

Pointing Devices and Keyboard

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This guide explains the pointing devices and keyboard.

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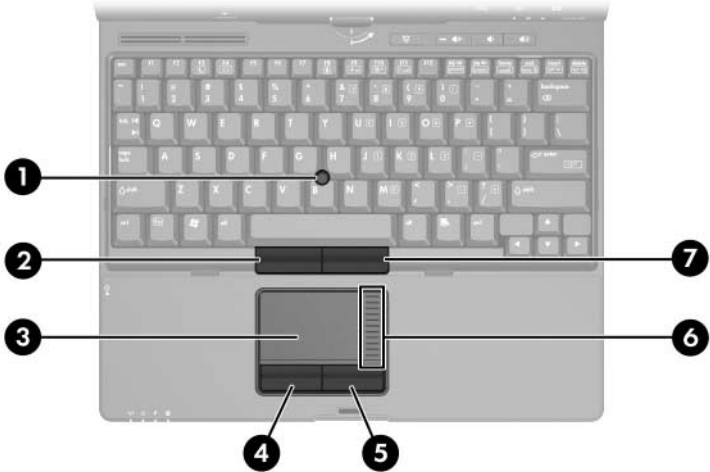
Pointing devices

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 and TouchPad controls can be used interchangeably.

Component	Description
❶ Pointing stick	Moves the pointer and selects or activates items on the screen.
❷ Left pointing stick button	Functions like the left button on an external mouse.
❸ 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.

(Continued)

Component	Description
④ Left TouchPad button*	Functions like the left button on an external mouse.
⑤ Right TouchPad button*	Functions like the right button on an external mouse.
⑥ Touchpad scroll zone*	Scrolls up or down.
⑦ Right pointing stick button	Functions like the right button on an external mouse.

*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 devices preferences](#).”

Using the TouchPad

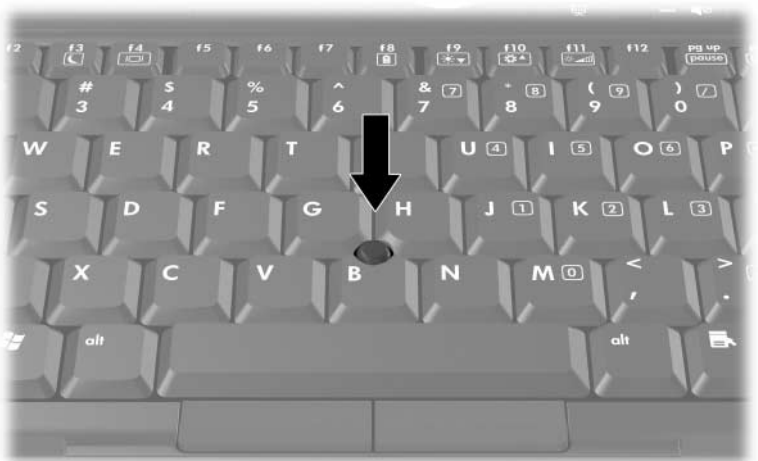
To move the pointer, slide your finger across the TouchPad surface in the direction you want the pointer to go. Use the TouchPad buttons as you would the corresponding buttons on an external mouse. To scroll up and down using the TouchPad vertical scroll zone, slide your finger up and down over the lines.



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

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).

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**.

