

# Getting Started

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# Setting Up Your Computer



**WARNING:** The power supply is preset for the country/region in which you purchased your computer. If you move, please check the voltage requirements before plugging your computer into an AC power outlet.

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**WARNING:** Please read “Safety Information” in the *Warranty and Support Guide* before installing and connecting your computer to the electrical power system.

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## Putting Your Computer Together

Follow the steps on the setup poster to set up your computer. Read the topics in this section to learn more about the location of components and connectors on your computer, and to learn about some setup alternatives.

Look in the computer box for printed details or updates regarding your computer.

### Placing the computer in the proper location

When setting up your new computer, place it where ventilation openings are unobstructed. Make sure all connections are secure and all cabling is out of the way. Do not place cables in walkways or where it can be stepped on or damaged from placing furniture on it.

## Using surge protection





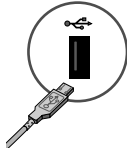

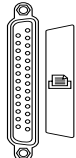

Help protect your monitor, computer, and accessories by connecting all power cords for your computer and peripheral devices (such as a monitor, printer, or scanner) to a surge protection device such as a power strip with surge protection or an uninterruptible power supply (UPS). Many surge protection devices have surge protection inputs and outputs for modem or telephone lines. Telephone lines are a common path for lightning spikes to get into your system. Some surge protection devices have surge protection for television cable connections as well. Use those if your computer has a television tuner installed.



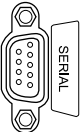








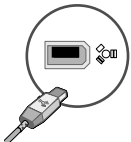




Not all power strips provide surge protection; the power strip must be specifically labeled as having this capability. Use a power strip whose manufacturer offers a damage replacement policy that replaces your equipment if surge protection fails.




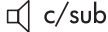
## Connecting to the computer

Connect your main hardware devices, such as the monitor, keyboard, and mouse, to the back of the computer. Other peripheral devices, such as a printer, scanner, or camera, also plug into connectors on the back of your computer. Some computers also have connectors on the front of the computer. The table shows some, but not all, connectors.

**NOTE:** The location, availability, and number of connectors on your computer may vary.

Connector	Icon/label	Description and function
		Mouse (PS/2 connector)
		Keyboard (PS/2 connector)
		Universal Serial Bus (USB) for mouse, keyboard, digital cameras, or other devices with USB connectors
		Printer (parallel)

Connector	Icon/label	Description and function <i>(continued)</i>
		Monitor
	Serial	Serial port for some digital cameras or other serial devices
		Audio Line Out (powered speakers)
		Audio Line In
		Headphones
		Microphone
		FireWire® (IEEE 1394) for video cameras or other devices with very fast transfer rates
	digital audio in out	Digital audio in and digital audio out
	 side	Side speaker out

Connector	Icon/label	Description and function <i>(continued)</i>
		Rear speaker out
		Center/subwoofer

## Connecting a Digital Camera (Photo or Video)

The following instructions apply only to digital photo cameras and digital video cameras.

**NOTE:** When connecting an analog video camera to the computer, use the Video and Audio In connectors on the front or back of the computer.

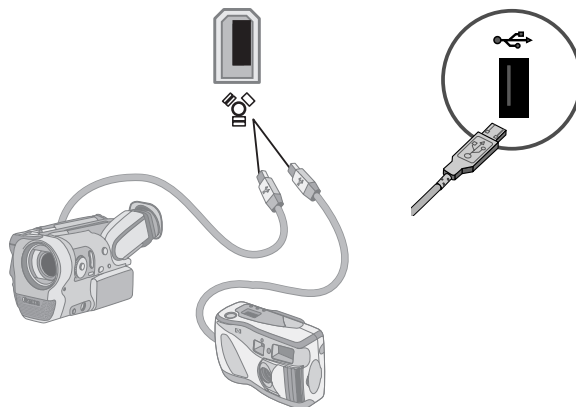
Refer to the documentation that came with your digital photo camera or digital video camera.

To connect a digital photo camera or a digital video camera:

- 1 Turn on the computer, and wait for Microsoft® Windows Vista™ operating system to start.

**NOTE:** If a Digital Video Device Auto Play window appears when you connect your camera, click **Cancel**.

- 2 Connect the 6-pin video camera transfer cable into the camera and then into an open port on the front or back of the computer. Most digital video cameras use either the FireWire (IEEE 1394) port or the USB port.



- 3 A *Found New Hardware* message appears. Wait 2 or 3 minutes for Windows Vista to make the necessary settings for the new device. When installation is complete, a message appears indicating the camera is ready to use.

If the computer does not recognize the digital photo camera or the digital video camera:

- 1 Click the **Windows Start Button**® on the taskbar, and then click **Control Panel**.
- 2 Click **System and Maintenance**, and then click **System**.
- 3 Click **Device Manager**.
- 4 Click the plus sign (+) next to the camera port. If the name of the camera appears, the device is ready. If the name is not there, try the following:
  - Click **Action**, and then click **Scan for hardware changes**. Look in Device Manager for a new addition under the port.
  - Unplug the video camera transfer cable from the computer, and plug it into a different port. Look in Device Manager for a new addition under the port.



## Connecting Other Devices

Other peripheral devices can be connected to the front or back of your computer by using USB or FireWire (IEEE 1394) ports. These peripheral devices include printers, scanners, video cameras, digital photo cameras, memory card readers, and PDAs (personal digital assistant) or handheld computers. Refer to the documentation that came with your device.

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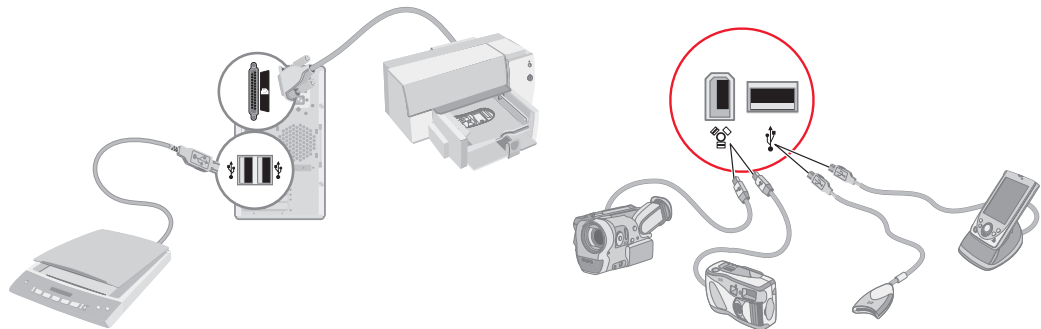
**NOTE:** Some peripheral devices are not included with the computer.

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**NOTE:** You must use a 6-pin (not a 4-pin) FireWire (IEEE 1394) cable with the 6-pin FireWire (IEEE 1394) connector on your computer.

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# Storing Documentation and Recovery Discs

Store all computer user manuals and warranty information in an easy-to-find, safe location. It is a good idea to store your system recovery discs with your documentation. This allows easy access to all important computer documents and files.

## Adjusting the Monitor

To change the screen resolution:

- 1 Right-click an empty area of the desktop, and then click **Personalize**.
- 2 Click the **Display Settings**.
- 3 If necessary, select the monitor, and then adjust the screen resolution.
- 4 Click **Apply**.
- 5 Click **Yes**, if it is present.
- 6 Click **OK**.

---

**NOTE:** You can connect more than one display device (CRT monitor, flat panel monitor, TV, and so on) to the computer at a time (select models only). You can quickly change which device displays the computer desktop by pressing Alt+F5. Each time you press Alt+F5, the computer desktop appears on the next device. If pressing Alt+F5 does not work, restart the computer and try again.

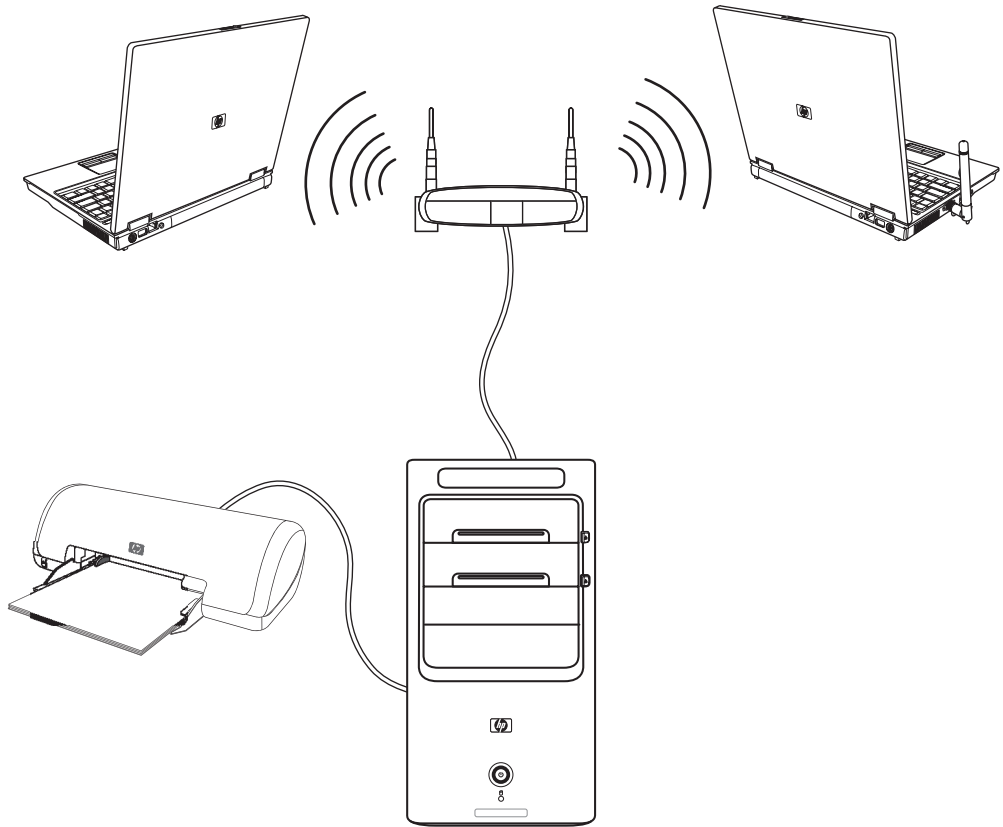
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## Setting Up a Local Area Network

Your home local area network (LAN) may consist of a wired or a wireless network that you can use to connect your computer to other devices on the network, included other computers. The network components may include a hub or a switch, which can connect multiple devices to the network, or a router, which can connect computers or a broadband Internet connection to the network. This network connection also enables you to share data, and printers or other devices among your computers. The network connection to the Internet is usually through a dial-up or cable modem.

A *wired network* uses Ethernet cables to connect the devices on the network. For example, the Ethernet cable plugs into your computer network interface adapter and the router.

A *wireless network* uses radio waves to connect the devices on the network. For example, both your computer and the router have an antenna and adapter that use the same Wi-Fi industry standard: 802.11b, 802.11g, or 802.11a.



The preceding illustration shows a home LAN. The desktop computer has a wired connection to a wireless router. The desktop computer also has a printer that it shares with the other computers on the network. Each notebook computer has a wireless connection to the network router.

# Setting Up a Wired (Ethernet) Connection

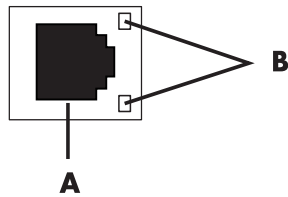
The *Ethernet* connection, which may be called network interface adapter, Network Interface Card, or NIC, provides a high-speed or broadband connection to an Ethernet (10BaseT) or Fast Ethernet (100BaseT) network. After you connect this interface to a network, such as a LAN, you can connect to the Internet through the network.

- 1 Connect an Ethernet cable to the Ethernet connector (**A**) on the back of the computer, and to the network router or LAN device.

---

**NOTE:** Your computer may not come with an Ethernet connector.

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- A** Ethernet connector (RJ-45 port)
- B** Ethernet indicator lights

- 2 With the computer turned on, check the indicator lights (**B**) next to the Ethernet connector for the status:
  - **ACTIVITY** — Lit yellow during network data transfer activity
  - **LINK** — Lit green when there is a valid network connection

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**NOTE:** Your Ethernet connector may have only one indicator light.

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## Integrated Wireless Devices

Wireless technology transfers data across radio waves instead of wires. Your computer may be equipped with one or more of the following integrated wireless devices:

- **Wireless local area network (WLAN) devices** connect the computer to wireless local area networks (commonly referred to as wireless networks, wireless LANs, or WLANs) in corporate offices, your home, and public areas such as airports and restaurants. In a WLAN, each mobile wireless device communicates with a wireless access point, which can be several hundred feet away.

Computers with WLAN devices may support one or more of the three IEEE physical layer industry standards: 802.11b, 802.11g, or 802.11a.

- **Bluetooth devices** create a personal area network (PAN) to connect other Bluetooth-enabled devices such as computers, phones, printers, headsets, speakers, and cameras. In a PAN, each device communicates directly with the other devices, and the devices must be relatively close together — within 33 feet (10 meters) of each other.



- **Wireless wide area networks (WWAN) devices** provide access to information anytime and anywhere you have cellular (data) coverage. In a WWAN, each mobile device communicates to a public carrier's base station. Public carriers install networks of base stations (similar to cell phone towers) throughout large geographic areas, effectively providing coverage across entire states, or even entire countries/regions.

For more information about wireless technology, go to:  
<http://www.hp.com/go/techcenter/wireless>

## Connecting the Wireless LAN Device

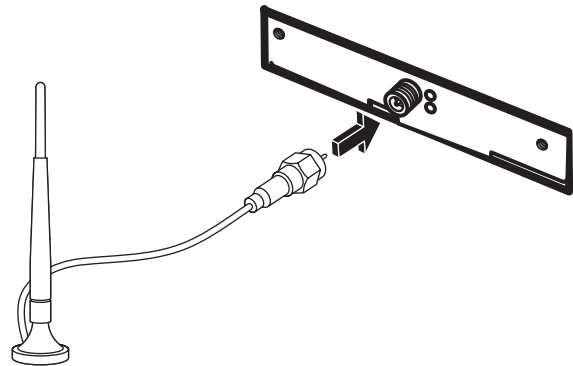
### (Select models only)

You can connect the computer to an 802.11b or 802.11g wireless network by using the external antenna that was included with your system. This device enables you to establish a wireless network using your computer as a wireless access point, or you can use your computer as a wireless client (Station Mode) if you already have a wireless network running.

You need an existing wireless LAN with an Internet connection (consult your Internet Service Provider [ISP] for further information). An external antenna is supplied with your system; you must connect it to the 802.11 module to increase the range and sensitivity of the radio.

To connect the wireless LAN antenna:

- 1 Screw the wireless LAN antenna cable into the wireless LAN connector on the back of the computer.
- 2 For the best wireless performance, place the antenna on the computer or in an elevated and open area.



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**NOTE:** The appearance of your wireless antenna may vary.

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## Checking the wireless LAN device installation

To set up your wireless network, verify that the integrated WLAN device is installed on your computer correctly.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Type *Device Manager* into the Search box, and then click **Device Manager** to open the Device Manager window.
- 3 Click **Network adapters**. Your WLAN device should be listed here. The WLAN device may include the term *wireless*, *wireless LAN*, or *802.11*.

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**NOTE:** If no WLAN device is listed, either your computer does not have an integrated WLAN device, or the driver for the device is not properly installed.

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- 4 Click the **Windows Start Button** on the taskbar.
- 5 Type *Network and Sharing Center* into the Search box, and then click **Network and Sharing Center** to open the Network and Sharing Center window.
- 6 Click **Add a device to the network** and follow any onscreen instructions.

For more information about setting up a wireless network:

- Click the **Windows Start Button** on the taskbar, click **Help and Support**, and then type *Setting up a wireless network* into the Search Help box.
- Go to: <http://www.hp.com/go/techcenter/wireless>

## Using wireless security features

When you set up a home WLAN or access an existing public WLAN, always enable security features to protect your network from unauthorized access. The most common security levels are Wi-Fi Protected Access Personal (WPA-Personal) and Wired Equivalent Privacy (WEP).

When setting up a network, you should use one or more of the following security measures:

- Enable WPA-Personal or WEP security encryption on the router.
- Change the default network name (SSID) and password.
- Use a firewall.
- Set security on your Web browser.

For more information about setting up wireless security features, go to: <http://www.hp.com/go/techcenter/wireless>

# Connecting a Modem

For information on connecting to the Internet, see “Connecting to the Internet” in this guide.

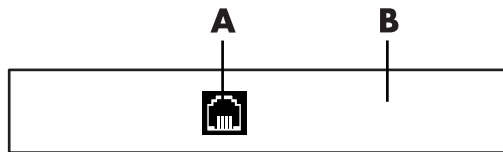
The modem is used for connecting to an ISP that provides a telephone dial-up connection to the Internet.

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**NOTE:** Your computer may not come with a modem.

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Before you can use telephone dial-up to connect to the Internet and send or receive e-mail and faxes, you must connect your telephone service line to the modem (**A**), which is on the back of the computer (**B**). The setup poster shows you how to plug a modem/telephone cable into the computer modem connector and into your telephone service line wall jack connector.



**A** Modem connector

**B** Back of computer



# Connecting Speakers or Microphone

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**NOTE:** For cross-references, see “Configuring Speaker and Sound Options” in your product information on the HP Support Web site: go to <http://www.hp.com/support>

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## Using Speakers

Speakers are included with the monitor (select models only) or are sold separately. For details on connecting stereo speakers to the computer, see the setup poster.

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**NOTE:** Speakers may be passive (no power button and no power cord) or active (power button or power cord). Your computer supports only active (powered) speaker systems; the speaker system must have its own power cord.

A *stereo speaker set* is a left-right, two-channel speaker system. A *multichannel audio speaker system* is a system with more than two channels, and it may include a subwoofer. For example, 5.1 channels, referred to as a six-speaker mode, uses two front speakers (left-right), two rear speakers (left-right), a center speaker, and a subwoofer.

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If your computer has multichannel audio speaker capacity (select models only), you can connect four channels for four-speaker output or six channels for 5.1 speaker output.

Connect your speaker system to the computer and then configure the audio software for sound output.

# Sound Connector Types

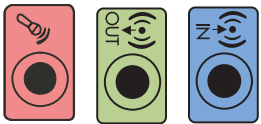
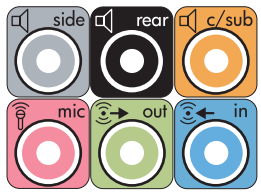
Your model may include one of three analog sound connector types on the back of your computer:

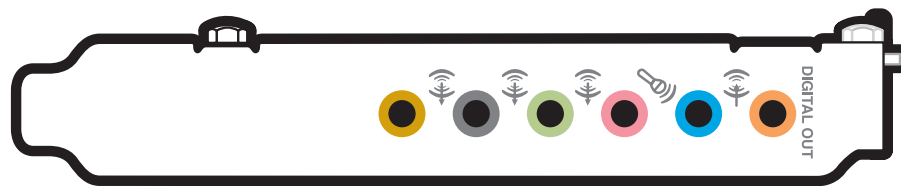
- Three connectors
- Six connectors
- Sound card

The connectors are 1/8-inch (3.5 mm) stereo mini-jacks that connect from the back of the computer to speakers and microphones.

Your system may also have a separate Digital Out connection (select models only).

Software configuration is different for each connector type, as noted in the instructions.

Sound Connector	Illustration	Type
Three connectors Your computer model may include three sound connectors. You can connect up to a 5.1 audio system to the computer.		<b>3</b>
Six connectors Your computer model may include six sound connectors on the back of your computer. You can connect up to a 7.1 audio system to the computer.		<b>6</b>
Sound card connector Your computer may include a sound card. You can connect up to a 5.1 audio system (7.1 audio system for select models) or digital speakers to the sound card on the computer.	See the following illustration.	<b>S</b>




















## NOTE:

- Type 3 is three connectors.
- Type 6 is six connectors.
- Type S is sound card.

Use the sound connectors that match your computer model when installing cables, as shown in the installation procedure steps.

The following table shows the sound connectors on the back panel of computer systems.

Sound connector			
Type 3	Type 6	Type S	Description
			Line <b>Side</b> (gray) for side speakers in an eight-speaker system (7.1).
		<b>A</b> 	Line <b>C/Sub</b> (gold) for center/subwoofer speakers in a multichannel audio configuration.
		<b>B</b> 	Line <b>Rear</b> (black) for rear speakers in a multichannel audio configuration.
		<b>C</b> 	Line <b>Out</b> (lime green) for front speakers.
		<b>D</b> 	<b>Mic</b> (pink) connects to microphone. ( <b>Type 3</b> also functions as center/subwoofer Line Out when a multichannel audio configuration is activated.)
		<b>E</b> 	Line <b>In</b> (light blue) connects to an analog audio device such as a CD player for input into computer. ( <b>Type 3</b> also functions as rear Line Out when a multichannel audio configuration is activated.)
		<b>F</b> 	<b>Digital Out</b> (orange) connects to a digital audio device with digital input (such as a home audio receiver/amplifier) or digital speakers (select models only).

