

# Security User Guide

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## Product notice

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



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# 1 Protecting the computer

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

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

- Passwords
- Antivirus software
- Firewall software
- Critical security updates
- Optional security cable
- Fingerprint reader (select models only)

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

**NOTE:** Before you send your computer for service, remove all password and fingerprint settings.

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

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## 2 Using passwords

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

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

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

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

- A password can be any combination of up to 8 letters and numbers and is case sensitive.
- A password set in the Setup Utility must be entered at a Setup Utility prompt. A password set in Windows must be entered at a Windows prompt.

Use the following tips for creating and saving passwords:

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

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



# Setting passwords in Windows

Password	Function
Administrator password	Protects administrator-level access to computer contents.  <b>NOTE:</b> This password cannot be used to access Setup Utility contents.
User password	Protects access to a Windows user account. It also protects access to the computer contents and must be entered when you exit Sleep or Hibernation.
QuickLock	Protects the computer by requiring a password to be entered in the Windows Log On dialog box before you access the computer. After you set a user or administrator password, follow these steps:  <ol style="list-style-type: none"><li>1. Initiate QuickLock by pressing <b>fn+f6</b>.</li><li>2. Exit QuickLock by entering your Windows user or administrator password.</li></ol>

# Setting passwords in Setup Utility

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

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

## Administrator password

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

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

## Managing an administrator password

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

1. Open the Setup Utility by turning on or restarting the computer. While the “Press the ESC key for Startup Menu” message is displayed in the lower-left corner of the screen, press **f10**.

– or –

Open the Setup Utility by turning on or restarting the computer. While the “Press the ESC key for Startup Menu” message is displayed in the lower-left corner of the screen, press **esc**. When the Startup Menu is displayed, press **f10**.

2. Use the arrow keys to select **Security > Set Administrator Password**, and then press **enter**.
  - To set an administrator password, type your password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To change an administrator password, type your current password in the **Enter Current Password** field, type a new password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To delete an administrator password, type your current password in the **Enter Password** field, and then press **enter** 4 times.
3. To save your changes and exit the Setup Utility, use the arrow keys to select **Exit > Exit Saving Changes**.

Your changes go into effect when the computer restarts.

## Entering an administrator password

At the **Enter Password** prompt, type your administrator password, and then press **enter**. After 3 unsuccessful attempts to enter the administrator password, you must restart the computer and try again.

## Power-on password

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

## Managing a power-on password

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

1. Open the Setup Utility by turning on or restarting the computer. While the “Press the ESC key for Startup Menu” message is displayed in the lower-left corner of the screen, press **f10**.

– or –

Open the Setup Utility by turning on or restarting the computer. While the “Press the ESC key for Startup Menu” message is displayed in the lower-left corner of the screen, press **esc**. When the Startup Menu is displayed, press **f10**.

2. Use the arrow keys to select **Security > Set Power-On Password**, and then press **enter**.
  - To set a power-on password, type your password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To change a power-on password, type your current password in the **Enter Current Password** field, type a new password in the **Enter New Password** and **Confirm New Password** fields, and then press **enter**.
  - To delete a power-on password, type your current password in the **Enter Current Password** field, and then press **enter** 4 times.
3. To save your changes and exit the Setup Utility, use the arrow keys to select **Exit > Exit Saving Changes**.

Your changes go into effect when the computer restarts.

## Entering a power-on password

At the **Enter Password** prompt, type your password, and then press **enter**. After 3 unsuccessful attempts to enter the password, you must restart the computer and try again.

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## 3 Using antivirus software

When you use the computer to access e-mail, a network, or the Internet, you expose it to computer viruses. Computer viruses can disable the operating system, programs, or utilities, or cause them to function abnormally.

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

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


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

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## 4 Using firewall software

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

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

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

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## 5 Installing critical security updates

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△ **CAUTION:** Microsoft sends alerts regarding critical updates. To protect the computer from security breaches and computer viruses, install all critical updates from Microsoft as soon as you receive an alert.


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Updates to the operating system and other software may have become available after the computer was shipped. To be sure that all available updates are installed on the computer, observe these guidelines:

- Run Windows Update as soon as possible after you set up your computer. Use the update link at **Start > All Programs > Windows Update**.
- Run Windows Update monthly thereafter.
- Obtain updates to Windows and other Microsoft® programs, as they are released, from the Microsoft Web site and through the updates link in Help and Support.

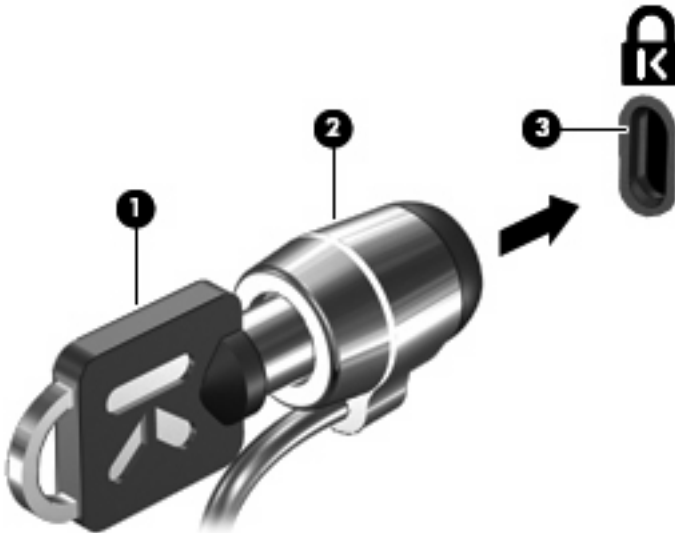
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## 6 Installing an optional security cable

