Pointing Devices and Keyboard
User Guide
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 pointing devices

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<th>Component</th>
<th>Description</th>
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<tbody>
<tr>
<td>(1) TouchPad on/off button</td>
<td>Enables/disables the TouchPad.</td>
</tr>
<tr>
<td>(2) Left TouchPad button*</td>
<td>Functions like the left button on an external mouse.</td>
</tr>
<tr>
<td>(3) TouchPad*</td>
<td>Moves the pointer and selects or activates items on the screen.</td>
</tr>
<tr>
<td>(4) TouchPad scroll zone</td>
<td>Scrolls up or down.</td>
</tr>
<tr>
<td>(5) Right TouchPad button*</td>
<td>Functions like the right button on an external mouse.</td>
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</tbody>
</table>

*This table describes factory settings. To view and change TouchPad preferences, select Start > Control Panel > Printers and Other Hardware > 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 > Printers and Other Hardware > 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 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.

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.
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 f1 through f4 and f6, f8, f10, and f11 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.

<table>
<thead>
<tr>
<th>Function</th>
<th>Hotkey</th>
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<td>Display system information.</td>
<td>fn+esc</td>
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<tr>
<td>Initiate Standby.</td>
<td>fn+f1</td>
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<tr>
<td>Alternate between computer display and external display.</td>
<td>fn+f2</td>
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<tr>
<td>Decrease screen brightness.</td>
<td>fn+f3</td>
</tr>
<tr>
<td>Increase screen brightness.</td>
<td>fn+f4</td>
</tr>
<tr>
<td>Initiate QuickLock.</td>
<td>fn+f6</td>
</tr>
<tr>
<td>Mute or restore computer sound.</td>
<td>fn+f8</td>
</tr>
<tr>
<td>Decrease computer sound.</td>
<td>fn+f10</td>
</tr>
<tr>
<td>Increase computer sound.</td>
<td>fn+f11</td>
</tr>
</tbody>
</table>
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.
- 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+f1)**

Press fn+f1 to initiate Standby.

When Standby is initiated, your information is stored in memory, the screen is cleared, and power is conserved. While the computer is in Standby, the power light blinks.

⚠️ **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 slide the power switch or press any key on the keyboard.

The function of the fn+f1 hotkey can be changed. For example, you can set the fn+f1 hotkey to initiate Hibernation instead of Standby.

⚠️ **NOTE:** In all Windows operating system windows, references to the sleep button apply to the fn+f1 hotkey.
Switching the screen image (fn+f2)

Press fn+f2 to switch the screen image among display devices connected to the system. For example, if a monitor is connected to the computer, pressing fn+f2 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+f2 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+f2 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)

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

Decreasing screen brightness (fn+f3)

Press fn+f3 to decrease screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

Increasing screen brightness (fn+f4)

Press fn+f4 to increase screen brightness. Hold down the hotkey to increase the brightness level incrementally.

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.

Muting speaker sound (fn+f8)

Press fn+f8 to mute speaker sound. Press the hotkey again to restore speaker sound.
Decreasing speaker sound (fn+f10)

Press fn+f10 to decrease speaker sound. Hold down the hotkey to decrease speaker sound incrementally.

Increasing speaker sound (fn+f11)

Press fn+f11 to increase speaker sound. Hold down the hotkey to increase speaker sound incrementally.
Using the HP Quick Launch Buttons control panel

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

- 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 > 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.**
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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
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<tbody>
<tr>
<td>(1) fn key</td>
<td>Executes frequently used system functions when pressed in combination with a function key or the esc key.</td>
</tr>
<tr>
<td>(2) Embedded numeric keypad</td>
<td>Can be used like the keys on an external numeric keypad.</td>
</tr>
<tr>
<td>(3) num lk key</td>
<td>Enables the embedded numeric keypad when pressed in combination with the fn key.</td>
</tr>
</tbody>
</table>
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. 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.

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.

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.