**NOTE:**

- Type 3 is three connectors.
- Type 6 is six connectors.
- Type S is sound card.

# Connecting a Microphone

Your computer comes with one microphone connector in the back of the computer. Some models have a second microphone connector in the front of the computer. Only one microphone connector works at a time, and the back connector is ready to use unless you have the multichannel audio speakers option. For computers with the multichannel audio speakers option, the microphone connector in the front of the computer, if present, is ready to use.

To use a microphone connected to the front of your computer (select models only), select the working microphone. See "Selecting a Microphone."

HP computers support many different audio options, sound connections, and speaker configurations. You may set up your computer for two stereo speakers or for multichannel audio speaker systems. Connect your speaker system to the computer, and then configure the audio software for sound output. For more details about connecting stereo speakers to the computer, see the setup poster.

This chapter describes the most typical options. Your system may have different components.

Speakers are included with the monitor (select models only) or are sold separately.

---

**NOTE:** For additional information on connecting the speakers, refer to the setup poster that came with the computer and the documentation that came with your speakers.

---

## Speaker Configurations

You may set up your computer for the following supported configurations:

Name	Speaker system	See
Headphones	None, muted.	"Using Headphones"
2 (stereo)	Left speaker, right speaker.	"Connecting 2/2.1 (Two Speakers and a Subwoofer) Audio Speakers"
2.1	Left speaker, right speaker, and a subwoofer.	"Connecting 2/2.1 (Two Speakers and a Subwoofer) Audio Speakers"
4.1	Two front speakers, two rear speakers, and a subwoofer.	"Connecting 4.1 (Four Speakers and a Subwoofer) Audio Speakers"
6/5.1	Two front speakers, two rear speakers, a center speaker, and a subwoofer.	"Connecting 5.1 (Five Speakers and a Subwoofer) Audio Speakers"



<b>Name</b>	<b>Speaker system</b>	<b>See</b> <i>(continued)</i>
8/7.1	Two front speakers, two rear speakers, two side speakers, a center speaker, and a subwoofer (select models only).	"Connecting 7.1 (Seven Speakers and a Subwoofer) Audio Speakers"
Home audio system	Home stereo or home theater audio system with passive speakers.	"Connecting the Computer to a Home Audio System"
Digital audio	Digital speakers or digital input connector on audio system.	"Connecting Digital Audio"
Multi-streaming audio	Two front speakers, two rear speakers, two side speakers, a center speaker, and a subwoofer (select models only).	"Configuring Multi-streaming Audio"

## Speaker types

Speakers may be included with the monitor (select models only) or are sold separately. Refer to the product documentation for your speakers.

Your computer supports only an active (powered) speaker system. An active speaker system must have its own power cord. A home audio system does not require active speakers, because the receiver provides amplification.

A stereo speaker set is a left-right, two-channel speaker system. A multichannel audio speaker system has a left-right front and left-right rear channel, and it may include a subwoofer and a center speaker. Side speakers are included in more advanced systems. A subwoofer provides enhanced bass sounds.

".1" indicates a subwoofer. For example, 7.1 channels refers to an eight-speaker mode and uses two front speakers (left-right), two side speakers (left-right), two rear speakers (left-right), a center speaker, and a subwoofer.

# Connecting 2/2.1 (Two Speakers and a Subwoofer) Audio Speakers

To connect simple left/right stereo active speakers or two speakers and a subwoofer for two-channel (2.1 speaker) output:

- 1 Turn off the computer.
- 2 Connect the speaker cable to the lime green Audio Line Out connector that matches the back of your computer.



---

**NOTE:**

- Type 3 is three connectors.
- Type 6 is six connectors.
- Type S is sound card.

- 
- 3 Connect the cable to the audio system. For 2.1 speakers that were shipped with your computer (select models only), connect the Audio Line Out connector to the subwoofer.
  - 4 Connect the left and right speakers to the subwoofer. Refer to the speaker documentation.
  - 5 Turn on the computer.

---

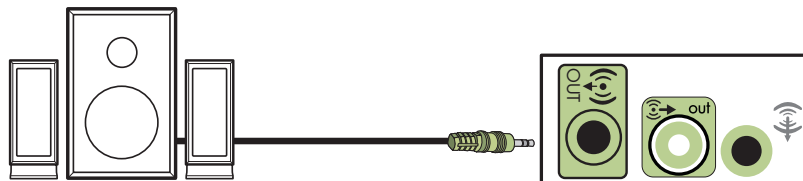
**NOTE:** Always turn on the computer before you turn on the speaker system.

- 
- 6 Plug in the speaker system power.
  - 7 Turn on the speaker system.

Step 8 is optional for a two-speaker setup.

- 8 After the speakers are connected to the computer, configure the audio software for sound output for your computer model. See "Connecting Speakers or Microphone."
  - Type 3: See "Configuring Audio Output with Multichannel Sound Manager."
  - Type 6: See "Configuring Audio Output with Sound Effect Manager."
  - Sound card: See "Configuring Audio Output with a Sound Card."

The following diagram shows a typical 2.1 audio installation:



# Connecting 4.1 (Four Speakers and a Subwoofer) Audio Speakers

To connect two front speakers, two rear speakers, and a subwoofer for four-channel (4.1 speaker) output:

- 1 Turn off the computer.
- 2 Connect the front speaker cable to the lime green Audio Line Out connector that matches the back of your computer.



---

### NOTE:

- Type 3 is three connectors.
- Type 6 is six connectors.
- Type S is sound card.

- 3 Connect the rear speaker cable to the black connector that matches the back of your computer.



For type 3-connector systems, the blue Audio Line In connector functions as a Rear Line Out when a multichannel audio configuration is activated.

- 4 Connect the cables to the audio system.
- 5 Connect the front and rear speakers to the subwoofer. Refer to the speaker documentation.
- 6 Turn on the computer.

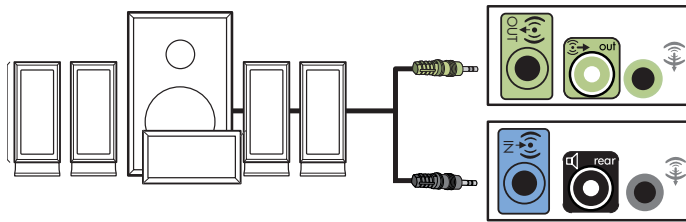
---

**NOTE:** Always turn on the computer before you turn on the speaker system.

---

- 7 Plug in the speaker system power.
- 8 Turn on the speaker system.
- 9 After the speakers are connected to the computer, configure the audio software for sound output for your computer model. See “Configuring Speaker and Sound Options.”
  - Type 3: See “Configuring Audio Output with Multichannel Sound Manager.”
  - Type 6: See “Configuring Audio Output with Sound Effect Manager.”
  - Sound card: See “Configuring Audio Output with a Sound Card.”

The following diagram shows a typical 4.1 audio installation:



## Connecting 5.1 (Five Speakers and a Subwoofer) Audio Speakers

To connect two front speakers, two rear speakers, a center speaker, and a subwoofer for six-channel (5.1 speaker) output:

- 1 Turn off the computer.
- 2 Connect the front speaker cable to the lime green Audio Line Out connector that matches the back of your computer.




---

### NOTE:

- Type 3 is three connectors.
  - Type 6 is six connectors.
  - Type S is sound card.
-

- 3 Connect the rear speaker cable to the black connector that matches the back of your computer.



For type 3-connector systems, the blue Audio Line In connector functions as a Rear Line Out when a multichannel audio configuration is activated.

- 4 Connect the center/subwoofer speaker cable to the gold (or pink Mic) connector that matches the back of your computer.



For type 3-connector systems, the pink Mic connector functions as a center/subwoofer speaker Line Out when a multichannel audio configuration is activated.

- 5 Connect the cables to the audio system.
- 6 Connect the front, rear, and center speakers to the subwoofer. Refer to the speaker documentation.
- 7 Turn on the computer.

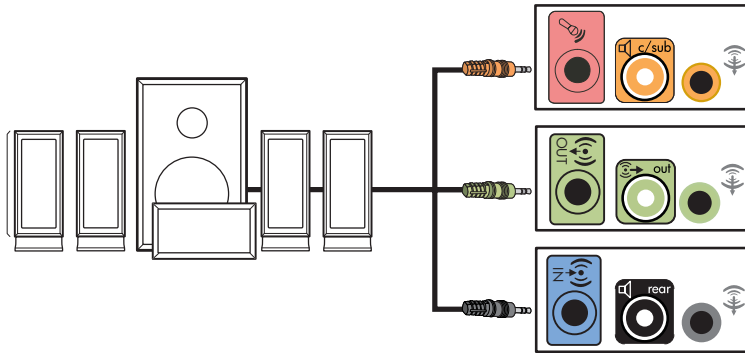
---

**NOTE:** Always turn on the computer before you turn on the speaker system.

---

- 8 Plug in the speaker system power.
- 9 Turn on the speaker system.
- 10 After the speakers are connected to the computer, configure the audio software for sound output for your computer model. See "Configuring Speaker and Sound Options."
  - Type 3: See "Configuring Audio Output with Multichannel Sound Manager."
  - Type 6: See "Configuring Audio Output with Sound Effect Manager."
  - Type 6 – multi-streaming: See "Configuring Audio Output with Sound Effect Manager."
  - Sound card: See "Configuring Audio Output with a Sound Card."

The following diagram shows a typical 5.1 audio installation:



## Connecting 7.1 (Seven Speakers and a Subwoofer) Audio Speakers

### (Select models only)

To connect two front speakers, two side speakers, two rear speakers, a center speaker, and a subwoofer for eight-channel (7.1 speaker) output:

- 1 Turn off the computer.
- 2 Connect the front speaker cable to the lime green Audio Line Out connector on the back of your computer.



- 3 Connect the rear speaker cable to the black connector on the back of your computer.



- 4 For type 6 connectors only, connect the side speaker cable to the gray connector on the back of your computer.



- 5 Connect the center speaker and subwoofer speaker cable to the gold connector on the back of your computer.



- 6 Connect the cables to the audio system.
- 7 Connect the front, rear, side, and center speakers to the subwoofer. Refer to the speaker documentation.
- 8 Turn on the computer.

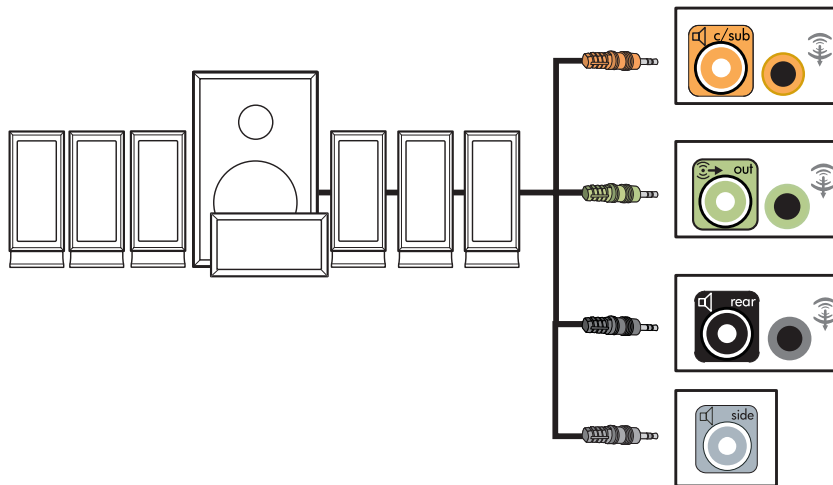
---

**NOTE:** Always turn on the computer before you turn on the speaker system.

---

- 9 Plug in the speaker system power.
- 10 Turn on the speaker system.
- 11 After the speakers are connected to the computer, configure the audio software for sound output for your computer model. See “Configuring Speaker and Sound Options.”
  - Type 6: See “Configuring Audio Output with Sound Effect Manager.”
  - Type 6 – multi-streaming: See “Configuring Audio Output with Realtek HD Sound Effect Manager.”

The following diagram shows a typical 7.1 audio installation:



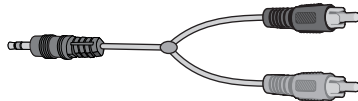
# Connecting the Computer to a Home Audio System

You can connect your computer to your home stereo or home theater multichannel audio receiver/amplifiers by using your existing speakers.

For examples, see “2.1 home stereo installation” or “5.1 home audio installation.”

## Y adapter cables

Most home receiver/amplifiers have RCA-type input connectors. You may need to connect Y adapter cables between your computer and your receiver/amplifier. Y adapter cables have one 1/8-inch (3.5 mm) stereo mini-jack on one end and two RCA connectors on the other end. These cables are purchased separately.



The number of Y adapter cables you need to connect to your home stereo system depends on the number of speakers you install:

- 2/2.1 speaker system: One Y adapter cable
- 4/4.1 speaker system: Two Y adapter cables
- 6/5.1 speaker system: Three Y adapter cables
- 8/7.1 speaker system: Four Y adapter cables

Connecting a home stereo to a computer typically requires audio cables that are long enough to connect from the computer to the stereo. You may also need to purchase RCA or mini-extension cables.

---

**NOTE:** Y adapter and extension cables are purchased separately.

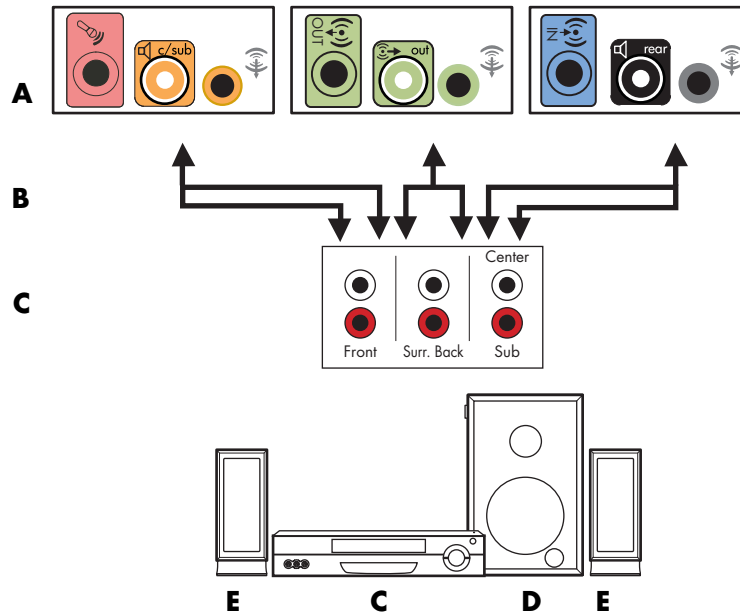
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## 2.1 home stereo installation

The following diagram shows a typical two-channel (2.1 speaker) installation that uses passive stereo speakers and plugs into a home stereo standard left and right input.

This is only a suggested configuration. Your system may be different.



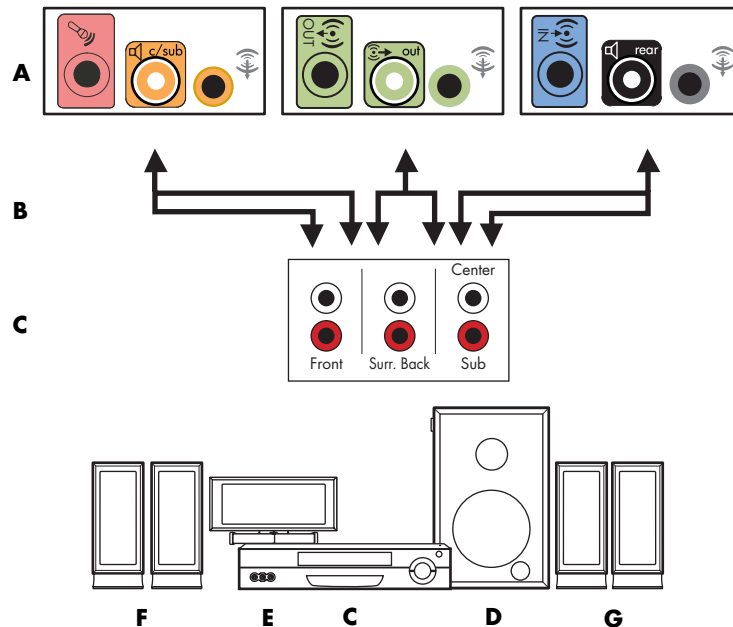
### Computer to 2.1 multichannel audio system connection

- A** Computer back-panel connectors (type 3, type 6, or sound card)
- B** Y adaptor cables
- C** Receiver/amplifier (audio input jacks)
- D** Subwoofer
- E** Front speakers (left and right)

## 5.1 home audio installation

The following diagram shows a typical advanced home theater audio six-channel (6/5.1 speaker) installation that requires multichannel inputs on a receiver/amplifier.

This is only a suggested configuration. Your system may be different.



### Computer to 5.1 multichannel audio system connection

- A** Computer back-panel connectors (type 3, type 6, or sound card)
- B** Y adapter cables
- C** Receiver/amplifier (audio input jacks)
- D** Subwoofer
- E** Center speaker
- F** Front speakers (left and right)
- G** Rear speakers (left and right)

### 5.1 home audio installation procedure

To connect a six-channel (5.1 speaker) home audio system to the computer:

- 1** Turn off the computer.
- 2** Turn off the receiver/amplifier.

- 3 Connect the front stereo mini-jack end of a Y adapter cable into the lime green Audio Line Out connector that matches the back of your computer.



---

**NOTE:**

- Type 3 is three connectors.
  - Type 6 is six connectors.
  - Type S is sound card.
- 

**NOTE:** Receiver/amplifier input connectors may be labeled Surround, 5.1 Channel inputs, 6 Channel inputs, CD, DVD, or DVD In.

---

Connect the left and right ends of the Y adapter cable into the front left (L) and right (R) inputs on the back of the receiver/amplifier.

- 4 If you have rear speakers, connect the rear stereo mini-jack end of a Y adapter cable into the Audio Line In (blue) or the Rear Speaker Out (black) connector that matches the back of your computer.



- Connect the left and right ends of the Y adapter cable into the rear left (L) and right (R) inputs on the back of the receiver/amplifier.
- 5 If you have a center/subwoofer speaker, connect the stereo mini-jack of a Y adapter cable into the microphone (pink) connector or the center speaker/subwoofer (gold) connector that matches the back of your computer.



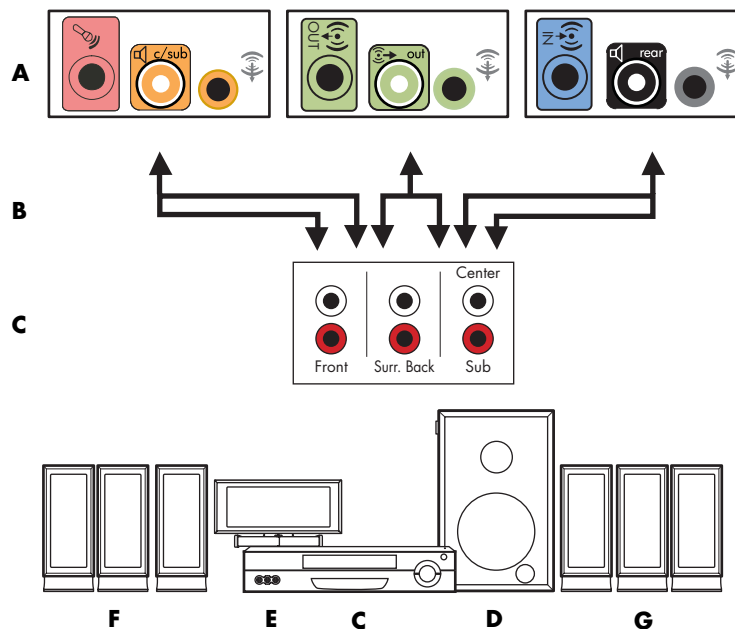
- Connect the left and right ends of the Y adapter cable into the center/subwoofer inputs on the back of the receiver/amplifier (6/5.1 or higher-channel system).
  - Plug the Y adapter cable into the subwoofer connector on the back of the receiver even if a subwoofer is not used.
- 6 Turn on the receiver/amplifier.
- 7 Select the receiver/amplifier input that the Y adapter cables are plugged into.

- 8 Turn on the computer.
- 9 After the audio system is connected to the computer, configure the audio software for sound output for your computer model. See "Connecting Speakers or Microphone."
  - Type 3: See "Configuring Audio Output with Multichannel Sound Manager."
  - Type 6: See "Configuring Audio Output with Sound Effect Manager."
  - Sound card: See "Configuring Audio Output with a Sound Card."

## 7.1 home audio installation

The following diagram shows a typical advanced home theater audio eight-channel 8/7.1 speaker installation that requires multichannel inputs on a receiver/amplifier.

