

Pointing Devices and Keyboard User Guide

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First Edition: September 2008

Document Part Number: 483213-001

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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1 Using pointing devices



Component	Description
(1) TouchPad light	<ul style="list-style-type: none">Off: TouchPad is enabled.Amber: TouchPad is disabled.
(2) TouchPad on/off control	Enables/disables the TouchPad when pressed in combination with the fn key.
(3) Pointing stick*	Moves the pointer and selects or activates items on the screen.
(4) fn key	Enables/disables the TouchPad when pressed in combination with the f5 key.
(5) Left pointing stick button*	Functions like the left button on an external mouse.
(6) TouchPad*	Moves the pointer and selects or activates items on the screen.
(7) Left TouchPad button*	Functions like the left button on an external mouse.
(8) Right TouchPad button*	Functions like the right button on an external mouse.
(9) TouchPad scroll zone	Scrolls up or down.
(10) Right pointing stick button*	Functions like the right button on an external mouse.

*This table describes factory settings. To view and change pointing device preferences, select **Start > Control Panel > Hardware and Sound > 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 > 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 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 and right pointing stick buttons as you would the left and right 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 the keyboard light

The keyboard light illuminates the computer keyboard in low light conditions.

- ▲ To open and turn on the keyboard light, press the keyboard light button.




- ▲ To turn off and close the keyboard light, gently press the keyboard light until it clicks into place.



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** through **f5**, 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
Switch the screen image.	fn+f4
Enable/disable the TouchPad.	fn+f5
Display battery information.	fn+f8
Decrease screen brightness.	fn+f9
Increase screen brightness.	fn+f10
Activate the 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, briefly slide the power switch to the right.

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)
- S-Video (televisions, camcorders, DVD players, VCRs, and video capture cards with S-Video-in jacks)

 **NOTE:** S-Video devices can be connected to the system only by using an optional docking device.

- 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.

Enabling/disabling the TouchPad (fn+f5)

Press **fn+f5** to enable or disable the TouchPad.

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.

Activating the ambient light sensor (fn+f11)

Press **fn+f11** to activate and deactivate the ambient light sensor.


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 presentation button (1) and the info 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) 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.
(2) 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. <ul style="list-style-type: none"><li data-bbox="815 1755 1075 1780">• HP Wireless Assistant<li data-bbox="815 1803 1075 1829">• HP ProtectTools Suite<li data-bbox="815 1852 1043 1877">• HP 3D DriveGuard

Component	Description
	<ul style="list-style-type: none">• HP Help and Support• HP Notebook Accessories Product Tour• HP Product User Guides• HP Connection Manager• HP Software Setup• Presto! BizCard 5

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 info button behavior depends on the power state of the computer, as shown in the following table.

Power state	Button behavior
Off	Opens QuickLook 2.
Hibernation	Opens QuickLook 2.
On	Opens Info Center.
Sleep	Returns the computer to its previous state.

 **NOTE:** QuickLook 2 is enabled at the factory. If you disable QuickLook 2 in the system BIOS, pressing the info button opens Info Center when the computer is on. Pressing the info button when the computer is off, in Hibernation, or in the Sleep state has no effect.

For more information

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

5 Using the pen and tablet controls

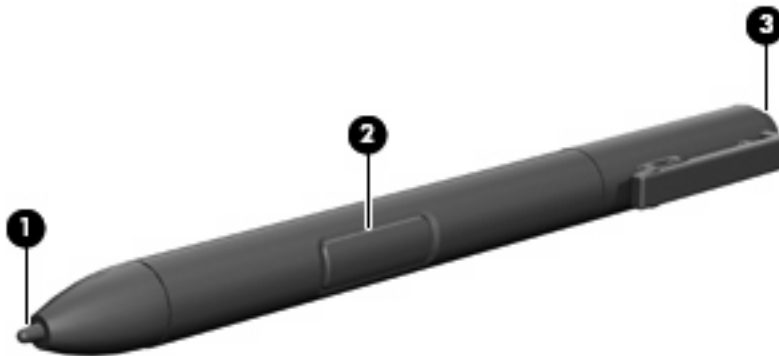
You can enter and access information on the tablet PC through pen and tablet controls.

