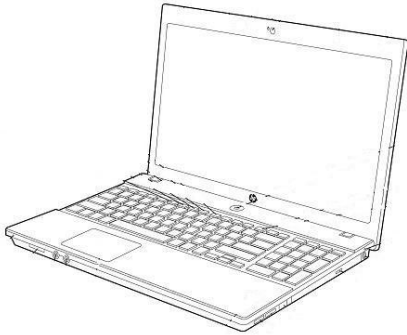


HP ProBook 4520 Laptop Things To Know

The newest laptop model for teachers, staff and students is the HP ProBook 4520. This document will describe the important features of the laptop and explain how to configure some of the options.



The HP Probook 4520 is a full featured business class notebook that comes with Windows 7 as the Operating System, and Microsoft Office 2007 as the office productivity suite for teachers and staff. To find Microsoft Office look under All Programs then Microsoft Office. Another office productivity suite that is installed is OpenOffice. SMART Notebook Version 10 is also installed by default. Short cuts to OpenOffice and SMART are installed on the desktop.

The ProBook 4520 has 2.0 GB of RAM, and Intel 2.13 GHz processor. There is a built-in CD/DVD player/burner, a built-in microphone, but does not come with a Web Cam. Users can burn CDs and DVDs using Windows 7 Media Player.

A fully charged battery will run the laptop for up to 5 hours, depending on what you are using the laptop for. For example, playing DVDs without having it plugged in will use more battery life than just using it for work processing. To extend the life of the battery we recommend that you keep the laptop plugged into AC power whenever possible.

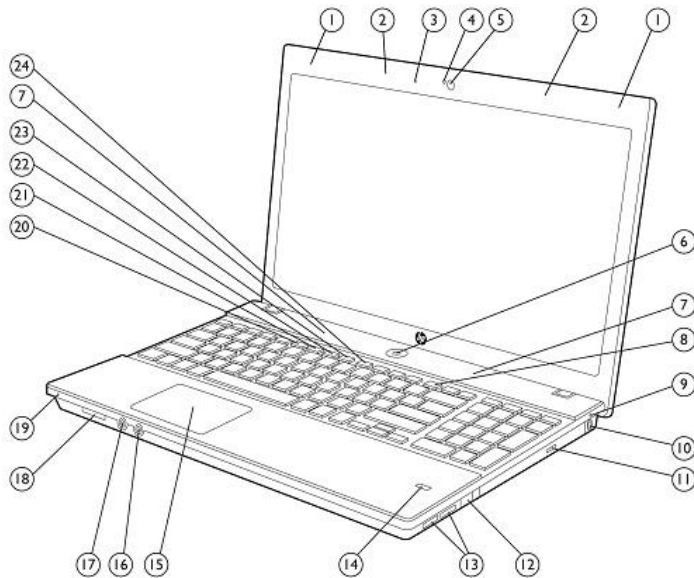
As with all laptops, it must be plugged in to our network using a CAT 5 cable the first time a user logs. The user's password will then be stored on the laptop allowing the user to logon from anywhere without using the CAT 5 cable. If you loan the laptop out to another teacher they must also logon the first time while plugged into our network.

Another thing to remember is that documents saved to the My Documents (Home Folder) are saved locally, not to network. If teachers want their documents to be available on the network they must save them to their H:\ Drive while at school. The H:\ Drive is not available while away from Moore County Schools. An alternative to H:\ Drive is using our Cloud Based solution, Google Apps For Education.

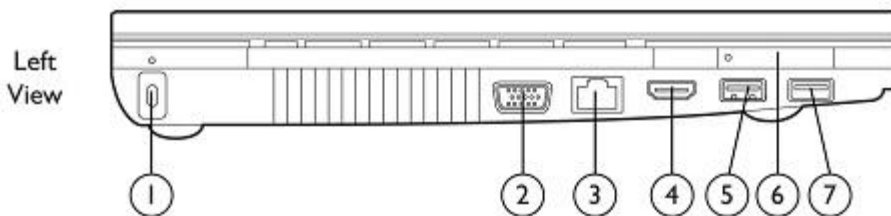
The anti virus software, Symantec, is the same as we use on desktops. If the Symantec definitions become out of date you will receive a warning. If you see this warning please work with your Media Specialist to download the newest anti virus definitions.

The laptop comes with a built-in wireless network card that automatically connects to our network and the Internet thru a Wireless Access Point, where available in your school. When you are away from a school you will have to connect to a wireless to be able to use the Internet providing there are any available. You could also connect to the network using a blue or gray CAT5 network cable. To use the wireless connection be sure that the blue light is lit on the top row of keys of the keyboard to the right of the F12 key. If you have problems connecting to the wireless try plugging the laptop using a network cable and rebooting the computer then try to access the wireless again.

The touch pad is used to move the mouse and control the left/right mouse click. The sensitivity of the touch pad can be adjusted by going to Control Panel | Mouse | Device Settings | Settings | Pointing | Sensitivity | Touch Sensitivity. To disable the touch pad altogether simply double tap on the white dot in the upper left corner of the touch pad. An orange light will come on when it is disabled. To re-enable the touch pad double tap in the same spot.



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| 1. WWAN antennas | 13. (2) USB 2.0 ports |
| 2. WLAN antennas | 14. Optional HP Fingerprint Sensor (not included) |
| 3. Integrated microphone | 15. ClickPad with left and right ClickPad buttons |
| 4. Webcam LED (optional webcam not included) | 16. Stereo microphone in |
| 5. Optional 2 MP webcam not included | 17. Stereo headphone/line out |
| 6. Power button with LED indicator | 18. Media Card Reader (SD Card) |
| 7. Stereo speakers | 19. Hard drive activity LED indicator |
| 8. Wireless switch with LED indicator | 20. HP QuickLook 3 button (disabled) |
| 9. Battery charging LED indicator | 21. HP QuickWeb button with LED indicator |
| 10. Power connector | 22. Volume mute button |
| 11. Optical drive (select models) | 23. Volume down button |
| 12. Optional RJ-11/modem port | 24. Volume up button |



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|---|-------------------------|
| 1. Kensington Lock slot | 5. Combo eSATA/USB port |
| 2. VGA connector (external monitor/projector) | 6. ExpressCard/34 slot |
| 3. RJ-45/Ethernet port | 7. USB 2.0 port |
| 4. HDMI port | |