# User Guide

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First Edition: May 2015

Document Part Number: 826302-001

**Product notice**

This 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 to request a full refund of the computer, please contact your local point of sale (the seller).

## 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 come into contact with 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).

## Processor configuration setting (select models only)

IMPORTANT: Select computer models are configured with an Intel® Pentium® N35xx/N37xx series or a Celeron® N28xx/N29xx/N30xx/N31xx series processor and a Windows® operating system. **If your computer is configured as described, do not change the processor configuration setting in msconfig.exe from 4 or 2 processors to 1 processor.** If you do so, your computer will not restart. You will have to perform a factory reset to restore the original settings.

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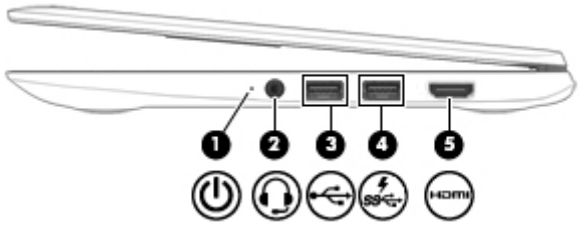
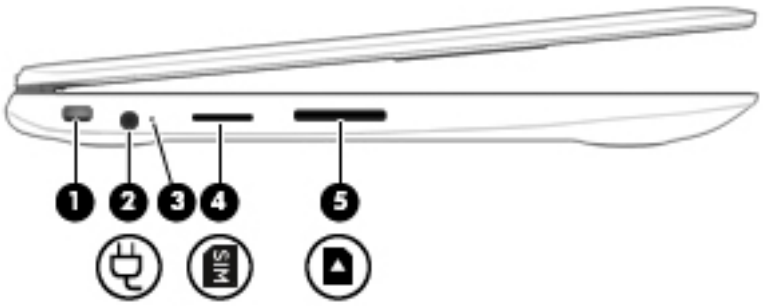
# 1 Getting to know your computer

## Right side



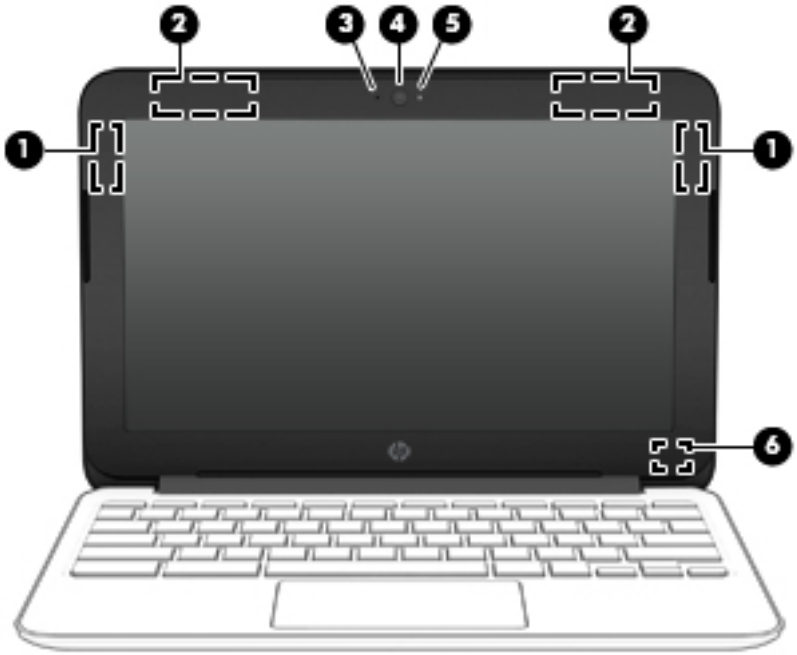

| Component | | | Description |
|---|---|---|---|
| (1) | | Power light | • White: Computer is on.<br>• Blinking white: Computer is in Sleep mode.<br>• Off: The computer is off. |
| (2) | | Audio-out (headphone)/Audio-in (microphone) jack | Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices.<br>**WARNING!** To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset.<br>**NOTE:** When a device is connected to the jack, the computer speakers are disabled.<br>**NOTE:** Be sure that the device cable has 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone). |
| (3) | | USB 2.0 port | Connects optional USB devices, such as a keyboard, mouse, external drive, printer, scanner or USB hub. |
| (4) | SS | USB 3.0 charging (powered) port | Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub. Standard USB ports will not charge all USB devices or will charge using a low current. Some USB devices require power and require you to use a powered port.<br>**NOTE:** USB charging ports can also charge select cell phones and MP3 players, even when the computer is off. |
| (5) | HDMI | HDMI port | Connects an optional video or audio device, such as a high-definition television, any compatible digital or audio component, or a high-speed High-Definition Multimedia Interface (HDMI) device. |

