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 factory settings. To view or 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.

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 f1 through f8 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
Open Help and Support.	fn+f1
Open the Print Options window.	fn+f2
Open a Web browser.	fn+f3
Switch the screen image.	fn+f4
Initiate Sleep.	fn+f5
Initiate QuickLock.	fn+f6
Decrease screen brightness.	fn+f7
Increase screen brightness.	fn+f8

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 Help and Support (fn+f1)

Press fn+f1 to open Help and Support.

In addition to providing information about your Windows operating system, Help and Support provides the following information and tools:

- Information about your computer, such as model and serial number, installed software, hardware components, and specifications
- Answers to questions about using your computer
- Tutorials to help you learn to use the computer and Windows features
- Updates for the Windows operating system, drivers, and the software provided on your computer
- Checkups for computer functionality
- Automated and interactive troubleshooting, repair solutions, and system recovery procedures
- Links to support specialists

Opening the Print Options window (fn+f2)

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

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)

Initiating Sleep (fn+f5)

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

Press fn+f5 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.

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

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.

3 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 Center/QuickLook button.

Configuring QuickLook 2

1. Open Microsoft® Outlook.

   QuickLook 2 displays two 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, 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 using the Outlook program.

Using QuickLook 2

The behavior of the Info Center/QuickLook button depends on the power state of the computer, as shown in the following table.

Power state	Info Center/QuickLook button behavior
Off	Opens QuickLook.
Hibernation	Opens QuickLook.
On	Opens Info Center.
Sleep	No function.

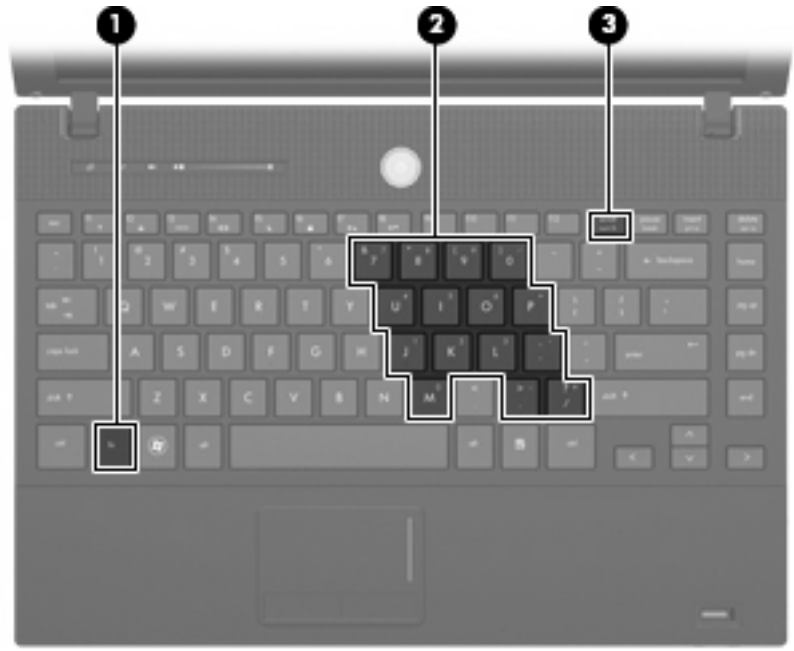
NOTE: QuickLook 2 is enabled at the factory. If you disable QuickLook 2 in the system BIOS, pressing the Info Center/QuickLook button opens Info Center when the computer is on. Pressing the Info Center/QuickLook button when the computer is off, in Hibernation, or in the Sleep state has no effect.

For more information

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

4 Using keypads

The computer has an embedded numeric keypad and also supports an optional 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	Alternates between the navigation and numeric functions on the embedded numeric keypad when pressed in combination with the fn key. **NOTE:** The keypad function that is active when the computer is turned off will be reinstated when the computer is turned back on.

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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