User Guide

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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 full refund subject to the refund policy of your seller.

For any further information or to request a full refund of the price of the computer, please contact your 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 60950-1).

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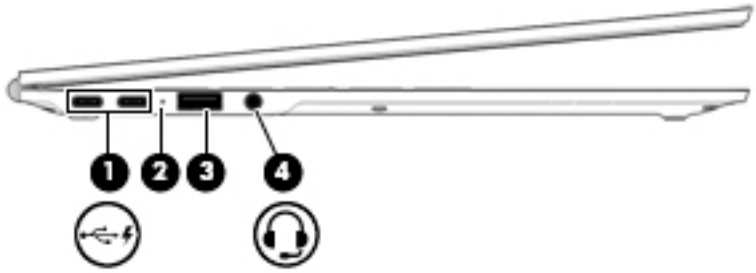
1 Getting to know your computer

Right side

Component	Description
MicroSD card reader	Reads optional memory cards that store, manage, share, or access information. To insert a card: 1. Hold the card label-side up, with connectors facing the computer. 2. Insert the card into the memory card reader, and then press in on the card until it is firmly seated. To remove a card: ▲ Press in on the card, and then remove it from the memory card reader.

Left side



Component			Description
(1)		USB Type-C charging ports (2)	Connect a USB Type-C AC adapter to provide power to the computer, connect a USB device with a Type-C connector, and can charge products such as cell phones, laptops, tablets, and MP3 players, even when the computer is off. **NOTE:** Adapters (purchased separately) may be required.
(2)		AC adapter and battery light	• 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)		USB 3.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, or USB hub.
(4)		Audio-out (headphone)/Audio-in (microphone) combo 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. **WARNING!** To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. **NOTE:** When a device is connected to the jack, the computer speakers are disabled. **NOTE:** Be sure that the device cable has 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).

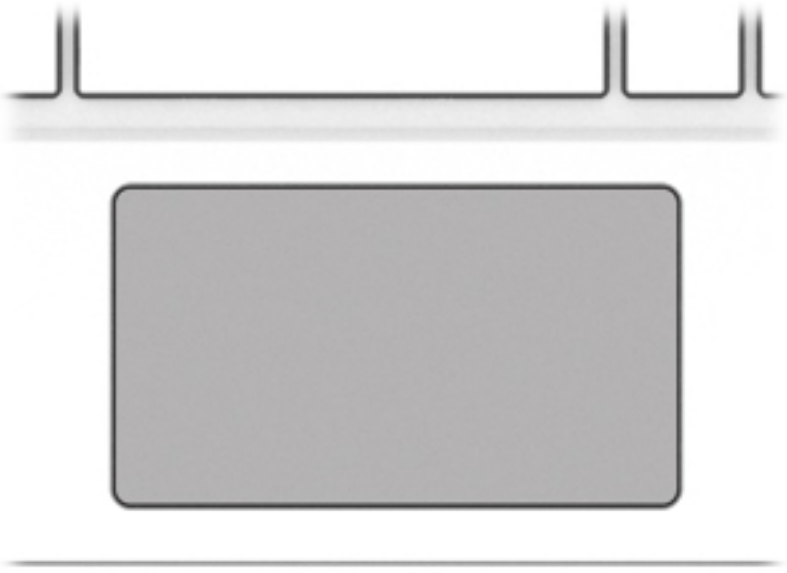
Display

Component		Description
(1)	WLAN antennas*	Send and receive wireless signals to communicate with wireless local area networks (WLANs).
(2)	Internal microphones	Record sound.
(3)	Camera light	On: The camera is in use.
(4)	Camera	Records video, captures still photographs, and provides HD (high-definition) capability.

*The antennas are not visible from the outside of the computer, and antenna locations vary. 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.

