

HP OmniBook 3000

User's Handbook

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HP OmniBook 3000 User's Handbook

This handbook describes how to use the OmniBook with the Microsoft® Windows® 95 operating system. It focuses on the special Hewlett-Packard hardware and software, not the Windows operating system itself. For questions about the operating system, refer to the Microsoft Windows 95 manual shipped with the OmniBook.

For information about other supported operating systems (such as Windows NT), refer to our *Corporate Evaluator's Guide*, which is also available on our website, <http://www.hp.com/go/omnibook>. It contains installation information and some operating hints. Refer also to your user's manual for the operating system.

Using This Online Handbook

This online *User's Handbook* looks similar to a printed manual—and it works like a printed manual in many ways, too. But you can do several handy things you can't do with a manual. For example, you can make the type larger or smaller. You can click pictures to enlarge them. You can add electronic bookmarks for marking key information. And you can print all or part of the manual on your printer.

- Press F1. You'll see a description of the features of this online manual.

Finding More Information

This OmniBook *User's Handbook* introduces the OmniBook and shows you how to operate your OmniBook. For more information about using your OmniBook, look in these additional places:

- The printed OmniBook *Reference Guide* shows how to set up the operating system, install and connect accessories, and maintain and upgrade the OmniBook. It also includes troubleshooting information.
- The *Introducing Microsoft Windows 95* manual, shipped with your OmniBook, contains information about using the standard features of Windows 95.
- The online Help for Windows applications provides information about those applications. Use the Help menu or Help button, or just press F1.
- The OmniBook Notes icon gives late-breaking information available after the online manual was completed. Click Start, Programs, OmniBook Library, OmniBook Notes.
- Many bookstores have books about Windows for people with different levels of experience.
- For updates to the BIOS and other technical information, connect to our website on the Internet at <http://www.hp.com/go/omnibook>.
- You can obtain a backup copy of the OmniBook *Reference Guide* (which came with your OmniBook) or of this OmniBook *User's Handbook* from our website (<http://www.hp.com/go/omnibook>). You can view it or print it using an Acrobat viewer, available free of charge through our website. To re-install the *User's*

Handbook onto your hard drive, insert the *Recovery CD* and run
OMNIBOOK\HPUTILS\DISK1\SETUP.EXE.

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1. Introducing the OmniBook

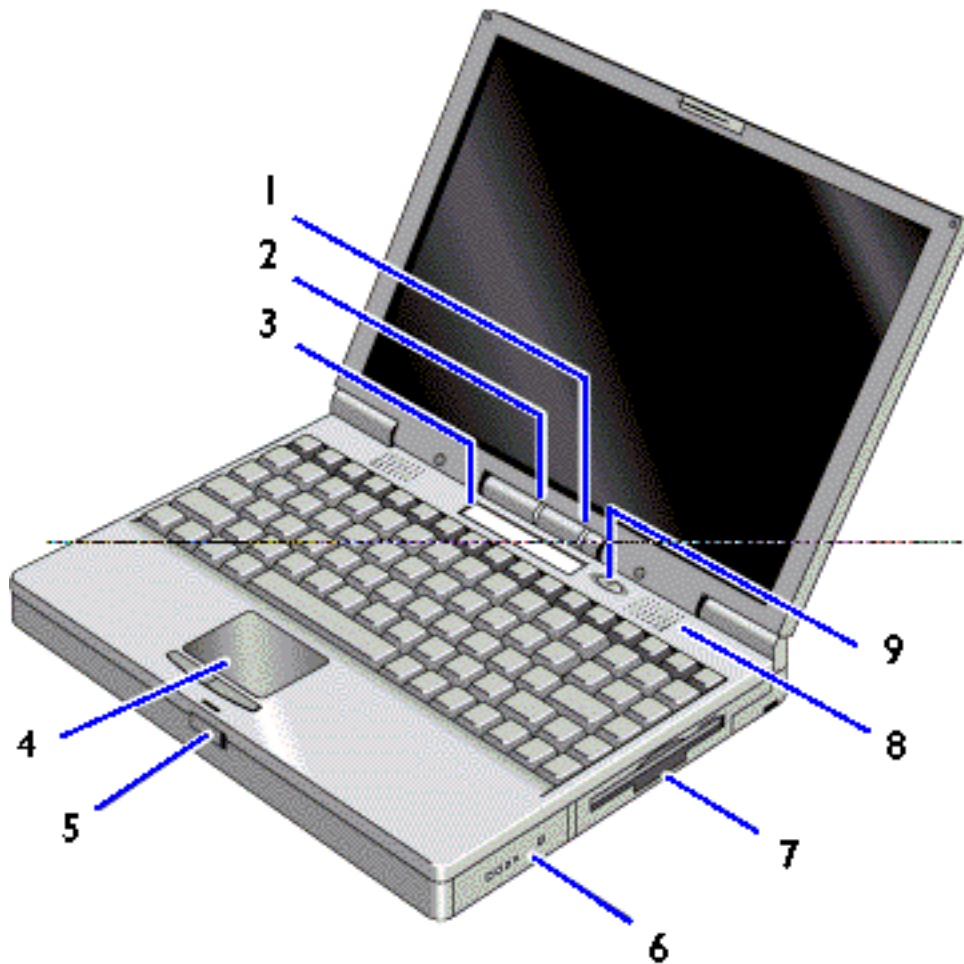
This chapter introduces the OmniBook and helps you get familiar with your new computer. It covers

- [Identifying the Parts of the OmniBook.](#)
- [Powering the computer \(ac. battery. and on/off\).](#)

The OmniBook's modular design provides maximum expandability without compromising portability. The high-performance Pentium® CPU with MMX™ technology and enhanced IDE hard drive provide you with the processing power needed to handle complex graphics and large sound files. Two PC Card slots give you the ability to use standard PC Cards, such as a LAN adapter or memory cards. The floppy disk drive module in the plug-in module bay can be replaced with a CD-ROM drive module, giving you access to a greater variety of graphics and multimedia software. You can use the floppy disk drive outside the module bay using the external floppy disk drive cable. This cable allows you to connect the floppy disk drive to the parallel port when the module bay is occupied.

Identifying the Parts of the OmniBook

The illustrations below point out key parts of the OmniBook.



1. Power Light
Steady green light: Battery charging.
Blinking light: Not charging (plugged in).
No light: Not charging (not plugged in).
2. Built-in Microphone
3. Status Panel.
4. TouchPad (Pointing Device)
5. Latch to Open and Close the OmniBook
6. Main Battery

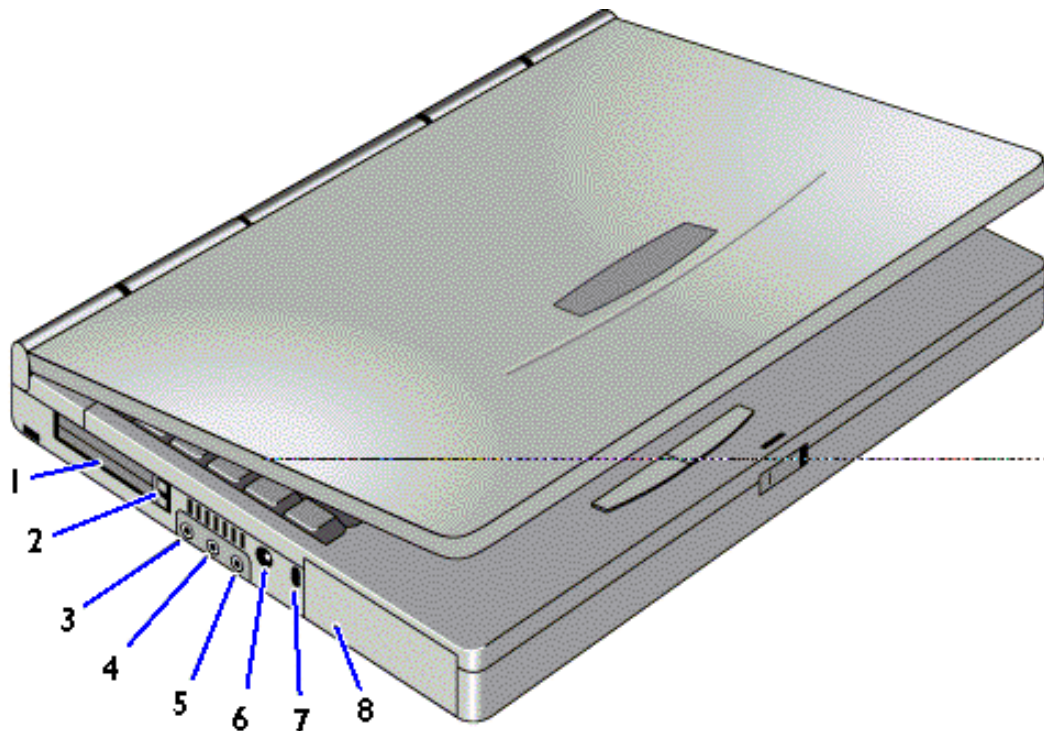
7. Floppy Disk Drive and Plug-in Module Bay

The module bay can contain a floppy drive, Zip drive, CD-ROM drive, or a secondary battery.

8. Built-In Stereo Speakers

9. Power Button

On/Suspend/Off. To completely power down the computer, hold this button for more than 4 seconds. The computer will reset.



1. PC Card Slots, Upper and Lower

Accepts PC Card types II or III (PCMCIA and CardBus).

2. Eject Buttons, Upper and Lower PC Card Slots

Press once to pop out the button, and press again to eject the card.

3. Audio Line-In Jack

To connect external audio sources.

