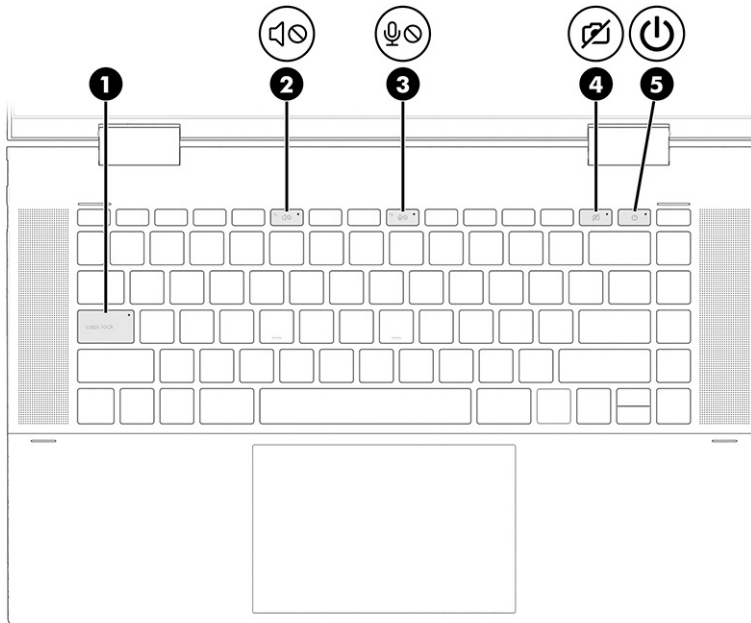Table 2-4 Touchpad components and their descriptions (continued)

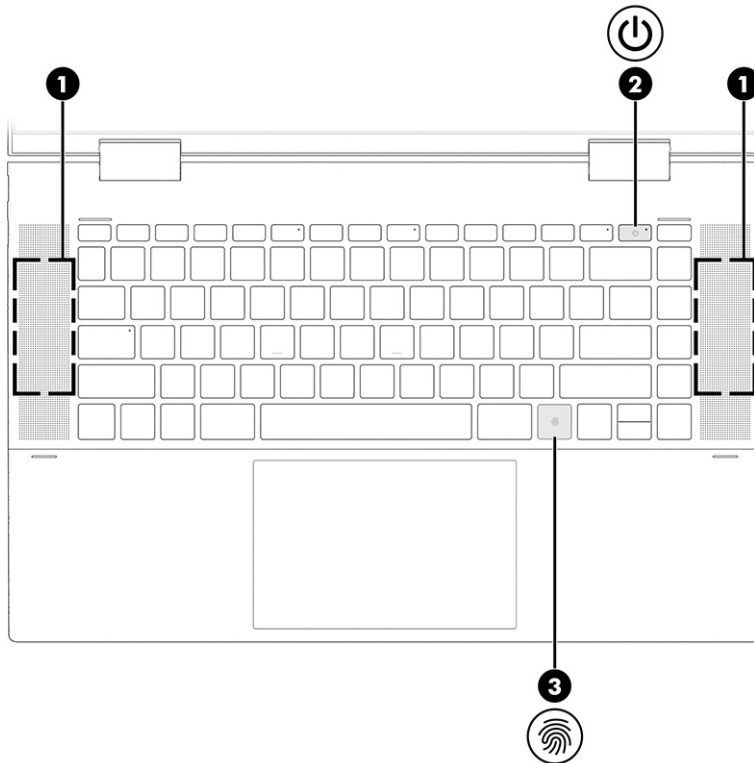| Component		Description
(2)	Left touchpad button	Functions like the left button on an external mouse.
(3)	Right touchpad button	Functions like the right button on an external mouse.

Lights

Identify the lights on the computer.

