera (select products only)

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

▲ To access the camera, type `camera` in the taskbar search box, and then select **Camera** from the list of applications.

Using audio

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

Connecting speakers

You can attach wired speakers to your computer by connecting them to a USB port or to the audio-out (headphone)/audio-in (microphone) combo jack on your computer or on a docking station.

To connect wireless speakers to your computer, follow the device manufacturer's instructions. To connect high-definition speakers to the computer, see Setting up HDMI audio on page 21. Before connecting speakers, lower the volume setting.

Connecting headphones

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

To access this guide:

▲ Select the **Start** button, select **HP**, and then select **HP Documentation**.

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

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

Connecting a microphone

To record audio, connect a microphone 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.

Connecting headsets

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

To access this guide:

▲ Select the **Start** button, select **HP Help and Support**, and then select **HP Documentation**.

Headphones combined with a microphone are called headsets. You can connect wired headsets to the audio-out (headphone)/audio-in (microphone) combo jack on your computer.

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

Using sound settings

Use sound settings to adjust system volume, change system sounds, or manage audio devices.

To view or change sound settings:

▲ Type `control panel` in the taskbar search box, select **Control Panel**, select **Hardware and Sound**, and then select **Sound**.

Your computer may include an enhanced sound system by Bang & Olufsen, DTS, Beats audio, or another provider. As a result, your computer may include advanced audio features that can be controlled through an audio control panel specific to your audio system.

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

▲ Type `control panel` in the taskbar search box, select **Control Panel**, select **Hardware and Sound**, and then select the audio control panel specific to your system.

Using video

Your computer is a powerful video device that enables you to watch streaming video from your favorite websites and download video and movies to watch on your computer when you are not connected to a network.

To enhance your viewing enjoyment, use one of the video ports on the computer to connect an external monitor, projector, or TV.

IMPORTANT: Be sure that the external device is connected to the correct port on the computer, using the correct cable. Follow the device manufacturer's instructions.

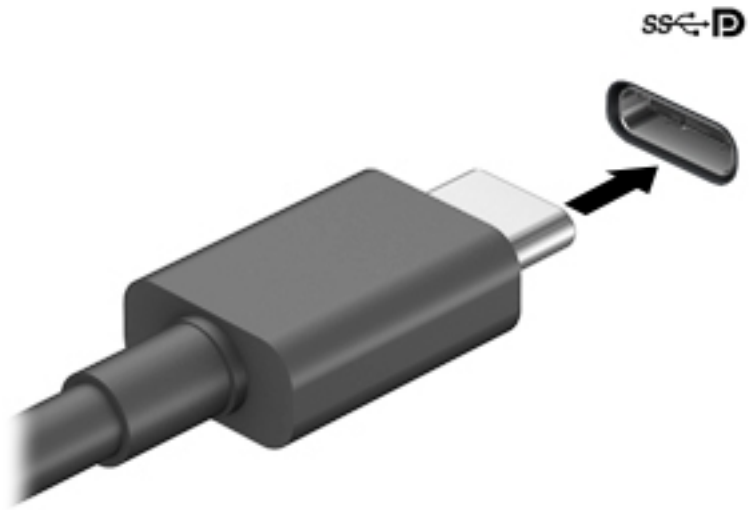
For information on using your video features, refer to HP Support Assistant.

Connecting a DisplayPort device using a USB Type-C cable (select products only)

NOTE: To connect a USB Type-C DisplayPort device to your computer, you need a USB Type-C cable, purchased separately.

To see video or high-resolution display output on an external DisplayPort device, connect the DisplayPort device according to the following instructions:

1. Connect one end of the USB Type-C cable to the USB SuperSpeed and DisplayPort port on the computer.



2. Connect the other end of the cable to the external DisplayPort device.
3. Press f1 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 f1 the display state changes.

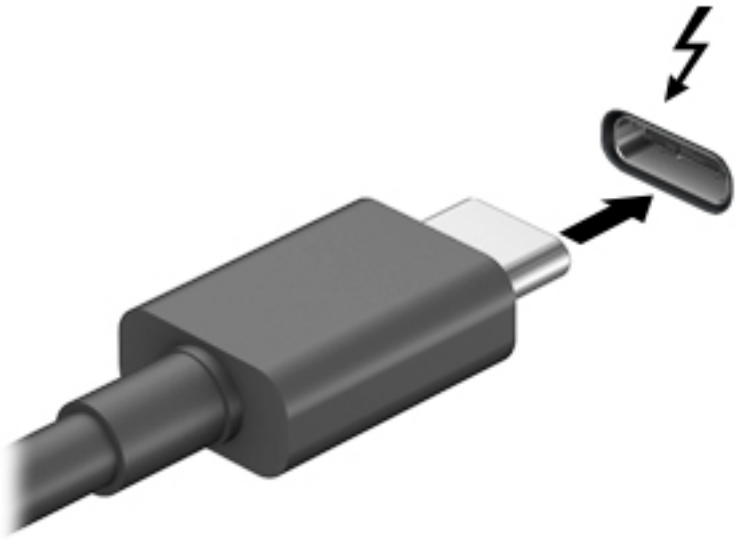
   NOTE: For best results, especially if you choose the "Extend" option, increase the screen resolution of the external device, as follows. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

Connecting a Thunderbolt device using a USB Type-C cable (select products only)

NOTE: To connect a USB Type-C Thunderbolt™ device to your computer, you need a USB Type-C cable, purchased separately.

To see video or high-resolution display output on an external Thunderbolt device, connect the Thunderbolt device according to the following instructions:

1. Connect one end of the USB Type-C cable to the USB Type-C Thunderbolt port on the computer.



2. Connect the other end of the cable to the external Thunderbolt device.
3. Press fn+f4 to alternate the computer screen image between 4 display states:
   - **PC screen only:** View the screen image on the computer only.
   - **Duplicate:** View the screen image simultaneously on both the computer and 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.

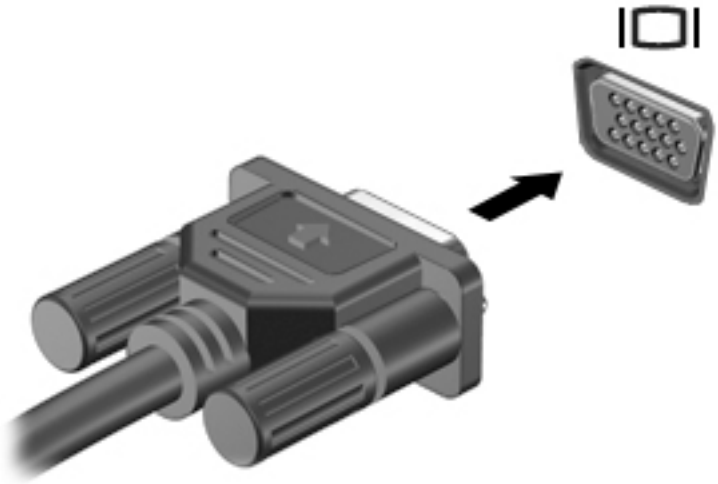
NOTE: For best results, especially if you choose the "Extend" option, increase the screen resolution of the external device, as follows. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

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

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

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

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



2. Press f4 to alternate the screen image between 4 display states:
   - **PC screen only:** View the screen image on the computer only.
   - **Duplicate:** View the screen image simultaneously on both the computer and the external device.
   - **Extend:** View the screen image extended across both the computer and the external device.
   - **Second screen only:** View the screen image on the external device only.

   Each time you press f4, the display state changes.

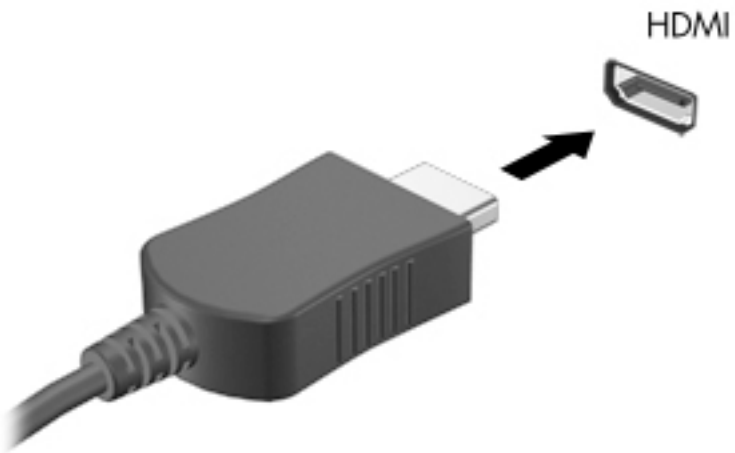
   NOTE: For best results, especially if you choose the "Extend" option, increase the screen resolution of the external device, as follows. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

Connecting video devices using an HDMI cable (select products only)

NOTE: To connect an HDMI device to your computer, you need an HDMI cable, purchased separately.

To see the computer screen image on a high-definition TV or monitor, connect the high-definition device according to the following instructions:

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



2. Connect the other end of the cable to the high-definition TV or monitor.
3. Press f4 to alternate the computer screen image between 4 display states:
   - **PC screen only:** View the screen image on the computer only.
   - **Duplicate:** View the screen image simultaneously on both the computer and the external device.
   - **Extend:** View the screen image extended across both the computer and the external device.
   - **Second screen only:** View the screen image on the external device only.

   Each time you press f4, the display state changes.

NOTE: For best results, especially if you choose the "Extend" option, increase the screen resolution of the external device, as follows. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

Setting up HDMI audio

HDMI is the only video interface that supports high-definition video and audio. After you connect an HDMI TV to the computer, you can then turn on HDMI audio by following these steps:

1. Right-click the **Speakers** icon in the notification area, at the far right of the taskbar, and then select **Playback devices**.
2. On the **Playback** tab, select the name of the digital output device.
3. Click **Set Default**, and then click **OK**.

