TouchPad and Keyboard

User Guide

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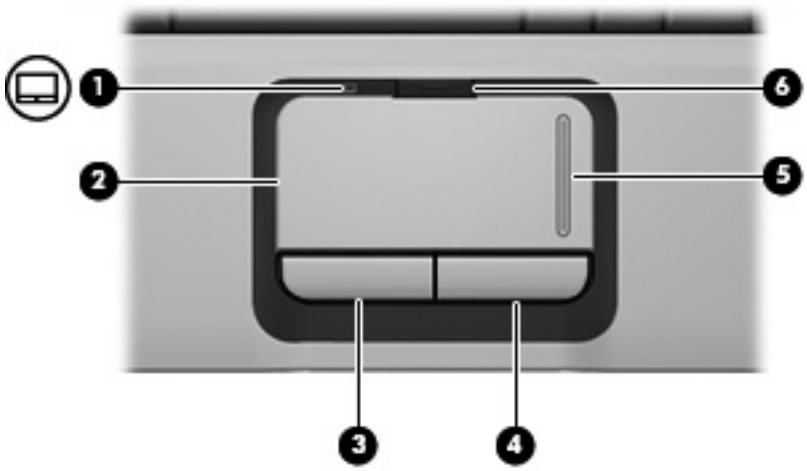
1 Using the TouchPad

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*	Scrolls up or down.
(6)	TouchPad on/off button	Enables/disables the TouchPad.

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

To move the pointer, slide your finger across the TouchPad surface in the direction you want the pointer to go. Use the TouchPad buttons like 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.

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.

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 (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).

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

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 docking device or expansion product.

2 Using the keyboard

Using 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.

Function	Hotkey
Display system information.	fn+esc
Clear system information.	fn+esc or press enter
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

Function	Hotkey
Play the previous track or chapter on an audio CD or a DVD.	fn+f11
Play the next track or chapter on an audio CD or a DVD.	fn+f12

To use a hotkey command on the computer keyboard, follow either of these steps:

- 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.

Displaying 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.

Opening 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.

Opening the Print Options window (fn+f2)

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

Opening 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.

Switching 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, pressing fn+f4 alternates the screen image from computer display to monitor display to 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)
- 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.

Initiating standby (fn+f5)

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

NOTE In all Windows operating system windows, references to the *sleep button* apply to the fn+f5 hotkey.

Initiating 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.

NOTE Before you can use QuickLock, you must set a Windows user password or a Windows administrator password. For instructions, refer to the Help and Support Center.

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.

Decreasing screen brightness (fn+f7)

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

Increasing screen brightness (fn+f8)

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

Playing, pausing or resuming 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.
- If the audio CD or the DVD is playing, press fn+f9 to pause the play.

Stopping an audio CD or a DVD (fn+f10)

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

Playing 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.

Playing 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.

Using the HP Quick Launch Buttons control panel

The HP Quick Launch Buttons control panel manages the following settings:

- Programming of the Media button and the DVD button
- Preferences for the operating system and program font and icon settings
- Preferences for the display of the HP Quick Launch Buttons icon on the taskbar
- Button assignments for non-administrator users
- Button assignments for the Easy Access buttons on an optional external keyboard

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

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, and select **Adjust HP Quick Launch Buttons Properties**.

Setting button preferences

You can program the Media button to open the Media Menu, or you can program the Media button to open media programs from a defined list when the button is pressed. You can also program the DVD button to open media programs from a defined list when the button is pressed.

To program the Media button to open the Media Menu when the button is pressed, follow these steps:

1. In the HP Quick Launch Buttons control panel, click the **Media** tab.
2. Click the button next to **Open the Media Menu and let you select an application from the list**.
3. To save your preferences and close the control panel, click **OK**.

To program the Media button or the DVD button to open a media program from a defined list, follow these steps:

1. In the HP Quick Launch Buttons control panel, click the **Media** tab.
2. Click the down arrow next to the button you want to set, and click a program from the list.

3. To add a program, click the **Add** button.

   a. In the **Add media applications** dialog box, enter the program file name or click **Browse** to search for available programs.

   b. Click **OK**.

4. 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 factory 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, select the check box next to the item.

   – or –

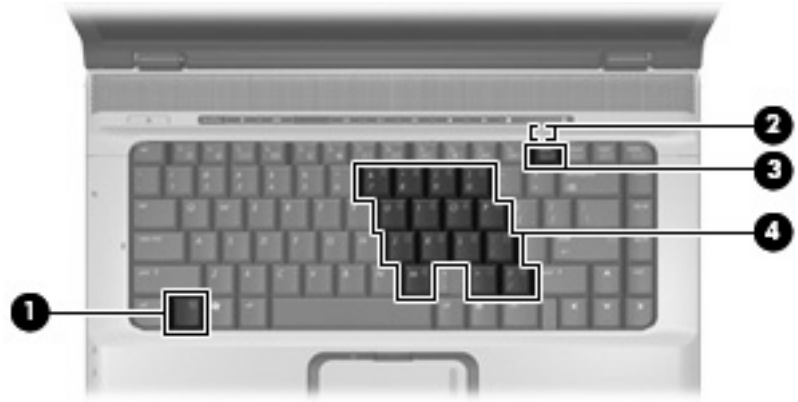
   To clear or disable a preference, clear the check box next to the item.

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

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 Using the 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)	fn key	Executes frequently used system functions when pressed in combination with a function key or the esc key.
(2)	num lock light	On: Num lock is on.
(3)	num lk key	Press with the fn key to enable 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 docking device or 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.

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.

4 Cleaning the TouchPad and keyboard

Dirt and grease on the TouchPad can cause the pointer to jump around on the screen. To avoid this, clean the TouchPad with a damp cloth, and wash your hands frequently when using the computer.

WARNING! To reduce the risk of electric shock or damage to internal components, do not use a vacuum cleaner attachment to clean the keyboard. A vacuum cleaner could deposit household debris on the keyboard surface.

Clean the keyboard regularly to prevent keys from sticking and to remove dust, lint, and particles that can become trapped beneath the keys. A can of compressed air with a straw extension can be used to blow air around and under the keys to loosen and remove debris.

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