TouchPad and Keyboard

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This guide explains the TouchPad and keyboard.
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TouchPad

Identifying the Touchpad

The following illustration and table describe the computer TouchPad.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TouchPad*</td>
<td>Moves the pointer and selects or activates items on the screen. Can be set to perform other mouse functions, such as scrolling, selecting, and double-clicking.</td>
</tr>
<tr>
<td>2 Left TouchPad button*</td>
<td>Functions like the left button on an external mouse.</td>
</tr>
</tbody>
</table>

(Continued)
Using the TouchPad

To move the pointer, slide your finger across the TouchPad surface in the direction you want the pointer to go. Use the left and right TouchPad buttons as you would the left and right buttons on an external mouse. To scroll up and down using the TouchPad vertical scroll area, slide your finger up or down over the white lines.

Using an external mouse

An external USB mouse can be connected to the computer using one of the ports on the left or right side of the computer. A USB mouse can be connected to the system using the connectors on an optional docking device.
Setting TouchPad preferences

Mouse Properties in Microsoft® Windows® allows you to customize settings for pointing devices, including

- TouchPad tapping, which enables you to tap the TouchPad once to select an object or twice to double-click an object (enabled by default).
- Edge motion, which enables you to continue to scroll even though your finger has reached the edge of the TouchPad (disabled by default).
- Button preference, which allows you to switch between left-hand and right-hand use (right-hand preference is enabled by default).

Other features, such as mouse speed preferences and mouse trails, are also found in Mouse Properties.

To access Mouse Properties:

» Select Start > Control Panel > Printers and Other Hardware > Mouse.
Hotkeys

Hotkeys are combinations of the fn key 1, the esc key 2, or one of the function keys 3.

The icons on the f1 through f12 keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.
**Hotkey quick reference**

<table>
<thead>
<tr>
<th>Function</th>
<th>Key Combination to Activate Function</th>
<th>Key Combination to Deactivate Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display system information.</td>
<td>fn+esc</td>
<td></td>
</tr>
<tr>
<td>Open Help and Support window.</td>
<td>fn+f1</td>
<td></td>
</tr>
<tr>
<td>Open print options window.</td>
<td>fn+f2</td>
<td></td>
</tr>
<tr>
<td>Open Web browser.</td>
<td>fn+f3</td>
<td></td>
</tr>
<tr>
<td>Alternates between computer display and external display.</td>
<td>fn+f4</td>
<td></td>
</tr>
<tr>
<td>Initiate standby.</td>
<td>fn+f5</td>
<td>Power button</td>
</tr>
<tr>
<td>Initiate QuickLock.</td>
<td>fn+f6</td>
<td></td>
</tr>
<tr>
<td>Decrease screen brightness.</td>
<td>fn+f7</td>
<td>fn+f8</td>
</tr>
<tr>
<td>Increase screen brightness.</td>
<td>fn+f8</td>
<td>fn+f7</td>
</tr>
<tr>
<td>Play, pause, or resume an audio CD or DVD.</td>
<td>fn+f9</td>
<td></td>
</tr>
<tr>
<td>Stop an audio CD or DVD.</td>
<td>fn+f10</td>
<td></td>
</tr>
<tr>
<td>Play the previous track or chapter on an audio CD or DVD.</td>
<td>fn+f11</td>
<td></td>
</tr>
<tr>
<td>Play the next track on an audio CD or DVD.</td>
<td>fn+f12</td>
<td></td>
</tr>
</tbody>
</table>

To deactivate a hotkey function, press the hotkey command again, unless otherwise indicated in the table above.
Hotkey procedures

To execute a hotkey command on the computer keyboard, use either of the following procedures:

■ Briefly press the fn key, and then briefly press the second key of the hotkey command.

– or –

■ Press and hold down the fn key, briefly press the second key of the hotkey command, and then release both keys at the same time.

Display system information (fn+esc)

The fn+esc hotkey displays information about system hardware components and software version numbers.

In the Windows fn+esc display, the version of the system BIOS (basic input-output system) is displayed as the BIOS date. On some computer models, the BIOS date is displayed in decimal format. The BIOS date is sometimes called the system ROM version number.

