

# Pointing Devices 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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# Table of contents

## 1 Using the pointing devices

Setting pointing device preferences .....	1
Using the pointing stick .....	1
Connecting an external mouse .....	2

## 2 Using the keyboard

Using the keyboard light .....	3
Using hotkeys .....	5
Displaying system information (fn+esc) .....	6
Initiating Sleep (fn+f3) .....	6
Switching the screen image (fn+f4) .....	7
Viewing battery charge information (fn+f8) .....	7
Decreasing screen brightness (fn+f9) .....	7
Increasing screen brightness (fn+f10) .....	7
Activating the ambient light sensor (fn+f11) .....	7

## 3 HP Quick Launch buttons

Presentation button .....	8
Info button .....	9
Using QuickLook (select models only) .....	10
Installing QuickLook .....	10
Using the Quick Launch Buttons control panel .....	11
Opening the Quick Launch Buttons control panel .....	11
Displaying the Q Menu .....	11
Setting the ambient light sensor .....	12

## 4 Using the pen and tablet controls

Using the pen .....	13
Identifying the pen components .....	13
Holding the pen .....	13
Performing mouse clicks with the pen .....	14
Performing other procedures with the pen .....	14
Pressure-sensitivity .....	14
Calibrating the pen .....	15
Using the pen holder .....	15
Setting pen preferences .....	16
Changing the pen tip .....	17

## 5 Using the keypads

Using the embedded numeric keypad .....	19
Enabling and disabling the embedded numeric keypad .....	19
Switching key functions on the embedded numeric keypad .....	19
Using an optional external numeric keypad .....	19

## 6 Cleaning the keyboard

Index .....	21
-------------	----

# 1 Using the pointing devices



Component	Description
(1) Pointing stick	Moves the pointer and selects or activates items on the screen.
(2) Left pointing stick button	Functions like the left button on an external mouse.
(3) Right pointing stick button	Functions like the right button on an external mouse.

## Setting pointing device preferences

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

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

## 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 or expansion product.



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## 2 Using the keyboard

### Using the keyboard light

The keyboard light illuminates the computer keyboard in low light conditions.

- ▲ To open and turn on the keyboard light, press the keyboard light button.




- ▲ To turn off and close the keyboard light, gently press the keyboard light until it clicks into place.

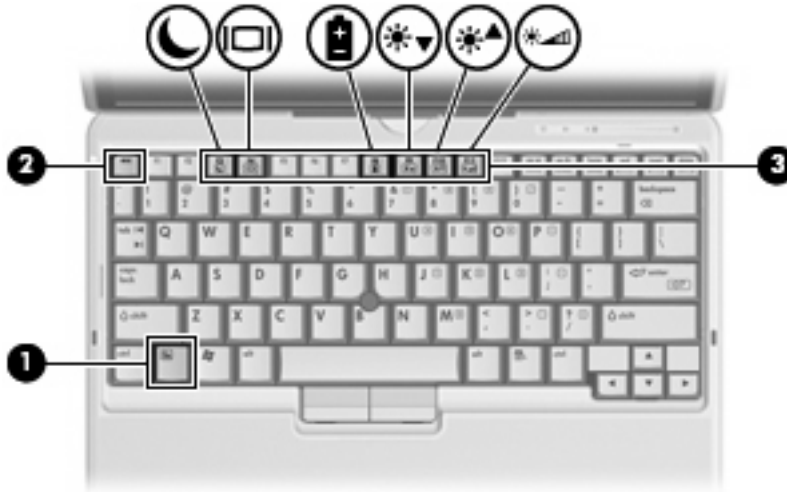


# Using hotkeys

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.	<b>fn+esc</b>
Initiate Sleep.	<b>fn+f3</b>
Alternate between computer display and external display.	<b>fn+f4</b>
Display battery information.	<b>fn+f8</b>
Decrease screen brightness.	<b>fn+f9</b>
Increase screen brightness.	<b>fn+f10</b>
Activate ambient light sensor	<b>fn+f11</b>

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)

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

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

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

The computer must be on before you can 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 memory is saved to the hard drive. The factory setting for critical battery action is Hibernate, but this setting can be changed using Power Options in Windows Control Panel.

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To exit Sleep, briefly slide the power switch to the right.

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.

