

# 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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# 1 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) TouchPad light                | <ul style="list-style-type: none"><li>• Blue: TouchPad is enabled.</li><li>• Amber: TouchPad is disabled.</li></ul> |
| (5) TouchPad vertical scroll zone | Scrolls up or down.   |
| (6) Right TouchPad button*        | Functions like the right button on an external mouse.   |

\*This table describes factory settings. To view and 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 left and right 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 vertical lines.

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 **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.

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## Setting TouchPad 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**.

## 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 using the ports on an optional docking device or expansion product.



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## 2 Using the digitizer and touch screen

The digitizer allows you to make selections or activate items on the screen using the digitizer pen included with your computer.

The touch screen allows you to make selections or activate items on the screen using your finger.

The digitizer and touchscreen can function with the default calibration or with a calibration set by another user. However, it is highly recommended that you calibrate the digitizer and touch screen. Calibration optimizes digitizer performance for all users and particularly for left-handed users.

## Calibrating the pen

To calibrate the pen:

1. Select **Start > Control Panel > Hardware and Sound > Pen Tablet Properties**.
2. Select the **Calibrate Pen** tab.
3. Follow the on-screen instructions.
  - Use a digitizer pen to tap in the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+). This will calibrate the digitizer pen.
  - Be sure to calibrate the pen for use in all 4 screen orientations. Use the screen rotate button on the display to rotate the screen to a new orientation.
  - Do not change your screen orientation until you have completed the calibration.

## Calibrating the touch

To calibrate touch:

1. Select **Start > Control Panel > Hardware and Sound > Pen Tablet Properties**.
2. Select the **Calibrate Touch** tab.
3. Follow the on-screen instructions.
  - Use your finger to touch the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+). This will calibrate the touch.
  - Be sure to calibrate the touch for use in all 4 screen orientations. Use the screen rotate button on the display to rotate the screen to a new orientation.
  - Do not change your screen orientation until you have completed the calibration.

## 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.

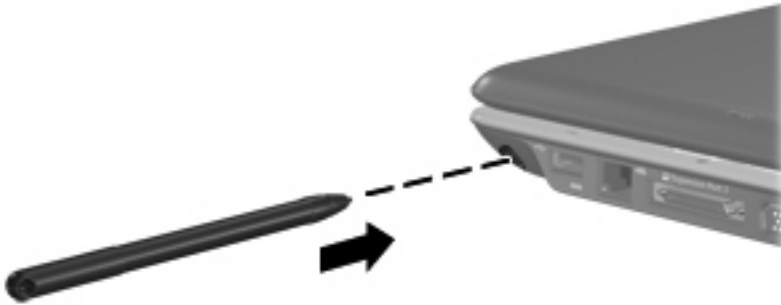


## Holding the pen

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 a plastic computer pen or your fingernail 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, select **Start > Control Panel > Hardware and Sound > Pen and Input Devices**.

## 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

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 **NOTE:** Flicks are not recognized by some software programs.

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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**.

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 **NOTE:** Pen button options are not supported.

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## 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

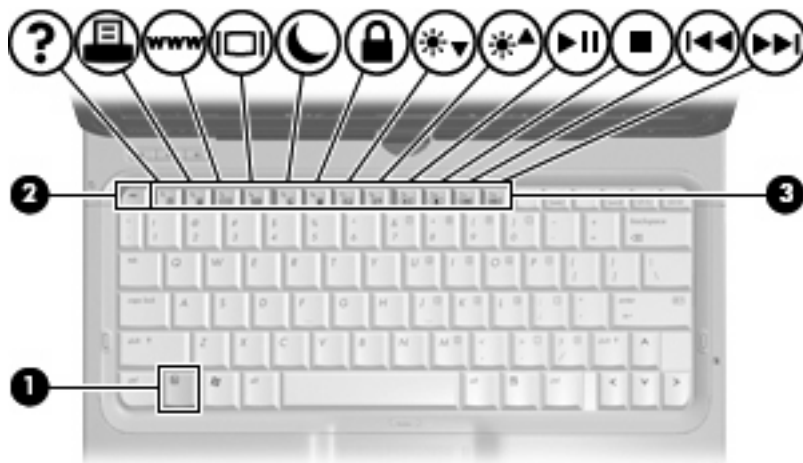
- ▲ To set preferences for pen actions (clicks and flicks), visual feedback, and flicks, select **Start > Control Panel > Hardware and Sound > Pen and Input Devices**. These preferences are specific to the touch screen and the computer.
- ▲ To set preferences for left-handed or right-handed users, select **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 Help and Support.                       | fn+f1  |
| Open the Print Options window.               | fn+f2  |
| Open a Web browser.                          | fn+f3  |
| Switch the screen image.                     | 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 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, DVD players, VCRs, and video capture cards with S-Video-in jacks)
- HDMI (televisions, camcorders, DVD players, VCRs, and video capture cards with HDMI ports)
- Composite video (televisions, camcorders, DVD players, VCRs, and video capture cards with composite-video-in jacks)



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**NOTE:** Composite video devices can be connected to the system only by using an optional docking device or expansion product.

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## Initiating Hibernation (fn+f5)

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

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.

The computer must be on before you can initiate Hibernation.


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

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 Help and Support.

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