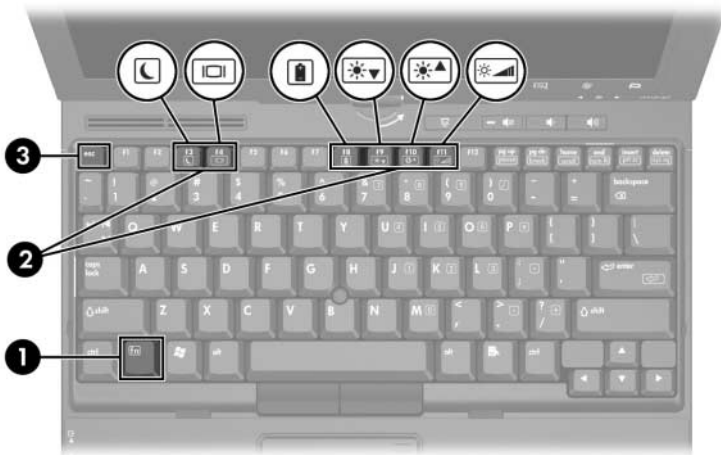
Keyboard

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

Hotkeys

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



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

Hotkey quick reference

To perform this function	Press
Initiate standby	fn+f3
Resume from standby	Slide the power switch toward the front of the computer.
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/turn off ambient light sensor	fn+f11
Display system information	fn+esc
Clear system information	esc or click 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)



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

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.

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 or hibernation, slide the power switch toward the front of the computer.

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 devices.

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. Decreasing screen brightness conserves battery power.

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** to turn on and off the ambient light sensor. For more information about the ambient light sensor, refer to “[Setting the ambient light sensor](#)” section in this chapter.

Display and clear system information (fn+esc)

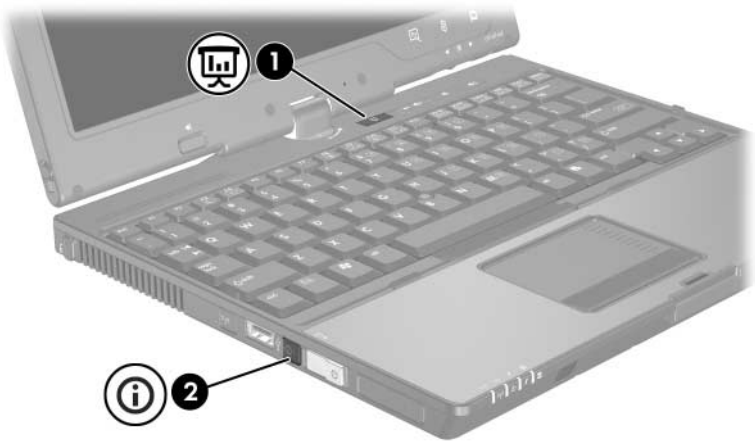
Press **fn+esc** to display information about system hardware components and the system BIOS version number.

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 click **OK**.

HP 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
① Presentation button	<p data-bbox="474 240 948 407">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.</p> <p data-bbox="474 412 868 496">The presentation button can be reprogrammed to perform one of the following actions:</p> <ul data-bbox="474 505 923 630" style="list-style-type: none"><li data-bbox="474 505 878 532">■ Open the Q Menu or Info Center.<li data-bbox="474 540 763 568">■ Open an e-mail editor.<li data-bbox="474 576 923 630">■ Open a search box that allows you to search for a Web site. <p data-bbox="474 638 939 722">For information about programming the presentation button, refer to “Setting button preferences.”</p>
② Info Center button	<p data-bbox="474 743 951 849">Launches Info Center, which enables you to open various software solutions. You can also reprogram this button to perform one of the following actions:</p> <ul data-bbox="474 857 951 1011" style="list-style-type: none"><li data-bbox="474 857 951 911">■ Start and open the presentation feature or the Q Menu.<li data-bbox="474 919 763 946">■ Open an e-mail editor.<li data-bbox="474 954 923 1011">■ Open a search box that allows you to search for a Web site. <p data-bbox="474 1019 953 1073">For more information, refer to “Setting button preferences” and “Info Center button.”</p>

Presentation button



When you press the presentation button for 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.

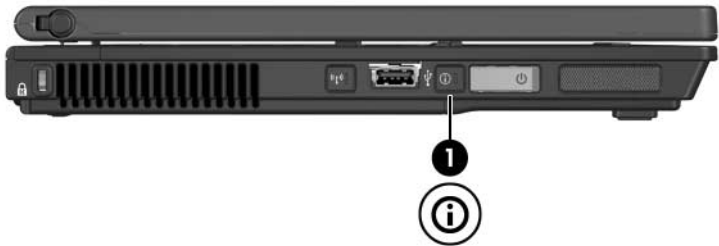
The image simultaneously displays on the computer screen and on an external device connected to one of the following:

- The external monitor port
- The S-Video-out jack 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 for 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 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 > 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, at the far right of the taskbar, and select **Adjust HP Quick Launch Buttons Properties**.