To return the audio stream to the computer speakers:

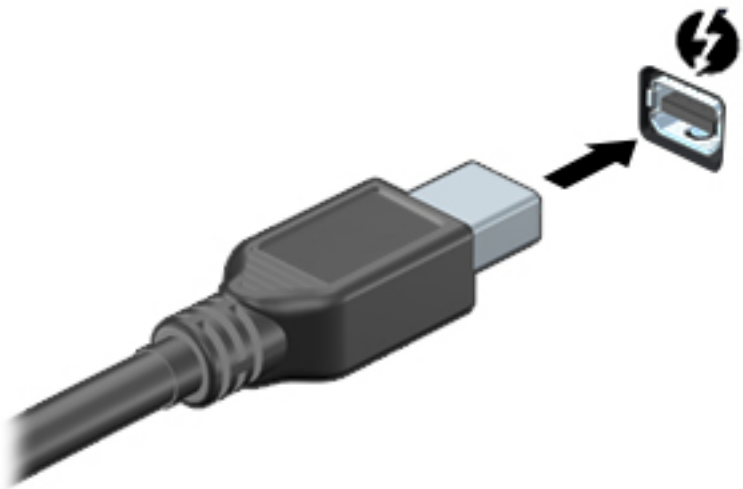
1. Right-click the **Speakers** icon in the notification area, at the far right of the taskbar, and then click **Playback devices**.
2. On the Playback tab, click **Speakers**.
3. Click **Set Default**, and then click **OK**.

Connecting a Thunderbolt DisplayPort device

The Thunderbolt™ DisplayPort connects an optional high-resolution display device or a high-performance data device. This port delivers higher performance than the VGA external monitor port and improves digital connectivity.

NOTE: Install all the latest drivers for your Thunderbolt device before connecting the device to the Thunderbolt DisplayPort. Thunderbolt cable and Thunderbolt device (sold separately) must be compatible with Windows. To determine whether your device is Thunderbolt Certified for Windows, go to https://thunderbolttechnology.net/products.

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



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

   NOTE: For best results, especially if you choose the "Extend" option, increase the screen resolution of the external device, as follows. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

Discovering and connecting wired displays using MultiStream Transport

MultiStream Transport (MST) allows you to connect multiple wired display devices to your computer by connecting to the VGA or DisplayPorts on your computer and also to the VGA or DisplayPorts on a hub or an external docking station. You can connect in several ways, depending on the type of graphics controller installed on your computer and whether or not your computer includes a built-in hub. Go to Device Manager to find out what hardware is installed on your computer.

▲ Type `device manager` in the taskbar search box, and then select the **Device Manager** app. A list displays all the devices installed on your computer.

Connect displays to computers with AMD or Nvidia graphics (with an optional hub)

NOTE: With an AMD graphics controller and optional hub, you can connect up to 6 external display devices.

NOTE: With an Nvidia graphics controller and optional hub, you can connect up to 4 external display devices.

To set up multiple display devices, follow these steps:

1. Connect an external hub (purchased separately) to the DisplayPort on your computer, using a DP-to-DP cable (purchased separately). Be sure that the hub power adapter is connected to AC power.
2. Connect your external display devices to the VGA ports or DisplayPorts on the hub.
3. To see all of your connected display devices, type `device manager` in the taskbar search box, and then select the **Device Manager** app. If you don't see all of your connected displays, be sure that each is connected to the correct port on the hub.

NOTE: Multiple display choices include **Duplicate**, which mirrors your computer screen on all enabled display devices, or **Extend**, which spans your computer screen across all enabled display devices.

Connect displays to computers with Intel graphics (with an optional hub)

NOTE: With an Intel graphics controller and optional hub, you can connect up to 3 display devices.

To set up multiple display devices, follow these steps:

1. Connect an external hub (purchased separately) to the DisplayPort on your computer, using a DP-to-DP cable (purchased separately). Be sure that the hub power adapter is connected to AC power.
2. Connect your external display devices to the VGA ports or DisplayPorts on the hub.
3. When Windows detects a monitor connected to the DP hub, the **DisplayPort Topology Notification** dialog box is displayed. Click the appropriate options to configure your displays. Multiple display choices include **Duplicate**, which mirrors your computer screen on all enabled display devices, or **Extend**, which extends the screen image across all enabled display devices.

NOTE: If this dialog box does not appear, be sure that each external display device is connected to the correct port on the hub. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

Connect displays to computers with Intel graphics (with a built-in hub)

With your internal hub and Intel graphics controller, you can connect up to 3 display devices in the following configurations:

- Two 1920 x 1200 DP monitors connected to the computer + one 1920 x 1200 VGA monitor connected to an optional docking station
- One 2560 x 1600 DP monitor connected to the computer + one 1920 x 1200 VGA monitor connected to an optional docking station

To set up multiple display devices, follow these steps:

1. Connect your external display devices to the VGA ports or DisplayPorts (DP) on the computer base or the docking station.
2. When Windows detects a monitor connected to the DP hub, the **DisplayPort Topology Notification** dialog box is displayed. Click the appropriate options to configure your displays. Multiple display choices include **Duplicate**, which mirrors your computer screen on all enabled display devices, or **Extend**, which extends the screen image across all enabled display devices.

NOTE: If this dialog box does not appear, be sure that each external display device is connected to the correct port on the hub. Select the **Start** button, select **Settings**, and then select **System**. Under **Display**, select the appropriate resolution, and then select **Keep changes**.

Discovering and connecting to Miracast-compatible wireless displays (select products only)

NOTE: To learn what type of display you have (Miracast-compatible or Intel WiDi), refer to the documentation that came with your TV or secondary display.

To discover and connect to Miracast-compatible wireless displays without leaving your current apps, follow the steps below.

To open Miracast:

▲ Type `project` in the taskbar search box, and then click **Project to a second screen**. Click **Connect to a wireless display**, and then follow the on-screen instructions.

Discovering and connecting to Intel WiDi certified displays (select Intel products only)

Use Intel WiDi to wirelessly project individual files such as photos, music, or videos, or to duplicate your entire computer screen to a TV or a secondary display device.

Intel WiDi, a premium Miracast solution, makes it easy and seamless to pair your secondary display device; provides for full-screen duplication; and improves speed, quality, and scaling.

To connect to Intel WiDi certified displays:

▲ Type `project` in the taskbar search box, and then click **Project to a second screen**. Click **Connect to a wireless display**, and then follow the on-screen instructions.

To open Intel WiDi:

▲ Type `Intel WiDi` in the taskbar search box, and then click **Intel WiDi**.

Using data transfer

Your computer is a powerful entertainment device that enables you to transfer photos, videos, and movies from your USB devices to view on your computer.

To enhance your viewing enjoyment, use one of the USB Type-C ports on the computer to connect a USB device, such as a cell phone, camera, activity tracker, or smartwatch, and transfer the files to your computer.

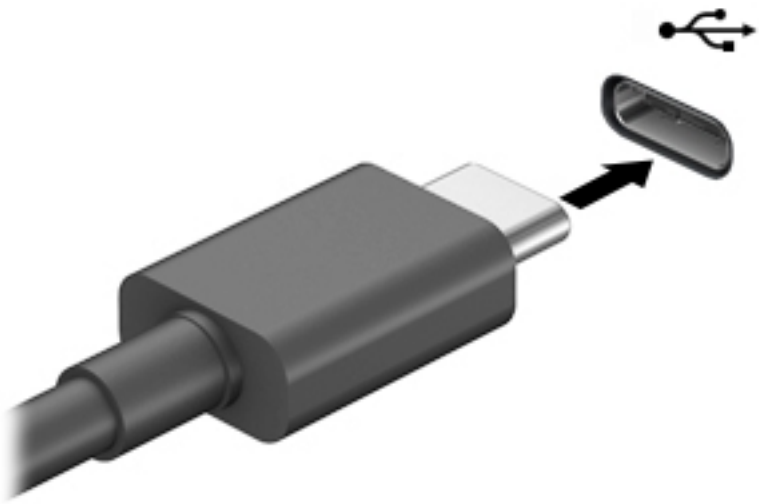
IMPORTANT: Be sure that the external device is connected to the correct port on the computer, using the correct cable. Follow the device manufacturer's instructions.

For information on using your USB Type-C features, refer to HP Support Assistant.

Connecting devices to a USB Type-C port (select products only)

NOTE: To connect a USB Type-C device to your computer, you need a USB Type-C cable, purchased separately.

1. Connect one end of the USB Type-C cable to the USB Type-C port on the computer.



2. Connect the other end of the cable to the external device.

6 Managing power

Your computer can operate on either battery power or external power. When the computer is running on battery power and an external power source is not available to charge the battery, it is important to monitor and conserve the battery charge.

Some power management features described in this chapter may not be available on your computer.

Using Sleep and Hibernation

CAUTION: Several well-known vulnerabilities exist when a computer is in the Sleep state. To prevent an unauthorized user from accessing data on your computer, even encrypted data, HP recommends that you always initiate Hibernation instead of Sleep anytime the computer will be out of your physical possession. This practice is particularly important when you travel with your computer.

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.

Windows has two power-saving states, Sleep and Hibernation.

- Sleep—The Sleep state is automatically initiated after a period of inactivity. Your work is saved to memory, allowing you to resume your work very quickly. You can also initiate Sleep manually. For more information, see Initiating and exiting Sleep on page 26.
- Hibernation—The Hibernation state is automatically initiated if the battery reaches a critical level or the computer has been in the Sleep state for an extended period of time. In the Hibernation state, your work is saved to a hibernation file and the computer powers down. You can also initiate Hibernation manually. For more information, see Initiating and exiting Hibernation (select products only) on page 27.

Initiating and exiting Sleep

You can initiate Sleep in any of the following ways:

- Select the **Start** button, select the **Power** icon, and then select **Sleep**.
- Close the display (select products only).
- Press the Sleep hot key (select products only); for example, fn+f1 or fn+f12.
- Briefly press the power button (select products only).

You can exit Sleep in any of the following ways:

- Briefly press the power button.
- If the computer is closed, raise the display (select products only).
- Press a key on the keyboard (select products only).
- Tap the TouchPad (select products only).

When the computer exits Sleep, your work returns to the screen.

NOTE: If you have set a password to be required on exiting Sleep, you must enter your Windows password before your work returns to the screen.

Initiating and exiting Hibernation (select products only)

You can enable user-initiated Hibernation and change other power settings and timeouts using Power Options.

1. Right-click the **Power** icon , and then select **Power Options**.
2. In the left pane, select **Choose what the power buttons do** (wording may vary by product).
3. Depending on your product, you can enable Hibernation for battery power or external power in any of the following ways:
   - **Power button**—Under **Power and sleep buttons and lid settings** (wording may vary by product), select **When I press the power button**, and then select **Hibernate**.
   - **Sleep button** (select products only)—Under **Power and sleep buttons and lid settings** (wording may vary by product), select **When I press the sleep button**, and then select **Hibernate**.
   - **Lid** (select products only)—Under **Power and sleep buttons and lid settings** (wording may vary by product), select **When I close the lid**, and then select **Hibernate**.
   - **Power menu**—Select **Change Settings that are currently unavailable**, and then, under **Shutdown settings**, select the **Hibernate** check box.