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## 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)

## 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.

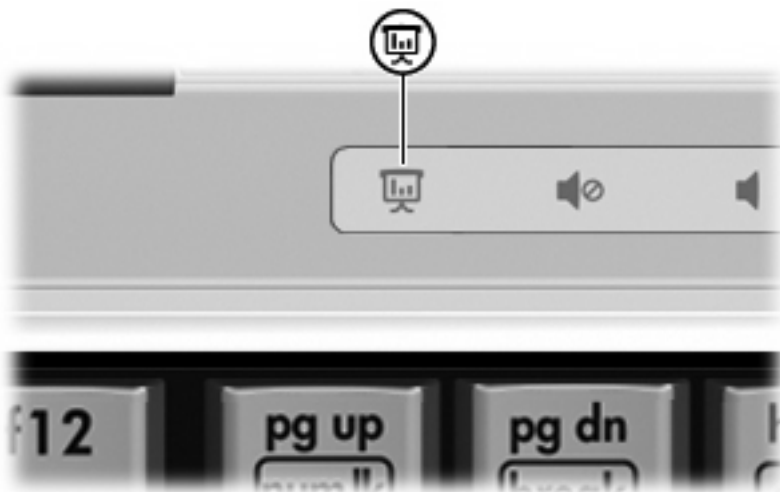
## Activating the ambient light sensor (fn+f11)

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

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## 3 HP Quick Launch buttons

### Presentation button



When you press the presentation button for the first time, the Presentation Settings dialog box opens. In this dialog box, you can set the button to perform one of the following actions:

- Open a program, folder, file, or Web site that you specify
- Choose a power plan.
- Choose a display setting

The image is displayed simultaneously on the computer screen and on an external device connected to one of the following ports or jacks:

- The external monitor port
- A port or jack on an optional docking device

If you choose not to use the presentation button factory settings, 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


## Info button



When you press the info button for the first time, the Info Center opens, enabling you to open preset software programs. If you choose not to use this factory setting for the info button, you can reprogram the button to perform one of the following actions:


- Open the Q Menu or start the presentation feature
- Open an e-mail editor
- Open a search box that allows you to search for a Web site

## Using QuickLook (select models only)

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

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QuickLook saves Inbox e-mails and calendar, contact, and task information from Microsoft® Outlook to 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 have 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.

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## Installing QuickLook


To install QuickLook:

1. Select **Start > All Programs > Software Setup**.
2. Clear all check boxes.
3. Expand **Optional Software Applications**, and then select **HP QuickLook**.
4. Click **Install**.



# Using the Quick Launch Buttons control panel

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 **NOTE:** Some of the preferences listed on the HP Quick Launch Buttons control panel may not be supported by the computer.

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

- Programming the presentation button and the Info Center button, and preferences for each button
- Adding, modifying, and removing items on the Q Menu
- Tiling windows on the Windows desktop
- Displaying the HP Quick Launch Buttons icon
- Displaying HP Quick Launch Buttons desktop notifications
- Enabling or disabling automatic mode change
- Enabling or disabling quick switch
- Enabling or disabling the display-resolution change-detection feature


The following sections provide instructions for setting preferences within the control panel. For additional information about any item on the 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 > 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 click **Adjust HP Quick Launch Buttons Properties**.

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 **NOTE:** On some models, an icon is displayed on the desktop.

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## 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**.

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## 4 Using the pen and tablet controls

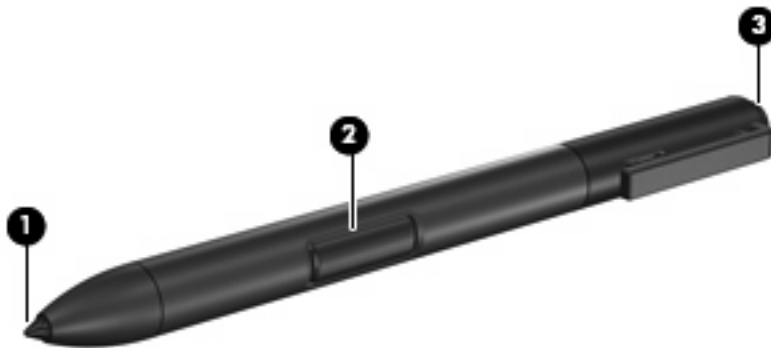
You can enter and access information on the tablet PC through pen and tablet controls.

### Using the pen

You can write with the pen in pen-specific programs, such as the Tablet PC Input Panel, 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 tablet PC whenever the tip **(1)** or eraser **(3)** of the pen is approximately 1.27 cm (0.5 inch) from the screen. The pen button **(2)** emulates the functions of the right button on an external mouse.



### Holding the pen

Hold the pen as if you were writing with a standard pen or pencil. Position the pen in your hand so that you will not accidentally press the pen button.

As you monitor the movements of the pen, focus on the pointer, not on the tip of the pen.

## Performing mouse clicks with the pen

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

## Performing other procedures with the pen


In addition to emulating mouse clicks, the pen can be used for the following tasks:

- To display the pointer location, hold the pen tip immediately over any location on the tablet PC screen without touching the screen with the pen tip.
- To display the menu options related to an item on the screen, tap the screen with the pen tip.
- To write with the pen, write on the screen with the tip of the pen.
- To press a pen-activated button, tap the button with the tip of the pen.
- To erase with the pen, hold the pen with the eraser-side down and move the eraser over the writing that you want to delete.