Setting button preferences


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 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 then 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 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 2 ways:

- By pressing **fn+f11**.
- By right-clicking the Quick Launch Buttons software icon in the notification area, at the far right of the taskbar, and clicking Turn Ambient light sensor on/off.



You can also add the ambient light sensor on/off function to the Q Menu, as follows:

1. Open the HP Quick Launch Buttons control panel.
 2. Click the **Q Menu** tab.
 3. Select **Toggle ALS in the Items** to display on Q Menu list.
-

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.

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.



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

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.



Item	Component
①	fn key
②	num lk light
③	num lk key
④	Embedded numeric keypad

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 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 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.

If the external numeric 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 numeric keypad as you work:

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

Pen and command controls (Tablet PC models only)

You can enter and access information on the tablet PC by voice (supported in English only), pen, and command controls. This chapter provides information about using the pen and command controls.

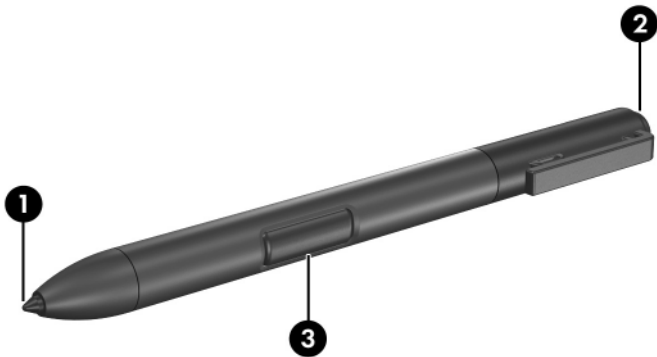
Pen

You can write with the pen in pen-specific programs, such as the Tablet PC Input Panel, in all Microsoft Office applications, and in most other Windows programs and utilities. The information you write on the screen with the pen can be filed, searched, and shared among most Windows programs.

Entering information with the pen

Identifying the pen tip and pen button

The pen interacts with the tablet PC whenever the tip ❶ or eraser ❷ of the pen is approximately 1.27 cm (0.5 inch) from the screen. The pen button ❸ emulates the functions of the right button on an external mouse.



Holding the pen

Hold the pen as if you were writing with a standard pen or pencil. Position the pen in your hand so that you will not accidentally press the pen button.

As you monitor the movements of the pen, focus on the pointer, not on the tip of the pen.

Performing mouse clicks with the pen

To select an item on the screen as you would with the left button of an external mouse:

- » Tap the item with the tip of the pen.

To double-click an item on the screen as you would with the left button of an external mouse:

- » Tap the item twice with the tip of the pen.

To select an item as you would with the right button of an external mouse:

- » Press and hold down the pen button, and then tap the item with the tip of the pen.

Performing other procedures with the pen

In addition to emulating mouse clicks, the pen can be used for the following tasks:

- To display the pointer location, hold the pen tip immediately over any location on the tablet PC screen without touching the screen with the pen tip.
- To display the menu options related to an item on the screen, tap the screen with the pen tip.
- To write with the pen, write on the screen with the tip of the pen.
- To press a pen-activated button, tap the button with the tip of the pen.
- To erase with the pen, hold the pen with the eraser-side down and move the eraser over the writing that you want to delete.

Pressure-sensitivity

The tablet PC pen is equipped with a pressure-sensitive feature. This means that you can manipulate the pen to create lines of various thickness, depending upon the amount of pressure you use to write.



This feature is only available if the Tablet PC Input Panel software program is enabled.

Calibrating the pen

The pen can function at the default calibration or at a calibration set by another user. However, HP highly recommends that you use the pen only while it is calibrated to your personal handwriting and mouse action motions. Calibration optimizes pen performance for all users and particularly for left-handed users.