     The Power menu can be accessed by selecting the **Start** button.
4. Select **Save changes**.

▲ To initiate Hibernation, use the method that you enabled in step 3.

▲ To exit Hibernation, briefly press the power button.

NOTE: If you have set a password to be required on exiting Hibernation, you must enter your Windows password before your work returns to the screen.

Shutting down (turning off) the computer

CAUTION: Unsaved information is lost when the computer shuts down. Be sure to save your work before shutting down the computer.

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

Shut down the computer when it will be unused and disconnected from external power for an extended period.

The recommended procedure is to use the Windows Shut down command.

NOTE: If the computer is in the Sleep state or in Hibernation, first exit Sleep or Hibernation by briefly pressing the power button.

1. Save your work and close all open programs.
2. Select the **Start** button, select the **Power** icon, and then select **Shut down**.

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

- Press ctrl+alt+delete, select the **Power** icon, and then select **Shut down**.
- Press and hold the power button for at least 10 seconds.
- If your computer has a user-replaceable battery (select products only), disconnect the computer from external power, and then remove the battery.

Using the Power icon and Power Options

The Power icon is located on the Windows taskbar. The Power icon allows you to quickly access power settings and view the remaining battery charge.

- To view the percentage of remaining battery charge, place the mouse pointer over the **Power** icon .
- To use Power Options, right–click the **Power** icon , and then select **Power Options**.

Different Power icons indicate whether the computer is running on battery or external power. Placing the mouse pointer over the icon reveals a message if the battery has reached a low or critical battery level.

Running on 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.

When a charged battery is in the computer and the computer is not plugged into external power, the computer runs on battery power. When the computer is off and unplugged from external power, the battery in the computer slowly discharges. The computer displays a message when the battery reaches a low or critical battery level.

Computer battery life varies, depending on power management settings, programs running on the computer, screen brightness, external devices connected to the computer, and other factors.

NOTE: When you disconnect external power, the display brightness is automatically decreased to conserve battery charge. Select computer products can switch between graphic controllers to conserve battery charge.

Using HP Fast Charge (select products only)

The HP Fast Charge feature allows you to quickly charge your computer battery. Charging time may vary by +/- 10%. Depending on your computer model and the HP AC adapter provided with your computer, HP Fast Charge operates in one or more of the following ways:

- When the remaining battery charge is between zero and 50%, the battery will charge to 50% of full capacity in no more than 30 to 45 minutes, depending on your computer model.
- When the remaining battery charge is between zero and 90%, the battery will charge to 90% of full capacity in no more than 90 minutes.

To use HP Fast Charge, shut down your computer, and then connect the AC adapter to your computer and to external power.

Displaying battery charge

To view the percentage of remaining battery charge, place the mouse pointer over the **Power** icon .

Finding battery information in HP Support Assistant (select products only)

To access battery information:

1. Type `support` in the taskbar search box, and then select the **HP Support Assistant** app.

   – or –

   Select the question mark icon in the taskbar.

2. Select **Troubleshooting and fixes**, and then in the **Diagnostics** section, select **HP Battery Check**. If HP Battery Check indicates that your battery should be replaced, contact support.

HP Support Assistant provides the following tools and information about the battery:

- HP Battery Check
- Information about battery types, specifications, life cycles, and capacity

Conserving battery power

To conserve battery power and maximize battery life:

- Lower the brightness of the display.
- Select the **Power saver** setting in Power Options.
- Turn off wireless devices when you are not using them.
- Disconnect unused external devices that are not plugged into an external power source, such as an external hard drive connected to a USB port.
- Stop, disable, or remove any external media cards that you are not using.
- Before you leave your work, initiate Sleep or shut down the computer.

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 products only) indicates a low or critical battery level.

– or –

- The Power icon shows a low or critical battery notification.

NOTE: For additional information about the Power icon, see Using the Power icon and Power Options on page 28.

The computer takes the following actions for a critical battery level:

- If Hibernation is disabled and the computer is on or in the Sleep state, the computer remains briefly in the Sleep state and then shuts down and loses any unsaved information.
- If Hibernation is enabled and the computer is on or in the Sleep state, the computer initiates Hibernation.

Resolving a low battery level

Resolving a low battery level when external power is available

Connect one of the following to the computer and to external power:

- AC adapter
- Optional docking device or expansion product
- Optional power adapter purchased as an accessory from HP

Resolving a low battery level when no power source is available

Save your work and shut down the computer.

Resolving a low battery level when the computer cannot exit Hibernation

1. Connect the AC adapter to the computer and to external power.
2. Exit Hibernation by pressing the power button.

7 Security

Protecting the computer

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

NOTE: Security solutions are designed to act as deterrents. These deterrents may not prevent a product from being mishandled or stolen.

NOTE: Before you send your computer for service, back up and delete confidential files, and remove all password settings.

NOTE: Some features listed in this chapter may not be available on your computer.

NOTE: Your computer supports Computrace, which is an online security-based tracking and recovery service available in select regions. If the computer is stolen, Computrace can track the computer if the unauthorized user accesses the Internet. You must purchase the software and subscribe to the service in order to use Computrace. For information about ordering the Computrace software, go to http://www.hp.com.

Computer risk	Security feature
Unauthorized use of the computer	• HP Client Security software, in combination with a password, smart card, contactless card, registered fingerprints, or other authentication credential • BIOS power-on password
Unauthorized access to Computer Setup (BIOS)	BIOS administrator password in Computer Setup*
Unauthorized access to the contents of a hard drive	DriveLock password (select products only) in Computer Setup*
Unauthorized startup from an optional external optical drive (select products only), optional external hard drive (select products only), or internal network adapter	Boot options feature in Computer Setup*
Unauthorized access to a Windows user account	Windows user password
Unauthorized access to data	Windows BitLocker
Unauthorized removal of the computer	Security cable slot (used with an optional security cable on select products only)

*Computer Setup is an embedded, ROM-based utility that can be used even when the operating system is not working or will not load. You can use a pointing device (TouchPad, pointing stick, or USB mouse) or the keyboard to navigate and make selections in Computer Setup.

NOTE: On tablets without keyboards, you can use the touch screen.

Using passwords

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

- BIOS administrator, power-on, and DriveLock passwords are set in Computer Setup and are managed by the system BIOS.
- Windows passwords are set only in the Windows operating system.
- If you forget both the DriveLock user password and the DriveLock master password set in Computer Setup, the hard drive that is protected by the passwords is permanently locked and can no longer be used.

You can use the same password for a Computer Setup feature and for a Windows security feature.

Use the following tips for creating and saving passwords:

- When creating passwords, follow requirements set by the program.
- Do not use the same password for multiple applications or websites, and do not reuse your Windows password for any other application or website.
- Use the Password Manager feature of HP Client Security to store your user names and passwords for 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 computer.

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

Setting passwords in Windows

Password	Function
Administrator password*	Protects access to a Windows administrator-level account. **NOTE:** Setting the Windows administrator password does not set the BIOS administrator password.
User password*	Protects access to a Windows user account.
*For information about setting a Windows administrator password or a Windows user password, type `support` in the taskbar search box, and then select the **HP Support Assistant** app.	

Setting passwords in Computer Setup

Password	Function
BIOS administrator password*	Protects access to Computer Setup. **NOTE:** If features have been enabled to prevent removing the BIOS administrator password, you may not be able to remove it until those features have been disabled.
Power-on password	• Must be entered each time you turn on or restart the computer. • If you forget your power-on password, you cannot turn on or restart the computer.
DriveLock master password*	Protects access to the internal hard drive that is protected by DriveLock, and is set under DriveLock Passwords during the enable process. This password is also used to remove DriveLock protection.
DriveLock user password*	Protects access to the internal hard drive that is protected by DriveLock, and is set under DriveLock Passwords during the enable process.
*For details about each of these passwords, see the following topics.	

Managing a BIOS administrator password

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

Setting a new BIOS administrator password

1. Start Computer Setup.
   - Computers or tablets with keyboards:
     - ▲ Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     - ▲ Turn off the tablet. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.
2. Select **Security**, select **Create BIOS administrator password** or **Set Up BIOS administrator Password** (select products only), and then press enter.
3. When prompted, type a password.
4. When prompted, type the new password again to confirm.
5. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Your changes go into effect when the computer restarts.

Changing a BIOS administrator password

1. Start Computer Setup.
   - Computers or tablets with keyboards:

▲ Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.

- Tablets without keyboards:

  ▲ Turn off the tablet. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.

2. Enter your current BIOS administrator password.
3. Select **Security**, select **Change BIOS administrator Password** or **Change Password** (select products only), and then press enter.
4. When prompted, type your current password.
5. When prompted, type your new password.
6. When prompted, type your new password again to confirm.
7. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Your changes go into effect when the computer restarts.

Deleting a BIOS administrator password

1. Start Computer Setup.
   - Computers or tablets with keyboards:

     ▲ Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.

   - Tablets without keyboards:

     ▲ Turn off the tablet. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.
2. Enter your current BIOS administrator password.
3. Select **Security**, select **Change BIOS administrator Password** or **Change Password** (select products only), and then press enter.
4. When prompted, type your current password.
5. When prompted for the new password, leave the field empty, and then press enter.
6. When prompted to type your new password again, leave the field empty, and then press enter.
7. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Your changes go into effect when the computer restarts.

Entering a BIOS administrator password

At the **BIOS administrator password** prompt, type your password (using the same kind of keys you used to set the password), and then press enter. After two unsuccessful attempts to enter the BIOS administrator password, you must restart the computer and try again.

Using DriveLock Security Options

DriveLock protection prevents unauthorized access to the contents of a hard drive. DriveLock can be applied only to the internal hard drive(s) of the computer. After DriveLock protection is applied to a drive, the appropriate password must be entered to access the drive. The drive must be inserted into the computer or an advanced port replicator in order for it to be unlocked.

DriveLock Security Options offers the following features:

- **Automatic DriveLock**—See Selecting Automatic DriveLock (select products only) on page 35.
- **Set DriveLock Master Password**—See Selecting manual DriveLock on page 36.
- **Enable DriveLock**—See Enabling DriveLock and setting a DriveLock user password on page 37.

