

# TouchPad and Keyboard

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User Guide

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## 3 Keypads

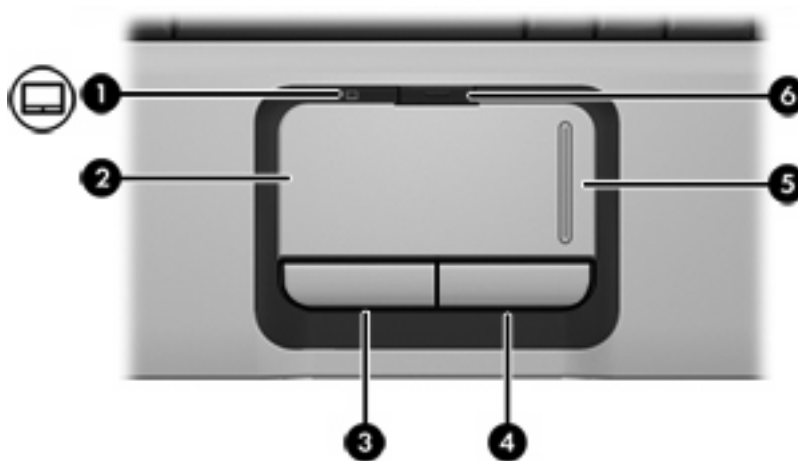
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# 1 TouchPad

The following illustration and table describe the computer TouchPad.



Component	Description
(1) TouchPad light	Blue: TouchPad is enabled. Amber: TouchPad is disabled.
(2) TouchPad*	Moves the pointer and selects or activates items on the screen.
(3) Left TouchPad button*	Functions like the left button on an external mouse.
(4) Right TouchPad button*	Functions like the right button on an external mouse.
(5) TouchPad scroll zone*	Allows you to scroll up or down.
(6) TouchPad on/off button	Enables/disables the TouchPad.

\*This table describes factory settings. To view and change TouchPad preferences, select **Start > Control Panel > Printers and Other Hardware > Mouse**.

## 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 or down over the lines.



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**NOTE** 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.

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## Connecting an external mouse

You can connect an external USB mouse 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 expansion product.

## Setting TouchPad preferences

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

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

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

## 2 Keyboard

### Hotkeys

Hotkeys are combinations of the **fn** key (1) and either the **esc** key (2) or one of the function keys (3).

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



To perform this function	Press
Display system information.	fn+esc
Open the Help and Support Center.	fn+f1
Open the Print Options window.	fn+f2
Open a Web browser.	fn+f3
Alternate between computer display and external display.	fn+f4
Initiate standby.	fn+f5
Initiate QuickLock.	fn+f6
Decrease screen brightness.	fn+f7
Increase screen brightness.	fn+f8
Play, pause, or resume an audio CD or a DVD.	fn+f9
Stop an audio CD or a DVD.	fn+f10

To perform this function	Press
Play the previous track or section on an audio CD or a DVD.	fn+f11
Play the next track or section on an audio CD or a DVD.	fn+f12

## Using hotkeys

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 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.

### Open the Help and Support Center (fn+f1)

Press **fn+f1** to open the Help and Support Center.

In addition to providing information about your Windows operating system, the Help and Support Center provides

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

### Open the Print Options window (fn+f2)

Press **fn+f2** to open the Print Options window of the active Windows application.

### Open a Web browser (fn+f3)

Press **fn+f3** to open your Web browser.



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

After you have set up your Internet or network services and your Web browser home page, you can press **fn+f3** to quickly access your home page and the Internet.

## 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, on select models)
- Composite video (televisions, camcorders, VCRs, and video capture cards with composite-video-in jacks)



**NOTE** Composite video devices can be connected to the system only by using an optional expansion product.

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## Initiate standby (fn+f5)

Press **fn+f5** 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.



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

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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.



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

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

The function of the **fn+f5** hotkey can be changed. For example, you can set the **fn+f5** hotkey to initiate hibernation instead of standby.



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**NOTE** The Windows operating system uses the term “sleep” instead of standby.

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## Initiate QuickLock (fn+f6)

Press **fn+f6** to initiate the QuickLock security feature.

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



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

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

## Decrease screen brightness (fn+f7)

Press **fn+f7** to decrease screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

## Increase screen brightness (fn+f8)

Press **fn+f8** to increase screen brightness. Hold down the hotkey to increase the brightness level incrementally.

