

CARING FOR YOUR HP NOTEBOOK OR TABLET

NOTEBOOK & TABLET DOs

- **BACKUP FREQUENTLY!**
- **Protect your notebook from power spikes and surges**
 - Surge Protector (*APC, Tripp Lite, Belkin, Etc.*)
 - UPS (Uninterrupted Power Supply) - (*APC, Tripp Lite, Belkin, Etc.*)
- **Take good care of your battery**
 - Plug into an AC outlet when possible
 - Perform Battery Maintenance every few months
- **Manage your power well**
 - Put your notebook into *Suspend mode* when not in use
 - Change your power settings via *Power Manager*
- **Use a soft cotton cloth, moistened with non-alkaline detergent, to clean your notebook**
 - *Kensington's "Screen Guardian" cleaner*
- **Protect your notebook by purchasing a carrying sleeve**
- **Consider purchasing a screen protector**
- **Protect your data by adding a password to your notebook**
- **Lock your notebook down when leaving it unattended**
 - *PC Guardian locks*
- **Keep your hard drive clean**
 - A clean hard drive can improve your notebook's performance significantly
 - Defragment your hard drive frequently
 - Perform Disk cleanup

NOTEBOOK & TABLET DON'Ts

- **Don't leave your wireless ON when not in use. It will drain your battery quickly!!!**
- **Don't store your tablet in "tablet" mode.**
- **Don't have liquids, especially sweet, sticky drinks like soda, nearby when using your notebook.**
 - Fluids are the number one enemy of electronic items. If you do spill something on or in your notebook, turn it off immediately and unplug it. If liquid spills on the keyboard, turn the keyboard upside down to drain. Leave notebook off, sitting open, at least overnight to allow time to dry.
- **Don't pile heavy objects on top of your notebook.**
 - Including when carrying in a bag
- **Don't pick up or hold your notebook by the screen or by the corners.**
- **Don't leave a pen or pencil on your notebook keyboard, when you close the screen it will crack or break.**

This document and more can be found at <http://www.cdwg.com/ipfw>

- This is the most common break issue.
- **Don't disassemble or attempt to repair your notebook yourself.**
- **Don't use your notebook in or near water.**
- **Don't use or store your notebook at temperatures above 95° F or below 41° F, (which means don't leave it in your car).**
- **Don't place your notebook closer than five inches from any electrical appliance that generates a strong magnetic field, such as a television, refrigerator, etc.**
- **Don't practice illegal downloading.**
 - Using peer to peer software and illegally downloading audio, video, software, etc. is not only illegal, but it allows viruses and other programs to easily corrupt your system. *AME may choose to limit the number of times they will reimaging your unit when you are using such software that could infecting your system.*

RESOURCES

- **Contact CDWG to purchase additional notebook accessories (Batteries, Tablet Pen, Power Supplies, etc.)**
 - Visit the CDW-G website at: <http://www.CDWG.com/IPFW>
 - Click on the Products drop-down for complete details.
- **AME On-Site Hardware Warranty Support**
 - Call AME toll-free at: **(888) 453-8271**
 - A representative will arrange to meet you in Kettler Hall room 212.
 - *NOTE: Hardware consultation is by **appointment only** through prior arrangement with AME. The IPFW Help Desk cannot accept drop-offs or assist you with hardware issues.*
- **HP Support and Download Site**
 - http://welcome.hp.com/country/us/en/wwcontact_us.html
- **Spyware/Malware Protection**
 - We suggest downloading one of the following programs to help protect your laptop from spyware and malware. You will only need to download one of the programs. Each offer free downloads of the software
 - Spybot: <http://www.safer-networking.org/>
 - Ad-Aware: <http://www.lavasoftusa.com/>
 - Microsoft Windows Defender: <http://www.microsoft.com/athome/security/spyware/software/default.aspx>
- **Virus Protection**
 - Symantec Anti-Virus is available for purchase at the IPFW bookstore. Ask for the "IUWARE" CD at the front counter. It is