Selecting Automatic DriveLock (select products only)

A BIOS administrator password must be set before you can enable Automatic DriveLock. When Automatic DriveLock is enabled, a random DriveLock user password and a DriveLock master password derived from the BIOS administrator password are created. When the computer is turned on, the random user password automatically unlocks the drive. If the drive is moved to another computer, you must enter the BIOS administrator password for the original computer at the DriveLock password prompt to unlock the drive.

Enabling Automatic DriveLock

To enable Automatic DriveLock, follow these steps:

1. Start Computer Setup.
   - Computers or tablets with keyboards:
     1. Turn off the computer.
     2. Press the power button, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     1. Turn off the tablet.
     2. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.
2. At the BIOS administrator password prompt, enter the BIOS administrator password, and then press enter.
3. Select **Security**, select **Hard Drive Utilities**, select **DriveLock/Automatic DriveLock**, and then press enter.
4. Use the enter key, left mouse click, or touch screen to select the **Automatic DriveLock** check box.
5. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Disabling Automatic DriveLock

To disable Automatic DriveLock, follow these steps:

1. Start Computer Setup.
   - Computers or tablets with keyboards:

1. Turn off the computer.
2. Press the power button, and when the HP logo appears, press f10 to enter Computer Setup.

- Tablets without keyboards:
  1. Turn off the tablet.
  2. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.

2. At the BIOS administrator password prompt, enter the BIOS administrator password, and then press enter.
3. Select **Security**, select **Hard Drive Utilities**, select **DriveLock/Automatic DriveLock**, and then press enter.
4. Select an internal hard drive, and then press enter.
5. Use the enter key, left mouse click, or touch screen to clear the **Automatic DriveLock** check box.
6. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Entering an Automatic DriveLock password

While Automatic DriveLock is enabled and the drive remains attached to the original computer, you will not be prompted to enter a DriveLock password to unlock the drive. However, if the drive is moved to another computer, or the system board is replaced on the original computer, you will be prompted to provide the DriveLock password.

If this happens, at the **DriveLock Password** prompt, type the BIOS administrator password for the original computer (using the same kind of keys you used to set the password), and then press enter to unlock the drive.

After three incorrect attempts to enter the password, you must shut down the computer and try again.

Selecting manual DriveLock

CAUTION: To prevent a DriveLock-protected hard drive from becoming permanently unusable, record the DriveLock user password and the DriveLock master password in a safe place away from your computer. If you forget both DriveLock passwords, the hard drive will be permanently locked and can no longer be used.

To manually apply DriveLock protection to an internal hard drive, a master password must be set, and DriveLock must be enabled in Computer Setup. Note the following considerations about using DriveLock protection:

- After DriveLock protection is applied to a hard drive, the hard drive can be accessed only by entering either the DriveLock user password or the master password.
- The owner of the DriveLock user password should be the day-to-day user of the protected hard drive. The owner of the DriveLock master password may be either a system administrator or the day-to-day user.
- The DriveLock user password and the DriveLock master password can be identical.

Setting a DriveLock master password

To set a DriveLock master password, follow these steps:

1. Start Computer Setup.
   - Computers or tablets with keyboards:
     1. Turn off the computer.
     2. Press the power button, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     1. Turn off the tablet.
     2. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.
2. Select **Security**, make the selection for **Hard Drive Utilities**, select **DriveLock/Automatic DriveLock**, and then press enter.
3. Select the hard drive you want to protect, and then press enter.
4. Select **Set DriveLock Master Password**, and then press enter.
5. Carefully read the warning.
6. Follow the on-screen instructions to set a DriveLock master password.

   NOTE: You can enable DriveLock and set a DriveLock user password before exiting from Computer Setup. For more information, see Enabling DriveLock and setting a DriveLock user password on page 37.

7. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

   NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Enabling DriveLock and setting a DriveLock user password

To enable DriveLock, and set a DriveLock user password, follow these steps:

1. Start Computer Setup.
   - Computers or tablets with keyboards:
     1. Turn off the computer.
     2. Press the power button, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     1. Turn off the tablet.
     2. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.
2. Select **Security**, select **Hard Drive Utilities**, select **DriveLock/Automatic DriveLock**, and then press enter.
3. Select the hard drive you want to protect, and then press enter.
4. Select **Enable DriveLock** and then press enter.

5. Carefully read the warning.
6. Follow the on-screen instructions to set a DriveLock user password and enable DriveLock.
7. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Disabling DriveLock

1. Start Computer Setup.
   - Computers or tablets with keyboards:
     1. Turn off the computer.
     2. Press the power button, and when the HP logo appears, press f10 to enter Computer Setup.
   - Tablets without keyboards:
     1. Turn off the tablet.
     2. Press the power button in combination with the volume down button until the Startup menu is displayed, and then tap **f10** to enter Computer Setup.
2. Select **Security**, select **Hard Drive Utilities**, select **DriveLock/Automatic DriveLock**, and then press enter.
3. Select the hard drive you want to manage, and then press enter.
4. Select **Disable DriveLock**, and then press enter.
5. Follow the on-screen instructions to disable DriveLock.
6. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Entering a DriveLock password

Be sure that the hard drive is inserted into the computer (not into an optional docking device or external MultiBay).

At the **DriveLock Password** prompt, type your DriveLock user or master password (using the same kind of keys you used to set the password), and then press enter.

After three incorrect attempts to enter the password, you must shut down the computer and try again.

Changing a DriveLock password

To change a DriveLock password in Computer Setup, follow these steps:

1. Turn off the computer.
2. Press the power button.
3. At the **DriveLock Password** prompt, type the current DriveLock user password or master password that you are changing, press enter, and then press or tap f10 to enter Computer Setup.
4. Select **Security**, select **Hard Drive Utilities**, select **DriveLock/Automatic DriveLock**, and then press enter.

5. Select the hard drive you want to manage, and then press enter.
6. Make the selection for the DriveLock password that you want to change, and then follow the on-screen instructions to enter passwords.

NOTE: The **Change DriveLock Master Password** option is visible only if the DriveLock master password was provided at the DriveLock Password prompt in step 3.

7. To save your changes and exit Computer Setup, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Windows Hello (select products only)

On products equipped with a fingerprint reader or an infrared camera, you can use Windows Hello to sign in by swiping your finger or looking at the camera.

To set up Windows Hello:

1. Select the **Start** button, select **Settings**, select **Accounts**, and then select **Sign-in options**.
2. To add a password, select **Add**.
3. Select **Get Started**, and then follow the on-screen instructions enroll your fingerprint or facial ID and set up a PIN.

NOTE: The PIN is not limited in length, but it must consist of numbers only. To include alphabetic or special characters, select the **include letters and symbols** checkbox.

Using antivirus software

When you use the computer to access e-mail, 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 is preinstalled on your computer. It is strongly recommended that you continue to use an antivirus program in order to fully protect your computer.

For more information about computer viruses, access the HP Support Assistant.

Using firewall software

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

There are two types of firewalls to consider:

- Host-based firewalls—Software that protects only the computer it is installed on.
- Network-based firewalls—Installed between your DSL or cable modem and your home network to protect all the computers on the network.

When a firewall is installed on a system, all data sent to and from the system is monitored and compared with a set of user-defined security criteria. Any data that does not meet those criteria is blocked.

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

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

Installing software updates

HP, Windows, and third-party software installed on your computer should be regularly updated to correct security problems and improve software performance.

IMPORTANT: Microsoft sends out alerts regarding Windows updates, which may include security updates. To protect the computer from security breaches and computer viruses, install all updates from Microsoft as soon as you receive an alert.

You can install these updates automatically.

To view or change the settings:

1. Select the **Start** button, select **Settings**, and then select **Update & Security**.
2. Select **Windows Update**, and then follow the on-screen instructions.
3. To schedule a time for installing updates, select **Advanced Options**, and then follow the on-screen instructions.

Using HP Client Security (select products only)

HP Client Security software is preinstalled on your computer. This software can be accessed through the HP Client Security icon at the far right of the taskbar or 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.

Using HP Device as a Service (HP DaaS) (select products only)

HP DaaS is a cloud-based IT solution that enables businesses to effectively manage and secure their company assets. HP DaaS helps protect devices against malware and other attacks, monitors device health, and helps reduce time spent solving device and security issues. You can quickly download and install the software, which is highly cost effective relative to traditional in-house solutions. For more information, go to https://www.hptouchpointmanager.com/.

Using an optional security cable (select products only)

A security cable (purchased separately) is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen. To connect a security cable to your computer, follow the device manufacturer's instructions.

Using a fingerprint reader (select products only)

Integrated fingerprint readers are available on select products. In order to use the fingerprint reader, you must enroll your fingerprints in HP Client Security's Credential Manager. Refer to the HP Client Security software Help.

After you enroll your fingerprints in Credential Manager, you can use HP Client Security's Password Manager to store and fill in your user names and passwords in supported websites and applications.

Locating the fingerprint reader

The fingerprint reader is a small metallic sensor that is located in one of the following areas of your computer:

- Near the bottom of the TouchPad
- On the right side of the keyboard
- On the upper-right side of the display
- On the left side of the display
- On the back of the display

Depending on your product, the reader may be oriented horizontally or vertically.

8 Maintenance

It is important to perform regular maintenance to keep your computer in optimal condition. This chapter explains how to use tools like Disk Defragmenter and Disk Cleanup. It also provides instructions for updating programs and drivers, steps to clean the computer, and tips for traveling with (or shipping) the computer.

Improving performance

You can improve the performance of your computer by performing regular maintenance tasks with tools such as Disk Defragmenter and Disk Cleanup.

Using Disk Defragmenter

HP recommends using Disk Defragmenter to defragment your hard drive at least once a month.

NOTE: It is not necessary to run Disk Defragmenter on solid-state drives.

To run Disk Defragmenter:

1. Connect the computer to AC power.
2. Type `defragment` in the taskbar search box, and then select **Defragment and optimize your drives**.
3. Follow the on-screen instructions.

For additional information, access the Disk Defragmenter software Help.

Using Disk Cleanup

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

To run Disk Cleanup:

1. Type `disk` in the taskbar search box, and then select **Disk Cleanup**.
2. Follow the on-screen instructions.

Using HP 3D DriveGuard (select products only)

HP 3D DriveGuard protects a hard drive by parking the drive and halting data requests under either of the following conditions:

- You drop the computer.
- You move the computer with the display closed while the computer is running on battery power.

