ENVY¹⁴

GETTING STARTED

HP ENVY14 Getting Started

Product notice

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

Software terms

By installing, copying, downloading, or otherwise using any software product preinstalled on this computer, you agree to be bound by the terms of the HP End User License Agreement (EULA). If you do not accept these license terms, your sole remedy is to return the entire unused product (hardware and software) within 14 days for a refund subject to the refund policy of your place of purchase.

For any further information or for requesting a full refund of the computer, please contact your local point of sale (the seller).

User Guides

HP is committed to reducing the environmental impact of our products. As part of this effort, we provide user guides and learning centers on your computer hard drive in Help and Support. Additional support and updates to the user guides are available on the Web.

Safety warning notice

⚠️ **WARNING!**   To reduce the possibility of heat-related injuries or of overheating the computer, do not place the computer directly on your lap or obstruct the computer air vents. Use the computer only on a hard, flat surface. Do not allow another hard surface, such as an adjoining optional printer, or a soft surface, such as pillows or rugs or clothing, to block airflow. Also, do not allow the AC adapter to contact the skin or a soft surface, such as pillows or rugs or clothing, during operation. The computer and the AC adapter comply with the user-accessible surface temperature limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950).

Table of contents

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1   Welcome

After you set up and register the computer, it is important to take the following steps:

- **Connect to the Internet**—Set up your wired or wireless network so that you can connect to the Internet. For more information, refer to .

- **Update your antivirus software**—Protect your computer from damage caused by viruses. The software is preinstalled on the computer and includes a limited subscription for free updates. For more information, refer to the *HP Notebook Reference Guide*. For instructions on accessing this guide, refer to .

- **Get to know your computer**—Learn about your computer features. Refer to and for additional information.

- **Create recovery discs**—Recover the operating system and software to factory settings in case of system instability or failure. For instructions, refer to .

- **Find installed software**—Access a list of the software preinstalled on the computer. Select **Start > All Programs**. For details about using the software included with the computer, refer to the software manufacturer's instructions, which may be provided with the software or on the manufacturer's Web site.

What's new?

HP CoolSense

HP CoolSense ❄ gives you more control over your computer's thermal settings through the use of predefined modes that emphasize computer performance, temperature, and fan speed and noise.

- **On**—Configures the thermal settings to avoid temperature increases and makes the computer feel cooler to the touch.

- **Off**—With CoolSense turned off, your computer will operate at peak performance, but this setting may result in higher temperatures than in On mode.

- **Auto** (default setting)—Automatically detects whether the computer is stationary or mobile, and optimizes the thermal settings to match your usage environment. When the computer is stationary, HP CoolSense prioritizes performance and is set to Off mode. When the computer is mobile, HP CoolSense prioritizes temperature and is set to On mode.

To change the cooling preferences, follow these steps:

1. Select **Start > All Programs > HP > HP CoolSense**.
2. Select a cooling mode.

Intel Wireless Display

Intel® Wireless Display allows you to share your computer content wirelessly on your TV. To experience wireless display, a wireless third-party TV adapter (purchased separately) is required. Content that asserts output protection, such as Blu-ray discs, will not play on Intel Wireless Display. For details about using the wireless adapter, refer to the device manufacturer's instructions.

NOTE: Be sure that wireless is enabled on your computer before using the wireless display.

Switching between graphics modes

The computer is equipped with switchable graphics and has two modes for processing graphics. When you switch from AC power to battery power, the computer can switch from using the high-performance mode to using the power-saving mode to conserve battery life. Similarly, when you switch from battery power to AC power, the computer can switch back to the high-performance mode.

NOTE: In some instances, in order to optimize performance of the computer, the system does not allow you to switch modes, or it may prompt you to switch. It may also be necessary to close all programs before switching.

When you switch between AC and battery power, you are notified that the computer is about to switch graphics modes. If you prefer, you can choose to continue using the same graphics mode. While the computer switches modes, the screen goes blank for a few seconds. When the switch is complete, a notification appears in the notification area, and the screen image reappears.

Beats Audio

Beats™ Audio is an enhanced audio profile that provides a deep, controlled bass while maintaining a clear sound. Beats Audio is enabled by default.

▲ To increase or decrease the Beats Audio bass settings, press fn **(1)** and the letter b **(2)**.
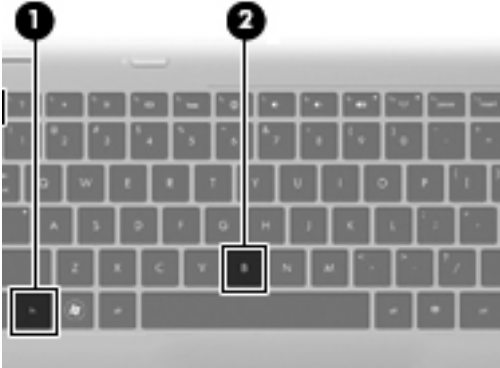
NOTE: You can also view and control the bass settings through the Windows® operating system. Select **Start > Control Panel > Hardware and Sound > Beats Audio Control Panel** to view and control the bass properties.

The following table shows and describes the Beats Audio icons.

Icon	Description
	Indicates that Beats Audio is enabled.
	Indicates that Beats Audio is disabled.

Finding information

The computer comes with several resources to help you perform various tasks.

| Resources	For information about
Quick Setup poster	● How to set up the computer ● Help to identify computer components
Getting Started To access this guide: Select **Start > Help and Support > User Guides**. – or – Select **Start > All Programs > HP > HP Documentation**.	● Computer features ● How to connect to a wireless network ● How to use the keyboard and pointing devices ● How to replace or upgrade the hard drive and memory modules ● How to perform a backup and recovery ● How to contact customer support ● Computer specifications
HP Notebook Reference Guide To access this guide: Select **Start > Help and Support > User Guides**. – or – Select **Start > All Programs > HP > HP Documentation**.	● Power management features ● How to maximize battery life ● How to use the multimedia features of the computer ● How to protect the computer ● How to care for the computer ● How to update the software
Help and Support To access Help and Support, select **Start > Help and Support**. **NOTE:** For country- or region-specific support, go to http://www.hp.com/support, select your country or region, and follow the on-screen instructions.	● Operating system information ● Software, driver, and BIOS updates ● Troubleshooting tools ● How to access technical support

Resources	For information about
Regulatory, Safety and Environmental Notices To access this guide: Select **Start > Help and Support > User Guides**. – or – Select **Start > All Programs > HP > HP Documentation**.	● Regulatory and safety information ● Battery disposal information
Safety & Comfort Guide To access this guide: Select **Start > Help and Support > User Guides**. – or – Select **Start > All Programs > HP > HP Documentation**. – or – Go to http://www.hp.com/ergo.	● Proper workstation setup, posture, health, and work habits ● Electrical and mechanical safety information
Worldwide Telephone Numbers booklet This booklet is provided with your computer.	HP support telephone numbers
HP Web site To access this Web site, go to http://www.hp.com/support.	● Support information ● Ordering parts and finding additional help ● Software, driver, and BIOS updates ● Accessories available for the device

Resources	For information about
*Limited Warranty**	Warranty information

To access the warranty:

Select **Start > Help and Support > User Guides > View Warranty Information**.

– or –

Select **Start > All Programs > HP > HP Documentation > View Warranty Information**.

– or –

Go to http://www.hp.com/go/ orderdocuments.

*You may find the expressly provided HP Limited Warranty applicable to your product located with the electronic guides on your computer and/or on the CD/DVD provided in the box. In some countries/ regions, HP may provide a printed HP Limited Warranty in the box. In countries/regions where the warranty is not provided in printed format, you may request a printed copy at http://www.hp.com/go/ orderdocuments or write to:

- **North America**: Hewlett-Packard, MS POD, 11311 Chinden Blvd, Boise, ID 83714, USA

- **Europe, Middle East, Africa**: Hewlett-Packard, POD, Via G. Di Vittorio, 9, 20063, Cernusco s/ Naviglio (MI), Italy

- **Asia Pacific**: Hewlett-Packard, POD, P.O. Box 200, Alexandra Post Office, Singapore 911507

Please include your product number, warranty period (found on your serial number label), name, and postal address.
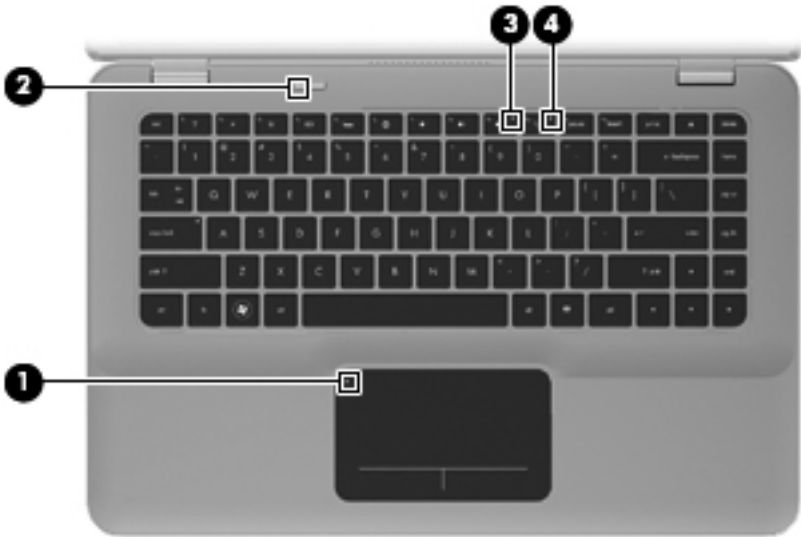
2 Getting to know your computer