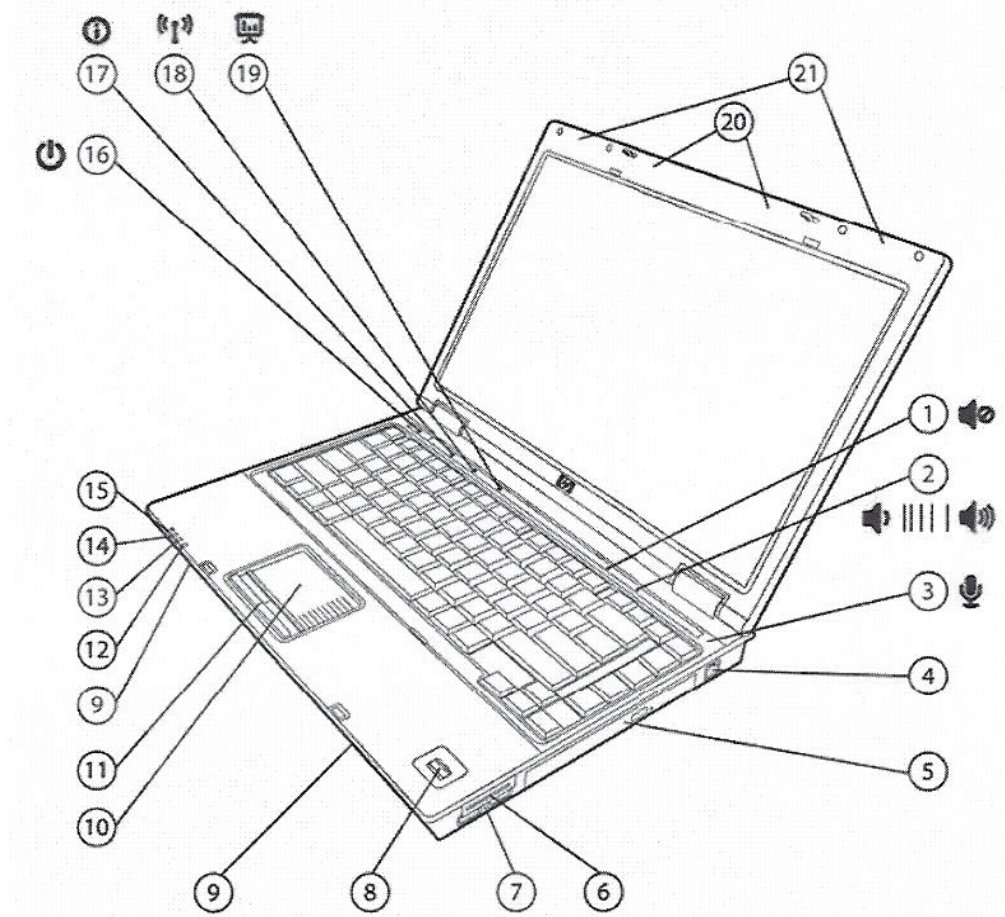
not recommended you install and run multiple anti-virus programs simultaneously.

- **Automatic updates**

- Please visit the following site to set your laptop for automatic Microsoft updates:

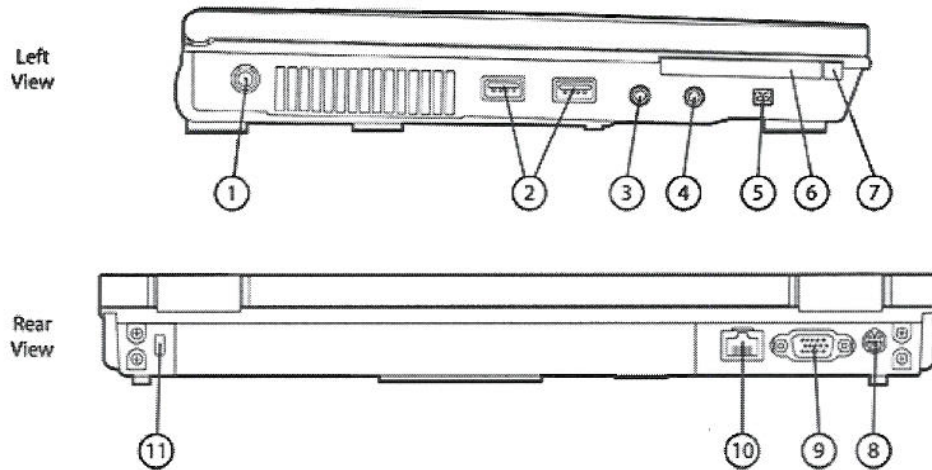
<http://www.microsoft.com/protect/computer/updates/mu.mspx>

