Pointing Devices and Keyboard

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This guide explains the pointing devices and keyboard on the computer.

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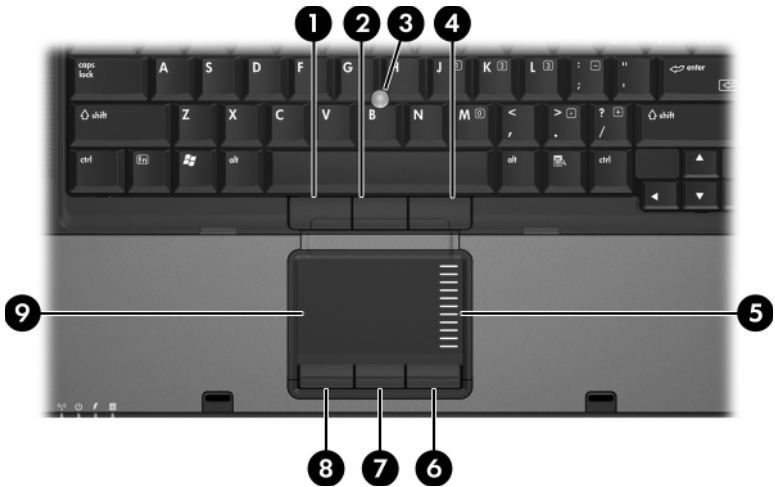
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Pointing Devices

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

✎ Your computer may look slightly different from the illustrations in this chapter.

Identifying pointing devices

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

	Component	Description
❶	Left pointing stick button (select models only)	Functions like the left button on an external mouse.
❷	Center pointing stick button (select models only)	Functions like the center button on an external mouse.
❸	Pointing stick (select models only)	Moves the pointer and selects or activates items on the screen.
❹	Right pointing stick button (select models only)	Functions like the right button on an external mouse.
❺	TouchPad scroll zone*	Scrolls up or down.
❻	Right TouchPad button*	Functions like the right button on an external mouse.

(Continued)

Component		Description
❼	Center TouchPad button*	Functions like the center button on an external mouse.
❽	Left TouchPad button*	Functions like the left button on an external mouse.
❾	TouchPad*	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.

*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 pointing device preferences."

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 (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 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, 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**.

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Keyboard

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

✎ Your computer may look slightly different from the illustrations in this chapter.

Hotkeys

Hotkeys are preset combinations of the **fn** key ❶ and either the **esc** key ❷, or one of the function keys ❸.

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.

✎ The hotkey feature is available only when the computer is running Windows.

Hotkey quick reference

To perform this function	Press
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**
Turn on and off ambient light sensor	**fn+f11**
Display system information	**fn+esc**
Clear system information	**fn+esc** or **press OK**

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 information 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.

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.

To resume from standby, briefly press the power button, press any key on the keyboard, or press a Quick Launch 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 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 the screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

Increase screen brightness (fn+f10)

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

Activate the ambient light sensor (fn+f11)

Press **fn+f11** 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.
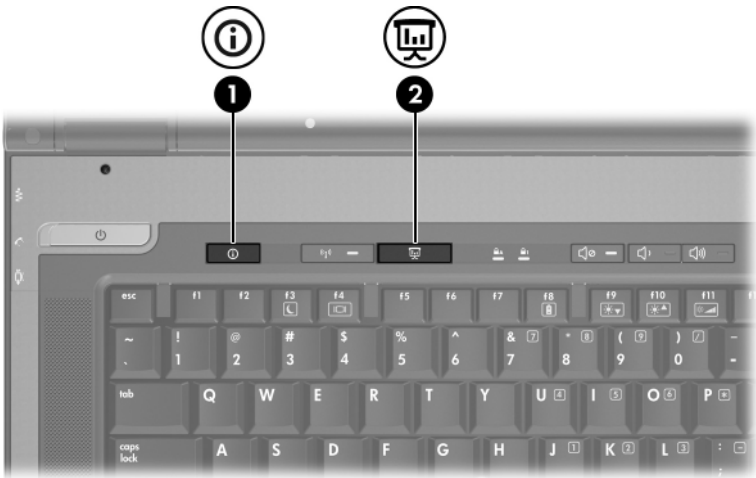
Display and clear system information (fn+esc)

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.

Quick Launch buttons

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

Component	Description
❶ 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 an application, folder, file, or Web site. ■ Open the 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" or "Info Center button."
❷ 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 programmed 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.

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

■ The S-Video-out jack

■ 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

✎ Some of the preferences listed in the HP Quick Launch Buttons control panel may not be supported by the 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 application 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 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, select 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 > 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

To program a button:

1. In the HP Quick Launch Buttons Control Panel, click the **Programmable Buttons** tab.

2. 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 an application, folder, file, or Web site to open 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 application, folder, or file, or the URL of the Web site.

        – or –

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

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

        ✎ By default the Presentation power scheme is selected when the presentation button is pressed.

    e. Select a display setting by clicking **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.

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

❏ 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, or 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 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 applications.

3. To synchronize operating system and application 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 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.

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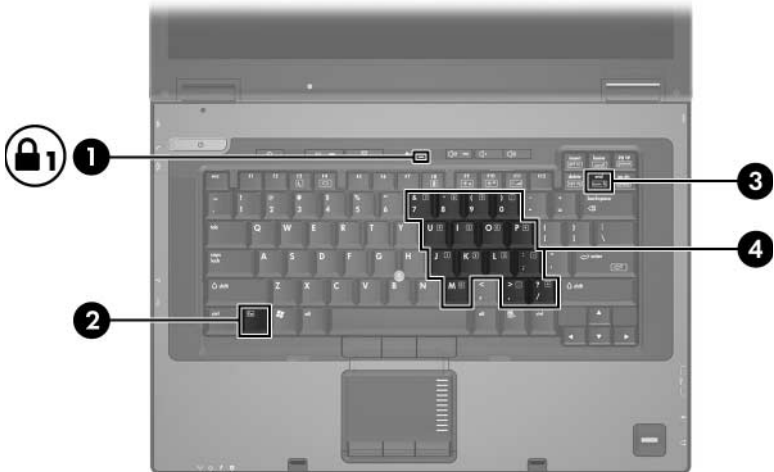
✎ The Quick Launch Buttons software must be installed before it can be used to turn the ambient light sensor on and off or to display the software icon in the notification area of the taskbar.

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	Description
❶	Num lock light	On: Num lock is on.
❷	**fn** key	Executes frequently used system functions when pressed in combination with a function key or the **esc** key.

(Continued)

Component		Description
❸	**num lk** key	When pressed with the **fn** key, enables the embedded numeric keypad.
❹	Embedded numeric keypad	Can be used like the keys on an external numeric keypad.

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.

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

Enabling and disabling num lock mode on an external numeric keypad

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

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

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