Welcome to your new HP EliteBook Laptop – how to set up and use

- your new Windows 10 HP EliteBook 840 Laptop is a standard laptop

- it can be connected to wide range of peripherals to help you work more efficiently and easily

- how you set-up your laptop is largely a personal choice and depends greatly on where you are working

- it is recommended that you familiarise yourself with the configuration ports on your laptop

If you spend a lot of time in a single 'fixed' location it is recommended that you connect all your peripherals, such as an external keyboard, mouse and one or more monitors. If you are mobile and take your laptop away from the desk, please read and follow the information below to set up (wire) your kit when back at a desk location.
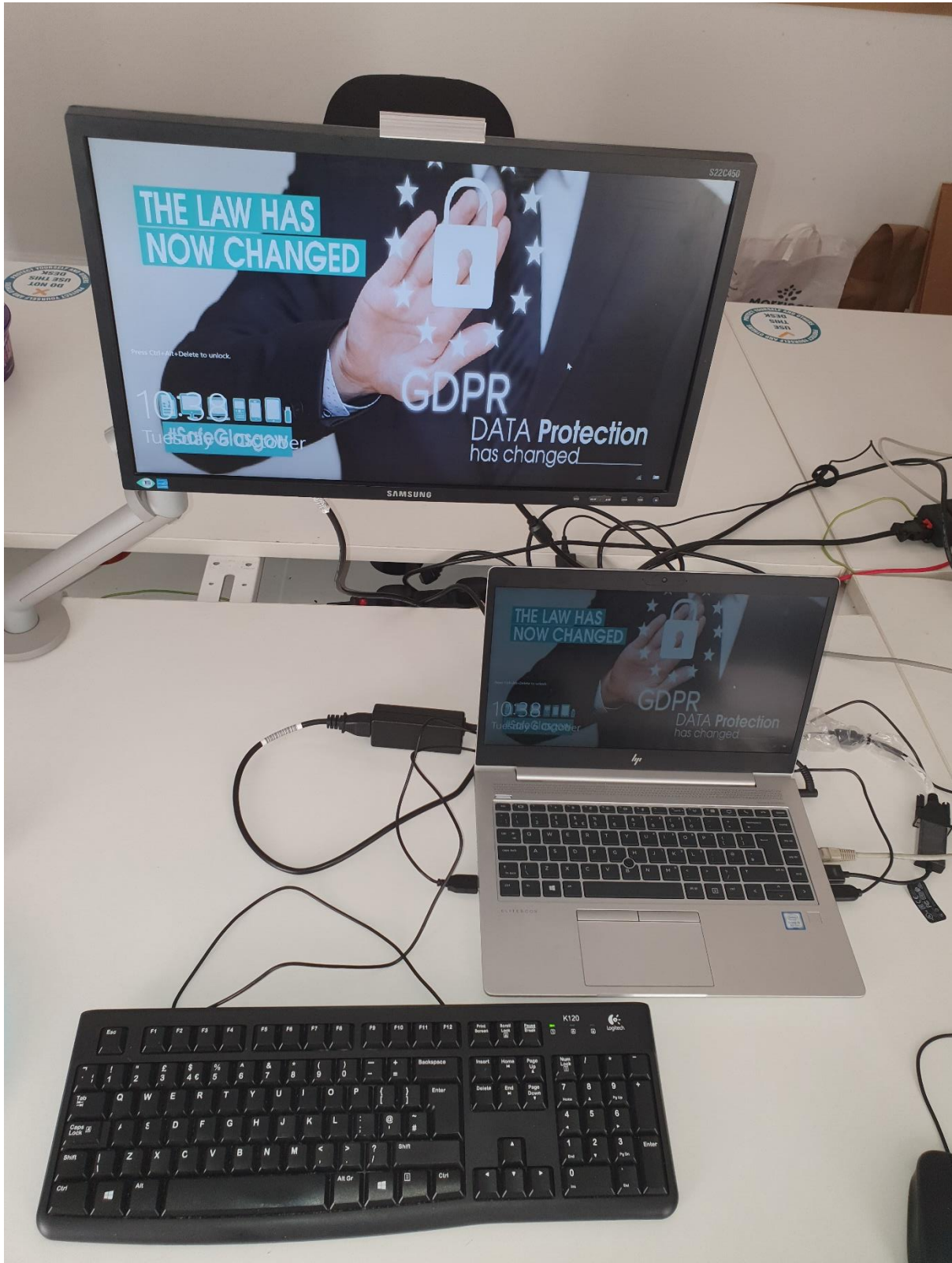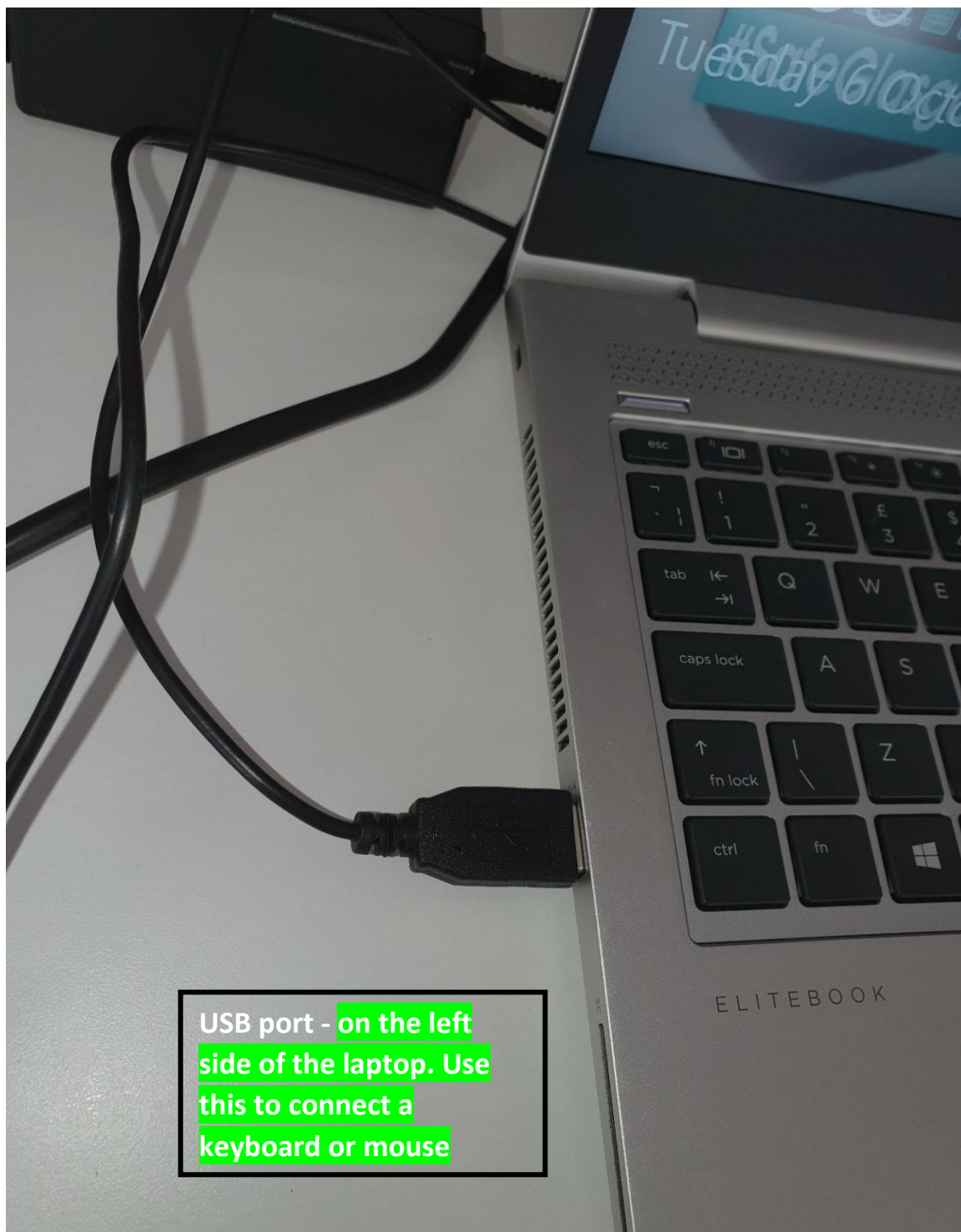
The image above shows your new Elitebook 840 laptop.

