Pointing Devices and Keyboard
User Guide

© Copyright 2008 Hewlett-Packard Development Company, L.P.

Microsoft, Windows, and Windows Vista [etc.] are U.S. registered trademarks of Microsoft Corporation.

The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

First Edition: September 2008

Document Part Number: 469433-001

Product notice

This user guide describes features that are common to most models. Some features may not be available on your computer.

Table of contents

1 Using the pointing devices

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

2 Using the keyboard

Using hotkeys 3
Displaying system information (fn+esc) 4
Initiating Sleep (fn+f3) 4
Switching the screen image (fn+f4) 5
Viewing battery charge information (fn+f8) 5
Decreasing screen brightness (fn+f9) 5
Increasing screen brightness (fn+f10) 5
Setting the ambient light sensor 5

3 Using HP Quick Launch Buttons

Accessing the Quick Launch Buttons control panel 8
Displaying the Q Menu 8

4 Using HP QuickLook 2

Configuring QuickLook 2 9
Using manual information collection 10
Using QuickLook 2 10
For more information 10

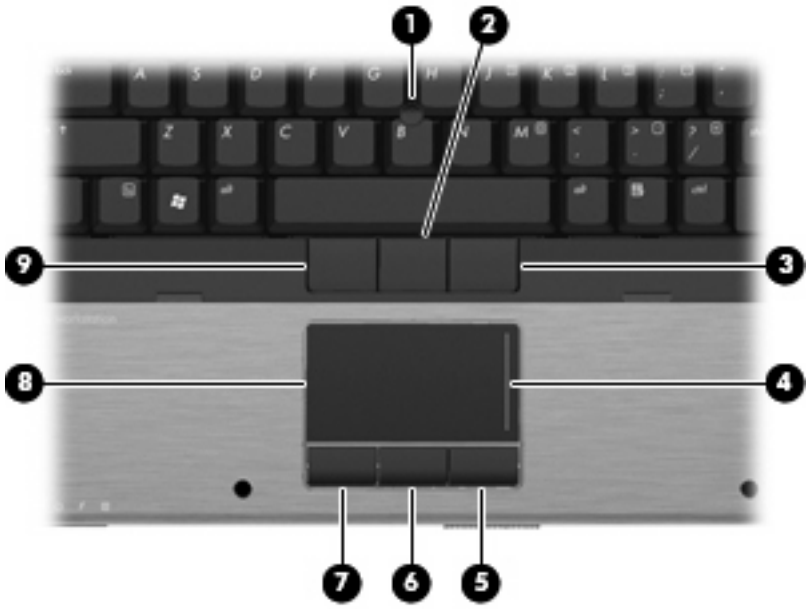
5 Using the keypads

Using the embedded numeric keypad 12
Enabling and disabling the embedded numeric keypad 12
Switching key functions on the embedded numeric keypad 12
Using an optional external numeric keypad 12

6 Cleaning the TouchPad and keyboard

Index 14

1 Using the pointing devices



Component		Description
(1)	Pointing stick	Moves the pointer and selects or activates items on the screen.
(2)	Center pointing stick button	Functions like the center button on an external mouse.
(3)	Right pointing stick button	Functions like the right button on an external mouse.
(4)	TouchPad scroll zone	Scrolls up or down.
(5)	Right TouchPad button	Functions like the right button on an external mouse.
(6)	Center TouchPad button	Functions like the center button on an external mouse.
(7)	Left TouchPad button	Functions like the left button on an external mouse.
(8)	TouchPad	Moves the pointer and selects or activates items on the screen.
(9)	Left pointing stick button	Functions like the left button on an external mouse.

NOTE: This table describes factory settings. To view or change pointing device preferences, select **Start > Control Panel > Hardware and Sound > Mouse**.

Setting pointing device preferences

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

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

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.

Using the pointing stick

Press the pointing stick in the direction you want to move the pointer on the screen. Use the left, center, and right pointing stick buttons as you would use the 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

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 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+f3
Alternate between computer display and external display.	fn+f4
Display battery information.	fn+f8
Decrease screen brightness.	fn+f9
Increase screen brightness.	fn+f10
Activate ambient light sensor.	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 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, press the power button.

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 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)
- HDMI (televisions, camcorders, DVD players, VCRs, and video capture cards with HDMI ports)

NOTE: S-Video or composite video is not supported, even when docked to legacy docking stations.

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.

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**.

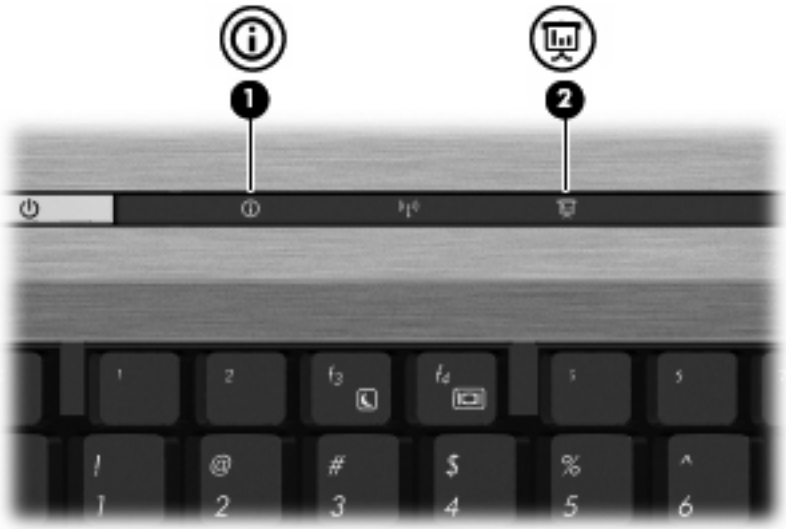
You can also add the ambient light sensor on/off function to the Q Menu, as follows:

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**.