## Pressure-sensitivity

The tablet PC pen is equipped with a pressure-sensitive feature. This means that you can manipulate the pen to create lines of various thickness, depending upon the amount of pressure you use to write.

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 **NOTE:** This feature is only available if the Tablet PC Input Panel software program is enabled.


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## Calibrating the pen

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

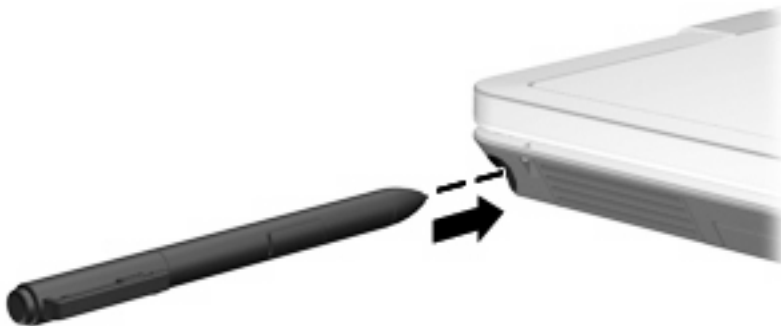
To calibrate the pen:

1. Select **Start > Control Panel > Hardware and Sound > Tablet PC Settings**.
2. At the bottom of the **General** tab, tap the **Calibrate** button.
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 pen for use in both portrait and landscape orientations.

 **NOTE:** You can display information about any setting in the Tablet PC Settings window by selecting the Help button in the upper-right corner of the window, and then selecting a setting.

## Using the pen holder

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



## Setting pen preferences

Pen preferences are set in the Tablet PC Settings window of the operating system. The preferences include setting the location of on-screen menus for either right-handed or left-handed users, calibrating the screen for pen use, and optimizing handwriting recognition.

To access pen preferences:

- ▲ Select **Start > Control Panel > Hardware and Sound > Tablet PC Settings**.

Pen options are set in the Pen and Input Devices window. The options include speed settings for double-tapping and press and hold pen use, pen pointer options, and flicks settings.

To access pen options:

- ▲ Select **Start > Control Panel > Hardware and Sound > Pen and Input Devices**.

The preferences and options you set in the Tablet PC Settings and the Pen and Input Devices window are specific to the pen and the tablet PC. Pointing device preferences, such as pointer speed, click speed, and mouse trails, are set in the Mouse Properties window. These preferences apply to any pointing device in the system.

To access Mouse Properties:

- ▲ Select **Start > Control Panel > Hardware and Sound > Mouse**.

## Changing the pen tip

Use the clamp packaged with your pen to remove the used tip.

To remove the used pen tip:

1. Use the clamp to grasp the pen tip (1).
2. Pull the tip out of the pen (2).




To insert a new pen tip:

- ▲ Insert the new tip into the pen until the tip is fully seated.



## 5 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) Embedded numeric keypad	Can be used like the keys on an external numeric keypad.
(2) <code>fn</code> key	Executes frequently used system functions when pressed in combination with a function key or the <code>esc</code> key.
(3) num lock light	On: Num lock is on.
(4) <code>num lk</code> key	Press with the <code>fn</code> key to enable the embedded 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.

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 **NOTE:** The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer, an optional docking device, or an optional expansion product.

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### 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.

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## 6 Cleaning the keyboard

**⚠ 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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# Index

## A

ambient light sensor  
hotkey 7  
setting 12

## B

battery charge information 7  
buttons  
info 9  
presentation 8

## D

display  
image, switching 7  
screen brightness hotkeys 7

## F

fn key 5  
function keys 5

## H

hotkeys  
ambient light sensor 7  
battery charge information 7  
decreasing screen  
brightness 7  
description 5  
displaying system  
information 6  
increasing screen  
brightness 7  
initiating Sleep 6  
switching screen image 7  
using 5

## I

info button 9  
Info Center, opening 9

## K

keyboard  
cleaning 20  
keyboard hotkeys, identifying 5  
keyboard light 3  
keypad, embedded  
enabling and disabling 19  
identifying 18  
switching key functions 19  
using 19  
keypad, external  
num lock 19  
using 19

## L

lights  
keyboard 3

## M

mouse, external  
connecting 2  
setting preferences 1

## N

num lock, external keypad 19

## P

pen  
calibrating 15  
changing tip 17  
identifying 13  
setting preferences 16  
using 13  
pen holder, using 15  
pointing devices  
setting preferences 1  
using 1  
pointing stick  
identifying 1  
using 1

pointing stick buttons 1  
presentation button 8

## Q

Q Menu 11

## S

screen brightness hotkeys 7  
screen image, switching 7  
Sleep hotkey 6  
system information hotkey 6

## V

video transmission types 7