To calibrate the pen:

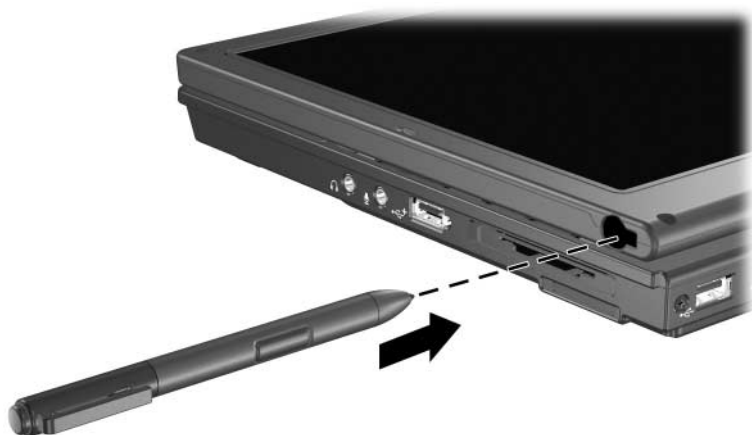
1. Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Settings** tab.
2. Select **Calibrate**.
3. Follow the instructions on the screen.
 - ❑ Tap the pen in the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+).
 - ❑ Be sure to calibrate the pen for use in both portrait and landscape orientations.



You can display information about any setting in the Tablet and Pen Settings window by selecting the question mark button in the upper-right corner of the window, and then select a setting.

Using the pen holder

To protect the pen when you are not using it, insert the pen, tip first, into the pen holder on the tablet PC.



Setting pen preferences

Pen preferences are set in the Tablet and Pen Settings window of the operating system. The preferences include settings that optimize handwriting recognition and the location of on-screen menus for either right-handed or left-handed users. To access the pen settings:

- » Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Pen Options** tab.

The preferences you set in the Tablet and Pen Settings window are specific to the pen and the tablet PC.

Pointing device preferences, such as pointer speed, click speed, and mouse trails, are set in the Mouse Properties window. These preferences apply to any pointing device in the system.

To access Mouse Properties:

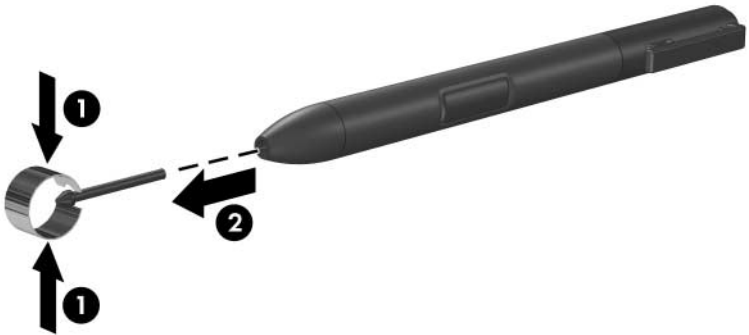
- » Select **Start > Control Panel > Printers and Other Hardware > Mouse**.

Changing the pen tip

Use the clamp packaged with your pen to remove the used tip.

To remove the used pen tip:

1. Use the clamp to grasp the pen tip ❶.
2. Pull the tip out of the pen ❷.



To insert a new pen tip:

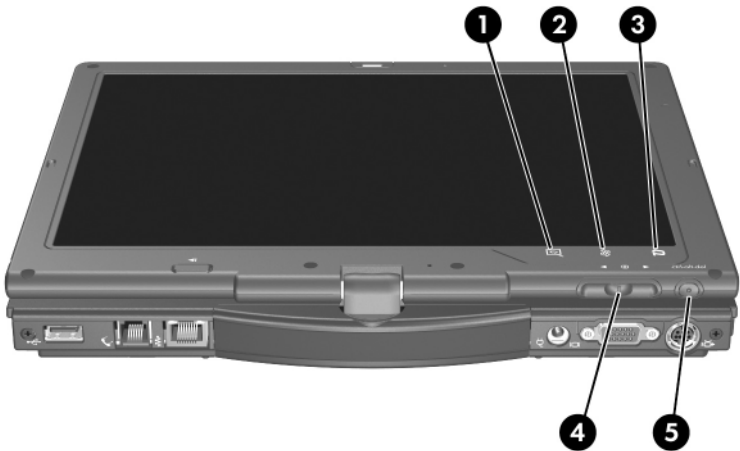
- » Insert the new tip into the pen until the tip is fully seated.



