

# 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.



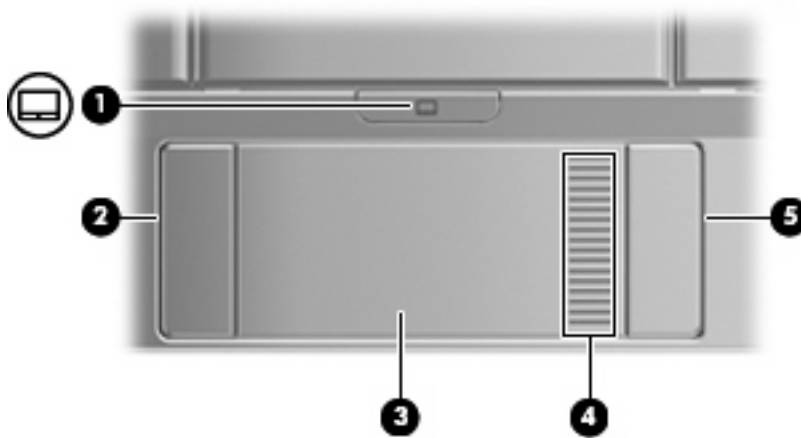
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# 1 Using pointing devices



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

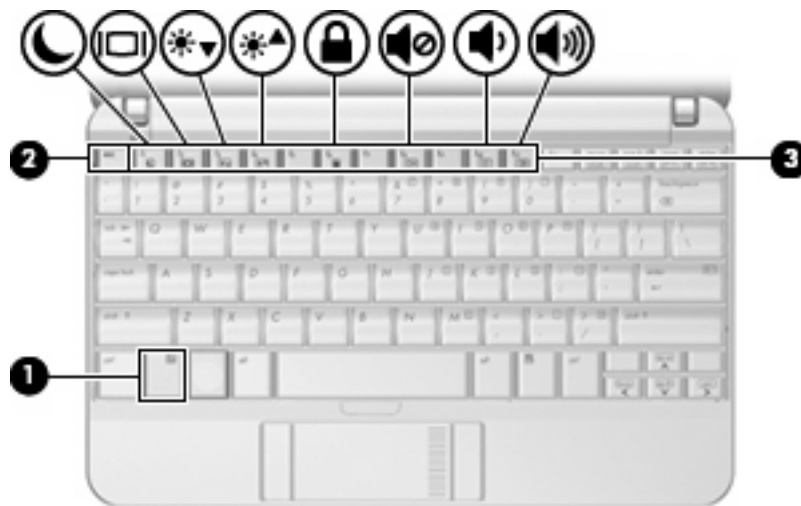
## 2 Using the keyboard

### 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.



Function	Hotkey
Display system information.	fn+esc
Initiate Sleep.	fn+f1
Alternate between computer display and external display.	fn+f2
Decrease screen brightness.	fn+f3
Increase screen brightness.	fn+f4
Initiate QuickLock.	fn+f6
Mute or restore computer sound.	fn+f8
Decrease computer sound.	fn+f10
Increase computer sound.	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 hardware components and the system BIOS version number.

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+f1)

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

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Press **fn+f1** 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.

To exit Sleep, 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 Sleep.

## 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)

## 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 password is entered.

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 **NOTE:** Before you can use QuickLock, you must set a password.

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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 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)

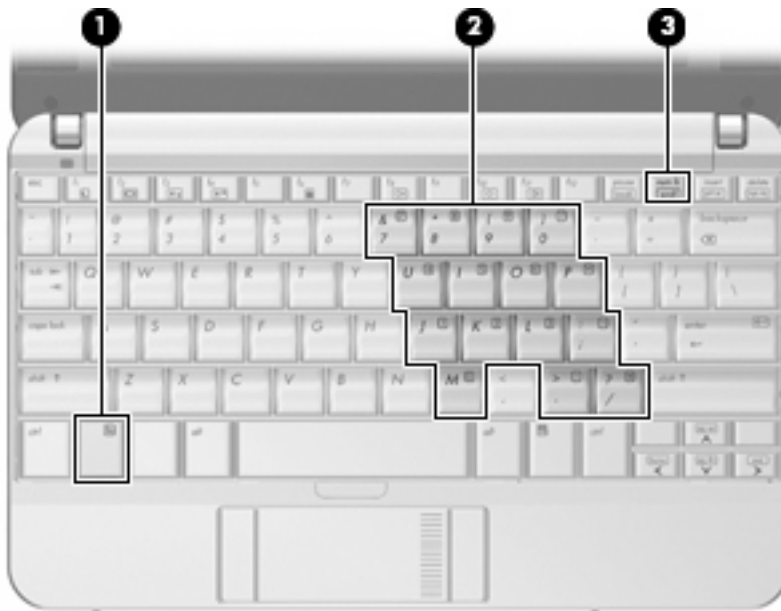
Press **fn+f10** to decrease speaker sound. Hold down the hotkey to decrease speaker sound incrementally.

## Increasing speaker sound (fn+f11)

Press **fn+f11** to increase speaker sound. Hold down the hotkey to increase speaker sound incrementally.

## 3 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.



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) Embedded numeric keypad	Can be used like the keys on an external numeric keypad.
(3) <code>num lk</code> key	Enables the embedded numeric keypad when pressed in combination with the <code>fn</code> key.


# 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.

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 **NOTE:** The embedded numeric keypad will not function while an external keyboard or numeric keypad is connected to the computer.

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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.

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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## 4 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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