Top

TouchPad
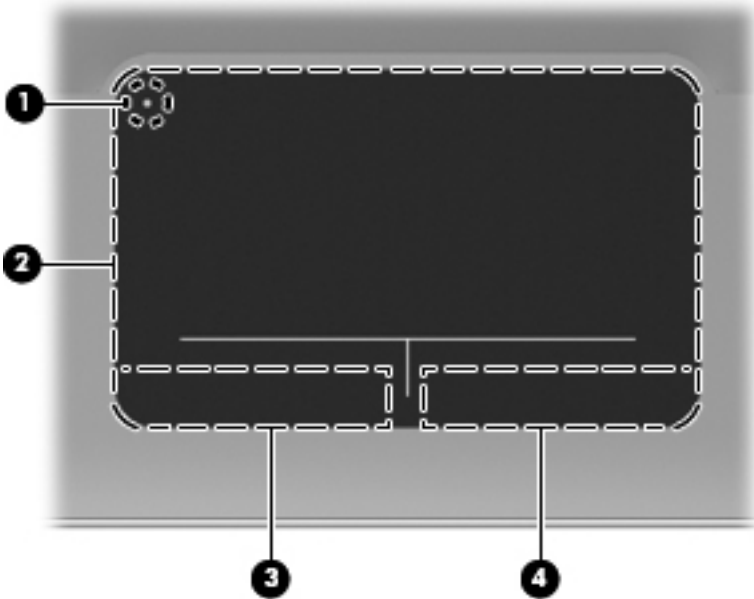
| Component		Description
(1)	TouchPad light	Turns the TouchPad on and off. Quickly double-tap the TouchPad light to turn the TouchPad on and off.
(2)	TouchPad zone	Moves the pointer and selects or activates items on the screen.
(3)	Left TouchPad button	Functions like the left button on an external mouse.
(4)	Right TouchPad button	Functions like the right button on an external mouse.

Lights

Component		Description
(1)	TouchPad light	• Amber: The TouchPad is off.
		• Off: The TouchPad is on.
(2)	Power light	• White: The computer is on.
		• Blinking white: The computer is in the Sleep state.
		• Off: The computer is off or in Hibernation.
(3)	Mute light	• Amber: Computer sound is off.
		• Off: Computer sound is on.
(4)	Wireless light	• White: An integrated wireless device, such as a wireless local area network (WLAN) device, is on.
		NOTE: Wireless devices are enabled at the factory.
		• Amber: All wireless devices are off.

Button

Component	Description
Power button	● When the computer is off, press the button to turn on the computer.
	● When the computer is on, press the button briefly to initiate Sleep.
	● When the computer is in the Sleep state, press the button briefly to exit Sleep.
	● When the computer is in Hibernation, press the button briefly to exit Hibernation.
	If the computer has stopped responding and Windows® shutdown procedures are ineffective, press and hold the power button for at least 5 seconds to turn off the computer.
	To learn more about your power settings, select **Start > Control Panel > System and Security > Power Options**, or refer to the *HP Notebook Reference Guide*.

Keys
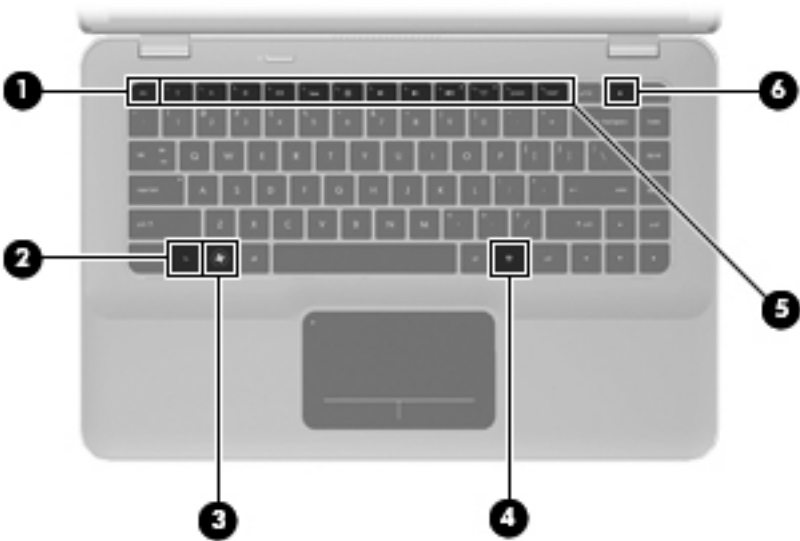
	Component		Description
(1)		esc key	Displays system information when pressed in combination with the fn key.
(2)		fn key	Executes frequently used system functions when pressed in combination with the b key or the esc key.
(3)	(⊞)	Windows logo key	Displays the Windows Start menu.
(4)	▤	Windows applications key	Displays a shortcut menu for items beneath the pointer.
(5)		Action keys	Execute frequently used system functions.
(6)	⏏	Optical drive eject key	Removes a disc from the optical drive.

Front

Component		Description
(1)	Speakers (2)	Produce sound.
(2)	Bluetooth compartment	Contains a Bluetooth® device.
(3)	Digital Media Slot	Supports the following digital card formats:
		● MultiMediaCard
		● Secure Digital (SD) Memory Card
		● Secure Digital High Capacity Memory Card
		● Secure Digital Extended Capacity Memory Card

Right side

Component			Description
(1)	⏻	Power light	● White: The computer is on.
			● Blinking white: The computer is in the Sleep state.
			● Off: The computer is off or in Hibernation.
(2)	☰	Drive light	● Blinking white: The hard drive is being accessed.
			● Amber: HP ProtectSmart Hard Drive Protection has temporarily parked the hard drive.
			NOTE: For information on HP ProtectSmart Hard Drive Protection, refer to the *HP Notebook Reference Guide*.
(3)	SS⟨∙	USB 3.0 port	Connects an optional USB 3.0 device and provides enhanced USB power performance.
			NOTE: This port is also compatible with USB 1.0 and 2.0 devices.
(4)	HDMI	HDMI port	Connects an optional video or audio device, such as a high-definition television, or any compatible digital or audio component.
(5)	‡🄳	Mini DisplayPort	Connects an optional digital display device, such as a high-performance monitor or projector.
(6)	🔒	Security cable slot	Attaches an optional security cable to the computer.
			NOTE: The security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen.
(7)	⋰⋰	RJ-45 (network) jack	Connects a network cable.

Component		Description
(8)	Vent	Enables airflow to cool internal components.
		NOTE: The computer fan starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation.
(9)	Battery light	● Off: The computer is running on battery power.
		● Blinking amber: The battery has reached a low battery level, a critical battery level, or there is a battery error.
		● Amber: A battery is charging.
		● White: The computer is connected to external power and the battery is fully charged.
(10)	Power connector	Connects an AC adapter.

Left side

Component		Description
(1)	Optical drive	Reads and writes to an optical disc.
		CAUTION: Do not insert 8-cm optical discs into the optical drive. This can cause damage to the computer.
(2)	USB ports (2)	Connect optional USB devices.
(3)	Audio-out (headphone) jack/ Audio-in (microphone) jack	Produces sound when connected to optional powered stereo speakers, headphones, earbuds, a headset, or television audio. Also connects an optional headset microphone.
		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*.
		NOTE: When a device is connected to the jack, the computer speakers are disabled.
		NOTE: Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(4)	Audio-out (headphone) jack	Produces sound when connected to optional powered stereo speakers, headphones, ear buds, a headset, or television audio.
		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*.
		NOTE: When a device is connected to the jack, the computer speakers are disabled.