HP COMPAQ 6515B NOTEBOOK PC



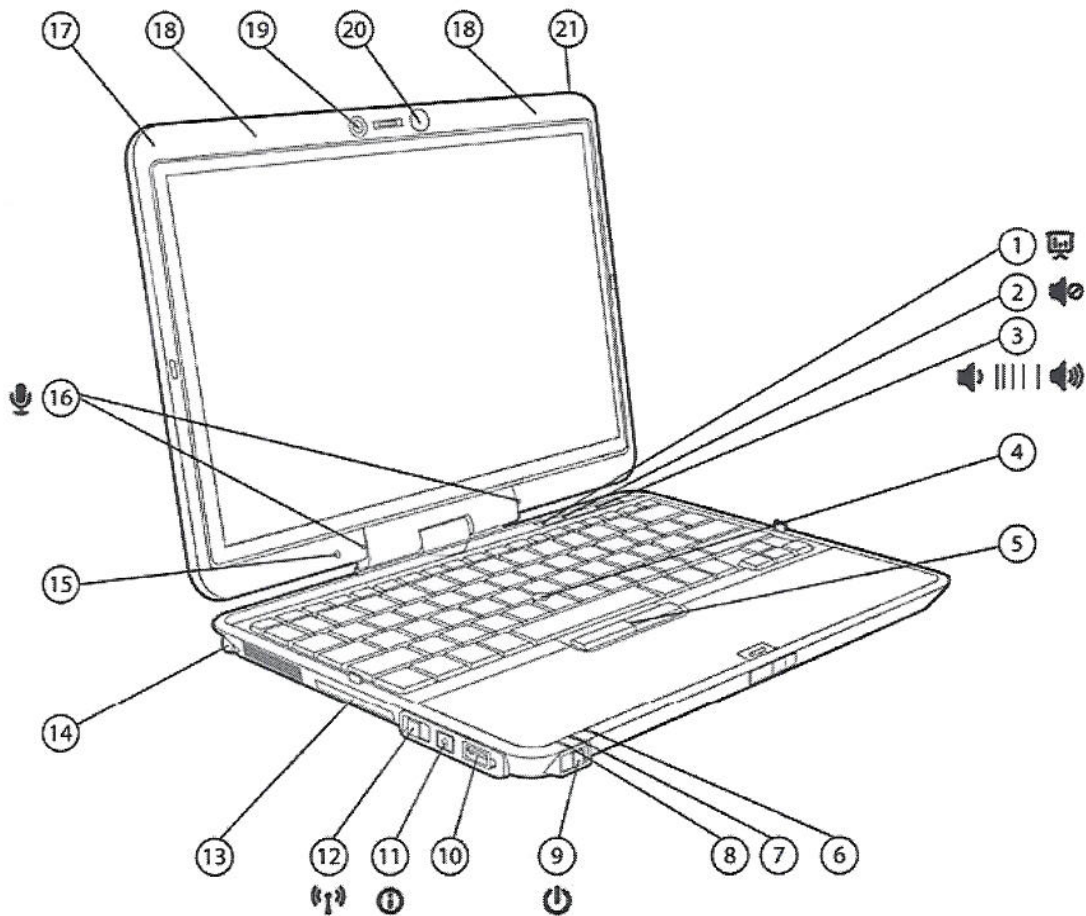
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|---|--|
| 1. Volume mute button with LED indicator | 12. Battery charging LED |
| 2. Volume scroll zone with up/down LED indicators | 13. Power/standby LED |
| 3. Integrated microphone | 14. Wireless on/off LED |
| 4. RJ-11/modem port | 15. Power button with LED |
| 5. Optical drive | 16. HP Info / HP QuickLook button with LED indicator |
| 6. 2 USB 2.0 ports | 17. Wireless on/off button with LED indicator |
| 7. HP Fingerprint Sensor | 18. HP Presentation button with LED indicator |
| 8. Integrated stereo speakers | 19. WLAN antennas (with WLAN option) |
| 9. Touchpad with scroll zone | 20. WWAN antennas (with WWAN option) |
| 10. Touchpad buttons | |
| 11. Hard drive activity / HP 3D DriveGuard LED | |