A short time after the end of one of these events, HP 3D DriveGuard returns the hard drive to normal operation.

NOTE: Only internal hard drives are protected by HP 3D DriveGuard. A hard drive installed in an optional docking device or connected to a USB port is not protected by HP 3D DriveGuard.

NOTE: Because solid-state drives (SSDs) lack moving parts, HP 3D DriveGuard is unnecessary for these drives.

Identifying HP 3D DriveGuard status

The hard drive light on the computer changes color to show that the drive in a primary hard drive bay and/or the drive in a secondary hard drive bay (select products only) is parked.

Updating programs and drivers

HP recommends that you update your programs and drivers on a regular basis. Updates can resolve issues and bring new features and options to your computer. For example, older graphics components might not work well with the most recent gaming software. Without the latest driver, you would not be getting the most out of your equipment.

Go to http://www.hp.com/support to download the latest versions of HP programs and drivers. In addition, register to receive automatic notifications when updates become available.

If you would like to update your programs and drivers, follow these instructions:

1. Type `support` in the taskbar search box, and then select the **HP Support Assistant** app.

   – or –

   Select the question mark icon in the taskbar.
2. Select **My notebook**, select the **Updates** tab, and then select **Check for updates and messages**.
3. Follow the on-screen instructions.

Cleaning your computer

Use the following products to safely clean your computer:

- Alcohol-free glass-cleaning fluid
- Solution of water and mild soap
- Dry microfiber cleaning cloth or a chamois (static-free cloth without oil)
- Static-free cloth wipes

CAUTION: Avoid strong cleaning solvents or germicidal wipes that can permanently damage your computer. If you are not sure that a cleaning product is safe for your computer, check the product contents to make sure that ingredients such as alcohol, acetone, ammonium chloride, methylene chloride, and hydrocarbons are not included in the product.

Fibrous materials, such as paper towels, can scratch the computer. Over time, dirt particles and cleaning agents can get trapped in the scratches.

Cleaning procedures

Follow the procedures in this section to safely clean your computer.

WARNING! To prevent electric shock or damage to components, do not attempt to clean your computer while it is on.

1. Turn off the computer.
2. Disconnect AC power.
3. Disconnect all powered external devices.

CAUTION: To prevent damage to internal components, do not spray cleaning agents or liquids directly on any computer surface. Liquids dripped on the surface can permanently damage internal components.

Cleaning the display

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

Cleaning the sides or cover

To clean the sides or cover, use a soft microfiber cloth or chamois moistened with one of the cleaning solutions listed previously, or use an acceptable disposable wipe.

NOTE: When cleaning the cover of the computer, use a circular motion to aid in removing dirt and debris.

Cleaning the TouchPad, keyboard, or mouse (select products only)

WARNING! To reduce the risk of electric shock or damage to internal components, do not use a vacuum cleaner attachment to clean the keyboard. A vacuum cleaner can deposit household debris on the keyboard surface.

CAUTION: To prevent damage to internal components, do not allow liquids to drip between the keys.

- To clean the TouchPad, keyboard, or mouse, use a soft microfiber cloth or a chamois moistened with one of the cleaning solutions listed previously.
- To prevent keys from sticking and to remove dust, lint, and particles from the keyboard, use a can of compressed air with a straw extension.

Traveling with or shipping your computer

If you have to travel with or ship your computer, follow these tips to keep your equipment safe.

- Prepare the computer for traveling or shipping:
  - Back up your information to an external drive.
  - Remove all discs and all external media cards, such as memory cards.

    - Turn off and then disconnect all external devices.
    - Shut down the computer.
- Take along a backup of your information. Keep the backup separate from the computer.
- When traveling by air, carry the computer as hand luggage; do not check it in with the rest of your luggage.

  ⚠ **CAUTION:** Avoid exposing a drive to magnetic fields. Security devices with magnetic fields include airport walk-through devices and security wands. Airport conveyer belts and similar security devices that check carry-on baggage use X-rays instead of magnetism and do not damage drives.

- If you plan to use the computer during a flight, listen for the in-flight announcement that tells you when you are allowed to use your computer. In-flight computer use is at the discretion of the airline.
- If you are shipping the computer or a drive, use suitable protective packaging and label the package “FRAGILE.”
- The use of wireless devices may be restricted in some environments. Such restrictions may apply aboard aircraft, in hospitals, near explosives, and in hazardous locations. If you are uncertain of the policy that applies to the use of a wireless device in your computer, ask for authorization to use your computer before you turn it on.
- If you are traveling internationally, follow these suggestions:
    - Check the computer-related customs regulations for each country or region on your itinerary.
    - Check the power cord and adapter requirements for each location in which you plan to use the computer. Voltage, frequency, and plug configurations vary.

      ⚠ **WARNING!** To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the computer with a voltage converter kit sold for appliances.

9 Backing up, restoring, and recovering

This chapter provides information about the following processes, which are standard procedure for most products:

- **Backing up your personal information**—You can use Windows tools to back up your personal information (see Using Windows tools on page 46).
- **Creating a restore point**—You can use Windows tools to create a restore point (see Using Windows tools on page 46).
- **Creating recovery media** (select products only)—You can use HP Recovery Manager or HP Cloud Recovery Download Tool (select products only) to create recovery media (see Creating HP Recovery media (select products only) on page 46).
- **Restoring and recovery**—Windows offers several options for restoring from backup, refreshing the computer, and resetting the computer to its original state (see Using Windows tools on page 46).
- **Removing the Recovery Partition**—To remove the Recovery partition to reclaim hard drive space (select products only), select the **Remove Recovery Partition** option of HP Recovery Manager. For more information, see Removing the HP Recovery partition (select products only) on page 50.

Using Windows tools

IMPORTANT: Windows is the only option that allows you to back up your personal information. Schedule regular backups to avoid information loss.

You can use Windows tools to back up personal information and create system restore points and recovery media, allowing you to restore from backup, refresh the computer, and reset the computer to its original state.

NOTE: If computer storage is 32 GB or less, Microsoft System Restore is disabled by default.

For more information and steps, see the Get Help app.

1. Select the **Start** button, and then select the **Get Help** app.
2. Enter the task you want to perform.

NOTE: You must be connected to the Internet to access the Get Help app.

Creating HP Recovery media (select products only)

After you have successfully set up the computer, use HP Recovery Manager to create a backup of the HP Recovery partition on the computer. This backup is called HP Recovery media. In cases where the hard drive is corrupted or has been replaced, the HP Recovery media can be used to reinstall the original operating system.

To check for the presence of the Recovery partition in addition to the Windows partition, right-click the **Start** button, select **File Explorer**, and then select **This PC**.

NOTE: If your computer does not list the Recovery partition in addition to the Windows partition, contact support to obtain recovery discs. Go to http://www.hp.com/support, select your country or region, and then follow the on-screen instructions.

On select products, you can use the HP Cloud Recovery Download Tool to create HP Recovery media on a bootable USB flash drive. For more information, see Using the HP Cloud Recovery Download Tool to create recovery media on page 48.

Using HP Recovery Manager to create recovery media

NOTE: If you cannot create recovery media yourself, contact support to obtain recovery discs. Go to http://www.hp.com/support, select your country or region, and then follow the on-screen instructions.

Before you begin

Before you begin, note the following:

- Only one set of recovery media can be created. Handle these recovery tools carefully, and keep them in a safe place.
- HP Recovery Manager examines the computer and determines the required media storage capacity.
- To create recovery media, use one of the following options:

  NOTE: If the computer does not have a recovery partition, HP Recovery Manager displays the Windows Create a Recovery Drive feature. Follow the on-screen instructions to create a recovery image on a blank USB flash drive or hard drive.

  - If your computer has an optical drive with DVD writer capability, be sure to use only high-quality blank DVD-R, DVD+R, DVD-R DL, or DVD+R DL discs. Do not use rewritable discs such as CD±RW, DVD±RW, double-layer DVD±RW, or BD-RE (rewritable Blu-ray) discs, which are not compatible with HP Recovery Manager software.
  - If your computer does not include an integrated optical drive with DVD writer capability, you can use an external optical drive (purchased separately) to create recovery discs, as described above. If an external optical drive is used, you must connect it directly to a USB port on the computer. It cannot be connected to a USB port on an external device, such as a USB hub.
  - To create a recovery USB flash drive, use a high-quality blank USB flash drive.
- Be sure that the computer is connected to AC power before you begin creating the recovery media.
- The creation process can take an hour or more. Do not interrupt this process.
- If necessary, you can exit the program before you have finished creating all of the recovery media. HP Recovery Manager will finish the current DVD or USB flash drive. The next time you start HP Recovery Manager, you will be prompted to continue.

Creating the recovery media

To create HP Recovery media using HP Recovery Manager:

IMPORTANT: For a tablet with a detachable keyboard, connect the tablet to the keyboard base before beginning these steps.

1. Type `recovery` in the taskbar search box, and then select **HP Recovery Manager**.
2. Select **Create recovery media**, and then follow the on-screen instructions.

If you need to recover the system, see Recovering using HP Recovery Manager on page 48.

Using the HP Cloud Recovery Download Tool to create recovery media

To create HP Recovery media using the HP Cloud Recovery Download Tool:

1. Go to http://www.hp.com/support.
2. Select **Software and Drivers**, and then follow the on-screen instructions.

Restoring and recovery

Restoring and recovery can be performed using one or more of the following options: Windows tools, HP Recovery Manager, or the HP Recovery partition.

IMPORTANT: Not all methods are available on all products.

Restoring, resetting, and refreshing using Windows tools

Windows offers several options for restoring, resetting, and refreshing the computer. For details, see Using Windows tools on page 46.

Restoring using HP Recovery Manager and the HP Recovery partition

You can use HP Recovery Manager and the HP Recovery partition (select products only) to restore the computer to the original factory state:

- **Resolving problems with preinstalled applications or drivers**—To correct a problem with a preinstalled application or driver:
  1. Type `recovery` in the taskbar search box, and then select **HP Recovery Manager**.
  2. Select **Reinstall drivers and/or applications**, and then follow the on-screen instructions.
- **Using System Recovery**—To recover the Windows partition to original factory content, select the **System Recovery** option from the HP Recovery partition (select products only) or use the HP Recovery media. For more information, see Recovering using HP Recovery Manager on page 48. If you have not already created recovery media, see Creating HP Recovery media (select products only) on page 46.
- **Using Factory Reset** (select products only)—Restores the computer to its original factory state by deleting all information from the hard drive and recreating the partitions and then reinstalling the operating system and the software that was installed at the factory (select products only). To use the **Factory Reset** option, you must use HP Recovery media. If you have not already created recovery media, see Creating HP Recovery media (select products only) on page 46.