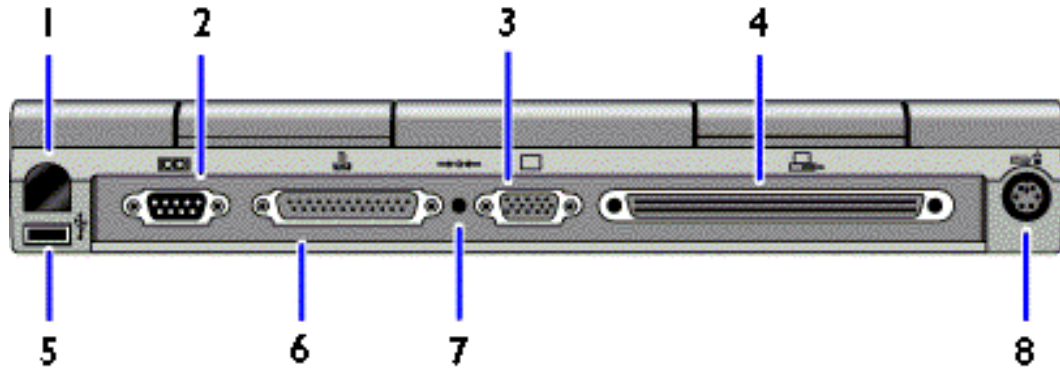
4. External Microphone Jack

5. Audio Line-Out Jack

To connect external audio devices, such as headphones.

6. AC Adapter Jack

7. Kensington Lock Slot
8. Hard Disk Drive



1. Infrared Port

Use this port for wireless data transmission between the OmniBook and another computer or a printer with an infrared port. IR drivers must be installed.

2. Serial Port (COM)

Use this port for a serial mouse, a modem, or a serial printer.

3. External Monitor Port (VGA)

4. Docking Port (for the Port Replicator)

5. Universal Serial Bus Port (USB)

6. Parallel Port (LPT1)

Use this port for a parallel printer.

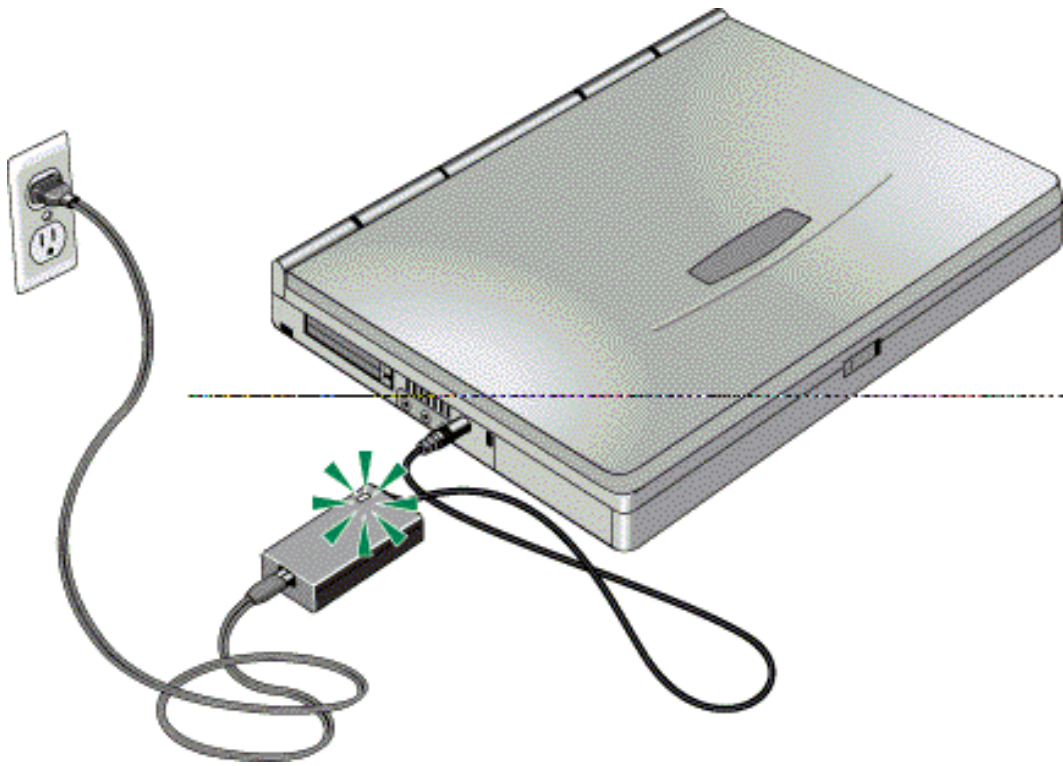
7. System-Off Button

Use only when the OmniBook stops responding. Pressing this button (with a pen tip or a paper clip tip) turns the computer off and resets it. Unsaved data will be lost.

8. PS/2 Keyboard or PS/2 Mouse Port

Powering the OmniBook

There are two ways to power the OmniBook: by battery and by ac adapter.



To connect ac power (and recharge the battery)

Caution

Use only the HP adapter intended for this product, model F1377A. Using any other ac adapter could damage the OmniBook and void your warranty.

1. Connect the power cord to the ac adapter, as shown, and then plug the cord into a grounded outlet.
2. Connect the ac adapter to the OmniBook's left side, as shown. The indicator light on the ac adapter shines when the adapter is on.

The HPF1379A automobile adapter is available to power the computer via a car's cigarette lighter.

To turn the OmniBook on and off

- **On.** Press the blue [power button](#) to turn the computer on.
- **Suspend.** Select Start menu, Suspend or press the blue power button briefly (about 1 second) to [suspend](#) activity when the OmniBook is on. The computer restores your previous work session when you turn it back on.
- **Off.** Select Start menu, Shut Down or press the blue power button for more than 4 seconds to completely shut down the computer. The computer is reset when you turn it back on. *Unsaved data will be lost.*
- **Hibernate.** Press Fn+F12. This is like Off, except that your current work session is first saved to disk.
- **Lid Switch.** Closing the lid (for more than 2 seconds) also suspends the computer. (If an external monitor is connected, closing the lid merely turns off the built-in display and turns on the external display.)

For information on the different power states, see [“Understanding Power Modes.”](#)

To recharge the battery

Caution

Use only the HP adapter intended for this OmniBook, model F1377A. Using any other ac adapter could damage the OmniBook and void your warranty.

- Connect the ac adapter to the computer.

When the OmniBook is plugged into ac power, it automatically recharges the battery. The charging time is about 2.2 hours while the computer is in use, or about 1.5 hours while the computer is off or in Suspend mode.

The power light burns a steady green when the battery is being recharged.

For information on the different states of charging, see [“Monitoring Battery Power.”](#)

To transport the OmniBook

- Save your work and turn the computer off (hold the power button for more than 4 seconds).
- Disconnect all peripheral devices.
- Close and latch the lid.
- Make sure the floppy drive does not contain a disk. When a disk is in the drive, the eject button pops out. During transport, you could damage this button if it is popped out.

2. Operating the OmniBook

This chapter discusses

- [Adjusting the display.](#)
- [Using the TouchPad.](#)
- [Using the keyboard.](#)
- [Using the status panel.](#)
- [Inserting and removing a plug-in accessory module.](#)
- [Inserting and removing storage media.](#)
- [Adjusting the sound system.](#)
- [Using the infrared port.](#)
- [Setting a password.](#)
- [Where to learn about Windows.](#)

Adjusting the Display

The OmniBook uses special key combinations, called [hot keys](#), to control brightness.

To adjust the display

- Press Fn+F1 to decrease the brightness.
- Press Fn+F2 to increase the brightness.

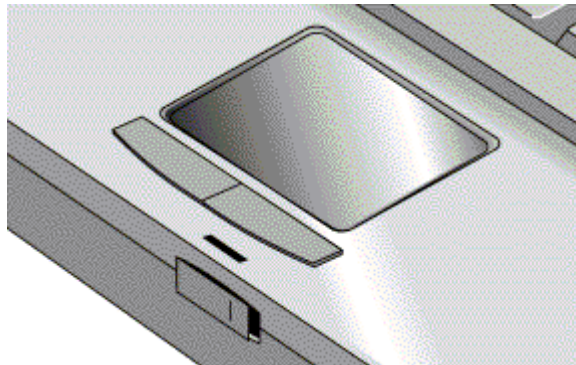
Hint

Brightness affects battery time. To maximize your battery operating time, set the brightness to the lowest comfortable setting, so that the internal light is uses less power.

Using the TouchPad

The TouchPad is a touch-sensitive pointing device located below the center of the keyboard. The two click buttons are located below the TouchPad.

The TouchPad controls the motion and speed of the pointer on the screen. The click buttons work like those on a standard mouse. What the buttons do depends on the software being used.



To move the pointer

1. If you place your hands in the typing position, either thumb can reach from the spacebar to the TouchPad.
2. Move a thumb or finger across the TouchPad in the direction you want the pointer to move.
3. Use your thumb to click buttons, such as to select or drag an item.

To select items in the display

- **Single-clicking and double-clicking:** The TouchPad's left and right buttons function like the left and right buttons on a mouse. For instance, to open an application, move the pointer over the icon, then press the left button twice rapidly. To make menu selections, highlight the entry and press the left button once. To open the menu for an item, highlight it and click the right button.
- **Single-tapping and double-tapping:** Tapping has the same function as clicking. To select an item, you can tap on the TouchPad instead of clicking a button.

To drag items or to select text

1. First move the pointer over the item.
2. Press *and hold* the left button with your thumb.
3. Use your index finger on the TouchPad to move to the new location.
4. Release the button.

To scroll the display (the virtual scroll bar)

In a window with a scroll bar, you can scroll the display without moving the pointer away from your work.

- Slide your finger up and down the right edge of the TouchPad.

To configure the TouchPad

The TouchPad has settings to adjust its sensitivity, speed, and how it interprets taps. There are also optional enhancements to choose from. There is online Help and a Tutorial to explain the details.

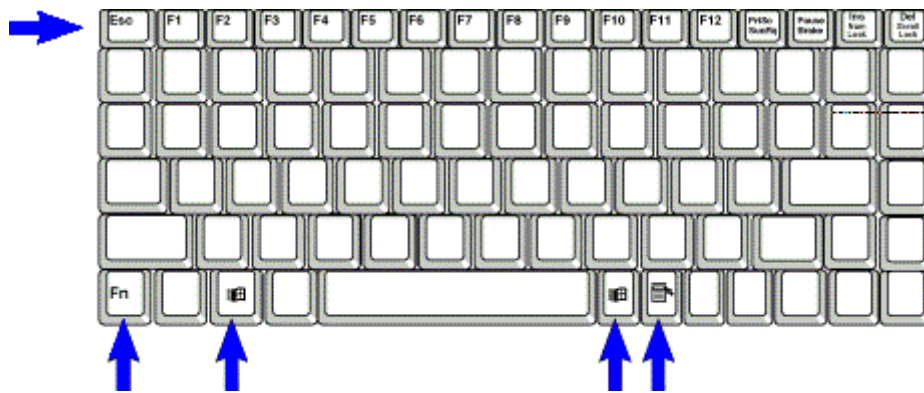
- From the Control Panel (in My Computer or under Start, Settings), select Mouse and then the TouchPad tab.
- The Enhancements button provides access to the Tutorial, as well as the Edge Finder and adjustments to the virtual scroll bar.