# Left side




| Component | | | Description |
|---|---|---|---|
| (1) | | Security cable slot | Attaches an optional security cable to the computer.<br>**NOTE:** The security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen. |
| (2) | | Power connector | Connects an AC adapter. |
| (3) | | AC adapter light | • White: The AC adapter is connected and the battery is charged.<br>• Amber: The AC adapter is connected and the battery is charging.<br>• Off: The computer is using battery power. |
| (4) | SIM | SIM slot (select models only) | Supports a wireless subscriber identity module (SIM). |
| (5) | | Memory card reader | Reads optional memory cards that store, manage, share, or access information.<br>To insert a card:<br>▲ Hold the card label-side up, with connectors facing the slot, insert the card into the slot, and then push in on the card until it is firmly seated.<br>To remove a card:<br>▲ Press in on the card it until it pops out. |

# Display

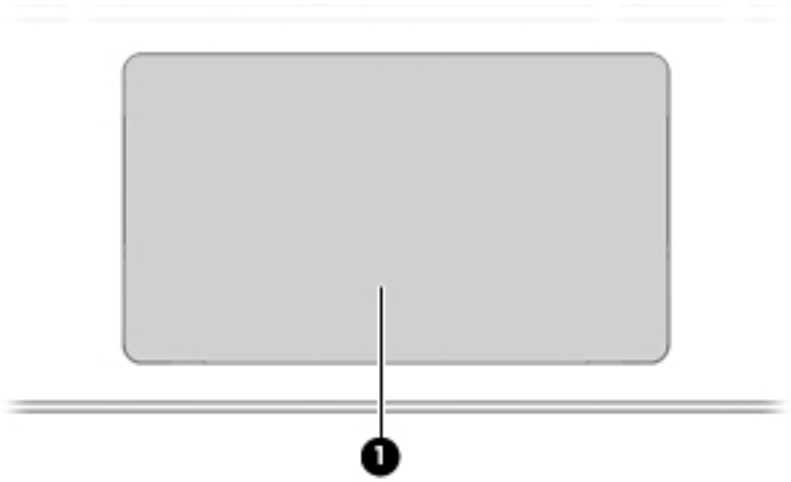



| Component | | Description |
|---|---|---|
| (1) | WLAN antennas* | Send and receive wireless signals to communicate with wireless local area networks (WLANs).<br><br>**NOTE:** The position of the WLAN antennas may differ, depending on model. |
| (2) | WWAN antennas* | Send and receive wireless signals to communicate with WWANs.<br><br>**NOTE:** The antennas are not visible from the outside of the device. For optimal transmission, keep the areas immediately around the antennas free from obstructions. For wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region. |
| (3) | Internal microphone | Records sound. |
| (4) | Webcam | Records video, captures still photographs, and allows video conferences and online chat by means of streaming video. |
| (5) | Webcam light | On: The webcam is in use. |
| (6) | Internal display switch | Turns off the display or initiates Sleep if the display is closed while the power is on.<br><br>**NOTE:** The display switch is not visible from the outside of the computer. |

*The antennas, IR emitters (select models only), and sensors are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas, IR emitters, and sensors free from obstructions. For wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region.

