

Hardware Reference Guide

HP Pro 3000 Series Small Form Factor Business
PCs

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Hardware Reference Guide

HP Pro 3000 Series Small Form Factor Business PCs

Second Edition (October 2009)

Document Part Number: 588910-002

About This Book

This guide provides basic information for upgrading these computer models. The model illustrated in this guide may look different than your computer model.

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- ⚠ **WARNING!** Text set off in this manner indicates that failure to follow directions could result in bodily harm or loss of life.
 - ⚠ **CAUTION:** Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.
 - 📝 **NOTE:** Text set off in this manner provides important supplemental information.
-

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Hardware Upgrades

Warnings and Cautions

Before performing upgrades be sure to carefully read all of the applicable instructions, cautions, and warnings in this guide.

- △ **WARNING!** To reduce the risk of personal injury from electrical shock, hot surfaces, or fire:

Disconnect the power cord from the wall outlet and allow the internal system components to cool before touching.

Disconnect the RJ-11 cable to the equipment before removing the enclosure.

Do not plug telecommunications or telephone connectors into the network interface controller (NIC) receptacles.

Do not disable the power cord grounding plug. The grounding plug is an important safety feature.

Plug the power cord in a grounded (earthed) outlet that is easily accessible at all times.

To reduce the risk of serious injury, read the *Safety & Comfort Guide*. It describes proper workstation, setup, posture, and health and work habits for computer users, and provides important electrical and mechanical safety information. This guide is located on the Web at <http://www.hp.com/ergo>.

WARNING! Energized and moving parts inside.

Disconnect power to the equipment before removing the enclosure.

Replace and secure the enclosure before re-energizing the equipment.

- △ **CAUTION:** To reduce the risk of fire, use only No. 26 AWG or larger (e.g., 24 AWG) UL Listed or CSA Certified Telecommunication Line Cord.

CAUTION: Do not leave this equipment in an unconditioned environment with storage temperatures above 35°C (120°F).

Extreme heat may damage the equipment.

The unit should be operated under a maximum ambient temperature of 35°C (120°F).

CAUTION: Static electricity can damage the electrical components of the computer or optional equipment. Before beginning these procedures, ensure that you are discharged of static electricity by briefly touching a grounded metal object. See [Electrostatic Discharge on page 37](#) for more information.

When the computer is plugged into an AC power source, voltage is always applied to the system board. You must disconnect the power cord from the power source before opening the computer to prevent damage to internal components.

Additional Information

For more information on removing and replacing hardware components, desktop management, the Computer Setup utility, and troubleshooting, refer to the *Maintenance and Service Guide* (available in English only) for your computer model at <http://www.hp.com>.

Removing the Computer Access Panel

1. Remove/disengage any security devices that prohibit opening the computer.
 2. Remove all removable media, such as diskettes or compact discs, from the computer.
 3. Turn off the computer properly through the operating system, then turn off any external devices.
 4. Disconnect the power cord from the power outlet and the computer, and disconnect any external devices.
-
- △ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.
-
5. Remove the thumbscrews that secure the access panel to the computer chassis (1).
 6. Slide the access panel back about 1.3 cm (1/2 inch), then lift it away from and off the unit (2).

Figure 1 Removing the Access Panel



Replacing the Computer Access Panel

Place the access panel on the chassis with about 1.3 cm (1/2 inch) of the panel hanging off the back of the chassis and slide it into place (1). Tighten the thumbscrews that secure the access panel to the chassis (2).

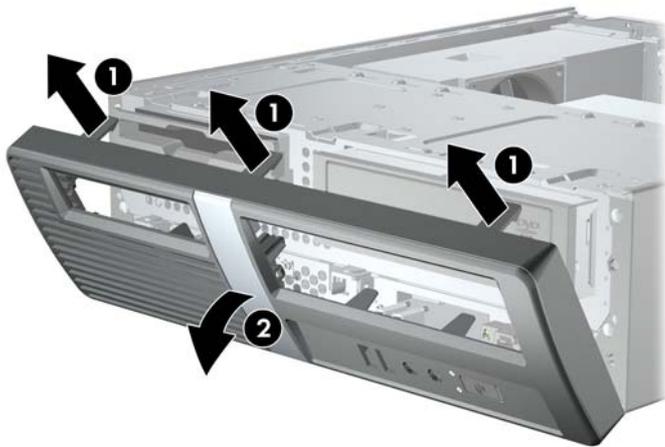
Figure 2 Replacing the Access Panel



Removing the Front Bezel

1. Remove/disengage any security devices that prohibit opening the computer.
 2. Remove all removable media, such as diskettes or compact discs, from the computer.
 3. Turn off the computer properly through the operating system, then turn off any external devices.
 4. Disconnect the power cord from the power outlet and disconnect any external devices.
-
- △ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.
-
5. Remove the computer access panel.
 6. To remove the front bezel, pull up on each of the three tabs on the top of the bezel (1) to release them, then rotate the bezel down and off the chassis (2).

Figure 3 Removing the Front Bezel



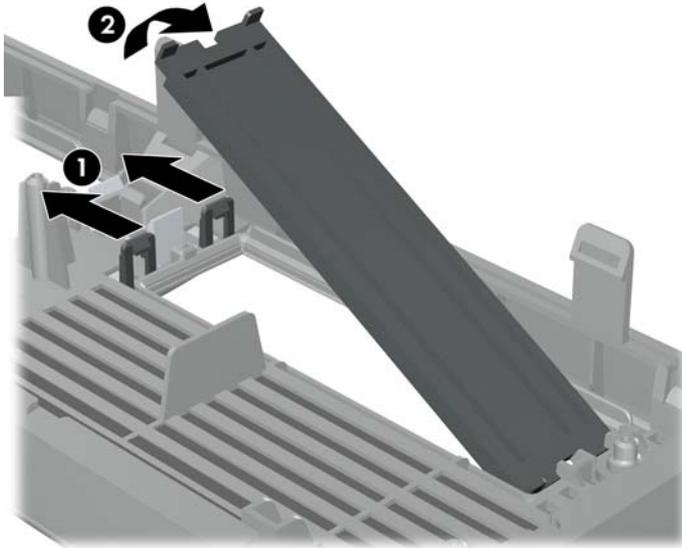
Removing a Bezel Blank

If the computer was not shipped with a drive in the 3.5" or 5.25" option bay, the bay will be covered by a bezel blank. If you add a drive to the option bay, you must first remove the bezel blank.

1. Follow the instructions described in [Removing the Front Bezel on page 4](#).

2. While facing the inside of the front bezel, press the two retaining tabs on the right towards the outer edge of the bezel (1) and pull the bezel blank inwards to remove it (2).

Figure 4 Removing a Bezel Blank



Replacing the Front Bezel

To replace the front bezel, insert the three hooks on the bottom of the bezel into the rectangular holes on the chassis (1) then rotate the bezel into place so that the catches on the three tabs on the top of the bezel snap into place on the chassis (2).

Figure 5 Replacing the Front Bezel



Installing Additional Memory

The computer comes with double data rate 3 synchronous dynamic random access memory (DDR3-SDRAM) dual inline memory modules (DIMMs).

DIMMs

The memory sockets on the system board can be populated with up to four industry-standard DIMMs. These memory sockets are populated with at least one preinstalled DIMM. To achieve the maximum memory support, you can populate the system board with up to 8GB of memory.

DDR3-SDRAM DIMMs

For proper system operation, the DDR3-SDRAM DIMMs must be:

- industry-standard 240-pin
- unbuffered non-ECC PC3-10600 DDR3-1333 MHz-compliant
- 1.5 volt DDR3-SDRAM DIMMs

The DDR3-SDRAM DIMMs must also:

- support CAS latency 9 DDR3 1333 MHz (9-9-9 timing)
- contain the mandatory JEDEC SPD information

In addition, the computer supports:

- 512-Mbit, 1-Gbit, and 2-Gbit non-ECC memory technologies
- single-sided and double-sided DIMMs
- DIMMs constructed with x8 and x16 DDR devices; DIMMs constructed with x4 SDRAM are not supported

 **NOTE:** The system will not operate properly if you install unsupported DIMMs.

Installing DIMMs

△ **CAUTION:** You must disconnect the power cord and wait approximately 30 seconds for the power to drain before adding or removing memory modules. Regardless of the power-on state, voltage is always supplied to the memory modules as long as the computer is plugged into an active AC outlet. Adding or removing memory modules while voltage is present may cause irreparable damage to the memory modules or system board.

The memory module sockets have gold-plated metal contacts. When upgrading the memory, it is important to use memory modules with gold-plated metal contacts to prevent corrosion and/or oxidation resulting from having incompatible metals in contact with each other.

