

Using Your PC

HP Vectra NI PC Series
HP Vectra N PC Series



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Using Your PC

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Welcome to your HP PC

Your high-performance personal computer (PC) has the following features:

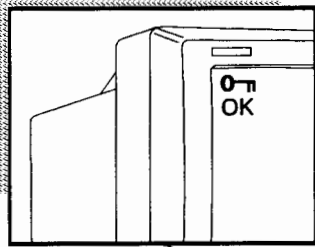
- easy-to-use security features to protect your software and data, enabled by your User Password:
 - power-on protection to prevent your PC from being started in your absence (a power-on prompt  appears)
 - a keyboard lock button  to lock your PC and blank your screen when you take a break (your PC cannot be used and no one can reset it or switch it off)
 - a keyboard lock timer—on 486-based PCs—to lock your PC when you haven't used the keyboard for a specified time.

You just type in your User Password to use the PC.

- keyboard preferences that you can set to control:
 - the volume of the “click” when you press a key
 - the speed at which characters repeat when you hold a key down
 - the delay before a character is repeated when you hold a key down
 - the setting of the **Num Lock** key when you start the PC—this key sets the keyboard's numeric keypad to generate numeric characters or provide cursor control keys.
- a SETUP program—with context-sensitive help—to set your User Password and keyboard preferences
- a press-and-hold **Reset** button to prevent the PC from being reset accidentally.

Warning

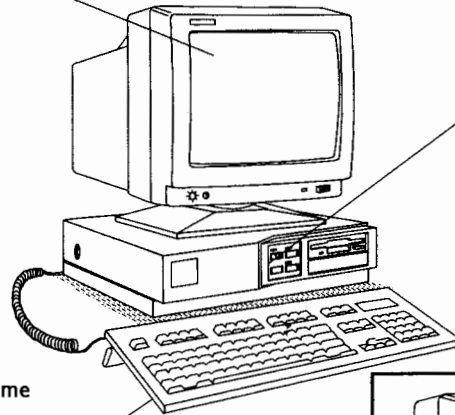
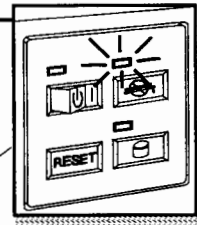
Always use power cords with properly grounded wall outlets to avoid electrical shock.



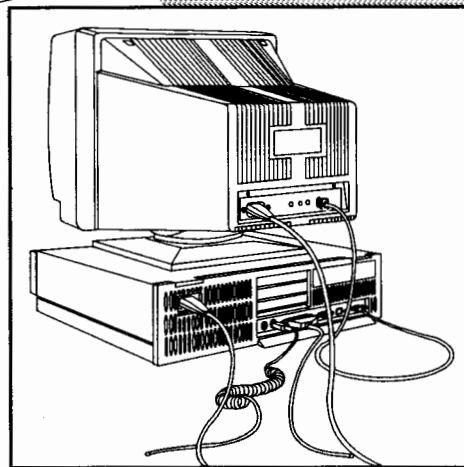
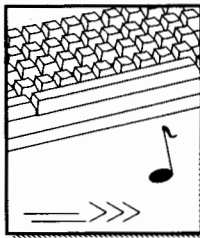
Set a User Password in SETUP to have:

power-on protection

keyboard lock button



Select your keyboard preferences in SETUP, including key click volume and key repeat rate







Connect the keyboard, display, devices, and power cords to the rear of your PC

In This Manual

Your dealer, system administrator, or HP service personnel should have set up your PC and installed your software.

This manual explains how to use your PC.

Chapter 1 describes how to:

- turn on your PC
- save and back up your data
- use your PC's control panel, including the power button , keyboard lock button , and **Reset** button
- set your User Password for security
- set your keyboard's click volume and other preferences
- use your PC's security features (power-on prompt , keyboard lock button , and keyboard lock timer)
- use your diskettes, LAN, and printer.

Chapter 2 explains how to:

- look after your PC
- fix problems when using the PC.

Index contains an alphabetical list of the information in this manual.

Now go to chapter 1 to start using your PC.

For more information on.

- setting up your PC, including installing hardware accessories and configuring the PC, refer to the *Setting Up Your PC* manual supplied with your PC
- installing and using your application software, refer to your applications' manuals
- using a LAN, refer to your LAN documentation.

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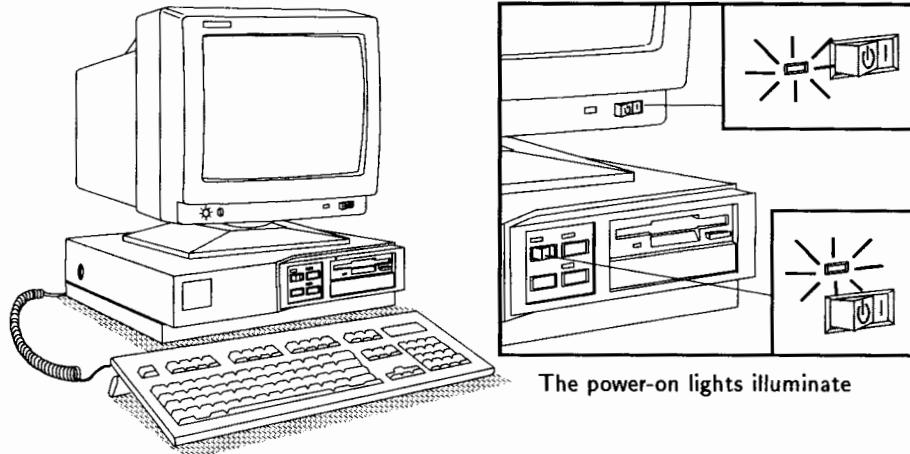
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———— Getting Started

Getting Started

- Starting Your PC** Make sure your display and PC are connected to a grounded power outlet.
1. Turn on the display and then your PC.