To clear the fn+esc display, press esc.
Open Help and Support Center (fn+f1)

In Windows the **fn+f1** hotkey opens the Help and Support Center. In addition to providing information about your Windows operating system, the Help and Support Center provides:

- Information about the computer, such as model and serial number, installed software, hardware components, and specifications.
- Answers to questions about using the computer.
- Tutorials to help you learn to use computer and Windows features.
- Updates for your Windows operating system, drivers, and the software provided on the computer.
- Checkups for computer functionality.
- Automated and interactive troubleshooting, repair solutions, and system recovery procedures.
- Links to HP support specialists.

In Windows you can also access the Help and Support Center by selecting **Start > Help and Support**.

Open print window (fn+f2)

In Windows the **fn+f2** hotkey opens the print options window of the active Windows application.

Open Internet Explorer (fn+f3)

In Windows the **fn+f3** hotkey opens Internet Explorer.

Until you have set up your Internet or network services, the **fn+f3** hotkey opens the Windows Internet Connection Wizard.

After you have set up your Internet or network services and your Web browser home page, you can use the **fn+f3** hotkey to quickly access your home page and the Internet.
Switch image (fn+f4)

The fn+f4 hotkey switches the screen image among display devices connected to the system. For example, if a monitor is connected to the computer, each time you press fn+f4 the image switches among the computer display, the monitor display, and a simultaneous display on both the computer and the monitor.

Most external monitors receive video information from the computer using the external VGA video standard. The fn+f4 hotkey can also switch images among other devices receiving video information from the computer, such as S-Video.

The following video transmission types, with examples of devices that use them, are supported by the fn+f4 hotkey:

- LCD (computer display)
- External VGA (most external monitors)
- S-Video (televisions, camcorders, VCRs, and video capture cards with S-Video-in jacks)
- Composite video (televisions, camcorders, VCRs, and video capture cards with composite video-in jacks)

Composite video devices can be connected to the system only by using an optional docking device.
Initiate standby (fn+f5)

The fn+f5 hotkey is set by default to initiate standby.

When standby is initiated, your information is saved in random access memory (RAM), the screen is cleared, and power is conserved. While the computer is in standby, the power light blinks.

The computer must be turned on before you initiate standby. If the computer is in hibernation, you must restore from hibernation before you can initiate standby.

To resume from standby, briefly press the power button, use the TouchPad, press any key on the keyboard, or press the music button, DVD button, or a TouchPad button. To restore from hibernation, briefly press the power button.

The function of the fn+f5 hotkey can be changed. For example, you can set the fn+f5 hotkey to initiate hibernation instead of standby. In all Windows operating system windows, references to the sleep button apply to the fn+f5 hotkey.
**Initiate QuickLock (fn+f6)**

In Windows the **fn+f6** hotkey initiates the QuickLock security feature.

QuickLock protects your information by displaying the operating system Log On window. While the Log On window is displayed, the computer cannot be accessed until a Windows user password or a Windows administrator password is entered.

Before you can use QuickLock, you must set a Windows user password or a Windows administrator password.

To use QuickLock, press **fn+f6** to display the Log On window and lock the computer. Then follow the instructions on the screen to enter your Windows user password or your Windows administrator password and access the computer.

**Decrease brightness (fn+f7)**

The **fn+f7** hotkey decreases the brightness of the computer screen. The longer you hold down the **fn+f7** hotkey, the more the screen dims. Decreasing screen brightness conserves battery power.

**Increase brightness (fn+f8)**

The **fn+f8** hotkey increases the brightness of the computer screen. The longer you hold down the **fn+f8** hotkey, the more the screen brightens.
Play, pause or resume an audio CD or a DVD (fn+f9)

The fn+f9 hotkey functions only when an audio CD or a DVD is inserted. If the audio CD or a DVD is
■ Not playing, press fn+f9 to begin or resume the play.
■ Playing, press fn+f9 to pause the play.

Stop an audio CD or a DVD (fn+f10)

The fn+f10 hotkey stops the play of an audio CD or a DVD.

Play previous track or chapter of an audio CD or a DVD (fn+f11)

While an audio CD or a DVD is playing, the fn+f11 hotkey plays the previous track of the CD or the previous chapter of the DVD.