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

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



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

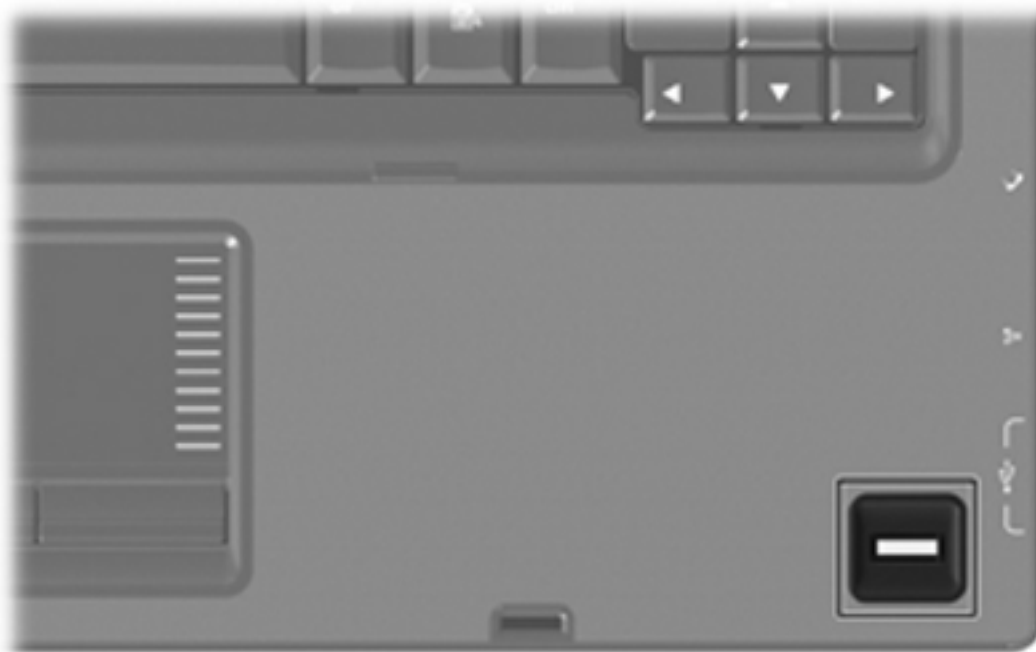
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## 7 Using the fingerprint reader (select models only)

 **NOTE:** The location of the fingerprint reader varies by computer model.

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## Locating the fingerprint reader

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

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

Depending on your computer model, the fingerprint reader may be oriented horizontally or vertically. Both orientations require that you swipe your finger perpendicular to the metallic sensor.



# Registering fingerprints

A fingerprint reader allows you to log on to Windows using a fingerprint that you have registered using DigitalPersona Personal software, instead of using a Windows password.

To register one or more fingerprints, follow these steps:


1. In Windows, click the **DigitalPersona Personal** icon in the notification area, at the far right of the taskbar.

2. Read the welcome text, and then click **Next**.

The “Verify Your Identity” page opens.

3. Type your Windows password, if one has been established, and then click **Next**.

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 **NOTE:** If you do not have a Windows password, the “Protect Your Windows Account” page opens. You can create a Windows password at this time, or you can skip this step by clicking **Next**. However, setting a Windows password optimizes the security of your computer.

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The “Fingerprint Registration Training” page opens.

4. View the demonstration, and then click **Next**.


The “Register a Fingerprint” page opens.

5. Click the finger on the screen that corresponds to the finger you want to register.

The next page opens, outlining that finger in green.

6. Slowly swipe your chosen finger over the fingerprint sensor.

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 **NOTE:** If the swipe is not completed correctly, a message explains why the swipe was unsuccessful.

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**NOTE:** For best results, swipe the same finger in the same direction each time you use the fingerprint reader.

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7. Continue swiping the same finger over the fingerprint sensor until you have completed 4 successful swipes.

When the fingerprint is registered successfully, the “Register a Fingerprint” page opens again, allowing you to register more fingerprints. Repeat steps 5 through 7 to register additional fingerprints.

8. When you are finished registering fingerprints, click **Next**.


If you register only one fingerprint, a message recommends that you register additional fingerprints. Click **Yes** to register more fingerprints, and then repeat steps 1 through 8 for each fingerprint registered.

– or –

Click **No** if you do not want to register additional fingerprints. The “Registration Complete” page opens.

9. Click **Finish**.

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 **NOTE:** Each user who wants fingerprint access to the computer must repeat steps 1 through 9.

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## Using your registered fingerprint to log on to Windows

To log on to Windows using your fingerprint, follow these steps:

1. Immediately after you have registered your fingerprints, restart Windows.
2. Swipe any of your registered fingers to log on to Windows.

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