2. Your PC beeps and displays a power-on self-test screen similar to following:

If an error message appears, refer to chapter 2.

```
Hewlett-Packard System Hardware Test
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX XXXXXX XXXXX XXXXXXXXXXXX . . . . . PASSED
XXXXXXXX XXXXXX XXXXX XXXXXXXXXXXX . . . . . PASSED
XXXXXXXX XXXXXX XXXXX XXXXXXXXXXXX . . . . . PASSED
XXXXXXXX XXXXXX XXXXX XXXXXXXXXXXX . . . . . PASSED

System OK

-----
<Setup=F2>
```

3. If the power-on prompt  appears, type your *User Password* **Enter**.



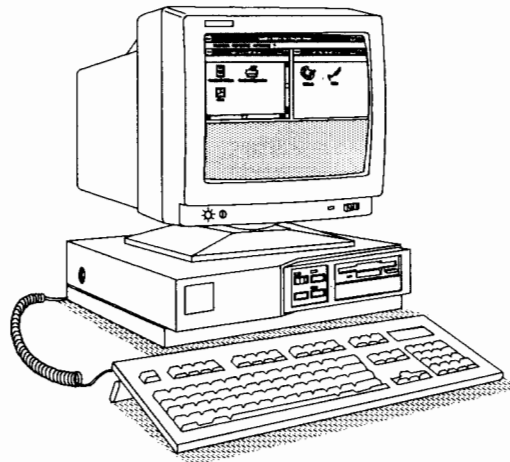
This PC has been designed to operate on all power systems, including "IT" power systems. It is disconnected from the power by removing the power cord from the power outlet. This means the PC must be located close to a power outlet that is easily accessible.

4. Your PC starts the software that is installed. If your PC displays:

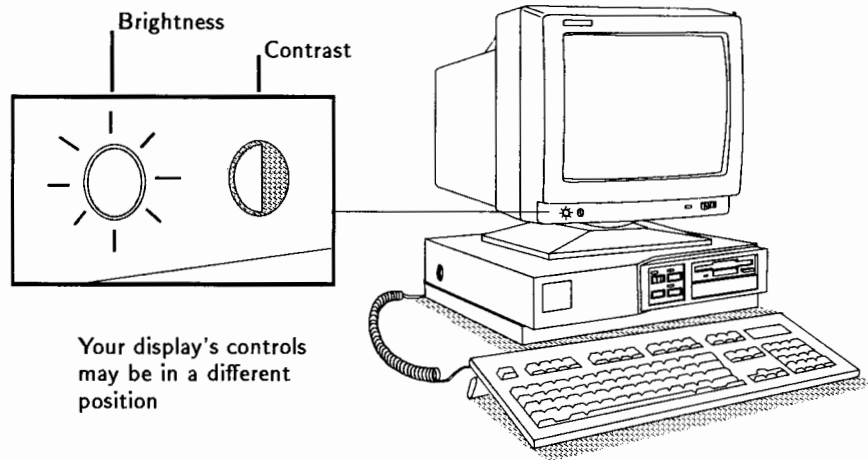
- information on setting up preinstalled software or using your PC, follow any instructions on the screen

If you are asked for the type of printer you are using and where it is connected:

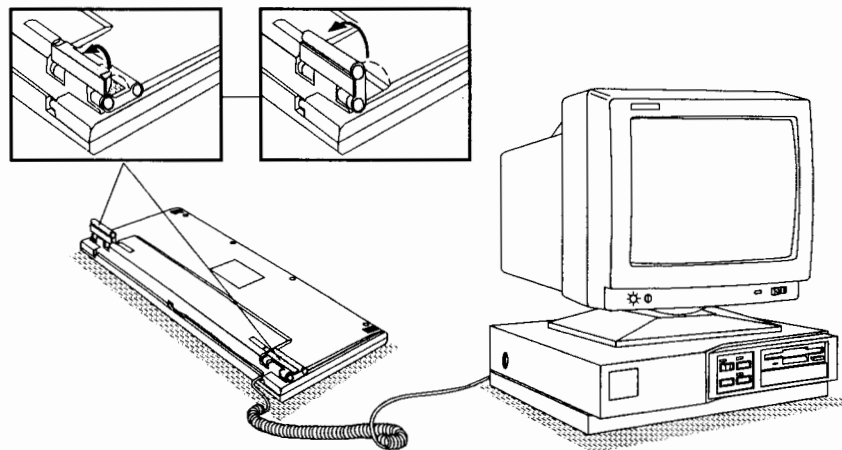
- if you have a "parallel printer", it is usually connected to LPT1:
- if you have a "serial printer", it is usually connected to COM1:.
- an MS-DOS operating system prompt such as `C>`, refer to your operating system and application manuals if you need more information
- a screen similar to the following, refer to your application manuals if you need more information



5. Adjust the display screen's brightness and contrast to your needs.



6. Position the keyboard at a comfortable angle.



Your PC is ready to use. (If you have a problem, refer to chapter 2.)

