

Pointing Devices and Keyboard

User Guide

© Copyright 2007 Hewlett-Packard
Development Company, L.P.

Microsoft and Windows are U.S. registered
trademarks of Microsoft Corporation.

The information contained herein is subject
to change without notice. The only
warranties for HP products and services are
set forth in the express warranty statements
accompanying such products and services.
Nothing herein should be construed as
constituting an additional warranty. HP shall
not be liable for technical or editorial errors
or omissions contained herein.

First Edition: January 2007

Document Part Number: 431181-001

Table of contents

1 Using the pointing devices (select models only)	
Using the TouchPad	1
Using the pointing stick (select models only)	2
Setting TouchPad preferences	2
Connecting an external mouse	2
2 Using the touch screen (select models only)	
Calibrating the touch screen	3
Using the pen	4
Identifying the pen components	4
Holding the pen	4
Storing the pen	5
Performing actions on the touch screen	6
Performing clicks	6
Performing flicks	6
Changing or testing click settings	6
Changing or creating flick assignments	7
Setting touch screen preferences	8
3 Using the keyboard	
Using hotkeys	9
Displaying system information (fn+esc)	10
Opening Help and Support (fn+f1)	10
Opening the Print Options window (fn+f2)	10
Opening a Web browser (fn+f3)	11
Switching the screen image (fn+f4)	11
Initiating Hibernation (fn+f5)	12
Initiating QuickLock (fn+f6)	12
Decreasing screen brightness (fn+f7)	12
Increasing screen brightness (fn+f8)	12
Playing, pausing or resuming an audio CD or a DVD (fn+f9)	12
Stopping an audio CD or a DVD (fn+f10)	12
Playing previous track or section of an audio CD or a DVD (fn+f11)	13
Playing next track or section of an audio CD or a DVD (fn+f12)	13
4 Using the keypads	
Using the embedded numeric keypad	15
Enabling and disabling the embedded numeric keypad	15
Switching key functions on the embedded numeric keypad	15

Using an external numeric keypad 15

5 Cleaning the touch screen (select models only), TouchPad, and keyboard

Index 17

1 Using the pointing devices (select models only)

Using the TouchPad

The following illustration and table describe the computer TouchPad.



Component	Description
(1) TouchPad on/off button	Enables/disables the TouchPad.
(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.

Component	Description
(6) TouchPad light	<ul style="list-style-type: none"> Blue: TouchPad is enabled. Amber: TouchPad is disabled.

*This table describes factory settings. To view and change pointing device preferences, select **Start > Control Panel > Hardware and Sound > 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 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.



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.

Using the pointing stick (select models only)

The pointing stick allows you to navigate items on the screen as if using the arrow keys on a keyboard. Press the pointing stick in the direction you want to navigate, either left, right, up, or down.



Setting TouchPad preferences

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

Use Mouse Properties in Windows® to customize settings for pointing devices, such as button configuration, click speed, and pointer options.

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 by using the ports on an optional expansion product.

2 Using the touch screen (select models only)

The touch screen allows you to make selections or activate items on the screen using a pointed object, such as the pen or your fingernail.

Calibrating the touch screen

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

To calibrate the touch screen:

1. Select **Start > Control Panel > Hardware and Sound > Tablet PC Settings > General** tab.
2. Click **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 touch screen for use in all 4 screen orientations.

Using the pen

You can write with the pen in pen-specific programs, such as the Tablet PC Input Panel (select models only), 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.

Identifying the pen components

The pen interacts with the computer whenever the tip (**1**) of the pen is pressed against the screen.

The pen tether eyelet (**2**) allows you to connect a tether from the pen to the pen tether hole on the computer.



Holding the pen

Hold the pen as if you were writing with a standard pen or pencil.

Storing the pen

To store the pen when you are not using it, insert the pen, tip first, into the pen holder on the computer.



Performing actions on the touch screen

You can use the pen, your fingernail, or other pointed object to perform click or flick actions.

The instructions in this section are based on the preferences set at the factory. To modify settings for recognized clicks and flicks, use the Pen and Input Devices window of Control Panel.

Performing clicks

- ▲ To select an item on the screen as you would with the left button of an external mouse, tap the item with the pen.
- ▲ To select an item as you would with the right button of an external mouse, tap and hold the pen on the item.
- ▲ 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 pen.

Performing flicks



NOTE Flicks are not recognized by some software programs.

