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# Reference Guide

## HP Notebook Series

Document Part Number: 370697-001

June 2004

This guide explains how to set up, operate, maintain, and troubleshoot your notebook. It also provides information on battery pack and power management, external device connections, and modem and network connections. The last chapter provides additional reference material on modem commands, safety, and regulatory information.

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## Reference Guide

HP Notebook Series

First Edition June 2004

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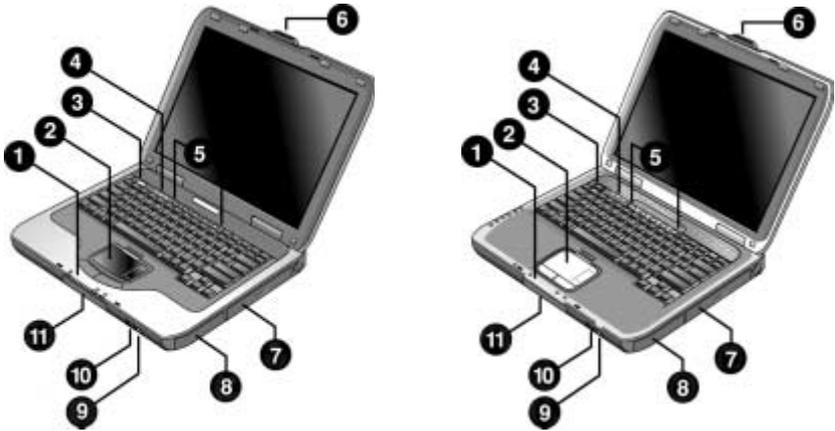
# Getting Started with Your Notebook

## Identifying Parts of the Notebook

Components included with the notebook may vary by geographical region and the features you selected. The following tables identify the standard external components included with most notebook models.

Find the illustrations that closely match your notebook to identify your components.

## Front Panel and Right Panel Components



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❶ Main status lights (left to right): power mode, hard drive activity, and battery

❷ CD-ROM, DVD, or other drive

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❸ TouchPad, scroll pad, Click buttons, and an on-off button

❸ Battery pack

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❹ Power button: turns the notebook on and off

❹ Wireless on-off button and indicator light (select models only)

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❺ Keyboard status lights

❺ Infrared port (select models only)

---

❻ One-Touch buttons

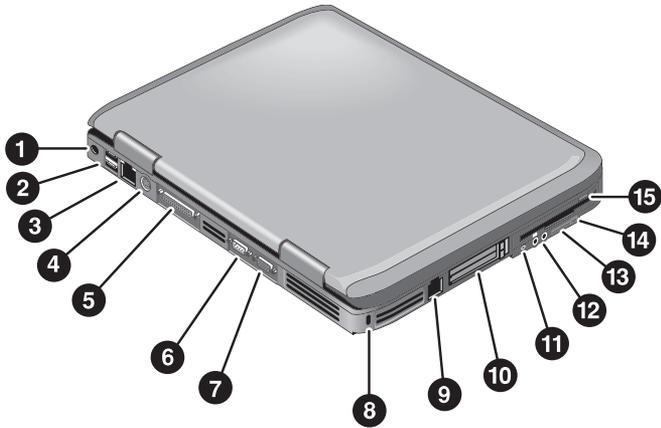
❻ Hard drive

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❼ Notebook open/close latch

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## Left Panel and Back Panel Components

