Getting Started

Table of Contents

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.**

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

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
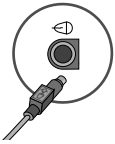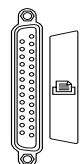
Help protect your monitor, computer, and accessories by connecting all power cords for your computer and peripheral devices (such as a monitor, printer, or scanner) to a surge protection device such as a power strip with surge protection or an uninterruptible power supply (UPS). Many surge protection 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.
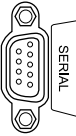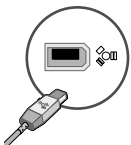
Not all power strips provide surge protection; the power strip must be specifically labeled as having this capability. Use a power strip whose manufacturer offers a damage replacement policy that replaces your equipment if surge protection fails.
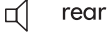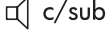
Connecting to the computer

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 (*continued*)
	▭	Monitor
	Serial	Serial port for some digital cameras or other serial devices
	OUT	Audio Line Out (powered speakers)
	IN	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 (*continued*)
	🔈 rear	Rear speaker out
	🔈 c/sub	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.
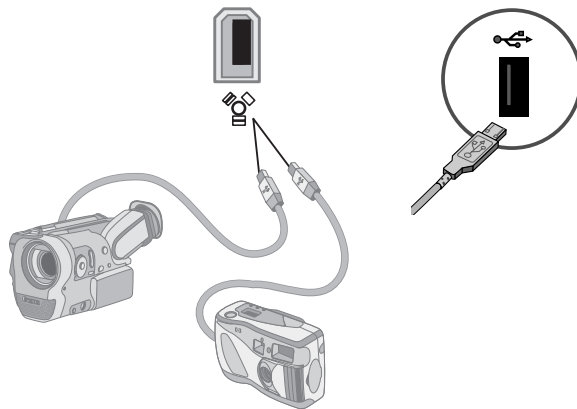
3 A *Found New Hardware* message appears. Wait 2 or 3 minutes for Windows Vista to make the necessary settings for the new device. When installation is complete, a message appears indicating the camera is ready to use.

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.

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

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.
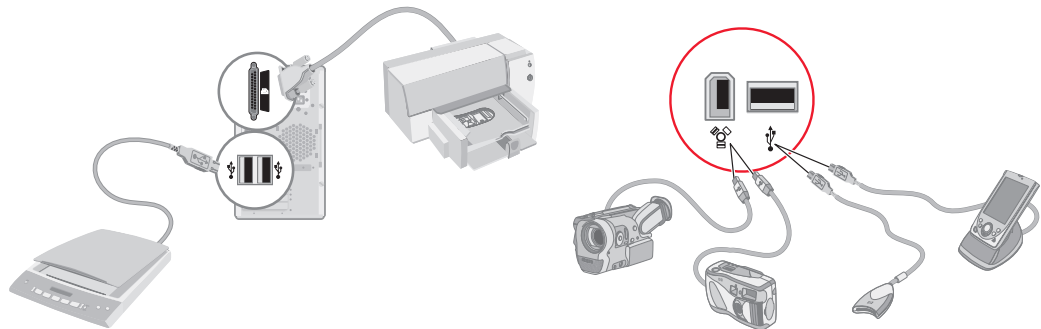
Storing Documentation and Recovery Discs

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.

