



# **Startup and Reference Guide**

## **Compaq Notebook Series**

Document Part Number: 311245-001

June 2003

### **Part 1 Startup**

The Startup section of this guide explains how to set up your notebook for the first time.

### **Part 2 Reference**

The Reference section of this guide explains how to identify and use the hardware and software features on your notebook.

# Contents

## **1 Startup**

## **2 Hardware**

## **3 Keyboard**

## **4 Power**

## **5 Drives and Drive Media**

## **6 Multimedia**

## **7 Communications**

## **8 Hardware Options and Upgrades**

## **9 Software Updates, Restorations and Utilities**

## **A Specifications**

## **Index**

# Part 1

---

## Startup

This *Startup and Reference Guide* provides information about setting up and using your notebook.

- To set up your notebook hardware and software for the first time, follow the procedures in this “Startup” section.
- To learn more about using your notebook, refer to the remaining sections of this book. To find information about a specific topic:
  - Refer to the chapter Contents on the first page of each chapter, or
  - Consult the Index.

## Startup

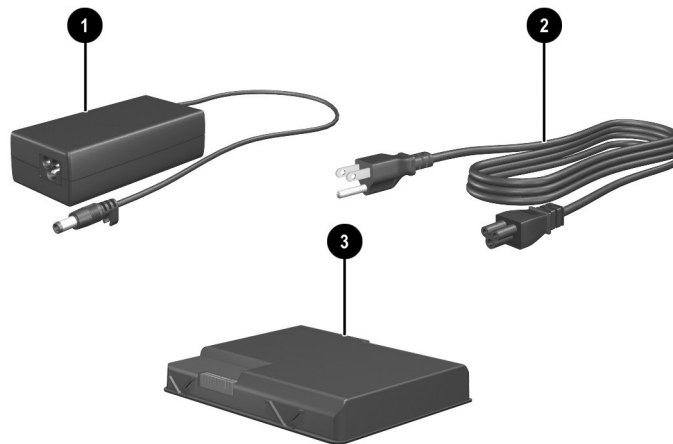
# Setting Up the Hardware

To set up the notebook for the first time, you need the notebook, the AC adapter ❶, the power cord ❷, and the battery pack ❸.

During hardware setup, you will:

- Insert the battery pack into the notebook, so the battery can begin to charge as soon as the notebook is connected to external power.
- Open the notebook.
- Connect the notebook to external power and turn on the notebook.

You will then proceed to software setup.

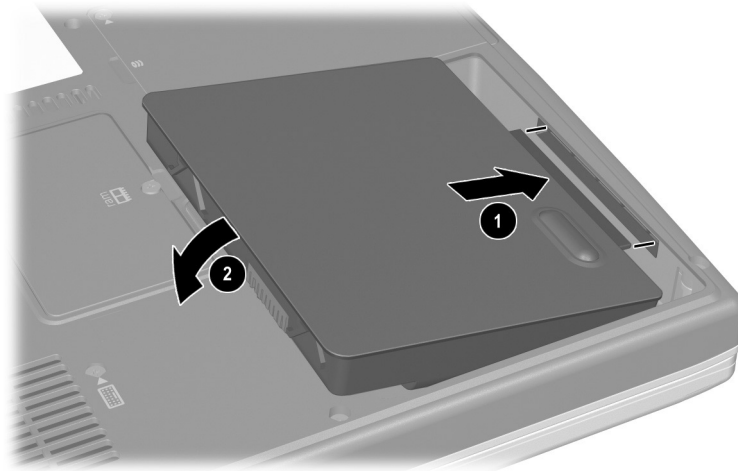


*Identifying the AC adapter, the power cord, and the battery pack  
(Power cords vary by region and country.)*

## Inserting a Battery Pack

To insert the battery pack into the battery bay:

1. Turn the notebook underside up on a flat surface.
2. Insert the alignment tab on the battery pack into the alignment slot on the notebook ❶.
3. Tilt the battery pack downward until it snaps into place ❷.



*Inserting a battery pack*



**CAUTION:** To ensure that the correct drivers load and to prevent file corruption or damage to components, do not remove the battery pack until the notebook has been connected to external AC power.

