Pointing Devices and
Keyboard

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This guide explains the pointing devices and keyboard.
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Pointing devices and fingerprint reader

The following sections provide information on the fingerprint reader and the pointing device features of the computer, which vary by model.

Your computer may look slightly different from the illustrations in this section.
Identifying pointing devices and fingerprint reader

The pointing stick (select models only) and TouchPad controls can be used interchangeably.

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<td>Allows a fingerprint logon to Microsoft® Windows® instead of a password logon. On select models, a center button replaces the fingerprint reader.</td>
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<td>2 Left pointing stick button (select models only)</td>
<td>Functions like the left button on an external mouse.</td>
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<td>3 Pointing stick (select models only)</td>
<td>Moves the pointer and selects or activates items on the screen.</td>
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## Pointing Devices and Fingerprint Reader

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<td>Scrolls up or down.</td>
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<td>8 Center TouchPad button (select models only)</td>
<td>Functions like the center button on an external mouse. On select models, a fingerprint reader replaces the center button.</td>
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<td>9 Left TouchPad button*</td>
<td>Functions like the left button on an external mouse.</td>
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<td>10 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>
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*This table describes default settings. To view and change TouchPad preferences, select Start > Control Panel > Printers and Other Hardware > Mouse. For details about TouchPad settings, refer to “Setting TouchPad preferences.”

Using the fingerprint reader
(select models only)

The fingerprint reader allows you to log on to Microsoft Windows using a registered fingerprint in ProtectTools Security Manager instead of using a Windows password.

Two steps are required for your first logon to Windows using the fingerprint reader:

1. Set up the fingerprint reader.
2. Use your registered fingerprint to log on to Windows.

Set up the fingerprint reader

To set up the fingerprint reader:

1. In Windows, double-click the Credential Manager icon in the notification area of the taskbar.
   – or –
   Select Start > All Programs > ProtectTools Security Manager, and then click the Credential Manager tab, which is located on the left.

2. On the “My Identity” page, click Log On, located in the upper-right corner of the page.
   The Credential Manager Logon Wizard opens.

3. On the “Introduce Yourself” page, click Next to accept the default user name.
   If there are other users registered on this computer, you can select the person whose fingerprints need to be registered by entering the Windows user name.

4. On the “Enter Password” page, enter the user’s Windows password, if one has been established. Otherwise, click Finish.
5. On the “My Services and Applications” page, click **Register Fingerprints**.

*By default, Credential Manager requires registration of at least 2 different fingers.*

6. When the Credential Manager Registration Wizard opens, slowly swipe your finger downward over the fingerprint reader.

*The right index finger is the default finger for enrolling the first fingerprint. You can change the default by clicking the finger you want to register first, on either the left hand or the right hand. When you click a finger, it will be outlined to show it has been selected.*

7. Continue swiping the same finger on the fingerprint reader until the finger on the screen turns green.

*The progress indicator progresses after each finger swipe. Multiple swipes are necessary to register a fingerprint.*

*If you need to start over during the fingerprint registration process, right-click the highlighted finger on the screen and then click **Start Over**.*
8. Click a different finger on the screen to register, and then repeat steps 6 and 7.

⚠ You must register at least 2 fingers in order to complete the setup.

⚠ If you click Finish before registering at least 2 fingers, an error message is displayed. Click OK to continue.

9. After you have registered at least 2 fingers, click Finish, and then click OK.

10. To set up the fingerprint reader for a different Windows user, log on to Windows as that user and then repeat steps 1 through 9.

**Use your registered fingerprint to log on to Windows**

To log on to Windows using your fingerprint:

1. Immediately after you have registered your fingerprints, restart Windows.

2. In the upper-left corner of the screen, click **Log on to Credential Manager**.

3. At the Credential Manager Logon Wizard dialog box, instead of clicking a user name, swipe one of your registered fingers to log on to Windows.

4. Enter your Windows password to associate the fingerprint with the password.

⚠ When you log on to Windows the first time using your fingerprint, and you have a Windows password, you must enter the password in order to associate the password with the fingerprint. After the password has been associated with the fingerprint, you will not need to enter the password again when using the fingerprint reader.
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 TouchPad buttons as you would the corresponding buttons on an external mouse. To scroll up and down using the TouchPad vertical scroll zone, slide your finger up and down over the lines.

If you are using the TouchPad to move the pointer, you must lift your finger off the TouchPad before moving it to the scroll zone. Simply sliding your finger from the TouchPad to the scroll zone will not activate the scrolling function.

