TouchPad and Keyboard

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This guide explains the TouchPad and keyboard on the computer.

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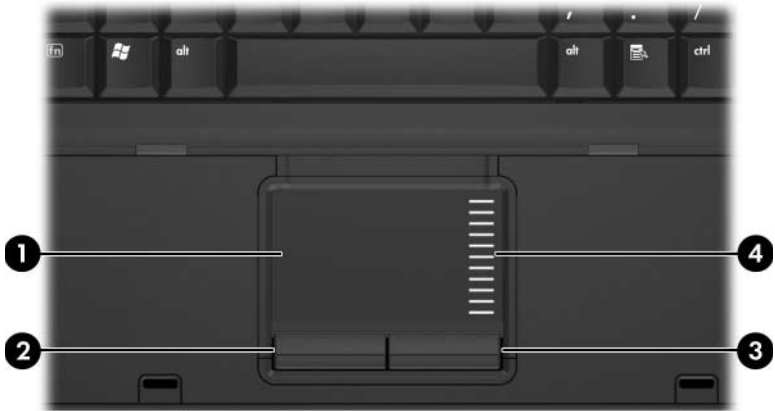## 1 TouchPad

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1
TouchPad

The following sections provide information on the TouchPad.

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

Identifying the TouchPad

	Component	Description
❶	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.
❷	Left TouchPad button*	Functions like the left button on an external mouse.
❸	Right TouchPad button*	Functions like the right button on an external mouse.
❹	TouchPad scroll zone*	Scrolls up or down.

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

Mouse Properties in Windows® allows you to customize TouchPad 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 > Hardware and Sound > Mouse**.

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Keyboard

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

Hotkeys

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

The icons on the **f3**, **f4**, **f8**, **f9**, and **f10** keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.

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

Hotkey quick reference

To perform this function	Press
Initiate Sleep	**fn+f3**
Exit Sleep	Power button
Alternate between computer display and external display	**fn+f4**
Display battery information	**fn+f8**
Clear battery information	**fn+f8**
Decrease screen brightness	**fn+f9**
Increase screen brightness	**fn+f10**
Display system information	**fn+esc**
Clear system information	**fn+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 Sleep (fn+f3)

Press **fn+f3** to initiate Sleep.

When Sleep is initiated, your information is stored in random access memory (RAM), the screen is cleared, and power is conserved. While the computer is in the Sleep state, the power lights blink.

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

The computer must be on before you can initiate Sleep.

To exit Sleep, briefly press the power button.

✎ If a critical battery level occurs while the computer is in the Sleep state, the computer initiates Hibernation and the information stored in RAM is saved to the hard drive. The factory setting for critical battery action is Hibernate, but this setting can be changed in advanced power settings.

The function of the fn+f3 hotkey can be changed. For example, you can set the fn+f3 hotkey to initiate Hibernation instead of Sleep.

✎ In all Windows operating system windows, references to the *sleep button* apply to the fn+f3 hotkey.

Switch image (fn+f4)

Press **fn+f4** to switch the screen image among display devices connected to the system. For example, if a monitor is connected to the computer, each time you press fn+f4, the image switches among the computer display, the monitor display, and a simultaneous display on both the computer and the monitor.

Most external monitors receive video information from the computer using the external VGA video standard.

The 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)

■ 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 charge information (fn+f8)

Press **fn+f8** to display charge information for all installed batteries. The display indicates which batteries are charging and reports the amount of charge remaining in each battery.

Battery locations are indicated by number:

■ Location 1 is the primary battery.

■ Location 2 is the optional accessory battery.

Decrease screen brightness (fn+f9)

Press **fn+f9** to decrease the screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

Increase screen brightness (fn+f10)

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

Display and clear system information (fn+esc)

Press **fn+esc** to display information about system hardware components and the system BIOS version number. Press **fn+esc** a second time to remove the system information from the screen.

In the Windows fn+esc display, the version of the system BIOS (basic input-output system) is displayed as the BIOS date. On some computer models, the BIOS date is displayed in decimal format. The BIOS date is sometimes called the system ROM version number.

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Keypads

The computer has an embedded numeric keypad and also supports an optional external numeric keypad or an optional external keyboard that includes a numeric keypad.

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

(Continued)

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

Using the embedded numeric keypad

The 15 keys of the embedded numeric keypad can be used like the keys on an external keypad. When the embedded numeric keypad is turned on, each key on the keypad performs the function indicated by the icon in the upper-right corner of the key.

Enabling and disabling the embedded numeric keypad

Press **fn+num lk** to enable the embedded numeric keypad. The num lock light is turned on. Press **fn+num lk** again to return the keys to their standard keyboard functions.

✎ The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer or to an optional docking device.

Switching key functions on the embedded numeric keypad

You can temporarily alternate the functions of keys on the embedded numeric keypad between their standard keyboard functions and their keypad functions by using the **fn** key or the **fn+shift** key combination.

■ To change the function of a keypad key to keypad functions while the keypad is off, press and hold the **fn** key while pressing the keypad key.

■ To use the keypad keys temporarily as standard keys while the keypad is on:

❏ Press and hold the **fn** key to type in lowercase.

❏ Press and hold **fn+shift** to type in uppercase.

Using an external numeric keypad

Most keys on most external keypads function differently according to whether num lock mode is on or off. (By default num lock mode is off.) For example:

■ When num lock is on, most keypad keys type numbers.

■ When num lock is off, most keypad keys function like the arrow, page up, or page down keys.

When num lock on an external keypad is turned on, the num lock light on the computer is turned on. When num lock on an external keypad is turned off, the num lock light on the computer is turned off.

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

Enabling or disabling num lock mode on an external numeric keypad

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

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