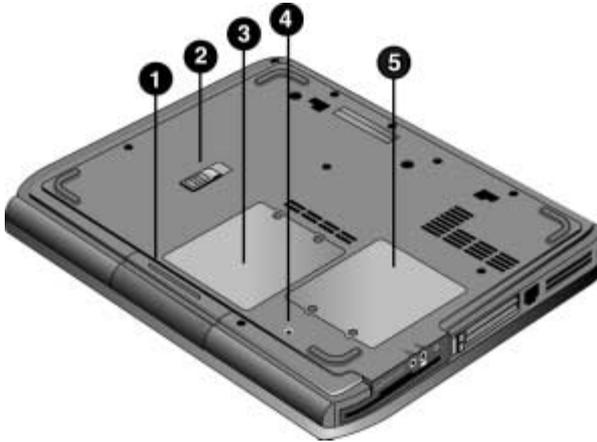


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<b>1</b> AC adapter jack	<b>9</b> RJ-11 jack: connects the modem cable
<b>2</b> Universal serial bus (USB) ports	<b>10</b> PC Card and CardBus slot and button (select models only; location varies by model)
<b>3</b> RJ-45 jack: connects a network cable	<b>11</b> IEEE 1394 port (select models only)
<b>4</b> S-Video out jack (select models only)	<b>12</b> Audio jacks (left to right): external microphone, audio out (headphones)
<b>5</b> Parallel port (LPT1): use this port for a parallel printer or other parallel device (select models only)	<b>13</b> Volume control
<b>6</b> Serial port (COM1): use this port for a serial mouse, modem, printer, or other serial device (select models only)	<b>14</b> Audio mute button and audio mute light
<b>7</b> External monitor port	<b>15</b> Diskette drive (select models only)
<b>8</b> Cable lock slot (security connector)	

---

## Bottom Panel Components



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❶ Hard drive

❷ Reset button

❸ Battery latch

❹ Mini PCI cover  
(no user parts inside)

❺ RAM (memory) cover

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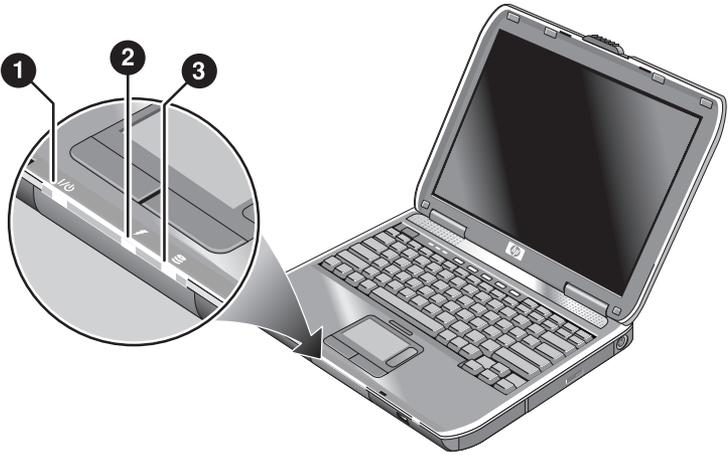
**CAUTION:** To prevent an unresponsive system and the display of a warning message, install only a Mini PCI device authorized for use in your notebook by the governmental agency that regulates wireless devices in your country. If you install a device and then receive a warning message, remove the device to restore notebook functionality. Then contact Customer Care.

---

## Status Lights

The notebook includes a number of status lights that report power and battery status, drive activity, and keyboard functions such as Caps Lock and Num Lock.

The following diagram shows the main status lights on the front of the notebook.



---

**1** Power mode

- On—notebook is on (even if the display is off)
- Blinking—notebook is in Standby
- Off—notebook is off or in Hibernation

---

**2** Hard drive activity

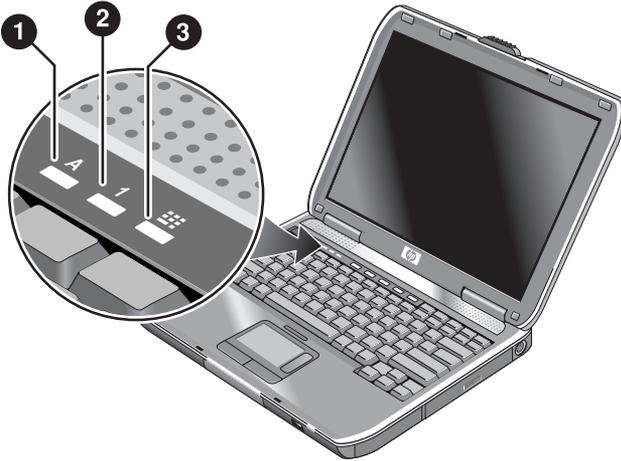
- On—notebook is accessing the hard drive

---

**3** Battery status

- Green—AC adapter is connected and the battery pack is fully charged
  - Amber—AC adapter is connected and the battery pack is charging
  - Blinking—AC adapter is connected and the battery pack is missing or has a fault
  - Off—AC adapter is not connected
-

The keyboard status lights, located above the keyboard, indicate the states of the keyboard locks.



