



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 applicable safety standards.

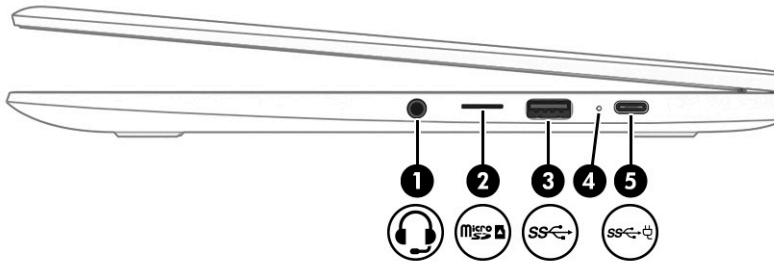
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
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1 Components

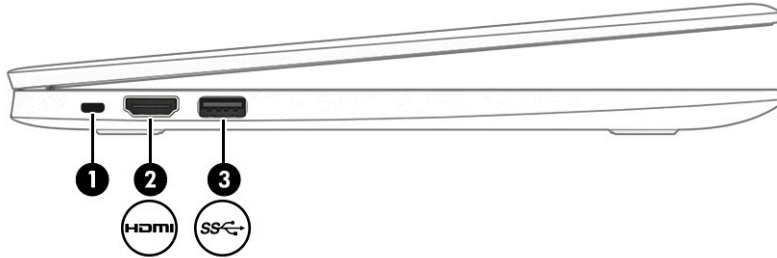
Right side






Component	Description
(1)  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. <p>WARNING! To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. For additional safety information, see the <i>Regulatory, Safety, and Environmental Notices</i>.</p> <p>This guide is provided in the box.</p> <p>NOTE: When a device is connected to the jack, the computer speakers are disabled.</p>
(2)  microSD™ memory card reader	Reads optional memory cards that store, manage, share, or access information. <p>To insert a card:</p> <ol style="list-style-type: none"> Hold the card label-side up, with connectors facing the computer. Insert the card into the memory card reader, and then press in on the card until it is firmly seated. <p>To remove a card:</p> <ul style="list-style-type: none"> ▲ Push the card to remove it.
(3)  USB 3.1 Type A generation 1 SuperSpeed port	Connects a USB device, such as a cell phone, camera, activity tracker, or smartwatch, and provides high-speed data transfer.
(4) AC adapter and battery light	<ul style="list-style-type: none"> White: The AC adapter is connected and the battery is charged. Amber: The AC adapter is connected and the battery is charging.

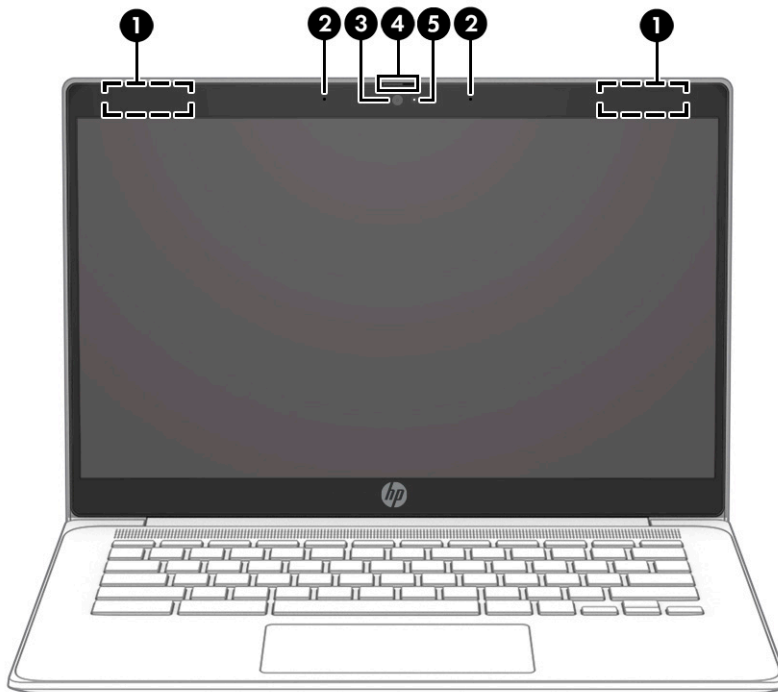
Component	Description
(5)	<ul style="list-style-type: none">Off: The computer is using battery power.
	USB Type-C™ generation 1 power connector and super speed port
	Connects an AC adapter that has a USB Type-C connector, supplying power to the computer and, if needed, charging the computer battery.