Static electricity can damage the electronic components of the computer or optional cards. Before beginning these procedures, ensure that you are discharged of static electricity by briefly touching a grounded metal object. For more information, refer to [Electrostatic Discharge on page 37](#).

When handling a memory module, be careful not to touch any of the contacts. Doing so may damage the module.

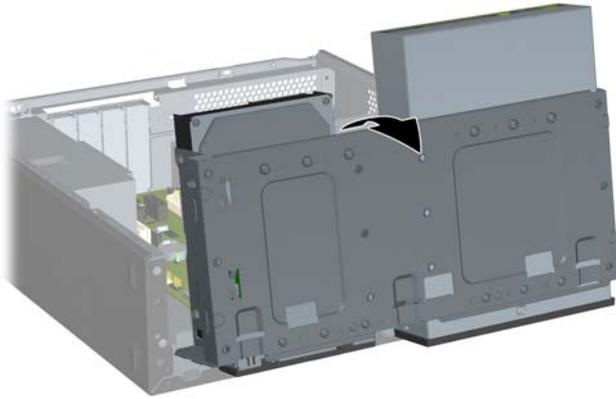
1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.

3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

△ **CAUTION:** You must disconnect the power cord and wait approximately 30 seconds for the power to drain before adding or removing memory modules. Regardless of the power-on state, voltage is always supplied to the memory modules as long as the computer is plugged into an active AC outlet. Adding or removing memory modules while voltage is present may cause irreparable damage to the memory modules or system board.

5. Remove the computer access panel.
6. Rotate the drive cage all the way up.

Figure 6 Rotating the Drive Cage Up



7. Locate the memory module sockets on the system board.

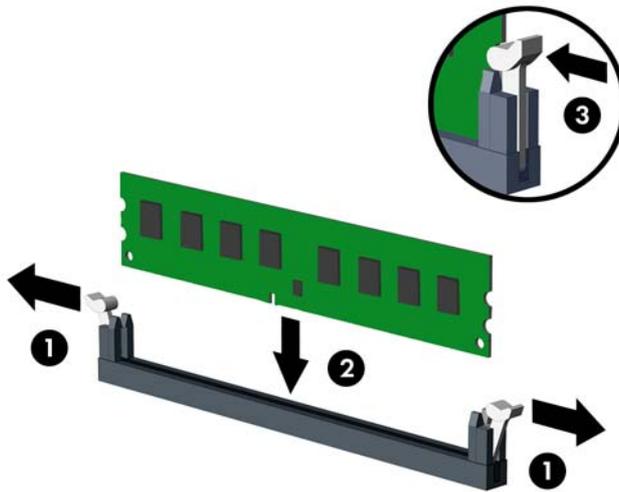
△ **WARNING!** To reduce risk of personal injury from hot surfaces, allow the internal system components to cool before touching.

8. Open both latches of the memory module socket (1), and insert the memory module into the socket (2).

 **NOTE:** On HP Pro 3000 systems with Intel processors, populate the DIMM sockets in the following order: DIMM1, DIMM3, DIMM2, then DIMM4.

On HP Pro 3000 systems with AMD processors, populate the DIMM sockets in the following order: DIMM1, DIMM2, DIMM3, then DIMM4

Figure 7 Installing a DIMM

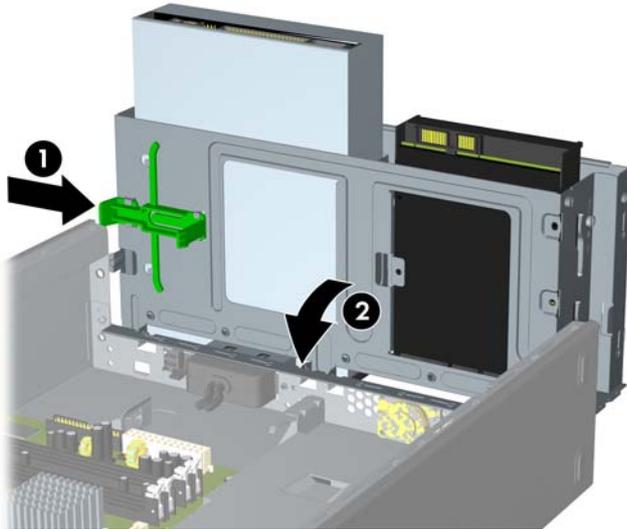


 **NOTE:** A memory module can be installed in only one way. Match the notch on the module with the tab on the memory socket.

9. Push the DIMM module down firmly into the socket, ensuring that the module is fully inserted and properly seated. The DIMM must be pushed all the way down into the socket and sit evenly in the socket to avoid memory corruption. Make sure the latches are in the closed position (3).
10. Repeat steps 8 and 9 to install any additional modules.

11. Push in the latch holding the drive cage upright (1) and lower the drive cage all the way down (2).

Figure 8 Lowering the Drive Cage



12. Replace the computer access panel.
13. Reconnect the power cord and any external devices, then turn on the computer. The computer should automatically recognize the additional memory when you turn on the computer.
14. Lock any security devices that were disengaged when the access panel was removed.

Removing or Installing an Expansion Card

Depending on the model, the computer may include PCI Express x1 expansion slots, PCI Express x16 expansion slots, and standard PCI expansion slots.

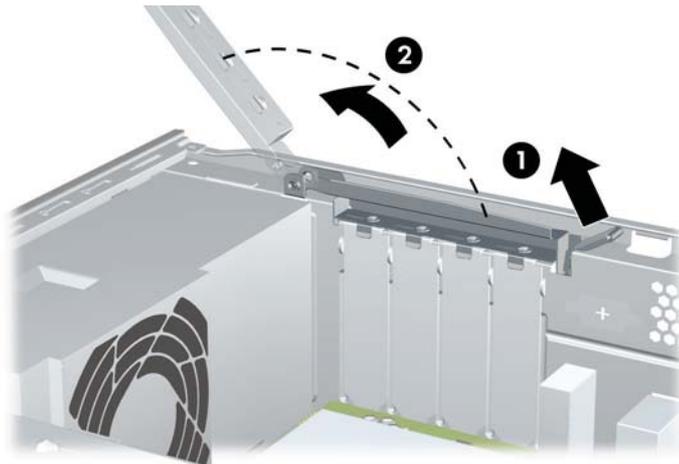
 **NOTE:** You can install a PCI Express x1, x4, x8, or x16 expansion card in the PCI Express x16 expansion slot.

1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

 **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

5. Remove the computer access panel.
6. Locate the correct vacant expansion socket on the system board and the corresponding expansion slot on the back of the computer chassis.
7. On the rear panel of the computer, lift the slot cover latch (1) and rotate slot cover up and away from the slots (2).

Figure 9 Releasing the Slot Cover Lock

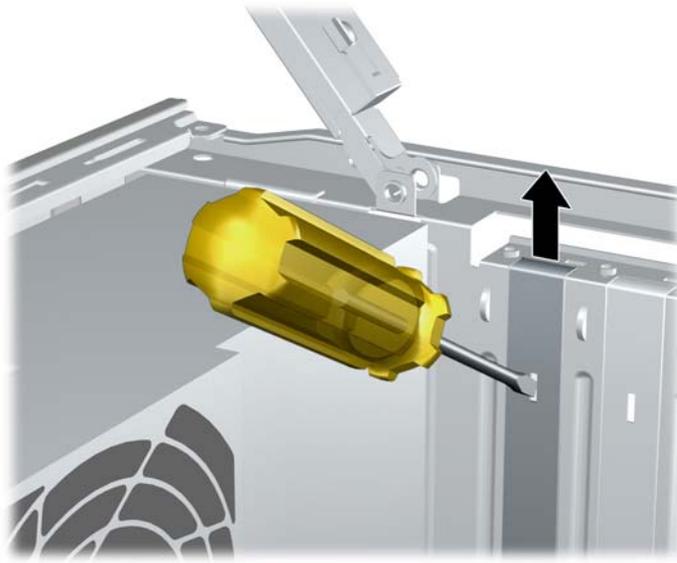


8. Before installing an expansion card, remove the expansion slot cover or the existing expansion card.

 **NOTE:** Before removing an installed expansion card, disconnect any cables that may be attached to the expansion card.

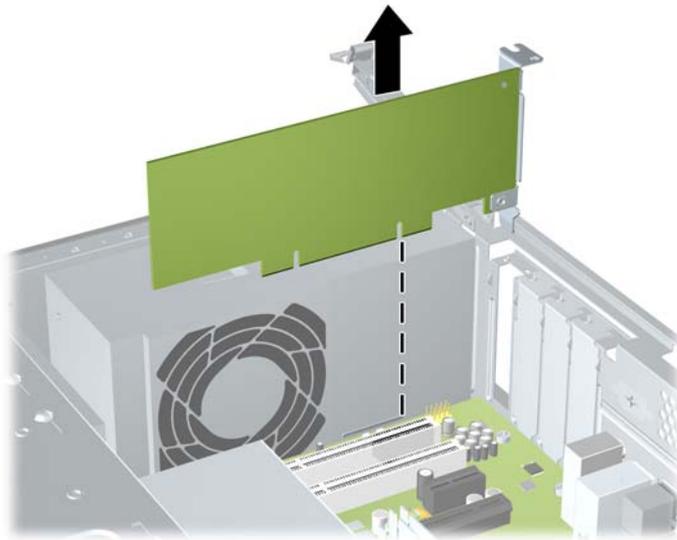
- a. If you are installing an expansion card in a vacant socket, you must use a flatblade screwdriver to pry out the metal shield on the rear panel that covers the expansion slot. Be sure to remove the appropriate shield for the expansion card you are installing.