- 
- ❶ **Caps Lock On:** Caps Lock is active.
  - ❷ **Num Lock On:** Num Lock is active. (The Keypad Lock must also be on to use the embedded keypad.)
  - ❸ **Keypad Lock On:** The embedded keypad is active (**Fn+F8**). Num Lock must also be on for the numeric keys. Otherwise, cursor control is active (as marked on an external keyboard).
-

## Setting Up Your Notebook

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**WARNING:** To reduce the risk of serious injury, read the *Safety & Comfort Guide*. It describes proper workstation setup, posture, and health and work habits for computer users, and provides important electrical and mechanical safety information. This guide is located on the Web at <http://www.hp.com/ergo> and on the hard drive or on the *Documentation CD* that is included with the product.

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When you set up your notebook for the first time, you will connect the AC adapter, charge the battery pack, turn on the notebook, and run the Microsoft® Windows® Setup program.

### Step 1: Insert the Battery Pack

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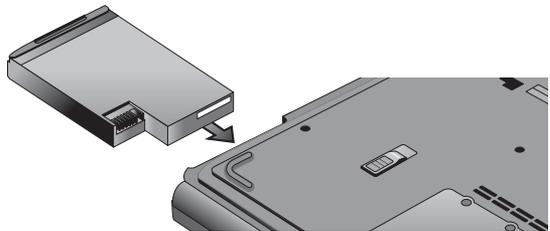


**WARNING:** Do not mutilate or puncture battery packs. Do not dispose of battery packs in fire, or they can burst or explode, releasing hazardous chemicals. Rechargeable battery packs must be recycled or disposed of properly.

---

To install the battery pack:

1. Turn the notebook upside down.
2. Insert the connector end of the battery pack into the battery pack compartment, then slide the battery pack in until it latches.



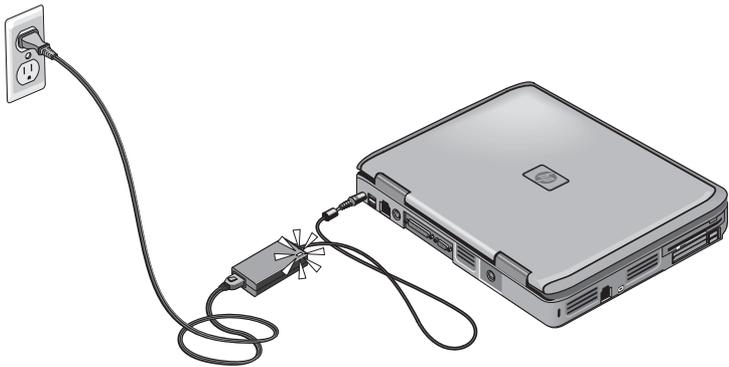
## Step 2: Connect AC Power

 **CAUTION:** Use only the AC adapter included with your notebook (or other approved adapter that meets the power requirements of the notebook). Using the wrong AC adapter could damage the notebook or adapter, cause data loss, and may void your warranty.

---

1. Plug the AC adapter into the notebook.
2. Connect the power cord to the AC adapter.
3. Plug the power cord into a wall outlet. The notebook battery starts charging.

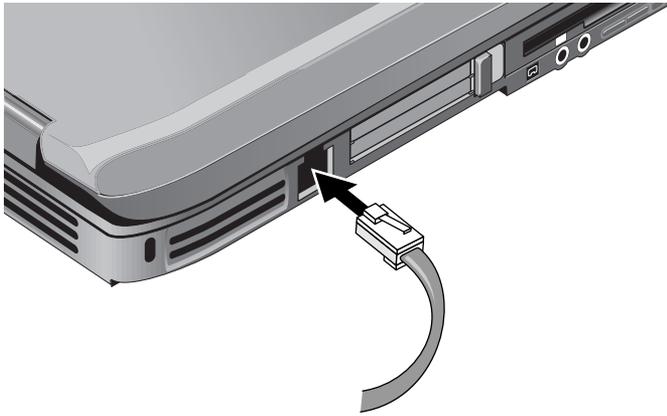
 When unplugging the power cord, unplug it from the outlet before unplugging it from the AC adapter.



While the battery pack is charging, you can continue with the section [“Step 3: Connect a Phone Line.”](#)

### Step 3: Connect a Phone Line

1. Make sure the telephone line is an analog line, sometimes called a data line. (Do not use a digital line.)
2. Connect the telephone cord (RJ-11) into a telephone jack.
3. Plug the other end of the telephone cord into the RJ-11 modem jack on the notebook.



For details about using the modem, see [“Using the Modem.”](#)

## Step 4: Turn On the Notebook

Press the power button above the left side of the keyboard. The notebook boots up, and Windows starts automatically.



