Pointing Devices and Keyboard

User Guide

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1 Pointing devices

The following illustration and table describe the computer pointing devices.
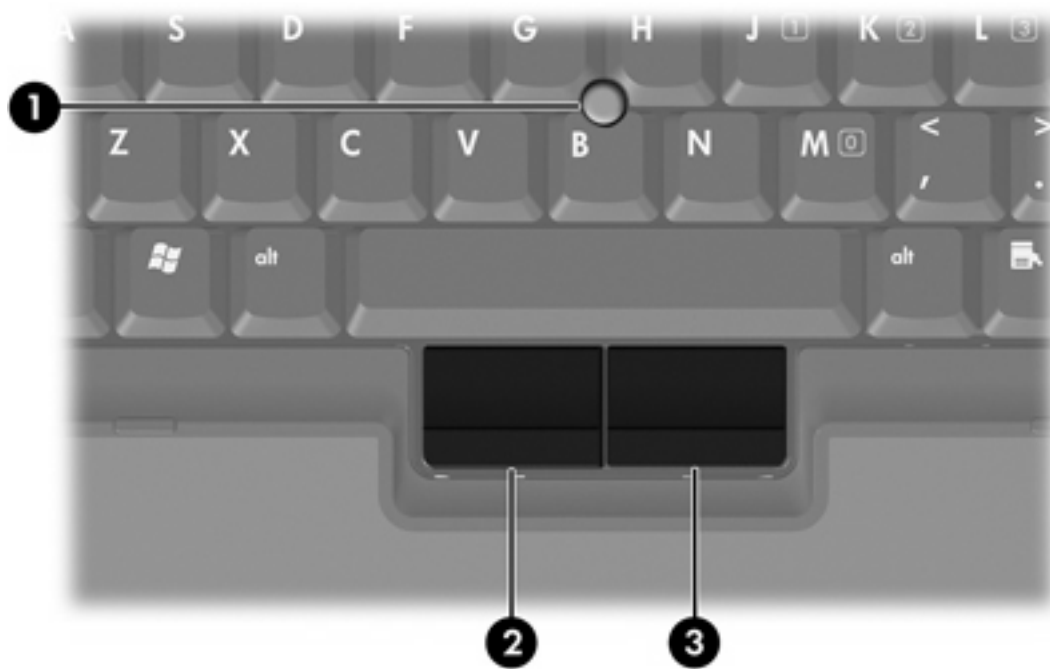
	Component	Description
(1)	Pointing stick	Moves the pointer and selects or activates items on the screen.
(2)	Left pointing stick button	Functions like the left button on an external mouse.
(3)	Right pointing stick button	Functions like the right button on an external mouse.

*This table describes default settings. To view and change pointing device preferences, select **Start > Control Panel > Printers and Other Hardware > Mouse**.

Using the pointing stick

Press the pointing stick in the direction you want to move the pointer on the screen.

Use the left and right pointing stick buttons as you would the left and right 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 the computer. A USB mouse can also be connected to the system using the ports on an optional docking device.

Setting pointing device preferences

Mouse Properties in Microsoft® Windows® allows you to customize pointing device settings such as mouse speed preferences and mouse trails.

To access Mouse Properties, select **Start > Control Panel > Printers and Other Hardware > Mouse**.

2 Keyboard

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 f10 keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.

Hotkey quick reference

To perform this function	Press
Display system information.	fn+esc
Clear system information	fn+esc or click **OK**
Initiate standby.	fn+f3
Resume from standby	Power button
Alternate between computer display and external display	fn+f4
Display battery information.	fn+f8
Clear battery information	fn+f8
Decrease screen brightness.	fn+f9
Increase screen brightness.	fn+f10

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.

Display and clear system information (fn+esc)

Press fn+esc to display information about system hardware components and the system BIOS version number. Press fn+esc a second time to remove the system information from the screen.

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.

Initiate standby (fn+f3)

Press fn+f3 to initiate standby.

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

⚠ **CAUTION** To reduce the risk of information loss, save your work before initiating standby.

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.

📝 **NOTE** To restore from hibernation, briefly press the power button.

To resume from standby, briefly press the power button, press any key on the keyboard, or press a Quick Launch 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.

📝 **NOTE** 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.

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, on select models)

● Composite video (televisions, camcorders, VCRs, and video capture cards with composite-video-in jacks)

> **NOTE** S-Video and composite video devices can be connected to the system only by using an optional docking device.