Figure 10 Removing an Expansion Slot Cover



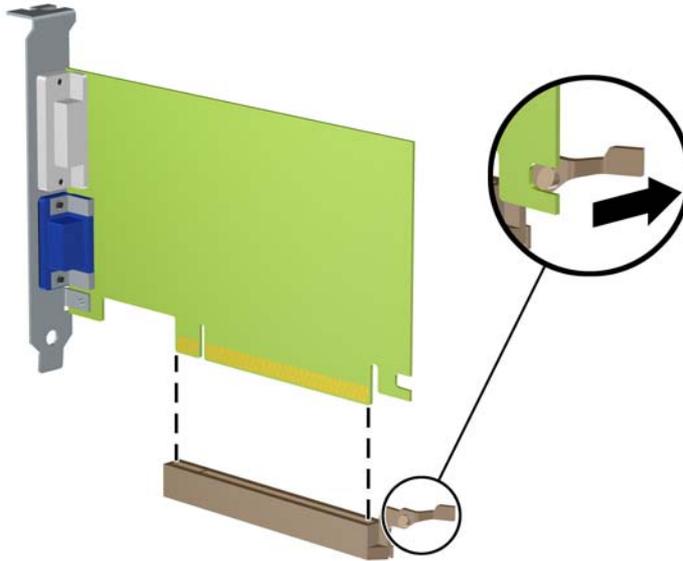
- b. If you are removing a PCI or PCI Express x1 card, hold the card at each end and carefully rock it back and forth until the connectors pull free from the socket. Be sure not to scrape the card against the other components.

Figure 11 Removing a PCI or PCI Express x1 Expansion Card



- c. If you are removing a PCI Express x16 card, pull the retention arm on the back of the expansion socket away from the card and carefully rock the card back and forth until the connectors pull free from the socket. Be sure not to scrape the card against the other components.

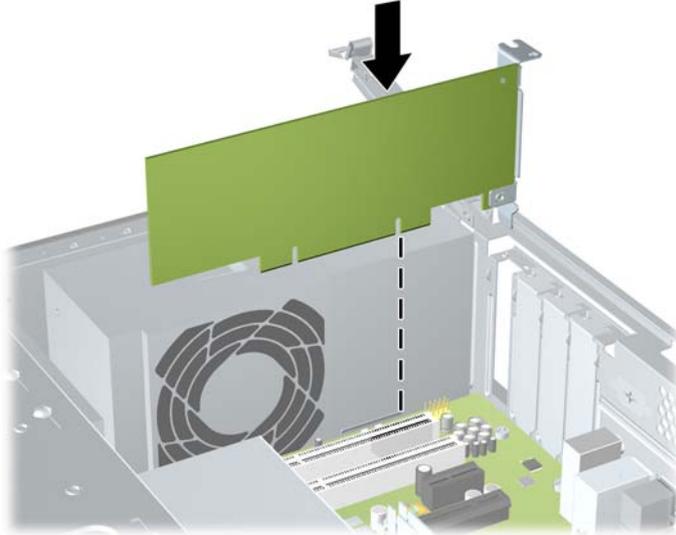
Figure 12 Removing a PCI Express x16 Expansion Card



9. Store the removed card in anti-static packaging.
 10. If you are not installing a new expansion card, install an expansion slot cover to close the open slot.
-
- △ **CAUTION:** After removing an expansion card, you must replace it with a new card or expansion slot cover for proper cooling of internal components during operation.

11. To install a new expansion card, hold the card just above the expansion socket on the system board then move the card toward the rear of the chassis so that the bottom of the bracket on the card slides into the small slot on the chassis. Press the card straight down into the expansion socket on the system board.

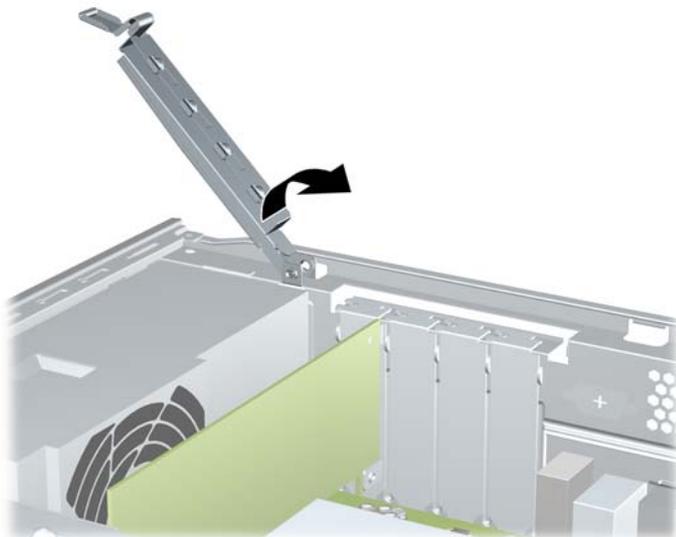
Figure 13 Installing an Expansion Card



 **NOTE:** When installing an expansion card, press firmly on the card so that the whole connector seats properly in the expansion card slot.

12. While holding the expansion card bracket against the chassis, rotate the slot cover lock over the expansion card brackets and slot covers. Push the slot cover lock down to latch it and secure the card brackets.

Figure 14 Closing the Slot Cover Lock



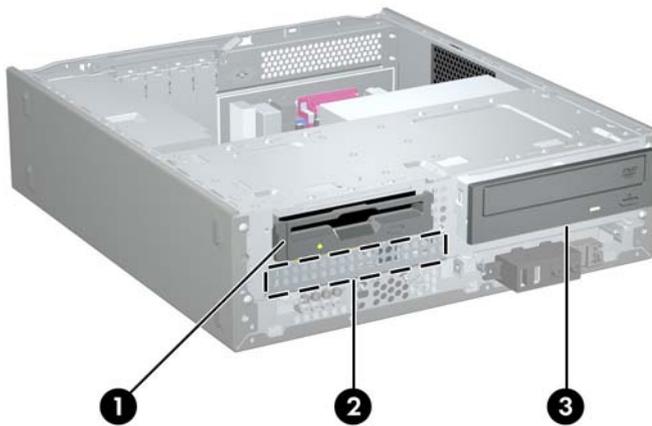
13. Connect external cables to the installed card, if needed. Connect internal cables to the system board, if needed.
14. Replace the computer access panel.

15. Reconnect the power cord and any external devices, then turn on the computer.
16. Lock any security devices that were disengaged when the access panel was removed.
17. Reconfigure the computer, if necessary. Refer to the *Computer Setup (F10) Utility Guide* for instructions on using Computer Setup.

Drive Positions

 **NOTE:** Your computer model may look different than the model shown below. Diskette drives are only available on some models.

Figure 15 Drive Positions



- | | |
|---|---|
| 1 | 3.5-inch external drive bay for optional drive (diskette drive shown) |
| 2 | 3.5-inch internal hard drive bay |
| 3 | 5.25-inch external drive bay for optional drive (optical drive shown) |

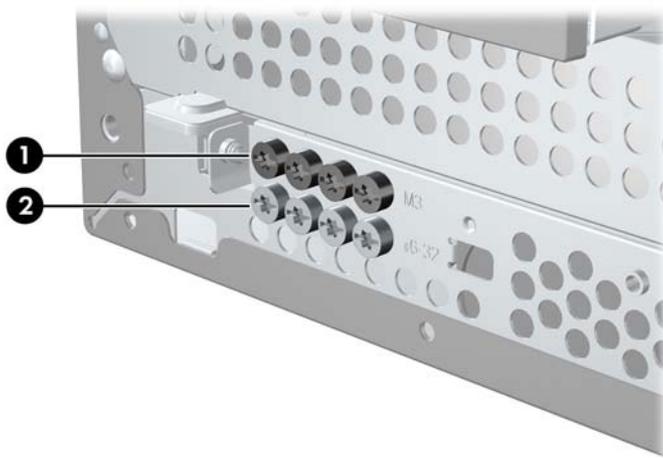
To verify the type, size, and capacity of the storage devices installed in the computer, run Computer Setup. Refer to the *Computer Setup (F10) Utility Guide* for more information.

