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 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).

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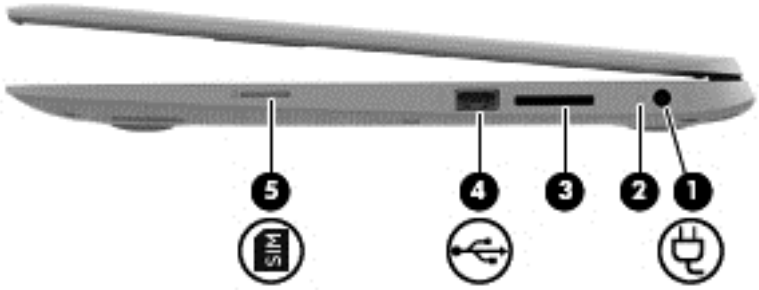
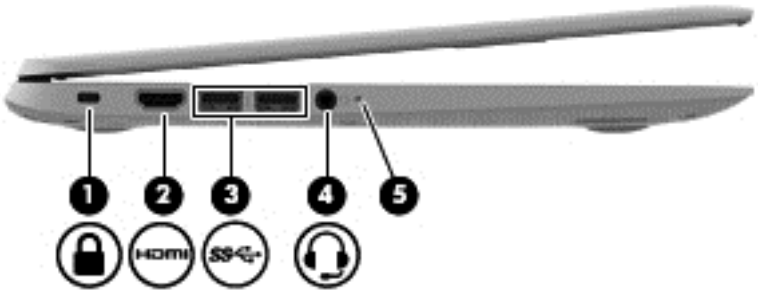
1 Getting to know your computer

Right side



Component		Description
(1)	Power connector	Connects an AC adapter.
(2)	AC adapter light	• White: AC adapter is attached • Amber: Battery is charging. • Blinking white: The AC adapter is connected and battery capacity is low • Off: Running on battery power.
(3)	Memory card reader	Reads optional memory cards that store, manage, share, or access information. To insert a card: Hold the card label-side up, with connectors facing the slot. Insert the card into the slot, and then press in on the card until it is firmly seated. To remove a card: Press in on the card until it pops out.
(4)	USB 2.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, or USB hub.
(5)	SIM slot (select models only)	Supports a wireless subscriber identity module (SIM).

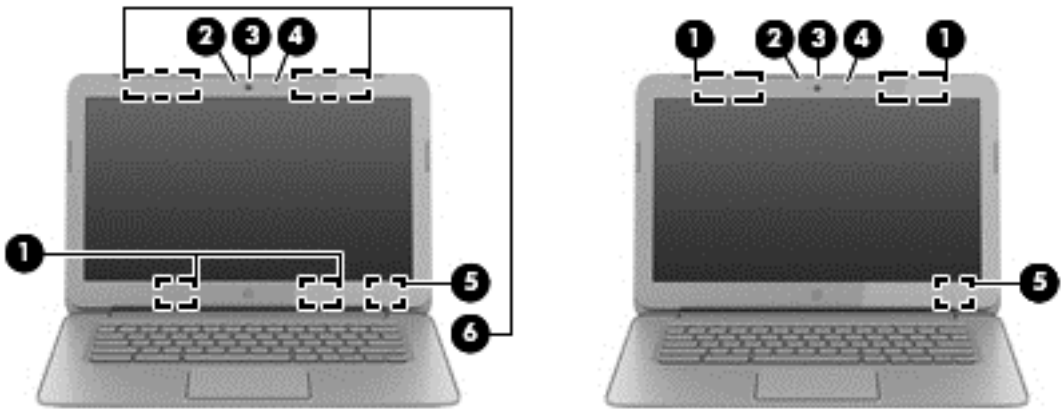
Left side



Component			Description
(1)		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.
(2)	HDMI	HDMI port	Connects an optional video or audio device, such as a high-definition television, or any compatible digital or audio device.
(3)	SS	USB 3.0 ports (2)	Each USB 3.0 port connects an optional USB device, such as a keyboard, mouse, external drive, printer, or USB hub.
(4)		Audio-out (headphone) jack/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 using headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety and Environmental Notices*. For further information, please see More HP resources on page 13. **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).
(5)		Power light	• White: Computer is on • Blinking white: Computer is in sleep mode • Off: Computer is off

Display

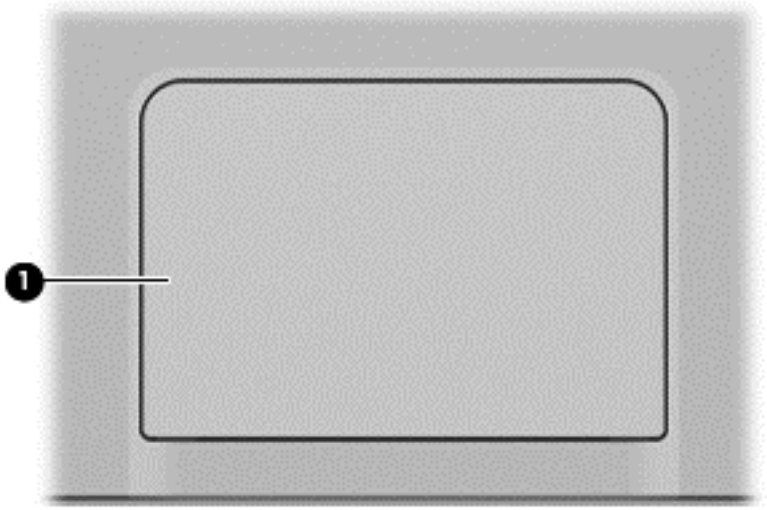
NOTE: The position of the WLAN antennas differs according to model. If your model has WWAN capability in addition to WLAN, the WLAN antennas will be are located below the display. See (1) in the table below.



