

# 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 the pointing devices



Component	Description
(1) TouchPad light	<ul style="list-style-type: none"><li>• White: TouchPad is enabled.</li><li>• Amber: TouchPad is disabled.</li></ul>
(2) TouchPad*	Moves the pointer and selects or activates items on the screen.
(3) Left TouchPad button*	Functions like the left button on an external mouse.
(4) Right TouchPad button*	Functions like the right button on an external mouse.
(5) TouchPad vertical scroll zone	Scrolls up or down.
(6) TouchPad on/off button	Enables/disables the TouchPad.

\*This table describes factory settings. To view and change TouchPad preferences, select **Start > Devices and Printers**. Then, right-click the device representing your computer, and select **Mouse settings**.


## Setting pointing device preferences

To access Mouse Properties, select **Start > Devices and Printers**. Then, right-click the device representing your computer, and select **Mouse settings**.

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.

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## Connecting an external mouse

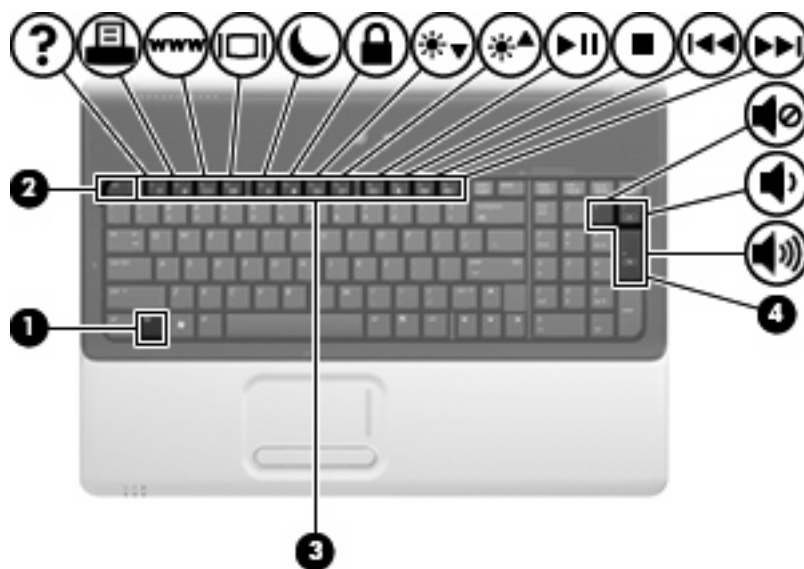
You can connect an external USB mouse to the computer using one of the USB ports on the computer.

## 2 Using the keyboard

### Using hotkeys

Hotkeys are combinations of the **fn** key (1) and the **esc** key (2), one of the function keys (3), or one of the volume keys (4).

The icons on the **f1** through **f12** keys represent the hotkey functions. Hotkey functions and procedures are discussed in the “Using the keyboard” sections.



Function	Hotkey
Display system information.	<a href="#">fn+esc</a>
Open Help and Support.	<a href="#">fn+f1</a>
Open the Print Options window.	<a href="#">fn+f2</a>
Open a Web browser.	<a href="#">fn+f3</a>
Switch the screen image.	<a href="#">fn+f4</a>
Initiate Sleep.	<a href="#">fn+f5</a>
Initiate QuickLock.	<a href="#">fn+f6</a>
Decrease screen brightness.	<a href="#">fn+f7</a>
Increase screen brightness.	<a href="#">fn+f8</a>

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 on an audio CD or a DVD.	fn+f11
Play the next track on an audio CD or a DVD.	fn+f12
Mute or restore system volume.	fn+*
Increase system volume.	fn++
Decrease system volume.	fn+-

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 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)

## 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, 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.

## 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.

## Muting or restoring speaker sound (fn+asterisk)

Press **fn+\*** to mute speaker sound. Press the hotkey again to restore speaker sound.

## Increasing speaker sound (fn+plus sign)

Press **fn++** to increase speaker sound. Hold down the hotkey to increase speaker sound incrementally.

## Decreasing speaker sound (fn+minus sign)

Press **fn+-** to decrease speaker sound. Hold down the hotkey to decrease speaker sound incrementally.

## 3 Using keypads

The computer has an integrated numeric keypad and also supports an optional external numeric keypad or an optional external keyboard that includes a numeric keypad.



Component	Description
(1) num lk key	Alternates between the navigation and numeric functions on the integrated numeric keypad. <b>NOTE:</b> The keypad function that is active when the computer is turned off will be reinstated when the computer is turned back on.
(2) Num lock light	On: Num lock is on.
(3) Integrated numeric keypad	Can be used like the keys on an external numeric keypad.

## 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.

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## 4 Cleaning the TouchPad and keyboard

Dirt and grease on the TouchPad (select models only) 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.

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⚠ **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 could deposit household debris on the keyboard surface.

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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.



If the computer keyboard includes a pointing stick, you may need to periodically clean or change the pointing stick cap. (Pointing stick caps are included with select models.)

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