Top

TouchPad

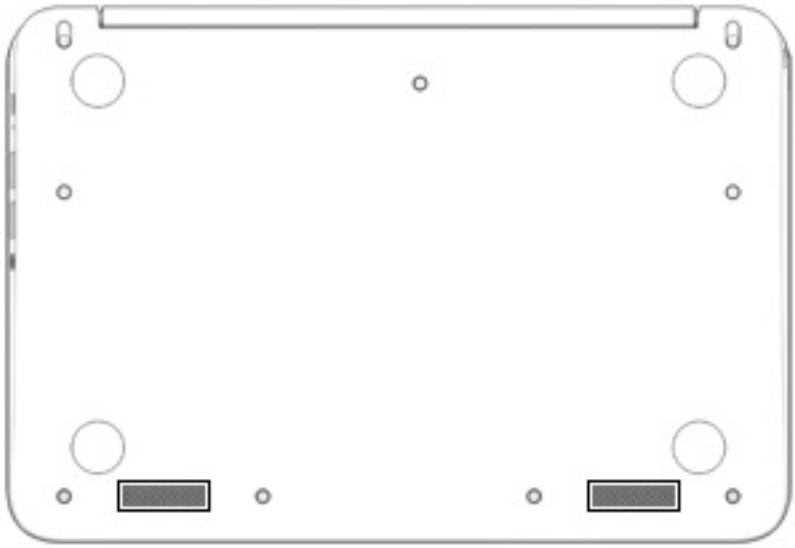


Component	Description
TouchPad	Moves the on-screen pointer and selects or activates items on the screen.

Button

Component		Description
	Power button	• When the computer is off, press the button to turn on the computer. • When the computer is in the Sleep state, press the button briefly to exit Sleep. • When the computer is on and you want to lock the screen, press the button until you see the sign-in screen appear. Pressing the power button during screen-lock mode turns off the computer. • When the computer is on and you want to turn it off, press and hold the button to lock the screen, and then continue to press the button until the computer powers off.

Bottom



Component	Description
Speakers (2)	Produce sound.

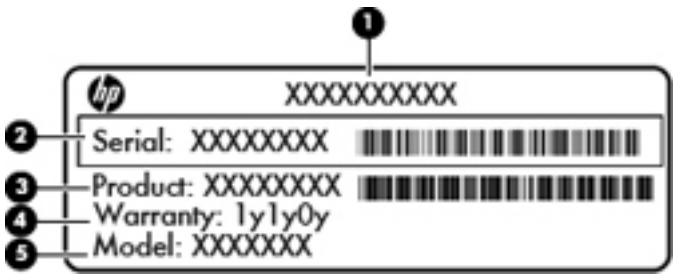
Labels

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.

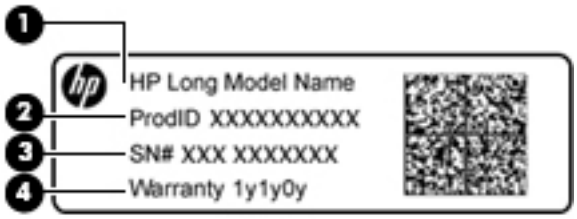
- Service label—Provides important information to identify your computer. When contacting support, you will probably be asked for the serial number, and possibly for the product number or the model number. Locate these numbers before you contact support.

  Your service label will resemble one of the examples shown below. Refer to the illustration that most closely matches the service label on your computer.



Component	
(1)	Serial number
(2)	Product number

Component	
(3)	Warranty period
(4)	Model number (select products only)



Component	
(1)	Model name (select products only)
(2)	Product number
(3)	Serial number
(4)	Warranty period

- Regulatory label(s)—Provide(s) regulatory information about the computer.
- Wireless certification label(s)—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.

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

Tap one finger on the TouchPad to make a selection.

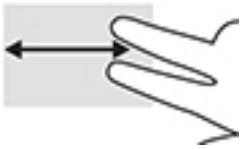
Tap two fingers on the TouchPad to bring up a context-sensitive menu.

Scrolling

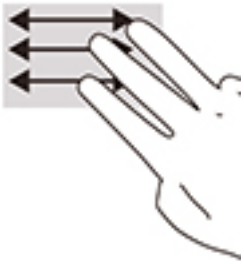
Scrolling is useful for moving up, down, or sideways on a page or image. Scrolling to the left or the right with two fingers will scroll the screen, if there is more content viewable to either side, or will move back and forth through web browser history.

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. Select your language at the bottom of the page.