Component		Description
(1)	WLAN antennas (2)*	Send and receive wireless signals to communicate with wireless local area networks (WLANs). **NOTE:** To set up a WLAN and connect to the Internet, you need a broadband modem (either DSL or cable) (purchased separately), high-speed Internet service, purchased from an Internet service provider, and a wireless router (purchased separately).
(2)	Webcam light	On: The webcam is in use.
(3)	HP TrueVision HD Webcam	Records video, captures still photographs, and allows you to video conference and chat online using streaming video.
(4)	Internal microphone	Records sound.
(5)	Internal display switch	Turns off the display and initiates Sleep if the display is closed while the power is on. **NOTE:** The internal display switch is not visible from the outside of the computer.
(6)	WWAN antennas (2)* (select models only)	Send and receive wireless signals to communicate with wireless wide area networks (WWANs).

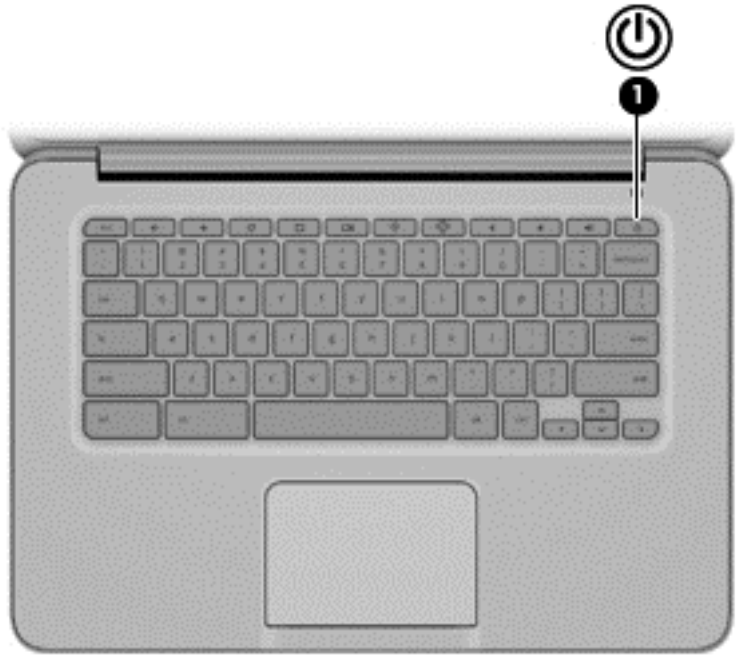
*The antennas are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions. For wireless regulatory notices, see the section of the *Regulatory, Safety and Environmental Notices* that applies to your country or region.

TouchPad



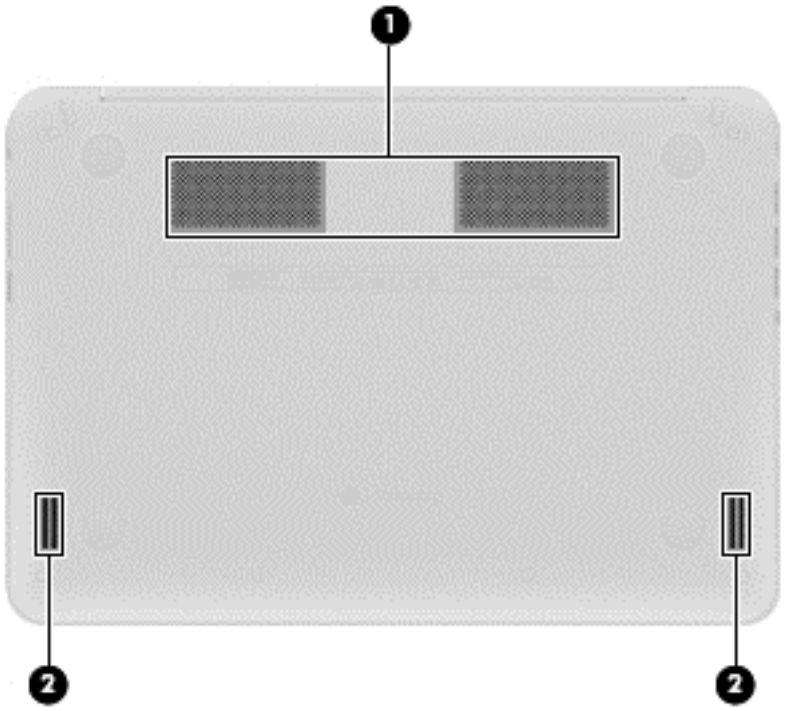
Component		Description
(1)	TouchPad zone	Reads your finger gesture to move the pointer or activate items on the screen. For more information, see Using TouchPad gestures on page 8.