HP COMPAQ 6515B NOTEBOOK PC



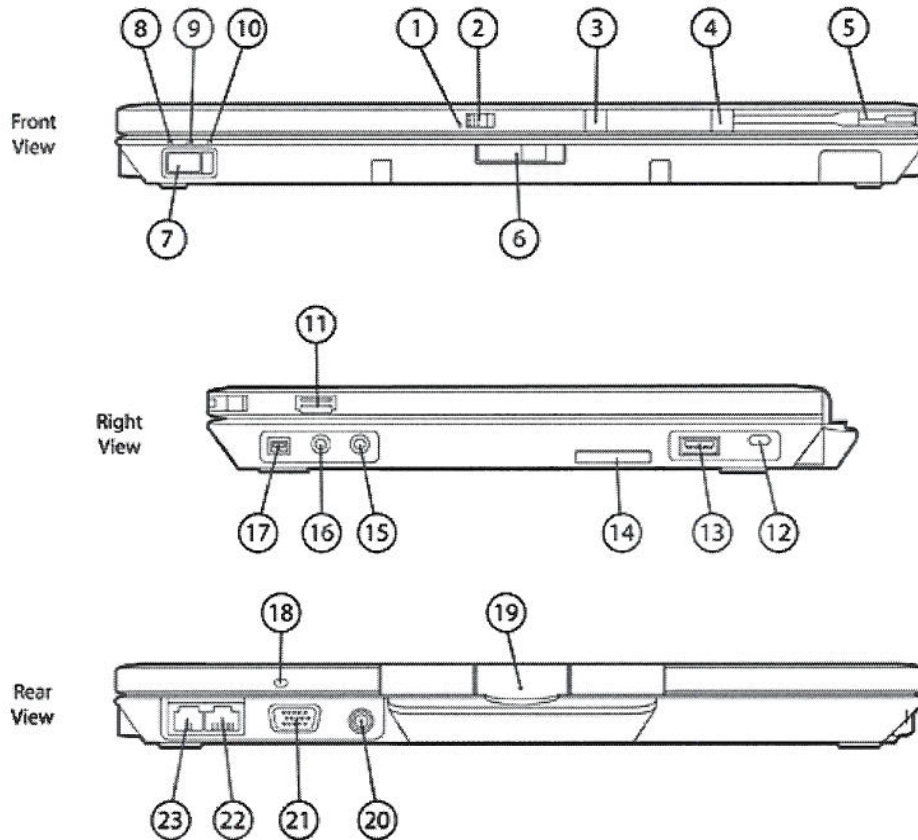
1. Power connector
2. 2 USB 2.0 ports
3. Stereo headphone/line out
4. Stereo microphone in
5. 1394a port
6. Type I/II PC Card slot
7. PC Card eject button
8. S-Video TV out
9. VGA/external monitor connector
10. RJ-45/Ethernet port
11. Kensington Lock slot