Installing Additional Drives

When installing additional drives, follow these guidelines:

- The primary Serial ATA (SATA) hard drive must be connected to the dark blue primary SATA connector on the system board.
- Connect the SATA optical drive to the white SATA connector on the system board.
- The system does not support Parallel ATA (PATA) optical drives or PATA hard drives.
- If needed, HP has provided extra drive retainer screws on the front of the chassis under the hard drive cage. Hard drives use 6-32 standard screws. All other drives use M3 metric screws. The HP-supplied M3 metric guide screws (1) are black. The HP-supplied 6-32 standard screws (2) are silver.

Figure 16 Extra Drive Retainer Screws Location



△ **CAUTION:** To prevent loss of work and damage to the computer or drive:

If you are inserting or removing a drive, shut down the operating system properly, turn off the computer, and unplug the power cord. Do not remove a drive while the computer is on or in standby mode.

Before handling a drive, ensure that you are discharged of static electricity. While handling a drive, avoid touching the connector. For more information about preventing electrostatic damage, refer to Appendix A, [Electrostatic Discharge on page 37](#).

Handle a drive carefully; do not drop it.

Do not use excessive force when inserting a drive.

Avoid exposing a hard drive to liquids, temperature extremes, or products that have magnetic fields such as monitors or speakers.

If a drive must be mailed, place the drive in a bubble-pack mailer or other protective packaging and label the package "Fragile: Handle With Care."

Removing an Optical Drive

- △ **CAUTION:** All removable media should be taken out of a drive before removing the drive from the computer.

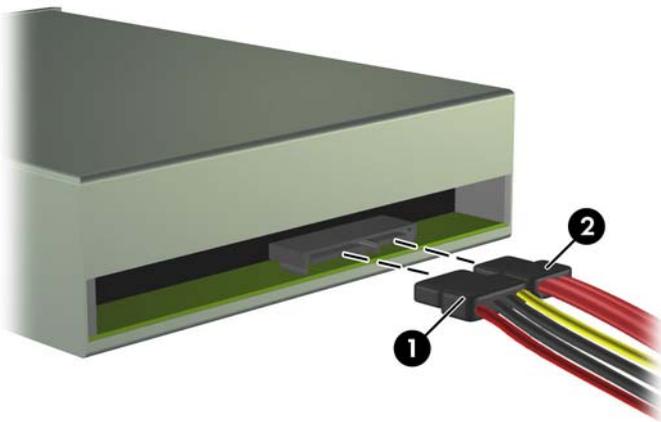
To remove an optical drive:

1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

- △ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

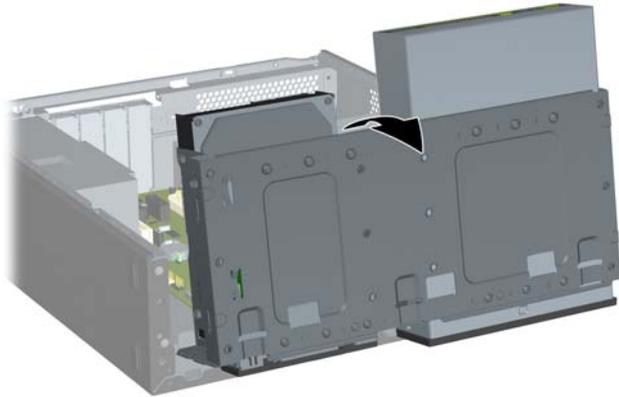
5. Remove the access panel and front bezel.
6. Disconnect the power cable (1) and data cable (2) from the rear of the optical drive.

Figure 17 Disconnecting the Power and Data Cables



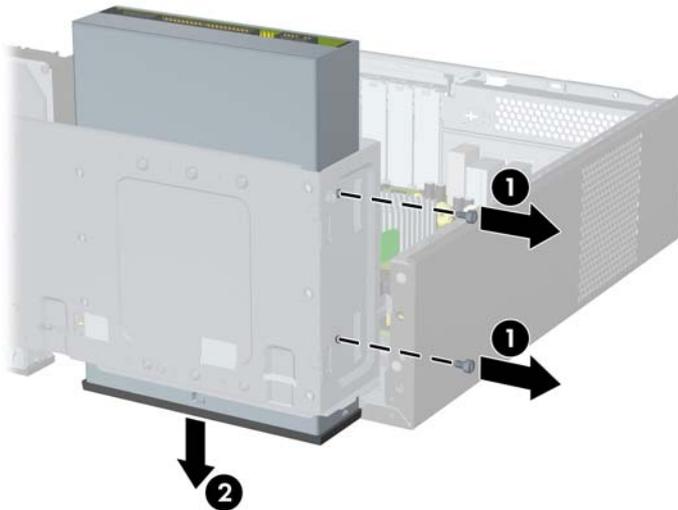
7. Rotate the drive cage all the way up.

Figure 18 Rotating the Drive Cage Up



8. Remove the two retainer screws that secure the drive to the bay (1) then slide the drive forward and out of the bay (2).

Figure 19 Removing a 5.25" External Drive



Installing an Optical Drive into the 5.25-inch Drive Bay

To install an optional 5.25-inch optical drive:

1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

△ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

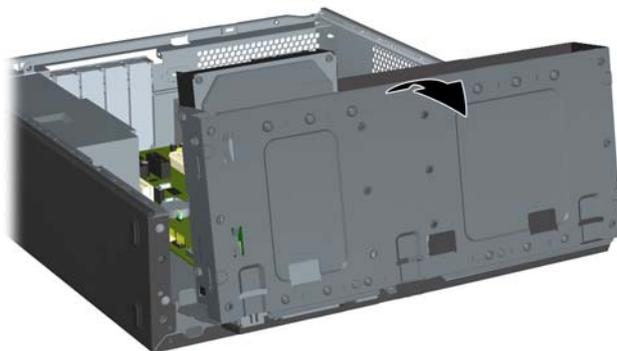
5. Remove the access panel and front bezel.
6. If you are installing a drive in a bay covered by a bezel blank, remove the front bezel then remove the bezel blank. See [Removing a Bezel Blank on page 4](#) for more information.
7. Install the guide screw in the front top hole on the left side of the drive.

Figure 20 Installing the Guide Screw in the Optical Drive



8. Rotate the drive cage all the way up.

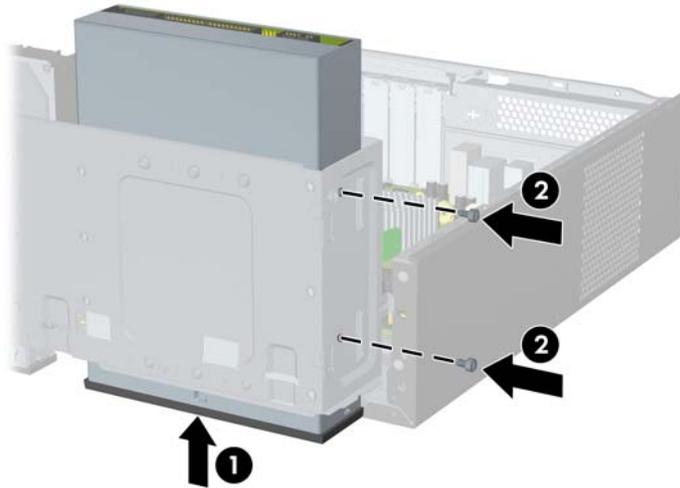
Figure 21 Rotating the Drive Cage Up



- Align the guide screw on the drive with the slot on the chassis. Slide the optical drive into the drive bay until the two screw holes on the right side of the drive line up with the two screw holes on the right side of the drive cage (1).
- Secure the optical drive by fastening two retainer screws through the holes in the right side of the drive cage into the corresponding holes in the right side of the optical drive (2).

