

# Multimedia User Guide

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First Edition: September 2008

Document Part Number: 483219-001

#### **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 Multimedia features

Your computer includes multimedia features that allow you to listen to music, watch movies, and view pictures. Your computer may include the following multimedia components:

- Integrated speakers for listening to music
- Integrated microphone for recording your own audio
- Integrated webcam that allows you to capture and share video
- Preinstalled multimedia software that allows you to play and manage your music, movies, and pictures
- Hotkeys that provide fast access to multimedia tasks

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 **NOTE:** Your computer may not include all of the components listed below.

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The following illustration and table describe the multimedia components of the computer.



Component	Description
(1) Webcam light (select models only)	Turns on when video software accesses the webcam.
(2) Webcam (select models only)	Records audio and video and captures still photographs.
(3) Internal microphones (2)	Record sound and transmit sound for video conferencing and Voice Over IP (VoIP).
(4) Volume mute button	Mutes and restores computer sound.
(5) Volume scroll zone	Adjusts speaker volume.
(6) Audio-in (microphone) jack	Connects an optional computer headset microphone or monaural microphone.
(7) Audio-out (headphone) jack	Connects optional powered stereo speakers, headphones, ear buds, a headset, or television audio.
(8) Speaker	Produces sound.
(9) Business card slot	Holds a business card in position so that the webcam can capture an image.

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## 2 Multimedia software

 **NOTE:** To use optical discs (CDs and DVDs), you must use the optional HP 2700 Ultra-Slim Expansion Base or an optional external MultiBay with an optical drive.

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The computer includes preinstalled multimedia software. Some computer models also include additional multimedia software on an optical disc.

Depending on the hardware and software included with the computer, the following multimedia tasks may be supported:

- Playing digital media, including audio and video CDs, audio and video DVDs, and Internet radio
- Creating or copying data CDs
- Creating, editing, and burning audio CDs
- Creating, editing, and burning a video or movie to a DVD or video CD

 **CAUTION:** To prevent loss of information or damage to a disc, observe the following guidelines:

Before writing to a disc, connect the computer to a reliable external power source. Do not write to a disc while the computer is running on battery power.

Before writing to a disc, close all open programs except the disc software you are using.

Do not copy directly from a source disc to a destination disc or from a network drive to a destination disc. Instead, copy from a source disc or network drive to your hard drive, and then copy from your hard drive to the destination disc.

Do not use the computer keyboard or move the computer while the computer is writing to a disc. The write process is sensitive to vibration.

 **NOTE:** For information about using software included with the computer, refer to the software manufacturer's instructions that may be provided on disc, as online Help files, or on the software manufacturer's Web site.

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## Accessing your preinstalled multimedia software

To access your preinstalled multimedia software:

- ▲ Select **Start > All Programs**, and then open the multimedia program you want to use.

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 **NOTE:** Some programs may be located in subfolders.

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 **NOTE:** For details about using software included with the computer, refer to the software manufacturer's instructions, which may be provided with the software, on disc, or on the manufacturer's Web site.

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# Installing multimedia software from a disc

To install any multimedia software from a CD or DVD, follow these steps:

1. Insert the disc into the optical drive.
2. When the installation wizard opens, follow the on-screen instructions.
3. Restart the computer if you are prompted to do so.

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 **NOTE:** For details about using software included with the computer, refer to the software manufacturer's instructions, which may be provided with the software, on disc, or on the manufacturer's Web site.

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## Preventing playback disruptions

To reduce the possibility of playback disruption:

- Save your work and close all open programs before playing a CD or a DVD.
- Do not connect or disconnect hardware while playing a disc.

Do not initiate Hibernation or Sleep while playing a disc. Otherwise, you may see a warning message asking if you want to continue. If this message is displayed, click **No**. After you click No, the computer may behave in either of the following ways:

- Playback may resume.  
– or –
- The playback window in the multimedia program may close. To return to playing the CD or DVD, click the **Play** button in your multimedia program to restart the disc. In rare cases, you may need to exit the program and then restart it.

## Changing DVD region settings

Most DVDs that contain copyrighted files also contain region codes. The region codes help protect copyrights internationally.

You can play a DVD containing a region code only if the region code on the DVD matches the region setting on your DVD drive.

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△ **CAUTION:** The region settings on your DVD drive can be changed only 5 times.

The region setting you select the fifth time becomes the permanent region setting on the DVD drive.