Backing Up Your Data

You should backup (make a duplicate copy of) your data in case you ever misplace or delete a file.

You can backup your data as follows:

- Copy your files to diskette. (Refer to your operating system and application manuals for details on backup utilities.)

Remember to label your diskettes and store them in a safe place.

- If your PC is connected to a LAN (local area network), copy your files to a hard disk drive connected to the LAN server.
- If your PC has a SCSI host adapter board, copy your files to an external tape drive or hard disk drive connected to the SCSI host adapter board.

If your PC has preinstalled software, your dealer or system administrator should have backed up your software in case you need to reinstall it later. You may need to reinstall your software if it becomes corrupted by another program. (Backing up is described in the *Setting Up Your PC* manual.)


When you use application software, save your data on the PC's hard disk drive or diskettes before leaving your application.



Your PC puts a "time and date" stamp on a file when it is saved. This lets you know when the file was last used. This allows you to backup or restore files with a certain time or date stamp.

Your PC's clock provides the "time and date" stamp. You can set or change the PC's time and date using SETUP. (You can also use the operating system to set or change the time and date. Refer to your operating system manuals for details.)


Using Your Control Panel




 power button


Press  to start your PC. The light above the button lets you know when your PC is ON (green) or has a problem (red).

If the power-on prompt appears , type *User Password*  to use the PC.


 keyboard lock button


Press  when you leave your desk.

If you set a User Password in SETUP, your keyboard and mouse are locked. In addition, the power  and  buttons are disabled to prevent your PC from being restarted in your absence. If you enabled Screen Blanking in SETUP, the screen goes blank. The light above the button lets you know that your PC is locked. Programs that were running when your PC was locked keep running. (Page 1-13 gives an example of using the  button.)

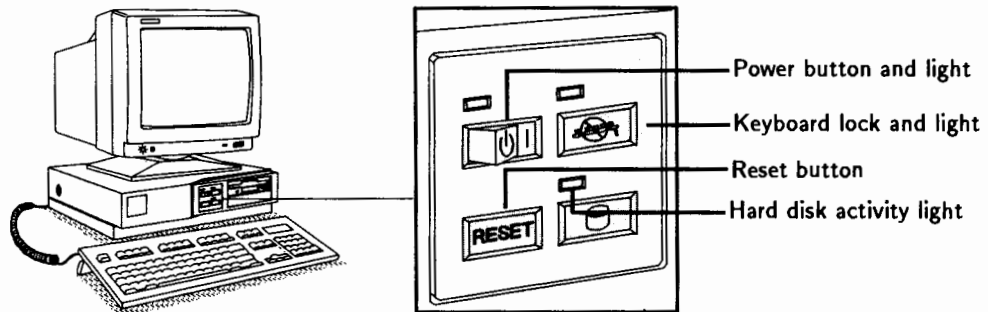
Type *User Password*  to use the PC.

 reset button

Press and hold  for *one second* to restart the PC when it's on. (This lets you restart your PC without turning it off first.)



 hard disk light

The hard disk activity light flashes when your PC is reading or saving information.



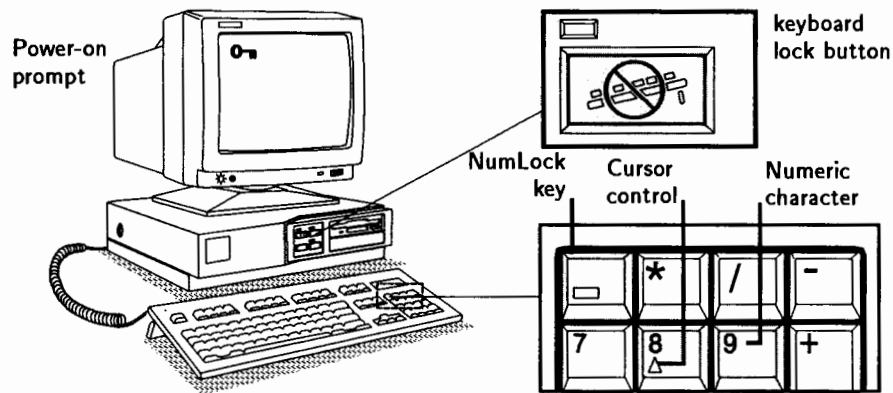
Setting Security and Keyboard Preferences in SETUP

By setting a User Password in SETUP, you enable these security features:

- a power-on prompt  to prevent your PC being started in your absence
- a keyboard lock button  to lock your PC—with your applications running—when you leave your desk
- a keyboard lock timer to automatically lock your 486-based PC when you haven't used the keyboard or mouse for a specified period (for example, if you leave your desk)
- screen blanking to conceal your data when the PC is locked.

You can also select the following keyboard preferences in SETUP:

- your keys' "click" volume
- your keys' autorepeat rate and delay before autorepeat
- the state of the **Num Lock** key when you start the PC—this key sets the keypad on the right-hand side of the keyboard to a numeric keypad (NumLock on) or a cursor control pad (NumLock off).



