

Pointing Devices and Keyboard User Guide

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First Edition: June 2008

Document Part Number: 463784-001

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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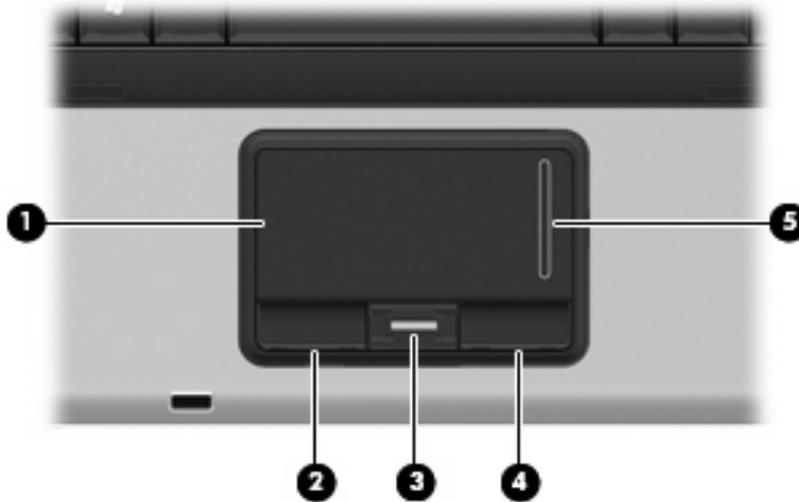
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1 Using pointing devices



Component	Description
(1) TouchPad*	Moves the pointer and selects or activates items on the screen.
(2) Left TouchPad button*	Functions like the left button on an external mouse.
(3) Fingerprint reader	Allows a fingerprint logon to Windows, instead of a password logon.
(4) Right TouchPad button*	Functions like the right button on an external mouse.
(5) TouchPad scroll zone	Scrolls up or down.

*This table describes default settings. To view or change TouchPad preferences, select **Start > Control Panel > Hardware and Sound > 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 scroll zone.

 **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.

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**.

Connecting an external mouse

You can connect an external USB mouse to the computer using one of the USB ports on the computer.

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 Sleep.	fn+f3
Switch the screen image.	fn+f4
Display battery information.	fn+f8
Decrease screen brightness.	fn+f9
Increase screen brightness.	fn+f10

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)

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

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.

To exit Sleep, briefly press the power button or press any key on the keyboard.

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.

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 the computer display to the monitor display to a 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)
- 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.

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.

3 Using HP Quick Launch Buttons (select models only)

The HP Quick Launch Buttons enable you to quickly open programs, files, or Web sites you use frequently. You can use the factory settings, which are described in the following table. Or you can reprogram the buttons by opening the Q Menu in the Quick Launch Buttons control panel.

The Quick Launch Buttons include the info button (1) and the presentation button (2).



The following table describes the factory settings for the Quick Launch Buttons.

 **NOTE:** Button functions vary, depending on the software installed on your computer.

Component	Description
(1) Info button	<p>Launches Info Center, which provides shortcuts, such as the following:</p> <ul style="list-style-type: none">• HP 3D DriveGuard—Controls settings for software that protects the hard drive by parking the drive when the computer is dropped or moved.• HP Software Setup—Installs preloaded applications to make them accessible to the user.• HP Wireless Assistant—Turns wireless devices on or off. <p>NOTE: If a wireless device is disabled in Computer Setup, it must first be reenabled in Computer Setup before it can be turned on or off using Wireless Assistant.</p> <ul style="list-style-type: none">• System Information—Describes the memory, processor speed, BIOS (basic input-output system) and other essential information about your computer system.

Component	Description
	<p>NOTE: Click the Advanced button to see more information about your system.</p> <ul style="list-style-type: none"> • User Guides—Provide specific details about the computer, including your components, power, drives, multimedia, security, and wireless features. <p>NOTE: After you configure QuickLook 2, you can open this feature by pressing the info button when the computer is off or in Hibernation.</p>
(2) Presentation button	Opens the Presentation Options window, where you can start a frequently used presentation, file, program, or Web site. You can also adjust display settings for optimum viewing.

Accessing the Quick Launch Buttons control panel

The Q Menu in the Quick Launch Buttons control panel enables you to set your own preferences for the info button and the presentation button. Both buttons can be used to launch frequently used programs.