Display
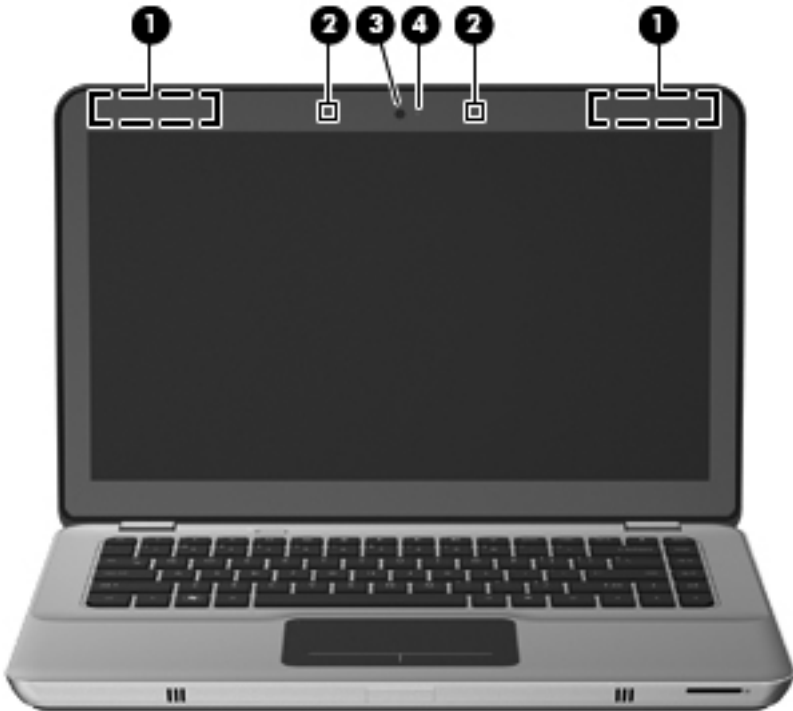
	Component	Description
(1)	WLAN antennas (2)*	Send and receive wireless signals to communicate with wireless local area networks (WLAN).
		NOTE: Select computer models may have up to 4 WLAN antennas.
(2)	Internal microphones (2)	Record sound.
(3)	Webcam	Records video and captures still photographs.
		To access the webcam, select **Start > All Programs > CyberLink YouCam**.
(4)	Webcam light	On: The webcam is in use.

*The antennas are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions. To see wireless regulatory notices, refer to the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region. These notices are located in Help and Support.

Bottom

Component		Description
(1)	Memory module compartment	Contains the memory module slot.
(2)	Vents (3)	Enable airflow to cool internal components. **NOTE:** The computer fan starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation.
(3)	Accessory battery connector	Connects an optional accessory battery.
(4)	Battery cover release latch	Releases the battery cover.
(5)	Battery bay	Holds the battery and the hard drive. **NOTE:** The battery is preinstalled in the battery bay at the factory.

3 Networking

NOTE: Internet hardware and software features vary depending on computer model and your location.

Your computer may support one or both of the following types of Internet access:

- Wireless—For mobile Internet access, you can use a wireless connection. Refer to [Connecting to an existing WLAN on page 20](#) or [Setting up a new WLAN network on page 21](#).

- Wired—You can access the Internet by connecting to a wired network. For information on connecting to a wired network, refer to the *HP Notebook Reference Guide*.

Using an Internet service provider (ISP)

Before you can connect to the Internet, you must establish an ISP account. Contact a local ISP to purchase Internet service and a modem. The ISP will help set up the modem, install a network cable to connect your wireless computer to the modem, and test the Internet service.

NOTE: Your ISP will give you a user ID and password to access the Internet. Record this information and store it in a safe place.

The following features will help you set up a new Internet account or configure the computer to use an existing account:

- **Internet Services & Offers (available in some locations)**—This utility assists with signing up for a new Internet account and configuring the computer to use an existing account. To access this utility, select **Start > All Programs > Online Services > Get Online**.

- **ISP-provided icons (available in some locations)**—These icons may be displayed either individually on the Windows desktop or grouped in a desktop folder named Online Services. To set up a new Internet account or configure the computer to use an existing account, double-click an icon, and then follow the on-screen instructions.

- **Windows Connect to the Internet Wizard**—You can use the Windows Connect to the Internet Wizard to connect to the Internet in any of these situations:

  ◦ You already have an account with an ISP.

  ◦ You do not have an Internet account and want to select an ISP from the list provided within the wizard. (The list of ISP providers is not available in all regions.)

  ◦ You have selected an unlisted ISP, and the ISP has provided you with information such as a specific IP address and POP3 and SMTP settings.

  To access the Windows Connect to the Internet Wizard and instructions for using it, select **Start > Control Panel > Network and Internet > Network and Sharing Center**.

NOTE: If you are prompted within the wizard to choose between enabling or disabling Windows Firewall, choose to enable the firewall.

Connecting to a wireless network

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

● Wireless local area network (WLAN) device

● HP Mobile Broadband Module, a wireless wide area network (WWAN) device

● Bluetooth device

For more information on wireless technology and connecting to a wireless network, refer to the *HP Notebook Reference Guide* and information and Web site links provided in Help and Support.

Connecting to an existing WLAN

1. Turn on the computer.
2. Be sure that the WLAN device is on.
3. Click the network icon in the notification area, at the far right of the taskbar.
4. Select a network to connect to.
5. Click **Connect**.
6. If required, enter the security key.

Setting up a new WLAN network

Required equipment:

- A broadband modem (either DSL or cable) **(1)** and high-speed Internet service purchased from an Internet service provider (ISP)

- A wireless router (purchased separately) **(2)**

- Your new wireless computer **(3)**

NOTE: Some modems have a built-in wireless router. Check with your ISP to determine what type of modem you have.

The illustration shows an example of a completed WLAN network installation that is connected to the Internet. As your network grows, additional wireless and wired computers can be connected to the network to access the Internet.

Configuring a wireless router

For help in setting up a WLAN, refer to the information provided by your router manufacturer or your ISP.

The Windows operating system also provides tools to help you set up a new wireless network. To use the Windows tools to set up your network, select **Start > Control Panel > Network and Internet > Network and Sharing Center > Set up a new connection or network > Set up a new network**. Then follow the on-screen instructions.

NOTE: It is recommended that you initially connect your new wireless computer to the router by using the network cable provided with the router. When the computer successfully connects to the Internet, you can disconnect the cable, and then access the Internet through your wireless network.

Protecting your WLAN

When you set up a WLAN or access an existing WLAN, always turn on security features to protect your network from unauthorized access.

For information on protecting your WLAN, refer to the *HP Notebook Reference Guide*.

4 Keyboard and pointing devices

Using the keyboard

Using the action keys

Action keys are used for performing customized actions that are assigned to specific keys at the top of the keyboard.

The icons on the f1 through f10 keys represent the action key functions. To use an action key, press and hold this key to activate the assigned function.

NOTE: The action key feature is enabled at the factory. You can disable this feature in Setup Utility (BIOS) and revert back to standard settings by pressing the fn key and one of the function keys to activate the assigned function. Refer to the "Setup Utility (BIOS) and System Diagnostics" chapter in the HP Notebook Reference Guide for instructions.

CAUTION: Use extreme care when making changes in Setup Utility. Errors can prevent the computer from operating properly.

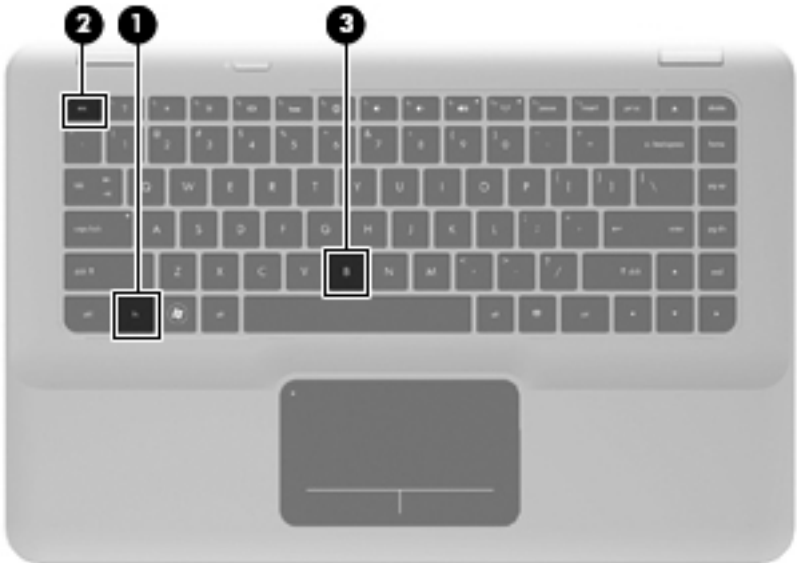| Icon	Key	Description
?	f1	Opens Help and Support, which provides information about your Windows operating system and computer, answers to questions and tutorials, and updates to your computer. Help and Support also provides automated troubleshooting and links to support specialists.
☀	f2	Decreases the screen brightness level when you hold down this key.
☀	f3	Increases the screen brightness level when you hold down this key.

Icon	Key	Description
	f4	Switches the screen image among display devices connected to the system. For example, if a monitor is connected to the computer, pressing this key alternates the screen image from computer display to monitor display to simultaneous display on both the computer and the monitor. Most external monitors receive video information from the computer using the external VGA video standard. The switch screen image key can also alternate images among other devices that are receiving video information from the computer. The computer also supports multiple display outputs. When you press the switch screen image key, you can select from four different video outputs: ● Computer only mode ● Duplicate mode ● Extend mode ● Projector only mode
	f5	Turns the keyboard backlight on and off. **NOTE:** The keyboard backlight is turned off at the factory. To turn on the keyboard backlight, press f5.
	f6	Opens a Web browser. **NOTE:** Until you set up your Internet or network services, this key opens the Internet Connection Wizard.
	f7	Decreases speaker volume incrementally when you hold down this key.
	f8	Increases speaker volume incrementally when you hold down this key.
	f9	Mutes or restores speaker sound.
	f10	Turns the wireless feature on or off. **NOTE:** This key does not establish a wireless connection. To establish a wireless connection, a wireless network must be set up.

