Button and fingerprint reader

The fingerprint reader is located on the top cover below the keyboard.

IMPORTANT: To verify that your computer supports fingerprint reader sign-in, select the **Search** icon in the taskbar, type `Sign-in options` in the search box, and then select the **Sign-on options** app. If **Fingerprint recognition** is not listed as an option, then your notebook does not include a fingerprint reader.
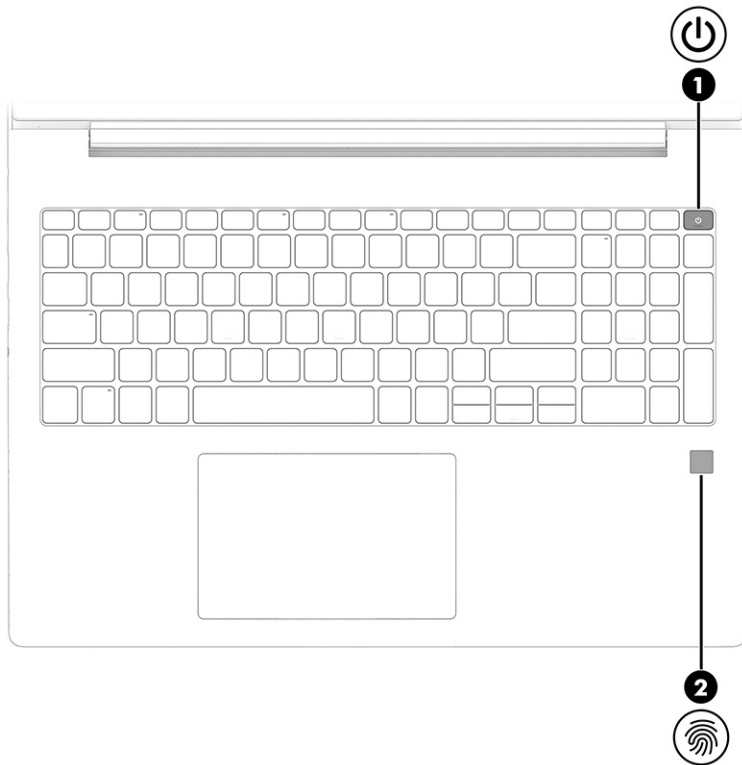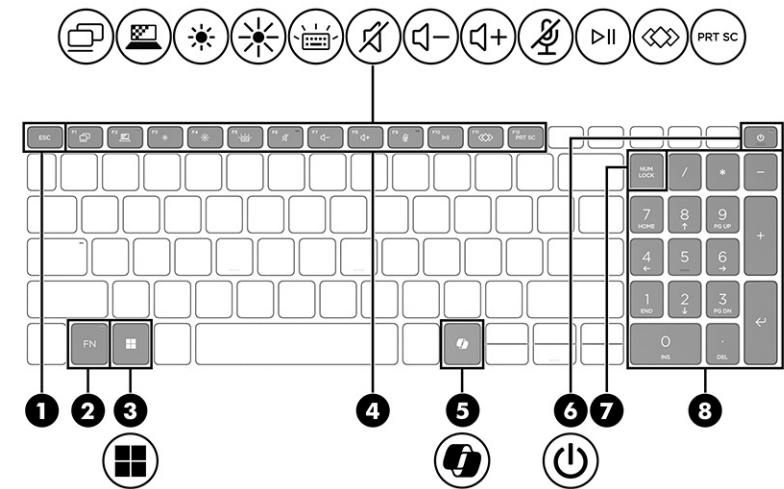
Table 3-6 Button and fingerprint reader and their descriptions

Component			Description
(1)	⏻	Power key	• When the computer is off, press the key briefly to turn on the computer.
			• When the computer is on, press the key briefly to initiate Sleep.
			• When the computer is in the Sleep state, press the key briefly to exit Sleep (select products only).
			• When the computer is in Hibernation, press the key briefly to exit Hibernation.
			IMPORTANT: Pressing and holding down the power key results in the loss of unsaved information.
			If the computer has stopped responding and shutdown procedures are ineffective, press and hold the power key for at least 4 seconds to turn off the computer.
			To learn more about your power settings, use the Power icon.
			• Right-click the **Power** icon ▬, and then select **Power and sleep settings**.
(2)		Fingerprint reader (select products only)	Allows a fingerprint logon to Windows, instead of a password logon.
			▪ Swipe down across the fingerprint reader. See Windows Hello (select products only) on page 59 for details.
			IMPORTANT: To prevent fingerprint logon issues, make sure when you register your fingerprint that all sides of your finger are registered by the fingerprint reader.

Special keys

Use the illustration and table to identify the special keys.