Using SETUP

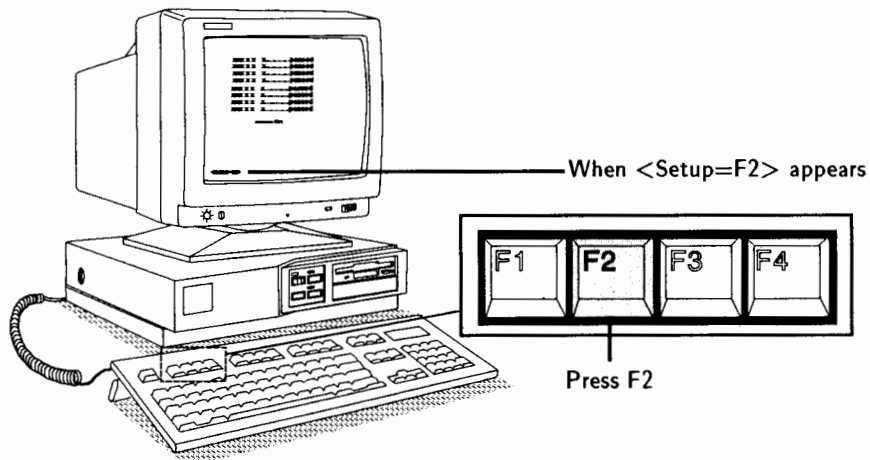
You must use your PC's SETUP program to set your User Password and keyboard preferences.

Starting SETUP

You start the SETUP program by pressing **F2** after the PC completes its power-on self-test.

To start SETUP:

1. Turn on the display and PC.
If your PC is already turned on, press and hold the **Reset** button on the control panel until it restarts.
2. Press **F2** while **<Setup=F2>** is displayed at the bottom of the screen.



NOTE

<Setup=F2> appears for a couple of seconds only, just after the beeps signaling the end of the PC's self-test. If you miss the message, press-and-hold the **Reset** button to restart the PC, and try again.

- Follow any instructions on the screen—enter your password if you have one. The SETUP program will appear.


The information on your screen may be different.

```

Setup Version  xx.xx.xx          F1=Help On/Off
Date (Year/Month/Day) . . . . . xxxxx / xx / xx
Time (Hour/Minute/Second) . . . . . 09 : 35 :54

Processor . . . . . xxxxx
Computer Speed . . . . . High (xx MHz)
Coprocesor . . . . . xxxxx

User Preferences
User Password . . . . . Not Set
Screen Blanking . . . . . Disabled
Keyboard Lock Timer . . . . . xxxxx
Key Click Volume (0 to 10) . . . . . 7
Key Autorepeat Speed . . . . . 20.0 per Second
Delay Before Autorepeat . . . . . 0.25 Second
Power-on NumLock State . . . . . On
  
```



The SETUP program allows you to view and set your PC's configuration; that is, give your PC information about items installed in it. The configuration can be protected by the System Administrator Password.


If your system administrator has set a System Administrator Password, you can only change the date and time, User Password, and keyboard preferences. Your User Password and keyboard preferences are in the User Preferences part of the SETUP program.

- Use the **▲** or **▼** key to move the **highlight** from one line to another.
- Follow the instructions on the bottom of the screen to change a setting.
- Use the **F1** key to display help (press it again to turn off the help).
- Use the **F3** key to save your settings.
- Use the **Page Down** or **Page Up** or **Home** key to move from one screen to another.

Setting Security and Keyboard Preferences in SETUP

Setting Your User Password

The User Password allows you to:

- prevent your PC from being started in your absence
- use the keyboard lock button  to lock your PC.


To set or change your password:

1. Press the **Home** key to display the User Preferences.
2. Press the **▼** key to go to the **User Password** line.
3. To set your password press **Enter** once.
 - Type your *password* and press **Enter**.
 - Type your *password* and press **Enter** again to confirm your password.

The screen shows **User Password Set**.

4. To erase your password, press **Enter** twice to change the setting to **Not Set**.


Setting Screen Blanking

Screen blanking causes the display to go blank when your PC is locked using the keyboard lock button .

To set or change screen blanking:

1. Press **▼** to go to the **Screen Blanking** line.
2. Press **F8** to change the line to **Screen Blanking Enabled**.

Setting Your Keyboard Lock Timer on 486-based PCs

The timer locks your PC—like the keyboard lock button —when you haven't used the keyboard or mouse for a specified time.

To set or change your keyboard lock timer:

1. Press **▼** to go to the **Keyboard Lock Timer** line.
2. Press **F7** or **F8** to select a value between 1 and 75 minutes.

The Keyboard Lock Timer is on 486-based PCs only

```
User Preferences
User Password . . . . . Set
Screen Blanking . . . . . Enabled
Keyboard Lock Timer . . . . . 10 Minute(s)
```

Setting Your Keyboard Preferences

The keyboard preferences allow you to set:

- the volume of the “click” you hear when you press a key
- the speed at which characters repeat when you hold a key down
- the delay before a character is repeated when you hold a key down
- the **Num Lock** key to ON or OFF when you start the PC.