Using the hotkeys

A hotkey is a combination of the fn key **(1)** and either the esc key **(2)** or the b key **(3)**.

To use a hotkey:

▲ Briefly press the fn key, and then briefly press the second key of the hotkey combination.

Function	Hotkey	Description
Display system information.	fn + esc	Displays information about system hardware components and the system BIOS version number.
Control the bass settings.	fn + b	Increases or decreases the Beats Audio bass settings.
		Beats Audio is an enhanced audio profile that provides a deep, controlled bass while maintaining a clear sound. Beats Audio is enabled by default.
		You can also view and control the bass settings through the Windows operating system. Select **Start > Control Panel > Hardware and Sound > Beats Audio Control Panel** to view and control the bass properties.

Using pointing devices

In addition to the pointing devices included with your computer, you can use an external USB mouse (purchased separately) by connecting it to one of the USB ports on the computer.

Setting pointing device preferences

Use Mouse Properties in Windows to customize settings for pointing devices, such as button configuration, click speed, and pointer options.

To access Mouse Properties, select **Start > Devices and Printers**. Then right-click the device representing your computer, and select **Mouse settings**.
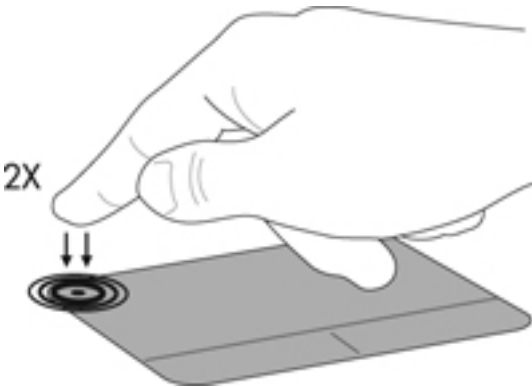
Using the TouchPad

To move the pointer, slide one finger across the TouchPad in the direction you want the pointer to go. Use the left and right TouchPad buttons like the buttons on an external mouse.

Turning the TouchPad off and on

To turn the TouchPad off and on, quickly double-tap the TouchPad light.
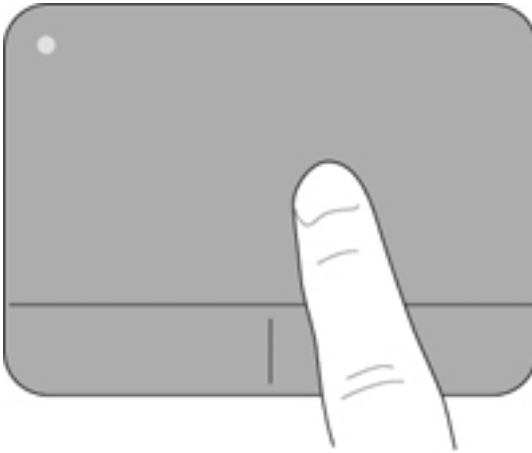
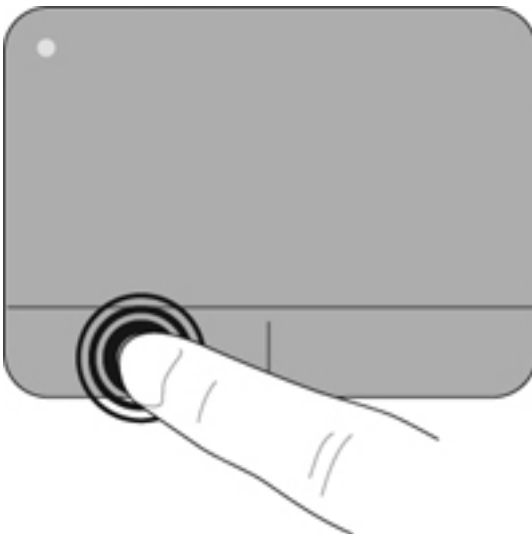NOTE: The TouchPad light is off when the TouchPad is on.

Navigating

To move the pointer, slide one finger across the TouchPad in the direction you want the pointer to go.

Selecting

Use the left and right TouchPad buttons like the corresponding buttons on an external mouse.

Using TouchPad gestures

The TouchPad supports a variety of gestures. To use TouchPad gestures, place two fingers on the TouchPad at the same time.

NOTE: TouchPad gestures are not supported in all programs.

To view the demonstration of a gesture:

1. Select **Start > Control Panel > Hardware and Sound > Devices and Printers > Mouse**.

2. Click **TouchPad Properties**.

3. Click a gesture to activate the demonstration.

To turn the gestures on and off:

1. Select **Start > Control Panel > Hardware and Sound > Devices and Printers > Mouse**.

2. Click **TouchPad Properties**.

3. Select the check box next to the gesture that you want to turn on or off.

4. Click **Apply**, and then click **OK**.

Scrolling

Scrolling is useful for moving up, down, or sideways on a page or image. To scroll, place two fingers slightly apart on the TouchPad, and then drag them across the TouchPad in an up, down, left, or right motion.

NOTE: Scrolling speed is controlled by finger speed.

NOTE: Two-finger scrolling is enabled at the factory.
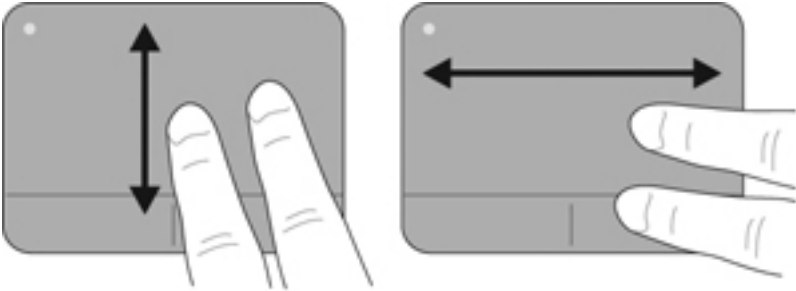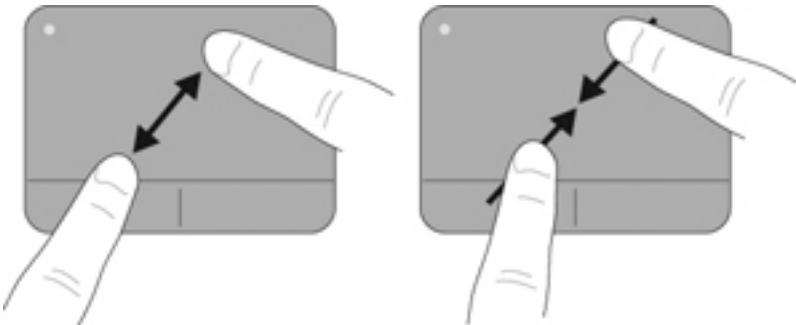

Pinching/Zooming

Pinching allows you to zoom in or out on images or text.

- Zoom in by placing two fingers together on the TouchPad, and then moving them apart.

- Zoom out by placing two fingers apart on the TouchPad, and then moving them together.

**NOTE:** Pinching/zooming is enabled at the factory.

Rotating

Rotating allows you to rotate items such as photos. To rotate, anchor your left forefinger in the TouchPad zone. Move the right forefinger around the anchored finger in a sweeping motion, moving from 12 o'clock to 3 o'clock. To reverse the rotation, move your right forefinger from 3 o'clock to 12 o'clock.

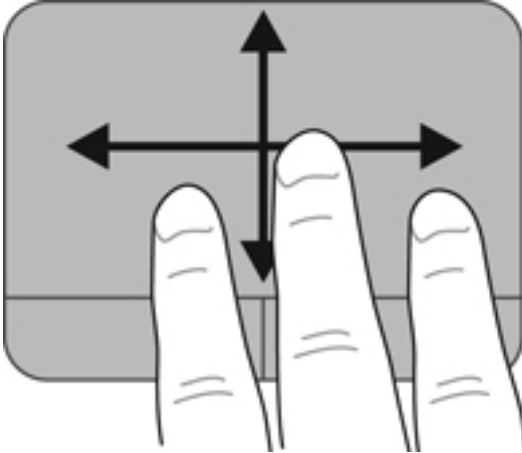**NOTE:** Rotating is disabled at the factory.
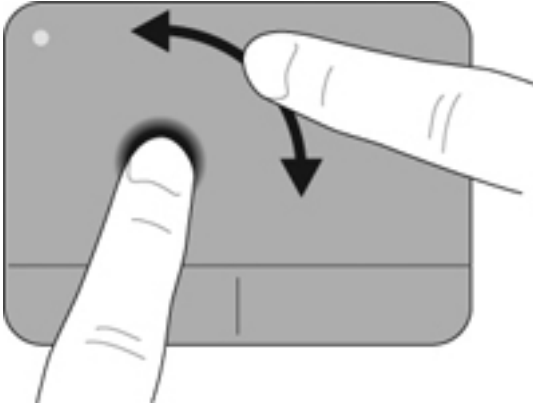
Flicking

Flicking allows you to navigate through screens or quickly scroll through documents. To flick, use three fingers to touch the TouchPad zone in a light, quick flicking motion up, down, left, or right.

NOTE: Three-finger flicking is disabled at the factory.