To scroll up:

- ▲ Flick the pen upward, against the touch screen.

To scroll down:

- ▲ Flick the pen downward, against the touch screen.

To navigate back a page or screen:

- ▲ Flick the pen to the left, against the touch screen.

To navigate forward a page or screen:

- ▲ Flick the pen to the right, against the touch screen.

Changing or testing click settings

To change or test click settings:

1. Select **Start > Control Panel > Hardware and Sound > Pen and Input Devices > Pen Options** tab.
2. Under Pen actions, select the action, and then click **Settings**.
3. After making any changes or testing the settings, click **OK**.



NOTE Pen button options are not supported.

Changing or creating flick assignments

To change or create flick assignments:

1. Select **Start > Control Panel > Hardware and Sound > Pen and Input Devices > Flicks** tab.
2. Click **Navigational flicks and editing flicks**, and then click **Customize**.
3. Follow the on-screen instructions to change or create a flick assignment.
4. Click **OK**.

Setting touch screen preferences

- ▲ To set preferences for pen actions (clicks), visual feedback, and flicks, select **Start > Control Panel > Hardware and Sound > Pen and Input Devices**. These preferences are specific to the touch screen and the computer.
- ▲ To set preferences for left-handed or right-handed users, select **Start > Control Panel > Hardware and Sound > Tablet PC Settings > General** tab. These preferences are specific to the touch screen and the computer.
- ▲ To set pointing device preferences, such as pointer speed, click speed, and mouse trails, select **Start > Control Panel > Hardware and Sound > Mouse**. These preferences apply to any pointing device in the system.

3 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
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 Hibernation.	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 section on an audio CD or a DVD.	fn+f11
Play the next track 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 Help and Support (fn+f1)

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

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

- 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 Hibernation (fn+f5)

Press **fn+f5** to initiate Hibernation.

When Hibernation is initiated, your information is saved to a hibernation file on the hard drive and the computer turns off.



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

The computer must be on before you initiate Hibernation.

To exit 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 Sleep instead of Hibernation.

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.

4 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) <code>fn</code> key	Executes frequently used system functions when pressed in combination with a function key or the <code>esc</code> key.
(2) num lock light	On: Num lock is on.
(3) <code>num lk</code> key	Press with the <code>fn</code> 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.

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.

5 Cleaning the touch screen (select models only), TouchPad, and keyboard

Clean the touch screen (select models only) regularly with non-abrasive wipes intended for this purpose.

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

 **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.



Index

B

buttons

- TouchPad 1
- TouchPad on/off 1

C

clicks

- changing settings 6
- performing 6
- testing 6

composite video 11

D

display

- image, switching 11
- screen brightness hotkeys 12

F

flicks

- changing assignments 7
- creating assignments 7
- performing 6

fn key 9

function keys 9

H

Help and Support hotkey 10

Hibernation hotkey 12

hotkeys

- audio CD or DVD controls 12
- decreasing screen brightness 12
- description 9
- displaying system information 10
- increasing screen brightness 12
- initiating Hibernation 12
- initiating QuickLock 12
- opening Help and Support 10

opening Print Options

- window 10

opening Web browser 11

- switching screen image 11
- using 10

K

keyboard

- cleaning 16
- using 9

keyboard hotkeys, identifying 9

keypad, embedded

- enabling and disabling 15
- identifying 14
- switching key functions 15
- using 15

keypad, external

- num lock 15
- using 15

L

lights

- num lock 14
- TouchPad 2

M

media controls, hotkeys 12

mouse, external

- connecting 2
- setting preferences 2

N

num lock light, identifying 14

num lock, external keypad 15

P

pen

- identifying 4
- storing 5
- using 4

pen holder 5

pen tether eyelet 4

pointing devices 1

pointing stick

- identifying 2
- using 2

Print Options window hotkey 10

Q

QuickLock hotkey 12

S

S-Video 11

screen brightness hotkeys 12

screen image, switching 11

scrolling regions, TouchPad 1

system information hotkey 10

T

touch screen

- calibrating 3
- cleaning 16
- clicks and flicks 6
- performing actions 6
- performing screen actions 6
- preferences 8
- using 3

TouchPad

- buttons 1
- cleaning 16
- identifying 1
- scrolling regions 1
- setting preferences 2
- using 1

TouchPad light, identifying 2

TouchPad on/off button 1

V

video transmission types 11

W

Web browser hotkey 11