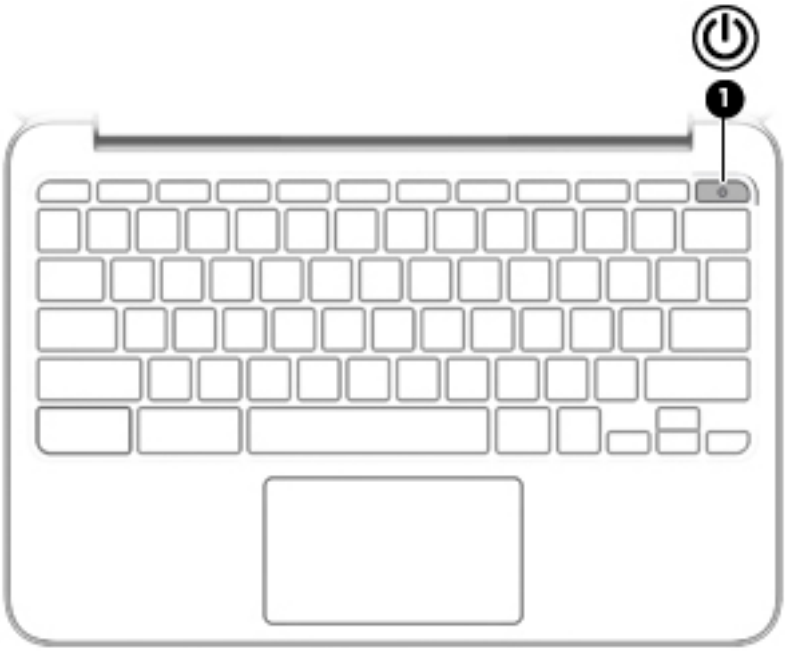
# Top

## TouchPad



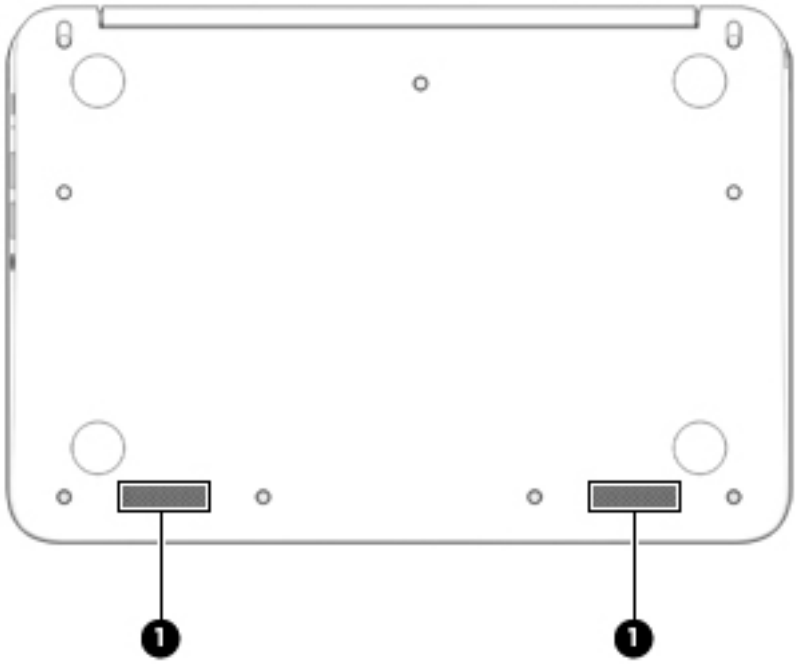

| Component | | Description |
|---|---|---|
| (1) | TouchPad zone | Moves the on-screen pointer and selects or activates items on the screen. |

# Buttons




| Component | | Description |
|---|---|---|
| (1) | Power button | • When the computer is off, press the button to turn on the computer.<br>• When the computer is in the Sleep state, press the button briefly to exit Sleep.<br>• When the computer is on and you want to lock the screen, press the power button until you see the sign-in screen appear. Pressing the power button during screen-lock mode turns off the computer.<br>• When the computer is on and you want to turn it off, press and hold the power |

# Bottom




| Component | | Description |
|---|---|---|
| (1) | Speakers (2) | Produce sound. |

# Labels

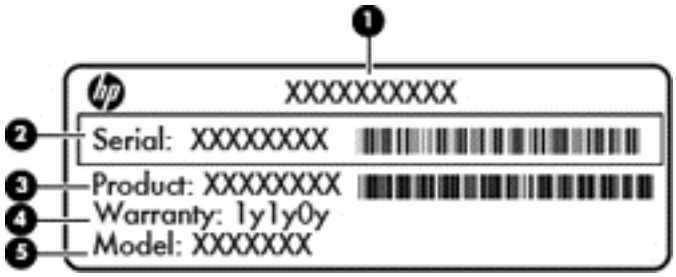
The labels affixed to the computer provide information you may need when you troubleshoot system problems or travel internationally with the computer.