The number of allowable region changes remaining on the drive is displayed in the Changes remaining box on the DVD Region tab. The number in the field includes the fifth and permanent change.

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To change settings through the operating system:

1. Select **Start > Computer > System properties**.
2. In the left pane, click **Device Manager**.

 **NOTE:** Windows includes the User Account Control feature to improve the security of your computer. You may be prompted for your permission or password for tasks such as installing applications, running utilities, or changing Windows settings. Refer to Windows online Help for more information.

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3. Click the "+" sign next to **DVD/CD-ROM drives**.
4. Right-click the DVD drive for which you want to change region settings, and then click **Properties**.
5. Make the desired changes on the **DVD Region** tab.
6. Click **OK**.

## Observing the copyright warning

It is a criminal offense, under applicable copyright laws, to make unauthorized copies of copyright-protected material, including computer programs, films, broadcasts, and sound recordings. Do not use this computer for such purposes.

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## 3 Audio

Your computer enables you to use a variety of audio features:

- Play music using your computer speakers and/or connected external speakers
- Record sound using the internal microphone or connect an external microphone
- Download music from the Internet
- Create multimedia presentations using audio and images
- Transmit sound and images with instant messaging programs
- Stream radio programs (select models only) or receive FM radio signals
- Create or “burn” audio CDs (select models only)

## Connecting external audio devices

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

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To connect external devices such as external speakers, headphones, or a microphone, refer to the information provided with the device. For best results, remember the following tips:

- Be sure that the device cable is securely connected to the correct jack on your computer. (Cable connectors are normally color-coded to match the corresponding jacks on the computer.)
- Be sure to install any drivers required by the external device.

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 **NOTE:** A driver is a required program that acts like a translator between the device and the programs that use the device.

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# Checking your audio functions

To check the system sound on your computer, follow these steps:

1. Select **Start > Control Panel**.
2. Click **Hardware and Sound**.
3. Click **Sound**.
4. When the Sound window opens, click the **Sounds** tab. Under **Program**, select any sound event, such as a beep or alarm, and click the **Test** button.

You should hear sound through the speakers or through connected headphones.

To check the record functions of the computer, follow these steps:

1. Select **Start > All Programs > Accessories > Sound Recorder**.
2. Click **Record** and speak into the microphone. Save the file to your desktop.
3. Open Windows Media Player and play back the sound.

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 **NOTE:** For best results when recording, speak directly into the microphone and record sound in a setting free of background noise.

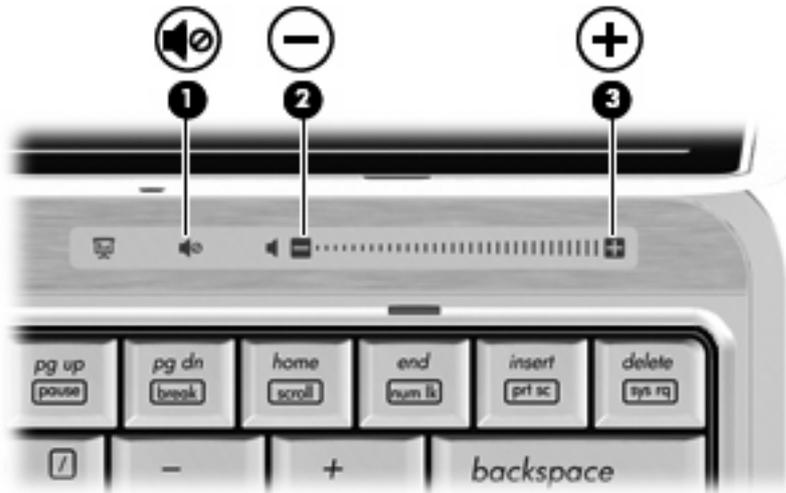
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- ▲ To confirm or change the audio settings on your computer, right-click the **Sound** icon on the taskbar, or select **Start > Control Panel > Hardware and Sound > Sound** icon.

# Adjusting the volume

You can adjust the volume using the following controls:

- Computer volume buttons:
  - To mute or restore volume, press the mute button (1).
  - To decrease volume, slide your finger across the volume scroll zone from right to left. You can also press and hold the minus sign (2), at the left end of the scroll zone.
  - To increase volume, slide your finger across the volume scroll zone from left to right. You can also press and hold the plus sign (3), at the right end of the scroll zone.