HP COMPAQ 2710P TABLET PC



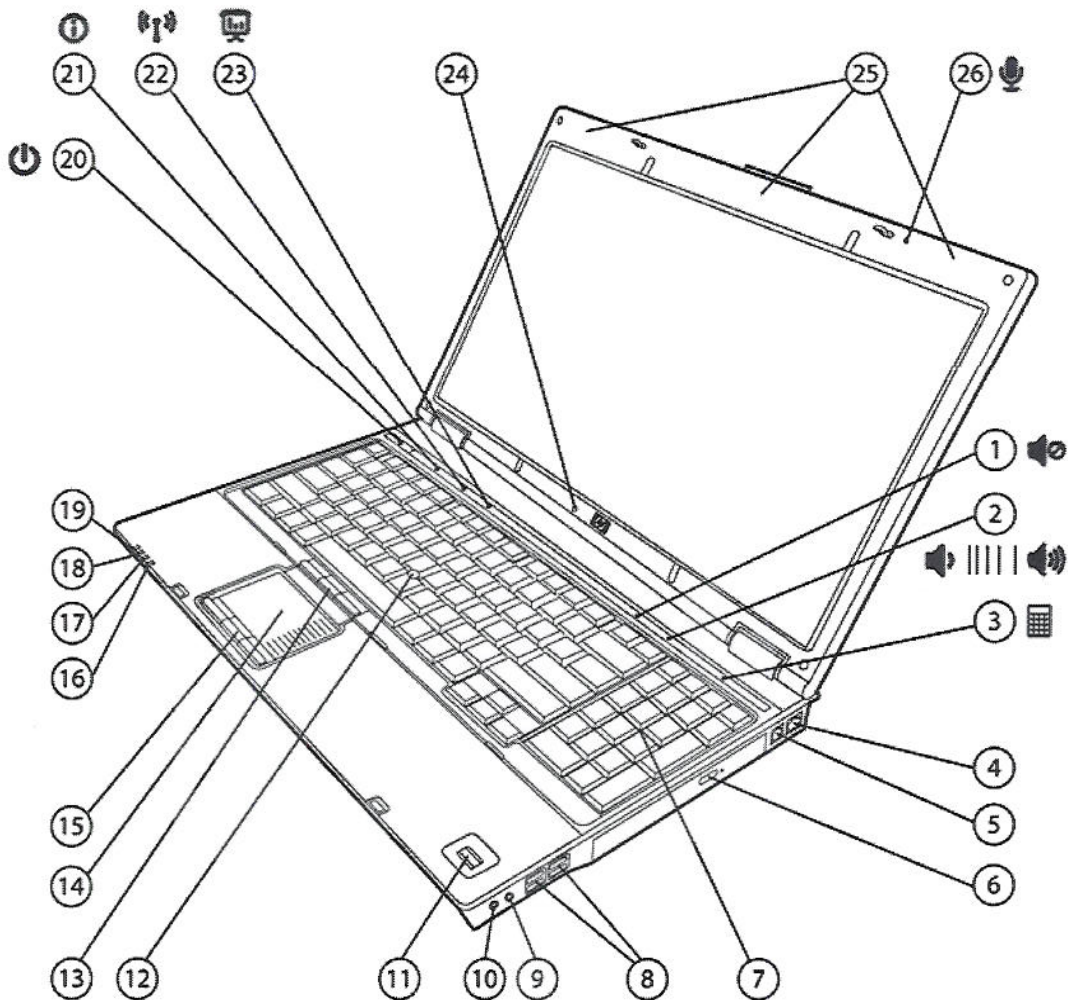
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|---|--|
| 1. HP Presentation button with LED indicator | 11. USB 2.0 port (powered) |
| 2. Volume mute button with LED indicator | 12. HP Info / HP QuickLook button |
| 3. Volume scroll zone with up/down LED indicators | 13. Wireless on/off with LED |
| 4. Pointstick | 14. ExpressCard/54 slot or Smart Card Reader |
| 5. Pointstick buttons | 15. Pen slot |
| 6. Hard drive / optical drive activity / HP 3D DriveGuard | 16. Ambient light sensor |
| 7. LED | 17. Dual-microphone array |
| 8. Battery charging LED | 18. Internal WWAN antenna |
| 9. Power/standby LED | 19. Two internal WLAN antennas |
| 10. Power on/off | 20. Integrated camera (select models) |
| | 21. HP Night Light |
| | 22. External WWAN antenna |

HP COMPAQ 2710P TABLET PC



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| 1. Camera LED (select models) | 12. Kensington Lock slot |
| 2. Camera mode switch (select models) | 13. USB 2.0 port |
| 3. HP Night Light button | 14. Secure Digital (SD) slot |
| 4. External WWAN antenna button | 15. Stereo microphone in |
| 5. External WWAN antenna | 16. Stereo headphone/line out |
| 6. Display release latch | 17. 1394a port |
| 7. Power on/off | 18. Windows security button (ctl-alt-del) |
| 8. Power/standby LED | 19. Convertible Hinge |
| 9. Battery charging LED | 20. Power connector |
| 10. Hard drive activity / HP 3D DriveGuard LED | 21. VGA/external monitor connector |
| 11. HP Fingerprints Sensor | 22. RJ-45/Ethernet port |
| | 23. RJ-11/modem port |