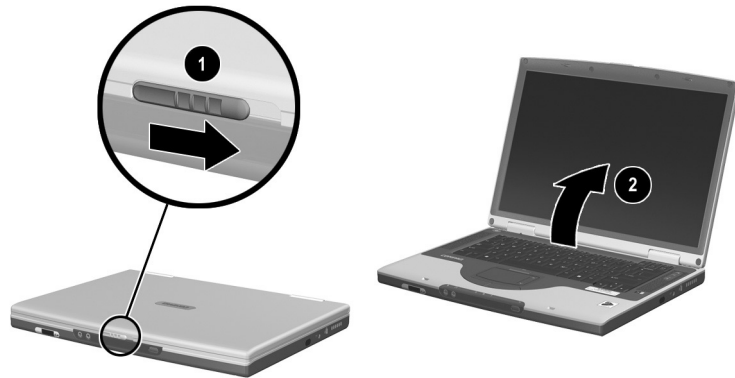
## Startup

---

### Opening the Notebook

To open the notebook:

1. Place the notebook display side up on a flat surface near an electrical outlet.
2. Slide the display release latch **1** as you raise the display **2**.



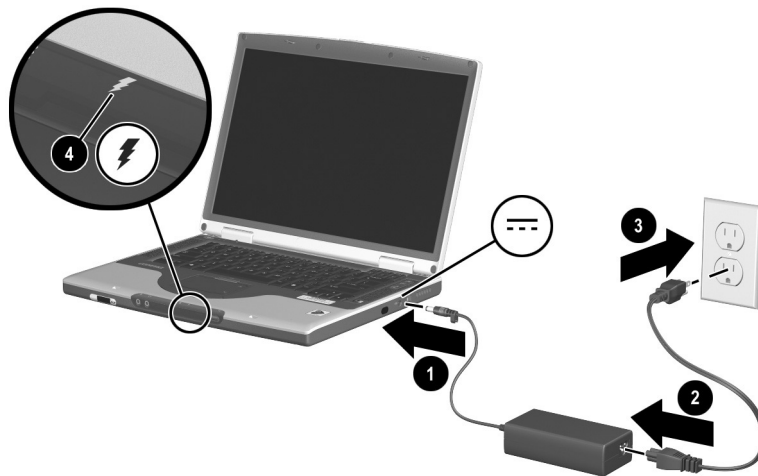
*Opening the notebook*

## Connecting the Notebook to External Power

To connect the notebook to external AC power:

1. Plug the AC adapter cable into the power connector ❶.
2. Plug the power cord into the AC adapter ❷, then into an electrical outlet ❸.

When the notebook is receiving external power, the battery light ❹ turns on.



*Connecting the notebook to external power (Power cords and outlets vary by region and country.)*

## Startup

### Charging a New Battery Pack

The battery pack you inserted earlier begins to charge as soon as the notebook is connected to external power. Charge status is indicated by the battery light.

- The battery light is on and *amber* while a battery pack inserted into the notebook is charging.
- The battery light is on and *green* when a battery pack inserted into the notebook is fully charged.

Compaq recommends that you leave the notebook connected to external power until the battery pack is fully charged and the battery light turns green. (A partially charged new battery pack can run the notebook after initial software setup is complete, but battery charge displays will not be accurate until the new battery pack has been fully charged.)



*Identifying the battery light*

## Turning On the Notebook

To turn on the notebook, press the power button **1**. When the notebook turns on, the power/standby light **2** turns on, and you are prompted to begin software setup.



### Turning on the notebook

If the notebook does not turn on:

- Make sure that the AC adapter is securely plugged into an electrical outlet.
- Make sure that the outlet is providing power. (To confirm that the outlet is providing power, plug another device into the outlet.)
- If you have installed a battery pack, make sure that the battery pack is firmly seated.
- Refer to the *Worldwide Telephone Numbers* booklet (English only) included with the notebook to contact a Compaq authorized dealer, reseller, or service provider.

## Startup

# Setting Up the Software

## Installing Basic Software

When the notebook is connected to external power and turned on for the first time, a prompt to set up the operating system and other basic software is displayed on the screen.

Before responding to the prompt and proceeding through the on-screen instructions, read the following caution and other installation information.