The image below shows a typical set up of the laptop when connecting to a larger monitor at a desk. Scroll down to see more information on the specific ports available and how to use them:
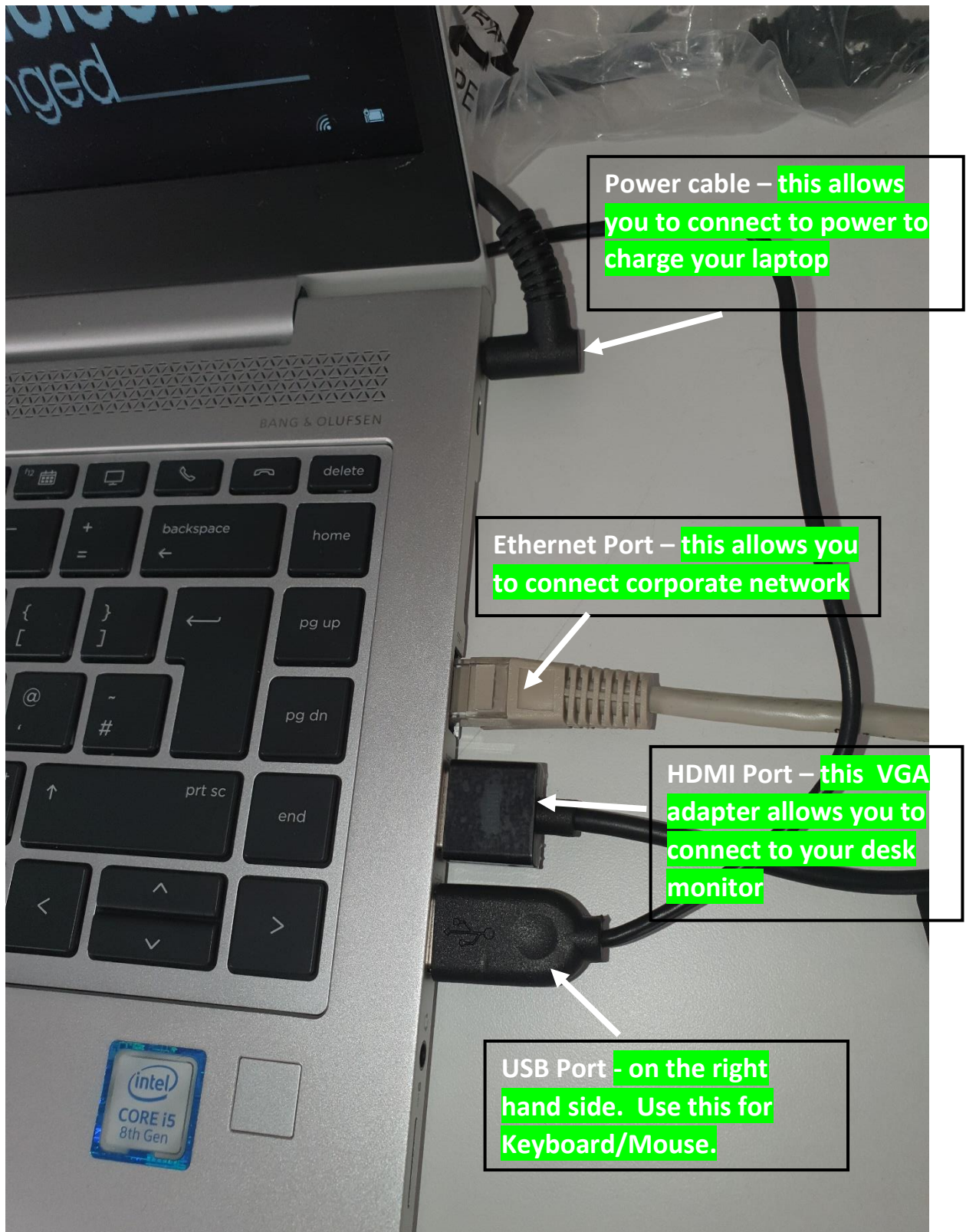
USB port - on the left side of the laptop. Use this to connect a keyboard or mouse