Command controls

The 5 command controls enable you to enter commands that are usually entered with keyboard keys, while you are using the tablet PC. The command controls can also be used while you are using the on-screen keyboard or the tablet PC keyboard.

Identifying command controls



Component	Description
❶ Tablet PC Input Panel launch button*	When Microsoft Windows is running, opens Microsoft Tablet PC Input Panel, which includes a handwriting pad and an on-screen keyboard.
❷ Rotate button*	Switches the image between landscape and portrait orientation.

(Continued)

Component	Description
③ Q button*	When Windows is running, opens or closes the Q Menu.
④ Jog dial*	Functions like enter and the up and down arrow keys on a standard keyboard: <ul style="list-style-type: none">■ Press inward to enter a command.■ Rotate up to scroll up.■ Rotate down to scroll down.
⑤ Windows security button*	When pressed while <ul style="list-style-type: none">■ Windows is open, enters the ctrl+alt+delete command.[†]■ The Computer Setup utility is open, enters the reset command.

*This table describes default settings. For information about changing the functions, refer to “[Setting command control preferences](#),” later in this chapter.

[†]To protect your work and the system, the ctrl+alt+delete command cannot be entered using the **ctrl**, **alt**, and **del** keys on the on-screen keyboard.

Command controls quick reference

The following table identifies the default setting and activation procedure for each command control.

- To activate a pen-activated button, tap the button with the tip of the pen.
- To activate a manually activated button, press and release the button.

Button	Default function	Activation
Tablet PC Input Panel launch button*	Opens and closes Tablet PC Input Panel, which includes a writing pad and the on-screen keyboard.	Pen
Rotate button*	Alternates the image orientation between landscape and portrait.	Pen
Q button*	Opens and closes the Q Menu.	Pen
Windows security button*	In Windows, functions like the ctrl+alt+delete command on a standard keyboard. In the Computer Setup utility, functions like the reset button on some computers.	Manual
Jog dial*	Enters commands or scrolls the image up or down.	Manual

*These controls are programmable. For instructions, refer to “[Setting command control preferences](#),” later in this chapter.

Using command controls

Tablet PC Input Panel launch button

Tap the Tablet PC Input Panel launch button with the pen tip when the tablet PC is in Windows to open Tablet PC Input Panel. Tablet PC Input Panel displays a writing pad, which supports handwriting, and can also display a keyboard.

Rotate button

Tap the rotate button with the pen tip when Windows is running to rotate the image on the screen 90 degrees. For example, if the image is in landscape orientation, tap the rotate button to rotate the image to portrait orientation.

Q button

Press the Q button with the tip of the pen when Windows is running to open or close the Q Menu. The Q Menu provides quick access to programmable tasks and destinations, including

- System controls, such as volume and screen brightness.
- Key simulations such as Capture Screen, which functions like the **prt scr** key on a standard keyboard.
- Programs, files, or folders on a drive, a network, or the Internet.

For more information about using the Q Menu, refer to [“Keyboard.”](#)

Windows security button

Press the Windows security button to enter the **ctrl+alt+delete** command while Windows is running, or the reset command while the Setup utility is running.

Ctrl+alt+delete command

When Windows is running, the Windows security button displays the Windows Task Manager, which allows you to lock, log off, or shut down the tablet PC, or initiate standby or hibernation.

- The Shut Down option in the **ctrl+alt+delete** window enables you to safely shut down the tablet PC if the system has become unresponsive.
- Task Manager displays the status of all open programs and enables you to close a program that has become unresponsive.

If the system remains unresponsive after selecting **Shut Down** in the Windows Security window, slide and hold the power switch for 5 seconds. For information about using the **ctrl+alt+delete** command in non-Windows programs, refer to the program documentation.

Reset command

The Windows security button simulates the reset button found on most computers. When the Computer Setup utility is open and the Windows security button is pressed, the tablet PC resets and all unsaved information is lost.

The reset function can be used to restore functionality when the system has become unresponsive.