To set or change your keyboard preferences:

1. Press **▲** or **▼** to highlight the field you want to change.
2. Press **F7** or **F8** to change the value.

```

Key Click Volume (0 to 10) . . . . . 7
Key Autorepeat Speed . . . . . 20.0 per Second
Delay Before Autorepeat . . . . . 0.25 Second
Power-on NumLock State . . . . . On
  
```

For information on the other SETUP fields, highlight the field you want and press **F1** for help. Follow the instructions on the bottom of the screen to change the setting.

Saving Your Changes and Leaving SETUP


When you have made all your changes, you must save them and exit SETUP.

To save changes and exit SETUP:


1. Press **F3** to save the changes.
2. Follow the instructions on the screen to exit SETUP.



Your PC will automatically restart and, if you set a User Password, it will display the power-on prompt **o-n**.

Using Your Security Features


The User Password prevents unauthorized access to your PC when it starts, and allows you to use the keyboard lock button .


Using Your Power-on Protection

When you have set a User Password in SETUP, the power-on prompt  appears when you:

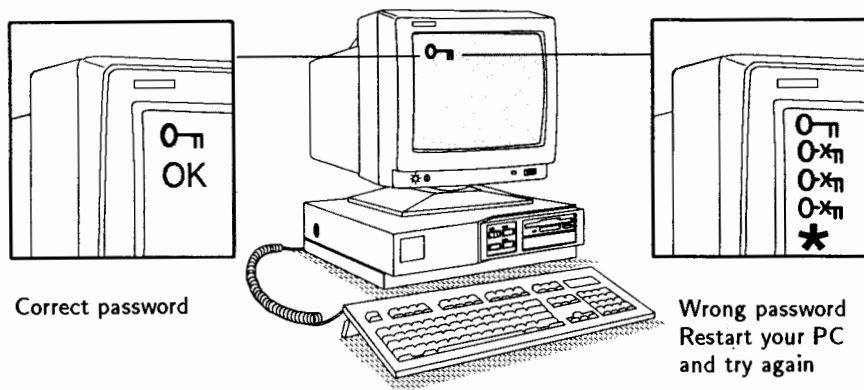
- save and exit the SETUP program
- turn on the PC by pressing the  button
- reset the PC by pressing and holding the  button.

The PC won't start until you enter your password. This prevents your PC from being started in your absence.

To use your PC, type *User Password* .

If you enter an incorrect password, the  prompt appears.


You have three chances to enter the password. After three unsuccessful tries, the "*" prompt appears and you must restart your PC before you can try again.





Using Your Keyboard Lock Button

You're using a spreadsheet. You've been called to a meeting, and want to leave the spreadsheet calculating while you're away from your desk. But you don't want anyone to turn your PC off or see your spreadsheet's data.


What do you do?

Lock your PC by pressing the  button when you leave your desk.


When you have set a User Password in SETUP, your keyboard and mouse lock, the screen goes blank (if you enabled Screen Blanking in SETUP), and the light above the  button lights up. In addition, the **Reset** and power  buttons are disabled so that the PC can't be reset or turned off.


This prevents your PC from being used in your absence.

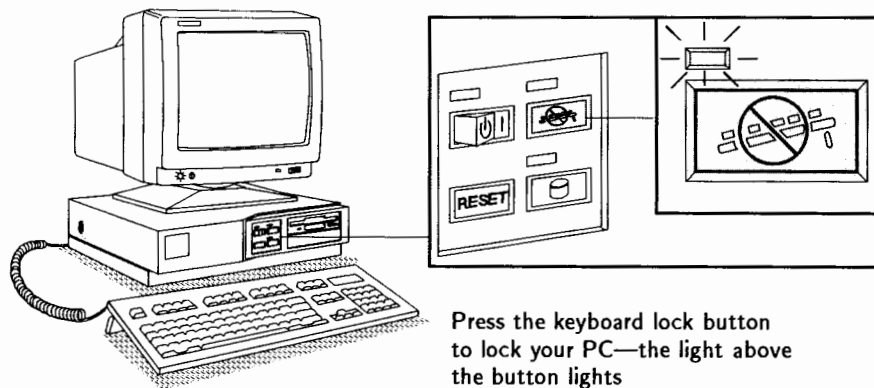
The programs that were running when the keyboard was locked keep running, even if the screen is blank. This means you don't lose any data.

When you get back to your desk and want to get back to your spreadsheet, unlock your PC by typing *User Password* .

Using Your Keyboard Lock
Timer on 486-based PCs

When you enable the Keyboard Lock Timer in SETUP, the keyboard locks after a selected time since your last keystroke or mouse click. This has the same effect as pressing the keyboard lock button .

To use your PC, type *User Password* .