Left side



Component	Description
(1) 	<p>Nano security lock slot</p> <p>Attaches an optional security cable to the computer.</p> <p>NOTE: The security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen.</p>
(2) 	<p>HDMI port</p> <p>Connects a USB device with a Type-C connector and can charge products such as cell phones, cameras, activity trackers, or smart watches, even when the computer is off. Also connects an AC adapter that has a USB Type-C connector, supplying power to the computer and, if needed, charging the computer battery.</p>
(3) 	<p>USB 3.x SuperSpeed port</p> <p>Connects a USB device, such as a cell phone, camera, activity tracker, or smartwatch, and provides high-speed data transfer.</p>

Display



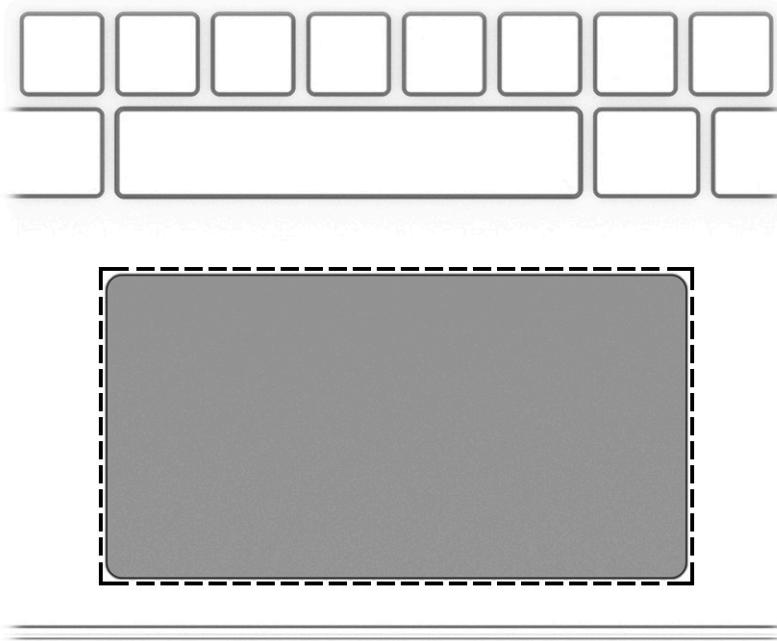
Component	Description
(1) WLAN antennas*	Send and receive wireless signals to communicate with wireless local area networks (WLANs). NOTE: The position of the WLAN antennas may differ, depending on the product.
(2) Internal microphones (2)	Record sound.
(3) Camera	Records video, captures still photographs, and allows video conferences and online chat by means of streaming video.
(4) Privacy shutter	Covers the camera for privacy.
(5) Camera light	On: The camera is in use.

*The antennas are not visible from the outside of the computer, and antenna location varies. 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.


This guide is provided in the box.

Touchpad




Component	Description
Touchpad zone	Reads your finger gestures to move the pointer or activate items on the screen. NOTE: For more information, see Using Touchpad and touch screen gestures on page 8 .

Button and speaker

Component		Description
(1)	Speaker	Produces sound.
(2)	 Power button	<ul style="list-style-type: none">• When the computer is off, press the button to turn on the computer.• Press the button for a longer amount of time to turn off the computer.

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.

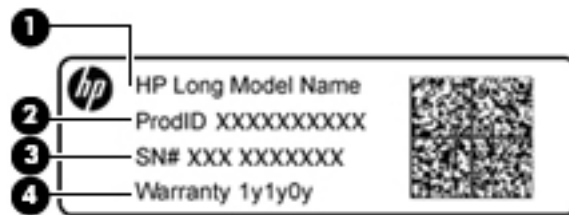
- Service label—Provides important information to identify your computer. When contacting support, you will probably be asked for the serial number, and possibly for the product number or the model number. Locate these numbers before you contact support.

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



Component

- (1) Serial number
 - (2) Product number
 - (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 Navigating the screen

You can navigate the screen in the following ways:

- Use touch gestures directly on the computer screen (select products only).
- Use touch gestures on the touchpad.
- Use an optional pen, with the digitizer film, for the computer. If a pen is included with your computer, refer to the documentation included with that pen.