Buttons



Component		Description
(1)	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. • When the computer is on and you want to turn it off, press and hold the power button.

Bottom



Component		Description
(1)	Vents (2)	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.
(2)	Speakers (2)	Produce sound.

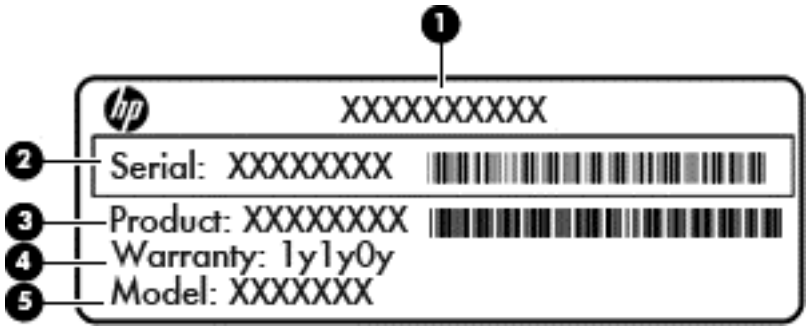
Labels

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.

- Service label—The label affixed to the bottom of your computer provides important information to identify the unit. 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.



Component	
(1)	Product name
(2)	Serial number (s/n)
(3)	Part number/Product number (p/n)
(4)	Warranty period
(5)	Model description (select models only)

- 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 of some of the countries or regions in which the devices have been approved for use.
- SIM (subscriber identity module) label (select models only)—Provides the ICCID (Integrated Circuit Card Identifier) of the SIM.

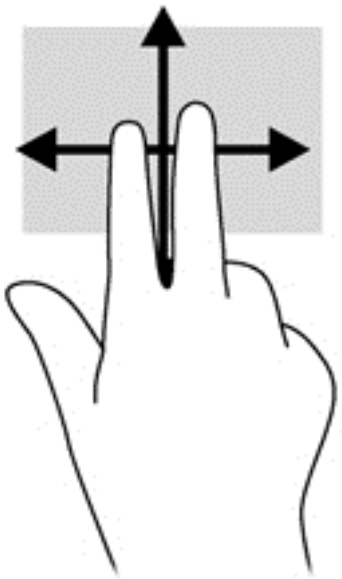
2 Using TouchPad gestures

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

Scrolling

Scrolling is useful for moving up, down, or sideways on a page or image.

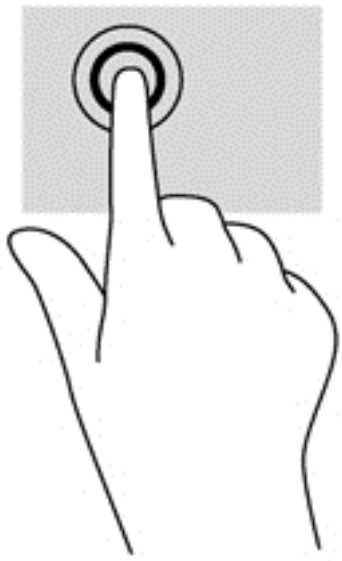
- Place two fingers slightly apart on the TouchPad zone and then drag them up, down, left, or right.



Tapping

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

- Use one-finger tapping to make an on-screen selection or to launch an app.
- Use two-finger tapping to open app menus.



3 Using the action keys

For more information on action keys and keyboard shortcuts, go to https://chromebook.com/hp14.

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.
	Switch window	Switch to your next window.
	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.

Icon	Key	Description
	Volume up	Increases speaker volume incrementally as long as you hold down the key, and restores sound from mute.
	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. • When the computer is on and you want to turn it off, press and hold the power button.

Recovery mode key combination

Press and hold the esc + + to force the system into recovery mode.

For more information on recovery, go to https://support.google.com/chromeos/ and search for recovery information.

4 Power and Battery

Factory-sealed Battery

Do not attempt to remove or replace the factory-sealed battery. Removing or replacing the battery could affect your warranty coverage. If the 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 AC 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.
Blinking white	The AC adapter is connected and battery capacity is low.
Amber	The AC adapter is connected and the battery is charging.
Off	The AC adapter is not connected or is not working properly, and the computer is using battery power.

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

If the battery will not charge, please contact support.

5 More HP resources

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

Resource	Contents
Setup Poster	• Overview of computer setup and features.
Help and Support 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.
Worldwide support web page To get support in your language, go to **http://welcome.hp.com/country/us/en/wwcontact_us.html**.	• Online chat with an HP technician. • Email support. • Find support telephone numbers. • Locate 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 your comfort and decrease your risk of injury. • Electrical and mechanical safety information.
Regulatory, Safety and Environmental Notices This guide is provided in the box.	• Important regulatory notices, including proper battery disposal information.
Limited Warranty This guide is provided in the box, or go to **http://www.hp.com/go/orderdocuments.**	• Specific warranty information about this computer.

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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