If your notebook does not turn on when operating on battery power, the battery pack may be out of power. Plug in the AC adapter, then press the power button again. Leave the AC adapter plugged in for several hours to fully charge the battery pack. Charge times will vary.

---



**WARNING:** This notebook is designed to run demanding applications at full power. As a result of increased power consumption, it is normal for the notebook to feel warm or hot when used continuously. To avoid potential discomfort or burns, do not block the air vents or use the notebook on your lap for extended periods. The notebook complies with the user-accessible surface temperature limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950).

---

## **Step 5: Set Up Windows**

Your notebook has the Microsoft Windows operating system preinstalled on its hard drive. The first time you turn on your notebook, the Windows Setup program runs automatically and includes opportunities to customize your setup.

1. Follow the Setup program instructions on the screen. If the program prompts you to enter the Product ID code, locate the code on the bottom of the notebook.
2. Check the modem country or region settings. Select Start > Control Panel > Printers and Other Hardware > Phone and Modem Options, then choose your country/region.

---

## Basic Operation

### Operating Your Notebook

You can start and stop your notebook by using the power button. At other times, power considerations, types of active connections, and startup time may cause you to use alternative methods to start or stop your notebook. This chapter describes several methods.

## Default Power Settings

Power mode	To enter this mode	Function
<b>ON</b> —Power status light will turn on.	Briefly press the power button.	Powers on the notebook.
<b>OFF</b> —Power status light will turn off.	Select Start > Turn Off Computer > Turn Off. If the system has stopped responding and Windows shutdown procedures cannot be used, press and hold the power button for 4 seconds to turn off the notebook.	Powers off the notebook.
<b>Standby</b> —Power status light will blink.	Select Start > Turn Off Computer > Stand By. -or- Allow the system to time out.	<ul style="list-style-type: none"> <li>■ Saves significant power.</li> <li>■ Turns off the display and other components.</li> <li>■ Maintains current session in RAM.</li> <li>■ Restarts quickly.</li> <li>■ Restores network connections.</li> </ul>
<b>Hibernation</b> —Power status light will turn off.	If the notebook is already on, briefly press the power button. -or- Press <b>Fn+F12</b> . -or- Allow the system to time out.	<ul style="list-style-type: none"> <li>■ Saves maximum power.</li> <li>■ Saves current session to disk, then shuts down.</li> <li>■ Restores network connections.</li> </ul>

You can also customize the way these power modes work. See the [“Battery Packs and Power Management”](#) chapter in this guide.

## To Reset the Notebook

Occasionally, you may find that Windows or the notebook has stopped responding and will not let you turn off the notebook. If this happens, try the following procedures in this order:

- If possible, shut down Windows. Press **ctrl+alt+del**, then select Shut Down > Restart.  
-or-
- Press the power button for at least 4 seconds until the display shuts down. Unsaved data will be lost. Press the power button again to restart.  
-or-
- Insert the tip of a paper clip into the reset button on the bottom of the notebook, then press the power button to restart.

## To Change the Boot Device

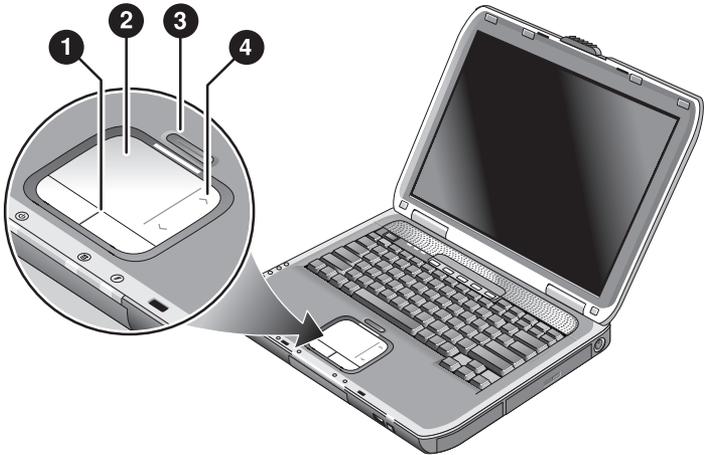
The notebook normally boots from its internal hard drive. You can also boot the notebook from a diskette drive, a CD-ROM drive, or an internal network interface card.

1. Select Start > Turn Off Computer > Restart.
2. When the logo screen appears, press **esc** to display the Boot menu.
3. Use the arrow keys to select the boot device, then press **enter**.