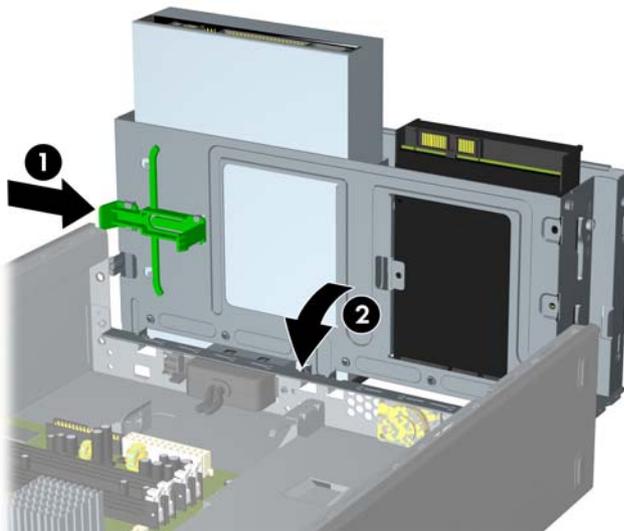
 **NOTE:** Extra retainer screws are provided on the front of the chassis under the hard drive cage. The M3 metric retainer screws for optical drives are black. Refer to [Installing Additional Drives on page 15](#) for an illustration of the retainer screws location.

Figure 22 Installing the Optical Drive



- Push in the latch holding the drive cage upright (1) and lower the drive cage all the way down (2).

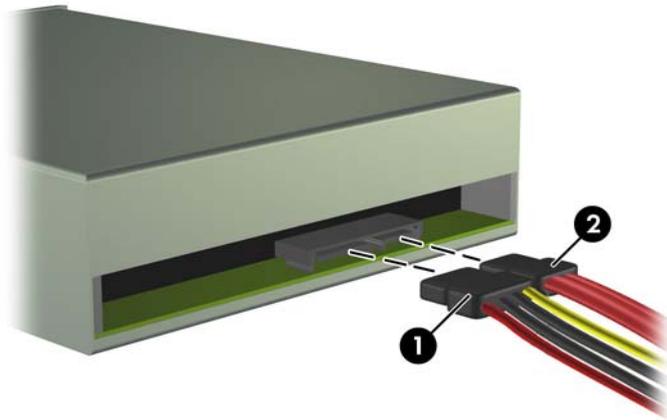
Figure 23 Lowering the Drive Cage



- Connect the SATA data cable to the white system board connector.

13. Connect the power cable (1) and data cable (2) to the rear of the optical drive.

Figure 24 Connecting the Power and Data Cables



14. Replace the front bezel and access panel.
15. Reconnect the power cord and turn on the computer.
16. Lock any security devices that were disengaged when the access panel was removed.

The system automatically recognizes the drive and reconfigures the computer.

Removing an External 3.5-inch Drive

△ **CAUTION:** All removable media should be taken out of a drive before removing the drive from the computer.

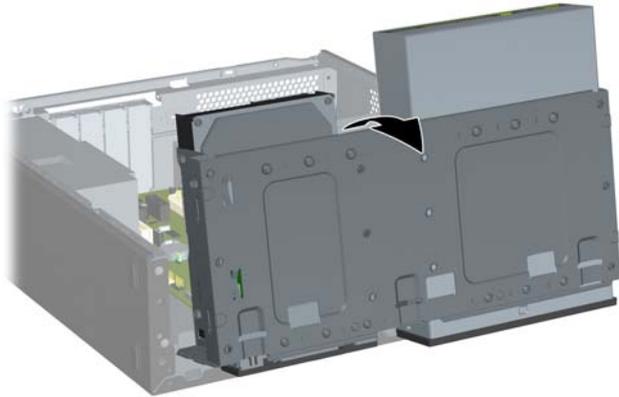
1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

△ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

5. Remove the access panel and front bezel.
6. Disconnect the drive cables.
 - a. If you are removing a diskette drive (available on some models only), disconnect the data cable and power cable from the back of the drive.
 - b. If you are removing a media card reader, disconnect the USB cable from the system board.

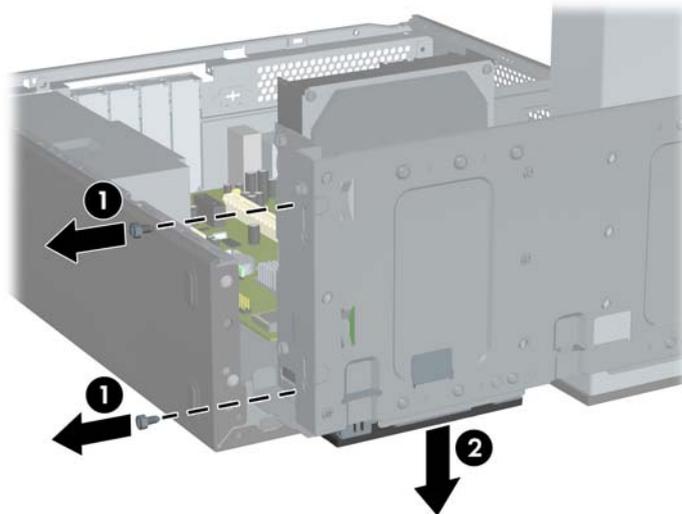
7. Rotate the drive cage all the way up.

Figure 25 Rotating the Drive Cage Up



8. Remove the two retainer screws that secure the drive to the bay (1) then slide the drive forward and out of the bay (2).

Figure 26 Removing a 3.5" Device (Diskette Drive Shown)



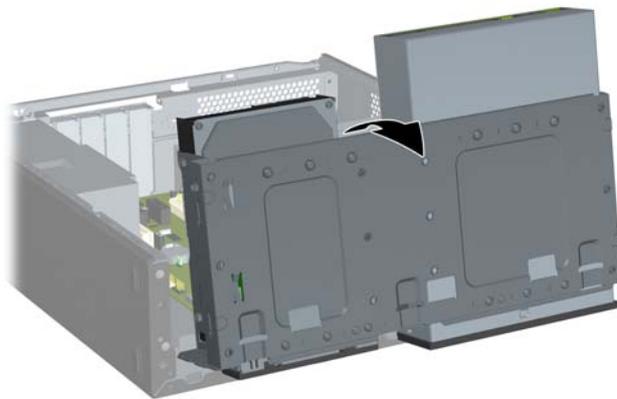
Installing a Drive into the 3.5-inch External Drive Bay

1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

△ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

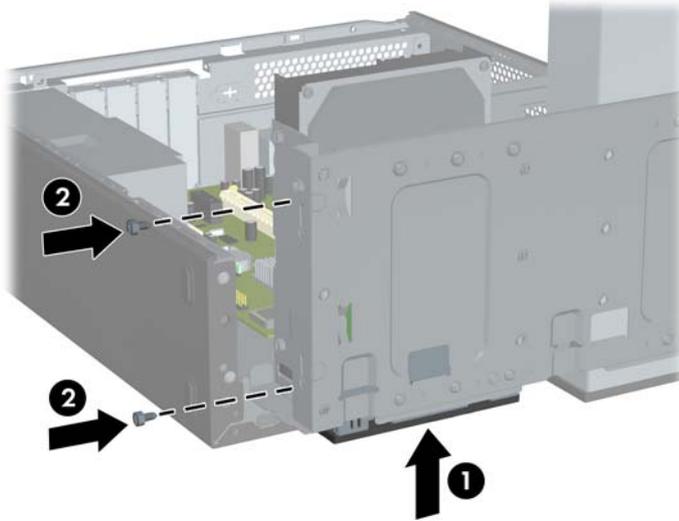
5. Remove the access panel and front bezel.
6. If you are installing a drive in a bay covered by a bezel blank, remove the front bezel then remove the bezel blank. See [Removing a Bezel Blank on page 4](#) for more information.
7. If you are adding a drive to an empty drive bay for the first time, you must remove the knockout plate from the bay. To do so, insert a flat screwdriver into the knockout plate slot and rotate the screwdriver to break the knockout plate out of the chassis. Discard the knockout plate.
8. If the new drive has screws installed on the sides of the drive, remove them before inserting the drive into the chassis.
9. Rotate the drive cage all the way up.

Figure 27 Rotating the Drive Cage Up



10. Slide the drive into the drive bay (1) until the two screw holes on the left side of the drive line up with the two screw holes on the left side of the drive cage. Secure drive by fastening two retainer screws through the holes in the left side of the drive cage into the corresponding holes in the left side of the drive (2).