Using the pointing stick controls (select models only)

To move the pointer, press the pointing stick in the direction you want the pointer to go. Use the pointing stick buttons as you would the corresponding buttons on an external mouse.

Using an external mouse

An external USB mouse can be connected to the computer using one of the USB ports on either side of the computer. A USB mouse can also be connected to the system using the ports on an optional docking device (select models only).
Setting TouchPad preferences

Mouse Properties in Microsoft® Windows® allows you to customize pointing device settings, 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). With some application software, you can program the center button for special functions.

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.
The following sections provide information on the keyboard features of the computer.

**Hotkeys**

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

The icons on the f3, f4, and f8 through f11 keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.

Your computer may look slightly different from the illustrations in this section.
## Hotkey quick reference

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<td>Resume from standby</td>
<td>Power button</td>
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<tr>
<td>Alternate between computer display and external display</td>
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<td>View/clear battery information</td>
<td>fn+f8</td>
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<td>Decrease screen brightness</td>
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<tr>
<td>Increase screen brightness</td>
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<tr>
<td>Turn on and off ambient light sensor</td>
<td>fn+f11</td>
</tr>
<tr>
<td>Display system information</td>
<td>fn+esc</td>
</tr>
<tr>
<td>Clear system information</td>
<td>fn+esc or press OK</td>
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</table>
Hotkey procedures

To use a hotkey command on the computer keyboard, either

- 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.

Initiate standby (fn+f3)

Press fn+f3 to initiate standby.

When standby is initiated, your work is stored in random access memory (RAM), the screen is cleared, and power is conserved. While the computer is in standby, the power lights blink.

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. To restore from hibernation, briefly press the power button.

The function of the fn+f3 hotkey can be changed. For example, you can set the fn+f3 hotkey to initiate hibernation instead of standby. In all Windows operating system windows, references to the sleep button apply to the fn+f3 hotkey.
Switch the screen image (fn+f4)

Press **fn+f4** to switch 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 alternate 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.
View battery pack charge information (fn+f8)

Press fn+f8 to display charge information for all installed battery packs. The display indicates which battery packs are charging and reports the amount of charge remaining in each battery pack.

Battery pack locations are indicated by number:

- Location 1 is the primary battery pack.
- Location 2 is the optional accessory battery pack.

Decrease screen brightness (fn+f9)

Press fn+f9 to decrease screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

Increase screen brightness (fn+f10)

Press fn+f10 to increase screen brightness. Hold down the hotkey to increase the brightness level incrementally.

Activate the ambient light sensor (fn+f11)

Press fn+f11 hotkey to turn on and off the ambient light sensor. For more information about the ambient light sensor, refer to “Setting the ambient light sensor” in this chapter.
Display and clear system information (fn+esc)

The **fn+esc** hotkey displays information about system hardware components and the system BIOS 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**, or press **enter**.

HP Quick Launch buttons (select models only)

Use the HP Quick Launch buttons to open frequently used programs, sometimes called applications in the HP Quick Launch Buttons control panel.

⚠️ Your computer may look slightly different from the illustrations in this section.
### Component Description

<table>
<thead>
<tr>
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</table>
| 1 Info Center button | Launches Info Center, which enables you to open various software solutions. You can also reprogram this button to perform one of the following actions:  
  ■ Open a program, folder, file, or Web site.  
  ■ Open Presentation feature or the Q Menu.  
  ■ Open an e-mail editor.  
  ■ Open a search box that allows you to search for a Web site.  
For more information, refer to “Setting button preferences” and “Info Center button.” |
### Keyboard

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| ![Presentation button](image) Presentation button | Starts the Presentation feature. This feature opens a program, folder, file, or Web site, and simultaneously displays it on both the computer screen and on an external device. Refer to “Presentation button” for more information. The presentation button can be reprogrammed to perform one of the following actions:  
  ■ Open the Q Menu or Info Center.  
  ■ Open an e-mail editor.  
  ■ Open a search box that allows you to search for a Web site.  
  For information about programming the Presentation button, refer to “Setting button preferences.” |
| ![Calculator launch button](image) Calculator launch button | Launches Windows calculator |

2–8 Pointing Devices and Keyboard
Presentation button

When you press the presentation button the first time, the Presentation Settings dialog box opens. In this dialog box, you can set the button to perform any of the following actions:

- Open a program, folder, file, or Web site that you specify.
- Choose a power scheme.
- Choose a display setting.
Keyboard

The image simultaneously displays on the computer screen and on an external device connected to one of the following:

- The external monitor port
- The S-Video-out jack on the rear panel
- Ports and jacks on an optional docking device