Using the OmniBook Keyboard

Warning

Improper use of keyboards and other input devices has been associated with ergonomic injury. For information about reducing your risk, see the “Working in Comfort” instructions provided in the online OmniBook Library and in Windows Help. They are also available at our website, <http://www.hp.com/mcd/ergo>

The OmniBook keyboard has several special features:



- **Function Keys**

Labeled F1 through F12, these keys provide shortcut key sequences.

- **The Fn Key**

This is a shift key (like SHIFT, CTRL, and ALT), providing access to those functions labeled in light gray on the keyboard. Press *and hold* Fn while pressing the desired function key. For instance, pressing Fn+F1 decreases the brightness of the display.

- **Windows 95 Keys**

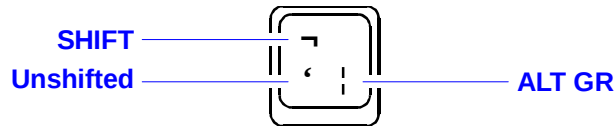
There are three Windows 95 keys by the spacebar. Two of them bring up the Start menu, and the one with the icon of a menu brings up the Properties menu (equivalent to pressing the right mouse button while pointing at an object on the Windows desktop).

- **Embedded Keypad**

When the keypad is active and Num Lock is on, keys change to the numeric or arithmetic designations printed in gray on the front facets of those keys. See [“To type numbers on the built-in keypad.”](#)

- **Alt Gr key**

If your keyboard has an ALT GR key to the right of the spacebar, you hold that key to type the characters printed at the bottom-right corners of keys. For keys that have four characters, hold SHIFT and ALT GR to type the upper-right characters.



To use the Fn hot keys

The combination of the Fn key plus another key creates a *hot key*—a shortcut key sequence—for various system controls.

Hot Keys	Effect
Fn + F1	Decreases the display's brightness.
Fn + F2	Increases the display's brightness.
Fn + F3	Decreases the display's contrast (non-TFT displays only).
Fn + F4	Increases the display's contrast (non-TFT displays only).
Fn + F5	Switches among the built-in display, an external display, and simultaneous displays.
Fn + F6 (hold)	For use with two batteries: The battery indicator in the status panel briefly displays the individual battery status for each battery.
Fn + F7	Toggles the sound on and off (mutes sound).
Fn + F8	Toggles the <i>built-in</i> keypad on and off. Does not affect an external keyboard. If Num Lock is on, then the numeric functions are active; otherwise, cursor control is active.
Fn + F9	Toggles Num Lock (numeric functions for the keypad) on and off.
Fn + F10	Toggles Scroll Lock on and off.
Fn + F12	Enters Hibernate mode .
Fn + R	Enters Suspend mode .
Fn + S	Enters Standby mode .
Fn + UP-ARROW	Increases sound volume.
Fn + DOWN-ARROW	Decreases sound volume.

To type numbers on the built-in keypad

1. Press Fn+F9 to turn Num Lock on and off.
2. Press Fn+F8 to turn the embedded keypad on and off.

—or—

To temporarily turn on the embedded keypad, hold Fn while typing a key.

Hint

Num Lock. Consider leaving Num Lock on all the time. Then, when you want to use the embedded keypad on your built-in keyboard, turn it on (by pressing Fn+F8), or else press Fn before each keypad key.

To use the keypad on an external keyboard

- Press Fn+F9 to turn Num Lock on and off. This activates the keypad on an external keyboard.

Checking the Status of the OmniBook

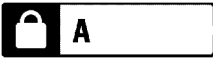
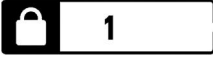
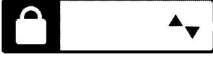
The OmniBook status panel, located above the keyboard, contains indicators that show the current status of the OmniBook. The indicators in the status panel show

- Power status.
- Drive status.
- Keyboard status.



The Status Panel

	AC power. The ac adapter is plugged in. <i>Blinks</i> when the battery is being charged.
	Battery status. Shows the approximate charge level of the battery relative to a full charge. Each bar represents a 10% charge. The upper and lower triangles indicate the presence of main (upper) and secondary (lower) batteries. A triangle blinks when that battery is in use. See also "To check the battery status."
	Battery low. The outline blinks when the battery charge is critically low. The OmniBook also beeps.
	Defective battery. No battery activity; no charging.
	Overheated battery. The battery is too hot to charge.
	CD-ROM drive or hard disk drive. The OmniBook is accessing one of these built-in drives.
	Floppy disk drive. The OmniBook is accessing the floppy disk drive.
	PC Card. There is activity between the PC Card and the computer.
	Suspend mode. These symbols flash from left to right when the OmniBook is suspended (turned off by pressing the power button briefly). See "Definitions of Modes."

	Caps Lock. Caps Lock is active.
	Num Lock. Num Lock is active (Fn+F9).
	Scroll Lock. Scroll Lock is active (Fn+F10).
	Keypad Lock. The built-in embedded keypad is active (Fn+F8). Num Lock must also be on for the numeric keys. See "To type numbers on the built-in keypad."

The Taskbar

The Windows 95 taskbar also shows status information about ac power or battery use, sound, infrared, and PC Card use. The indicators shown vary depending on the current state of the OmniBook—whether a PC Card is present or whether the ac adapter is connected, for example.



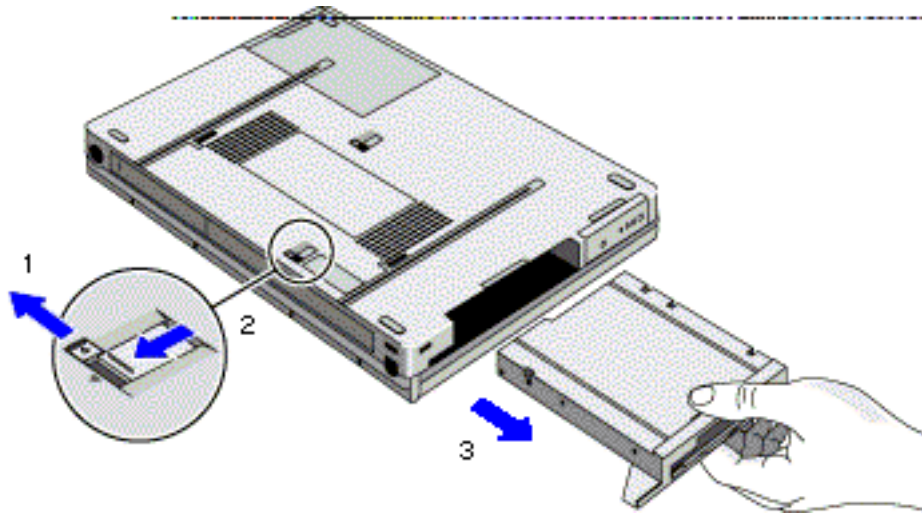
Some of the taskbar indicators provide information or control when you move the pointer over the indicator or when you click the indicator (or double-click, or right-click). For example, double-click the ac or battery indicator to find out how much battery power remains.

Inserting and Removing a Plug-In Module

The OmniBook's plug-in module bay accommodates a plug-in accessory module such as a CD-ROM drive, a floppy drive, a Zip drive, or a secondary battery.

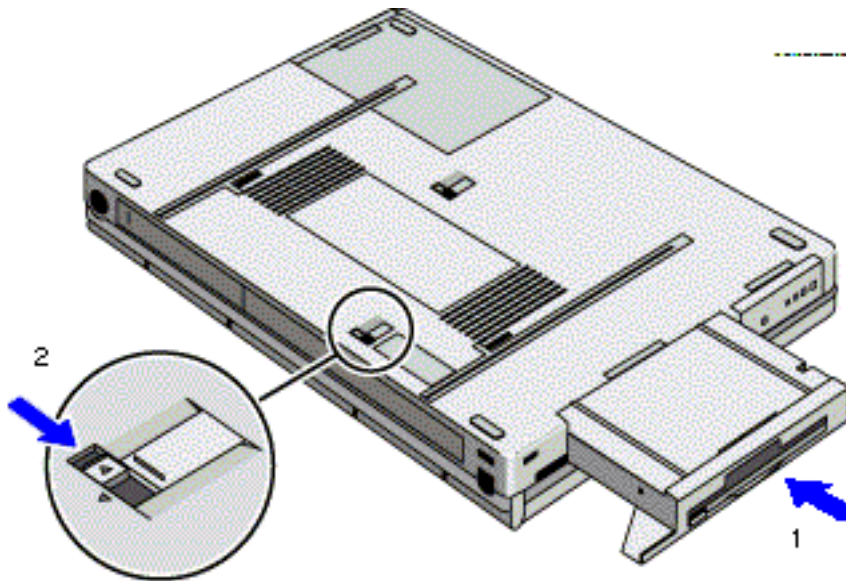
To remove a plug-in module

1. **Important:** If you are removing a CD-ROM drive or a Zip drive, shut down Windows and the computer (Start menu, Shut Down).
2. On the underside of the computer, slide the safety latch in the direction of arrow 1, then slide the release latch in the direction of arrow 2.
3. Slide the module out (arrow 3).



To insert a plug-in module

1. **Important:** If you are removing a CD-ROM drive or a Zip drive, shut down Windows and the computer (Start menu, Shut Down).
2. On the underside of the OmniBook, orient the module as shown (arrow 1), and insert it into the module bay.
3. Slide the safety latch back to the locked position as shown (arrow 2).
4. Turn the OmniBook on. It will automatically recognize the module.



Inserting and Removing Storage Media

The three main removable storage media are floppy disks, compact disks (CDs), and PC Cards.

The internal plug-in module bay can hold a floppy disk drive, a CD-ROM drive, a Zip drive, or a secondary battery.

To insert and eject a floppy disk

When the OmniBook is reading or writing data to the floppy drive, the floppy disk indicator appears on the status panel.