  NOTE: If you have replaced the hard drive in the computer, you can use the Factory Reset option to install the operating system and the software that was installed at the factory.

Recovering using HP Recovery Manager

You can use HP Recovery Manager software to recover the computer to its original factory state by using the HP Recovery media that you either created or that you obtained from HP, or by using the HP Recovery partition (select products only).

If you have not already created HP Recovery media, see Creating HP Recovery media (select products only) on page 46.

IMPORTANT: HP Recovery Manager does not automatically provide backups of your personal data. Before beginning recovery, back up any personal data that you want to retain. See Using Windows tools on page 46.

IMPORTANT: Recovery through HP Recovery Manager should be used as a final attempt to correct computer issues.

NOTE: When you start the recovery process, only the options available for your computer are displayed.

Before you begin, note the following:

- HP Recovery Manager recovers only software that was installed at the factory. For software not provided with this computer, you must either download the software from the manufacturer's website or reinstall the software from the media provided by the manufacturer.
- If the computer hard drive fails, HP Recovery media must be used. This media is created using HP Recovery Manager. See Creating HP Recovery media (select products only) on page 46.
- If your computer does not allow the creation of HP Recovery media or if the HP Recovery media does not work, contact support to obtain recovery media. Go to http://www.hp.com/support, select your country or region, and then follow the on-screen instructions.

Recovering using the HP Recovery partition (select products only)

The HP Recovery partition allows you to perform a system recovery without recovery discs or a recovery USB flash drive. This type of recovery can be used only if the hard drive is still working.

The HP Recovery partition (select products only) allows System Recovery only.

To start HP Recovery Manager from the HP Recovery partition:

IMPORTANT: For a tablet with a detachable keyboard, connect the tablet to the keyboard base before beginning these steps (select products only).

1. Type `recovery` in the taskbar search box, select **HP Recovery Manager**, and then select **Windows Recovery Environment**.

   – or –

   For computers or tablets with keyboards attached:

   ▲ Press f11 while the computer boots, or press and hold f11 as you press the power button.

   For tablets without keyboards:

   ▲ Turn on or restart the tablet, quickly hold down the volume up button, and then select **f11**.
2. Select **Troubleshoot** from the boot options menu.
3. Select **Recovery Manager**, and then follow the on-screen instructions.

   NOTE: If your computer does not automatically restart in HP Recovery Manager, change the computer boot order, and then follow the on-screen instructions. See Changing the computer boot order on page 50.

Recovering using HP Recovery media

If your computer does not have an HP Recovery partition or if the hard drive is not working properly, you can use HP Recovery media to recover the original operating system and software programs that were installed at the factory.

▲ Insert the HP Recovery media, and then restart the computer.

NOTE: If your computer does not automatically restart in HP Recovery Manager, change the computer boot order, and then follow the on-screen instructions. See Changing the computer boot order on page 50.

Changing the computer boot order

If your computer does not restart in HP Recovery Manager, you can change the computer boot order. This is the order of devices listed in BIOS where the computer looks for startup information. You can change the selection to an optical drive or a USB flash drive, depending on the location of your HP Recovery media.

To change the boot order:

IMPORTANT: For a tablet with a detachable keyboard, connect the tablet to the keyboard base before beginning these steps.

1. Insert the HP Recovery media.
2. Access the system **Startup** menu.

   For computers or tablets with keyboards attached:

   ▲ Turn on or restart the computer, quickly press esc, and then press f9 for boot options.

   For tablets without keyboards:

   ▲ Turn on or restart the tablet, quickly hold down the volume up button, and then select **f9**.

   – or –

   Turn on or restart the tablet, quickly hold down the volume down button, and then select **f9**.
3. Select the optical drive or USB flash drive from which you want to boot, and then follow the on-screen instructions.

Removing the HP Recovery partition (select products only)

HP Recovery Manager software allows you to remove the HP Recovery partition (select products only) to free up hard drive space.

IMPORTANT: After you remove the HP Recovery partition, you will not be able to perform System Recovery or create HP Recovery media. Before removing the Recovery partition, create HP Recovery media. See Creating HP Recovery media (select products only) on page 46.

Follow these steps to remove the HP Recovery partition:

1. Type `recovery` in the taskbar search box, and then select **HP Recovery Manager**.
2. Select **Remove Recovery Partition**, and then follow the on-screen instructions.

10 Computer Setup (BIOS), TPM, and HP Sure Start

Using Computer Setup

Computer Setup, or Basic Input/Output System (BIOS), controls communication between all the input and output devices on the system (such as disk drives, display, keyboard, mouse, and printer). Computer Setup includes settings for the types of devices installed, the startup sequence of the computer, and the amount of system and extended memory.

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

Starting Computer Setup

▲ Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.

Navigating and selecting in Computer Setup

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

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

- To exit Computer Setup menus without saving your changes, select **Main**, select **Ignore Changes and Exit**, and then select **Yes**.

  NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

- To save your changes and exit Computer Setup menus, select **Main**, select **Save Changes and Exit**, and then select **Yes**.

  NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

Your changes go into effect when the computer restarts.

Restoring factory settings in Computer Setup

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

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

1. Start Computer Setup. See Starting Computer Setup on page 51.
2. Select **Main**, select **Apply Factory Defaults and Exit**, and then select **Yes**.

   NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

NOTE: On select products, the selections may display **Restore Defaults** instead of **Apply Factory Defaults and Exit**.

Your changes go into effect when the computer restarts.

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

Updating the BIOS

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

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 decide whether you need to update Computer Setup (BIOS), first determine the BIOS version on your computer.

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

1. Start Computer Setup. See Starting Computer Setup on page 51.
2. Select **Main**, and then select **System Information**.
3. To exit Computer Setup menus without saving your changes, select **Main**, select **Ignore Changes and Exit**, and then select **Yes**.

   NOTE: If you are using arrow keys to highlight your choice, you must then press enter.

To check for later BIOS versions, see Downloading a BIOS update on page 52.

Downloading a BIOS update

CAUTION: To reduce the risk of damage to the computer or an unsuccessful installation, download and install a BIOS update only when the computer is connected to reliable external power using the AC adapter. Do not download or install a BIOS update while the computer is running on battery power, docked in an optional docking device, or connected to an optional power source. During the download and installation, follow these instructions:

Do not disconnect power on the computer by unplugging the power cord from the AC outlet.

Do not shut down the computer or initiate Sleep.

Do not insert, remove, connect, or disconnect any device, cable, or cord.

1. Type `support` in the taskbar search box, and then select the HP Support Assistant app.

   – or –

   Select the question mark icon in the taskbar.
2. Select **Updates**, and then select **Check for updates and messages**.
3. Follow the on-screen instructions.
4. At the download area, follow these steps:

a. Identify the most recent BIOS update and compare it to the BIOS version currently installed on your computer. Make a note of the date, name, or other identifier. You may need this information to locate the update later, after it has been downloaded to your hard drive.

b. Follow the on-screen instructions to download your selection to the hard drive.

   Make a note of the path to the location on your hard drive where the BIOS update is downloaded. You will need to access this path when you are ready to install the update.

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

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

1. Type `file` in the taskbar search box, and then select **File Explorer**.
2. Select your hard drive designation. The hard drive designation is typically Local Disk (C:).
3. Using the hard drive path you recorded earlier, open the folder that contains the update.
4. Double-click the file that has an .exe extension (for example, *filename*.exe).

   The BIOS installation begins.
5. Complete the installation by following the on-screen instructions.

NOTE: After a message on the screen reports a successful installation, you can delete the downloaded file from your hard drive.

Changing the boot order using the f9 prompt

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

1. Access the Boot Device Options menu:
   - Turn on or restart the computer, and when the HP logo appears, press f9 to enter the Boot Device Options menu.
2. Select a boot device, press enter, and then follow the on-screen instructions.

TPM BIOS settings (select products only)

IMPORTANT: Before enabling Trusted Platform Module (TPM) functionality on this system, you must ensure that your intended use of TPM complies with relevant local laws, regulations and policies, and approvals or licenses must be obtained if applicable. For any compliance issues arising from your operation/usage of TPM which violates the above mentioned requirement, you shall bear all the liabilities wholly and solely. HP will not be responsible for any related liabilities.

TPM provides additional security for your computer. You can modify the TPM settings in Computer Setup (BIOS).

NOTE: If you change the TPM setting to Hidden, TPM is not visible in the operating system.

To access TPM settings in Computer Setup:

1. Start Computer Setup. See Starting Computer Setup on page 51.
2. Select **Security**, select **TPM Embedded Security**, and then follow the on-screen instructions.

Using HP Sure Start (select products only)

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

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

To access the latest documentation on HP Sure Start, go to http://www.hp.com/support. Select **Find your product**, and then follow the on-screen instructions.

11 Using HP PC Hardware Diagnostics

Using HP PC Hardware Diagnostics Windows (select products only)

HP PC Hardware Diagnostics Windows is a Windows-based utility that allows you to run diagnostic tests to determine whether the computer hardware is functioning properly. The tool runs within the Windows operating system in order to diagnose hardware failures.

If HP PC Hardware Diagnostics Windows is not installed on your computer, first you must download and install it. To download HP PC Hardware Diagnostics Windows, see Downloading HP PC Hardware Diagnostics Windows on page 55.

After HP PC Hardware Diagnostics Windows is installed, follow these steps to access it from HP Help and Support or HP Support Assistant.

1. To access HP PC Hardware Diagnostics Windows from HP Help and Support:

   a. Select the **Start** button, and then select **HP Help and Support**.

   b. Right-click **HP PC Hardware Diagnostics Windows**, select **More**, and then select **Run as administrator**.

   – or –

   To access HP PC Hardware Diagnostics Windows from HP Support Assistant:

   a. Type `support` in the taskbar search box, and then select the **HP Support Assistant** app.

      – or –

      Select the question mark icon in the taskbar.

   b. Select **Troubleshooting and fixes**.

   c. Select **Diagnostics**, and then select **HP PC Hardware Diagnostics Windows**.

2. When the tool opens, select the type of diagnostic test you want to run, and then follow the on-screen instructions.

   NOTE: If you need to stop a diagnostic test at any time, select **Cancel**.