Power cable – this allows you to connect to power to charge your laptop

Ethernet Port – this allows you to connect corporate network

HDMI Port – this VGA adapter allows you to connect to your desk monitor

USB Port - on the right hand side. Use this for Keyboard/Mouse.

Please see the diagrams below for a full information / specification of the Elitebook 840 laptop:
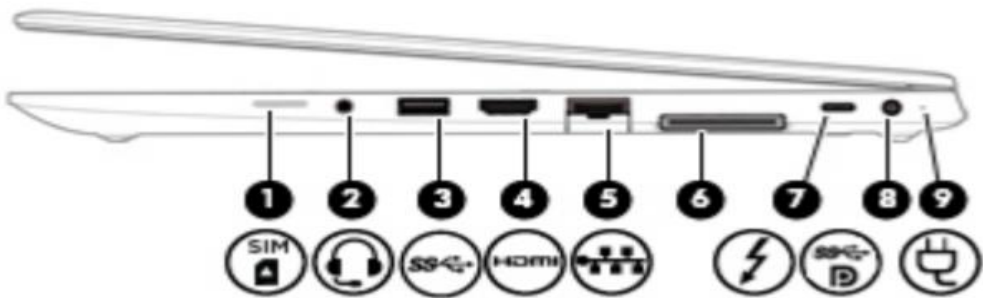
Component		
(1)	SIM	SIM card slot or plug
(2)		Audio-out (headphone)/Audio-in (microphone) combo jack
(3)	SS	USB 3.x SuperSpeed port
(4)	HDMI	HDMI port
(5)		RJ-45 (network) jack/status lights
(6)		Docking connector
(7)		USB Type-C power connector and Thunderbolt™ port with HP Sleep and Charge
(8)		Power connector
(9)		Battery light