## **Play, pause or resume an audio CD or a DVD (fn+f9)**

The **fn+f9** hotkey functions only when an audio CD or a DVD is inserted. If the audio CD or the DVD is

- Not playing, press **fn+f9** to begin or resume the play.
- Playing, press **fn+f9** to pause the play.

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

Press **fn+f10** to stop the play of an audio CD or a DVD.

## **Play previous track or section of an audio CD or a DVD (fn+f11)**

While an audio CD or a DVD is playing, press **fn+f11** to play the previous track of the CD or the previous section of the DVD.

## **Play next track or section of an audio CD or a DVD (fn+f12)**

While an audio CD or a DVD is playing, press **fn+f12** to play the next track of the CD or the next section of the DVD.

# Quick Launch Buttons software

You can use the Quick Launch Buttons control panel to

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



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**NOTE** Quick Launch buttons are called Easy Access buttons on an optional external keyboard.

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

## Accessing the Quick Launch Buttons control panel

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

To access the Quick Launch Buttons control panel from the Start button, select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons**.

## Setting tiling preferences

To set tiling preferences on the Windows desktop:

1. Open the Quick Launch Buttons control panel:
  - Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons**.
  - or –
  - Double-click the **Quick Launch Buttons** icon in the notification area, at the far right of the taskbar, or on the Windows desktop.
2. Click the **Quick Tile** tab.
3. Click **Vertical Tile** or **Horizontal Tile**, and then click the programs to tile in the **Applications currently running** box.
4. To save your preferences and close the display, click **OK**.

## Setting advanced preferences

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

## Displaying the Quick Launch Buttons icon

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

1. Open the Quick Launch Buttons control panel:
  - Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons**.
  - or –
  - Double-click the **Quick Launch Buttons** icon, either in the notification area, at the far right of the taskbar, or on the Windows desktop.
2. Click the **Advanced** tab. On the Advanced tab you can display or hide the Quick Launch Buttons icon in the notification area or on the Windows desktop.
  - To display the icon, select the **Show icon on the taskbar** or **Show icon on the desktop** check box.
  - To hide the icon, clear the **Show icon on the taskbar** or **Show icon on the desktop** check box.
3. To save your preferences and close the display, click **OK**.

## Setting button assignments on an external keyboard

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

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

1. Open the Quick Launch Buttons control panel:
  - Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons**.
  - or –
  - Double-click the **Quick Launch Buttons** icon in the notification area, at the far right of the taskbar, or on the Windows desktop.
2. Click the **Advanced** tab. Then:
  - To display and enable the Settings tab, select the **Allow users to modify button assignments on external keyboard** check box.
  - or –
  - To disable and hide the Settings tab, clear the **Allow users to modify button assignments on external keyboard** check box.



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**NOTE** If you enable the Settings tab, you must close the Quick Launch Buttons Properties dialog box, and then open it again in order to see the Settings tab.

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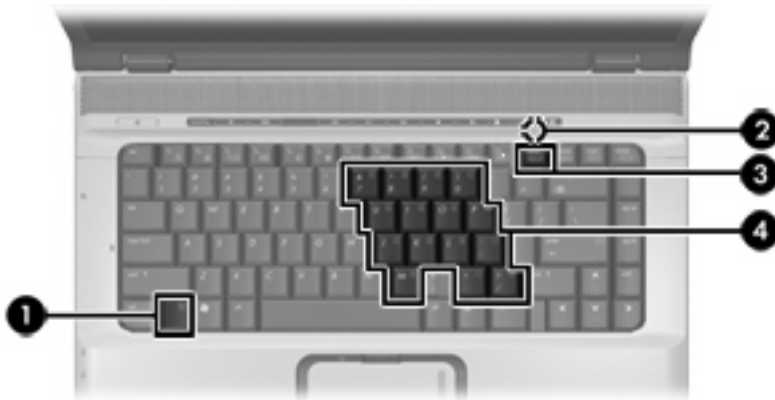
3. To save your preferences and close the display, click **OK**.

For information about managing Easy Access button assignments and schemes, refer to your external keyboard manufacturer's instructions.



# 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
(1) <b>fn</b> key	Executes frequently used system functions when pressed in combination with a function key or the <b>esc</b> key.
(2) num lock light	On: Num lock is on.
(3) <b>num lk</b> key	When pressed with the <b>fn</b> key, enables the embedded numeric keypad.
(4) 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.



**NOTE** The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer or to an optional expansion product. A USB mouse can also be connected to the system using the ports on an optional expansion product.

### 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 is on or off. (Num lock is turned off at the factory.) 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 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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