Table 3-7 Special keys and their descriptions

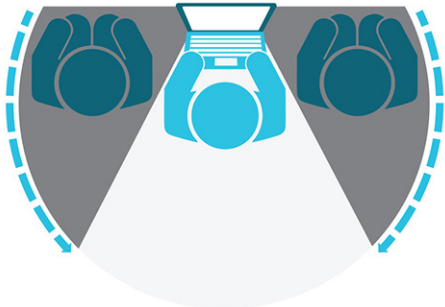| Component		Description
(1)	esc key	Displays system information when pressed in combination with the fn key.
(2)	fn key	Executes frequently used system functions when pressed in combination with another key. Such key combinations are called *hot keys*. See Hot keys (select products only) on page 17.
(3)	Windows key	Opens the Start menu. **NOTE:** Pressing the Windows key again will close the Start menu.
(4)	Action keys	Execute frequently used system functions. See Action keys on page 15.
(5)	Windows Copilot key	Opens Windows Copilot (select products only).
(6)	Power key	• When the computer is off, press the key briefly to turn on the computer. • When the computer is on, press the key briefly to initiate Sleep. • When the computer is in the Sleep state, press the key briefly to exit Sleep (select products only). • When the computer is in Hibernation, press the key briefly to exit Hibernation. **IMPORTANT:** Pressing and holding down the power key results in the loss of unsaved information. If the computer has stopped responding and shutdown procedures are ineffective, press and hold the power key for at least 4 seconds to turn off the computer. To learn more about your power settings, use the Power icon. • Right-click the **Power** icon, and then select **Power and sleep settings**.
(7)	num lk key	Alternates between the navigational and numeric functions on the integrated numeric keypad.
(8)	Integrated numeric keypad	A separate keypad to the right of the alphabet keyboard. When num lk is pressed, the integrated keypad can be used like an external numeric keypad. **NOTE:** If the keypad function is active when the computer is turned off, that function is reinstated when the computer is turned back on.

Action keys

Action keys perform specific functions and vary by computer. To determine which keys are on your computer, look at the icons on your keyboard and match them to the descriptions in this table.

■ To use an action key, press and hold the key.

Table 3-8 Action keys and their descriptions

| Icon	Description
⊡	Switches display output between modes.
▨	Helps prevent side-angle viewing from onlookers. If needed, decrease or increase brightness for well-lit or darker environments. Press the key again to turn off the privacy screen. NOTE: This feature is available only on select products. If the feature is not available on your computer, a message is displayed when you press this key. NOTE: To quickly turn on the highest privacy setting, press fn+p.
☀	Decreases the screen brightness incrementally as long as you hold down the key.
☀	Increases the screen brightness incrementally as long as you hold down the key.
⌨	Turns the keyboard backlight off or on. On select products, you can adjust the brightness of the keyboard backlight. Press the key repeatedly to adjust the brightness from high (when you first start up the computer), to low, to off. After you adjust the keyboard backlight setting, the backlight will revert to your previous setting each time you turn on the computer. The keyboard backlight will turn off after 30 seconds of inactivity. To turn the keyboard backlight back on, press any key or tap the touchpad (select products only). To conserve battery power, turn off this feature.
🔇	Mutes or restores speaker sound.
🔉	Decreases speaker volume incrementally while you hold down the key.
🔊	Increases speaker volume incrementally while you hold down the key.
🎤	Mutes the microphone.
⏯	Starts, pauses, or resumes playback of an audio CD, a DVD, or a BD.

Table 3-8 Action keys and their descriptions (continued)

Icon	Description
◇◇	Executes frequently used tasks. Some tasks might not be available on all products. • Opens an application, file, or website • Enters frequently used text into a permanent clipboard • Ability to change system profiles • Ability to change system properties • Executes user-defined key sequences
PRT SC	Takes a screenshot of your computer screen.

NOTE: The action key feature is enabled at the factory. On select products only, you can disable this feature by pressing and holding the fn key and the left shift key. The fn lock light will turn on. After you have disabled the action key feature, you can still perform each function by pressing the fn key in combination with the appropriate action key.

Hot keys (select products only)

A hot key is the combination of the fn key and another key. Use the table to identify the hot keys.

To use a hot key:

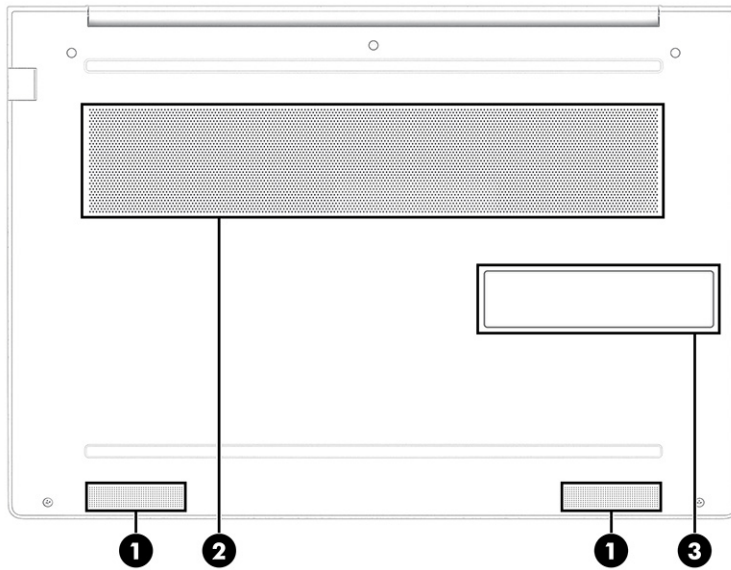■   Press the fn key, and then press one of the keys listed in the following table.