Using Touchpad and touch screen gestures

The touchpad helps you navigate the computer screen and control the pointer using simple touch gestures. You can also use the left and right touchpad buttons as you would use the corresponding buttons on an external mouse. To navigate a touch screen (select products only), touch the screen directly using the gestures described in this chapter.

Tapping

Tap one finger on the touchpad zone or touch screen to make a selection.




Tap two fingers on the touchpad zone or touch screen to bring up a context-sensitive menu.



Scrolling (Touchpad only)

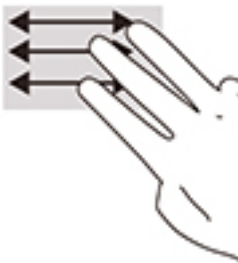
Scrolling is useful for moving up, down, or sideways on a page or image. Scrolling to the left or the right with two fingers scrolls the screen, if there is more content viewable to either side, or moves back and forth through web browser history.

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.



One-finger scrolling (touch screen only)

Scrolling to the left or the right with one finger moves back and forth through Web browser history.

To scroll, place fingers on the touch screen, and then drag it across the touch screen in a left or right motion.

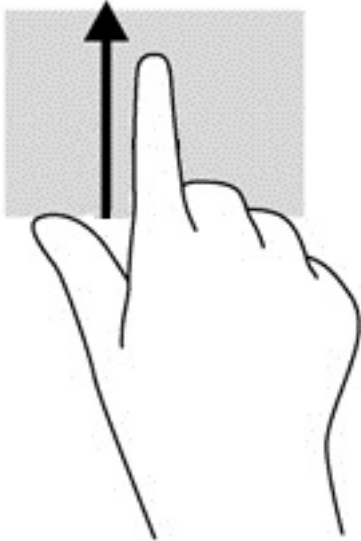
 **NOTE:** Scrolling speed is controlled by finger speed.



One-finger swipe (touch screen only)

Swiping up with one finger hides or shows your shelf. The shelf contains a list of popular shortcuts to apps so that you can find them easily.

To swipe, place your finger on the bottom of the screen, quickly slide your finger up a short distance, and then lift it.



Two-finger pinch zoom (touch screen only)

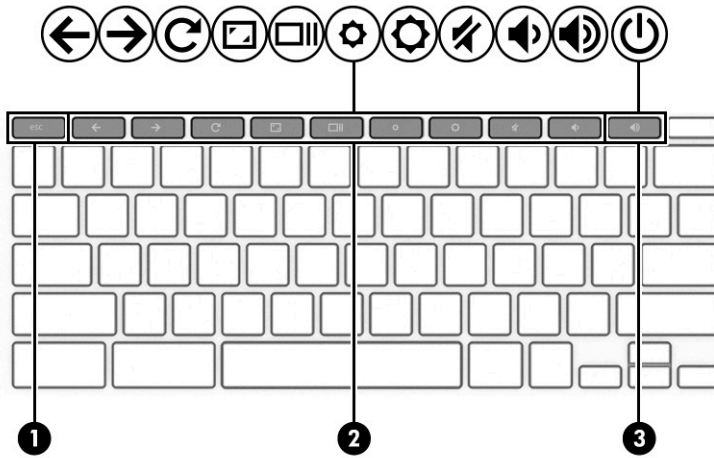
Use the two-finger pinch zoom to zoom out or in on images or text.

- Zoom out by placing two fingers apart on the touch screen and then moving your fingers together.
- Zoom in by placing two fingers together on the touch screen and then moving your fingers apart.







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
	<code>esc</code>	Activates certain computer functions when pressed in combination with other keys, such as <code>tab</code> or <code>shift</code> .
←	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 <code>ctrl</code> 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.

Icon	Key	Description
	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.
	Keyboard backlight brightness up	Increases the keyboard backlight brightness.
	Keyboard backlight brightness down	Decreases the keyboard backlight brightness.

