

TouchPad and Keyboard

User Guide

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Product notice

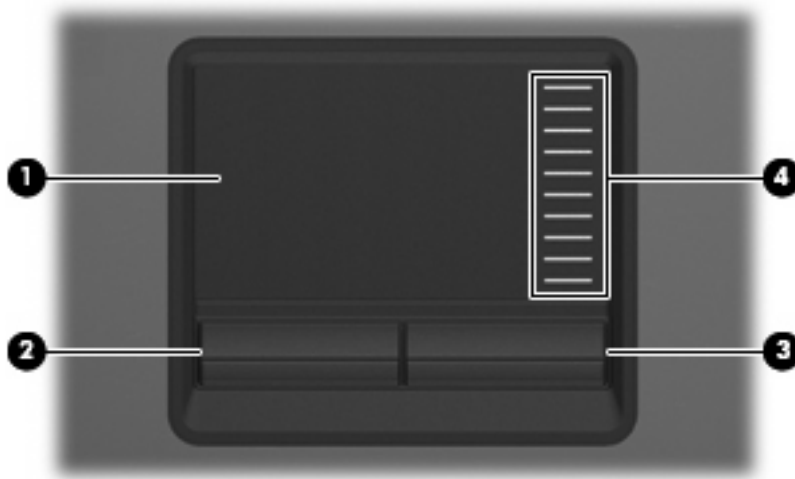
This user guide describes features that are common to most models. Some features may not be available on your computer.

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1 Using the TouchPad

The following illustration and table describe the computer TouchPad.



Component	Description
(1) TouchPad*	Moves the pointer and selects or activates items on the screen.
(2) Left TouchPad button*	Functions like the left button on an external mouse.
(3) Right TouchPad button*	Functions like the right button on an external mouse.
(4) TouchPad scroll zone*	Scrolls up or down.

*This table describes default settings. To view or change TouchPad 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 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

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. An external mouse can also be connected to the system using the ports on an optional docking device.

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



NOTE: Your computer may look slightly different from the illustration in this section.



Function	Hotkey
Display system information.	fn+esc
Clear system information.	fn+esc or press enter
Initiate Sleep.	fn+f3
Alternate between computer display and external display.	fn+f4
Display battery information.	fn+f8
Decrease screen brightness.	fn+f9
Increase screen brightness.	fn+f10

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.

Initiating 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 light blinks.



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

The computer must be on before you initiate Sleep.



NOTE: 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.

To exit Sleep, briefly press the power button.

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.



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

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 docking device.

Viewing 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.

Decreasing screen brightness (fn+f9)

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

Increasing screen brightness (fn+f10)

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

3 HP Quick Launch buttons (select models only)

Use the HP Quick Launch buttons to open frequently used programs. The HP Quick Launch buttons include the info button (1) and the presentation button (2).



NOTE: The info button functions vary, depending on the software installed on your computer.



Component	Description
(1) Info button	<p>Launches Info Center, which enables you to open preset software programs.</p> <p>You can reprogram the button to perform one of the following actions when the computer is on:</p> <ul style="list-style-type: none"> • Open the Q Menu or the presentation feature • Open an e-mail editor • Open a search box that allows you to search for a Web site <p>You can reprogram the button to open HP QuickLook (select models only) when the computer is off, in the Sleep state, or in Hibernation.</p>
(2) Presentation button	<p>Starts the presentation feature. You can set this button to perform one of the following actions:</p> <ul style="list-style-type: none"> • Open a program, folder, file, or Web site that you specify • Choose a power plan • Choose a display setting <p>The image simultaneously displays on the computer screen and on an external device that is connected to the computer.</p> <p>You can reprogram the button to perform one of the following actions:</p> <ul style="list-style-type: none"> • Open the Q Menu or Info Center • Open an e-mail editor • Open a search box that allows you to search for a Web site

Using HP QuickLook (select models only)



NOTE: QuickLook must be installed before you can view the QuickLook information.

QuickLook saves Inbox e-mails and calendar, contact, and task information from Microsoft® Outlook onto your computer's hard drive. When the computer is off, in the Sleep state, or in Hibernation, you can quickly view this information by pressing the info button on the computer.



NOTE: If you set a Windows logon password, you will be prompted to enter your password when you press the info button while the computer is off, in the Sleep state, or in Hibernation.

NOTE: For additional information about QuickLook and setting preferences, refer to the online Help.

Installing QuickLook

To install QuickLook:

1. Select **Start > All Programs > Software Setup**.
2. Double-click **HP QuickLook**.

Using the HP Quick Launch Buttons control panel



NOTE: Quick Launch button features listed in this section may not be available on all computers.

The HP Quick Launch Buttons control panel allows you to manage several tasks, including the following:

- Program and set preferences for the info button and the presentation button
- Add, modify, and remove items on the Q Menu
- Set tiling preferences



NOTE: For on-screen information about any item in the Quick Launch buttons control panel, click the Help button in the upper-right corner of the window.

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 > Hardware and Sound > 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**.



NOTE: On some models, you may see an icon on the desktop.

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:

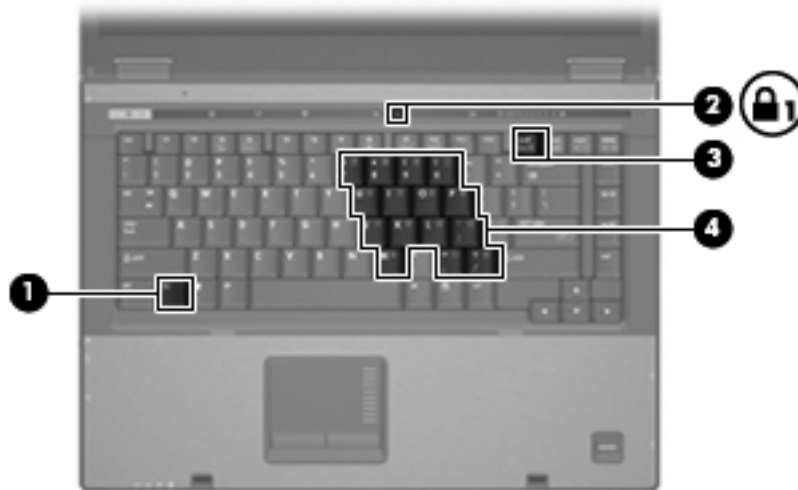
- ▲ Right-click the **HP Quick Launch Buttons** icon and select **Launch Q Menu**.

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.



NOTE: Your computer may look slightly different from the illustration in this section.



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 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 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 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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