5   Maintenance

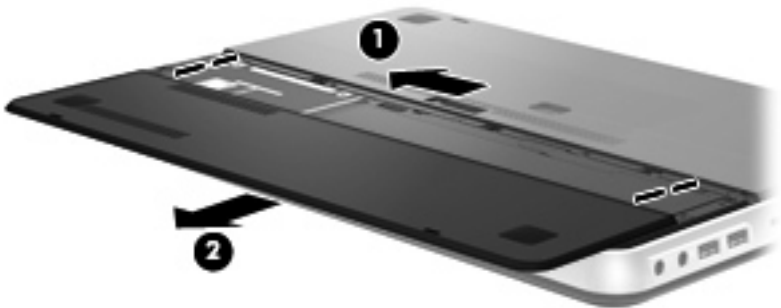## Removing or inserting the battery

📝 **NOTE:**   The battery is preinstalled in the battery bay at the factory.

📝 **NOTE:**   For additional information on using the battery, refer to the *HP Notebook Reference Guide*.

Removing the battery

⚠ **CAUTION:**   Removing a battery that is the sole power source for the computer can cause loss of information. To prevent loss of information, save your work and initiate Hibernation or shut down the computer through Windows before removing the battery.

1. Slide the battery cover release latch **(1)**.

2. Slide the battery cover **(2)** away from the computer, and then remove the battery cover.

3. Slide the right battery release latch **(1)** to unlock the battery.

4. Slide the left battery release latch **(2)** to release the battery.

5. Pull the battery tab up **(3)** and remove the battery from the computer.
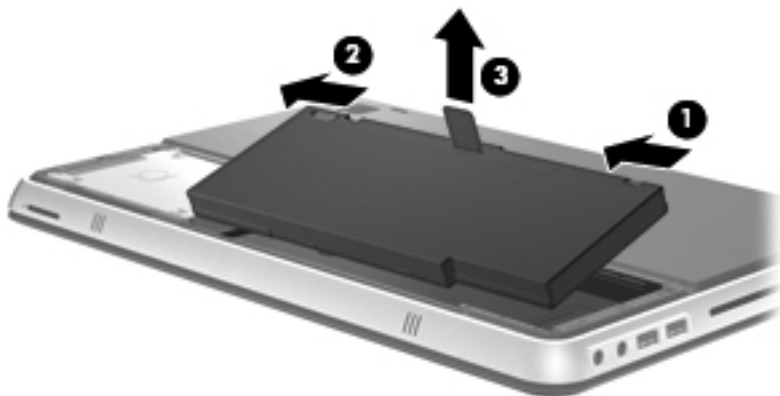
Inserting the battery

1. Align the tabs on the battery with the notches on the outer edge of the battery bay **(1)**, and rotate the battery **(2)** into the battery bay until it is seated.

2. Slide the right battery release latch **(3)** to lock the battery into place.
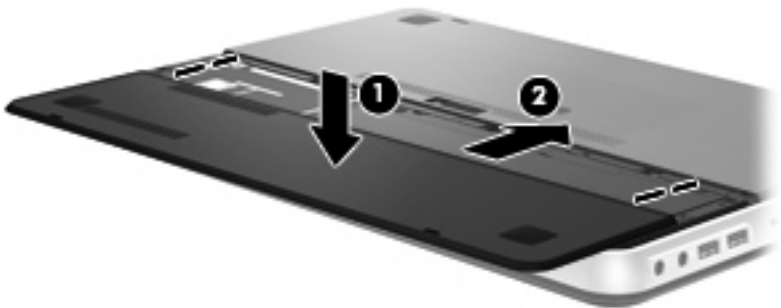
   📝 **NOTE:** The left battery release latch automatically locks into place.

3. Replace the battery cover **(1)**.

4. Slide the battery cover **(2)** to the rear of the computer until it is seated.

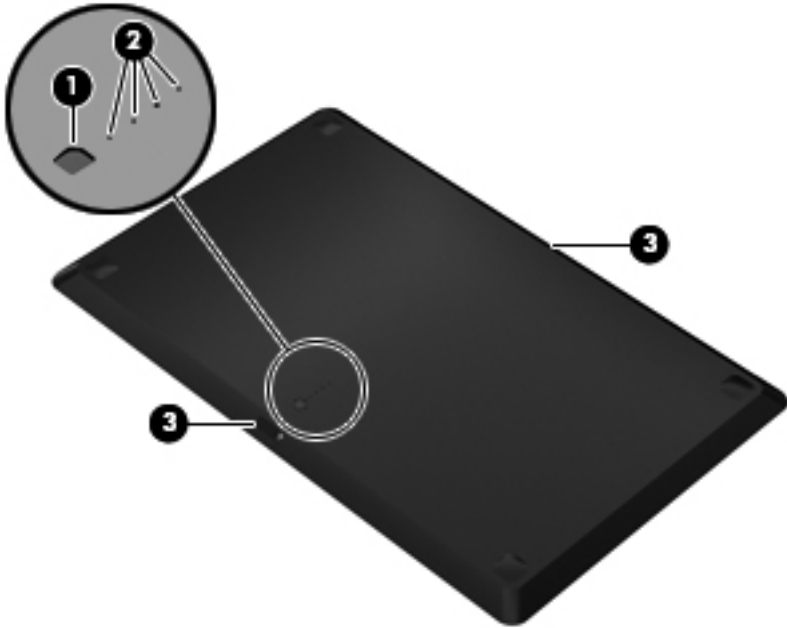   📝 **NOTE:** The battery cover release latch automatically locks into place.

Using the accessory battery (select models only)

An accessory battery can extend the battery life of your computer.

Identifying the accessory battery components

Component		Description
(1)	Battery fuel gauge	When pressed, the battery fuel gauge checks the amount of available battery charge.

Component		Description
(2)	Battery charge lights (4)	Show the percentage of available battery power.
		● Blinking: The accessory battery has reached a low battery level.
		● One light on: The accessory battery has 25 percent remaining battery charge.
		● Two lights on: The accessory battery has 50 percent remaining battery charge.
		● Three lights on: The accessory battery has 75 percent remaining battery charge.
		● Four lights on: The accessory battery is fully charged.
(3)	Battery release latches (2)	Release the battery from the bottom of the computer.

Inserting or removing an accessory battery

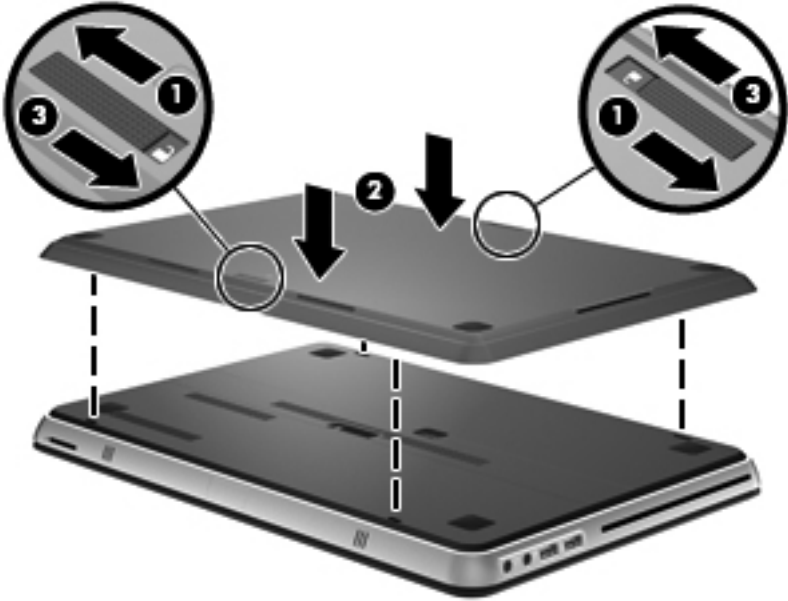To insert the accessory battery:

NOTE: When you install the accessory battery for the first time, be sure to remove the protective cover on the accessory battery connector.

NOTE: It is not necessary to turn off the computer before inserting or removing the accessory battery.

1. Turn the computer upside down, with the battery bay toward you.

2. Slide the battery release latches **(1)** on the accessory battery to unlock the battery.

3. Align the accessory battery with the bottom of the computer, with the battery fuel gauge toward you.

4. Press the accessory battery down **(2)** until it is seated.

   NOTE: Press down on the center of the accessory battery to be sure that the battery is connected securely to the bottom of the computer.
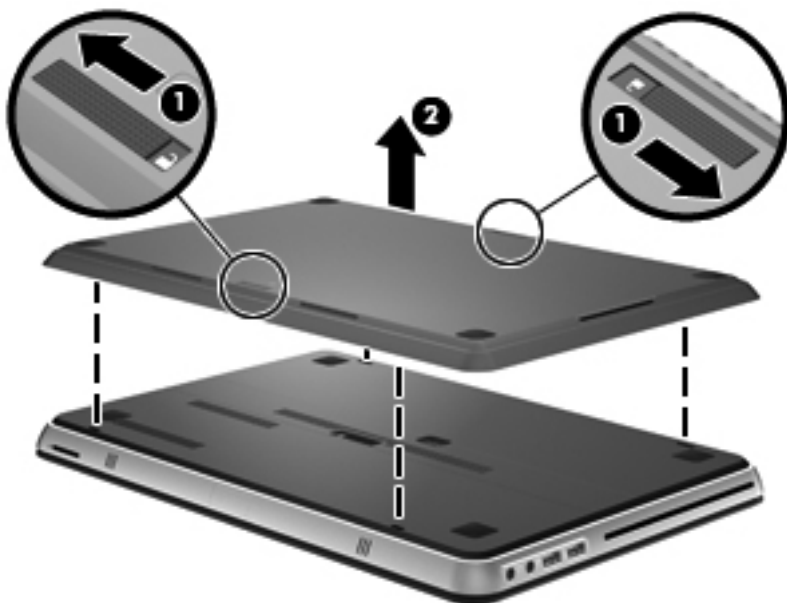
5. Slide the battery release latches **(3)** on the accessory battery to lock it into place on the computer.