Figure 28 Installing a 3.5-inch Device (Diskette Drive Shown)

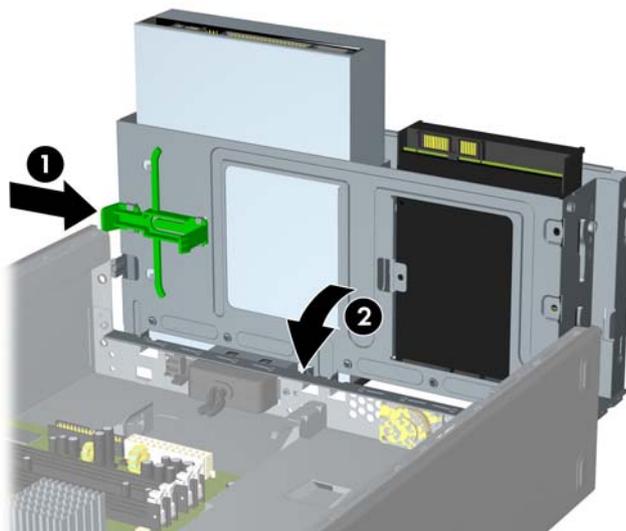


 **NOTE:** The drive cage screw holes for each type of drive are labeled “CR” for media card reader or “FDD” for diskette drive.

Extra retainer screws are provided on the front of the chassis under the hard drive cage. The M3 metric retainer screws for diskette drives or media card readers are black. Refer to [Installing Additional Drives on page 15](#) for an illustration of the retainer screws location.

11. Push in the latch holding the drive cage upright (1) and lower the drive cage all the way down (2).

Figure 29 Lowering the Drive Cage



12. Connect the appropriate drive cables:
 - a. If installing a diskette drive (available on some models only), connect the power and data cables to the rear of the drive and connect the other end of the data cable to the connector on the system board.
 - b. If installing a media card reader, connect the USB cable from the media card reader to the USB connector on the system board.
13. Replace the front bezel and access panel.
14. Reconnect the power cord and turn on the computer.
15. Lock any security devices that were disengaged when the access panel was removed.

Removing an Internal 3.5-inch Hard Drive

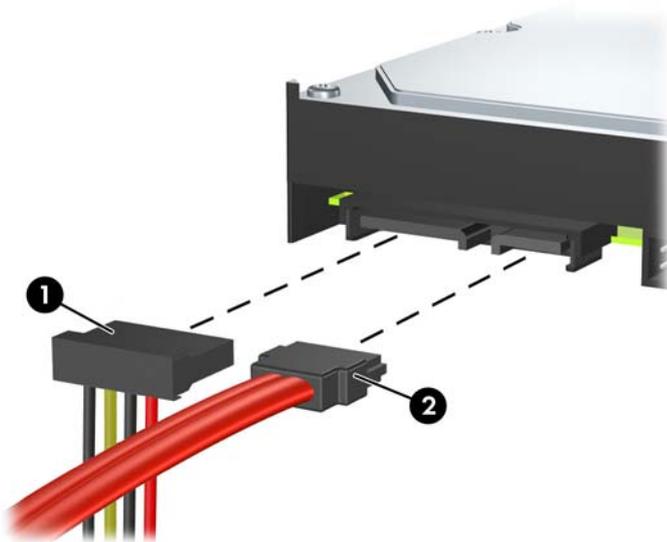
 **NOTE:** Before you remove the old hard drive, be sure to back up the data from the old hard drive so that you can transfer the data to the new hard drive.

1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as diskettes or compact discs, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

 **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

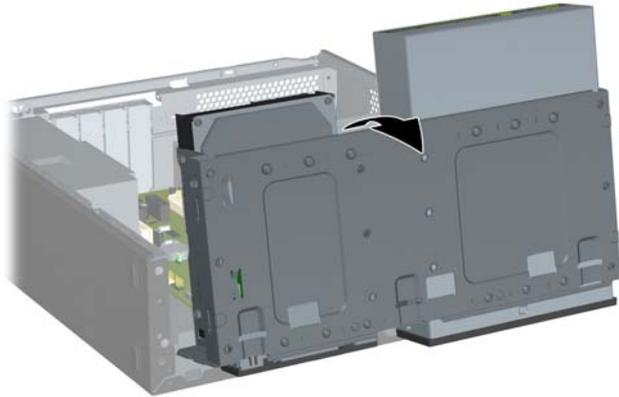
5. Remove the access panel and front bezel.
6. Disconnect the power cable (1) and data cable (2) from the back of the hard drive.

Figure 30 Disconnecting the Hard Drive Cables



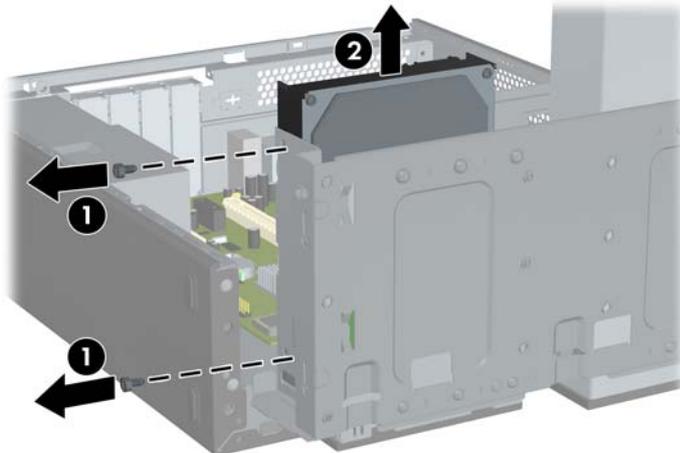
7. Rotate the drive cage all the way up.

Figure 31 Rotating the Drive Cage Up



8. Remove the two retainer screws that secure the drive to the bay (1) then slide the drive back and out of the bay (2).

Figure 32 Removing an Internal Hard Drive

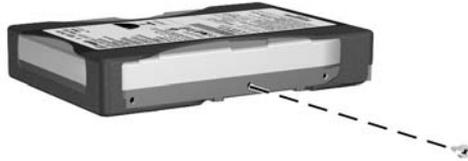


Installing an Internal 3.5-inch Hard Drive

1. Follow the steps in [Removing an Internal 3.5-inch Hard Drive on page 24](#) to remove the old hard drive.
2. Install the guide screw in the middle hole on the right side of the drive.

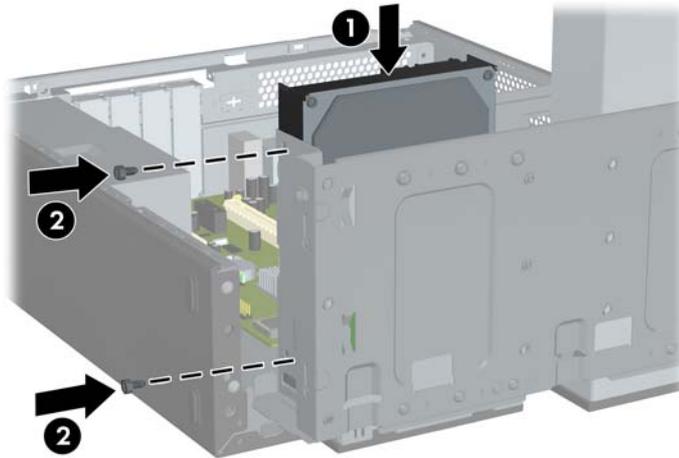
 **NOTE:** When replacing a hard drive, remove the guide screws from the old drive for use with the new drive.

Figure 33 Installing the Guide Screw in the Hard Drive



3. Align the guide screw on the drive with the slot on the chassis. Slide the hard drive into the drive bay from the back until the two screw holes on the left side of the drive line up with the two screw holes on the left side of the drive cage (1).
4. Secure the hard drive by fastening two retainer screws through the holes in the left side of the drive cage into the corresponding holes in the left side of the hard drive (2).

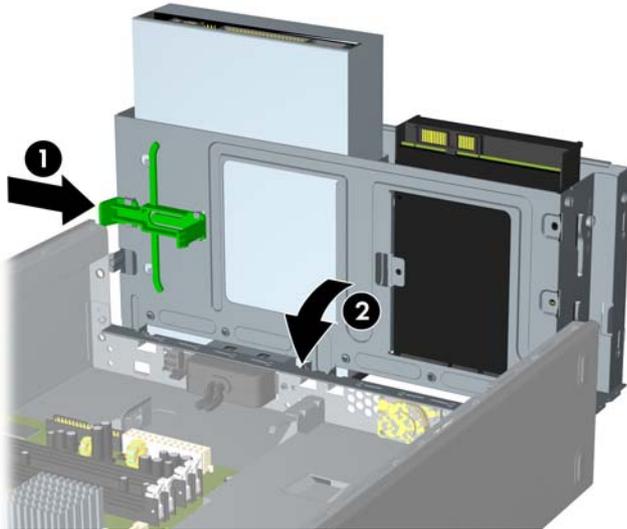
Figure 34 Installing an Internal Hard Drive



 **NOTE:** Extra retainer screws are provided on the front of the chassis under the hard drive cage. The 6-32 retainer screws for hard drives are silver. Refer to [Installing Additional Drives on page 15](#) for an illustration of the retainer screws location.