- Windows® volume control:
  - a. Click the **Volume** icon in the notification area, at the far right of the taskbar.
  - b. Increase or decrease the volume by moving the slider up or down. Click the **Mute** icon to mute the volume.

– or –

- a. Right-click the **Volume** icon in the notification area, and then click **Open Volume Mixer**.
- b. In the **Speakers** column, increase or decrease the volume by moving the **Volume** slider up or down. You can also mute the volume by clicking the **Mute** icon.

If the Volume icon is not displayed in the notification area, follow these steps to add it:

- a. Right-click in the notification area, and then click **Properties**.
  - b. Click the **Notification Area** tab.
  - c. Under **System icons**, select the **Volume** check box.
  - d. Click **OK**.
- Program volume control:

Volume can also be adjusted within some programs.

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# 4 Video

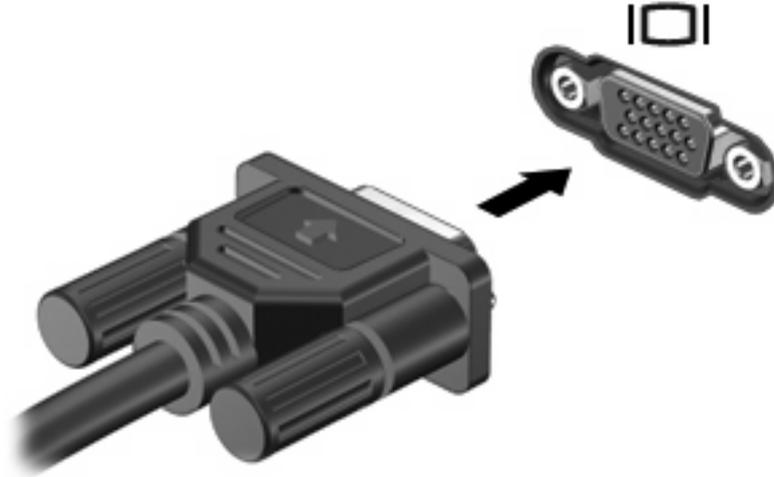
Your computer enables you to use a variety of video features:

- Watch movies
- Play games over the Internet
- Edit pictures and video to create presentations
- Connect external video devices

## Connecting an optional external monitor or projector

The external monitor port connects an external display device such as an external monitor or a projector to the computer.

- ▲ To connect a display device, connect the device cable to the external monitor port.



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 **NOTE:** If a properly connected external display device does not display an image, press **fn+f4** to transfer the image to the device. Repeatedly pressing **fn+f4** alternates the screen image between the computer display and the device.

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## Using the webcam (select models only)

Your computer may include an integrated webcam, located at the top of the display. With the preinstalled software, you can use the webcam to take a photo, record a video, or make an audio recording. You can preview the photo, video recording, or audio recording, and save it on your computer hard drive.

To access the webcam and webcam software, select **Start > All Programs > HP Webcam Application**.

The webcam software enables you to experiment with the following features:

- Video—Record and play back webcam video.
- Audio—Record and play back audio.
- Streaming video—Use with instant message software that supports UVC (Universal Video Class) webcams.
- Snapshots—Take still photos.
- HP Presto! Bizcard (select models only)—Use to transform business cards into a usable database of contact information.

### Webcam tips

For optimum performance, observe the following guidelines while using the webcam:

- Be sure that you have the latest version of an instant message program before starting a video conversation.
- The webcam may not work properly across some network firewalls.

 **NOTE:** If you are having trouble viewing or sending multimedia files to someone on another LAN or outside your network firewall, temporarily disable the firewall, perform the task you want to perform, and then reenable the firewall. To permanently resolve the problem, reconfigure the firewall as necessary, and adjust the policies and settings of other intrusion detection systems. For additional information, contact your network administrator or IT department.

- Whenever possible, place bright light sources behind the webcam and out of the picture area.

### Adjusting webcam properties

You can adjust the following webcam properties:

- **Brightness**—Controls the amount of light that is incorporated into the image. A higher brightness setting creates a brighter image; a lower brightness setting creates a darker image.
- **Contrast**—Controls the difference between lighter and darker areas on the image. A higher contrast setting intensifies the image; a lower contrast setting maintains more of the original information's dynamic range but leads to a flatter image.
- **Hue**—Controls the aspect of color that distinguishes it from another color (what makes a color red, green, or blue). Hue is distinct from saturation, which measures the intensity of the hue.
- **Saturation**—Controls the strength of color in the final image. A higher saturation setting creates a bolder image; a lower saturation setting creates a more subtle image.

