

Security

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User Guide

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# 1 Protecting the computer

Standard security features provided by the Microsoft® Windows® operating system and the non-Windows Setup Utility can protect your personal settings and data from a variety of risks.

Follow the procedures in this guide to use the following features:

- Passwords
- Antivirus software
- Firewall software
- Critical security updates
- Optional security cable



**NOTE** Security solutions are designed to act as deterrents, but they may not be able to deter software attacks or prevent the computer from being mishandled or stolen.

Computer risk	Security feature
Unauthorized use of the computer	<ul style="list-style-type: none"><li>• QuickLock</li><li>• Power-on password</li></ul>
Computer viruses	Norton Internet Security software
Unauthorized access to data	<ul style="list-style-type: none"><li>• Firewall software</li><li>• Windows updates</li></ul>
Unauthorized access to Setup Utility, BIOS settings, and other system identification information	Administrator password
Ongoing or future threats to the computer	Critical security updates from Microsoft
Unauthorized access to a Windows user account	User password
Unauthorized removal of the computer	Security cable slot (used with an optional security cable)

## 2 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 the non-Windows Setup Utility preinstalled on the computer.



**CAUTION** To prevent being locked out of the computer, record each password you set. Because most passwords are not displayed as they are set, changed, or deleted, it is essential to record each password immediately and store it in a secure place.

You can use the same password for a Setup Utility feature and for a Windows security feature. You can also use the same password for more than one Setup Utility feature.

Use the following guidelines when setting a password in Setup Utility:

- A password can be any combination of up to 8 letters and numbers and is not case sensitive.
- A password must be set and entered with the same keys. For example, if you set a password with keyboard number keys, your password will not be recognized if you subsequently try to enter it with the embedded numeric keypad.



**NOTE** Select models include a separate numeric keypad, which functions exactly like the keyboard number keys.


- A password must be entered at a Setup Utility prompt. A password set in Windows must be entered at a Windows prompt.

Use the following tips for creating and saving passwords:

- When creating passwords, follow requirements set by the program.
- Write down your passwords and store them in a secure place away from the computer.
- Do not store passwords in a file on the computer.
- Do not use your name or other personal information that could be easily discovered by an outsider.

The following tables list Windows and Setup Utility passwords and describe their functions. For additional information about Windows passwords, such as screen-saver passwords, select **Start > Help and Support**.

# Setting passwords in Windows

Password	Function
Administrator password	Protects administrator-level access to computer contents.   <b>NOTE</b> This password cannot be used to access Setup Utility contents.
User password	Protects access to a Windows user account. It also protects access to the computer contents and must be entered when you resume from standby or restore from hibernation.
QuickLock	Protects access to the computer by displaying the Windows operating system Log On dialog box.



## Using QuickLock

QuickLock protects the computer by requiring a password to be entered in the Windows Log On dialog box before you access the computer.

Before you can use QuickLock, you must set a user password or administrator password in Windows. After you set a user or administrator password, follow these steps:

1. Initiate QuickLock by pressing **fn+f6**.
2. Exit QuickLock by entering your Windows user or administrator password.

# Setting passwords in Setup Utility

Password	Function
Administrator password*	<ul style="list-style-type: none"><li>• Protects access to Setup Utility.</li><li>• After this password is set, it must be entered each time you access Setup Utility.</li></ul>  <b>CAUTION</b> If you forget your administrator password, you cannot access Setup Utility.
Power-on password*	<ul style="list-style-type: none"><li>• Protects access to the computer contents.</li><li>• After this password is set, it must be entered each time you turn on the computer, restart, or restore from hibernation.</li></ul>  <b>CAUTION</b> If you forget your power-on password, you cannot turn on the computer, restart, or restore from hibernation.

\*For details about each of these passwords, refer to the following sections.

## Administrator password

Your administrator password protects the configuration settings and system identification information in Setup Utility. After this password is set, you must enter it each time you access Setup Utility.

Your administrator password is not interchangeable with an administrator password set in Windows, nor is it displayed as it is set, entered, changed, or deleted. Be sure that you record your password and store it in a safe place.

### Managing an administrator password

To set, change, or delete this password:

1. Open Setup Utility by turning on or restarting the computer, and then pressing **f10** while the setup message is displayed in the lower-left corner of the screen.
2. Use the arrow keys to select **Security > Administrator Password**, and then press **enter**.
  - To set an administrator password, type your password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To change an administrator password, type your current password in the **Enter Current Password** field, type a new password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To delete an administrator password, type your current password in the **Enter Password** field, and then press **enter** 4 times.
3. To save your preferences and exit Setup Utility, press **f10**, and then follow the instructions on the screen.