4 Power and battery

Factory-sealed battery

Users cannot easily replace the battery in this product. 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 right 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 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
<i>Setup Instructions</i>	<ul style="list-style-type: none">• How to set up the computer• Help to identify computer components
HP website To access the latest user guide, go to http://www.hp.com/support , and follow the instructions to find your product. Then select User Guides .	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Online chat with an HP technician• Support telephone numbers• HP service center locations
<i>Safety & Comfort Guide</i> Go to http://www.hp.com/ergo .	<ul style="list-style-type: none">• Proper workstation setup• Guidelines for posture and work habits that increase comfort and decrease risk of injury• Electrical and mechanical safety information
<i>Regulatory, Safety, and Environmental Notices</i> This guide is provided in the box.	<ul style="list-style-type: none">• Regulatory and safety information• Battery disposal information
<i>Limited Warranty*</i> Go to http://www.hp.com/go/orderdocuments .	<ul style="list-style-type: none">• Warranty information

*You can find your HP Limited Warranty located with the user guides on your product and/or on the CD or DVD provided in the box. 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 and accessibility

Because HP works to weave diversity, inclusion, and work/life into the fabric of the company, it is reflected in everything HP does. HP strives to create an inclusive environment focused on connecting people to the power of technology throughout the world.

Finding the technology tools you need

Technology can unleash your human potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology helps increase, maintain, and improve the functional capabilities of electronic and information technology. For more information, see [Finding the best assistive technology on page 19](#).

The HP commitment

HP is committed to providing products and services that are accessible for people with disabilities. This commitment supports the company's diversity objectives and helps ensure that the benefits of technology are available to all.

The HP accessibility goal is to design, produce, and market products and services that can be effectively used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

To achieve that goal, this Accessibility Policy establishes seven key objectives to guide HP actions. All HP managers and employees are expected to support these objectives and their implementation in accordance with their roles and responsibilities:

- Raise the level of awareness of accessibility issues within HP, and provide employees with the training they need to design, produce, market, and deliver accessible products and services.
- Develop accessibility guidelines for products and services, and hold product development groups accountable for implementing these guidelines where competitively, technically, and economically feasible.
- Involve people with disabilities in the development of accessibility guidelines and in the design and testing of products and services.
- Document accessibility features, and make information about HP products and services publicly available in an accessible form.
- Establish relationships with leading assistive technology and solution providers.
- Support internal and external research and development that improves assistive technology relevant to HP products and services.
- Support and contribute to industry standards and guidelines for accessibility.

International Association of Accessibility Professionals (IAAP)

IAAP is a not-for-profit association focused on advancing the accessibility profession through networking, education, and certification. The objective is to help accessibility professionals develop and advance their careers and to better enable organizations to integrate accessibility into their products and infrastructure.

As a founding member, HP joined to participate with other organizations to advance the field of accessibility. This commitment supports HP's accessibility goal of designing, producing, and marketing products and services that people with disabilities can effectively use.

IAAP will make the profession strong by globally connecting individuals, students, and organizations to learn from one another. If you are interested in learning more, go to <http://www.accessibilityassociation.org> to join the online community, sign up for newsletters, and learn about membership options.

Finding the best assistive technology

Everyone, including people with disabilities or age-related limitations, should be able to communicate, express themselves, and connect with the world using technology. HP is committed to increasing accessibility awareness within HP and with our customers and partners. Whether it's large fonts that are easy on the eyes, voice recognition that lets you give your hands a rest, or any other assistive technology to help with your specific situation—a variety of assistive technologies make HP products easier to use. How do you choose?

Assessing your needs

Technology can unleash your potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology (AT) helps increase, maintain, and improve the functional capabilities of electronic and information technology.

You can choose from many AT products. Your AT assessment should allow you to evaluate several products, answer your questions, and facilitate your selection of the best solution for your situation. You will find that professionals qualified to do AT assessments come from many fields, including those licensed or certified in physical therapy, occupational therapy, speech/language pathology, and other areas of expertise. Others, while not certified or licensed, can also provide evaluation information. You will want to ask about the individual's experience, expertise, and fees to determine if they are appropriate for your needs.

Accessibility for HP products

The following links provide information about accessibility features and assistive technology, if applicable, included in various HP products. These resources will help you select the specific assistive technology features and product(s) most appropriate for your situation.

- [HP Elite x3—Accessibility Options \(Windows 10 Mobile\)](#)
- [HP PCs—Windows 7 Accessibility Options](#)
- [HP PCs—Windows 8 Accessibility Options](#)
- [HP PC's—Windows 10 Accessibility Options](#)
- [HP Slate 7 Tablets—Enabling Accessibility Features on Your HP Tablet \(Android 4.1/Jelly Bean\)](#)
- [HP SlateBook PCs—Enabling Accessibility Features \(Android 4.3,4.2/Jelly Bean\)](#)
- [HP Chromebook PCs—Enabling Accessibility Features on Your HP Chromebook or Chromebox \(Chrome OS\)](#)
- [HP Shopping—peripherals for HP products](#)

If you need additional support with the accessibility features on your HP product, see [Contacting support on page 22](#).