Caution

Do not insert or remove a floppy disk while the OmniBook is actively reading or writing data. Wait until the floppy drive is done. Otherwise, you could lose data or the OmniBook could stop responding.

- Hold the disk with its face up, then slide it into the floppy drive slot (right side of the OmniBook) until it clicks into place.

- To remove the floppy disk, press the eject button next to the slot.

To insert a PC Card

The OmniBook PC card slots are available for storing data and expanding the communication capabilities of the OmniBook. The OmniBook supports standard Type I, II, and III PC Cards (PCMCIA and CardBus). You can use two type I or II cards or one type III card. The lower card slot (slot zero) supports Zoomed Video, which allows a zoomed video card to show high-quality multimedia presentations.

For information about compatible cards, visit our website at <http://www.hp.com/go/omnibook>. Or contact Hewlett-Packard as described in the *Support and Service* booklet.

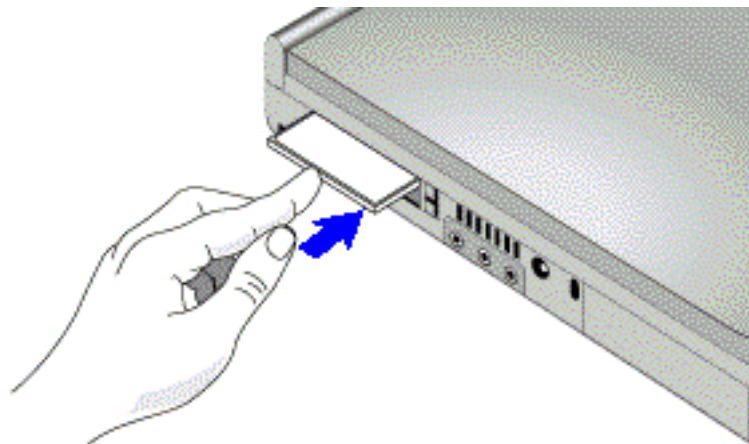
Caution

Do not install Card Services or Socket Services software if it comes with your PC Card. The OmniBook already includes Card Services and Socket Services, which automatically detect and set up PC Cards you install in the upper and lower card slots. Different versions of this software will disrupt this support.

Never insert or remove a plug-in card while an OmniBook PC Card drive is actively reading or writing data. Wait until the PC Card drive is done. Otherwise, you could lose data or the OmniBook could stop responding.

The OmniBook automatically detects and sets up a card when you insert it in a card slot. See the card's instructions for additional information.

- Hold the card with its face up and its connector holes toward the card slot, then slide it into a PC Card slot until it won't go any further. A double beep signals that the card has been recognized and is successfully configured by your computer.
- When the card is active (the computer is accessing it), the PC Card indicator appears on the status panel.



To remove a PC Card

Caution

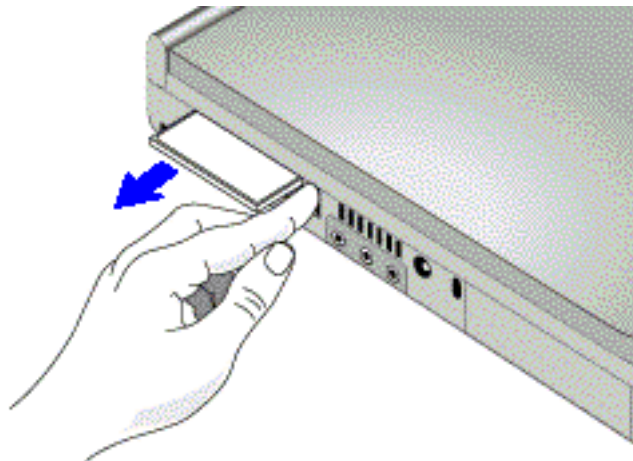
Never remove an I/O card while an application is open that's set up to use that card. Exit the application first. If you remove the card, the application (or the OmniBook) might behave unpredictably or stop responding until you reset the OmniBook.

Never insert or remove a plug-in card while the PC Card drive is actively reading or writing data. Check the PC Card indicator in the status panel and wait until the PC Card drive is done. Otherwise, you could lose data or the OmniBook could stop responding.

1. Stop the PC Card by clicking the PC Card indicator in the taskbar, then clicking Stop.

This protects your data and avoids unexpected problems. You can restart the card by removing it, then inserting again.

2. Press the ejector button once to pop it out, then press it again to pop the card out.



To insert and remove a CD

When the OmniBook is reading data from the CD-ROM drive, the CD-ROM/hard disk drives indicator appears on the status panel.



Caution

Do not insert or remove a CD while the OmniBook is actively reading data. Wait until the CD-ROM drive is done. Otherwise, the OmniBook could stop responding.

1. Press the button on the face of the CD-ROM drive (on the right side of the OmniBook).

2. Place the CD into the drive and gently press down to seat the disk on the spindle.

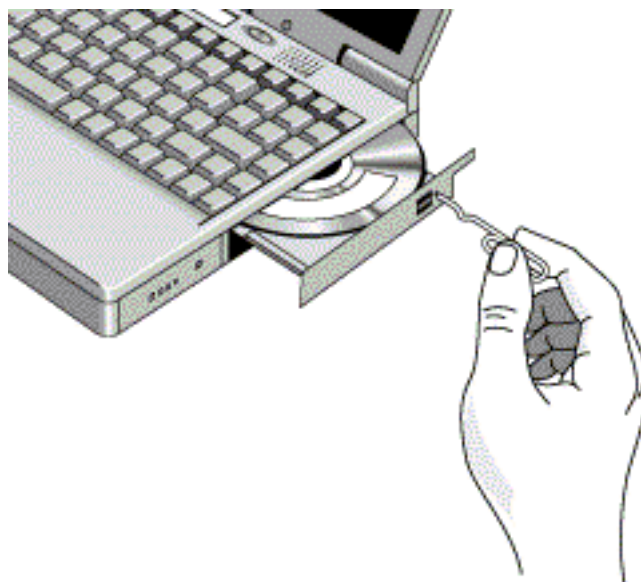
—or—

Remove the CD.

3. Close the door to the drive.

To open the CD-ROM drive manually

If the OmniBook has no power, you can still open the drawer of the CD-ROM drive by inserting a pen point or paper clip into the recessed hole shown below.

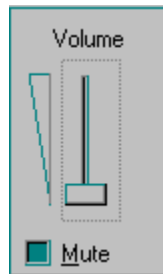


Adjusting the Sound System

The OmniBook supports Sound Blaster Pro-compatible sound and the Microsoft Windows Sound System.

To adjust the speaker volume

1. Click the speaker symbol in the taskbar.
2. Drag the volume control bar up or down to adjust the volume.



—or—

- Hold down Fn and press UP-ARROW or DOWN-ARROW as needed to gradually increase or decrease the volume.

To temporarily silence the speaker output

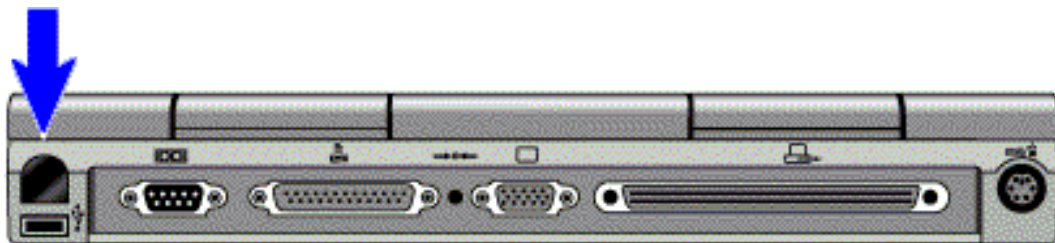
- Press Fn+F7 or click Mute in the Volume window (above). This silences the speaker without changing the volume setting.
- This is a toggle setting. Repeat the action to restore the speaker output.

Using the Infrared Port

The infrared (IR) port is on the back panel. It provides wireless, serial communication between the OmniBook and other IR-equipped devices such as printers and other OmniBooks.

Note

By default, the IR port is *not enabled*. You must install the appropriate IR driver and enable it in BIOS Setup. Refer to the *Reference Guide* and the drivers' Readme files for more information.



- Line up the OmniBook's IR port and the other IR port in as straight a line as possible. The two ports should be no more than 1 meter apart, with no obstructions in between. Noise from nearby equipment can cause transmission errors.
- To check the status of communications, there is an Infrared Monitor in the Control Panel.

Setting a Password

If password protection is set, then you will be prompted to enter a password whenever you reset or turn on the computer (depending on your setting). You cannot use the computer until you enter the correct password.

To set, change, or delete password protection for this OmniBook, you must use the BIOS Setup utility. This program is described fully in the *Reference Guide* that came with your OmniBook.

To set or change a password

1. [Reset the computer](#) and press F2, when prompted, to enter the BIOS Setup utility. Active keys are described along the bottom of the screen. (The TouchPad does not work in BIOS Setup.)
2. Select the Security menu.
3. Select Set System Password, press ENTER, and follow the directions. The password can contain up to eight alphanumeric characters, and it is not case-sensitive.
4. Determine when the password will be required: select Password on Boot and, if desired, Password on Resume, and press F5 to select Enabled or Disabled for each one.
5. Press F10 to save and exit the BIOS Setup utility.

Caution

Be sure you record your password in a safe place. To restore operation if you forget your password, you will need to return your OmniBook computer to Hewlett-Packard for repair. You will also need your proof-of-purchase. Call Hewlett-Packard at the number in the *Support and Service* booklet.

To clear a password

- Follow the above instructions. When prompted to set the password, press ENTER twice and continue.

Learning About Windows

To learn about Windows

This OmniBook *User's Handbook* does not discuss the Windows operating system. Rather, it introduces the OmniBook and shows you how to operate it. For information about Windows, see the following sources:

- Start the 10-minute tour of Windows 95. Click Start, Programs, OmniBook Library, Tour of Windows 95.
- See the Windows online Help. Click Start, then Help.
- See the *Introducing Microsoft Windows 95* manual shipped with your OmniBook.
- Many bookstores have books about Windows for people with different levels of experience.