Press the keyboard lock button to lock your PC—the light above the button lights

Using Diskettes

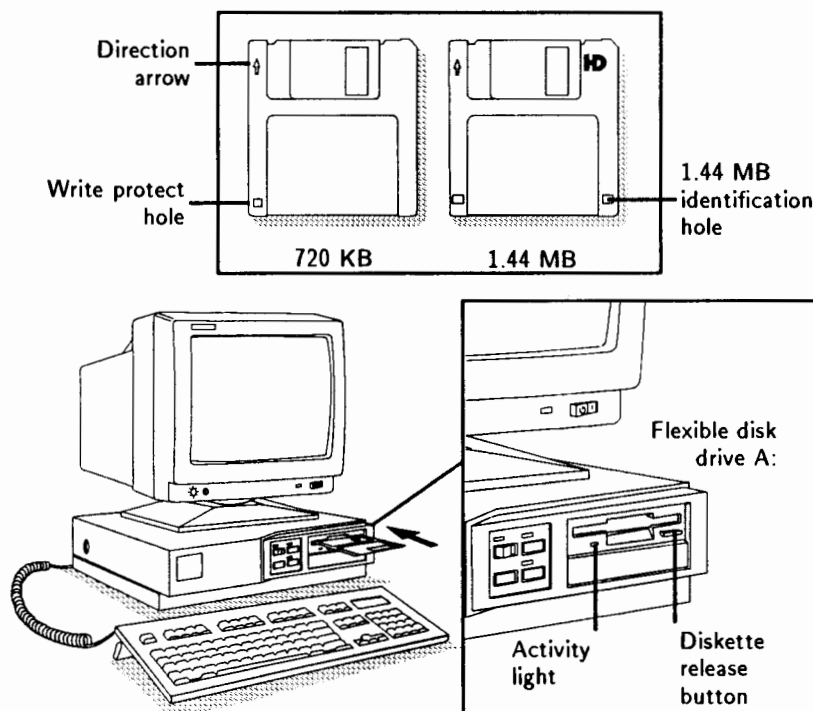
Your PC has a 3.5-inch, high-density, 1.44 MB, flexible disk drive. You can use:

- high-density (1.44 MB) diskettes, often black, with two holes
- low-density (720 KB) diskettes, often gray or blue, with one hole.

Refer to your operating system manual for details on formatting diskettes.

Ensure the diskette is the right way up when you insert it into the disk drive. The flexible disk activity light flashes when your PC is using the diskette.

Use the button on the flexible disk drive to release your diskette when you have finished with it.

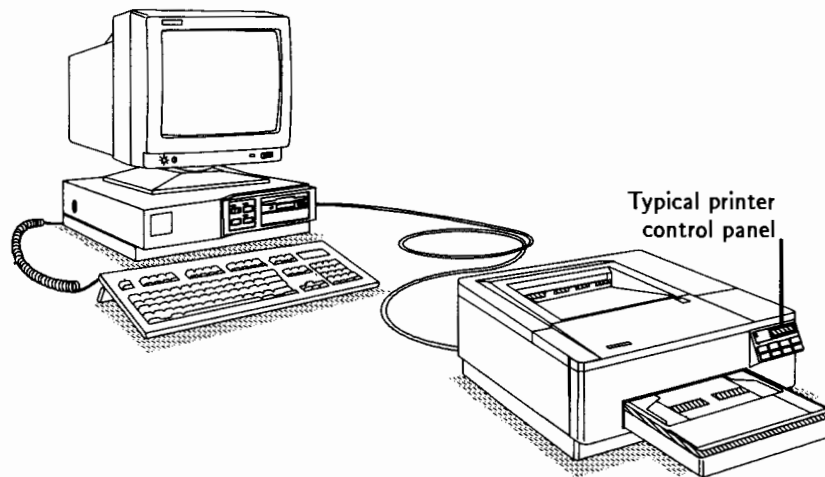


Using a Printer

A printer, plotter, or other device may be connected to your PC. Make sure the printer is on-line and correctly set up (configured) to work with your PC. You may have to do this using a control panel or switches on the printer. Refer to your printer manual for details.

If you attach a printer after the PC has been installed:

- If you want to use the MS-DOS PRINT command to print data, you may need to use the MS-DOS MODE command to set up the operating system to work with the printer. Refer to your dealer or system administrator for details.
- If you want to use your application software to print data, you must set it up to use the printer. You normally do this using a “control panel” screen within your software that lets you tell the software the type of printer you are using and where it is connected. If you have a “parallel printer”, it is usually connected to LPT1:. If you have a “serial printer”, it is usually connected to COM1:. You may also need to install drivers to use the printer. (Note that each application may need to be set up.) Refer to your dealer or system administrator for more details.



Using a LAN

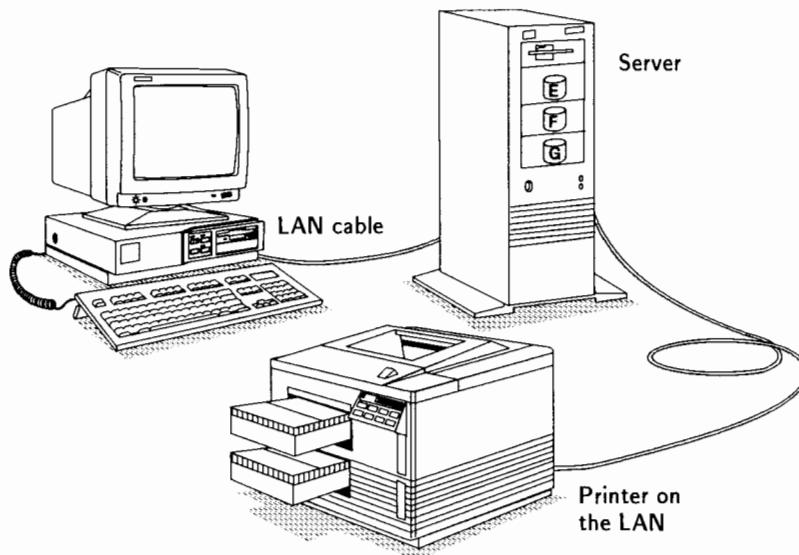
Some PCs have a LAN adapter integrated into the PC or a LAN adapter board installed in the PC. If your PC has a LAN adapter, it may be connected to a local area network.