If you choose not to use the presentation button default settings, you can reprogram the button to perform one of the following actions:

- Open the Q Menu or the Info Center.
- Open an e-mail editor.
- Open a search box that allows you to search for a Web site.
Info Center button

When you press the Info Center button the first time, the Info Center opens, enabling you to open preset software solutions. If you choose not to use this default setting for the Info Center button, you can reprogram the button to perform one of the following actions:

- Open the Q Menu or start the presentation feature.
- Open an e-mail editor.
- Open a search box that allows you to search for a Web site.
**Keyboard**

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**HP Quick Launch Buttons control panel**

Some of the preferences listed in the HP Quick Launch Buttons control panel may not be supported by your computer.

You can use the HP Quick Launch Buttons control panel to

- Program the presentation button and the Info Center button, and change the settings for each button.
- Add, modify, and remove items on the Q Menu.
- Set preferences for tiling windows on the Windows desktop.
- Adjust operating system and program font and icon settings.
- Specify other preferences, including the following
  - Preferences for the display of the HP Quick Launch Buttons icon.
  - Permission for non-administrator users to modify button assignments.
  - Permission for users to modify button assignments for the Easy Access buttons on an optional external keyboard.
  - Display of HP Quick Launch Buttons desktop notifications.
  - Enabling or disabling automatic mode change.
  - Enabling or disabling the display switch.
  - Enabling or disabling quick switch.
  - Enabling or disabling the display resolution change detection feature.

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

You can open the HP Quick Launch Buttons control panel in any of the following ways:

■ Select Start > Control Panel > Printers and Other Hardware > HP Quick Launch Buttons.
■ Double-click the HP Quick Launch Buttons icon in the notification area, at the far right of the taskbar.
■ Right-click the HP Quick Launch Buttons icon, and select Adjust HP Quick Launch Buttons Properties.

Setting button preferences

5. In the HP Quick Launch Buttons control panel, click the Programmable Buttons tab.

6. You can program a button to perform one of the following actions:

   ❏ To open the Q Menu or to open the Info Center when the button is pressed:
     a. Click the down arrow next to the button you want to set, and click Q Menu or HP Info Center.  
        ▶ For more information on the Q Menu, refer to “Displaying the Q Menu.”
     b. To save your preferences and close the control panel, click OK.

   ❏ To open an e-mail editor or to search for a Web site when the button is pressed:
     a. Click the down arrow next to the button you want to set, and click Launch eMail or Search URL.
     b. To save your preferences and close the control panel, click OK.
To open a program, folder, file, or Web site when the button is pressed:

a. Click the down arrow next to the button you want to set, and click **Presentation**.

b. Click the **Configure** button.

c. In the box under Program to Start, type the name of the program, folder, or file, or the URL of the Web site.

   – or –

   Click **Browse** to search for available programs, folders, files, or Web sites, and then click to select one.

d. To view or change the current power scheme for the presentation feature, click an option from the **Power Scheme** list, or click **Power Options** to open the Power Options control panel.

   By default the presentation feature power scheme is selected when the presentation button is pressed.
e. To select a display setting for the presentation feature, click **Internal Only, Dual Display, or Extended Desktop**.

By default the Internal Only display setting is selected. When you choose the Extended Desktop setting, you can select the option that allows the computer to determine optimal resolution. Click the **Allow system to determine optimum resolution** check box, and then click **Apply**. When you select the Extended Desktop setting, you can select the screen resolution for both the computer screen and the external monitor. You can alternate between displays by pressing the presentation button. If you do this, the power scheme reverts to the original settings.

f. To turn off the welcome screen when the presentation button is pressed, clear the **Show welcome screen when presentation button is pressed** check box.

g. To save your preferences and close the control panel, click **Apply** and then click **OK**.
Displaying the Q Menu

The Q Menu provides quick access to many of the system tasks accessed with the buttons, keys, or hotkeys found on most computers.

To display the Q Menu on the desktop:

» Right-click the HP Quick Launch Buttons icon and select Launch Q Menu.

Setting Q Menu preferences

The Q Menu can display up to 40 items. Several system-defined items are displayed by default. You can choose to display these items or choose not to display them. Only user-defined items can be added, modified, and removed.

The items on the Q Menu are managed from the Items to display on Q Menu list.
Removing a Q Menu item

To remove an item from the Q Menu:

1. In the HP Quick Launch Buttons control panel, click the Q Menu tab.
2. On the Items to display on Q Menu list, clear the check box for each item you want to remove.
3. To save your preferences and close the control panel, click OK.