HP COMPAQ 8710P MOBILE WORKSTATION

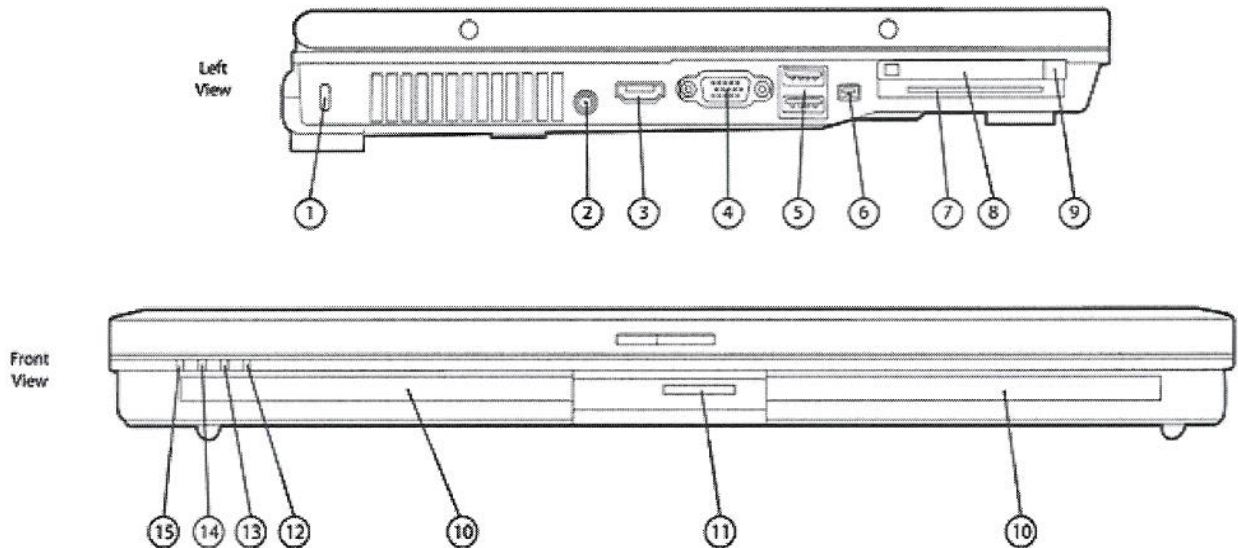


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|---|--|
| 1. Volume mute button with LED indicator | 14. Touchpad with scroll zone |
| 2. Volume scroll zone with up/down LED indicators | 15. Touchpad buttons, three |
| 3. Calculator button | 16. Hard drive / optical drive activity / HP 3D DriveGuard LED |
| 4. RJ-45/Ethernet port | 17. Battery charging LED |
| 5. RJ-11/modem port | 18. Power/standby LED |
| 6. Optical drive | 19. Wireless on/off LED |
| 7. Full numeric keypad | 20. Power button with LED |
| 8. 4 USB 2.0 ports | 21. HP Info / HP QuickLook button with LED indicator |
| 9. Stereo microphone in | 22. Wireless on/off button with LED indicator |
| 10. Stereo headphone/line out | 23. HP Presentation button with LED indicator |
| 11. HP Fingerprint Sensor | 24. Ambient Light Sensor |
| 12. Pointstick | |
| 13. Pointstick buttons, three | |

25. Three WLAN antennas (with
WLAN option)

26. Integrated microphone

HP COMPAQ 8710P MOBILE WORKSTATION



1. Kensington Lock slot
2. Power connector
3. HDMI port
4. VGA/external monitor connector
5. 2 USB 2.0 ports
6. 1394a port
7. Integrated Smart Card Reader
8. Type I/II PC Card slot

9. PC Card eject button
10. Integrated stereo speakers
11. Media Card Reader
12. Hard drive activity / HP3D
DriveGuard LED
13. Battery charging LED
14. Power/standby LED
15. Wireless on/off LED