Icon	Key	Description
	esc	Activates certain computer functions when pressed in combination with other keys, such as tab or shift.
	Back	Displays the previous page in your browser history.
	Forward	Displays the next page in your browser history.
	Reload	Reloads your current page.
	Full screen	Opens your page in full-screen mode.
	Display apps	Displays open apps. **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 or restores 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.
	Search key	Press to search your apps and the web from the apps list.
	Power button	• When the computer is off, press the button to turn on the computer. • When the computer is in the Sleep state, press the button briefly to exit Sleep. • 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.

Icon	Key	Description
		• 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 users 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 external power and to the computer.
2. Verify that the battery is charging by checking the AC adapter and battery light. This light is located on the computer's left side, next to the USB Type-C charging ports.

AC adapter and battery 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 and battery light turns white.

5 Printing

Use one of the following methods to print from your computer:

- Print from the Google Chrome™ browser
- Print with Google Cloud Print™ web printing service

NOTE: If you use HP Print for Chrome, the printer cannot be registered with Google Cloud Print.

Printing from the Google Chrome browser

To print from the Google Chrome browser, use the HP Print for Chrome app. You can install the HP Print for Chrome app from the Chrome Web Store. For more information, see the HP website.

1. Go to http://support.hp.com/us-en/document/c04683559?openCLC=true.
2. Select your country.
3. Select your language, and then follow the on-screen instructions.

Printing with Google Cloud Print web printing service

Google Cloud Print web printing service is a free service that allows you to print documents and photos securely from your computer. For information about prerequisites and steps for using Google Cloud Print, see the HP website.

1. Go to http://support.hp.com/us-en/document/c02817255?openCLC=true.
2. Select your country.
3. Select your language, and then follow the on-screen instructions.

6 More HP resources

More HP resources

To locate resources that provide product details, how-to information, and more, use this table.

Resource	Contents
Setup Instructions	• Overview of computer setup and features
HP website To access the latest user guide, go to http://www.hp.com/support, and select your country. Select **Find your product**, and then follow the on-screen instructions.	• Support information • Ordering parts and finding additional help • Accessories available for the device
Worldwide support To get support in your language, go to http://www.hp.com/support, and select your country.	• Online chat with an HP technician • Support telephone numbers • HP service center locations
Safety & Comfort Guide Go to http://www.hp.com/ergo.	• Proper workstation setup • Guidelines for posture and work habits that increase comfort and decrease risk of injury • Electrical and mechanical safety information
Regulatory, Safety and Environmental Notices This guide is provided in the box.	• Important regulatory notices, including information about proper battery disposal, if needed.
*Limited Warranty** Go to http://www.hp.com/go/orderdocuments.	• Specific warranty information about this computer

*You can find your HP Limited Warranty located with the user guides on your product. In some countries or regions, HP may provide a printed warranty in the box. For countries or regions where the warranty is not provided in printed format, you can request a copy from http://www.hp.com/go/orderdocuments. For products purchased in Asia Pacific, you can write to HP at POD, PO Box 161, Kitchener Road Post Office, Singapore 912006. Include your product name, and your name, phone number, and postal address.

7 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, first be sure that it is properly grounded.
- 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.
- If you remove a component, place it in an electrostatic-safe container.

8 Accessibility

HP designs, produces, and markets products and services that can be used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

Supported assistive technologies

HP products support a wide variety of operating system assistive technologies and can be configured to work with additional assistive technologies. Use the Search feature on your device to locate more information about assistive features.

NOTE: For additional information about a particular assistive technology product, contact customer support for that product.

Contacting support

We are constantly refining the accessibility of our products and services and welcome feedback from users. If you have an issue with a product or would like to tell us about accessibility features that have helped you, please contact us at +1 (888) 259-5707, Monday through Friday, 6 a.m. to 9 p.m. North American Mountain Time. If you are deaf or hard-of-hearing and use TRS/VRS/WebCapTel, contact us if you require technical support or have accessibility questions by calling +1 (877) 656-7058, Monday through Friday, 6 a.m. to 9 p.m. North American Mountain Time.

NOTE: Support is in English only.

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