Additional links to external partners and suppliers that may provide additional assistance:

- [Microsoft Accessibility information \(Windows 7, Windows 8, Windows 10, Microsoft Office\)](#)
- [Google Products accessibility information \(Android, Chrome, Google Apps\)](#)

- [Assistive Technologies sorted by impairment type](#)
- [Assistive Technology Industry Association \(ATIA\)](#)

Standards and legislation

Standards

Section 508 of the Federal Acquisition Regulation (FAR) standards was created by the US Access Board to address access to information and communication technology (ICT) for people with physical, sensory, or cognitive disabilities. The standards contain technical criteria specific to various types of technologies, as well as performance-based requirements which focus on functional capabilities of covered products. Specific criteria cover software applications and operating systems, web-based information and applications, computers, telecommunications products, video and multimedia, and self-contained closed products.

Mandate 376 – EN 301 549

The EN 301 549 standard was created by the European Union within Mandate 376 as the basis for an online toolkit for public procurement of ICT products. The standard specifies the functional accessibility requirements applicable to ICT products and services, together with a description of the test procedures and evaluation methodology for each accessibility requirement.

Web Content Accessibility Guidelines (WCAG)

Web Content Accessibility Guidelines (WCAG) from the W3C's Web Accessibility Initiative (WAI) helps web designers and developers create sites that better meet the needs of people with disabilities or age-related limitations. WCAG advances accessibility across the full range of web content (text, images, audio, and video) and web applications. WCAG can be precisely tested, is easy to understand and use, and allows web developers flexibility for innovation. WCAG 2.0 has also been approved as [ISO/IEC 40500:2012](#).

WCAG specifically addresses barriers to accessing the web experienced by people with visual, auditory, physical, cognitive, and neurological disabilities, and by older web users with accessibility needs. WCAG 2.0 provides characteristics of accessible content:

- **Perceivable** (for instance, by addressing text alternatives for images, captions for audio, adaptability of presentation, and color contrast)
- **Operable** (by addressing keyboard access, color contrast, timing of input, seizure avoidance, and navigability)
- **Understandable** (by addressing readability, predictability, and input assistance)
- **Robust** (for instance, by addressing compatibility with assistive technologies)

Legislation and regulations

Accessibility of IT and information has become an area of increasing legislative importance. The following links provide information about key legislation, regulations, and standards.

- [United States](#)
- [Canada](#)
- [Europe](#)
- [Australia](#)
- [Worldwide](#)

Useful accessibility resources and links

The following organizations might be good resources for information about disabilities and age-related limitations.



NOTE: This is not an exhaustive list. These organizations are provided for informational purposes only. HP assumes no responsibility for information or contacts you encounter on the Internet. Listing on this page does not imply endorsement by HP.

Organizations

- American Association of People with Disabilities (AAPD)
- The Association of Assistive Technology Act Programs (ATAP)
- Hearing Loss Association of America (HLAA)
- Information Technology Technical Assistance and Training Center (ITTATC)
- Lighthouse International
- National Association of the Deaf
- National Federation of the Blind
- Rehabilitation Engineering & Assistive Technology Society of North America (RESNA)
- Telecommunications for the Deaf and Hard of Hearing, Inc. (TDI)
- W3C Web Accessibility Initiative (WAI)

Educational institutions

- California State University, Northridge, Center on Disabilities (CSUN)
- University of Wisconsin - Madison, Trace Center
- University of Minnesota computer accommodations program

Other disability resources

- ADA (Americans with Disabilities Act) Technical Assistance Program
- ILO Global Business and Disability network
- EnableMart
- European Disability Forum
- Job Accommodation Network
- Microsoft Enable

HP links

[Our contact webform](#)

[HP comfort and safety guide](#)

[HP public sector sales](#)

Contacting support



NOTE: Support is in English only.

- Customers who are deaf or hard of hearing who have questions about technical support or accessibility of HP products:
 - Use TRS/VRS/WebCapTel to call (877) 656-7058 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
- Customers with other disabilities or age-related limitations who have questions about technical support or accessibility of HP products, choose one of the following options:
 - Call (888) 259-5707 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
 - Complete the [Contact form for people with disabilities or age-related limitations](#).

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