If you want to boot from a specific device whenever it is present, change the boot order using the BIOS Setup utility. See [“Configuring Your Notebook”](#) in the [“Troubleshooting”](#) chapter in this guide.

## To Use the TouchPad

The TouchPad includes an on-off button so you can turn off the TouchPad to avoid moving the pointer accidentally when you are typing. The indicator light turns off when you turn off the TouchPad.



- 
- ❶ **Click buttons.** The Click buttons work like the left and right buttons on a standard mouse

---

  - ❷ **TouchPad** (touch-sensitive pointing device).

---

  - ❸ **TouchPad on-off button and indicator light.**

---

  - ❹ **Scroll pad.** The scroll pad scrolls vertically to display the contents of the active window.
-

## To Use the Tap to Click Function of the TouchPad

The Tap to Click function of your TouchPad is enabled by default. To disable it, follow the instructions included here:

1. Select Start > Control Panel > Printers and Other Hardware > Mouse. The Mouse Properties dialog box opens.
2. Select the Tapping tab.
3. In the left panel, clear the Tapping check box.
4. Select Apply > OK.

The Tap to Click function is now disabled.

## To Use the Function Hot Keys

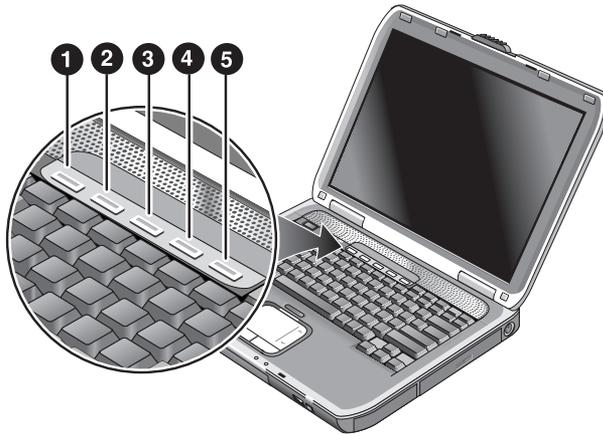


The combination of the **Fn** key plus another key creates a hot key—a shortcut key sequence—for various system controls. To use a hot key, press and hold **Fn**, press the appropriate second key, then release both keys.

<b>This hot key</b>	<b>Does this</b>
<b>Fn+F1</b>	Decreases the display brightness.
<b>Fn+F2</b>	Increases the display brightness.
<b>Fn+F5</b>	Toggles the external monitor on and off.
<b>Fn+F8</b>	Toggles the built-in keypad on and off. Does not affect an external keyboard. If Num Lock is on, then the numeric functions are active; otherwise, cursor control is active (as marked on an external keyboard).
<b>Fn+F12</b>	Initiates Hibernation.
<b>Fn+NumLock</b>	Toggles Scroll Lock on and off.
<b>Fn+Page Up</b>	Increases the audio volume and cancels the mute setting.
<b>Fn+Page Down</b>	Decreases the audio volume.
<b>Fn+Backspace</b>	Mutes/unmutes the audio output.

## To Use the One-Touch Buttons

Your notebook includes 5 One-Touch buttons that can start any application or open a document or Web site by pressing a single key.



Press a One-Touch button to open the corresponding application, document, or Web site.

To program a One-Touch button:

1. Select Start > All Programs > Utilities > One-Touch.
2. On the One-Touch tab, select the button you want to reprogram.
3. Type a label for the button, then select the application, document, folder, or Web site you want the button to open.
4. If you want a label to appear onscreen when you press a One-Touch button, select that option on the Onscreen Display tab.

## To Use the Windows and Applications Keys



The Windows key brings up the Windows Start menu. This is the same as selecting the Start button on the taskbar.



The Applications key brings up the shortcut menu for the selected item. This is the same menu that appears when you right-click while pointing at the selected item.

<b>This key combination</b>	<b>Does this</b>
<b>Windows key+E</b>	Runs Windows Explorer
<b>Windows key+F1</b>	Runs Windows Help
<b>Windows key+F</b>	Runs Windows Find: Search
<b>Windows key+M</b>	Minimizes all displayed windows
<b>Shift+Windows key+M</b>	Returns all minimized windows to original size
<b>Windows key+R</b>	Runs the Windows Run dialog box

## To Type Alternate Graphics Using the ALT GR Key

Non-U.S. keyboards have an **ALT GR** key to the right of the spacebar and keys on the keyboard that show International characters. These special characters appear on the lower-right corner of some keys on the keyboard. For example:



---

① Shifted

---

② Unshifted

---

③ ALT GR

---

- » To type an ALT GR character, press and hold the **ALT GR** key, then press the key containing the ALT GR character you want to display.