Table 3-9 Hot keys and their descriptions

Key	Description
C	Turns on scroll lock.
E	Turns on the insert function.
R	Breaks the operation.
S	Sends a programing query.
W	Pauses the operation.

Bottom

Use the illustration and table to identify the bottom components.

Table 3-10 Bottom components and their descriptions

|	Component	Description
(1)	Speakers (2)	Produce sound.
(2)	Vent	Enables 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.
(3)	Solid-state drive access door (select products only)	Provides access to the solid-state drive bay.

Labels

The labels affixed to the computer provide information you might need when you troubleshoot system problems or travel internationally with the computer. Labels might be in paper form or imprinted on the product.

IMPORTANT: Check the following locations for the labels described in this section: the bottom of the computer, inside the battery bay, under the service door, on the back of the display, or on the bottom of a tablet kickstand.

- Service label—Provides important information to identify your computer. When contacting support, you might be asked for the serial number, the product number, or the model number. Locate this information 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.
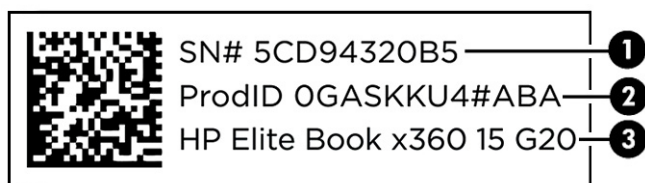
Table 3-11 Service label components

	Component
(1)	Serial number
(2)	Product ID
(3)	HP product name
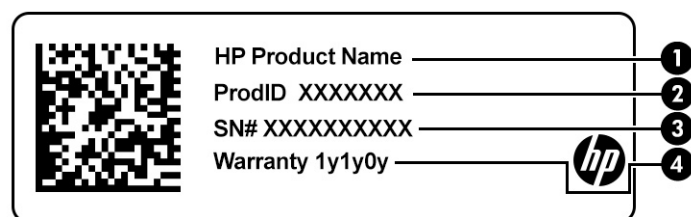
Table 3-12 Service label components

	Component
(1)	HP product name
(2)	Product ID
(3)	Serial number
(4)	Warranty period
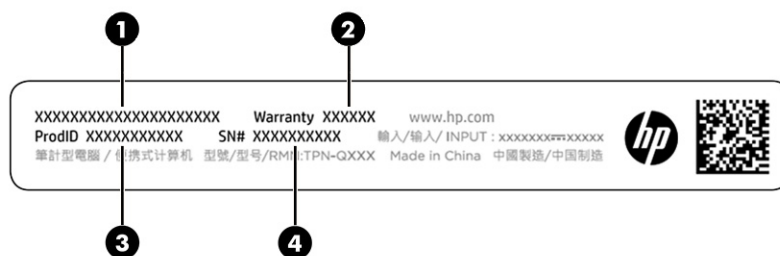
Table 3-13 Service label components

	Component
(1)	HP product name

Table 3-13 Service label components (continued)

	Component
(2)	Warranty period
(3)	Product ID
(4)	Serial number

- Regulatory labels—Provide regulatory information about the computer.

- Wireless certification labels—Provide information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.

Using a SIM card (select products only)

Use these instructions to insert a SIM card.

IMPORTANT: You can damage the SIM card if you insert the wrong size card or insert it or the SIM card tray in the wrong direction. The card might also become stuck in the slot. Do not use SIM card adapters. To prevent damage to the SIM card or connectors, use minimal force when inserting or removing a SIM card.

Determining the correct SIM card size for your computer

Before purchasing a SIM card, follow these instructions to determine the correct SIM card size for your computer.

1. Go to http://www.hp.com/support, and then search for your computer by product name or number.

2. Select **Product Information**.

3. Refer to the listed options to determine which card to purchase.

Inserting a SIM card in the service bay

To insert a SIM card, follow these steps.

1. Turn off the computer by using the Shut down command.

2. Close the display.

3. Disconnect all external devices connected to the computer.

4. Unplug the power cord from the AC outlet.

5. Turn the computer upside down on a flat surface, with the battery bay toward you.

6. Remove the battery.

7. Insert the SIM card into the SIM card slot, and then press in on the SIM card until it is firmly seated.

NOTE: Your SIM card or the SIM card slot in your computer might look different from the illustration in this section.

NOTE: Your SIM card slot may have an icon to show which way the card should be inserted into the computer.