Jog dial

Press or rotate the jog dial manually to enter commands or scroll vertically:

- Press inward to simulate the function of the **enter** key on a standard keyboard.
- Rotate up or down to scroll toward the top or bottom of an image.

At the default setting, the jog dial scrolls line by line like the up and down arrow keys on a standard keyboard. The jog dial can be set to scroll page by page like the page up and page down keys on a standard keyboard or three lines at a time like a mouse wheel. Other settings, in addition to scroll functions, are also available. For instructions, refer to “[Setting command control preferences](#),” next in this chapter.

Setting command control preferences

All command controls except the enter function of the jog dial can be customized to launch applications, simulate key combinations, or perform preset system functions.

Each programmable command control can be assigned to 4 settings. Each setting applies only to 1 of 4 views:

- Portrait-Primary
- Portrait-Secondary
- Landscape-Primary
- Landscape-Secondary

Command control preferences are set in the Tablet and Pen Settings window. You must select a view before setting a preference. Each view is illustrated in the Button Location pane of the Tablet and Pen Settings window as you select it.

If you are unfamiliar with the 4 views, you may want to read “[Selecting a view](#),” next in this section, before setting a command control preference.

Selecting a view

In the Portrait-Primary and Portrait-Secondary views, the image is displayed vertically, in portrait orientation. In the Landscape-Primary and Landscape-Secondary views, the image is displayed horizontally, in landscape orientation.

- A portrait view is often optimal when you are using the tablet PC as a handheld.
- A landscape view is often optimal when you are displaying the image on an optional external monitor or projector.

In the primary views (Portrait-Primary and Landscape-Primary), the image alternates clockwise between vertical and horizontal. In the secondary views (Portrait-Secondary and Landscape-Secondary), the image alternates counterclockwise between vertical and horizontal.

- Left-handed users may find the secondary views more convenient.
- It is recommended that you not use a secondary view while using the internal wireless. The positions commonly occupied by the tablet PC, external devices, and users while the tablet PC is in a secondary view may obstruct the antennae.

When you are facing the tablet PC screen with the tablet PC in portrait orientation, the antennae, not visible from the outside of the tablet PC, are on the right and left sides of the tablet PC, near the upper corners.

To switch the system among the Portrait-Primary, Landscape-Primary, Portrait-Secondary, and Landscape-Secondary views:

1. Press the Q button.
2. Select a view from the Q Menu.

For more information about using the Q Menu, including instructions for adding or removing items from the Q Menu, refer to “[Keyboard](#).”

Assigning or changing a preference

To assign or change the function of a programmable command control:

1. Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Tablet Buttons** tab.
2. In the Button Settings For drop-down list, select the view in which you want to use your preference.
3. In the **Tablet Button** dialog box, select the button you plan to assign.
 - To assign or change the function of rotating the jog dial up, select **Up**.
 - To assign or change the function of rotating the jog dial down, select **Down**.
4. Select **Change**.
5. Select your preference in the **Action** dialog box, and then select **OK** or **Apply** to save your preferences.

Returning all command controls to default settings

To return the settings on *all* command controls to their default settings:

1. Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Tablet Buttons** tab.
2. In the Button Settings For drop-down list, select the view in which you want to change all command controls to their default settings.
3. Select **Reset**.
4. Select **Apply**, and then select **OK**.

On-screen keyboard

Tablet PC Input Panel displays a keyboard on the screen. This on-screen keyboard simulates the functions of the standard keyboard.

To open Tablet PC Input Panel, tap the Tablet PC Input Panel Launch button with the pen and then select the On-Screen Keyboard icon on the lower-left corner of the screen.

- To type, tap a key.
- To switch the keys displayed in the top row between number keys and function keys, tap **Func**.
- To enter the ctrl+alt+delete command, press the Windows security button on the tablet PC. To protect your work and the system, the ctrl+alt+delete command cannot be entered using the **ctrl**, **alt**, and **del** keys on the on-screen keyboard.

For more information about using Tablet PC Input Panel, refer to the [Tablet PC Input Panel launch button](#) section, earlier in this chapter.

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