Viewing 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.
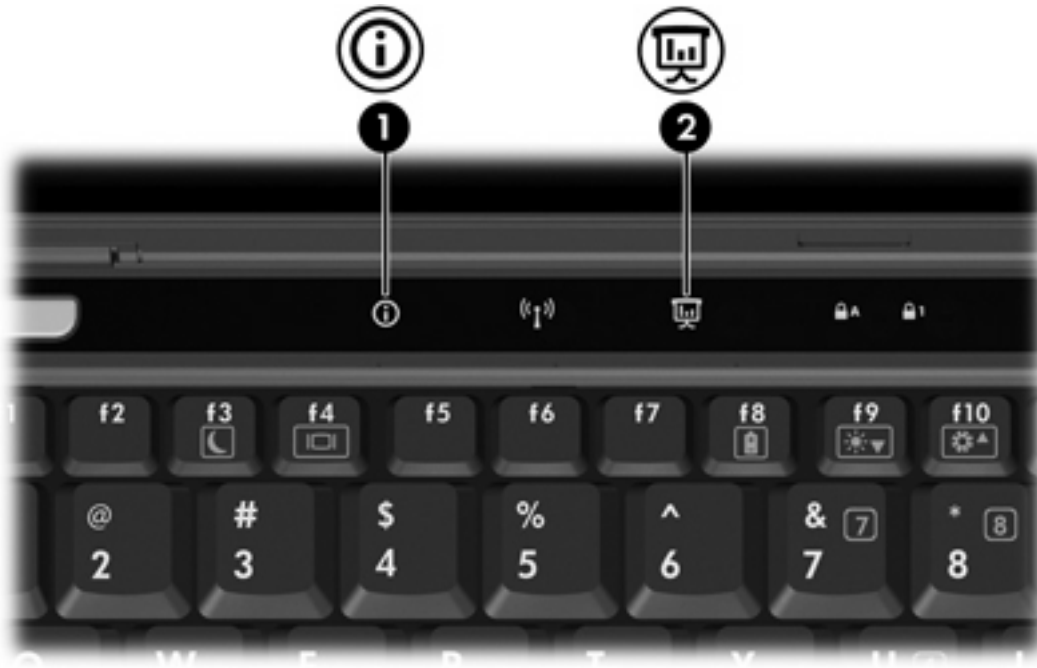
Decrease screen brightness (fn+f9)

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.

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.

	Component	Description
(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 Presentation mode 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" or "Info Center button."
(2)	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.

Component	Description
	For information about reprogramming the presentation button, refer to "Setting button preferences."

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 one of the following actions:

- Open a program, folder, file, or Web site that you specify.

- Choose a power scheme.

- Choose a display setting.

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

- The external monitor port

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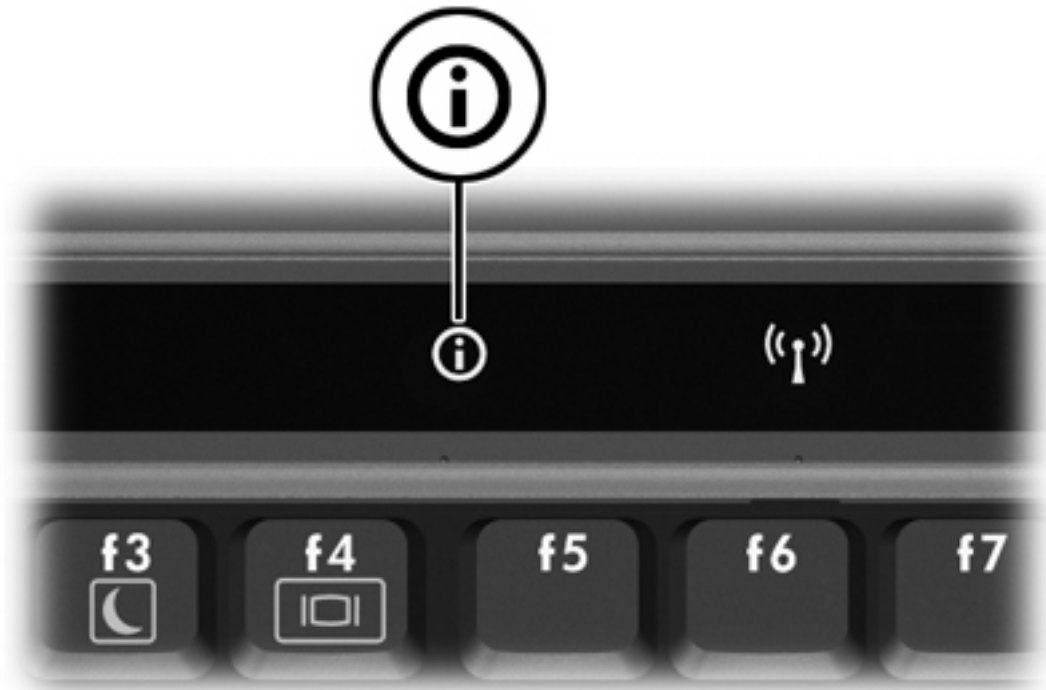
When you press the Info Center button the first time, the Info Center opens, enabling you to open preset software solutions. If you choose not to use this default setting for the Info Center button, you can reprogram the button to perform one of the following actions:

● 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.