3 Using HP Quick Launch Buttons

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	Launches Info Center, which provides shortcuts to features, such as the following: **NOTE:** Some of the features listed may not be included with your computer model. • HP Wireless Assistant • HP ProtectTools Suite • HP 3D DriveGuard • HP Recovery Manager • HP Help and Support • HP Notebook Accessories Product Tour

	Component	Description
		• HP Notebook Product Tour • HP Product User Guides • HP Connection Manager • HP Software Setup • Presto! BizCard 5
(2)	Presentation button	Opens the Presentation Options window, which enables you to start a frequently used presentation, file, program, or Web site. You can also adjust the 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 HP Quick Launch Buttons control panel in any of the following ways:

- Select **Start > Control Panel > Hardware and Sound > Quick Launch Buttons**.

  – or –

  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
  - Turn Ambient Light Sensor Off

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 then select **Launch Q Menu**.

NOTE: For on-screen information about any item in the Q Menu, click the Help button in the upper-right corner of the window.

4 Using HP QuickLook 2

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:

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

   The 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 QuickLook2, depending on the power state of the computer.

Power state	Button behavior
Off	Opens QuickLook2
Hibernation	Opens QuickLook2
On	Opens Info Center
Sleep	Computer returns to its previous state

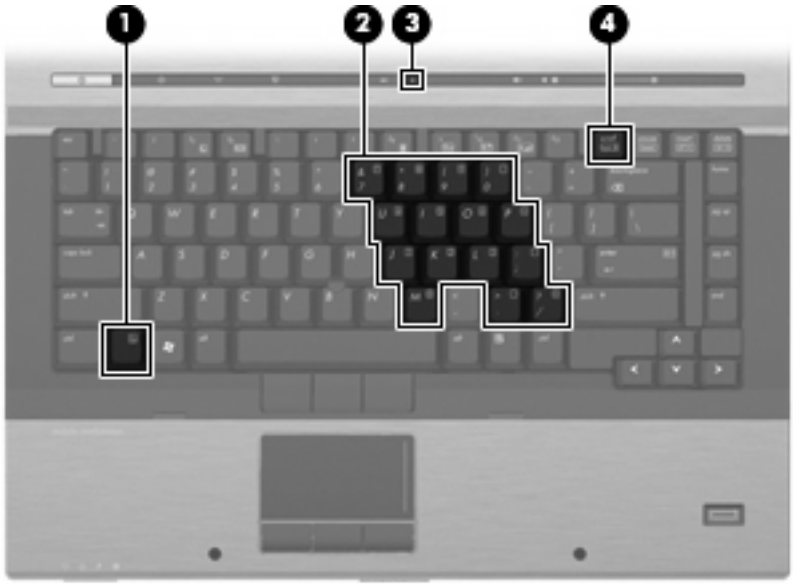
For more information

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

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)	fn key	Executes frequently used system functions when pressed in combination with a function key or the esc key.
(2)	Embedded numeric keypad	Can be used like the keys on an external numeric keypad.
(3)	num lock light	On: Num lock is on.
(4)	nm lk key	Enables the embedded numeric keypad when pressed in combination with the fn 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. 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.

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.

Index

A

ambient light sensor
  setting 3, 5

B

battery charge information 5
buttons
  info 6
  pointing stick 1
  presentation 7
  Quick Launch 6
  TouchPad 1

D

display
  image, switching 5
  screen brightness hotkeys 5

F

fn key 3
function keys 3

H

HDMI 5
hotkeys
  ambient light sensor 3
  battery charge information 5
  decreasing screen brightness 5
  description 3
  displaying system information 4
  increasing screen brightness 5
  initiating Sleep 4
  switching screen image 5
  using 4
HP QuickLook 2 9

I

info button 6

K

keyboard hotkeys, identifying 3
keypad, embedded
  enabling and disabling 12
  identifying 11
  switching key functions 12
  using 12
keypad, external
  num lock 12
  using 12

M

mouse, external
  connecting 2
  setting preferences 2

N

num lock, external keypad 12

P

pointing devices
  identifying 1
  setting preferences 2
  using 2
pointing stick
  using 2
pointing stick buttons, identifying 1
pointing stick, identifying 1
presentation button 7

Q

Quick Launch Buttons 6
Quick Launch Buttons control panel 6

S

screen brightness hotkeys 5
screen image, switching 5
scrolling regions, TouchPad 1
Sleep hotkey 4
system information hotkey 4

T

TouchPad
  scrolling regions 1
  using 2
TouchPad buttons, identifying 1
TouchPad, identifying 1

V

video transmission types 5