This is only a suggested configuration. Your system may be different.



### Computer to 7.1 multichannel audio system connection

- A** Computer back-panel connectors (type 3, type 6, or sound card)
- B** Y adapter cables
- C** Receiver/amplifier (audio input jacks)
- D** Subwoofer
- E** Center speaker
- F** Front speakers (left and right)
- G** Rear speakers (left and right)

## 7.1 home audio installation procedure

To connect an eight-channel (7.1 speaker) home audio system to the computer:

- 1 Turn off the computer.
- 2 Turn off the receiver/amplifier.
- 3 Connect the front stereo mini-jack end of a Y adapter cable into the lime green Audio Line Out connector that matches the back of your computer.



---

### NOTE:

- Type 3 is three connectors.
- Type 6 is six connectors.
- Type S is sound card.

---

**NOTE:** Receiver/amplifier input connectors may be labeled Surround, 7.1 Channel inputs, 6 Channel inputs, CD, DVD, or DVD In.

---

Connect the left and right ends of the Y adapter cable into the front left (L) and right (R) inputs on the back of the receiver/amplifier.

- 4 If you have rear speakers, connect the rear stereo mini-jack end of a Y adapter cable into the Audio Line In (blue) or the Rear Speaker Out (black) connector that matches the back of your computer.



- Connect the left and right ends of the Y adapter cable into the rear left (L) and right (R) inputs on the back of the receiver/amplifier.
- 5 If you have a center/subwoofer speaker, connect the stereo mini-jack of a Y adapter cable into the microphone (pink) connector or the center speaker/subwoofer (gold) connector that matches the back of your computer.



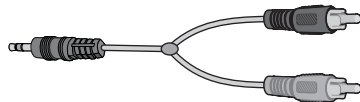
- Connect the left and right ends of the Y adapter cable into the center/subwoofer inputs on the back of the receiver/amplifier (8/7.1 or higher-channel system).
- Plug the Y adapter cable into the subwoofer connector on the back of the receiver even if a subwoofer is not used.

- 6 Turn on the receiver/amplifier.
- 7 Select the receiver/amplifier input that the Y adapter cables are plugged into.
- 8 Turn on the computer.
- 9 After the audio system is connected to the computer, configure the audio software for sound output for your computer model. See "Connecting Speakers or Microphone."
  - Type 3: See "Configuring Audio Output with Multichannel Sound Manager."
  - Type 6: See "Configuring Audio Output with Sound Effect Manager."
  - Sound card: See "Configuring Audio Output with a Sound Card."

## Connecting Digital Audio

### (Select models only)

If you have a sound card and you are connecting your home stereo AV receiver via digital out, plug the 3.5 mm stereo plug into the Digital Out connector on the sound card. Connect the red RCA stereo plug on the 3.5 mm Y adapter cable to the AV receiver's digital input connector. If the red RCA stereo plug does not work, try the white stereo plug. One of the connectors is not used.



To connect digital audio, your computer must include a digital out connector on the sound card or on the back panel. You do not need to connect multichannel speaker outputs if you connect the digital output.

To connect digital audio speakers:

- 1 Turn off the computer.
- 2 Connect the Digital Out connector on the back panel of your computer to the digital input (S/PDIF) on digital speakers or a digital audio system.




---

#### NOTE:

- Type 3 is three connectors.
  - Type 6 is six connectors.
  - Type S is sound card.
- 

- 3 Turn on the computer.

---

**NOTE:** Always turn on the computer before you turn on the speaker system.

---

- 4 Plug in the speaker system power.
- 5 Turn on the speaker system.
- 6 After the speakers are connected to the computer, configure the audio software for sound output for your computer model. See “Configuring Speaker and Sound Options.”
  - Audio card with digital output and type 3 connectors: See “Configuring Audio Output with Multichannel Sound Manager.” Follow the instructions to enable digital audio output.
  - Audio card with digital output and type 6 connectors: See “Configuring Audio Output with Sound Effect Manager.” Digital audio output is already enabled as the default.
  - Sound card: See “Configuring Audio Output with a Sound Card.” Follow the instructions to enable digital audio output.

## Connecting Headphones

Your computer comes with a headphones connector (lime green) on the front of the computer. The headphones connector is labeled with a headphones icon.



You can also connect headphones to the Line Out connector (lime green) on the back of your computer.



### Using a 2.1 speaker system with headphones

For select models with the 2.1 speaker system, look for the headphones connector on the right side of the main speaker. When headphones are plugged in, the sound to the speakers and the subwoofer is muted.

### Using a 5.1 to 7.1 speaker system with headphones

For select models that include a 5.1 or higher speaker system, a headphones connector is located on the right side of the control tower.

If the control tower displays *HP* (for headphones), the headphones are enabled; the sound to the speakers and the subwoofer is muted.

- Push and hold the On button on the control tower for several seconds to enable sound from the speakers.
- Press the On button briefly to enable the headphones.

# Connecting Speakers Using the Creative Sound Blaster X-Fi Sound Card





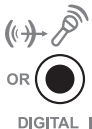
This section provides an overview of connecting to the Creative Sound Blaster X-Fi sound card.

---

**NOTE:** For additional information on connecting the speakers, refer to the documentation that came with your speakers.

---

## Connecting the speakers

Connector	Description
	AD-Link for AD_Link X-Fi I/O Console (the X-Fi console is sold separately)
	Line Out_3 (orange or yellow) 5.1 audio setup: Front center, subwoofer 6.1 audio setup: Front center, subwoofer, and rear center 7.1 audio setup: Front center, subwoofer, and side left
	Line Out_2 (black) 4.1, 5.1, 6.1 audio setup: Rear left and right 7.1 audio setup: Rear left, rear right, and side right
	Line Out_1 (lime green) 2/2.1 audio setup: Front left and right
	FlexiJack (white) for Line In, Microphone, Digital In/Out The FlexiJack supports three functions. You must select the function in the Creative Console Launcher. See “Connecting the FlexiJack connector.”

To connect the X-Fi sound card to your speakers:

- 1 Use the audio connection table to connect your audio system to the sound card.
- 2 Turn on the computer.
- 3 Plug in and turn on the speaker system power.

After connecting the speaker system to the sound card, follow the steps in “Connecting the FlexiJack connector” to configure the speaker settings in the Creative Sound Blaster X-Fi software.



## Connecting the FlexiJack connector

The FlexiJack connector performs three functions:

- Digital Input/Output
- Line In
- Microphone

You must select the function in the Creative Console Launcher.

---

**NOTE:** If you are using the FlexiJack as your Digital In connection and you want to connect digital speakers as your output device, you will need a special connector from Creative.

---



## Finding Onscreen Guides

Onscreen guides are available in the User's Guides folder (select models only).

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **User Guides**.
- 4 Click an item to view it or use it.


---

**NOTE:** If there are no guide titles listed in the folder, your computer has no onscreen guides.

---

## Finding Guides on the Web

You can find guides and information for your computer by using the Internet to access the Support Web site.

- 1 Go to **<http://www.hp.com/support>** in your Web browser.
- 2 Select your country/region and language.
- 3 Click **Support and Drivers**.
- 4 Click **See support and troubleshooting information**, enter the model number of your computer, and then click **Search** .
- 5 Click **Manuals**.
- 6 Locate the manual you want, and then do one of the following:
  - Click the title to display the file in Adobe Acrobat Reader (which you can download from the Manuals page if it is not currently installed on your computer).
  - Right-click the title, click **Save Target As**, specify a location on your computer where you want to save the file, rename the file (retaining the .pdf extension), and then click **Save**.

## Using the Onscreen Help and Support Center

Information about your computer is in the onscreen Help and Support Center (select models only). Here you can find links to driver updates, access to technical support options, and information about commonly asked questions.

To open the Help and Support Center:

- Press the Help button (select models only) on your keyboard.

Or

- Click the **Windows Start Button** on the taskbar, and then click **Help and Support**.

## Using the PC Help & Tools Folder

The PC Help & Tools folder contains special utilities for computer owners, such as support information and programs.

To see the items in the PC Help & Tools folder:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **PC Help & Tools**.
- 4 Click an item to view it or use it.

## Using HP Connections or Compaq Connections

HP Connections or Compaq Connections (select models only) is an Internet-based service provided by HP to bring you important information for your computer:

- Product notices
- Tips
- Special offers for your computer

Messages arrive while you're connected to the Internet, and display an alert or a notice on your desktop. Messages may also display within the HP Total Care Advisor. You can view messages as they arrive or read them later.

Most support updates that HP Connections or Compaq Connections messages deliver are also available to you through the support Web site under the information for your computer model.

## Getting messages

After you view or close a message, it does not automatically display again.

To read a previously received message, open HP Connections or Compaq Connections:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **PC Help & Tools**.
- 4 Click **HP Connections** or **Compaq Connections**. HP Connections or Compaq Connections window opens.
  - If HP Connections or Compaq Connections has been activated on your system, click **View messages** to view a list of previously received messages. To read a message, double-click the message title in the window. You can exit this window, and HP Connections or Compaq Connections remains active.
  - If HP Connections or Compaq Connections has not been activated on your system, the screen contains an **Activate** button to activate the service. Click **Activate** to start the service and view a list of messages that may have been received previously.

## Turning off messages

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**NOTE:** You cannot receive HP Connections or Compaq Connections messages, including important information that may be critical to the operation of your computer, while the service is off.

---

To turn off the HP Connections or Compaq Connections service:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **PC Help & Tools**.
- 4 Click **HP Connections** or **Compaq Connections**. HP Connections or Compaq Connections window opens.
- 5 Click **Choose preferences**, and then click **Deactivate** to deactivate the service. The service is turned off until you reactivate it.

## Reactivating messages

When you reactivate the HP Connections or Compaq Connections service, the service runs whenever you are connected to the Internet, and you automatically receive messages as they become available.

To turn on the service:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **PC Help & Tools**.
- 4 Click **HP Connections** or **Compaq Connections**. HP Connections or Compaq Connections displays.
- 5 Click **Activate** to reactivate the service.

# Turning On Your Computer for the First Time

## Using the Computer with Safety and Comfort



**WARNING:** To reduce the risk of serious injury, read the *Safety & Comfort Guide*. It describes proper workstation setup, posture, and health and work habits for computer users. It also provides important electrical and mechanical safety information.

---

Before you begin using the computer, arrange the computer and your work area to maintain your comfort and productivity. Refer to the *Safety & Comfort Guide* for important ergonomic information:

- Click the **Windows Start Button** on the taskbar, click **All Programs**, click **User Guides**, and then click **Safety & Comfort Guide**.

Or

- Type  
<http://www.hp.com/ergo>  
into your Web browser address box, and then press Enter on the keyboard.

# Protecting Your Computer

Protect your computer, personal settings, and data from a variety of risks by using:

- Passwords.
- Antivirus software.
- Firewall software.
- Critical security updates.

---

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

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Computer risk	Security feature
Unauthorized use of the computer or user account	User password
Computer viruses	Norton Internet Security software (antivirus program)
Unauthorized access to data	<ul style="list-style-type: none"><li>■ Norton Internet Security software (firewall program)</li><li>■ Windows Vista 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

---

## 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 Microsoft Windows Vista on the computer.



**CAUTION:** To avoid being locked out of the computer, record each password you set. Because 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 more than one Windows Vista security feature.



Use the following guidelines when setting a password:

- A password can have any combination of up to eight letters and numbers, and it is not case sensitive.
- A password must be set and entered with the same keys. For example, if you set your password with number keys on the keyboard, your password is not 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, except in the case of passwords.

---

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

The following are some tips for creating and saving passwords:

- When creating passwords, follow the 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 table lists the Windows Vista passwords and describes their functions. For information on how to set passwords, see “Creating passwords.” For additional information on Windows Vista passwords, such as screen saver passwords, type *passwords* into the Search box in the Help and Support Center.

<b>Password</b>	<b>Function</b>
Windows Vista Administrator password	Protects administrator-level access to computer contents.
Windows Vista User password	Protects access to a Windows Vista user account and the computer contents. It must be entered when you resume from sleep or away mode.



**CAUTION: If you forget your Administrator password, you cannot access Setup Utility.**

---

## 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, software programs, or utilities, or cause them to function abnormally.

Antivirus software can detect most viruses, destroy them, and in most cases repair any damage that viruses may have caused. To provide ongoing protection against newly discovered viruses, antivirus software must be kept up to date.

Norton Internet Security, which is preinstalled on the computer, includes an antivirus program. The software includes a free update period. It is strongly recommended that you protect the computer against new viruses beyond the free period by purchasing extended update service. Instructions for using and updating Norton Internet Security software, and for purchasing extended update service, are provided within the program.

To open and access Norton Internet Security:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **Norton Internet Security**, and then click **Norton Internet Security** again.

For more information about computer viruses, type *viruses* into the Search box in the Help and Support Center.

## 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. To protect your privacy, use firewall software. Microsoft Windows Vista includes firewall software preinstalled on the computer. Also, Norton Internet Security, which is preinstalled on the computer, includes a firewall program.

Firewall features include logging, reporting, and automatic alarms to monitor all incoming and outgoing communications.

To open and access Norton Internet Security:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **Norton Internet Security**, and then click **Norton Internet Security** again.

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 enable the firewall again. To permanently resolve the problem, reconfigure the firewall.

## Installing critical security updates



**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.

---

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 onto your computer. To get the latest updates for your computer, click the **Windows Start Button** on the taskbar, click **Help and Support**, and then click **Software, drivers, and BIOS updates**.

Updates to Microsoft Windows Vista and other Microsoft programs are released periodically. You can obtain updates, as they are released, from the Microsoft Web site. You should also run Windows Vista Update monthly to install the latest software from Microsoft.

## Turning On Your Computer for the First Time

After you have completed the steps on the setup poster, you are ready to turn on your computer.

- 1 Press the Power button on the monitor.
- 2 Press the On button on the front of the computer.
- 3 Turn on the speakers, if they are present.
- 4 Set up your computer by following the onscreen instructions. If prompted, select the country/region where you are physically located and wait while the computer makes preparations. (When you select an alternate language, it may take up to 30 minutes for this one-time language setup on the computer.)
- 5 Set up Microsoft Windows Vista by following the onscreen instructions.
- 6 Follow the onscreen instructions to register with HP or Compaq, sign up for updates, and get online. If you do not want to set up an Internet connection at this time, you can do so later by manually starting Easy Internet Services. See "Connecting to the Internet."
- 7 Norton Internet Security automatically opens. Follow the onscreen instructions to set up this tool to protect your computer and your privacy.

---

**NOTE:** If you stop the setup procedure, when you are ready to finish, double-click the **Easy Setup** icon on the desktop to run the first-time wizard.

---

# Turning Off Your Computer

For best results, when using Microsoft Windows Vista, do not shut down your computer, except when you must turn off the power for safety reasons, such as to make repairs, install new hardware or cards in the computer chassis, or change a battery.

As an alternative to shutting down the computer, you can lock it or put it into either sleep or hibernate mode, if they are available. You can set the power management timers to put the computer automatically into sleep or hibernate mode.

Sleep and hibernate are power states. Sleep mode saves your work to memory so you can resume quickly, saves your work to the hard disk, and then goes to a reduced-power state. During sleep mode, your computer hardware light remains on, and your computer is ready to wake quickly and resume your work where you were. Hibernate mode saves your system memory to a temporary file on the hard disk and then turns off the hardware.

Some computers also have a reduced-power state called away mode. Away mode turns off the display and mutes the audio, but otherwise keeps the computer operational. During away mode, the computer can perform task such as recording a scheduled TV program or streaming video and music files to a remote location.

## Using Shut Down

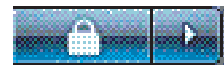
For best results, when using Windows Vista, turn off the computer without pressing any buttons on the computer chassis.

---

**NOTE:** For information on the **Windows Start Button**, see “Using the Windows Start Button Menu.”

---

- 1 Close any open software programs by clicking the **X** at the upper-right corner of each program window.
- 2 Click the **Windows Start Button** on the taskbar.
- 3 Click the **Arrow** button next to the Lock button.
- 4 Click **Shut Down**.
- 5 Turn off the monitor.



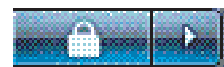
To turn on the computer after a shut down:

- 1 Press the Power button on the monitor.
- 2 Press the On button on the front of the computer.

## Using Lock

If you lock the computer, only you or your administrator can log on to it.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Lock** button.



## Using sleep mode

When the computer is in sleep mode, it goes into a reduced-power state. The monitor is blank, as if it is turned off. By using sleep mode:

- You save time, because you do not have to wait for the computer to go through the normal startup routine when you wake it again. The next time you use the computer, any programs, folders, and documents that were open before you put the computer into sleep mode are available.
- Your computer can receive faxes, if you set it to do so.
- Your computer can retrieve e-mail messages and download information from the Internet automatically, if you set it to do so.

To put the computer into sleep mode manually:

- Press the Sleep button on the keyboard, if it is present.

Or

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Power** button.

Or

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Arrow** button next to the Lock button.
- 3 Click **Sleep**.



To wake the computer from sleep mode:

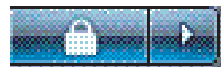
- Press the Sleep button on the keyboard.
- Or
- Quickly press the On button on the front of the computer.

If the computer does not work properly when you wake it from sleep mode, restart the computer.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Arrow** button next to the Lock button.
- 3 Click **Restart**.

Or

Quickly press the On button on the front of the computer.



## Using hibernate mode

Hibernate mode is available as an advanced power setting. When the computer is in hibernate mode, it saves to the hard disk drive everything that is in computer memory, turns off the monitor and the hard disk drive, and then turns itself off. When you turn on the computer again, your programs, folders, and documents are restored to the screen.

To put the computer into hibernate mode manually:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Arrow** button next to the Lock button.
- 3 Click **Hibernate**, if it is present.



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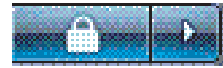
**NOTE:** If Hibernate is not present, you can set up your computer to go into hibernate mode automatically; see “Automatic sleep, hibernate, or away mode.”

---

To wake the computer from hibernate mode, press the On button on the front of the computer.

If the computer does not work properly when you wake it from hibernate mode, restart the computer.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Arrow** button next to the Lock button.
- 3 Click **Restart**.



## Automatic sleep, hibernate, or away mode

You can set your computer to go into sleep, hibernate, or away modes automatically when it is idle for a specified number of minutes. To put the computer into a mode automatically, modify the power management settings.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Control Panel**.
- 3 Click **System and Maintenance**.
- 4 Click **Power Options**.
- 5 Click **Change when the computer sleeps**.
- 6 For sleep or away modes, select an option from the *Put the computer to sleep* drop-down menu, and click **Save changes**.

Or

For hibernate or away mode:

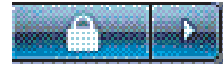
- a Click **Change advanced power settings**.
- b Click the plus sign (+) next to Sleep.
- c Click an item and make selections, and then click **Apply**.
- d Click **OK**.

# Restarting the Computer

When you restart the computer, the computer clears some settings and starts over using the operating system and software in its memory. Restarting is the easiest and most effective way to solve many software issues for your computer.

Also, you may want to install additional software programs or hardware devices onto your computer, and doing so may require that you restart the computer after installation.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click the **Arrow** button next to the Lock button.
- 3 Click **Restart**.



Or

Quickly press the On button on the front of the computer.

# Connecting to the Internet

Your computer can connect to the Internet through the telephone modem. There are other ways to connect to the Internet that do not use the telephone modem, such as a LAN (local area network) or DSL (digital subscriber line). Check with your ISP for specific information on your connection.

Refer to the "Setting Up Your Computer" of this guide to make the hardware connections: for a modem see "Connecting a Modem" and for a network see "Setting Up a Local Area Network."

To connect to the Internet you must have:

- A computer.
- A dial-up modem or cable modem, or a DSL modem for high-speed broadband connections. Contact your ISP for any specific software and hardware you may need.
- Internet service with an ISP.
- A Web browser.

To connect to the Internet:

- 1 Sign up with an ISP. If you already have an account with an ISP, skip this step and follow the instructions provided by the ISP.
- 2 If you did not set up for Internet service during the initial setup of the computer, set it up now by using Easy Internet Services.
  - a Click the **Windows Start Button** on the taskbar.
  - b Click **All Programs**.
  - c Click **Easy Internet Services**.
  - d Follow the onscreen instructions to select an ISP and set up Internet service.

---

**NOTE:** Easy Internet Services provides a list of ISPs; however, you may choose another ISP or transfer an existing account to this computer. To transfer existing accounts, follow the instructions provided by the ISP.

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- 3 Connect to the Internet. You must connect through your ISP.
  - Double-click the ISP-provided icon on the desktop, and log in.
- 4 Open your Web browser and browse the Internet.

You can use any Web browser; most computers have Internet Explorer. To open Internet Explorer:

- a Click the **Windows Start Button** on the taskbar.
- b Click **All Programs**.
- c Click **Internet Explorer**.