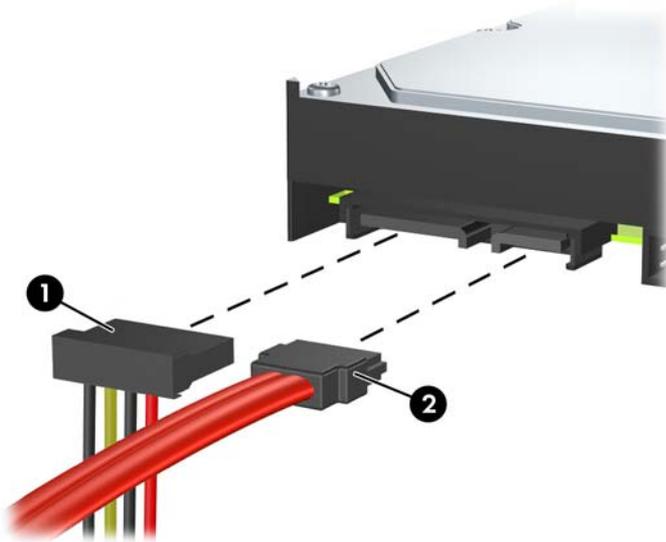
5. Push in the latch holding the drive cage upright and lower the drive cage all the way down.

Figure 35 Lowering the Drive Cage



6. Connect the power cable (1) and data cable (2) to the back of the hard drive.

Figure 36 Connecting the Hard Drive Cables



△ **CAUTION:** Never crease or bend a SATA data cable tighter than a 30 mm (1.18 in) radius. A sharp bend can break the internal wires.

7. Replace the access panel and front bezel.
8. Reconnect the power cord and any external devices, then turn on the computer.
9. Lock any security devices that were disengaged when the access panel was removed.

Battery Replacement

The battery that comes with the computer provides power to the real-time clock. When replacing the battery, use a battery equivalent to the battery originally installed in the computer. The computer comes with a 3-volt lithium coin cell battery.

- ⚠ **WARNING!** The computer contains an internal lithium manganese dioxide battery. There is a risk of fire and burns if the battery is not handled properly. To reduce the risk of personal injury:

Do not attempt to recharge the battery.

Do not expose to temperatures higher than 60°C (140°F).

Do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water.

Replace the battery only with the HP spare designated for this product.

- ⚠ **CAUTION:** Before replacing the battery, it is important to back up the computer CMOS settings. When the battery is removed or replaced, the CMOS settings will be cleared. Refer to the *Computer Setup (F10) Utility Guide* for information on backing up the CMOS settings.

Static electricity can damage the electronic components of the computer or optional equipment. Before beginning these procedures, ensure that you are discharged of static electricity by briefly touching a grounded metal object.

- 📝 **NOTE:** The lifetime of the lithium battery can be extended by plugging the computer into a live AC wall socket. The lithium battery is only used when the computer is NOT connected to AC power.

HP encourages customers to recycle used electronic hardware, HP original print cartridges, and rechargeable batteries. For more information about recycling programs, go to <http://www.hp.com/recycle>.

1. Remove/disengage any security devices that prohibit opening the computer.
2. Remove all removable media, such as compact discs or USB flash drives, from the computer.
3. Turn off the computer properly through the operating system, then turn off any external devices.
4. Disconnect the power cord from the power outlet and disconnect any external devices.

- ⚠ **CAUTION:** Regardless of the power-on state, voltage is always present on the system board as long as the system is plugged into an active AC outlet. You must disconnect the power cord to avoid damage to the internal components of the computer.

5. Remove the computer access panel.
6. Locate the battery and battery holder on the system board.

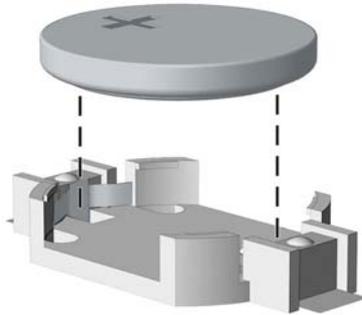
- 📝 **NOTE:** On some computer models, it may be necessary to remove an internal component to gain access to the battery.

7. Depending on the type of battery holder on the system board, complete the following instructions to replace the battery.

Type 1

- a. Lift the battery out of its holder.

Figure 37 Removing a Coin Cell Battery (Type 1)

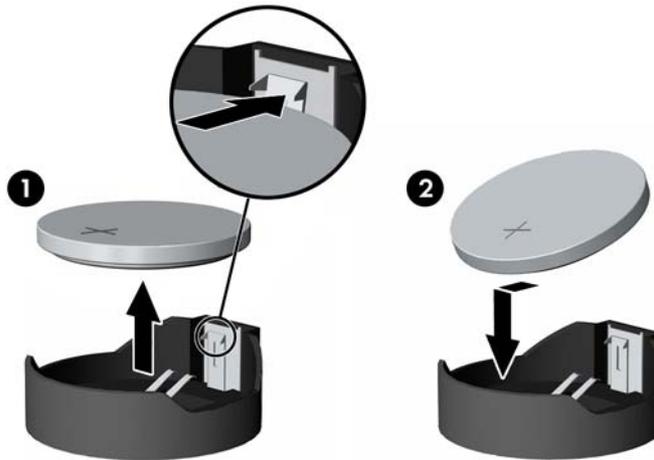


- b. Slide the replacement battery into position, positive side up. The battery holder automatically secures the battery in the proper position.

Type 2

- a. To release the battery from its holder, squeeze the metal clamp that extends above one edge of the battery. When the battery pops up, lift it out (1).
- b. To insert the new battery, slide one edge of the replacement battery under the holder's lip with the positive side up. Push the other edge down until the clamp snaps over the other edge of the battery (2).

Figure 38 Removing and Replacing a Coin Cell Battery (Type 2)

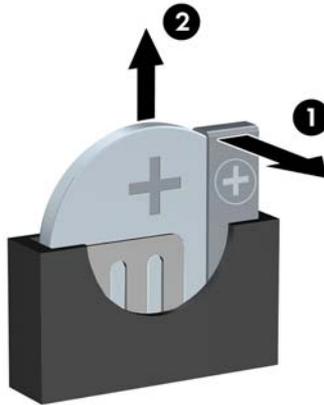


Type 3

- a. Pull back on the clip (1) that is holding the battery in place, and remove the battery (2).

- b. Insert the new battery and position the clip back into place.

Figure 39 Removing a Coin Cell Battery (Type 3)



 **NOTE:** After the battery has been replaced, use the following steps to complete this procedure.

8. Replace the computer access panel.
9. Plug in the computer and turn on power to the computer.
10. Reset the date and time, your passwords, and any special system setups using Computer Setup.
11. Lock any security devices that were disengaged when the access panel was removed.

Installing a Security Lock

The security locks displayed below and on the following pages can be used to secure the computer.

HP/Kensington MicroSaver Security Cable Lock

Figure 40 Installing a Cable Lock



Padlock

Figure 41 Installing a Padlock



HP Business PC Security Lock

1. Fasten the security cable by looping it around a stationary object.

Figure 42 Securing the Cable to a Fixed Object



2. Thread the keyboard and mouse cables through the lock.

Figure 43 Threading the Keyboard and Mouse Cables



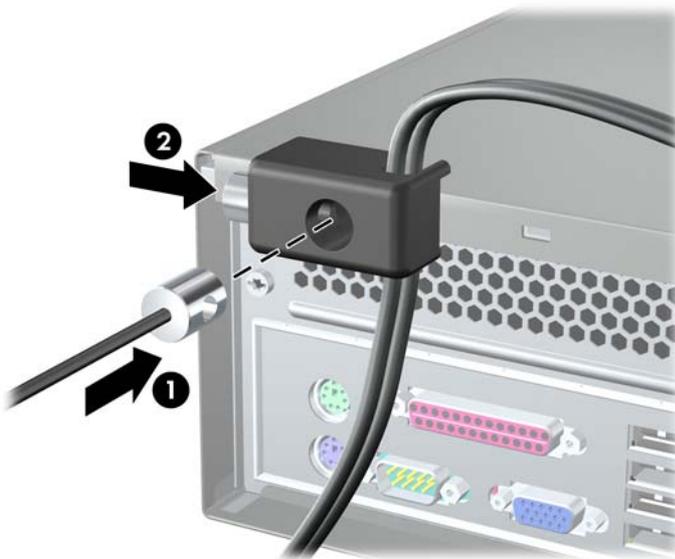
3. Remove the left screw that secures the computer access panel to the chassis and screw the lock to the chassis using the screw provided.