Table 2-5 Lights and their descriptions

Component		Description
(1)	Caps lock light	On: Caps lock is on, which switches the key input to all capital letters.
(2)	Mute light	• On: Computer sound is off. • Off: Computer sound is on.
(3)	Microphone mute light	• On: Microphone is off. • Off: Microphone is on.
(4)	Camera privacy light	• On. The camera is off. • Off. The camera is on.
(5)	Power light	• On: The computer is on. • Blinking (select products only): The computer is in the Sleep state, a power-saving state. The computer shuts off power to the display and other unnecessary components. • Off: Depending on your computer model, the computer is off, in Hibernation, or in Sleep. Hibernation is the power-saving state that uses the least amount of power.

Button, vents, and fingerprint reader

Identify the computer button, vents and fingerprint reader.

Fingerprint readers, which enable a fingerprint logon, can be located on the touchpad, on a side panel of the computer, or on the top cover below the keyboard.

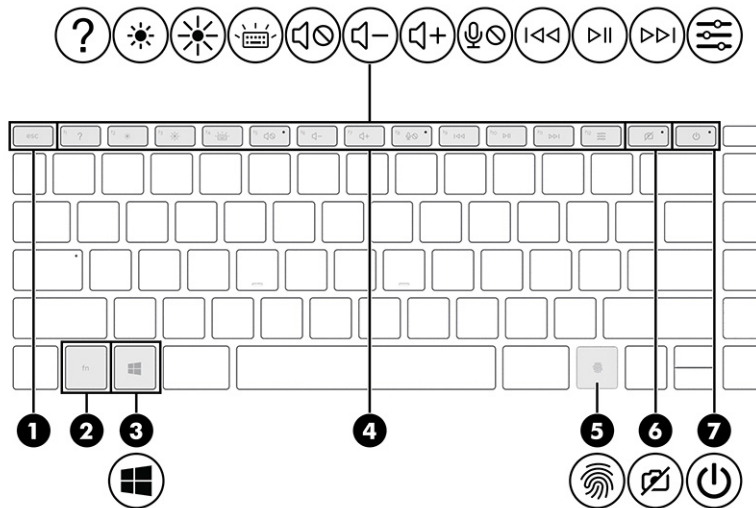**Table 2-6** Button, vents, and fingerprint reader and their descriptions

Component		Description
(1)	Vents	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.
(2)	Power button	• When the computer is off, press the button briefly 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 (select products only).
		• When the computer is in Hibernation, press the button briefly to exit Hibernation.
		IMPORTANT: 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 down for at least 10 seconds to turn off the computer.
		To learn more about your power settings, see your power options:

Component		Description
		▲ Right-click the **Power** icon ▬, and then select **Power Options**.
(3)	〰	Fingerprint reader	Allows a fingerprint logon to Windows, instead of a password logon. ▲ Touch your finger to the fingerprint reader. See Using Windows Hello (select products only) on page 41 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

Identify the special keys.

Table 2-7 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 specific functions when pressed in combination with another key.
(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 as defined by the icon symbols on f1 through f12 function keys. See Action keys on page 12.

Table 2-7 Special keys and their descriptions (continued)

Component		Description
(5)	Fingerprint reader	Allows a fingerprint logon to Windows, instead of a password logon. ▲ Touch your finger to the fingerprint reader. See Using Windows Hello (select products only) on page 41 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.
(6)	Camera privacy key	Turns the camera off and on. **NOTE:** For more information, see Using the camera on page 20.
(7)	Power button	● When the computer is off, press the button briefly 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 (select products only). ● When the computer is in Hibernation, press the button briefly to exit Hibernation. **IMPORTANT:** 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 down for at least 10 seconds to turn off the computer. To learn more about your power settings, see your power options: ▲ Right-click the **Power** icon ▬ , and then select **Power Options**.

Action keys

Identify the action keys.

The action keys execute frequently used system functions as defined by the icon symbols on f1 through f12. The action keys vary by computer.

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

NOTE: On some products, you must press the fn key in combination with the action key.

Table 2-8 Action keys and their descriptions

Icon	Description
?	Opens the "How to get help in Windows 10" webpage.