The LAN allows your PC to use extra disk drives and network printers. The LAN server (central computer) may perform any of the following functions:

<i>boot server</i>	allows your PC to start using the operating system on the LAN server
<i>file server</i>	gives you access to extra disk drives for your software and data
<i>print server</i>	gives you access to extra printers and allows you to "queue" printing on the LAN to release your PC for other work.





If you want to use your PC on a LAN, refer to your dealer or system administrator for details on:

- installing software drivers and setting up the LAN adapter
- accessing and using the LAN.



Tips for Using Your PC



If you want to:	You need to:	What happens:
1. Stop anyone from starting your PC in your absence.	Run SETUP and set a User Password.	When you power-on the PC it will display a power-on prompt  .
2. Stop anyone from using your PC when you leave your desk.	Run SETUP and set a User Password. Press the keyboard lock button  when you leave your desk.	The PC won't start until you type in your User Password. The PC locks, but any applications you were using continue to work.
3. Make the screen go blank when you press the keyboard lock button  .	Run SETUP and set a User Password and enable the Screen Blanking field. Press the keyboard lock button  when you leave your desk.	The PC won't work until you type in your User Password. The PC locks and the screen goes blank, but any applications you were using continue to work.
4. Set the keyboard's numeric keypad to cursor control when you start the PC.	Run SETUP and set the Power-on NumLock State field to off.	The PC won't work until you type in your User Password. The Num Lock key is set to off when you save and exit SETUP.
5. Change the volume of the key click.	Run SETUP and change the Key Click Volume field.	The key click volume changes when you save and exit SETUP.
6. Change the speed at which characters repeat when you hold a key down.	Run SETUP and change the Key Autorepeat Speed field.	The key repeat speed changes when you save and exit SETUP.
7. Change your PC's clock from winter to summer time.	Run SETUP and change the time field.	The PC's clock shows the correct time.
8. Reset your PC	Press and hold the Reset button for one second.	The PC will restart.
9. Run SETUP	Reset your PC. When the message <Setup=F2> appears, press the F2 key.	The SETUP menu will appear.
10. Save your SETUP selections	When the SETUP menu is displayed, press the F3 key.	You will be asked to confirm that you want to save the settings. Press the Enter key. The PC will restart.

Taking Care of Your PC

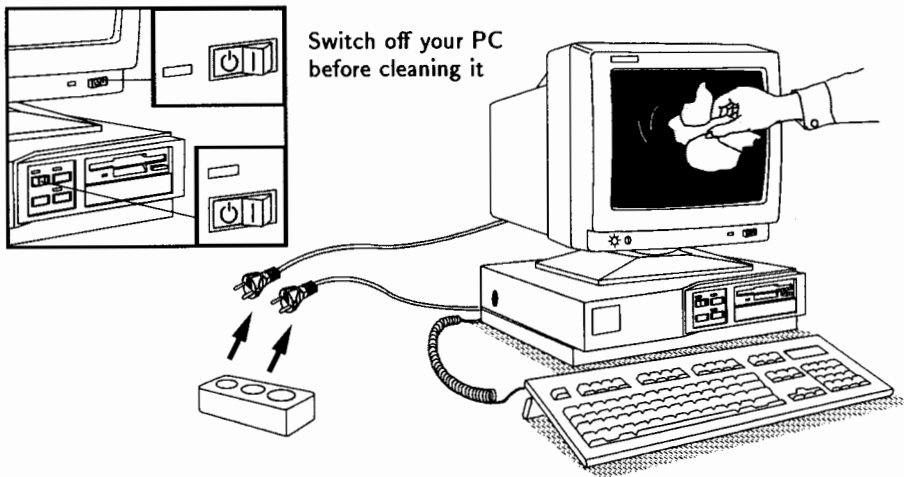
Taking Care of Your PC

Cleaning Your PC

Occasionally, you may need to wipe dust and fingerprints off your PC's cover and display screen. Use the following suggestions to clean your PC:

- Before cleaning your PC, turn it off and disconnect the power cord.
- Wipe the PC with a cloth dampened with water or a non-detergent cleaning solution (do not use spray liquids or a soaking-wet cloth).
- After cleaning your PC, make sure everything is dry before turning it back on.
- Do not attempt to clean diskettes.

Any other cleaning, including cleaning inside the PC, should be left to your dealer or authorized HP service personnel.



If You Have a Problem

The *Setting Up Your PC* manual supplied with your PC provides complete details on troubleshooting your PC.

The following pages explain how you can correct problems with your PC. If you need further help, ask your dealer or system administrator for assistance.

How to Solve a Problem

If You Can't Change Your Password in SETUP

If you started SETUP but cannot change your User Password or keyboard preferences, this is because these settings are protected.

- Restart the SETUP program and enter your User Password when requested.
- Check that your dealer or system administrator has disabled your PC's security mode through switches. (This procedure is described in the *Setting Up Your PC* manual.)