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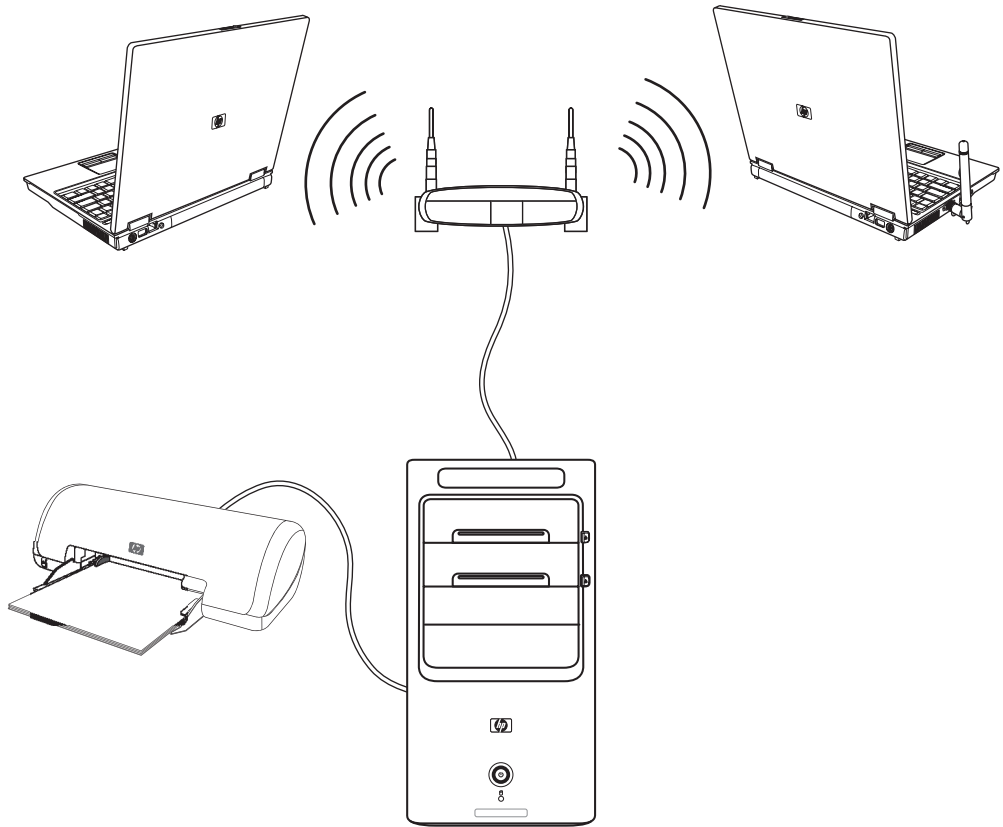
The preceding illustration shows a home LAN. The desktop computer has a wired connection to a wireless router. The desktop computer also has a printer that it shares with the other computers on the network. Each notebook computer has a wireless connection to the network router.

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.
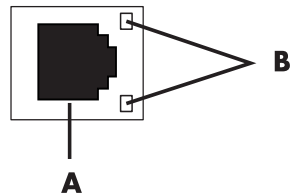
A   Ethernet connector (RJ-45 port)

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

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

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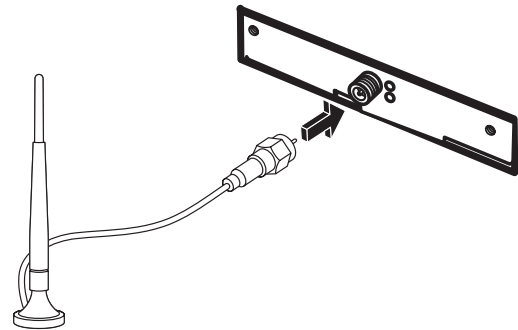
NOTE: The appearance of your wireless antenna may vary.

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*.

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.

NOTE: Your computer may not come with a modem.

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.
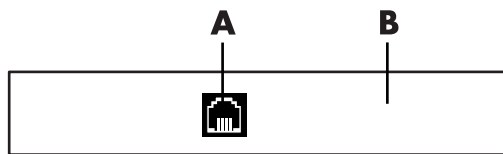
A Modem connector

B Back of computer

Getting Help

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. 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

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.

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	- Norton Internet Security software (firewall program) - Windows Vista updates
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.

Password	Function
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."

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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.
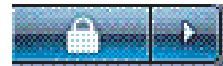
To turn on the computer after a shut down:

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 no 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.
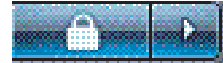
To put the computer into sleep mode manually:

- 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**.

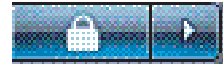To wake the computer from sleep mode:

- 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.

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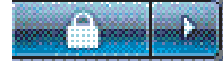
Automatic sleep, hibernate, or away mode

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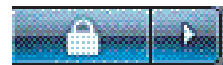
   Quickly press the On button on the front of the computer.

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.

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 Explore:

   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.

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.

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.

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 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.
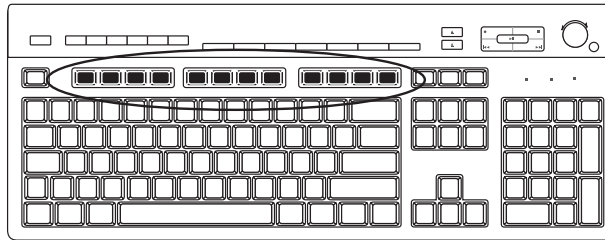
Identifying Keyboard Features

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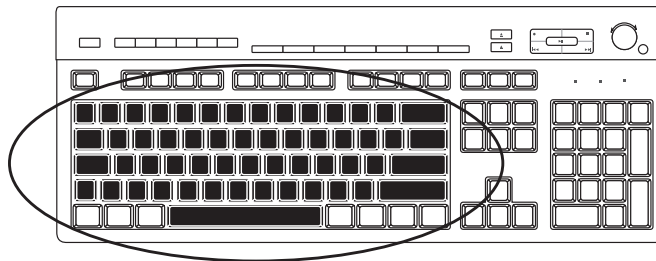
The alphanumeric keys are the main keys found on a standard typewriter.