---

**NOTE:** If you have questions, contact your ISP directly.

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## Signing Up for Software Updates

Microsoft continually updates the Windows Vista operating system. It is recommended that you check for, download, and install these updates at least once a month. One way to keep the operating system up to date is to use the Automatic Updates feature. When you are connected to the Internet, Windows Vista Update automatically notifies you through a pop-up message or icon in the notification area when critical updates are available. When you see the Windows Vista Update message, allow the updates to download to your system. If you update the system weekly, or even monthly, the time required for download is minimal.

To configure Automatic Updates:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Control Panel**.
- 3 Click **Security**.
- 4 Click **Windows Updates**.
- 5 Click **Change Settings**.
- 6 Select the desired configuration:
  - **Automatic (recommended)** — This is the default setting, and it enables you to specify a day and time to automatically download and install recommended updates.
  - **Download updates, but let me choose whether to install them**
  - **Check for updates but let me choose whether to download and install them**
  - **Never check for updates** — This option makes the computer more vulnerable and is not recommended.
- 7 Click **OK**.



# Setting Up User Accounts on Your New Computer

User accounts enable you to set the privileges for each user of your computer. For example, you can set the software programs that each user is allowed to access.

Windows Vista provides three types of user accounts:

- **Administrative**  
Allowed to change account types for other users, change passwords, change system-wide settings, and install Windows Vista-compatible software and drivers.
- **Limited**  
Not allowed to change other user settings or passwords. A Limited account may not be able to install or run some software.  
Allowed to change the limited account picture, and to create, edit, or delete the account password.
- **Guest**  
Not allowed to change other user settings or passwords.  
Users who log on to the computer using the guest account do not have access to password-protected files, folders, and settings.

Creating multiple user accounts on the same computer has certain advantages, as well as some drawbacks.

- **Advantages to multiple user accounts:**
  - Ability to create individual user settings
  - Ability to limit access to software for certain users
- **Drawbacks to multiple user accounts:**
  - More memory (RAM) usage
  - Multiple Temporary Internet Files folders to remove during Disk Cleanup
  - More data to back up
  - Longer time to complete virus scan

## Creating passwords

Passwords help protect your computer from unauthorized access, and they help ensure that information on the computer stays private and secure. Use the following list as a basic guide when choosing your password:

- Choose a password that is easy for you to remember but difficult for others to guess.
- Choose a long password (minimum of six characters).
- Use a combination of uppercase and lowercase letters, numbers, and symbols.
- Don't use personal information that others can easily figure out, such as your birthday, child's name, or phone number.
- Don't write down passwords unless you store them in a secure place away from the computer.

# Guidelines for Installing Software and Hardware Devices

After you set up the computer, you may want to install additional software programs or hardware devices. Keep in mind the following important guidelines:

- Before installation, make a restore point by using the Microsoft System Restore program.
  - a Click the **Windows Start Button** on the taskbar.
  - b Click **Control Panel**.
  - c Click **System and Maintenance**.
  - d Click **Backup and Restore Center**.
  - e Click **Create restore point or change settings**.
  - f In the System Property window, on the System Protection tab, click **create**. Follow the onscreen instructions.

The *restore point* is a snapshot of your computer settings. By using System Restore, you ensure that you have a stable set of settings to use. For information on System Restore, go to the Microsoft Web site at:

**<http://www.microsoft.com/worldwide>**

- Choose software that is compatible with your computer — check the operating system, memory, and other requirements listed for the new software.
- Install the new software according to the directions provided by the software manufacturer. If you need help, check the manufacturer's documentation or customer service information.
- For antivirus software, uninstall the existing software program before reinstalling it or installing a new antivirus program.

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**NOTE:** Use only licensed original software. Installing copied software may be illegal, or it may result in an unstable installation or infect your computer with a virus.

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# Transferring Files and Settings from Your Old Computer to Your New Computer

You can copy files from the old computer to your new computer by using media such as CDs or DVDs, memory sticks, or personal media drives. You can also copy certain settings such as Web browser Favorites and address books by using Windows Easy Transfer software.

For more information:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Help and Support**.
- 3 Type *transfer files* into the Search box.
- 4 Click the overview article, **Transfer files and settings from another computer**. This article describes a Microsoft solution for moving your files onto your new computer.

## Using HP Total Care Advisor Software

HP Total Care Advisor is a desktop tool you use to monitor and access system health information about key areas of your computer. HP Total Care Advisor has four major areas:

- PC Health & Security provides a dashboard view of the status of key areas of your computer.
- PC Action Center receives messages and alerts that inform you of changes in the status of your computer health.
- PC Help provides simple access to help and support information for your computer.
- Products Showcase provides a listing of products and services available for your computer, and presents comparison shopping information about those items.

To open HP Total Care Advisor:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **HP Total Care Advisor**.



# Using the Keyboard

Your computer may include a standard keyboard or a wireless keyboard. The keyboard is the primary way you enter text and commands for the computer.

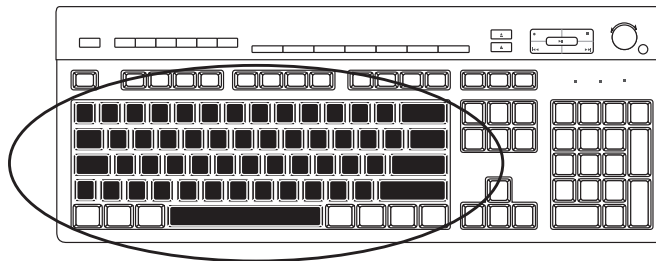
A standard keyboard connects to the keyboard connector in the back of the computer.

A wireless keyboard (select models only) uses a receiver/transmitter, instead of a connector cable, to communicate with your computer. A light on the receiver indicates receiver activity.

## Identifying Keyboard Features

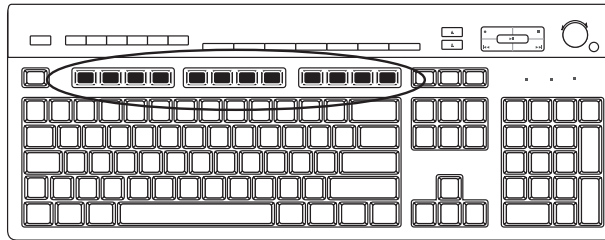
The keyboard contains an arrangement of standard keys, indicator lights, and special buttons (select models only). Your keyboard may vary from the illustrations that follow.

### Alphanumeric keys



The alphanumeric keys are the main keys found on a standard typewriter.

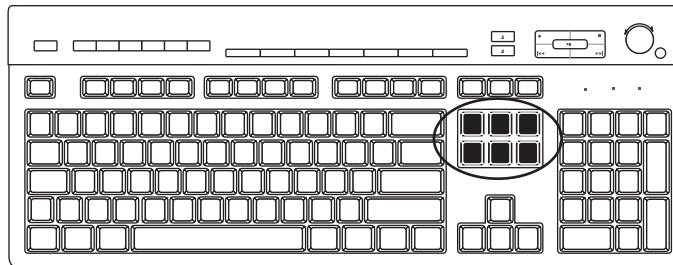
## Function keys



The function keys, located above the main keys, are labeled F1 through F12. Most function key operations vary by software program. F1 and F3 are available at all times:

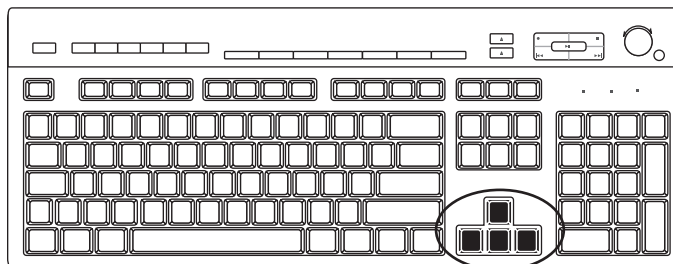
- Pressing F1 displays a Help window for the software program being used.
- Pressing F3 displays a search window.

## Edit keys



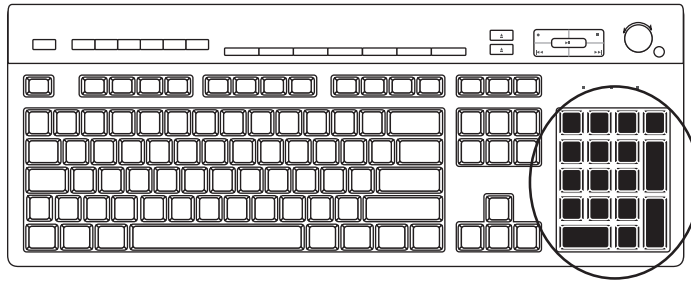
The edit keys are Insert, Home, Page Up, Delete, End, and Page Down. Use these keys to insert and delete text, and to quickly move the cursor on the screen. The edit keys function differently with some software programs.

## Arrow keys



The arrow keys are controls for moving up, down, right, and left. You can use these keys instead of the mouse to move the cursor for navigation on a Web page, in a document, or in a game.

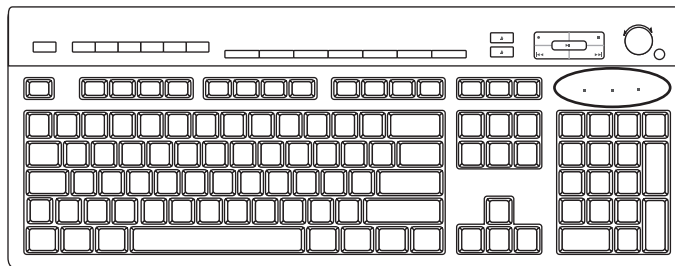
## Numeric keys



Press the Num Lock key to lock and unlock the numeric key functions:

- When the Num Lock light on the keyboard is on, the numeric keys work in the same way as the number keys and arithmetic functions found on a basic calculator.
- When the Num Lock light on the keyboard is off, the numeric keys are directional keys used to move the cursor or play games.

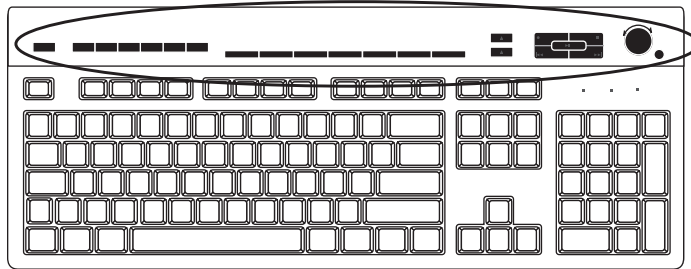
## Keyboard indicators



Each keyboard indicator is a light labeled with the name or with an icon for its status:

Icon	Name	Description
1	Num Lock	When lit, numeric keys are locked as numbers keys and arithmetic functions.
A	Caps Lock	When lit, alphanumeric keys are locked to uppercase.
↓	Scroll Lock	When lit, scroll function is locked.

## Special keyboard buttons



There are special buttons (select models only) at the top of the keyboard. These buttons operate a CD or DVD player, control speaker volume, connect you to the Internet, or provide quick access to specific functions. (Some keyboard models have some of these special buttons to the left side of the main keys, some do not have the Internet buttons, and some use a different layout on the top right.)

## Identifying Special Keyboard Buttons










Your keyboard may not include some of the buttons listed.

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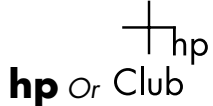
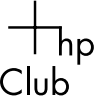




















**NOTE:** The number, location, and labeling of buttons vary by keyboard model.

---

### Access buttons

Icon	Feature	Description
	Sleep	Puts computer into or out of power-saving mode. It may take 10–30 seconds before screen reappears.
	User	Switches between computer users.
	Information	Opens Help and Support Center.
 Or 	Pictures (Photos)	Opens imaging software program. Can be reconfigured.
 Or 	Music	Opens music software program. Can be reconfigured.
	Video	Opens video software program. Can be reconfigured.
	Internet	Opens your Internet browser. Can be reconfigured to open any Web site or software program.



Icon	Feature	Description <i>(continued)</i>
	Search	Opens page designed to search the Internet. Can be reconfigured to open any Web site or software program.
 Or 	E-mail	Opens e-mail program. Can be reconfigured to open any Web site or software program.
 Or 	HP Club	Links to HP Web site.
 Or 	Compaq My Presario	Links to Compaq Web site.
  Or 	Shopping	
 Or 	Sports	
 Or 	Finance	
  Or 	Connect to Internet	Goes to popular Web sites. Can be reconfigured to open a site or software program.
  Or 	Search	
 Or 	Chat	
	Entertainment	
	Offers	
	Calculator	Opens calculator. Can be reconfigured.

## Media control or playback buttons

Icon	Label	Description
	Eject 1 and Eject 2	Opens or closes upper and lower optical drive trays.
	Rec	Starts recording to selected media.
	Stop	Stops media.
	Play/Pause	Plays or pauses media.
	Prev	Rewinds media.
	Next	Fast-forwards media.
    	Volume	<p>Volume knob controls speaker volume: Turn clockwise to increase speaker volume and counterclockwise to decrease volume.</p> <p><b>NOTE:</b> The Volume knob can continue to be turned, even after maximum volume has been reached.</p> <p>Volume Up and Down buttons controls speaker volume: Press the Volume Up button to increase volume and the Volume Down button to decrease volume.</p>
 	Mute	Turns speaker sound on and off.

## Customizing the keyboard buttons

You can customize some of the special buttons on the keyboard (select models only) to open different programs or files, or go to favorite Web sites.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Control Panel**.
- 3 Click **Hardware and Sound**, if it is present.
- 4 Click **Keyboard**.
- 5 Click the **Buttons** tab, and then double-click the button you want to change.
- 6 For the button configuration, click the **Down arrow** to the right of the list and choose the button capability, such as **Complex remote page with label** or **Simple local file with label**.
- 7 Enter a display label and the address information. For a Web page, enter the URL.
- 8 Click **OK**.
- 9 On the Buttons tab, click **Apply**.
- 10 Repeat steps 5 through 9 for each button you want to customize.
- 11 Click **OK** to finish.

---

**NOTE:** Click the **Restore Defaults** button on the Buttons tab to restore all of the buttons to the factory settings.

---

## Keyboard Shortcuts

Keyboard shortcuts are combinations of keys that you press simultaneously to perform specific actions. For example, from the Windows Vista desktop, press the Alt (alternate) key, the Ctrl (control) key, and the S key (the letter S) to display support information for the computer (including the model number, serial number, and service ID). You will see this combination of keys represented as Alt+Ctrl+S. In Windows Vista, press Ctrl+C to copy an item you've highlighted or selected, Ctrl+V to paste a copied item, or Ctrl+Z to undo the previous action. These shortcuts perform the same actions you can perform through menus, but save you time and mouse clicks.



# Using the Mouse

Your computer includes a mouse for directing the cursor (pointer) on the Windows Vista desktop. The mouse uses a roller ball or optics (a light and sensor) to sense movement and cause the cursor on the screen to move. Use the mouse on a flat surface.

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**NOTE:** The optical mouse cannot work on a glass, translucent, or reflective surface.

---

A *wireless mouse* (select models only) is an optical mouse that uses a receiver/transmitter, instead of a connector cable, to communicate with your computer. A light on the receiver indicates receiver activity.

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**NOTE:** The wireless mouse goes into a sleep or suspend mode after 20 minutes of inactivity. Click a button on the mouse to wake it. (Moving the wireless mouse does not wake it.)

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## Using the Mouse Buttons

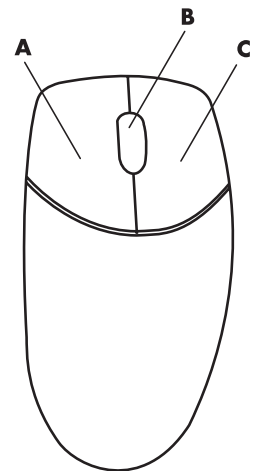
The mouse has two or three buttons on the top:

- Click the left mouse button (**A**) to position the cursor or select an item.
- Click the right mouse button (**C**) to display a menu of commands for the item you clicked.
- On select models, use the scroll wheel button (**B**) in the center for scrolling and panning.

---

**NOTE:** Your mouse may look different from the one shown here.

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You see these terms for using the mouse:

- *Click* means to press and release the left mouse button once.
- *Double-click* means to click the left mouse button and then quickly click it again.
- *Right-click* means to press and release the right button once.

To select an item, click it.

To select sequential items in a list or group, click the first item in the list, and then press and hold the Shift key on the keyboard while you click the last item.

To select non-sequential items, click the first item, and then press and hold the Ctrl key on the keyboard while you click the additional items.

You can switch the function of the left and right buttons for left-handed use. See “Switching Mouse Button Functions.”

## Scrolling

Click the left mouse button to place the cursor in a document, and then:

- To scroll toward the beginning of the document, roll the scroll wheel button up (away from you).
- To scroll toward the end of the document, roll the scroll wheel button down (toward you).

## Autoscrolling

- 1 Place the cursor anywhere in the document, and then press the scroll wheel button once. An autoscroll icon appears.
- 2 Move the mouse in the direction you want to scroll. The farther you move the mouse from the starting point, the faster the document scrolls.
- 3 To stop autoscrolling, press the scroll wheel button again.



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**NOTE:** Autoscrolling does not work with some software programs.

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## Panning

- 1 Place the cursor anywhere in the document, and then press and hold down the scroll wheel button.
- 2 Slowly move the mouse in the direction you want to pan. The farther you move the mouse from the starting point, the faster the document pans.
- 3 To stop panning, release the scroll wheel button.

---

**NOTE:** Panning works only if the horizontal scroll bar in the window is active. Panning does not work with some software programs.

---

## Switching Mouse Button Functions

To switch the functions of the right and left mouse buttons for left-handed use:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Control Panel**.
- 3 Click **Hardware and Sound**, if it is present.
- 4 Click **Mouse**.
- 5 Click the **Buttons** tab, and check **Switch primary and secondary buttons**.
- 6 Click **Apply** (using the new primary button) and then **OK**.

## Changing Mouse Pointer Speed

To change the speed of the cursor on the screen relative to the motion of the mouse:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Control Panel**.
- 3 Click **Hardware and Sound**, if it is present.
- 4 Click **Mouse**.
- 5 Click the **Pointer Options** tab.
- 6 In the *Motion* area, use the slider to adjust the pointer speed.
- 7 Click **Apply** and then **OK**.





# Introducing Your Computer Software

The operation of your computer is controlled by two kinds of software:

- The Microsoft Windows Vista operating system, which displays the desktop on the monitor and controls your computer's hardware, peripherals, and software programs.
- Software programs that perform specific functions, such as word processing.

The software programs included with the computer may vary by model and by country/region.

## Learning More About Software

You can find information on using software, and on the Microsoft Windows Vista operating system in this guide and the onscreen Help. For Microsoft Windows Vista, you can also open the built-in Help and Support Center.

- Press the Help button (labeled with a question mark icon) on your keyboard (select models only).

Or

- Click the **Windows Start Button** on the taskbar, and then click **Help and Support**.

For help with specific software, refer to the onscreen Help within the program.

## Using the Desktop

The *desktop* is the work area that appears on the monitor screen. It includes the taskbar along one edge, and shortcut icons that make it easy to find the things you need.

The taskbar shows the Windows Start Button, a button for each open window so you can switch between programs, and the notification area that includes the time.

A *shortcut icon* is a small picture that you click to open a folder or start a program. One icon on the desktop that performs a special function is for the Recycle Bin, which collects files or shortcuts that you delete. When you empty the Recycle Bin, the files or shortcuts are permanently deleted. You can retrieve items from the Recycle Bin until you empty it.

## Removing desktop icons

You can remove most desktop icons by deleting them.

To delete a desktop icon:

- 1 Right-click the icon.
- 2 Click **Delete**.

## Retrieving desktop icons

- 1 Open the **Recycling Bin** on your desktop.
- 2 Drag the icon onto the desktop.

# Using the Windows Start Button Menu

Click the **Windows Start Button** on the taskbar to open the Start menu. From the Start menu, you can:

- Open programs or documents.
- Open the Help and Support Center.
- Start a search.
- Run a program.
- Open the Control Panel to view or change settings.

## Using the All Programs menu

To find the software programs on your computer:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.

The All Programs menu displays a list of folders organized according to task (select models only).

A folder contains a list of items. Each item is actually a shortcut, or link, to a program, a document, or another folder. The Music folder, for example, contains shortcuts to the programs you use to play music CDs.

## Organizing your All Programs list

To change the name of an item:

- 1 Right-click the item.
- 2 Click **Rename**.
- 3 Type the new name, and then press Enter on the keyboard.
- 4 Click **Yes** in the message that appears.

To copy an item:

- 1 Right-click the item.
- 2 Click **Copy**.
- 3 Go to the desktop or folder, right-click an empty space, and then click **Paste**.