Using the pen

You can write with the pen in pen-specific programs such as the Tablet PC Input Panel, 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 tablet PC whenever the tip **(1)** or eraser **(3)** of the pen is approximately 1.27 cm (0.5 inch) from the screen. The pen button **(2)** emulates the functions of the right button on an external mouse.



Holding the pen

Hold the pen as if you were writing with a standard pen or pencil. Position the pen in your hand so that you will not accidentally press the pen button.

As you monitor the movements of the pen, focus on the pointer, not on the tip of the pen.

Performing mouse clicks with the pen

- ▲ To select an item on the screen as you would with the left button of an external mouse, tap the item with the tip of the pen.
- ▲ 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 tip of the pen.
- ▲ To select an item as you would with the right button of an external mouse, press and hold down the pen button, and then tap the item with the tip of the pen.


Performing other procedures with the pen

In addition to emulating mouse clicks, the pen can be used for the following tasks:

- To display the pointer location, hold the pen tip immediately over any location on the tablet PC screen without touching the screen with the pen tip.
- To display the menu options related to an item on the screen, tap the screen with the pen tip.
- To write with the pen, write on the screen with the tip of the pen.
- To press a pen-activated button, tap the button with the tip of the pen.
- To erase with the pen, hold the pen with the eraser side down and move the eraser over the writing that you want to delete.

Pressure sensitivity

The tablet PC pen is equipped with a pressure-sensitive feature. This means that you can manipulate the pen to create lines of various thickness, depending upon the amount of pressure you use to write.


 **NOTE:** This feature is available only if the Tablet PC Input Panel software is enabled.

Calibrating the pen

The pen can function at the default calibration or at a calibration set by another user. However, HP highly recommends that you use the pen only while it is calibrated to your personal handwriting and mouse action motions. Calibration optimizes pen performance for all users and particularly for left-handed users.

To calibrate the pen:

1. Select **Start > Control Panel > Hardware and Sound > Tablet PC Settings**.
2. At the bottom of the **General** tab, tap the **Calibrate** button.
3. Follow the instructions on the screen.
 - Tap the pen in the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+).
 - Be sure to calibrate the pen for use in both portrait and landscape orientations.

 **NOTE:** You can display information about any setting in the Tablet PC Settings window by selecting the Help button in the upper-right corner of the window, and then selecting a setting.

Using the pen holder

To remove the pen from the pen holder on the computer, press the pen in to eject it.

To protect the pen when you are not using it, insert the pen, tip first, into the pen holder on the computer.



Setting pen preferences

Pen preferences are set in the Tablet PC Settings window of the operating system. The preferences include setting the location of on-screen menus for either right-handed or left-handed users, calibrating the screen for pen use, and optimizing handwriting recognition.

To access pen preferences:

- ▲ Select **Start > Control Panel > Hardware and Sound > Tablet PC Settings**.

Pen options are set in the Pen and Input Devices window. The options include speed settings for double-tapping and press-and-hold pen use, pen pointer options, and flick settings.

To access pen options:

- ▲ Select **Start > Control Panel > Hardware and Sound > Pen and Input Devices**.


The preferences and options you set in the Tablet PC Settings and the Pen and Input Devices window are specific to the pen and the tablet PC. Pointing device preferences, such as pointer speed, click speed, and mouse trails, are set in the Mouse Properties window. These preferences apply to any pointing device in the system.

To access Mouse Properties:

- ▲ Select **Start > Control Panel > Hardware and Sound > Mouse**.

6 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.

 **NOTE:** Your computer may look slightly different from the illustration in this section.




Component	Description
(1) Embedded numeric keypad	Can be used like the keys on an external numeric keypad.
(2) <code>fn</code> key	Executes frequently used system functions when pressed in combination with a function key or the <code>esc</code> key.
(3) num lock light	On: Num lock is on.
(4) <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. 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, numeric keypad, or an optional docking device 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.

7 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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