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*	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)	TouchPad scroll zone	Scrolls up or down.
(4)	Right TouchPad button*	Functions like the right button on an external mouse.

*This table describes default settings. To view or change pointing device 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 scroll zone, slide your finger up or down over the vertical white line.

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

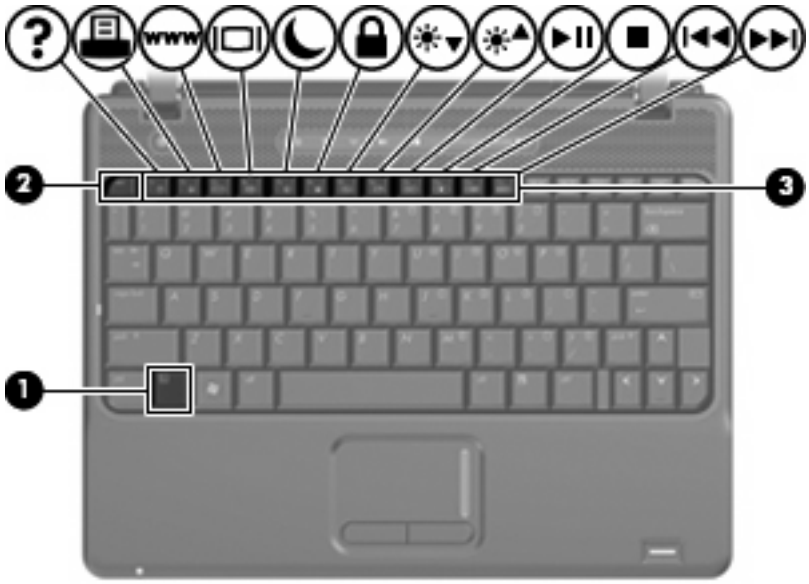
You can connect an external USB mouse to the computer using one of the USB ports on the computer. A USB mouse can also be connected to the system using the ports on an optional docking device or expansion product.

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 f12 keys and the home, pg up, and pg dn keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.



Function	Hotkey
Display system information.	fn+esc
Open Info Center.	fn+f1
Open the Print Options window.	fn+f2
Open a Web browser.	fn+f3
Switch the screen image.	fn+f4
Initiate Standby.	fn+f5
Initiate QuickLock.	fn+f6
Decrease screen brightness.	fn+f7
Increase screen brightness.	fn+f8

Function	Hotkey
Play, pause, or resume an audio CD or a DVD.	fn+f9
Stop an audio CD or a DVD.	fn+f10
Play the previous track or section of an audio CD or a DVD.	fn+f11
Play the next track or section of an audio CD or a DVD.	fn+f12

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.

Opening Info Center (fn+f1)

Press fn+f1 to open Info Center, which provides shortcuts such as the following:

- **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 programs to make them accessible to the user.
- **HP Wireless Assistant**—Turns wireless devices on or off.
- **System Information**—Describes the memory, processor speed, BIOS (basic input-output system) and other essential information about your computer system.
- **User Guides**—Provide specific details about the computer, including your components, power, drives, multimedia, security, and wireless features.

Opening the Print Options window (fn+f2)

Press fn+f2 to open the Print Options window of the active Windows program.

Opening a Web browser (fn+f3)

Press fn+f3 to open your Web browser.

Until you have set up your Internet or network services, the fn+f3 hotkey opens the Windows Internet Connection Wizard.

After you have set up your Internet or network services and your Web browser home page, you can press fn+f3 to quickly access your home page and the Internet.

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)
- Composite video (televisions, camcorders, 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 or expansion product.

Initiating Standby (fn+f5)

Press fn+f5 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 lights blink.

△ **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 press the power button or press any key on the keyboard.

The function of the fn+f5 hotkey can be changed. For example, you can set the fn+f5 hotkey to initiate Hibernation instead of Standby.

NOTE: In all Windows operating system windows, references to the *sleep button* apply to the fn+f5 hotkey.

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.

Decreasing screen brightness (fn+f7)

Press fn+f7 to decrease screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

Increasing screen brightness (fn+f8)

Press fn+f8 to increase screen brightness. Hold down the hotkey to increase the brightness level incrementally.

Playing, pausing or resuming an audio CD or a DVD (fn+f9)

The fn+f9 hotkey functions only when an audio CD or a DVD is inserted:

- If the audio CD or the DVD is not playing, press fn+f9 to begin or resume the play.
- If the audio CD or the DVD is playing, press fn+f9 to pause the play.

Stopping an audio CD or a DVD (fn+f10)

Press fn+f10 to stop the play of an audio CD or a DVD.

Playing previous track or section of an audio CD or a DVD (fn+f11)

While an audio CD or a DVD is playing, press fn+f11 to play the previous track of the CD or the previous section of the DVD.

Playing next track or section of an audio CD or a DVD (fn+f12)

While an audio CD or a DVD is playing, press fn+f12 to play the next track of the CD or the next section of the DVD.

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 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 • HP Notebook Product Tour

	Component	Description
		• 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 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 > Printers and Other Hardware > Quick Launch Buttons**.

  – or –

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

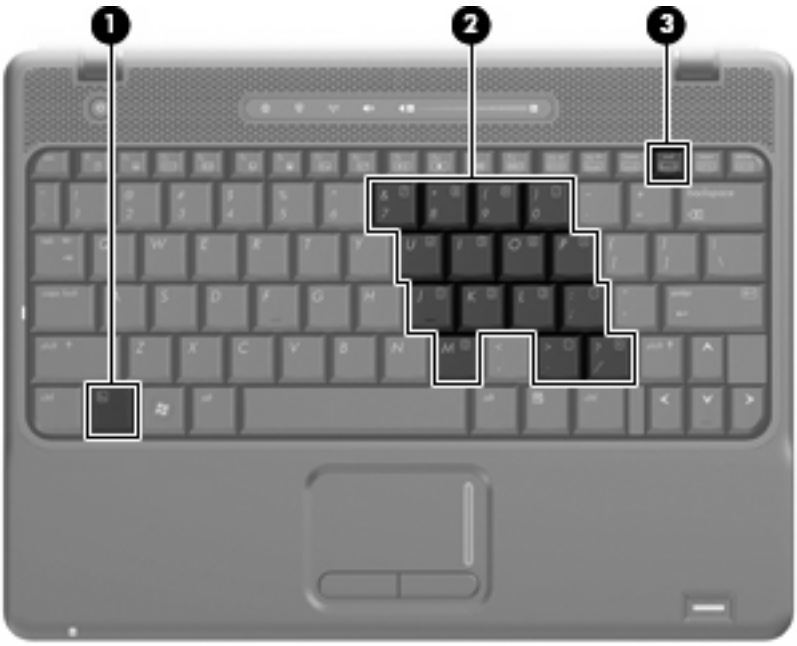
To display the Q Menu on the desktop:

- 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 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)	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 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. 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.

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