If you use Add or Remove Programs in the Control Panel to delete a software program, the shortcut in All Programs may not be removed. To remove a shortcut:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click the folder.
- 4 Right-click the shortcut, and then click **Delete**.

## Using the Control Panel

The Control Panel is where you can set up or change properties and settings for the monitor, the keyboard, the mouse, the modem, a network connection, and other components and features of the computer. The Control Panel also provides tools for changing system performance, adding hardware, adding or removing programs, and other tasks.







To open the Control Panel:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Control Panel**.

# Resizing Windows

All windows have three buttons in the upper-right corner. The middle button is either the Maximize button or the Restore Down button, depending on the state of the window.



Feature	Name	Description
	Minimize	Collapses the window to the taskbar (but does not close it). To bring the window back up, click the taskbar button with the name of the window.
	Maximize	Expands the window to the full-screen size.
	Restore Down	Reduces the window from full-screen size so it covers only a portion of the screen.
	Close	Closes the window and stops the program or task.
	Resize	Resizes a window (not available when window is maximized). Move your mouse cursor over any window border until the cursor becomes a double-headed arrow. Click and hold down the left mouse button. Drag the border to the left or right to change the width. Drag the border up or down to change the height.
	Scroll bar	A scroll bar appears in a window when the information does not fit on one screen. Clicking and dragging a vertical scroll bar moves the screen up and down. Clicking and dragging a horizontal scroll bar moves the screen left and right.

## Working with Digital Images

You can connect a digital image source, such as a digital camera or a digital video camera, to the computer either directly or through a docking station. Digital picture files you copy or download from the device appear in the Pictures folder.

Digital cameras and other digital imaging devices use memory cards, or media, to store digital picture files. You can copy digital picture files from the memory cards used by digital cameras and other digital imaging devices by using the memory card reader (select models only).

# About the Internet

This section describes connecting to and using the Internet, including how to use a Web browser and electronic mail (e-mail).

Use the Internet to search for information or services on the Web, or to retrieve, read, or send e-mail messages.

The *Internet* is a group of computers that communicate with each other through telephone lines, digital services, or cable lines. Each Internet computer is independent, and its operators choose which files to make available to users of the Internet. To connect your computer to the Internet and use the information and services available there, you need an Internet Service Provider (ISP).

*ISPs* are businesses that give you access to the Internet, and most of them provide e-mail service. ISPs usually charge a monthly fee for their services. When your computer connects to the Internet, it is actually communicating with the Internet computer belonging to the ISP. The ISP verifies your account and then provides you access to the Internet. You use a Web browser program to search for and display Web site information. Some ISPs allow you to choose a browser program, while others provide their own browser.

Your connection to an ISP may be through a traditional telephone dial-up modem, a local area network (LAN), cable modem, digital subscriber line (DSL), or asymmetric digital subscriber line (ADSL). (DSL, ADSL, and cable ISPs are not available in all countries/regions.)

The *World Wide Web* (WWW), also called the *Web*, is a public part of the Internet used by individuals, companies, governments, and organizations. These individuals and groups have created millions of Web sites in support of their activities. A Web site consists of one or more Web pages. A *Web page* is a file or group of files that a user can access by entering the file location, or Uniform Resource Locator (URL).

The *URL* identifies a Web site location, typically in the form *http://www.name.extension* (for example, **http://www.hp.com**). The URL may include the path to a specific file within that site. Each period, or dot, in the URL separates elements within the address. For example, you will see the URL extension *.com* used by companies. When you enter the URL into your browser address box and press the Enter key on your keyboard, the browser contacts that location and displays the Web page for you.

Imagine you are reading a newspaper. On page 1, you may read something like *For more details, see page 3, column 2*. You turn the page for more information. A *hyperlink* on a Web page works the same way, except that you move to the new page by clicking the hyperlink. The way that a hyperlink links files together is what gives the Web its name, because the Web weaves together and connects ideas from all over the world.

Your *e-mail address* identifies the electronic post office box where people can send you electronic mail. E-mail addresses have the form *name@domain.extension*. The domain is usually the name of the ISP or organization. The extension usually identifies the type of organization. For example, if your name is Jane Jones, and XYZ is your ISP, your e-mail address might be *JaneJones@xyz.com*, with the extension *.com* indicating that XYZ is a company. For information on using e-mail, see "Sending and Receiving E-Mail."

# Using a Browser

A Web browser program searches for and displays Web site information. How you explore the Internet depends on whether your ISP provides the browser or allows you to choose your own.

Once you are connected to the Internet, your browser displays the home Web page. You can go to a different Web site by entering its address (such as **http://www.hp.com**) into the address box in the browser, and pressing Enter on your keyboard. Or you can use the browser search feature to search for references to a specific word or phrase on the Web.

## Searching the Internet

Most Web browser programs include a search feature. You may need to click a button or select a menu option to display the search feature, depending on the type of browser program. Type a question, or a word that describes the information you want to find, into the Search box, and then press Enter.

The Windows search feature includes direct use of Internet Explorer Search.

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**NOTE:** If your ISP provides the browser, you may not be able to use Internet Explorer to search the Internet.

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To begin a search:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Type a word or question; what you type automatically appears in the Search box. As you type, the search results appear in the left pane.
- 3 Do one of the following:
  - Click a result to open it.
  - Click the **X** to clear the results of the search and return to the main list of programs.
  - Click **Search the computer** to show the results in a folder for advanced options.
  - Click **Search the Internet** to search the Internet by opening your browser.

## Restricting Internet content

The Internet provides you with a wide variety of information, but some information may not be suitable for every viewer. With Content Advisor (a feature of Internet Explorer), you can:

- Set up a password.
- Control Internet access.
- Set up a list of Web sites that people who use your computer cannot view.
- Adjust the type of content people can view with and without your permission.

Once you set up restricted rating levels in Content Advisor, users can view Web sites and other pages that you have specified under the rating setup. However, to view unrated Web sites or pages, they must enter the Content Advisor password that you have set. This means that any unrated page, even Help and Support or Internet Explorer, is not viewable if the user does not know the password. To allow access to an unrated site or page you approve of, open it and, when the password window appears, select the **always allow viewing** or **allow viewing only this time** option.

To enable Content Advisor:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **Internet Explorer**.
- 4 Click **Tools**, and then click **Internet Options**.
- 5 Click the **Content** tab.
- 6 In the *Content Advisor* area, click **Enable**.
- 7 Click the **General** tab, click **Create Password**, and type a password.
- 8 Click **OK**, and then click **OK** again.

## 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 or damage your operating system, software programs, or computer utilities.

Antivirus software can detect most viruses, destroy them, and, in most cases, repair any damage viruses may have caused. To provide ongoing protection against newly discovered viruses, antivirus software must be kept up to date.

Norton Internet Security, an antivirus software program, is preinstalled on your computer and includes a free trial subscription of protection updates. You can enable Symantec's LiveUpdate™ to obtain protection updates automatically whenever you are online. HP strongly recommends that you protect the computer against new viruses beyond the trial period by purchasing an extended update service.

## Configuring and registering Norton Internet Security software

When you first set up the computer, Norton Internet Security helps you to configure and register your copy of Norton Internet Security.

Be sure to set up Norton Internet Security before you start surfing the Internet.

- 1 Double-click the **Norton Internet Security** icon on the desktop.

Or

Click the **Windows Start Button** on the taskbar, click **All Programs**, click **Norton Internet Security**, and then click **Norton Internet Security** again.

- 2 Click **Next** and follow the onscreen instructions if prompted.

For information about using and updating the Norton Internet Security software, you can click the **Windows Start Button** on the taskbar, click **Help and Support**, and then type *virus* into the Search Help box.



## Changing the virus scan time for your Norton Internet Security program

To change the Norton Internet Security scan time:

- 1 Double-click the **Norton Internet Security** icon on the desktop.

- 2 At the top of the main window, click the **Norton Internet Security** tab.

- 3 Click the **Tasks** bar.

- 4 Click **Run a Scan**.

- 5 Click **Run Custom Scan**.

- 6 In the Scans dialog box, next to the custom scan you want to schedule, click **Schedule**.

- 7 In the Schedule dialog box, if *Show multiple schedules* is checked, click **New** to turn on the scheduling fields. If it is not checked, the fields are already enabled.

- 8 Set the frequency and time you want the scan to run.

- 9 When you are done, click **OK**.

---

**NOTE:** If the computer is in sleep mode, the Norton Internet Security program does not perform a scheduled antivirus scan.

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# Sending and Receiving E-Mail

E-mail enables you to send and receive letters, pictures, postcards, and even music and video clips.

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**NOTE:** E-mail may contain a virus in the message itself or as an attachment. To protect your computer, do not open any message that originates from an unfamiliar source or that appears suspect to you. Instead, delete such messages.

---

Your computer comes with an e-mail program from Microsoft called Windows Mail (select models only). You may also use e-mail programs from other vendors. Some ISPs provide their own e-mail programs. You use an e-mail program to send, receive, and organize your messages. You can organize, read, and create new messages even when you are offline (not connected to the Internet).

## Using Windows Mail

To set up Windows Mail, you first need some information from your ISP: your e-mail address, user name, password, the names of your incoming and outgoing e-mail servers, and perhaps some other details.

The first time you start Windows Mail, make sure the computer is connected to the Internet, and follow the wizard to set up your account.

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **Windows Mail**.

To add an account in Windows Mail:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs**.
- 3 Click **Windows Mail**.
- 4 Click **Tools**, and then click **Accounts**.
- 5 Click **Add e-mail Account**, and then click **Next**.
- 6 Follow the onscreen instructions to add your account.

## Using the e-mail program provided by your ISP

Follow the instructions provided by your ISP to install its Web browser and e-mail program, and to set up and use your e-mail account. You will then be able to send and receive e-mail when your computer is connected to your ISP.

# Software Quick Reference Table

## (Select models only)




Your computer includes a number of software programs that:

- Record and play CDs.
- Record data CDs.
- Import and edit video files.
- Record video CDs and DVDs.
- Organize digital media files.

The following table describes the functionality specific to each of these programs. Use the table to determine which program to use to perform a task.

Note that some programs listed may not be included with your model, and that this is not a complete list of all included software.

To open any of these programs, click the **Windows Start Button** on the taskbar, choose **All Programs**, select the program folder (for example, **DVD Play**), and then click the program name to open the software.

<b>With this program:</b>	<b>You can:</b>
DVD Play (select models only) 	<ul style="list-style-type: none"><li>■ Play DVD movies and video CDs (VCDs). (High Definition playback is supported.)</li><li>■ Use the Zoom and Pan features.</li><li>■ Create viewing bookmarks.</li></ul>
HP Photosmart Essential (select models only) 	<ul style="list-style-type: none"><li>■ View, organize, and print your photos.</li><li>■ Share your photos with friends and family.</li><li>■ Create electronic photo albums.</li><li>■ Edit your photos: crop, resize, flip, rotate, make black and white, change the contrast, and more.</li></ul> <p>To open this program, click the <b>Windows Start Button</b>, <b>All Programs</b>, <b>HP</b>, and then click <b>HP Photosmart Essential</b>.</p>
Real Rhapsody (select models only) 	<ul style="list-style-type: none"><li>■ Play music CDs, .mp3s, and other audio files.</li><li>■ Record music files.</li><li>■ Record a copy of an existing music or data CD to use on the computer.</li><li>■ Organize digital files into a library for recording or listening.</li></ul>

**With this program:** **You can:** *(continued)*

muvee autoProducer  
(select models only)



- Add your own style to your movies with music, pictures, titles, scene transitions, and captions.
- Edit your home movies.
- Save and burn multiple movie files to DVD.
- Use the Magic Spot feature to control the motion effects applied to your pictures.

RealPlayer  
(select models only)



- Play music CDs, .mp3s, and other audio files.
- Play DVD movies. (RealPlayer can play DVDs only if another DVD player program, such as DVD Play, is installed.)
- Play video CDs.
- Record music files.
- Organize digital files into a library for recording or listening.

Roxio Creator  
(select models only)



- Record data and music files.
- Record a copy of an existing music or data CD to use on the computer.
- Create customized music CDs from CDs in your collection, or from .wav, .mp3, or .wma files. These CDs can be played in your home or car stereo.
- Copy and share data files.
- Create archive CDs or DVDs from files on your computer.
- Copy video files.
- Verify that the disc has been created without errors.

Roxio MyDVD  
(select models only)



- Record movie files to create VCDs and DVDs that you can play on some DVD players.
- Copy and share video files.
- Capture video files.
- Edit video files.

Backup My PC  
(select models only)

- Create computer backup files to protect your data and other important files on your computer.

**NOTE:** This software is included with the Personal Media Drive only.

**With this program:** **You can:** *(continued)*

HP Total Care Advisor  
(select models only)

- Quickly organize the Web links you want to keep available to you on your desktop.
- Comparison-shop using the convenient shopping search engine.
- Get HP software and driver updates.
- Get important messages from HP.
- Access PC Health and Security and PC Help tools.

Microsoft Windows  
Movie Maker  
(select models only)



- Import audio, video, and other media files from videotape, audiotape, Web cameras, or television broadcasts.
- Record audio and video files to create a video project that becomes a Microsoft Windows Media source file with a .wmv extension.
- Edit and preview files.
- Send a movie in an e-mail or upload it to a Web server.
- Add music files (.mp3).
- Import audio files such as .mp3, .asf, or .wma; video files such as .wmv, .asf, .avi, or .mpg; or image files such as .jpg or .gif.
- Create .avi and .wmv (Windows Media Video) files.

---

**NOTE:** You may have a software update CD included with your computer. You may need to install this CD before using the DVD Writer/CD Writer drive. To do this, follow the installation instructions that came with the CD.

---

# Managing Files

A *file* is any unit of information that is named and stored on your computer hard disk drive or other electronic storage media, such as a CD, diskette, or even in a digital camera. A file can be an application program, a picture, music or sounds, a document, or data. Almost everything you do on your computer involves working with files.

The computer can copy files to other storage media within component drives, such as diskettes, memory cards, CDs or DVDs, or it can send them to output devices, such as a printer.

## Organizing Files with Folders

In Windows Vista, folders enable you to organize the files on your computer. Like paper folders within a filing cabinet, folders on your computer provide a way to group related files together.

A folder can contain any type of file, and it can even contain other folders. Each file within a folder must have a unique name, but two different folders can have files with the same name.

There are two methods for working with the files and folders on your computer:

- The Computer view enables you to quickly see all the files and folders within a specific folder on your computer. It also contains links to common tasks for managing your files, such as copying, moving, deleting, and renaming.

To open the Computer view, click the **Windows Start Button** on the taskbar, and then click **Computer**.

- Windows Explorer enables you to quickly see all the folders and files on your computer. It also makes it easy to move or copy files from one folder to another.

To open Windows Explorer, right-click **Windows Start Button** on the taskbar, and then click **Explore**.

To navigate the Computer and Windows Explorer views, double-click folders to open and display their contents. Click the **Back** arrow button to retrace your path through the opened folders.

## Creating Folders

- 1 Click the **Windows Start Button** on the taskbar, and then click **Computer**.  
Or  
Right-click **Windows Start Button** on the taskbar, and then click **Explore**.
- 2 Navigate to the location where you want the new folder.
- 3 Click **Organize** and then **New folder**.
- 4 Type a name for the folder, and then press Enter on the keyboard.

## Moving Files



**CAUTION:** Do not move any file that is part of an installed program. Doing so can cause the program to become unusable.

---

- 1 Click the **Windows Start Button** on the taskbar, and then click **Computer**.  
Or  
Right-click **Windows Start Button** on the taskbar, and then click **Explore**.
- 2 Find the file you want to move, and click to select it.
- 3 Click **Organize** and **Cut**.
- 4 Find and open the folder where you want to put the file.
- 5 Click **Organize** and **Paste**.

---

**NOTE:** You can also move files by dragging them into a new location. (You can have two or more Windows Explorer windows open at one time.) Select an item in Computer or in Windows Explorer, and then press and hold the right mouse button while moving the item into another folder. Release the mouse button and click **Move Here** to place the item in the new location.

---

# Finding Files

To find a file, you can use the Search box at the top of every folder, or the search box on the Windows Start Button menu, which searches the whole computer.

To search from a folder Search box:

- 1 Click the **Windows Start Button** on the taskbar, and then click **Computer**.

Or

Right-click **Windows Start Button** on the taskbar, and then click **Explore**.

- 2 Find the folder you want to search. Search looks in the current folder and all subfolders.
- 3 Click into the search box at the top of the window and begin to type.

The Search box filters according to what you type. It displays files if your term matches the file name, tags, or other file properties. It displays text documents if the term occurs in any of the text inside the document file.

To search from the Windows Start Button menu:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Type a word or question; what you type automatically appears in the Search box. As you type, the search results appear in the left pane.
- 3 Do one of the following:
  - Click a result to open it.
  - Click the **X** to clear the results of the search and return to the main list of programs.
  - Click **See all results** to show the results in a folder for advanced options.
  - Click **Search the Internet** to search the Internet by opening your browser.

# Renaming Files



**CAUTION:** Do not change the file name extension (the last three characters of a file name, after the period). Doing so could make the file unrecognizable to the computer.

---

- 1 Click the **Windows Start Button** on the taskbar, and click **Computer**.  
Or  
Right-click **Windows Start Button** on the taskbar, and click **Explore**.
- 2 Find the file or folder you want to rename and click it to select it.
- 3 Click **Organize** and **Rename**.
- 4 Type the new name, and then press Enter on the keyboard.

---

**NOTE:** Another way to rename a file is to right-click the file and then click **Rename**.

---

# Deleting Files



**CAUTION:** Do not delete any file that is part of an installed program. Doing so can cause the program to become unusable.

---

- 1 Find the file you want to delete, and click to select it.
- 2 Click **Organize** and **Delete**.
- 3 Click **Yes** to confirm the delete and send the file to the Recycle Bin.

If you make a mistake and need to retrieve the deleted file, see “Retrieving Files from the Recycle Bin.”

---

**NOTE:** Another way to delete a file is to right-click the file and then click **Delete**.

---

## Retrieving Files from the Recycle Bin

If you discover that you need a file that you have deleted, you can usually retrieve it from the Recycle Bin. When a file is deleted, it goes to the Recycle Bin and stays there until the Recycle Bin is emptied manually or it is cleared to make room for more recently deleted files.

- 1 Double-click the **Recycle Bin** icon on your desktop.
- 2 Find the file you want to retrieve, and click to select it.
- 3 Click **Restore this item**.

The file is removed from the Recycle Bin and goes back to its previous location.

## Copying Files

- 1 Click the **Windows Start Button** on the taskbar, and then click **Computer**.

Or

Right-click **Windows Start Button** on the taskbar, and then click **Explore**.

- 2 Find the file you want to copy, and click to select it.
- 3 Click **Organize** and **Copy**.
- 4 Find and open the folder where you want to put the file.
- 5 Click **Organize** and **Paste**.

---

**NOTE:** You can also copy files by dragging them into a new location. Select an item in Computer or in Windows Explorer and then press and hold the right mouse button while moving the item into another folder. Release the mouse button and select **Copy Here** to copy the item to the new location.

---



# Using a Printer

For instructions on connecting and using the printer, refer to the user manual that came with your printer.

Printers receive instructions from your computer by means of software programs called printer drivers. In many cases your computer automatically finds the necessary printer driver for your particular printer to work with your computer. If it does not, follow instructions that come with your printer to install the specific printer driver manually.

You can print text and graphics from most software programs and Web sites if you have a printer connected to your computer, and if the computer has the necessary software installed for the printer.

To print:

- 1 Click **File** on the program menu bar, and click **Print**.
- 2 Select your printing options:
  - Select the printer.
  - Choose the page range (for example: all pages, current page, or range of pages).
  - Determine the number of copies.
  - Select all, odd, or even pages in a range.
- 3 Click **OK** or **Print**.



# Using CD and DVD Media Drives

## Using Your CD and DVD Drives

Your computer can come with several types of CD or DVD drives that allow you to do different tasks. What you can do depends on what kind of drive you have.

<b>Allows you to:</b>	<b>CD-ROM</b>	<b>CD-RW</b>	<b>DVD-ROM</b>	<b>DVD+RW/+R</b>
Read data from CDs	•	•	•	•
Play music CDs	•	•	•	•
Read DVDs			•	•
Record (burn) data or music to discs		•		•
Play DVD movies			•	•
Record (burn) DVD movies				•

The combination (combo) drive is available on select models only. It combines the functions of two drives into one: either a DVD+RW/+R drive (DVD writer) and a CD-RW drive (CD writer), or a DVD-ROM drive and a CD-RW drive.

## Handling CDs and DVDs

To avoid damaging a disc, follow these guidelines:

- Return the disc to the case when you are finished using it.
- Handle the disc by its outside edges or center hole only.
- Do not touch the unlabeled side of a disc or place the unlabeled side down on your desk. Doing so could scratch the surface of the disc.
- Store discs at room temperature.

