Pointing Devices and Keyboard
User Guide

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First Edition: May 2007

Document Part Number: 440557-001

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 pointing devices

The following illustration and table describe the computer pointing devices.

Component		Description
(1)	TouchPad on/off button	Turns the TouchPad on and off.
(2)	Pointing stick*	Moves the pointer and selects or activates items on the screen.
(3)	Left pointing stick button*	Functions like the left button on an external mouse.
(4)	TouchPad*	Moves the pointer and selects or activates items on the screen.
(5)	Left TouchPad button*	Functions like the left button on an external mouse.
(6)	Right TouchPad button*	Functions like the right button on an external mouse.
(7)	TouchPad scroll zone	Scrolls up or down.
(8)	Right pointing stick button*	Functions like the right button on an external mouse.

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

Setting pointing device preferences

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

Mouse Properties in Windows® allows you to customize pointing device settings such as mouse speed preferences.

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 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.

Using the pointing stick

Press the pointing stick in the direction you want to move the pointer on the screen. Use the left and right pointing stick buttons as you would the left and right buttons on an external mouse.

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.

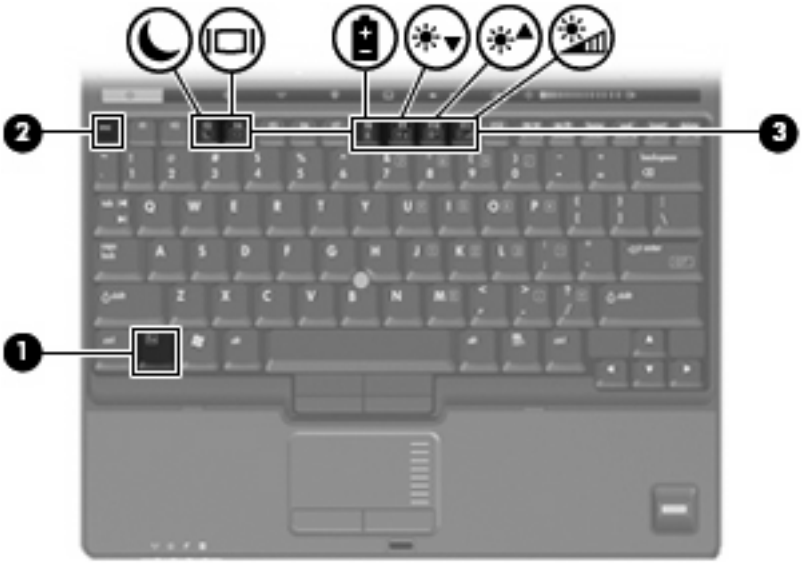
2 Using the keyboard

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
Initiate Standby.	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
Activate the ambient light sensor.	fn+f11

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 Standby (fn+f3)

Press fn+f3 to initiate Standby.

When Standby is initiated, your information is stored in system memory, the screen is cleared, and power is conserved. While the computer is in Standby, the power lights blink.

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

The computer must be on before you can initiate Standby.

NOTE: If a critical battery level occurs while the computer is in Standby, the computer initiates Hibernation and the information stored in memory 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 Standby, 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 Standby.

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.

Activating the ambient light sensor (fn+f11)

Press fn+f11 to activate and deactivate the ambient light sensor.

3 HP Quick Launch buttons

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	Launches Info Center, which enables you to open preset software programs. You can reprogram the button to perform one of the following actions when the computer is on: • 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
(2)	Presentation button	Starts the presentation feature. You can set this button to perform one of the following actions: • Open a program, folder, file, or Web site that you specify • Choose a power scheme • Choose a display setting The image simultaneously displays on the computer screen and on an external device that is connected to the computer.

Component	Description
	You can reprogram the button to perform one of the following actions: • 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 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 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**.

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**.

Setting the ambient light sensor

The computer features a built-in light sensor that automatically adjusts the display brightness based on the lighting conditions in your environment.

You can turn the ambient light sensor on and off in 2 ways:

- By pressing fn+f11.
- By right-clicking the Quick Launch Buttons software icon in the notification area, at the far right of the taskbar, and clicking **Turn Ambient light sensor on/off**.

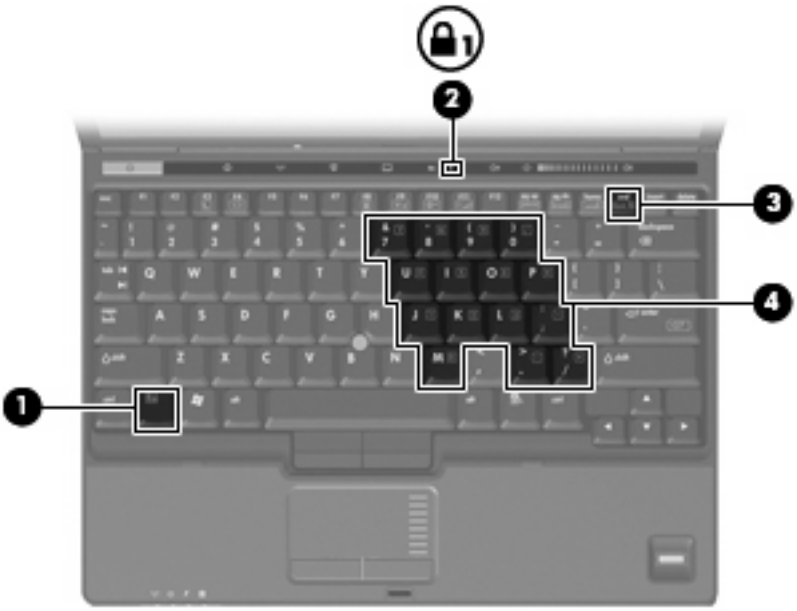
You can also add the ambient light sensor on/off function to the Q Menu, as follows:

1. Open the HP Quick Launch Buttons control panel.
2. Click the **Q Menu** tab.
3. Under **Items to display on Q Menu**, select **Toggle ALS**.

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)	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 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 optional external numeric keypad

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.

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 can 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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