**CAUTION:** To prevent file corruption and ensure that the correct drivers are installed, install software only when the notebook is connected to external power through the AC adapter. During the installation:

- Do not unplug the notebook from external power.
  - Do not shut down the notebook or initiate Standby or Hibernation.
  - Do not insert, remove, connect, or disconnect any device, cable, or cord.
- 
- After beginning the software setup, you must complete the entire process without interruption. Setup time varies.
  - If you are prompted to select a language, choose carefully. On some models, the languages that you do not choose are deleted from the system and cannot be restored during the installation.
  - Regional settings and most other preferences that you may select as you set up the basic software can be selected or changed later, after the operating system is installed.
  - When you are prompted to accept the End User License Agreement, you must choose Accept to continue the software setup.



During setup, it is normal for some notebook models to pause occasionally for up to 2 minutes and to restart several times. These pauses and restarts occur only during initial software setup. They will not occur during standard Windows startups.

## Installing Optional Software

Step-by-step instructions for installing and using many of the applications and utilities included with the notebook are provided later in this guide. If you prefer to install optional software now, the following information may be helpful.



**CAUTION:** To prevent file corruption and ensure that the correct drivers are installed, install software only when the notebook is connected to external power through the AC adapter. During the installation:

- Do not unplug the notebook from external power.
- Do not shut down the notebook or initiate Standby or Hibernation.
- Do not insert, remove, connect, or disconnect any device, cable, or cord.

To install an application or a utility from a CD, refer to the instructions included with the CD. If printed instructions are not included in the CD package, they may be displayed on the screen when the CD is inserted.

To view or install preloaded utilities or applications, select Start > All Programs > Software Setup. Then:

- To display the descriptions and space requirements of a preloaded item without installing it, select the Next button, then select an item. After viewing the information that is displayed, select the Cancel button.
- To install a preloaded item, select the check box for the item, select the Next button, then follow the instructions on the screen.

## Startup

---

### Setting Regional and Display Preferences

Keyboard language and other regional preferences, such as time, date, and currency format, are set in the Regional Options window of the operating system. To access the Regional Options window, select Start > Control Panel > Date, Time, Language and Regional Options icon.

Screen appearance settings are accessed from the operating system Appearance and Themes window. To access the Appearance and Themes window, select Start > Control Panel > Appearance and Themes icon. To access the settings that control the size of the items displayed on the screen, select the Change Resolution task.

### Turning Off the Notebook

Turn off the notebook by using the Windows shutdown procedure: Select Start > Turn Off Computer > Turn Off.

If the notebook does not respond, try the following emergency shutdown procedures in the sequence provided:

- If the notebook is running Microsoft Windows XP Professional: press **ctrl+alt+delete**. Select the Shut Down button, then select Shut down from the drop down list.
- Press and hold down the power button for at least 4 seconds.
- Unplug the notebook from external power and remove the battery pack. For instructions see “Replacing a Battery Pack” in Chapter 4.

## Protecting the Notebook from Power Surges

To protect the notebook from the power surges that may be caused by an uncertain power supply or an electrical storm:

- Plug the notebook power cord into an optional, high-quality surge protector. Surge protectors are available from most computer or electronics retailers.
- Provide surge protection on the cable that connects a modem to the telephone line.
- During an electrical storm, run the notebook on battery power or shut down the notebook and disconnect the power cord.

## Protecting the Notebook Against Viruses

When you use the notebook for email, network, or Internet access, you expose the notebook to computer viruses. Computer viruses can disable the operating system, your applications, or your utilities or cause them to function abnormally.

Antivirus software can detect most viruses, destroy them, and, in most cases, repair damage they have caused. To provide protection against newly discovered viruses, antivirus software must be updated.

The Norton AntiVirus 2003 software installed on your notebook provides 60 days of free virus updates.

For Norton AntiVirus 2003 instructions and more information about virus updates, refer to the Help file within the application or select Start > Help and Support.

---

*Startup*

---

## Using the Notebook Safely

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules.

For more safety and regulatory information, as well as instructions for protecting the notebook against electrostatic discharge, refer on the *Documentation Library* CD to the *Regulatory and Safety Notices* guide.

The *Documentation Library* CD is included with your notebook.



**WARNING:** To reduce the risk of electric shock or damage to your equipment:

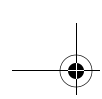
- Plug the power cord into an electrical outlet that is easily accessible at all times.
- Disconnect power from the product by unplugging the power cord from the electrical outlet.
- If provided with a three-conductor power cord with a three-pin attachment plug, plug the cord into a grounded (earthed) outlet. Do not disable the power cord grounding pin. The grounding pin is an important safety feature.



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



**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).



# Part 2

# Reference