## Inserting and removing CDs and DVDs



**CAUTION:** Use only standard-shaped (circular) discs in your drives. Using non-standard discs, such as heart-shaped discs or business-card discs, may damage your drive.

To insert a CD or DVD:

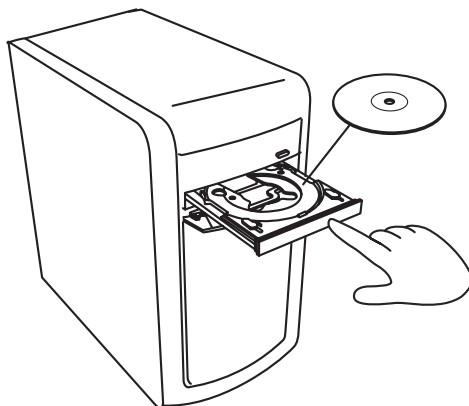
- 1 With your computer turned on, press the Eject button near the front of the drive to open the disc tray.

**NOTE:** On some computers, the drive is located behind a door on the front of the computer.

- 2 Remove the CD or DVD from its case, holding the disc edges or center hole only.
- 3 Gently place the disc in the tray with the label facing up.

**NOTE:** On a double-sided DVD, read the text around the center hole to determine which side (A versus B or Standard versus Widescreen) to play. Place the disc in the tray with the label facing up for the side you want to play.

- 4 Close the disc tray by:



- Gently pushing the tray into the computer.

Or

- Clicking the open/close button on the control panel for the program that controls the drive.

Or

- Pressing the media control open/close button or Eject button on the keyboard (select models only).

Or

- Pressing the Eject button on the drive, if it is accessible.

To remove a CD or DVD:

- 1 With the computer turned on, open the disc tray by pressing the Eject button.
- 2 Holding on to the disc edges or center hole only, lift the CD or DVD out of the tray.
- 3 Place the disc in its case.
- 4 Close the disc tray by gently pushing the tray into the computer.

## Compatibility Information

An important feature of a DVD Writer/CD Writer drive is its high level of compatibility with other optical drives and CD and DVD players:

- The CDs that you create play in most home and car stereos and in most computer DVD-ROM and CD-ROM drives.
- The DVDs that you create are compatible with some DVD video players and with most computer DVD-ROM drives.
- CD-R discs are more compatible with home and car stereos than CD-RW discs are.

Your DVD Writer/CD Writer drive is able to read from and record to almost every type of optical disc. Writing speed rates for the DVD Writer/CD Writer drive are fast, allowing quick recording times.

# Disc Features and Compatibility Table

Disc	File type	Can be recorded onto	Plays in computer	Plays in home or car stereo	Plays in home DVD player
<b>CD-ROM</b>	Data	No	Yes	No	No
	Music	No	Yes	Yes	Varies by model
<b>CD-R</b>	Data	Yes	Yes	No	No
	Music	Yes	Yes	Varies by model	Varies by model
<b>CD-RW</b>	Data	Yes	Yes	No	No
	Music	Yes	Yes	Varies by model	Varies by model
<b>DVD-ROM</b>	Data	No	Yes	No	No
	DVD movie	No	Yes	No	Yes
<b>DVD-RAM</b>	Data	Yes	Varies by model	No	No
	DVD movie	Yes	Varies by model	No	Varies by model
<b>DVD+R and DVD-R</b>	Data	Yes	Yes	No	No
	DVD movie	Yes	Yes	No	Varies by model
<b>Double-layer DVD+R/DVD-R</b>	Data	Yes	Varies by model	No	Varies by model
	DVD movie	Yes	Varies by model	No	Varies by model
<b>DVD+RW and DVD-RW</b>	Data	Yes	Yes	No	No
	DVD movie	Yes	Yes	No	Varies by model
<b>VCD</b>	DVD movie	No	Yes	No	Varies by model

**NOTE:** Some computers come with the double-layer DVD Writer. It supports single-layer and double-layer DVD media. Double-layer technology gives you greater capacity and allows you to store up to 8 GB\* of data on double-layer DVD+R or DVD-R media. Double-layer is a new technology. Double-layer media compatibility varies widely with some home DVD players and DVD-ROM drives. \*1 GB is defined as 1 billion bytes. 1 GB = 1 billion bytes when referring to hard disk drive capacity. Actual formatted capacity is less.

For the latest disc compatibility information for your computer, go to the HP Support Web site at:

**<http://www.hp.com/support>**

**NOTE:** Double-layer DVD technology is supported by select models only.

**NOTE:** The Roxio Creator recording programs support the double-layer technology.

# Optical Drive Quick Reference Table

<b>Optical drive can:</b>	<b>CD-ROM</b>	<b>CD-RW</b>	<b>DVD-ROM</b>	<b>DVD-RAM</b>	<b>DVD+RW/+R DVD-RW/-R</b>	<b>Double-layer DVD</b>	<b>Combo CD-RW/ DVD</b>	<b>LightScribe DVD+RW/+R</b>
Read CDs, CD-Rs, and CD-RWs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Read DVDs	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Read data on a CD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Play music	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Record data or music to disc for storage or backup	No	Yes	No	Yes	Yes	Yes	Yes	Yes
View DVD movies	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Record DVD movies	No	No	No	Yes	Yes	Yes	No	Yes
Play games	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Create LightScribe label	No	No	No	No	No	No	No	Yes





# Using the Memory Card Reader

Digital cameras and other digital imaging devices use memory cards, or *media*, to store digital picture files. The optional memory card reader (select models only) can read from and write to a variety of types of memory cards and the IBM Microdrive disk drive.

The card reader is accessible directly on the front of the computer. It has four or two horizontal card slots, which accept the memory cards and the Microdrive disk drive.

You can place media in one or more of the card slots and use each media independently. Place only one piece of media in a slot at one time.

Each card slot has its own drive letter and icon. When you insert media, the display label may change to the title of the media, if the title is present.

When you insert media, the Safely Remove Hardware window may appear. If it opens, or if you open the Safely Remove Hardware window by mistake, click **Close**.



**CAUTION: Do not click *Stop* in the Safely Remove Hardware window with the USB Mass Storage Device selected. Doing so removes the operating system recognition of the memory card reader from your computer, and you must restart the computer to see your memory card reader again.**

---

- 1 Insert the media into the card slot until it stops.

The activity light **(A)** on the memory card reader lights, and the computer automatically detects the media.

---

**NOTE:** You must insert media correctly. Note the direction of the notched corner on the media. For more information, see "Media Insertion Guide."

CompactFlash and Microdrive are keyed and cannot be inserted incorrectly. Insert the receptacle edge (holes) of this media into the slot.

---

- 2 An Autoplay window opens. Select a program to access your files. The computer opens a program so you can access the media contents. You can copy files from or to the media.

Or

If the Autoplay window does not open, click **Windows Start Button** on the task bar, click **Computer**, and then double-click the **Memory Card** icon to display the files on the memory card.

- 3 When you are finished, right-click the drive icon, click **Eject**, check that the activity light is on but not blinking, and then remove the media. A steady activity light indicates that the computer is not reading or writing the media card.

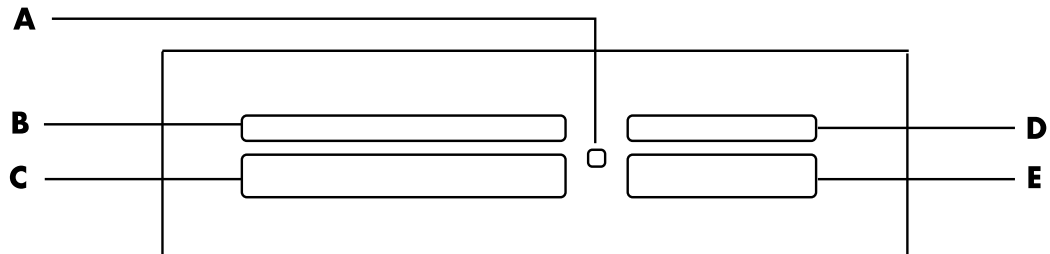


**CAUTION: Do not try to remove media when the activity light is blinking. Doing so may cause loss of data.**



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## Media Insertion Guide

### 4-slot memory card reader (select models only)



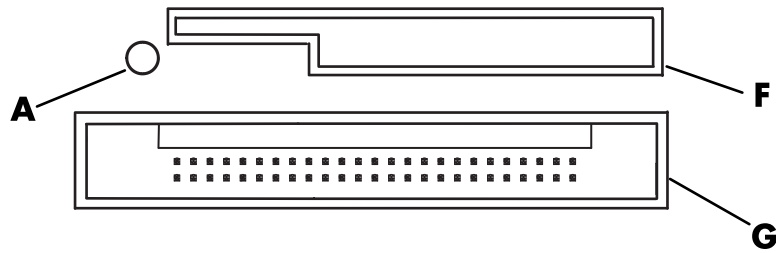
- A Activity light
- B Upper-left slot
- C Lower-left slot
- D Upper-right slot
- E Lower-right slot

Card	Insert the media	4-slot reader location
CompactFlash Type I media	Receptacle edge (holes)	<b>C</b> (lower-left)
CompactFlash Type II media	Receptacle edge (holes)	<b>C</b> (lower-left)
IBM Microdrive disk drive	Receptacle edge (holes)	<b>C</b> (lower-left)
Secure Digital (SD) memory card	Facing up	<b>D</b> (upper-right) 
Mini Secure Digital (MiniSD) Memory Card*	Facing up	<b>D</b> (upper-right) 
MultiMediaCard (MMC)	Facing up	<b>D</b> (upper-right) 
Reduced size MultiMediaCard (RSMMC)*	Facing up	<b>D</b> (upper-right) 
MultiMediaCard Plus (MMC +)*	Facing up	<b>D</b> (upper-right) 
MultiMediaCard Mobile (MMC Mobile)*	Facing up	<b>D</b> (upper-right) 
Memory Stick (MS) memory card	Facing up	<b>E</b> (lower-right) 
Memory Stick (MS-Pro) memory card	Facing up	<b>E</b> (lower-right) 
Memory Stick (MS-Pro Duo) memory card*	Facing up	<b>E</b> (lower-right) 
Memory Stick (MS-Duo) memory card*	Facing up	<b>E</b> (lower-right) 
SmartMedia (SM) memory card	Facing up	<b>B</b> (upper-left) 
xD media	Facing up	<b>B</b> (upper-left) 







\*Select models only. Not available in all countries/regions.

**NOTE:** Some memory cards, such as CF Ultra/III, are not compatible with the memory card reader that came with your computer.

## 2-slot memory card reader (select models only)



- A** Activity light
- F** Upper slot
- G** Lower slot

Card	Insert the media	2-slot reader location
Secure Digital (SD) Memory Card	Facing up (gold connector fingers down)	<b>F</b> (upper) 
MultiMediaCard (MMC)	Facing up (gold connector fingers down)	<b>F</b> (upper) 
Memory Stick (MS) Memory Card	Facing up (gold connector fingers down)	<b>F</b> (upper) 
Memory Stick (MS-Pro) Memory Card	Facing up (gold connector fingers down)	<b>F</b> (upper) 
SmartMedia (SM) Memory Card	Facing down (gold connector fingers up)	<b>F</b> (upper) 
xD media	Facing up (gold connector fingers down)	<b>F</b> (upper) 
IBM Microdrive disk drive	Receptacle edge (holes)	<b>G</b> (lower)
CompactFlash Type I media	Receptacle edge (holes)	<b>G</b> (lower)
CompactFlash Type II media	Receptacle edge (holes)	<b>G</b> (lower)

**NOTE:** Do not use SM and xD media in the memory card reader at the same time. Only the first one inserted is recognized by the memory card reader.

# Understanding the Activity Light

The memory card reader activity light is off when there are no media cards plugged into the slots.

The light turns on when a media card is inserted into a slot.

The light blinks when data is being transferred between the card and the computer.

# Formatting a Memory Card

If you have not used the memory card before, or if the card has become corrupted, you may need to format it before using it.

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**NOTE:** Some memory cards have a lock position. To view or edit your photos, make sure the memory card is in the unlocked position.

---

- 1 Format your memory card in your digital camera. Follow the instructions that came with your digital camera.  
*Or*  
Insert the media into the correct card slot on the reader until it stops and locks into place. The activity light on the memory card reader lights, and the computer automatically detects the media.
- 2 Click the **Windows Start Button** on the taskbar, and then click **Computer**.
- 3 In the *Devices with Removable Storage* area, right-click the correct memory card icon.
- 4 Select **Format**, and then type a label name into the label box.
- 5 For best compatibility, select **FAT** as the file system settings.
- 6 Click **Start**.
- 7 Click **OK** in the Format Complete window, and then click **Close**.

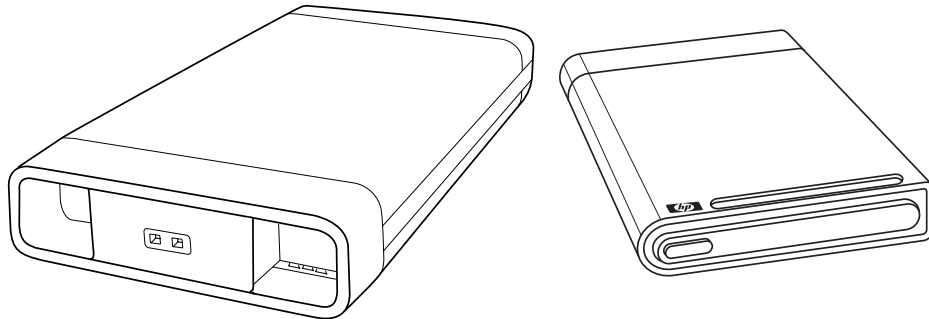
# Troubleshooting the Memory Card Reader

If you are having problems reading from or writing to a memory card, try the following:

- Some cards have a read/write or security switch on the card. Make sure the read/write switch is set to Write Enabled before attempting to write data to the card.
- Make sure the amount of data you want to store is not larger than the storage limit of the memory card.
- Make sure the memory card is one of the supported types: CompactFlash Type I and II, Microdrive, Memory Stick, Memory Stick Pro, MultiMediaCard, Secure Digital, SmartMedia, or xD media.
- Make sure the memory card is fully inserted into the correct slot.
- Remove the memory card when the activity light is not blinking, and shine a flashlight into the empty slot. If any of the pins are bent, replace the memory card reader, or have the computer serviced if a pin is touching another pin. To straighten slightly bent pins, use the tip of a fine-point retracted ballpoint pen with the computer off.
- Inspect the ends of the memory cards for anything that could be blocking a proper connection. Clean the contacts with a lint-free cloth and small amounts of alcohol. Replace the memory card, if necessary.
- The memory card reader is a device that uses the Safely Remove Hardware task. This appears as a taskbar icon next to the time. Do not click **Stop** in the Safely Remove Hardware window. Doing so disconnects the drive. If this happens, restart the computer.
- Do not insert or remove memory cards when the activity light is blinking. Doing so may cause data loss, or it may permanently damage the card reader.
- Format a memory card before you use it. See “Formatting a Memory Card.”

# Using the HP Personal Media Drive and HP Pocket Media Drive

The HP Personal Media Drive and the HP Pocket Media Drive (HP Media Drives) can be used as internal or external USB hard disk drives designed to quickly and easily increase your storage capacity and to transfer media files such as digital photos, music, videos, and other important files. You can also use the HP Media Drives to back up other drives on your computer.



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**NOTE:** The HP Personal Media Drive and the HP Pocket Media Drive are included with select models only. Both drives are sold separately.

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The HP Media Drives are designed to:

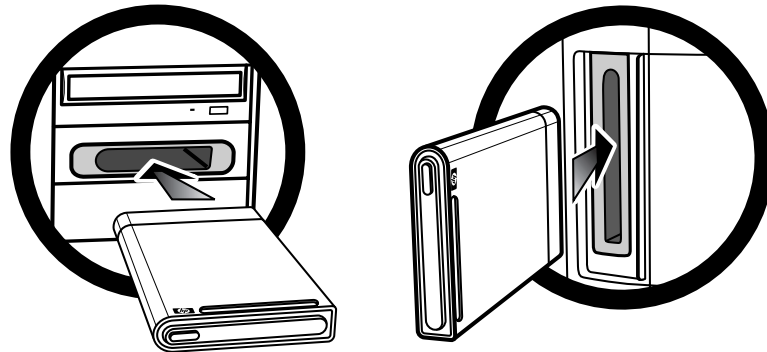
- Work with computers that have a USB port.
- Store large media files and personal files from your digital cameras, digital video camcorders, and MP3 players.
- Quickly transfer files between PCs.
- Play media files.
- Back up your files. Perform system backups for added data security.

For more information about using your HP Media Drives with Windows Media Center, refer to the documentation on the HP Support Web site at:

**<http://www.hp.com/support>**

## Connecting the Drive

Your HP Media Drive is designed to work with most computers as an external drive that is connected by using a USB cable, but it also can be inserted into specifically designed HP computers. These computers have a special horizontal or vertical drive bay that connects to the drive by using an internal USB connector. The drive can be easily inserted and removed from the hard disk drive bay without turning off the computer. This is sometimes referred to as *warm-swappable*.



The drive turns on when it is plugged into an active USB port. If the computer is turned on with the drive connected, the drive automatically turns on. When the USB cable for the drive is not plugged in or when the USB power from the computer is turned off, the drive automatically turns off. When the computer is in sleep mode (a reduced power state), the drive remains turned on.



**WARNING: Do not move the computer with the HP Media Drive inserted in the bay or connected to a USB port on the computer. This can cause both damage to the drive and data loss.**

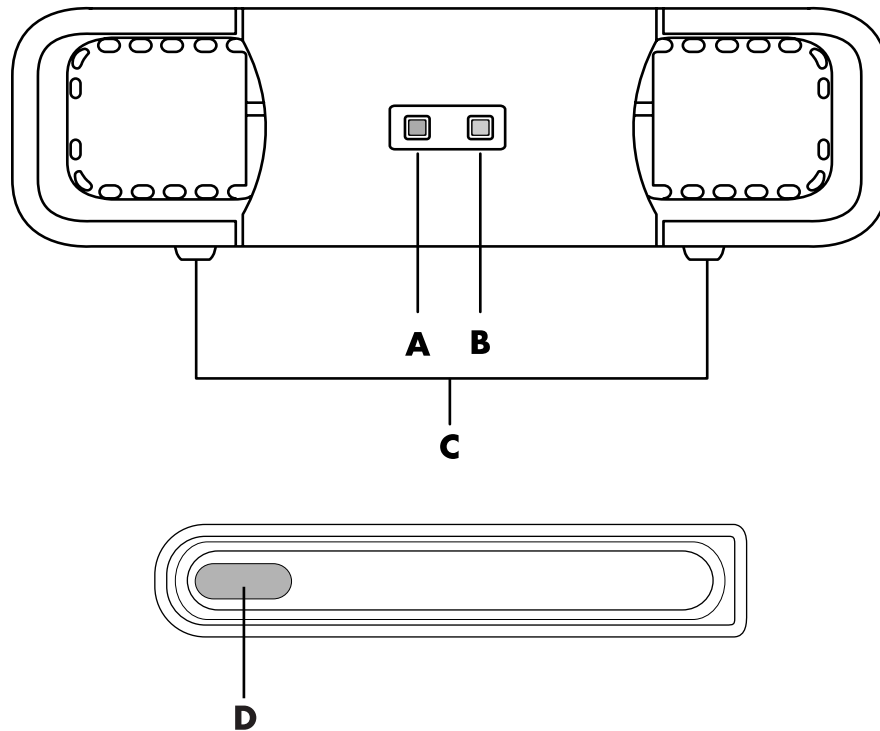
## Inserting the Drive into an HP drive bay

- 1 Turn on the computer.
- 2 In the horizontal position, insert the drive with the HP logo facing up and the HP product name right-reading. In the vertical position, the drive's flat side is down, and the rounded side is up. Do not force the drive into the bay; it should slide easily into the bay.
- 3 Slide the drive all the way into the drive bay until the drive is firmly connected to the internal connections. With the computer turned on and the drive inserted correctly, the power LED (**B**, **D**) on the front of the drive is lit.



## HP Media Drive fronts

- A** Drive activity indicator light
- B** Power on indicator light
- C** HP Personal Media Drive guide ridges
- D** Power/drive activity LED indicator



HP Personal Media Drive (**A, B, C**)

HP Pocket Media Drive (**D**)

## Connecting the Drive to a Computer Without a Drive Bay

The HP Media Drives are designed to work with most computers as an external hard disk drive that you connect by using a USB 2.0 cable. If your computer has USB 1.1 ports, use two USB ports to insure that enough power is supplied. Most USB 2.0 ports can supply enough power so that only one USB connection is provided.

When connecting the drive to a computer without a drive bay, the HP Personal Media Drive requires a separate power supply in addition to a USB 2.0 connection. The HP Pocket Media Drive does not require a separate power supply because power is supplied through the USB 2.0 connection.