3. When HP PC Hardware Diagnostics Windows detects a failure that requires hardware replacement, a 24-digit Failure ID code is generated. For assistance in correcting the problem, contact support, and then provide the Failure ID code.

Downloading HP PC Hardware Diagnostics Windows

- The HP PC Hardware Diagnostics Windows download instructions are provided in English only.
- You must use a Windows computer to download this tool because only .exe files are provided.

Downloading the latest HP PC Hardware Diagnostics Windows version

To download HP PC Hardware Diagnostics Windows, follow these steps:

1. Go to http://www.hp.com/go/techcenter/pcdiags. The HP PC Diagnostics home page is displayed.
2. In the **HP PC Hardware Diagnostics** section, select **Download**, and then select a location on your computer or a USB flash drive.

The tool is downloaded to the selected location.

Downloading HP Hardware Diagnostics Windows by product name or number (select products only)

NOTE: For some products, it may be necessary to download the software to a USB flash drive by using the product name or number.

To download HP PC Hardware Diagnostics Windows by product name or number, follow these steps:

1. Go to http://www.hp.com/support.
2. Select **Get software and drivers**, select your type of product, and then enter the product name or number in the search box that is displayed.
3. In the **HP PC Hardware Diagnostics** section, select **Download**, and then select a location on your computer or a USB flash drive.

The tool is downloaded to the selected location.

Installing HP PC Hardware Diagnostics Windows

To install HP PC Hardware Diagnostics Windows, follow these steps:

▲ Navigate to the folder on your computer or the USB flash drive where the .exe file was downloaded, double-click the .exe file, and then follow the on-screen instructions.

Using HP PC Hardware Diagnostics UEFI

NOTE: For Windows 10 S computers, you must use a Windows computer and a USB flash drive to download and create the HP UEFI support environment because only .exe files are provided. For more information, see Downloading HP PC Hardware Diagnostics UEFI to a USB flash drive on page 57.

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

If your PC will not boot into Windows, you can use HP PC Hardware Diagnostics UEFI to diagnose hardware issues.

When HP PC Hardware Diagnostics UEFI detects a failure that requires hardware replacement, a 24-digit Failure ID code is generated. For assistance in correcting the problem, contact support, and provide the Failure ID code.

NOTE: To start diagnostics on a convertible computer, your computer must be in notebook mode, and you must use the attached keyboard.

NOTE: If you need to stop a diagnostic test, press esc.

Starting HP PC Hardware Diagnostics UEFI

To start HP PC Hardware Diagnostics UEFI, follow these steps:

1. Turn on or restart the computer, and quickly press esc.
2. Press f2.

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

   a. Connected USB flash drive

   NOTE: To download the HP PC Hardware Diagnostics UEFI tool to a USB flash drive, see Downloading the latest HP PC Hardware Diagnostics UEFI version on page 57.

   b. Hard drive

   c. BIOS
3. When the diagnostic tool opens, select a language, select the type of diagnostic test you want to run, and then follow the on-screen instructions.

Downloading HP PC Hardware Diagnostics UEFI to a USB flash drive

Downloading HP PC Hardware Diagnostics UEFI to a USB flash drive can be useful in the following situations:

- HP PC Hardware Diagnostics UEFI is not included in the preinstall image.
- HP PC Hardware Diagnostics UEFI is not included in the HP Tool partition.
- The hard drive is damaged.

NOTE: The HP PC Hardware Diagnostics UEFI download instructions are provided in English only, and you must use a Windows computer to download and create the HP UEFI support environment because only .exe files are provided.

Downloading the latest HP PC Hardware Diagnostics UEFI version

To download the latest HP PC Hardware Diagnostics UEFI version to a USB flash drive:

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

Downloading HP PC Hardware Diagnostics UEFI by product name or number (select products only)

NOTE: For some products, it may be necessary to download the software to a USB flash drive by using the product name or number.

To download HP PC Hardware Diagnostics UEFI by product name or number (select products only) to a USB flash drive:

1. Go to http://www.hp.com/support.
2. Enter the product name or number, select your computer, and then select your operating system.
3. In the **Diagnostics** section, follow the on-screen instructions to select and download the specific UEFI Diagnostics version for your computer.

Using Remote HP PC Hardware Diagnostics UEFI settings (select products only)

Remote HP PC Hardware Diagnostics UEFI is a firmware (BIOS) feature that downloads HP PC Hardware Diagnostics UEFI to your computer. It can then execute the diagnostics on your computer, and it may upload results to a preconfigured server. For more information on Remote HP PC Hardware Diagnostics UEFI, go to http://www.hp.com/go/techcenter/pcdiags, and then select **Find out more**.

Downloading Remote HP PC Hardware Diagnostics UEFI

NOTE: HP Remote PC Hardware Diagnostics UEFI is also available as a Softpaq that can be downloaded to a server.

Downloading the latest Remote HP PC Hardware Diagnostics UEFI version

To download the latest Remote HP PC Hardware Diagnostics UEFI version, follow these steps:

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

Downloading Remote HP PC Hardware Diagnostics UEFI by product name or number

NOTE: For some products, it may be necessary to download the software by using the product name or number.

To download HP Remote PC Hardware Diagnostics UEFI by product name or number, follow these steps:

1. Go to http://www.hp.com/support.
2. Select **Get software and drivers**, select your type of product, enter the product name or number in the search box that is displayed, select your computer, and then select your operating system.
3. In the **Diagnostics** section, follow the on-screen instructions to select and download the **Remote UEFI** version for the product.

Customizing Remote HP PC Hardware Diagnostics UEFI settings

Using the Remote HP PC Hardware Diagnostics setting in Computer Setup (BIOS), you can perform the following customizations:

- Set a schedule for running diagnostics unattended. You can also start diagnostics immediately in interactive mode by selecting **Execute Remote HP PC Hardware Diagnostics**.
- Set the location for downloading the diagnostic tools. This feature provides access to the tools from the HP website or from a server that has been preconfigured for use. Your computer does not require the traditional local storage (such as a disk drive or USB flash drive) to run remote diagnostics.
- Set a location for storing the test results. You can also set the user name and password settings used for uploads.
- Display status information about the diagnostics run previously.

To customize Remote HP PC Hardware Diagnostics UEFI settings, follow these steps:

1. Turn on or restart the computer, and when the HP logo appears, press f10 to enter Computer Setup.
2. Select **Advanced**, and then select **Settings**.

3. Make your customization selections.
4. Select **Main**, and then **Save Changes and Exit** to save your settings.

Your changes take effect when the computer restarts.

12 Specifications

Input power

The power information in this section may be helpful if you plan to travel internationally with the computer.

The computer operates on DC power, which can be supplied by an AC or a DC power source. The AC power source must be rated at 100–240 V, 50–60 Hz. Although the computer can be powered from a standalone DC power source, it should be powered only with an AC adapter or a DC power source supplied and approved by HP for use with this computer.

The computer can operate on DC power within the following specifications. The voltage and current for your computer is located on the regulatory label.

Input Power	Rating
Operating voltage and current	5 V dc @ 2 A / 12 V dc @ 3 A /15 V dc @ 3 A – 45 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3 A / 12 V dc @ 3.75 A /15 V dc @ 3 A – 45 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3 A / 10 V dc @ 3.75 A / 12 V dc @ 3.75 A / 15 V dc @ 3 A / 20 V dc @ 2.25 A – 45 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3 A / 12 V dc @ 5 A / 15 V dc @ 4.33 A / 20 V dc @ 3.25 A – 65 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3A / 10 V dc @ 5 A / 12 V dc @ 5 A / 15 V dc @ 4.33 A / 20 V dc @ 3.25 A – 65 W USB-C
	5 V dc @ 3 A / 9 V dc @ 3 A / 10 V dc @ 5 A / 12 V dc @ 5 A / 15 V dc @ 5 A / 20 V dc @ 4.5 A – 90 W USB-C
	19.5 V dc @ 2.31 A – 45 W
	19.5 V dc @ 3.33 A – 65 W
	19.5 V dc @ 4.62 A – 90 W
	19.5 V dc @ 6.15 A – 120 W
	19.5 V dc @ 6.9 A – 135 W
	19.5 V dc @ 7.70 A – 150 W
	19.5 V dc @ 10.3 A – 200 W
	19.5 V dc @ 11.8 A – 230 W
	19.5 V dc @ 16.92 A – 330 W

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

Operating environment

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

13 Electrostatic Discharge

Electrostatic discharge is the release of static electricity when two objects come into contact—for example, the shock you receive when you walk across the carpet and touch a metal door knob.

A discharge of static electricity from fingers or other electrostatic conductors may damage electronic components.

To prevent damage to the computer, damage to a drive, or loss of information, observe these precautions:

- If removal or installation instructions direct you to unplug the computer, first be sure that it is properly grounded.
- Keep components in their electrostatic-safe containers until you are ready to install them.
- Avoid touching pins, leads, and circuitry. Handle electronic components as little as possible.
- Use nonmagnetic tools.
- Before handling components, discharge static electricity by touching an unpainted metal surface.
- If you remove a component, place it in an electrostatic-safe container.

14 Accessibility

Accessibility

HP is working to weave diversity, inclusion and work/life into the fabric of our company, so it is reflected in everything we do. Here are some examples of how we are putting differences to work to create an inclusive environment focused on connecting people to the power of technology throughout the world.

Finding the technology tools you need

Technology can unleash your human potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology helps increase, maintain, and improve the functional capabilities of electronic and information technology. For more information, see Finding the best assistive technology on page 64.

Our commitment

HP is committed to providing products and services that are accessible for people with disabilities. This commitment supports our company's diversity objectives and helps us ensure that the benefits of technology are available to all.

Our accessibility goal is to design, produce, and market products and services that can be effectively used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

To achieve our goal, this Accessibility Policy establishes seven key objectives to guide our actions as a company. All HP managers and employees are expected to support these objectives and their implementation in accordance with their roles and responsibilities:

- Raise the level of awareness of accessibility issues within our company, and provide our employees with the training they need to design, produce, market, and deliver accessible products and services.
- Develop accessibility guidelines for products and services, and hold product development groups accountable for implementing these guidelines where competitively, technically, and economically feasible.
- Involve people with disabilities in the development of accessibility guidelines, and in the design and testing of products and services.
- Document accessibility features and make information about our products and services publicly available in an accessible form.
- Establish relationships with leading assistive technology and solution providers.
- Support internal and external research and development that will improve assistive technology relevant to our products and services.
- Support and contribute to industry standards and guidelines for accessibility.