Adding a listed item to the Q Menu

To add an item from the Items to display on Q Menu list to the Q Menu:

1. In the HP Quick Launch Buttons control panel, click the Q Menu tab.
2. Select the check box for the item you want to add.
3. To save your preferences and close the control panel, click OK.
Adding a user-defined item to the Q Menu

To add an item to both the Items to display on Q Menu list and to the Q Menu when it is not on the Items to display on Q Menu list—for example, an item on a drive, network, or the Internet:

1. In the HP Quick Launch Buttons control panel, click the Q Menu tab.
2. Click Add.
3. In the Add New Menu Entry dialog box, you can add the item by typing or by browsing:
   - To add the item using the keyboard, type a name for the item in the Display Name box and type the path to the item in the File Name box. If you prefer to type the Display Name, but browse for the File Name, leave the File Name box blank.
   - To add an item by browsing, click the Browse button.
     In the window, select the item. (The full name of the item is displayed in the File Name box and, if you did not type a name earlier in the Display Name box, a Display Name is generated from the item name and displayed in the Display Name box.)
4. To save your preferences and close the dialog box, click OK.
Changing a user-defined item

User-defined items can be changed, but system-defined items cannot be changed. If you select a system-defined item on the Items to display on Q Menu list, the Modify button is unavailable.

To change the display name and/or file name of a user-defined item:

1. In the HP Quick Launch Buttons control panel, click the Q Menu tab.
2. Click the item on the Items to display on Q Menu list.
3. Click Modify.
   - To change the Display Name or File Name of the item using the keyboard, type the new name for the item in the Display Name box or type the new path to the item in the File Name box. If you prefer to type the Display Name, but browse for the File Name, leave the File Name box blank.
   - To change the Display Name or File Name by browsing, click the Browse button.
     In the window, select the item. (The full name of the item is displayed in the File Name box and, if you did not type a name earlier in the Display Name box, a Display Name is generated from the item name and displayed in the Display Name box.)
4. To save your preferences and close the dialog box, click OK.
Repositioning a Q Menu item

To change the location of an item on the Q Menu:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.

2. Select the item on the **Items to display on Q Menu** list. Then
   - To move the item up in the list, click the **Move Up** button.
   - To move the item down in the list, click the **Move Down** button.

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

Removing an item from the Items to display on Q Menu list

System-defined items cannot be removed from the **Items to display on Q Menu** list. To remove a user-defined item:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.

2. Click the item you want to remove.

3. Click **Remove**.

4. To save your preferences and close the control panel, click **OK**.
Setting tiling preferences

To set tiling preferences on the Windows desktop:

1. In the HP Quick Launch Buttons control panel, click the Quick Tile tab.
2. Click Vertical Tile or Horizontal Tile, and then click the programs you want to be tiled in the Applications currently running box.
3. To save your preferences and close the control panel, click OK.

Setting Zoom preferences

To change operating system and program font and icon settings:

1. In the HP Quick Launch Buttons control panel, click the Zoom tab.
2. Use the sliders to adjust the font and icon size in the operating system, and to adjust title and menu font size in programs.
3. To synchronize operating system and program settings, click the Synchronize OS and application settings box.
4. To save your preferences and close the control panel, click OK.

To restore the default settings, click the Default button.
Setting the ambient light sensor

The computer features a built-in light sensor that automatically adjusts the display brightness based on the lighting conditions in your environment.

You can turn the ambient light sensor on and off in 3 ways:

■ By pressing the fn+f11 hotkey.
■ Through the Quick Launch Buttons software.
■ Using the Quick Launch Buttons software icon in the notification area.

The Quick Launch Buttons software must be installed before it can be used to turn the ambient light sensor on and off or to display the software icon in the notification area of the task bar.

You can turn the ambient light sensor on and off using the Quick Launch Buttons software:

1. Open the HP 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. Select the Advanced tab.

3. Select or deselect the Enable Ambient Light Sensor check box.

4. Select Apply, and then click OK.
Setting other preferences

You can set other preferences from the HP Quick Launch Buttons Preferences tab.

Some of the preferences listed on the Preferences tab may not be supported by your computer.

To set a preference:
1. In the HP Quick Launch Buttons control panel, click the Preferences tab.
2. To display or enable a preference, click the check box next to the item.
   – or –
   To clear or disable a preference, clear the check box next to the item.
3. To save your preferences and close the control panel, click OK.

For on-screen information about any item on the Preferences tab, click the help button in the upper-right corner of the window, and then click the item. The help button is identified with a question mark icon.

4. 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.
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