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**NOTE:** The HP Personal Media Drive comes with a built-in fan; the HP Pocket Media Drive does not come with a fan.

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To connect the drive:

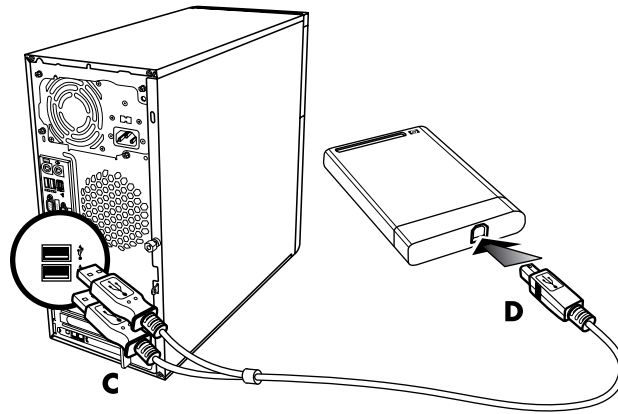
- 1 Turn on the computer.
- 2 Plug the rectangular end of the USB 2.0 cable (**C**) into an available USB port on your computer. Plug the square end of the USB 2.0 cable (**D**) into the USB connector on the back of the HP Media Drive.

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**NOTE:** USB 2.0 uses only one USB connector. USB 1.x systems use both USB connectors.

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- 3 Install the software and drivers. Refer to the HP Media Drive documentation for more information.



## Locating the Drive and Assigning a Drive Letter

When you plug the drive into an USB 2.0 connector or insert it into an HP Media Drive bay, the operating system automatically assigns a letter to the hard disk drive. The assigned letter depends on other storage devices connected to your computer.

To locate the drive:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **Computer**.
- 3 Select the drive under Hard Disk Drives or Devices with Removable Storage. The default volume name of this drive is *HP Personal Media Drive* or *HP Pocket Media Drive*.

You can rename the drive in the Computer window by right-clicking the drive, selecting **Rename**, and then typing in a new name. HP recommends renaming a drive if you have more than one external hard disk drive.

You can permanently assign a drive letter to avoid the letter changing when you connect and disconnect this drive and other devices. Also, it is easier for a software program to locate the files on the HP Media Drive if a drive letter is assigned. Some programs may not be able to find files if the drive has a new drive letter.

It is always best to remove your drive safely to avoid errors. See “Disconnecting the Drive.”

To assign a drive letter:

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Right-click **Computer**.
- 3 Select **Manage**.
- 4 Click **Disk Management**.
- 5 Right-click **HP Media Drive**.
- 6 Select **Change Drive Letter and Paths**.

---

**NOTE:** To avoid multiple hard disk drives from using the same drive letter when connecting and removing the drives, assign the letter Z.

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- 7 Click **Change**.
- 8 Select a letter from the drop-down menu, and then apply the changes by clicking **OK**.

## Using the Drive

When running for long periods of time, the aluminum case of the HP Media Drive may become very warm. This is part of the HP Media Drive’s advanced design and is completely normal.

The built-in, low-noise fan is designed to turn on automatically at pre-set temperatures. If you are using the HP Media Drive connected externally to your computer, place the drive in a well-ventilated area.

## Transferring files to another computer manually

You can transfer your computer profile information, which includes how your computer looks, as well as the personal files such as photos, music, or video you have created.

To transfer your files manually:

- 1 Connect the drive to your computer.
- 2 Select your files, and then drag and drop them to the HP Media Drive in the Computer window.
- 3 Disconnect the drive and then connect it to another computer.
- 4 Select your files and then drag and drop them to the new computer’s hard disk drive.

# Disconnecting the Drive

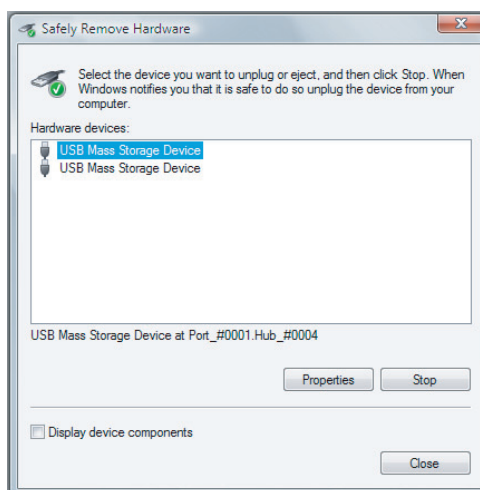


**CAUTION:** To avoid hardware damage and data loss, always disconnect your HP Media Drive safely when it is not saving or transferring files.

You can safely remove the drive when it is not active. When the amber activity light is blinking, the drive is active, saving or transferring data. Removing the drive while the light is blinking may cause data loss or damaged files.

To disconnect the HP Media Drive safely:

- 1 Close all programs that may be accessing your HP Media Drive. Make sure that the activity light on the drive is off.
- 2 Double-click the **Safely Remove Hardware** icon in the system tray at the bottom of the desktop. If this icon is hidden, click the arrows on the taskbar to display it. The Safely Remove Hardware window opens.



**NOTE:** For some computers, this may be called the Unplug Hardware or Eject Hardware icon.

- 3 Double-click **USB Mass Storage Device** to locate your HP Media Drive. USB Mass Storage Device may be listed twice. One may contain a memory card reader or other mass storage drive. Look for the label of this drive.

- 4 Select **HP Media Drive**, and then click **OK**. The name of the drive may be different if you renamed it, or it may appear as Generic Volume followed by the assigned drive letter.  
A *Safe to Remove Hardware* message appears in the system tray, letting you know that the device is safe to disconnect.
- 5 Click **Stop** to make sure the HP Media Drive is not active, and then click **Close**.
- 6 Disconnect the drive from the computer.

## Troubleshooting the HP Media Drive

### Microsoft updates

Make sure you have the latest Microsoft operating system service packs and other Windows updates installed on your system before you try to troubleshoot a drive problem. These service packs are issued to fix bugs, add drivers, and enhance the security features of your system. See <http://support.microsoft.com> for details about how to install service packs and Windows updates in your system. Contact Microsoft Customer Service for information about obtaining these system enhancements if you do not have Internet access.

### Drive does not appear on my computer

Try the following solutions in the order listed:

- 1 Check to see if the drive is on. The power LED on the front of the drive should be lit.
- 2 Check that the USB cable is securely and properly connected to the drive and the USB connector on the computer.
- 3 While the computer is turned on, unplug the USB cable. Wait 10 seconds, and then reconnect the USB cable.
- 4 See if the computer is recognizing the USB port you are using by checking in the Device Manager window. See the documentation that came with your computer for more information.

### Data transfer rate seems slow with my USB 2.0 adapter card

Your HP Media Drive operates as fast as the host adapter card allows (up to the maximum burst rate of 480MB/sec.). If you are having performance issues, make sure that the USB 2.0 card drivers are the most current available and are installed properly.

### HP Media Drive software has stopped working

Reinstall the software. Refer to the software and drivers installation instructions that came with your HP Media Drive.

### Write Cache Enable does not stay enabled

For protection of your data, Write Cache Enable is turned off with the HP Pocket Media Drive. For more information, go to:

<http://www.hp.com/support>

## Administrator privilege for installing software

Depending on your operating system, you may need to be logged on as the administrator to install software.

To change a user's account:

- 1 Click **Windows Start Button** on the taskbar.
- 2 Click **Control Panel, User Accounts and Family Safety**, and then click **User Accounts**.
- 3 Click **Manage another account**, and then click the account you want to change.
- 4 Click **Change the account type**, select the account type you want, and then click **Change Account Type**.

# Playing CDs, DVDs, or VCDs

This section describes how to play CDs, VCDs, or DVDs by using Windows Media Player, or other audio and video programs.

This section also describes using Music, radio, changing DVD and audio settings.

## Playing Music CDs

To play music CDs, you must have either a CD or DVD drive.

- 1 Insert the music CD into your CD or DVD drive.

The default audio program opens. If the Audio CD wizard window opens, choose the program you want to use from the list. You may have to scroll down in the window to see all available programs.

- 2 The music CD automatically begins to play.

## Playing CDs with Windows Media Player

Your computer must have a DVD drive to play DVD movies.

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**NOTE:** Some commercial music CDs are copy-protected and cannot be played with Windows Media Player. Such CDs come with their own (built-in) player that must be used.

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- 1 Insert the music CD or DVD movie into the drive.
  - The Windows Media Player window opens. If the wizard window opens, select **Windows Media Player** from the list. You may have to scroll down in the window to see Windows Media Player.

Or

- If the Windows Media Player window does not automatically open, click the **Windows Start Button** on the taskbar, choose **All Programs**, and then click **Windows Media Player**.

- 2 To play the CD or DVD, click the **Now Playing** tab on the Player taskbar. You can also control playback by using the media control buttons on the keyboard (select models).

For more information on using Windows Media Player, click a tab on the Player taskbar and then click **Help**.

## Playing DVDs

To play a DVD, you must have a DVD drive.

- 1 Insert the DVD into your DVD drive.

The default DVD program opens. If the DVD wizard window opens, choose the program you want to use from the list. You may have to scroll down in the window to see all available programs.

- 2 Use the controls in the DVD program to play the DVD.

## Using country/region codes

Most DVD discs have country/region codes embedded in the disc data that limit where the DVD movie can be played.

The country/region number is usually placed over a world globe printed on the DVD packaging and disc. DVDs without country/region codes play on any player or drive in any country/region.



**WARNING: You can change countries/regions only five times before the country/region code locks and becomes permanent. Once the code locks, you can play DVDs from that country/region only. If the country/region code locks and you need help, contact Support.**

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## Playing DVDs with Windows Media Player

Your computer must have a DVD drive to play DVD movies.

- 1 Insert the music DVD movie into the drive.
  - The Windows Media Player window opens. If the wizard window opens, select **Windows Media Player** from the list. You may have to scroll down in the window to see Windows Media Player.

Or

- If the Windows Media Player window does not automatically open, click the **Windows Start Button** on the taskbar, choose **All Programs**, and then click **Windows Media Player**.



- 2 To play the DVD, click the **Now Playing** tab on the Player taskbar. You can also control playback by using the media control buttons on the keyboard (select models).  
For more information on using Windows Media Player, click a tab on the Player taskbar and then click **Help**.
- 3 In the List Pane, click a DVD title or chapter name.

## Playing Video CDs (VCDs)

To play a VCD you must have either a CD or DVD drive.

- 1 Insert the video CD into your CD or DVD drive.  
The default video CD program opens. If the Video CD wizard window opens, choose the program you want to use from the list. You may have to scroll down in the window to see all available programs.
- 2 Use the controls in the video CD program to play the video CD.

## Playing Video CDs (VCDs) with Windows Media Player

To play Video CDs (VCDs) with Windows Media Player you must have either a CD or DVD drive.

- 1 Insert your video CD (VCD) into the DVD or CD drive.
- 2 Select **Play using Windows Media Player**, and click **OK**.

Or

If the program doesn't open, click the **Windows Start Button**, choose **All Programs**, and then click **Windows Media Player**.

- 3 To play the VCD, click the **Now Playing** tab on the Player taskbar. You can also control playback by using the media control buttons on the keyboard (select models).  
For more information on using Windows Media Player, click a tab on the Player taskbar and then click **Help**.
- 4 In the List Pane, double-click a VCD segment.



# Creating Audio and Data Discs

This chapter contains the procedures you must perform to record (or *burn*) files to recordable CD and DVD discs. It also includes information about labeling your discs by using the LightScribe labeling technology available on select models or by creating a paper label.

Your computer includes one or more CD, DVD, or combination optical drives capable of recording. Additionally, your computer may include the following software programs for recording to CDs or DVDs:

- Windows Media Player
- Real Rhapsody (select models only)
- Roxio Creator (select models only)
- Roxio MyDVD Plus (select models only)
- Windows Vista

These programs include features that enable you to copy, archive, and manage music, video, image, and data files and then record the files to CDs or DVDs. You can also use Windows Media Player to download and copy music files to a portable device or memory card.

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**IMPORTANT:** HP supports the lawful use of technology and does not endorse or encourage the use of our products for purposes other than those permitted by copyright law.

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**NOTE:** *Burn* is an Industry term used to describe the recording of information onto a DVD or CD. Optical recording uses a laser beam to place information onto the disc, thus the term *burning*.

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# Erasing Rewritable Discs Before Recording

Previously recorded files on rewritable discs (CD-RW, DVD-RW, or DVD+RW) must be erased before recording new files. CD-R, DVD-R, and DVD+R discs cannot be erased.

To erase a rewritable disc in Roxio Creator:

- 1 Open the Roxio Creator program by clicking **Start, All Programs, Roxio, Creator**.
- 2 Click **Tools** and then **Erase Disc**.
- 3 Insert the rewritable disc you want to erase.
- 4 Click the **Quick Erase** or **Full Erase** option, and then click the **Erase Disc** icon.



## Working with Audio CDs

You can create audio CDs that play in your car or home CD player, and on computers. You can create two main types of music CDs:

- **Uncompressed** — Typical CD format like you would purchase on a commercial CD. This type of CD holds 10 to 20 songs depending on their length.

Uncompressed files can be burned on CD-Rs (which play in most home and car stereos, DVD players, and computers) or CD-RWs (which play only in some stereos, DVD players, and computers).

The procedure for creating this type of CD is described in “Creating audio CDs.”

- **Compressed** — Files are burned to a disc using a compressed file format (.mp3, .wma, or .m4a). The smaller file format enables you to fit approximately ten times as many songs onto the disc (depending on length and format).

Compressed files can be burned to CD-Rs, CD-RWs, DVDs, DVD-RWs, or DVD+RWs (select models only). Compressed files can only be played on computers, CD players, or DVD players that support the *file format* you use to create the disc (.mp3 is most commonly supported). For file format compatibility, check the documentation for the device where you intend to play the disc. You may hear a slight loss of sound quality using compressed audio files.

The procedure for creating this type of CD is described in “Creating jukebox discs.”

For more compatibility information, see “Disc Features and Compatibility Table.”

Roxio Creator creates *closed-session* music CDs, which means you must record all music files on one CD in one recording session. Music files can be recorded repeatedly on a rewritable CD-RW disc, but all previously recorded files must be erased first. CD-R discs cannot be erased.

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## Audio CD tips

When recording music files, it is important to note that:

- As you add music files in the recording session, the software calculates and displays the amount of recording time available to record additional music files. If you try to record more than a standard CD can hold, a message displays warning you that all the tracks may not fit on your disc.
- If your recording fails, manually select a slower recording speed, if available, each time you make a recording. Refer to the Help menu in your selected software program for more information about selecting a slower recording speed.

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## Before you begin creating discs

- Save all work and close all open programs.
- Turn off your screen saver.

## Creating audio CDs

This section provides instructions for burning an audio CD that can be played in most home and car CD players. For instructions on creating a compressed, jukebox CD, see “Creating jukebox discs.”

To create an audio CD:

- 1 Insert a writable CD into the disc-burning drive.  
CD-R discs play in most home and car stereos, DVD players, and computers. CD-RW discs play only in some stereos, DVD players, and computers.
- 2 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 3 Click the **Audio** tab.
- 4 Click **Audio CD**.
- 5 Click **Add Music**, and add audio files from the computer hard disk drive.
- 6 When done adding files, click the **Burn** button.

When the process is complete, you are prompted to create a disc label. For more information on creating a disc label, refer to “Making a disc label using LightScribe,” or “Making a paper disc label.”

For more help using Roxio Creator, refer to the Help menu in the program.



## Creating jukebox discs

This section provides instructions for burning a jukebox disc with compressed audio files. Since files are burned directly to the disc without conversion into the standard audio format, jukebox discs are actually data discs. Only certain CD players can play these CDs. For instructions on creating an audio CD that plays in most car and home CD players, see “Creating audio CDs.”

To create a jukebox disc:

- 1 Insert a writable disc into the disc-burning drive.
- 2 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 3 Click the **Audio** tab.
- 4 Click **Jukebox Disc**.
- 5 Click **Add Music**, and add files from the computer hard disk drive.
- 6 When done adding files, click the **Burn** button.

When the process is complete, you are prompted to create a disc label. For more information on creating a disc label, refer to “Making a disc label using LightScribe,” or “Making a paper disc label.”

For more help using Roxio Creator refer to the Help menu in the program.

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**NOTE:** DVD discs can store significantly more music files than a CD. Jukebox discs can only be played on computers, CD players, or DVD players that support the file format you use to create the disc (.mp3 is most commonly supported).

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## Creating video discs

This section provides instructions for creating a video disc. You can create a video disc from files on the computer hard disk drive or directly from a digital video camera.

- 1 Insert a writable disc into the disc-burning drive.
- 2 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 3 Click the **Video** tab.
- 4 Click **Create DVD**.  
Roxio MyDVD opens.
- 5 In Roxio MyDVD, click **Add New Movie** to add a video file from the computer hard disk drive.  
Or  
Click **Capture/Import** to add a video file from a digital video camera.
- 6 If desired, use the tools available in the *Edit* area to make changes to your video.

7 Watch a preview of your video in the *Preview* area.

8 When ready to create the video disc, click **Burn**.

For more help using Roxio Creator and Roxio MyDVD, refer to the Help menu in the Roxio program.

## Copying a disc

The following explains how to make a copy of an existing CD or DVD.

### Copying a disc using two disc drives

If you have two disc drives, you can copy a CD or DVD directly from one drive to the other. To copy a DVD using this method, you must have two DVD drives. Otherwise, use the steps in the next section to copy the DVD. To copy a CD or DVD using two disc drives:

- 1 Insert a writable CD or DVD into a disc-burning drive.
- 2 Insert the disc you wish to copy into the other disc drive.
- 3 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 4 Click the **Copy** tab.
- 5 Click **Copy Disc**.
- 6 Ensure the correct disc drives are selected.
- 7 Click the **Copy** button.

When the process is complete, you are prompted to create a disc label. For more information on creating a disc label, refer to "Making a disc label using LightScribe," or "Making a paper disc label."

For more help using Roxio Creator, refer to the Help menu in the program.

### Copying a disc using one disc drive

If you have only one disc drive, Roxio Creator stores an image file of the disc temporarily on the computer hard disk drive. Use these steps to copy a CD or DVD using one disc drive:

- 1 Insert the disc you wish to copy into the disc-burning drive.
- 2 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 3 Click the **Copy** tab.
- 4 Click **Copy Disc**.

- 5 Click the **Copy** button.

Roxio Creator creates an image file of the disc. This file is temporarily stored on the computer hard disk drive.

- 6 When prompted, insert a writable CD or DVD into the disc-burning drive and click **OK**.

When the process is complete, you are prompted to create a disc label. For more information on creating a disc label, refer to “Making a disc label using LightScribe,” or “Making a paper disc label.”

For more help using Roxio Creator, refer to the Help menu in the program.

## Creating data discs

This section provides instructions for burning data files onto a disc. To create a data disc:

- 1 Insert a writable disc into the disc-burning drive.
- 2 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 3 Click the **Data** tab.
- 4 Click **Data Disc**.
- 5 Click **Add Data**, and add files from the computer hard disk drive.
- 6 When done adding files, click the **Burn** button.

When the process is complete, you are prompted to create a disc label. For more information on creating a disc label, refer to “Making a disc label using LightScribe,” or “Making a paper disc label.”

For more help using Roxio Creator, refer to the Help menu in the program.

## Creating photo (slide show) discs

This section provides instructions for creating a slide show disc using photos on the computer hard disk drive. To create a slide show disc:

- 1 Insert a writable disc into the disc-burning drive.
- 2 Open the Roxio Creator program by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Creator**.
- 3 Click the **Photo** tab.
- 4 Click **Slideshow**.  
The Slideshow Assistant window opens.
- 5 In the *Add Content* area, click **Add Photos** and add picture files from the computer hard disk drive.
- 6 If desired, click **Add Background Audio** to add audio to the slide show.
- 7 When done adding photos, click **Next**.



8 Choose a transition style, and click **Next**.

9 Click **Burn To Disc**.

For more help using Roxio Creator and Slideshow Assistant, refer to the Help menu in the program.

## Making a disc label using LightScribe

The following provides instructions for making a disc label using LightScribe technology. For instructions on making a paper label, refer to “Making a paper disc label.”

### LightScribe requirements

Burning a label with LightScribe requires three things:

- A LightScribe-enabled disc drive (select models only), identified by the LightScribe logo.
- Labeling software that supports LightScribe.
- A writable LightScribe disc (sold separately).



### Making a LightScribe label

To make a LightScribe label:

- 1 Place the disc into the disc drive with the top of the disc facing down. The top is the gold non-reflective side of the disc, opposite of the side that you record data onto.
- 2 Close the drive.
- 3 Open Roxio Express Labeler by clicking the **Windows Start Button, All Programs, Roxio**, and then click **Express Labeler**.
- 4 Under *Step 1: Select Project*, select **Disc Label**.
- 5 Under *Step 2: Edit*, design the disc label.
  - a Click **Disc Titles** to set the disc title and subtitle.
  - b Click **Tracks** to add song titles or file names.
  - c Click the arrows to the left and right of **Layout** to view the different label layouts available.