**IMPORTANT:** All labels described in this section will be affixed to the bottom of the computer.

For help finding these locations, refer to Getting to know your computer on page 1

**NOTE:** Your label may look slightly different from the illustration in this section.

- Service label—Provides important information, including the following:




| Component | |
|---|---|
| (1) | Product name |
| (2) | Serial number |
| (3) | Product part number |
| (4) | Warranty period |
| (5) | Model description (select models only) |

Have this information available when you contact support.

- Regulatory label—Provides regulatory information about the computer.
- Wireless certification label or labels—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.

# 2 Using TouchPad gestures

A TouchPad allows you to control the pointer on the screen using your fingers.

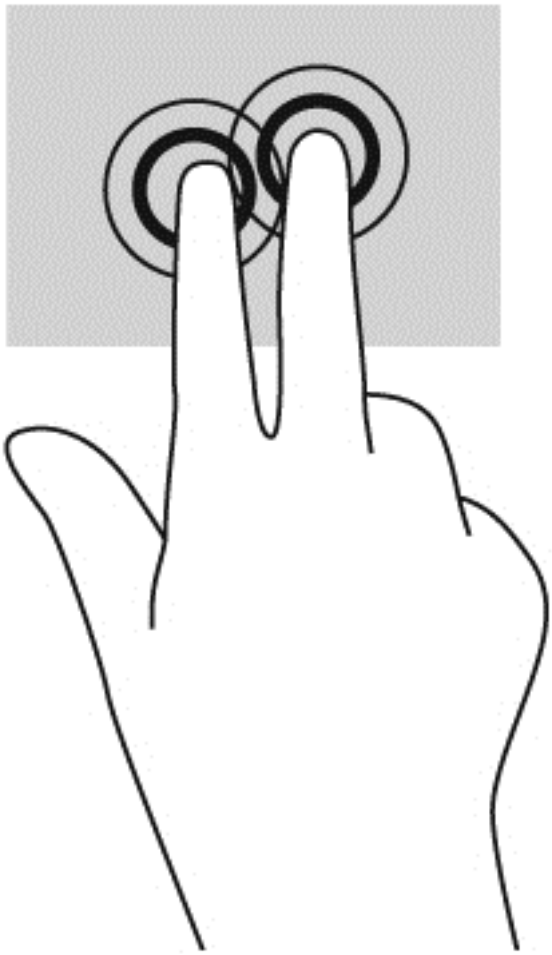
## Using TouchPad gestures

The TouchPad supports a variety of gestures that let your fingers tap and scroll to manipulate items on the desktop

### Tapping

To make an on-screen selection, use the Tap function on the TouchPad.

- Tap one finger on the TouchPad zone to make a selection.



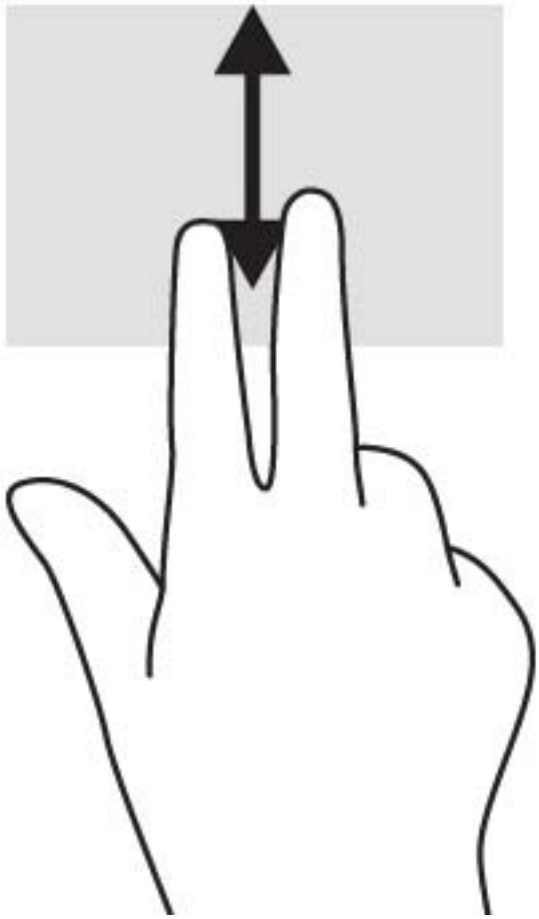
- Tap two fingers on the TouchPad zone to bring up a context-sensitive menu.