Your preferences go into effect when the computer restarts.

### Entering an administrator password

At the **Enter Password** prompt, type your administrator password (using the same kind of keys you used to set the password), and then press **enter**. After 3 unsuccessful attempts to enter the administrator password, you must restart the computer and try again.

### Power-on password

Your power-on password prevents unauthorized use of the computer. After this password is set, it must be entered each time you turn on the computer, or restart or restore from hibernation. A power-on password is not displayed as it is set, entered, changed, or deleted.



## Managing a power-on password

To set, change, or delete this password:

1. Open Setup Utility by turning on or restarting the computer, and then pressing **f10** while the setup message is displayed in the lower-left corner of the screen.
2. Use the arrow keys to select **Security > Power-On Password**, and then press **enter**.
  - To set a power-on password, type your password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To change a power-on password, type your current password in the **Enter Current Password** field, type a new password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To delete a power-on password, type your current password in the **Enter Current Password** field, and then press **enter** 4 times.
3. To save your preferences and exit Setup Utility, press **f10**, and then follow the instructions on the screen.

Your preferences go into effect when the computer restarts.

## Entering a power-on password

At the **Enter Password** prompt, type your password (using the same keys you used to set the password), and then press **enter**. After 3 unsuccessful attempts to enter the password, you must restart the computer and try again.

# 3 Using antivirus software

When you use the computer for e-mail, network, or Internet access, you expose it to computer viruses. Computer viruses can disable the operating system, applications, 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.

Norton Internet Security, an antivirus program, is preinstalled on the computer. The software includes 60 days of free updates. It is strongly recommended that you protect the computer against new viruses beyond 60 days by purchasing extended update service. Instructions for using and updating Norton Internet Security software and for purchasing extended update service are provided within the application. To view and access Norton Internet Security, select **Start > All Programs**.

For more information about computer viruses, type `viruses` in the Search field in the Help and Support Center.

## 4 Using firewall software

When you use the computer for e-mail, network, or Internet access, unauthorized persons may be able to gain access to information about you, the computer, and your data. Use the firewall software preinstalled on the computer to protect your privacy.

Firewall features include logging, reporting, and automatic alarms to monitor all incoming and outgoing traffic. Refer to the firewall user guide or contact your firewall manufacturer for more information.



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**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 solve 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.

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# 5 Installing critical security updates



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**CAUTION** To reduce the risk of information damage or loss from security breaches and computer viruses, install all critical updates from Microsoft as soon as you receive an alert.

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Additional updates to the operating system and other software may have become available after the computer was shipped. Download all available updates and install them on your computer:

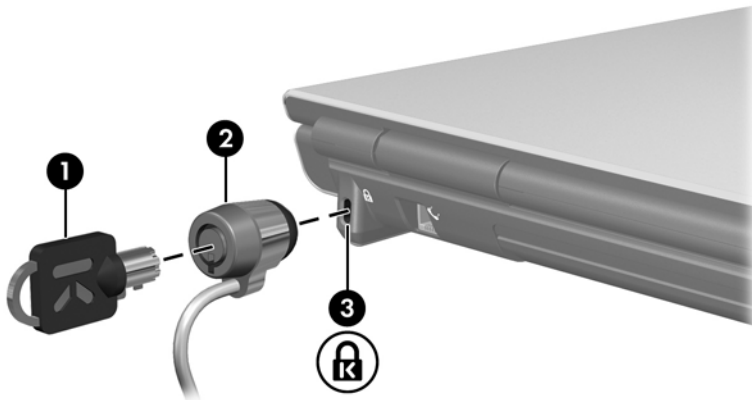
- Run Windows Update monthly to install the latest software from Microsoft.
- Use the update link at **Start > Help and Support**. Updates to Microsoft Windows and other Microsoft applications are released periodically. You can obtain updates, as they are released, from the Microsoft Web site and through the updates link in the Help and Support Center.

## 6 Installing an optional security cable



**NOTE** A security cable is designed to act as a deterrent but may not prevent the computer from being mishandled or stolen.

1. Loop the security cable around a secured object.
2. Insert the key (1) into the cable lock (2).
3. Insert the cable lock into the security cable slot on the computer (3), and then lock the cable lock with the key.



**NOTE** The location of the security cable slot varies by model.

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