You can also use the mouse to drag the title, subtitle, and track names around the label.
  - d Click the arrows to the left and right of **Background** to view the different label backgrounds available.

To use an image from your computer hard disk drive, click **Background**, and then click **Import Background**. Then navigate to an image on the hard disk drive and click **Open**.
- 6 When you are ready to create the LightScribe label, click **Print**.

- 7 Under **Disc Label**, select **12 cm LightScribe Disc**.
- 8 Click **OK** to create the LightScribe label. The estimated time to complete the label displays, along with a progress bar. It is possible to continue to work on the computer while the LightScribe label is created.

For more help using Roxio Express Labeler, refer to the Help menu in the Roxio Express Labeler program.

## Making a paper disc label

The following provides instructions for creating a paper label for your disc. To create a LightScribe label, refer to "Making a disc label using LightScribe."

- 1 Load the printer with adhesive label paper. You can purchase label paper at most office supply stores.
- 2 Open Roxio Express Labeler by clicking the **Windows Start Button**, **All Programs**, **Roxio**, and then click **Express Labeler**.
- 3 Under *Step 1: Select Project*, select **Disc Label**.
- 4 Under *Step 2: Edit*, design the disc label:
  - a Click **Disc Titles** to set the disc title and subtitle.
  - b Click **Tracks** to add song titles or file names.
  - c Click the arrows to the left and right of **Layout** to view the different label layouts available.

You can also use the mouse to drag the title, subtitle, and track names around the label.
  - d Click the arrows to the left and right of **Background** to view the different label backgrounds available.

To use an image from your computer hard disk drive, click **Background**, and then click **Import Background**. Then navigate to an image on the hard disk drive, and click **Open**.
- 5 When you are ready to create the label, click **Print**.
- 6 Select the **Disc Label** type, the **Printer**, and **Paper Source**.
- 7 Click **OK** to create the label. The estimated time to complete the label displays, along with a progress bar. It is possible to continue to work on the computer while the label is created.

For more help using Roxio Express Labeler, refer to the Help menu in the Roxio Express Labeler program.

# Creating Movies by Using muvee autoProducer

## (Select models only)



Creating personalized and professional-looking video movies is simple with muvee autoProducer, a software program on your computer. This version of muvee autoProducer includes features such as video capture and disc recording.

## Basic Steps to Make a Movie

The basic steps to produce a movie with muvee autoProducer are:

- 1 Capture digital video:** Capture live or recorded video to your hard disk drive directly from a compatible digital video (DV) camera.
- 2 Add videos and pictures:** Select video and picture files from your computer folders. You can easily add videos and still images to your movie production.

You can use the following video and still-image file types in your movie project:

File extension	File type
<b>.dv</b>	Digital Video
<b>.avi</b>	Audio Video Interleaved
<b>.mpeg-1</b>	Motion Picture Experts Group video playback
<b>.mpeg-2</b>	MPEG for DVD video playback
<b>.mpeg-4</b>	MPEG for high-quality video format (Web streaming, wireless devices, and so on)
<b>.mov</b>	QuickTime Movie
<b>.wmv</b>	Windows Media AV file (movie video)
<b>.asf</b>	Windows Media file (Advanced Streaming Format)
<b>.jpg, .jpeg</b>	Joint Photographic Experts Group, still image
<b>.gif</b>	Graphics Interchange Format, still image
<b>.png</b>	Portable Network Graphics, still image
<b>.tif</b>	Tagged Image File Format, still image
<b>.bmp</b>	Bitmap, still image

**NOTE:** If you upgrade muvee autoProducer, you can use DivX video format. See "Upgrading muvee autoProducer."

- 3 Add music:** Select music files on your computer to add to your movie soundtrack. You can use the following music file types in your movie project:

File extension	File type
.aac	Advanced Audio Coding
.mp3	MPEG Layer 3
.m4a	MPEG-4 Audio layer (unprotected AAC)
.wav	Windows Audio
.wma	Windows Media Audio

- 4 Select a style:** Apply a movie style editing template for different effects and picture transitions in your movie.
- 5 Add captions:** Personalize your movie with opening titles and closing credits.
- 6 Make the movie:** Automatically analyze the videos, pictures, music, movie style, and captions that you added to your project, and save your project to your computer hard disk drive before recording to disc.
- 7 Modify the movie:** Make final changes before saving.
- 8 Burn to disc:** You can record a video to DVD, VCD, or SVCD.
- The following sections provide detailed instructions.










## Using muvee autoProducer

### Getting started

To open muvee autoProducer (select models only):

- 1 Click the **Windows Start Button** on the taskbar.
- 2 Click **All Programs, muvee Technologies, muvee autoProducer**, and then **Home movies made easy!** to open muvee autoProducer.
- 3 From the File menu, select either **New Project** to start a project, or **Open Project** to open an existing project.

4 Select one of the button options:

Button	Enables you to	See
<b>Get Video from Camera</b>	 Open the muvee Video Capture window to capture (copy) live video or recorded video.	"Capturing video from a digital video camera."
<b>Add Video</b>	 Open the Add Video window to add existing video files to your project.	"Adding videos."
<b>Add Pictures</b>	 Open the Add Pictures window to add existing still-image files to your project.	"Adding pictures."
<b>Add Music</b>	 Open the Add Music window to add existing music files to your project.	"Adding music."
<b>Change Settings</b>	 Open the muvee Settings window to adjust audio and video production settings for your movie.	"Changing the settings."
<b>Title/Credits</b>	 Open the muvee Title and Credits window to enter an opening title and closing credits for your movie.	"Adding an opening title and closing credits."
<b>Make muvee</b>	 Open the Make muvee window to create and preview the movie automatically.	"Making the movie."
<b>Save and share your muvee</b>	 Open the Listed muvee Files window to save the finished movie on your computer hard disk drive, or to record the finished movie to a disc.	<ul style="list-style-type: none"> <li>■ "Saving the movie project."</li> <li>■ "Recording the movie project to disc."</li> </ul>
<b>Tweak muvee</b>	 Make quick final changes to your muvee before saving.	"Modifying the movie."

## Capturing video from a digital video camera

You can use muvee autoProducer to capture (copy) digital video files to your hard disk drive in either of the following ways:

- **Live** (known as *camera mode*) by using a compatible digital video (DV) camera. See “Capturing live video from a DV camera.”
- **Recorded** (known as *VCR mode*) by using a recorded tape in your DV camera. See “Capturing recorded video from a DV camera.”

Captured video files are automatically added to your movie project. To remove the file from your movie project, select it in the list of captured video files, and then click the **trash can** icon.

When capturing video, it is important to be aware of the amount of free space available on your computer hard disk drive. Capturing video can use a large amount of disk space. The amount of free disk space displays in the Capture Video window in muvee autoProducer while you are capturing video.

### Capturing live video from a DV camera

Capturing live video in camera mode enables you to create a video file without even having a tape in the camera.

To capture live video to your hard disk drive by using muvee autoProducer:

- 1 Connect your DV camera to the FireWire (IEEE 1394) port on your computer.
- 2 Turn on the camera and set it to VCR mode. Refer to the instructions in the manufacturer’s documentation.
- 3 Click the **Get Video from Camera** button.
- 4 Click **Start Capture** to begin capturing the live image directly to your hard disk drive.
- 5 Click **Stop Capture** to stop capturing.
- 6 Click **Capture Folder** to specify a folder for the captured video file.
- 7 Click **Filename** to specify a file name for the captured video file.
- 8 Click **Done** to add captured video files automatically to your movie project.



### Capturing recorded video from a DV camera

For best results when using muvee autoProducer, capture only video footage that you are most interested in using in your movie project.

To capture (copy) recorded video to your hard disk drive:


- 1 Connect your DV camera to the FireWire (IEEE 1394) port on your computer.
- 2 Turn on the camera and set it to VCR mode. Refer to the instructions in the manufacturer’s documentation.
- 3 Click the **Get Video from Camera** button.
- 4 Click the **Play** button on the screen to begin viewing the video.



- 5 Click **Start Capture** when you see the start of the video footage you want to use in your movie project.
- 6 Click **Stop Capture** to stop capturing.
- 7 Repeat steps 5 and 6 to capture additional sections of video footage.
- 8 Click **Capture Folder** to specify a folder for the captured video file.
- 9 Click **Filename** to specify a file name for the captured video file.
- 10 Click **Done** to add captured video files automatically to your movie project.

## Adding videos


To add video files to your movie production:

- 1 Click the **Add Video** button in the *Add Video/Pictures* area. The Add Videos window opens. 
- 2 Browse the folders on your hard disk drive to select existing video files for your movie:
  - Add up to three video files.
  - Select multiple video files by pressing and holding Ctrl on your keyboard while selecting the files.
- 3 Adjust the order of the video files by dragging and dropping the files.

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**NOTE:** To remove a clip from the production, select it and then click the **trash can** icon.

---

- 4 You can use the magicMoments feature in muvee autoProducer to mark specific scenes in a video clip that you want to include in, or to leave out, of your final movie:
- Select a video file in the Select Video/Pictures window, and then click the **magicMoments** button. The magicMoments window opens. 
  - Click the **Play** button to start viewing the video.
  - Use the magicMoment controls to mark video scenes to include and exclude:



- Click and hold down the **green thumbs-up** button to mark scenes that must be included in the movie.
- Click and hold down the **red thumbs-down** button to mark scenes that must be left out of the movie.

---

**NOTE:** Press the Shift key on the keyboard, and then click the scene to undo scenes that were marked with the thumbs-up or thumbs-down buttons.

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- Click and hold down the **gray thumb** button to undo one second of a selected scene.
- Click and hold down the **arrow** buttons to navigate backward and forward through the video footage.


Video footage left unmarked is still analyzed when you make the movie, and you can decide at that time to include it in the final version of the movie.

For best results when using the magicMoment feature:

- Keep each magicMoment to less than 10 seconds.
  - Keep the total duration of magicMoments to less than 50 percent of the duration of your movie. It is recommended that you select only a few scenes.
- d Click **OK** when you are done marking scenes. The window closes. Note that the video clip is marked on the lower-left side.

## Adding pictures

To add still-image files to your movie production:

- Click the **Add Pictures** button in the *Add Video/Pictures* area. The Add Pictures window opens. 
- Browse the folders on your hard disk drive to select existing still-image files for your movie:
  - Add up to 50 still image picture files.
  - Select multiple picture files by pressing and holding Ctrl on your keyboard while selecting the files.





- 3 Adjust the order of the picture files by dragging and dropping the picture files.

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**NOTE:** To remove a picture from the production, select it and then click the **trash can** icon.


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- 4 Click the **Rotate Image Clockwise** button to rotate still images. 
- 5 You can use the magicSpot feature in muvee autoProducer to control the motion that is applied to your picture:

- a Click the **magicSpot** button to open the magicSpot window. 
- b Click the **Manual** button to display two overlapping frames over your picture.
- c Move the frames around to set the start and end points for motion. The arrow in the frames shows the direction of motion.

## Adding music

To add music files to your movie production as a soundtrack:

- 1 Click the **Add Music** button in the *Music* area. The Add Music window opens. 
- 2 Browse the folders on your hard disk drive to select existing music files for your movie:
  - Add up to three music files.
  - Select multiple music files by pressing and holding Ctrl on your keyboard while selecting the files.
- 3 Adjust the order of the music files by dragging and dropping the files.

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**NOTE:** To remove music from the production, select it and then click the **trash can** icon.

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## Selecting the style


The muvee autoProducer program comes with a set of style templates for setting the pace, scene transition effects, and caption fonts. The style you use also affects how muvee autoProducer combines the video, picture, and music files in your movie project to produce the final movie.

For example, using the Cinema style results in a movie that is moderately paced, color-enhanced, and in a wide-screen format.

To select a style, just click it in the list. A sample of the style displays in the Preview window.


## Changing the settings

To adjust audio and video production settings for your movie:

- 1 Click the **Change Settings** button. The muvee Settings window opens. 
- 2 Click the **Duration** tab to set preferences and the length of your video production. Click one of the following duration settings:
  - **Fit to music.** The produced version may reuse or drop some video and pictures.
  - **Best fit for videos and pictures.** The produced version may repeat or trim music.
  - **User Defined.** Select the duration in minutes and seconds:
    - If the duration of your music is longer than the total duration of your video and picture files, place a check in the **Allow video and pictures to repeat** check box to repeat the video clips and pictures for the full duration of your music files.
    - If the total duration of your video and picture files is longer than the duration of your music, place a check in the **Allow music to repeat** check box to repeat the music for the full duration of your video clips.
- 3 Click the **Video** tab to set the video and still image preferences. Click one of the following settings:
  - **Style default.** Select this style to sequence still images and video clips.
  - **Keep shots in sequence.** Select this style to use the sequence of still images and video clips as they appear in the *Add Video/Pictures* area window.
  - **Shuffle shots.** Select this style to move the slider bar to determine the frequency of sequencing still images and video clips.
  - Place a check in the **Interleave pictures** check box to blend pictures with video at intervals.
- 4 Click the **Audio** tab to set the sound preferences. Click one of the following settings:
  - **Use all music.** Select this style to use the sequence of sound files in the Add Music window.
  - **smartJoin™ multiple music files.** Select this style to automatically remove silence between music tracks.
  - **Normalize music.** Select this style to automatically adjust audio playback volume to the same level.
  - **Sound mix level area:** Move the slider bar to adjust the sound mix level of the music you added and the original video soundtrack. You can use either or a blend of both.
- 5 Click **OK** when you are done adjusting the settings for your movie project.  
Or  
Click **Cancel** to undo any settings.

## Adding an opening title and closing credits

You can personalize your movie project by adding an opening title and closing credits:

- 1 Click the **Title/Credits** button. The muvee Title and Credits window opens. 
- 2 Click the **Title** tab:
  - a Select a title effect in the drop-down list.
  - b In the *Enter your title here* box, type the text that you want to appear at the start of your movie.
  - c Click **Use font** to select the font, style, size, color, and effects from the Font window.
  - d Select a background image for the title.
- 3 Click the **Credits** tab:
  - a Select a credits effect in the drop-down list.
  - b In the *Enter your credits here* box, type the text that you want to appear at the end of your movie.
  - c Click **Use font** to select the font, style, size, color, and effects from the Font window.
  - d Select a background image for the ending credits.
- 4 Click **Apply**.
- 5 Click **OK** to close the muvee Title and Credits window.

## Making the movie

After you have added at least one video or picture file to your movie project, you can have muvee autoProducer make the movie.

The muvee autoProducer program makes a movie by combining the video, picture, and music files you have selected, along with the style of movie, to produce a professional-looking movie in just a few steps.

- 1 Click the **make muvee** button.
- 2 Click **OK** as required.
- 3 After making a movie, you can preview the movie in the muvee autoProducer Preview window. Use the controls in the Preview window to play, pause, and stop the movie preview:
  - Each time you make a change to a movie project, you need to click the **make muvee** button again to add that change to your movie.
  - You can revise and preview the movie as often as you want, to experiment with different styles and the content of the movie.



## Previewing the movie

After you have made the movie, you can preview how the movie looks and sounds, and take snapshots of frames in the movie.

- 1 Click the **Start Playback** button. The movie begins playing.
- 2 Use the **Stop** and **Previous Frame/Next Frame** buttons to navigate through the movie.
- 3 Click the **Take Snapshot** button to save the current frame as a picture file (.jpeg, .bmp, or .gif format).
- 4 Click the **Locate Shot** button to open the magicMoments window. See “Adding videos” for more information about using magicMoments.



## Modifying the movie

After you have created the movie, muvee autoProducer allows you to make some quick final changes to your project before saving it. muvee autoProducer can automatically replace shots with other similar or contrasting ones. Alternatively, you can manually choose your replacement shots.

To modify a movie:

- 1 Click the **Tweak muvee** button. The Tweak muvee window opens.
- 2 Click the **Start Playback** button. The movie begins playing. You can click the **Pause Playback** button to stop the movie at any time. You can also click on the seek bar or drag the slider to move to a particular point in the movie.
- 3 Use the controls in the Tweak muvee window to modify the movie project:



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**NOTE:** In the Tweak muvee window, you can only replace a video segment with another video segment from the original footage, and pictures with other pictures. You cannot expand the duration of the selected clip or the replacement clip.

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- Click the **Auto-replace with similar** button to automatically replace a picture or video segment with another similar picture or video segment.
- Click the **Auto-replace with different** button to automatically replace a picture or video segment with a completely different picture or video segment.
- Click the **Manually replace** button to replace a picture or video segment with a picture or video segment of your choice.
- Click the **Undo** or **Redo** button as needed.





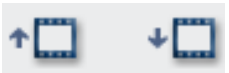
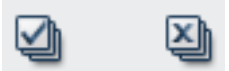
- 4 When you are done modifying the movie project, click **OK** to save your changes and close the Tweak muvee window.

Or


To exit the Tweak muvee window without saving your changes, click **Cancel**.

## Saving the movie project

After you are satisfied with the look of your movie project, you are ready to save the movie as a file on your hard disk drive:

- 1 Click the **Save and share your muvee** button. The Listed muvee Files window opens, with all your muvee Files listed. 
- 2 Remove the check mark next to any muvee files you do not want to save.
- 3 Edit the muvee files before saving:
  - Click the **Rename** button to change the name of the selected muvee file. 
  - Click the **Move up** or **Move down** button to change the order of the muvee files in the list. 
  - Press the **Select all** or **Deselect all** button to save all muvee files or to save none of the muvee files. 
  - Select a muvee file and click the **trash can** icon to delete the file.
- 4 The *TV System* area shows the current TV format (NTSC or PAL). To change the format, click the name of the current format, and then select the correct format in the window that opens.
- 5 Click **Save Now**. The Save muvee window opens.
- 6 Choose where you want to play the movie (**PC**, **TV**, or **Mobile Devices**) and the file format. The following table lists the format types available in each category:




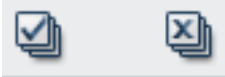
PC	TV	Mobile Devices
Computer playback	DV camera	Mobile phone
E-mail	DVD	Pocket computer
Web streaming	VCD	
AVI	SVCD	

- 7 Click the **Change Settings** button to change the video and audio settings of the movie file type, as required (advanced users only). 
- 8 Click **Browse** to choose a location on the hard disk drive to save the movie.
- 9 Click **Save**. You can watch the preview as it saves.

- 10 When saving is complete, you can click **Play muvees** to watch the files you saved or **Open output folder** to view the folder where you saved the files.
- 11 Click **Close** when you are done.

## Recording the movie project to disc

To create a DVD, VCD, or SVCD disc of your movie project:

- 1 Click the **Save and share your muvee** button. The Listed muvee files window opens with all your muvee files listed. 
- 2 Remove the check mark next to any muvee files you do not want to save.
- 3 Edit the muvee files before saving:
  - Click the **Rename** button to change the name of the selected muvee file. 
  - Click the **Move up** or **Move down** button to change the order of the muvee files in the list. 
  - Press the **Select all** or **Deselect all** button to save all muvee files or to save none of the muvee files. 
  - Select a muvee file and click the **trash can** icon to delete the file.
- 4 Click the check box next to **Burn source files to disc** to create copies of all of the picture and video files used to create the muvee file.
- 5 The *TV System* area shows the current TV format (NTSC or PAL). To change the format, click the name of the current format, and then select the correct format in the window that opens.
- 6 Click **Burn Now**. The muvee Burner window opens.
- 7 Under *Disc title*, type a title for your disc.
- 8 Select the disc menu theme in the drop-down list. You can preview the different themes in the window.
- 9 Select the **CD** or **DVD** burner drive.
- 10 Select the type of video disc to create: **DVD**, **VCD**, or **SVCD**. The window shows the disc capacity, disc capacity used, and available disc space.
- 11 If you wish to create more than one disc by using the same muvee file, use these steps:
  - a Click **Options** and then **Number of copies**.
  - b Select the number of copies to burn, and then click **OK**.
- 12 Click **Burn Now** to begin burning your movie to disc.

Or

To save the current settings for future use, click **Burn Later**.
- 13 Click **OK** when the recording is complete.
- 14 Close the muvee Burner window.

# Upgrading muvee autoProducer

You can purchase an upgraded version of muvee autoProducer. The upgraded version enables you to use unlimited video clips, audio clips, and photos in your movie production. It also includes support for DivX file types, which enables you to import or create DivX format muvees. (Purchasing DivX videos from DivX services may require a subscription.)

To see muvee autoProducer offers for HP customers:

- 1 At the top of the muvee autoProducer window, click **Help**.
- 2 Click **Check for updates**. The program accesses the Internet and displays muvee autoProducer offers.





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