HP Quick Launch Buttons control panel

NOTE 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 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 > 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 in the notification area, and select **Adjust HP Quick Launch Buttons Properties**.

Setting button preferences

You can program a button to open the Q Menu, open Info Center, open an e-mail editor, search for a Web site, or open a program, folder, file, or Web site when the button is pressed.

To open the Q Menu or to open the Info Center when the button is pressed

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

2. Click the down arrow next to the button you want to set, and click **Q Menu** or **HP Info Center**.

    NOTE For more information on the Q Menu, refer to "Displaying the Q Menu."

3. 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:

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

2. Click the down arrow next to the button you want to set, and click **Launch eMail** or **Search URL**.

3. 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:

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

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

3. Click the **Configure** button.

4. 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.

5. 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.

    NOTE By default the presentation feature power scheme is selected when the presentation button is pressed.

6. To select a display setting for the presentation feature, click **Internal Only**, **Dual Display**, or **Extended Desktop**.

    NOTE 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.

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

8. To save your preferences and close the control panel, 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. All items, including the default items, can be 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**—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 control panel, 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 control panel, 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 application 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**.

> **NOTE** To restore the default settings, click the **Default** button.

Setting other preferences

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

> **NOTE** 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.

> **NOTE** 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.

3   Keypads

The computer has an embedded numeric keypad and also supports an optional external numeric keypad or an optional external keyboard that includes a numeric keypad.
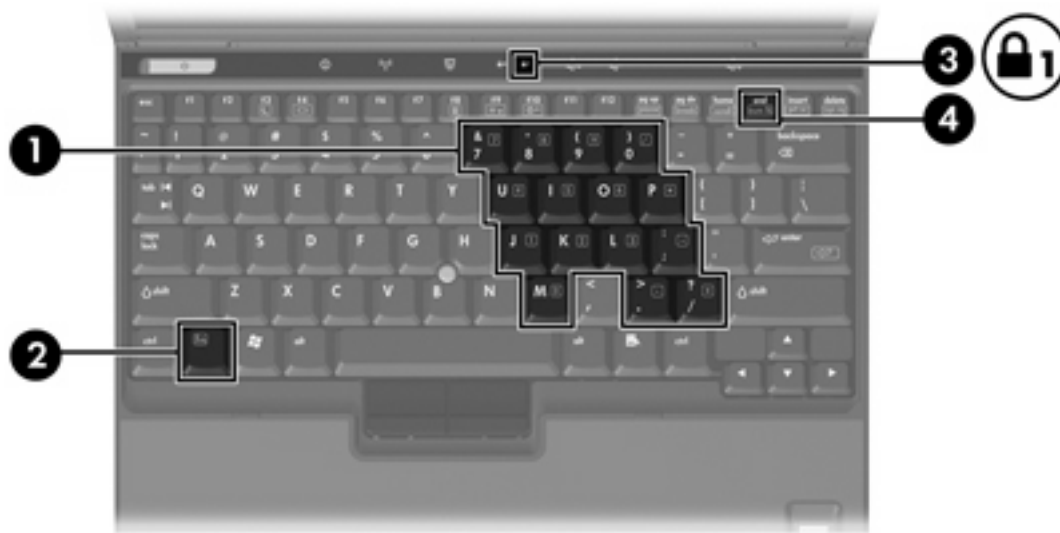
	Component
(1)	Embedded numeric keypad
(2)	fn key
(3)	num lock light
(4)	num lk key

Using the embedded numeric keypad

The 15 keys of the embedded numeric keypad can be used like the keys on an external keypad. When the embedded numeric keypad is turned on, each key on the keypad performs the function indicated by the icon in the upper-right corner of the key.

Enabling and disabling the embedded numeric keypad

Press fn+num lk to enable the embedded numeric keypad. The num lock light is turned on. Press fn +num lk again to return the keys to their standard keyboard functions.

NOTE The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer or to an optional docking device.

Switching key functions on the embedded numeric keypad

You can temporarily alternate the functions of keys on the embedded numeric keypad between their standard keyboard functions and their keypad functions by using the fn key or the fn+shift key combination.

- To change the function of a keypad key to keypad functions while the keypad is off, press and hold the fn key while pressing the keypad key.

- To use the keypad keys temporarily as standard keys while the keypad is on:

    - Press and hold the fn key to type in lowercase.

    - Press and hold fn+shift to type in uppercase.

Using an external numeric keypad

Most keys on most external numeric keypads function differently according to whether num lock mode is on or off. (By default num lock mode 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 keypad is turned on, the num lock light on the computer is turned on. When num lock on an external keypad is turned off, the num lock light on the computer is turned off.

If an external keypad is connected, the embedded numeric keypad cannot be turned on.

Enabling or disabling num lock mode as you work

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

▲ Press the num lk key on the external keypad, not on the computer.

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