3. Making Connections

This chapter discusses the connections for

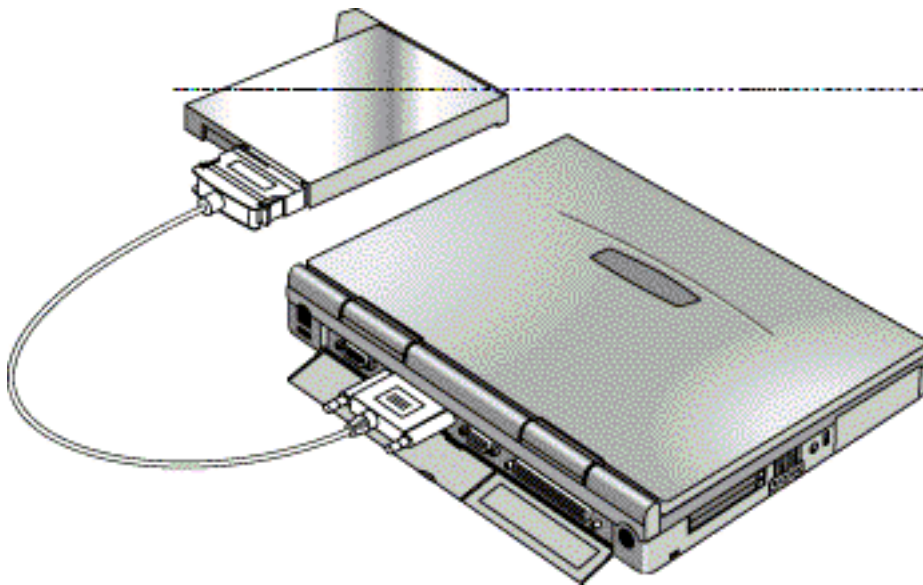
- [An external floppy drive.](#)
- [An external monitor.](#)
- [A printer or other parallel device.](#)
- [A serial device.](#)
- [An external PS/2 keyboard or a PS/2 mouse.](#)
- [A Universal Serial Bus device.](#)
- [Speakers, microphone, and audio input source.](#)
- [A port replicator.](#)

Connecting Peripheral Devices

To connect an external floppy drive

If you remove the plug-in floppy drive and use it externally, you can use the module bay for another plug-in module, such as a CD-ROM drive, Zip drive, or secondary battery. See ["Inserting and Removing a Plug-In Module."](#)

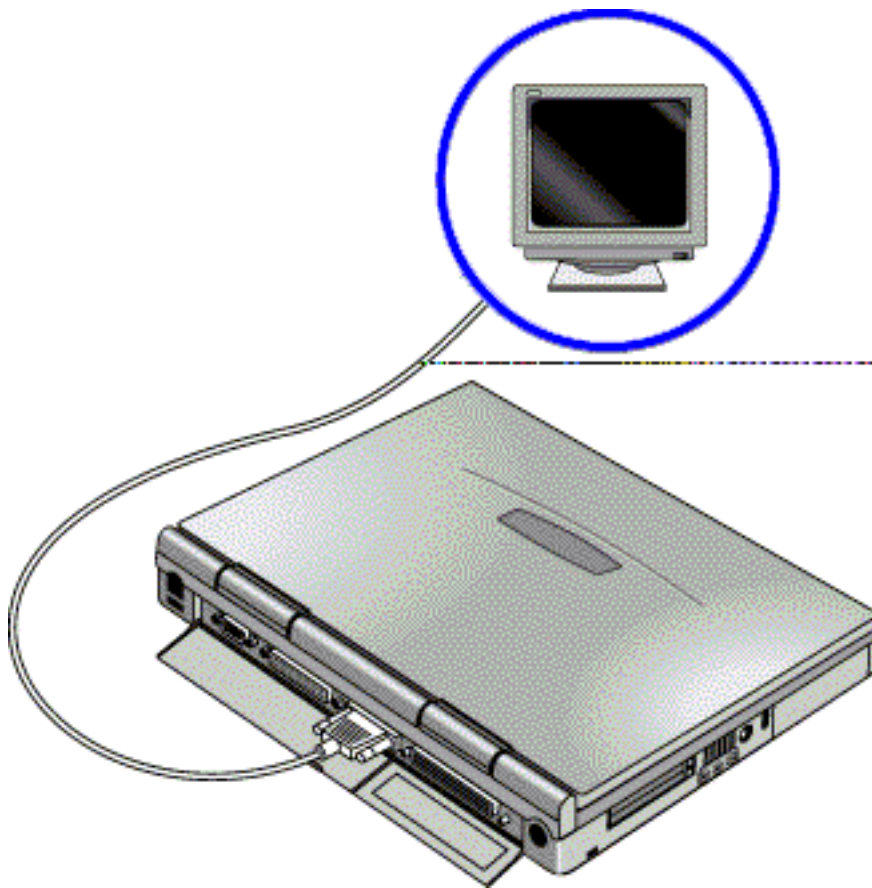
- Connect the external floppy-drive cable from the floppy drive to the parallel port of the OmniBook.



To connect an external monitor

You can connect a VGA, SVGA, or XGA monitor to your OmniBook. The OmniBook supports standard XGA mode (1024 by 768 pixels).

1. Turn off (Start, Suspend) the OmniBook.
2. Connect the monitor cable from the monitor to the VGA port on the back of the OmniBook.
3. Turn on the computer.
4. If the external monitor has a different resolution from the internal display, adjust the display properties (My Computer, Control Panel, Display, Settings).



Hint

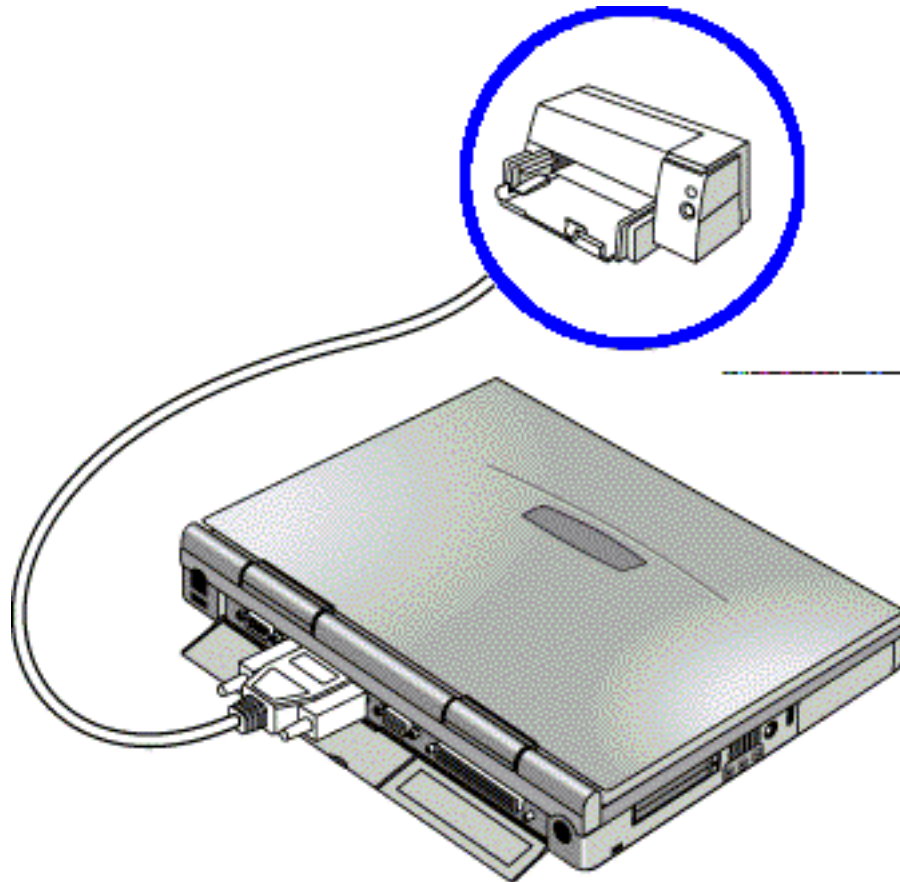
Switching Displays. If the external display does not work, try pressing Fn+F5 to activate it. (This keystroke combination toggles the display from internal to external to both.)

- When disconnecting the monitor, suspend the OmniBook first.

To connect a printer or other parallel device

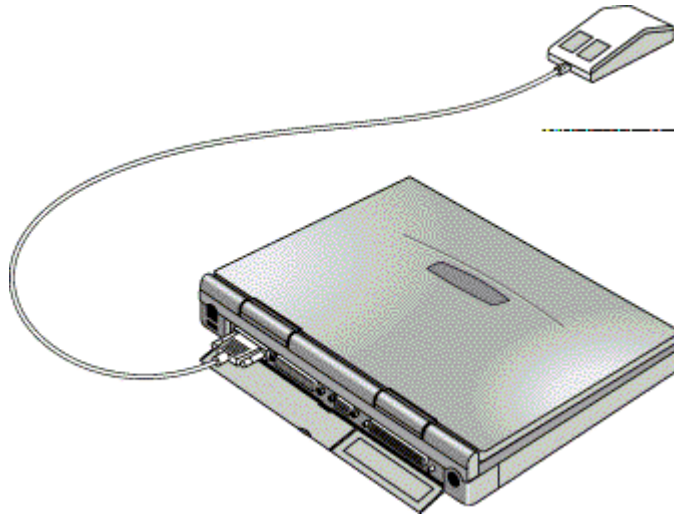
The most common parallel device is a printer.

- Connect the parallel printer cable or other parallel cable to the parallel port.