To remove the accessory battery:

1. Slide the battery release latches **(1)** on the accessory battery to unlock it.

2. Lift the accessory battery **(2)** from the bottom of the computer.

Battery charging and discharging sequence

The battery charging and discharging sequence varies when both the primary battery and optional accessory battery are installed.

- The computer supports Fast Charge Mode (enabled at the factory). When both batteries are charging, the primary battery will charge to 90 percent before the accessory battery begins charging. Charging is then switched to the accessory battery. When the accessory battery reaches 90 percent, the primary battery will then charge to 100 percent. After the primary battery is completely charged, the accessory battery will charge to 100 percent.

- When the accessory battery reaches a critical battery level, battery power is transferred to the primary battery.

- The accessory battery will discharge before the primary battery discharges.

- When the accessory battery is removed from the computer, battery power is transferred to the primary battery.

- When the accessory battery is inserted in the computer, battery power is transferred to the accessory battery.

Replacing or upgrading the hard drive

NOTE: The hard drive is located inside the battery bay.

CAUTION: To prevent information loss or an unresponsive system:

Shut down the computer before removing the hard drive from the hard drive bay. Do not remove the hard drive while the computer is on, in the Sleep state, or in Hibernation.

If you are not sure whether the computer is off or in Hibernation, turn the computer on by pressing the power button. Then shut down the computer through the operating system.

Removing the hard drive

1. Save your work and shut down the computer.

2. Disconnect all external devices connected to the computer.

3. Unplug the power cord from the AC outlet.

4. Remove the battery cover and battery.

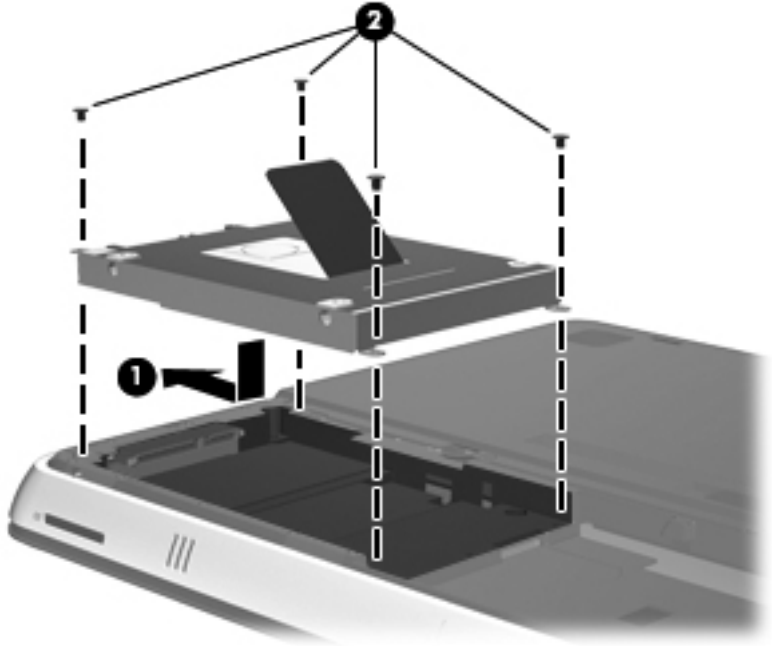   **NOTE:** For instructions on removing the battery cover and battery, refer to Removing the battery on page 32.

5. Remove the hard drive screws **(1)**.

6. Slide the hard drive **(2)** to the right and lift it out of the hard drive bay.
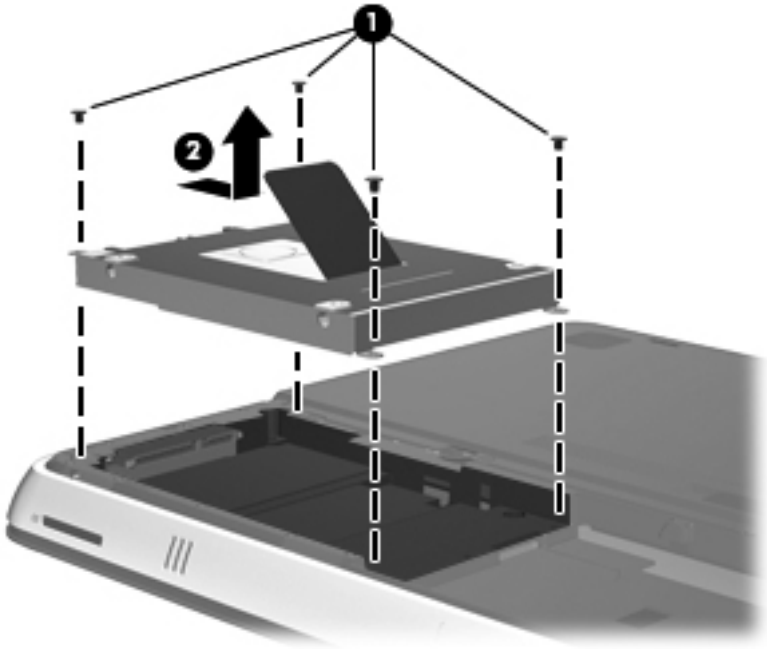
Installing a hard drive

1. Insert the hard drive **(1)** into the hard drive bay, and then slide the hard drive to the left until it snaps into place.

2. Replace the hard drive screws **(2)**.

3. Replace the battery and battery cover.

    NOTE: For instructions on replacing the battery and battery cover, refer to Inserting the battery on page 34.

4. Reconnect external power and external devices.

5. Turn on the computer.

Replacing memory modules

The computer has one memory module compartment. The capacity of the computer can be upgraded by replacing the existing memory module in the primary memory module slot.

⚠ **WARNING!** To reduce the risk of electric shock and damage to the equipment, unplug the power cord and remove all batteries before installing a memory module.

⚠ **CAUTION:** Electrostatic discharge (ESD) can damage electronic components. Before beginning any procedure, ensure that you are discharged of static electricity by touching a grounded metal object.

To replace a memory module:

⚠ **CAUTION:** To prevent information loss or an unresponsive system:

Shut down the computer before adding or replacing memory modules. Do not remove a memory module while the computer is on, in the Sleep state, or in Hibernation.

If you are not sure whether the computer is off or in Hibernation, turn the computer on by pressing the power button. Then shut down the computer through the operating system.

1. Save your work and shut down the computer.

2. Disconnect all external devices connected to the computer.

3. Unplug the power cord from the AC outlet.

4. Remove the battery cover and battery.

📝 **NOTE:** For instructions on removing the battery cover and battery, refer to Removing the battery on page 32.

5. Remove the 5 memory module compartment cover screws **(1)**.

6. Slide the memory module compartment cover **(2)** to the rear, and then remove the memory module compartment cover.
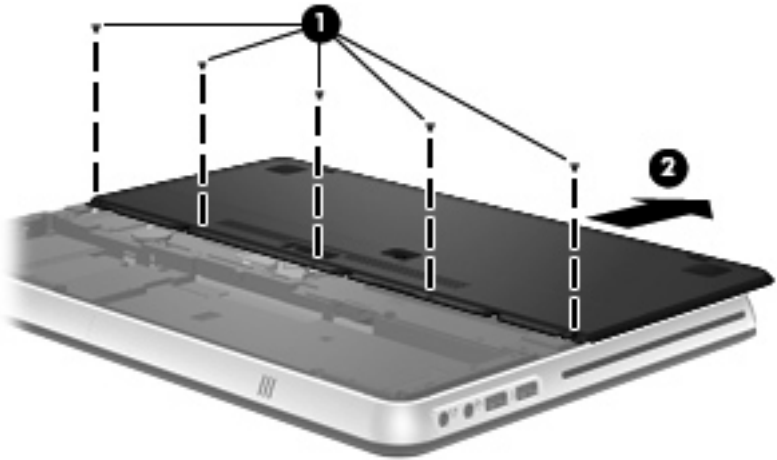
7. Remove the existing memory module:

   a. Pull away the retention clips **(1)** on each side of the memory module.

   The memory module tilts up.

b. Grasp the edge of the memory module **(2)**, and then gently pull the memory module out of the memory module slot.