Play next track or chapter of an audio CD or a DVD (fn+f12)

While an audio CD or a DVD is playing, the fn+f12 hotkey plays the next track of the CD or the next chapter of the DVD.
Quick Launch calculator button
(select models only)

Use the Quick Launch calculator button to open the Microsoft Windows calculator. The Quick Launch calculator button can also be reassigned to an Internet or network destination or to any software application or data file.

To use the calculator, press either the software button or the button on the keyboard.

When you press the calculator button, num lock is enabled.
Using Quick Launch Button software

Quick Launch Buttons control panel

You can use the Quick Launch Buttons control panel to

- Set preferences for tiling windows on the Windows desktop.
- Set advanced preferences, including
  - Setting preferences for the display of the Quick Launch Buttons icon.
  - Setting button assignments for the Easy Access Buttons on an optional external keyboard.

The following sections provide instructions for setting preferences within the control panel. For additional on-screen information about any item on the control panel, select the help button in the upper-right corner of the window. The help button is identified with a question mark icon.

Accessing the Quick Launch Buttons control panel

You can access the Quick Launch Buttons control panel from the Start button or from an icon that you can display in the notification area, at the far right of the taskbar, or on the Windows desktop.

To access the Quick Launch Buttons control panel from the Start button:

» Select Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.
Setting tiling preferences

To set tiling preferences on the Windows desktop:

1. Open the Quick Launch Buttons control panel:
   - Select Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.
   - or –
   - Double-click the Quick Launch Buttons icon in the notification area, at the far right of the taskbar, or on the Windows desktop.

2. Click the Quick Tile tab.

3. Click Vertical Tile or Horizontal Tile, and then click the applications to tile in the Applications currently running box.

4. To save your preferences and close the display, click OK.

Setting advanced preferences

You can set icon and external keyboard assignments in the Quick Launch Button control panel.

Displaying the Quick Launch Buttons icon

To show or hide the Quick Launch Buttons Properties icon in the notification area, at the far right of the taskbar, or on the Windows desktop:

1. Open the Quick Launch Buttons control panel:
   - Select Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.
   - or –
   - Double-click the Quick Launch Buttons icon, either in the notification area, at the far right of the taskbar, or on the Windows desktop.
2. Click the **Advanced** tab. On the Advanced tab you can

- Display or hide the **Quick Launch Buttons** icon in the notification area or on the Windows desktop.
  
  To display the icon:
  
  Select the **Show icon on the taskbar** or **Show icon on the desktop** check box.
  
  To hide the icon:
  
  Clear the **Show icon on the taskbar** or **Show icon on the desktop** check box.

3. To save your preferences and close the display, click **OK**.

### Setting button assignments on an external keyboard

If you are using an optional HP external keyboard that features Easy Access buttons, you can set Easy Access button assignments and schemes on the Settings tab.

The Settings tab is disabled and hidden by default. To display and enable the Settings tab in the Quick Launch Buttons control panel:

1. Open the Quick Launch Buttons control panel:

   - Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons**.
   
   - or –
   
   - Double-click the **Quick Launch Buttons** icon in the notification area, at the far right of the taskbar, or on the Windows desktop.
2. Click the Advanced tab. Then:
   - To display and enable the Settings tab, select the Allow users to modify button assignments on external keyboard check box.
   - To disable and hide the Settings tab, clear the Allow users to modify button assignments on external keyboard check box.
   - If you enable the Settings tab, you must exit the Quick Launch Buttons Properties dialog box, and then access it again in order to see the Settings tab.

3. To save your preferences and close the display, click OK.
For information about managing Easy Access button assignments and schemes, refer to your keyboard documentation.
3

Keypad

**Numeric keypad**

The numeric keypad consists of 17 keys that can be used like the keys on an external keypad.
Using an external numeric keypad

Most keys on external numeric keypads function differently depending on whether num lock is on or off. (By default num lock is off.) For example:

- When num lock is on, most keypad keys type numbers.
- When num lock is off, most keypad keys function like the arrow, page up, or page down keys.

When num lock on an external numeric keypad is turned on, the num lock light on the computer is turned on. When num lock on an external numeric keypad is turned off, the num lock light on the computer is turned off.

Enabling or disabling num lock as you work

To turn num lock on or off on an external numeric keypad as you work:

» Press the num lock key on the external numeric keypad, not on the computer.