International Association of Accessibility Professionals (IAAP)

IAAP is a not-for-profit association focused on advancing the accessibility profession through networking, education, and certification. The objective is to help accessibility professionals develop and advance their careers and to better enable organizations to integrate accessibility into their products and infrastructure.

HP is a founding member, and we joined to participate with other organizations to advance the field of accessibility. This commitment supports our company's accessibility goal of designing, producing, and marketing products and services that can be effectively used by people with disabilities.

IAAP will make our profession strong by globally connecting individuals, students, and organizations to learn from one another. If you are interested in learning more, go to http://www.accessibilityassociation.org to join the online community, sign up for newsletters, and learn about membership options.

Finding the best assistive technology

Everyone, including people with disabilities or age-related limitations, should be able to communicate, express themselves, and connect with the world using technology. HP is committed to increasing accessibility awareness within HP and with our customers and partners. Whether it's large fonts that are easy on the eyes, voice recognition that lets you give your hands a rest, or any other assistive technology to help with your specific situation—a variety of assistive technologies make HP products easier to use. How do you choose?

Assessing your needs

Technology can unleash your potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology (AT) helps increase, maintain, and improve the functional capabilities of electronic and information technology.

You may choose from many AT products. Your AT assessment should allow you to evaluate several products, answer your questions, and facilitate your selection of the best solution for your situation. You will find that professionals qualified to do AT assessments come from many fields, including those licensed or certified in physical therapy, occupational therapy, speech/language pathology, and other areas of expertise. Others, while not certified or licensed, may also provide evaluation information. You will want to ask about the individual's experience, expertise, and fees to determine if they are appropriate for your needs.

Accessibility for HP products

The following links provide information on accessibility features and assistive technology, if applicable, included in various HP products. These resources will help you select the specific assistive technology features and product(s) most appropriate for your situation.

- HP Elite x3–Accessibility Options (Windows 10 Mobile)
- HP PCs–Windows 7 Accessibility Options
- HP PCs–Windows 8 Accessibility Options
- HP PC's–Windows 10 Accessibility Options
- HP Slate 7 Tablets–Enabling Accessibility Features on Your HP Tablet (Android 4.1/Jelly Bean)
- HP SlateBook PCs–Enabling Accessibility Features (Android 4.3,4.2/Jelly Bean)
- HP Chromebook PCs–Enabling Accessibility Features on Your HP Chromebook or Chromebox (Chrome OS)
- HP Shopping–peripherals for HP products

If you need additional support with the accessibility features on your HP product, see Contacting support on page 69.

Additional links to external partners and suppliers that may provide additional assistance:

- Microsoft Accessibility information (Windows 7, Windows 8, Windows 10, Microsoft Office)
- Google Products accessibility information (Android, Chrome, Google Apps)

- Assistive Technologies sorted by impairment type
- Assistive Technologies sorted by product type
- Assistive Technology vendors with product descriptions
- Assistive Technology Industry Association (ATIA)

Standards and legislation

Standards

Section 508 of the Federal Acquisition Regulation (FAR) standards was created by the US Access Board to address access to information and communication technology (ICT) for people with physical, sensory, or cognitive disabilities. The standards contain technical criteria specific to various types of technologies, as well as performance-based requirements which focus on functional capabilities of covered products. Specific criteria cover software applications and operating systems, web-based information and applications, computers, telecommunications products, video and multi-media, and self-contained closed products.

Mandate 376 – EN 301 549

The EN 301 549 standard was created by the European Union within Mandate 376 as the basis for an online toolkit for public procurement of ICT products. The standard specifies the functional accessibility requirements applicable to ICT products and services, together with a description of the test procedures and evaluation methodology for each accessibility requirement.

Web Content Accessibility Guidelines (WCAG)

Web Content Accessibility Guidelines (WCAG) from the W3C's Web Accessibility Initiative (WAI) helps web designers and developers create sites that better meet the needs of people with disabilities or age-related limitations. WCAG advances accessibility across the full range of web content (text, images, audio, and video) and web applications. WCAG can be precisely tested, is easy to understand and use, and allows web developers flexibility for innovation. WCAG 2.0 has also been approved as ISO/IEC 40500:2012.

WCAG specifically addresses barriers to accessing the web experienced by people with visual, auditory, physical, cognitive, and neurological disabilities, and by older web users with accessibility needs. WCAG 2.0 provides characteristics of accessible content:

- **Perceivable** (for instance, by addressing text alternatives for images, captions for audio, adaptability of presentation, and color contrast)
- **Operable** (by addressing keyboard access, color contrast, timing of input, seizure avoidance, and navigability)
- **Understandable** (by addressing readability, predictability, and input assistance)
- **Robust** (for instance, by addressing compatibility with assistive technologies)

Legislation and regulations

Accessibility of IT and information has become an area of increasing legislative importance. This section provides links to information on key legislation, regulations, and standards.

- United States
- Canada
- Europe

- United Kingdom
- Australia
- Worldwide

United States

Section 508 of the Rehabilitation Act specifies that agencies must identify which standards apply to the procurement of ICT, perform market research to determine the availability of accessible products and services, and document the results of their market research. The following resources provide assistance in meeting Section 508 requirements:

- www.section508.gov
- Buy Accessible

The U.S. Access Board is currently updating the Section 508 standards. This effort will address new technologies and other areas where the standards need to be modified. For more information, go to Section 508 Refresh.

Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. FCC rules cover all hardware and software telephone network equipment and telecommunications equipment used in the home or office. Such equipment includes telephones, wireless handsets, fax machines, answering machines, and pagers. FCC rules also cover basic and special telecommunications services, including regular telephone calls, call waiting, speed dialing, call forwarding, computer-provided directory assistance, call monitoring, caller identification, call tracing, and repeat dialing, as well as voice mail and interactive voice response systems that provide callers with menus of choices. For more information, go to Federal Communication Commission Section 255 information.

21st Century Communications and Video Accessibility Act (CVAA)

The CVAA updates federal communications law to increase the access of persons with disabilities to modern communications, updating accessibility laws enacted in the 1980s and 1990s to include new digital, broadband, and mobile innovations. Regulations are enforced by the FCC and documented as 47 CFR Part 14 and Part 79.

- FCC Guide on the CVAA

Other U.S. legislation and initiatives

- Americans with Disabilities Act (ADA), Telecommunications Act, the Rehabilitation Act and others

Canada

The Accessibility for Ontarians with Disabilities Act was established to develop and implement accessibility standards to make goods, services, and facilities accessible to Ontarians with disabilities and to provide for the involvement of persons with disabilities in the development of the accessibility standards. The first standard of the AODA is the customer service standard; however, standards for transportation, employment, and information and communication are also being developed. The AODA applies to the Government of Ontario, the Legislative Assembly, every designated public sector organization, and to every other person or organization that provides goods, services, or facilities to the public or other third parties and that has at least one employee in Ontario; and accessibility measures must be implemented on or before January 1, 2025. For more information, go to Accessibility for Ontarians with Disability Act (AODA) .

Europe

EU Mandate 376 ETSI Technical Report ETSI DTR 102 612: "Human Factors (HF); European accessibility requirements for public procurement of products and services in the ICT domain (European Commission Mandate M 376, Phase 1)" has been released.

Background: The three European Standardization Organizations have set up two parallel project teams to carry out the work specified in the European Commission "Mandate 376 to CEN, CENELEC and ETSI, in Support of Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain."

ETSI TC Human Factors Specialist Task Force 333 has developed ETSI DTR 102 612. Further details about the work performed by STF333 (e.g., Terms of Reference, specification of the detailed work tasks, time plan for the work, previous drafts, listing of comments received and means to contact the task force) can be found at the Special Task Force 333.

The parts relating to the assessment of suitable testing and conformity schemes were carried out by a parallel project, detailed in CEN BT/WG185/PT. For further information, go to the CEN project team website. The two projects are closely coordinated.

- CEN project team
- European Commission mandate for e-accessibility (PDF 46KB)
- Commission takes low profile on e-accessibility

United Kingdom

The Disability Discrimination Act of 1995 (DDA) was enacted to ensure that websites are accessible to blind and disabled users in the United Kingdom.

- W3C UK Policies

Australia

The Australian government has announced their plan to implement Web Content Accessibility Guidelines 2.0.

All Australian government websites will require Level A compliance by 2012, and Double A by 2015. The new standard replaces WCAG 1.0, which was introduced as a mandated requirement for agencies in 2000.

Worldwide

- JTC1 Special Working Group on Accessibility (SWG-A)
- G3ict: The Global Initiative for Inclusive ICT
- Italian accessibility legislation
- W3C Web Accessibility Initiative (WAI)

Useful accessibility resources and links

The following organizations may be good resources for information about disabilities and age-related limitations.

NOTE: This is not an exhaustive list. These organizations are provided for informational purposes only. HP assumes no responsibility for information or contacts you may encounter on the Internet. Listing on this page does not imply endorsement by HP.

Organizations

- American Association of People with Disabilities (AAPD)
- The Association of Assistive Technology Act Programs (ATAP)
- Hearing Loss Association of America (HLAA)
- Information Technology Technical Assistance and Training Center (ITTATC)
- Lighthouse International
- National Association of the Deaf
- National Federation of the Blind
- Rehabilitation Engineering & Assistive Technology Society of North America (RESNA)
- Telecommunications for the Deaf and Hard of Hearing, Inc. (TDI)
- W3C Web Accessibility Initiative (WAI)

Educational institutions

- California State University, Northridge, Center on Disabilities (CSUN)
- University of Wisconsin - Madison, Trace Center
- University of Minnesota computer accommodations program

Other disability resources

- ADA (Americans with Disabilities Act) Technical Assistance Program
- Business & Disability network
- EnableMart
- European Disability Forum
- Job Accommodation Network
- Microsoft Enable
- U.S. Department of Justice - A Guide to disability rights Laws

HP links

Our contact webform

HP comfort and safety guide

HP public sector sales

Contacting support

NOTE: Support is in English only.

- Customers who are deaf or hard of hearing that have questions about technical support or accessibility of HP products:
  - Use TRS/VRS/WebCapTel to call (877) 656-7058 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
- Customers with other disabilities or age-related limitations who have questions about technical support or accessibility of HP products, choose one of the following options:
  - Call (888) 259-5707 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
  - Complete the Contact form for people with disabilities or age-related limitations.