⚠ **CAUTION:**   To prevent damage to the memory module, hold the memory module by the edges only. Do not touch the components on the memory module.
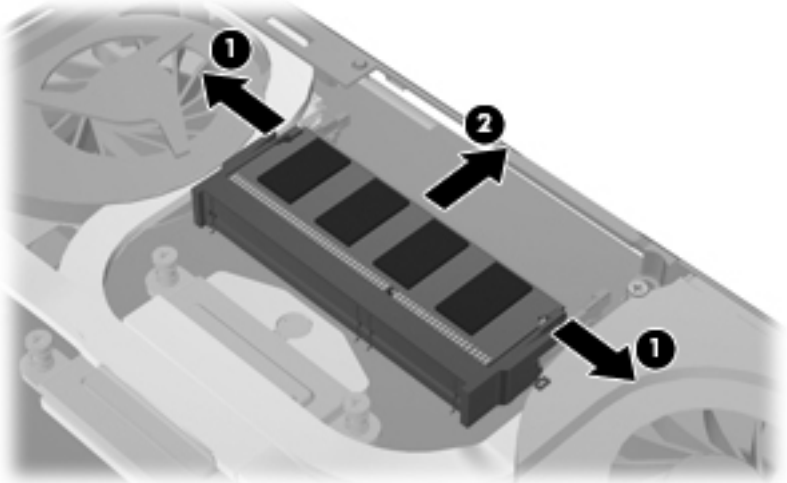
To protect a memory module after removal, place it in an electrostatic-safe container.

8. Insert a new memory module:

⚠ **CAUTION:**   To prevent damage to the memory module, hold the memory module by the edges only. Do not touch the components on the memory module.

a. Align the notched edge **(1)** of the memory module with the tab in the memory module slot.

b. With the memory module at a 45-degree angle from the surface of the memory module compartment, press the module **(2)** into the memory module slot until it is seated.

c. Gently press the memory module **(3)** down, applying pressure to both the left and right edges of the memory module, until the retention clips snap into place.

⚠ **CAUTION:** To prevent damage to the memory module, be sure that you do not bend the memory module.
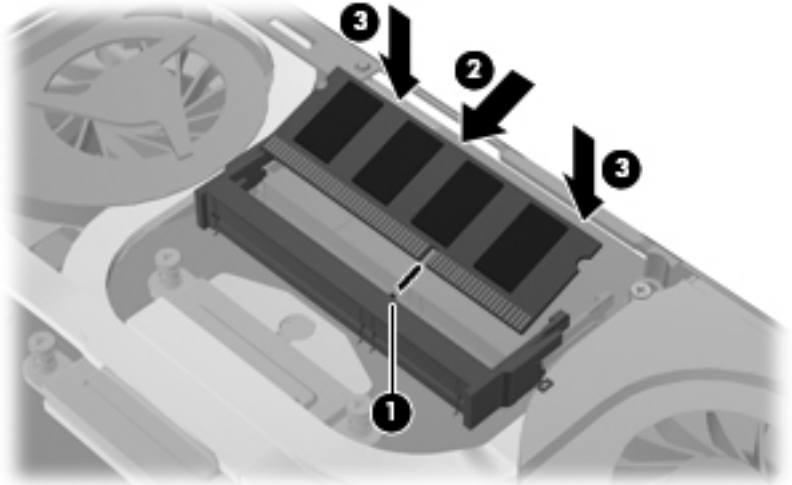
9. Replace the memory module compartment cover **(1)** and then slide the cover to the front until it is seated.

10. Replace the 5 memory module compartment cover screws **(2)**.
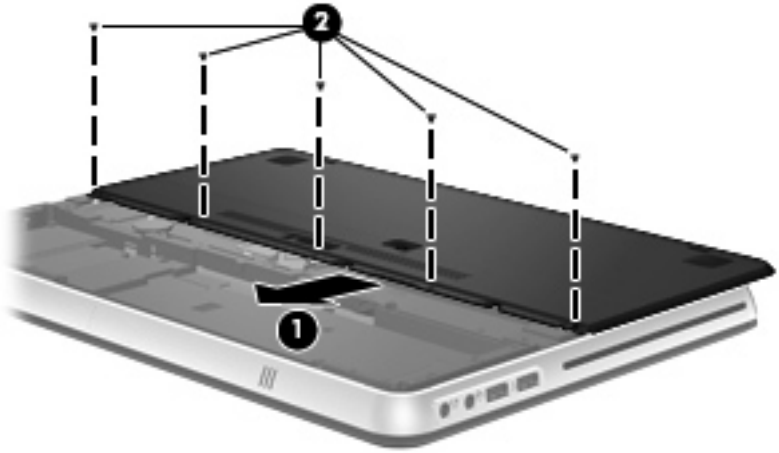
11. Replace the battery and battery cover.

NOTE: For instructions on replacing the battery and battery cover, refer to Inserting the battery on page 34.

12. Reconnect external power and external devices.

13. Turn on the computer.

Using the HDMI to VGA Display Adapter

To connect an external display with a VGA connector such as a monitor or projector to the computer, you will need to use the HP HDMI to VGA Display Adapter (select models only).

The HP HDMI to VGA Display Adapter supports the following resolution types:

- 800 × 600
- 1024 × 768
- 1280 × 720
- 1280 × 800
- 1280 × 1024
- 1400 × 1050
- 1440 × 900
- 1600 × 1200
- 1680 × 1050
- 1920 × 1080

To connect an external monitor or projector using the HDMI to VGA Display Adapter, follow these steps:

1. Connect the HDMI to VGA Display Adapter to the HDMI port on the computer.

HDMI
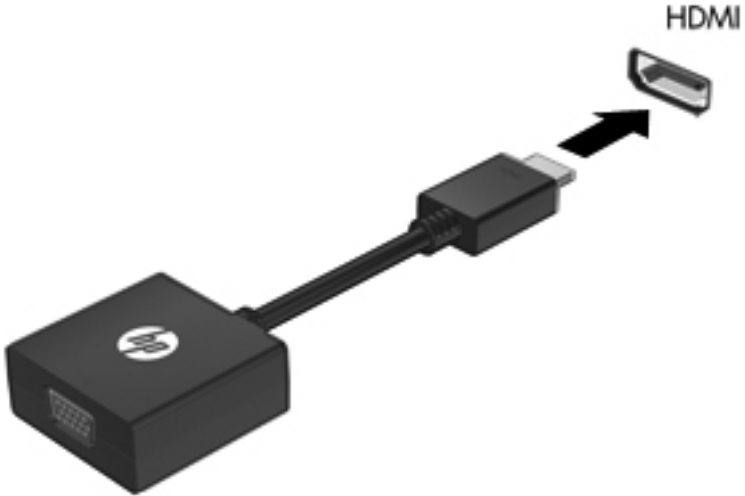
2. Connect an external monitor or projector to the other end of the adapter.

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

6 Backup and recovery

Your computer includes tools provided by the operating system and HP to help you safeguard your information and restore it if ever needed.

This chapter provides information on the following topics:

- Creating a set of recovery discs or a recovery flash drive (HP Recovery Manager software feature. HP Recovery Manager is pre-installed on select models.)

- Performing a system restore (from the partition, recovery discs, or a recovery flash drive)

- Backing up your information

- Recovering a program or driver

Restore

In the event of hard drive failure, to restore your system to its factory image you will need a set of recovery discs or a recovery flash drive that you can create using HP Recovery Manager. HP recommends that you use this software to create either a set of recovery discs or a recovery flash drive immediately after software setup.

If for some other reason you need to restore your system, this can be achieved using the HP Recovery partition (select models only), without the need for recovery discs or a recovery flash drive. To check for the presence of a recovery partition, click **Start**, right-click **Computer**, click **Manage**, and then click **Disk Management**. If the recovery partition is present, a Recovery drive is listed in the window.

⚠ **CAUTION:**   HP Recovery Manager (partition or discs/flash drive) restores only software that was preinstalled at the factory. Software not provided with this computer must be reinstalled manually.

📝 **NOTE:**   Recovery discs have been included if your computer does not have a recovery partition.

Creating restore media

HP recommends that you create either a set of recovery discs or a recovery flash drive to be sure that you can restore your computer to its original factory state if the hard drive fails, or if for any reason you cannot restore using the recovery partition tools. Create these discs or the flash drive after setting up the computer for the first time.

📝 **NOTE:**   HP Recovery Manager allows the creation of only one set of recovery discs or one recovery flash drive. Handle these discs or flash drive carefully and keep them in a safe place.

📝 **NOTE:**   If your computer does not include an integrated optical drive, you can use an optional external optical drive (purchased separately) to create recovery discs, or you can purchase recovery discs for your computer from the HP Web site. If you use an external optical drive, it must be connected directly to a USB port on the computer, not to a USB port on an external device, such as a USB hub.

Guidelines:

- Purchase high-quality DVD-R, DVD+R, DVD-R DL, or DVD+R DL discs.

    NOTE: Read-write discs, such as CD-RW, DVD±RW, double-layer DVD±RW, and BD-RE (rewritable Blu-ray) discs, are not compatible with the HP Recovery Manager software.

- The computer must be connected to AC power during this process.

- Only one set of recovery discs or one recovery flash drive can be created per computer.

    NOTE: If you are creating recovery discs, number each disc before inserting it into the optical drive.