You can open the Quick Launch Buttons control panel in any of the following ways:

- Select **Start > Control Panel > Hardware and Sound > Quick Launch Buttons**.
– or –
 - Double-click the **HP Quick Launch Buttons** icon in the notification area, at the far right of the taskbar.
-
-  **NOTE:** The icon looks like a rocket ship.
-
- Right-click the **HP Quick Launch Buttons** icon in the notification area, and then select one of the following tasks:
 - Adjust HP Quick Launch Buttons Properties
 - Launch Q Menu
 - Turn Presentation On

Displaying the Q Menu

The Q Menu provides quick access to the Quick Launch Button settings.

To display the Q Menu on the desktop:

- ▲ Right-click the **HP Quick Launch Buttons** icon in the notification area, at the far right of the taskbar and select **Launch Q Menu**.

 **NOTE:** For more information about the Q Menu, refer to the software Help.

4 Using HP QuickLook 2 (select models only)

HP QuickLook 2 enables you to see your Microsoft® Outlook e-mail, calendar, contact, and task information without starting the operating system. After QuickLook 2 has been configured, you can quickly access your important information when the computer is off or in Hibernation by pressing the info button.

Configuring QuickLook 2

To configure QuickLook 2, follow these steps:

1. Open Microsoft® Outlook. QuickLook 2 displays 2 icons on the Outlook toolbar:

 QuickLook 2 Preferences icon enables you to set automatic data collection preferences.

 QuickLook Capture icon enables you to manually initiate QuickLook 2 information capture in addition to automatic retrieval.

 **NOTE:** For most tasks, you will use the QuickLook 2 Preferences icon.

2. Click the **QuickLook 2 Preferences** icon on the Outlook toolbar. The QuickLook 2 Preferences dialog box opens.
3. Set the following preferences:
 - When you want QuickLook 2 to capture information from Outlook and save it on your hard drive
 - What types of data you want to be displayed for your calendar, contacts, e-mail, and tasks
4. Select security, if needed, and set a personal identification number (PIN).

Using manual information collection

Even if you have configured QuickLook 2 to collect information at preset intervals, you can also manually collect and save Outlook information any time you are logged on to your Outlook account.

Using QuickLook 2

The function of the info button varies, depending on whether you have configured QuickLook 2 or not. *Before* you configure QuickLook 2, pressing the info button opens Info Center, regardless of whether the computer is on, off, in the Sleep state, or in Hibernation. *After* you configure QuickLook 2, pressing the info button opens either Info Center or QuickLook, depending on the power state of the computer.

Power state	Info button behavior
Off	Opens QuickLook.
Hibernation	Opens QuickLook.

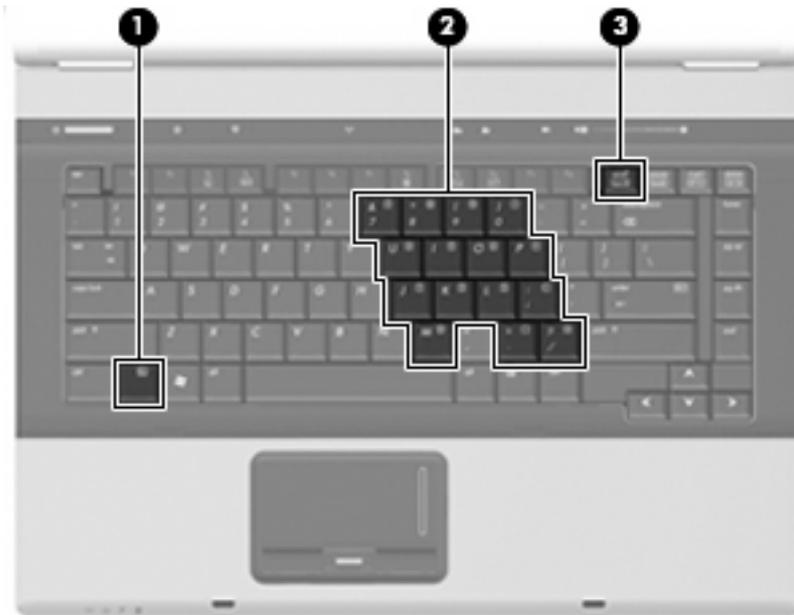
Power state	Info button behavior
On	Opens Info Center.
Sleep	Opens Info Center.

For more information

For more details about setting up and using QuickLook 2, refer to the QuickLook 2 software Help.

5 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) <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.

 **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.

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.

6 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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