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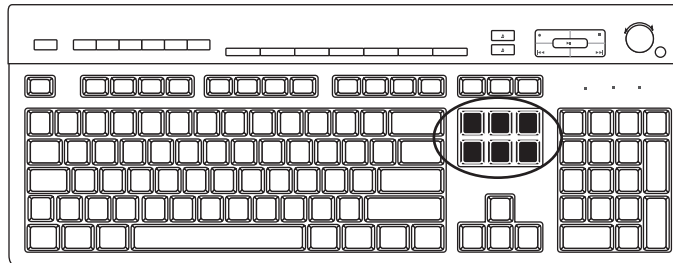
The edit keys are Insert, Home, Page Up, Delete, End, and Page Down. Use these keys to insert and delete text, and to quickly move the cursor on the screen. The edit keys function differently with some software programs.

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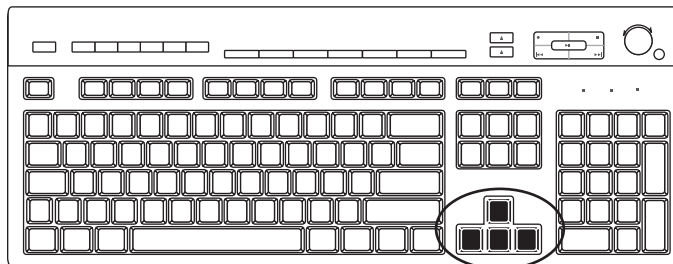
The arrow keys are controls for moving up, down, right, and left. You can use these keys instead of the mouse to move the cursor for navigation on a Web page, in a document, or in a game.

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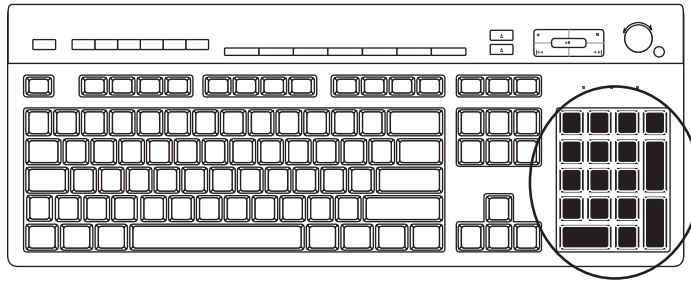
Press the Num Lock key to lock and unlock the numeric key functions:

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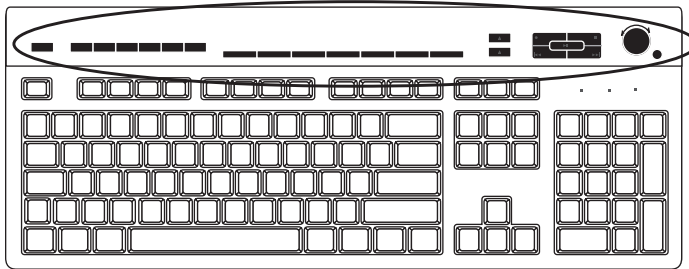
Keyboard indicators
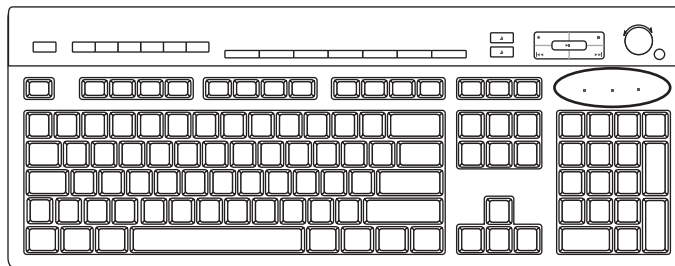
Each keyboard indicator is a light labeled with the name or with an icon for its status:

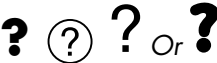| Icon	Name	Description
1	Num Lock	When lit, numeric keys are locked as numbers keys and arithmetic functions.
A	Caps Lock	When lit, alphanumeric keys are locked to uppercase.
↓	Scroll Lock	When lit, scroll function is locked.

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.)
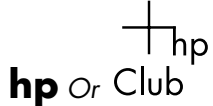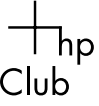
Identifying Special Keyboard Buttons

Your keyboard may not include some of the buttons listed.