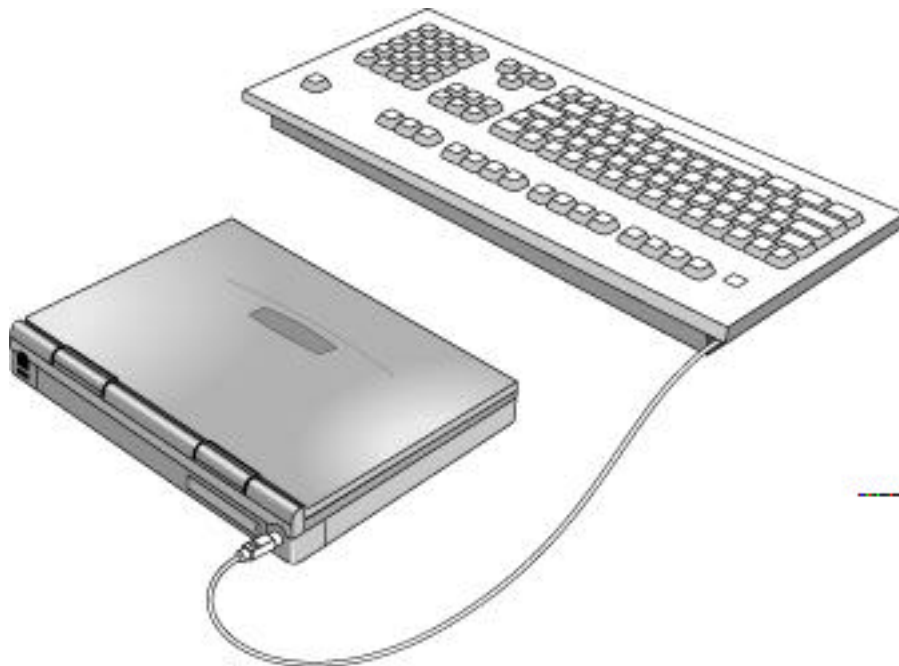
To connect a serial mouse or other serial device

1. Connect the serial cable to the serial port.
2. For a serial mouse, you need to select Standard Serial Mouse in Control Panel, Mouse, General, Change.



To connect an external PS/2 keyboard or a PS/2 mouse

1. Suspend (Start menu, Suspend) the computer.
2. Plug the mouse or keyboard PS/2 cable into the PS/2 port on the OmniBook.
If the keyboard has a PC-type jack, first connect its cable to an adapter cable with a PS/2 jack.
3. Turn on the computer.



Hint

If your external keyboard does not have an Fn key, substitute CTRL+ALT. For example, to access Fn+F2, press CTRL+ALT+F2. If this does not work, check that the setting for External Fn Key is enabled in the System Devices menu of the [BIOS Setup utility](#). **To disconnect an external PS/2 keyboard or PS/2 mouse**

- Turn off (Start, Suspend) the computer, then disconnect the cable from the OmniBook.

To connect a Universal Serial Bus device

Universal Serial Bus (USB) is a new technology that provides a bi-directional serial interface for adding peripheral devices, such as game controllers, scanners, and mice.

- Plug the USB cable into the USB port on the OmniBook. The device will be automatically recognized.

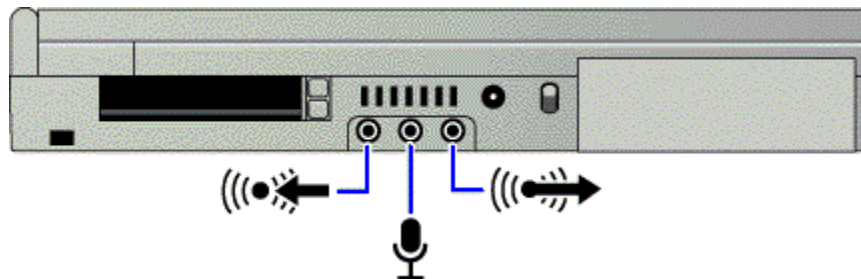


Note

If you have problems making this connection, contact the vendor of the peripheral device, as well as Hewlett-Packard, for the latest versions of the USB drivers. The USB technology is new and continues to develop.

To connect an audio source, a microphone, and headphones

Your OmniBook has a built-in microphone above the keyboard and two stereo speakers. You can also plug in a stereo input source, such as a CD player, an external microphone, and external speakers or headphones.



Caution

Do not use mono plugs, which can damage the computer.

- Plug a stereo input source into the input (left) jack.
- Plug the microphone into the microphone (middle) jack. The built-in microphone turns off.
- Plug devices such as headphones and external speakers into the output (right) jack. The built-in speakers turn off.

Connecting a Port Replicator

The port replicator can maintain external connections for the OmniBook that you can leave in place whenever you remove the OmniBook from your desk. Instead of disconnecting and reconnecting peripheral devices whenever you take the OmniBook with you, you simply undock and dock the OmniBook with its port replicator.

Refer to the *OmniBook Port Replicator User's Guide* for more information.

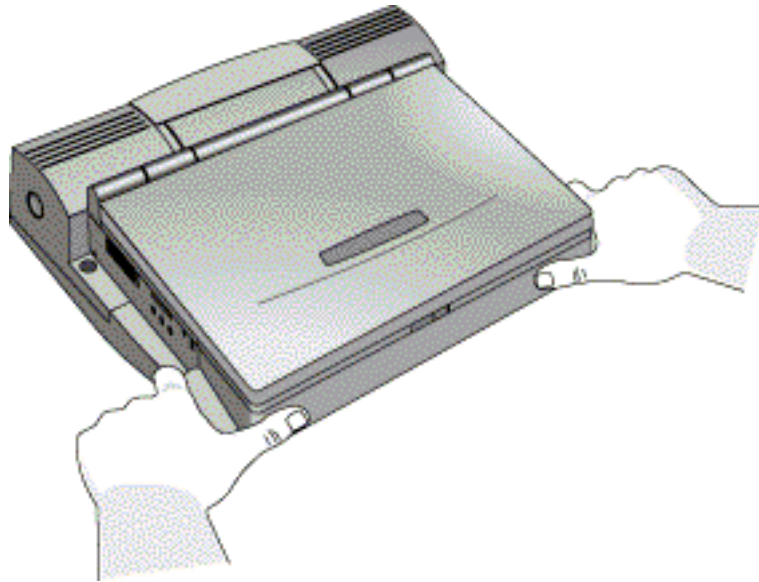
To dock the OmniBook with the port replicator

You do *not* need to turn off the OmniBook before inserting it into the port replicator.

1. Plug the power cord into the ac adapter, then into an ac outlet. Plug the ac adapter into the port replicator.



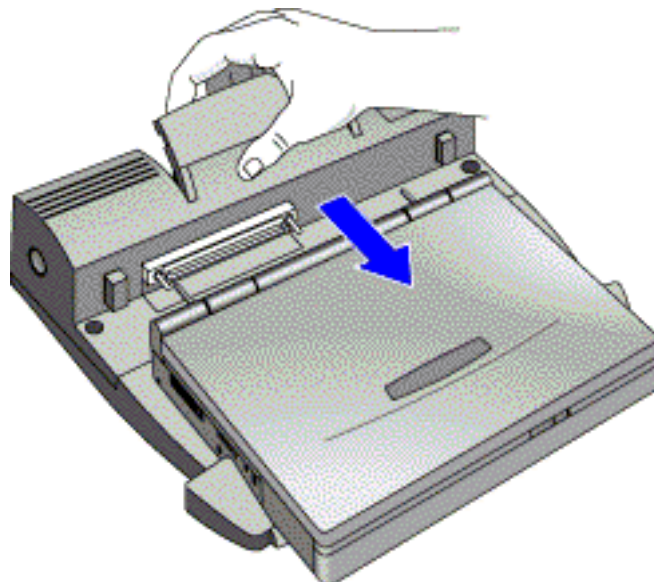
2. Slide the OmniBook's rear port door to the left.
3. Place the OmniBook on the port replicator platform, with the back of the computer facing the port replicator's docking connector.
4. Position your fingers on the platform grips as shown below. Use your thumbs to push the computer into the port replicator until the computer slides into place.



To undock the OmniBook from the port replicator

You do *not* need to turn off the OmniBook before removing it from the port replicator.

1. Raise the release lever at the top of the port replicator.
2. After removing the OmniBook, push the release lever back into place.



4. Power Management

The primary portable source of power for the OmniBook is its rechargeable battery. The OmniBook provides several safeguards so that you won't be surprised by a dead-battery condition. The [status panel](#) shows the remaining battery charge and low-battery conditions.

To preserve your current work session, the OmniBook automatically turns off when the battery charge gets too low. Your session continues when you plug in the ac adapter.

This chapter includes

- [Understanding power modes.](#)
- [Resetting the OmniBook.](#)
- [Monitoring battery power.](#)
- [Recharging and replacing batteries.](#)
- [Conserving battery power.](#)

Understanding Power Modes

You can stop or “turn off” the OmniBook several ways and with different levels of shutting down. Some methods provide “Instant-On”, so you can quickly continue your work where you left off. Others reset the computer, with and without saving data before shutting down.

Hint

Time-out settings. In order to save power or, conversely, to increase speed, you can change the [time-out settings](#). Time-out settings specify when to shut down various components after periods of inactivity. There are separate time-out settings for each power mode.

Power Modes

Power Mode	To Enter Mode	To Turn Back On
Standby (display off)	Press Fn+S <i>or</i> allow time-out .	Press any key or the pointing device to display your current session.

Suspend (low power)	Press blue power button for about 1 second <i>or</i> close the lid <i>or</i> select Start menu, Suspend <i>or</i> allow <u>time-out</u> .	Press blue power button for “instant-on” to your current session.
Hibernate (saves to disk, then resets)	Press Fn+F12 <i>or</i> allow <u>time-out</u> .	Press blue power button to restart.
Off (resets without saving)	Press blue power button longer than 4 seconds (default) <i>or</i> select Start menu, Shut Down.	Press blue power button to restart.

Definitions of Modes

Power Mode	Condition
Standby	Low-powered/stopped state. Everything is in a low-power state. Network devices are maintained. Your current work session resumes at turn-on (any key-press).
Suspend	Low-power/stopped state. Lower power state than Standby. Everything is off or in a low-power state. Network devices are off. The keyboard indicators scroll across the status panel. Your previous work session resumes at turn-on. For plug-and-play operating systems, network connections resume at turn-on.
Hibernate	No-power/stopped state. Session is saved on the hard disk. Everything is shut down. Computer restarts, and it restores previous session and network connections (if plug-and-play) at turn-on.
Off	No-power/stopped state. Everything is shut down (battery continues charging if ac adapter is connected). Computer restarts, and it restores network connections (if plug-and-play) at turn-on.

Hint

Preserving network connections. Windows 95 can restore network connections when you turn on the OmniBook. For a different operating system, you may have to reset the OmniBook or restart the operating system to restore them.