If your keyboard does not have an **ALT GR** key, you can use the **ALT** key instead of the **ALT GR** key to get the same result.

## Using CDs or DVDs

### To Insert or Remove a CD or DVD



**CAUTION:** Do not remove a CD or DVD while the notebook is reading it, or the notebook could stop responding and you could lose data. To avoid damage to the disk or drive, be sure to press the CD or DVD firmly onto the spindle.

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The location of the CD or DVD drive varies by model.

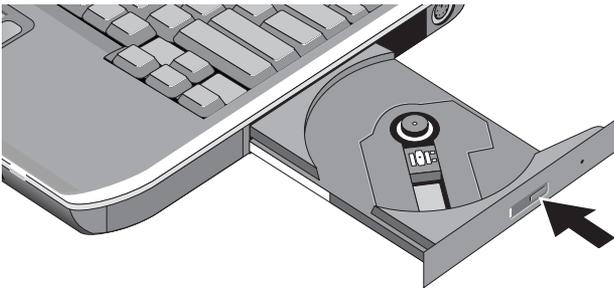
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1. Press the button on the face of the CD or DVD drive. If you are using this drive for the first time, be sure to remove the cardboard packing insert if present.
2. Press the CD or DVD gently but firmly onto the spindle (label facing up).

-or-

Remove the CD or DVD.

3. Slide the tray back into the module to close it.



If your notebook loses power, you can manually open the drive to remove a CD. Insert a straightened paper clip into the recessed hole on the front of the drive to open it.

---

## To Play DVD Movies

If your notebook is equipped with a DVD or other DVD readable drive, it also includes DVD player software that lets you play DVD movies.

- » Select Start > All Programs > Multimedia > DVD Player > InterVideo WinDVD.



For best performance while playing movies on battery power, set the Control Panel Power Scheme to Portable/Laptop.

---



DVDs can have regional codes embedded in the disc data. These codes prevent DVD movies from being played outside the region of the world in which they are sold. If you get a region code error, you are trying to play a DVD intended for a different region.

Most DVD drives let you change the region code only a limited number of times (usually no more than 4). When you reach this limit, your last change to the region code will be hard-coded on the DVD drive and will be permanent. Your warranty does not cover the expense of correcting this situation. Refer to the Help for your DVD player software for details about setting region codes.

---

## **To Write to DVD Media (Select Models Only)**

If your notebook is equipped with a DVD+RW/R and CD-RW Combo Drive, you must install your DVD burning software from the CDs included with your notebook before you can write to DVD media.

When writing to DVD+R or DVD+RW media, observe the following guidelines:

- Place the notebook on a flat, stable surface.
- Ensure that the AC adapter is connected to the notebook and an AC electrical outlet.
- Close and exit all other software applications, except the CD burning software (when writing a data disc) or DVD burning software (when writing a video disc).

## **To Create or Copy CDs**

If your notebook is equipped with a DVD/CD-RW Combo Drive, it also includes CD software that lets you copy or create CDs. Follow the instructions that are included with the software. Read and write quality may vary by media.

# Securing Your Notebook

## To Set Up Password Protection

You can protect your notebook from access by another user when you set up password protection, which is available through Windows and through the BIOS Setup utility. See “[Configuring Your Notebook](#)” in the “[Troubleshooting](#)” chapter. For complete protection, set passwords in Windows as well as through BIOS Setup.

To cancel password protection, set an empty password.

### Windows

1. Select Start > Control Panel > User Accounts, then select your account.
2. Select Create a Password, then set the password.
3. Select Start > Control Panel > Performance and Maintenance > Power Options.
4. On the Advanced tab, select the option to prompt for a password when the notebook leaves Standby.

## To Lock Your Notebook

To protect against unauthorized access while your notebook is running, lock the notebook before leaving it unattended, or set up a screen saver with a Windows password. You can lock the notebook these ways:

- If a One-Touch button is assigned to Quick Lock, press that button.

-or-

- Press **ctrl+alt+del**, then select Lock Computer.

To unlock the notebook, follow your normal logon steps.

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