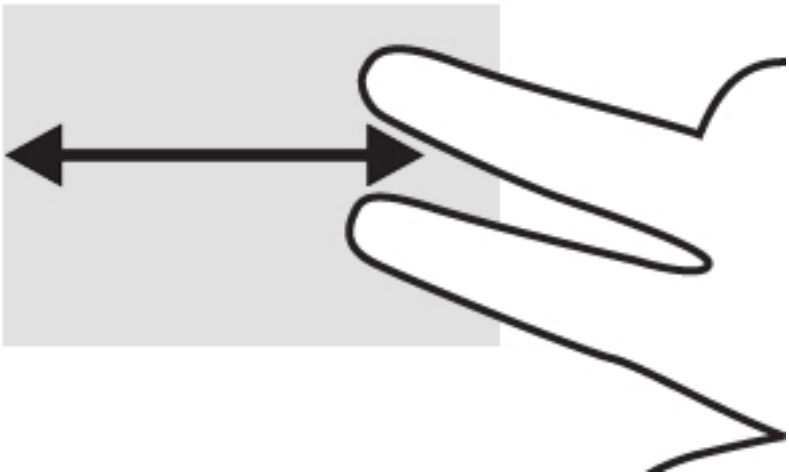
## Scrolling

Scrolling is useful for moving up, down, or sideways on a page or image. Scrolling to the left or the right with two fingers will scroll the screen, if there is more content viewable to either side, or will move back and forth through web browser history.

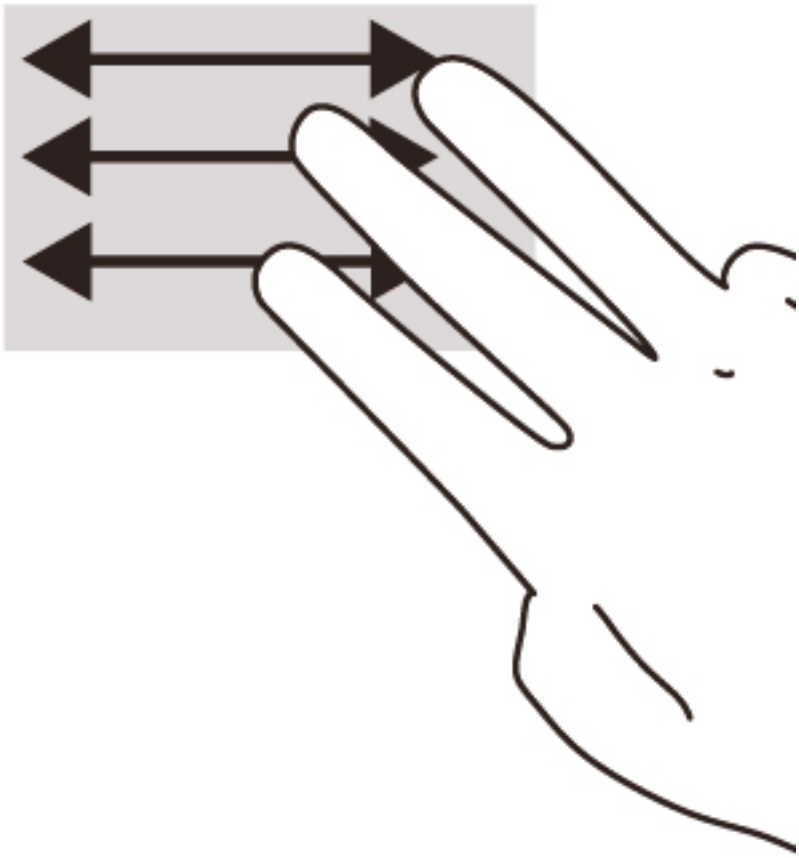
To scroll, place two fingers slightly apart on the TouchPad, and then drag them across the TouchPad in an up, down, left, or right motion.

**NOTE:** Scrolling speed is controlled by finger speed.





To scroll between open tabs in Chrome, slide three fingers left or right on the TouchPad.