Resetting the OmniBook

To reset the OmniBook

If Windows or the OmniBook stops responding, you can reset the OmniBook and restart Windows:

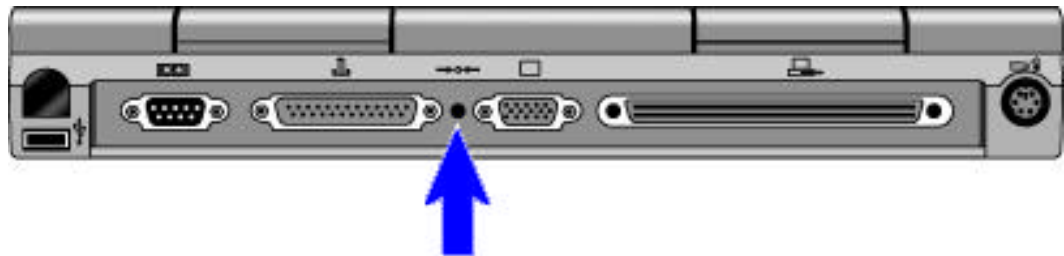
1. Press CTRL+ALT+DEL.

—or—

Press the blue power button for 4 seconds.

—or—

Insert a pen or a straightened paper clip into the system-off button on the back panel.



2. Press the blue power button to turn the computer back on, if necessary.

If these actions have no effect, remove the battery and ac adapter, then press the system-off button. Then install the battery or plug in the ac adapter and try pressing the system-off button again.

Hint

Rebooting from a floppy disk. If you want to reboot from a boot disk in the floppy drive, put the disk in the floppy drive before you reset the OmniBook.

Monitoring Battery Power

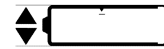
It's a good idea to use the ac adapter during operations that take more power—for example, those involving certain external connections, such as using a floppy drive or serial port.

To check the battery status

- Check the battery indicator in the [status panel](#). The shading indicates the approximate charge level, rounded to the nearest 10%.
- The upper and lower triangles indicate the presence of main (upper) and secondary (lower) batteries. A triangle blinks when that battery is in use.
- The battery is low when there are no bars shown inside the battery cell. The outline blinks and the computer beeps when the battery charge is critically low.
- A defective battery shows no battery activity and no charging.
- The battery is overheated, so no charging takes place.
- AC adapter is connected. If the indicator is blinking, then the battery is also being charged.
- Move the pointer onto the battery indicator at the right end of the taskbar. The approximate battery charge is displayed in a pop-up window.



Full charge



Low battery



Defective battery



Hot battery



AC power



For additional power information, open the Control Panel Power window.

To respond to a low-battery warning

When battery power is critically low, the battery indicator in the status panel appears empty and starts to blink. A warning beep reminds you to save your work. The OmniBook automatically [hibernates](#) (turns off) to preserve your current session and data. (If Hibernate is disabled in the BIOS Setup utility, then your data are not protected.) You won't be able to turn the computer on again until you restore power by one of the following actions:

- Plug in the ac adapter. See [“To recharge the battery or run on ac power.”](#)
- or—
- Install a secondary battery that's charged.

Recharging and Replacing Batteries

You can use the ac adapter to recharge the battery—and to run on ac power to preserve the battery. The OmniBook conserves power by using Advanced Power Management (APM), software that controls power drain.

Data on any of the drives is not affected by a low battery. However, the data could be affected if the battery runs down completely while writing data to the drive.

In this section you'll learn how to

- [Recharge the battery.](#)
- [Replace the battery.](#)

To recharge the battery or run on ac power

The ac adapter is normally warm to the touch whenever it's plugged into an ac outlet. The OmniBook is normally warm while it's charging. Don't charge it in a briefcase or other small space.

- Plug the power cord into the adapter, then into an ac outlet.
- Insert the adapter plug into the socket on the left side of the OmniBook.

Charging time. Charging the battery takes about 1.5 hours when the computer is off or suspended, or about 2.2 hours when the computer is in use.

Battery life. With a full charge, battery life in [Suspend mode](#) is about 48 hours. If the computer is in use, typical battery life can range from 2 to 3 hours, depending on your level of use and your power management settings (see ["To change a time-out setting"](#)).

Hint

Optimum charging. To get the longest battery operating time, continue charging until the ac power indicator (the electrical plug) stops blinking in the status panel. Charging stops when the battery is fully charged.

Because of rounding, a battery indicator can show a full battery *before* it's fully charged. The ac power indicator stops blinking only when the battery is actually full.

You can continue working while the battery is charging.



To interpret the power and battery lights

Power Light (on hinge)	Meaning
Steady green light.	Battery charging.
Blinking light.	Not charging (ac power on).
No light.	Not charging (ac power off).

If ac power is off, a blinking light indicates that the OmniBook is in Suspend mode.

Battery Lights (on battery). The battery itself has four square lights that indicate charge status when you press the square black button on the battery. Each light represents 25% charge.

To replace the battery

You may never need to replace the rechargeable battery in ordinary use. Just connect the ac adapter to the OmniBook and recharge the battery while you work. However, you can replace a low battery with another that is more fully charged.

Caution

If you have any unsaved data, it (and your current work session) will be lost when you remove the battery, *unless the computer is connected to ac power or a secondary battery is installed.*

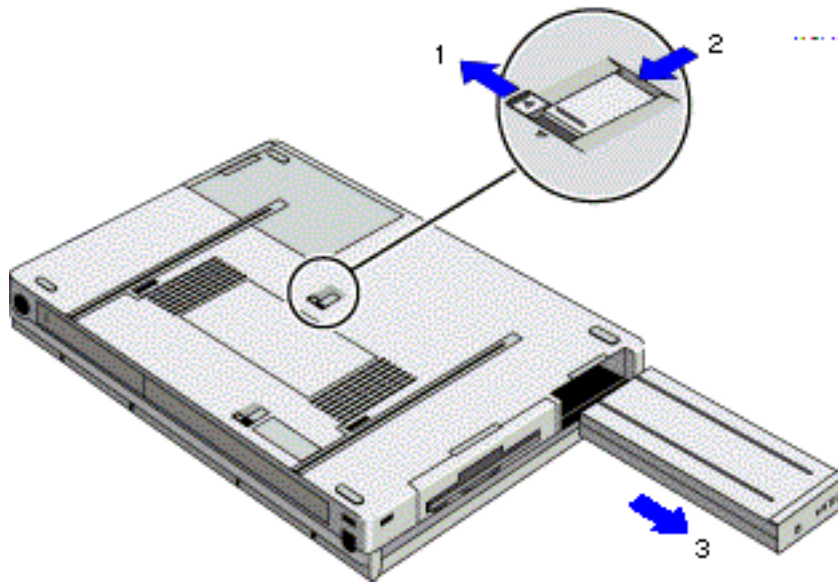
Do not mutilate, puncture, or dispose of the battery in fire. The battery can burst or explode, releasing hazardous chemicals. A rechargeable battery pack must be recycled or disposed of properly.

1. Important

Save your work. Turn off (Start, Suspend) the OmniBook.

2. Plug in the ac adapter. (If you do not, the computer will restart when you turn it back on.)

3. On the underside of the OmniBook, slide the safety latch in the direction of arrow 1, then slide the release latch in the direction of the arrow 2.
4. Gently pull the battery out of the battery compartment (arrow 3).



5. Slide the new battery into the empty bay. Slide the safety latch back to its original, locked position (in the reverse direction of arrow 1).

Backup battery. There is a permanent, internal backup battery, which recharges whenever you plug the ac adapter into the OmniBook. It maintains certain internal settings, such as the clock.

Secondary battery. To increase the time you can work on battery power, you can install a secondary battery in the plug-in module bay. Refer to the printed *Reference Guide*, also available on our website.

Conserving Battery Power

The OmniBook uses Advanced Power Management (APM) to conserve battery power. You can take steps to optimize your battery operating time.

In this section you'll learn how to

- [Save battery power.](#)
- [Specify the automatic time-out settings.](#)

To save battery power

Follow these suggestions to conserve battery power.

- Plug in the ac adapter, especially while using the floppy drive, the CD-ROM drive, or any external connections.
- Put the OmniBook in Suspend mode whenever you are not using it for a short while: close the lid, or press the blue power button for about 1 second, or click Start menu, Suspend.
- Put the OmniBook in Hibernate mode whenever you want to save your current session but will not be using it for several hours or more: press Fn+F12.
- Turn the OmniBook off whenever you will not be using it for several hours or more: press the blue power button for more than 4 seconds or click Start menu, Shut Down.
- Turn down the brightness of the display to the lowest comfortable level (Fn+F1). This reduces the backlight power.
- Set the automatic time-out settings to emphasize saving power. See [“To change a time-out setting.”](#)
- If you work with an application that uses the serial port or an I/O PC Card, exit the application when you're done using it.
- If you have an I/O PC Card—that is, a PC Card having an external connection, such as a modem or network card—remove it when you're not using it. Some I/O cards use significant power, even while they're inactive.

To change a time-out setting

The BIOS Setup utility includes settings for automatic time-outs at specified periods of inactivity. (This program is described fully in the *Reference Guide* that came with your OmniBook.) When enabled, these settings save power. There are four different time-outs, inducing different levels of power shut-down and conservation.

1. [Reset the computer](#) and press F2, when prompted, to enter the BIOS Setup utility. Active keys are described along the bottom of the screen. (The TouchPad does not work in BIOS Setup.) Help information for the highlighted item appears in the right-hand sidebar in the display.
2. Select the Power menu.

3. Select a Power Management Mode *other than* Disabled:
 - Customized: You determine each setting for Smart CPU Mode, Standby Time-out, Suspend Time-out, Hibernate Time-out, and Hard Disk Time-out. For definitions of these power modes, see ["Definitions of Modes."](#)
 - Max. Power Savings: The time-out settings are predefined for best power savings (using relatively short time-outs).
 - Max. Performance: The time-out settings are set for fast performance with some power conservation (using relatively long time-outs).
3. Choose a setting for Time-out on AC. If you want the time-outs to occur even when the OmniBook is connected to ac power, choose Enabled. To prevent time-outs while the OmniBook is plugged in, choose Disabled.
4. Press F10 ENTER to save your settings.

5. Maintenance and Safety

This chapter includes

- [Cleaning the computer.](#)
- [Safety information.](#)

Cleaning the Computer

Cleaning the case.