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.
? ⑦ **?** Or **?**	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 (*continued*)
Search	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.
hp *Or* hp Club	HP Club	Links to HP Web site.
Compaq *Or* *q*	Compaq My Presario	Links to Compaq Web site.
Or	Shopping	
Or	Sports	
Or	Finance	
Or *i*	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.
(knob)	Volume	Volume knob controls speaker volume: Turn clockwise to increase speaker volume and counterclockwise to decrease volume.
◀ ◀))		**NOTE:** The Volume knob can continue to be turned, even after maximum volume has been reached.
▼ ▲ ◁)) *Or* ◁))) *Or* − +		Volume Up and Down buttons controls speaker volume: Press the Volume Up button to increase volume and the Volume Down button to decrease volume.
◁̸ ⊗ ❙❙ *Or* ◁̸	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.

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.

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.)

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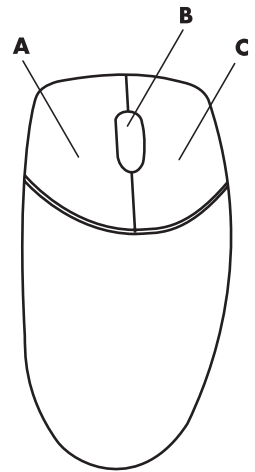
NOTE: Your mouse may look different from the one shown here.

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.

NOTE: Autoscrolling does not work with some software programs.

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 **Recycle 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 area, 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.

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

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.

Sending and Receiving E-Mail

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

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.

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 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.**

# Media Insertion Guide

4-slot memory card reader (select models only)
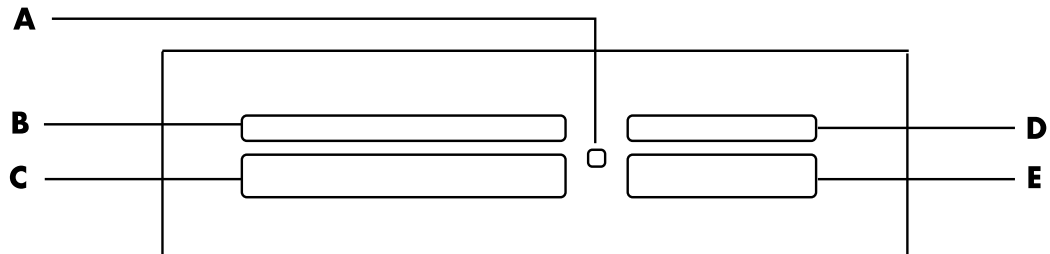
A   Activity light
B   Upper-left slot
C   Lower-left slot
D   Upper-right slot
E   Lower-right slot

Card	Insert the media	4-slot reader location
CompactFlash Type 1 media	Receptacle edge (holes)	**C** (lower-left)
CompactFlash Type II media	Receptacle edge (holes)	**C** (lower-left)
IBM Microdrive disk drive	Receptacle edge (holes)	**C** (lower-left)
Secure Digital (SD) memory card	Facing up	**D** (upper-right) ▲ SD
Mini Secure Digital (MiniSD) Memory Card[*]	Facing up	**D** (upper-right) ▲ MiniSD
MultiMediaCard (MMC)	Facing up	**D** (upper-right) ▲ MMC
Reduced size MultiMediaCard (RSMMC)[*]	Facing up	**D** (upper-right) ▲ RSMMC
MultiMediaCard Plus (MMC +)[*]	Facing up	**D** (upper-right) ▲ MMC
MultiMediaCard Mobile (MMC Mobile)[*]	Facing up	**D** (upper-right) ▲ MMC
Memory Stick (MS) memory card	Facing up	**E** (lower-right) ▲ MS
Memory Stick (MS-Pro) memory card	Facing up	**E** (lower-right) ▲ MS
Memory Stick (MS-Pro Duo) memory card[*]	Facing up	**E** (lower-right) ▲ MS
Memory Stick (MS-Duo) memory card[*]	Facing up	**E** (lower-right) ▲ MS
SmartMedia (SM) memory card	Facing up	**B** (upper-left) ▲ SM
xD media	Facing up	**B** (upper-left) ▲ xD

*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)
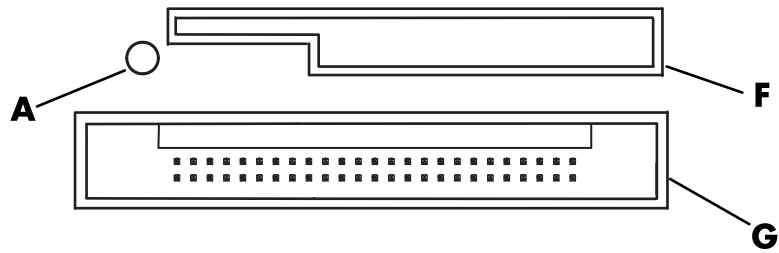
A Activity light
F Upper slot
G Lower slot

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

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."

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