- If necessary, you can exit the program before you have finished creating the recovery discs or recovery flash drive. The next time you open HP Recovery Manager, you will be prompted to continue the backup creation process.

To create a set of recovery discs or a recovery flash drive:

1. Select **Start > All Programs > HP > HP Recovery Manager > HP Recovery Media Creation**.

2. Follow the on-screen instructions.

Performing a system restore

HP Recovery Manager software allows you to repair or restore the computer to its original factory state. HP Recovery Manager works from recovery discs, a recovery flash drive, or from a dedicated recovery partition (select models only) on the hard drive.

NOTE: A system restore needs to be performed if the computer hard drive has failed or if all attempts to correct any functional computer issues fail. A system restore should be used as a final attempt to correct computer issues.

Note the following when performing a system restore:

- You can restore only the system that you have previously backed up. HP recommends that you use HP Recovery Manager to create either a set of recovery discs or a recovery flash drive as soon as you set up the computer.

- Windows has its own built-in repair features, such as System Restore. If you have not already tried these features, try them before using HP Recovery Manager.

- HP Recovery Manager restores only software that was preinstalled at the factory. Software not provided with this computer must be downloaded from the manufacturer's Web site or reinstalled from the disc provided by the manufacturer.

Restoring using the dedicated recovery partition (select models only)

When using the dedicated recovery partition, there is an option to back up pictures, music and other audio, videos and movies, recorded TV shows, documents, spreadsheets and presentations, e-mails, Internet favorites and settings during this process.

To restore the computer from the recovery partition, follow these steps:

1. Access HP Recovery Manager in either of the following ways:

   - Select **Start > All Programs > HP > HP Recovery Manager > HP Recovery Manager**.

     – or –

   - Turn on or restart the computer, and then press esc while the "Press the ESC key for Startup Menu" message is displayed at the bottom of the screen. Then, press f11 while the "F11 (System Recovery)" message is displayed on the screen.

2. Click **System Recovery** in the **HP Recovery Manager** window.

3. Follow the on-screen instructions.

Restoring using the restore media

1. If possible, back up all personal files.

2. Insert the first recovery disc into the optical drive on your computer or an optional external optical drive, and then restart the computer.

   – or –

   Insert the recovery flash drive into a USB port on your computer, and then restart the computer.

   NOTE: If the computer does not automatically restart in the HP Recovery Manager, the computer boot order needs to be changed.

3. Press f9 at system bootup.

4. Select the optical drive or the flash drive.

5. Follow the on-screen instructions.

Changing the computer boot order

To change the boot order for recovery discs:

1. Restart the computer.

2. Press esc while the computer is restarting, and then press f9 for boot options.

3. Select **Internal CD/DVD ROM Drive** from the boot options window.

To change the boot order for recovery flash drive:

1. Insert the flash drive into a USB port.

2. Restart the computer.

3. Press esc while the computer is restarting, and then press f9 for boot options.

4. Select the flash drive from the boot options window.

Backing up and recovering your information

It is very important to back up your files and keep any new software in a safe place. As you add new software and data files, continue to create backups on a regular basis.

How completely you are able to recover your system depends on how recent your backup is.

NOTE: A recovery from your most recent backup needs to be performed if the computer has a virus attack or if any major system components fail. In order to correct computer issues, a recovery should first be attempted before a system restore is attempted.

You can back up your information to an optional external hard drive, a network drive, or discs. Back up your system at the following times:

- At regularly scheduled times

  TIP: Set reminders to back up your information periodically.

- Before the computer is repaired or restored
- Before you add or modify hardware or software

Guidelines:

- Create system restore points using the Windows® System Restore feature, and periodically copy them to an optical disc or an external hard drive. For more information on using system restore points, refer to Using Windows system restore points on page 57.
- Store personal files in the Documents library and back up this folder periodically.
- Save customized settings in a window, toolbar, or menu bar by taking a screen shot of your settings. The screen shot can be a time-saver if you have to re-enter your preferences.

To create a screen shot:

1. Display the screen you want to save.
2. Copy the screen image:

   To copy only the active window, press alt+prt sc.

   To copy the entire screen, press prt sc.

3. Open a word-processing document, and then select **Edit > Paste**. The screen image is added to the document.
4. Save and print the document.

Using Windows Backup and Restore

Guidelines:

● Be sure that the computer is connected to AC power before you start the backup process.

● Allow enough time to complete the backup process. Depending on file sizes, it may take over an hour.

To create a backup:

1. Select **Start > Control Panel > System and Security > Backup and Restore**.

2. Follow the on-screen instructions to schedule and create a backup.

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

Using Windows system restore points

A system restore point allows you to save and name a snapshot of your hard drive at a specific point in time. You can then recover back to that point if you want to reverse subsequent changes.

NOTE: Recovering to an earlier restore point does not affect data files saved or e-mails created since the last restore point.

You also can create additional restore points to provide increased protection for your files and settings.

When to create restore points

● Before you add or modify software or hardware

● Periodically, whenever the computer is functioning optimally

NOTE: If you revert to a restore point and then change your mind, you can reverse the restoration.

Create a system restore point

1. Select **Start > Control Panel > System and Security > System**.

2. In the left pane, click **System Protection**.

3. Click the **System Protection** tab.

4. Follow the on-screen instructions.

Restore to a previous date and time

To revert to a restore point (created at a previous date and time), when the computer was functioning optimally, follow these steps:

1. Select **Start > Control Panel > System and Security > System**.

2. In the left pane, click **System Protection**.

3. Click the **System Protection** tab.

4. Click **System Restore**.

5. Follow the on-screen instructions.

7 Customer support

Contacting customer support

If the information provided in this user guide, in the *HP Notebook Reference Guide*, or in Help and Support does not address your questions, you can contact HP Customer Support at:

http://www.hp.com/go/contactHP

NOTE: For worldwide support, click **Contact HP worldwide** on the left side of the page, or go to http://welcome.hp.com/country/us/en/wwcontact_us.html.

Here you can:

- Chat online with an HP technician.

  NOTE: When technical support chat is not available in a particular language, it is available in English.

- E-mail HP Customer Support.

- Find HP Customer Support worldwide telephone numbers.

- Locate an HP service center.

Labels

The labels affixed to the computer provide information you may need when you troubleshoot system problems or travel internationally with the computer:

● Serial number label—Provides important information, including the following:
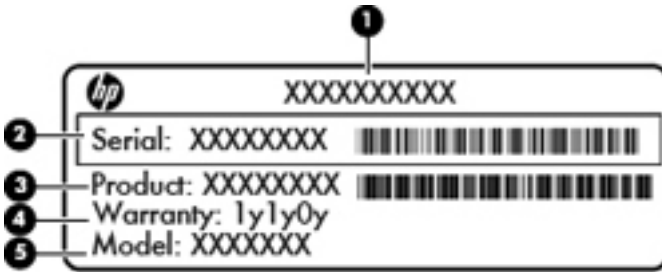
Component	
(1)	Product name
(2)	Serial number (s/n)
(3)	Part number/Product number (p/n)
(4)	Warranty period
(5)	Model description

Have this information available when you contact technical support. The serial number label is affixed inside the battery bay.

● Microsoft® Certificate of Authenticity—Contains the Windows Product Key. You may need the Product Key to update or troubleshoot the operating system. The Microsoft Certificate of Authenticity is located on the bottom of the computer.

● Regulatory label—Provides regulatory information about the computer. The regulatory label is affixed inside the battery bay.

● Wireless certification label or labels (select models only)—Provide information about optional wireless devices and the approval markings of some of the countries or regions in which the devices have been approved for use. If your computer model includes one or more wireless devices, one or more certification labels are included

with your computer. You may need this information when traveling internationally. Wireless certification labels are affixed to the bottom of the computer.

8 Specifications

Input power

The power information in this section may be helpful if you plan to travel internationally with the computer.

The computer operates on DC power, which can be supplied by an AC or a DC power source. The AC power source must be rated at 100–240 V, 50–60 Hz. Although the computer can be powered from a standalone DC power source, it should be powered only with an AC adapter or a DC power source supplied and approved by HP for use with this computer.

The computer can operate on DC power within the following specifications.

Input power	Rating
Operating voltage and current	19.0 V dc @ 4.74 A - 90 W
Operating voltage and operating current (Slim Adapter)	19.5 V dc @ 4.62 A, 5 V @1 A (for USB) - 90 W

DC plug of external HP power supply

NOTE: This product is designed for IT power systems in Norway with phase-to-phase voltage not exceeding 240 V rms.

NOTE: The computer operating voltage and current can be found on the system regulatory label.

Operating environment

Factor	Metric	U.S.
Temperature		
Operating (writing to optical disc)	**5°C to 35°C**	41°F to 95°F
Nonoperating	**-20°C to 60°C**	-4°F to 140°F
Relative humidity (noncondensing)		
Operating	**10% to 90%**	10% to 90%
Nonoperating	**5% to 95%**	5% to 95%
Maximum altitude (unpressurized)		
Operating	**-15 m to 3,048 m**	-50 ft to 10,000 ft
Nonoperating	**-15 m to 12,192 m**	-50 ft to 40,000 ft

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