- **Sharpness**—Controls the definition of edges in an image. A higher sharpness setting creates a more defined image; a lower sharpness setting creates a softer image.
- **Gamma**—Controls the contrast affecting the mid-level grays or midtones of an image. Adjusting the gamma of an image allows you to change the brightness values of the middle range of gray tones without dramatically altering the shadows and highlights. A lower gamma setting makes grays look black, and makes dark colors even darker.
- **Backlight Compensation**—Compensates in cases where a subject with a large amount of background light would otherwise be obscured by blooming or silhouetting.
- **NightMode**—Compensates for low light conditions.
- **Zoom (select models only)**—Adjusts the zoom percentage for taking photos or recording videos.
- **Horizontal or vertical**—Rotates the image horizontally or vertically.
- **50Hz or 60Hz**—Adjusts the shutter speed to achieve a video recording that does not flicker.

Customizable preset profiles for multiple lighting conditions compensate for the following lighting conditions: incandescent, fluorescent, halogen, sunny, cloudy, night.

## Controlling the webcam focus (select models only)

The following focus options are available:

- **Normal**—The factory setting of the webcam is appropriate for normal photography. This range extends from several feet in front of the lens to infinity.
- **Macro**—The close-up focus setting, this mode is for taking photos and capturing video at a very close range (select models only).

To view or change the HP Webcam focus, follow these steps:

- ▲ Select **Start > All Programs > HP Webcam Application > Settings > Options**.

## Capturing business card images

You can use the webcam with the Presto! BizCard program to capture business card images and export the text to many types of address book software, such as Microsoft® Outlook Contacts.

To capture a business card image:

1. Open Presto! BizCard by selecting **Start > All Programs > NewSoft > Presto! BizCard > Presto! BizCard**.
2. To capture one business card, select **File > Snap One Card and Recognize**.

– or –

To capture multiple business cards, select **File > Snap Cards and Recognize**.

The Preview window opens.

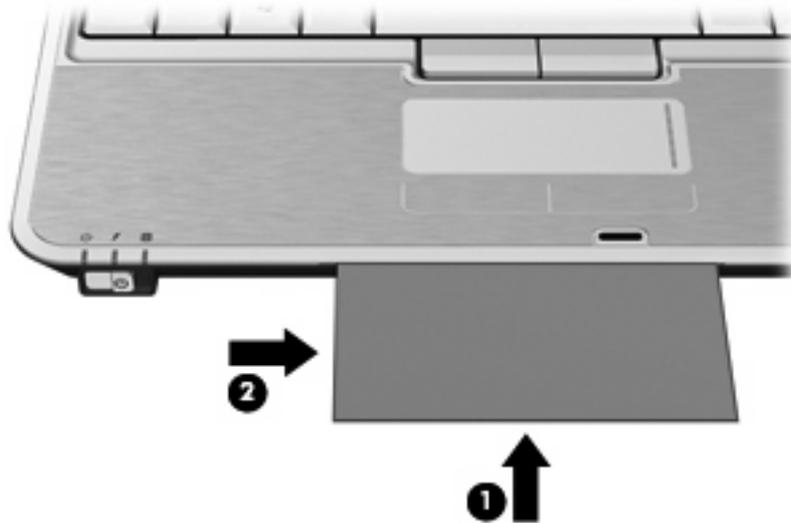
3. Slowly lower the display (1) until the webcam light (2) stops blinking and you hear a sound.



The webcam is now in focus.

4. Insert a business card into the business card slot on the front of the computer (1) and slide the card to the right (2) to align it with the webcam.

 **NOTE:** Be sure that any text on the bottom of the card is not obscured by the slot. If any text is obscured by the slot, rotate the card 180 degrees.



The webcam captures the business card image and the webcam light turns off.

5. If you are capturing multiple business card images, remove the business card and insert another one. The webcam light turns on when the card is in focus. The webcam then captures the business card image and the webcam light turns off.

 **NOTE:** If you are capturing more than one business card image, you must first close the **Snap Cards and Recognize** screen before the new data can be reviewed.

Repeat this step for additional business cards.

6. When you have finished capturing one or more business card images, remove the business card from the slot and raise the display.
7. Review the data captured by Presto! BizCard to be sure that all data was captured.

For more information on using Presto! BizCard, refer to the software Help.

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