# 3 Using the action keys

## Using the action keys

For more information on action keys and keyboard shortcuts, go to https://support.google.com/chromebook/answer/183101?hl=en.

| Icon | Key | Description |
|---|---|---|
| | esc | esc is a key that interacts with other keys to activate the computer's functions. |
| | Back | Go to the previous page in your browser history. |
| | Forward | Go to the next page in your browser history. |
| | Reload | Reload your current page. |
| | Full screen | Open your page in full-screen mode. |
| | Display apps | Displays open apps.<br>**NOTE:** Pressing this button in conjunction with ctrl takes a screenshot. |
| | Brightness down | Decreases the screen brightness incrementally as long as you hold down the key. |
| | Brightness up | Increases the screen brightness incrementally as long as you hold down the key. |
| | Mute | Mutes speaker sound. |
| | Volume down | Decreases speaker volume incrementally as long as you hold down the key. |
| | Volume up | Increases speaker volume incrementally as long as you hold down the key. |
| | Power button | • When the computer is off, press the button to turn on the computer.<br>• When the computer is in the Sleep state, press the button briefly to exit Sleep.<br>• When the computer is on and you want to lock the screen, press the power button until you see the sign-in screen appear. Pressing the power button during screen-lock mode turns off the computer.<br>• When the computer is on and you want to turn it off, press and hold the power button. |

# 4 Power and Battery

## Factory-sealed battery

The battery[ies] in this product cannot be easily replaced by user themselves. Removing or replacing the battery could affect your warranty coverage.  If a battery is no longer holding a charge, contact support.

When a battery has reached the end of its useful life, do not dispose of the battery in general household waste. Follow the local laws and regulations in your area for battery disposal.

### Charging the Battery

1. Connect the power adapter to the computer.
2. Verify that the battery is charging by checking the AC adapter light. This light is located on the computer's left side, next to the power connector.

| AC adapter light | Status |
|---|---|
| White | The AC adapter is connected and the battery is charged. |
| Amber | The AC adapter is connected and the battery is charging. |
| Off | The computer is using battery power. |

3. While the battery is charging, keep the AC adapter connected until the AC adapter light turns white.

# 5 More HP resources

## More HP resources

You have already used *Setup Instructions* to turn on the computer and locate this guide. For product details, how-to information, and more, use this table.

| Resource | Contents |
|---|---|
| *Setup Instructions* | • Overview of computer setup and features. |
| Help and Support<br><br>For U.S. support, go to http://www.hp.com/go/contactHP. For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html. | • A broad range of how-to information and troubleshooting tips. |
| *Safety & Comfort Guide*<br><br>Go to http://www.hp.com/ergo. | • Proper workstation setup.<br>• Guidelines for posture and work habits that increase your comfort and decrease your risk of injury.<br>• Electrical and mechanical safety information. |
| Worldwide support<br><br>To get support in your language, go to http://welcome.hp.com/country/us/en/wwcontact_us.html. | • Chat online with an HP technician.<br>• Email support.<br>• Find support telephone numbers.<br>• Locate HP service center locations. |
| *Regulatory, Safety and Environmental Notices*<br><br>This guide is provided in the box. | • Important regulatory notices. |
| *Limited Warranty** <br><br>This guide is provided in the box, or go to http://www.hp.com/go/orderdocuments. | • Specific warranty information about this computer. |

*You can find the expressly provided HP Limited Warranty applicable to your product located with the user 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. For countries/regions where the warranty is not provided in printed format, you may request a printed copy from 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

When you request a printed copy of your warranty, please include your product number, warranty period (found on your service label), name, and postal address.

**IMPORTANT:** Do NOT return your HP product to the addresses above. For U.S. support, go to http://www.hp.com/go/contactHP. For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html.

# 6 Electrostatic Discharge

Electrostatic discharge is the release of static electricity when two objects come into contact—for example, the shock you receive when you walk across the carpet and touch a metal door knob.

A discharge of static electricity from fingers or other electrostatic conductors may damage electronic components. To prevent damage to the computer, damage to a drive, or loss of information, observe these precautions:

- If removal or installation instructions direct you to unplug the computer, unplug it after being properly grounded and before removing a cover.
- Keep components in their electrostatic-safe containers until you are ready to install them.
- Avoid touching pins, leads, and circuitry. Handle electronic components as little as possible.
- Use nonmagnetic tools.
- Before handling components, discharge static electricity by touching an unpainted metal surface of the component.
- If you remove a component, place it in an electrostatic-safe container.

If you need more information about static electricity or assistance with component removal or installation, contact support.

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