If You Forget Your User Password

- Ask your system administrator to start SETUP using the System Administrator Password, and to clear the old User Password.
- If there is no System Administrator Password, ask your dealer or system administrator to disable the password feature. (This procedure is described in the *Setting Up Your PC* manual.)

If Your Computer Does Not Start

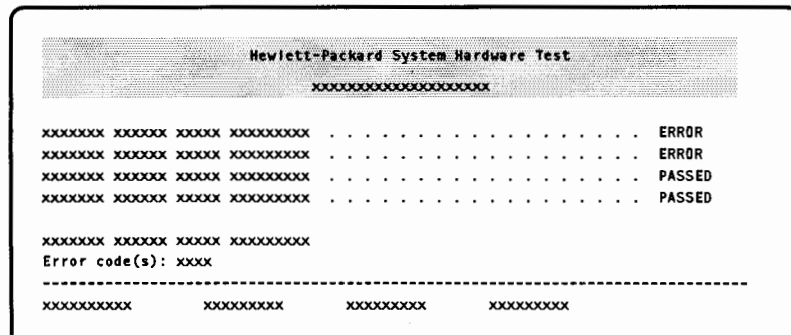
- If the lights next to the PC and display's power buttons are not lit:
 - Make sure your PC and display are connected to a working power outlet.
 - Make sure the PC and display's power buttons (⏻) are turned ON.
- If the display's screen is blank:
 - Make sure the display's brightness and contrast controls are properly set.
 - If the light next to the keyboard lock button (🔒) is lit, your PC is locked. Type *User Password* (Enter) to unlock your PC.
 - If the light next to the PC's power button (⏻) is red, your PC has a power-on self-test (POST) error. Contact your dealer or system administrator for assistance.
 - Check that the display is properly connected to the PC.





If a POST Error Screen Appears when the PC Starts

If the PC starts but the power-on self-test (POST) gives an error:

- Press (Enter). A message appears describing the error and how you can fix it. (Corrective actions are described in the *Setting Up Your PC* manual.)
- Alternatively, press (F1) to continue. Then contact your dealer or system administrator for assistance in fixing the problem.

If the POST screen is not in your language, check that your dealer or system administrator set up (initialized) your PC's system ROM. (This procedure is described in the *Setting Up Your PC* manual.)



- If An Error Message Appears
- If an error message is displayed when starting the PC, refer to the *Setting Up Your PC* manual.
 - If an error message is displayed when using the PC, refer to your operating system and application manuals for details.
- If Your Application Does Not Work
- If an error message is displayed, refer to your operating system and application manuals for details.
 - If the application won't run properly, ensure it has been correctly installed and set up. Refer to your application manuals for details.
- If Your Keyboard Does Not Work
- If the light next to the keyboard lock button  is lit, your PC is locked. Type *User Password*  to unlock your PC.
 - Check that the keyboard is properly connected to the PC.
- If Your Mouse Does Not Work
- If the light next to the keyboard lock button  is lit, your PC is locked. Type *User Password*  to unlock your PC.
 - Clean the mouse. Refer to your mouse manual for details.
 - Check that the mouse is properly connected to the PC.
 - Check that your dealer or system administrator has set up your software to use the mouse, installed any drivers, and enabled the mouse through switches. (This procedure is described in the *Setting Up Your PC* manual.)
- If Your Flexible Disk Drive Does Not Work
- Check that you are using a diskette that works by trying it in another PC.
 - Clean the flexible disk drive using a "wet-cleaning diskette kit" available from your dealer.
 - Check that your dealer or system administrator configured your PC's flexible disk drive. (This procedure is described in the *Setting Up Your PC* manual.)

If You Have a Problem

- If Your Hard Disk Drive Does Not Work Check that your dealer or system administrator configured your PC's hard disk drive. (This procedure is described in the *Setting Up Your PC* manual.)
- If Your Printer Does Not Work
- If the lights on the front of the printer are not lit:
 - Make sure the printer is connected to a working power outlet.
 - Make sure the printer's power button is turned ON.
 - Make sure the printer is "on-line", and set up to work with your PC. Refer to your printer manual for more details.
 - Make sure the printer has sufficient paper, and the paper is not jammed.
 - Check that your dealer or system administrator set up your software to use the printer, installed any drivers, and configured your PC's communications ports. (This procedure is described in the *Setting Up Your PC* manual.)
- If Your LAN Does Not Work
- If an error message is displayed when starting the PC from the LAN, refer to the *Setting Up Your PC* manual.
 - Check that your LAN administrator set up your PC to use the LAN. (This procedure is described in the *Setting Up Your PC* manual.)

If the problem persists

Contact your dealer or system administrator for assistance.



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DECLARATION OF CONFORMITY

according to ISO/IEC Guide 22 and EN 45014

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Manufacturer's Address: Boulevard Steve Biko
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Asia Pacific Personal Computer Div
72, Bendemeer Road, #01-01/07-01, Singapore 1233

declares that the products:

Product Name Personal Computer
Model Numbers HP Vectre 386N, 486N, 386NI, and 486NI

conform to the following Product Specifications:

Safety IEC 950	EN 60950
EMC EN 55022 class B	EN 50082-1
Pr EN55101-2	IEC 801.2 Level 3
Pr EN55101-3	IEC 801.3 Level 2
	IEC 801.4 Level 2

Grenoble,
January 1993

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January 1993

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