Figure 44 Attaching the Lock to the Chassis



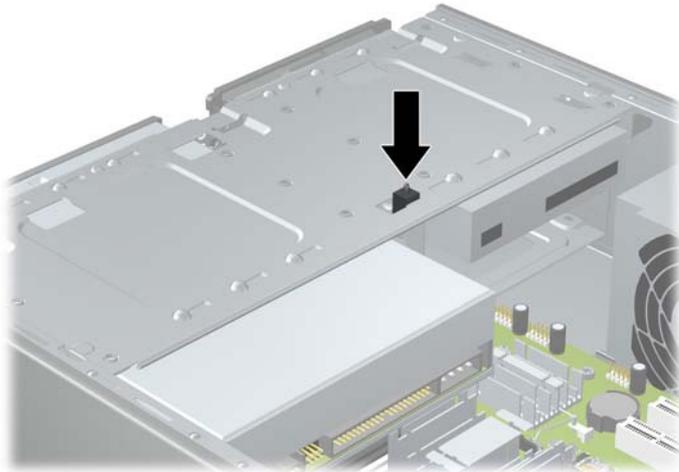
4. Insert the plug end of the security cable into the lock (1) and push the button in (2) to engage the lock. Use the key provided to disengage the lock.

Figure 45 Engaging the Lock



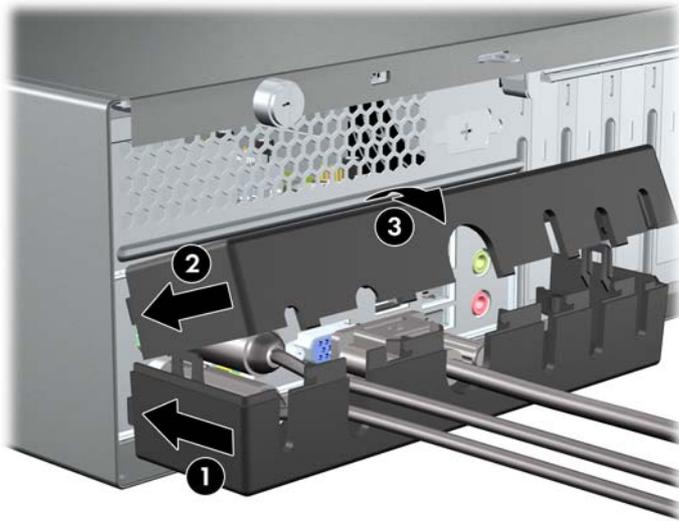
Hood Sensor

If the access panel is removed while there is still power to the computer, the hood sensor will cause the system to stop and display the Error 912 message after system reboot and will beep 5 times for 5 seconds. If the alarm sounds, close the access panel, tighten the thumbscrew, then reboot the system. The system will enter the operating system successfully. If the error message persists, press the **F10** key immediately when the HP Logo screen is displayed to enter the Computer Setup menu. In the menu, select **Advanced > Hood Sensor > Reset Case Open Status** and make sure **Enable** is selected, then press the **F10** key to Save and Exit, then reboot the system.



Port Cover

To install the port cover, slide the bottom half of the cover onto the chassis (1), then slide the top half of the cover onto the chassis at an angle (2) then rotate the top half down onto the bottom half (3). Ensure that the cables coming out of the rear of the computer are routed through the holes in the port cover.



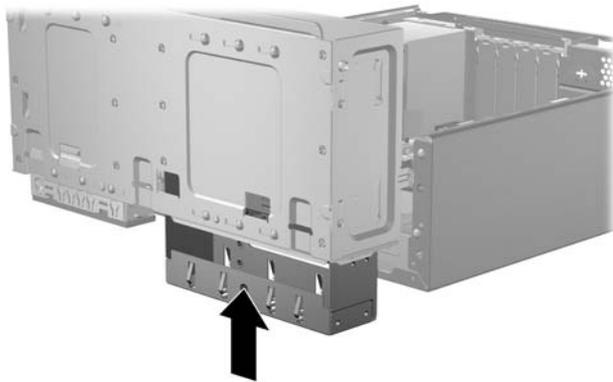
HP Chassis Security Kit

An optional HP Chassis Security Kit prevents computer components from being removed through an open optical drive bay.

Figure 46 HP Chassis Security Kit



Figure 47 Installing the HP Chassis Security Kit



A Electrostatic Discharge

A discharge of static electricity from a finger or other conductor may damage system boards or other static-sensitive devices. This type of damage may reduce the life expectancy of the device.

Preventing Electrostatic Damage

To prevent electrostatic damage, observe the following precautions:

- Avoid hand contact by transporting and storing products in static-safe containers.
- Keep electrostatic-sensitive parts in their containers until they arrive at static-free workstations.
- Place parts on a grounded surface before removing them from their containers.
- Avoid touching pins, leads, or circuitry.
- Always be properly grounded when touching a static-sensitive component or assembly.

Grounding Methods

There are several methods for grounding. Use one or more of the following methods when handling or installing electrostatic-sensitive parts:

- Use a wrist strap connected by a ground cord to a grounded workstation or computer chassis. Wrist straps are flexible straps with a minimum of 1 megohm +/- 10 percent resistance in the ground cords. To provide proper ground, wear the strap snug against the skin.
- Use heelstraps, toestraps, or bootstraps at standing workstations. Wear the straps on both feet when standing on conductive floors or dissipating floor mats.
- Use conductive field service tools.
- Use a portable field service kit with a folding static-dissipating work mat.

If you do not have any of the suggested equipment for proper grounding, contact an HP authorized dealer, reseller, or service provider.

 **NOTE:** For more information on static electricity, contact an HP authorized dealer, reseller, or service provider.

B Computer Operating Guidelines, Routine Care and Shipping Preparation

Computer Operating Guidelines and Routine Care

Follow these guidelines to properly set up and care for the computer and monitor:

- Keep the computer away from excessive moisture, direct sunlight, and extremes of heat and cold.
- Operate the computer on a sturdy, level surface. Leave a 10.2-cm (4-inch) clearance on all vented sides of the computer and above the monitor to permit the required airflow.
- Never restrict the airflow into the computer by blocking any vents or air intakes. Do not place the keyboard, with the keyboard feet down, directly against the front of the desktop unit as this also restricts airflow.
- Never operate the computer with the access panel or any of the expansion card slot covers removed.
- Do not stack computers on top of each other or place computers so near each other that they are subject to each other's re-circulated or preheated air.
- If the computer is to be operated within a separate enclosure, intake and exhaust ventilation must be provided on the enclosure, and the same operating guidelines listed above will still apply.
- Keep liquids away from the computer and keyboard.
- Never cover the ventilation slots on the monitor with any type of material.
- Install or enable power management functions of the operating system or other software, including sleep states.
- Turn off the computer before you do either of the following:
 - Wipe the exterior of the computer with a soft, damp cloth as needed. Using cleaning products may discolor or damage the finish.
 - Occasionally clean the air vents on all vented sides of the computer. Lint, dust, and other foreign matter can block the vents and limit the airflow.

Optical Drive Precautions

Be sure to observe the following guidelines while operating or cleaning the optical drive.

Operation

- Do not move the drive during operation. This may cause it to malfunction during reading.
- Avoid exposing the drive to sudden changes in temperature, as condensation may form inside the unit. If the temperature suddenly changes while the drive is on, wait at least one hour before you turn off the power. If you operate the unit immediately, it may malfunction while reading.
- Avoid placing the drive in a location that is subject to high humidity, extreme temperatures, mechanical vibration, or direct sunlight.

Cleaning

- Clean the panel and controls with a soft, dry cloth or a soft cloth lightly moistened with a mild detergent solution. Never spray cleaning fluids directly on the unit.
- Avoid using any type of solvent, such as alcohol or benzene, which may damage the finish.

Safety

If any object or liquid falls into the drive, immediately unplug the computer and have it checked by an authorized HP service provider.

Shipping Preparation

Follow these suggestions when preparing to ship the computer:

1. Back up the hard drive files on PD discs, tape cartridges, CDs, or diskettes. Be sure that the backup media is not exposed to electrical or magnetic impulses while stored or in transit.

 **NOTE:** The hard drive locks automatically when the system power is turned off.

2. Remove and store all removable media.
3. Insert a blank diskette into the diskette drive to protect the drive while in transit. Do not use a diskette on which you have stored or plan to store data.
4. Turn off the computer and external devices.
5. Disconnect the power cord from the electrical outlet, then from the computer.
6. Disconnect the system components and external devices from their power sources, then from the computer.

 **NOTE:** Ensure that all boards are seated properly and secured in the board slots before shipping the computer.

7. Pack the system components and external devices in their original packing boxes or similar packaging with sufficient packing material to protect them.

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