Use a soft, lint-free cloth to clean the case. You can use a mild detergent, but *do not use abrasives or solvents*, such as thinner, benzene, or isopropyl alcohol.

Apply the cleaner to the cloth, and *not* directly onto the computer.

Cleaning the display.

Use a soft, lint-free cloth to clean the display glass. You can use a glass cleaner, but avoid ammonia-based cleaners.

Apply the cleaner to the cloth, and *not* directly onto the display.

Safety Information

AC Adapter Safety

- Use only the ac adapter shipped with the OmniBook (HP part number F1377A). *Using any other ac adapter could damage the OmniBook and void your warranty.*

Battery Safety

- To avoid risk of fire, burns, or damage to your battery, do not allow a metal object to touch across the battery contacts.
- The battery is suitable for use only with an HP OmniBook 3000 computer.
- Do not disassemble. There are no serviceable parts inside.
- Do not dispose of the battery in fire or water.
- Handle a damaged or leaking lithium-ion battery with extreme care. If you come in contact with the electrolyte, wash the exposed area with soap and water. If it contacts the eye, flush the eye with water for 15 minutes and seek medical attention.
- Do not expose the battery to high storage temperatures—above 60 °C (140 °F).
- When discarding a battery, contact your local waste disposal provider regarding local restrictions on the disposal or recycling of batteries.
- To obtain a replacement battery, contact your local dealer or HP sales office.

- Do not charge the battery if the ambient temperature exceeds 45 °C (113 °F).

LED Safety

The infrared port located on the back panel of the OmniBook is classified as a Class 1 LED (light-emitting diode) device according to International Standard IEC 825-1 (EN60825-1). This device is not considered harmful, but the following precautions are recommended:

- If the unit requires service, contact an authorized HP service center—see the *OmniBook Support and Service* booklet.
- Do not attempt to make any adjustment of the unit.
- Avoid direct eye exposure to the infrared LED beam. Be aware that the beam is invisible light and cannot be seen.
- Do not attempt to view the infrared LED beam with any type of optical device.

Working in Comfort

Warning

Improper use of keyboards and other input devices has been associated with ergonomic injury. For information about reducing your risk, see the “Working in Comfort” instructions provided in the online OmniBook Library and in Windows Help. They are also available at our website, <http://www.hp.com/mcd/ergo>

6. Troubleshooting

If you run into problems using your OmniBook, you can use the suggestions in this chapter for getting back on track. You can also check the contents and index for pointers to related information.

This chapter separates problems into the following categories:

- [Printing problems.](#)
- [Memory problems.](#)
- [TouchPad and mouse problems.](#)
- [File, drive, and PC Card problems.](#)
- [Serial and infrared communications problems.](#)
- [Sound problems.](#)
- [Display problems.](#)
- [Power problems.](#)
- [Lockup problems.](#)

Other Sources of Information

If you have questions that this handbook doesn't answer, you can

- See the printed OmniBook *Reference Guide*. You can obtain a backup copy of this guide from the HP website (<http://www.hp.com/go/omnibook>).
- Check OmniBook Notes for the most current troubleshooting suggestions (Start, Programs, OmniBook Library, OmniBook Notes).
- Look at the online Help for Windows and other applications.
- Check with your computer system administrator, if you have one.
- Check your local library or bookstore for other books about Windows, MS-DOS, and other applications.
- Contact your dealer, or contact Hewlett-Packard. See the OmniBook *Support and Service* booklet or open OmniBook Support in the online OmniBook Library.
- Click Start and Help to use the Windows "troubleshooters" provided for several types of common problems. On the Contents tab, open the Troubleshooting book, then start the desired troubleshooter.

Common Problems

Printing Problems

Hint

For most printing problems, use the Print Troubleshooter in Windows Help.

If a serial printer doesn't print

- Check that you're using a proper cable or cable adapter, and that the printer is on.

If an infrared printer doesn't print

- An infrared driver must be installed and the BIOS Setup setting must be enabled. Refer to the *Reference Guide* and the drivers' Readme files.
- In Windows Help, use the Print Troubleshooter.
- Make sure the infrared light path is not blocked.
- Make sure Windows is running—infrared printing is supported only while Windows is running.

If the left edge of printed output is missing

- If the printer you're using is a 600-dpi (dots per inch) printer, try selecting a compatible printer driver for a 300-dpi printer. For example, for a 600-dpi HP LaserJet printer, try using the HP LaserJet IIIsi driver (300-dpi). Certain applications may not work properly with 600-dpi printers.

Memory Problems

If a message says you're out of memory

To find out how much memory is in your OmniBook, run the BIOS Setup utility (reset the computer and press F2 when prompted), Main menu.

- In Windows Help, use the memory troubleshooter.
- If you're having memory problems running MS-DOS programs, in Windows Help use the MS-DOS troubleshooter.

TouchPad and Mouse Problems

If the pointer is difficult to control

- Adjust the pointer settings using the Mouse icon in Control Panel.

If the TouchPad doesn't work

- Make sure you don't have an external mouse connected to the OmniBook.
- If you just disconnected an external mouse, try exiting and restarting Windows to make the OmniBook TouchPad active again.

- Press the blue power button to turn off (suspend) the OmniBook, then turn it on again without moving the pointer.
- [Reset](#) the OmniBook.

File, Drive, and PC Card Problems

If a PC Card doesn't work properly in a card slot

- Try removing and reinserting the card.
- Try inserting the card in the other card slot to check the connector.
- Try removing a PC Card from the other card slot, if another card is present.
- For a data storage card, check that you're using the correct drive letter.
- If a data storage card doesn't work properly, check if it has a write-protect switch and that it is set properly.
- Shut down Windows, then [reset](#) the OmniBook.
- If a modem card doesn't work properly, in Windows Help use the modem troubleshooter.
- In Device Manager, check the settings for the PC Card. Look for conflicts with other devices.

If a CD isn't automatically detected when inserted in a drive

- Use Device Manager to view the CD-ROM drive properties. Select the auto-detect setting. WARNING: This setting prevents the OmniBook from automatically suspending after a period of inactivity if the CD-ROM drive is present.

Serial and Infrared Communications Problems

For modem problems

- If a modem doesn't work properly, in Windows Help use the modem troubleshooter.

If the OmniBook stops responding after accessing a serial port

- If the OmniBook stops working, try pressing the blue power button to suspend and turn on the OmniBook.
- [Reset](#) the OmniBook.

If an I/O card stops communicating properly

- It may have been reset if the OmniBook suspended or turned off. Exit and restart the application.

If you have problems with infrared communications

- For infrared communications, an infrared driver must be installed and a BIOS Setup setting must be enabled. See the *Reference Guide* and the drivers' Readme files.

- Check that only one application is using the infrared port.
- Make sure the infrared light path is not blocked.

Sound Problems

If sounds aren't audible

- Check that the volume is not muted. Pressing Fn+F7 toggles muting on and off.
- Check the playback or recording sound levels, channels, and muting. See ["To adjust the speaker volume."](#)
- Press Fn+UP-ARROW several times to make sure the volume isn't set too low.

Display Problems

If the display works improperly

- Check whether the display resolution is set to its default setting, 1024 x 768 (XGA). Check this is in Start, Settings, Control Panel, Display, Settings.
- Try changing the display resolution to the standard VGA option.

If the screen is off or difficult to read

- Press Fn+F1 or Fn+F2 to adjust the display.
- If the OmniBook is cold, allow it to warm up.
- Press Fn+F5 in case the internal display was disabled. (Do this three times to return to the state you started from.)

If the display scrolls when the pointer reaches the edge

- A high-resolution display setting is active. You can use a high-resolution external display and turn off the OmniBook display by pressing Fn+F5, or you can choose the default OmniBook display setting.

Power Problems

If you have power problems that interfere with turning on or starting the OmniBook, see the troubleshooting chapter in the *OmniBook Reference Guide*, which came with the OmniBook.

If the battery runs down too fast

- Try conserving power using any of the suggestions listed under ["To save battery power"](#)
- If the operating time has gotten shorter and the battery is more than a year or two old, you may need a new battery.

If the OmniBook is beeping continuously

- Battery power is probably extremely low. Plug in the ac adapter or insert a secondary battery.

If the OmniBook turns off immediately after it turns on

- Battery power is probably extremely low. Plug in the ac adapter or insert a secondary battery.

If the OmniBook doesn't suspend automatically

- If you have a connection to another computer, the OmniBook doesn't suspend if the connection is actively in use.
- Check the [time-out settings](#) in the BIOS Setup utility.
- If you have a CD-ROM drive connected, use Device Manager to view the CD-ROM drive properties. If the auto-detect setting is active, it prevents the OmniBook from automatically suspending after a period of inactivity while the CD-ROM drive is present.

If the OmniBook doesn't turn on

- Connect the ac adapter.
- Press the blue power button to try turning on the unit.
- Try adjusting the display.
- [Reset](#) the OmniBook.

If you get no response, remove the battery and ac adapter and press the system-off button again—then install the battery or plug in the ac adapter and try resetting again.

If the OmniBook doesn't turn on with a fresh battery

- If the new battery is low, plug in the ac adapter.

If the OmniBook doesn't suspend immediately

- If the OmniBook is performing an operation, it normally waits for the operation to finish.

If the battery doesn't charge or stops charging

- Check that the battery is fully installed and locked in place.
- Turn off the OmniBook, then check that the battery contacts are clean and that the ac adapter cables are fully plugged in.
- Move the OmniBook away from any nearby heat source. Unplug the ac adapter and allow the battery to cool down. An elevated battery temperature prevents charging.

If your OmniBook password doesn't work

- To restore operation if you forget your password, you might need to return your OmniBook computer to Hewlett-Packard for repair. You will also need your proof-of-purchase. Call Hewlett-Packard at the number in the *Support and Service* booklet or in OmniBook Support in the online OmniBook Library.

Lockup Problems

If you have problems that interfere with turning on or starting the OmniBook, see the troubleshooting chapter in the OmniBook *Reference Guide*, which came with the OmniBook.

If the OmniBook stops responding during startup

- Avoid moving the pointing device or an external mouse during startup.

If an application stops responding

- Press CTRL+ALT+DEL, then stop the application.
- [Reset](#) the OmniBook.

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