Left
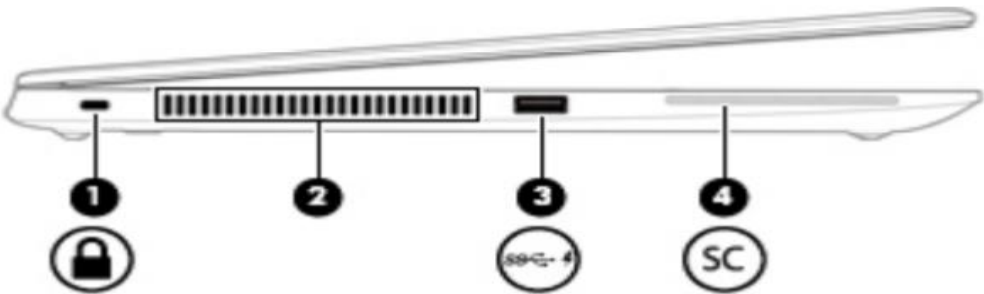
Component		
(1)	🔒	Security cable slot
(2)		Vent
(3)	SS⇆⚡	USB 3.x SuperSpeed port with HP Sleep and Charge
(4)	SC	Smart card reader
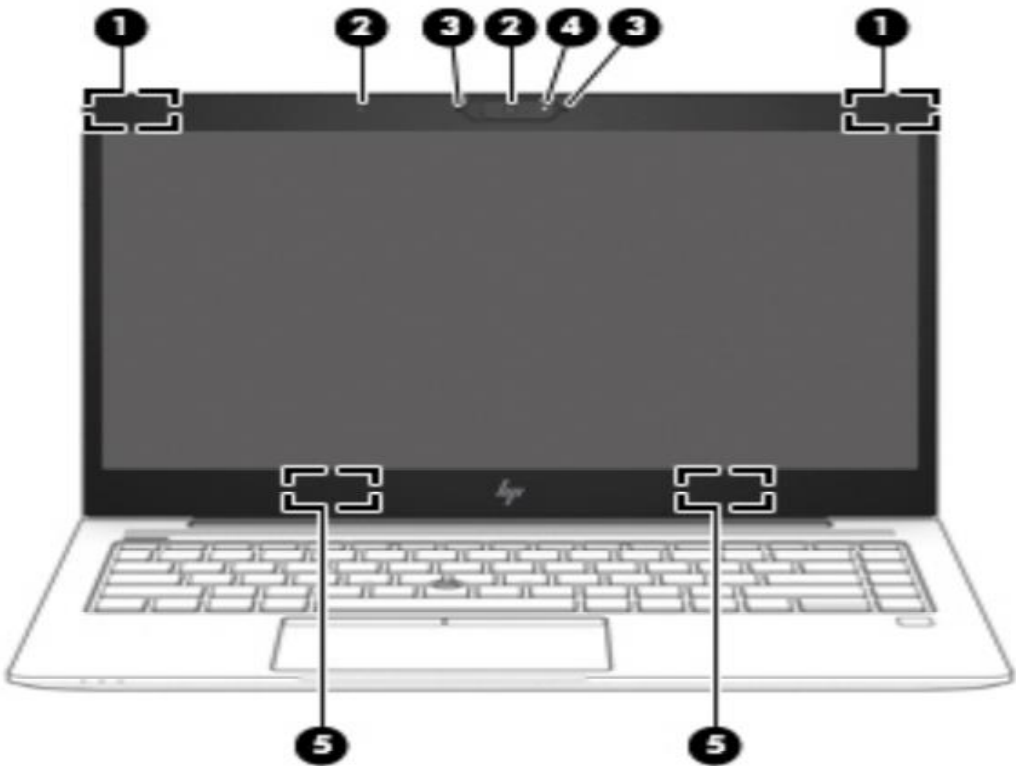
Display

Component		Description
(1)	WWAN antennas* (select products only)	Send and receive wireless signals to communicate with wireless wide area networks (WWANs).
(2)	Camera light(s) (select products only)	On: One or more cameras are in use.
(3)	Internal microphones	Record sound.
(4)	Camera(s) (select products only)	Allow(s) you to video chat, record video, and record still images. **NOTE:** Camera functions vary depending on the camera hardware and software installed on your product.
(5)	WLAN antennas* (select products only)	Send and receive wireless signals to communicate with wireless local area networks (WLANs).

Buttons, speakers, and fingerprint reader

Component		Description
(1)	Power button	• When the computer is off, press the button to turn on the computer.
		• When the computer is on, press the button briefly to initiate Sleep.
		• When the computer is in the Sleep state, press the button briefly to exit Sleep.
		• When the computer is in Hibernation, press the button briefly to exit Hibernation.
		CAUTION: Pressing and holding down the power button results in the loss of unsaved information.
		If the computer has stopped responding and shutdown procedures are ineffective, press and hold the power button for at least 5 seconds to turn off the computer.
		To learn more about your power settings, see your power options.
		▲ Right-click the **Power meter** icon and then select **Power Options**.
(2)	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.
(3)	Speakers (2)	Produce sound.
(4)	Fingerprint reader or plug	Allows a fingerprint logon to Windows, instead of a password logon.
		NOTE: The fingerprint reader and plug look similar. To verify you have a fingerprint reader and not a plug, press the Windows key on your keyboard, select **Settings**, select **Accounts**, and then select **Sign-in options** and follow the on-screen instructions.