Table 2-8 Action keys and their descriptions (continued)

| Icon	Description
☀	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.
⏮	Plays the previous track of an audio CD or the previous section of a DVD or a Blu-ray Disc (BD).
⏯	Starts, pauses, or resumes playback of an audio CD, a DVD, or a BD.
⏭	Plays the next track of an audio CD or the next section of a DVD or a BD.
⚏	Opens the HP Command Center app. This app allows you to adjust the temperature and cooling preferences on your computer.

Rear

Identify the rear component.

**Table 2-9 Rear component and its description**

Component	Description
Vents	Enable airflow to cool internal components.

Table 2-9 Rear component and its description

Component	Description
	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.

Bottom

Identify the bottom components.
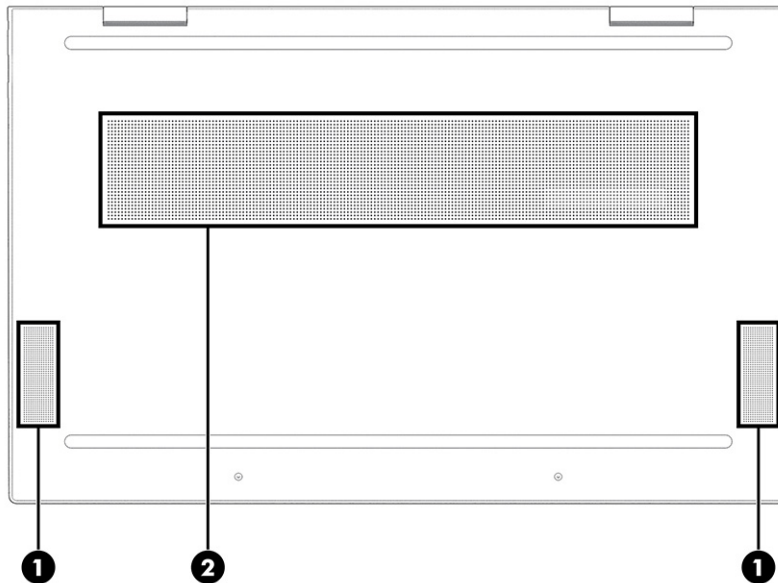
Table 2-10 Bottom components and their descriptions

| 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.

Labels

The labels affixed to the computer provide information that you might need when you troubleshoot system problems or travel internationally with the computer. Labels can 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.
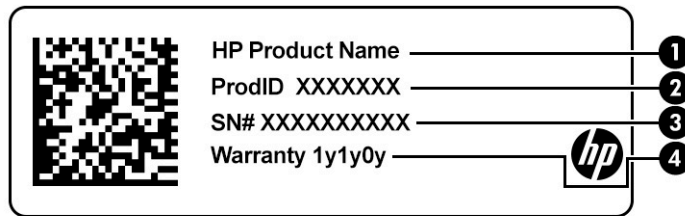
● Service label—Provides important information to identify your computer. When contacting support, you might be asked for the serial number, the product number, or the model number. Locate this information before you contact support.

Your service label will resemble one of the following examples. Refer to the illustration that most closely matches the service label on your computer.
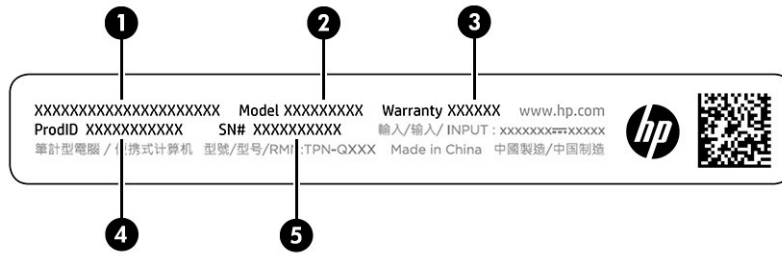
Table 2-11 Service label components

	Component
(1)	HP product name
(2)	Model number
(3)	Warranty period
(4)	Product ID
(5)	Serial number

Table 2-12 Service label components

	Component
(1)	HP product name
(2)	Product ID
(3)	Serial number
(4)	Warranty period

● Regulatory label(s)—Provide(s) regulatory information about the computer.

● Wireless certification label(s)—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.